



**Date:** Tuesday, 25 September 2018  
**Time:** 3pm  
**Location:** Council Chambers, Serpentine

# **MINUTES**

## **Ordinary Council Meeting**

### **25 September 2018**

**MINUTES OF LODDON SHIRE COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT THE COUNCIL CHAMBERS, SERPENTINE  
ON TUESDAY, 25 SEPTEMBER 2018 AT 3PM**

**PRESENT:** Cr Cheryl McKinnon (Mayor), Cr Neil Beattie, Cr Colleen Condliffe, Cr Geoff Curnow, 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**

Nil

**4 DECLARATIONS OF CONFLICT OF INTEREST**

Nil

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

That Council confirm:

1. The minutes of the Council Briefing of 28 August 2018
2. The minutes of the Ordinary Council Meeting of 28 August 2018
3. The minutes of the Council Forum of 11 September 2018

**REPORT**

Seeking approval of the unconfirmed minutes of the previous meetings.

**RESOLUTION 2018/134**

Moved: Cr Neil Beattie

Seconded: Cr Gavan Holt

That Council confirm:

1. The minutes of the Council Briefing of 28 August 2018
2. The minutes of the Ordinary Council Meeting of 28 August 2018
3. The minutes of the Council Forum of 11 September 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 2018/135**

Moved: Cr Geoff Curnow

Seconded: Cr Colleen Condliffe

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>
31/8/18	Funding announcement by Jacinta Allan for Volunteer Strategy at Inglewood
	Opening of Inglewood and Bridgewater Men's Shed extension
	Celebration of Ray Stoman's 35 year service with Victoria Police at Boort
2/9/18	Launch of Naturally Loddon Spring Festival at Piccoli's Spanner Garden
4/9/18	Rural Women's Network and LEAD Loddon Murray lunch at the Capital with stories on health and wellbeing by women from Loddon Shire
5/9/18	MRGC dinner at the Mystic Park Hotel with Phil

6/9/18	MRGC Mayors and CEOs meeting in Kerang
7/9/18	GLC finance committee meeting and launch of esmart library accreditation
10/9/18	LVFNL Gala Dinner and presentations at Bendigo RSL
	Council Forum
13/9/18	Co-judged Start-up/Agrifutures Pitch competition by Pyramid Hill students
14/9/18	Myself and Tom Smith presented the Pyramid Hill migration experience to Economic Development Australia in St Kilda
15/9/18	LVFNL Grand Final in Bridgewater
17/9/18	Met with Sarah De Santis in Wedderburn – Labor candidate for Ripon
18/9/18	Inspection of Bridgewater Caravan Park to accommodate Ski Club requirements with Councillors and Management Executive Group (MEG)
19/9/18	Met with Mitiamo Pipeline reference group and GMW in Pyramid Hill with Phil and Lynne, for update on the progress. Peter Tuohey may lead a delegation to Canberra.
	Met with Phil and MEG in Pyramid Hill to discuss PH Streetscape plans
	Pyramid Hill Progress Association meeting
21/9/18	Agriculture Victoria held a “seasonal outlook” forum in Pyramid Hill. Prices for hay and grain should hold up.
22/9/18	Attended Kooyoora Wildflower Show in Inglewood
25/9/18	Council meeting

**RESOLUTION 2018/136**

Moved: Cr Geoff Curnow

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>
28/8/19	Council meeting Serpentine
3/9/18	Boort Development Committee
10/9/18	Chaired BRIC AGM
11/9/18	Attended Council Forum Wedderburn

18/9/18	Attended site visit at Bridgewater Caravan Park
18/9/18	Attended Bendigo Health Foundation Board meeting
19/9/18	Attended Bendigo Health Appeal meeting
24/9/18	Attended National Party dinner at Boort with MPs Peter Walsh and Andrew Broad
15/9/18	North Central Grand Final
2/9/18	Naturally Loddon at Barraport

## 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
11/9/18: Inglewood Lions Community Elderly Persons Units AGM 12/9/18: Campbells Forest Hall AGM 24/9/18: Inglewood Museum AGM
<b>Australia Day Committee</b>
<b>Central Victorian Greenhouse Alliance</b>
<b>Central Victoria Rural Women's Network</b>
4/9/18: Lunch recognising 6 women's stories from Loddon, ages ranged from 30 to 90 years.
<b>Healthy Minds Network</b>
30/8/18: Suicide Prevention Forum Mental Health Conference held in Inglewood.
<b>Loddon Youth Committee</b>
<b>Other Council activities</b>



<b>DATE</b>	<b>Activity</b>
28/8/18	Inglewood and District Community Bank Meeting
29/8/18	Meeting at Dingee Library
30/8/18	Bridgewater Foreshore meeting
31/8/18	Official opening of Men's Shed Inglewood
31/8/18	Jacinta Allan announced the Volunteer funding in Inglewood Town Hall
5/9/18	I attended a health day held by IDHS at the Town Hall Hub, Inglewood
6/9/18	Women Health Day Campbells Forest
6/9/18	Loddon Plains Landcare meeting Serpentine
6/9/18	Salisbury West Landcare AGM Powlett Hall
7/9/18	I attended LEAD Loddon Murray Community Leadership Program held in Pyramid Hill
8/9/18	Bridgewater market day
10/9/18	Meeting with VicTrack at Dingee Railway Station
10/9/18	Advisory meeting IDHS Inglewood
11/9/18	Council Forum Wedderburn
11/9/18	Inglewood Resource Centre meeting
13/9/18	Kooyoora Womens network AGM Inglewood
16/9/18	Official launch bowls season opening Bridgewater
17/9/18	Dingee Bush Nursing Centre meeting
18/9/18	Meeting ITH Hub Inglewood
18/9/18	Meeting Bridgewater Caravan Park
21/9/18	Regional Leader Network Event Newstead
25/9/18	Council meeting Serpentine

**Cr Curnow**

<b>Loddon Mallee Waste Resource Recovery Group</b>
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Induction in Wedderburn on 12-13 September at the Windsor Hotel

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

**Municipal Emergency Management Plan Committee and Municipal Fire Management Plan Committee**

Phoned in to this meeting from 2.5 hours

5/9/18: Municipal Fire Management Plan Committee meeting at Serpentine

**Other Council activities**

DATE	Activity
11/9/18	Council Forum at Wedderburn
19/9/18	Chaired the Southern Loddon Tourism meeting at Newbridge
18/9/18	Site inspection at Bridgewater Caravan park
8/9/18	Attended the winter sports preliminary final at Marong
15/9/18	Attended the grand final at Bridgewater
23/9/18	Wildflower show at Inglewood
25/9/18	Council meeting at 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**

DATE	Activity
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29/8/18	Attended meeting of the Wedderburn Development Association
1/9/18	Attended North Central Football League 2 <sup>nd</sup> semi-final day at Donald
7/9/18	Attended South West Loddon Pipeline Steering Committee meeting at Wedderburn. As of the meeting date there have been 252 Heads of Agreement signed to connect to the pipeline
8/9/18	Attended North Central Football League preliminary final day at St Arnaud
9/9/18	Attended Wedderburn Historical Engine and Machinery Rally at Engine Park Wedderburn
11/9/18	Attended Council Forum at Wedderburn
14/9/18	Attended Rural Councils Victoria Executive Committee meeting in Melbourne. In a very busy meeting a highlight was a presentation by the new CEO of the new division of VicRoads Regional Roads Victoria Mr Paul Worthey and action deputy CEO of VicRoads Robyn Seymour.
15/9/18	Attended the North Central Football League grand final at Charlton
17/9/18	Attended the Annual General Meeting of the Donaldson Park Committee of Management where I was again elected President
18/9/18	Attended a Farm Water Planning Workshop at Wedderburn sponsored by GWM Water
19/9/18	Had an informal meeting with members of the Wedderburn Development Association to discuss various aspects of the proposed Wedderburn hair and beauty salon project, specifically how it might be funded.
24/9/18	Met with members of the Wedderburn hair and beauty salon steering committee to discuss aspects of their proposal, specifically how it might be funded.

**RESOLUTION 2018/137**

Moved: Cr Colleen Condliffe

Seconded: Cr Gavan Holt

That Council receive and note the Councillors' reports

**CARRIED**

## 9 DECISION REPORTS

### 9.1 REVIEW OF FEE FREE WASTE DISPOSAL DAYS

**File Number:** 15/05/001  
**Author:** Daniel Lloyd, Manager Works  
**Authoriser:** Steven Phillips, Director Operations  
**Attachments:** Nil

#### RECOMMENDATION

That Council:

1. adopt the Fee Free Waste Disposal Day Program in accordance with the following conditions:
  - (a) on four occasions each year Council's waste facilities will accept without fee a maximum of four cubic metres per property of general household waste, greenwaste, mixed recyclables, refrigerators, freezers and air conditioners;
  - (b) general waste does not include tyres, mattresses, bricks & concrete and e-waste.
2. approve that the cost associated with the program be recovered through the Municipal Waste Charge.

#### 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 approved the provision of a trial program of four fee free waste disposal days at the September 2017 Council Meeting.

#### BACKGROUND

Council at the meeting held in September 2017 approved the trial of a quarterly fee free waste disposal day over a 12 month period at each of its landfills and transfer stations. A requirement of the trial was to provide council with an evaluation and recommendation of the program.

The trial was carried out by providing four fee free waste disposal days conducted in November 2017, February 2018, May 2018 and August 2018 at the following sites and times:

- Boort Landfill, Sunday 1pm to 5pm
- Pyramid Hill Landfill, Sunday 8am to 12pm
- Inglewood Transfer Station, Saturday 8am to 12pm
- Newbridge Landfill, Sunday 1pm to 5pm
- Wedderburn Transfer Station, Sunday 8am to 12pm
- Dingee Transfer Station, third Sunday of the scheduled month 10am to 2pm

Throughout the trial data was collected on the number of customers, volume and type of waste disposed of during the fee free days. The waste volumes collected at each site for the trial are provided in Table 1.

Table 1 - Waste Volumes Collected

Site	Customers	Waste m3	Green Waste m3	Recyclables m3	Steel m3	White Goods
Boort	388	82.2	205.5	13.7	33	-
Dingee	60	18.5	7.5	1	12.5	3
Inglewood	265	180.2	82	12.7	21.7	17
Newbridge	174	137.2	46.5	9.5	33.5	8
Pyramid Hill	203	73.5	65.0	8	19	-
Wedderburn	203	133.7	69.5	11.7	25.7	9
<b>Total</b>	<b>1293</b>	<b>625.3</b>	<b>476</b>	<b>56.6</b>	<b>145.4</b>	<b>37</b>

Table 2 has been provided for information and indicates a reduction in income of \$23,360 from gate fees for the fee free waste disposal days trial.

Table 2 - Waste disposal fees reduction in income

Site	Waste	Green Waste	Recyclables	White Goods
Boort	\$2,316	\$2,098	\$69	-
Dingee	\$526	\$75	\$6	\$45
Inglewood	\$5,080	\$846	\$64	\$260
Newbridge	\$3,870	\$478	\$49	\$123
Pyramid Hill	\$2,079	\$657	\$40	-
Wedderburn	\$3,774	\$701	\$60	\$144
<b>Total</b>	<b>\$17,645</b>	<b>\$4,855</b>	<b>\$288</b>	<b>\$572</b>

## ISSUES/DISCUSSION

It is proposed that Council adopt a program of fee free waste disposal days to be held for residents once per quarter at the following sites and times:

- Boort Landfill, Sunday 1pm to 5pm
- Pyramid Hill Landfill, Sunday 8am to 12pm
- Inglewood Transfer Station, Saturday 8am to 12pm
- Newbridge Landfill, Sunday 1pm to 5pm
- Wedderburn Transfer Station, Sunday 8am to 12pm
- Dingee Transfer Station, third Sunday of the scheduled month 10am to 2pm

To ensure the service is only used by residents, customers presenting at the waste facility will be required to provide proof of address by showing their licence or rate notice. This will also assist in reducing unauthorised access to the fee free program.

On these days residents can dispose of up to four cubic metres of general domestic waste free of charge, this includes the following:

- green waste
- mixed recyclables
- general household waste
- refrigerators, freezers & air conditioners

The following items will not be included in the program as these items have additional third party costs associated with their disposal and therefore will continue to be charged as per normal disposal rate, these items are:

- tyres
- bricks and concrete
- mattresses
- E-waste.

During the trial feedback from the community was received through the attendants at the waste facilities. Much of the feedback requested that Council consider a voucher system as this would allow residents to choose the day that they utilise a free service at our waste facilities. The utilisation of vouchers has been given consideration as an alternative to set fee free days. It is recognised that a voucher system would offer residents greater flexibility to access the service. The associated costs of implementing a secure voucher system are cost prohibitive for the size of Council's waste operation. This outweighs the potential benefits vouchers might provide to the community. Due to the cost it has not been considered any further and the more cost effective option of set fee free days is being recommended.

### **COST/BENEFITS**

The reduction in income from gate fees at our waste disposal sites will be funded from the Municipal Waste Charge.

The benefit of providing fee free days is to assist our communities in disposing of our waste appropriately, maintain well-presented communities, and reduce illegal dumping.

### **RISK ANALYSIS**

The program may result in greater than anticipated reduction of gate fees on non-free days being collected as people take advantage of the Fee Free Waste Disposal Day Program. This may provide a greater reduction of gate fees collected than anticipated in the annual Budget resulting in an increase to the Municipal Waste Charge for subsequent financial years.

The cost for running this program will be recouped through the Municipal Waste Charge. This charge is paid only by those residents that receive a kerbside bin collection service. The overwhelming majority of waste (approximately 90%) received at Council's waste facilities is from the kerbside bin collection service. There is the risk that some residents who access the Fee Free Waste Disposal Day Program are not contributing through the Municipal Waste Charge.

Council may need to consider expanding the Municipal Waste Services Charge including its distribution across properties, in order to address inequity for the cost of the program in future budgets.

### **CONSULTATION AND ENGAGEMENT**

Feedback has been provided through the waste facility attendants with residences expressing that they had been unaware of the availability of fee free days. In adopting this as an ongoing annual program Council will be able to inform residences through the Loddon Bulletin and newspapers of the set dates for each occurrence well in advance. This will also be reinforced by placing an advertisement in the local media two weeks prior to the week of fee free waste disposal day. Additional notification of the program can be provided through public notice boards, brochures, Facebook and Council's web page.

The Loddon Shire Finance Department and the Loddon Mallee Waste and Resource Recovery Group and the Municipal Fire Prevention Planning Committee were consulted with in relation to this matter. Both groups are supportive of this program.

**RESOLUTION 2018/138**

Moved: Cr Neil Beattie

Seconded: Cr Colleen Condliffe

That Council:

1. adopt the Fee Free Waste Disposal Day Program in accordance with the following conditions:
  - (a) on four occasions each year Council's waste facilities will accept without fee a maximum of four cubic metres per property of general household waste, greenwaste, mixed recyclables, refrigerators, freezers and air conditioners;
  - (b) general waste does not include tyres, mattresses, bricks & concrete and e-waste.
2. approve that the cost associated with the program be recovered through the Municipal Waste Charge.

**CARRIED**

**9.2 LODDON PLANNING SCHEME AMENDMENT C40 - SERPENTINE INDUSTRIAL ESTATE**

**File Number:** 13/01/003

**Author:** Carolyn Stephenson, Statutory / Strategic Planner

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

**Attachments:** Nil

**RECOMMENDATION**

That Council adopt Amendment C40 to the Loddon Planning Scheme as exhibited and submit the amendment to the Minister for Planning for approval.

**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**

In March, Council resolved to commence the process to rezone a parcel of land on the northeast fringe of Serpentine Township, fronting Treloar Street (Echuca Serpentine Rd). The site has a total area of approximately 2.7ha.

**BACKGROUND**

The land was acquired by the Shire of East Loddon in 1993. Loddon Shire Council commenced development of the land for an industrial estate almost 10 years ago. Council has sold two of the three lots, and one of those has been developed for a fuel depot. The land is currently zoned Township and rezoning the land to Industrial 3 zone secures the ongoing use and development of this land for light industrial activity, providing a location for economic development and employment in Serpentine.

The Industrial 3 zone is considered appropriate in this location as it provides for light industry and will require that any new use or development not affect the amenity of the adjoining township.

**ISSUES/DISCUSSION**

The proposed amendment was exhibited for one month during August 2018. Notice of the amendment was sent to affected, adjoining and surrounding land owners and placed in the Loddon Times newspaper. Copies of all amendment documents were available on line and at the Serpentine and Wedderburn Offices.

Notice of the amendment was also sent to Coliban Water, Country Fire Authority, Environment Protection Authority, North Central Catchment Management Authority, VicRoads, and the relevant prescribed Ministers (Minister for Energy, Environment and Climate Change, Minister for Agriculture, Minister for Water and Minister for Resources).

At the conclusion of the exhibition period, four submissions had been received. None of these submissions were against the amendment or sought a change to the amendment.



Environment Protection Authority	No concerns but reminded Council of the need to consider amenity impacts from new industrial uses to the township and to refer to EPA publication 1518 Recommended Separation Distances for Industrial Residual Air Emissions 2013 and EPA Publication 1411 Noise from Industry in Regional Victoria 2011.
North Central Catchment Management Authority	Supports the amendment as exhibited
Coliban Water	No objection to proposed rezoning
Country Fire Authority	Supports the amendment in the current form. Development of the site should incorporate fuel modified buffer along the northern boundary and adequate water supply for fire suppression.

As there have been no submissions received that do not support the amendment or request changes to the amendment, the amendment does not need to be referred to an independent panel.

### **COST/BENEFITS**

This amendment to the planning scheme supports the ongoing use and development of the Serpentine Industrial Estate. It will provide opportunity for the development of new business and employment in Serpentine. The cost to Council for this amendment is officer time and the fee payable to the Department of Environment, Land, Water and Planning (\$469.60).

### **RISK ANALYSIS**

Retaining this land in the Township zone may result in the land being used for residential development and not protected for industrial use. Serpentine has a large supply of land suitable for residential development, but no other land specifically allocated for industrial use.

### **CONSULTATION AND ENGAGEMENT**

As set out previously in this report, the amendment was exhibited as required by the Planning and Environment Act. Prior to the formal exhibition process, local media reported on the proposed rezoning and Council staff made themselves available in Serpentine to address any concerns. As the site has been developed and already partially used for industrial purposes, it is considered that it is locally accepted that this land is set aside for light industry.

### **RESOLUTION 2018/139**

Moved: Cr Geoff Curnow  
Seconded: Cr Colleen Condliffe

That Council adopt Amendment C40 to the Loddon Planning Scheme as exhibited and submit the amendment to the Minister for Planning for approval.

**CARRIED**

**9.3 FINANCE REPORT FOR THE PERIOD ENDING 31 AUGUST 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 August 2018**RECOMMENDATION**

That Council:

1. receives and notes the 'Finance report for the period ending 31 August 2018'
2. approves budget revisions included in the report for internal reporting purposes only
3. approves the supplementary valuations of rateable and non-rateable properties in respect of the 2018/19 financial year, as returned by the Shire Valuer, LG Valuations Pty Ltd, and endorses them being incorporated into the Register of Rateable and Non Rateable Properties and Rate Book for 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 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 August 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.

This Finance Report also includes supplementary valuations. Each year Council makes a number of additions, subtractions and alterations to the valuations contained in the annual rate book. These changes arise from various sources including:

- splitting of parcels into new rateable assessments
- development of vacant or unproductive land (urban and rural)
- consolidation of separate rateable assessments into one assessment
- re-assessment of property valuations arising from objections to the initial valuation
- additions and cancellations of licences (grazing and water frontages)
- change of use
- covenant on Title
- area amendment
- change of Australian Valuation Property Classification Code (AVPCC)

- supplementary valuation corrections.

## ISSUES/DISCUSSION

**Budgeted Surplus** - Council's budgeted cash surplus has increased from \$1.66M to \$2.20M.

**Income Statement (revenue)** - Council's year to date (YTD) operating revenue is at 103% of YTD budget. Revenue brought to account for August was \$1.98M. Capital grants are behind YTD budget with interest currently ahead of YTD budget.

**Income Statement (expenditure)** - Council's operating expenditure is at 142% of YTD budget. Payments for this month totalled just over \$4.75M, compared to \$2.9M last month. Labour is slightly ahead of budget at 105% (72% last month) due to the timing of the August roll over and is expected to finish below Council's 104% cap.

**Capital Works** - The revised budget for capital works is \$20.65M and is 3% complete in financial terms for the current financial year. Asset types with major variations (10% or \$10K) include furniture and equipment; land and buildings; plant and equipment; roadworks; urban and road drainage; recreation, leisure and community facilities; parks, open space and streetscapes and footpaths with many projects having timed allocated but some further work required to finalise.

**Balance Sheet** - Council has a cash total of \$20.69M with \$1.6M in general accounts. Debtors are \$11.73M which is a decrease of \$447K in the month primarily due to the receipt of outstanding rates. Sundry debtors total \$559K with invoices outstanding for 60 or more days relating to community wellbeing debtors and local community groups totalling approximately \$70K.

There were 121 supplementary valuations updated during July and August. The total rateable CIV at the end of August is \$2.16B.

An update was also received from Vision Super in regards to the June 2018 Vested Benefit Index (VBI) which is estimated at 106.0% which is higher than the 100.0% required of the fund.

## 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 2018/140**

Moved: Cr Colleen Condliffe

Seconded: Cr Gavan Holt

That Council:

1. receives and notes the 'Finance report for the period ending 31 August 2018'
2. approves budget revisions included in the report for internal reporting purposes only
3. approves the supplementary valuations of rateable and non-rateable properties in respect of the 2018/19 financial year, as returned by the Shire Valuer, LG Valuations Pty Ltd, and endorses them being incorporated into the Register of Rateable and Non Rateable Properties and Rate Book for 2018/19.

**CARRIED**

**9.1 BRIDGEWATER SKI CLUB REQUEST****File Number:** 13/09/015**Author:** Lynne Habner, Manager Executive and Commercial Services**Authoriser:** Phil Pinyon, Chief Executive Officer**Attachments:** Nil**RECOMMENDATION**

1. That Council request that the CEO develop a formal arrangement for the Bridgewater Ski Club to use the existing camp kitchen at the Bridgewater Caravan Park as a judging facility to assist in hosting water ski events, addressing the following:
  - (a) the arrangement will incur payment by the Ski Club to be determined as reasonable compensation for the use of the existing camp kitchen within the caravan park, on an ad hoc or permanent basis, as the case may be
  - (b) the terms of the arrangement will not restrict the viability of a future lease of the caravan park
  - (c) that a new camp kitchen be built for the caravan park to the same or higher standard as the existing one, on a cost-neutral basis for Council and within a timeframe that is acceptable to Council
  - (d) that until a new camp kitchen is built, the arrangement is not for exclusive use by the Ski Club, enabling caravan park patrons to have reasonable access to the existing camp kitchen
  - (e) that appropriate conditions be included with the arrangement that the Ski Club is accountable for ensuring that the caravan park managers/lessees and patrons are not disadvantaged by the presence of the Ski Club, its members or its associated events
  - (f) that the arrangement may be reviewed by either party with appropriate notice given.
2. That Council undertakes to the Bridgewater Ski Club to use its best endeavours to have appropriate arrangements for the use of the existing camp kitchen as a judging facility in place in order for the Club to host the Disabled World Titles in 2021 at Bridgewater.
3. That Council authorise the CEO to sign and seal any documentation required to put the arrangement in place.

**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 most recently considered a presentation by the Bridgewater Ski Club at its September Council Forum, and followed this with a site visit at Bridgewater Caravan Park on 18 September.

**BACKGROUND**

The Bridgewater Ski Club approached Council staff in March 2017 with a concept to build a club house facility to host major events and provide a home for the ski club.

In particular, the Club is proposing to host the Disabled World Titles in 2021, bringing over 300 competitors and support people to Bridgewater, and there is also opportunity to run an annual international event and ski schools and training camps.

The Ski Club needs to confirm arrangements with the body running the World Titles before October 2018, to enable time for another location to be found in Victoria if necessary.

In March 2018, a business case was provided to Council staff for consideration. Robyn Vella (from a tourism perspective) and Allan Stobaus (from a Bridgewater Foreshore and sport and recreation perspective) had initial discussions about the feasibility of the proposal.

Council staff representatives of Planning and Building, Parks and Gardens, Technical Services, Community Support, Commercial Services and management of caravan parks provided feedback on matters arising from the proposal that had not been addressed in the business case. The Management Executive Group considered the issues raised by the proposal and responses from staff, and took the view that a new permanent structure built on the foreshore of the Loddon River would not be the preferred option from a Council viewpoint and that it was likely to be problematic from the perspective of the Department of Environment, Land, Water and Planning (DELWP).

Feedback on the proposal was provided to Craig Stephen, Secretary of the Bridgewater Ski Club, who then presented a proposal to the September Council Forum with other Club members contributing.

Councillors, key staff and representatives from DELWP met at the Bridgewater Caravan Park on 18 September to further discuss the proposal on site for a venue to be built on the foreshore of the river.

## ISSUES/DISCUSSION

At the site meeting on 18 September, Councillors expressed enthusiasm about facilitating the World Disabled Championships to be held in Bridgewater in 2021, and expressed a desire to make it happen. It was also seen that the provision of a suitable facility for the Ski Club would enhance their normal annual events and operations at Bridgewater.

The officers from DELWP who attended the site meeting raised several issues of concern that made it difficult for the Ski Club's proposal to erect/install a new facility to be feasible along the river bank. A significant constraint is that Crown land that is reserved for public recreational use cannot be used for other purposes. It was also noted that DELWP requires an application for events to take place on Crown land, which must meet requirements for emergency management, car parking, etc.

It was suggested at the site meeting that a possible solution may be to lease (or other formal arrangement as appropriate, subject to legal advice) the caravan park camp kitchen to the Ski Club on a long term basis to use as the judging facility for events. In considering this possible solution, it was noted that:

- There would be conditions placed on the use of the building to ensure that the caravan park managers and other patrons are not disadvantaged, e.g. controlling who is accessing the park and the building.
- The existing camp kitchen was built prior to legislation requiring minimum height levels and that it is closer to the river than a new building could be located if built today.
- This would require that a new camp kitchen would need to be built for park patrons to use.
- Council would expect that this would be cost-neutral, i.e. the Ski Club would need to cover the costs of the new camp kitchen to replace the one it would potentially lease.

The suggestion regarding the use of the existing camp kitchen was subsequently discussed with Craig Stephen on behalf of the Ski Club, and after consultation with club representatives, he indicated that the club is enthusiastically in favour of the approach, subject to finalising a funding model and a transition plan.

This report does not define the type of arrangement that should be entered into, as legal advice will be obtained about the most appropriate instrument for Council to use under these circumstances.

It should be noted that Council has resolved to purchase the park from the Crown, and it is proposed that a development lease be put in place once that transaction is finalised. It was noted

that Council would not want to restrict the viability of such a lease, but also acknowledged that the Ski Club events help bring custom to the park.

### **COST/BENEFITS**

A condition of the proposal is that it is cost-neutral to Council. However, it is envisaged that development of an acceptable arrangement will require significant Council staff time and legal costs.

Consideration could be given to whether legal costs are recovered within the arrangement with the Ski Club.

If the Ski Club hosts events from within the caravan park, there are likely to be benefits in the form of income to the park from site bookings during those events.

An added benefit arising from the arrangement is that there would be enhanced assets on site at the caravan park, due to the fact that there will be a new camp kitchen built under the proposed arrangements.

### **RISK ANALYSIS**

The key risks that have been identified are:

- The presence of the Ski Club in the caravan park may impact on the managers of the park and enjoyment by non-club patrons.
- The Ski Club may not be able to obtain sufficient funding for suitable replacement of the camp kitchen. A condition of the proposed arrangement will be that it is cost-neutral to Council.
- Council's requirements under the arrangement may not be acceptable to the Ski Club.

### **CONSULTATION AND ENGAGEMENT**

Members of the Bridgewater Ski Club, DELWP, North Central Catchment Management Authority, relevant Council staff and Councillors have been consulted on this proposal.

#### **RESOLUTION 2018/141**

Moved: Cr Colleen Condliffe

Seconded: Cr Neil Beattie

1. That Council request that the CEO develop a formal arrangement for the Bridgewater Ski Club to use the existing camp kitchen at the Bridgewater Caravan Park as a judging facility to assist in hosting water ski events, addressing the following:
  - (a) the arrangement will incur payment by the Ski Club to be determined as reasonable compensation for the use of the existing camp kitchen within the caravan park, on an ad hoc or permanent basis, as the case may be
  - (b) the terms of the arrangement will not restrict the viability of a future lease of the caravan park
  - (c) that a new camp kitchen be built for the caravan park to the same or higher standard as the existing one, on a cost-neutral basis for Council and that it be completed by 30 September 2020
  - (d) that until a new camp kitchen is built, the arrangement is not for exclusive use by the Ski Club, enabling caravan park patrons to have reasonable access to the existing camp kitchen
  - (e) that appropriate conditions be included with the arrangement that the Ski Club is accountable for ensuring that the caravan park managers/lessees and patrons are not

disadvantaged by the presence of the Ski Club, its members or its associated events

(f) that the arrangement may be reviewed by either party with appropriate notice given.

2. That Council undertakes to the Bridgewater Ski Club to use its best endeavours to have appropriate arrangements for the use of the existing camp kitchen as a judging facility in place in order for the Club to host the Disabled World Titles in 2021 at Bridgewater.
3. That Council authorise the CEO to sign and seal any documentation required to put the arrangement in place.

**CARRIED**



**9.2 AMENDED FEES AND CHARGES FOR THE YEAR 1 JULY 2018 TO 30 JUNE 2019****File Number:** 07/01/006**Author:** Deanne Caserta, Manager Financial Services**Authoriser:** Sharon Morrison, Director Corporate Services**Attachments:** 1. Amended Fees and Charges for Year 1 July 2018 to 30 June 2019**RECOMMENDATION**

That Council:

1. approves the amended Fees and Charges Schedule v3 for the year 1 July 2018 to 30 June 2019
2. subject to the approval of the Director Corporate Services or Chief Executive Officer, make effective immediately any changes where the fees and charges are altered by legislation, and make amendment to the relevant Fees and Charges Schedule for the year 1 July 2018 to 30 June 2019.

**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 1 of the Fees and Charges Schedule (Schedule) at a Council meeting held on 27 March 2018. Minor legislation changes within the planning and building areas were updated under delegation in version 2 of the Schedule.

**BACKGROUND**

Each year, as a part of the budget process, a Schedule is prepared and submitted for approval by Council.

Minor amendments occur throughout the year as a result of legislation changes. Other changes are required to be resubmitted to Council for approval.

**ISSUES/DISCUSSION**

An interpretation issue has been highlighted within the current Schedule in the Domestic Animals section of the document in clauses 3.6.1 and 3.6.2.

One of the options within the reduced fee criteria *'Pro rata change and refund available from 1 October to 9 April (50% applicable registration fee)'* does not provide clear guidance on the actual intent of the reduced fee.

It is proposed to amend the statement by splitting it into the following two statements:

*'Registration fee for an animal registered for the first time after 10 October will be one half the applicable annual fee.'*

*'Where the animal has been registered for the full year dies within six months of the commencement of the registration year the owner shall be entitled to a refund of one half of the registration fee paid.'*

Another charge line has also been added for further clarification of registration transfers as below:

*'Transfer from another council (registration must be for current period)'*

It is proposed that there be no charge to the owner for this action.

**COST/BENEFITS**

The schedule will raise an equitable contribution of revenue towards the cost of service delivery.

**RISK ANALYSIS**

There is a minor risk of avoidance of payment by customers.

**CONSULTATION AND ENGAGEMENT**

The recommendations in the report have been considered by management.

**RESOLUTION 2018/142**

Moved: Cr Colleen Condliffe

Seconded: Cr Gavan Holt

That Council:

1. approves the amended Fees and Charges Schedule v3 for the year 1 July 2018 to 30 June 2019
2. subject to the approval of the Director Corporate Services or Chief Executive Officer, make effective immediately any changes where the fees and charges are altered by legislation, and make amendment to the relevant Fees and Charges Schedule for the year 1 July 2018 to 30 June 2019.

**CARRIED**

**10 INFORMATION REPORTS****10.1 2017/18 END OF FINANCIAL YEAR VARIATION ANALYSIS****File Number:** 08/06/001**Author:** Deanne Caserta, Manager Financial Services**Authoriser:** Sharon Morrison, Director Corporate Services**Attachments:** 1. 2017/18 Financial Results**RECOMMENDATION**

That Council receives and notes the "2017/18 End of Financial Year Variation Analysis" Report.

**CONFLICT OF INTEREST**

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

**PREVIOUS COUNCIL DISCUSSION**

As part of the 2018/19 budget process, budget projections for the end of 2017/18 financial year were presented to Council in the form of a Revised Budget.

At the September Council Briefing a snapshot at activity level of the major variations between the 2017/18 Revised Budget and the 2017/18 Actuals was presented. Explanations were given where variances existed outside Council's threshold of 10% or \$10,000.

**BACKGROUND**

The annual budget process requires that budget projections of the current financial year be undertaken to calculate the potential carried forward surplus that will form part of the next year's budget.

As this process is generally finalised in late March or early April, there are a further three months of activity to the end of June which may give rise to variations to the budget projections.

This report outlines the variations which have arisen between the budget projections made and the actual final results achieved at year end 30 June 2018.

**ISSUES/DISCUSSION**

The revised budget projections called for an end of financial year closing cash surplus position of \$1.79M. The actual cash surplus was \$3.56M, a positive variance of \$1.78M.

The monthly Finance Report tables are provided as an attachment this report, and include the budget, actuals, variance in dollars and percentage terms.

Whilst there are a number of variances, this report focuses on those which fall outside a 10% or \$10,000 threshold, whichever is the greater.

**SUMMARISED FINANCIAL RESULT**

The table below discloses the actual result for the year in comparison to the budget:

Report item	2017/18 Revised Budget \$	2017/18 Actual \$	Variance of Actual to Budget \$	Variance of Actual to Budget %
Revenue	(28,737,971)	(32,965,515)	4,227,545	115%
Expenses	31,250,301	33,788,956	(2,538,655)	108%
<b>Net operating result</b>	<b>2,512,330</b>	<b>823,442</b>	<b>1,688,890</b>	<b>33%</b>
Funding decisions	(8,253,331)	(1,296,234)	(6,957,095)	16%
Capital expenditure	15,075,531	8,381,624	6,693,907	56%
Non cash adjustments	(8,972,696)	(9,323,038)	350,341	104%
Accumulated deficit b/f	(2,146,924)	(2,146,924)	0	100%
<b>Net cash surplus/(deficit)</b>	<b>(1,785,089)</b>	<b>(3,561,131)</b>	<b>1,776,043</b>	<b>199%</b>

## **INCOME**

Income for the year was \$33.0M representing a variance of 15% or \$4.3M higher than the budget of \$28.7M. Within the income items the following variances occurred:

### **Capital grants**

Capital grants received were more than the budget by \$3.6M.

Instances where Council received income that was less than the budget were:

- Roads to Recovery funding of \$199K, where less capital works projects were completed and lower claims able to be made as an offset
- Flood mitigation works at Boort of \$166K, where less works were complete, therefore not all expected income was claimed during 2017/18.

Instances where Council received income that was greater than budget were:

- accrued flood recovery funding of \$3.96M where regular claims are being made as expenditure is incurred
- Murphy's Creek Woodstock Road infrastructure roadworks grant of \$150K was received during the latter part of the year after the Revised Budget was set.

### **Recurrent contributions**

Recurrent contributions received were lower than the budget by \$67K.

Instances where Council received income that was lower than budget were:

- Boort Resource Information Centre library works of \$20K with a claim to be made once the project is complete
- funding adjustment for an expected claim for Serpentine Pavilion of \$35K, which was invoiced in 2016/17 but has since needed to be adjusted.

### **Interest income**

Interest income earned was higher than the budget by \$81K. This is due to the availability of extra cash for investments due to delays in some large capital works projects and up front funding.

### **Reimbursements**

Reimbursements were more than the budget by \$91K or 21% above budget.

Instances where Council received income that was greater than budget were:

- within the private works area due to more than usual WorkCover claims of \$27K
- within the insurance area with several storm damage claims of \$34K which had no revised budgets allocated.

## **EXPENDITURE**

Expenditure for the year was \$33.79M representing a variance of 8% or \$2.4M higher than budget. Within the line items the following variances occurred:

**Utilities**

Utilities were \$57K or 13% higher than budget; the main reasons are outlined below.

Items above budget:

- caravan park water expenditure was higher by \$33K due to the dry summer and the additional watering required to keep the grass alive especially at the Bridgewater Caravan Park
- swimming pool water expenditure was higher by \$14K due to a major leak in one of the pools which has now been rectified.

**Contract payments**

Contract payments were \$2.6M or 122% higher than budget; the main reasons are outlined below.

Items above budget:

- flood restoration works of \$2.9M with no budget allocated for the cost of works completed.

**Loss on sale of assets**

There is no budget allocation for the loss or profit on the sale of assets due to its unpredictable nature. There was a \$68K loss for the 2017/18 financial year. This relates to the sale of plant and equipment. In 2016/17 this was a loss of \$30K.

**Bad debts expense**

There is no budget allocation for bad debts expenses due to its unpredictable nature. There was a \$21K cost to Council for the 2017/18 financial year. In 2015/16 this was a cost to Council of \$34K.

**CAPITAL EXPENDITURE**

Capital expenditure was \$8.38M representing a variance of 44% or \$6.93M below the set budget of \$15.08M.

**Furniture and office equipment**

Furniture and office equipment were 61% or \$277K below the set budget of \$453K.

The main variances below budget which are offset by reserve transfers were:

- IT strategy implementation of \$214K, with many projects still in the planning phase.

**Land and buildings**

Land and buildings were 88% or \$1.49M below the set budget of \$1.81M.

The main variances below budget which are offset by reserve transfers were:

- Donaldson Park Pavilion upgrade of \$497K
- various building asset management projects of \$253K.

These projects have all been carried forward into 2018/19 and are expected to be completed by 30 June 2019.

**Plant and equipment**

Plant and equipment was 24% or \$271K below the set budget of \$1.11M.

The main variance was the delay in delivery of new plant and fleet due to policies being updated to guide the purchase of these items.

**Roads infrastructure**

Roadworks were 27% or \$1.57M below the set budget of \$5.77M.

The main variances below budget which are offset by reserve transfers were:

- \$921K of incomplete Roads to Recovery projects
- \$58K of incomplete bridge construction projects.

Items below budget:

- reseal program of \$230K due to a competitive tendering process, all jobs were completed with savings.

**Urban and road drainage**

Urban and road drainage were 25% or \$141K below the set budget of \$558K.

This is due to \$626K of incomplete works that have been carried forward into the 2018/19 financial year for completion.

**Recreation, leisure and community facilities**

Recreation, leisure and community facilities were 72% or \$971K below the set budget of \$1.35M.

The main variances below budget which are offset by reserve transfers were:

- \$123K swimming pool solar works project
- \$778K purchase of Wedderburn and Bridgewater Caravan Parks.

**Parks, open space and streetscapes**

Parks, open space and streetscapes were 79% or \$1.30M below the set budget of \$2.67M.

The main variances below budget which are offset by reserve transfers were:

- Wedderburn streetscape project of \$348K
- Inglewood pool upgrade of \$254K
- Bridgewater foreshore project of \$344K.

**Footpaths**

Footpaths were 51% or \$677K below budget of \$1.34M.

\$341K has been carried over through reserves for completion during 2018/19.

**FUNDING DECISIONS**

Funding decisions were \$6.96M or 84% lower than expected within the budget.

**Transfers to reserves**

Transfers to reserves were \$5.13M higher than the set budget.

The main reasons were:

- Unspent Grants Reserve was \$3.38M above budget which represents funds received for a variety of projects that remained unspent at 30 June 2018
- Capital Expenditure Reserve was \$1.31M above budget which represents projects that will now be added to the 2018/19 program
- Community Planning Reserve was \$503K above budget which represents projects that are either incomplete or will not commence until 2018/19.

**Transfers from reserves**

Transfers from reserves were \$1.8M below budget.

The main reasons were:

- Information Technology Reserve was \$207K below budget due to the delay of the IT Strategy implementation
- Land and Buildings Reserve was \$778K below budget due to timing of expected payment for purchase of Bridgewater and Wedderburn Caravan Parks
- Urban Drainage Reserve was \$311K below budget with projects still to be completed from the 2017/18 program.

**Proceeds from sale of assets**

Proceeds from sale of assets were \$32K or 5% below budget.

**SUMMARY**

In summary, at the end of the financial year Council earned a surplus of \$1.77M in excess of expectation.

There are many variances throughout the different elements of the financial statements, however, it can be reported that:

- Council used Capital Expenditure, Community Planning and Unspent Grants Reserves to capture any financial items that were not effected in 2017/18 and will be completed in 2018/19 or subsequent years
- savings in many areas of the accounts were realised due to strong financial management by the officers responsible for delivering projects and programs.

**COST/BENEFITS**

The benefit of Council receiving a variation report of actual to projected budget is that it gives Council an understanding of the difference in the cash surplus position and keeps Council fully informed.

**RISK ANALYSIS**

The provision of a variance to budget report to Council minimises the risk of Council not understanding the financial position at year end, and provides reasons for carry over projects.

**CONSULTATION AND ENGAGEMENT**

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

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

**RESOLUTION 2018/143**

Moved: Cr Neil Beattie

Seconded: Cr Geoff Curnow

That Council receives and notes the "2017/18 End of Financial Year Variation Analysis" Report.

**CARRIED**

**11 COMPLIANCE REPORTS****11.1 INGLEWOOD LIONS COMMUNITY ELDERLY PERSONS UNITS COMMITTEE OF MANAGEMENT NAME CHANGE.****File Number:** 02/01/043**Author:** Michelle Hargreaves, Administration Officer**Authoriser:** Sharon Morrison, Director Corporate Services**Attachments:** Nil**RECOMMENDATION**

That Council approves the change of name of Section 86 Inglewood Lions Community Elderly Persons Units Committee of Management to Inglewood Community Elderly Persons Units Committee of Management.

**CONFLICT OF INTEREST**

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

**PREVIOUS COUNCIL DISCUSSION**

Nil

**BACKGROUND**

Section 86 committee instruments of delegation are going through a process of being updated following the 2016 council election.

**ISSUES/DISCUSSION**

The name change will more accurately reflect the diverse membership of the committee of management.

**COST/BENEFITS**

There are no direct costs associated with this resolution. There are minor administrative costs.

**RISK ANALYSIS**

There are no apparent risks associated with this resolution.

**CONSULTATION AND ENGAGEMENT**

A review of the delegation and name change was sent to the committee to read and sign. It was returned in July 2018 signed by the president and secretary.

**RESOLUTION 2018/144**

Moved: Cr Colleen Condliffe

Seconded: Cr Geoff Curnow

That Council approves the change of name of Section 86 Inglewood Lions Community Elderly Persons Units Committee of Management to Inglewood Community Elderly Persons Units Committee of Management.

**CARRIED**





**11.2 ADOPTION OF THE ANNUAL REPORT FOR THE PERIOD ENDING 30 JUNE 2018****File Number:** 02/02/003**Author:** Sharon Morrison, Director Corporate Services**Authoriser:** Phil Pinyon, Chief Executive Officer**Attachments:** 1. Loddon Shire Council Annual Report 2017/18**RECOMMENDATION**

That Council approves the Loddon Shire Council Annual Report for the period ending 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**

At the Councillor forum on 11 September, Councillors were provided with the opportunity to comment on the content of the Annual Report prior to it being forwarded to the Minister for Local Government by 30 September 2017.

**BACKGROUND**

In accordance with Section 131 of the Local Government Act 1989 (Act), Council must prepare an Annual Report each financial year that includes a report of its operations, an audited Performance Statement, audited Financial Statements, a copy of the auditor's report on the performance statement, prepared under Section 132, a copy of the auditor's report on the financial statements under Part 3 of the Audit Act 1994, and any other matter required by the regulations.

Under Section 134 of the Act Council must consider the Annual Report at a meeting of the Council, as soon as practicable after the Annual Report has been sent to the Minister.

**ISSUES/DISCUSSION**

The Minister was provided with a copy of the Annual Report on 6 September, in accordance with Section 133(1)(a) of the Act, which states that the Annual Report must be submitted to the Minister within 3 months of the end of each financial year.

The report has been made available at the Wedderburn and Serpentine offices and on Council's website and is currently being printed for circulation to appropriate bodies including local library agencies and other appropriate locations.

**COST/BENEFITS**

Although it is a legislative requirement, preparation of the Annual Report provides Council with an opportunity to formally record the achievements of the financial year at an organisation level and by individual staff.

**RISK ANALYSIS**

Timely preparation and approval of the Annual Report ensures that Council complies with legislative requirements outlined in the Act.

**CONSULTATION AND ENGAGEMENT**

In accordance with Section 133(2) of the Act, public notice in the Loddon Times and Bendigo Advertiser has been given that the Annual Report has been prepared and is available for inspection at Council's offices in Wedderburn and Serpentine, and on Council's website.

**RESOLUTION 2018/145**

Moved: Cr Geoff Curnow

Seconded: Cr Neil Beattie

That Council approves the Loddon Shire Council Annual Report for the period ending 30 June 2018.

**CARRIED**

**11.3 SECTION 86 COMMITTEE OF MANAGEMENT DETAILS: EAST LODDON COMMUNITY CENTRE****File Number:** 02/01/019**Author:** Michelle Hargreaves, Administration Officer**Authoriser:** Sharon Morrison, Director Corporate Services**Attachments:** Nil**RECOMMENDATION**

That Council appoints the persons named in this report as members of the East Loddon Community Centre Section 86 committee of management, effective immediately.

**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 approved the current list of committee members for East Loddon Community Centre Committee of Management on 12 December 2017.

**BACKGROUND**

Current Section 86 committee instruments of delegations include Clause 3.6 which outlines the requirement for nomination and appointment of committee members, which is as follows:

**Members and Office Bearers of the Committee**

At the Annual General Meeting each year nominations shall be called for proposed members of the committee. The committee must then elect from its proposed members the following office bearers:

- President, who shall be Chairperson of the Committee
- Secretary
- Treasurer.

The full list of proposed members must be forwarded to Council for formal appointment at an Ordinary Meeting of Council, in accordance with section 86(2). Until this formal appointment by Council occurs, the previous committee members will continue to hold office.

Clause 3.3 Membership of the committee outlines Council's preferred composition of the committee specific to each delegation, and states that Council seeks to provide broad representation to the committees.

For community based committees, at least 6 community representatives are preferred.

For organisation based committees, each delegation has a list of organisations that are required to provide representatives for the committee.

**ISSUES/DISCUSSION**

East Loddon Community Centre is a community based committee with preferred representation requiring at least 6 community representatives. The following is a list of nominated representatives for the committee which meets the minimum requirement:

Name	Position
Leanne Welsh	President
Mark Phelan	Vice President
Nick Marlow	Secretary/ Treasurer
Alison McKenzie	Committee Member
June Dorman	Committee Member
Margaret Gledhill	Committee Member
Margaret Smith	Committee Member
Rod Biggs	Committee Member

The Council representative for this committee is Cr Cheryl McKinnon.

**COST/BENEFITS**

The benefit of this report is that Council has an up to date and accurate record of current committee members to ensure that contact can be made, particularly where Council is requesting committees to comply with reporting requirements under the legislation.

**RISK ANALYSIS**

Section 86 Committees act for and on behalf of Council which creates a risk for Council should they ever act outside their delegated authority.

Under Section 86(2) of the Act, "Council may appoint members to a special committee and may at any time remove a member from a special committee".

Council's appointment of committee members, not only satisfies the legislation, but also provides Council with the opportunity to sight the list of committee members before formally appointing them as they are the people that will be operating the committees, and in effect, acting for and on behalf of Council over the course of the year.

**CONSULTATION AND ENGAGEMENT**

Nil

**RESOLUTION 2018/146**

Moved: Cr Colleen Condliffe

Seconded: Cr Gavan Holt

That Council appoints the persons named in this report as members of the East Loddon Community Centre Section 86 committee of management, effective immediately.

**CARRIED**

**11.4 SECTION 86 COMMITTEE OF MANAGEMENT MEMBERSHIP DETAILS:  
WEDDERBURN MECHANICS AND LITERARY INSTITUTE HALL****File Number:** 02/01/038**Author:** Michelle Hargreaves, Administration Officer**Authoriser:** Sharon Morrison, Director Corporate Services**Attachments:** Nil**RECOMMENDATION**

That Council appoints the persons named in this report as members of the Wedderburn Mechanics and Literary Institute Hall Section 86 committee of management, effective immediately.

**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 approved the current list of committee members for Wedderburn Mechanics and Literary Institute Hall Committee of Management 22 August 2017.

**BACKGROUND**

Current Section 86 committee instruments of delegations include Clause 3.6 which outlines the requirement for nomination and appointment of committee members, which is as follows:

**Members and Office Bearers of the Committee**

At the Annual General Meeting each year nominations shall be called for proposed members of the committee. The committee must then elect from its proposed members the following office bearers:

- President, who shall be Chairperson of the Committee
- Secretary
- Treasurer.

The full list of proposed members must be forwarded to Council for formal appointment at an Ordinary Meeting of Council, in accordance with section 86(2). Until this formal appointment by Council occurs, the previous committee members will continue to hold office.

Clause 3.3 Membership of the committee outlines Council's preferred composition of the committee specific to each delegation, and states that Council seeks to provide broad representation to the committees.

For community based committees, at least 6 community representatives are preferred.

For organisation based committees, each delegation has a list of organisations that are required to provide representatives for the committee.

**ISSUES/DISCUSSION**

Wedderburn Mechanics and Literary Institute Hall is a community based committee with preferred representation requiring at least 6 community representatives. The following is a list of nominated representatives for the committee which meets the minimum requirement:

Name	Position
David Thomas	President
Alex Holt	Vice President
Barry Bolwell	Secretary/ Treasurer
Leo Matthews	Committee Member
Dede Williams	Committee Member
Jon Chandler	Committee Member
Barry Finch	Committee Member
Geoff Maxwell	Committee Member
Geoff Loone	Committee Member
Irene Finch	Committee Member

The Council representative for this committee is Cr Gavan Holt.

**COST/BENEFITS**

The benefit of this report is that Council has an up to date and accurate record of current committee members to ensure that contact can be made, particularly where Council is requesting committees to comply with reporting requirements under the legislation.

**RISK ANALYSIS**

Section 86 Committees act for and on behalf of Council which creates a risk for Council should they ever act outside their delegated authority.

Under Section 86(2) of the Act, "Council may appoint members to a special committee and may at any time remove a member from a special committee".

Council's appointment of committee members, not only satisfies the legislation, but also provides Council with the opportunity to sight the list of committee members before formally appointing them as they are the people that will be operating the committees, and in effect, acting for and on behalf of Council over the course of the year.

**CONSULTATION AND ENGAGEMENT**

Nil

**RESOLUTION 2018/147**

Moved: Cr Colleen Condliffe

Seconded: Cr Gavan Holt

That Council appoints the persons named in this report as members of the Wedderburn Mechanics and Literary Institute Hall Section 86 committee of management, effective immediately.

**CARRIED**

**11.5 SECTION 86 COMMITTEE OF MANAGEMENT MEMBERSHIP DETAILS: PYRAMID HILL MEMORIAL HALL**

**File Number:** 02/01/031

**Author:** Michelle Hargreaves, Administration Officer

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

**Attachments:** Nil

**RECOMMENDATION**

That Council appoints the persons named in this report as members of the Pyramid Hill Memorial Hall Section 86 committee of management, effective immediately.

**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 approved the current list of committee members for Pyramid Hill Memorial Hall Committee of Management on 26 September 2017.

**BACKGROUND**

Current Section 86 committee instruments of delegations include Clause 3.6 which outlines the requirement for nomination and appointment of committee members, which is as follows:

**Members and Office Bearers of the Committee**

At the Annual General Meeting each year nominations shall be called for proposed members of the committee. The committee must then elect from its proposed members the following office bearers:

- President, who shall be Chairperson of the Committee
- Secretary
- Treasurer.

The full list of proposed members must be forwarded to Council for formal appointment at an Ordinary Meeting of Council, in accordance with section 86(2). Until this formal appointment by Council occurs, the previous committee members will continue to hold office.

Clause 3.3 Membership of the committee outlines Council's preferred composition of the committee specific to each delegation, and states that Council seeks to provide broad representation to the committees.

For community based committees, at least 6 community representatives are preferred.

For organisation based committees, each delegation has a list of organisations that are required to provide representatives for the committee.



**ISSUES/DISCUSSION**

Pyramid Hill Memorial Hall is a community based committee with preferred representation requiring at least 6 community representatives. The following is a list of nominated representatives for the committee which meets the minimum requirement:

Name	Position
Allan Mann	President
Andrew Scott	Vice President
Jean Mann	Secretary
Kate Wood	Treasurer
Betty Mann	Committee Member
Bill Quinn	Committee Member
Cheryl Bartels	Committee Member
Jan Vincent	Committee Member
Kellie Stewart	Committee Member
Ron Peacock	Committee Member
Sherrie Gumley	Committee Member

The Council representative for this committee is Cr Cheryl McKinnon.

**COST/BENEFITS**

The benefit of this report is that Council has an up to date and accurate record of current committee members to ensure that contact can be made, particularly where Council is requesting committees to comply with reporting requirements under the legislation.

**RISK ANALYSIS**

Section 86 Committees act for and on behalf of Council which creates a risk for Council should they ever act outside their delegated authority.

Under Section 86(2) of the Act, "Council may appoint members to a special committee and may at any time remove a member from a special committee".

Council's appointment of committee members, not only satisfies the legislation, but also provides Council with the opportunity to sight the list of committee members before formally appointing them as they are the people that will be operating the committees, and in effect, acting for and on behalf of Council over the course of the year.

**CONSULTATION AND ENGAGEMENT**

Nil

**RESOLUTION 2018/148**

Moved: Cr Colleen Condliffe

Seconded: Cr Gavan Holt

That Council appoints the persons named in this report as members of the Pyramid Hill Memorial Hall Section 86 committee of management, effective immediately.

**CARRIED**

**11.6 SECTION 86 COMMITTEE OF MANAGEMENT MEMBERSHIP DETAILS: BOORT MEMORIAL HALL**

**File Number:** 02/01/010

**Author:** Michelle Hargreaves, Administration Officer

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

**Attachments:** Nil

**RECOMMENDATION**

That Council appoints the persons named in this report as members of the Boort Memorial Hall Section 86 committee of management, effective immediately.

**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 approved the current list of committee members for Boort Memorial Hall Committee of Management on 24 October 2017.

**BACKGROUND**

Current Section 86 committee instruments of delegations include Clause 3.6 which outlines the requirement for nomination and appointment of committee members, which is as follows:

**Members and Office Bearers of the Committee**

At the Annual General Meeting each year nominations shall be called for proposed members of the committee. The committee must then elect from its proposed members the following office bearers:

- President, who shall be Chairperson of the Committee
- Secretary
- Treasurer.

The full list of proposed members must be forwarded to Council for formal appointment at an Ordinary Meeting of Council, in accordance with section 86(2). Until this formal appointment by Council occurs, the previous committee members will continue to hold office.

Clause 3.3 Membership of the committee outlines Council's preferred composition of the committee specific to each delegation, and states that Council seeks to provide broad representation to the committees.

For community based committees, at least 6 community representatives are preferred.

For organisation based committees, each delegation has a list of organisations that are required to provide representatives for the committee.

**ISSUES/DISCUSSION**

Boort Memorial Hall is a community based committee with preferred representation requiring at least 6 community representatives. The following is a list of nominated representatives for the committee which meets the minimum requirement:

Name	Position
Ian Potter	President
Ken Loader	Vice President
Judy Parker	Secretary / Treasurer
Deanne Smith	Assistant Secretary / Treasurer
Edna Boyle	Committee Member
Isobel Loader	Committee Member
Ivan Streader	Committee Member
Jeanette Wagner	Committee Member
John Vernon	Committee Member
Ken Loader	Committee Member
Kevin Sutton	Committee Member
Marj Potter	Committee Member
Narelle Vernon	Committee Member
Paul Haw	Committee Member

The Council representative for this committee is Cr Neil Beattie.

**COST/BENEFITS**

The benefit of this report is that Council has an up to date and accurate record of current committee members to ensure that contact can be made, particularly where Council is requesting committees to comply with reporting requirements under the legislation.

**RISK ANALYSIS**

Section 86 Committees act for and on behalf of Council which creates a risk for Council should they ever act outside their delegated authority.

Under Section 86(2) of the Act, "Council may appoint members to a special committee and may at any time remove a member from a special committee".

Council's appointment of committee members, not only satisfies the legislation, but also provides Council with the opportunity to sight the list of committee members before formally appointing them as they are the people that will be operating the committees, and in effect, acting for and on behalf of Council over the course of the year.

**CONSULTATION AND ENGAGEMENT**

Nil

**RESOLUTION 2018/149**

Moved: Cr Colleen Condliffe

Seconded: Cr Gavan Holt

That Council appoints the persons named in this report as members of the Boort Memorial Hall Section 86 committee of management, effective immediately.

**CARRIED**

**11.7 SECTION 86 COMMITTEE OF MANAGEMENT MEMBERSHIP: KINGOWER DEVELOPMENT AND TOURISM****File Number:** 02/01/025**Author:** Michelle Hargreaves, Administration Officer**Authoriser:** Sharon Morrison, Director Corporate Services**Attachments:** Nil**RECOMMENDATION**

That Council appoints the persons named in this report as members of the Kingower Development and Tourism Section 86 committee of management, effective immediately.

**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 approved the current list of committee members for Kingower Development and Tourism Committee of Management on 24 October 2017.

**BACKGROUND**

Current Section 86 committee instruments of delegations include Clause 3.6 which outlines the requirement for nomination and appointment of committee members, which is as follows:

**Members and Office Bearers of the Committee**

At the Annual General Meeting each year nominations shall be called for proposed members of the committee. The committee must then elect from its proposed members the following office bearers:

- President, who shall be Chairperson of the Committee
- Secretary
- Treasurer.

The full list of proposed members must be forwarded to Council for formal appointment at an Ordinary Meeting of Council, in accordance with section 86(2). Until this formal appointment by Council occurs, the previous committee members will continue to hold office.

Clause 3.3 Membership of the committee outlines Council's preferred composition of the committee specific to each delegation, and states that Council seeks to provide broad representation to the committees.

For community based committees, at least 6 community representatives are preferred.

For organisation based committees, each delegation has a list of organisations that are required to provide representatives for the committee.

**ISSUES/DISCUSSION**

Kingower Development and Tourism is a community based committee with preferred representation requiring at least 6 community representatives. The following is a list of nominated representatives for the committee which meets the minimum requirement:

Name	Position
Mark Gilmore	President
Terry Coffey	Vice President
Christine Gilmore	Secretary
Michael Rose	Treasurer
Arleen Reimers	Committee Member
Damien Mason	Committee Member
David Peterson	Committee Member
David Reimers	Committee Member
Jan Graham	Committee Member
Maile Peterson	Committee Member
Nicole Solomon	Committee Member

The Council representative for this committee is Cr Geoff Curnow.

**COST/BENEFITS**

The benefit of this report is that Council has an up to date and accurate record of current committee members to ensure that contact can be made, particularly where Council is requesting committees to comply with reporting requirements under the legislation.

**RISK ANALYSIS**

Section 86 Committees act for and on behalf of Council which creates a risk for Council should they ever act outside their delegated authority.

Under Section 86(2) of the Act, "Council may appoint members to a special committee and may at any time remove a member from a special committee".

Council's appointment of committee members, not only satisfies the legislation, but also provides Council with the opportunity to sight the list of committee members before formally appointing them as they are the people that will be operating the committees, and in effect, acting for and on behalf of Council over the course of the year.

**CONSULTATION AND ENGAGEMENT**

Nil

**RESOLUTION 2018/150**

Moved: Cr Colleen Condliffe

Seconded: Cr Gavan Holt

That Council appoints the persons named in this report as members of the Kingower Development and Tourism Section 86 committee of management, effective immediately.

**CARRIED**

**11.8 ADVERTISING THE DRAFT VOLUNTEER STRATEGY 2018-2022 FOR PUBLIC COMMENT**

**File Number:** 12/14/001

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

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

**Attachments:** 1. STR Draft Volunteer Strategy 2018-2022 for public comment

**RECOMMENDATION**

That Council resolve to advertise the draft Volunteer Strategy 2018-2022 for public comment.

**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**

Information on the draft Volunteer Strategy was provided to Council at the 11 September Council forum.

**BACKGROUND**

One of the strategic indicators in the Council Plan 2017-2021 is the development of a Volunteer Strategy.

**ISSUES/DISCUSSION**

This draft Volunteer Strategy 2018-2022 (Strategy) has been developed to provide a strategic leadership approach to attracting, retaining, developing and recognising volunteers in Loddon Shire.

The draft Strategy outlines Council's proposed approach to volunteer management across the Shire over the next four years; and takes into consideration the National Standards for Volunteer Involvement.

This inaugural Strategy has been developed in consultation with the community, internal Council stakeholders and informed by research activities including benchmarking of other Councils, and a desktop assessment of the way in which Council manages volunteer programs and works with volunteers.

It is proposed that the actions in the Strategy will be implemented over the next four years.

It is recommended that the Strategy be placed on exhibition for public comment.

**COST/BENEFITS**

Council has received \$75,000 from the Department of Health and Human Services in matching funding toward the implementation of the Strategy.

By implementing this Strategy Council aims to improve the experience of Council-supported volunteers.

**RISK ANALYSIS**

Council values the input of the public in the development and finalisation of the strategic documents. One way to obtain input on a draft document is to advertise it for public comment. If public comment was not sought, there is a risk that key information or actions could be misstated or omitted.

**CONSULTATION AND ENGAGEMENT**

There has been considerable consultation and engagement in the development of this Strategy. Details are set out in section 5 of the Strategy.

**RESOLUTION 2018/151**

Moved: Cr Gavan Holt

Seconded: Cr Colleen Condliffe

That Council resolve to advertise the draft Volunteer Strategy 2018-2022 for public comment.

**CARRIED**

**12 GENERAL BUSINESS**

Nil



**13 CONFIDENTIAL ITEMS****RESOLUTION 2018/152**

Moved: Cr Geoff Curnow  
Seconded: Cr Colleen Condliffe

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 Sale of Properties for Rate Recovery Under Section 181 of the Local Government Act 1989**

This matter is considered to be confidential under Section 89(2) - (b) 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 the personal hardship of any resident or ratepayer.

**CARRIED**

Closing of Meeting to the Public

**RESOLUTION 2018/153**

Moved: Cr Neil Beattie  
Seconded: Cr Colleen Condliffe

That the meeting be closed to the public 4.08pm.

**CARRIED****RESOLUTION 2018/154**

Moved: Cr Geoff Curnow  
Seconded: Cr Neil Beattie

That Council receive and note the action sheet.

**CARRIED****RESOLUTION 2018/155**

Moved: Cr Colleen Condliffe  
Seconded: Cr Gavan Holt

That Council approves the sale of properties listed in this report under Section 181 of the Local Government Act 1989 and authorises the use of the Council seal on any related documentation.

**CARRIED**

**RESOLUTION 2018/156**

Moved: Cr Geoff Curnow

Seconded: Cr Neil Beattie

That the meeting be re-opened to the public at 4.16pm.

**CARRIED**

**NEXT MEETING**

The next Ordinary Meeting of Council will be held on 23 October 2018 at Serpentine commencing at 3pm.

There being no further business the meeting was closed at 4.17pm.

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

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**CHAIRPERSON**