



Notice is given that an Ordinary Meeting of Council will be held on:

Date: Tuesday, 23 October 2018
Time: 3pm
Location: Council Chambers, Serpentine

AGENDA

Ordinary Council Meeting

23 October 2018

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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

4 DECLARATIONS OF CONFLICT OF INTEREST

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 25 September 2018
2. The minutes of the Ordinary Council Meeting of 25 September 2018
3. The minutes of the Council Forum of 9 October 2018

REPORT

Seeking approval of the unconfirmed minutes of the previous meetings.

6 REVIEW OF ACTION SHEET

6.1 REVIEW OF ACTIONS

File Number: 02/01/002
Author: Lynne Habner, Manager Executive and Commercial Services
Authoriser: Wendy Gladman, Acting Chief Executive Officer
Attachments: 1. Action sheet

RECOMMENDATION

That Council receive and note the action sheet.

REPORT

Refer attachment.

Outstanding	Division: Committee: Officer:	Date From: Date To:
Action Sheets Report		Printed: Thursday, 11 October 2018 4:19:41 PM

Outstanding actions from previous meetings

ACTION NUMBER	COUNCIL MEETING	REF	DIRECTORATE	OFFICER
9	28/5/12	9.2	Operations	Manager Technical Services

ACTION

That Council:

1. Develop a process for the identification and prioritisation of minor community infrastructure projects which will allow for a structured approach in providing in-principle or financial support for external funding applications.

COMMENTS

12/11/14: Action item has been amended following completion of the BRIC gymnasium development project utilising "Putting Local's First" funding. Elements of this action have been simplified to exclude those relating to the BRIC project and focusing now on the remaining action element being the development of operational guidelines for receiving, prioritising and applying for external funding in respect to minor community infrastructure projects.

11/6/2015: Manager Infrastructure has commenced development of a draft project identification template and scoping document along with associated prioritisation criteria and explanatory notes.

11/09/2015: Progress on development of assessment and prioritisation criteria for minor community Infrastructure projects has been delayed due to competing operational priorities. Delivery of this action item shall be raised with the Manager of Infrastructure as a matter of urgency.

11/02/2016: Matter has been raised with the responsible officer however no further progress has been made on development of the required process and guideline.

12/05/2016: Development of minor community infrastructure project assessment and prioritisation guidelines has been incorporated into the 2016/17 performance objectives of the new Manager Technical Services.

10/6/2016: No progress to date - will be considered with review of building assets

11/08/2016: Review of methodology for identification and prioritisation of community infrastructure projects has commenced. Consideration is currently being given to frameworks which have been adopted by other LGA's (i.e. City of Greater Bendigo Capital Investment Assessment Framework).

20/02/2017: Progress on developing community infrastructure project prioritisation guideline has been delayed due to competing priorities and resource constraints. Project is being handed over to the recently appointed Project/Contract Officer for further progression.

19/04/2017: The Manager Technical Services and Project/Contract Officer are working together to progress the establishment of an Assessment Framework based upon the 2017/18 projects.

13/07/2017: No further action has been taken due to staff resource constraints.

02/08/2017: No further action. Benchmarking with other neighbouring Councils will be undertaken subject to successful recruitment of Assets and Buildings Coordinator.

11/09/2017: New Assets and Building Co-ordinator has commenced and will prioritise as matter of urgency.

17/10/2017: Process for evaluation and prioritising of minor community projects is being developed and a draft is planned to be reported early in 2018.

14/11/2017: Work has commenced and is continuing in developing this process.

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06/12/2017: Manager Technical Services is developing project identification and prioritisation process.

10/01/2018: No further progress has been made since the last update due to competing priorities. Officers are currently working towards the development of Annual Infrastructure Program and the action will resume upon completion of Annual Infrastructure Program.

09/02/2018: Project identification and assessment flowchart is being developed and will be progressed as a priority following the development of the 2018 – 2019 Annual Infrastructure Program.

19/03/2018: Due to a recent staff departure, this action will be delayed.

03/05/2018: Recruitment of the Assets and Buildings Coordinator is in progress and the action will be progressed as a priority following the adoption of 2018-2019 Annual Infrastructure Program.

04/06/2018: Assets and Buildings Coordinator recruitment process is now complete and expected to start on 10 July 2018. This action will be addressed as a priority.

09/07/2018: Assets and Buildings Coordinator recruitment process is now complete and with the officer commencing on 10 July 2018. This action will be addressed as a priority.

03/08/2018: A workshop session has been scheduled for 13 August 2018 to engage Loddon Leaders and MEG in the process. The session will lay the foundation towards the development of the procedure.

14/09/2018: The planned workshop session took place on Monday 13 August 2018. The information and ideas from this session have been collated for consideration. Preparation on a documented procedure has commenced.

09/10/2018: The collated list drafted after discussions with the Loddon Leaders is now being rationalised and categorised towards formulation of the procedure.

ACTION NUMBER	COUNCIL MEETING	REF	DIRECTORATE	OFFICER
66	25/2/14	7.4	Operations	Manager Technical Services

ACTION
That Council look at the future needs of buildings under Council control but 'not currently covered by the Building Asset Management Plan and report to Council.

COMMENTS

8/4/14: All buildings identified within the shire are currently covered in the BAMP. Council have requested that the BAMP be reviewed in relation to the buildings that receive no financial support. A review of the BAMP is scheduled to be undertaken later this calendar year. At this time a review of all provisions will be undertaken with a subsequent report provided for Council consideration.

11/11/14: Review of the BAMP has been rescheduled to later this financial year due to commitments of staff in preparing the Road Asset Management and Stormwater Asset management Plans as a matter of priority. Preliminary discussions and consideration on service levels for various building categories has commenced however e.g. public toilets.

11/6/15: Review of the BAMP has been rescheduled following completion of the annual asset valuation data. It is expected that commencement of the BAMP review will occur following the completion of the Stormwater Asset Management Plan in September 2015.

11/09/15: Manager Policy & Strategy is finalising both the Urban Drainage Asset Management and Road Asset Management Plans. Following completion of these strategies focus shall be placed upon the revision of the Building Asset management Plan. Due to delays in progress with the development of the UDAMP and RAMP, work on the

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BAMP is now scheduled to commence in November 2015.

11/02/16: Draft RAMP and UDAMP have been prepared. Final review of draft documents is occurring in preparation for discussion with Council in March. Enquiries are being made with appropriately qualified consultants to gather necessary building asset data in preparation of commencement on the BAMP review later this year.

10/6/2016: Consultants are currently being interviewed regarding building asset system and data capture. Consultant should be engaged July/August with data capture due by end of 2016.

5/7/2016: Consultants from Assetic has been engaged to perform condition assessment of all the Council owned/managed buildings. Additionally, Assetic system has been purchased as a new corporate asset management system for building assets with future inclusion of roads and drainage assets.

11/08/2016: Register of buildings for inspection has been finalised and consultants will be commencing on site inspections and data capture by the end of August. It is expected that the data capture process could take up to 60 days after which time processing and analysis will commence to inform investment scenario modelling within the revised BAMP

31/08/2016: Building audits have now commenced. A total of 178 Council buildings have been identified for audit. In addition to data capture on structure details, inspections will also identify immediate works required where building element conditions are below service level intervention standards. These works will then form the basis of future building capital works programs and inform preparation of the future investment demand for the LTFP and BAMP.

4/10/16: Building audits are approximately 80% complete. It is anticipated that full audit details and population of the Asset Management System which has been procured, will be complete by the end of October 2016. Data modelling within the Asset Management package will then be used to inform development of the new draft Asset Management Plan.

10/11/16: Audit of Council buildings has been completed. Condition profiles for building stock are now being compiled to inform preparation of draft BAMP. It is anticipated that presentation of initial audit results to Council will occur in either December or January.

20/2/17: Post audit processing of building data has been slightly delayed due to resource constraints. Officers are in the process of finalising to produce renewal gap modelling prior to presentation of audit findings to Council. Outputs from audit process are also being utilised in the preparation of a building component of the 2017-2017 Annual Infrastructure Program.

20/03/2017: Preliminary modelling of long term investment requirements across the portfolio of Council buildings has now been completed. Summary report for Council is being prepared to convey initial findings however detailed analysis and adjustment is still required to take into consideration the current policies contained within the BAMP as well as preparation of various scenarios if service levels are changed. Scenario models will be presented to Council as part of developing the revised BAMP.

19/04/2017: First Draft of BAMP is expected in the first quarter of 2017/18.

13/07/2017: Due to delay in successful recruitment to the vacant position of Assets and Buildings Coordinator, it is very likely that the first draft of BAMP will be delayed.

02/08/2017: No further action.

11/09/2017: New Assets and Building Co-ordinator has commenced and will prioritise as matter of urgency.

17/10/2017: A draft of the Building Asset Management Plan is planned to be presented to Council December meeting.

14/11/2017: With the successful recruitment of Assets and Buildings Coordinator, revision of Council's Building Asset Management Plan is underway as per the recommendation of review undertaken in 2016/17. Financial information on Council owned buildings has been finalised and officers are currently working on the level of service for building assets. Once finalised, the data will be uploaded into the Asset Management system to identify Council's annual liability and renewal need and as such the

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draft BAMP will then be presented to Loddon Leaders and MEG for endorsement before presenting to Council for public comments.

06/12/2017: Draft preparation in progress.

10/01/2018: Preparation of draft BAMP is in progress.

09/02/2018: Council's Assets and Buildings Coordinator is currently working on the draft Building Asset Management Plan and Manager Technical Services and Director Operations will subsequently review the plan and then forward it to Loddon Leaders, MEG and with the intention of presenting it to Council at the May 2018 Forum .

19/03/2018: Due to a recent staff departure, this action will be delayed.

03/05/2018: Recruitment of the Assets and Buildings Coordinator is in progress and the action will be progressed as a priority.

04/06/2018: An update on progress of BAMP is being presented at the June 2018 Council forum.

09/07/2018: An update on the progress of BAMP was presented at the June 2018 Council forum. With the finalisation of recruitment of Assets and Buildings Coordinator, this action will be progressed as a priority.

03/08/2018: Newly recruited Assets and Buildings Coordinator has already started working on the draft BAMP and has engaged with the consultant to explore a number of different financial modellings. The project has been tasked to the Assets and Buildings Coordinator as a top priority.

14/09/2018: A draft of the BAMP has been completed and is now going through the editing process before presentation to Council.

09/10/2018: A draft of the BAMP has been circulated to the Loddon Leaders for review, with responses to be received by 2 November 2018.

Meeting	Officer/Director	Section	Subject
Council 22/05/2018	Gladman, Wendy Gladman, Wendy	Decision Reports	LEASE AGREEMENT - STATE EMERGENCY SERVICE
RESOLUTION 2018/53			
Moved: Cr Colleen Condliffe			
Seconded: Cr Gavan Holt			
That Council:			
<ol style="list-style-type: none"> 1. enter into a long term lease agreement of 40 years with the Wedderburn VICSES unit for Lot 2 Nardoo Court, Wedderburn, at a rental cost per annum of \$1.00 plus GST. 2. align the entering of this agreement with the removal of the subsidy provided to the Wedderburn SES Unit (currently \$2,500) from the 2018/19 budget and beyond 3. pass on all related costs stipulated in the lease agreement to the Wedderburn SES Unit 4. authorise the Chief Executive Officer to sign and affix the common seal of Loddon Shire Council on the lease agreement. 			

<p>Outstanding</p> <p>Action Sheets Report</p>	<p>Division:</p> <p>Committee:</p> <p>Officer:</p>	<p>Date From:</p> <p>Date To:</p> <p>Printed: Thursday, 11 October 2018 4:19:41 PM</p>
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CARRIED

5/06/2018 8:08:00 AM - Wendy Gladman
 This action has not yet been finalised, still awaiting contact with SES to initiate timing of lease agreement.

3/07/2018 11:11:18 PM - Wendy Gladman
 Some internal work to detail the terms and conditions outlined in the lease is being undertaken. It is then expected that initial meeting with SES to discuss these terms and conditions and how they will be implemented will be held prior to end of July.

14/08/2018 12:13:26 PM - Wendy Gladman
 Other commitments have meant that the meeting with the SES has not yet occurred. An initial meeting with the SES will be held prior to end August 2018

17/09/2018 10:56:46 AM - Christine Coombes
 Contact has been made with SES with the lease to be signed by the SES and then returned to Loddon for signing.

11/10/2018 7:06:54 AM - Wendy Gladman
 The SES has confirmed finalisation of lease will be completed shortly and the document will then be returned to Loddon for signing

Meeting	Officer/Director	Section	Subject
Council 28/08/2018	Sporn, Peter Phillips, Steven	Decision Reports	Provision of Regional Asbestos and Hazardous Materials Audit Services
RESOLUTION 2018/117			
Moved: Cr Colleen Condliffe			
Seconded: Cr Gavan Holt			
That Council			
<ol style="list-style-type: none"> 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			
17/09/2018 8:35:29 AM - Peter Sporn Contract documents being drawn up for signing. Due 1 October 2018			
11/10/2018 4:17:24 PM - Christine Coombes Awaiting Contract documents from lead Council.			

<p>Outstanding</p> <p>Action Sheets Report</p>	<p>Division:</p> <p>Committee:</p> <p>Officer:</p>	<p>Date From:</p> <p>Date To:</p> <p>Printed: Thursday, 11 October 2018 4:19:41 PM</p>
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Meeting	Officer/Director	Section	Subject
Council 25/09/2018	Habner, Lynne Pinyon, Phil	Decision Reports	Bridgewater Ski Club request
<p>RESOLUTION 2018/141</p> <p>Moved: Cr Colleen Condliffe Seconded: Cr Neil Beattie</p> <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> (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. <p style="text-align: right;">CARRIED</p> <p><i>2/10/2018 2:24:34 PM - Lynne Habner</i> Council's lawyer has been requested to prepare draft documents to put arrangements in place, for consideration and discussion with the Ski Club. DELWP has also been requested to advise what permission needs to be obtained for the arrangements involving Crown land.</p>			

<p>Outstanding</p> <p>Action Sheets Report</p>	<p>Division:</p> <p>Committee:</p> <p>Officer:</p>	<p>Date From:</p> <p>Date To:</p> <p>Printed: Thursday, 11 October 2018 4:19:41 PM</p>
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Actions completed since last meeting

Meeting	Officer/Director	Section	Subject
Council 24/07/2018	Gladman, Wendy Gladman, Wendy	Decision Reports	North Central Goldfields Regional Library Agreement 2019 - 2023
<p>RESOLUTION 2018/99</p> <p>Moved: Cr Colleen Condliffe Seconded: Cr Gavan Holt</p> <p>That noting the amendments to clauses 9.1 and 9.2 of the Library Agreement and clause 4 of the Service and Funding Agreement, Council resolve to advertise its intention to approve the Regional Library Agreement for the North Central Goldfields Regional Library Corporation 2019 – 2023 in accordance with Section 223 of the Local Government Act 1989.</p> <p style="text-align: right;">CARRIED</p> <p><i>14/08/2018 12:14:41 PM - Wendy Gladman</i> It is expected that the library agreement will be placed on public display by end of August</p> <p><i>17/09/2018 10:57:02 AM - Christine Coombes</i> The Regional Library Agreement has been placed on public display, with comments invited until Friday 5 October.</p> <p><i>11/10/2018 7:08:16 AM - Wendy Gladman</i> The public display period has now closed and a report will be provided to the October Council meeting to complete the process.</p> <p><i>11/10/2018 9:23:12 AM - Wendy Gladman</i> Action completed by: Coombes, Christine Complete.</p>			

Meeting	Officer/Director	Section	Subject
Council 25/09/2018	Lloyd, Daniel Phillips, Steven	Decision Reports	REVIEW OF FEE FREE WASTE DISPOSAL DAYS
<p>RESOLUTION 2018/138</p> <p>Moved: Cr Neil Beattie Seconded: Cr Colleen Condliffe</p> <p>That Council:</p> <ol style="list-style-type: none"> 1. adopt the Fee Free Waste Disposal Day Program in accordance with the following conditions: <ol style="list-style-type: none"> (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; 			

<p>Outstanding</p> <p>Action Sheets Report</p>	<p>Division:</p> <p>Committee:</p> <p>Officer:</p>	<p>Date From:</p> <p>Date To:</p> <p>Printed: Thursday, 11 October 2018 4:19:41 PM</p>
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(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

8/10/2018 9:12:26 AM - Daniel Lloyd
 Action completed by: Lloyd, Daniel
 Resolution noted, Works department to program fee free waste disposal days once a quarter starting first week of November 2018

Meeting	Officer/Director	Section	Subject
Council 25/09/2018	Stephenson, Carolyn Phillips, Steven	Decision Reports	Loddon Planning Scheme Amendment C40 - Serpentine Industrial Estate
<p>RESOLUTION 2018/139</p> <p>Moved: Cr Geoff Curnow Seconded: Cr Colleen Condliffe</p> <p>That Council adopt Amendment C40 to the Loddon Planning Scheme as exhibited and submit the amendment to the Minister for Planning for approval.</p> <p style="text-align: right;">CARRIED</p> <p><i>3/10/2018 8:52:47 AM - Carolyn Stephenson</i> Amendment submitted to Minister for Planning for approval. <i>9/10/2018 2:00:51 PM - Carolyn Stephenson</i> Action completed by: Coombes, Christine Complete.</p>			

Meeting	Officer/Director	Section	Subject
Council 25/09/2018	Caserta, Deanne Morrison, Sharon	Decision Reports	Finance Report for the period ending 31 August 2018
<p>RESOLUTION 2018/140</p> <p>Moved: Cr Colleen Condliffe Seconded: Cr Gavan Holt</p>			

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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

1/10/2018 9:46:05 AM - Deanne Caserta
Action completed by: Caserta, Deanne
Complete, no further action required.

Meeting	Officer/Director	Section	Subject
Council 25/09/2018	Caserta, Deanne Morrison, Sharon	Decision Reports	Amended Fees and charges for the year 1 July 2018 to 30 June 2019
RESOLUTION 2018/142			
Moved: Cr Colleen Condliffe			
Seconded: Cr Gavan Holt			
That Council:			
<ol style="list-style-type: none"> 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			
<i>1/10/2018 9:46:32 AM - Deanne Caserta</i>			
Action completed by: Caserta, Deanne			
Complete, updated document finalised and loaded onto the website, no further action required.			

Meeting	Officer/Director	Section	Subject
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Outstanding	Division: Committee: Officer:	Date From: Date To:
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Council 25/09/2018	Morrison, Sharon Morrison, Sharon	Compliance Reports	Adoption of the Annual Report for the period ending 30 June 2018
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			
<i>1/10/2018 9:50:02 AM - Sharon Morrison</i>			
Action completed by: Caserta, Deanne			
Completed. Uploaded to website and copies printed for Wedderburn and Serpentine offices, printer to have final copies ready within next few weeks.			

Meeting	Officer/Director	Section	Subject
Council 25/09/2018	Morrison, Sharon Morrison, Sharon	Compliance Reports	ADVERTISING THE DRAFT VOLUNTEER STRATEGY 2018-2022 FOR PUBLIC COMMENT
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			
<i>1/10/2018 10:29:21 AM - Sharon Morrison</i>			
Action completed by: Caserta, Deanne			
Document loaded to website, copies at Wedderburn and Serpentine. Advertisement confirmed in paper. Closes Sunday 28 October 2018.			

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.

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.

9 DECISION REPORTS**9.1 2018 CHRISTMAS NEW YEAR HOLIDAY PERIOD**

File Number: 02/04/001
Author: Christine Coombes, Executive and Commercial Services Officer
Authoriser: Lynne Habner, Manager Executive and Commercial Services
Attachments: Nil

RECOMMENDATION

That:

1. Council approve the closure of the Wedderburn and Serpentine administrative centres from midday Friday 21 December 2018 and reopening at 8.15 am on Wednesday 2 January 2019
2. notice of these amended office hours be published in the public notices sections of local newspapers circulating within the Loddon Shire.

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

The Loddon Shire Council has historically closed the Wedderburn and Serpentine administrative centres to the public over the Christmas/New Year holiday period.

ISSUES/DISCUSSION

In 2018, Christmas Day falls on a Tuesday and it is proposed that Council shut the Wedderburn and Serpentine Administrative Centres from midday Friday 21 December 2018 and reopen at 8.15 am on Wednesday 2 January 2019. Tuesday 1 January 2019 is the New Year's Day public holiday.

Council's traditional Staff Christmas Party is proposed to be held on the afternoon of Thursday 20 December 2018. An emergency response crew will be available on call for that afternoon. A skeleton crew will be employed across the Christmas/New Year period to attend to any emergency callouts.

COST/BENEFITS

Whilst there is some cost borne by Council with this arrangement, it reflects past custom and practice, it engenders goodwill with staff and it supports the Loddon Shire's reputation as being an employer of choice.

RISK ANALYSIS

This period has generally been a time of low customer enquiry and the shutdown has provided the opportunity to allow staff to have a refreshing family break with minimum interruption to business activities.

CONSULTATION AND ENGAGEMENT

Nil.

9.2 STATUTORY MEETING AND ELECTION OF MAYOR

File Number: 02/01/004

Author: Phil Pinyon, Chief Executive Officer

Authoriser: Phil Pinyon, Chief Executive Officer

Attachments: 1. Council Representation on Committees 2018/2019

RECOMMENDATION

That Council

1. nominate a Councillor to be Mayor Elect of the Loddon Shire 2018/19
2. confirm the date, time and venue for the Statutory Meeting 2018
3. review its representation on Council Committees and advise of any changes.

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 discussed the election of the Mayor and the date for a special meeting at its October 2018 Council Forum.

BACKGROUND

To assist the orderly transition through the Mayoral Election Process the Loddon Shire traditionally selects its Mayor at the October Ordinary Council Meeting. Based on past convention the successful candidate is known as the Mayor Elect until officially elected at the Statutory Council Meeting.

ISSUES/DISCUSSION

Councillors are asked if there is any desire to elect a Mayor for a two year term as allowed by section 71(2) of the Local Government Act 1989.

Councillors are asked to nominate the Mayor Elect for 2018/19.

Councillors are asked to review their membership on the various Council Committees for 2018/19 as these responsibilities will be officially appointed at the Statutory Meeting. A full list of Council Committees is attached.

In accordance with the Local Government Act, the Mayor is to be elected after the fourth Saturday in October but not later than 30 November in each year and Council must at least seven days before the holding of a special council meeting give public notice of the meeting.

Friday 16 November is considered to be a suitable date for the special meeting to be held for the purposes of electing the Mayor and representation of Councillors on committees.

COST/BENEFITS

There are some costs associated with this recommendation related to venue hire and catering which can be accommodated within existing budget allocations.

RISK ANALYSIS

There are no significant risks identified with this recommendation.

CONSULTATION AND ENGAGEMENT

This matter was discussed by Councillors and the Acting CEO at the October Council Forum.

COUNCIL REPRESENTATION ON COMMITTEES (2018/19)

SPECIAL COMMITTEES OF COUNCIL (SECTION 86 COMMITTEES)	
Boort Aerodrome Committee of Management	Cr Beattie
Boort Development Committee of Management	Cr Beattie
Boort Memorial Hall Committee of Management	Cr Beattie
Boort Park Committee of Management	Cr Beattie
Bridgewater on Loddon Development Committee of Management	Cr Condliffe
Campbells Forest Hall Committee of Management	Cr Condliffe
Donaldson Park Committee of Management	Cr Holt
East Loddon Community Centre Committee of Management	Cr McKinnon
Inglewood Community Sports Centre Committee of Management	Cr Condliffe
Inglewood Lions Community Elderly Persons Units Committee of Management	Cr Condliffe Manager Community Services, Paula Yorston
Inglewood Town Hall Hub Committee of Management	Cr Condliffe
Jones Eucalyptus Distillery Site Committee of Management	Cr Condliffe
Kingower Development and Tourism Committee of Management	Cr Curnow
Korong Vale Mechanics Hall Committee of Management	Cr Beattie
Korong Vale Sports Centre Committee of Management	Cr Beattie
Little Lake Boort Committee of Management	Cr Beattie
Loddon Southern Tourism & Development Committee of Management	Tourism and Marketing Officer, Robyn Vella
Pyramid Hill Memorial Hall Committee of Management	Cr McKinnon
Pyramid Hill Swimming Pool Committee of Management	Cr McKinnon
Serpentine Bowls and Tennis Pavilion and Reserve Committee of Management	Cr McKinnon

SPECIAL COMMITTEES OF COUNCIL (SECTION 86 COMMITTEES)	
Wedderburn Community Centre Committee of Management	Cr Holt Manager Community Services, Paula Yorston Tourism and Marketing Officer, Robyn Vella
Wedderburn Engine Park Committee of Management	Cr Holt
Wedderburn Mechanics and Literary Institute Hall Committee of Management	Cr Holt
Wedderburn Tourism Committee of Management	Cr Holt
Yando Public Hall Committee of Management	Cr Beattie

COMMITTEES EXTERNAL TO COUNCIL	
AFL Central Victoria Project Control Group	Manager Community Support, Allan Stobaus
Bendigo Regional Tourism Board	Manager Executive and Commercial Services, Lynne Habner Tourism and Marketing Officer, Robyn Vella
Bendigo Loddon Primary Care Partnership Board	Director Community Wellbeing, Wendy Gladman
Calder Highway Improvement Committee (1 representative, 1 substitute)	Cr Condliffe Cr Curnow (substitute)
Children and Youth Area Partnership Steering Committee	Director Community Wellbeing, Wendy Gladman
Loddon Mallee Waste Resource Recovery Group	Cr Curnow
L2P Steering Committee	Recreation Officer, Tony Bellenger
Loddon Mallee Sports Assembly (Sports Focus)	Community Development Officer, Carmel Pethick
Municipal Association of Victoria (1 representative, 1 substitute)	Cr Holt Cr Beattie (substitute)
Murray Darling Association	Cr Beattie
North Central Goldfields Regional Library (2 representatives: one councillor, one officer)	Cr McKinnon Chief Executive Officer
North Central Local Learning and Employment Network	Manager Organisational Development, Carol Canfield

Rail Freight Alliance	Cr Beattie
Rural Councils Victoria Executive	Cr Holt
South West Loddon Pipeline Project Steering Committee	Cr McKinnon Cr Holt Chief Executive Officer
South West Loddon Pipeline Project Community Consultative Committee	Cr Holt Chief Executive Officer

ADVISORY COMMITTEES, STEERING COMMITTEES, ETC

Audit Committee (1 representative)	Cr Holt
Australia Day Committee (1 Councillor representative and 1 staff member)	Cr Condliffe Australia Day Secretary, Shannon Brown
Central Victorian Greenhouse Alliance	Cr Condliffe Community Development Officer, Carmel Pethick
Healthy Minds Network (1 representative and 1 staff member)	Cr Condliffe Director Community Wellbeing, Wendy Gladman
Central Victoria Rural Women's Network	Cr Condliffe
Municipal Emergency Management Plan Committee (1 representative)	Cr Curnow
Municipal Fire Management Plan Committee (1 representative)	Cr Curnow
Nature Tourism Advisory Team	Cr McKinnon Tourism and Marketing Officer, Robyn Vella
Nature Tourism Festival Committee (Sub Committee of Nature Tourism Advisory Team)	Tourism and Marketing Officer, Robyn Vella

9.3 2019 COUNCIL MEETING SCHEDULE

File Number: 02/04/001
Author: Wendy Gladman, Acting Chief Executive Officer
Authoriser: Wendy Gladman, Acting Chief Executive Officer
Attachments: Nil

RECOMMENDATION

That Council:

1. approve the schedule of Council Meetings for 2019 as contained within this report
2. provide public notice of the Council Meetings schedule.

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

The Loddon Shire Council has traditionally conducted Council meetings on a monthly cycle. It is proposed that this meeting schedule be continued through 2019.

ISSUES/DISCUSSION

The proposed 2019 schedule of Council Meetings is as follows:

Tuesday 22 January	Tuesday 28 May	Tuesday 24 September
Tuesday 26 February	Tuesday 25 June	Tuesday 22 October
Tuesday 26 March	Tuesday 23 July	Tuesday 26 November
Tuesday 23 April	Tuesday 27 August	Tuesday 17 December

It is also proposed that Council continue to have briefing meetings prior to each Council Meeting to primarily brief Council on Council Meeting agenda items for that day. It is suggested that Council Forums be held on the second Tuesday of the month to enable Councillors to consider any other current issues affecting the Loddon Shire, except December where forum items may be presented the morning of the December Council meeting, dependent on the issues at hand.

Council Meetings will commence at 3.00pm. The venue for Council Meetings is proposed to be the Council Chambers, Loddon Valley Highway, Serpentine.

Once approved, the schedule of Council meetings will be posted on Council's website, published in the Loddon Bulletin and advertised by way of public notice in newspapers and newsletters circulating generally within the municipality. Council Meetings will continue to be open to the public.

COST/BENEFITS

No financial impacts are expected from continuing this established practice.

RISK ANALYSIS

Nil.

CONSULTATION AND ENGAGEMENT

Nil.

9.4 PROPOSAL TO RENAME PART OF QUERIPEL LANE TO TONERS LANE

File Number: 14/01/001
Author: David Southcombe, Assets and Buildings Coordinator
Authoriser: Indivar Dhakal, Manager Technical Services
Attachments: 1. Objection Letters
 2. Support Letters

RECOMMENDATION

That Council:

1. rename the southern section of Queripel Lane, between Wedderburn Dunolly Rd and an unnamed road, to Toners Lane and advise the Registrar under the Geographic Place Names Act 1998 of the proposed renaming of this road
2. advise the affected landholders and respondents to the proposal of Council's decision.

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

The proposal was initially discussed at the Council forum on 12 June 2018 where information was provided to the Council with the intention to seek community feedback prior to proposing a recommendation to Council.

BACKGROUND

On the 15 March 2018, Council received a proposal to rename the southern section of Queripel Lane in McIntyre to Toners Lane. The map below shows the section proposed to be renamed:



The rationale provided in the submission for renaming the road is that the name Toners Lane has been used locally for this road for approximately 130 years by the surrounding landholders and is

still in use today. Numerous submissions received during the public consultation period also attest to the continued local use of this name.

The Toner name comes from John Toner, an early settler in the McIntyre area around the 1880's. John Toner married Catherine McLernon in 1880 and they had five children, all born in the local area. The Toner family operated a saw mill from a property on what is now Queripel Lane and continued to farm in the area for several generations. Documents tendered in the submission provide evidence of the Toner family's presence in the area and their contributions to the McIntyre/Rheola communities, including supporting the Dunolly Hospital, Catholic Church and Rheola Cemetery. One member of the family was killed in action in World War I and is commemorated on the Roll of Honour for McIntyre State School.

Queripel Lane was named in honour of the Queripel family, who settled in the area in 1860 and were granted their first land title at McIntyre in 1862. The property has remained in the family ever since and continues to be farmed to this day. Descendants of the Queripel family have made, and continue to make, significant contributions to the local communities of McIntyre and Rheola, have attended the local schools and are buried in McIntyre cemetery. Several members of the family were also killed in action in World War I.

ISSUES/DISCUSSION

Council is required to consider all requests for naming or renaming of council assets. Upon receipt of a submission, Council must first check the suggested name for compliance with the 'Naming rules for places in Victoria' guidelines as stipulated by the Office of Geographic Names. The following principles apply in this instance:

Principle (A) Ensuring public safety

- Names must not risk public and operational safety for emergency response, or cause confusion for transport, communication and mail services.

Principle (B) Recognising the public interest

- Regard needs to be given to the long-term consequences and short-term effects on the wider community of the renaming.

Principle (C) Linking the name to the place

- Names should be relevant to the local area with preference given to unofficial names used by the local community.

Principle (D) Ensuring names are not duplicated

- Names are not duplicated within a 30km radius in rural or remote areas.

Principle (E) Names must not be discriminatory

- Names must not discriminate.

Principle (H) Using commemorative names

- If named after a person, that person must have been held in high regard by the community.
- Names of people who are still alive must be avoided because community attitudes and opinions can change over time.
- Only the surname of the person being commemorated is to be used for roads.

Principle (L) Assigning extent to a road, feature or locality

- The assigned road extent must apply from where the road starts and stops, or where it intersects with another road.

A review of the proposed name has found that it is relevant to the local area and there is strong community support for the name change. To date, 14 letters of support have been submitted to council. The proposal is also supported by all of those landholders who would be directly affected by the potential change in address (Principles B and C).

A check of the Vicnames database has found no duplicate or similar sounding names within the required 30km radius and it is not considered discriminatory (Principles D and E). As it is a name

commemorating a person, evidence provided in the submission confirms that this person made positive contributions to the community and is no longer still alive (Principle H).

The Rheola Fire Brigade has expressed concern over the proposed partial name change as it believes this will cause too much confusion in an emergency situation. However, there are only two houses located on this road – one at each end of the road. Rural addressing currently begins at the Rheola Llanelly Rd end. The property at the Wedderburn Dunolly Rd end is more likely to be accessed from Wedderburn Dunolly Rd meaning that the address will be harder to locate in an emergency situation. Renaming the southern section of this road will allow for a more appropriate and easily identifiable rural address to be attributed to this property reducing any potential negative public safety or emergency response impacts (Principle A).

In regards to the extent of the road proposed to be renamed, some concerns exist. The proposal is to end Toners Lane where it bends to the right and where it intersects with an unnamed road, and for it to then continue as Queripel Lane. The unnamed road is just a track and may not be an immediately obvious landmark at which to terminate the road (Principle L). This issue was discussed with the Office of Geographic Names who offered no objection to the proposed road extent. Appropriate finger board signs will be installed to reflect the changes.

Discussions with the Office of Geographic Names have also confirmed that the proposed name is compliant with all of their guidelines and they have offered their 'in principle' support to the name Toners Lane.

Landholders were advised that any comments or objections regarding the proposal should be submitted in writing by Thursday 9 August 2018 and contain sufficient details explaining the reason for objecting or supporting the proposed name. Landholders were also informed that all correspondence received shall be included with this formal report to be presented to Council for consideration.

Council received a total of 17 submission letters from the public during the consultation period – 14 in support (attachment 2) and 3 in objection (attachment 1) to the proposal. The majority of the letters of support were received from current and former residents of the area, most of whom acknowledged the fact that this road has long been referred to as Toners Lane and should be formally recognised as such. Correspondence was also received from descendants of the Toner/McLernon family, all of whom were in full support of the proposal.

Three letters objecting to the proposal were also received. Objections were based on the fact that the Queripel name is also in honour of another pioneer family, and that by removing it from part of the road was disrespectful to that family. Descendants of the Queripel family continue to live and farm in the area and contribute to the local community, whereas no descendants of the Toner family currently reside in the area. The Queripel family has a much longer history with the area than the Toner family and should not have this recognition diminished. Whilst the concerns are valid, the Queripel name is not being replaced completely and will continue to be used for the northern section of the road.

Concerns were also raised in regards to the name change creating confusion for emergency services. As mentioned above, the road name change will allow for a more appropriate rural address for the property at the southern end of the road, meaning that the property will be easier to find in an emergency.

The time and cost to Council in changing maps and street signs was also raised as a concern. Road name changes are considered normal Council business and do not incur any additional costs, and the cost of installing new street signs is minimal.

COST/BENEFITS

The costs incurred by Council will include the purchasing and installation of the new street signs and time costs related to updating asset registers and GIS data sets, and officially registering the new name with the Office of Geographic Names.

The benefits will be primarily to the local community that have supported the proposed name change. The change aligns with the name used for the lane by many locals and it may assist in

making the property to the south more easily identifiable. The descendants of the Toner family will also benefit from the official recognition of this pioneering family name, while maintaining the existing recognition of the Queripel family's contributions to the area.

RISK ANALYSIS

Concerns have been expressed by the local fire brigade that changing the name of a road will create confusion for emergency services. However, as there are only two houses on this road – one at each end – and with the rural address numbering starting from the northern end, renaming the southern section will allow for a more appropriate and easily identifiable rural address to be attributed to the property to the south.

CONSULTATION AND ENGAGEMENT

The road renaming proposal was publicly advertised in the Loddon Times on 10 July 2018. A letter was also sent to all landholders in the immediate vicinity of Queripel Lane advising them of the renaming proposal on 2 July 2018.

9 Queripel Lane
RHEOLA VIC 3517
07/08/18

CEO

Loddon Shire Council

P.O. Box 21

WEDDERBURN VIC 3518

Dear Sir/Madam

Re: Proposal to rename part of Queripel Lane to Toners Lane

I am writing to you regarding the proposal submitted to the Loddon Shire Council to rename part of Queripel Lane to Toners Lane. I **do not agree** with the proposal to rename the southern section of Queripel Lane to Toners Lane. The current name of Queripel Lane meets the 2016 statutory requirements for naming roads, features and localities.

I **object** to Queripel Lane, Rheola being partially renamed as Toners Lane as I believe keeping it as Queripel Lane reflects as much history of the area or more than Toners Lane does as there are still Queripel descendants living and working there. Lorna Jean Queripel (now Mack) is still alive at 91!

I find it quite disrespectful that someone would want to negate the Queripel family history by changing the road name when there is Queripel family is still using the lane that is the link between their properties at Rheola and McIntyre. I want to see the Queripel Lane name preserved in memory of my children's family.

As Greg's wife I have lived and worked in the district for around 15 years. During this period, I have witnessed the family contribute a great deal of time, resources and money to the McIntyre and Rheola communities without any recognition from anyone. I have also been involved in some of the projects they have undertaken.

Our home on Queripel lane was extensively damaged by fire in 2012. I was the one who came home and found the house on fire. I struggled to direct the emergency service authorities to our property then. I believe that having different names at each end of the lane will cause even further problems for emergency services. It is difficult to direct these services to rural properties when you are under duress as it is without adding a variance to road names. People won't realise the road continues through to the other end if there is a name change.

Greg has since spoken with the Captain and other members of the Rheola Fire Brigade and they are not in favour of a partial name change on any road in their region. It causes too much confusion in emergency situations. I also question the effort and staffing resources that have gone into the name change proposal and whether the cost of changing maps, data bases and signs for this requested alteration is warranted.

Should you require any further information please contact me Anita Dieker on 0419134145 or email: awmdee@gmail.com

Yours sincerely,

Anita Dieker-Mack



9 Queripel Lane

RHEOLA VIC 3517

30/7/18

CEO

Loddon Shire Council

P.O. Box 21

WEDDERBURN VIC 3518

Dear Sir/Madam

Re: Proposal to rename part of Queripel Lane to Toners Lane

I am writing to you regarding the proposal submitted to the Loddon Shire Council to rename part of Queripel Lane to Toners Lane. I do not agree with the proposal to rename the southern section of Queripel Lane to Toners Lane.

The current name of Queripel Lane meets the 2016 statutory requirements for naming roads, features and localities.

I object to Queripel Lane, Rheola being partially renamed as Toners Lane as I believe keeping it as Queripel Lane reflects as much history of the area or more than Toners Lane does as there are still Queripel descendants living and working there.

The Queripel family (my forebears) settled in the area in 1860 their first land title was granted in 1862 at McIntyre.

Nicholas Queripel (dec April 1868) and Elizabeth McIntyre Queripel (dec June 1861) are both buried in the McIntyre burial ground.

My family has owned land at McIntyre since 1862. My Mother Lorna Jean Mack (nee Queripel) is still alive, and her family still operate the property and pay rates to this day.

Lorna and the family also own and operate and pay rates on properties along Queripel Lane. The family has used Queripel lane to move between the properties at McIntyre and Rheola since the 1860s.

I attended the Rheola primary school in 1965. Lorna Queripel, my mother attended school at the Orville Primary School.

My family is still committed daily to contributing to the communities of McIntyre and Rheola in many ways and will be for many years to come. The most recent descendants to the Queripel lineage are 2 1/2 year old twins a girl and a boy. The Queripel family already has a long history in the area and the history is still in the making.

-2-

The lane was always known as Queripels lane when the region was administered by the shire of Korong and the name Queripel lane was then carried on when the Loddon Shire was formed. My family has never known the lane to be called Toners by anyone.

The Queripel family also has war service in Pte Harold Queripel 4279 7th Battalion A.I.F. WW1 he died in France in 1817. He did not earn any war honours but died of horrific wounds whilst defending his country.

My great uncle Pte William Henry Soulsby of Rheola enlisted 4/1/1815 5th Battalian WW1 killed in action at 24 years of age in France on 25/4/1817. I don't see him recognised anywhere around the district.

I do not agree to support the assertion by the applicant of partially renaming Queripel Lane to Toners lane.

Francis Toner did attend the McIntyre primary school and is listed on the roll.

Francis John Toner (SN 5092) enlisted at Bunyip (not McIntyre or Rheola) on March 3rd 1916 at the age of 33. His next of kin then was listed as Catherine Toner (nee McLernan) of Garfield (not McIntyre or Rheola). Francis was killed in action in France on 20th March 1917. There is an F Tower listed on the Garfield honour roll but it is commonly believed that it should read F Toner as in Francis Toner. Francis Toner is also listed on the Bunyip War Memorial.

The land on Queripel Lane being referred to as 'Toners' was actually owned by the McLernan family. Caltherine McLernan inherited the land and later became Catherine Toner when she married John Toner. There are no living members of the Toner family residing here any longer.

I can see no logical reason for the change.

Our home on Queripel lane was extensively damaged by fire in 2012 and the emergency service authorities struggled to locate us then. I believe that having different names at each end of the lane will cause even further problems for emergency services. It is difficult to direct these services to rural properties when you are under duress as it is without adding a variance to road names. People won't realise the road continues through to the other end.

I have since spoken with the Captain and other members of the Rheola Fire Brigade and they are not in favour of a partial name change on any road in their region. It causes too much confusion in emergency situations.

As a rate payer I question whether the cost of changing maps, data bases and signs for this requested alteration is warranted.

Should you require any further information please contact me Greg Mack on 0477 028209 or email: gregtmack@gmail.com

Yours sincerely,



Greg Mack

9 Queripel Lane

RHEOLA VIC 3517

30/7/18

CEO

Loddon Shire Council

P.O. Box 21

WEDDERBURN VIC 3518

Dear Sir/Madam

Re: Proposal to rename part of Queripel Lane to Toners Lane

I am writing to you regarding the proposal submitted to the Loddon Shire Council to rename part of Queripel Lane to Toners Lane. I do not agree with the proposal to rename the southern section of Queripel Lane to Toners Lane. In fact I have to say I am affronted by the notion that some one wishes to take the family name off the lane where I have lived most of my life and where myself and the family still operate the family farm.

The current name of Queripel Lane meets the 2016 statutory requirements for naming roads, features and localities.

I object to Queripel Lane, Rheola being partially renamed as Toners Lane as I believe keeping it as Queripel Lane reflects as much history of the area or more than Toners Lane does as there are still Queripel descendants living and working there.

The Queripel family (my forebears) settled in the area in 1860 their first land title was granted in 1862 at McIntyre.

Nicholas Queripel (dec April 1868) and Elizabeth McIntyre Queripel (dec June 1861) are both buried in the McIntyre burial ground.

My family has owned land at McIntyre since 1862. I Lorna Jean Mack (nee Queripel) at 91 am still alive, and my family still operate the property and pay rates to this day.

I also own and operate and pay rates on properties along Queripel Lane. The family has used Queripel lane to move between the properties at McIntyre and Rheola since the 1860s.

My Son Gregory attended the Rheola primary school in 1965. I attended school at the Orville Primary School.

My family is still committed daily to contributing to the communities of McIntyre and Rheola in many ways and will be for many years to come. The most recent descendants to the Queripel lineage are 2 1/2 year old twins a girl and a boy, my grandchildren. The Queripel family already has a long history in the area and the history is still in the making.

-2-

The lane was always known as Queripels lane when the region was administered by the shire of Korong and the name Queripel lane was then carried on when the Loddon Shire was formed. My family has never known the lane to be called Toners by anyone.

The Queripel family also has war service in Pte Harold Queripel 4279 7th Battalion A.I.F. WW1 he died in France in 1917. He did not earn any war honours but died of horrific wounds whilst defending his country.

Pte William Henry Soulsby of Rheola enlisted 4/1/1915 5th Battalion WW1 killed in action at 24 years of age in France on 25/4/1917. I don't see him recognised anywhere around the district.

I do not agree to support the assertion by the applicant of partially renaming Queripel Lane to Toners lane.

Francis Toner did attend the McIntyre primary school and is listed on the roll. Francis John Toner (SN 5092) enlisted at Bunyip (not McIntyre or Rheola) on March 3rd 1916 at the age of 33. His next of kin then was listed as Catherine Toner (nee McLernan) of Garfield (not McIntyre or Rheola). Francis was killed in action in France on 20th March 1917. There is an F Tower listed on the Garfield honour roll but it is commonly believed that it should read F Toner as in Francis Toner. Francis Toner is also listed on the Bunyip War Memorial.

The land on Queripel Lane being referred to as 'Toners' was actually owned by the McLernan family. Catherine McLernan inherited the land and later became Catherine Toner when she married John Toner. There are no living members of the Toner family residing here any longer.

I can see no logical reason for the change.

My home on Queripel lane was extensively damaged by fire in 2012 and the emergency service authorities struggled to locate us then. I believe that having different names at each end of the lane will cause even further problems for emergency services. It is difficult to direct these services to rural properties when you are under duress as it is without adding a variance to road names. People won't realise the road continues through to the other end.

My son who is in the Rheola fire Brigade has since spoken with the Captain and other members of the Rheola Fire Brigade and they are not in favour of a partial name change on any road in their region. It causes too much confusion in emergency situations.

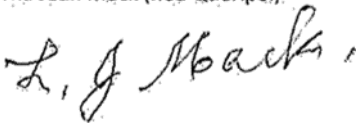
As a rate payer I question whether the cost of changing maps, data bases and signs for this requested alteration is warranted.

Should you require any further information please contact me on 0477 028209 or email:

gregtmack@gmail.com

Yours sincerely,

Lorna Jean Mack (nee Queripel)



03 5438 8209

2808 Wedderburn-Dunolly Road
McIntyre
Victoria 3472

A Cheryl McKinnon, Mayor,
Councilors of the Loddon Shire,
Wedderburn, 3518 Vic.

21 March, 18

Reference - W.B. Mason Submission.

I support the submission of W.B. Mason
for the name change of Quercus Lane to
Toners Lane.

Since my marriage to my late husband
Mervyn Mason 58 years ago I have
always known the lane as Toners Lane.

I hope the Council consider the
Submission favourably.

Yours faithfully

Barbara Mason

LODDON SHIRE COUNCIL	
F	ID
File No.	
Return to Records <input type="checkbox"/>	
REC'D 21 MAR 2018	
Refer to:	
Council <input type="checkbox"/>	
Response: <input type="checkbox"/> Permanent <input type="checkbox"/> Years	

LODDON SHIRE COUNCIL	
F	ID
File No.	
Return to	
Records <input type="checkbox"/>	
REC'D	31 JUL 2018
Refer to	



Beverley McLernon <bevmclernon@gmail.com>

Proposed Name change (changing southern section of Queripel Lane to Toners Lane)

Beverley McLernon <bevmclernon@gmail.com>
 Draft To: CEO, Wedderburn

Sun, Jul 22, 2018 at 2:14 PM

Dear Sir/Madam,

I am writing to request that the name change mentioned above go ahead as it seems to be a name familiar in the area.

I am a descendent of families who settled in the area in the 1860s and I understand you have been trying to locate Toner family members. Although I am not a direct descendent of Toners in the area I have a connection as outlined below.

My name is Beverley McLernon and my grandfather Thomas Joseph McLernon was born in Inglewood area in 1876. On the death of his father Hugh McLernon in 1878 his mother Catherine Hart McLernon married John Toner in 1880 and had 5 children who were all born in the area. I understand they had a farm and timber mill in the area near the to be named road.

One of these children was Francis John Toner born 16th April 1883 in McIntyres.

He enrolled 3rd March 1916 in 21st battalion, 13th reinforcement. His unit left Melbourne on board HMAS A33 Ayrshire on 3rd July 1916. He died 20th March 1917 in France - still listed I think as "missing in action"

He is commemorated on the Australian National Memorial at Villers-Bretonneux, France.

I hope this is a compelling enough reason to support the name change to Toners Lane - perhaps in his honour but also for the family in general?

Yours Faithfully,

Beverley McLernon
 269 Yangebup Road
 Yangebup
 Western Australia 6164

22 March 2018

20 Tranquil Place
Alexandra Headland Qld 4572

Mr Phil Pinyon
Chief Executive Officer
Loddon Shire
41 High Street
Wedderburn Vic 3518

Dear Sir

RE: Submission to rename road in McIntyre

A proposal by WB Mason to rename a section of road in McIntyre that connects the Wedderburn-Dunolly Road and the Rheola-Llanelly Road was recently submitted to you dated 12th March 2018.

I am the landowner of CA47, Wedderburn-Dunolly Road, McIntyre. The eastern boundary of my property adjoins this road. In the aerial photograph included in the submission, my land is captioned B Mason.

I grew up in McIntyre and have maintained close ties with the local community and my local family. I support the proposal to change the name of this road to Toners Lane as outlined in the submission by WB Mason. The evidence presented shows that the Toner family were prominent locals that made a significant contribution to McIntyre and the surrounding community. Consequently, my grandparents and parents only ever referred to this road as Toners Lane, as I and all of my family members continue to do today.

Yours faithfully



Brendan Mason

192 Clay Gully Lane
 Mc Intyre
 23.3.2018

The Chief Executive Officer
 Loddon Shire
 41 High st
 Wedderburn

Dear Sir,

Re-proposed renaming of part of Queripel Lane Mc Intyre.

My family have lived in the Mc Intyre area sine the 1800's and I have lived here for most of my 71 years.

I had always known Queripel Lane as Toners Lane, prior to the name change that occurred at the end of the last century.

In a recent discussion with Mr William Brien Mason, he proposed that the part of Queripel Lane that runs alongside the Mason property, from the Dunolly-Wedderburn road revert back to the original name of Toners Lane and the section of the lane that runs beside the Queripel property from the Rheola-Llanelly road remain as Queripel Lane.

I agree with this proposal and would appreciate you giving the proposal a favourable decision.

Your Faithfully


 Brian Cain

LODDON SHIRE COUNCIL	
F	ID
File No.	14104/03
Return to	
Records	<input type="checkbox"/>
REC'D	28 MAR 2018
Refer to :	Kelly Kong Lynne Halber
Council	<input type="checkbox"/>
Disposal -	<input type="checkbox"/> Permanent Years

GJ Mason
54 Lemke Road
GLENELLEN NSW 2642

7 August 2018

The Chief Executive Officer
Loddon Shire
PO Box 21
WEDDERBURN Vic 3518

Dear Sir

Re: Proposed Road Name Change - Toners Lane, McIntyre

I refer to the notice in the Loddon Times on 10 July asking for submissions in regard to the proposed road name change. This letter supports the name change and is in addition to the letter I wrote to you dated 21 March 2018.

Recently I met with Fr Paul Hart, a member of Catherine Toner's family, who showed me a copy of the letter dated 22 July he sent you supporting the name change. As noted in his letter Fr Paul visited my father Merv, mother Barbara and brother Peter in the 1990's. He gave me a copy of a family register for the Hart family and I've enclosed it for your information.

The register sketches a fascinating story of new settlers in Australia from Ireland. Catherine Hart arrived in Melbourne in 1857 with her brother Luke. It was the time of the gold rushes. Catherine married Hugh McLernon in 1860. Hugh and his brother Thomas had arrived in Melbourne with saw milling equipment to service the gold mining industry. Hugh and Catherine moved to McIntyre on Orville Creek and set up a saw mill there. They had eleven children (see pages 3 and 4). Hugh died at age 43 in 1878, leaving Catherine without support – there was no government assistance then. John Toner married Catherine in 1880. It seems that John was a cousin of Hugh as his mother was a McLernon (see bottom of page 4) and probably came out to Australia to work with his cousin Hugh in the saw milling business. From then on the business was known as Toner's Sawmill. John and Catherine had a further five children, two of which died within months of birth (see page 5).

The descendants of the McLernan and Toner families are recorded on pages 12-23. Many of the McLernans moved to Western Australia and Fr Hart recently met there with Roma McLernon (wife of Bruce) – refer page 21. Roma and her daughter Beverley are very supportive of the name change and hopefully have written to you about that.

Francis Toner, who died in World War 1 in France, had two children (pages 22-23) and Fr Hart has been in contact with Francis's great granddaughter Janet Moser at McCrae Victoria. Janet also supports the name change and indicated she would write to you.

My mother recently found a draft copy of Catherine Toner's Will made in 1903 that my great grandparents, JJ & VWC O'Brien, witnessed. As explained in the Will, Catherine was illiterate which was a sign of the times before education was available to all. I've enclosed a copy.

My five brothers and sisters and I are shareholders in Garian Pty Ltd that owns land 300 metres from Toners Lane on the opposite side of Orville Creek from the paddock we've always known as Toners. On their behalf I support the name change as proposed.

If you wish to discuss any of the above please do not hesitate to contact me on 0400 257000 or by email greg.mason0607@gmail.com.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Greg Mason', written in a cursive style.

Greg Mason

GJ Mason
 54 Lemke Road
 GLENELLEN NSW 2642

21 March 2018

The Chief Executive Officer
 Loddon Shire
 41 High Street
 WEDDERBURN Vic 3518

Dear Sir

Re: **Renaming of Road - Toners Lane, Mc'Intyre**

My uncle, WB Mason, recently made a submission to Loddon Shire to rename a portion of the road in Mc'Intyre between the Wedderburn-Dunolly Road and the Rheola-Llanelly Road as Toners Lane.

I was born in 1956 and grew up in McIntyre and attended Rheola State School and like most of my generation needed to move away from the area to obtain employment. However I have retained a strong connection to the area and return regularly to visit family and have attended and helped at the annual Rheola Easter Monday Charity Carnival for all my life.

I support my uncle's submission and confirm that our family has always referred to the lane as Toners Lane and continues to do so.

At the same time I respect the historical connection of the Queripel family to the north-east end of the laneway and support retention of the Queripel Lane name for that end of the roadway from where Toners Lane takes a sharp right hand turn at the northern end of Toners paddock (as per the aerial photograph in my uncle's submission).

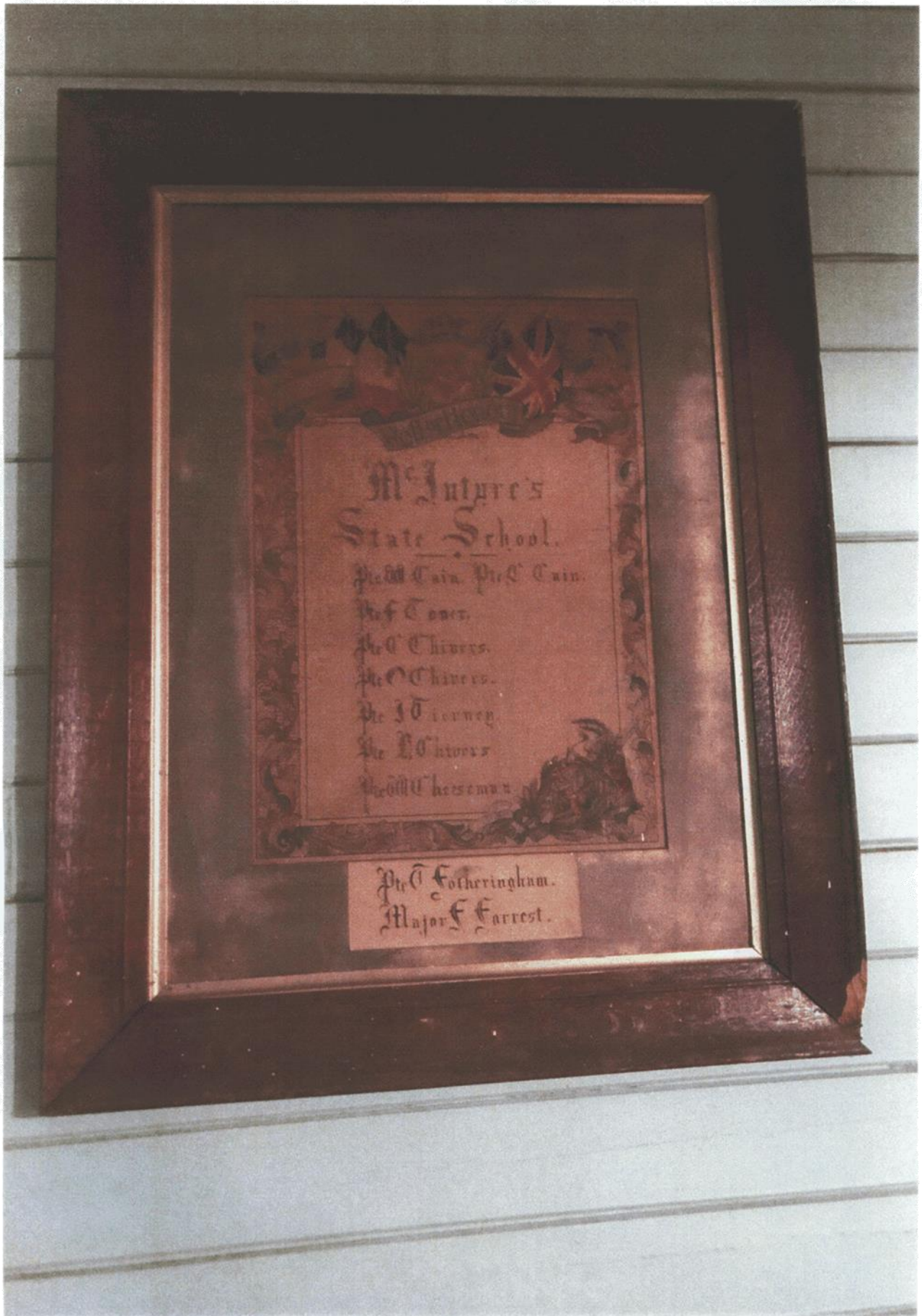
When I was home recently at McIntyre I took photographs of the McIntyre's State School roll of honour in the Rheola hall. Private F Toner is honoured there as a person who attended McIntyre State School and later served and died in the Australian Armed Services in World War 1. I have enclosed 2 photographs.

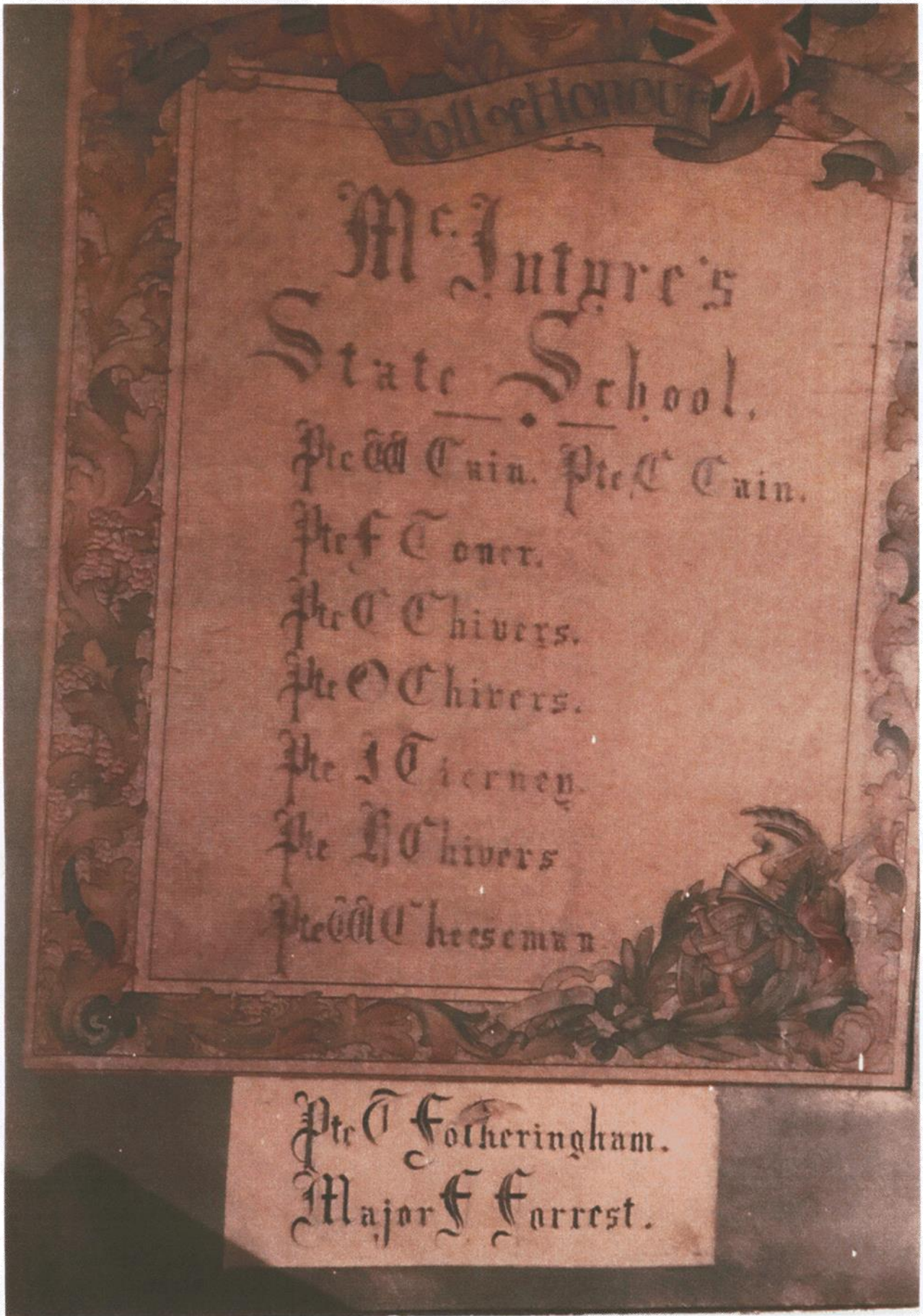
Yours sincerely



Greg Mason

LODDON SHIRE COUNCIL	
F	ID
File No.	14/04/013
Return to	
Records	<input type="checkbox"/>
REC'D	28 MAR 2018
Refer to:	Kelly Koney Lyane Toner





To the CEO,

Re : Name change of Queripel Lane to Toners Lane

I wish to lodge submission on behalf of my family , in support of changing the name of the southern section of Queripel Lane, McIntyre to TONERS LANE, McIntyre .

My great grandfather was Francis Toner, a well known local identity. I wholeheartedly believe that local history should be retained in keeping the Toner name which is synonymous with the local community .

My mother Patricia McArthur (Fitzgerald), daughter of Doris Fitzgerald (Toner) , daughter of Francis Toner is also making a submission on behalf of the Toner family.

For further information please feel free to contact me on 0411 492 372 or email blink1@bigpond.com

Kind Regards,

Janette Moser (McArthur)

March 27th 2018

73 Market Street
Kensington 3031

The Chief Executive Officer
Loddon Shire
41 High Street
Wedderburn Vic 3518
loddon@loddon.vic.gov.au

Dear Sir

RE: Submission to rename road – Toners Lane, McIntyre

I am aware that a proposal by Brien Mason to rename a section of road in McIntyre that connects the Wedderburn-Dunolly Road and the Rheola-Llanelly Road was recently submitted to Loddon Shire for consideration.

I wish to add my support to the proposal - I grew up in McIntyre, attended Rheola Primary School and have an ongoing role with the Rheola Easter Charity Carnival. I have an active role on farm land at Rheola and use the road in question.

I support the proposal to change the name of this road to Toners Lane as outlined in the submission by Brien Mason. I grew up knowing this road as Toners Lane and to this day it is still known as Toners Lane in our family.

Quite a lot of information has been discovered in preparing the submission showing that the Toner family were well-known locals who made a substantial contribution to McIntyre and the surrounding district.

It would be appropriate that the Toner name be remembered by renaming this road.

Thanks for your consideration.

Yours faithfully

John A Mason

23 Caroline Street
East Hawthorn 3123

PH: 03 9882 1753

22 March 2017

Mr Phil Pinyon
The Chief Executive Officer
Loddon Shire
41 High Street
Wedderburn 3518

Dear Sir

My name is John J. Mason. I was born on 24 October 1927 and lived and farmed at McIntyre for some sixty years until 1987 when I moved to Melbourne with my family.

During my lifetime at McIntyre I was aware of my mother's and grandparents' talk of 'Toners Lane', almost on a daily basis. I also recall talk of 'Toners' paddock being the site for a saw-milling operation in earlier times. Finally, I would like to add we used 'Toners Lane' very frequently as we had property on both sides. I am very pleased that there is now an opportunity to enshrine the name 'Toners Lane' and therefore fully support the renaming proposal.

I remain,

Yours sincerely



John J. Mason

LODDON SHIRE COUNCIL	
F	ID
File No.	17/01/001
Return to Records	<input type="checkbox"/>
REC'D	27 MAR 2018
Refer to :	K. King
Council	<input type="checkbox"/> 287518
Disposal -	<input type="checkbox"/> Permanent Years

25 Long Bush Road,
McIntyre. 3472
22-3-2018

The C.E.O.,
Loddon Shire,
41 High Street,
Wedderburn. 3518.



Dear Sir/Madam,

Re: Renaming of Queripel Lane.

I Kevin George Cain of McIntyre am in total agreement to portion of this road being renamed
Toners Lane.

The Cain family have been in the district for over 110 years and as far as I can remember this
Lane was always called or known as Toners Lane . We were surprised when the Queripel Lane sign
was erected . Part of the heritage of the McIntyre area is keeping this connection to
Toners Lane.

Hoping you will take this information into consideration when making any decision.

Yours faithfully,

Kevin George Cain
KEVIN GEORGE CAIN

LODDON SHIRE COUNCIL	
F	10
File No.	
Return to	
Records <input type="checkbox"/>	
REC'D	09 AUG 2018
Refer to:	
Council <input type="checkbox"/>	
Disposal <input type="checkbox"/> Permanent	

P.O. Box 184
 Dromana
 3936

re Jones name change

I am the great grand daughter
 of John Jones - his son
 Francis K/AVM/1 was my
 mother's father.

I request that the name
 remains in memory of a
 local pioneer.

Yours faithfully
 Patricia McVethar

PATRICIA McVETHAR
 6/8/18

LODDON SHIRE COUNCIL	
F	ID
File No.	
Return to Records	<input type="checkbox"/>
REC'D	09 AUG 2018
Refer to :	
Council	<input type="checkbox"/>
Disposal	<input type="checkbox"/> Permanent ___ Years

To the CEO,

Re : Name change of Queripel Lane to Toners Lane

I wish to lodge submission on behalf of my family , in support of changing the name of the southern section of Queripel Lane, McIntyre to TONERS LANE, McIntyre .

My great grandfather was Francis Toner, a well known local identity. I wholeheartedly believe that local history should be retained in keeping the Toner name which is synonymous with the local community .

My mother Patricia McArthur (Fitzgerald), daughter of Doris Fitzgerald (Toner) , daughter of Francis Toner is also making a submission on behalf of the Toner family.

For further information please feel free to contact me on 0411 492 372 or email blink1@bigpond.com

Kind Regards,

Janette Moser (McArthur)

CEO.
Loddon Shire Council.
WEDDERBURN, Vic. 3518.

Dear CEO.

RE: Newspaper advert of "TONERS lane", name change.

LODDON SHIRE COUNCIL	
F	ID
File No.	
Return to Records	<input type="checkbox"/>
REC'D	31 JUL 2018
Refer to :	
Council	<input type="checkbox"/>
Disposal -	<input type="checkbox"/> Permanent

Dwyer Village
14/2 Sturt St.,
Wagga Wagga. 2650
22-7-2018.

Recently, a friend contacted me in regard to the above knowing the name was in our family tree.

History: Luke Hart, b.1834. and his sister Catherine, b. 1839, came to Australia, to Melbourne on the good ship "Morning Light" in 1857. Catherine Hart married Hugh McLernon at Kyneton 1860, and eleven plus children were born. Hugh died 9/7/1878, and was buried in Berlin cemetery. Catherine married John Toner b.1849 in co Tyrone Ire, (son of Thomas Toner & Catherine McLernon), at Inglewood 4/2/80. They had five more children, all born in the Rheola area. Francis John Toner was born 16/4/1883, enlisted, was an ANZAC, and died 20/3/1917 in France. Francis and partner Grace Hanel b.1885, had two children, Doris b.1909, & Eric b. 1911, decd.1995. Doris married Gerald Joseph Fitzgerald. They and their children live on the Mornington Peninsula. I know of no other Toner family members. The McLernons and the Toners were Sawmillers in the region for the gold diggings.

Luke Hart of Eddington brought land on Bullock Creek and Serpentine Road, near Leichardt,. They had three children, with only son John Luke Hart, becoming my Grandfather. Luke lived in the same area as Catherine for many years prior to moving to Junee NSW, & named his new farm "Leichardt".

During the early 1990's I was tracing the Hart family tree, and went through records at Inglewood parish. The local priest suggested I visit a farmer who was a fount of local knowledge, which I did. While at the farm, the son came in and said to his mother, "here's some more crockery & stuff from the Toner paddock". Maps of the shire were produced showing me "Toners Paddock" marked, as well as the site of the Sawmill and house down by Orville Creek.

My home family farm (is "Carinya") has a Seed business on site, and a big sign on the main road saying "Hart Bros Seeds", at our turn off, and many locals tell others, 'take the Harts Seed Road' Sign and you'll find them, and keep going and you'll find us. A busy Sawmill in the 1880's and 90's would have predated the shire, and nearby laneways to the sawmill would have the name as well. The original name for that section of the lane is historical, and should be honoured as such, in the shire documentation.

Personally, I support the submission, for the road name change, as do a number of the Hart/McLernon/Toner families, whom I contacted about the matter.

Catherine was a great citizen in your shire.

Yours Sincerely,

B. P. Hart
Rev (R'd) Paul Hart.

2820 Wedderburn/Dunolly Rd
 McIntyre
 VIC 3472

5th April 2018
 The Chief Executive Officer
 Loddon Shire
 41 High Street
 Wedderburn
 VIC 3518

LODDON SHIRE COUNCIL	
F	ID
File No.	
Return to Records	<input type="checkbox"/>
REC'D	10 APR 2018
Refer to:	
Council	<input type="checkbox"/>
Disposal -	<input type="checkbox"/> Permanent ___ Years

Dear Sir,

Mr. WB Mason has submitted a proposal dated 12/3/2018 to council proposing a section of Queripel Lane, McIntyre be renamed to Toners Lane.

I am the owner of CA E2 E3 No. Section, Parish of Moliagul known as 'Toners,' the fourth generation of O'Brien/Masons to do so since 1906 when it was purchased from the McLernon/Toner family.

His submission was prompted by the requirement for his house on this lane to have a number so as to connect to the South West Loddon pipeline.

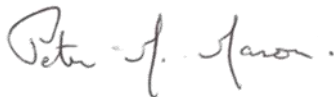
I fully support his submission as this lane has always been called Toners Lane and still is when speaking to the local people.

This change should not adversely affect anyone as the only other house on this road will retain its address, and is significantly destroyed by fire and unlikely to be occupied again. The previous resident Mr. Greg Mack and his family now resides on the Rheola/Llanelly Rd and are completing substantial additions and renovations to that house.

I believe this submission to be a fair and reasonable request and retains the Queripel name whilst officially returning the Toner name to this lane.

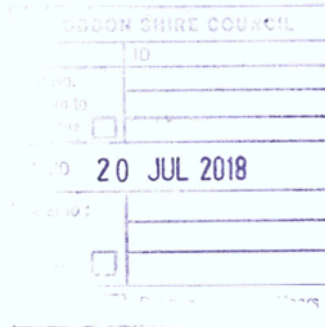
Yours faithfully,

Peter Mason



17 July 2018

CEO
Loddon Shire Office
PO Box 21
Wedderburn VIC 3518



Dear Sir,
Re: Reinstate Toners Lane

I am writing to **support** the reinstatement of the name - Toners Lane.

I have travelled to that part of your Shire every year since the late 1970s.

Toners Lane is well known to me.

I can confirm that Toners Lane is correctly described on the map supplied in your letter dated 2 July 2018 and signed by Kelly Kong.

I am very pleased to learn that the name will revert to Toners Lane.

Sincerely

Peter Sharkey

23 McGowans Road
Donvale VIC 3111
M: 0419 185 928



LODDON SHIRE COUNCIL	
F	ID
File No.	
Return to Records	<input type="checkbox"/>
REC'D	31 JUL 2018
Refer to :	
Council	<input type="checkbox"/>
Disposal -	<input type="checkbox"/> Perm - Years

24th July, 2018

Mr Phil Pinyon
 Chief Executive Officer
 Loddon Shire Council
 PO Box 21
 Wedderburn, VIC 3518

Re: Proposal to rename part of Queripel Lane to Toners Lane

Dear Phil,

It is with interest that I read in the Gannawarra Times the proposal to rename part of Queripel Lane to Toners Lane. My young family and I have been travelling to the region for at least 20 years primarily to enjoy the community aspect of the Rheola Charity Carnival each Easter, but also at other times of the year to experience sheep shearing, the Pyrenees and of course, wine tasting amongst other things. During that time we have had the opportunity to meet and get to know a number of 'locals' and are aware of the Toner family and their impact on the district as landowners, operators of a saw mill and contributors to the McIntyre and Rheola communities. I do not know the relevance of 'Queripel' in the region, and would certainly support the renaming of the southern section of Queripel Lane to Toners Lane. In my view, the change would more accurately reflect the history of the area and provide recognition to significant contributors of the community.

Should you wish to discuss my support for the change, please do not hesitate to contact me (0402 894 294).

Yours sincerely,

Steve Laussen (MBA, MAppSc)
 (Chief Executive Officer)

Kingfield Galvanizing Pty Ltd A.B.N. 72 006 094 944 - PH: 9305 3902 – FAX: 9305 3016
 35 O'Herns Road, Somerton Vic 3062 – P.O Box 501, Somerton VIC 3062
 Member GALVANIZERS ASSOCIATION OF AUSTRALIA

9.5 AMENDMENT TO THE REGISTER OF PUBLIC ROADS

File Number: 14/01/001
Author: David Southcombe, Assets and Buildings Coordinator
Authoriser: Indivar Dhakal, Manager Technical Services
Attachments: Nil

RECOMMENDATION

That Council add the following sections of road to the Register of Public Roads:

1. Lintons Road – from Woolshed Road to the entrance to property 36300400
2. Salathiels Road – from the entrance to property 23104800 to No 2 Weir Road
3. Simpsons Creek Lane – from the end of the seal to Rheola Llanelly Road
4. Borung Street – from Grant Street South to the entrance to property 52831410.

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

The Road Management Plan was adopted at the March 2017 Council meeting, this plan outlines Council's requirement to maintain a Register of Public Roads.

The proposal to add a new section of Salathiels Road to the Register of Public Roads was discussed at the June 2018 Council Forum.

BACKGROUND

Pursuant to Section 19 of the Road Management Act 2004, a road authority must keep a register of roads specifying the roads in respect of which it is the coordinating road authority. According to Council's Road Management Plan, roads will be included in the Register of Public Roads if the road is 'reasonably' required for general public use and is under Council's control. The following four sections of roads discussed below are required for general public use as they will be providing landholders primary access to their properties.

Council's Public Road Register requires updating from time to time to keep it up to date and remove any anomalies.

ISSUES/DISCUSSION

A request was made by an owner of a property to have the section of Lintons Road south from Woolshed Road to the entrance of his property recognised and be maintained by Council, as this provides the only road access to his property. This is indicated in Arial Photo 1. An informal unformed road already exists in this location and it has been graded by Council in the past.

Arial Photo 1



A request to include the section of Salathiels Road was made by a local property owner to transfer the access to the dwelling on this property as indicated in Arial Photo 2. Following a discussion with Council at the June Council Forum, Council officers prepared an agreement for the land owner to co-fund the necessary works including downgrading the existing gravel access road.

Arial Photo 2



It has come to Council officer's attention that Simpsons Creek Lane, as indicated in Arial Photo 3 has never been fully recognised in the Register of Public Roads. It has been in existence as a fully formed gravel road for some time and has served as access to several properties. Adding it to the register ensures that the road continues to be maintained in accordance with Council's Road Management Plan.

Arial Photo 3



The section of Borung Street from Grant Street South as indicated in Arial Photo 4 is not currently listed in Council's Register of Public Roads. This section of Borung Street has recently been identified as being required to provide all-weather access to two residential properties, and as such needs to be registered to ensure that the road continues to be maintained in accordance with Council's Road Management Plan.

Aerial Photo 4

**COST/BENEFITS**

There is limited cost implications in adopting the recommendations of this report as the roads are already functioning as classified, have been upgraded under past budgets or the costs have been supported by private contributions and offset by the downgrade of an equivalent road. There will be an increase in the maintenance liability, however it is anticipated that this can be supported by efficiency gains within the unsealed road maintenance program.

RISK ANALYSIS

By maintaining an up to date Register of Public Roads Council will ensure that the appropriate level of service is provided to its road network.

CONSULTATION AND ENGAGEMENT

Council officers have consulted the respective land owners in relation to the proposed amendments.

9.6 NEIGHBOURHOOD SAFER PLACES (PLACES OF LAST RESORT)

File Number: 11/01/009
Author: Belinda McKnight, Emergency Management Coordinator
Authoriser: Wendy Gladman, Acting Chief Executive Officer
Attachments: 1. Neighbourhood Safer Place Plan - September 2018

RECOMMENDATION

That Council adopt the attached Loddon Shire Council Neighbourhood Safer Places Plan - September 2018, which includes and confirms designated Neighbourhood Safer Places within the municipality in the townships of Boort, Bridgewater, Inglewood, Pyramid Hill, Serpentine and Wedderburn.

CONFLICT OF INTEREST

There are no conflicts 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 its ordinary meeting on 23 August 2010, Council adopted the initial Neighbourhood Safer Places (NSP) Plan which contains the Council NSP Assessment Criteria.

At its ordinary meeting on 11 September 2011, Council endorsed the NSP assessment process and resolved to continue identification and assessment of potential sites for NSPs and once identified report these back to Council for consideration.

At its ordinary meeting on 27 August 2012 Council adopted the Loddon Shire Council Neighbourhood Safer Places Plan August 2012, which included designated NSPs at Boort, Bridgewater, Inglewood, Pyramid Hill, Serpentine and Wedderburn.

At ordinary meetings held in September in the years 2013 to 2017, Council has adopted the Loddon Shire Council Neighbourhood Safer Places Plan, which includes and confirms designated NSPs at Boort, Bridgewater, Inglewood, Pyramid Hill, Serpentine and Wedderburn.

BACKGROUND

NSPs and the NSP Plan are direct consequences of the Black Saturday fires and the interim recommendations from the Bushfires Royal Commission. NSPs are legislated under the Emergency Services Legislation Amendment Act 2009 (Vic) (ESLA Act) which amends the Emergency Management Act 1986 (Vic) and the Country Fire Authority Act 1958 (Vic) (CFA Act). Councils in Victoria, under the ESLA Act are required to identify, certify, designate, establish and maintain NSPs within their municipal district.

The flow chart in section one of the NSP Plan sets out the process followed when establishing a NSP. In short this process includes:

- identification of potential sites by Council
- assessment by Council against Council's criteria
- assessment by CFA against CFA criteria
- designation by Council of the approved sites
- establishment and signage of site by Council
- annual review of existing and potential new sites by Council and CFA.

Under Section 50J of the CFA Act Council must, by 31 August each year, conduct a review of each designated NSP in its municipal district to determine if it is still suitable to be designated as a NSP and ask the CFA to assess each NSP in its municipal district in accordance with the Country Fire Authority assessment guidelines.

Once the Council and CFA assessments have been completed and the established NSPs have been determined by each organisation as being compliant, the Municipal Fire Prevention Officer (MFPO) under section 50K of the CFA Act must provide an updated list of all designated neighbourhood safer places and community fire refuges in the municipal district to the Authority by 30 September in each year.

ISSUES/DISCUSSION

In compliance with Section 50J of the CFA Act, in June 2018, the CFA was requested to conduct the annual inspection of the current designated NSPs in Boort, Pyramid Hill, Bridgewater, Inglewood, Wedderburn and Serpentine. In August 2018 the CFA identified all current NSPs as compliant under the CFA Act. In September 2018 Council's Emergency Management Coordinator conducted Council's reassessment and has confirmed that the six current designated NSP sites are compliant with Council guidelines.

No new or additional NSP sites have been nominated by Council staff, the local community or the Municipal Emergency Management Planning Committee. An updated list of all designated Loddon Shire NSPs was provided to the Authority by 30 September 2018.

COST/BENEFITS

Administration of the NSP process requires the allocation of Council and CFA resources to undertake the necessary site assessment, and prepare the associated reports and supporting documentation. The cost of maintaining the NSPs contained within recreation reserves and at a local hall is borne by the associated committees of management for these facilities.

The remaining NSP is located in an area which Council maintains through routine operations. Provision and maintenance of designated NSPs within the municipality contributes to the overall safety and wellbeing of the local community in the event of a bushfire and forms part of the response provisions within the Municipal Fire Management Plan.

RISK ANALYSIS

Failure to adequately and regularly assess the designated NSP sites for compliance against specified criteria has the potential to place members of the community utilising these sites at risk should site conditions change over time. Failure to meet the inspection and reporting timelines may result in Loddon Shire failing to meet its legislated obligations under the CFA Act and ESLA Act.

CONSULTATION AND ENGAGEMENT

Determination of the suitability to retain the designated NSP sites has been made in consultation with the CFA.

LODDON SHIRE COUNCIL

**NEIGHBOURHOOD SAFER PLACES PLAN –
SEPTEMBER 2018**

PLACES OF LAST RESORT DURING A BUSHFIRE



DOCUMENT INFORMATION

DOCUMENT TYPE:	Strategic document
DOCUMENT STATUS:	Draft
POLICY OWNER POSITION:	Emergency Management Coordinator
INTERNAL COMMITTEE ENDORSEMENT:	Not applicable
APPROVED BY:	Council
DATE ADOPTED:	Click here to enter date of approval
VERSION NUMBER:	6
REVIEW DATE:	31/08/2019
DATE RESCINDED:	Click here to enter a date.
RELATED STRATEGIC DOCUMENTS, POLICIES OR PROCEDURES:	Municipal Fire Management Plan 2012-2017 Municipal Emergency Management Plan
RELATED LEGISLATION:	Country Fire Authority Act 1958 (Vic) Emergency Services Legislation Amendment Act 2009 (Vic)
EVIDENCE OF APPROVAL:	

Signed by Chief Executive Officer

FILE LOCATION: Document1

Strategic documents are amended from time to time, therefore you should not rely on a printed copy being the current version. Please consult the Loddon Shire website to ensure that the version you are using is up to date.

This document is available in alternative formats (e.g. larger font) if requested.

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1 INTRODUCTION AND BACKGROUND

In its Interim Report, the 2009 Victorian Bushfires Royal Commission recommended that neighbourhood safer places, or 'NSPs', be identified and established to provide persons in bushfire affected areas with a place of last resort during a bushfire.¹

In response to this recommendation, the Victorian Government has introduced the Emergency Services Legislation Amendment Act 2009 (Vic) ('ESLA Act') which amends the Country Fire Authority Act 1958 (Vic) ('CFA Act') and the Emergency Management Act 1986 (Vic) ('EM Act'). The effect of these amendments will be to require the Country Fire Authority ('CFA') to certify NSPs against the CFA's Fire Rating Criteria, and Victoria's Councils to identify, designate, establish and maintain suitable places as NSPs in their municipal districts.

NSPs are not community fire refuges or emergency relief centres. NSPs are places of last resort during the passage of a bushfire, and are intended to be used by persons whose primary bushfire plans have failed. NSPs are places of relative safety only. They do not guarantee the survival of those who assemble there. Furthermore, there may be serious risks to safety encountered in traveling, and seeking access, to NSPs during bushfire events. Depending on the direction of a particular fire, it may not be a safer place to assemble than other places within the municipal district.

NSPs will be assessed by the CFA as providing some protection from immediate risk of direct fire attack, but not necessarily from other risks, such as flying embers. Where a potential NSP which is used for an operational purpose at many times meets the CFA's criteria, then the CFA considers that those operational activities will be able to continue (to the extent practicable in the circumstances) while the place is being used as an NSP.

This Plan is a neighbourhood safer places plan for the purposes of the legislation, and contains guidelines which have been developed by the Municipal Association of Victoria ('MAV') to assist the Council in identifying, designating, establishing, maintaining and decommissioning places as NSPs within its municipal district.

This Plan also identifies other matters that should be taken into account in identifying, designating, establishing and maintaining NSPs within the municipality.

This Plan contains a step-by-step methodology for the Council to follow in identifying, designating, establishing, maintaining and decommissioning NSPs. The Council must consider each of the factors set out in this Plan. It should also consider other factors which are specific to the Council's circumstances, including the resources available to the Council. Once this Plan has been adopted, Council must make it, and any documents incorporated into it, available at the Council's municipal offices for public inspection during normal office hours free of charge under section 50F(4)(b) of the CFA Act. It must also be published on Council's website under section 50F(4)(a) of the CFA Act.

¹ Recommendation 8.5, 2009 Victorian Bushfires Royal Commission Interim Report

1.1 Structure of this plan

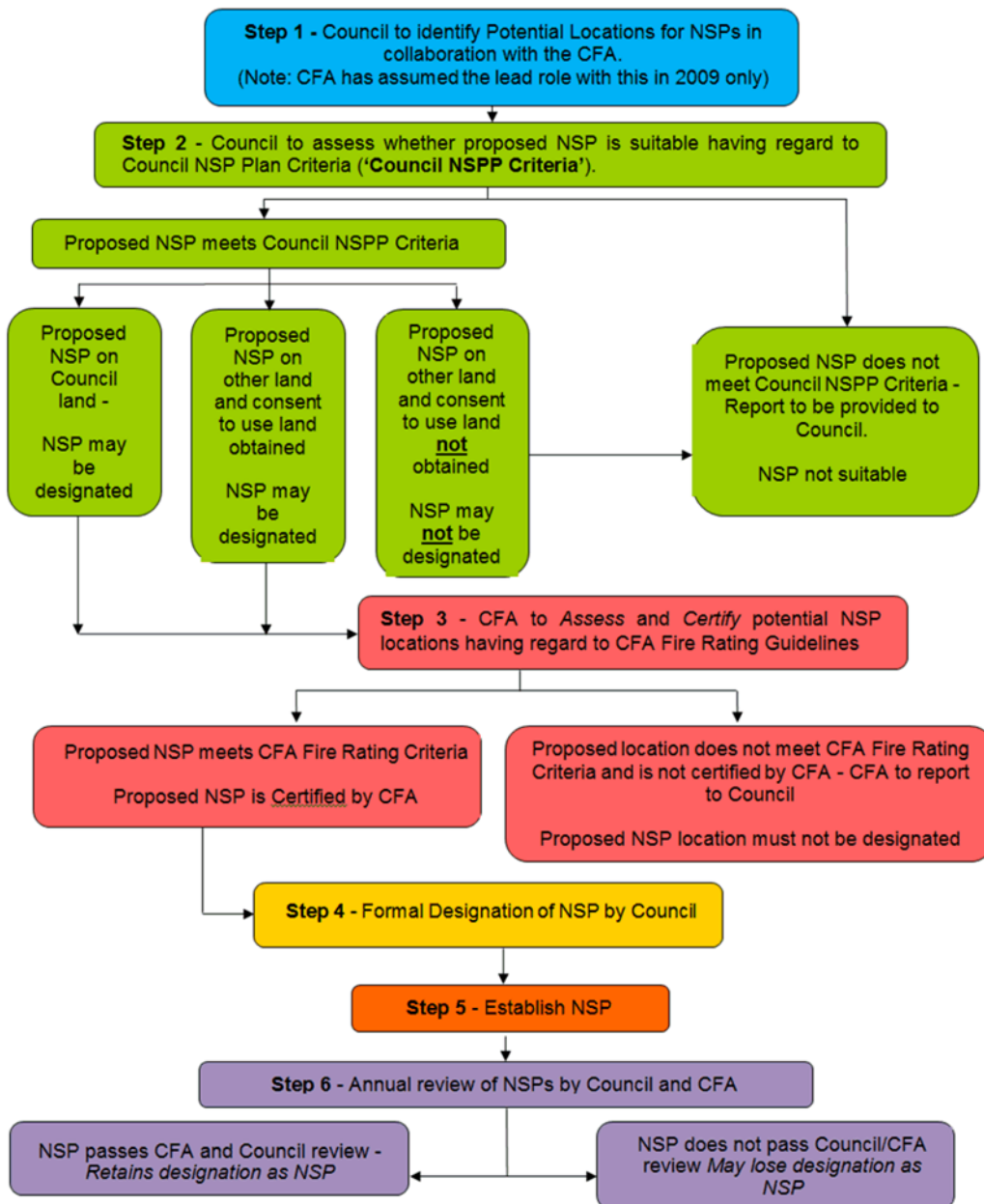
This Plan has been divided up into five distinct sections.

- Section 1:** contains a flow chart which summarises the process for councils to adopt in identifying, designating, establishing and maintaining NSPs within their municipal district.
- Section 2:** contains a more detailed summary of the steps summarised in the flow chart found in Section 1.
- Section 3:** contains a summary of the factors for Council to consider in assessing potential NSP locations, prior to designation.
- Section 4:** contains details of content of signage that Council is required to erect at designated NSP Locations.
- Section 5:** Register of Designated NSP locations including completed Council site assessments.

2 SECTION 1

FLOW CHART SHOWING PROCESS FOR IDENTIFYING, DESIGNATING, ESTABLISHING AND MAINTAINING NSPs

2.1 Overview of the process for establishing and maintaining NSPs after adoption of this plan by Council



3 SECTION 2

DETAILED SUMMARY OF STEPS FOR ESTABLISHING NSPs

3.1 Overview of the steps associated with NSPs

3.1.1 Identification of potential NSP locations

- For the 2009-2010 fire season, the Country Fire Authority ('CFA'), assumed lead responsibility for identifying potential locations for NSPs. This was done in consultation with Councils. The initial focus was upon the identification of proposed NSPs within those municipalities with CFA Township Protection Plan ('TPP') areas in place. However, identification efforts have now expanded beyond these localities.
- From 2010-onwards, Council will be responsible for identifying potential places as NSPs within its municipal district.
- The Loddon Shire Council will undertake identification, management and the decommissioning of NSPs processes through the Municipal Fire Management Planning Committee (MFMP), a subcommittee of the Municipal Emergency Management Planning Committee, (MEMPC).

3.1.2 Identification timing

The Loddon Shire Council should identify and access potential additional places as NSPs by 31 May in each year. This should allow sufficient time for designation of the potential NSP location by the Council, (**Council Designation**) and assessment and certification of the potential NSPs by the CFA, (**CFA Certification**).

Subject to the outcome of the assessment and designation process, establishing the NSPs, including the erection of signage and other steps by Council, (**Establishment**). The process of NSP identification is ongoing with the MEMPC assessing at the end of each fire season the need for any additional NSPs within the municipality.

3.1.3 Criteria used in identifying NSP locations

As part of the initial identification of NSPs the following criteria should be used in accessing its suitability:

- the environment surrounding the potential NSP
- what other uses are made of the potential NSP and whether or not those uses could be inconsistent with its designation as a NSP
- whether the land on which the potential NSP is located is Council owned or non-Council owned land
- an assessment of the fire risk of the neighbourhood should be undertaken to assess the need for a NSP (Risk Matrix Assessment)

For those Councils who's municipal district falls within both a CFA region and the Metropolitan Fire District (MFD) or borders the MFD but is within the CFA region:

- the risks involved in people staying in the area being considered for an NSP, versus leaving the area and travelling to a nearby urban area
- the adequacy of egress routes out of the area being considered for an NSP (including number of egress routes, whether major or minor roadway, type and amount of vegetation along key egress routes; the capacity of egress routes to

accommodate potentially large numbers of vehicles and to accommodate potential vehicle breakdowns)

3.2 Council assessment of NSPs

Council must assess the place in accordance with the factors outlined below to determine whether it is suitable to be designated as a NSP. Unless a potential NSP satisfies each of the criteria outlined below, it should not be designated by Council as a NSP.

The MFPO and MERO will be responsible for the inspection process utilising existing expertise within the MEMPC and MFMPCC committees to assist with the audit and assessment of potential NSPs.

The factors to determine the suitability of the place as a NSP are as follows (Council NSP Criteria)

3.2.1 Consent and rights of access

There must be appropriate land access and tenure arrangements so that Council has the right to:

- use the place as a NSP
- access the site and surrounding areas for maintenance
- erect appropriate signage at the NSP, including the OESC signage and additional NSP information signage.

3.2.2 Council land

If the potential NSP is on land owned or controlled by Council, appropriate rights of land access and tenure are unlikely to be an issue. However, Council will need to ensure that where Council land is leased or licensed to a third party; it must be possible to put in place appropriate arrangements on reasonably satisfactory and acceptable terms with the tenant or licensee permitting Council to use the land as a potential NSP. In taking these matters into account, Council should consider what alternative uses may be made, whether temporarily or semi-permanently, of land under Council control or management.

3.2.3 Crown land

If the potential NSP is on Crown land not owned or controlled by Council, then the consent of the Crown land manager is likely to be required. If the land has been leased or licensed to a third party, such as a caravan park operator, then the consent of the tenant or licensee to use the place as a potential NSP will also be required. In obtaining the consent of the relevant Crown land manager, it will be necessary to consider whether or not the Crown Grant or reservation authorises the place to be used as a potential NSP.

3.2.4 Private land

Where, it is proposed that a place on privately-owned land is to be used as a NSP, then, the consent of the relevant landowner (and, where applicable, occupier) for the place to be designated and used as an NSP is required. If the landowner (or occupier) does not consent to the place being designated and used as a NSP on terms which are reasonably satisfactory and acceptable to the Council, it must not be so designated and used.

3.2.5 Deed of Consent

Where a potential NSP is located on non-Council land, with the result that consent and rights of access need to be negotiated with the owner and (where necessary) occupier, Council officers responsible for negotiating such consent and rights of access should provide a draft form of consent to the owner/occupier for their consideration. The form of consent will be

required to be approved either by Council (through a formal resolution), or by the CEO acting under delegation.

Any amendments to the form of consent which may be requested by the landowner or occupier would need to be thoroughly considered before they are agreed to by Council. If it is not possible or appropriate for Council to agree on amendments that may be requested to the consent document, then the proposed NSP should not be designated by Council.

3.2.6 Access and Egress

Council must assess whether there is sufficient access to the potential NSP which will allow:

- anticipated potential numbers of people to move to and from the place
- the CFA and other emergency services to attend the place for asset and personnel protection activities and operations.

Council must assess potential access and egress routes, bearing in mind the fact that NSPs are **places of last resort**.

As people may be seeking access to a NSP in a rushed or panicked state, a number of people could be seeking access in a relatively short time and visibility could be affected by smoke, easily navigable routes to and from a NSP are crucial.

As people may be seeking access to a NSP in a rushed or panicked state, a number of people could be seeking access in a relatively short time and visibility could be affected by smoke, easily navigable routes to and from a NSP are crucial.

In considering whether access and egress routes are adequate, consideration should be given to issues such as:

- the condition of the road surface
- the proximity of the NSP to major roadways and population centres
- the type and amount of vegetation along any access routes, and whether that vegetation could be affected by fire and pose a risk of harm to those seeking access to the potential NSP, or otherwise block access to the NSP
- the capacity of access routes to accommodate potentially large numbers of vehicles, and to accommodate potential vehicle break-downs
- parking at the place
- any hazards that may exist for persons accessing the place by foot, including in the buffer zone
- any relevant matter contained in Council's Road Management Plan prepared pursuant to the Road Management Act 2004 (Vic); and
- the number of access points to any potential NSP.

If appropriate and satisfactory access and egress routes are not available, then the proposed NSP should not be designated by Council.

3.3 **Opening of a NSP**

3.3.1 Council must consider

- whether it will be possible or practicable to open the potential NSP or otherwise make it available for use on a 24 hour basis during the declared fire danger period

- the potential for damage to the place during times that it is open and available for use, but is not being used as a NSP
- the potential cost to Council associated with the above points
- the possibility that the potential NSP could be used for unintended purposes, such as a refuge and,
- is it appropriate to open or make available NSPs only on Code Red days.

3.3.2 Defendable space

The CFA have advised that there is no guarantee that fire units will attend a NSP, and that individuals that use NSPs are doing so at their own risk. There should be **no expectations** that fire units or other emergency services personnel will attend a NSP during a bushfire.

Despite this, the potential NSP should be surrounded by sufficient open space to enable the CFA and other fire services to conduct asset protection and fire suppression activities around the place.

Any open space should be reasonably free of obstacles that could hinder fire suppression activities. These obstacles may include but are not limited to:

- fences
- buildings and sheds
- steep inclines in close proximity to the potential NSP
- vegetation especially large trees
- other land forms such as rocks, boulders and knolls which could substantially hinder fire suppression activities.

If necessary, advice from CFA should be sought with regard to their defendable space and fire vehicle access requirements.

When assessing the defendable space factor, Council must consider whether or not approval to clear or disturb flora and/or fauna is required, under legislation such as the *Environment Protection and Biodiversity Conservation Act 1999 (Cwlth)*, *Flora and Fauna Guarantee Act 1988 (Vic)* or the *Planning and Environment Act 1987 (Vic)*. If such approval is required, then it must be obtained before the potential NSP location is designated.

If the proposed NSP does not have adequate space around it or if approval to clear or disturb flora and/or fauna is required but cannot be obtained before the NSP is required to be established, or cannot be obtained on reasonably satisfactory conditions, it should not be designated as a NSP by Council.

3.3.3 Dependability of buildings

If the potential NSP is a building, Council must consider whether or not it is likely to be subject to risk from ember attack.

As the CFA is not required to assess the risk of ember attack to a building in undertaking the CFA fire rating assessment when certifying NSPs, the Council should consider this issue. In considering this issue, Council may need to seek expert advice from appropriately qualified CFA personnel.

If there is an appreciable risk of the proposed NSP being compromised by ember attack, which cannot be satisfactorily defended, then the building is unlikely to be suitable as an NSP and should not be designated by Council.

3.3.4 Signage

Council must assess whether it will be possible to have signage at the entry to, and in the vicinity of, the potential NSP. Such signage must generally be in accordance with the Signage Template, which is at **Section 4** of this Plan.

Council must refer to the Signage Template when considering whether or not appropriate signage can be erected.

If signage must be placed on private land, then the consent of the landowner will be required

3.3.5 Maintenance and maintainability

- Council must assess whether ongoing maintenance of the proposed NSP, and the surrounding area, is both possible and practical, having regard to the resources reasonably available to the Council. This factor should be considered by the Council not only in relation to the suitability of a proposed NSP, but also as to the total number of proposed NSPs that can be reasonably maintained within the municipal district. This is needed to ensure that the place remains suitable for use as an NSP during each fire season.
- Specifically, the place must be capable of being maintained so as to ensure continuing compliance with the CFA Fire Rating Criteria and the Council NSPP Criteria. It is Council policy that if it is not possible to maintain a potential NSP, then it must not be designated as such.
- When assessing the maintainability of the potential NSP, both the NSP and the Buffer Zone may require various maintenance activities to be undertaken on a periodic basis.
- There may be cases where maintenance activities can only be undertaken by, or with the consent of, an adjoining landowner. This may, in turn, require assurances from such landowners that the place, and areas surrounding it, will be maintained to a satisfactory level.
- If the proposed NSP is not capable of being satisfactorily maintained, then it should not be designated by Council.

3.3.6 Separation and demarcation of area

If the NSP is to be located in an open area, it must be possible to identify the area that is the NSP. This may best be achieved by signage and or some sort of boundary or perimeter marking. In the example of an oval this may be the boundary fence.

Although not always possible, areas that enable separation or enable enough room to move away from other forms of potential hazard such as vehicles, buildings and animals are preferred.

3.3.7 Alternative uses of potential NSP

Council must consider what other uses may be made of the potential NSP which could impact upon its ability to properly function as a NSP.

If the place is used for other uses which could compromise its ability to be used as a NSP, and these activities cannot be managed so that they do not impact on the operation of the NSP then a NSP should not be designated by Council.

3.3.8 Communication with the community

Council must be able to communicate the location of the potential NSP to the community. There should be good community awareness of the location of the place, together with the risks that relate to the use of the potential NSP, and the risks associated with travelling to the potential NSP in the event of a bushfire.

3.3.9 Public liability insurance

As a matter of prudent risk management, Council should have regard to:

- any additional factors which are relevant to Council's maintenance of insurance coverage for legal claims relating to the identification, designation, establishment, maintenance and decommissioning of a place as a NSP, as well as travel to a NSP
- any indemnity provided by the State of Victoria, and
- any statutory defenses to claims.

3.4 **CFA Assessment and certification of potential Neighbourhood Safer Places of Last Resort locations – December 2010**

3.4.1 CFA Assessment criteria

Under section 50G(5) of the CFA Act, the CFA is responsible for assessing potential NSP locations against the CFA Fire Rating Guidelines. This will be done by appropriate qualified and experienced CFA personnel.

Council is not responsible for the assessment and certification of potential NSPs by the CFA but must request CFA undertake their assessment prior to requesting that Council Designate/Not Designate and establish/not establish a NSP.

If a potential NSP is NOT COMPLIANT under the Council or CFA assessment criteria that NSP MUST NOT be put forward for designation as a NSP by Council.

3.4.2 Introduction

Neighbourhood Safer Place means a place that may, as a last resort, provide shelter for people from the immediate life threatening effects of a bushfire.

They are an area or premises that may provide some sanctuary from direct flame contact and radiant heat. It is envisioned it would be an existing space or structure, such as an oval or a building that may protect a person against fire.

This assessment guideline articulates the process by which qualified/experienced CFA Officers assess the suitability of Neighbourhood Safer Places and is not intended for use by the general public.

3.4.3 Background

Reducing the impact of bushfires is a shared responsibility between government, emergency service organisations and the community. The community has an integral role to take the necessary steps to prepare their property and to implement their bushfire survival plan.

This document sets out criteria for CFA's assessment of Neighbourhood Safer Places. The criteria provide a framework to assist Municipal Councils to identify Neighbourhood Safer Places to provide a place of last resort for people to gather during the passage of a bushfire front. The primary purpose of a Neighbourhood Safer Place is the protection of human life from a bushfire.

The 2009 Victorian Bushfires Royal Commission (VBRC) Final Report stated that the people who left their homes sheltered in a variety of locations for example, other houses or buildings; bunkers, reserves and ovals; pubs; in-ground swimming pools, cars and dams. Some people reported that these were pre-planned alternatives and in some cases, helped people survive. However, the VBRC also heard examples of people dying in very similar locations, which serve to highlight that, these locations do not guarantee safety (VBRC Final Report Vol 2: pg 19).

The VBRC also stated that "many people did not have a well-thought-out plan and were left to make their own decisions without the benefit of assistance from the authorities [and] for these people, the lack of alternatives, the provision of shelters, refuges or evacuation, became critical as a fall back option (VBRC Final Report Summary: pg 5). They also "considered that a revised bushfire safety policy should provide information about places in which to shelter and support for individuals in identifying such places" (VBRC Final Report Vol 2: pg 21). Neighbourhood Safer Places continue to be a part of the shelter options for community members.

3.4.4 Concept

A Neighbourhood Safer Place is a space that:

- is a place of last resort for individuals to access and shelter in during the passage of fire through their neighbourhood - without the need to take a high risk journey beyond their neighbourhood;
- provides a level of protection from the immediate life threatening effects of a bushfire (direct flame contact and radiant heat); and
- is intended to provide relative safety;
- does not guarantee the survival of those who assemble there; and
- should only be accessed when personal bushfire survival plans cannot be implemented or have failed.

Neighbourhood Safer Places should be recorded in Township Protection Plans. However, not all townships will have Neighbourhood Safer Places identified in these Plans as they may not meet specific criteria identified in this document and within a council's Municipal Neighbourhood Safer Places Plan. Some towns may not have the fire risk profile to indicate a need for a Neighbourhood Safer Place.

Neighbourhood Safer Places are not to be confused with Fire Refuges, Relief Centres, Recovery Centres, Assembly Areas, or Informal Places of Shelter, each of which have a different and specific purpose.

3.4.5 Limitations

Neighbourhood Safer Places have a number of limitations, being:

- limited capacity
- no guarantee of safety
- they do not cater for animals

- emergency services will not necessarily be present
- they do not provide meals or amenities
- they may not cater for particular special needs (e.g. infants, elderly, ill or disabled)
- they may not provide shelter from the elements, particularly flying embers
- there are risks to people during access, shelter during passage of the fire front and egress from Neighbourhood Safer Places

3.4.6 CFA Neighbourhood safer places assessment criteria

Neighbourhood Safer Places should provide protection to people from lethal levels of radiant heat through an appropriate separation distance between fire hazards, particularly vegetation, and the site of the Neighbourhood Safer Place. Isolated flammable elements may occur within the separation space so long as such elements do not add to a fire's rate of spread nor significantly contribute to the radiant heat impacting on the Neighbourhood Safer Place.

Fire industry collaboration established criteria to determine the suitability of any site as a Neighbourhood Safer Place. The critical criteria decided upon was radiant heat load with maximum allowable radiant heat loads agreed upon for sites that are open spaces and those that are buildings. It was further agreed that each Neighbourhood Safer Place needs to be assessed on its merits, with radiant heat load calculated using the NSW Rural Fire Service Site Bush Fire Attack Assessment Methodology (Douglas and Tan, 2005) as the assessment tool in these guidelines.

3.4.7 Radiant heat and setback measurements

To provide initial direction to CFA staff and others in assessing the suitability of potential Neighbourhood Safer Places, the following guidance is provided:

Neighbourhood Safer Places must meet the following criteria for radiant heat load:

1. If a Neighbourhood Safer Place is an open space the maximum potential radiant heat impacting on the site must be no more than 2kw/m².
2. If a Neighbourhood Safer Place is a building, the maximum potential radiant heat impacting on the building must be no more than 10kw/m².

By way of example, Neighbourhood Safer Places adjoining extreme fuel hazards, this equates to a separation distance from the fire hazard of:

- greater than **310** metres from the outer edge of the NSP for an open space; and
- greater than **140** metres from the outer edge of a building to the fire hazard.

It is acknowledged that for NSPs abutting less than extreme fuel hazards this separation distance may be reduced so long as the criteria for maximum radiant heat impact are met.

3.4.8 Additional management for Neighbourhood Safer Places in Grassland Areas

Grasslands have a distinct place in the Neighbourhood Safer Places framework, due to:

- the potential for rapid growth in conditions of adequate warmth and moisture; and

- the requirement under section 50J of the CFA Act for councils to review their NSPs by 31 August each year.

Councils may identify a suitable Neighbourhood Safer Place site in a grassland area that can only meet the assessment criteria with active management of the site over the fire danger period, with treatments including slashing, mowing or grazing.

In these circumstances CFA may certify the site as meeting the assessment criteria provided that appropriate, specified and prescribed treatments are in place throughout the fire danger period. This must include prescriptions for management of the grassland secured by agreed terms entered into by the landholder. The landholder may be the council, a public authority, an agency or a private person.

The identified treatment of the grassland must be included within the MFPP or MFMP (whichever is relevant). Council has the role of facilitation and, if required, enforcement of the treatment(s) during the fire danger period. Fire Prevention Notices would not ordinarily be an appropriate method for achievement of management prescriptions in NSPs. Their use would only be an option of last resort that councils may use where a private landholder has reneged on their agreed conditions **and** the grassland condition constitutes or may constitute a danger to life or property from the threat of fire.

3.4.9 Notification to CFA of potential NSPs

Following identification of a place which may be suitable as a NSP, the potential NSP is assessed by the CFA as soon as practicable. This is likely to occur shortly after identification.

3.4.10 Informing council of CFA assessment

Once the assessment of a potential NSP is completed by the CFA, the CFA will certify the potential NSP if the place meets the CFA Fire Rating Criteria. The CFA will provide a copy of the CFA certification in relation to a potential NSP to Council upon completion of certification, and a summary of the criteria and assumptions upon which the assessment is based.

Council should ensure that the boundaries of both the potential NSP as certified by the CFA, and any Buffer Zone surrounding it, are clearly defined in the CFA assessment.

For reasons of community safety, it is a requirement of the CFA Act, and it is also Council policy, that only those places assessed and certified by the CFA may be considered for designation as NSPs by the Council. The Council must not designate a place as an NSP unless it has CFA certification.

3.5 **Council designation of NSP**

Council must formally determine whether or not to designate a place as a NSP. Council should not designate a place as an NSP unless it is satisfied that the place is suitable, having regard to the Council NSPP Criteria.

A NSP may only be designated by a resolution of the Council.

Following preparation of an assessment of a potential NSP by the MEMPC, Council should determine whether or not to designate a potential NSP location by no later than 31 July. This will enable any necessary establishment works to be undertaken.

Once the Council has designated a place as an NSP, the MFPO must provide an updated list of all designated NSPs within the municipality to the CFA under section 50K of the CFA Act. This updated list must be provided by no later than 30 September in each year.

3.5.1 Establishment and maintenance of NSPs following designation

Following designation, Council will establish all designated NSPs within the municipal district.

3.5.2 Establishing a NSP after its designation

To establish a NSP after its designation, Council must

- erect appropriate signage at and near the NSP
- undertake any necessary preparatory works, including the construction or establishment of any required infrastructure and the clearance of vegetation, so as to enable the area to be used as a NSP
- publish the location of the NSP on the Council website
- update Council's Municipal Emergency Management Plan and Municipal Fire Prevention/Management Plan to include the location of the NSP.

The MFPO must provide an up-to-date list of NSPs to the CFA no later than 30 September each year under section 50K of the CFA Act.

Council is responsible for maintaining all designated NSPs within its municipal district. This includes vegetation management, maintenance of access and egress points and signage required for the functioning of the site as a NSP.

3.6 Annual inspections and decommissioning of NSPs

3.6.1 Responsible for the annual review of NSPs

Council must undertake an annual review of all designated NSPs within the municipality. Council must also request the CFA to undertake an assessment against the CFA Fire Rating Criteria of each NSP within the municipality on an annual basis.

These reviews are intended to ensure that each NSP remains suitable for use as a NSP during the up-coming fire season.

3.6.2 Considerations when undertaking inspections

NSPs should be assessed annually against the Council NSPP Criteria. The CFA will assess NSPs against the CFA Fire Rating Criteria.

If a NSP no longer meets:

- the CFA Fire Rating Criteria
 - then it must be decommissioned; or
- Council's NSPP Criteria
 - Council must determine if it has the capacity to address the identified non compliances. If it does not, then the NSP must be decommissioned.

3.6.3 Inspection timelines

NSPs must be inspected prior to 31 August each year under section 50J of the CFA Act.

3.6.4 Decommissioning of NSPs

By Council Resolution only.

- Council must decommission a NSP if the CFA assessment determines the site is no longer suitable.
- Council may decommission a NSP even if it has CFA certification, if Council is satisfied on reasonable grounds that it is not appropriate for the site to continue to be designated a NSP.
- Council will decommission a NSP that is not on Council land if the occupier or the person in control of the land has withdrawn consent to the designation of the site as a NSP.

4 SECTION 3

SUMMARY OF FACTORS FOR COUNCIL TO CONSIDER IN
ASSESSING POTENTIAL NSP LOCATIONS PRIOR TO
DESIGNATION



LODDON
SHIRE

NEIGHBOURHOOD SAFER PLACES PLAN

CRITERIA – AUDITING/ASSESSMENT TOOL

LOCATION: _____

DATE: _____

**NEIGHBOURHOOD SAFER PLACES ASSESSEMENT CRITERIA
AUDITING & ASSESSMENT TOOL**

DETAILS

Day:		Date:		Time:	
Assessor name:		Sign:			
Agency:					

LOCATION

Place name & specific location:		Map Reference:	
Distance from nearest town centre (km):			
Controlling (owner) authority:			
Owner Details			
Contact: Name/Position			
Organisation:			
Postal Address:		Post code:	
Phone:	Mobile:	H:	
Email:			
Tenant Details			
Contact: Name/Position			
Organisation:			
Postal Address:		Post code:	
Phone:	W:	H:	
Email:			

Tenant 2 Details			
Contact:			
Name/Position			
Organisation:			
Postal Address:		Post code:	
Phone:	W:	H:	
Email:			
Location Details			
Location Description:		(Open area or building)	
Population of Township/ Locality:			
Estimated NSP Site Capacity:			
Reference Material Sited:			
NSP INSPECTION DETAILS			
OFFICERS NAME:	SIGNATURE:-		
DATE OF INSPECTION:	RECOMMENDATION: <i>insert cross into square indicating result</i>	DESIGNATE	<input type="checkbox"/>
		NOT DESIGNATE	<input type="checkbox"/>
OFFICERS NAME:	SIGNATURE:-		
DATE OF INSPECTION:	RECOMMENDATION: <i>insert cross into square indicating result</i>	DESIGNATE	<input type="checkbox"/>
		NOT DESIGNATE	<input type="checkbox"/>

Factors to Consider in Assessing Potential NSPs

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
Consents and rights of access	If the potential NSP is located on Council-owned land, can Council use the land as an NSP if required? Consider whether or not Council allows the land to be used for potentially inconsistent purposes, such as for farmers' markets, fetes, circuses etc.		
	If the potential NSP is on private land, or public land under the control of a Crown Land Manager (other than Council), can Council enter into arrangements which allow it to use the land as a potential NSP on reasonably satisfactory terms? Also consider whether Council has the right to: <ul style="list-style-type: none"> • access the site and surrounding areas for maintenance • erect appropriate signage at the NSP. 		
Access and egress	Do access routes to the potential NSP allow for: <ul style="list-style-type: none"> • the anticipated potential number of people to move to and from the place • the CFA and other emergency services to attend the place for asset and personnel protection activities? 		
	Are access routes easily navigable, bearing in mind they could be affected by smoke? Consider the condition of the road surface, proximity to population centers and major roads, capacity of access routes to accommodate large numbers of vehicles, the availability of car parking at the place and any other relevant matters.		
Maintenance of NSP in accordance with CFA assessment	Can Council maintain the potential NSP in accordance with the criteria taken into account by the CFA in arriving at its fire rating assessment? <i>If the CFA have not provided sufficient information in relation to the criteria it has taken into account in arriving at its fire rating assessment, it may be necessary for Council to seek further information from the CFA.</i>		

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
Opening of the NSP	Will it be possible and practicable to make the potential NSP available for use on a 24 hour basis during the declared fire danger period? This is a particular issue where the potential NSP is a building. Consider the potential for damage to the NSP which could result during times that it is open and available for use, but is not being used as an NSP.		
	What costs could be incurred by Council in making the potential NSP available on a 24 hour basis during the declared fire danger period? Are these costs reasonable, and capable of being borne by Council?		
	Could the potential NSP be used for an unintended purpose which could impact upon its use as an NSP (such as an emergency relief center)?		
Defendable space and fire suppression activities	Is the potential NSP surrounded by sufficient open space to enable the CFA to conduct asset protection and fire suppression operations? Is that open space reasonably free of obstacles (such as fences, buildings, steep gradients, vegetation and other land formations)? <i>Council should seek CFA advice concerning the defendability of the potential NSP and the Buffer Zone, including in relation to fire vehicle access requirements.</i>		
	Will approval be required under legislation such as the <i>Environment Protection and Biodiversity Conservation Act 1999 (Cwlth)</i> , <i>Flora and Fauna Guarantee Act 1988 (Vic)</i> and the <i>Planning and Environment Act 1987 (Vic)</i> ? Can such approval be obtained before the NSP is established?		
Defendability of Buildings	If the potential NSP is a building, has Council sought expert advice from the CFA to determine whether the NSP is likely to be subject to risk from ember attack? If it is subject to such a risk, can that risk be safely managed?		

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
Signage	Can appropriate signage be erected at the entry to the potential NSP, and in its vicinity?		
	If signage needs to be placed on private land, can Council obtained the consent of the relevant landowner to the erection of the signage?		
Maintenance and maintainability	<p>Is the potential NSP capable of being maintained to ensure continuing compliance with the CFA Fire Rating Criteria and the Council NSPP Criteria?</p> <p>Where relevant, consider whether adjoining land owners and occupiers will provide Council with an assurance that both the potential NSP and the Buffer Zone can be maintained to a satisfactory level.</p>		
Disabled access	Are there are means of access for disabled and mobility-impaired persons to the potential NSP, including vehicle access to drop off people with disabilities?		
Alternative uses of potential NSP	<p>Can Council manage alternative uses which may be made of the potential NSP so as to ensure that those uses will not compromise the function of the place as a potential NSP?</p> <p><i>The CFA has advised that where a potential NSP which is used for an operational purpose at many times meets the CFA Fire Rating Criteria, then the CFA considers that those operational activities will be able to continue (to the extent practicable in the circumstances) while the place is being used as an NSP.</i></p>		
Community Communication	Will it be possible to ensure that there will be good community awareness of the location of the potential NSP, and the risks associated with using the potential NSP?		

5 SECTION 4
NSP SIGNAGE TEMPLATE

Making Victoria FireReady:



This is the signage that will identify a Neighbourhood Safer Place – Place of Last Resort.

IMPORTANT INFORMATION

The purpose of a Neighbourhood Safer Place - **Place of Last Resort** is to provide some protection from the effects of radiant heat during a bushfire.

A **Place of Last Resort** is only intended for use when all other plans have failed and should not be considered as a place to relocate to when leaving early as it will not guarantee safety or survival from fire, embers or radiant heat.

Travelling to a **Place of Last Resort** when there is a bushfire may be extremely dangerous due to dense smoke, radiant heat, flying embers, fallen trees and power lines, traffic congestion and accidents.

A Neighbourhood Safer Place - **Place of Last Resort** may not have the capacity to cater for special needs; and there will be no support services (food or drink, material aid) or provision for pets. There is no guarantee that emergency services will be present during a bushfire.

Neighbourhood Safer Places

Places of Last Resort have been designated at:

- Boort
- Bridgewater
- Inglewood
- Pyramid Hill
- Serpentine and
- Wedderburn

Further details, including a map of the NSP location(s), can be found on the Community Information Maps (Township Protection Plans) published on the CFA website at www.cfa.vic.gov.au

A Neighbourhood Safer Place – **Place of Last Resort** should not replace a personal bushfire survival plan. If your plan is to leave early, the safest option is to leave at the beginning of a day when the Fire Danger Rating is declared Severe or Extreme. On a Code Red (Catastrophic) rated fire danger day, the safest option is to leave the night before, or early in the morning.



FIRE DANGER RATING

For daily Fire Danger Ratings
check Newspapers, TV & Radio

VISIT: www.cfa.vic.gov.au
OR CALL: 1800 240 667

1800 240 667
www.cfa.vic.gov.au



PREPARE. ACT. SURVIVE.

FireReady 

6 SECTION 5

**REGISTER OF DESIGNATED NSP LOCATIONS INCLUDING
COMPLETED COUNCIL SITE ASSESSMENTS**

NSP LOCATION REGISTER		DATE DESIGNATED
BOORT	BOORT PARK RECREATION RESERVE (OVAL ONLY)	27/02/2012
PYRAMID HILL	MITCHELL PARK RECERATION RESERVE (OVAL ONLY)	27/02/2012
SERPENTINE	RECREATION RESERVE (OVAL ONLY)	27/02/2012
BRIDGEWATER	MEMORIAL HALL (GROUNDS ONLY)	27/08/2012
INGLEWOOD	J. SLOAN PARK (PLAYGROUND AREA)	27/12/2015
WEDDERBURN	DONALDSON PARK (CENTRAL OVAL AREA ONLY)	27/08/2012

6.1 Boort Park Recreation Reserve (Oval Only) – Shire Assessment



NEIGHBOURHOOD SAFER PLACES PLAN

CRITERIA – AUDITING/ASSESSMENT TOOL

LOCATION: Boort Park Recreation Reserve (Oval Only)

DATE: 10 September 2018

**NEIGHBOURHOOD SAFER PLACES ASSESSEMENT CRITERIA
AUDITING & ASSESSMENT TOOL**

DETAILS

Day:	Monday	Date:	10 September 2018	Time:	10.30am
Assessor name:	Belinda McKnight	Confirm continue designation as a NSP		Sign:	Belinda McKnight
Agency:	Loddon Shire Council				

LOCATION

Place name & specific location:	Boort Park Recreation Reserve (Oval Only) Malone Street, Boort	Map Reference:	
Distance from nearest town centre (km):	Within Boort Township		
Controlling (owner) authority:	Loddon Shire Council		
Owner Details			
Contact: Name/Position			
Organisation:	Loddon Shire Council		
Postal Address:	PO Box 21, Wedderburn	Post code:	3518
Phone:	W: 5494 1200	H:	
Email:			
Tenant Details			
Contact: Name/Position	President		
Organisation:	Boort Park Committee Management		
Postal Address:		Post code:	
Phone:	W:	H:	
Email:			

Tenant 2 Details									
Contact: Name/Position	NA								
Organisation:									
Postal Address:		Post code:							
Phone:	W:	H:							
Email:									
NSP Inspection Details									
OFFICERS NAME: <i>Belinda McKnight</i>	SIGNATURE:-								
DATE OF INSPECTION: <i>10 September 2018</i>	<table border="0"> <tr> <td style="background-color: #ADD8E6;">RECOMMENDATION: <i>insert cross into square indicating result</i></td> <td style="background-color: #ADD8E6;">DESIGNATE</td> <td style="background-color: #ADD8E6;"><input checked="" type="checkbox"/></td> </tr> <tr> <td></td> <td style="background-color: #ADD8E6;">NOT DESIGNATE</td> <td style="background-color: #ADD8E6;"><input type="checkbox"/></td> </tr> </table>			RECOMMENDATION: <i>insert cross into square indicating result</i>	DESIGNATE	<input checked="" type="checkbox"/>		NOT DESIGNATE	<input type="checkbox"/>
RECOMMENDATION: <i>insert cross into square indicating result</i>	DESIGNATE	<input checked="" type="checkbox"/>							
	NOT DESIGNATE	<input type="checkbox"/>							
OFFICERS NAME:	SIGNATURE:-								
DATE OF INSPECTION:	<table border="0"> <tr> <td style="background-color: #ADD8E6;">RECOMMENDATION: <i>insert cross into square indicating result</i></td> <td style="background-color: #ADD8E6;">DESIGNATE</td> <td style="background-color: #ADD8E6;"><input type="checkbox"/></td> </tr> <tr> <td></td> <td style="background-color: #ADD8E6;">NOT DESIGNATE</td> <td style="background-color: #ADD8E6;"><input type="checkbox"/></td> </tr> </table>			RECOMMENDATION: <i>insert cross into square indicating result</i>	DESIGNATE	<input type="checkbox"/>		NOT DESIGNATE	<input type="checkbox"/>
RECOMMENDATION: <i>insert cross into square indicating result</i>	DESIGNATE	<input type="checkbox"/>							
	NOT DESIGNATE	<input type="checkbox"/>							

Factors to Consider in Assessing Potential NSPs

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
<p>Consents and rights of access</p>	<p>If the potential NSP is located on Council-owned land, can Council use the land as an NSP if required? Consider whether or not Council allows the land to be used for potentially inconsistent purposes, such as for farmers' markets, fetes, circuses etc.</p>	<p>Area is owned by Loddon Shire Council and maintained by the Committee of Management.</p>	<p>YES</p>
	<p>If the potential NSP is on private land, or public land under the control of a Crown Land Manager (other than Council), can Council enter into arrangements which allow it to use the land as a potential NSP on reasonably satisfactory terms? Also consider whether Council has the right to:</p> <ul style="list-style-type: none"> • access the site and surrounding areas for maintenance • erect appropriate signage at the NSP. 	<p>Boort Park Committee of Management has granted consent for area to be used and they have agreed to maintain the NSP area as per CFA Dec 2010 Grasslands Guidelines & the Shire has agreed to install & maintain all NSP signage in an acceptable condition at all times.</p>	<p>YES</p>
<p>Access and egress</p>	<p>Do access routes to the potential NSP allow for:</p> <ul style="list-style-type: none"> • the anticipated potential number of people to move to and from the place • the CFA and other emergency services to attend the place for asset and personnel protection activities? 	<p>There are no restrictions to Access & Egress The area is accessible via wide access road. Pedestrian and vehicle safe access/egress. The CFA and other Emergency services will be able to attend for asset and personal protection activities as required.</p>	<p>YES</p>
	<p>Are access routes easily navigable, bearing in mind they could be affected by smoke? Consider the condition of the road surface, proximity to population centers and major roads, capacity of access routes to accommodate large numbers of vehicles, the availability of car parking at the place and any other relevant matters.</p>	<p>There is a wide open road access/egress route with for pedestrian and vehicle safe access/egress. Large open area available for parking of Vehicles as required.</p>	<p>YES</p>

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
Maintenance of NSP in accordance with CFA assessment	<p>Can Council maintain the potential NSP in accordance with the criteria taken into account by the CFA in arriving at its fire rating assessment?</p> <p><i>If the CFA have not provided sufficient information in relation to the criteria it has taken into account in arriving at its fire rating assessment, it may be necessary for Council to seek further information from the CFA.</i></p>	Boort Park Committee of management has agreed to Maintain the NSP area as per the CFA December 2010 Grasslands Guidelines.	YES
Opening of the NSP	<p>Will it be possible and practicable to make the potential NSP available for use on a 24 hour basis during the declared fire danger period? This is a particular issue where the potential NSP is a building.</p> <p>Consider the potential for damage to the NSP which could result during times that it is open and available for use, but is not being used as an NSP.</p>	24/7 Access available.	YES
	<p>What costs could be incurred by Council in making the potential NSP available on a 24 hour basis during the declared fire danger period? Are these costs reasonable, and capable of being borne by Council?</p>	Nil	YES
	<p>Could the potential NSP be used for an unintended purpose which could impact upon its use as an NSP (such as an emergency relief center)?</p>	In an emergency situation all other activities will cease and the area will be available as a NSP.	YES
Defendable space and fire suppression activities	<p>Is the potential NSP surrounded by sufficient open space to enable the CFA to conduct asset protection and fire suppression operations? Is that open space reasonably free of obstacles (such as fences, buildings, steep gradients, vegetation and other land formations)?</p> <p><i>Council should seek CFA advice concerning the defendability of the potential NSP and the Buffer Zone, including in relation to fire vehicle access requirements.</i></p>	The CFA and other Emergency Services will be able to attend for asset and personal protection activities as required.	YES
	<p>Will approval be required under legislation such as the <i>Environment Protection and Biodiversity Conservation Act 1999 (Cwlth)</i>, <i>Flora and Fauna Guarantee Act 1988 (Vic)</i> and the <i>Planning and Environment Act</i></p>	NA	YES

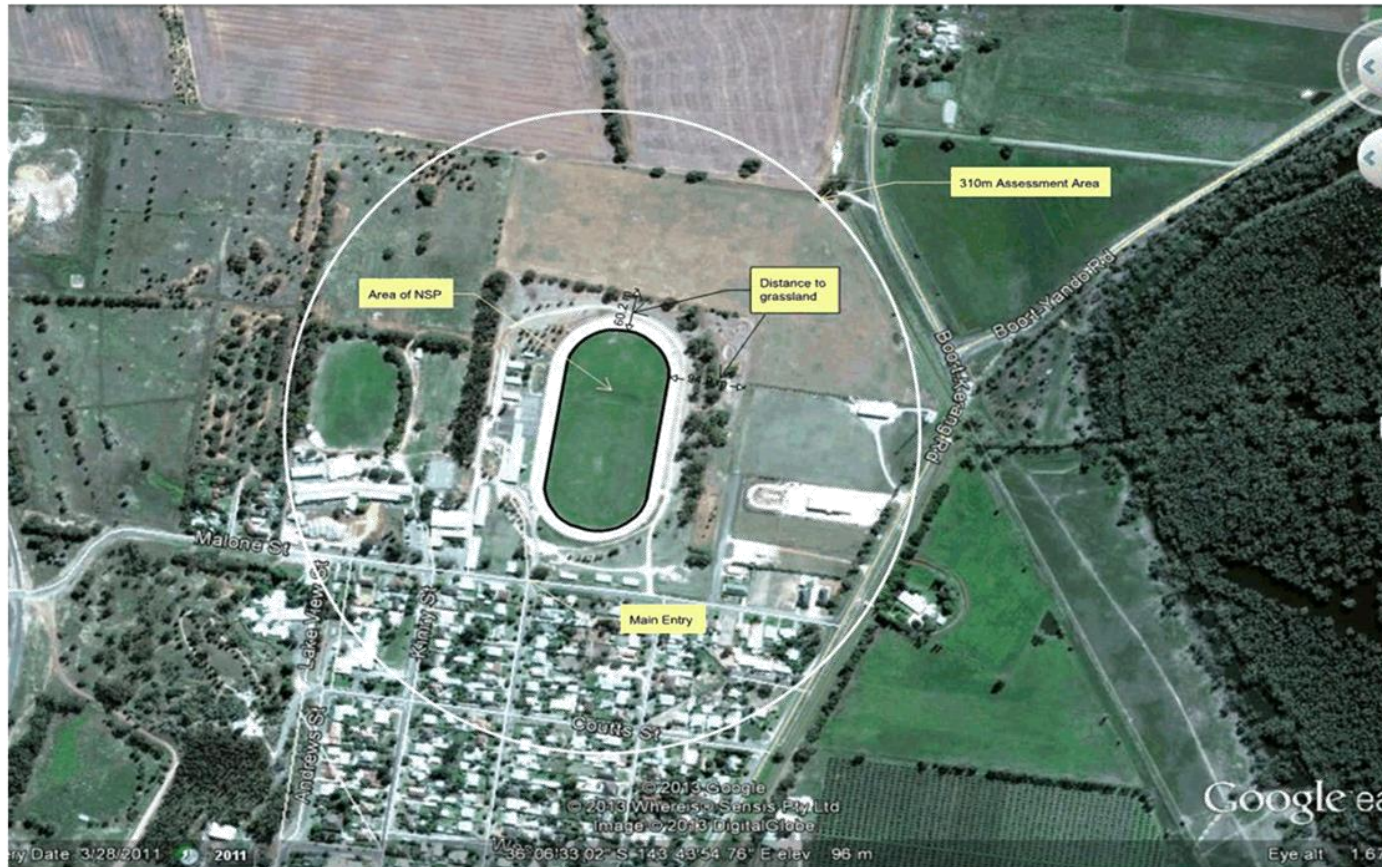
Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
	1987 (Vic)? Can such approval be obtained before the NSP is established?		
Defendability of buildings	If the potential NSP is a building, has Council sought expert advice from the CFA to determine whether the NSP is likely to be subject to risk from ember attack? If it is subject to such a risk, can that risk be safely managed?	No Buildings contained within the designated NSP area.	YES
Signage	Can appropriate signage be erected at the entry to the potential NSP, and in its vicinity?	Loddon Shire Council has agreed to erect & maintain all required signage to an acceptable standard at all times. Signs at both entrances.	YES
	If signage needs to be placed on private land, can Council obtain the consent of the relevant landowner to the erection of the signage?	The Boort Park Committee of Management has agreed that the Loddon Shire Council will erect & maintain all required signage to an acceptable standard at all times.	YES
Maintenance and maintainability	Is the potential NSP capable of being maintained to ensure continuing compliance with the CFA Fire Rating Criteria and the Council NSPP Criteria? Where relevant, consider whether adjoining land owners and occupiers will provide Council with an assurance that both the potential NSP and the Buffer Zone can be maintained to a satisfactory level.	Boort Park Committee of management has agreed to maintain the NSP area as per the CFA December 2010 Grasslands Guidelines.	YES
Disabled access	Are there any means of access for disabled and mobility-impaired persons to the potential NSP, including vehicle access to drop off people with disabilities?	No restrictions to Disabled access/egress.	YES
Alternative uses of potential NSP	Can Council manage alternative uses which may be made of the potential NSP so as to ensure that those uses will not compromise the	In an emergency situation all other activities	YES

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
	function of the place as a potential NSP? <i>The CFA has advised that where a potential NSP which is used for an operational purpose at many times meets the CFA Fire Rating Criteria, then the CFA considers that those operational activities will be able to continue (to the extent practicable in the circumstances) while the place is being used as an NSP.</i>	(Football/cricket/Trotting Fixture etc.) will cease and the area will be available as a NSP.	
Community Communication	Will it be possible to ensure that there will be good community awareness of the location of the potential NSP, and the risks associated with using the potential NSP?	The Loddon Shire Council and the CFA will conduct a Community Awareness campaign and regularly make reference to the NSP in the Local Newsletters distributed in the area.	YES

Boort Recreation Reserve (Oval Only) – Shire Assessment



CRM #1000010890 - Boort Football Club and Harness Racing (Oval area only), Malone Street, Boort, as per CFA Reassessment Sept 2018



6.2 Mitchell Park Recreation Reserve (Oval Only) Pyramid Hill – Shire Assessment



NEIGHBOURHOOD SAFER PLACES PLAN

CRITERIA – AUDITING/ASSESSMENT TOOL

LOCATION: Mitchell Park Recreation Reserve (Oval Only) Pyramid Hill

DATE: 10 September 2018

**NEIGHBOURHOOD SAFER PLACES ASSESSEMENT CRITERIA
AUDITING & ASSESSMENT TOOL**

DETAILS

Day:	Monday	Date:	10 September 2018	Time:	9:45am
Assessor name:	Belinda McKnight		Confirm continue designation as a NSP	Sign:	Belinda McKnight
Agency:	Loddon Shire Council				

LOCATION

Place name & specific location:	Mitchell Park Recreation Reserve (Oval Only) Gladfield Road, Pyramid Hill	Map Reference:	
Distance from nearest town centre (km):	Within Pyramid Hill Township		
Controlling (owner) authority:	Department of Environment, Land, Water and Planning		
Owner Details			
Contact: Name/Position	Property Officer		
Organisation:	Department of Environment, Land, Water and Planning		
Postal Address:	Public Land Services, PO Box 3100, Bendigo Delivery Centre, Bendigo VIC	Post code:	3554
Phone:	W: 5430 4671	H:	
Email:			
Tenant Details			
Contact: Name/Position	President		
Organisation:	Mitchell Park Recreation Reserve Committee Management		
Postal Address:		Post code:	
Phone:	W:	H:	
Email:			

Tenant 2 Details			
Contact: Name/Position	NA		
Organisation:			
Postal Address:		Post code:	
Phone:	W:	H:	
Email:			
NSP INSPECTION DETAILS			
OFFICERS NAME: <i>Belinda McKnight</i>	SIGNATURE:-		
DATE OF INSPECTION: <i>10 September 2018</i>	RECOMMENDATION: <i>insert cross into square indicating result</i>	DESIGNATE	<input checked="" type="checkbox"/>
		NOT DESIGNATE	<input type="checkbox"/>
OFFICERS NAME:	SIGNATURE:-		
DATE OF INSPECTION:	RECOMMENDATION: <i>insert cross into square indicating result</i>	DESIGNATE	<input type="checkbox"/>
		NOT DESIGNATE	<input type="checkbox"/>

Factors to Consider in Assessing Potential NSPs

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
Consents and rights of access	If the potential NSP is located on Council-owned land, can Council use the land as an NSP if required? Consider whether or not Council allows the land to be used for potentially inconsistent purposes, such as for farmers' markets, fetes, circuses etc.	Area is Owned by the Department of Environment, Land, Water and Planning and maintained by the Mitchell Park Reserve Committee of Management.	YES
	If the potential NSP is on private land, or public land under the control of a Crown Land Manager (other than Council), can Council enter into arrangements which allow it to use the land as a potential NSP on reasonably satisfactory terms? Also consider whether Council has the right to: <ul style="list-style-type: none"> • access the site and surrounding areas for maintenance • erect appropriate signage at the NSP. 	Mitchell Park Reserve Committee of Management has granted consent for area to be used and they have agreed to maintain the NSP area as per CFA Dec 2010 Grasslands Guidelines & the Shire has agreed to install & maintain all signage in an acceptable condition at all times.	YES
Access and egress	Do access routes to the potential NSP allow for: <ul style="list-style-type: none"> • the anticipated potential number of people to move to and from the place • the CFA and other emergency services to attend the place for asset and personnel protection activities? 	There are no restrictions to Access & Egress The area is accessible via 2 open gates off a wide access road. Pedestrian and vehicle safe access/egress. The CFA and other Emergency Services will be able to attend for asset and personal protection activities as required.	YES
	Are access routes easily navigable, bearing in mind they could be affected by smoke? Consider the condition of the road surface, proximity to population centers and major roads, capacity of access routes to accommodate large numbers of vehicles, the availability of car parking at the place and any other relevant matters.	There is a wide open road with 2 x open gates off the road as access/egress route for pedestrian and vehicle safe access/egress. Large open area	YES

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
		available for parking of vehicles as required.	
Maintenance of NSP in accordance with CFA assessment	Can Council maintain the potential NSP in accordance with the criteria taken into account by the CFA in arriving at its fire rating assessment? <i>If the CFA have not provided sufficient information in relation to the criteria it has taken into account in arriving at its fire rating assessment, it may be necessary for Council to seek further information from the CFA.</i>	Mitchell Park Reserve Committee of Management has agreed to maintain area as per the CFA December 2010 Grasslands Guidelines.	YES
Opening of the NSP	Will it be possible and practicable to make the potential NSP available for use on a 24 hour basis during the declared fire danger period? This is a particular issue where the potential NSP is a building. Consider the potential for damage to the NSP which could result during times that it is open and available for use, but is not being used as an NSP.	24/7 Access available.	YES
	What costs could be incurred by Council in making the potential NSP available on a 24 hour basis during the declared fire danger period? Are these costs reasonable, and capable of being borne by Council?	Nil	YES
	Could the potential NSP be used for an unintended purpose which could impact upon its use as an NSP (such as an emergency relief center)?	In an emergency situation all other activities will cease and the area will be available as a NSP.	YES
Defendable space and fire suppression activities	Is the potential NSP surrounded by sufficient open space to enable the CFA to conduct asset protection and fire suppression operations? Is that open space reasonably free of obstacles (such as fences, buildings, steep gradients, vegetation and other land formations)? <i>Council should seek CFA advice concerning the defendability of the potential NSP and the Buffer Zone, including in relation to fire vehicle access requirements.</i>	The CFA and other Emergency Services will be able to attend for asset and personal protection activities as required.	YES
	Will approval be required under legislation such as the <i>Environment</i>	NA	YES

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
	<i>Protection and Biodiversity Conservation Act 1999 (Cwlth), Flora and Fauna Guarantee Act 1988 (Vic) and the Planning and Environment Act 1987 (Vic)? Can such approval be obtained before the NSP is established?</i>		
Defendability of buildings	If the potential NSP is a building, has Council has sought expert advice from the CFA to determine whether the NSP is likely to be subject to risk from ember attack? If it is subject to such a risk, can that risk be safely managed?	No Buildings contained within the designated NSP area.	YES
Signage	Can appropriate signage be erected at the entry to the potential NSP, and in its vicinity?	Loddon Shire Council has agreed to erect & maintain all required signage to an acceptable standard at all times.	YES
	If signage needs to be placed on private land, can Council obtained the consent of the relevant landowner to the erection of the signage?	Mitchell Park Reserve Committee of Management has agreed that the Loddon Shire Council will erect all required signage & maintain to an acceptable standard at all times.	YES
Maintenance and maintainability	Is the potential NSP capable of being maintained to ensure continuing compliance with the CFA Fire Rating Criteria and the Council NSPP Criteria? Where relevant, consider whether adjoining land owners and occupiers will provide Council with an assurance that both the potential NSP and the Buffer Zone can be maintained to a satisfactory level.	Mitchell Park Reserve Committee of Management has agreed to Maintain the NSP area as per the CFA December 2010 Grasslands Guidelines.	YES
Disabled access	Are there are means of access for disabled and mobility-impaired persons to the potential NSP, including vehicle access to drop off people with disabilities?	No restrictions to Disabled access/egress.	YES
Alternative uses	Can Council manage alternative uses which may be made of the	In an emergency situation all	YES

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
of potential NSP	<p>potential NSP so as to ensure that those uses will not compromise the function of the place as a potential NSP?</p> <p><i>The CFA has advised that where a potential NSP which is used for an operational purpose at many times meets the CFA Fire Rating Criteria, then the CFA considers that those operational activities will be able to continue (to the extent practicable in the circumstances) while the place is being used as an NSP.</i></p>	<p>other activities (Football/cricket or hockey etc.) will cease and the area will be available as a NSP.</p>	
Community Communication	<p>Will it be possible to ensure that there will be good community awareness of the location of the potential NSP, and the risks associated with using the potential NSP?</p>	<p>The Loddon Shire Council and the CFA will conduct a Community Awareness campaign and regularly make reference to the NSP in the Local Newsletters (Pyramid Hill Press) distributed in the area.</p>	YES

Mitchell Park Rec Reserve (Oval Only) Pyramid Hill – Shire Assessment

 CRM #1000010888 - Mitchell Park (Oval Only), Gladfield Road, Pyramid Hill – As per CFA Reassessment September 2018



6.3 Serpentine Recreation Reserve (Oval Only) – Shire Assessment



NEIGHBOURHOOD SAFER PLACES PLAN

CRITERIA – AUDITING/ASSESSMENT TOOL

LOCATION: Serpentine Recreation Reserve (Oval Only)

DATE: 10 September 2018

**NEIGHBOURHOOD SAFER PLACES ASSESSEMENT CRITERIA
AUDITING & ASSESSMENT TOOL**

DETAILS

Day:	Monday	Date:	10 September 2018	Time:	12:30pm
Assessor name:	Belinda McKnight	Confirm continue designation as a NSP		Sign:	Belinda McKnight
Agency:	Loddon Shire Council				

LOCATION

Place name & specific location:	Serpentine Recreation Reserve (oval only) Chapel Street, Serpentine		Map Reference:	
Distance from nearest town centre (km):	Within Serpentine township			
Controlling (owner) authority:	Department of Environment, Land, Water and Planning			
Owner Details				
Contact: Name/Position	Property officer			
Organisation:	Department of Environment, Land, Water and Planning			
Postal Address:	Public Land Services, PO Box 3100, Bendigo Delivery Centre, Bendigo VIC			Post code: 3554
Phone:	W: 5430 4671	H:		
Email:				
Tenant Details				
Contact: Name/Position	President			
Organisation:	Serpentine Recreation Reserve Committee of Management			
Postal Address:				Post code:
Phone:	W:	H:		
Email:				

Tenant 2 Details			
Contact:			
Name/Position	NA		
Organisation:			
Postal Address:			Post code:
Phone:	W:	H:	
Email:			
NSP INSPECTION DETAILS			
OFFICERS NAME: <i>Belinda McKnight</i>	SIGNATURE:-		
DATE OF INSPECTION: <i>10 September 2018</i>	RECOMMENDATION: <i>insert cross into square indicating result</i>	DESIGNATE	<input checked="" type="checkbox"/>
		NOT DESIGNATE	<input type="checkbox"/>
OFFICERS NAME:	SIGNATURE:-		
DATE OF INSPECTION:	RECOMMENDATION: <i>insert cross into square indicating result</i>	DESIGNATE	<input type="checkbox"/>
		NOT DESIGNATE	<input type="checkbox"/>

Factors to Consider in Assessing Potential NSPs

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
Consents and rights of access	If the potential NSP is located on Council-owned land, can Council use the land as an NSP if required? Consider whether or not Council allows the land to be used for potentially inconsistent purposes, such as for farmers' markets, fetes, circuses etc.	Area is Owned by the Department of Environment, Land, Water and Planning and maintained by the Serpentine Recreation Reserve Committee of Management.	YES
	If the potential NSP is on private land, or public land under the control of a Crown Land Manager (other than Council), can Council enter into arrangements which allow it to use the land as a potential NSP on reasonably satisfactory terms? Also consider whether Council has the right to: <ul style="list-style-type: none"> • access the site and surrounding areas for maintenance • erect appropriate signage at the NSP. 	Serpentine Recreation Reserve Committee of Management has granted consent for area to be used and they have agreed to maintain the area as per CFA Dec 2010 Grasslands Guidelines & the Shire has agreed to install & maintain all signage in an acceptable condition at all times.	YES
Access and egress	Do access routes to the potential NSP allow for: <ul style="list-style-type: none"> • the anticipated potential number of people to move to and from the place • the CFA and other emergency services to attend the place for asset and personnel protection activities? 	There are no restrictions to Access & Egress The area is accessible via wide access road with side access/egress points if required. Pedestrian and vehicle safe access/egress. The CFA and other Emergency Services will be able to attend for asset and personal protection activities as required.	YES

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
	<p>Are access routes easily navigable, bearing in mind they could be affected by smoke? Consider the condition of the road surface, proximity to population centers and major roads, capacity of access routes to accommodate large numbers of vehicles, the availability of car parking at the place and any other relevant matters.</p>	<p>There are no restrictions to Access & Egress The area is accessible via wide access road with side access/egress points if required. Pedestrian and vehicle safe access/egress.</p>	<p>YES</p>
<p>Maintenance of NSP in accordance with CFA assessment</p>	<p>Can Council maintain the potential NSP in accordance with the criteria taken into account by the CFA in arriving at its fire rating assessment? <i>If the CFA have not provided sufficient information in relation to the criteria it has taken into account in arriving at its fire rating assessment, it may be necessary for Council to seek further information from the CFA.</i></p>	<p>Serpentine Recreation Reserve Committee of management has agreed to Maintain the NSP area as per the CFA December 2010 Grasslands Guidelines.</p>	<p>YES</p>
<p>Opening of the NSP</p>	<p>Will it be possible and practicable to make the potential NSP available for use on a 24 hour basis during the declared fire danger period? This is a particular issue where the potential NSP is a building. Consider the potential for damage to the NSP which could result during times that it is open and available for use, but is not being used as an NSP.</p>	<p>24/7 Access available.</p>	<p>YES</p>
	<p>What costs could be incurred by Council in making the potential NSP available on a 24 hour basis during the declared fire danger period? Are these costs reasonable, and capable of being borne by Council?</p>	<p>Nil</p>	<p>YES</p>
	<p>Could the potential NSP be used for an unintended purpose which could impact upon its use as an NSP (such as an emergency relief center)?</p>	<p>In an emergency all other activities will cease and the area will be available as a NSP.</p>	<p>YES</p>

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
Defendable space and fire suppression activities	Is the potential NSP surrounded by sufficient open space to enable the CFA to conduct asset protection and fire suppression operations? Is that open space reasonably free of obstacles (such as fences, buildings, steep gradients, vegetation and other land formations)? <i>Council should seek CFA advice concerning the defendability of the potential NSP and the Buffer Zone, including in relation to fire vehicle access requirements.</i>	The CFA and other Emergency Services will be able to attend for asset and personal protection activities as required	YES
	Will approval be required under legislation such as the <i>Environment Protection and Biodiversity Conservation Act 1999 (Cwlth)</i> , <i>Flora and Fauna Guarantee Act 1988 (Vic)</i> and the <i>Planning and Environment Act 1987 (Vic)</i> ? Can such approval be obtained before the NSP is established?	NA	YES
Defendability of Buildings	If the potential NSP is a building, has Council sought expert advice from the CFA to determine whether the NSP is likely to be subject to risk from ember attack? If it is subject to such a risk, can that risk be safely managed?	No Buildings are contained within the NSP area.	YES
Signage	Can appropriate signage be erected at the entry to the potential NSP, and in its vicinity?	Loddon Shire Council has agreed to erect & maintain all required signage to an acceptable standard at all times. Signage at two main entrances.	YES
	If signage needs to be placed on private land, can Council obtain the consent of the relevant landowner to the erection of the signage?	Serpentine Recreation Reserve Committee of Management has agreed that the Loddon Shire Council will erect & maintain all required signage to an acceptable standard at all times.	YES

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
Maintenance and maintainability	<p>Is the potential NSP capable of being maintained to ensure continuing compliance with the CFA Fire Rating Criteria and the Council NSPP Criteria?</p> <p>Where relevant, consider whether adjoining land owners and occupiers will provide Council with an assurance that both the potential NSP and the Buffer Zone can be maintained to a satisfactory level.</p>	<p>Serpentine Recreation Reserve Committee of management has agreed to maintain the NSP area as per the CFA December 2010 Grasslands Guidelines.</p>	<p>YES</p>
Disabled access	<p>Are there are means of access for disabled and mobility-impaired persons to the potential NSP, including vehicle access to drop off people with disabilities?</p>	<p>No restrictions to Disabled access/egress.</p>	<p>YES</p>
Alternative uses of potential NSP	<p>Can Council manage alternative uses which may be made of the potential NSP so as to ensure that those uses will not compromise the function of the place as a potential NSP?</p> <p><i>The CFA has advised that where a potential NSP which is used for an operational purpose at many times meets the CFA Fire Rating Criteria, then the CFA considers that those operational activities will be able to continue (to the extent practicable in the circumstances) while the place is being used as an NSP.</i></p>	<p>In an emergency situation all other activities (Football/cricket Trotting Fixture etc.) will cease and the area will be available as a NSP.</p>	<p>YES</p>
Community Communication	<p>Will it be possible to ensure that there will be good community awareness of the location of the potential NSP, and the risks associated with using the potential NSP?</p>	<p>The Loddon Shire Council and the CFA will conduct a Community Awareness campaign and regularly make reference to the NSP in the Local Newsletters distributed in the area.</p>	<p>YES</p>

Serpentine Recreation Reserve (Oval Only) – Shire Assessment



CRM #1000010889 – Serpentine Recreation Reserve (Janiember Park) - (portion oval area only), Corner Chapel Street and Park View Drive, Serpentine – as per CFA Reassessment July 2018



6.4 Bridgewater Memorial Hall (Grounds Only) - Shire Assessment



NEIGHBOURHOOD SAFER PLACES PLAN

CRITERIA – AUDITING/ASSESSMENT TOOL

LOCATION: Bridgewater Memorial Hall (Grounds Only)

DATE: 10 September 2018

**NEIGHBOURHOOD SAFER PLACES ASSESSEMENT CRITERIA
AUDITING & ASSESSMENT TOOL**

DETAILS

Day:	Monday	Date:	10 September 2018	Time:	2:30pm
Assessor name:	Belinda McKnight	Confirm continue designation as a NSP		Sign:	Belinda McKnight
Agency:	Loddon Shire Council				

LOCATION

Place name & specific location:	Bridgewater Memorial Hall - Grounds Only Erskine Street, Bridgewater	Map Reference:	
Distance from nearest town centre (km):	Within township		
Controlling (owner) authority:	Department of Environment, Land, Water and Planning		
Owner Details			
Contact Name/Position:	Property officer		
Organisation:	Department of Environment, Land, Water and Planning		
Postal Address:	Public Land Services, PO Box 3100, Bendigo Delivery Centre, Bendigo VIC	Post code:	3554
Phone:	W: 5430 4671	H:	
Email:			
Tenant Details			
Contact Name/Position:	President		
Organisation:	Bridgewater on Loddon Development Committee of Management		
Postal Address:		Post code:	
Phone:	W:	H:	
Email:			

Tenant 2 Details			
Contact: Name/Position	NA		
Organisation:			
Postal Address:		Post code:	
Phone:	W:	H:	
Email:			
NSP Inspection Details			
OFFICERS NAME: <i>Belinda McKnight</i>	SIGNATURE:-		
DATE OF INSPECTION: <i>10 September 2018</i>	RECOMMENDATION: <i>insert cross into square indicating result</i>	DESIGNATE	<input checked="" type="checkbox"/>
		NOT DESIGNATE	<input type="checkbox"/>
OFFICERS NAME:	SIGNATURE:-		
DATE OF INSPECTION:	RECOMMENDATION: <i>insert cross into square indicating result</i>	DESIGNATE	<input type="checkbox"/>
		NOT DESIGNATE	<input type="checkbox"/>

Factors to Consider in Assessing Potential NSPs


Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
Consents and rights of access	If the potential NSP is located on Council-owned land, can Council use the land as an NSP if required? Consider whether or not Council allows the land to be used for potentially inconsistent purposes, such as for farmers' markets, fetes, circuses etc.	Area is Owned by the Department of Environment, Water, Land Planning and maintained by the Bridgewater on Loddon Development Committee of Management	YES
	If the potential NSP is on private land, or public land under the control of a Crown Land Manager (other than Council), can Council enter into arrangements which allow it to use the land as a potential NSP on reasonably satisfactory terms? Also consider whether Council has the right to: <ul style="list-style-type: none"> • access the site and surrounding areas for maintenance • erect appropriate signage at the NSP. 	Bridgewater on Loddon Development Committee of Management have granted consent for area to be used and they have agreed to maintain the NSP area as per CFA Dec 2010 Grasslands Guidelines & the Shire has agreed to install & maintain all signage in an acceptable condition at all times.	YES
Access and egress	Do access routes to the potential NSP allow for: <ul style="list-style-type: none"> • the anticipated potential number of people to move to and from the place • the CFA and other emergency services to attend the place for asset and personnel protection activities? 	There are no restrictions to Access & Egress Pedestrian and vehicle safe access/egress. The CFA and other Emergency Services will be able to attend for asset and personal protection activities as required.	YES
	Are access routes easily navigable, bearing in mind they could be affected by smoke? Consider the condition of the road surface, proximity to population centers and major roads, capacity of access routes to accommodate large numbers of vehicles, the availability of car parking at the place and any other relevant matters.	There are no fences on 2 road frontages of property with footpaths on Erskine & Eldon St sides so safe pedestrian access/egres. Parking of vehicles	YES

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
		as required.in Erskine and Eldon Streets and also in area adjacent to Primary Scholl in front of railway station.	
Maintenance of NSP in accordance with CFA assessment	Can Council maintain the potential NSP in accordance with the criteria taken into account by the CFA in arriving at its fire rating assessment? <i>If the CFA have not provided sufficient information in relation to the criteria it has taken into account in arriving at its fire rating assessment, it may be necessary for Council to seek further information from the CFA.</i>	Bridgewater on Loddon Development Committee of Management has agreed to maintain area as per the CFA December 2010 Grasslands Guidelines.	YES
Opening of the NSP	Will it be possible and practicable to make the potential NSP available for use on a 24 hour basis during the declared fire danger period? This is a particular issue where the potential NSP is a building. Consider the potential for damage to the NSP which could result during times that it is open and available for use, but is not being used as an NSP.	24/7 Access available.	YES
	What costs could be incurred by Council in making the potential NSP available on a 24 hour basis during the declared fire danger period? Are these costs reasonable, and capable of being borne by Council?	Nil	YES
	Could the potential NSP be used for an unintended purpose which could impact upon its use as an NSP (such as an emergency relief center)?	In an emergency situation all other activities will cease and the area will be available as a NSP.	YES
Defendable space and fire suppression activities	Is the potential NSP surrounded by sufficient open space to enable the CFA to conduct asset protection and fire suppression operations? Is that open space reasonably free of obstacles (such as fences, buildings, steep gradients, vegetation and other land formations)? <i>Council should seek CFA advice concerning the defendability of the potential NSP and the Buffer Zone, including in relation to fire vehicle</i>	The CFA and other Emergency also will be able to attend for asset and personal protection activities as required.	YES

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
	<i>access requirements.</i>		
	Will approval be required under legislation such as the <i>Environment Protection and Biodiversity Conservation Act 1999</i> (Cwlth), <i>Flora and Fauna Guarantee Act 1988</i> (Vic) and the <i>Planning and Environment Act 1987</i> (Vic)? Can such approval be obtained before the NSP is established?	N/A	YES
Defendability of Buildings	If the potential NSP is a building, has Council has sought expert advice from the CFA to determine whether the NSP is likely to be subject to risk from ember attack? If it is subject to such a risk, can that risk be safely managed?	No buildings included within the NSP area.	YES
Signage	Can appropriate signage be erected at the entry to the potential NSP, and in its vicinity?	Loddon Shire Council has agreed to erect & maintain all required signage to an acceptable standard at all times.	YES
	If signage needs to be placed on private land, can Council obtained the consent of the relevant landowner to the erection of the signage?	Bridgewater on Loddon Development Committee of Management has agreed that the Loddon Shire Council will erect all required signage & maintain to an acceptable standard at all times.	YES
Maintenance and maintainability	Is the potential NSP capable of being maintained to ensure continuing compliance with the CFA Fire Rating Criteria and the Council NSPP Criteria? Where relevant, consider whether adjoining land owners and occupiers will provide Council with an assurance that both the potential NSP and the Buffer Zone can be maintained to a satisfactory level.	Bridgewater on Loddon Development Committee of Management has agreed to Maintain the NSP area as per the CFA December 2010 Grasslands Guidelines.	YES

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
Disabled access	Are there are means of access for disabled and mobility-impaired persons to the potential NSP, including vehicle access to drop off people with disabilities?	No restrictions to Disabled access/egress.	YES
Alternative uses of potential NSP	Can Council manage alternative uses which may be made of the potential NSP so as to ensure that those uses will not compromise the function of the place as a potential NSP? <i>The CFA has advised that where a potential NSP which is used for an operational purpose at many times meets the CFA Fire Rating Criteria, then the CFA considers that those operational activities will be able to continue (to the extent practicable in the circumstances) while the place is being used as an NSP.</i>	In an emergency situation all other activities will cease and the area will be available as a NSP.	YES
Community Communication	Will it be possible to ensure that there will be good community awareness of the location of the potential NSP, and the risks associated with using the potential NSP?	The Loddon Shire Council and the CFA will conduct a Community Awareness campaign and regularly make reference to the NSP in the Local Newsletters & Loddon Times distributed in the area.	YES

Bridgewater Memorial Hall (Grounds Only) – Shire Assessment

 CRM #1000014876 - Bridgewater Memorial Hall (Grounds Only) Corner Erskine Street and Eldon Street Bridgewater, as per CFA Reassessment Sept 2018



6.5 Sloan Park Playground, Inglewood – Shire Assessment



NEIGHBOURHOOD SAFER PLACES PLAN

CRITERIA – AUDITING/ASSESSMENT TOOL

LOCATION: J.Sloan Park Playground - Inglewood

DATE: 10 September 2018

**NEIGHBOURHOOD SAFER PLACES ASSESSEMENT CRITERIA
AUDITING & ASSESSMENT TOOL**

DETAILS

Day:	Tuesday	Date:	10 September 2018	Time:	2:00pm
Assessor name:	Belinda McKnight	Confirm continue designation as a NSP		Sign:	Belinda McKnight
Agency:	Loddon Shire Council				

LOCATION

Place name & specific location:	J. Sloan Park Playground – Between swimming pool and tennis courts.		Map Reference:	
Distance from nearest town centre (km):	Within township			
Controlling (owner) authority:	Loddon Council			
Owner Details				
Contact: Name/Position				
Organisation:	Loddon Shire Council			
Postal Address:	PO Box 21 Wedderburn			Post code: 3518
Phone:	W: 5491 1200	H:		
Email:				
Tenant Details				
Contact: Name/Position	NA			
Organisation:				
Postal Address:			Post code:	
Phone:	W:	H:		
Email:				

Tenant 2 Details			
Contact: Name/Position	NA		
Organisation:			
Postal Address:		Post code:	
Phone:	W:	H:	
Email:			
NSP Inspection Details			
OFFICERS NAME: <i>Belinda McKnight</i>	SIGNATURE:-		
DATE OF INSPECTION: <i>10 September 2018</i>	RECOMMENDATION: <i>insert cross into square indicating result</i>	DESIGNATE	<input checked="" type="checkbox"/>
		NOT DESIGNATE	<input type="checkbox"/>
OFFICERS NAME:	SIGNATURE:-		
DATE OF INSPECTION:	RECOMMENDATION: <i>insert cross into square indicating result</i>	DESIGNATE	<input type="checkbox"/>
		NOT DESIGNATE	<input type="checkbox"/>

Factors to Consider in Assessing Potential NSPs

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
Consents and rights of access	If the potential NSP is located on Council-owned land, can Council use the land as an NSP if required? Consider whether or not Council allows the land to be used for potentially inconsistent purposes, such as for farmers' markets, fetes, circuses etc.	Area is Owned by the Loddon Shire Council	YES
	If the potential NSP is on private land, or public land under the control of a Crown Land Manager (other than Council), can Council enter into arrangements which allow it to use the land as a potential NSP on reasonably satisfactory terms? Also consider whether Council has the right to: <ul style="list-style-type: none"> • access the site and surrounding areas for maintenance • erect appropriate signage at the NSP. 	NA	YES
Access and egress	Do access routes to the potential NSP allow for: <ul style="list-style-type: none"> • the anticipated potential number of people to move to and from the place • the CFA and other emergency services to attend the place for asset and personnel protection activities? 	There are no restrictions to Access & Egress The area is accessible via 2 open gates off a wide access road. Pedestrian and vehicle safe access/egress. The CFA and other Emergency Services will be able to attend for asset and personal protection activities as required.	YES
	Are access routes easily navigable, bearing in mind they could be affected by smoke? Consider the condition of the road surface, proximity to population centers and major roads, capacity of access routes to accommodate large numbers of vehicles, the availability of car parking at the place and any other relevant matters.	There is a wide open road with 2 x open gates off the road as access/egress route for pedestrian and vehicle safe access/egress. Large open area available for parking of vehicles as required.	YES

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
Maintenance of NSP in accordance with CFA assessment	<p>Can Council maintain the potential NSP in accordance with the criteria taken into account by the CFA in arriving at its fire rating assessment?</p> <p><i>If the CFA have not provided sufficient information in relation to the criteria it has taken into account in arriving at its fire rating assessment, it may be necessary for Council to seek further information from the CFA.</i></p>	<p>Council has agreed to maintain area as per the CFA December 2010 Grasslands Guidelines.</p>	<p>YES</p>
Opening of the NSP	<p>Will it be possible and practicable to make the potential NSP available for use on a 24 hour basis during the declared fire danger period? This is a particular issue where the potential NSP is a building.</p> <p>Consider the potential for damage to the NSP which could result during times that it is open and available for use, but is not being used as an NSP.</p>	<p>24/7 Access available.</p>	<p>YES</p>
	<p>What costs could be incurred by Council in making the potential NSP available on a 24 hour basis during the declared fire danger period? Are these costs reasonable, and capable of being borne by Council?</p>	<p>Nil</p>	<p>YES</p>
	<p>Could the potential NSP be used for an unintended purpose which could impact upon its use as an NSP (such as an emergency relief center)?</p>	<p>In an emergency situation all other activities will cease and the area will be available as a NSP.</p>	<p>YES</p>
Defendable space and fire suppression activities	<p>Is the potential NSP surrounded by sufficient open space to enable the CFA to conduct asset protection and fire suppression operations? Is that open space reasonably free of obstacles (such as fences, buildings, steep gradients, vegetation and other land formations)?</p> <p><i>Council should seek CFA advice concerning the defendability of the potential NSP and the Buffer Zone, including in relation to fire vehicle access requirements.</i></p>	<p>The CFA and other Emergency also will be able to attend for asset and personal protection activities as required.</p>	<p>YES</p>

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
	Will approval be required under legislation such as the <i>Environment Protection and Biodiversity Conservation Act 1999</i> (Cwlth), <i>Flora and Fauna Guarantee Act 1988</i> (Vic) and the <i>Planning and Environment Act 1987</i> (Vic)? Can such approval be obtained before the NSP is established?	N/A	YES
Defendability of Buildings	If the potential NSP is a building, has Council sought expert advice from the CFA to determine whether the NSP is likely to be subject to risk from ember attack? If it is subject to such a risk, can that risk be safely managed?	No buildings included within the NSP area.	YES
Signage	Can appropriate signage be erected at the entry to the potential NSP, and in its vicinity?	Loddon Shire Council has agreed to erect & maintain all required signage to an acceptable standard at all times.	YES
	If signage needs to be placed on private land, can Council obtain the consent of the relevant landowner to the erection of the signage?	NA.	YES
Maintenance and maintainability	Is the potential NSP capable of being maintained to ensure continuing compliance with the CFA Fire Rating Criteria and the Council NSPP Criteria? Where relevant, consider whether adjoining land owners and occupiers will provide Council with an assurance that both the potential NSP and the Buffer Zone can be maintained to a satisfactory level.	Council has agreed to Maintain the NSP area as per the CFA December 2010 Grasslands Guidelines.	YES
Disabled access	Are there are means of access for disabled and mobility-impaired persons to the potential NSP, including vehicle access to drop off people with disabilities?	No restrictions to Disabled access/egress.	YES
Alternative uses of potential NSP	Can Council manage alternative uses which may be made of the potential NSP so as to ensure that those uses will not compromise the function of the place as a potential NSP?	In an emergency situation all other activities will cease and the area will be available as a NSP.	YES

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
	<p><i>The CFA has advised that where a potential NSP which is used for an operational purpose at many times meets the CFA Fire Rating Criteria, then the CFA considers that those operational activities will be able to continue (to the extent practicable in the circumstances) while the place is being used as an NSP.</i></p>		
<p>Community Communication</p>	<p>Will it be possible to ensure that there will be good community awareness of the location of the potential NSP, and the risks associated with using the potential NSP?</p>	<p>The Loddon Shire Council and the CFA will conduct a Community Awareness campaign and regularly make reference to the NSP in the Local Newsletters and Loddon Times distributed in the area.</p>	<p>YES</p>

J Sloan Playground Inglewood between pool and tennis courts – Shire Assessment



CRM #1000014867 - Inglewood J. Sloan Playground, Inglewood – As per CFA Reassessment Sept 2018



6.6 Donaldson Park (Oval Area Only) - Wedderburn – Shire Assessment



NEIGHBOURHOOD SAFER PLACES PLAN

CRITERIA – AUDITING/ASSESSMENT TOOL

LOCATION: Donaldson Park (Oval Area Only) - Wedderburn

DATE: 10 September 2018

**NEIGHBOURHOOD SAFER PLACES ASSESSEMENT CRITERIA
AUDITING & ASSESSMENT TOOL**

DETAILS

Day:	Monday	Date:	10 September 2018	Time:	11:45am
Assessor name:	Belinda McKnight	Confirm continue designation as a NSP		Sign:	Belinda McKnight
Agency:	Loddon Shire Council				

LOCATION

Place name & specific location:	Donaldson Park (Oval Area Only) Wedderburn	Map Reference:	
Distance from nearest town centre (km):	Within township		
Controlling (owner) authority:	Loddon Shire Council		
Owner Details			
Contact: Name/Position			
Organisation:	Loddon Shire Council		
Postal Address:	PO Box 21, Wedderburn	Post code:	3518
Phone:	W: 5494 1200	H:	
Email:			
Tenant Details			
Contact: Name/Position	President		
Organisation:	Donaldson Park Committee of Management		
Postal Address:		Post code:	
Phone:	W:	H:	
Email:			

Tenant 2 Details			
Contact: Name/Position	NA		
Organisation:			
Postal Address:		Post code:	
Phone:	W:	H:	
Email:			
NSP INSPECTION DETAILS			
OFFICERS NAME: <i>Belinda McKnight</i>	SIGNATURE:-		
DATE OF INSPECTION: <i>10 September 2018</i>	RECOMMENDATION: <i>insert cross into square indicating result</i>	DESIGNATE	<input checked="" type="checkbox"/>
		NOT DESIGNATE	<input type="checkbox"/>
OFFICERS NAME:	SIGNATURE:-		
DATE OF INSPECTION:	RECOMMENDATION: <i>insert cross into square indicating result</i>	DESIGNATE	<input type="checkbox"/>
		NOT DESIGNATE	<input type="checkbox"/>

Factors to Consider in Assessing Potential NSPs

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
Consents and rights of access	If the potential NSP is located on Council-owned land, can Council use the land as an NSP if required? Consider whether or not Council allows the land to be used for potentially inconsistent purposes, such as for farmers' markets, fetes, circuses etc.	Area is owned Loddon Shire Council and maintained by the Donaldson Park Reserve Committee of Management.	YES
	If the potential NSP is on private land, or public land under the control of a Crown Land Manager (other than Council), can Council enter into arrangements which allow it to use the land as a potential NSP on reasonably satisfactory terms? Also consider whether Council has the right to: <ul style="list-style-type: none"> • access the site and surrounding areas for maintenance • erect appropriate signage at the NSP. 	Donaldson Park Reserve Committee of Management has granted consent for area to be used and they have agreed to maintain the NSP area as per CFA Dec 2010 Grasslands Guidelines & the Shire has agreed to install & maintain all signage in an acceptable condition at all times.	YES
Access and egress	Do access routes to the potential NSP allow for: <ul style="list-style-type: none"> • the anticipated potential number of people to move to and from the place • the CFA and other emergency services to attend the place for asset and personnel protection activities? 	There are no restrictions to Access & Egress The area is accessible via 6 open gates off a 3 adjacent roads. Pedestrian and vehicle safe access/egress. The CFA and other Emergency Services will be able to attend for asset and personal protection activities as required.	YES
	Are access routes easily navigable, bearing in mind they could be affected by smoke? Consider the condition of the road surface, proximity to population centers and major roads, capacity of access routes to accommodate large numbers of vehicles, the availability of car parking at the place and any other relevant matters.	There are 6 x open gates off the roads as access egress route for vehicles Hospital Rd Chapel Rd & Godfrey St) and safe pedestrian access/egress from these streets	YES

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
		as well as Peters St across the creek. Large area available for parking of vehicles as required.	
Maintenance of NSP in accordance with CFA assessment	<p>Can Council maintain the potential NSP in accordance with the criteria taken into account by the CFA in arriving at its fire rating assessment?</p> <p><i>If the CFA have not provided sufficient information in relation to the criteria it has taken into account in arriving at its fire rating assessment, it may be necessary for Council to seek further information from the CFA.</i></p>	Donaldson Park Committee of Management has agreed to maintain area as per the CFA December 2010 Grasslands Guidelines.	YES
Opening of the NSP	<p>Will it be possible and practicable to make the potential NSP available for use on a 24 hour basis during the declared fire danger period? This is a particular issue where the potential NSP is a building.</p> <p>Consider the potential for damage to the NSP which could result during times that it is open and available for use, but is not being used as an NSP.</p>	24/7 Access available.	YES
	<p>What costs could be incurred by Council in making the potential NSP available on a 24 hour basis during the declared fire danger period? Are these costs reasonable, and capable of being borne by Council?</p>	Nil	YES
	<p>Could the potential NSP be used for an unintended purpose which could impact upon its use as an NSP (such as an emergency relief center)?</p>	In an emergency all other activities will cease and the area will be available as a NSP.	YES
Defendable space and fire suppression activities	<p>Is the potential NSP surrounded by sufficient open space to enable the CFA to conduct asset protection and fire suppression operations? Is that open space reasonably free of obstacles (such as fences, buildings, steep gradients, vegetation and other land formations)?</p> <p><i>Council should seek CFA advice concerning the defendability of the potential NSP and the Buffer Zone, including in relation to fire vehicle access requirements.</i></p>	The CFA and other Emergency also will be able to attend for asset and personal protection activities as required.	YES

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
	Will approval be required under legislation such as the <i>Environment Protection and Biodiversity Conservation Act 1999 (Cwlth)</i> , <i>Flora and Fauna Guarantee Act 1988 (Vic)</i> and the <i>Planning and Environment Act 1987 (Vic)</i> ? Can such approval be obtained before the NSP is established?	N/A	YES
Defendability of Buildings	If the potential NSP is a building, has Council sought expert advice from the CFA to determine whether the NSP is likely to be subject to risk from ember attack? If it is subject to such a risk, can that risk be safely managed?	No buildings included within the NSP area.	YES
Signage	Can appropriate signage be erected at the entry to the potential NSP, and in its vicinity?	Loddon Shire Council has agreed to erect & maintain all required signage to an acceptable standard at all times.	YES
	If signage needs to be placed on private land, can Council obtain the consent of the relevant landowner to the erection of the signage?	Donaldson Park Committee of Management has agreed that the Loddon Shire Council will erect all required signage & maintain to an acceptable standard at all times.	YES
Maintenance and maintainability	Is the potential NSP capable of being maintained to ensure continuing compliance with the CFA Fire Rating Criteria and the Council NSPP Criteria? Where relevant, consider whether adjoining land owners and occupiers will provide Council with an assurance that both the potential NSP and the Buffer Zone can be maintained to a satisfactory level.	Donaldson Park Committee of Management has agreed to maintain the NSP area as per the CFA December 2010 Grasslands Guidelines.	YES
Disabled access	Are there any means of access for disabled and mobility-impaired persons to the potential NSP, including vehicle access to drop off people with disabilities?	No restrictions to Disabled access/egress.	YES

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
<p>Alternative uses of potential NSP</p>	<p>Can Council manage alternative uses which may be made of the potential NSP so as to ensure that those uses will not compromise the function of the place as a potential NSP?</p> <p><i>The CFA has advised that where a potential NSP which is used for an operational purpose at many times meets the CFA Fire Rating Criteria, then the CFA considers that those operational activities will be able to continue (to the extent practicable in the circumstances) while the place is being used as an NSP.</i></p>	<p>In an emergency situation all other activities (Football, Trotting Meetings or hockey etc.) will cease and the area will be available as a NSP.</p>	<p>YES</p>
<p>Community Communication</p>	<p>Will it be possible to ensure that there will be good community awareness of the location of the potential NSP, and the risks associated with using the potential NSP?</p>	<p>The Loddon Shire Council and the CFA will conduct a Community Awareness campaign and regularly make reference to the NSP in the Local Newsletters and Loddon Times distributed in the area.</p>	<p>YES</p>

Donaldson Park Wedderburn – Shire Assessment



CRM #100009350 - Donaldson Park (Oval only), Chapel Street, Wedderburn – As per CFA Reassessment Sept 2018



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9.7 ADVOCACY FOR WASTE AND RESOURCE RECOVERY ISSUES

File Number: 15/05/005
Author: Lynne Habner, Manager Executive and Commercial Services
Authoriser: Wendy Gladman, Acting Chief Executive Officer
Attachments: Nil

RECOMMENDATION

That Council:

1. Needs to be resourced to deliver effective waste and resource recovery.
2. Endorses the need for Victorian local governments to have a combined voice to collectively represent all ratepayers and residents to advocate the State and Federal government to recognise the “essential service” of waste recovery from the homes of over 8 million people.
3. Supports the Waste Forum Chairs and the MAV to advocate for the waste and resource recovery issues on behalf of the local government of Victoria.

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

The following letter was received by Cr Curnow, who is Council’s nominated representative on the Loddon Mallee Waste Resource Recovery Group:

“Dear CEO, Mayor and Councillors.

RE: Collective Local Government Waste forum Chairs Motion.

The combined local government chairs have been meeting over the previous year and working with the support of the MAV Board and President.

At the last meeting the attached motion was formulated and endorsed by the chairs.

We seek your councils support and request that the attached motion be endorsed and ratified at your next council meeting.

If you have any queries regarding this matter please feel free to call directly on 0425718937.

Warm Regards Cr Dot Haynes

Spokesperson Elect on behalf of the Local Government Waste Forum Chairs.”

ISSUES/DISCUSSION

Cr Curnow requested that this item be included in the October Council Meeting agenda.

The Motion Rationale provided with the request from the Local Government Waste Forum Chairs is:

- Waste management services are an essential service for the state of Victoria.
- Rate capping imposes restrictions on councils.

- Local government owns and operates and manages significant waste management services and infrastructure.
- Significant investment is required to implement regulations including the identified projects and programs already recognised in the regional waste management plans.

COST/BENEFITS

No costs have been identified for Council as a result of the recommendation. Benefits of potentially greater support for councils would be expected to result from a joint advocacy effort.

RISK ANALYSIS

No risks have been identified as a result of the recommendation.

CONSULTATION AND ENGAGEMENT

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

9.8 FINANCE REPORT FOR THE PERIOD ENDING 30 SEPTEMBER 2018

File Number: 08/06/001

Author: Deanne Caserta, A/Director Corporate Services

Authoriser: Wendy Gladman, Acting Chief Executive Officer

Attachments: 1. Finance Report for the Period Ending 30 September 2018

RECOMMENDATION

That Council

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

CONFLICT OF INTEREST

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

PREVIOUS COUNCIL DISCUSSION

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

BACKGROUND

The Finance Report for the period ended 30 September 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 reporting on 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 decreased from \$2.20M to \$2.17M.

Income Statement (revenue) - Council's year to date (YTD) operating revenue is at 72% of YTD budget. Revenue brought to account for September was \$355K. Capital grants are behind YTD budget with interest currently ahead of YTD budget.

Income Statement (expenditure) - Council's operating expenditure is at 102% of YTD budget. Payments for this month totalled just over \$5.31M, compared to \$4.75M last month. Labour is slightly behind budget at 97% (105% last month) and is expected to remain below budget and the 4% mandated cap for the remainder of the year.

Capital Works - The revised budget for capital works is \$20.15M and is 6% complete in financial terms for the current financial year (3% last month). Asset types with major variations (10% or \$10K) include furniture and equipment; land and buildings; plant and equipment; roadworks; parks, open space and streetscapes and footpaths with many projects underway or still to commence.

Balance Sheet - Council has a cash total of \$16.9M with \$2.0M in general accounts. Debtors are \$11.0M which is a decrease of \$725K in the month primarily due to the receipt of outstanding rates. Sundry debtors total \$602K with invoices outstanding for 60 or more days relating to community wellbeing debtors and local community groups totalling approximately \$90K.

There were no supplementary valuations updated during September. The total rateable CIV at the end of September remains at \$2.16B.

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 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.

LODDON SHIRE COUNCIL

FINANCE REPORT FOR PERIOD ENDING 30 SEPTEMBER 2018



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INTRODUCTION

During September Council approved the full annual report document which includes the financial and performance statements. The documents have been made available to the public via Council's website with hard copies also available at Council offices.

Work has commenced on the 2017/18 Victoria Grants Commission return during September, with the final report due during the first week of November.

1 CASH SURPLUS POSITION

1.1 Budget revisions

The overall budget cash surplus, which has been included in the attached financial reports, has decreased from \$2,204,902 to \$2,171,902.

These revisions are summarised below:

Item	August Finance Report	September Finance Report	Change \$
Operating revenue	\$27,285,534	\$46,277,276	\$18,991,742
Operating expenditure	(\$32,338,768)	(\$51,233,744)	(\$18,894,976)
Transfers from reserves	\$16,684,481	\$16,760,961	\$76,480
Transfers to reserves	(\$2,353,146)	(\$3,063,146)	(\$710,000)
Other funding decisions	\$814,324	\$814,324	\$0
Capital expenditure	(\$20,649,643)	(\$20,145,889)	\$503,754
Other non cash adjustments	\$9,200,989	\$9,200,989	\$0
Accumulated surplus carried forward	\$3,561,131	\$3,561,131	\$0
Closing surplus (deficit) as reported in Appendix 2	\$2,204,902	\$2,171,902	(\$33,000)

Major changes are highlighted below:

1.2 Operating revenue

Operating revenue has increased by \$18.99M.

The main variation to budget (\$18.7M) relates to the income expected to be received for flood works. When developing the 2018/19 Budget, staff were not clear as to which projects would still remain incomplete as at 30 June and which projects would continue into 2018/19, therefore only the expected labour was budgeted. The additional income and expenses are now included.

1.3 Operating expenditure

Operating expenditure has increased by \$18.9M. The main variation to budget is for flood restoration works that are expected to be completed prior to the 30 June 2019 deadline.

1.4 Transfers from reserves

Transfers from reserves have increased by \$76K.

The main variation to budget relates to carry over projects within the Economic Development Reserve that were unspent at 30 June 2018, with budgets now allocated for the 2018/19 financial year.

1.5 Transfer to reserves

Transfers to reserves have increased by \$0.71M.

The variation to budget includes both the Pyramid Hill Streetscape of \$610K and Captain Melville Trail of \$100K, as these projects are not expected to commence prior to 30 June 2019.

1.6 Capital expenditure

Capital expenditure has decreased by \$504K.

This main variations includes:

- Pyramid Hill Streetscape (\$610K) and Captain Melville Trail (\$100K) which have been placed back into reserve with delivery expected in future years
- an increase of \$260K to the Bridgewater-Raywood Road construction project, this is offset by grant income.

2 STANDARD INCOME STATEMENT

In the analysis of the statements only those areas which have a variance greater than 10% and \$10,000 are reported. Variances have been explained in further detail below.

2.1 Operating revenue

Total revenue brought to account for the month of September was \$355K.

Revenue YTD is at 72% compared to YTD budget or \$5.1M behind.

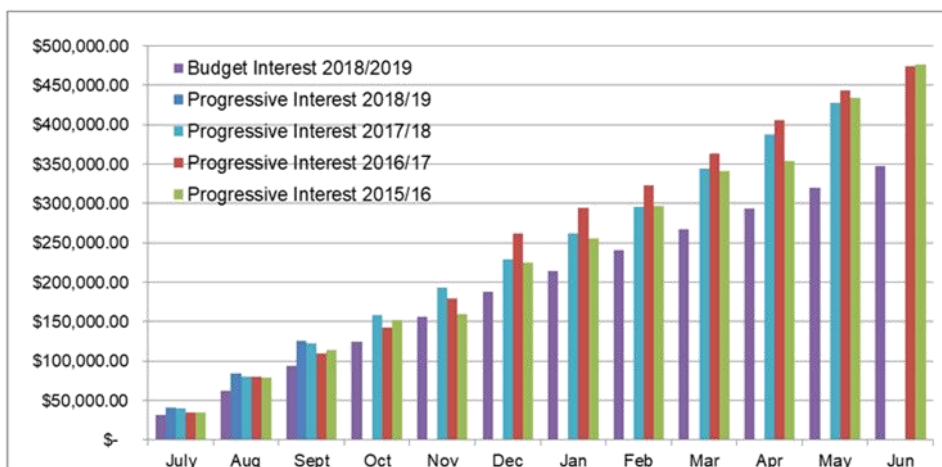
2.1.1 Capital grants

Capital grants are currently \$5.1M behind budget. The main variation relates to flood recovery work reimbursements of \$4.76M. Full claim data has been sent but must be approved by VicRoads and Treasury before payment is made. Roads to Recovery of \$291K is also behind YTD budget with a claim yet to be submitted.

2.1.2 Interest income

The total investment interest received and accrued to date is \$125K, and rates interest amounting to \$8K. Year to date represents 36% of the year revised budget amount of \$375K (\$347K for investments only). Noting that \$27K of the interest received during September was not processed into the ledgers before close of month reporting. This has caused a variation to the report at Appendix 1. This will be corrected in the October reporting cycle.

Progressive interest from investments for the years 2015/16 to 2018/19 are:



The appendices of this report include a table that shows all investments for the 2018/19 financial year to date.

All investments are term deposits and are currently with National Australia Bank, Bendigo Bank, Bank of Melbourne and Members Equity Bank.

Due to the short term nature of the term deposits, those deposits which have not reached maturity are included as cash in the Balance Sheet. Interest realised, and interest accrued on non-matured deposits, are shown separately in Appendix 4.

2.2 Operating expenditure

Total operating expenditure for September was \$5.27M.

Expenditure YTD is at 102% compared to YTD budget or \$281K ahead.

2.2.1 Materials and services

Materials and services are behind YTD budget by \$303K or 12%.

The main variations behind budget are:

- weed and pest program (\$60K), with works progressing and invoices yet to be submitted
- plant operating costs (\$84K), with lower running and maintenance cost experienced in the first quarter of the year.

The main variation ahead of budget is:

- pool maintenance of \$24K, with maintenance progressing ahead of time in preparation for scheduled pool openings during November.

2.2.2 Utilities

Utilities are behind YTD budget of \$13K or 11%.

The main variation to budget is power and water expended to date at the pools. Large quarterly invoices expected to come through next month to offset.

2.2.3 Contract payments

Contract payments ahead of YTD budget of \$692K or 14%.
 The main variation to budget is flood restoration works which are progressing ahead of time and must be complete prior to the 30 June 2019 deadline.

2.2.4 Payments

During the month the following payments were made:

Creditor payments - cheque	\$23,580.48
Creditor payments - electronic funds transfer	\$4,679,703.68
Payroll (2 pays)	<u>\$607,315.05</u>
TOTAL	<u>\$5,310,599.21</u>

2.3 Operating surplus

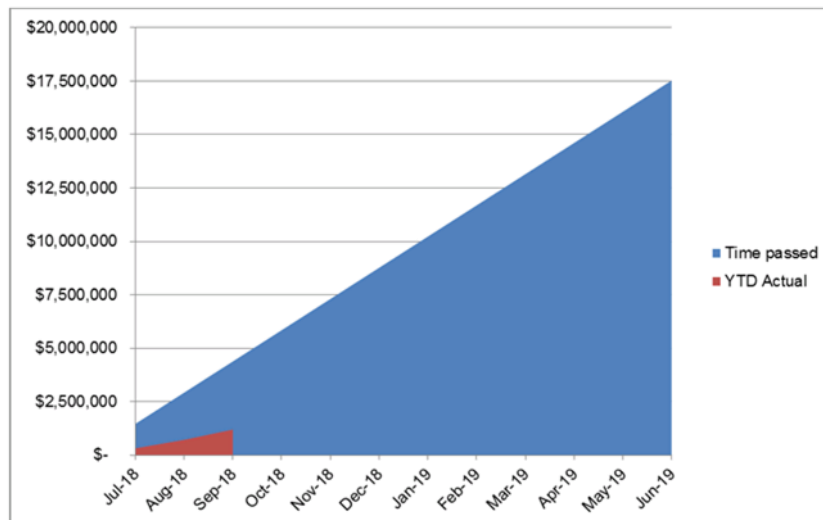
The operating surplus to date is \$442K.

2.4 Capital expenditure

Total capital works expenditure for September was \$483K.

The total revised budget for the 2018/19 capital works program is \$20.15M.

The total capital works expenditure is 6% complete in financial terms.



Within the asset types the major variations to YTD budget are:

2.4.1 Proceeds from sale of assets

Sale of assets is ahead of YTD budget by \$20K or 15%. The main variation to budget is the sale of plant which is ahead of expected timing.

2.4.2 Furniture and office equipment

Furniture and office equipment is behind YTD budget by \$101K or 45%.

The main variation to budget is the IT Strategy implementation of \$72K; this project has commenced and will be on going through the full financial year. Server replacement of \$28K is behind due to timing of the budget, the project is still to be completed.

2.4.3 Land and buildings

Land and buildings are ahead of YTD budget of \$32K or 74%.

Main variations to budget are:

- Wedderburn Mechanics Institute Hall project of \$9K for termite control which has been completed ahead of budget
- flood mitigation works at Pyramid Hill have commenced earlier than expected
- upgrade of public toilets with the project now complete.

2.4.4 Plant and equipment

Plant and equipment is ahead of YTD budget of \$126K or 74%. The main variation to budget was the purchase of small plant items earlier than expected.

2.4.5 Roadworks

Roadworks are behind YTD budget of \$72K or 24%. The main variation to budget is the Billings Road project where the works have commenced, although the progression is slower than expected.

2.4.6 Parks, open space and streetscapes

Parks, open space and streetscapes are behind YTD budget by \$407K or 65%.

The main variations to budget are:

- Wedderburn streetscape of \$200K; the project is complete and are waiting for final invoices to be submitted
- Inglewood pool upgrade of \$196K, with the project currently underway but progressing slower than originally expected.

2.4.7 Footpaths

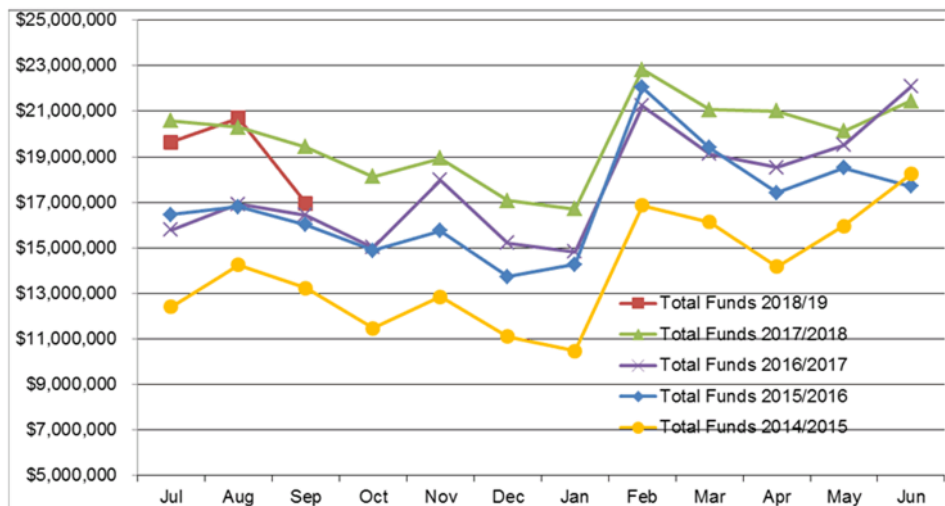
Footpaths are behind YTD budget of \$61K or 35%. The main variation to budget is for the Janevale Bridge footpath, with works still in progress and invoices yet to be submitted for payment.

3 STANDARD BALANCE SHEET

3.1 Cash

At the end of the month, Council's overall cash total was \$16.9M which includes a balance of \$2.0M in general accounts.

Month end balances for Council's cash, from July 2015 until the current month, are reflected in the graph that follows:



3.2 Receivables

3.2.1 Debtors

Monthly balances of the various categories of debtors for the financial year are:

Category of debtor	Sept 2017	June 2018	July 2018	August 2018	Sept 2018
Rates	\$ 9,101,361	\$ 258,208	\$ 10,534,777	\$ 10,021,540	\$ 9,340,562
Fire Services Property Levy	\$ 1,076,367	\$ 49,038	\$ 1,153,547	\$ 1,074,081	\$ 990,750
Total Rates & Fire Services Property Levy	\$ 10,177,728	\$ 307,246	\$ 11,688,324	\$ 11,095,621	\$ 10,331,311
Sundry debtors	\$ 403,094	\$ 568,813	\$ 408,175	\$ 559,341	\$ 602,633
Community loans/advances	\$ 5,800	\$ 5,572	\$ 3,600	\$ 3,600	\$ 3,600
Long term loans/advances	\$ 160,000	\$ 78,570	\$ 80,000	\$ 80,000	\$ 80,000
Employee superannuation	\$ (2,461)	\$ -	\$ 7,625	\$ 1,906	\$ (1,906)
Magistrates court fines	\$ 101,034	\$ 100,319	\$ 100,319	\$ 100,319	\$ 100,319
LESS provision for doubtful debts	\$ (90,587)	\$ (112,950)	\$ (112,950)	\$ (112,950)	\$ (112,950)
Total	\$ 10,754,608	\$ 947,569	\$ 12,175,092	\$ 11,727,837	\$ 11,003,007

3.2.2 Rates debtors

Outstanding rates and the Fire Services Property Levy at the end of selected months were:

	Sept 2017 (15/10/2017)	June 2018 (4/07/2018)	July 2018 (3/08/2018)	Aug 2018 (6/09/2018)	Sept 2018 (4/10/2018)
2006/07	\$ 246	\$ 265	\$ 266	\$ 266	\$ 272
2007/08	\$ 387	\$ 417	\$ 418	\$ 418	\$ 428
2008/09	\$ 404	\$ 435	\$ 437	\$ 437	\$ 447
2009/10	\$ 1,643	\$ 1,699	\$ 1,700	\$ 1,698	\$ 1,729
2010/11	\$ 3,273	\$ 3,119	\$ 3,123	\$ 3,117	\$ 3,171
2011/12	\$ 6,928	\$ 5,335	\$ 5,345	\$ 5,338	\$ 5,443
2012/13	\$ 8,467	\$ 6,242	\$ 6,152	\$ 6,055	\$ 6,081
2013/14	\$ 11,172	\$ 6,997	\$ 6,747	\$ 6,445	\$ 6,530
2013/14 Fire Services Property Levy	\$ 2,361	\$ 1,763	\$ 1,709	\$ 1,703	\$ 1,720
2014/15	\$ 23,926	\$ 17,986	\$ 18,098	\$ 15,675	\$ 16,943
2014/15 Fire Services Property Levy	\$ 4,232	\$ 3,125	\$ 3,026	\$ 4,483	\$ 2,890
2015/16	\$ 43,067	\$ 30,147	\$ 29,815	\$ 28,554	\$ 27,981
2015/16 Fire Services Property Levy	\$ 6,893	\$ 4,839	\$ 4,738	\$ 4,578	\$ 4,353
2016/17	\$ 118,556	\$ 66,601	\$ 64,177	\$ 59,856	\$ 57,974
2016/17 Fire Services Property Levy	\$ 22,345	\$ 9,620	\$ 9,198	\$ 8,656	\$ 8,244
2017/18	\$ -	\$ 118,965	\$ 178,243	\$ 157,620	\$ 147,270
2017/18 Fire Services Property Levy	\$ -	\$ 29,691	\$ 24,319	\$ 21,841	\$ 20,611
2018/19	\$ -	\$ -	\$ -	\$ -	\$ -
2018/19 Fire Services Levy	\$ -	\$ -	\$ -	\$ -	\$ -
Sub-total: arrears	\$ 253,900	\$ 307,246	\$ 357,510	\$ 326,739	\$ 312,088
Current year (outstanding but not due)	\$ 8,883,294	\$ -	\$ 10,220,257	\$ 9,736,061	\$ 9,066,292
Fire Services Property Levy	\$ 1,040,535	\$ -	\$ 1,110,557	\$ 1,032,820	\$ 952,932
Total outstanding	\$ 10,177,729	\$ 307,246	\$ 11,688,324	\$ 11,095,621	\$ 10,331,311
<i>Summary</i>					
Rates in arrears	\$ 272,001	\$ 258,208	\$ 314,520	\$ 285,478	\$ 274,270
FSPL in arrears	\$ 36,799	\$ 49,038	\$ 42,990	\$ 41,261	\$ 37,818
Total arrears	\$ 308,800	\$ 307,246	\$ 357,510	\$ 326,739	\$ 312,088

Rate notices were dispatched on 20 July 2018, with the first instalment due on 30 September 2018.

3.2.3 Sundry debtors

Outstanding sundry debtors at the end of the month consist of:

Current	\$48,020	25%
30 days	\$54,603	28%
60 days	\$30,432	16%
90 + days	\$59,567	31%
Sub total routine debtors	\$192,622	100%
Government departments	\$26,578	
GST	\$383,433	
Total	\$602,633	
60 + days consists of:		
Community Wellbeing debtors	\$64,590	
Local community groups	\$16,675	
Others	\$8,734	
Total	\$89,999	

Total outstanding for sundry debtors as at 30 September 2018 is \$0.6M.

The mainstream sundry debtors of \$193K have been broken into the amount of time they have been outstanding. At present \$90K or 47% of that total has been outstanding for more than 60 days. All debtors are contacted as a matter of routine.

3.2.4 Supplementary valuations

All rateable and non-rateable supplementary valuations are included in this report.

No supplementary valuations were received in September 2018.

The current balances at end of September 2018 remain at:

Valuation type	Opening balance	Supplementary changes	Closing balance
Site value	\$ 1,393,248,900	Nil	\$ 1,393,248,900
Capital Improved Value	\$2,157,716,100	Nil	\$ 2,157,716,100
NAV	\$ 111,243,025	Nil	\$ 111,243,025

The total rateable CIV at the end of September 2018 is \$2.16B.

3.2.5 Water rights

Council-owned water rights were valued at \$1,979,130 at 30 June 2018.

The rights are revalued to market at the end of each financial year.

There has been no purchases to date this financial year, and no future purchases are budgeted for the remainder of 2018/19.

APPENDIX 1: STANDARD INCOME STATEMENT

	2018/19 Original Budget	2018/19 Revised Budget	YTD Budget	YTD Actual	Variance of YTD Actual & YTD Budget	% YTD Actual to YTD Budget	% YTD Actual to Revised Budget
REVENUE FROM ORDINARY ACTIVITIES							
Rates	\$10,723,126	\$10,723,126	\$10,456,266	\$10,500,053	\$43,787	100%	98%
Revenue grants	\$5,890,114	\$6,400,310	\$1,809,412	\$1,699,025	(\$110,386)	94%	27%
Capital grants	\$5,491,143	\$25,859,702	\$5,443,486	\$357,625	(\$5,085,861)	7%	1%
Vic Roads	\$534,064	\$534,064	\$133,515	\$121,945	(\$11,570)	91%	23%
User fees	\$1,734,539	\$1,738,909	\$439,501	\$453,102	\$13,601	103%	26%
Capital contributions	\$0	\$2,364	\$0	\$0	\$0	0%	0%
Recurrent contributions	\$310,000	\$310,000	\$0	\$0	\$0	0%	0%
Interest income	\$375,000	\$375,000	\$93,750	\$106,600	\$12,850	114%	28%
* Reversal of impairment losses	\$0	\$0	\$0	\$1,658	\$1,658	0%	0%
* Library equity	\$0	\$0	\$0	\$0	\$0	0%	0%
Reimbursements	\$333,801	\$333,801	\$83,448	\$119,654	\$36,206	143%	36%
Total revenue	\$25,391,787	\$46,277,276	\$18,459,378	\$13,359,662	(\$5,099,715)	72%	29%
EXPENDITURE FROM ORDINARY ACTIVITIES							
Labour	\$10,604,210	\$10,604,211	\$2,602,688	\$2,514,000	\$88,688	97%	24%
Materials & services	\$8,016,009	\$10,184,600	\$2,456,694	\$2,153,774	\$302,919	88%	21%
Depreciation	\$9,200,989	\$9,200,989	\$2,300,241	\$2,300,248	(\$7)	100%	25%
Utilities	\$466,503	\$466,503	\$116,374	\$103,448	\$12,926	89%	22%
Contract payments	\$1,581,347	\$20,471,270	\$5,094,960	\$5,786,486	(\$691,526)	114%	28%
Loan interest	\$0	\$0	\$0	\$0	\$0	0%	0%
Auditor costs	\$85,083	\$85,083	\$10,507	\$9,356	\$1,151	89%	11%
Councillor costs	\$221,089	\$221,089	\$55,272	\$50,887	\$4,385	92%	23%
Loss on sale of assets	\$0	\$0	\$0	\$0	\$0	0%	0%
* Impairment losses	\$0	\$0	\$0	\$0	\$0	0%	0%
Bad debts expense	\$0	\$0	\$0	\$0	\$0	0%	0%
Total expenditure	\$30,175,230	\$51,233,744	\$12,636,736	\$12,918,198	(\$281,463)	102%	25%
NET RESULT FOR THE PERIOD	(\$4,783,443)	(\$4,956,468)	\$5,822,642	\$441,464	\$5,381,178	8%	-9%
The operating expenditure shown above is represented in Council's key direction areas as follows:							
	2018/19 Original Budget	2018/19 Revised Budget	YTD Budget	YTD Actual	Variance of YTD Actual & YTD Revised Budget	% YTD Actual to YTD Budget	% YTD Actual to Revised Budget
EXPENSES FROM ORDINARY ACTIVITIES							
Economic development & tourism	\$1,436,315	\$1,563,691	\$404,535	\$285,178	\$119,357	70%	18%
Leadership	\$1,946,465	\$20,733,485	\$5,185,776	\$5,955,847	(\$770,071)	115%	29%
Works & infrastructure	\$13,421,963	\$13,698,836	\$3,434,235	\$3,550,448	(\$116,213)	103%	26%
Good management	\$4,333,882	\$4,444,383	\$1,257,310	\$1,122,480	\$134,830	89%	25%
Environment	\$2,396,268	\$2,566,960	\$590,928	\$541,918	\$49,010	92%	21%
Community services & recreation	\$6,640,337	\$8,226,388	\$1,763,952	\$1,462,328	\$301,624	83%	18%
Loss on sale of assets	\$0	\$0	\$0	\$0	\$0	0%	0%
Total operating expenditure	\$30,175,230	\$51,233,744	\$12,636,736	\$12,918,198	(\$281,463)	102%	25%
NET RESULT FOR THE PERIOD	(\$4,783,443)	(\$4,956,468)	\$5,822,642	\$441,464	\$5,381,178	8%	-9%

* Income and expense items required by Australian Accounting Standards (AAS)

APPENDIX 2: STANDARD CAPITAL WORKS STATEMENT

	2018/19 Original Budget	2018/19 Revised Budget	YTD Budget	YTD Actual	Variance of YTD Actual & YTD Budget	% YTD Actual to YTD Budget	% YTD Actual to Revised Budget
FUNDING DECISIONS							
Add loan interest accrued	\$0	\$0	\$0	\$0	\$0	0%	0%
Less loan repayments	\$0	\$0	\$0	\$0	\$0	0%	0%
Add transfer from reserves	\$7,401,594	\$16,760,961	\$0	\$945	(\$945)	0%	0%
Less transfer to reserves	(\$2,151,749)	(\$3,063,146)	\$0	\$0	\$0	0%	0%
Add proceeds from sale of assets	\$379,427	\$814,324	\$135,001	\$154,850	(\$19,849)	115%	19%
TOTAL FUNDING DECISIONS	\$5,629,272	\$14,512,139	\$135,001	\$155,796	(\$20,795)	115%	1%
NET FUNDS AVAILABLE FOR CAPITAL	\$845,829	\$9,555,671	\$5,957,643	\$597,260	\$5,360,383	10%	6%
CAPITAL EXPENDITURE BY ASSET TYPE							
Furniture and office equipment	\$777,780	\$784,450	\$221,670	\$120,997	\$100,673	55%	15%
Land and buildings	\$3,720,270	\$5,410,144	\$43,411	\$75,525	(\$32,114)	174%	1%
Plant and equipment	\$1,427,213	\$3,703,500	\$170,001	\$295,886	(\$125,885)	174%	8%
Roadworks	\$2,735,679	\$3,775,770	\$304,242	\$231,980	\$72,262	76%	6%
Urban and road drainage	\$350,000	\$700,031	\$30,485	\$29,004	\$1,481	95%	4%
Recreation, leisure and community facilities	\$1,263,000	\$2,231,178	\$42,162	\$35,432	\$6,730	84%	2%
Parks, open space and streetscapes	\$250,000	\$1,501,604	\$627,098	\$220,416	\$406,682	35%	15%
Footpaths	\$1,172,493	\$2,039,212	\$250,001	\$188,633	\$61,368	75%	9%
TOTAL CAPITAL EXPENDITURE PAYMENTS	\$11,696,435	\$20,145,889	\$1,689,070	\$1,197,872	\$491,198	71%	6%
NON CASH ADJUSTMENTS							
Less depreciation	\$9,200,989	\$9,200,989	\$2,300,241	\$2,300,248	(\$7)	100%	25%
Add reversal of impairment losses	\$0	\$0	\$0	(\$1,658)	\$1,658	0%	0%
Less loss on sale of assets	\$0	\$0	\$0	\$0	\$0	0%	0%
Less bad debts expense	\$0	\$0	\$0	\$0	\$0	0%	0%
TOTAL NON CASH ADJUSTMENTS	\$9,200,989	\$9,200,989	\$2,300,241	\$2,298,590	\$1,651	100%	25%
Accumulated surplus brought forward	(\$1,785,085)	(\$3,561,131)	\$0	\$0	\$0	0%	0%
NET CASH (SURPLUS)/DEFICIT	(\$135,468)	(\$2,171,902)	(\$6,568,814)	(\$1,697,977)	(\$4,870,837)	26%	78%

APPENDIX 3: STANDARD BALANCE SHEET

	September 2018 As per trial balance	June 2018 As per financial statements	September 2017 As per trial balance
ASSETS			
CURRENT ASSETS			
Cash and cash equivalents	\$16,963,979	\$21,453,507	\$19,432,059
Trade and other receivables	\$10,923,007	\$785,569	\$10,592,607
Financial assets	\$3,869	\$3,405,167	\$1,172,571
Inventories	\$48,309	\$43,490	\$40,315
Non-current assets classified as held for sale	\$690,322	\$690,322	\$865,424
TOTAL CURRENT ASSETS	\$28,629,486	\$26,378,055	\$32,102,976
NON-CURRENT ASSETS			
Trade and other receivables	\$80,000	\$162,000	\$162,000
Financial assets	\$420,090	\$271,480	\$274,045
Intangible assets	\$1,979,130	\$1,979,130	\$1,668,430
Property, infrastructure, plant and equipment	\$336,851,071	\$338,108,296	\$309,022,452
TOTAL NON-CURRENT ASSETS	\$339,330,291	\$340,520,906	\$311,126,927
TOTAL ASSETS	\$367,959,777	\$366,898,961	\$343,229,906
LIABILITIES			
CURRENT LIABILITIES			
Trade and other payables	\$306,098	\$801,793	\$200,907
Trust funds and deposits	\$1,494,566	\$375,762	\$1,592,138
Provisions	\$1,718,012	\$1,721,770	\$1,695,861
Interest bearing loans and borrowings	\$0	\$0	\$0
TOTAL CURRENT LIABILITIES	\$3,518,677	\$2,899,325	\$3,488,906
NON-CURRENT LIABILITIES			
Provisions	\$2,324,221	\$2,324,221	\$2,324,221
Interest bearing loans & borrowings	\$0	\$0	\$0
TOTAL NON-CURRENT LIABILITIES	\$2,324,221	\$2,324,221	\$2,324,221
TOTAL LIABILITIES	\$5,842,898	\$5,223,546	\$5,813,127
NET ASSETS	\$362,116,879	\$361,675,415	\$337,416,778
EQUITY			
Accumulated Surplus	\$95,796,882	\$95,354,473	\$100,672,742
Asset Revaluation Reserve	\$247,387,367	\$247,387,367	\$217,168,524
Other Reserves	\$18,932,630	\$18,933,575	\$19,575,512
TOTAL EQUITY	\$362,116,879	\$361,675,415	\$337,416,778

APPENDIX 4: INVESTMENTS

LODDON SHIRE COUNCIL INVESTMENT SCHEDULE											
	Establishment date	Status	Maturity date	Investment days	Interest rate	Investment amount	Interest last year (accrued)	Interest this year	Current investments	Interest received to date	Accrued interest
NAB 55-839-5005 (LSL)	16/01/2018	Closed	16/07/2018	181	2.54%	\$ 1,791,312	\$ 20,569	\$ 1,994		\$ 1,994	
NAB -33-755-3209	19/02/2018	Closed	19/07/2018	131	2.48%	\$ 2,000,000	\$ 17,802	\$ 2,582		\$ 2,582	
NAB 44-441-8766	26/03/2018	Closed	24/07/2018	120	2.62%	\$ 2,000,000	\$ 13,782	\$ 3,445		\$ 3,445	
BGO 2656853	26/06/2018	Closed	26/07/2018	30	2.20%	\$ 1,000,000	\$ 241	\$ 1,567		\$ 1,567	
BGO 2625540	22/05/2018	Closed	21/06/2018	91	2.60%	\$ 2,000,000	\$ 5,556	\$ 7,552		\$ 7,552	
BGO 2666669	18/04/2018	Closed	14/06/2018	75	2.65%	\$ 1,000,000	\$ 5,445	\$ 3,267		\$ 3,267	
NAB 35-640-3396	12/02/2018	Closed	13/06/2018	182	2.50%	\$ 1,000,000	\$ 9,452	\$ 3,060		\$ 3,060	
NAB 64-792-7106	21/05/2018	Closed	18/09/2018	120	2.62%	\$ 2,000,000	\$ 5,742	\$ 11,629		\$ 11,629	
BGO 2656856	26/06/2018	Closed	24/09/2018	90	2.75%	\$ 2,000,000	\$ 149	\$ 13,413		\$ 13,413	
Bank of Melbourne	21/06/2018	Closed	23/09/2018	91	2.70%	\$ 2,000,000	\$ 1,657	\$ 11,806		\$ 11,806	
11.am Account BGO	at 30/9/2018	Open	N/A		1.50%	\$ 3,000,000	\$ -		\$ 3,000,000	\$ -	
NAB Deal 10543763	26/06/2018	Open	24/10/2018	120	2.80%	\$ 2,000,000	\$ 202	\$ 16,411	\$ 2,000,000	\$ -	\$ 14,115
BME - 118242	26/07/2018	Open	28/10/2018	92	2.80%	\$ 2,000,000	\$ -	\$ 14,115	\$ 2,000,000	\$ -	\$ 10,126
BGO 2717042 (ex 2625340)	22/08/2018	Open	22/11/2018	92	2.55%	\$ 2,000,000	\$ -	\$ 12,855	\$ 2,000,000	\$ -	\$ 5,449
BGO (L&I)	18/07/2018	Open	18/01/2019	184	2.78%	\$ 1,800,000	\$ -	\$ 25,226	\$ 1,800,000	\$ -	\$ 10,145
NAB Deal 10561156	30/06/2018	Open	29/10/2018	60	2.30%	\$ 2,000,000	\$ -	\$ 7,562	\$ 2,000,000	\$ -	\$ 3,907
Bank of Melbourne	30/06/2018	Open	1/12/2018	93	2.70%	\$ 2,000,000	\$ -	\$ 13,759	\$ 2,000,000	\$ -	\$ 4,586
BGO	18/07/2018	Open	18/01/2019	184	2.78%	\$ 200,032	\$ -	\$ -	\$ 200,032	\$ -	\$ -
Interest on Kinder account						\$ 2,803	\$ -	\$ -	\$ -	\$ -	\$ -
Interest on general bank accounts						\$ -	\$ -	\$ 16,741	\$ -	\$ 16,741	\$ -
Totals							\$ 80,597	\$ 168,962	\$ 15,000,032	\$ 77,055	\$ 48,338
Interest earned											\$ 125,363
Interest transferred to/from externally funded projects											\$ -
Net interest on investments											\$ 125,363
Current investments											
National Australia Bank									\$ 4,000,000		26.7%
Bank of Melbourne									\$ 2,000,000		13.3%
ME Bank									\$ 2,000,000		13.3%
Bendigo Bank									\$ 7,000,032		46.7%
Totals									\$ 15,000,032		

9.9 NORTH CENTRAL GOLDFIELDS REGIONAL LIBRARY AGREEMENT 2019-2023

File Number: 20/02/001
Author: Wendy Gladman, Director Community Wellbeing
Authoriser: Phil Pinyon, Chief Executive Officer
Attachments: 1. **Regional Library Agreement for North Central Goldfields Library Corporation 2019 - 2023**

RECOMMENDATION

That Council approve the Regional Library Agreement for the North Central Goldfields Regional Library Corporation 2019-2023 and authorise the Chief Executive Officer to sign and affix the common seal of Council to the document and any related 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.

PREVIOUS COUNCIL DISCUSSION

Council resolved at the July 2018 Council Meeting to advertise its intention to approve the Regional Library Agreement for the North Central Goldfields Library Corporation 2019 – 2023 .

BACKGROUND

Council was provided with a copy of the Regional Library Agreement for the North Central Goldfields Library Corporation 2019 – 2023 and the associated Goldfields Library Corporation Service and Funding Agreement 2019 – 2023 at the July 2018 Council meeting. A resolution to advertise the intention to approve the Library Agreement for public comment resulted in both the Library Agreement and the Service and Funding Agreement being placed on public exhibition on 8 September 2018, with the opportunity for members of the community to provide comment closing on 5 October, 2018.

ISSUES/DISCUSSION

The process of review and adoption of the new Regional Library Agreement includes the following steps:

- review and approval by the North Central Regional Library Corporation Board (completed)
- review by Council with a recommendation to place on public exhibition
- advertising the exhibition period of 28 days and inviting public submissions
- hearing of submissions, if required
- report to Council with a recommendation to sign and seal the Agreement
- application of Council Seal and signature
- document returned to the North Central Goldfields Regional Library Corporation join the signed and sealed Agreements from other member Councils
- submission of the Agreement to the Minister for Local Government for approval and gazettal.

With no submissions received during the exhibition period, the Regional Library Agreement for the North Central Goldfields Library Corporation 2019 – 2023 is now provided for Council approval.

COST/BENEFITS

Council's required financial contribution to the Library Corporation is provided for in the current budget.

RISK ANALYSIS

The Regional Library Agreement is in line with current practice of the Library Corporation and represents good governance through the provision of an Agreement that clearly specifies the responsibilities of all parties. Other than updating dates, the Agreement remains unchanged and represents a continuation of current services utilising the same legal structure.

CONSULTATION AND ENGAGEMENT

The North Central Regional Library Corporation Board has reviewed and approved the Agreement for presentation to individual member Councils of the Library Corporation.

The Agreement was placed on public exhibition from September 8 to October 5, 2018, with no submissions received.

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Regional Library Agreement 2019-2023*

Agreement For
North Central Goldfields Regional Library
Corporation

Trading as
Goldfields Library Corporation

2019-2023

Regional Library Agreement



*North Central Goldfields Regional Library Corporation trading as Goldfields Library Corporation
Regional Library Agreement 2019-2023*

This AGREEMENT is made on the.....

BETWEEN :

Greater Bendigo City Council, a Body Corporate established under an Order-in- Council made pursuant to the *Local Government Act 1989*, of Lyttleton Terrace, Bendigo:

Mount Alexander Shire Council, a Body Corporate established under an Order-in-Council made pursuant to the *Local Government Act 1989*, of 25 Lyttleton Street, Castlemaine:

Macedon Ranges Shire Council, a Body Corporate established under an Order-in-Council made pursuant to the *Local Government Act 1989*, of 129 Mollison Street, Kyneton:

Loddon Shire Council, a Body Corporate established under an Order-in-Council made pursuant to the *Local Government Act 1989*, of 41 High Street, Wedderburn.

RECITALS

- a. The Councils have entered into an agreement to operate a Regional Library, under section 196 of the *Local Government Act, 1989*, to service the area comprising their municipal districts.
- b. The Councils have agreed on the assets they will provide for the use of, or, transfer to the ownership of, the Regional Library.
- c. The Councils have agreed to contribute certain sums of money annually for the purposes of the Regional Library.
- d. This Agreement should be read in conjunction with the NCGRL’s Service and Funding Agreement, 2019-2023.
- e. The Revised Agreement dated 2014 is amended by this Agreement.

AGREEMENT

1. DEFINITIONS

In the interpretation of this Agreement, including the Recitals, except where the context otherwise requires -

- a. the following words shall have the following meaning -

"Act" means the *Local Government Act 1989*;

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"Asset" means defined resources made available to the Corporation by member Councils to assist in the provision of library services and consisting of such items as real property, machinery, furniture, fittings and equipment.

"Board" means the governing body of the Regional Library established under clause 3.1;

"Chief Executive Officer" means the person appointed in accordance with the Act;

"Council" means a party to this Agreement;

"Local Law" means a Local Law made in accordance with Part 5 of the Act;

"Minister" means the Victorian Government Minister responsible for administering *Local Government Act 1989*;

"Regional Library" means the regional library corporation established under this Agreement;

- b. words denoting the singular shall include the plural and vice versa;
- c. words denoting any gender include all genders;
- d. headings are for convenience only and shall not affect the interpretation of this Agreement.

2. CREATION OF THE REGIONAL LIBRARY

The North Central Goldfields Regional Library Corporation (Trading as Goldfields Library Corporation) has been constituted as a regional library corporation for the purposes of section 196 of the Act to -

- a. provide, subject to any conditions attached to any State government library subsidies and grants to the Regional Library or the Councils, a regional library service for Councils' municipal districts as determined by the Board;
- b. make Local Laws relating to the Regional Library;
- c. perform any other functions which are conferred on the Regional Library under this Agreement or the Act, including defining overall policy objectives, developing strategic policy and approving a Library Plan and an Annual Operating Plan; and
- d. to do all things necessary or expedient in accordance with this Agreement and the Act for the carrying out of its functions.

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3. MEMBERSHIP OF THE BOARD

- 3.1 The Board of the Regional Library shall consist of the following members –
- (a) One (1) Councillor appointed by each Council
 - (b) One (1) other person appointed by each Council
- 3.2 A Council may appoint a councillor, or other person to act as deputy in place of its appointed members.
- 3.3 A member and deputy shall hold office until the term of his/her appointment expires, until removed or the person resigns or ceases to be a councillor or member of council staff, whichever occurs first.
- 3.4 A Council may remove from office its appointed member or deputy.
- 3.5 A Council must fill a vacancy in its members as soon as possible and notify the Board in writing of the new member.
- 3.6 The office of a member automatically becomes vacant if he/she is absent for three consecutive meetings without the leave of the Board.

4. PROCEEDINGS OF THE BOARD

- 4.1 The Board shall hold an ordinary meeting at least once in every three months.
- 4.2 If a special meeting is called, it must be called by the Chief Executive Officer on the request of the Chairperson or three members of the Board.
- 4.3 The Board shall elect a member to be Chairperson and a member to be Deputy Chairperson of the Board and they shall hold office for twelve months, unless they go out of office earlier in accordance with Clause 3.3 of this Agreement.
- 4.4 a. The election for the Chairperson and Deputy Chairperson of the Board shall be held by the Board at its first meeting after the general election of councillors for a Council and will be for a period of one year.
- b. Where there is no general election of Council, the election for the Chairperson and Deputy Chairperson of the Board shall be held by the Board at its first meeting after the Statutory Meetings of the Councils each year and will be for a period of one year.

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- 4.5 The Chairperson or, in the absence of the Chairperson, the Deputy Chairperson shall preside at a meeting of the Board.
- 4.6 In the absence of the Chairperson and Deputy Chairperson from a Board meeting, the remaining members of the Board may elect one of their number to preside at that meeting.
- 4.7 If a Member is unable to attend a Board meeting, he or she may delegate a proxy for that Member. The proxy is entitled to vote on behalf of that Member.
- 4.8 An item of business may not be transacted at a general meeting unless a quorum is present when the meeting proceeds to consider it.
- 4.9 Any five members of the Board constitute a quorum to allow the transaction of business at a meeting of the committee.
- 4.10 If a quorum is present at the beginning of a meeting it is taken to be present throughout the meeting unless the Chairperson of the meeting on their own motion or at the request of a Member, proxy who is present, declares otherwise.
- 4.11 If within thirty minutes after the time appointed for a general meeting a quorum is not present, the meeting:
- a. if convened by, or on requisition of, Members is dissolved; and
 - b. in any other case stands adjourned to the next meeting, or to such other day, time and place as the Chairperson appoints by notice to the Members and others entitled to notice of the meeting.
- 4.12 Notice of motion to recommend amendment of this Agreement and notice of motion for the adoption or amendment of Local Laws by the Board shall be given in writing to Councils at least one month before the meeting of the Board at which the motion is to be discussed.
- 4.13 Each Council agrees to indemnify the Regional Library in respect of any liability incurred as a consequence of the operation of section 76 of the Act in relation to each of its appointed members.

5. CHIEF EXECUTIVE OFFICER

- 5.1 The Board shall appoint a Chief Executive Officer of the Regional Library.
- 5.2 In addition to any responsibilities imposed on a Chief Executive Officer in the Act, the Chief Executive Officer shall be responsible to the Board for the finances and administration of the Regional Library including the implementation of the Library Plan, delivery of the service and administrative

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support for the Board, employment and management of staff and any other duties specified by the Board subject to CEO delegation.

6. EQUITY AND OPERATING COSTS

- 6.1 The Chief Executive Officer shall maintain a register of the assets provided for the use of the Regional Library by Councils. This register must indicate which Council owns each asset.
- 6.2 The Chief Executive Officer shall maintain a register of assets owned by the Regional Library.
- 6.3 Respective Asset Registers must be updated by 1 March each year.
- 6.4 A Council must, unless otherwise agreed by Councils, give one clear financial year's notice in writing to the Chief Executive Officer of its intention to withdraw assets from the use of the Regional Library.
- 6.5 The Regional Library shall, unless otherwise agreed by Councils, be responsible for the maintenance, repair, replacement and operating costs of assets owned by the Regional Library.
- 6.6 Each Council shall, unless otherwise agreed by Councils, be responsible for the maintenance, repair, replacement and operating costs of assets owned by it but provided for the use of the Regional Library.
- 6.7 The Regional Library shall, unless otherwise agreed by Councils and subject to clauses 6.5 and 6.6, be responsible for its own operating costs.

7. STRATEGIC PLANNING

- 7.1 The Chief Executive Officer shall be responsible for preparing a Library Plan for approval by the Board within six months of each general election at member Councils in accordance with section 125 of the Local Government Act.
- 7.2 The Chief Executive Officer shall by 1 June each year prepare and provide each Council with a proposed Annual Operating Plan for the financial year commencing 1 July.
- 7.3 The Annual Operating Plan shall include a program for the delivery of services by the Regional Library which identifies the nature and extent of proposed services and an estimate of the costs of the provision of those services.
- 7.4 The Regional Library must adopt a Library Plan and an Annual Operating Plan by the date specified in the Act for the adoption of its annual Budget.

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- 7.5 The Corporation must consider whether the Library Plan requires any adjustment at least once a year.

8. ANNUAL BUDGET

- 8.1 The Chief Executive officer shall by 1 June each year provide each Council with a copy of the Regional Library's proposed annual Budget prepared in accordance with section 127 of the Act.

- 8.2 The proposed annual Budget shall include -

- a. the amount of funds currently held by the Regional Library;
- b. the amount of each Council's proposed financial contribution to the Regional Library for the financial year commencing 1 July;
- c. the amount of funds to be received from any other source by the Regional Library in the financial year commencing 1 July;
- d. standard statements and description of activities and initiatives to be funded in the budget;
- e. a statement as to how activities and initiatives will contribute to the achievement of strategic objectives in the Library Plan; and
- f. key strategic activities and performance targets and measures.

9. ANNUAL FINANCIAL CONTRIBUTIONS

- 9.1 The amount to be contributed to the Regional Library by each Council during each financial year shall be calculated taking into account the sum of -

- a. the amount specified in the Regional Library's adopted annual budget;
- b. all State Government library subsidies and grants received by the Council for the library services; and
- c. funds received by the Council from any other source for library services.

- 9.2 The Councils must agree on a funding formula for the purpose of making annual financial contributions to the Regional Library under clause 9.1.

- 9.3 Each Council's financial contribution to the Regional Library shall be paid in quarterly instalments on the first day in July, October, January and April of each year.

- 9.4 All instalments shall be paid in equal instalments.

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- 9.5 All other Council contributions under clause 9.1 shall be paid within one month of receipt of a tax invoice from the Regional Library.
- 9.6 In addition to the contributions payable under this clause, a Council shall be responsible for the Regional Library's costs in providing any additional service or resources requested by the Council and such costs are to be paid within 30 days of the Council receiving an invoice from the Regional Library.
- 9.7 Interest shall be paid on any amount payable under clause 9 which is not received by the Chief Executive Officer within 14 days of the due date at the rate fixed by the Governor in Council for the purposes of section 172 of the Act and calculated monthly from the date the amount became due until the date it is received by the Chief Executive Officer.

10. ANNUAL REPORTING AND ACCOUNTS

- 10.1 The Chief Executive Officer shall, within three months of the end of the financial year, provide each Council with a copy of the Regional Library's Annual Report prepared in accordance with section 131 of the Act.
- 10.2 The books of accounts and all other financial records of the Regional Library shall be available for inspection at all reasonable times by any councillor, or person authorised by a Council, or, by any person authorised by the Secretary of the Department responsible for administering State Government library subsidies and grants from which the Regional Library or Councils receive funds.

11. ENTRY AND EXIT OF PARTIES

- 11.1 A Council which is not a party to this Agreement may, by supplementary agreement with the Councils, be admitted as a party to this Agreement and subject to the provisions of the supplementary agreement, shall have the same rights, duties and obligations of the Councils under this Agreement.
- 11.2 A Council may withdraw from this Agreement having given not less than one clear financial year's notice in writing to the Chief Executive Officer of its intention to do so.
- 11.3 A Council which has given notice under clause 11.2 must, unless otherwise agreed by the Councils, withdraw from this agreement on 30 June in any year.
- 11.4 A Council which withdraws from this Agreement shall be entitled to a portion of the net assets of the Regional Library as at the date of its withdrawal from the Agreement, less an amount which represents the full costs to the Regional Library of the withdrawal.
- 11.5 The portion of net assets to which a Council is entitled under clause 11.4 -

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- a. shall be calculated according to the value of the assets as disclosed by the relevant audited financial statements;
 - b. shall be in the same proportion as its financial contribution to the Regional Library bears to all the member Councils' financial contributions to the Regional Library over the duration of this Agreement;
 - c. may be taken in such combination of property and cash as agreed between the Council and the Board, and if it is agreed that a Council is entitled to library materials, the cost of removing them shall be paid for by the Council.
- 11.6 A Council which withdraws from this Agreement shall be liable for a portion of the liabilities, including contingent liabilities, of the Regional Library as at the date of its withdrawal from the Agreement.
- 11.7 The portion of the liabilities and contingent liabilities to which a Council is liable under clause 11.6 -
- a. shall be calculated according to the liabilities and contingent liabilities as disclosed by the relevant audited financial statements and reports, and any notes attached to them;
 - b. shall be in the same proportion as its financial contribution to the Regional Library bears to all the member Council's financial contributions to the Regional Library over the duration of this Agreement; and
 - c. in the event of the withdrawal resulting in staff redundancies the cost of such redundancies will be paid for by the withdrawing Council or Councils.

12. DISSOLUTION OF REGIONAL LIBRARY

- 12.1 Subject to section 197G of the Act, the Regional Library may be dissolved by agreement of at least three quarters of the parties to this Agreement including those admitted as a party by supplementary agreement.
- 12.2 If the Regional Library is dissolved under this clause -
- a. each Council shall be entitled to a portion of the Regional Library's assets in the same proportion as its financial contribution to the Regional Library bears to all the member Councils' financial contributions to the Regional Library over the duration of this Agreement; and
 - b. each Council shall be liable for a proportion of the liabilities and contingent liabilities of the Regional Library in the same proportion as

*North Central Goldfields Regional Library Corporation trading as Goldfields Library Corporation
Regional Library Agreement 2019-2023*

its financial contribution to the Regional Library bears to all member Councils' financial contributions to the Regional Library over the duration of this agreement.

13. DISPUTE RESOLUTION

13.1 If there is any dispute or difference between a Council and the Regional Library or between any of the Councils which arises out of this Agreement or concerns the Regional Library; the matter shall be determined as a dispute under the *Commercial Arbitration Act 1984* and the arbitrator's decision shall be final and binding on the parties to the dispute.

13.2 The parties to the arbitration shall -

- a. be responsible for their own arbitration costs; and
- b. unless otherwise determined by the arbitrator, share the arbitrator's costs equally.

14. AGREEMENT AMENDMENT

An amendment to this Agreement has no effect unless it is -

- a. in writing and signed by all parties to the Agreement; and
- b. approved by the Minister by notice published in the Government Gazette.

15. AGREEMENT REVIEW

The parties shall, together with the Board, review the operation of this Agreement at least once every four years.

16. CONDITIONS PRECEDENT

This Agreement has no effect as between the parties unless it is approved by the Minister in accordance with section 196(2) of the Act.

North Central Goldfields Regional Library Corporation trading as Goldfields Library Corporation
Regional Library Agreement 2019-2023

EXECUTED AS AN AGREEMENT

IN WITNESS WHEREOF

THE COMMON SEAL of the Greater Bendigo City Council

was hereunto affixed on this

.....day of in the presence of -

Councillor :

Councillor :

Chief Executive Officer:

Date:

In accordance with a resolution of the Council made on.....

THE COMMON SEAL of the Mount Alexander Shire Council

was hereunto affixed on this

.....day of in the presence of -

Councillor :

Councillor :

Chief Executive Officer:

Date:

In accordance with a resolution of the Council made on.....

North Central Goldfields Regional Library Corporation trading as Goldfields Library Corporation
Regional Library Agreement 2019-2023

THE COMMON SEAL of the Macedon Ranges Shire Council

was hereunto affixed on this

.....day of in the presence of -

Councillor :

Councillor :

Chief Executive Officer:

Date:

In accordance with a resolution of the Council made on.....

THE COMMON SEAL of the Loddon Shire Council

was hereunto affixed on this

.....day of in the presence of -

Councillor :

Councillor :

Chief Executive Officer:

Date:

In accordance with a resolution of the Council made on.....

9.10 SUPPORT FOR 2018 MOLOGA REMEMBRANCE DAY SERVICE

File Number: 21/03/001
Author: Wendy Gladman, Director Community Wellbeing
Authoriser: Phil Pinyon, Chief Executive Officer
Attachments: Nil

RECOMMENDATION

That Council

1. provide \$150 sponsorship to the Mologa and District Landcare group in support of the 2018 Mologa Remembrance Day service
2. source the funds required from Council's Sponsorships and Donations budget.

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 details of the request for support from the Mologa and District Landcare group at the October Council Forum.

BACKGROUND

An email was received from the Mologa and District Landcare group on 7 September 2018, advising that the group will hold their annual Mologa Remembrance Day service on 11 November 2018 and wish to provide a free BBQ to all guests. The Landcare group has requested support from Council of \$150 to cover cost of the meat for the event.

ISSUES/DISCUSSION

11 November 2018 is the 100th anniversary of the Armistice, the cessation of hostilities in World War One, and also brings the 2014 - 2018 Anzac Centenary to a close. Council has supported a variety of events over the last four years as part of the Anzac Centenary commemoration, and will shortly reconvene the Loddon Shire Council Anzac Centenary Organising Committee to consider how the remaining funds might be used to recognise the end of the Centenary commemorations. Whilst this request might normally be forwarded to the Anzac Centenary Organising Committee for their deliberation, the turnaround time precludes this for this event. Given this, Council may wish to consider supporting this request with funds sourced from the Sponsorships and Donations budget.

COST/BENEFITS

Council's Sponsorship and Donations budget has a balance of \$20K, with no funds currently expended.

The provision of this financial support to the Mologa and District Landcare group will enable the group to provide a free BBQ to all guests attending the 2018 Mologa Remembrance Day service.

RISK ANALYSIS

There are no identified risks associated with this report.

CONSULTATION AND ENGAGEMENT

Initial communication has occurred with the Mologa and District Landcare group. It was determined that no further consultation or engagement was required to prepare this report.

10 INFORMATION REPORTS

Nil

11 COMPLIANCE REPORTS**11.1 SECTION 86 COMMITTEE OF MANAGEMENT MEMBERSHIP DETAILS-CAMPBELLS FOREST HALL**

File Number: 02/01/015
Author: Michelle Hargreaves, Administration Officer
Authoriser: Deanne Caserta, A/Director Corporate Services
Attachments: Nil

RECOMMENDATION

That Council appoints the persons named in this report as members of the Campbells Forest 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 Campbells Forest Hall Committee of Management on 28 November 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

Campbells Forest 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
Rae Broadbent	President
Don Wilson	Vice President
Fred Shea	Secretary
Gaye Larson	Treasurer
Toni Shea	Committee Member
Janine Cornish	Committee Member
Ann-Maree Davis	Committee Member

The Council representative for this committee is Cr Colleen Condliffe.

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

**11.2 SECTION 86 COMMITTEE OF MANAGEMENT MEMBERSHIP DETAILS-
WEDDERBURN TOURISM**

File Number: 02/01/040
Author: Michelle Hargreaves, Administration Officer
Authoriser: Deanne Caserta, A/Director Corporate Services
Attachments: Nil

RECOMMENDATION

That Council appoints the persons named in this report as members of the Wedderburn 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 Wedderburn Tourism 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

Wedderburn 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
Thomas Jackson	President
Murray Smyth	Vice President
Robyn Vella	Secretary
Karen Fazzani	Treasurer
Brett Jackson	Committee Member
Charles Osterfield	Committee Member
Margaret Collins	Committee Member
Tammy Martin	Committee Member
Pam Collins	Committee Member
Robbie Collins	Committee Member
Warren Smith	Committee Member
Terrance Holmes	Committee Member
Jude Raftis	Committee Member

Please note that the committee has nominated seven additional people who assist as volunteers. 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

11.3 SECTION 86 COMMITTEE OF MANAGEMENT MEMBERSHIP DETAIL-INGLEWOOD COMMUNITY SPORTS CENTRE

File Number: 02/01/021
Author: Michelle Hargreaves, Administration Officer
Authoriser: Deanne Caserta, A/Director Corporate Services
Attachments: Nil

RECOMMENDATION

That Council appoints the persons named in this report as members of the Inglewood Community Sports 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 Inglewood Community Sports Centre Committee of Management on 23 January 2018.

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

Inglewood Community Sports Centre is an organisation based committee with representatives from each of the stakeholder groups. The following is a list of nominated representatives for the committee which meets the minimum requirement:

Name	Organisation
Les Miller	Community member
Shane Maxwell	Community member
Gordon McNaughton	Community member
Vicky Tierney (Secretary/Treasurer)	Community member
Margaret Miller	Community member
Tony Noonan	Inglewood Cricket Club
Andrew Nevins (Vice President)	Inglewood Cricket Club
Leigh Lamprell	Inglewood Football Club
Tanya Leach	Inglewood Football Club
Alan Last (President)	Inglewood Lawn Tennis Club
Helen Canfield	Inglewood Lawn Tennis Club
Maddy Scoble	Inglewood Netball Club
Priscilla Imms-Taylor	Inglewood Netball Club

The Council representative for this committee is Colleen Condliffe.

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

12 GENERAL BUSINESS

13 CONFIDENTIAL ITEMS**RECOMMENDATION**

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

13.1 Review of confidential actions

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

13.2 Contract 434 - Annual Reseal Program 2018 - 2019

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 Contract 436 - Murphy Creek Bridge Replacement

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.

Closing of Meeting to the Public

RECOMMENDATION

That the meeting be closed to the public.

NEXT MEETING

The next Ordinary Meeting of Council will be held on 27 November 2018 at Serpentine commencing at at 3pm.

There being no further business the meeting was closed at [enter time](#).

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

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