



**Date:** Tuesday, 28 August 2018  
**Time:** 3pm  
**Location:** Council Chambers, Serpentine

# **MINUTES**

## **Ordinary Council Meeting**

**28 August 2018**

**MINUTES OF LODDON SHIRE COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT THE COUNCIL CHAMBERS, SERPENTINE  
ON TUESDAY, 28 AUGUST 2018 AT 3PM**

**PRESENT:** Cr Cheryl McKinnon (Mayor), Cr Neil Beattie, Cr Colleen Condliffe, Cr Gavan Holt

**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**

**APOLOGY**

**RESOLUTION 2018/108**

MOVED: CR NEIL BEATTIE

SECONDED: CR COLLEEN CONDLIFFE

THAT THE APOLOGY RECEIVED FROM CR CURNOW AS A RESULT OF HIS APPROVED LEAVE OF ABSENCE BE ACCEPTED.

**CARRIED**

**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 July 2018
2. The minutes of the Ordinary Council Meeting of 24 July 2018

**REPORT**

Seeking approval of the unconfirmed minutes of the previous meetings.

**RESOLUTION 2018/109**

Moved: Cr Colleen Condliffe

Seconded: Cr Neil Beattie

That Council confirm:

1. The minutes of the Council Briefing of 24 July 2018
2. The minutes of the Ordinary Council Meeting of 24 July 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 2018/110**

Moved: Cr Colleen Condliffe

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>
25/7/18	Co-judged the Lions Club junior public speaking competition in Pyramid Hill/
27/7/18	Attended the MAV Councillor Development Weekend in Torquay, with some inspiring presentations.
3/8/18	Phil and I had lunch at the Victorian Chamber of Commerce Business Election luncheon with Jacinta Allan in Bendigo
6/8/18	Cr Condliffe, myself, Phil and senior staff met with Andrew Broad in the Wedderburn Office
9/8/18	I attended the Audit Committee meeting in place of Cr Holt, then officially opened the new BRIC library extension in Boort.

11/8/18	I went to Donaldson Park for Louise Staley's announcement of \$1.3 million if the Liberal Party get into government
12/8/18	I chaired the AGM of the Northern Victorian Quarter Horse Association, which is based in Pyramid Hill.
14/8/18	The Nature Tourism meeting was held in Wedderburn finalising arrangements for the launch of our Naturally Loddon Spring Festival Calendar this coming Sunday in John Piccoli's Spanner Garden.
	Later that day I attended the meeting of the Pyramid Hill swimming pool committee
	chaired the AGM for the Pyramid Hill Memorial Hall Committee
15/8/18	I attended the launch of the NDCH information booklet in Pyramid Hill
16/8/18	MAV Rural and Regional Forum was held in Melbourne, attended by Phil and myself.
17/8/18	Loddon Campaspe Councils met in Kyneton.
	Pyramid Hill College Deb Ball was held in the Memorial Hall, and it was an honour to have the debutants present themselves to Glenn and myself, along with the trainers, Mr and Mrs Thompson.
27/8/18	Last night I attended the Calivil Community Planning meeting
28/8/18	Today I have had the honour of conducting a citizenship ceremony, followed by our Council meeting.

**RESOLUTION 2018/111**

Moved: Cr Gavan Holt

Seconded: Cr Colleen Condliffe

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>	
<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>
23/8/18	Chaired Boort Park Management Committee AGM
28/8/18	Attended Council meeting Serpentine
26/8/18	Working bee to build new retaining wall and beaching at Little Lake Boort

**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	
1/8/18: ITHH Committee AGM Inglewood	
8/8/18: Inglewood Sports Centre Meeting	
15/8/18: BOLD meeting Bridgewater	
<b>Australia Day Committee</b>	
<b>Central Victorian Greenhouse Alliance</b>	
<b>Central Victoria Rural Women's Network</b>	
13/8/18: CVRWN meeting Bendigo	
<b>Healthy Minds Network</b>	
<b>Loddon Youth Committee</b>	
<b>Other Council activities</b>	
<b>DATE</b>	<b>Activity</b>
24/7/18	Inglewood and Districts Community Bank meeting
25/7/18	RFCS meeting Kerang (advisory meeting)
26/7/18	Foreshore meeting Bridgewater
1/8/18	Kooyoora Womens Network Dinner Newbridge
2-3/8/18	Rural Womens Network Conference Creswick
6/8/18	Meeting in Wedderburn with Andrew Broad
7/8/18	NCLL Charlton



8/8/18	Interview for new bank manager Inglewood
8/8/18	IDHS community meeting
9/8/18	Loddon Plains Landcare meeting Serpentine
11/8/18	Bridgewater Market
14/8/18	Inglewood Resource Centre Meeting
17/8/18	Inglewood Lions Club Dinner Newbridge
18/8/18	Inglewood RSL Remembrance Day Vietnam Vet.
20/8/18	Dingee Bush Nursing Centre meeting
24/8/18	WOFG meeting Bridgewater
28/8/18	Council meeting Serpentine

**Cr Holt****Municipal Association of Victoria**

**Section 86 Committees:** 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

**Audit Committee****Other Council activities**

<b>DATE</b>	<b>Activity</b>
	Since the July Council meeting Cr Beattie and I have spent a very enjoyable three weeks touring the United Kingdom and Northern Ireland.
21/8/18	Chaired meeting of Redbacks Beyond 18 Steering Committee. We have received an election pledge of \$1.3 million from the Victorian Opposition and we are awaiting a response from the Victorian Labor Government.

**RESOLUTION 2018/112**

Moved: Cr Neil Beattie

Seconded: Cr Colleen Condliffe

That Council receive and note the Councillors' reports

**CARRIED**

## 9 DECISION REPORTS

### 9.1 2017/18 FINANCIAL AND PERFORMANCE STATEMENTS IN PRINCIPLE REPORT

**File Number:** 06/01/001

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

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

**Attachments:** 1. Performance Statement Year Ending 30 June 2018  
2. Financial Statement Year Ending 30 June 2018

#### RECOMMENDATION

That Council:

1. Adopts the Financial Statements and Performance Statement for the year ended 30 June 2018 as presented "in principle".
2. Authorise the Chief Executive Officer to make any amendments to the Financial Statement and Performance Statement for the year ended 30 June 2018 that may be requested by the Victorian Auditor-General.
3. Authorise the Mayor Cr Cheryl McKinnon, one other Councillor and the Chief Executive Officer to certify the audited Financial Statements and Performance Statement for the year ended 30 June 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

Nil.

#### BACKGROUND

Council's external auditors, Crowe Horwath, acting on behalf of the Victorian Auditor-General, visited Council's Wedderburn office during 16 to 20 July 2018 to finalise the audit of Council's Financial Statements and Performance Statement for the year ended 30 June 2018.

A requirement of the Local Government Act (s132 (2)) is that Council cannot formally submit the Financial Statements or Performance Statement to the Minister without having passed a motion giving in principle support to those statements.

It is also a requirement of the Local Government Act (s132(5)) that Council must ensure that the Financial Statements and Performance Statement, in their final form after any changes recommended or agreed by the auditor have been made, are certified in accordance with the regulations by two Councillors and any other prescribed person authorised by Council for this purpose.

#### ISSUES/DISCUSSION

The annual Financial Statements are presented in accordance with all relevant Australian Accounting Standards and consist of a Comprehensive Income Statement, Balance Sheet, Statement of Changes in Equity, and Statement of Cash Flows, along with detailed notes expanding on each of these.

The Performance Statement is in line with the Regulations. It includes:

- 10 mandatory service performance indicators (two Home and Community Care indicators were discontinued after the 2015/16 reporting period and four others are optional – Economic Development, Immunisation, Sports Grounds and Street Sweeping),
- 12 financial sustainability indicators and
- 6 sustainable capacity indicators, which are financial and non-financial indicators of the sustainability of Council.

A standard format for the Performance Statement is provided by Local Government Victoria.

### **COST/BENEFITS**

The benefit to Council and the community is accurate financial and non-financial information which shows the Council's results for the financial year, and provides insight into Council's sustainability.

### **RISK ANALYSIS**

Preparation and auditing of Financial Statements and the Performance Statement are legislated functions of Council. Council must provide these documents along with the Report of Operations to the Minister for Local Government by 30 September 2018.

By having a structured project plan for delivery of the statements to the Victorian Auditor-General's representative, the risk of not meeting the legislative timeline is diminished.

### **CONSULTATION AND ENGAGEMENT**

The Audit Committee has been provided with an overview of the Financial Statements and Performance Statement at the Audit Committee Meeting held on 9 August 2018.

### **RESOLUTION 2018/113**

Moved: Cr Gavan Holt

Seconded: Cr Neil Beattie

That Council:

1. Adopts the Financial Statements and Performance Statement for the year ended 30 June 2018 as presented "in principle".
2. Authorise the Chief Executive Officer to make any amendments to the Financial Statement and Performance Statement for the year ended 30 June 2018 that may be requested by the Victorian Auditor-General.
3. Authorise the Mayor Cr Cheryl McKinnon, Cr Gavan Holt and the Chief Executive Officer to certify the audited Financial Statements and Performance Statement for the year ended 30 June 2018.

**CARRIED**

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

- Attachments:**
1. Confirmed Minutes of Audit Committee Meeting May 2018
  2. Draft Closing Report for the year ended 30 June 2018
  3. Follow Up of Agreed Actions from Prior Year Internal Audit Reports
  4. Loddon Performance Framework for the year ended 30 June 2018
  5. Extract of VAGO Annual Plan 2018-19

**RECOMMENDATION**

That Council:

1. receives and notes the confirmed minutes of the May 2018 Audit Committee meeting
2. receives and notes this report on the August 2018 Audit Committee Meeting
3. notes the Audit Committee's review of the financial and performance statements for the year ended 30 June 2018
4. receives and notes the draft Closing Report for the financial year ended 30 June 2018
5. endorses the performance improvement recommendations documented in the "Follow Up of Agreed Actions from Prior Year Internal Audit Reports"
6. receives and notes the Loddon Performance Framework Results for the year ended 30 June 2018
7. notes the extract from the Victorian Auditor General's Office Annual Plan 2018-19

**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 May 2018 Audit Committee Meeting at the Ordinary Meeting held on 29 May 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

Mayor Cheryl McKinnon attended the August meeting as Councillor Holt was on leave.

The agenda for the August 2018 meeting included the following:

### External audit closing report for year ended 30 June 2018

Mr Thompson, on behalf of the external auditor, provided the closing report for the financial year ended 30 June 2018.

The Audit Committee noted that the external auditor intends to issue an unmodified audit opinion.

### Financial and Performance Statements for the year ended 30 June 2018

The Manager Financial Services presented the draft financial and performance statements for the year ended 30 June 2018.

The Audit Committee noted that the unfunded superannuation liability reserve reduced from one million dollars to \$696,424 at the end of the reporting period. The Manager Financial Services stated that this was due to a Council resolution to 'borrow' from the reserve for 3 years to partly fund the Wedderburn Streetscape.

The Audit Committee recommended to Council the adoption of the Annual Report including the Financial Statements and Performance Statements.

### Audit report – Follow up of agreed actions from prior year internal audit reports

Mr Kundai Mtsambiwa provided an overview of the audit report, which found that there had been good progress in actions taken by the Council to address the audit findings and recommendations contained in the previous internal audit reports, with 51% completed, 33% partially completed and 16% outstanding/overdue.

### Compliance Reports

A number of compliance reports were considered and noted including:

- the Risk Management Report for the period February to July 2018 – the Audit Committee noted the report and presentation by the Manager Organisational Development
- the Fraud Report for the May to July quarter – the CEO provided a nil report
- a review of major lawsuits facing council since May 2018 – the CEO provided an update
- items raised by Council that may impact the Audit Committee – the Mayor noted the recent receipt of Rates Notices by ratepayers

### Information Reports

The Audit Committee also received the following information reports:

- Loddon Performance Framework Results for the period ending 30 June 2018
- Proposal by Local Government Victoria to change "Asset Renewal Compared to Depreciation" Indicator to "VAGO's Renewal Gap Indicator"
- Financial Services Strategic Update
- Monthly Finance Report

- VAGO Annual Plan 2018-19
- Recognition of Land Under Roads

The Audit Committee also confirmed that they had a meeting with the internal and external auditors without officers present.

The date of next audit committee meeting is 8 November 2018.

The next review will be about Service 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 2018/114**

Moved: Cr Neil Beattie

Seconded: Cr Colleen Condliffe

That Council:

1. receives and notes the confirmed minutes of the May 2018 Audit Committee meeting
2. receives and notes this report on the August 2018 Audit Committee Meeting
3. notes the Audit Committee's review of the financial and performance statements for the year ended 30 June 2018
4. receives and notes the draft Closing Report for the financial year ended 30 June 2018
5. endorses the performance improvement recommendations documented in the "Follow Up of Agreed Actions from Prior Year Internal Audit Reports"
6. receives and notes the Loddon Performance Framework Results for the year ended 30 June 2018
7. notes the extract from the Victorian Auditor General's Office Annual Plan 2018-19

**CARRIED**

### 9.3 REVIEW OF PROCUREMENT POLICY

**File Number:** 18/01/001

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

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

**Attachments:** 1. Procurement Policy v8

#### RECOMMENDATION

That Council adopts the Procurement Policy v8.

#### 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 adopted version 7 of the Procurement Policy at the August 2017 Council Meeting.

#### BACKGROUND

It is a requirement of Section 186A (7) of the Local Government Act 1989 that “at least once in each financial year, a Council must review the current procurement policy and may, in accordance with this section, amend the procurement policy”.

#### ISSUES/DISCUSSION

The current version of the policy was adopted on 22 August 2017, and is due for review 22 August 2018 according to our policy review date.

The Procurement Policy addresses the important aspects of procurement including:

- consistency in procurement activities
- complying with legal obligations
- obtaining value for money
- supporting local and environmental sustainability
- managing procurement risks
- incorporating continuous improvement processes.

Council staff have reviewed the policy and are proposing to make no changes at this stage.

However over the next 12 months, this policy is expected to receive significant attention to include the recommended changes from the procurement service delivery review along with potential changes from the review of the Local Government Act.

This project will be undertaken by an experienced procurement staff member who is expected to be recruited within the next two months.

#### COST/BENEFITS

There are no direct costs associated with adoption of the policy.



**RISK ANALYSIS**

As one of the policy statements is that Loddon Shire Council will manage procurement risks when purchasing goods, services and works, application of the policy, along with supporting procedures and other supporting documents, should help to minimise risks.

**CONSULTATION AND ENGAGEMENT**

The document has been subject to many discussions at Management Executive Group and once the new procurement staff member has been recruited by Loddon, this policy will be reviewed in full. Normally Council would be provided with the policy at a Council Forum prior to presentation for adoption; however, as there are no changes the process has been streamlined to remove this step.

**RESOLUTION 2018/115**

Moved: Cr Gavan Holt

Seconded: Cr Colleen Condliffe

That Council adopts the Procurement Policy v8 with amendments to section 3.5 as follows:

**Support Local Sustainability**

Council is committed to supporting local sustainability. Council understands that purchasing goods and services from within Loddon Shire generates an economic benefit to our communities. Council is of the opinion that Loddon Shire ratepayers would support purchasing goods and services from within Loddon Shire even though there is a price differential whereby the local product is slightly more expensive. Council supports that position.

This differential must be considered in the context of all the other considerations of this policy.

This application of local content will consider Best Value Principles of the Act and National Competition Policy Principles.

**CARRIED**

**9.4 FINANCE REPORT FOR THE PERIOD ENDING 31 JULY 2018****File Number:** 08/06/001**Author:** Deanne Caserta, Manager Financial Services**Authoriser:** Sharon Morrison, Director Corporate Services**Attachments:** 1. Finance Report for Period Ending 31 July 2018**RECOMMENDATION**

That Council:

1. receives and notes the 'Finance report for the period ending 31 July 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 31 July 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 2018/19 Budget, and includes operating results, capital expenditure and funding sources.

The report this month does not provide explanation on budget timing variances as this timing work has not been completed for 2018/19. This will occur during August 2018.

**ISSUES/DISCUSSION**

**Budgeted Surplus** - Council's budgeted cash surplus has increased by \$1.52M to \$1.66M due to an increase in the expected carry forward amount from 2017/18.

**Income Statement (revenue)** - Council's year to date (YTD) operating revenue is at 496% of YTD budget. Revenue brought to account for July was \$11.02M. This includes rates of \$10.51M.

**Income Statement (expenditure)** - Council's operating expenditure is at 114% of YTD budget. Payments for this month totalled just over \$2.9M.

**Capital Works** - The revised budget for capital works is \$16.9M and is 2% complete in financial terms for the current financial year.

**Balance Sheet** - Council has a cash total of \$19.6M with \$2.6M in general accounts. Debtors are \$11.69M which is an increase of \$11.38M in the month primarily due to the raising of 2018/19 rates. Sundry debtors total \$0.41M with invoices outstanding for 60 or more days relating to community wellbeing debtors and local community groups totalling approximately \$77K.

**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 2018/19.

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 2018/116**

Moved: Cr Colleen Condliffe

Seconded: Cr Gavan Holt

That Council:

1. receives and notes the 'Finance report for the period ending 31 July 2018'
2. approves budget revisions included in the report for internal reporting purposes only.

**CARRIED**

## 9.5 PROVISION OF REGIONAL ASBESTOS AND HAZARDOUS MATERIALS AUDIT SERVICES

**File Number:** 10/01/001

**Author:** Peter Sporn, Building Maintenance Officer

**Authoriser:** David Southcombe, Assets and Buildings Coordinator

**Attachments:** Nil

### RECOMMENDATION

That Council

1. resolve to appoint City of Greater Bendigo as lead agent for Contract No CT000386 – Regional Asbestos & Hazardous Materials Audit Services on behalf of Loddon Shire Council
2. resolve to award the contract to Safety Systems Pty Ltd.
3. authorise the Chief Executive Officer to affix the common seal of the Council to related contract documentation.

### 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.

Tender Evaluation Panel Members have signed a *Conflict of Interest Declaration* and *Confidentiality Agreement*.

### PREVIOUS COUNCIL DISCUSSION

There has been no discussion at Council in relation to this contract. However, joint procurement and regional partnership has been discussed on numerous occasions.

### BACKGROUND

Council approved a Business Case in 2017 for funding of \$66,000 per annum for Asbestos Audits and Removals over a 5 year period (\$330,000 over 5 years).

Council agreed to participate collaboratively with a number of councils for the purpose of advertising and receiving tender submissions for both Asbestos Audits and Asbestos Removals. The City of Greater Bendigo acted as the lead council during the tender process.

The following Councils entered into the collaborative tender process:

- City of Greater Bendigo (Lead Council)
- Loddon Shire Council
- Ararat Rural City Council
- Buloke Shire Council

### ISSUES/DISCUSSION

A Public Tender for Asbestos Audits was posted on 24 February 2018 via local newspapers and Tenderlink.

A compulsory briefing session was held on 15 March 2018.

Eight tender responses were received, namely:

- JTA Health, Safety & Noise Specialists

- ESP – Environmental & Safety Professionals
- Edge Group Pty Ltd
- Safety Systems Pty Ltd
- Australian Safety Services Pty Ltd
- BB Risk Solutions
- Bureau Veritas HSE
- Presna Pty Ltd

The tender evaluation panel consisted of the following representatives:

- City of Greater Bendigo – Linda McNeill, Tony Gellatly, Stephen Van Der Werf
- Ararat Rural City Council – Rebecca Rodger
- Loddon Shire Council – Peter Sporn
- Buloke Shire Council – Paul Fernee
- External Consultant – David Eltringham (DJE Consulting)

The tender evaluation panel deemed *JTA Health, Safety & Noise Specialists'* submission as non-conforming.

Each Panel Member individually assessed each compliant tender application and provided a score in accordance with the Tender Document. The evaluation scoring was averaged out to provide a single score, thus each Council shared 25% of the total score.

The final scoring for each tender is as follows:

<b>Tender</b>	<b>Score</b>
Safety Systems Pty Ltd	8.20
Edge Group Pty Ltd	7.63
Presna Pty Ltd	7.52
BB Risk Solutions	6.75
ESP – Environmental & Safety Professionals	5.87
Australian Safety Services Pty Ltd	4.48
Bureau Veritas HSE	3.63

The evaluation panel interviewed the 3 highest scoring tenderers, namely:

- Safety Systems Pty Ltd
- Edge Group Pty Ltd
- Presna Pty Ltd

Although all three tenderers provided quality presentations, the evaluation panel recommend Safety Systems Pty Ltd be appointed Contractor for City of Greater Bendigo Contract No: CT000386 based on submission of the highest scored conforming tender and that they have demonstrated sufficient capability and capacity to undertake the requirements of the contract.

Safety Systems Pty Ltd is based in Bendigo. They have conducted asbestos audits in the past for three of the participating Councils, City of Greater Bendigo, Loddon Shire and Buloke Shire.

Tender pricing was based on a Percentage Differential (plus or minus) for each Council based on City of Greater Bendigo being 100%.

Loddon Shire Council's rate is quoted as the same as City of Greater Bendigo.

Safety Systems Pty Ltd overall score in the price comparison ranked No. 1.

Safety Systems Pty Ltd has conducted 36 audits for Loddon Shire Council over the past 2 years.

Two urgent audits were required in 2017 (Inglewood Town Hall public toilets) and 2018 (Serpentine Recreation reserve). Both were responded to immediately and relevant documentation was supplied to Council within 24 hours.

They have a good understanding of Loddon Shire and our building portfolio and have established a strong working relationship with Council officers.

Access to our Asbestos Register is currently provided by Safety Systems through an on-line portal and this will be enhanced by introducing a QR Code system for further ease of access.

### **COST/BENEFITS**

The tender prices were sought on a unit rate basis and Council has allocated a total of \$66,000 for the current financial year towards audit and removal of asbestos, the allocated annual budget will be used to fund the contract. The contract is a 3 year contract with a possible 2 year extension.

The benefit of the contract is that Council will comply with its obligation to conduct an asbestos audit and keep an up-to-date register for Council owned buildings. It will also inform Council of any requirement to remove friable asbestos from the buildings, identified as a part of the audit.

Worksafe Victoria has raised concerns formally with Council in relation to absence of an asbestos register in Council owned buildings. This contract will address the concerns raised by Worksafe Victoria.

### **RISK ANALYSIS**

<b>Risk Identified</b>	<b>Likelihood of Occurrence</b>	<b>Potential Impact</b>	<b>Mitigating Action</b>
Safety Systems non-ability to manage audits for 4 Councils	Low	Audits may not be completed within the required time-frames	Generally audits are not urgent. Safety Systems currently service 3 of the 4 participating Councils. A package of buildings will be given to Safety Systems in Aug 2018 to be completed in this financial year which should provide sufficient time for completion. Previous experience with Safety Systems has seen urgent requests completed within 24 hours.
Safety Systems not developing a working relationship with the 4 asbestos removalist companies.	Low	Timing of air-monitoring impacting on the companies completing asbestos removal	Safety Systems have a good working relationship already with 2 of the 4 companies. Previous experience indicates there will not be any issues.

**CONSULTATION AND ENGAGEMENT**

The following stakeholders were engaged throughout the tendering process:

- Individual Council Representatives. (The Panel)
- DJE Consulting
- Tenderers (during the compulsory briefing session and tendering presentations)

**RESOLUTION 2018/117**

Moved: Cr Colleen Condliffe

Seconded: Cr Gavan Holt

That Council

1. resolve to appoint City of Greater Bendigo as lead agent for Contract No CT000386 – Regional Asbestos & Hazardous Materials Audit Services on behalf of Loddon Shire Council
2. resolve to award the contract to Safety Systems Pty Ltd.
3. authorise the Chief Executive Officer to affix the common seal of the Council to related contract documentation.

**CARRIED**

**9.6 MAV STATE COUNCIL MEETING****File Number:** 02/04/003**Author:** Lynne Habner, Manager Executive and Commercial Services**Authoriser:** Phil Pinyon, Chief Executive Officer**Attachments:**

1. MAV Strategic Work Plan 2017-19
2. MAV State Council Motion Template

**RECOMMENDATION**

That Council:

1. Advise which Councillors wish to attend the MAV State Council meeting in October 2018
2. Advise any motions that it wishes to be raised at the MAV State Council.

**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**

Nil.

**BACKGROUND**

In May 2017 the Municipal Association of Victoria (MAV) State Council resolved on a changed motion process that included detailing whether the subject matter of a motion is included in the MAV Strategic Work Plan. This requirement is incorporated in the motion template.

The intent of the changed process is to discourage the submission of motions that effectively duplicate items in the Strategic Work Plan or that have already been adopted at a previous meeting of State Council. Resolutions adopted at previous meetings can be accessed here on the MAV website.

The MAV Strategic Work Plan 2017 - 19 (SWP) is attached.

**ISSUES/DISCUSSION**Attendance

The next MAV State Council Meeting will be held on Friday 19 October 2018, 9.30am to 2:30pm at the Auditorium, Sofitel Melbourne on Collins, 25 Collins Street.

If the MAV Representative or Substitute Representative is unable to attend, Council may resolve to appoint another councillor to attend the meeting and vote by submitting a Notification of Appointment Form to the MAV prior to the State Council meeting.

Councillors are requested to advise whether they wish to attend the State Council meeting.

Motions

MAV members may submit motions in writing for consideration by State Council.

The MAV Rules require that motions be of state-wide significance to local government.

As decisions of State Council constitute policy directions of the MAV and remain active until the issue is resolved, motions should relate to either new, or variations to, existing policy directions.



All motions are due to be submitted to the MAV by no later than 21 September 2018. Early motions, received by 13 September, will be distributed to MAV representatives on 14 September (i.e. five weeks before State Council).

Submitters may amend their motions via email no later than 28 September 2018.

The business papers for State Council will be emailed to MAV Representatives and CEOs on Friday 5 October 2018.

### **COST/BENEFITS**

No significant costs or benefits have been identified in association with the content of this report.

### **RISK ANALYSIS**

There are no risks identified with the content of this report.

### **CONSULTATION AND ENGAGEMENT**

No consultation has been undertaken in the preparation of this report.

### **RESOLUTION 2018/118**

Moved: Cr Colleen Condliffe

Seconded: Cr Gavan Holt

That Council:

1. Confirm that Councillors Holt and Beattie wish to attend the MAV State Council meeting in October 2018.
2. Submit a motion to the MAV State Council to advocate to the State Government for the continuation of funding for the roadside weeds and pest program beyond June 2019.
3. Write to the MAV Board requesting further action to be taken regarding the issue of management of Corellas as a follow-up to the motion passed at the May 2018 MAV State Council meeting with a copy of the letter to be sent to the relevant Minister.

**CARRIED**

**9.7 JOINT PROCUREMENT; WASTE AND RECYCLING SERVICES MEMORANDUM OF UNDERSTANDING (MOU)****File Number:** 15/05/012**Author:** Daniel Lloyd, Manager Works**Authoriser:** Steven Phillips, Director Operations**Attachments:** 1. Memorandum of Understanding Joint Tender 5 Councils 2018**RECOMMENDATION**

That Council

1. Authorise the Chief Executive Officer to sign and affix the common seal of the Council to the attached Memorandum of Understanding (MOU).
2. Provide support to explore joint procurement opportunities for waste and recycling services in collaboration with the Loddon Mallee Waste & Resource and Recovery Group, City of Greater Bendigo, Buloke Shire, Gannawarra Shire, Mildura Rural City and Swan Hill Rural City.

**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 discussion at Council in relation to this MOU

**BACKGROUND**

Council's current kerbside bin collection contract is due to expire on 31 March 2021. An opportunity has arisen for Council to be involved in a joint procurement for kerbside bin collection services.

The project to begin the procurement of such services is initially being facilitated by the Loddon Mallee Waste & Resource and Recovery Group (LMWRRG).

**ISSUES/DISCUSSION**

The LMWRRG has drafted a Memorandum of Understanding (MOU) and is seeking agreement by Council to collaborate in a joint tender process for the supply of Waste and Recycling Services. The intention of the participating Councils is that the joint tender be advertised in November 2018 for a commencement date after June 2019. The intention is that Council will run its current contract full term with a view of appointing a new contract in line with the joint procurement process starting April 2021.

No participating Council is obliged to accept a Tender and enter into a contract with the preferred contractor selected by the representatives from LMWRRG, City of Greater Bendigo, Buloke Shire, Gannawarra Shire, Mildura Rural City and Swan Hill Rural City (Working Group). Each Council will be required to separately resolve to accept or decline any tender following the evaluation of the joint report of the Working Group.

The Joint Tender is to be configured so that individual Councils control and manage their own components of the contract. Each Council will enter into a separate and individual contract with the appointed contractor or contractors.

The idea of jointly procuring kerbside bin collection services is to encourage tender competition from a broader spectrum of potential contractors, with the hope of ensuring a more cost effective

arrangement. The following specific services would be included in a request for tender under the joint procurement proposal:

- Domestic Kerbside Rubbish Collection
- Domestic Kerbside Recyclables Collection
- Domestic Kerbside Recyclables Acceptance and Sorting
- Domestic Kerbside Organic Waste Collection
- Domestic Kerbside Organic Waste Acceptance and Processing
- Supply and Collection of Bulk Bins and Skips to Transfer Stations / Collection Points

The MOU seeks to provide certainty for each council involved that their specific needs will be addressed and where practicable incorporated in the tender documentation.

To date, there have been two meetings between the parties in relation to the notion of joint procurement. At these meetings the types of services parties would be interested in procuring were discussed along with any expected benefits or issues. The intention is for an MOU to be signed between the interested parties, namely, City of Greater Bendigo, Buloke Shire, Gannawarra Shire, Mildura Rural City, Swan Hill Rural City and Loddon Shire.

### **COST/BENEFITS**

The LMWRRG will provide in-kind support and has funding of \$65,000 to cover the costs of legal, probity, advertising, specification development and tender analysis. The LMWRRG will on behalf of the Councils apply for funding to defray costs of a Tender Coordinator.

The benefit of the joint tender is to encourage tender competition from a broader spectrum of potential contractors, with the hope of ensuring a more cost effective arrangement for Council.

### **RISK ANALYSIS**

The LMWRRG is seeking a further \$42,000 through a State Government Grant to cover a projected shortfall. If further funding is unavailable the five participating Councils in the joint tender will need to evenly contribute towards any costs above the funding due to the requirements of the MOU. The projected cost to cover the potential shortfall is estimated to be \$8,400 per Council.

### **CONSULTATION AND ENGAGEMENT**

The following stakeholders were engaged in preparing the MOU

- Individual Council Representatives
- LMWRRG

### **RESOLUTION 2018/119**

Moved: Cr Neil Beattie

Seconded: Cr Gavan Holt

That Council

1. Authorise the Chief Executive Officer to sign and affix the common seal of the Council to the attached Memorandum of Understanding (MOU).
2. Provide support to explore joint procurement opportunities for waste and recycling services in collaboration with the Loddon Mallee Waste & Resource and Recovery Group, City of Greater Bendigo, Buloke Shire, Gannawarra Shire, Mildura Rural City and Swan Hill Rural City.

**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 fourth and final 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 4 (1 April 2018 – 30 June 2018)				
Activity	After hours call outs (*)	Littering or illegal rubbish dumping	Fire permits to burn (^)	Local law permits issued
<b>No. actions</b>	12	4	0	0

(^) The declared fire danger period ended at 1:00am on 3 April 2018.

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

### Unightly 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 4 (1 April 2018 – 30 June 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	12	2	2	1	2	0	0	0	1	37
No. resolved during quarter	2	0	0	1	1	1	1	0	0	0	0	0	0	0	0	6
New action commenced	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
No. currently pursuing	2	0	4	1	4	1	11	2	2	1	2	0	0	0	1	31
Progress Activities																
Site meeting / discussion held	3	0	2	1	2	1	4	1	2	1	1	0	0	0	0	18
Letter to comply issued	0	0	0	1	1	1	2	0	0	0	0	0	0	0	1	6
Occupier has commenced clean-up work	2	0	1	1	2	1	3	1	2	1	1	0	0	0	1	16
Notice to comply issued	4	0	1	0	0	0	0	2	0	1	0	0	0	0	0	8
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 4 (1 April 2018 – 30 June 2018)						
Activity	Wandering livestock	Trespassing livestock	Dog attack	Domestic animal at large	Distribution of cat traps	General complaints / other
<b>No. of actions</b>	4	2	5	30	11	26

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

*Table 4: Impoundment activities*

Quarter 4 (1 April 2018 – 30 June 2018)				
Animal type	Impoundments	Returned to owners	Animals rehoused	Animals disposed
Livestock	2	1	1	0
Dogs	5	4	1	0
Cats	25	0	2	23 (feral)
<b>Total</b>	<b>32</b>	<b>5</b>	<b>4</b>	<b>23</b>

Planning Compliance and Enforcement

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

*Table 5: Planning compliance and enforcement activities*

Quarter 4 (1 April 2018 – 30 June 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	5	1	0	2	4
Native vegetation removal without a permit	2	2	0	1	3
Breach of planning permit	1	1	0	0	2
Dog breeding / animal keeping	2	0	0	2	0
Land used as a store without planning permit	5	0	0	0	5

Occupation of a shed without a planning permit	2	0	0	0	2
<b>Total</b>	<b>17</b>	<b>4</b>	<b>0</b>	<b>5</b>	<b>16</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 fourth quarter of 2017 – 2018 financial year for the local laws and compliance activities contained within this report is \$74,037. 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 2018/120**

Moved: Cr Colleen Condliffe

Seconded: Cr Neil Beattie

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

**CARRIED**

**10.2 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 fourth 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 April 2018 to 30 June 2018		
Governing Legislation	Inspection Outcome	Number of inspections
Food Premises	Compliant*	50
	Major Non Compliance	2
Health Premises	Compliant*	4
Caravan Parks	Compliant*	3
<b>Total number of inspections for reporting period</b>		<b>59</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 April 2018 to 30 June 2018</b>	
<b>Permit Type</b>	<b>Number</b>
Installation or alteration	9
Certificate to use	6
Time Extensions or Change to Existing Permit	2
<b>Total Number of Permits</b>	<b>17</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 April 2018 to 30 June 2018</b>	
<b>Activity / Inspection Type</b>	<b>Number</b>
Application Inspection	5
Installation Inspection	4
Final Inspection	4
Requested Inspection	0
AWTS Project Site Visits	0
<b>Total Number of Inspections</b>	<b>13</b>

### **Infectious Disease Referrals**

Council is responsible for undertaking the investigation into infectious diseases when they are referred to the Public Health Officer by the Department of Health and Human Services. Infectious disease referrals may be for a single incident referral or that of an outbreak, time taken to undertake these investigations will vary considerably depending on the type of referral.

Table 4 summarises the activities associated with infectious disease referrals

*Table 4: Infectious Disease Referrals*

<b>1 April 2018 to 30 June 2018</b>	
<b>Referral Type</b>	<b>Number</b>
Single Incident Referral	0

Outbreak Referral	1
<b>Total number of Referrals</b>	<b>1</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 April 2018 to 30 June 2018</b>	
<b>Inspection Type</b>	<b>Number</b>
Licensed Premises	0
Retailer	0
Eating Establishment	0
Vending Machine	0
Public Outdoor Venues	4
Outdoor Dining	0
<b>Total number of Inspections</b>	<b>4</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 April 2018 to 30 June 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>	0	0	0	0
<b>Odour</b>	0	0	0	0
<b>Noise</b>	0	1	0	1
<b>Mosquitoes</b>	0	0	0	0
<b>Burning Off / Smoke</b>	0	0	0	0
<b>Wastewater</b>	0	1	0	1
<b>Tobacco</b>	0	0	0	0
<b>Other</b>	1	0	0	1
<b>Total</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>3</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 \$28,871

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 2018/121**

Moved: Cr Neil Beattie

Seconded: Cr Colleen Condliffe

That Council receive and note the Public Health activity report

**CARRIED**

**10.3 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 fourth 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 4 (01/04/2018 – 30/06/2018)					
District	Number of scheduled inspections	Number completed by due date	Number completed after due date	Number not completed	Compliance
Loddon Plains	116	116	0	0	100%
Loddon Goldfields	132	132	0	0	100%
<b>Total</b>	<b>248</b>	<b>248</b>	<b>0</b>	<b>0</b>	<b>100%</b>

During the fourth 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 4 (01/04/2018 – 30/06/2018)								
	Number of Defects				Compliant with RMP			
District	Ad hoc	Requests	Defects from inspections	Total	Yes	No	Not complete	%
Loddon Goldfields	40	6	390	436	436	0	0	100%
Loddon Plains	25	7	391	423	422	1	0	99.8%
Shire Wide	48	3	565	616	616	0	0	100%
Townscape Services	16	2	39	57	54	3	0	94.7%
<b>Total</b>	<b>129</b>	<b>18</b>	<b>1385</b>	<b>1532</b>	<b>1528</b>	<b>4</b>	<b>0</b>	<b>98.6%</b>

Table 2 comprises a summary of defects that have been identified through programed inspections, customer requests and works crews identifying and rectifying defects as they find them, known as ad hoc work actions. During the third quarter of 2017 – 2018 financial year, 98.6% of all date imposed defects were completed before their due date. This is 1.4% below the target of 100% set in the RMP.

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

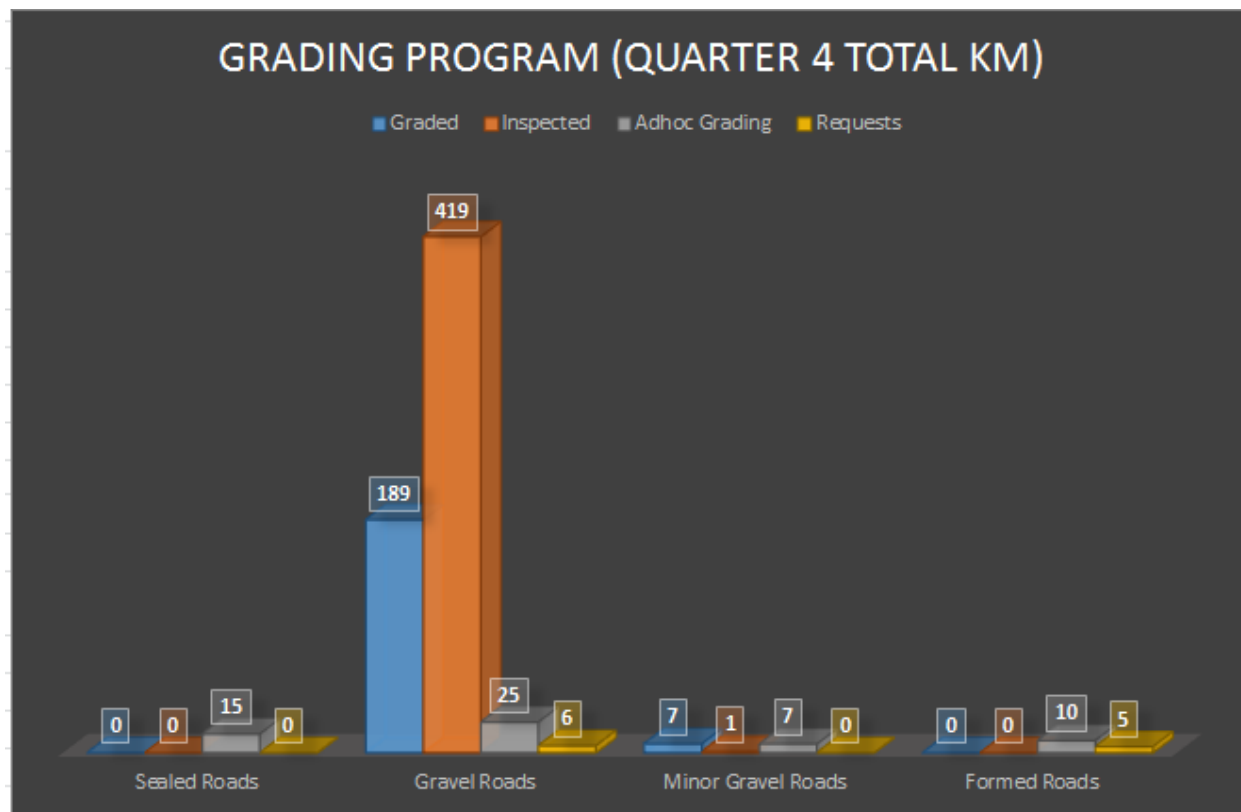
*Table 3: Maintenance grading program*

Quarter 4 (01/04/2018 – 30/06/2018)								
	Number of Grading Work Actions				Compliant with scheduled timeframes			
District	Programmed Maintenance Grading	Requests	Ad hoc	Total	Yes	No	Not completed	%
Loddon Goldfields	336	5	16	357	332	0	25	91.0%
Loddon Plains	269	3	21	293	277	3	13	99.4%
<b>Total</b>	<b>605</b>	<b>8</b>	<b>37</b>	<b>650</b>	<b>609</b>	<b>3</b>	<b>38</b>	<b>95.2%</b>

The data in table 3 indicates that 612 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 fourth quarter of 2017 – 2018 financial year of the Local Road Maintenance Program is \$5,713,769. The expenditure for the fourth quarter was \$1,308,742.

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 2018/122**

Moved: Cr Colleen Condliffe

Seconded: Cr Gavan Holt

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

**CARRIED**

## 10.4 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 activity report

### 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 fourth 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 April 2017 – 30 June 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 fourth 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
April	51 days	100%	73%
May	38 days	67%	73%
June	78 days	75%	73%
	<b>Total Quarterly average</b>	<b>80%</b>	<b>73%</b>

During the fourth quarter of the 2017 – 2018 financial year 80% of all Planning Permit applications were assessed and issued within the timeframes as set in the Planning & Environment Act.

### **COST/BENEFITS**

The expenditure for the fourth quarter of 2017 – 2018 financial year of the statutory planning activities contained within this report is \$28,367

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 2018/123**

Moved: Cr Gavan Holt

Seconded: Cr Colleen Condliffe

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

**CARRIED**

**10.5 UPDATE ON THE ANNUAL INFRASTRUCTURE PROGRAM 2017-2018, FLOOD RESTORATION PROGRAM AND OTHER PROJECTS**

**File Number:** 14/01/001  
**Author:** Indivar Dhakal, Manager Technical Services  
**Authoriser:** Steven Phillips, Director Operations  
**Attachments:** 1. Annual Infrastructure Program 2017 - 2018 Summary  
2. Flood Restoration Project Summary  
3. Other Projects Summary

**RECOMMENDATION**

That Council note the update on progress of the Annual Infrastructure Program 2017-2018, Flood Restoration Program and other projects as at June 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 fourth report for the 2017 – 2018 financial year, providing an update on the progress of Annual Infrastructure Program, Flood Restoration Program. The progress of other projects that are delivered by the Technical Services Department but are not part of the Annual Infrastructure Program or the Flood Restoration Program are included for the first time in this report.

**BACKGROUND**

This report is produced quarterly and is provided to Council for the purpose of reporting progress of the Annual Infrastructure Program, Flood Restoration Program and other projects that the Technical Services Department is responsible for delivering. The information in this report covers progress up until the end of June 2018.

**ISSUES/DISCUSSION**Annual Infrastructure Program

Attachment 1 provides a progress summary for the end of 2017 - 2018 financial year of the Annual Infrastructure Program. There are 125 individual projects, including carryovers from previous financial years that form the Annual Infrastructure Program 2017 - 2018. 111 of these projects were completed by the end of financial year. A further 11 projects are either currently being progressed or awaiting construction after tenders being awarded. There are three projects have not been started, details of which are in the comments column of the attachment.

Flood Restoration Project

Attachment 2 provides a progress summary for the end of 2017 - 2018 financial year of the Flood Restoration Project. The recorded damages 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. The flood restoration team is currently working towards awarding all the restoration projects to suitably qualified contractors included on Councils Panel of Contractors by October 2018.

### Other Projects

In addition to the Annual Infrastructure Program and Flood Restoration Program, the Technical Services Department is responsible to oversee the delivery of a number of different projects. Attachment 3 provides a summary of the other projects for the end of 2017 - 2018 financial year.

### **COST/BENEFITS**

The total expenditure at the end of 2017 - 2018 financial year for the Annual Infrastructure Program is \$4,510,033. The expenditure on the fourth quarter of 2017 - 2018 year is \$767,716.

The total expenditure for the Flood Restoration Program at the end of 2017 - 2018 financial year is \$4,278,652. Expenditure in the fourth quarter of the 2017 - 2018 financial year is \$2,033,473.

The major flood restoration project at Tandarra Serpentine Road and Rothackers Road is currently in progress. The tendered amount of the combined works on these roads is in excess of \$3.5 million. There are a number of other damages for which packages of work have been awarded under the Panel of Contractors for Flood Restoration Contract. The total value of such projects is approximately \$1 million.

The Technical Services Department is currently managing other significant projects covered in attachment 3 which are in different stages progress. The combined value of such projects is in excess of \$5 million, the expenditure to date is more than \$3.4 million.

### **RISK ANALYSIS**

There are a number of risks associated with the delivery of the Annual Infrastructure Program, the Flood Restoration Program and other significant projects. 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, the Flood Restoration Program and other significant projects 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 2018/124**

Moved: Cr Colleen Condliffe  
Seconded: Cr Neil Beattie

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

**CARRIED**

**10.6 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**

Three prior reports for the 2017 – 2018 financial year summarising building services activities relating to permits, certificates and statutory enforcement activity undertaken within the Development & Compliance Department have been provided to Council. This is the fourth & final quarterly report for the 2017 - 2018 financial year.

**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. The time spent on some individual items including one action that has proceeded to Court action has meant other items that are outstanding have not been followed up as would be desirable. These will be followed up by the Municipal Building Surveyor on a risk management basis as part of ongoing work planning.

During this quarter new Building Regulations, the Building Regulations 2018 have commenced. Staff have attended information and training sessions and amended administration forms and procedures to satisfy the provisions of the new Regulations.

**ISSUES/DISCUSSION**

Building permits

Table 1 provides the number and total value of building permits issued for the fourth 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 individual projects with some individual projects with large values having been approved and commenced.

*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>Quarter 4 (01/04/2018 – 30/06/2018)</b>
<b>No. of new Permits</b>	40	52	34	52
<b>Value of Works</b>	\$3,565,904	\$2,664,223	\$3,306,295	\$4,289,104.07

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>Quarter 4 (01/04/2018 – 30/06/2018)</b>
<b>Certificates of final inspection</b>	27	33	35	39
<b>Certificates of occupancy Permits</b>	18	24	8	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	Actions incomplete from previous report period	New action started	Building notice issued	Building order issued	No. resolved during this quarter	Legal action started this quarter	Legal action ongoing
Building damaged by fire	1	0	0	1	0	1	1
Works required to make building safe (including pools)	4	0	0	0	3	0	0
Carrying out building works without a permit	4	2	1	1	2	0	0
Illegal occupation of non-habitable building	2	0	0	2	0	0	0
Building with non-complying essential safety measures	1	0	0	0	0	0	0

### **COST/BENEFITS**

The expenditure for the fourth quarter of the 2017 – 2018 financial year for building services activities contained within this report is \$32,821.

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 to give them the opportunity to avoid the next step up in enforcement action.

### RESOLUTION 2018/125

Moved: Cr Colleen Condliffe

Seconded: Cr Neil Beattie

That Council receive and note the Building Services Activity report.

**CARRIED**

**10.7 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 second 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 final quarter of the 2017 – 2018 financial year.

Table 1: Current Strategic Planning Projects

<b>Quarter 4 (1 April 2018 – 30 June 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>Community consultation workshops were conducted in seven locations during April.</li> <li>34 people attended.</li> <li>Four written submissions were received and</li> </ul>	<ul style="list-style-type: none"> <li>The report is to be reviewed through the strategic document approval process in preparation for presentation to Council.</li> </ul>	The report will be presented to Council by end of 2018



	<p>reviewed.</p> <ul style="list-style-type: none"> <li>• A draft strategy report has been prepared and circulated internally for comment.</li> </ul>		
Serpentine Industrial Estate – INZ3 Planning Scheme Amendment	<ul style="list-style-type: none"> <li>• Finalisation of amendment documents.</li> <li>• Preparation and lodgement of exhibition documents for DELWP approval.</li> </ul>	<ul style="list-style-type: none"> <li>• Exhibition (July/August)</li> <li>• Finalisation of amendment. This stage could include panel hearing if there are submissions against the amendment.</li> </ul>	October 2018 subject to no adverse submissions being received.

The Settlement Strategy project has been well received by the community. The key messages from the community consultation were:

- growth is supported
- township character must be preserved
- need to enhance amenity and services
- housing suited to older residents is required
- new industry and employment, including growth and diversification of agriculture, is required to attract population.

Introduction of a new online amendment tracking system by Department of Environment, Land, Water and Planning delayed progression of the Serpentine Industrial Estate planning scheme amendment by approximately one month.

#### Upcoming Strategic Planning Projects

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

*Table 2: Upcoming Strategic Planning Projects*

<b>Future Strategic Planning Projects</b>			
<b>Project</b>	<b>Overview</b>	<b>Key Tasks</b>	<b>Estimated project timeframes</b>
Boort Park Housing Development	Provision of additional housing lots on Council land adjoining Boort Park in Malone Street.	<ul style="list-style-type: none"> <li>• Develop project scope, including feasibility assessment.</li> <li>• Seek quotations.</li> </ul>	Step 1, Feasibility assessment completed by December 2018

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 December 2018. 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 loans will be provided to successful to undertake works on their property that would support the protection of the heritage buildings within Loddon Shire.	<ul style="list-style-type: none"> <li>• Preparation of guidelines, criteria and process for approval and implementation</li> </ul>	February 2019

The Boort Park housing development project is proposed to be conducted in two stages. Stage 1 will be a feasibility assessment and will address matters such as infrastructure provision and cost, interface management and estimated yield and return. Stage 2 will involve preparation of the

planning scheme amendment material should Council determine the project to be viable. This project will be completed by an appropriately experienced consultant.

### **COST/BENEFITS**

The expenditure for the final quarter of 2017 – 2018 financial year of the strategic planning activities contained within this report is \$10,917.

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 2018/126**

Moved: Cr Neil Beattie

Seconded: Cr Colleen Condliffe

That Council receive and note the Strategic Planning Activity report.

**CARRIED**

**10.8 INWARDS CORRESPONDENCE****File Number:****Author:** Lynne Habner, Manager Executive and Commercial Services**Authoriser:** Phil Pinyon, Chief Executive Officer

**Attachments:**

1. Letter from Minister for Police re Inglewood Police Presence
2. Letter to Minister for Police from Council

**RECOMMENDATION**

That Council receives and notes the inwards correspondence.

**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.

<b>Date</b>	<b>From</b>	<b>Subject</b>
1/8/18	Hon Lisa Neville MP, Minister for Police	Police resources in Inglewood (response to letter from Council, also attached)

**RESOLUTION 2018/127**

Moved: Cr Colleen Condliffe

Seconded: Cr Gavan Holt

That Council receives and notes the inwards correspondence.

**CARRIED**

**11 COMPLIANCE REPORTS**

Nil

**12 GENERAL BUSINESS**

Nil

**13 CONFIDENTIAL ITEMS****RESOLUTION 2018/128**

Moved: Cr Gavan Holt  
Seconded: Cr Neil Beattie

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 Provision of Regional Asbestos and Hazardous Materials Removal Services**

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 Sale of Arnold Church**

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 2018/129**

Moved: Cr Colleen Condliffe  
Seconded: Cr Neil Beattie

That the meeting be closed to the public at 4.42pm.

**CARRIED****13.1 REVIEW OF CONFIDENTIAL ACTIONS****RESOLUTION 2018/130**

Moved: Cr Colleen Condliffe  
Seconded: Cr Gavan Holt

That Council receive and note the action sheet.

**CARRIED**

**13.2 PROVISION OF REGIONAL ASBESTOS AND HAZARDOUS MATERIALS REMOVAL SERVICES****RESOLUTION 2018/131**

Moved: Cr Neil Beattie

Seconded: Cr Colleen Condliffe

That Council:

1. resolve to appoint City of Greater Bendigo as lead agent for Contract No CT000387 – Regional Asbestos & Hazardous Removal Services on behalf of Loddon Shire Council.
2. resolve to form the panel of 4 contractors; DNA Earth, Ashworth Demolition, AAH Contracting Pty Ltd and Enviropacific Services for the removal services.
3. authorise the Chief Executive Officer to affix the common seal of the Council to related contract documentation.

**CARRIED**

**13.3 SALE OF ARNOLD CHURCH****RESOLUTION 2018/132**

Moved: Cr Colleen Condliffe

Seconded: Cr Gavan Holt

That Council resolve to:

1. Sell the former St Mary's Church in Arnold (Lot 1, TP 549980), for the highest offer received up to four weeks after the public notice period closes, at the discretion of the Chief Executive Officer.
2. Pursuant to Section 223 of the Local Government Act 1989, provide public notice of the intended sale of this property.
3. Subject to Council not receiving any submissions under Section 223 of the Local Government Act 1989, approve the sale of the property and the affixing of the Council seal to any related documentation.

**CARRIED**

**RESOLUTION 2018/133**

Moved: Cr Gavan Holt

Seconded: Cr Colleen Condliffe

That the meeting be re-opened to the public 4.54pm.

**CARRIED**

**NEXT MEETING**

The next Ordinary Meeting of Council will be held on 25 September 2018 at Serpentine commencing at 3pm.

There being no further business the meeting was closed at 4.55pm.

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

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**CHAIRPERSON**