



**Date:** Tuesday, 22 May 2018  
**Time:** 3pm  
**Location:** Council Chambers Serpentine

# **MINUTES**

**Ordinary Council Meeting**

**22 May 2018**

**MINUTES OF LODDON SHIRE COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT THE COUNCIL CHAMBERS SERPENTINE  
ON TUESDAY, 22 MAY 2018 AT 3PM**

**PRESENT:** Cr Neil Beattie, Cr Colleen Condliffe, Cr Geoff Curnow, Cr Gavan Holt, Cr Cheryl McKinnon

**IN ATTENDANCE:** Wendy Gladman (Director Community Wellbeing), Lynne Habner (Manager Executive and Commercial Services), Sharon Morrison (Director Corporate Services), Phil Pinyon (Chief Executive Officer), Steven Phillips (Director Operations)

**1 OPENING PRAYER**

“Almighty God, we humbly ask you to bless this Council, direct and prosper its deliberations towards the true welfare of your people of the Shire of Loddon.”

**2 ACKNOWLEDGEMENT OF COUNTRY**

“The Loddon Shire Council acknowledges the Traditional Custodians of the land on which we are gathered and pays its respects to their Elders both past and present.”

**3 APOLOGIES**

Nil

**4 DECLARATIONS OF CONFLICT OF INTEREST**

Nil

**5 PREVIOUS MINUTES****5.1 CONFIRMATION OF MINUTES****File Number:** 02/01/001**Author:** Lynne Habner, Manager Executive and Commercial Services**Authoriser:** Phil Pinyon, Chief Executive Officer**Attachments:** Nil**RECOMMENDATION**

That Council confirm:

1. The minutes of the Council Briefing of 24 April 2018
2. The minutes of the Ordinary Council Meeting of 24 April 2018
3. The minutes of the Special Council Meeting of 8 May 2018
4. The minutes of the Council Forum of 8 May 2018

**REPORT**

Seeking approval of the unconfirmed minutes of the previous meetings.

**RESOLUTION 2018/42**

Moved: Cr Gavan Holt

Seconded: Cr Neil Beattie

That Council confirm:

1. The minutes of the Council Briefing of 24 April 2018
2. The minutes of the Ordinary Council Meeting of 24 April 2018
3. The minutes of the Special Council Meeting of 8 May 2018
4. The minutes of the Council Forum of 8 May 2018

**CARRIED**

**6 REVIEW OF ACTION SHEET**

**6.1 REVIEW OF ACTIONS**

**File Number:** 02/01/002

**Author:** Lynne Habner, Manager Executive and Commercial Services

**Authoriser:** Phil Pinyon, Chief Executive Officer

**Attachments:** 1. Action sheet

**RECOMMENDATION**

That Council receive and note the action sheet.

**REPORT**

Refer attachment.

**RESOLUTION 2018/43**

Moved: Cr Geoff Curnow

Seconded: Cr Neil Beattie

That Council receive and note the action sheet.

**CARRIED**

**7 MAYORAL REPORT****7.1 MAYORAL REPORT****File Number:** 02/01/001**Author:** Lynne Habner, Manager Executive and Commercial Services**Authoriser:** Phil Pinyon, Chief Executive Officer**Attachments:** Nil**RECOMMENDATION**

That Council receive and note the Mayoral Report

**REPORT**

The Mayor will present a report at the meeting.

**Cr McKinnon****North Central Goldfields Regional Library**

**Section 86 Committees:** East Loddon Community Centre Committee of Management, Pyramid Hill Memorial Hall Committee of Management, Pyramid Hill Swimming Pool Committee of Management, Serpentine Bowls and Tennis Pavilion and Reserve Committee of Management

**Nature Tourism Advisory Team****Other Council activities**

<b>DATE</b>	<b>Activity</b>
25/4/18	Anzac ceremony at Mologa then Wedderburn for Borella/Jacka statue unveiling
1/5/18	NCLLEN AGM
3/5/18	LC Regional Partnerships Assembly in Kyneton
4/5/18	Post budget breakfast with Daniel Andrews, Bendigo (self-funded as this was a Labor Party fundraiser)
8/5/18	Council Forum
10/5/18	Workshop to discuss priorities for the GMID with catchment management authorities, City of Shepparton and Loddon Campaspe Regional Partnerships

14/5/18	Water Policy Team from Canberra met with stakeholders to discuss water market drivers.
15/5/18	Met with Phil Pinyon and Louise Staley in Maryborough.
16/5/18	Met with Jacinta Allan on the way to Rural Councils Victoria Summit in Lakes Entrance on Thursday and Friday
17/5/18	At RCV Summit I accepted a certificate on behalf of CWA Dingee for the Library Services.
22/5/18	ABC radio interview about Filipino population in Pyramid Hill
22/5/18	Council meeting, Serpentine

**RESOLUTION 2018/44**

Moved: Cr Neil Beattie

Seconded: Cr Geoff Curnow

That Council receive and note the Mayoral Report

**CARRIED**

**8 COUNCILLORS' REPORT****8.1 COUNCILLORS' REPORTS**

File Number: 02/01/001

Author: Lynne Habner, Manager Executive and Commercial Services

Authoriser: Phil Pinyon, Chief Executive Officer

Attachments: Nil

**RECOMMENDATION**

That Council receive and note the Councillors' reports

**REPORT**

Each Councillor will present a report at the meeting.

**Cr Beattie**

<b>Murray Darling Association</b>	
<b>Rail Freight Alliance</b>	
Phone hook-up with Reid Mather, CEO.	
<b>GMW Connections Project:</b>	
<b>Section 86 Committees:</b> Boort Aerodrome Committee of Management, Boort Development Committee Inc., Boort Memorial Hall Committee of Management, Boort Park Committee of Management, Korong Vale Mechanics Hall Committee of Management, Korong Vale Sports Centre Committee of Management, Little Lake Boort Management Committee Inc., Yando Public Hall Committee of Management	
<b>Other Council activities</b>	
<b>DATE</b>	<b>Activity</b>
25/4/18	Attended Anzac Day ceremonies both at Korong Vale and Wedderburn.
24/4/18	Council meeting Serpentine
30/4/18	Tour of Stage Two Bendigo new hospital
8/5/18	Attended Council Forum at Wedderburn
10/5/18	Attended Boort Park meeting

14/5/18	Attended Boort Tourism Development meeting
16/5/18	Attended Bendigo Health Foundation meeting
18/5/18	Attended State Council of MAV
19/5/18	Attended inter-league game at Boort between North Central and Southern

**Cr Condliffe**

<b>Calder Highway Improvement Committee</b>	
<b>Section 86 Committees:</b> Bridgewater on Loddon Development Committee of Management, Campbells Forest Hall Committee of Management, Inglewood Community Sports Centre Committee of Management, Inglewood Lions Community Elderly Persons Units Committee of Management, Inglewood Town Hall Hub Committee of Management, Jones Eucalyptus Distillery Site Committee of Management	
1/5/18: BOLD meeting – Foreshore development	
2/5/18: ITH Hub meeting, Inglewood	
7/5/18: Inglewood Sports Centre meeting	
<b>Australia Day Committee</b>	
<b>Central Victorian Greenhouse Alliance</b>	
17/5/18: meeting in Wedderburn	
<b>Central Victoria Rural Women’s Network</b>	
<b>Healthy Minds Network</b>	
<b>Loddon Youth Committee</b>	
<b>Other Council activities</b>	
<b>DATE</b>	<b>Activity</b>
24/4/18	Inglewood and Districts Community Bendigo Bank
1/5/18	NCLLN AGM Charlton



2/5/18	Kooyoora Women's Network dinner. Inglewood guest speaker Dale Lewis, Serpentine Police Station
3/5/18	Dingee Bush Nursing Centre meeting
3/5/18	Loddon Plains Landcare meeting Serpentine
7/5/18	Mental Health Day luncheon Dingee
8/5/18	Shire Forum Wedderburn
8/5/18	Inglewood Lions units meeting
8/5/18	Inglewood Resource Centre meeting
10/5/18	Meeting Kooyoora Women's Network Inglewood
12/5/18	Bridgewater market
13/5/18	Walk for Life, Bridgewater. 200 people participated.
14/5/18	Dingee Bush Nursing Centre meeting
15/5/18	BOLD meeting Bridgewater, foreshore planning
16/5/18	BOLD meeting Bridgewater
16/5/18	IDHS meeting Inglewood
18/5/18	Lions dinner meeting Inglewood
21/5/18	Dingee Bush Nursing Centre
22/5/18	Council meeting Serpentine
25/4/18	I attended Anzac dawn service Bridgewater
25/4/18	I attended Anzac Day Inglewood, and also attended music Anzac Day at Inglewood town hall run by Inglewood Town Hall Hub.

### Cr Curnow

#### Loddon Mallee Waste Resource Recovery Group

#### Section 86 Committees: Kingower Development and Tourism Committee

#### Municipal Emergency Management Plan Committee and Municipal Fire Management

<b>Plan Committee</b>	
<b>Other Council activities</b>	
<b>DATE</b>	<b>Activity</b>
25/4/18	Anzac service and unveiling of VC recipient statues at Wedderburn
8/5/18	Council Forum at Wedderburn
16/5/18 - 18/5/18	RCV Summit at Lakes Entrance
22/5/18	Loddon Shire Council May meeting - Serpentine

**Cr Holt**

<b>Municipal Association of Victoria</b>	
<b>Section 86 Committees:</b> Donaldson Park Committee of Management, Wedderburn Community Centre Committee of Management, Wedderburn Engine Park Committee of Management, Wedderburn Mechanics Institute Hall Committee of Management, Wedderburn Tourism Committee of Management	
<b>Audit Committee</b>	
<b>Other Council activities</b>	
<b>DATE</b>	<b>Activity</b>
24/4/18	Attended committee meeting of Wedderburn and District Harness Racing Club
25/4/18	Attended Wedderburn RSL Branch dawn Anzac Service at Soldiers Memorial Park Wedderburn
25/4/18	Attended Wedderburn RSL Branch Anzac Day service at Borella Park Korong Vale
25/4/18	Attended Wedderburn RSL Branch Anzac Day Service at Soldiers Memorial Park Wedderburn
25/4/18	Had the honour of officially opening the Borella/Jacka sculpture project in

	Soldiers Memorial Park Wedderburn. Members of the Albert Jacka and Albert Chalmers Borella families were in attendance. This excellent project was part of the Loddon Shire Commemoration of the Centenary of Anzac program.
28/4/18	Attended the Wedderburn vs Sea Lake winter sports day at Sea Lake
5/5/18	Attended Wedderburn v Boort winter sports program at Wedderburn
8/5/18	Attended Council Forum in Wedderburn
8/5/18	Chaired meeting of Redbacks Beyond 18 project Steering Committee
10/5/18	Attended Internal Audit Committee meeting
16/5/18	Attended meeting of Rural Councils Victoria Board meeting at Lakes Entrance
17-18/5/18	Attended RCV Rural Summit at Lakes Entrance
20/5/18	Attended the 30 year anniversary celebration of the Charlton Driving School where our contribution of \$5000 towards a new class room at the school.
21/5/18	Chaired meeting of Donaldson Park Committee of Management

**RESOLUTION 2018/45**

Moved: Cr Geoff Curnow

Seconded: Cr Gavan Holt

That Council receive and note the Councillors' reports

**CARRIED**

## 9 DECISION REPORTS

### 9.1 ANNUAL REVIEW OF COUNCIL PLAN

**File Number:** 02/02/003

**Author:** Sharon Morrison, Director Corporate Services

**Authoriser:** Phil Pinyon, Chief Executive Officer

**Attachments:** Nil

#### RECOMMENDATION

That Council confirms that:

1. it has considered whether the current Council Plan requires any adjustment
2. there were no adjustments required to the current Council Plan.

#### CONFLICT OF INTEREST

There is no conflict of interest for any Council staff member involved in the preparation of this report, or involved in the subject matter of the report.

#### PREVIOUS COUNCIL DISCUSSION

At the ordinary meeting on 27 June 2017 Council adopted the Council Plan 2017-2021.

#### BACKGROUND

Section 125 (7) of the Local Government Act 1989 states that "At least once in each financial year, a Council must consider whether the current Council Plan requires any adjustment in respect of the remaining period of the Council Plan."

#### ISSUES/DISCUSSION

At the Council Forum on 14 November 2017, it was discussed whether Council wished to make any adjustments in respect of the remaining period of the Council Plan.

Council advised that they did not wish to make any adjustments. A corporate planning timetable was then developed to reflect the fact that the Council Plan did not require adjustments.

#### COST/BENEFITS

There are no costs associated with the adoption of the recommendation.

#### RISK ANALYSIS

Adopting the recommendation ensures compliance with the Local Government Act.

#### CONSULTATION AND ENGAGEMENT

Councillors were consulted at the commencement of the corporate planning cycle to determine whether any adjustment was required to the Council Plan.

**RESOLUTION 2018/46**

Moved: Cr Colleen Condliffe

Seconded: Cr Neil Beattie

That Council confirms that:

1. it has considered whether the current Council Plan requires any adjustment
2. there were no adjustments required to the current Council Plan.

**CARRIED**

**9.2 PROPOSED PRIVACY POLICY VERSION 1**

**File Number:** 18/01/002  
**Author:** Sharon Morrison, Director Corporate Services  
**Authoriser:** Phil Pinyon, Chief Executive Officer  
**Attachments:** 1. Proposed Privacy Policy v1 for adoption

**RECOMMENDATION**

That Council adopt the Privacy Policy version 1.

**CONFLICT OF INTEREST**

There is no conflict of interest for any Council staff member involved in the preparation of this report, or involved in the subject matter of the report.

**PREVIOUS COUNCIL DISCUSSION**

None

**BACKGROUND**

In February 2017 HLB Mann Judd conducted an internal audit to review the management of privacy responsibilities (the privacy audit).

**ISSUES/DISCUSSION**

As a result of the privacy audit, Council undertook to complete a number of actions including the development of a privacy policy.

Personal information handled by the Council that is subjected to privacy fell into the following main categories:

- Human Resource: personal information (i.e. employees' contact details, next-of-kin details, tax file number, bank details and police checks etc.) associated with employment of staff by the Council;
- Community services: personal information (i.e. age, physical disabilities, health related and other sensitive information of individuals receiving Council services) associated with individuals who use the aged & disability services (i.e. home care) and early years services (i.e. immunisation, maternal child health & preschool) provided by the Council;
- Rates revenue and planning: personal information collected by the Council (i.e. contact details, properties owned, bank account and other financial details etc.) associated with rate payers;
- Local laws: personal information (i.e. contact details) associated with local business owners and residents in regards to compliance with the local laws dealt with by the Council;
- Customer service (front desk): personal information (i.e. contact details and credit card details given over the phone/written on the forms) associated with local business owners, rate payers and residents dealt with by the Council for requests and payments; and
- Economic development and tourism: personal information (i.e. name and contact details) associated with local business owners, volunteers and tourists dealt with by the Council.

The adoption of this policy helps to ensure that Council is fully aware and has clearly identified the information that is being collected within the Organisation that may be subject to privacy.

**COST/BENEFITS**

The costs associated with the adoption of the recommendation relate to the administrative costs associated with review and implementation of the policy. Council staff are also required to complete privacy training on a regular basis and as part of their induction to ensure they are aware of their obligations.

**RISK ANALYSIS**

The risk associated with adopting the recommendation is minimal.

**CONSULTATION AND ENGAGEMENT**

This proposed policy has been benchmarked against those of other Councils and subject to consultation with staff and review by both the Policy Review Group and the Management Executive Group.

**RESOLUTION 2018/47**

Moved: Cr Geoff Curnow  
Seconded: Cr Colleen Condliffe

That Council adopt the Privacy Policy version 1.

**CARRIED**

**9.3 FINANCE REPORT FOR THE PERIOD ENDING 30 APRIL 2018****File Number:** 08/06/001**Author:** Deanne Caserta, Manager Financial Services**Authoriser:** Sharon Morrison, Director Corporate Services**Attachments:** 1. Finance Report for the period ending 30 April 2018**RECOMMENDATION**

That Council:

1. receives and notes the 'Finance report for the period ending 30 April 2018'
2. approves budget revisions included in the report for internal reporting purposes only.

**CONFLICT OF INTEREST**

There is no conflict of interest for any Council staff member involved in the preparation of this report, or involved in the subject matter of the report.

**PREVIOUS COUNCIL DISCUSSION**

Council is provided with Finance Reports on a monthly basis with the exception of when changes to the Council meeting timetable result in the Council meeting occurring before the completion of the end of month finance procedures.

**BACKGROUND**

The Finance Report for the period ended 30 April 2018 includes standard monthly information about budget variations, cash, investments, interest, debtors and creditors, and provides a comparison of year-to-date actual results to year-to-date budget (by dollars and percentage) and total revised budget (by percentage).

The information is in the format provided in the adopted 2017/18 Budget, and includes operating results, capital expenditure and funding sources.

**ISSUES/DISCUSSION**

**Budgeted Surplus** - Council's budgeted cash surplus has slightly decreased by \$4K to \$1.785M with no further revision expected to be undertaken for 2017/18.

**Income Statement (revenue)** - Council's year to date (YTD) operating revenue is at 101% of YTD budget. Revenue brought to account for April was \$2.05M. Recurrent contributions are behind YTD revised budget by \$30K (or 49%).

**Income Statement (expenditure)** - Council's operating expenditure is at 98% of YTD budget. Payments for this month totalled just over \$2.48M, compared to \$3.25M last month. Contract payments are currently ahead of YTD budget with materials and services being the main item behind YTD budget. Labour is currently at 98%.

**Capital Works** - The revised budget for capital works is \$14.05M and is 45% complete in financial terms for the current financial year (41% at the end of March) with almost 80% of the year lapsed. Asset types with major variations (10% or \$10K) include furniture and equipment; land and buildings; plant and equipment; roadworks; urban and road drainage; recreation, leisure and community facilities; parks, open space and streetscapes and footpaths with many projects timed for quarter two or three but are yet to be commenced. Further analysis was undertaken by the management to identify projects where funds should be transferred to reserve for expenditure in future years. This has only occurred where the project was expected not to commence.



**Balance Sheet** - Council has a cash total of \$21.0M with \$3.0M in general accounts. Debtors are \$1.6M which is a decrease of \$0.4M in the month primarily due to the receipt of outstanding rates. Sundry debtors total \$0.15M with invoices outstanding for 60 or more days relating to community wellbeing debtors and local community groups totalling approximately \$72K.

### **COST/BENEFITS**

The benefit to Council and the community is that accurate and regular financial reporting is being disclosed, along with an accurate representation of property valuations being reflected in Council's rating system and the distribution of rate notices for the year 2017/18.

Provision of financial reports on at least a quarterly basis is a requirement of the Local Government Act.

### **RISK ANALYSIS**

The provision of regular and accurate finance reports to Council minimises the risk of Council not delivering projects within the approved budget. Council's risk exposure is also increased if the rating system does not reflect the valuation changes associated with supplementary valuations as Council will not be aware of the changes, which can alter the rate revenue in the current year and in future rating years.

### **CONSULTATION AND ENGAGEMENT**

There has been considerable consultation internally with respective managers in understanding their budget responsibilities and keeping within budgetary constraints.

Consultation with ratepayers and authorities that act on behalf of ratepayers occurs when a change to a property is required or occurs by virtue of a sale.

External engagement with the community was undertaken during the submission period of the budget, and regular reporting provides a mechanism of monitoring the financial outcomes of Council against that expectation.

### **RESOLUTION 2018/48**

Moved: Cr Neil Beattie

Seconded: Cr Geoff Curnow

That Council:

1. receives and notes the 'Finance report for the period ending 30 April 2018'
2. approves budget revisions included in the report for internal reporting purposes only.

**CARRIED**

**9.4 COMMITTEE OF MANAGEMENT INGLEWOOD PUBLIC RECREATION RESERVE - CROWN ALLOTMENT 1A, SECTION 21, TOWNSHIP OF INGLEWOOD****File Number:** 16/04/010**Author:** Sharon Morrison, Director Corporate Services**Authoriser:** Phil Pinyon, Chief Executive Officer**Attachments:** 1. Plan I/5-4-16 of Crown Allotment 1A Section 21 Inglewood**RECOMMENDATION**

That Council reply to the Department of Environment, Land, Water and Planning advising that Council agrees to becoming the Committee of Management over the area shown in blue on plan I/5-4-16 on Crown Allotment 1A, Section 21, Township of Inglewood, or such other area as is negotiated between the parties.

**CONFLICT OF INTEREST**

There is no conflict of interest for any Council staff member involved in the preparation of this report, or involved in the subject matter of the report.

**PREVIOUS COUNCIL DISCUSSION**

None

**BACKGROUND**

Council officers have been in communication with the Department of Environment, Land, Water and Planning (DELWP), the Inglewood Town Hall Committee and the Inglewood Bowling Club since 2016 regarding the formalisation of a boundary between the Inglewood Bowling Club and the Inglewood Town Hall, originally proposed in 1961.

The Inglewood Bowling Club is currently the Committee of Management appointed over the entire reserve, including the Town Hall.

Council has been informally managing the Town Hall area on behalf of DELWP, through its own section 86 committee of management.

**ISSUES/DISCUSSION**

DELWP have recently contacted Council seeking confirmation that Council agree to be formally appointed manager over the area shown blue on the attached plan I/5-4-16.

This would involve maintaining the land and building on the area shown in blue.

Council already maintains the area and has delegated the maintenance and management of the area to a section 86 committee of management. Council officers have no objection to continuing this arrangement.

It is therefore recommended that Council respond to DELWP indicating willingness to become the Committee of Management over the area shown in blue on plan I/5-4-16 on Crown Allotment 1A, Section 21, Township of Inglewood, thereby formalising the existing practice.

One part of the proposed boundary is still being negotiated. The area containing the water tanks is currently being investigated to determine which side of the water tanks the boundary needs to go. This is a minor issue which will only slightly increase the area to be formally managed by Council and/or its section 86 committee of management. Council officers will liaise with DELWP regarding this issue should Council agree to formally become the Committee of Management.

**COST/BENEFITS**

There is no additional cost other than officer time in completing the documentation and engagement to formalise the existing practice.

**RISK ANALYSIS**

There is a risk that formalising this existing arrangement will set a precedent where Council is asked to become the Committee of Management over more land. The likelihood of this risk occurring is possible however the consequence will be insignificant to minor where Council is already informally acting as the Committee of Management. Whether Council is informally or formally acting as the Committee of Management, a Council report will be prepared to seek Council approval to become a Committee of Management.

**CONSULTATION AND ENGAGEMENT**

Relevant staff and DELWP have been consulted and engaged in preparing this report.

**RESOLUTION 2018/49**

Moved: Cr Colleen Condliffe

Seconded: Cr Geoff Curnow

That Council reply to the Department of Environment, Land, Water and Planning advising that Council agrees to becoming the Committee of Management over the area shown in blue on plan I/5-4-16 on Crown Allotment 1A, Section 21, Township of Inglewood, or such other area as is negotiated between the parties.

**CARRIED**

**9.5 COMMITTEE OF MANAGEMENT LAANECOORIE AND BOORT**

**File Number:** 16/04/010  
**Author:** Sharon Morrison, Director Corporate Services  
**Authoriser:** Phil Pinyon, Chief Executive Officer  
**Attachments:** 1. P128390 Boort  
2. Laanecoorie Parcels of Land

**RECOMMENDATION**

That Council reply to the Department of Environment, Land, Water and Planning advising that Council is willing to become the Committee of Management over:

1. Crown Allotment 5C, Section 1, Township of Boort (P128390)
2. Crown Allotments 1A, 1B and 1C, Parish of Laanecoorie (P129970, P129971 & P129972).

**CONFLICT OF INTEREST**

There is no conflict of interest for any Council staff member involved in the preparation of this report, or involved in the subject matter of the report.

**PREVIOUS COUNCIL DISCUSSION**

None

**BACKGROUND**

Council officers have been in communication with the Department of Environment, Land, Water and Planning (DELWP) and the Dja Dja Wurrung Clans Aboriginal Corporation (Dja Dja Wurrung) in relation to Council becoming the committee of management for Crown Allotment 5C, Section 1, Township of Boort (P128390) and Crown Allotments 1A, 1B and 1C, Parish of Laanecoorie (P129970, P129971 & P129972).

DELWP is keen to know if Council will become a committee of management over these parcels of land. Dja Dja Wurrung has some interest in participating in the management of the reserves subsequent to their reservation if funding can be secured for this purpose.

**ISSUES/DISCUSSION**

The parcels of land at Laanecoorie are associated with tracks and trails Council already maintains in the area.

The parcel of land at Boort is located adjacent to the Boort Plantation Reserve. DELWP has advised that Council is already land manager for the Boort Plantation Reserve. It is proposed by DELWP that Crown Allotment 5C, Section 1, Township of Boort be included with the Boort Plantation Reserve.

**COST/BENEFITS**

Due to the nature of the land and the current use of the land for nature based activities, Council staff can see no significant cost involved in managing the land as it is already informally managing all or part of the land. There may some minor increases in the cost of maintenance due to the increased area at Boort.

**RISK ANALYSIS**

There is a risk that taking on committee of management responsibilities for the areas discussed in this report will commit Council to further ongoing management, maintenance and liability issues.

**CONSULTATION AND ENGAGEMENT**

Relevant staff, Dja Dja Wurrung and DELWP have been consulted and engaged in preparing this report.

**RESOLUTION 2018/50**

Moved: Cr Geoff Curnow

Seconded: Cr Neil Beattie

That Council reply to the Department of Environment, Land, Water and Planning advising that Council is willing to become the Committee of Management over:

1. Crown Allotment 5C, Section 1, Township of Boort (P128390)
2. Crown Allotments 1A, 1B and 1C, Parish of Laanecoorie (P129970, P129971 & P129972).

**CARRIED**

**9.6 INVESTMENT POLICY V4 FOR ADOPTION****File Number:** 06/02/004**Author:** Sharon Morrison, Director Corporate Services**Authoriser:** Phil Pinyon, Chief Executive Officer**Attachments:** 1. Proposed Investment Policy version 4**RECOMMENDATION**

That Council adopts the Investment Policy v4.

**CONFLICT OF INTEREST**

There is no conflict of interest for any Council staff member involved in the preparation of this report, or involved in the subject matter of the report.

**PREVIOUS COUNCIL DISCUSSION**

The last approved version of the Investment Policy (version 3) was in 2017.

Council was provided with an overview of the proposed changes to the Investment Policy at the forum held on 8 May 2018.

**BACKGROUND**

The purpose of the Investment Policy is to set the principles for investment decisions by Loddon Shire Council.

Version 3 of the policy requires Council to invest funds with an institution with a physical presence in the Shire. In practice, this has involved Council investing with the National Australia Bank (NAB) and the Inglewood and Districts Community Bank.

**ISSUES/DISCUSSION**

With the closure of the NAB agency at Boort due in June 2018, Council's existing policy would result in Council being able to invest with only Inglewood and Districts Community Bank after the closure of the NAB branch at Boort. Council had also been considering changes to the policy to ensure the spread of risk across a range of banks. As a result of these two considerations, the policy has been brought forward for review.

The updated policy includes provisions to ensure that when obtaining quotes for investment rates, the following considerations are taken into account:

- The best return is obtained (taking into consideration both financial and community benefit)
- spreading investments across a range of banks/authorised deposit taking institutions
- recognising the community contribution made by the Inglewood & Districts Community Bank and other Bendigo and Adelaide Bank operations servicing the Loddon Shire by allowing for a 0.2% variation on interest rates offered by Bendigo and Adelaide Bank Treasury.

The policy has a review timeline of four years.

**COST/BENEFITS**

Whilst there is a cost in investing at a lower rate of interest (for example 40% of \$18M @ 0.2% per annum = \$14,400) it is considered that the benefits provided to the community by way of support from the Inglewood & Districts Community Bank and other Bendigo and Adelaide Bank operations

servicing the Loddon Shire are a positive contribution to the prosperity and community well-being of the Shire.

**RISK ANALYSIS**

There is a risk that Council's income will be reduced due to accepting lower interest rates on investments. This risk is minimised by limiting the percentage of funds invested with any one institution and also putting a limit on the extent to which a lower interest rate will be acceptable.

**CONSULTATION AND ENGAGEMENT**

The document has been subject to the normal approval process of Council Forum prior to presentation in the Council Meeting Agenda.

**RESOLUTION 2018/51**

Moved: Cr Gavan Holt

Seconded: Cr Geoff Curnow

That Council adopts the Investment Policy v4.

**CARRIED**

**9.7 LODDON HEALTHY MINDS NETWORK STRATEGIC PLAN 2017-2022****File Number:** 12/01/005**Author:** Wendy Gladman, Director Community Wellbeing**Authoriser:** Phil Pinyon, Chief Executive Officer**Attachments:** 1. Loddon Healthy Minds Network Strategic Plan 2017-2022 v1**RECOMMENDATION**

That Council endorse the goals and objectives outlined in the Loddon Healthy Minds Network Strategic Plan 2017-2022.

**CONFLICT OF INTEREST**

There is no conflict of interest for any Council staff member involved in the preparation of this report, or involved in the subject matter of the report.

**PREVIOUS COUNCIL DISCUSSION**

The Loddon Healthy Minds Network Strategic Plan was provided to the May 2018 Council Forum for review.

**BACKGROUND**

A mental health support group was initiated by representatives from the Wedderburn community in 2007 and was based on a Healthy Minds Network program in operation in Swan Hill Rural City Council. The group's purpose was to reduce the stigma of mental health whilst advocating for appropriate mental health support in Loddon, with a key focus on suicide prevention.

The network received seed funding from Bendigo Loddon Primary Care Partnership and was endorsed by Loddon Shire Council in the same year.

The Loddon Healthy Minds Network (LHMN) began with representatives from Council, the local health services and a number of community representatives. It has grown with increases in community representation and in agencies with a mental health focus who deliver services into Loddon Shire:

- Anglicare Victoria
- Bendigo Health
- Bendigo Loddon Primary Care Partnership
- Boort District Health
- HALT
- Headspace
- Inglewood & District Health Services
- Lifeline
- Loddon Healthy Minds Community Representatives
- Loddon Shire Council
- Murray Primary Health Network
- Northern District Community Health
- Standby



## ISSUES/DISCUSSION

With the inaugural strategic plan developed by the LHMN in 2011 expiring in 2016, the Network members have worked together to develop this new Plan (2017-2022) which is now provided to Council to endorse the goals and objectives the LHMN members have identified.

The Vision of the network is for an inclusive, resilient and stigma free Loddon Community with access to appropriate mental health services.

The Network's Mission is to:

- promote and advocate for improved wellbeing and access to appropriate services for people in Loddon Shire affected by mental health issues
- promote optimal mental health and reduce stigma through awareness, advocacy and education.

The determination of the strategic focus areas, goals and objectives was supported by:

- a review of the previous strategy and the barriers and achievements
- an internal and external analysis of strengths, weaknesses, opportunities and threats
- determining the Network's vision and mission for the life of the plan
- conducting a literature review of key points relating to mental health, and particularly mental health in a rural context
- alignments with local, regional, state and national plans
- reviewing relevant Loddon data and statistics
- community consultation, including surveys (mailed), listening posts, online surveys
- agency consultation – survey and workshop.

From this, the key strategic focus areas were established by the Network:

- Awareness
- Education
- Partnerships
- Advocacy
- Promotion
- Influence

Within each of these key focus areas, are the following goals for achievement:

<b>Awareness</b>	Raise awareness of the work undertaken by the Loddon Healthy Minds Network and its member agencies.
	Reduce stigma associated with mental health.
<b>Education</b>	Our communities have a higher understanding of mental health issues and the supports available in the Loddon region.
<b>Partnerships</b>	Enhance our existing consolidated partnership to create a collaborative environment within and without the Network members.
<b>Advocacy</b>	Advocate for the best possible mental health outcomes for Loddon residents.
<b>Promotion</b>	Create a highly visible Loddon Healthy Minds Network locally and across the state.
<b>Influence</b>	Increase the profile of the Healthy Minds Network model locally, regionally and across the state.
	Increase the resources available to support other rural communities.

The Plan is closely aligned with the Municipal Public Health and Wellbeing Plan (MPHWP), with the LHMN operating as one of the four co-ordinating and facilitating pillars – linked to mental health outcomes.

The Plan has been developed similarly to the MPHWP, with flexibility embedded to allow member agencies to independently and collaboratively work towards the achievement of the goals and objectives identified within the Plan as their strategic direction, funding and capacity provides.

The Network will undertake an annual review and evaluation of the Plan's goals and objectives, and will document the activities undertaken. A report outlining the achievements for the year will be prepared by network members and presented to Council annually. Following this, the operational plan for the next year will be prepared.

### **COST/BENEFITS**

Council provides an annual allocation of \$5,000 to support the Network's operational costs and the assistance of Community Wellbeing staff to facilitate the Network meetings, planning and coordination of activities.

The Network sources external funding, where available, to support the activities and/or programs conducted by the Network; such as the recent funding secured from the Building Better Regions Fund to support the delivery of a regional suicide prevention conference:

- **Suicide Prevention, it's everyone's business!**  
**Rural Strategies That Work**

With all agencies, other than the local health services, located externally to Loddon, the continued engagement of agencies who deliver mental health services into Loddon Shire has raised awareness of the particular issues and barriers facing Loddon residents living with, or supporting someone living with mental illness or mental health issues. It has also provided a strong advocacy platform where existing services have been at risk.

The participation of community representatives provides a lived experience advocacy to agencies, providing real examples of the issues and barriers faced by Loddon community members with mental illness or mental health issues, and their carers. The community representatives also act as a conduit, returning information and resources to their local communities.

Council is able to capitalise on the subject matter expertise provided by the member agency representatives that could not be replicated internally. This provides the Network with a strong basis to provide input into state and federal reviews of mental health frameworks/services and also ensures that resources developed by the Network are appropriate, relevant and 'create no harm'.

The Network has raised awareness of mental health in the community through a number of activities in the past including:

- annual art show, student and open categories, with a theme related to mental health
- conducting Sunshine Breakfasts at various locations across municipality
- increased community representation on the Network
- development of a logo and letterhead
- development of the LHMN website, including resources available for people searching for support and/or services
- conducting Mental Health First Aid courses (including sponsoring a local community member to become a Mental Health First Aid trainer)
- development of resources such as information magnet, LGTBIQ posters and carers video – designed to be able to be rebranded and used by other agencies

- distribution of resources including magnets, brochures and other agency information through mail outs and attendance at local events
- banners and flags promoting the Network's website displayed at LHMN activities and when participating at local events
- advocating on the importance of supporting and promoting community mental health during times such as the dairy crisis, following emergency events and where services levels are impacted
- conducting bi-monthly meetings in each ward in a variety of facilities such as public venues (café's), schools, health services and community centres
- providing guest speakers at club, groups and events.

## RISK ANALYSIS

With mental health being one of the four key focus areas of the MPHWP, the development of this LHMN Strategic Plan supports the implementation of actions to realise the identified outcomes of increased mental wellbeing and prevent/decrease suicide.

The National Rural Health Alliance Inc. provides that traditionally people in rural and remote areas experience a range of stressors which influence their mental health including:

- greater prevalence of chronic conditions, disability and generally poorer health
- fewer employment opportunities, lower incomes and less financial security
- greater exposure and vulnerability to natural disasters
- higher rates of smoking and risky drinking.

They note that rural community members also face a range of challenges as they cope with these stressors:

- poorer access to specialised care
- apprehension in seeking help and the fear of stigma
- rural 'stoicism' and resilient attitudes
- lower educational attainment
- lower incomes
- limited or non-existent public transport.

When we consider that Loddon's health and wellbeing profile identifies with all of these risk factors, the work of the Loddon Healthy Minds Network as detailed in its Mission, becomes an important component of Council's efforts to improve the mental health and wellbeing of residents.

## CONSULTATION AND ENGAGEMENT

The development of this Plan was informed through a range of community and Network member agency consultation activities including:

- 130 surveys mailed at random throughout the municipality
- 145 people surveyed using listening posts across the municipality
- provision of online community survey, advertised through Council's Mayoral column and Facebook page
- provision of online survey to Network member agencies
- a workshop conducted with Network member agencies.

**RESOLUTION 2018/52**

Moved: Cr Geoff Curnow

Seconded: Cr Colleen Condliffe

That Council endorse the goals and objectives outlined in the Loddon Healthy Minds Network Strategic Plan 2017-2022.

**CARRIED**

**9.8 LEASE AGREEMENT - STATE EMERGENCY SERVICE****File Number:** 11/01/007**Author:** Wendy Gladman, Director Community Wellbeing**Authoriser:** Phil Pinyon, Chief Executive Officer**Attachments:** 1. Location of Lot 2, Nardoo Court, Wedderburn  
2. Lease Template**RECOMMENDATION**

That Council:

1. enter into a long term lease agreement of 40 years with the Wedderburn VICSES unit for Lot 2 Nardoo Court, Wedderburn, at a rental cost per annum of \$1.00 plus GST.
2. align the entering of this agreement with the removal of the subsidy provided to the Wedderburn SES Unit (currently \$2,500) from the 2018/19 budget and beyond
3. pass on all related costs stipulated in the lease agreement to the Wedderburn SES Unit
4. authorise the Chief Executive Officer to sign and affix the common seal of Loddon Shire Council on the lease agreement.

**CONFLICT OF INTEREST**

There is no conflict of interest for any Council staff member involved in the preparation of this report, or involved in the subject matter of the report.

**PREVIOUS COUNCIL DISCUSSION**

There has been no previous Council discussion related to this matter.

**BACKGROUND**

The Victoria State Emergency Service (VICSES) is a volunteer-based organisation, providing emergency assistance to the Victorian community. VICSES operates units in many locations across Victoria, enabling them to provide emergency assistance to local communities. Loddon Shire currently has one VICSES volunteer unit which is located in Wedderburn.

Past funding arrangements provided for the State and Local Government to each contribute 50% towards the operational costs of the local unit. Generally, most Councils also supported the VICSES units through the provision of accommodation. The Wedderburn VICSES Unit currently operates from Council owned land at Lot 2 Nardoo Court, Wedderburn.

Over time, these arrangements varied greatly across the State and resulted in differing State funding levels applying to different sized VICSES units. The State, VICSES and the Municipal Association Victoria (MAV) have been reviewing the VICSES funding arrangements and in December 2017 executed a Memorandum of Understanding (MOU) to establish new arrangements for the funding and provision of facilities to VICSES units.

**ISSUES/DISCUSSION**

The MOU provides that from 1 July 2017, where Councils enter into a lease for the use of land or premises by their local VICSES Unit, there will no longer be an expectation that the Council contributes to the operational costs of the VICSES Unit.

The State Government will assume full responsibility for the funding of the operational and maintenance costs of the Unit for the term of the lease. This includes payment of the following expenses as specified in the lease agreement:

## Rates and Taxes

- local government rates and charges
- water rates and charges, including water usage charges
- sewerage and drainage rates and charges
- all other rates, taxes and charges and levies assessed in connection with the Land.

## Services

- all services in connection with the Land, including electricity, gas, water and telephone (unless otherwise agreed)
- where the Land is not separately metered, the cost of installing separate meters

## Other charges

- other expenses incurred or payable by Council in respect of the Land (unless otherwise agreed) including:
  - charges for cleaning, waste removal and pest control
  - cost of fire protection and security
  - insurance premiums
  - costs of repairing, maintaining and operating Council improvements
  - costs of improving, renewing or replacing Council improvements
  - any other charges necessarily and reasonably incurred by Council in the operation and management of the land.

## Costs and Duty

- stamp duty payable on this lease
- Council's reasonable costs in considering the granting of any consent or approval under this lease
- Cost of complying with the provisions of the Building Act and the Building Regulations in relation to any Essential Safety Measure
- Council's costs incurred directly as a result of a breach of the lease by the tenant.

This commitment of funding by the State Government does not preclude a Council providing funding to a VICSES Unit if they elect to do so.

The MOU requires the following terms to be included in the lease between Council and the VICSES:

- the term of the lease is 40 years
- the rent payable to the Council to be \$1 per annum (plus GST), for the term of the lease.

**COST/BENEFITS**

Council has, in the past, contributed funds to the Wedderburn SES to support operational costs of the Unit. A review of the financial years 2012/13 to 2017/18 shows the contribution, including subsidy paid and insurance coverage, to the Wedderburn SES Unit as:

	Subsidy provided to Wedderburn SES Unit	Funds received – State Government contribution	Difference – cost to Council
12/13	\$21,173	\$12,853	\$8,320
13/14	\$21,173	\$12,853	\$8,320
14/15	\$15,768	\$12,853	\$2,915

15/16	\$16,541	\$12,853	\$3,688
16/17	\$ 2,894	\$ Nil	\$2,894
17/18	\$ 2,843	\$ Nil	\$2,843

In addition to this, Council also provides support annually with the following items at a cost to Council: (costs based on 2017/18 figures)

Rates and Municipal Charges:	\$ 1122.75
Fire Services Levy Charges:	\$ 239.20
Garbage charges:	\$ 450.00
Fire Extinguisher Maintenance:	\$ 141.35
Rental income reduction:	<u>\$ 9,200.00</u>
<b>Total annual cost:</b>	<b>\$11,153.30</b>

The provisions within the lease allow Council to recoup the costs related to Rates and Municipal charges, Fire Services Levy charges, garbage charges, fire extinguisher maintenance. With a rental return of \$1.00 (plus GST), Council will continue to incur a rental income reduction of some \$9,200 per annum.

As the State Government has committed to assuming full responsibility for the funding of the operational and maintenance costs of the Unit for the term of the lease Council may also wish to consider removing the current \$2,500 annual contribution from the 2018/19 budget and beyond.

The MOU clearly defines the roles and responsibilities of Council, State Government and the VICSES. Council will meet the terms of the MOU by entering into a lease arrangement with the Wedderburn VICSES Unit for the use of Lot 2 Nardoo Court, Wedderburn.

Entering into this lease formalises the current arrangement and provides a security of tenure for the VICSES volunteer unit based in Wedderburn, enabling the Unit to continue to provide service to the community.

### **RISK ANALYSIS**

Failure to enter into a lease for the use of Council land by the Wedderburn VICSES Unit may compromise the commitment noted in the MOU from the State Government to assume full responsibility for the funding of the operational and maintenance costs of the Unit.

### **CONSULTATION AND ENGAGEMENT**

There has been no consultation or engagement undertaken at a local level in relation to this report.

**RESOLUTION 2018/53**

Moved: Cr Colleen Condliffe

Seconded: Cr Gavan Holt

That Council:

1. enter into a long term lease agreement of 40 years with the Wedderburn VICSES unit for Lot 2 Nardoo Court, Wedderburn, at a rental cost per annum of \$1.00 plus GST.
2. align the entering of this agreement with the removal of the subsidy provided to the Wedderburn SES Unit (currently \$2,500) from the 2018/19 budget and beyond
3. pass on all related costs stipulated in the lease agreement to the Wedderburn SES Unit
4. authorise the Chief Executive Officer to sign and affix the common seal of Loddon Shire Council on the lease agreement.

**CARRIED**



**9.9 MAY 2018 AUDIT COMMITTEE MEETING OVERVIEW****File Number:** 06/02/003**Author:** Sharon Morrison, Director Corporate Services**Authoriser:** Phil Pinyon, Chief Executive Officer**Attachments:**

1. Review of Whole of Life Costing
2. Draft Internal Audit Plan 2015-19 (2018-19 focus)
3. Outstanding Audit Actions Report
4. Loddon Performance Framework Half Year Report
5. Proposed Performance Reporting Framework version 3

**RECOMMENDATION**

That Council:

1. receives and notes the May 2018 Audit Committee Meeting Report
2. endorses the performance improvement recommendations documented in the Review of Whole of Life Costing
3. receives and notes the draft Internal Audit Plan 2015-2019 (2018-19 focus)
4. receives and notes the Outstanding Audit Actions Report
5. receives and notes the Loddon Performance Framework Half Year Report
6. adopts the Loddon Performance Framework version 3.

**CONFLICT OF INTEREST**

There is no conflict of interest for any Council staff member involved in the preparation of this report, or involved in the subject matter of the report.

**PREVIOUS COUNCIL DISCUSSION**

Council was provided with a summary of the February 2018 Audit Committee Meeting at the Ordinary Meeting held on 27 February 2018.

**BACKGROUND**

The Audit Committee was created under Section 139 of the Local Government Act 1989, which states that "Council must establish an audit committee".

The committee is made up of four independent community members, and Cr Gavan Holt, as Council's representative. Council's Chief Executive Officer and Director Corporate Services attend the meetings in an advisory capacity.

The primary objective of the Audit Committee is to assist Council in the effective conduct of its responsibilities for:

- the enhancement of the credibility and objectivity of internal and external financial reporting
- effective management of financial and other risks and the protection of Council assets
- compliance with laws and regulations as well as use of best practice guidelines
- the effectiveness of the internal audit function
- the provision of an effective means of communication between the external auditor, internal audit, management and the Council
- facilitating the organisation's ethical development

- maintaining a reliable system of internal controls.

In order to provide a structured approach and ensure that the Committee addresses each of its responsibilities, an annual calendar of actions and an internal audit review program are established each year, and these guide the activities of the Committee.

## ISSUES/DISCUSSION

The agenda for the May 2018 meeting included the following:

### External audit strategy for year ended 30 June 2018

Mr Thompson, on behalf of the external auditor, provided a presentation outlining the proposed approach to this year's audit.

Key risks that will be assessed are considered standard across the sector, including revaluation of non-physical assets and data capture for performance information. Mr Thompson explained other audit responsibilities relating to internal controls, fraud, suspected corrupt conduct, and waste, probity and financial prudence.

The committee noted changes that are underway to improve data analytics and strategies to enable VAGO to provide an improved audit for councils.

Mr Thompson confirmed the timeframe for the audit, with a closing meeting scheduled for 20 July. The Chair noted that the new format appears to be more streamlined and easier to read.

### Audit report – Whole of Life Cost

Mr Kundai Mtsambiwa provided an overview of the audit report, which found that there are key business practices in place including the project management framework, which referenced whole of life costing in templates and key documents. Other policies and procedures are in place to support good management. The report found that more detailed guidelines and forms were needed to assist staff in identifying and estimating whole of life costs for projects. Sample documents were provided with the audit report to assist management in addressing the identified risks.

The committee noted the information captured for whole of life costing would be incorporated into project evaluation and decisions, long term financial planning and budgeting. Members discussed the example of the streetscape project and the ongoing costs to Council associated with it, and how those costs may multiply with future proposed projects.

### Internal audit program for 2018/19

The committee considered the 2018/19 program of internal audits, which includes waste management planning, HR management and payroll, service planning, and data interrogation. The priority item was considered to be waste management planning, given several recent issues for local government in this activity.

In relation to service planning, the committee discussed the value of this audit, and whether rates testing may be a more valuable audit. The process for service delivery reviews was explained by the Director Corporate Services, and the committee noted that three pilot reviews are being assessed to determine how future service delivery reviews will be conducted. Management considered that an audit of service planning may help identify improvements to the process.

### Review of internal audit plan and program effectiveness/internal audit contract

The Director Corporate Services advised that the current contract with HLB Mann Judd expires in June 2019, and preparations are being made to seek tenders for an internal audit provider. Feedback was sought from the committee about what it would be seeking in a new contract.

Committee members discussed internal audits including:

- the new contract should commence with an overall review of risk for the organisation
- positive feedback was provided about the current providers
- it is valuable to test the market for new providers.

Outstanding actions report by risk level

The Director Corporate Services advised that this reporting has been revised, and the committee received progress reports on 58 outstanding actions from 141 recommendations. The committee provided positive feedback on the new report format.

Performance Survey response for 2017/18

The committee reviewed the results of the self-assessment, which showed a positive response.

Loddon Performance Framework Report – July 2017 to December 2017

The Director Corporate Services explained the reporting timeframe for some of the performance measures and noted that some areas are not fully populated for half-yearly results due to officers finding little value in the reporting requirement. The committee agreed to receive the report twice a year.

Draft Loddon Performance Framework version 3

The committee noted key changes to the framework, including requirements for frequency of reporting and changes to specific indicators.

The Director Corporate Services also reported that a recent workshop reviewing the Local Government Performance Reporting Framework proposed changes to indicators including aquatic facilities, libraries, maternal and child health, average rates, resignations and terminations, and asset renewal. Changes are proposed to be effective for the 2019/20 budget.

Presentation by staff member – Paula Yorston, Manager Community Services

The Manager Community Services described her role with Loddon Shire Council, which incorporates activities across Aged and Disability Services and Early Years, including kindergartens. The Manager reported that a recent assessment of aged and disability services received 18 out of 18, and the team has successfully implemented sector-wide changes to the aged care services, including introduction of the My Aged Care Portal for residents to access services. The Early Years service delivers five kindergartens across the Shire, and occasional care was implemented last year, which has been successful at Dingee in particular. Council continues to manage Senior Citizens centres across the Shire.

The Community Services team is strong in its knowledge of the local community, and is able to engage well with the community. Challenges include the need to review strategies including the Municipal Early Years Plan, and managing state government changes to Aged and Disability services in the future. The Manager noted the decline in Meals on Wheels volunteers over recent years is also concerning.

The committee thanked the Manager Community Services for her presentation.

Monthly Finance Report

The Committee received the report for the period ending 31 March 2018.

The committee noted that the cash surplus increased significantly due to the reduction in expected capital expenditure for the remainder of the financial year. The committee noted that the process for scoping projects in advance of making budget bids for capital projects will help to avoid non-delivery of capital projects in future.

The Director Corporate Services also reported that Council's Investment Policy is being reviewed in response to the closure of the NAB branch at Boort, and a revised draft will be submitted to Council at its May meeting.

Draft/shell financial reports 2017/18

The Manager Finance explained the changes to the local government model financial report required for the 2017/18 financial year, which will make it more streamlined and easier to understand.

Overview of the 2018/19 budget

The Manager gave a presentation on the draft budget that has been advertised for public comment from 11 May 2018. She noted that rate capping will continue at 2.25% and there will be a 5% increase in waste management charges proposed.

Capital works is forecast at \$14.05 million, and there are no current or planned borrowings in the draft budget. The draft budget surplus is \$130,787.

The committee noted the 4% cap placed by Council on salaries and wages costs and the broader gap between that and the potentially lower increases in the upcoming enterprise agreement. Cr Holt commented that this may not be sustainable into the future.

Fraud report – Charter 2.5(xv)

The CEO advised there is nothing to report.

Review of major lawsuits facing Council – Charter 2.5(xvii)

The CEO advised there are no major lawsuits to report. He noted some matters being dealt with in VCAT regarding the Yemaya Festival and at the Magistrates Court relating to an unsightly property.

Update on Review of Local Government Act

The Director Corporate Services provided an update on Council's submission on the Local Government Bill Exposure Draft.

Items raised by Council that may impact the Audit Committee

Cr Holt advised that there were no relevant issues to raise.

General business

VAGO report on Local Government and Economic Development

The CEO advised that the Victorian Auditor General's Office conducted an independent audit report on Local Government and Economic Development in 2017, of which Loddon Shire was one of the councils that were involved. That report has been tabled and is now available to the public. He also noted that Loddon Shire has been selected to be included in a future report relating to Regional Development Victoria funding and its impact.

Next meeting

The date of next audit committee meeting is 9 August 2018.

The next review will be about Waste Management Planning.

**COST/BENEFITS**

There are costs associated with the Audit Committee and internal audit function.

However, in most cases, actions resulting from audit reviews do not bear any new costs as they are undertaken by current staff.

The benefits that the internal audit function provides Council are:

- business improvement relating to the audit review areas
- standard policy and procedure documents which are developed through the action list
- improvement in knowledge management that will assist with succession planning over time
- a reduction in risk in areas relating to audit reviews.

**RISK ANALYSIS**

The internal audit program has been created and is annually updated on a risk basis, ensuring that Council's program addresses the areas of highest risk or greatest concern to Audit Committee members and Council officers.

**CONSULTATION AND ENGAGEMENT**

Nil

**RESOLUTION 2018/54**

Moved: Cr Gavan Holt

Seconded: Cr Geoff Curnow

That Council:

1. receives and notes the May 2018 Audit Committee Meeting Report
2. endorses the performance improvement recommendations documented in the Review of Whole of Life Costing
3. receives and notes the draft Internal Audit Plan 2015-2019 (2018-19 focus)
4. receives and notes the Outstanding Audit Actions Report
5. receives and notes the Loddon Performance Framework Half Year Report
6. adopts the Loddon Performance Framework version 3.

**CARRIED**

## 10 INFORMATION REPORTS

### 10.1 LOCAL LAWS AND PLANNING COMPLIANCE ACTIVITY REPORT

**File Number:** 04/02/012

**Author:** David Price, Local Laws \ Planning Compliance Officer

**Authoriser:** Glenn Harvey, Manager Development and Compliance

**Attachments:** Nil

#### RECOMMENDATION

That Council receive and note the local laws and planning compliance activity report.

#### CONFLICT OF INTEREST

There is no conflict of interest for any council staff writing the report, or involved in the subject matter of the report.

#### PREVIOUS COUNCIL DISCUSSION

This is the third report for the 2017 – 2018 financial year, summarising the local law and planning compliance and enforcement actions taken within the Development and Compliance Department. It provides Council with a high level summary for the purpose of monitoring performance within this area.

#### BACKGROUND

Council is responsible for a range of advisory, compliance and enforcement services to the community and maintains powers under various legislation and Council local laws to enable effective animal management, planning enforcement, local law compliance and fire prevention for community and township amenity.

A number of policies and procedures have been developed, outlining the methodology and circumstances under which Council officers will undertake compliance action. Key areas of focus in respect to compliance action include:

- management of local laws, particularly with respect to unsightly properties
- effective animal management
- assessment of properties for potential fire risk/fire prevention measures
- control of roadside activities, occupation and utilisation
- investigate planning scheme breaches and enforce planning permit conditions
- intervention in public nuisance issues.

#### ISSUES/DISCUSSION

##### Administrative and fire prevention

Table 1 provides a summary of administrative and fire prevention actions undertaken.

*Table 1: Administrative and fire prevention activities*

Quarter 3 (1 January 2018 – 31 March 2018)				
Activity	After hours call outs (*)	Littering or illegal rubbish dumping	Fire permits to burn	Local law permits issued
No. actions	7	5	46	3

(\*) Council provides a 24 hour emergency call out service in respect to animal management or local law compliance and enforcement.

#### Unsightly properties

A summary of activity statistics and locations that are the subject of compliance with local laws relating to unsightly properties is provided in Table 2. Identified unsightly properties are assessed and prioritised for compliance action. A detailed presentation of the Development & Compliance Departments approach and progress on unsightly properties was presented at the April Council Forum.

*Table 2: Summary of unsightly properties activities*

Quarter 3 (1 January 2018 – 31 March 2018)																
Town/Locality	Eddington	Rheola	Newbridge	Tarnagulla	Inglewood	Bridgewater	Wedderburn	Korong Vale	Borong	Boort	Pyramid Hill	Mitiamo	Dingee	Serpentine	Rural	Total
No. identified from previous report period	4	0	4	2	5	2	13	1	2	2	2	0	0	0	1	38
No. resolved during quarter	0	0	0	0	0	0	1	0	0	1	0	0	0	0	0	2
New action commenced	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1
No. currently pursuing	4	0	4	2	5	2	12	2	2	1	2	0	0	0	1	37
Progress Activities																
Site meeting / discussion held	2	0	2	2	2	1	7	2	2	2	2	0	0	0	0	24
Letter to comply issued	4	0	1	1	0	1	0	1	0	0	0	0	0	0	1	9
Occupier has commenced clean-up work	2	0	2	1	2	1	5	1	1	1	1	0	0	0	1	18
Notice to comply issued	0	0	1	1	3	1	9	2	2	1	2	0	0	0	0	22
Contractor engaged for clean-up work	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

The local laws staff are continuing to work with community members in resolving unsightly property issues. Achieving resolution of unsightly property issues can be difficult, with many property owners committing to attend to the issue and in some cases starting the process of cleaning up only to relapse. This requires an approach of escalation of interventions until compliance is reached. Many of these issues involve longstanding patterns of behaviour that will require continual intervention and time to establish significant change in individual's behaviour in order for lasting compliance to be reached.

#### Animal management

Table 3 provides a high level summary of animal management activities.

*Table 3: Summary of animal management activities*

Quarter 3 (1 January 2018 – 31 March 2018)						
Activity	Wandering livestock	Trespassing livestock	Dog attack	Domestic animal at large	Distribution of cat traps	General complaints / other
No. of actions	10	1 instance (30 sheep)	0	13	6	45

Table 4 summarises animal management activities that resulted in impoundments, encompassing both domestic animals and livestock.

*Table 4: Impoundment activities*

Quarter 3 (1 January 2018 – 31 March 2018)				
Animal type	Impoundments	Returned to owners	Animals rehoused	Animals disposed
Livestock	1	1	0	0
Dogs	10	7	3	0
Cats	1	1	0	7 (feral)
Kittens*	25	n/a	20	5 (feral)
<b>Total</b>	<b>37</b>	<b>9</b>	<b>23</b>	<b>12</b>

(\*) Kitten season – highlights the problem of dumped and unwanted kittens following Christmas.

#### Planning Compliance and Enforcement

Table 5 provides a summary of planning compliance and enforcement activities undertaken.

*Table 5: Planning compliance and enforcement activities*

Quarter 3 (1 January 2018 – 31 March 2018)					
Type	No. identified from previous report period	New action commenced	PIN's issued	No. resolved during this quarter	No. currently pursuing resolution
Land use in contravention of planning scheme without a permit	4	2	0	1	5
Native vegetation removal without a permit	2	1	0	1	2



Breach of planning permit	0	1	0	0	1
Dog breeding / animal keeping	2	0	0	0	2
Land used as a store without planning permit	4	2	0	1	5
Occupation of a shed without a planning permit	1	1	0	0	2
<b>Total</b>	<b>13</b>	<b>7</b>	<b>0</b>	<b>3</b>	<b>17</b>

Throughout all of the above compliance activities tabled, the Development and Compliance Department aims to work proactively with property and animal owners to achieve a positive outcome within the legislative framework set by the State Government and Council Local Laws.

### **COST/BENEFITS**

The expenditure for the third quarter of 2017 – 2018 financial year for the local laws and compliance activities contained within this report is \$83,303. As the identified properties are escalated through the compliance process, costs associated with legal proceedings may also be incurred by Council.

The resulting cost to Council can be significant in terms of officer(s) time; particularly undertaking various site inspections across Loddon Shire. Direct monetary costs can be significant should a matter progress to the Victorian Civil and Administrative Tribunal (VCAT) or the Magistrates Court. Therefore, it is of benefit to Council and the community that the Development and Compliance Department work through these matters in a timely and respectful manner to reach an appropriate outcome wherever possible.

Benefits derived from investing in local law and planning compliance activities include:

- improving and maintaining township amenity
- ensuring that appropriate development occurs
- maintaining and improving public safety
- encouraging good domestic animal and livestock management
- reduced bushfire risks.

### **RISK ANALYSIS**

Failure of Council to adequately manage the provisions associated with the Loddon Planning Scheme, Planning and Environment Act 1987 or other applicable legislation including the Domestic Animals Act 1994, Impounding of Livestock Act 1994, Country Fire Authority Act 1958 or Council Local Laws is considered to pose the following risks:

- barrier to development and associated economic growth within Loddon Shire
- inappropriate development
- Council's reputation as a regulatory authority
- public safety that endangers life and property
- adverse amenity of our townships
- increased bushfire hazards.

### **CONSULTATION AND ENGAGEMENT**

Land and animal owners subject to compliance and enforcement actions under the abovementioned legislation and local laws are consulted with at each stage of the process.

**RESOLUTION 2018/55**

Moved: Cr Geoff Curnow

Seconded: Cr Colleen Condliffe

That Council receive and note the local laws and planning compliance activity report.

**CARRIED**

**10.2 STRATEGIC PLANNING ACTIVITY REPORT****File Number:** 13/01/002**Author:** Carolyn Stephenson, Statutory / Strategic Planner**Authoriser:** Glenn Harvey, Manager Development and Compliance**Attachments:** Nil**RECOMMENDATION**

That Council receive and note the strategic planning activity report.

**CONFLICT OF INTEREST**

There is no conflict of interest for any council staff member involved in writing this report, or involved in the subject matter of the report.

**PREVIOUS COUNCIL DISCUSSION**

This is the first report for the 2017 – 2018 financial year summarising the strategic planning activities undertaken within the Development and Compliance Department.

**BACKGROUND**

Council undertakes strategic land use planning projects to ensure that its planning scheme is robust and relevant, and is consistent with and supports the Council Plan.

This report provides an overview of the current activities of the Strategic Planner. The Strategic Planner's time is divided between statutory planning (10 hours per week) and strategic planning (8 hours per week) activities. It is the strategic planning activities that are the subject of this report.

**ISSUES/DISCUSSION**Current Strategic Planning Projects

Table 1 provides a summary of current strategic planning projects and the activities undertaken as part of these projects during the third quarter of the 2017 – 2018 financial year.

*Table 1: Current Strategic Planning Projects*

<b>Quarter 3 (1 January 2018 – 31 March 2018)</b>			
<b>Project</b>	<b>Tasks undertaken during the quarter</b>	<b>Future tasks</b>	<b>Estimated project completion</b>
Settlement Strategy	<ul style="list-style-type: none"> <li>• Finalisation of research material (Housing and Land Audit, Demographic and Development Analysis).</li> <li>• Presentation to February and March Council Forum.</li> <li>• Organisation of community</li> </ul>	<ul style="list-style-type: none"> <li>• Community consultation workshops.</li> <li>• Review of submissions made at community consultation workshops.</li> <li>• Finalisation of the Settlement</li> </ul>	The report will be completed by end of June 2018 and submitted to Council at the October Council Forum.

	consultation. <ul style="list-style-type: none"> <li>• Preparation of summary documents for community consultation.</li> </ul>	Strategy report. <ul style="list-style-type: none"> <li>• The report to be reviewed through the strategic document approval process in preparation for presentation to Council.</li> </ul>	
Serpentine Industrial Estate – INZ3 Planning Scheme Amendment	<ul style="list-style-type: none"> <li>• Prepared and presented report to Council at the March ordinary Council meeting, seeking consent to request authorisation to prepare the amendment.</li> <li>• Preparation of draft amendment documents.</li> <li>• Discussions with the North Central Catchment Management Authority regarding flood risk on the site.</li> </ul>	<ul style="list-style-type: none"> <li>• Finalisation of amendment documents.</li> <li>• Exhibition of the amendment.</li> <li>• Finalisation of amendment, this stage could include panel hearing if there are submissions against the amendment.</li> </ul>	September 2018 subject to no submissions being received.

*Please note that the strategic planner was on leave for three weeks in January.*

The Settlement Strategy has provided Council the first opportunity to review planning provisions for residential growth since amalgamation. This strategy will be informed by research conducted by LaTrobe University during 2017. This research was funded by the Victorian Planning Authority and included an audit of existing housing stock and vacant land in the towns of Boort, Bridgewater, Inglewood, Pyramid Hill and Wedderburn. The research also included an analysis of demographic data from the 2016 ABS Census and development data from Council building records. Council staff have undertaken similar research for the smaller townships to gain an understanding of land supply and development demand in these communities.

Discussion are underway with Department of Environment, Land, Water and Planning (DELWP) about the merits of the proposed rezoning of the Serpentine Industrial Estate this will enable finalisation of the relevant documents and support to proceed.

#### Future Strategic Planning Projects

Table 2 outlines futures strategic planning projects that have been identified to commence as soon as practicably possible.

*Table 2: Future Strategic Planning Projects*

<b>Future Strategic Planning Projects</b>			
<b>Project</b>	<b>Overview</b>	<b>Key Tasks</b>	<b>Estimated project timeframes</b>
Planning Scheme Review	Pursuant to Section 12B of the Planning and Environment Act (1987), Council is required to undertake a review of its planning scheme every four years. The review will audit of the scheme and its controls to assess relevance and efficiency. The review aims to ensure that the planning scheme responds to current issues, recent strategic work is reflected in the planning scheme and the most appropriate and effective controls are being used to implement State and local strategy and policy.	<ul style="list-style-type: none"> <li>• Review of application types and outcomes.</li> <li>• Audit of the planning scheme to assess accuracy and relevance of controls.</li> <li>• Review of state, regional and local strategic work.</li> <li>• Discussion with internal and external stakeholders (including community) to identify gaps and concerns.</li> <li>• Preparation of report to document findings, including recommended changes to the planning scheme and future strategic work.</li> <li>• Presentation and adoption of report by Council.</li> <li>• Submission of report to Minister for Planning.</li> </ul>	Preparation of Planning Scheme Review Report February 2019. Implementation of recommendations are to be staged over 2019 - 2022.
Heritage Framework	Council has allocated \$100,000 in reserve to be used to support restoration of heritage buildings in the municipality. It is proposed that this money be used to provide loans to owners of buildings subject to heritage protection under the planning scheme or State legislation. The	<ul style="list-style-type: none"> <li>• Preparation of guidelines, criteria and process for approval and implementation</li> </ul>	December 2018

	loans will be provided to successful to undertake works on their property that would support the protection of the heritage buildings within Loddon Shire.		
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The Planning Scheme Review is due to be undertaken during this year. It has been held off to the second part of the year to ensure the findings of the Settlement Strategy can be incorporated. Also Christine Wyatt, Deputy Secretary, Planning has advised Council that the review does not need to be completed until 31 December 2018. This will allow the Smart Planning Program, a DELWP initiative to be incorporated into the Planning Scheme Review. The Smart Planning Program aims to provide clearer and simpler planning rules along with changes to the form and content of the planning scheme. This Program has not yet been finalised, and as such Council to unable to address any potential changes.

### **COST/BENEFITS**

The expenditure for the third quarter of 2017 – 2018 financial year of the strategic planning activities contained within this report is \$10,465. The expenditure is higher than what would normally be expected due to additional hours expended during the quarter in order to continue progress of the Settlement Strategy. There is also some creditors expenditure associated with the various projects.

Benefits derived from investing in strategic planning managed by the Development and Compliance Department include:

- clearly defined directions for land use and development that are underpinned by research and supported by the community
- a relevant and effective planning scheme that provides for economic development, population growth, attractive townships and protection of heritage and the environment.

### **RISK ANALYSIS**

Failure of Council to undertake strategic planning includes:

- outdated planning controls that do not respond to current issues and opportunities
- inappropriate development that compromises the amenity of towns and undermines economic development opportunities
- loss of opportunities for population and residential growth.

### **CONSULTATION AND ENGAGEMENT**

The strategic planning staff member consults with a number of stakeholders on a regular basis including:

- community members and organisations
- government agencies including Department of Environment Land Water & Planning, Department of Economic Development Jobs Transport & Resources, North Central Catchment Management Authority
- other Loddon Shire Council departments
- other municipalities.

**RESOLUTION 2018/56**

Moved: Cr Colleen Condliffe

Seconded: Cr Gavan Holt

That Council receive and note the strategic planning activity report.

**CARRIED**

### 10.3 PLANNING PERMIT ACTIVITY REPORT

**File Number:** 13/01/002  
**Author:** Alexandra Jefferies, Planning Officer  
**Authoriser:** Glenn Harvey, Manager Development and Compliance  
**Attachments:** 1. Planning permit status report 1 January 2018 - 31 March 2018

#### RECOMMENDATION

That Council receive and note the planning application and permit activity report

#### CONFLICT OF INTEREST

There is no conflict of interest for any council staff member involved in writing this report, or involved in the subject matter of the report.

#### PREVIOUS COUNCIL DISCUSSION

This is the third report for the 2017 – 2018 financial year summarising planning application activities undertaken within the Development and Compliance Department.

#### BACKGROUND

This report covers the planning permit activity for each quarter and provides Council with a high level summary for the purpose of monitoring performance within this area.

Council maintains powers under the Planning & Environment Act 1987 which are delegated to Planning Officers. Applications made under these powers may include (but are not limited to) the following:

- consideration of a planning application for a new use/development
- consideration of an amendment to an existing planning permit
- secondary consent applications (minor changes)
- extensions of time to existing planning permits.

#### ISSUES/DISCUSSION

##### Planning permit activities

A detailed summary of the status of planning permits can be found in attachment 1: Planning permits status report 1 January 2017 - 31 March 2017.

##### Timeframes

The Planning & Environment Act 1987 requires a 60 day timeframe for the processing of planning applications by Councils. The Act details how the 60 days are to be measured following the acceptance of a planning permit application.

Table 1 provides a summary of the average timeframes in which the Development and Compliance Department assessed and issued Planning Permits during the third quarter of the 2017 – 2018 financial year and compares these to the Victorian rural average.



*Table 1: Average timeframes for decisions*

Quarter 3 of the 2017/2018 financial year			
Month	Average gross days to determine	Completed within 60 days	Rural average completed within 60 days
January	92	57%	75%
February	74	55%	71%
March	42	100%	72%
	<b>Total Quarterly average</b>	<b>70%</b>	<b>72%</b>

During the third quarter of the 2017 – 2018 financial year 70% of all Planning Permit applications were assessed and issued within the timeframes as set in the Planning & Environment Act.

Although the overall average for the quarter of 70% is only 2% lower than the rural average of 72%, the average gross days to determine in January and February were particularly high. This can be attributed to a number of factors including:

- A permit was issued in January concluding a particularly protracted application. This particular application was for a new processing and meat (pork) storage facility which was with the Planning Officer for 289 days. The applicant is a 'small' local piggery looking to extend their facility capabilities, due to a downturn in pork prices the applicant asked if the application could be put 'on hold' rather than withdrawn until the applicant was ready to proceed.

### **COST/BENEFITS**

The expenditure for the third quarter of 2017 – 2018 financial year of the statutory planning activities contained within this report is \$27,105.

Benefits derived from investing in the planning process managed by the Development and Compliance Department include:

- well managed and appropriate development
- well informed community members who understand the value of planning within local government
- applications processed in a timely manner
- implementation of correct regulations and standards.

### **RISK ANALYSIS**

Failure of Council to adequately implement the planning scheme poses the following risks:

- inappropriate development which could endanger life and property
- Council's reputation as a responsible Authority
- breaches of the Planning & Environment Act 1987 requiring compliance action.

Insufficient investment in resources in the Development and Compliance Department may result in extended timeframes for the processing of applications.

### **CONSULTATION AND ENGAGEMENT**

The Planning Staff consults with a number of stakeholders on a regular basis including:

- applicants
- surrounding land owners

- regulatory authorities
- other Loddon Shire Council departments
- other municipalities.

**RESOLUTION 2018/57**

Moved: Cr Neil Beattie

Seconded: Cr Geoff Curnow

That Council receive and note the planning application and permit activity report

**CARRIED**

**10.4 PUBLIC HEALTH ACTIVITY REPORT****File Number:** 12/02/001**Author:** Teresa Arnup, Senior Public Health Officer**Authoriser:** Glenn Harvey, Manager Development and Compliance**Attachments:** Nil**RECOMMENDATION**

That Council receive and note the Public Health Activity report

**CONFLICT OF INTEREST**

There is no conflict of interest for any council staff member involved in writing this report, or involved in the subject matter of the report

**PREVIOUS COUNCIL DISCUSSION**

This is the third report for the 2017 – 2018 financial year, summarising public health activities within the Development and Compliance Department.

**BACKGROUND**

Loddon Shire Council is responsible for the administration and enforcement of a number of Acts including the:

- Food Act 1984
- Public Health and Wellbeing Act 2008
- Residential Tenancies Act 1997
- Environment Protection Act 1970
- Tobacco Act 1987.

Council's Public Health officer has regular contact with business operators, community groups, home owners and developers whilst administering the above Acts. Activities undertaken by the staff include inspection of registered premises, the taking of food and water samples, the issuing of septic tank permits and complaint investigations.

**ISSUES/DISCUSSION****Registered Premises**

Council undertakes annual inspections of premises that are registered under the Food Act, Public Health and Wellbeing Act and Residential Tenancies Act. Inspections are also undertaken of public swimming pools and of properties that are required to meet the requirements of the Tobacco Act. Table 1 provides a summary of the inspections undertaken during the reporting period.

*Table 1: Registered premises inspections*

1 January 2018 - 31 March 2018		
Governing Legislation	Inspection Outcome	Number of inspections
Food Premises	Compliant*	55
	Major Non Compliance	1
Health Premises	Compliant*	10
Caravan Parks	Compliant*	1
<b>Total number of inspections for reporting period</b>		<b>67</b>

\*compliant includes sites that were fully compliant and some sites that required minor actions to become compliant

All unsatisfactory inspections are followed up with the businesses to ensure remedial actions are taken. All major non-compliance matters identified in this report have now been resolved.

### **Septic Systems**

Table 2 summarises septic system permit applications processed during the reporting period.

*Table 2: Septic system permits*

<b>1 January 2018 - 31 March 2018</b>	
<b>Permit Type</b>	<b>Number</b>
Installation or alteration	4
Certificate to use	4
Time Extension	2
<b>Total Number of Permits</b>	<b>10</b>

The average processing time for permits to install or alter is eight days.

Table 3 summarises the activities associated with management of septic tank applications and installed systems.

*Table 3: Septic system activity*

<b>1 January 2018 - 31 March 2018</b>	
<b>Activity / Inspection Type</b>	<b>Number</b>
Application Inspection	2
Installation Inspection	3
Final Inspection	4
Requested Inspection	3
AWTS Project Site Visits	1
<b>Total Number of Inspections</b>	<b>13</b>

### **Residential Tenancies Act**

Table 4 summarises the notices received and processed under the Residential Tenancies Regulations for installations within Caravan Parks.

*Table 4: Residential Tenancies Permits*

<b>1 January 2018 - 31 March 2018</b>	
<b>Permit Type</b>	<b>Number</b>
Installation of Unregisterable Movable Dwelling	3
Installation of Fixed Annexe	0
<b>Total Number of Permits</b>	<b>3</b>

**Tobacco Act**

Council is funded to undertake a set number of Tobacco inspections throughout the year. Most of the inspections are carried out in conjunction with Food Act inspections, however a number of them are non-smoking public outdoor venues such as at kindergartens, schools, play grounds and hospitals. Table 5 summarises the Tobacco Act activities undertaken during the reporting period.

*Table 5: Tobacco inspections*

<b>1 January 2018 - 31 March 2018</b>	
<b>Inspection Type</b>	<b>Number</b>
Licensed Premises	3
Retailer	6
Eating Establishment	5
Vending Machine	2
Public Outdoor Venues	0
Outdoor Dining	2
<b>Total number of Inspections</b>	<b>18</b>

**Public Health Complaints**

Council is responsible for the investigation of nuisance complaints under the Public Health and Wellbeing Act. Complaints of nuisance can be complex and time consuming. Table 6 summarises the complaints during the reporting period

*Table 6: Public health complaints*

<b>1 January 2018 - 31 March 2018</b>				
<b>Nature of complaint</b>	<b>Number carried over from previous reporting period</b>	<b>Number received</b>	<b>Number resolved</b>	<b>Number currently pursuing resolution</b>
<b>Food Premises</b>	1	2	3	0
<b>Odour</b>	0	1	1	0
<b>Noise</b>	1	1	2	0
<b>Mosquitoes</b>	0	1	1	0
<b>Burning Off / Smoke</b>	0	0	0	0
<b>Waste water</b>	2	0	1	1
<b>Tobacco</b>	0	3	3	0
<b>Other</b>	1	5	6	0
<b>Total</b>	<b>5</b>	<b>13</b>	<b>17</b>	<b>1</b>

**COST/BENEFITS**

The actual expenditure for the third quarter of 2017 – 2018 financial year of the public health unit activities contained within this report is \$30,353.

Administration of the Acts that the Public Health officer has responsibility for includes significant field work, with staff regularly in the field engaging with business operators, developers, residents and ratepayers.

This investment increases significantly when compliance issues are identified within registered premises and when complaints are received.

The benefits that stem from this investment include:

- improved public health and safety within registered premises
- improved local amenity
- full implementation by Council of our responsibilities under the various Acts and regulations.

**RISK ANALYSIS**

Failure of Council to adequately administer and enforce the provisions of the applicable legislation would pose the following possible risks:

- the spread of infectious diseases through the community including food poisoning
- a barrier to the new developments and economic growth within Council
- Council's reputation as a regulatory authority
- contamination of the local environment
- failure to meet obligations set within the relevant legislation.

**CONSULTATION AND ENGAGEMENT**

The Public Health Officer regularly engages with business operators, developers, residents and ratepayers during the administration of the various Acts which can range from annual assessments/inspections to the provision of advice for the processing of septic tank permits. Any business operator, developer, residents or ratepayer that is subject to enforcement action is regularly consulted with during the enforcement process.

**RESOLUTION 2018/58**

Moved: Cr Neil Beattie

Seconded: Cr Geoff Curnow

That Council receive and note the Public Health Activity report

**CARRIED**

**10.5 BUILDING SERVICES ACTIVITY**

**File Number:** 13/06/001, 13/08/001 & 13/08/003

**Author:** Greg Johnston, Municipal Building Surveyor

**Authoriser:** Glenn Harvey, Manager Development and Compliance

**Attachments:** Nil

**RECOMMENDATION**

That Council receive and note the Building Services Activity report.

**CONFLICT OF INTEREST**

There is no conflict of interest for any council staff member involved in writing this report, or involved in the subject matter of the report.

**PREVIOUS COUNCIL DISCUSSION**

This is the third report for the 2017 – 2018 financial year summarising building services activities relating to permits, certificates and statutory enforcement activity undertaken within the Development & Compliance Department.

**BACKGROUND**

Council provides a range of building services through the Municipal Building Surveyor including the following:

- issuing relevant permits and certificates
- issuing report & consent determinations on matters not complying with the Building regulations
- building advisory and information services including legal point of discharge requests
- consultancy and building control functions
- administrative functions prescribed by the Building Act & Regulations including keeping records relating to the activity of private building surveyors issuing permits within Loddon Shire
- regulatory enforcement of relevant Acts.

The number of building and occupancy permits and final inspections is a basic indicator of building development and investment within Loddon Shire.

Whilst new issues requiring enforcement are brought to Council's attention regularly it is also noted there are some longstanding enforcement activities that require follow up. These are gradually being followed up by the Municipal Building Surveyor on a risk management basis as part of his work plan.

**ISSUES/DISCUSSION**Building permits

Table 1 provides the number and total value of building permits issued up to the third quarter of the 2017 – 2018 financial year. There is variation in the number and value of permits across the various quarters throughout any given financial year. The variation in value is largely attributable to the scale and cost of the projects.

*Table 1: Summary of new building permits issued*

	<b>Quarter 1 (01/07/2017 – 30/09/2017)</b>	<b>Quarter 2 (01/10/2017 – 31/12/2017)</b>	<b>Quarter 3 (01/01/2018 – 31/03/2018)</b>
<b>No. of new Permits</b>	40	52	34
<b>Value of Works</b>	\$3,565,904	\$2,664,223	\$3,306,295

Table 2 provides a summary of the number of final inspections and certificates of occupancy issued for building permits during the first, second and third quarter of the 2017 – 2018 financial year.

*Table 2: Summary of final inspections and certificates of occupancy*

	<b>Quarter 1 (01/07/2017 – 30/09/2017)</b>	<b>Quarter 2 (01/10/2017 – 31/12/2017)</b>	<b>Quarter 3 (01/01/2018 – 31/03/2018)</b>
<b>Certificates of final inspection</b>	27	33	35
<b>Certificates of occupancy Permits</b>	18	24	8

It is noted that there is a significant backlog of incomplete building permits that the Development and Compliance Department are following up with owners as part of a proactive program to try and finalise these building permits.

#### Statutory enforcement

Table 3 provides a high level summary of statutory enforcement activities undertaken by the Municipal Building Surveyor.



*Table 3: Summary of statutory enforcement activities*

Type	No. identified from previous report period	New action commenced	Building notice issued	Building order issued	No. resolved during this quarter	Legal action commenced this quarter
Building damaged by fire	1	0	0	1	0	1
Works required to make building safe (including pools)	2	7	1	6	5	0
Carrying out building works without a permit	1	4	1	1	1	0
Illegal occupation of non-habitable building	2	2	0	2	0	0
Building with non-complying essential safety measures	3	0	0	0	2	0

### **COST/BENEFITS**

The expenditure for the third quarter of the 2017 – 2018 financial year for building services activities contained within this report is \$33,181.

The provision of building activity statistics informs Council of the level of building activity and statutory enforcement activity in the municipality.

The cost to Council of enforcement activity can be quite significant, particularly in terms of Council officer's time. This in turn impacts on other activities such as the timeframe for building permits. Direct monetary costs significantly escalate if matters progress to a Magistrate's hearing or the Municipal Building Surveyor needs to arrange for the work associated with any order to be completed by Council. As such, the Development & Compliance Department staff endeavour to work through enforcement matters in a manner that engages with property owners / occupiers to have required works completed.

### **RISK ANALYSIS**

There are risks associated with building and development works. As such, it is imperative that Building legislation, standards and controls are administered effectively. Failure of Council to adequately enforce the provisions of applicable legislation poses the following possible risks:

- unsafe development and building works which may affect the safety of property owners, occupiers and the general public within Loddon Shire
- Council's reputation as a regulatory authority
- Council being held liable for failure to act in a matter which results in damage to other property, or injury or death to a person
- failure to meet statutory obligations set within relevant legislation.

1.

As part of the risk management process when undertaking enforcement work the Municipal Building Surveyor makes reference to the building enforcement intervention filter criteria, developed by the Victorian Municipal Building Surveyors Group and which forms part of the procedures covered in Loddon Shire Council's Building Control Policy.

### **CONSULTATION AND ENGAGEMENT**

The Municipal Building Surveyor regularly engages with business operators, developers, residents and ratepayers during the administration of the various Acts which can range from annual assessments/inspection to the provision of advice for the processing of building permits. Any business operator, developer, residents or ratepayer that is subject to enforcement action is regularly consulted with during the enforcement process.

#### **RESOLUTION 2018/59**

Moved: Cr Gavan Holt

Seconded: Cr Neil Beattie

That Council receive and note the Building Services Activity report.

**CARRIED**

**10.6 ROAD MANAGEMENT PLAN DEFECT RECTIFICATION COMPLIANCE REPORT**

**File Number:** 14/01/022  
**Author:** Daniel Lloyd, Manager Works  
**Authoriser:** Steven Phillips, Director Operations  
**Attachments:** Nil

**RECOMMENDATION**

That Council receive and note the road management plan defect rectification compliance report.

**CONFLICT OF INTEREST**

There is no conflict of interest for any council staff member involved in writing this report, or involved in the subject matter of the report.

**PREVIOUS COUNCIL DISCUSSION**

This is the third report for the 2017 - 2018 financial year, summarising road network defect rectification compliance against requirements specified within the Loddon Shire Road Management Plan (RMP).

**BACKGROUND**

This report is produced quarterly and provides statistical data with respect to the Organisation's performance in managing the road network. Performance is measured through a comparison of actual defect rectification timeframes against requirements specified in the RMP.

**ISSUES/DISCUSSION**

Table 1 below provides a summary of the compliance against the schedule of road and street inspection regimes as set in the RMP.

*Table 1: Inspection summary report*

Quarter 3 (01/01/2018 – 31/03/2018)					
District	Number of scheduled inspections	Number completed by due date	Number completed after due date	Number not completed	Compliance
Loddon Plains	18	18	0	0	100%
Loddon Goldfields	23	23	0	0	100%
<b>Total</b>	<b>41</b>	<b>41</b>	<b>0</b>	<b>0</b>	<b>100%</b>

During the third quarter of 2017 – 2018 financial year, 100% of the programmed inspections were completed according to the schedule. Table 2 below provides a summary of compliance of actual response times for rectification works of defects as detailed in the defect intervention levels and response timetables of the RMP.

*Table 2: Defect rectification summary report*

Quarter 3 (01/01/2018 – 31/03/2018)								
	Number of Defects				Compliant with RMP			
District	Adhoc	Requests	Defects from inspections	Total	Yes	No	Not complete	%
Loddon Goldfields	103	2	433	538	536	2	0	99.6%
Loddon Plains	32	2	582	616	616	0	0	100.0%
Shire Wide	44	6	443	493	491	2	0	99.6%
Townscape Services	11	1	76	88	53	35	0	60.2%
<b>Total</b>	<b>190</b>	<b>11</b>	<b>1534</b>	<b>1735</b>	<b>1696</b>	<b>39</b>	<b>0</b>	<b>89.9%</b>

Table 2 comprises a summary of defects that have been identified through programmed inspections, customer requests and works crews identifying and rectifying defects as they find them, known as adhoc work actions. During the third quarter of 2017 – 2018 financial year, 89.9% of all date imposed defects were completed before their due date. This is 10.1% below the target of 100% set in the RMP. All outstanding defects are now completed. There were a significant number (35) of Townscape Services defects completed after their due date. This was largely due to an administrative error that has now been rectified.

Table 3 provides a summary of performance against the unsealed road maintenance grading program, defects as identified through programmed inspections, customer requests and works crews identifying and rectifying defects as they find them, known as adhoc work actions. The maintenance grading program identifies each road segment by its road hierarchy and grading frequency as detailed in the RMP.

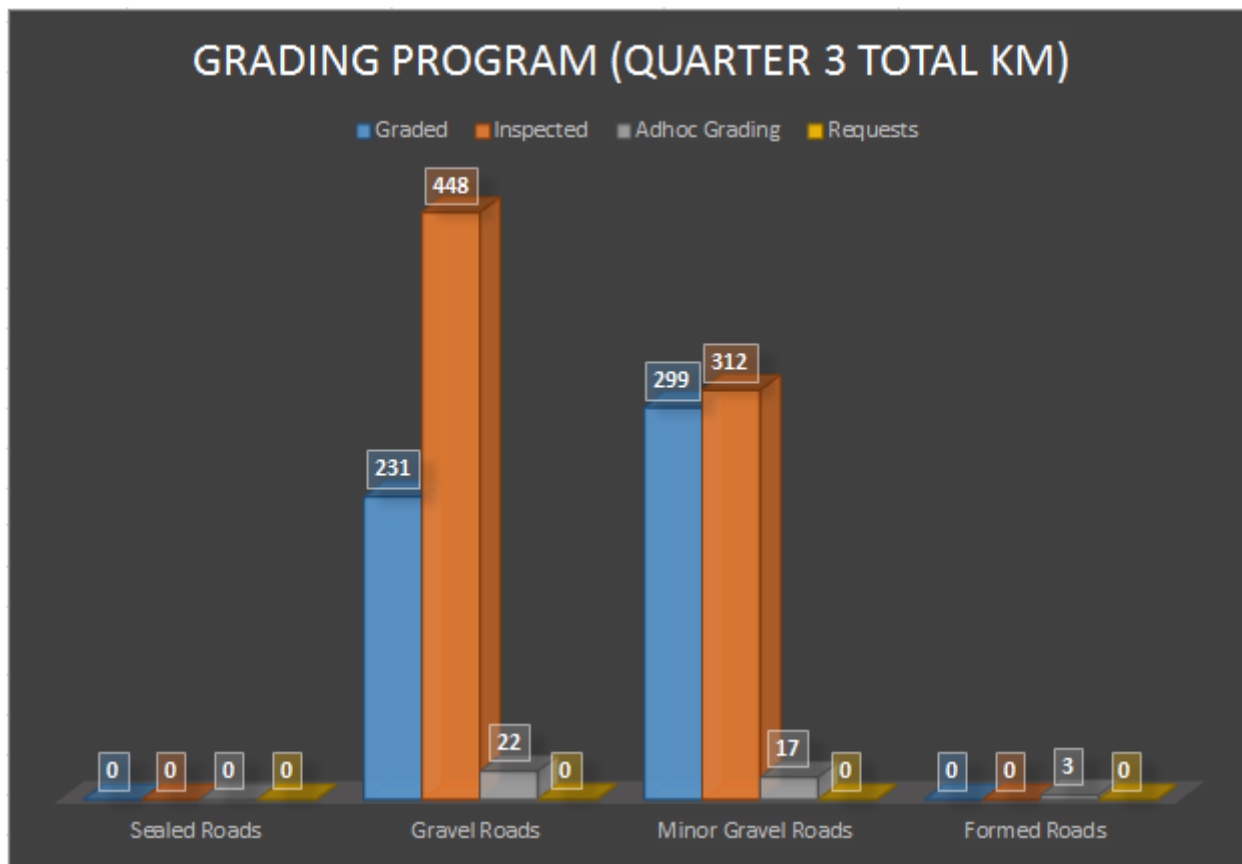
*Table 3: Maintenance grading program*

Quarter 3 (01/01/2018 – 31/03/2018)								
	Number of Grading Work Actions				Compliant with scheduled timeframes			
District	Programmed Maintenance Grading	Requests	Adhoc	Total	Yes	No	Not completed	%
Loddon Goldfields	729		29	758	690	26	42	91.0%
Loddon Plains	490	2	3	495	492	0	3	99.4%
<b>Total</b>	<b>1219</b>	<b>2</b>	<b>32</b>	<b>1253</b>	<b>1182</b>	<b>26</b>	<b>45</b>	<b>95.2%</b>

The data in table 3 indicates that 1253 grading work actions were completed for the third quarter of the 2017 – 2018 financial year. There is no set level of compliance for the maintenance grading program in the RMP.

A graph has been provided in Chart 1 indicating a breakdown of the grading work actions, by road hierarchy and kilometres. The sealed roads section relates to shoulder grading work actions on the Sealed Road network. The gravel road section includes all grading work actions on Gravel Collector and Gravel Access roads. The Gravel Minor and the Formed Road sections relate directly to Council's road hierarchy and show all grading work action on roads within that hierarchy.

Chart 1: Maintenance Grading Program



**COST/BENEFITS**

The year to date actual expenditure to the end of third quarter of 2017 – 2018 financial year of the Local Road Maintenance Program is \$4,405,028. The expenditure for the third quarter was \$1,424,909.

The benefits to the community in complying with the RMP are that it ensures a safe road network.

**RISK ANALYSIS**

Repairing 100% of all date imposed defects before their due date limits Council’s liability for any claims for damage made against Council.

**CONSULTATION AND ENGAGEMENT**

No internal or external consultation is required in the formation of this report.

**RESOLUTION 2018/60**

Moved: Cr Geoff Curnow  
 Seconded: Cr Colleen Condliffe

That Council receive and note the road management plan defect rectification compliance report.

**CARRIED**

**10.7 UPDATE ON THE PROGRESS OF ANNUAL INFRASTRUCTURE PROGRAM 2017-2018 AND FLOOD RESTORATION PROGRAM**

**File Number:** 14/01/001  
**Author:** Indivar Dhakal, Manager Technical Services  
**Authoriser:** Steven Phillips, Director Operations  
**Attachments:** Nil

**RECOMMENDATION**

That Council note the update on progress of the Annual Infrastructure Program 2017-2018 and Flood Restoration Program as at March 2018.

**CONFLICT OF INTEREST**

There is no conflict of interest for any Council staff member involved in the preparation of this report, or involved in the subject matter of the report.

**PREVIOUS COUNCIL DISCUSSION**

This is the second report for the 2017 – 2018 financial year, summarising progress of Council's annual infrastructure program and the flood restoration program.

**BACKGROUND**

This report is produced quarterly and is provided to Council for the purpose of reporting progress of the Annual Infrastructure Program and the Flood Restoration Program. The information in this report covers progress up until the end of March 2018.

**ISSUES/DISCUSSION**Annual Infrastructure Program

Table 1 provides a progress summary for the three quarters of the 2017 – 2018 financial year of the Annual Infrastructure Program.

*Table 1: Annual Infrastructure Program progress*

Program Category	Total number of projects listed in Annual Infrastructure Program 2017 - 2018	Total number of projects carried over from previous year(s)	Total number of projects	Total number of projects completed to date	Total number of projects under construction	Remaining projects	% Complete
Local Roads Gravel Resheet	7	0	7	7	0	0	100%
Local Roads Gravel Shoulder Resheet	7	1	8	7	1	0	88%
Local Road Construction - Asset Preservation	3	3	6	3	0	3	50%
Local Road Construction – Safety	1	0	1	0	1	0	0%
Local Road Construction - Amenity	1	1	2	1	1	0	50%
Township Street Improvement	7	5	12	5	2	5	42%
Urban Drainage	3	3	6	2	2	2	33%
Local Bridges and Culverts	6	0	6	3	0	3	50%
Buildings	9	0	9	6	1	2	67%
Parks and Gardens	6	1	7	2	4	1	29%
Reseals	61	0	61	22	39	0	36%

*Note: This update does not include any projects that did not form a part of annual infrastructure program submitted to the Council for adoption (eg. Wedderburn Streetscape)*

#### Flood Restoration

Table 2 provides a summary of progress for the Flood Restoration Program.

*Table 2: Flood Restoration Program summary*

Restoration type	Total number of damages recorded	Total number of damages rectified	Number of damage rectifications currently in progress	Number of damages waiting to be scoped	% Complete
Sealed Roads Damage	68	45	10	13	66%
Grading	289	289	0	0	100%
Shoulder Failure	112	48	12	52	43%
Bridge repair	3	0	2	1	0%
Grading with material	783	19	0	764	2%
Gravel resheet	450	43	56	351	10%
Major tree removal	12	12	0	0	100%
Minor tree removal	37	37	0	0	100%
Floodway reinstatement and repair	177	62	90	25	35%
Major culvert restoration and cleaning	26	13	7	6	50%
Minor culvert restoration and cleaning	112	80	12	20	71%
Waterway cleaning	50	35	5	10	70%
Guardrail restoration and sign replacement	7	0	0	7	0%
Minor rehabilitation	13	1	12	0	8%
Floodway asphalt	15	0	15	0	0%
Others	88	0	0	88	0%
<b>Total</b>	<b>2242</b>	<b>684</b>	<b>221</b>	<b>1337</b>	<b>31%</b>

The damages recorded are continuously monitored and reassessed which has resulted in consolidation of multiple damages and as such the total number of recorded damages has decreased from the previous report.

### **COST/BENEFITS**

The total expenditure for the Annual Infrastructure Program to the end of the third quarter of 2017 - 2018 financial year is \$6,125,343. The expenditure in the third quarter of 2017 – 2018 financial year was \$2,383,026.

The total expenditure for the Flood Restoration Program so far is \$2,245,179. Expenditure in the third quarter of the 2017 - 2018 financial year was \$592,224. Several projects have been awarded under Council's Contract 402 panel contract for flood damage restoration works (Panel of Contractors) in the past months, with a total value of \$4,450,000. The intention is for the majority of these work packages to be completed by July 2018. However significant demand across the sector for contract crews and their capacity to deliver are causing delays in contractors commencing



work. As part of the selection process from Council's Panel of Contractors, any future work packages that are being rolled out are taking into consideration the contractor's availability and capacity to undertake the works within a reasonable timeframe.

The National Disaster Relief and Recovery Arrangements funding requires all flood restoration works to be completed by end of June 2019.

### **RISK ANALYSIS**

There are a number of risks associated with the delivery of the Annual Infrastructure Program and the Flood Restoration Program. The following is a list of some but not all of the associated risks.

- delivering within timeframe and budget
- meeting community expectations
- delivering projects in accordance with engineering standards
- compliance with procurement legislation

Council officers are committed to monitoring and managing the risks associated with the Annual Infrastructure Program and the Flood Restoration Program to ensure that any issues are minimised.

### **CONSULTATION AND ENGAGEMENT**

The information provided in this report is presented after consultation between Manager Technical Services, Flood Restoration Team and the Works Department.

#### **RESOLUTION 2018/61**

Moved: Cr Colleen Condliffe

Seconded: Cr Gavan Holt

That Council note the update on progress of the Annual Infrastructure Program 2017-2018 and Flood Restoration Program as at March 2018.

**CARRIED**

## 10.8 PROGRESS OF THE 2018 REVALUATION

**File Number:** 09/01/001

**Author:** Deanne Caserta, Manager Financial Services

**Authoriser:** Sharon Morrison, Director Corporate Services

**Attachments:** Nil

### RECOMMENDATION

That Council receives and notes the 'Progress of the 2018 revaluation' report.

### CONFLICT OF INTEREST

There is no conflict of interest for any Council staff member involved in the preparation of this report, or involved in the subject matter of the report.

### PREVIOUS COUNCIL DISCUSSION

An update in the progress of the 2018 revaluation was presented to Council in January 2018. This reported that Stages 1 to 3A had been submitted and certified by the Valuer General Victoria. Stages 3B to 5 were yet to be submitted and certified.

### BACKGROUND

In accordance with Valuation Best Practice, Council undertakes a revaluation of all properties in the Shire every two years. The prescribed date for the next valuation is 1 January 2018, and that valuation date is used for the 2018/19 Budget.

Council undertakes its revaluation process via an external contractor, LG Valuations Pty Ltd, and they have now completed the process of revaluing properties in the Shire.

### ISSUES/DISCUSSION

Valuation Best Practice outlines milestone stage dates for the return of information during the revaluation process. This is to ensure that Council has a Valuation Return by the final due date of 31 May 2018.

**Stage 1:** Stage 1 includes preparation, planning and statistical analysis of the previous valuation against recent sales.

A 7A Certificate is authorisation of the revaluation stage by VGV and states that:

- The required documentation and evidence has been provided
- The work is in accordance with the standards required by VGV for the 2018 General Valuation
- The work is considered satisfactory by VGV.

**Stage 2:** Stage 2 includes the largest body of work – Rural and Residential properties. This stage is the preliminary work required for those properties, where the majority of inspections and field data verification is completed. A final review of values for these properties occurs in Stage 4.

Due to the size of the data, Stage 2 is normally lodged in two parts – Rural and Residential.

**Stage 3A:** Stage 3A includes specialist properties that Council has nominated in the contract as being unusual, due to size or nature. It includes chicken farms, olive groves, piggeries, and other commercial properties.

**Stage 3B:** Stage 3B is Commercial and Industrial properties.

**Stage 4:** Stage 4 is a review of Stage 2 data based on an analysis of subsequent sales.

**Stage 5:** Stage 5 is the return of the valuation to Council, and includes the valuer's final report. Certification of this stage is critical for Council's budget process, as the new valuation will be used as a basis for raising rates in the first year after return. Council does not usually resolve to advertise the budget until certification has been received. This ensures that the valuation base does not change; however, with a view to adopt the budget prior to 30 June, a decision was made to resolve to advertise even if Stage 5 was not returned.

The difference between the budget data and final Stage 5 sign off which has now been completed was \$243,000, but this variance will not result in a change to the rate in the dollar.

The following table summarises the milestone dates for the 2018 revaluation, along with actual lodged and certification dates.

Stage	Details	Due date	Date lodged with VGC	Date certified by VGV
Stage 1	Statistical analysis	28 February 17	28 February 17	17 March 17
Stage 2	Residential and rural - Preliminary valuations: - Rural - Residential	31 October 17 31 October 17	28 August 17 28 August 17	28 September 17 12 October 17
Stage 3A	Specialist properties	31 August 17	1 September 17	4 December 17
Stage 3B	Commercial and industrial	28 February 18	20 February 18	8 March 18
Stage 4	Residential and rural - Final valuations - Rural - Residential	31 March 18 31 March 18	5 March 18 31 January 18	9 April 18 6 March 18
Stage 5	Valuation return	30 April 18	26 April 18	8 May 18

As well as gauging progress against the milestone dates, Council has been able to monitor the process by the following mechanisms:

1. Council is provided with a report from Valuer-General Victoria (VGV) when each stage is approved
2. Formal and informal periodic meetings with LG Valuations Pty. Ltd. that are undertaken. Under Council's contract, Council can ask for meetings with LG to discuss progress, queries, and any potential issues with return of data.

### **COST/BENEFITS**

The revaluation process has a budgetary allocation each year as the process takes a full two-year period to complete.

Council receives a contribution from the State Revenue Office for the data every second year, which assists in defraying costs associated with the revaluation process.

Council has a reserve specifically for revaluations which assists in evening out the costs over the full two-year period of the revaluation process, as one year has high costs and low income, while the other year has low costs and high income.

### **RISK ANALYSIS**

By undertaking the revaluation process Council is ensuring:

- that it complies with the Valuation of Land Act 1960 requirements

- that valuation data is up to date and relevant so that valuations used for rating purposes are current and accurate.

This reduces the financial and reputational risk that could be experienced by Council if valuations did not reflect current levels, and a large number of ratepayers were successful in objecting to valuations.

Council should also note that due to recent changes to the Valuation of Land Act 1960, Council's valuation contract will be assigned from council to the Valuer-General to manage from 1 July 2018.

### **CONSULTATION AND ENGAGEMENT**

Council advises property owners of the revaluation process in the Mayoral Column.

Information about valuations for rating purposes and how property owners can object to their valuation are included on Council's rates notices.

#### **RESOLUTION 2018/62**

Moved: Cr Geoff Curnow

Seconded: Cr Neil Beattie

That Council receives and notes the 'Progress of the 2018 revaluation' report.

**CARRIED**

**11 COMPLIANCE REPORTS**

Nil

**12 GENERAL BUSINESS**

**URGENT BUSINESS**

**RESOLUTION 2018/63**

Moved: Cr Neil Beattie

Seconded: Cr Gavan Holt

That the following item be treated as urgent business.

**CARRIED**

**12.1 KORONG VALE GUTTER**

**RESOLUTION 2018/64**

Moved: Cr Neil Beattie

Seconded: Cr Colleen Condliffe

Noting that the Korong Vale gutter infrastructure on the east side of Allen Street adjacent to Borella Park is the responsibility of VicRoads, and considering the protracted time in having the required work undertaken by VicRoads, that staff assess the kerb repairs/rehabilitation and provide a cost for rectification via a report to Council with a view to Council undertaking this work.

**CARRIED**

**13 CONFIDENTIAL ITEMS****RESOLUTION 2018/65**

Moved: Cr Colleen Condliffe

Seconded: Cr Geoff Curnow

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 89(2) of the Local Government Act 1989:

**13.1 Review of confidential actions**

This matter is considered to be confidential under Section 89(2) - (h) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with Any other matter which the Council or special committee considers would prejudice the Council or any person.

**13.2 Contract 412 - Janevale Bridge Rehabilitation**

This matter is considered to be confidential under Section 89(2) - (d) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with contractual matters.

**13.3 Extension of Lease - Mawsons Quarry Pyramid Hill**

This matter is considered to be confidential under Section 89(2) - (d) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with contractual matters.

**13.4 INGLEWOOD EUCALYPTUS DISTILLERY MUSEUM - LEASE TO COMMERCIAL OPERATOR**

This matter is considered to be confidential under Section 89(2) - (d) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with contractual matters.

**CARRIED**

Closing of Meeting to the Public

**RESOLUTION 2018/66**

Moved: Cr Colleen Condliffe

Seconded: Cr Geoff Curnow

That the meeting be closed to the public at 4.22pm.

**CARRIED**

**RESOLUTION 2018/67**

Moved: Cr Geoff Curnow

Seconded: Cr Neil Beattie

That the meeting be re-opened to the public at 4.40pm.

**CARRIED**



**NEXT MEETING**

The next Ordinary Meeting of Council will be held on 26 June 2018 at Serpentine commencing at 3pm.

There being no further business the meeting was closed at 4.40pm.

Confirmed this.....day of..... 2018

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**CHAIRPERSON**