

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

Date: Tuesday, 27 November 2018

Time: 3pm

Location: Council Chambers, Serpentine

AGENDA

Ordinary Council Meeting 27 November 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, A/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 23 October 2018
- 2. The minutes of the Ordinary Council Meeting of 23 October 2018
- 3. The minutes of the Council Forum of 13 November 2018
- 4. The minutes of the Special Council Meeting of 16 November 2018

REPORT

Seeking approval of the unconfirmed minutes of the previous meetings.

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6 REVIEW OF ACTION SHEET

6.1 REVIEW OF ACTIONS

File Number: 02/01/002

Author: Lynne Habner, Manager Executive and Commercial Services

Authoriser: Phil Pinyon, Chief Executive Officer

Attachments: 1. Action sheet

RECOMMENDATION

That Council receive and note the action sheet.

REPORT

Refer attachment.

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Outstanding	Division:	Date From:
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	Officer:	
Action Sheets Report		Printed: Friday, 16 November 2018 2:02:50 PM

Outstanding actions from previous meetings

	- attourning detroits from provides informings			
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.

15/11/2018: A draft procedure has been prepared by the Assets and Buildings Coordinator and is being reviewed by the Manager Technical Services. Upon completion, the draft will be forwarded to the Policy Review Group and subsequently to MEG and Council for adoption. It is expected to be presented to the Council Forum in March 2019 for discussion.

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

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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 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 guarter 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.

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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 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.

15/11/2018: Comments received from the review by Loddon Leaders' is being collated. Once necessary changes are made, it will be forwarded to the Policy Review Group and then MEG for endorsement. It is expected to be presented to Council in February 2019.

Meeting	Officer/Director	Section	Subject
Council 28/08/2018	Sporti, Feter	Decision Reports	Provision of Regional Asbestos and Hazardous Materials Audit Services
I	Phillips, Steven		

RESOLUTION 2018/117

Moved: Cr Colleen Condliffe Seconded: Cr Gavan Holt

That Council

- 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.

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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.
15/11/2018 4:28:38 PM - Christine Coombes
Contracts awaiting signing by the awarded Contractors.

Meeting	Officer/Director	Section	Subject
Council 25/09/2018	Habner, Lynne	Decision Reports	Bridgewater Ski Club request
	Pinyon, Phil		

RESOLUTION 2018/141

Moved: Cr Colleen Condliffe Seconded: Cr Neil Beattie

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

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kitchen as a judging facility in place in order for the Club to host the Disabled World Titles in 2021 at Bridgewater.

3. That Council authorise the CEO to sign and seal any documentation required to put the arrangement in place.

CARRIED

2/10/2018 2:24:34 PM - Lynne Habner

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.

14/11/2018 2:40:41 PM - Lynne Habner

Draft documentation for agreement has been reviewed by staff and returned for further legal drafting. Awaiting second draft, which will be sent to ski club for consideration.

Meeting	Officer/Director	Section	Subject
Council 23/10/2018	Southcombe, David Phillips, Steven	Decision Reports	Proposal to rename part of Queripel Lane to Toners Lane

RESOLUTION 2018/166

Moved: Cr Geoff Curnow Seconded: Cr Neil Beattie

That Council:

- 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.

CARRIED

13/11/2018 3:12:59 PM - David Southcombe

Letters have been drafted for respondents who made a submission either supporting or objecting the change of a section of Queripel Lane to Toners Lane. They will be given 30 days upon receipt of these letters to appeal to the Registrar of Geographic Names if they have any objections with the Council's decision. After this period a submission to change the name will be made to the Office of Geographic Names who will consider all supporting information and either accept or reject the proposal.

Meeting	Officer/Director	Section	Subject
Council 23/10/2018	Southcombe,	Decision Reports	Amendment to the Register of Public Roads

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David Phillips, Steven

RESOLUTION 2018/167

Moved: Cr Gavan Holt Seconded: Cr Colleen Condliffe

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

- 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.

CARRIED

13/11/2018 3:13:20 PM - David Southcombe

Letters have been drafted for residents affected by the proposal to recognise Lintons Rd, Salathiels Road, Simpsons Creek Lane, and Borung Street on the Register of Public Roads. They will be given 30 days upon receipt of these letters to appeal to the Registrar of Geographic Names if they have any objections with the Council's decision. After this period a submission to recognise the roads will be made to the Office of Geographic Names who will consider all supporting information and either accept or reject the proposal.

Actions completed since last meeting

Meeting	Officer/Director	Section	Subject
Council 22/05/2018	Gladman, Wendy	Decision Reports	LEASE AGREEMENT - STATE EMERGENCY SERVICE
	Gladman, Wendy		

RESOLUTION 2018/53

Moved: Cr Colleen Condliffe Seconded: Cr Gavan Holt

That Council:

- 1. enter into a long term lease agreement of 40 years with the Wedderburn VICSES unit for Lot 2 Nardoo Court, Wedderburn, at a rental cost per annum of \$1.00 plus GST.
- 2. align the entering of this agreement with the removal of the subsidy provided to the Wedderburn SES Unit (currently \$2,500) from the 2018/19 budget and

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beyond

- 3. pass on all related costs stipulated in the lease agreement to the Wedderburn SES Unit
- 4. authorise the Chief Executive Officer to sign and affix the common seal of Loddon Shire Council on the lease agreement.

CARRIED

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

14/11/2018 1:52:49 PM - Wendy Gladman

Lease document has been signed by the SES and Council with a copy retained by each organisation. Action is now complete.

14/11/2018 3:02:06 PM - Wendy Gladman

Action completed by: Coombes, Christine

Complete

Meeting	Officer/Director	Section	Subject
Council 23/10/2018	Coombes, Christine Pinyon, Phil	Decision Reports	2018 Christmas New Year Holiday Period

RESOLUTION 2018/161

Moved: Cr Geoff Curnow Seconded: Cr Colleen Condliffe

That:

 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

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notice of these amended office hours be published in the public notices sections of local newspapers circulating within the Loddon Shire.

CARRIED

25/10/2018 4:13:54 PM - Christine Coombes Action completed by: Coombes, Christine

Complete: Adverts have been scheduled to appear on Council's website and in the Bendigo Advertiser and The Loddon Times.

Meeting	Officer/Director	Section	Subject
Council 23/10/2018	Pinyon, Phil	Decision Reports	Statutory Meeting and Election of Mayor
1	Pinyon, Phil		

RESOLUTION 2018/162

Moved: Cr Neil Beattie Seconded: Cr Geoff Curnow

That Council nominate Cr McKinnon to be Mayor Elect of the Loddon Shire for a one year term in 2018/19.

CARRIED

29/10/2018 8:22:03 AM - Phil Pinyon

The resolution has led to the arrangements for the time and place for the Statutory Meeting - completed 29 October 2018 13/11/2018 1:51:33 PM - Phil Pinyon

Action completed by: Coombes, Christine

Complete

Meeting	Officer/Director	Section	Subject
Council 23/10/2018	Coombes, Christine Pinyon, Phil	Decision Reports	2019 Council Meeting Schedule

RESOLUTION 2018/165

Moved: Cr Gavan Holt Seconded: Cr Geoff Curnow

That Council:

1. approve the schedule of Council Meetings for 2019 as contained within this report

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2. provide public notice of the Council Meetings schedule.

CARRIED

25/10/2018 4:16:23 PM - Christine Coombes Action completed by: Coombes, Christine

Complete: the Council Meetings for 2019 have been listed on Council's website and advertised in the Bendigo Advertiser and The Loddon Times.

Meeting	Officer/Director	Section	Subject
Council 23/10/2018	McKnight, Belinda	Decision Reports	NEIGHBOURHOOD SAFER PLACES (PLACES OF LAST RESORT)
1	Gladman Wendy		

RESOLUTION 2018/168

Moved: Cr Geoff Curnow Seconded: Cr Gavan Holt

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.

CARRIED

14/11/2018 2:54:40 PM - Belinda McKnight Action completed by: Coombes, Christine

Plan adopted and published on Council's website.

Meeting	Officer/Director	Section	Subject
Council 23/10/2018	Habner, Lynne	Decision Reports	Advocacy for waste and resource recovery issues
	Pinyon, Phil		

RESOLUTION 2018/169

Moved: Cr Geoff Curnow Seconded: Cr Colleen Condliffe

That Council:

- 1. Highlights the need 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

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and Federal government to recognise the "essential service" of waste recovery from the homes of over 8 million people.

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.

CARRIED

30/10/2018 3:40:52 PM - Lynne Habner Action completed by: Habner, Lynne

Completed. LMWRRG was advised of Council's resolution on 30 October 2018.

Meeting	Officer/Director	Section	Subject
Council 23/10/2018	Caserta, Deanne	Decision Reports	Finance Report for the period ending 30 September 2018
i .	Morrison Sharon		

RESOLUTION 2018/170

Moved: Cr Colleen Condliffe Seconded: Cr Neil Beattie

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.

CARRIED

26/10/2018 10:05:46 AM - Deanne Caserta Action completed by: Caserta, Deanne

Completed, no further action required

Meeting	Officer/Director	Section	Subject
Council 23/10/2018	Gladman, Wendy Gladman, Wendy	Decision Reports	NORTH CENTRAL GOLDFIELDS REGIONAL LIBRARY AGREEMENT 2019-2023

RESOLUTION 2018/171

Moved: Cr Gavan Holt Seconded: Cr Geoff Curnow

That Council approve the Regional Library Agreement for the North Central Goldfields Regional Library Corporation 2019-2023 and authorise the Chief

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Executive Officer to sign and affix the common seal of Council to the document and any related documentation.

CARRIED

14/11/2018 2:34:35 PM - Wendy Gladman

The Regional Library Agreement and the Service Level Agreement have been signed and returned to the Library Corporation. This action is now complete.

14/11/2018 3:02:22 PM - Wendy Gladman

Action completed by: Coombes, Christine

Complete

Meeting	Officer/Director	Section	Subject
Council 23/10/2018	Gladman, Wendy	Decision Reports	SUPPORT FOR 2018 MOLOGA REMEMBRANCE DAY SERVICE
	Gladman, Wendy		

RESOLUTION 2018/172

Moved: Cr Neil Beattie Seconded: Cr Geoff Curnow

That Council

- 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.

CARRIED

14/11/2018 2:38:43 PM - Wendy Gladman

The donation to the Mologa and District Landcare group has been processed, with funds drawn from the Sponsorships and Donations budget. This action is now complete. 14/11/2018 3:02:36 PM - Wendy Gladman

Action completed by: Coombes, Christine

Complete

Meeting	Officer/Director	Section	Subject
Council 23/10/2018	Coombes, Christine Pinyon, Phil	Motion	Motion

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Outstanding Division: Date From:
Committee: Date To:
Officer:

Action Sheets Report Printed: Friday, 16 November 2018 2:02:50 PM

RESOLUTION 2018/163

Moved: Cr Geoff Curnow Seconded: Cr Gavan Holt

That Council confirm that the Statutory Meeting 2018 be held at the Pyramid Hill Bowling Club on 16 November at 7pm.

CARRIED

25/10/2018 4:17:51 PM - Christine Coombes Action completed by: Coombes, Christine

Complete: Pyramid Hill Bowling Club was booked as the venue for the 2018 Statutory Meeting and advertised to the public and invited guests.

Meeting	Officer/Director	Section	Subject
Council 23/10/2018	Coombes, Motion Christine Pinyon, Phil		Motion

RESOLUTION 2018/164

Moved: Cr Gavan Holt Seconded: Cr Neil Beattie

That Council has reviewed its representation on Council Committees and advise there are no changes.

CARRIED

25/10/2018 4:19:13 PM - Christine Coombes Action completed by: Coombes, Christine

Complete: The listing of representation on Council Committees was listed in the Agenda for the 2018 Statutory Meeting for approval.

Meeting	Officer/Director	Se	ection S	Subject
Council 23/10/2018	Habner, Lynne	New Item	d	
	Pinyon, Phil			

RESOLUTION 2018/177

Moved: Cr Gavan Holt Seconded: Cr Colleen Condliffe

That Council:

1. support the Central Victorian Goldfields Region World Heritage Listing Bid proposal being led by the Cities of Ballarat and Greater Bendigo

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Outstanding	Division:	Date From:
	Committee:	Date To:
	Officer:	
Action Sheets Report		Printed: Friday, 16 November 2018 2:02:50 PM

2. subject to the external State Government funding being obtained for the project, contribute \$2,000 each for the first two years covering the key development of the World Heritage Listing bid, to be funded from the Economic Development Strategy budget.

CARRIED

30/10/2018 3:36:36 PM - Lynne Habner Action completed by: Habner, Lynne

Completed. City of Greater Bendigo has been advised of Council's resolution.

Meeting	Officer/Director	Section	Subject
Council 23/10/2018	Gladman, Wendy New Item Gladman, Wendy		WEDDERBURN HAIRDRESSING COMMUNITY ENTERPRISE PROPOSAL

RESOLUTION 2018/178

Moved: Cr Gavan Holt Seconded: Cr Colleen Condliffe

That Council allocate \$10,000 from the Loddon Shire 2018/19 Community Grants scheme unallocated funds to the Wedderburn Community House in support of their application to establish a Community Enterprise Hair, Beauty and Massage Salon in Wedderburn.

CARRIED

15/11/2018 7:08:13 PM - Wendy Gladman

The Wedderburn Community House has been notified that the grant application has been approved and once the signed grant agreement has been returned the funds will be forwarded to the organisation. This action is now complete.

16/11/2018 8:49:14 AM - Wendy Gladman Action completed by: Gladman, Wendy

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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.

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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.

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9 DECISION REPORTS

9.1 NOVEMBER 2018 AUDIT COMMITTEE MEETING OVERVIEW

File Number: 06/02/003

Author: Sharon Morrison, Director Corporate Services

Authoriser: Phil Pinyon, Chief Executive Officer

Attachments: 1. MIN Confirmed Minutes of August 2018 Audit Committee Meeting

2. DOC Review of Waste Management Planning October 2018

3. DOC Audit Committee Calendar for 2019

4. DOC Final Management letter for the year ended 30 June 2018

RECOMMENDATION

That Council:

- 1. receives and notes this report on the November 2018 Audit Committee Meeting
- 2. receives and notes the confirmed minutes of the August 2018 Audit Committee meeting
- 3. endorses the performance improvement recommendations documented in the "Review of Waste Management Planning"
- 4. receives and notes the Audit Committee Calendar for 2019
- 5. receives and notes the Final Management letter for the year ended 30 June 2018

CONFLICT OF INTEREST

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

PREVIOUS COUNCIL DISCUSSION

Council was provided with a summary of the August 2018 Audit Committee Meeting at the Ordinary Meeting held on 28 August 2018.

BACKGROUND

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

The committee is made up of four independent community members, and Cr Gavan Holt, as Council's representative. At the Statutory Meeting on 16 November 2018, it was decided that Councillor Beattie be the alternate Council representative in the event that Cr Holt is unable to attend the Audit Committee Meeting. Council's Chief Executive Officer and Director Corporate Services attend the meetings in an advisory capacity.

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

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

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- facilitating the organisation's ethical development
- maintaining a reliable system of internal controls.

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

ISSUES/DISCUSSION

The agenda for the November 2018 meeting included the following:

Decision Reports

Mr Kundai Mtsambiwa provided an overview of the Review of Waste Management Planning, highlighting numerous positive aspects of control and five opportunities for improvement rated at medium to low risk.

The Audit Committee also considered and approved a calendar for 2019 Audit Committee meetings.

Compliance Reports

A number of compliance reports were considered and noted including:

- the Fraud Report for the August to October quarter the CEO provided an update
- a review of major lawsuits facing council since May 2018 the CEO provided an update
- the final Management Letter for the year ended 30 June 2018 subject to correction of footers in the document. A corrected version was requested following the Audit Committee meeting but not received at the time of finalising this report.
- items raised by Council that may impact the Audit Committee no items were raised by Councillor Holt

Information Reports

The Audit Committee also received the following information reports:

- Monthly Finance Report
- Update on the Review of the Local Government Act
- Council's involvement in a VAGO Audit on "Planning for Outcomes of Investing in Regional Victoria"
- Information and Business Transformation Strategic Update
- Council's insurance portfolio

The date of next audit committee meeting is 14 February 2018. The next review will be about Service Planning.

COST/BENEFITS

There are costs associated with the Audit Committee and internal audit function. However, in most cases, actions resulting from audit reviews do not bear any new costs as they are undertaken by current staff.

The benefits that the internal audit function provides Council are:

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

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RISK ANALYSIS

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

CONSULTATION AND ENGAGEMENT

Nil

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Date:

Thursday, 9 August 2018

Time:

9:15am

Location:

Kooyoora Room, Wedderburn Council Office,

Wedderburn

MINUTES

Audit Committee Meeting 9 August 2018

9 AUGUST 2018

MINUTES OF LODDON SHIRE COUNCIL AUDIT COMMITTEE MEETING HELD AT THE KOOYOORA ROOM, WEDDERBURN COUNCIL OFFICE, WEDDERBURN ON THURSDAY, 9 AUGUST 2018 AT 9:15AM

PRESENT: Mr Ken Belfrage, Mr Alan Darbyshire, Cr Cheryl McKinnon, Mr Rod Poxon, Mr

Rod Baker

IN ATTENDANCE: Lynne Habner (Manager Executive and Commercial Services), Michelle

Hargreaves (Administration Officer Corporate Services), Sharon Morrison (Director Corporate Services), Phil Pinyon (Chief Executive Officer)

1 WELCOME

2 ACKNOWLEDGEMENT OF COUNTRY

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

3 APOLOGIES

APOLOGY

COMMITTEE RESOLUTION 2018/1

Moved: Mr Rod Poxon Seconded: Mr Alan Darbyshire

That the apology received from Cr Gavan Holt be accepted and leave of absence granted.

CARRIED

4 DECLARATIONS OF CONFLICT OF INTEREST

Nil

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9 AUGUST 2018

5 PREVIOUS MINUTES

5.1 MINUTES FOR MAY 2018

File Number:

06/02/003

Author:

Sharon Morrison, Director Corporate Services

Authoriser:

Sharon Morrison, Director Corporate Services

Attachments:

1. Unconfirmed Audit Committee Minutes for 10 May 2018

RECOMMENDATION

That the Audit Committee accept the minutes of the meeting held on 10 May 2018.

- That the Audit Committee authorise the chair to sign the minutes of the meeting held on 10 May 2018.
- That the Audit Committee forward the signed minutes of the meeting held on 10 May 2018 to the next ordinary meeting of the Council.

CONFLICT OF INTEREST

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

PREVIOUS AUDIT COMMITTEE DISCUSSION

None

BACKGROUND

Clause 5.3 (h) of the Audit Committee Charter version 6 states that minutes will be taken by an appointed Secretary and signed by the Chair.

Clause 5.4 states that the Audit Committee shall after every meeting forward the minutes of that meeting to the next ordinary meeting of the Council.

ISSUES/DISCUSSION

The minutes of the previous meeting are reviewed and accepted with or without amendments each meeting.

The chair signs the confirmed meetings of the previous meeting each meeting.

COST/BENEFITS

The minutes are currently taken by a manager. Arrangements are being put in place for an administration officer to take the minutes.

The benefit of taking minutes is an accurate record of decisions and deliberations, transparency and good governance.

RISK ANALYSIS

The key risk is inaccurate minute taking. This risk is addressed by having the minutes reviewed by all parties.

CONSULTATION AND ENGAGEMENT

The draft minutes are reviewed by the chair of the audit committee and Director Corporate Services before being presented to the audit committee for acceptance.

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COMMITTEE RESOLUTION 2018/2

Moved: Mr Alan Darbyshire Seconded: Mr Rod Poxon

- 1. That the Audit Committee accept the minutes of the meeting held on 10 May 2018.
- That the Audit Committee authorise the chair to sign the minutes of the meeting held on 10 May 2018.
- That the Audit Committee forward the signed minutes of the meeting held on 10 May 2018 to the next ordinary meeting of the Council.

CARRIED

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9 AUGUST 2018

6 REVIEW OF ACTION SHEET

6.1 ACTION SHEET

File Number: 06/02/003

Author: Sharon Morrison, Director Corporate Services

Authoriser: Sharon Morrison, Director Corporate Services

Attachments: Ni

RECOMMENDATION

That the Audit Committee note that there are currently no outstanding actions.

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 AUDIT COMMITTEE DISCUSSION

Actions arising from the minutes are reviewed at each audit committee meeting.

BACKGROUND

From time to time, the audit committee requests further action on items raised during the meeting. These actions are recorded and, where possible, actioned prior to the next meeting.

ISSUES/DISCUSSION

There are currently no actions arising from the minutes of previous meetings.

COST/BENEFITS

The cost of responding to actions arising from the minutes will vary according to the time involved in actioning the request.

The benefit of responding to the actions is an improvement in the data, information and knowledge available for decision making.

RISK ANALYSIS

The risk of not responding to the actions is a potential decline in the confidence of the audit committee in council and management.

CONSULTATION AND ENGAGEMENT

Other staff and stakeholders will be consulted where the action requires their input.

COMMITTEE RESOLUTION 2018/3

Moved: Mr Rod Poxon Seconded: Mr Rod Baker

That the Audit Committee note that there are currently no outstanding actions .

CARRIED

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7 DECISION REPORTS

7.1 RESULTS OF FINANCIAL AND PERFORMANCE STATEMENTS FOR THE YEAR ENDED 30 JUNE 2018

File Number:

06/02/003

Author:

Deanne Caserta, Manager Financial Services

Authoriser:

Sharon Morrison, Director Corporate Services

Attachments:

1. Financial Statement Year Ending 30 June 2018

2. Performance Statement Year Ending 30 June 2018

RECOMMENDATION

That the Audit Committee:

- Notes the results of the Financial and Performance Statements for the year ended 30 June 2018 and
- Recommends to Council the adoption of the Annual Report including the Financial Statements and Performance Statements.

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 AUDIT COMMITTEE DISCUSSION

Nil.

BACKGROUND

Clause 5.5 (ix) of the Audit Committee Charter version 6 states that one of the duties and responsibilities of the Audit Committee in pursuing its Charter is to review Council's draft annual financial report, focusing on:

- · accounting policies and practices
- changes to accounting policies and practices
- the process used in making significant accounting estimates
- explanations for significant adjustments to the financial report (if any) arising from the audit process
- · compliance with accounting standards and other reporting requirements
- · significant variances from prior years.

Clause 5.5 (x) states that one of the duties and responsibilities of the Audit Committee is to:

recommend adoption of the Annual Report to Council. Review any significant changes that
may arise subsequent to any such recommendation but before the Financial Statements
and Performance Statements are signed.

ISSUES/DISCUSSION

The external auditors (Crowe Horwath on behalf of the Victorian Auditor General's Office) attended Council premises in the week commencing 16 July 2018.

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COST/BENEFITS

The cost of the external audit is \$38,800. The benefit of annual audit is compliance with legislation and standards and reassuring councillors, officers and the Audit Committee.

RISK ANALYSIS

There is a risk that the Financial and Performance Statements will not be ready for the August Audit Committee meeting. This risk is mitigated by developing a timetable of events required to meet various deadlines including the Audit Committee meeting.

CONSULTATION AND ENGAGEMENT

The Financial Service Department has been extensively consulted in the review of the Financial and Performance Statements.

COMMITTEE RESOLUTION 2018/4

Moved: Mr Rod Baker Seconded: Mr Rod Poxon That the Audit Committee:

- Notes the results of the Financial and Performance Statements for the year ended 30 June 2018 and
- Recommends to Council the adoption of the Annual Report including the Financial Statements and Performance Statements.

CARRIED

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7.2 REPORT ON INTERNAL AUDIT

File Number: 06/02/003

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

Attachments: 1. Follow up of agreed actions from prior year Internal Audit Reports

RECOMMENDATION

That the Audit Committee:

- Note the recommendation in the Audit Report "Follow Up of Agreed Actions from Prior Year Internal Audit Reports
- Refer the Audit Report "Follow Up of Agreed Actions from Prior Year Internal Audit Reports" to the next ordinary meeting of Council.

CONFLICT OF INTEREST

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

PREVIOUS AUDIT COMMITTEE DISCUSSION

Each quarter the Audit Committee discusses the latest finalised internal audit report.

BACKGROUND

Clause 5.5 of the Audit Committee Charter version 6 states that the duties and responsibilities of the Audit Committee in pursuing its Charter include to:

- (i) Review the scope of the internal audit plan and program and the effectiveness of the function. This review should consider whether, over a period of years the internal audit plan systematically addresses:
 - Internal controls over significant areas of risk, including non-financial management control systems
 - Internal controls over revenue, expenditure, assets and liability processes
 - The efficiency, effectiveness and economy of significant Council programs
 - Compliance with regulations, policies, best practice guidelines, instructions and contractual arrangements.
- (iv) Review reports of internal audit and the extent to which Council and management react to matters raised by internal audit, by monitoring the implementation of recommendations made by internal audit.

ISSUES/DISCUSSION

The internal audit program is set out in the Loddon Shire Council Strategic Internal Audit Plan 2015-2019. This document is updated annually to reflect the priorities for the coming year.

The internal audit report for consideration by the Audit Committee this quarter is the report titled "Follow Up of Agreed Actions from Prior Year Internal Audit Reports".

COST/BENEFITS

The cost of the audit is in accordance with the contract award to HLB Mann Judd following the 2011 tender.

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RISK ANALYSIS

There is a risk that Council will not be able to resource the implementation of recommendations within the suggested timeframes. This risk is reduced by seeking input from relevant staff members about the proposed timeframes and negotiating changes to timeframes to the internal auditor prior to the finalisation of the report for the Audit Committee and Council. Other priorities can still impact upon Council's ability to meet the agreed timeframes.

CONSULTATION AND ENGAGEMENT

The report identifies the staff consulted during the audit. Additional staff may have been consulted regarding the draft report.

COMMITTEE RESOLUTION 2018/5

Moved: Mr Ken Belfrage Seconded: Mr Rod Poxon That the Audit Committee:

 Note the recommendation in the Audit Report "Follow Up of Agreed Actions from Prior Year Internal Audit Reports

Refer the Audit Report "Follow Up of Agreed Actions from Prior Year Internal Audit Reports" to the next ordinary meeting of Council.

CARRIED

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8 COMPLIANCE REPORTS

8.1 RISK MANAGEMENT REPORT

File Number: 06/02/003

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

Attachments: 1. Risk Management Report

RECOMMENDATION

That the Audit Committee:

- 1. note the Risk Management Report and
- 2. refer it to the next ordinary meeting of Council.

CONFLICT OF INTEREST

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

PREVIOUS AUDIT COMMITTEE DISCUSSION

The last Risk Management Report was considered at the February 2018 Audit Committee meeting.

BACKGROUND

Clause 5.5 (vii) of the Audit Committee Charter version 6 states that one of the duties and responsibilities of the Audit Committee in pursuing its Charter is monitoring the risk exposure of Council by determining if management has appropriate risk management processes and adequate management information systems.

ISSUES/DISCUSSION

This Risk Management Report provides the Audit Committee with a summary of the OH&S Meeting and the Risk Management Meeting as well as the Risk Register Report and other risk items of interest.

COST/BENEFITS

There is minimal cost involved in the preparation of this report as it used for multiple purposes. The benefit of providing this report to the Audit Committee is enabling the Audit Committee to monitor Council's risk exposure.

RISK ANALYSIS

Failing to provide this report may result in the Audit Committee having a reduced level of confidence in management and Council.

CONSULTATION AND ENGAGEMENT

Various staff are consulted in the preparation of the attached report as a result of the membership of the OHS committee and the Risk Management Committee.

COMMITTEE RESOLUTION 2018/6

Moved: Mr Rod Baker

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Seconded: Mr Rod Poxon

That the Audit Committee:

- 1. note the Risk Management Report and
- 2. refer it to the next ordinary meeting of Council.

CARRIED

9 AUGUST 2018

8.2 FRAUD REPORT

File Number: 06/02/003

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

Attachments: Nil

RECOMMENDATION

That the Audit Committee note the Fraud Report.

CONFLICT OF INTEREST

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

PREVIOUS AUDIT COMMITTEE DISCUSSION

The last Fraud Report was considered at the May 2018 Audit Committee meeting.

BACKGROUND

Clause 5.5 (xiv) of the Audit Committee Charter version 6 states that one of the duties and responsibilities of the Audit Committee in pursuing its Charter is receiving from management reports on all suspected and actual frauds, thefts and breaches of the law.

ISSUES/DISCUSSION

The Fraud Report is a verbal report provided by the CEO.

COST/BENEFITS

There is minimal cost involved in the preparation of this report. The benefit of providing this report to the Audit Committee is enabling the Audit Committee to monitor Council's risk exposure.

RISK ANALYSIS

Failing to provide this report may result in the Audit Committee having a reduced level of confidence in management and Council.

CONSULTATION AND ENGAGEMENT

Various staff are consulted by the CEO as part of the preparation for this report.

COMMITTEE RESOLUTION 2018/7

Moved: Mr Rod Poxon Seconded: Mr Alan Darbyshire

That the Audit Committee note the Fraud Report.

CARRIED

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8.3 REVIEW OF MAJOR LAWSUITS FACING COUNCIL REPORT

File Number: 06/02/003

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

Attachments: Nil

RECOMMENDATION

That the Audit Committee note the Major Lawsuits Report.

CONFLICT OF INTEREST

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

PREVIOUS AUDIT COMMITTEE DISCUSSION

The last Major Lawsuits Report was considered at the May 2018 Audit Committee meeting.

BACKGROUND

Clause 5.5 (xvi) of the Audit Committee Charter version 6 states that one of the duties and responsibilities of the Audit Committee in pursuing its Charter is monitoring the progress of any major lawsuits facing the Council.

ISSUES/DISCUSSION

This Major Lawsuits Report is a verbal report provided by the CEO.

COST/BENEFITS

There is minimal cost involved in the preparation of this report. The benefit of providing this report to the Audit Committee is enabling the Audit Committee to monitor Council's risk exposure.

RISK ANALYSIS

Failing to provide this report may result in the Audit Committee having a reduced level of confidence in management and Council.

CONSULTATION AND ENGAGEMENT

Various staff are consulted by the CEO as part of the preparation for this report.

COMMITTEE RESOLUTION 2018/8

Moved: Mr Rod Poxon Seconded: Mr Alan Darbyshire

That the Audit Committee note the Major Lawsuits Report.

CARRIED

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8.4 ITEMS RAISED BY COUNCIL THAT MAY IMPACT THE AUDIT COMMITTEE

File Number: 06/02/003

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

Attachments: Nil

RECOMMENDATION

That the Audit Committee notes the matters raised.

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 AUDIT COMMITTEE DISCUSSION

The May 2018 Audit Committee meeting agenda listed this matter.

BACKGROUND

Clause 5.5 (xvii) of the Audit Committee Charter version 6 states that one of the duties and responsibilities of the Audit Committee in pursuing its Charter is to address issues brought to the attention of the Committee, including responding to requests from Council for advice that is within the parameters of the Committee's terms of reference.

ISSUES/DISCUSSION

The Councillor representative and officers of Council are provided with the opportunity to raise items that may impact the Audit Committee.

COST/BENEFITS

There is minimal cost involved in the preparation of this report. The benefit of providing this report to the Audit Committee is enabling the Audit Committee to monitor Council's risk exposure.

RISK ANALYSIS

Failing to provide this report may result in the Audit Committee having a reduced level of confidence in management and Council.

CONSULTATION AND ENGAGEMENT

Councillors and officers may consult with others when preparing for this item.

COMMITTEE RESOLUTION 2018/9

Moved: Mr Alan Darbyshire Seconded: Mr Rod Poxon

That the Audit Committee notes the matters raised including the Mayor's concerns about the impact of recently issued rate notices, the change of valuations for 2018/19 and the potential risk to Council's reputation.

CARRIED

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9 INFORMATION REPORTS

9.1 LODDON PERFORMANCE FRAMEWORK RESULTS TO 30 JUNE 2018 INCLUDING LOCAL GOVERNMENT PERFORMANCE REPORTING FRAMEWORK RESULTS TO 30 JUNE 2018

File Number: 06/02/003

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

Attachments: 1. Loddon Performance Framework Report for the year ended 30 June

2018

2. LGPRF Report of Operations for the year ended 30 June 2018

3. LGPRF Performance Statement for the year ended 30 June 2018

 LGPRF Governance and Management Checklist for year ended 30 June 2018

RECOMMENDATION

That the Audit Committee:

- Note the Loddon Performance Framework Results
- Note the Local Government Performance Reporting Framework (LGPRF) Results contained in the attached Report of Operations, Performance Statement and Governance and Management Checklist (LGPRF Results)
- Refer the Loddon Performance Framework Results and the LGPRF Results to the next ordinary meeting of Council.

CONFLICT OF INTEREST

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

PREVIOUS AUDIT COMMITTEE DISCUSSION

The July to December 2017 results of the Loddon Performance Framework were discussed at the May 2018 Audit Committee meeting.

BACKGROUND

It is a requirement of the Local Government Act 1989 and Local Government (Planning and Reporting) Regulations 2014 that Council has a Performance reporting framework (a set of indicators measuring financial and non-financial performance including the performance indicators referred to in Section 131 of the Act. It is also a requirement to complete performance reporting (six monthly reports of indicators measuring the results against financial and non-financial performance, including performance indicators referred to in section 131 of the Act).

ISSUES/DISCUSSION

The Loddon Performance Framework contains Loddon performance indicators as well as the requirements of the Local Government Performance Reporting Framework (LGPRF).

The results of the Loddon performance indicators are attached.

The results of the LGPRF are attached in the format required by Local Government Victoria as the Report of Operations, the Performance Statement and the Governance and Management

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Checklist. These results are uploaded to the Know Your Council website and made public in about September each year.

At the time of printing, final checking of data and comments was still taking place so some amendments may be advised at the audit committee meeting.

COST/BENEFITS

The cost involved in the preparation of these reports is staff time. The benefits are compliance with legislation and improved data, information and knowledge to support decision making.

RISK ANALYSIS

There is a risk that the results will change after being presented to the Audit Committee as a result of feedback from the external auditors and/or Local Government Victoria. If the change is material, the audit committee will be consulted. If the change is considered minor, the change will be made and presented to Council for adoption and signing.

CONSULTATION AND ENGAGEMENT

A range of staff members have been consulted in the development of the attachments to the report.

The Audit Committee:

- 1. Noted the Loddon Performance Framework Results
- Noted the Local Government Performance Reporting Framework (LGPRF) Results contained in the attached Report of Operations, Performance Statement and Governance and Management Checklist (LGPRF Results)
- Refered the Loddon Performance Framework Results and the LGPRF Results to the next ordinary meeting of Council.

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9.2 LOCAL GOVERNMENT PERFORMANCE REPORTING FRAMEWORK INDICATOR - OBLIGATION 1 - PROPOSAL TO CHANGE "ASSET RENEWAL COMPARED TO DEPRECIATION" TO "VAGO'S RENEWAL GAP INDICATOR"

File Number: 06/02/003

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

Attachments: Nil

RECOMMENDATION

That the Audit Committee note the proposed change to Local Government Performance Reporting Framework Financial Performance Indicator Obligation 1.

CONFLICT OF INTEREST

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

PREVIOUS AUDIT COMMITTEE DISCUSSION

Nil

BACKGROUND

Each year Local Government Victoria survey Councils to seek feedback about opportunities for improvement to the Local Government Performance Reporting Framework. This year, a range of changes have been proposed for implementation for the 2019/20 financial year.

ISSUES/DISCUSSION

One of the indicators Local Government Victoria is proposing to change is Obligation 1. This indicator is currently measured by comparing asset renewal to depreciation. It is proposed to change the indicator to be measured using VAGO's renewal gap indicator.

The trend data over the past four years for Council using the two different measures is as follows:

	2014/15	2015/16	2016/17	2017/18
Asset renewal compared to depreciation	42.47%	24.12%	33.93%	35.98%
VAGO's renewal gap indicator	71%	51%	77%	57%

The VAGO indicator measures renewal plus upgrade expenses compared to depreciation. This calculation therefore captures those projects which are renewed but to the current required standards which can trigger it to be classified as an upgrade.

COST/BENEFITS

The administrative cost associated with the change is minimal. The benefit is reporting the same figure to multiple agencies rather than using different calculation methods for different agencies.

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RISK ANALYSIS

The Audit Committee is invited to assess the risk of moving from one measure to another and the consequent impact on Council.

CONSULTATION AND ENGAGEMENT

Whilst Local Government Victoria is currently consulting with the sector, there is an opportunity to make a submission regarding the change and the impact on Council.

The Audit Committee noted the proposed change to Local Government Performance Reporting Framework Financial Performance Indicator Obligation 1.

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9.3 PRESENTATION BY STAFF MEMBER

File Number: 06/02/003

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

Attachments: Nil

RECOMMENDATION

That the Audit Committee note that:

- 1) Peter Williams was unavailable
- 2) Deanne Caserta, Manager Financial Services, provided a verbal report on key projects and strategic issues facing her department.

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 AUDIT COMMITTEE DISCUSSION

The Audit Committee received a presentation by the Manager Information in February 2016.

BACKGROUND

The Audit Committee has expressed a desire to hear from one staff member each meeting to help gain a better understanding Council's business.

ISSUES/DISCUSSION

Manager Information and Business Transformation, Peter Williams, was appointed to the role in December 2017.

Among Peter's areas of responsibility are:

- Customer service
- Records management
- Information technology and support
- Business transformation

Some key projects for 2018/19 include:

- Implementation of new corporate system
- Development of Records Management Strategy
- Implementation of the new Customer Service Strategy
- Review of the Disaster Recovery Plan
- Implementing a response to telecommunications issues

COST/BENEFITS

The cost of a staff member attending the Audit Committee are outweighed by the benefit the Audit Committee receives in better understanding Council's business and the risks being addressed by different areas of the business.

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RISK ANALYSIS

There is a risk that presentations by staff members may result in the Audit Committee becoming too involved in operational matters. This risk can be managed by the chair of the Audit Committee keeping the focus on matters set out in the Audit Committee's Charter.

CONSULTATION AND ENGAGEMENT

The staff member presenting to the Audit Committee may consult with other staff members when preparing for their presentation.

The Audit Committee noted the presentation by staff member.	

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9.4 MONTHLY FINANCE REPORT

File Number: 06/02/003

Author: Deanne Caserta, Manager Financial Services

Authoriser: Sharon Morrison, Director Corporate Services

Attachments: Nil

RECOMMENDATION

That the Audit Committee note that due to the preparation of the end of financial year statements there is no requirement to complete a finance report for the month ending 30 June 2018.

CONFLICT OF INTEREST

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

PREVIOUS AUDIT COMMITTEE DISCUSSION

Each meeting the Audit Committee reviews the financial report for the most recent month.

BACKGROUND

The Audit Committee is provided with a copy of the monthly financial report by email.

ISSUES/DISCUSSION

Due to the preparation of the end of financial year statements there is no requirement for a finance report to be completed for June. There will be a report provided for the period ending 31 July 2018 and will be forwarded to committee members by email when complete.

COST/BENEFITS

There is minimal cost involved in the preparation of this report. The benefit of receiving the monthly financial report is that accurate and regular financial reporting is being disclosed.

RISK ANALYSIS

The provision of regular and accurate finance reports to the Audit Committee minimises the risk of Council not delivering projects within the approved budget.

CONSULTATION AND ENGAGEMENT

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

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

The Audit Committee note that due to the preparation of the end of financial year statements there is no requirement to complete a finance report for the month ending 30 June 2018.

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9.5 VAGO ANNUAL PLAN 2018-2019

File Number:

06/02/003

Author:

Sharon Morrison, Director Corporate Services

Authoriser:

Sharon Morrison, Director Corporate Services

Attachments:

1. Extract of VAGO Annual Plan 2018-19

RECOMMENDATION

That the Audit Committee note the extract of the VAGO Annual Plan 2018-19.

CONFLICT OF INTEREST

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

PREVIOUS AUDIT COMMITTEE DISCUSSION

The Audit Committee noted the extract of the VAGO Annual Plan 2017-18 in August 2017.

BACKGROUND

Under the Audit Act 1994, VAGO is required to prepare and table an annual plan before 30 June each year that describes the proposed work program for the coming financial year.

ISSUES/DISCUSSION

The following audits are planned for 2018-19 and beyond:

- · Performance audit work program
 - o 2018-19
 - Delivering local government services
 - Local government assets: Asset management and compliance
 - Outcomes of investing in regional Victoria
 - Reporting on local government performance
 - o 2019-20
 - Delivery local government services: Council libraries
 - Supporting communities through developer and infrastructure contributions 2019-20
 - 0 2020-21
 - Delivering local government services: Waste management services
 - Implementing Plan Melbourne 2017-50
 - Local government assets: Maintaining local roads

The objective of each audit and further information is available in the attached extract.

- Financial audit work program
 - o Results of 2018-19 Audits

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COST/BENEFITS

The only audit Council is guaranteed to be included in is the financial audit. The performance audits are often a selection of councils. The benefit of reviewing the VAGO Annual Plan is being aware of the areas of focus in coming years and being able to be proactive in those areas where resourcing permits.

RISK ANALYSIS

There is a risk that Council will be selected for one or more of the performance audits which will require prioritisation of the work over other activities.

CONSULTATION AND ENGAGEMENT

No staff have been consulted in the preparation of this report.

The Audit Committee noted the extract of the VAGO Annual Plan 2018-19.	

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9.6 RECOGNITION OF LAND UNDER ROADS

File Number: 0

06/02/003

Author:

Deanne Caserta, Manager Financial Services

Authoriser:

Sharon Morrison, Director Corporate Services

Attachments:

Nil

RECOMMENDATION

That the Audit Committee notes the resolution of Council.

CONFLICT OF INTEREST

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

PREVIOUS AUDIT COMMITTEE DISCUSSION

May 2008

BACKGROUND

In 2007 AASB1051 - Land Under Roads (the Standard) was introduced to gain some consistency in the way all Council's recognise and value land under roads.

This standard included four options for valuing these assets.

- 1. Recognise all roads using the cost method
- 2. Recognise all roads using the fair value method
- 3. Only recognise roads acquired after 1 July 2008 using the cost method
- 4. Only recognise roads acquired after 1 July 2008 using the fair value method.

In July 2007 and May 2008 Council was provided with an overview of the recently introduced requirement to recognise the value of Land Under Roads (LUR).

The May 2008 report included a recommendation from the Internal Audit Committee to Council 'that it elects not to value LUR for Council controlled roads acquired before 1 July 2008'. This decision was endorsed by Council.

Further to the introduction of the Standard, Local Government Victoria (LGV) issued a circular (15/11) in 2011 which required all Councils to move to the recognition of all LUR and accounting for them at fair value to bring local governments reporting into alignment with State departments. The LGV requirement was expected that this would assist to achieve better integration of asset information, improve accountability and reliability in decision making. This was to be implemented as soon as practicable, but no later than the 2014/15 financial statements.

LGV issued a further circular (29/2014) in 2014 extending the date to 2017/18.

ISSUES/DISCUSSION

Since the introduction of the Standard, the Local Government Finance Professionals (FinPro) commenced an advocacy campaign to review the LGV requirement as it imposed potentially onerous and costly requirements on Councils, who were already under a cost and resource constrained environment.

After much debate within the industry, on 3 May 2018, the Victorian Auditor General's Office (VAGO) issued their own guidance note which stated 'although consistent and comparable

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financial reporting is highly desirable they have a view that if it is cost effective to do so, councils should give serious consideration to complying with the intent of the guidance note'. It also stated that as long as Council's continue to comply with the Standard (i.e. follow one of the four outlined options), their auditors will continue to issue clear audit opinions.

LGV issued a bulletin (15/2018) in late May in reply to VAGO's guidance note stating that LGV's preference to value LUR is a recommended position and is not mandatory. It further states that Councils should apply the 2011 guidance on LUR where it is possible and cost-effective to do so.

COST/BENEFITS

There would be a significant cost (ranging from \$40K to \$50K) plus extensive staff time to value LUR for Council controlled roads with very little benefit for Council derived.

The benefit of valuing all LUR assets at the fair value method as suggested would bring Council into line with State Government reporting.

To continue the Loddon endorsed approach (to only value those roads acquired after 1 July 2008) there is minimal work required only when these new assets are formed / acquired.

RISK ANALYSIS

With confirmation of position from both the Victorian Auditor General and Local Government Victoria and with guidance on the topic from FinPro, Council are able to ensure that it has the relevant information to make an informed decision around the current and future valuation of LUR. This advice confirms that Council's endorsed approach will not cause its financial statements to be qualified.

CONSULTATION AND ENGAGEMENT

On 26 June 2018, Council made the following resolution:

That Council elects to continue to not value Land Under Roads for Council controlled roads acquired before 1 July 2008.

Therefore no further action is required and Council will continue to value LUR as it has previously.

The Audit Committee noted the resolution of Council.	

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10 GENERAL BUSINESS

10.1 MEETING HELD UNDER CLAUSE 5.3(E) OF THE CHARTER WITH INTERNAL AND EXTERNAL AUDITORS AND WITHOUT OFFICERS PRESENT

File Number: 06/02/003

Author: Sharon Morrison, Director Corporate Services

Authoriser: Sharon Morrison, Director Corporate Services

Attachments: Nil

RECOMMENDATION

That the Audit Committee confirm the occurrence on 9 August 2018 at 9.15am of the meeting held under clause 5.3(e) of the Charter.

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 AUDIT COMMITTEE DISCUSSION

Each August the Audit Committee community members and councillor representative meet with the internal and external auditors without officers present.

BACKGROUND

Clause 5.3(e) of the Audit Committee Charter version 6 states that:

At the committee's discretion, significant time will be set aside with non-officer members of the committee for the purpose of open discussion with the internal and/or external auditors.

ISSUES/DISCUSSION

Time was set aside with non-officer members of the committee for the purpose of open discussion with the internal and/or external auditors at 9.15am on 9 August 2018

COST/BENEFITS

There is minimal cost associated with this action. The benefit is an opportunity for the community member and councillor representative to have open discussion with the internal and external auditors.

RISK ANALYSIS

There is a risk that the internal and/or external auditor or some of the Audit Committee non-officer members will be unable to attend. Alternative arrangement can be made at the committee's discretion.

CONSULTATION AND ENGAGEMENT

The non-officer members of the Audit Committee are able to engage with the internal and external auditors.

The Audit Committee confirmed the occurrence on 9 August 2018 at 9.15am of the meeting held under clause 5.3(e) of the Charter.

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AUDIT COMMITTEE MEETING MINUTES	9 AUGUST 2018

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11 ITEMS REFERRED TO COUNCIL

As per resolutions

9 AUGUST 2018

12 NEXT REVIEW

12.1 WASTE MANAGEMENT PLANNING

File Number: 06/02/003

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

Attachments: Ni

RECOMMENDATION

That the Audit Committee note the scope of the internal audit on Waste Management Planning.

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 AUDIT COMMITTEE DISCUSSION

The Audit Committee approved the Strategic Internal Audit Plan 2015-2019 (2018-19 focus) (the Plan) in May 2018. One of the audits in the Plan was the Waste Management Planning.

BACKGROUND

Appendix 1 of the Audit Committee Charter version 6 states that the agenda shall include details of the next audit.

ISSUES/DISCUSSION

The Plan states that the scope of the Waste Management Planning audit as follows:

Council is facing a medium and long term challenge in terms of ensuring its ongoing waste management capacity.

The objective of this review is determine whether:

- Council has calculated the viability of its current waste management practices and approaches in the short, medium and long term;
- Council has undertaken medium to long term planning to identify options for waste management in the future, including financial and environmental impacts;
- appropriate governance mechanisms have been established to oversee waste management planning and activities;
- effective monitoring mechanisms have been established to ensure that key council stakeholders (i.e. councillors, executive, community) are aware of progress against targets/measures.

COST/BENEFITS

The cost of the audit is contained in the annual budget. The benefit of this audit will be the opportunity to understand how Council can improve its approach to waste management planning.

RISK ANALYSIS

There is a risk that Council will not be able to resource the recommendations contained in the Audit Report.

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AUDIT COMMITTEE	MEETING	MINUTES
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9 AUGUST 2018

CONSULTATION AND ENGAGEMENT

Relevant staff will be consulted during the audit.

The Audit Committee noted the scope of the internal audit on Waste Management Planning.

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NEXT MEETING

The next Audit Committee meeting will be held on 8 November 2018 at Wedderburn commencing at 9:15am.

There being no further business the meeting was closed at 11.35am.

Confirmed this......8 day of November 2018

CHAIRPERSON



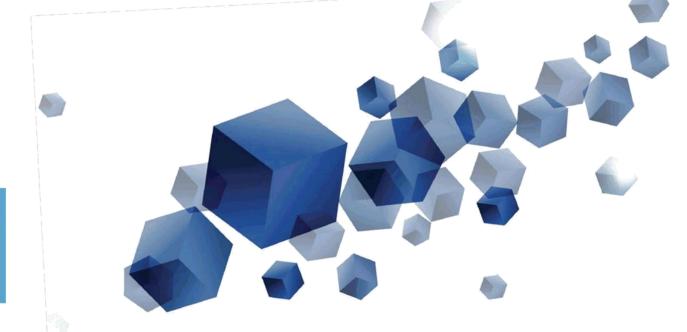


Loddon Shire Council

Internal Audit Report

Review of Waste Management Planning

October 2018





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Disclaimer

Inherent limitation – the nature of an audit is influenced by factors such as the use of professional judgement, selective testing, the inherent limitations of internal control, and the availability of persuasive rather than conclusive evidence.

Third party reliance

Other than our responsibility to Loddon Shire Council, neither HLB Mann Judd (VIC) Pty Ltd nor any member or employee of HLB Mann Judd (VIC) Pty Ltd undertakes responsibility arising in any way from reliance placed by a third party, on this report. Any reliance placed is that party's sole responsibility.

Our report is for the sole use of Loddon Shire Council and is not to be used by any other person for any other purpose and may not be distributed, duplicated, quoted, referred to, in whole or in part, without our prior written consent.



EXECUTIVE SUMMARY

Introduction

As part of the internal audit services provided to Loddon Shire Council (the "Council" or "LSC"), HLB Mann Judd has undertaken a review of its waste management planning. The objective of the review was to assess and evaluate the effectiveness and efficiency of LSC's waste management planning processes, and to identify potential risks and opportunities to improve related practices.

This review has been approved by LSC's Audit Committee and forms part of the 2018-19 Internal Audit Program.

Background

The Council is facing a medium and long-term challenge in terms of ensuring its ongoing waste management capacity. It is therefore important that LSC has efficient and cost-effective processes with respect to waste management planning.

Waste management operations at LSC include mainly the following:

- Management of 3 landfill sites (Boort Landfill, Pyramid Hill Landfill and Newbridge Landfill);
- Management of 3 transfer station facilities (Wedderburn transfer station, Inglewood transfer station and Dingee transfer station);
- Collection of kerbside waste and recycling for designated properties within the Loddon Shire municipal boundary including bins in public streets and parks. This service has been outsourced to a contractor (Veolia Environmental Services); and
- Collection of kerbside hard waste once a year for all properties within the Loddon Shire municipal boundary.

Key waste management legislative and regulatory requirements

The key legislative and regulatory requirements for LSC's waste management planning include:

- Environmental Protection Act 1979 ("EPA") which includes sustainable use
 and holistic management of the environment ensuring consultative
 processes are adopted so that community input is a key driver of
 environmental protection goals and programs thus encouraging a cooperative approach to environment protection;
- Sustainability Victoria (SV) which provides best practice guidance information on why and how resource recovery centres/transfer stations can progress towards best practice;
- Regional Implementation Plan (Loddon Mallee Waste and Resource Recovery Implementation Plan 2016-26). The Regional implementation plan was developed and approved by the Minister for Energy, Environment and Climate Change, for Councils, industry, individuals and community that are involved in waste and resource recovery. The plan particularly includes councils in their capacity as responsible authorities under the Planning and Environment Act 1987 to perform waste management function in a way that is consistent with the regional implementation plan.
- Local Government Act 1989, Section 162 (Service rate and service charge) which enables councils to declare service rate or annual service charge for the collection and disposal of waste.

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Positive aspects of control

Overall, we found that LSC had established a number of key practices relating to waste management planning. To be specific:

- LSC has a Kerbside Waste and Recycling Policy which outlines the conditions associated with the provision of kerbside waste and recycling services throughout the municipality including the application of associated fees and charges. Key areas outlined in the policy include (but are not limited to):
 - Service eligibility;
 - Service requirements;
 - Service charges;
 - General operation and management of service; and
 - Good and services tax.
- In addition, LSC has a formal contract (Contract waste & recycling collection services) in place with Veolia Environmental (from May 2016 covering a period of 5 years). Under this outsourced contract, the contractor is required to collect the existing kerbside waste for all properties within the Loddon Shire municipal boundary. Existing kerbside waste include:
 - Residential waste collection;
 - Commercial waste collection;
 - Public streets and parks collection;
 - Residential recyclable collection; and
 - Commercial residential recyclable collection.

We performed sample testing with respect to invoices issued to LSC by the contractor to determine whether fees and charges were in line with contractual terms and conditions, as well as determining whether invoices

were approved by the appropriate delegated personnel at LSC. We did not identify any exceptions.

- Furthermore, LSC engaged an external consultant (Mackenzie Environmental) and developed a Master Plan for its landfill sites in June 2017. The objective of the Master Plan is to:
 - Develop a conceptual landfill cap profile for all 3 landfill sites;
 - Estimate the remaining airspace volumes for each site based on survey and the conceptual cap profile; and
 - Estimate the remaining lifespan of each landfill based on historical and project waste volume data.

The *Master Plan* provides indicative remaining airspace timetable which assists LSC to estimate the overall lifespan of each site. The current lifespan of LSC sites is estimated as below:

- Boort Landfill (2017-2086);
- Pyramid Hill Landfill (2017-2126); and
- Newbridge Landfill, (2017-2058).
- LSC has a dedicated waste management team and the listing below outlines the main roles and responsibilities of some of the key team members who are actively involved in day-to-day operations of waste management planning:
 - Manager Works who is responsible for managing Council's works department, encompassing the functions of physical road maintenance & construction services, townscape services, waste management and resource management. The Manager Works reports directly to the Director of Operations;
 - Assistant Manager Works who is responsible for coordinating the dayto-day operations of the waste management as per LSC policies and procedures;

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- 2 Team Leaders who are responsible for supervising the day-to-day operations of landfills;
- 3 Landfill/Transfer Station Attendants whose responsibilities are to:
 - Control the intake of material into Council's Landfills/Transfer stations;
 - ➤ Process recyclables received at Council's Landfills/Transfer; and
 - ➤ Gather all monies received at Council's Landfills/Transfer.
- In respect to training, members of the waste management team above have completed relevant training on key areas such as (but not limited to):
 - Construction OH & S Induction (C I Card);
 - Drum Muster Inspection training;
 - Data collection services; and
 - OH&S awareness training etc.
- Processes and practices used by members to manage the day-to-day operations of the waste management were adequately and sufficient where:
 - The landfills are operated by the Landfill/Transfer Station Attendants who are reporting directly to the Manager Works;
 - Transfer Stations are operated by the Landfill/Transfer Station
 Attendants who are reporting directly to the Assistant Manager Works;
 - Collection of kerbside waste and recycling is operated by the contractor who reports to the Assistant Manager Works; and
 - The Manager Works oversees the overall operations and reports to the Director of Operations.
- LSC prepares and submits reports to fulfil relevant external regulatory requirements in relation to waste management. Following is a listing of 3 reports that the Manager Works prepares and provides to external parties:

- Local Government Performance Reporting Framework Waste Collection Indicator 5 (WC5):
 - ➤ Manager Works provides data to the Director, Corporate Services on a six-monthly basis. The data measures the percentage of garbage, recyclables and green organics collected from kerbside bins that is diverted from landfills to be incorporated in the *Local Government Performance Reporting Framework WC5*. The Local Government Performance Reporting Framework report contains the:
 - Recording of kerbside recycling data; and
 - Recording of kerbside waste data.
- Loddon Mallee Waste and Resources Recovery Data:
 - Manager Works provides a report to the Loddon Mallee Waste and Resource Recovery Group on a yearly basis. The report contains total recycling and waste figures for each year and provides further information on the:
 - Number of properties;
 - Total waste;
 - Total recycling; and
 - o Total Tonnes.
- Sustainability Victoria (SV):
 - Manager Works submits a report online to Sustainability Victoria on a yearly basis. The report contains the same information as the report to the Loddon Mallee Group above.

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Summary of Key Findings

The primary objective was to assess and evaluate the effectiveness and efficiency of internal controls embedded in the waste management planning processes to determine whether the following audit objectives were addressed:

Audit Objectives	Related Finding	Risk Rating*			
Addit Objectives	Related Filluling	Extreme	High	Medium	Low
Council has calculated the viability of its current waste management practices and approaches in the short, medium and long term.	The waste management strategy is outdated, and management is in the process of reviewing and updating the document.			Finding 1	
Council has undertaken medium to long term planning to identify options for waste management in the future, including financial and environmental impacts.	Refer to Finding No. 1 above.				
Appropriate governance mechanisms have been established to oversee waste management planning and activities.	Absence of formally documented procedures for a few waste management related processes.				Finding 2
	Waste management related risks have not been considered, identified and incorporated on the risk register.			Finding 3	
Effective monitoring mechanisms have been established to ensure that key council stakeholders (i.e. councillors, executive, community) are aware of progress against targets/measures.	No formal internal management reporting over waste management operations, issues, related matters, and their outcomes.			Finding 4	
	Absence of formal and periodic monitoring and reporting in relation to the waste management contractor's performance (Veolia Environmental).			Finding 5	

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Item 9.1- Attachment 2

Risk Matrix:

			Consequence			
		1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
	5 Frequent almost certain	/				
Ţ.	4 Probable , likely	1				
Likelihood	3 Occasiona / possible		4	3 5		
-	2 Unlikely					
	1 Rare					

Overall Conclusion

Based on the results of the review, except for the matters identified, we believe that LSC has adequate, sound and efficient internal controls, systems and processes in place with respect to waste management planning.

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DETAILED FINDINGS

Description of Finding

1. The waste management strategy is outdated, and management is in the process of reviewing and updating the document.

Observation

Risk Rating: Medium

Standard/Criteria:

An adequate and comprehensive waste management strategy is imperative within local government councils and aims to guide efficient and cost-effective management processes. A waste management strategy also allows a measured and structured approach for the future strategic direction in relation to waste management and planning decisions.

Audit Finding:

Our review noted that the waste management strategy (2011-2016) is outdated and management is in the process of reviewing and updating it.

Management advised that due to other key waste management related documents that were developed and had to be put in place first, the review process of the waste management strategy had been put on hold as a result. The documents developed would assist the Council in the review and update process of its Waste Management Strategy. This included:

- The development of the Loddon Mallee Waste and Resource Recovery Implementation Plan which was released in June 2017. The Plan sets out how the waste and resource recovery infrastructure needs of the waste and resource recovery region will be met over at least the next 10 years;
- The LSC Master Plan which was developed in June 2017. The Master Plan developed a conceptual landfill cap profile and provided indicative remaining airspace of each landfill site.

Impact:

The absence of an up-to-date and comprehensive Recommendation 1 waste management strategy may result in LSC not having a formal and structured approach for the future strategic direction and management of Review, update and finalise the waste within the shire. As a result, there may not Waste Management Strategy. be efficient and cost-effective management processes in place.

Impact and

Recommended Action

Recommended Action:

We recommend that the LSC management should:

1. Review, update and finalise the waste management strategy in a timely manner. The strategy document should be approved by key stakeholders.

Key areas that should be incorporated within the waste management strategy may include (but not limited to):

- Purpose;
- Objectives;
- Overview of municipality;
- Alignment to the Council Plan:
- Strategic context, legislative/regulatory linkage Recommendation 3 (i.e. Loddon Mallee Waste and Resource Management Agrees. Recovery Implementation Plan; Environment Protection Act 1979; Sustainability Victoria;
- Current waste management operations;
- Financial considerations and environmental

Management Response

Management Action:

Management Agrees.

Responsibility:

Daniel Lloyd, Manager Works

Timeframe:

30 June 2019

Recommendation 2

Management Agrees.

Communicate and make available the updated Waste Management Strategy to all relevant staff.

Responsibility:

Daniel Lloyd, Manager Works

Timeframe:

31 July 2019

Review and report against the Waste Management Strategy on a periodic basis.

Responsibility:

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Description of Finding	Observation	Impact and Recommended Action	Management Response
		considerations; Educational activities; Priorities; and Action plans and KPIs. Communicate and make available the updated waste management strategy thereafter to all relevant staff; and Review and report against the waste management strategy on a periodic basis.	Daniel Lloyd, Manager Works Timeframe: 31 October 2019
Absence of formally documented procedures for certain waste management related processes.	Standard/Criteria: Procedures play a very important role by defining an organisation's guiding principles, provides detailed task in relation to day-to-day waste management operations, outlining the roles and responsibilities of individuals and forms the basic structure of an organisation's operations. Audit Finding: Our review noted that there were a few processes that were not guided by formally documented procedures with respect to waste management. To be specific: Processes of day-to-day activities of transfer stations; Process of day-to-day activities of landfills; and The Manager Works external reporting requirements processes to (i.e. Manager of Operation, Director Corporate Services, Executive Management; SV, Loddon Mallee Group etc.). Whilst in practice the above processes were being performed, we noted that they were not guided by formally documented procedures. We do acknowledge that LSC has the Kerbside Waste	 Absence of formally documented procedures with respect to waste management activities may result in inconsistency in approach with respect to waste management related activities. Further, there is an increased risk of corporate knowledge loss in the event key staff leave the Council. Recommended Action: We recommend that the LSC management should: Develop formally documented procedures that provide detailed task instructions and guideline in respect to waste management processes identified under the "Observation" column. Communicate and make available the procedure thereafter to all relevant staff. 	Management Agrees. Develop formally documented procedures that provide detailed task instructions and guidelines in respect to waste management processes identified under the "Observatior" column.

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Description of Finding	Observation	Impact and Recommended Action	Management Response
	and Recycling Policy as well as the Contract waste & recycling collection services which outlines the process of kerbside collection only. In addition, waste management staff position descriptions ("PDs") identified the roles and responsibilities of waste management staff.		Timeframe: 30 September 2019
3. Waste management related risks have not been considered, identified and incorporated on the risk register.	Standard/Criteria: To be effective, an organisation's risk management framework and risk register requires the development and maintenance of an ongoing process that enables the identification, analysis, evaluation, and treatment of risks that may impact the organisation. This knowledge further enables the prioritisation of actions to reduce these risks to an acceptable level. Audit Finding: Our review of LSC's risk register and discussion with management noted that waste management related risks have not been considered, identified and incorporated onto the Council's risk register.	assessment of waste management related risks may result in LSC being unaware of all key risks it	Management Action: Recommendation 6 Management Agrees. Incorporate the EPA Risk Assessment into the Corporate Risk Register. Responsibility: Daniel Lloyd, Manager Works Timeframe: 30 November 2018 Recommendation 7 Management Agrees. Communicate and make available the updated risk register to all relevant staff. Responsibility: Daniel Lloyd, Manager Works Timeframe: 31 December 2018

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	Description of Finding	Observation	Impact and Recommended Action Management Response
			Treatment/action plan;Communicate and make available the updated risk registers thereafter to all relevant staff.
4.	No formal internal management reporting over waste management operations, issues, related matters, and their outcomes.	Risk Rating: Medium Standard/Criteria: Internal management reporting is a valued tool for tracking and analysing performance and overall organisation health. It allows organisations to critically analyse areas in which the business is doing well or poorly. Audit Finding: Our review of documentation and discussion with management noted that there is no formal internal management reporting that allows LSC management to properly monitor the waste management operations, issues, related matters and their outcomes. We do acknowledge that the Manager Works verbally provides updates to the Director of Operations in relation to waste management issues and related matters on a regular basis. The Director of Operations may report those issues to the CEO and/or other key stakeholders, if required. However, the contents and outcomes of these meetings are not documented. In addition, the Manager Works discusses with the Director of Operation on a quarterly basis detailing the need for any approval or finance related matters. Further, the waste management current reporting cycle is limited to 3 external reports that are listed below: Local Performance Reporting Framework for Council, Loddon Mallee Waste and Resources Recovery	Impact: Lack of internal management reporting in respect to waste management may result in LSC not being able to clearly identify shortfalls in performance, root cause and to determine the trend for improvement purposes. Further, there may not be proper oversight with respect to waste management related activities. Recommended Action: We recommended Action: We recommend that the LSC management should: 8. Prepare management reports on a periodic basis that reflects on the activity of waste management operations. Key areas that should be incorporated within the report may include (but not limited to): Goal setting and KPIs; Planning and decision making; Staff and training related matters; Policy and procedure updates; Contractor works; Any shortfalls in performance and root cause; Remedial actions to address issues as they arise; and Management Action: Recommendation 8 Management Agrees. Prepare management reports on periodic basis that reflect on the activity of waste management operations and respond to an measures identified in the Wast Management Strategy. Responsibility: Daniel Lloyd, Manager Works Timeframe: 31 October 2019 Assess the issues identified to determine the trend (if any).
		Data'; and Sustainability Victoria.	 Provide management reports to key stakeholders on a periodic basis (i.e. Director of Operations; EMT and/or Council sub-committee).

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Description of	
Finding	

Absence of formal and periodic monitoring and reporting in relation to the waste management contractor's performance.

Observation

Monitoring and reporting of contractor's performance

allows organisation to determine whether the services

are being delivered appropriately and in accordance with

the signed agreement between the parties involved.

Impact:

Absence of formal and periodic monitoring and Recommendation 10 reporting of the contractor's performance may result in LSC not being able to determine whether the services have been delivered appropriately as Conduct audits on a periodic basis per the contract terms and conditions. Further, over the contractor's performance issues and matters may not be identified and to ensure services were deliver as addressed accordingly.

Impact and

Recommended Action

Recommended Action:

We recommend that the LSC management should:

- contractor's performance to ensure services were delivered as per the contract. Evidence with respect to the audits undertaken should be retained accordingly; and
- 11. Consider updating the current Contract Waste & Recycling Collection Services and include new clauses where:
 - The contractor should provide reports to LSC management on a periodic basis detailing the overall delivery of waste related services (i.e. incorporating suggested new via established KPIs that can be agreed between both parties); and
 - The contractor and LSC management should meet on a periodic basis to discuss about the contractor's performance and other matters. Evidence with respect to the regular meeting should be retained accordingly.

Management Response

Management Action:

Management Agrees.

per the contract.

Responsibility:

Daniel Lloyd, Manager Works

30 November 2018

Recommendation 11

Management Agrees.

Implement Council Resolution 9.7 from August 2018 Council meeting in relation to joint procurement of waste and recycling services memorandum of understanding clauses.

Responsibility:

Daniel Lloyd, Manager Works

Timeframe:

30 April 2021 (when new contract is due)

Audit Finding:

Risk Rating: Medium

Standard/Criteria:

- Our review of documentation and discussion with management noted that no formal audit has been performed on the contractor's (Veolia Environmental) 10. Conduct audits on a periodic basis over the Timeframe: performance since the contract commenced in 2016 (2 years ago). In accordance with a clause stipulated within the Contract Waste & Recycling Collection Services the Council may audit the performance of the contractor to ensure the services are delivered as per the contract.
- In addition, our review of the Contract Waste & Recycling Collection Services noted that there were no requirements/clauses where the contractor should provide performance reports or regularly meet with Council management to formally discuss performance related matters and/or other issues.

Council's current contract expires 31 March 2021.

We noted currently, the contractor provides the Council with invoices for works performed and a "Missing Bins Report", which highlights any calls received from residents of Loddon that may have not had their waste collected.

We noted performance was assessed informally/ad-hoc (i.e. regular phone calls, emails etc.).

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APPENDICES

Appendix A: Audit Approach and Procedures

Appendix B: Personnel Consulted

Appendix C: Finding Risk Rating Matrix

Appendix D: Basis and Use of Report



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APPENDIX A: AUDIT APPROACH AND PROCEDURES

The approach for this engagement is presented below:

- Conducted interviews and performed walkthroughs with Council staff involved in waste management related processes to gain an understanding of key activities and to identify key internal controls over practices;
- Reviewed relevant waste management related documentation (plans, policies, procedures, etc.);
- Evaluated the results of the review to identify potential improvements and recommendations over waste management processes, as well as positive aspects of control;
- Performed sample-based testing over waste management related activities to determine whether internal and external protocols are being followed;
- Conducted the closing meeting with the Project Sponsor following completion of the fieldwork to discuss:
 - Findings and potential improvements;
 - Recommendations to improve business process and internal controls;
 - Management's proposed actions to address the findings identified.
- Issued draft report to management which contains audit findings, recommendations and implementation plans as a basis for continual improvement of waste management related processes and activities; and

 Issued final report and presented findings to the Council's Audit Committee and management.

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APPENDIX B: PERSONNEL CONSULTED

We would like to take this opportunity to thank the staff at Loddon Shire Council for their co-operation and assistance during the course of our engagement.

Name	Title	Topic Discussed
Sharon Morrison	Director Corporate Services	 Opening meeting; Walkthrough the process of reporting; Policy, procedure and strategy; and Reporting.
Daniel Lloyd	Manager Works	 Opening meeting; Walkthrough of waste management operational cycle; Regulatory requirements; Policy procedure and Plan; Staff training; Contractor; Reporting; and Exit meeting.
Carol Canfield	Manager Organisational Development	Risk Register.
Michelle Hargreaves	Administration Officer Corporate Services	 Walkthrough LCS' website and sighted relevant waste management documents.

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APPENDIX C: FINDING RISK RATING MATRIX

Findings arising during the course of the internal audit have been rated against the Issue Ratings Matrices below.

Ris Ma		lating c	Consequence				
			1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
	5	Frequent / almost certain	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
poo	4	Probable / likely	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Likelihood	3	Occasional / possible	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
	2	Unlikely	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
	1	Rare	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

Explanatory Notes to Risk Rating

Risk Rating	Definition	Guidance	Action Required
Extreme	Issue represents a serious control weakness, which could cause or is causing severe disruption of the process or severe adverse effect on the ability of the process to achieve its objectives.	Material errors and departures from the organisation's policies and procedures. Financial management / accountability / probity concerns. Significant breach of governing legislation and regulations which	Requires significant senior management intervention and may require significant mobilisation of resources, including external assistance. Close and on-going monitoring by senior management to resolution is highly

Risk Rating	Definition	Guidance	Action Required
		may result in fines or other penalties.	recommended. Requires extreme priority to immediate action and a program for prompt resolution. Recommended timeframe for action: Immediate – 3 months.
High	Issue represents a control weakness, which could cause or is causing major disruption of the process or major adverse effect on the ability of the process to achieve its objectives.	Errors and departures from the organisation's policies and procedures. Non-compliance with governing legislation and regulations which may result in fines or other penalties. Collective impact of many medium or low issues.	Requires substantial senior management intervention, On-going resource diversionary potential and may require possible external assistance. Requires high priority to action. Recommended timeframe for action: 3 – 6 months.
Medium	Issue represents a control weakness, which could cause or is causing moderate adverse effect on the ability of the process to achieve its objectives.	Events, operational, business, and financial risks that could expose the organisation to losses that could be marginally material to the organisation. Departures from best practice management procedures and processes.	Requires considerable management intervention and may require possible external assistance. Requires prompt action. Recommended timeframe for action: 6 – 12 months.

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Risk Rating	Definition	Guidance	Action Required
Low	Issue represents a minor control weakness, which is minimal but reportable impact on the ability of the process to achieve its objectives.	Events, operational, and business risks that could expose the organisation to losses which are not material due to the low probability of occurrence of the event on the operating capacity, reputation and regulatory compliance. Departures from management procedures and processes; however, appropriate monitoring and governance generally mitigates these risks.	Requires management attention and possible use of external resources. Requires action commensurate with the process objectives. Recommended timeframe for action: Depending on the availability of scarce resources.

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APPENDIX D: BASIS AND USE OF REPORT

We are engaged by Loddon Shire Council (the "client") to provide internal audit services and the scope of our activities is determined by management and reviewed by the Audit Committee of the Council.

This report has been prepared in accordance with the objectives and procedures agreed in the audit scope document and subject to the following limitations:

- Our procedures were designed to provide limited assurance which recognises that absolute assurance is rarely attainable, due to such factors as the use of judgement in gathering and evaluating evidence and forming conclusions, and the use of selective testing, and because much of the evidence available for review is persuasive rather than conclusive in nature.
- Because of the inherent limitations of any internal control structure, it is possible that errors or irregularities may occur and not be detected. Our procedures were not designed to detect all weaknesses in control procedures as they were not performed continuously throughout a specified period and any tests performed were on a sample basis.
- Any projection of the evaluation of the control procedures to future periods is subject to the risk that the systems may become inadequate because of changes in conditions, or that the degree or compliance with them may deteriorate.
- The matters raised in this report are only those which come to our attention during the course of performing our procedures and are not necessarily a comprehensive statement of all the weaknesses that exist or improvements that might be made. We cannot, in practice, examine every activity and procedure, nor can we be a substitute for management's responsibility to maintain adequate controls over all levels of operations and their responsibility to prevent and detect irregularities,

including fraud. Accordingly, management should not rely on our report to identify all weaknesses that may exist in the systems and procedures under examination, or potential instances of non-compliance that may exist.

- Recommendations for improvement should be assessed by management for their full commercial impact before they are implemented.
- This report is not to be used by any other party for any purpose nor should any other party seek to rely on the opinions, advice or any information contained within this report. In this regard, we recommend that parties seek their own independent advice. HLB Mann Judd disclaims all liability to any party other than the client for which it was prepared in respect of or in consequence of anything done, or omitted to be done, by any party in reliance, whether whole or partial, upon any information contained in this report. Any party, other than the client for which it was prepared, who chooses to rely in any way on the contents of this report, does it so at their own risk.

The information in this report and in any related oral presentation made by HLB Mann Judd is confidential between HLB Mann Judd and the client for which it was prepared and should not be disclosed, used or duplicated in whole or in part for any purpose except with the prior written consent of HLB Mann Judd. An electronic copy or print of this document is an uncontrolled copy.

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Audit Committee - 08/11/2018

2019 Timetable

Introduction

At this time each year the committee outlines items to be included in each of the meetings' agendas, as well as a number of standing items included in every agenda.

14 February 2019 Meeting

Items for agenda	Reference
Annual report to Council summarising activities of the committee during the previous year	Charter 5.4 (e)
Assess format of agenda	2008 survey
Appointment of Chair and Recommendation to Council	Charter 5.2 (g)
Review Audit Committee Charter and achievement of Charter	Charter 5.4(b)
Committee members to approve format for annual self-assessment of performance	Charter 5.8
Present Performance Reporting Framework results for July to December	Local Government Performance Reporting Framework
Risk Management Report (half yearly)	Charter 5.5(vii)

9 May 2019 Meeting

Items for agenda	Reference
Review the scope of the internal audit plan and program and the effectiveness of the function, and set Audit Program for the financial year	Charter 5.5(i)
Appointment of Committee Member (refer to table below for committee member terms)	Charter 5.2(d)
Discuss Budget	Charter 5.3(b)
Consider results of committee self-assessment of performance including results of survey	Charter 5.8
Review of outstanding audit recommendations	Charter 5.5(iv)

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July/August 2019

Items for agenda	Reference
Meeting held under Clause 5.3(e) of the Charter – with internal and external auditors and without officers present	Charter 5.3(e)
Meeting to discuss Financial Statements, with External Auditor present	Charter 5.5(ix) and 5.5(xiii)
Present Performance Reporting Framework results for July to June	Local Government Performance Reporting Framework
Risk Management Report (half yearly)	Charter 5.5(vii)

14 November 2019

Items for agenda	Reference
Prepare calendar of meetings for the following year	Charter 5.3(b)
Meeting to discuss Corporate Plan	Charter 5.3(b)
Management Letter – End of Financial Year	Standing item
Review of outstanding audit recommendations	Charter 5.5(iv)

Standing items for every meeting

Every meeting	Reference
Fraud report	Charter 5.5(xv)
Finance report	Lead up to Charter 5.5(ix)
Review of major lawsuits facing Council	Charter 5.5(xvii)
Items raised by Council that may impact the Audit Committee	Chair
Staff presentation (refer to table below for history of presentations)	Chair

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Reference Material for Calendar

Advertising for Committee Members

Member Name	End of Term
Ken Belfrage	30 April 2019
Rodney Baker	30 April 2020
Alan Darbyshire	30 April 2021
Rod Poxon	30 April 2022

Staff Presentations - Historical

Staff Presentations	
Presentation	Position
Date	
November 2018	Manager Information and Business Transformation: the role and
	current projects
August 2018	Manager Finance: the role and current projects
May 2018	Manager Community Services: the role and current projects
February 2018	Manager Organisation Development: the role and current projects
November 2017	Director Community Wellbeing: changes in aged care
August 2017	Director Community Wellbeing: deferred
May 2017	Manager Development and Compliance: the role and current projects
February 2017	Director Operations: the role and current projects
November 2016	Acting Manager Executive and Commercial Services: the role and
	current projects
August 2016	Manager Technical Services: the role and current projects
May 2016	None
February 2016	Manager Information: the role and responsibilities
November 2015	Manager Community Support: role and responsibilities
August 2015	Director Corporate Services: Essential Services Commission
May 2015	None
February 2015	Director Community Wellbeing: community services activities
November 2014	Manager Environmental Health: the role and current projects
August 2014	Manager Information: the role and responsibilities
May 2014	None
February 2014	Manager Works: the role and current projects

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Loddon Shire Council

Final Management Letter
for the year ended 30 June 2018

Contents

Introduction
Summary of audit findings
Detailed audit findings
Appendix A Rating definitions and actions



City of Melbourne—Final Management Letter 2017–18

Introduction

We have completed the 2017–18 audit and now bring to your attention our findings. This letter should be read in conjunction with our closing report presented to the Audit Committee on 9 August 2018. As part of our reporting, we include our assessment of the audit significance of the findings. The criteria we consider in this assessment is included in **Appendix A**. Findings can fall into the following categories:

- internal control findings
- financial reporting and performance statement reporting findings
- business improvement opportunities and other findings

Internal control findings

As part of our audit, we assess the design and implementation of internal controls relevant to financial reporting and performance statement reporting. If we intend to rely on these controls, we test how effectively they are operating.

Any weaknesses in internal control identified during our audit is communicated to you through our management letters.

Financial reporting and performance statement reporting findings

As part of our audit, we may identify weaknesses in management's approach to financial reporting and performance statement reporting resulting in potential material misstatement. This includes, but is not limited to, non-compliance with the Australian Accounting Standards and/or other reporting frameworks.

Reporting and tracking internal control and financial reporting findings

As part of this communication we include:

- our assessment as to the significance of the finding
- recommended actions
- management comments and expected implementation dates.

We have discussed all of our findings with management. The nature and rating of the finding determines our expectations in relation to management acceptance and our monitoring of the implementation of remedial actions.



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Scope of our audit

We did not carry out a comprehensive audit of all processes and systems of internal control you maintain or seek to uncover all deficiencies, breaches and irregularities in those systems and processes. Inherent limitations in any process and system of internal control may mean that errors or irregularities might not be detected.

As explained in the audit strategy presented to the Audit Committee on May 2018, the objective of the audit is for the Auditor-General to express an opinion on the financial report and performance statement. Although the audit considers internal controls relevant to preparing the financial report and performance statement, this is done in order to design audit procedures that are appropriate in the circumstances and not for the purpose of expressing an opinion on the effectiveness of those controls. Our planned approach, including level of reliance on internal controls, was communicated in our audit strategy.

Reports to Parliament

The Auditor-General may include items listed in this letter in a report to Parliament. We will send you a draft of the relevant material included in this report and ask for your comments before the report is tabled in Parliament. High rated findings may be specifically identified and reported in the Parliamentary reports



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Summary of audit findings

The table below summarises all 'open' (current and prior period) management letter points. Open items include all findings - 'resolved' during the period with VAGO comments on closure and 'unresolved' (partially resolved, substantially resolved and unresolved) findings as at the date of this letter.

Finding first statement a grouping (month / year) Ref Findings Financial statement a grouping (month / year) Rating control reporting	reas	
		Agreed implementation date
2016.1 Ability to deliver capital works 2016 Medium X - Governance	Unresolved Acce	epted 2019



City of Melbourne—Final Management Letter 2017–18

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Detailed audit findings

Ref	Description of finding and implication	VAGO recommendation on new findings and closure of resolved items	Response from management	
2016.1	Ability to deliver capital works As noted in the 2016-17 and 2017-18 financial statements there is a considerable variance between the original budgeted capital works and that actually expended during the year.	- 10 L	There are a number of factors that have led to Council's inability to deliver on the budgeted capital works program. Consideration has been given to these factors and has been addressed through the following:	
	This is quite a change from the prior year which saw Council expend more than budgeted on capital works.		 In February 2018 two project engineers were appointed to assist in delivering the backlog of capital projects. Several of the 	
	There can be varying causes that can impact on the ability to deliver the capital works budget, however it is critical that Council maintains oversight and amends the budget and asset management policy as appropriate. As infrastructure assets mature the cost to maintain often increases which may cause financial burden on the Council.		carryover projects are now under contract and are being delivered.	
			•Stricter process have been put in place around the allocation of funds to capital projects as part of the budgeting process for future years, this includes requirements for a documented business case.	
			•There are some projects that have been funded that are under review.	
			The availability of contractors has also played a role in the inability to completely deliver the budgeted capital works program. This can largely be contributed to flood restoration programs as well as increases in VicRoads funding in our area.	



City of Melbourne—Final Management Letter 2017–18

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Appendix A. Rating definitions and actions

We have rated our findings as follows:

Rating	Description of rating	Management action required
High	This issue represents: a material misstatement in the financial reports has occurred, or could potentially result in a modified audit opinion if not addressed as a matter of urgency by the entity	Requires executive management to correct the misstatement in the financial report as a matter of urgency to avoid a modified audit opinion.
	a control weakness which could cause or is causing a major disruption of the process or the entity's ability to achieve process objectives in relation to financial reporting and comply with relevant legislation.	Requires immediate management intervention with a detailed action plan to be implemented within one month.
Moderate	This issue represents: a misstatement in the financial report that is not material and has occurred, or that may occur, the impact of which has the possibility to be material, or a control weakness which could have or is having a moderate adverse effect on the ability to achieve process objectives and comply with relevant legislation.	→ Requires management intervention with a detailed action plan implemented within three to six months.
Low	This issue represents: → a misstatement in the financial report that is likely to occur but is not expected to be material, or → a minor control weakness with minimal but reportable impact on the ability to achieve process objectives and comply with relevant legislation.	Requires management intervention with a detailed action plan implemented within six to 12 months.



City of Melbourne—Final Management Letter 2017–18

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9.2 UPDATE ON THE ANNUAL INFRASTRUCTURE PROGRAM 2018-2019, FLOOD RESTORATION PROGRAM AND OTHER PROJECTS

File Number: 14/01/001

Author: Adam Cooper, Project Management Coordinator

Authoriser: Indivar Dhakal, Manager Technical Services

Attachments: 1. Annual Infrastructure Program

2. Flood Restoration Program

3. Other Projects 2018-2019

RECOMMENDATION

That Council note the update on progress of the Annual Infrastructure Program 2018-2019, Flood Restoration Program and other projects as at September 2018.

CONFLICT OF INTEREST

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

PREVIOUS COUNCIL DISCUSSION

This is the first report for the 2018 – 2019 financial year, providing an update on the progress of the Annual Infrastructure Program and Flood Restoration Program. Progresses of other projects that are delivered by the Technical Services Department but are not part of the Annual Infrastructure Program or the Flood Restoration Program are also included in the report.

BACKGROUND

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

ISSUES/DISCUSSION

Annual Infrastructure Program

Attachment 1 provides a progress summary for the end of quarter one of the 2018 - 2019 financial year of the Annual Infrastructure Program. There are 91 individual projects, including carryovers from previous financial years that form the Annual Infrastructure Program 2018 - 2019.

Flood Restoration Project

Attachment 2 provides a progress summary for the end of quarter one of the 2018 - 2019 financial year of the Flood Restoration Project. The recorded damages are continuously monitored and reassessed which has resulted in consolidation of multiple damages and as such the total number of recorded damages has decreased from the previous report. The flood restoration team is currently working towards awarding all the restoration projects to suitably qualified contractors included on Council's Panel of Contractors by March 2019.

Other Projects

In addition to the Annual Infrastructure Program and Flood Restoration Program, the Technical Services Department is responsible to oversee the delivery of a number of different projects.

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Attachment 3 provides a summary of the other projects for the end of quarter one of 2018 - 2019 financial year.

COST/BENEFITS

The total proposed expenditure for the 2018 - 2019 financial year for the Annual Infrastructure Program is \$4,531,425. The expenditure on the first quarter of 2018 - 2018 year is \$371,012.

The total proposed expenditure for the 2018 – 2019 Flood Restoration Program is \$13,190,000. Expenditure in the first quarter of the 2018 - 2019 financial year is \$6,856,801. The total Flood Restoration Program is currently undergoing a re-evaluation which is expected to increase the total expenditure by \$1,500,000. The major flood restoration projects at Tandarra Serpentine Road and Rothackers Road have been completed. The final expenditure of the combined works on these roads was around \$4.5 million. Other major flood works at Pyramid-Yarraberb Road, Sebastian Road, Wilkinson Swamp Road and Sebastian Bridge have are ready to start works as soon as contractors are able, with a combined total of approx. \$2,191,000.

The Technical Services Department is currently managing other significant projects covered in attachment 3 which are in different stages of progress. The combined value of such projects is in excess of \$1.5 million.

RISK ANALYSIS

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

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

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

CONSULTATION AND ENGAGEMENT

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

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Category	Project No.	Project Name	Project Details	Exp	enditure	% Activity	Comments
	LRS1159	Yarrawalla West Rd	Poly Tah Treatment	_	10,712.00	25%	To be complete in October 2018
Local Road Resheet	LRS1156	Lanyon Rd	Resheet 1.8km x 4.6m x 100mm	\$	-		To be complete in October 2019
d Res	LRS1157	Bora Swamp Rd	Resheet 2.9km x 4.6m x 100mm	\$	-		To be complete in October 2020
I Roa	LRS1180	Campbells Rd M	Resheet 1.1km x 4.7m x 100mm	\$	-		To be complete in October 2021
Loc	LRS1181	Campbells Rd M	Resheet 3.1km x 4.7m x 100mm	\$	-		To be complete in October 2022
	LRS1187	Salathiels Rd (new section of road)	New gravel road 2.6km x 4.6m x 100mm	\$			To be complete in October 2023
Local Road Shoulder Sheet	LRSS0357	Prairie Rd	Shoulder resheet 1.5km x 1.5 x 100mm x 2 sides (0.73-1.13, 1.26- 2.46 and 2.44-3.49 under flood restoration	\$	-		To be complete in October 2024
nlder	LRSS0359	Yarrawalla South Road	Shoulder resheet 4.4km x 1.5m x 100mm x 2 sides	\$	-		To be complete in October 2025
Sho	LRSS0355	Dunns Rd [EL]	Shoulder resheet 1.6km x 1.5m x 100mm x 2 sides	\$	-		
Roac	LRSS0356	Prairie Rd	Shoulder resheet 1.5km x 1.5 x 100mm x 2 sides	\$	-		
Local	LRSS0360	Rheola Llanelly Rd	Shoulder resheet 1.4km x 1.8 x 100mm x 2 sides	\$	-		
	LRSS0358	Jarklin East Rd	Shoulder resheet 1.0km x 1.5m x 100mm x 2 sides	\$	-		
	LRC0474	Bridgewater Raywood Rd	Rehabilitation & widening of existing pavement & seal - from 3.8m to 7.0m m width	\$	-		
Local Road Construction	LRC0471	Tandarra Serpentine Rd	Rehabilitation of existing pavement and 7.0m seal for road sections not completed by 2016 flood works		4,362.00	25%	
	LRC0472	Pyramid Yarraberb Rd	Rehabilitate existing pavement & seal to 7.0m.	\$	-		
	LRC0475	Pyramid Yarraberb Rd	Rehabilitate existing pavement with 7.0m seal.	\$	-		Completed in October 2018
	LRC0477	Echuca Serpentine Rd	Rehabilitation & widening of existing pavement & seal - from 3.8m to 7.0m m width	\$	-		Planed for December 2018 completion
	LRC0439/0 440	Sebastian Road	Rehabilitate existing failing pavement and seal	\$	-		Carried forward from 2016/17, rescope to include traffic near Bridgewater silo
Safety	SAF0028	SAF0028 Gowar Logan Rd (SN 0197) Replace failing bridge railing on Bridge. Existing rail is in very poor condition with rotting wood and some end posts have fallen over.		\$	-		No quotations received - To be requoted in October 2018
	TSI0431	Station St, Boort	Replace broken and uneven concrete footpath on western side and around corner on King St West.	\$	-		Put out to tender in October 2018
	TSI0442	Godfrey St, Boort	Replace 25m of uneven pavers & replace broken footpath sections on north side of road	\$	-		Put out to tender in October 2018
Township St Imrpovement	TSI0435	Godfrey St, Wedderburn - Section 1	Construction of new strategic concrete footpath (130m x 1.5m) along the Southern side of Godfrey Street from Hospital St to Street b/s Nardoo Creek	\$	-		Put out to tender in October 2018
Township \$	TSI0440	Lyndhurst St, Bridgewater	Construction of new strategic concrete footpath (85m x 1.5m) from the intersection with Eldon St to Lily St (exclude railway reserve) on southern side	\$	-		Put out to tender in October 2018
	TSI0436	Godfrey St, Wedderburn - Section 2	Construction of new strategic concrete footpath (140m x 1.5m) along the Southern side of Godfrey Street from High St towards Nardoo Creek	\$	-		Put out to tender in October 2018

	TSI0438	Lyon St, Newbridge	Construct new concrete footpath from edge of existing bitumen path outside hotel heading West to Nelson St	\$ -		Put out to tender in October 2018
	TSI0434	Joffre St, Mitiamo	Replace existing asphalt footpath	\$ -		Put out to tender in October 2018
	TSI0425	Market St, Inglewood	Installation of new footpath to service properties on west side	\$ -		In progress, carried forward from 2017/2018
	TSI0426	Coutts St Footpath	Replace existing footpath and continue with new footpath to the intersection	\$ -		Tender awarded, carried forward from 2017/2018
	TSI0430	High St, Wedderburn	Replace footpath to connect streetscape project with Racecourse Rd footpath	\$ -		Tender awarded, carried forward from 2017/2018
	TSI0429	Hospital St, Wedderburn	Construct new footpath to connect P-12 and Calder Highway	\$ -		In progress, carried forward from 2017/2018
	TSI0382	Railway Ave, Pyramid Hill	Construct a new footpath from Victoria St to PH Railway Station	\$ -		Tender awarded, carried forward from 2013/2014
	LBCC0375	Woodstock Rd (SN0153)	Replace bridge	\$ -		Out to Tender in September 2018
	LBCC0374	Scollarys Road (SN0191)	Upgrade bridge for B-double use	\$ -		Subject to Northern Grampians Shire program
ulverts	LBCC0351	Connors Rd (SN0134)	Bridge needs replacing with box culvert 1200x1200 with floodway	\$ -		
and C	LBCC0373	Hudson La	Replace twin cell box culvert	\$ -		
sepp	LBCC0364	Kingower Brenanah Rd (SN230)	Replace timber deck	\$ 69,000.00	100%	Completed, carried forward from 2017/2018
Local Bridges and Culverts	LBCC0368	(SN 051) culvert and concrete crossover.		\$ -		
ĭ	LBCC0369	Pigeonhole Rd	Install concrete apron and headwall on upstream side.	\$ -		
	LbCC0358	Janevale Bridge	Carry out significant repairs to structure as detailed in level 2 report	\$ 123,950.00	75%	In progress, carried forward from 2017/2018
Reseals	31 Projects	Mulitple	Spray Seal Contract	\$ -		Out to tender in September 2018
Urban Drainage	TSD0142	Verdon & Southey Street	North Side of Verdon Street from main drain to Southey Street and west side of Southey Street from Verdon to railway line. Install underground drainage from pit 633 to Pit 645 as per Inglewood Drainage plans and install a section of 450 RCP from pit 645 across Southey to pick up flow from twin pipes under railway line. Provide and end wall with depressed inlet at this location. Pit types to be determined to achieve high volume water access. Pipe length approx. 250 metres and 7 pits approx.	\$ -		Subject to VicTrack approval
	TSD0138	Old Inglewood Reservoir	Repair seepage points on embankment for further rehabilitation	\$ 27,556.00	50%	Halted due to potential DELWP funding investigation, carry over from 2017/2018
	TSD0137	Wilson Kerr St, Wedderburn	Install new drainage pits and pipes	\$ 33,650.00	100%	carried forward from 2017/2018
	TSD0133	Sugar gum drive	Install new drainage pits and pipes	\$ 103,085.00	100%	carried forward from 2017/2018
	TSD0145	Bridgewater Maldon Rd	Western corner at intersection of Calder Hwy and Bridgewater Maldon Rd. Install 360m of 300mm pipe & 6 x pits to provide drainage where water pools at low point and pipe to join Camp St pipe.	\$ -		

Townscape Services	PGC017	Inglewood Town Hall	Landscape garden beds, new plants, new garden edging. New bollards around the outside	\$	-		
	PGC018	Lake View St	To renew shelter over BBQ area as the shelter is very rusty and unsafe and renew BBQ money.	\$	-		
	PGC019	Tree Replacement	Tree removal and replacment - high priority trees first	\$	7,368.00	25%	
	BLD010	Boort Pre-School and MCH	Exterior painting - fascia boards, windows, exterior wall as appropriate	\$	-		
	BLD011	Inglewood Senior Citizens/Pre-School & MCH	replace fascia board & exterior painting - fascia boards, windows, exterior wall as appropriate	\$	-		
	BLD012	Wedderburn Pre- School	Exterior painting - fascia boards, windows, exterior wall as appropriate	\$	-		
	BLD013	Serpentine EPU - Unit Number 3	Replace/rehab outdoor concrete path section	\$	-		
	BLD014	Pyramid Hill MAV EPU -	Replace outdoor concrete path	\$	-		
	BLD015	Unit Number 2 Pyramid Hill MAV EPU -	Replace outdoor concrete path	\$			
		Unit Number 3 Pyramid Hill MAV EPU -	section Replace outdoor concrete path	_	-		
	BLD016	Unit Number 4	section	\$	-		
	BLD017	Pyramid Hill MAV EPUs	Fascia board painting for all, Unit 4 needs fascia replacement & painting & plumber to confirm cause for water damage	\$	8,250.00	100%	
	BLD018	Dingee EPUs	Fascia board painting for all, Unit 4 needs fascia replacement & painting & plumber to confirm cause for water damage	\$	-		
	BLD019	Pyramid Hill Senior Citizens Centre	Exterior timber repairs (fascia, window frames, verandah) & painting	\$	7,335.00	100%	
	BLD020	Pyramid Hill Historical Museum	Exterior painting - fascia boards & doors as appropriate	\$	-		
	BLD021	Newbridge Public Toilet/Hall	Retaining wall hand rails and add seat bench & roof at end of toilets	\$	-		
sbuj	BLD022	Inglewood Senior Citizens/Pre-School & MCH	Investigate roof rehab in north side & renew ceiling	\$	-		
Buildings	BLD023	Bridgewater Caravan Park	Granite sand - 1m barrier around buildings for termite protection		-		
	BLD024	Wedderburn decking shade sail	Add shade sail to outdoor decking	\$	-		
	BLD025	Inglewood Community Neighbourhood House	Upgrade emergency phone in lift	\$	-		
	BLD026	Pyramid Hill Public Hall (Memorial Hall)	Expected removal of asbestos required - therefore need to replace sheets. Drainage works (storm water pit) to keep water away from building, additional downpipes & rising damp investigation.	\$	-		
	BLD027	Kornog Vale Public Toilets	Upgrade toilets to minimise blockages (remove dual flush and fix plumbing)	\$	-		
	BLD028	Wedderburn Public Hall - Mechanics Hall & Lion's Club	Landscaping around building to remove vegetation & moisture for termites/rising damp	\$	-		
	BLD029	Allocation for updating Building floor plans	Providing new floor plan drawings for nominated list of buildings	\$	-		

BLD030	Electrical Switchboard	Undertake safety assessment of selected electrical switchboard condition & recommendations for upgrade works	\$ -		
BLD031		Undertake 12 x buildings aduits (1 per month) & minor rectification works	\$ -		
BLD002	Murphy Creek Rec Reserve	Demolish the existing building	\$ -		Tender awarded, carried forward from 2017/2018
BLDOS2		Replay pavers leading into building and around ANZAC square	\$ 3,300.00	25%	

Status Report - Flood Damage Restoration Works

As at 30 Sept 2018

S. No.	Rectification work category	Number of damages recorded	Number of damages rectified	Number of damage rectification currently in progress or quote sought	% Complete
1	Sealed Roads Damage	78	54	24	69
2	Grading required	289	289	0	100
3	Shoulder Failure	112	98	6	88
4	Grading with Material required	783	700	53	89
5	Gravel Resheet required	441	356	65	81
6	Bridge Repair	3	3	0	100
7	Major tree Removal	12	12	0	100
8	Minor Tree Removal	40	40	0	100
9	Floodways reinstatement and repair	177	125	44	71
10	Major Culvert Damage and cleaning works	26	19	2	73
11	Minor Culvert Damage and Cleaning works	135	60	60	44
12	Waterway Clearing works	95	95	0	100
13	Guardrail Damage/ Sign Damage or Lost	7	4	0	57
14	Others	39	28	0	72
	Total	2237	1883	254	84



S. No	Project Description	Estimated/Budgeted Cost	Exp	penditure	Responsible Officer	Activity %	Comments
	1 Boort Levee	\$ 500,000.00	\$	15,000.00	PMC, PO	15	Siphon installation awarded
	Wedderburn Pedestrian		Т				
	2 Crossing Study	\$ 22,000.00			PMC, PO	35	Awarded
	Pyramid Hill Drainage		Т				
	Strategy and Drainage data						Pyramid Hill drainage strategy
	3 capture	\$ 500,000.00			PMC, PO	20	awarded
			Т				Final draft received. Working with
	Contract Management						department heads on final version for
	4 Manual	\$ 15,000.00	\$	10,875.00	PMC, PO	90	MEG adoption.
	Electronic Procurement		Т				
	5 System	\$ 10,000.00	\$	9,000.00	PMC, PO	100	Solution purchased and operational
			Т				Waiting for corporate system to be
	Contract Management						finalised and procurement officer
	6 System	\$ 70,000.00			PMC, PO	0	awarded
			\top				Community handbook being drafted,
	7 Roadside Management Plan	\$ 45,000.00			MTS	90	expect by December 2018
	Township, Locality and		\top				
	8 Boundary sign Audits	\$ 20,000.00	\$	20,000.00	PMC, PO	100	Completed 17/18
			Т				
	Township, Locality and						
	9 Boundary sign replacements	\$ 15,000.00			PMC, PO	10	New signs ordered
			Т				
1	0 Asbestos Audit and Removal	\$ 66,000.00	\$	29,960.00	вмо	33	Annual cost for 3 year contract
	Newbridge Septc System		Т				
1	1 replacement	\$ 100,000.00			PMC, PO	15	Tender to be awarded
	Public Facilities and office		Т				
1	2 cleaning (contract)	\$ 160,000.00			вмо	NA	
	Little Lake Boort retaining		Т				Works complete on ski club retaining
1	3 wall	\$ 40,000.00			PMC, PO	100	wall and rock beaching
	Wedderburn township		Т				
1	4 entrance sign	\$ 40,000.00			MTS	5	
			Т				
1	5 Pyramid Hill title re-alignment				PMC, PO	10	Realignement being quoted

Responsible Officer

	tesponsione officer								
PMC	Project Management Coordinator								
PO	Project officer								
MTS	Manager Technical Services								
вмо	Building Maintanance Officer								

9.3 FINANCE REPORT FOR THE PERIOD ENDING 31 OCTOBER 2018

File Number: 08/06/001

Author: Deanne Caserta, Manager Financial Services
Authoriser: Sharon Morrison, Director Corporate Services

Attachments: 1. Finance Report for the Period Ending 31 October 2018

RECOMMENDATION

That Council

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

CONFLICT OF INTEREST

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

PREVIOUS COUNCIL DISCUSSION

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

BACKGROUND

The Finance Report for the period ended 31 October 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)

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supplementary valuation corrections.

ISSUES/DISCUSSION

Budgeted Surplus - Council's budgeted cash surplus has decreased from \$2.17M to \$2.14M.

Income Statement (revenue) - Council's year to date (YTD) operating revenue is at 75% of YTD budget. Revenue brought to account for October was \$705K (\$355K last month). Capital grants are behind YTD budget, user fees, reimbursements and interest are currently ahead of YTD budget.

Income Statement (expenditure) - Council's operating expenditure is at 105% of YTD budget. Payments for this month totalled just over \$4.83M, compared to \$5.31M last month. Labour is slightly behind budget at 99% (97% last month) and is expected to remain below budget and the 4% mandated cap for the remainder of the year. Materials and services and utilities are currently behind YTD budget and contract payments are ahead of YTD budget.

Capital Works - The revised budget for capital works is \$20.15M and is 9% complete in financial terms for the current financial year (6% last month). Asset types with major variations (10% or \$10K) include furniture and equipment; land and buildings; plant and equipment and parks, open space and streetscapes with many projects underway or still to commence.

Balance Sheet - Council has a cash total of \$12.5M with \$2.0M in general accounts. Debtors are \$10.96M which is a decrease of \$46K in the month primarily due to the receipt of outstanding rates. Sundry debtors total \$780K with invoices outstanding for 60 or more days relating to community wellbeing debtors and local community groups totalling approximately \$91K.

There were 45 supplementary valuations updated during October. The total rateable CIV at the end of October 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.

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LODDON SHIRE COUNCIL

FINANCE REPORT FOR PERIOD ENDING 31 OCTOBER 2018



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INTRODUCTION

During October 2018, the Victoria Grants Commission return was completed and sent off to the department.

Planning for the next Long Term Financial Plan has also commenced with the first milestones due in 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 \$2,171,902 to \$2,139,632.

These revisions are summarised below:

	September Finance	October Finance	
Item	Report	Report	Change \$
Operating revenue	\$46,277,276	\$46,307,276	\$30,000
Operating expenditure	(\$51,233,744)	(\$51,296,014)	(\$62,270)
Transfers from reserves	\$16,760,961	\$16,760,961	\$0
Transfers to reserves	(\$3,063,146)	(\$3,063,146)	\$0
Other funding decisions	\$814,324	\$814,324	\$0
Capital expenditure	(\$20,145,889)	(\$20,145,889)	\$0
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	\$2,171,902	\$2,139,632	(\$32,270)

Major changes are highlighted below:

1.2 Operating revenue

Operating revenue has increased by \$30K.

The main variation to budget (\$30K) relates to an insurance claim reimbursement, there is a variation to expenditure to offset.

1.3 Operating expenditure

Operating expenditure has increased by \$62K.

The main variation to budget is:

- an increase to insurance expenses of \$30K which is offset by an increase to income
- an increase to legal fees of \$20K due to a higher demand for legal advice required by staff for ongoing projects and contracts.

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.

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2.1 Operating revenue

Total revenue brought to account for the month of October was \$705K.

Revenue YTD is at 75% compared to YTD budget or \$4.78M behind.

2.1.1 Capital grants

Capital grants are currently \$5.1M behind budget. The main variation relates to flood restoration 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 income of \$291K is also behind YTD budget with a claim yet to be submitted.

2.1.2 User fees

User fees are ahead of YTD budget by \$111K or 19%.

The main variations to budget include:

- Loddon Discovery Tour income of \$16K, due to the commencement of tours earlier than the budget had been timed
- gravel pits of \$23K due to an increased usage of the pits to assist with flood restoration works
- charges through private works for \$68K to supply cartage of gravel for flood restoration works to have assist a contractor get a project completed on time.

2.1.3 Reimbursements

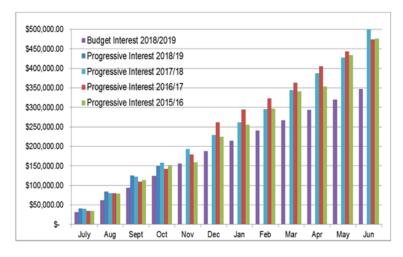
Reimbursements ahead of YTD budget of \$42K or 33%.

The main variations to budget are insurance of \$24K and work cover claims of \$21K which have been received earlier than expected.

2.1.4 Interest income

The total investment interest received and accrued to date is \$150K, and rates interest amounting to \$8K. Year to date represents 45% of the year revised budget amount of \$375K (\$347K for investments only).

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



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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 October was \$4.83M.

Expenditure YTD is at 105% compared to YTD budget or \$862K ahead.

2.2.1 Materials and services

Materials and services are behind YTD budget by \$491K or 14%.

The main variations behind budget are:

- the delay in recreational reserve allocation payments of \$127K which are now expected to occur during November
- plant operating costs (\$114K) due to lower running and maintenance costs for the first quarter of the year.

The main variation ahead of budget is:

 pool maintenance of \$29K, with maintenance progressing ahead of time in preparation for scheduled pool openings during November.

2.2.2 Utilities

Utilities are behind YTD budget of \$21K or 13%.

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

2.2.3 Contract payments

Contract payments are ahead of YTD budget of \$1.4M or 21%.

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
Creditor payments - electronic funds transfer
Payroll (2 pays)
TOTAL

\$46,800.36 \$4,301,671.35 \$636,177.38 \$4,984,649.09

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2.3 Operating surplus

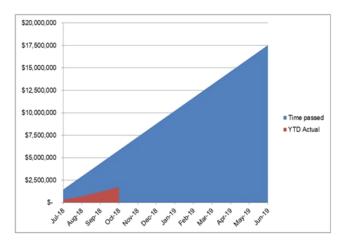
The operating surplus to date is \$3.68M.

2.4 Capital expenditure

Total capital works expenditure for October was \$556K.

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

The total capital works expenditure is 9% 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 \$74K or 49%. The main variation to budget is the sale of plant which has occurred ahead of expected timing.

2.4.2 Furniture and office equipment

Furniture and office equipment is behind YTD budget by \$244K or 88%.

The main variations to budget are:

- the IT Strategy implementation of \$216K; 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 behind YTD budget of \$98K or 52%.

Main variation to budget is for flood mitigation works at Pyramid Hill which have commenced earlier than expected.

2.4.4 Plant and equipment

Plant and equipment is ahead of YTD budget of \$262K or 153%. The main variation to budget was the purchase of small plant items earlier than expected.

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2.4.5 Parks, open space and streetscapes

Parks, open space and streetscapes are behind YTD budget by \$377K or 59%.

The main variations to budget are:

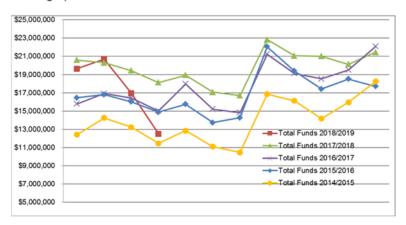
- Wedderburn streetscape of \$200K; the project is almost complete with expected savings
- Inglewood pool upgrade of \$152K, with the project currently underway but progressing slower than originally expected.

3 STANDARD BALANCE SHEET

3.1 Cash

At the end of the month, Council's overall cash total was \$12.5M which includes a balance of \$2.0M in general accounts.

Month end balances for Council's cash, from July 2014 until the current month, are reflected in the graph that follows:



3.2 Receivables

3.2.1 Flood works funds recovery

\$8.0M has been expended on flood repair works this year to date. The Victoria Treasury Department has advised that they expect to refund \$2.7M during the first two weeks of November with other claims still going through the due process with VicRoads and Treasury.

3.2.2 Debtors

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

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Category of debtor		Oct 2017		June 2018		August 2018		Sept 2018		Oct 2018	
Rates	\$	8,818,359	\$	258,208	\$	10,021,540	\$	9,340,562	\$	9,131,517	
Fire Services Property Levy	\$	1,028,010	\$	49,038	\$	1,074,081	\$	990,750	\$	968,552	
Total Rates & Fire Services Property											
Levy	\$	9,846,369	\$	307,246	\$	11,095,621	\$	10,331,311	\$	10,100,069	
Sundry debtors	\$	1,321,848	\$	568,813	\$	559,341	\$	602,633	\$	779,744	
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	\$	7,048	\$		\$	1,906	\$	(1,906)	\$	5,884	
Magistrates court fines	\$	100,823	\$	100,319	\$	100,319	\$	100,319	\$	100,319	
LESS provision for doubtful debts	\$	(92,429)	\$	(112,950)	\$	(112,950)	\$	(112,950)	\$	(112,950	
Total	\$	11,349,459	\$	947,569	\$	11,727,837	\$	11,003,007	\$	10,956,665	

3.2.3 Rates debtors

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

	Oct 2017 5/10/2017)	1 -	une 2018 //07/2018)	Aug 2018 (6/09/2018)		Sept 2018 4/10/2018)	ı	Oct 2018 5/11/2018)
2006/07	\$ 246	\$	265	\$ 266	\$	272	\$	272
2007/08	\$ 387	\$	417	\$ 418	S	428	\$	428
2008/09	\$ 404	\$	435	\$ 437	\$	447	\$	447
2009/10	\$ 1,639	\$	1,699	\$ 1,698	S	1,729	\$	1,727
2010/11	\$ 3,263	\$	3,119	\$ 3,117	\$	3,171	\$	3,168
2011/12	\$ 6,908	\$	5,335	\$ 5,338	S	5,443	\$	5,440
2012/13	\$ 8,193	\$	6,242	\$ 6,055	\$	6,081	\$	6,029
2013/14	\$ 10,897	\$	6,997	\$ 6,445	S	6,530	\$	6,406
2013/14 Fire Services Property Levy	\$ 2,350	\$	1,763	\$ 1,703	\$	1,720	\$	1,702
2014/15	\$ 21,430	\$	17,986	\$ 15,675	S	16,943	\$	16,310
2014/15 Fire Services Property Levy	\$ 3,859	\$	3,125	\$ 4,483	S	2,890	\$	2,797
2015/16	\$ 39,656	\$	30,147	\$ 28,554	S	27,981	\$	27,924
2015/16 Fire Services Property Levy	\$ 6,319	\$	4,839	\$ 4,578	\$	4,353	\$	4,320
2016/17	\$ 116,504	\$	66,601	\$ 59,856	S	57,974	\$	57,593
2016/17 Fire Sevices Property Levy	\$ 15,567	\$	9,620	\$ 8,656	S	8,244	\$	8,035
2017/18	\$ -	\$	118,965	\$ 157,620	S	147,270	\$	132,400
2017/18 Fire Sevices Property Levy	\$ -	\$	29,691	\$ 21,841	S	20,611	\$	18,906
2018/19	\$ -	\$	-	\$	\$	-	\$	
2018/19 Fire Services Levy	\$ -	\$	-	\$ -	S	-	\$	-
Sub-total: arrears	\$ 237,623	\$	307,246	\$ 326,739	\$	312,088	\$	293,901
Current year (outstanding but not due)	\$ 8,608,832	\$	-	\$ 9,736,061	S	9,066,292	\$	8,873,375
Fire Services Property Levy	\$ 999,915	\$	-	\$ 1,032,820	\$	952,932	\$	932,793
Total outstanding	\$ 9,846,369	\$	307,246	\$ 11,095,621	\$	10,331,311	\$	10,100,069
Summary								
Rates in arrears	\$ 209,527	\$	258,208	\$ 285,478	\$	274,270	\$	258,141
FSPL in arrears	\$ 28,095	\$	49,038	\$ 41,261	\$	37,818	\$	35,760
Total arrears	\$ 237,623	\$	307,246	\$ 326,739	\$	312,088	\$	293,901

Rate notices were dispatched on 20 July 2018, with the second instalment due on 30 November 2018.

3.2.4 Sundry debtors

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

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Current	\$173,222	53%
30 days	\$62,597	19%
60 days	\$25,142	8%
90 + days	\$66,205	20%
Sub total routine debtors	\$327,166	100%
Government departments	\$131,771	
GST	\$320,807	
Total	\$779,744	
60 + days consists of:		
Community Wellbeing debtors	\$64,590	
Local community groups	\$16,776	
Others	\$9,981	
Total	\$91,347	

Total outstanding for sundry debtors as at 31 October 2018 is \$0.8M.

The mainstream sundry debtors (\$327K) have been broken into the amount of time they have been outstanding. At present \$91K or 28% of that total has been outstanding for more than 60 days. All debtors are contacted as a matter of routine.

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3.2.5 Supplementary valuations

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

Supplementary valuations were received in October 2018.

Details	Number	Site Value	CIV	NAV
Improvement	14	\$ -	\$ 453,000	\$ 22,650
Property split	22	\$ 421,000	\$ 602,000	\$ 30,100
New dwelling	3	\$ -	\$ 711,000	\$ 35,550
Consolidation	2	\$ (2,000)	\$ (2,000)	\$ (100)
Valuation adjustment	2	\$ -	\$ (36,000)	\$ (1,800)
Property re-classification	2	\$ 3,000	\$ 3,000	\$ (220)
Grand Total	45	\$ 422,000	\$ 1,731,000	\$ 86,180

The current balances at end of October 2018 are:

	Opening	Supplementary	Closing			
Valuation type	balance	changes	balance			
Site value	\$ 1,393,248,900	\$ 422,000	\$ 1,393,670,900			
Capital Improved Value	\$ 2,157,716,100	\$ 1,731,000	\$ 2,159,447,100			
NAV	\$ 111,243,025	\$ 86,180	\$ 111,329,205			

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

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

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APPENDIX 1: STANDARD INCOME STATEMENT

			I		Variance of		% YTD
	2018/19	2018/19			YTD Actual	% YTD	Actual to
	Original	Revised			& YTD	Actual to	Revised
	Budget	Budget	YTD Budget	YTD Actual	Budget	YTD Budget	Budget
REVENUE FROM ORDINARY ACT							
Rates	\$10,723,126	\$10,723,126	\$10,456,266	\$10,566,054	\$109,788	101%	99%
Revenue grants	\$5,890,114	\$6,400,310	\$1,938,838	\$1,961,460	\$22,622	101%	31%
Capital grants	\$5,491,143	\$25,859,702	\$5,445,297	\$357.625	(\$5,087,672)	7%	1%
Vic Roads	\$534,064	\$534,064	\$178,020	\$167,679	(\$10,341)	94%	31%
User fees	\$1,734,539	\$1,738,909	\$574,315	\$685,072	\$110,757	119%	39%
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	\$125,000	\$158.427	\$33,427	127%	42%
* 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	\$363.801	\$125,522	\$167.160	\$41.638	133%	46%
Total revenue	\$25,391,787	\$46,307,276	\$18,843,258	\$14,065,134	(\$4,778,123)	75%	30%
	,,,	4.0,000,000	V.10,0.10,000	,,	(4 1,1 1 2,1 2 2)	75.5	
EXPENDITURE FROM ORDINARY							
Labour	\$10,604,210	\$10,634,211	\$3,384,899	\$3,347,551	\$37,348	99%	31%
Materials & services	\$8,016,009	\$10,216,870	\$3,399,321	\$2,908,637	\$490,684	86%	28%
Depreciation	\$9,200,989	\$9,200,989	\$3,066,988	\$3,066,997	(\$9)	100%	33%
Utilities	\$466,503	\$466,503	\$160,568	\$139,754	\$20,814	87%	30%
Contract payments	\$1,581,347	\$20,471,270	\$6,789,488	\$8,201,658	(\$1,412,170)	121%	40%
Loan interest	\$0	\$0	\$0	\$0	\$0	0%	0%
Auditor costs	\$85,083	\$85,083	\$10,507	\$15,336	(\$4,829)	146%	18%
Councillor costs	\$221,089	\$221,089	\$73,696	\$67,977	\$5,719	92%	31%
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	\$51,296,014	\$16,885,467	\$17,747,910	(\$862,443)	105%	35%
NET RESULT FOR THE PERIOD	(\$4,783,443)	(\$4,988,738)	\$1,957,791	(\$3,682,776)	\$5,640,567	-188%	74%
NET RESOLT FOR THE PERIOD	(\$4,765,445)	(\$4,500,730)	\$1,557,751	(\$3,002,770)	\$3,040,307	-100 /6	7 4 70
The operating expenditure show	n above is rep	resented in C	ouncil's key d	irection areas	as follows:		
					Variance of		
					YTD Actual		% YTD
	2018/19	2018/19			& YTD	% YTD	Actual to
	Original	Revised			Revised	Actual to	Revised
	Budget	Budget	YTD Budget	YTD Actual	Budget	YTD Budget	Budget
EXPENSES FROM ORDINARY AC							
Economic development & tourism	\$1,436,315	\$1,563,691	\$515,859	\$393,857	\$122,002	76%	25%
Leadership	\$1,946,465	\$20,733,485	\$6,884,379	\$8,515,007	(\$1,630,628)	124%	41%
Works & infrastructure	\$13,421,963	\$13,698,836	\$4,502,966	\$4,676,389	(\$173,423)	104%	34%
Good management	\$4,333,882	\$4,506,653	\$1,557,536	\$1,441,276	\$116,260	93%	32%
Environment	\$2,396,268	\$2,566,960	\$796,168	\$658,830	\$137,338	83%	26%
Community services & recreation	\$6,640,337	\$8,226,388	\$2.628.559	\$2.062.551	\$566,008	78%	25%
Loss on sale of assets	\$0	\$0	\$0	\$0	\$0	0%	0%
Total operating expenditure	\$30,175,230	\$51,296,014	\$16,885,467	\$17,747,910	(\$862,443)	105%	35%
, gp			,	2.7,7.7,570	(4222,710)	144.14	
NET RESULT FOR THE PERIOD	(\$4,783,443)	(\$4,988,738)	\$1,957,791	(\$3,682,776)	\$5,640,567	-188%	74%

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

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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	\$151,668	\$225,850	(\$74,182)	149%	28%
TOTAL FUNDING DECISIONS	\$5,629,272	\$14,512,139	\$151,668	\$226,796	(\$75,128)	150%	2%
NET FUNDS AVAILABLE FOR CAPITAL	\$845,829	\$9,523,401	\$2,109,459	(\$3,455,980)	\$5,565,439	-164%	-36%
CAPITAL EXPENDITURE BY ASSET TYPE							
Furniture and office equipment	\$777,780	\$784,450	\$276,670	\$32,656	\$244,014	12%	4%
Land and buildings	\$3,720,270	\$5,410,144	\$187,504	\$89,359	\$98,145	48%	2%
Plant and equipment	\$1,427,213	\$3,703,500	\$171,668	\$433,860	(\$262,192)	253%	12%
Roadworks	\$2,735,679	\$3,775,770	\$427,008	\$460,607	(\$33,599)	108%	12%
Urban and road drainage	\$350,000	\$700,031	\$111,653	\$161,934	(\$50,281)	145%	23%
Recreation, leisure and community facilities	\$1,263,000	\$2,231,178	\$65,977	\$56,482	\$9,495	86%	3%
Parks, open space and streetscapes	\$250,000	\$1,501,604	\$643,195	\$265,841	\$377,354	41%	18%
Footpaths	\$1,172,493	\$2,039,212	\$251,268	\$253,383	(\$2,115)	101%	12%
TOTAL CAPITAL EXPENDITURE PAYMENTS	\$11,696,435	\$20,145,889	\$2,134,943	\$1,754,121	\$380,822	82%	9%
NON CASH ADJUSTMENTS							
Less depreciation	\$9,200,989	\$9,200,989	\$3,066,988	\$3,066,997	(\$9)	100%	33%
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	\$3,066,988	\$3,065,339	\$1,649	100%	33%
Accumulated surplus brought forward	(\$1,785,085)	(\$3,561,131)	\$0	\$0	\$0	0%	0%
NET CASH (SURPLUS)/DEFICIT	(\$135,468)	(\$2,139,632)	(\$3,041,504)	\$2,144,763	(\$5,186,267)	-71%	-100%

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APPENDIX 3: STANDARD BALANCE SHEET

	October 2018	June 2018	October 2017
	As per trial	As per financial	As per trial
	balance	statements	balance
ASSETS			
CURRENT ASSETS			
Cash and cash equivalents	\$12,511,022	\$21,453,507	\$18,124,523
Trade and other receivables	\$10,876,665	\$785,569	\$11,187,459
Financial assets	\$16,501	\$3,405,167	\$1,117,030
Inventories	\$62,379	\$43,490	\$40,315
Non-current assets classified as held for sale	\$690,322	\$690,322	\$865,424
TOTAL CURRENT ASSETS	\$24,156,889	\$26,378,055	\$31,334,751
NON-CURRENT ASSETS			
Trade and other receivables	\$80,000	\$162,000	\$162,000
Financial assets	\$813,397	\$271,480	\$274,045
Intangible assets	\$1,979,130	\$1,979,130	\$1,668,430
Property, infrastructure, plant and equipment	\$336,569,570	\$338,108,296	\$308,781,962
TOTAL NON-CURRENT ASSETS	\$339,442,097	\$340,520,906	\$310,886,437
TOTAL ASSETS	\$363,598,986	\$366,898,961	\$342,221,191
LIABILITIES			
CURRENT LIABILITIES			
Trade and other payables	\$214,432	\$801,793	\$320,834
Trust funds and deposits	\$1,287,316	+,	\$1,374,849
Provisions	\$1,780,377	\$1,721,770	\$1,696,806
Interest bearing loans and borrowings	\$0	\$0	\$0
TOTAL CURRENT LIABILITIES	\$3,282,126	\$2,899,325	\$3,392,489
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	\$5,606,347	\$5,223,546	\$5,716,710
NET ASSETS	\$357,992,639	\$361,675,415	\$336,504,480
EQUITY			
Accumulated Surplus	\$91,672,643	\$95,354,473	\$99,760,441
Asset Revaluation Reserve	\$247,387,367	\$247,387,367	\$217,168,524
Other Reserves	\$18,932,630	\$18,933,575	\$19,575,515
TOTAL EQUITY	\$357,992,639	\$361,675,415	\$336,504,480

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APPENDIX 4: INVESTMENTS

			LODDO	N SHIRE COUN	ICIL INVEST	MENT SCHEE	ULE									
	Establishment date	Status	Maturity date	Investment days	Interest rate	Investment amount		lerest last year accrued)	Inter	est this ear	In	Current vestments		nterest seived to date		ccrued
	_		_		-		+		-	_	-		-		-	
NAB 55-839-5005 (LSL)	16/01/2018	Closed	16/07/2018	181	2.54%	\$ 1,791,312	2 5	20,569	5	1,994			S	1,994		
NAB -33-755-3209	19/02/2018	Closed	19/07/2018	131	2.48%	\$ 2,000,000		17,802	S	2,582			S	2,582		
NAB 44-441-8766	26/03/2018	Closed	24/07/2018	120	2.62%	\$ 2,000,000) s	13,782	S	3,445			S	3,445		
BGO 2658853	26/06/2018	Closed	26/07/2018	30	2.20%	\$ 1,000,000	5	241	S	1,567			S	1,567		
BGO 2623540	22/05/2018	Closed	21/06/2018	91	2.60%	\$ 2,000,000	s	5,556	S	7,552			S	7,552		
BGO 2588669	16/04/2018	Closed	14/08/2018	75	2.65%	\$ 1,000,000	s	5,445	S	3,267			S	3.267		
NAB 35-640-3396	12/02/2018	Closed	13/08/2018	182	2.50%	\$ 1,000,000	S	9.452	S	3,060			S	3.060		
NAB 64-792-7106	21/05/2018	Closed	18/09/2018	120	2.62%	\$ 2,000,000		5.742	s	11,629			s	11.629		
BGO 2658858	26/06/2018	Closed	24/09/2018	90	2.75%	\$ 2,000,000		149	Š	13,413			ŝ	13.413		
Bank of Melbourne	21/06/2018	Closed	20/09/2018	91	2.70%			1,657	s	11,806			ŝ	11,806		
NAB 70-700-8970	26/06/2018	Closed	24/10/2018	120	2.80%	\$ 2,000,000	s	202	S	18,306			S	18,306		
BME - 118242	26/07/2018	Closed	26/10/2018	92	2.80%	\$ 2,000,000	15		S	14,115			S	14,115		
NAB 87-656-3078	30/08/2018	Closed	29/10/2018	60	2.30%	\$ 2,000,000	8	-	\$	7,562			S	7,562		
11:am Account BGO	at 30/10/2018	Open	N/A		1.50%	\$ 500,000	s				S	500,000	\$			
BGO 2717042 (ex 2625340)	22/08/2018	Open	22/11/2018	92	2.55%	\$ 2,000,000	5		\$	12,855	s	2.000.000			S	9.781
BGO (Lsf)	18/07/2018	Open	18/01/2019	184	2.78%	\$ 1,800,000	18		\$	25,226	S	1,800,000			S	14,395
Bank of Melbourne	30/06/2018	Open	1/12/2018	93	2.70%	\$ 2,000,000	8		S	13,759	S	2,000,000			S	9,173
NAB 87-656-3078	29/10/2018	Open	29/01/2019	92	2.68%				\$	13,510	\$	2,000,000				
BME - 035604	26/10/2018	Open	27/02/2019	124	2.63%	\$ 2,000,000	8		\$	17,870	\$	2,000,000				
BGO	18/07/2018	Open	18/01/2019	184	2.78%	S 200,030	s				S	200,032	5		s	
Interest on Kinder account						\$ 2,800	8 8				\$		5	-	S	
Interest on general bank accounts							ŝ		\$	16,741			ŝ	16,741	S	
Totals							\$	80,597	\$	200,257	\$	10,500,032	\$	117,037	\$	33,349
Interest earned							Т								S	150,386
Interest transferred to/from externally for	unded projects														S	
Net interest on investments															S	150,386
Current investments																
National Australia Bank											\$	2,000,000		19.0%		
Bank of Melbourne											S	2,000,000		19.0%		
ME Bank											S	2,000,000		19.0%		
Bendigo Bank											S	4,500.032		42.9%		
Totals							$\overline{}$				5	10,500,032	-			

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APPENDIX 5: MAJOR PROJECTS AND CAPITAL EXPENDITURE

Account	Original Budget	Revised Budget	YTD Budgets	YTD Actuals	YTD variance actual to Budget	YTD variance actual to Budget	Actual to total Budget
CAPITAL EXPENDITURE - AS PER APPENDIX C	IN 2018/19 BUD	GET			buuget	Buuget	
Economic development & tourism		-					
Eucy Museum Rd access - feasibility study	\$50,000	\$50,000	\$0	\$0	\$0	0%	0%
Caravan park improvements	\$1,083,000	\$1,083,000	\$0	\$0	\$0	0%	0%
Wedderburn Caravan Park entrance	\$15,000	\$15,000	\$0	\$0	\$0	0%	0%
Caravan Park trees	\$15,000	\$19,980	\$0	\$0	\$0	0%	0%
Purchase Caravan Parks	\$0	\$778,322	\$0	\$0	\$0	0%	0%
Council properties fencing	\$5,000	\$5,000	\$1,668	\$0	(\$1,668)	0%	0%
Works & infrastructure							
Reseal program	\$603,725	\$603,725	\$4,286	\$0	(\$4,286)	0%	0%
Safety program	\$45,000	\$45,000	\$12,856	\$900	(\$11,956)	7%	2%
Local road construction program	\$1,350,000	\$2,379,298	\$208,820	\$107,149	(\$101,671)	51%	5%
Local road gravel resheet program	\$380,000	\$406,000	\$118,021	\$241,655	\$123,634	205%	60%
Local road shoulder sheet program	\$315,000	\$315,000	\$75,802	\$104,757	\$28,955	138%	33%
Local bridges and culverts program	\$950,700	\$1,460,900	\$246,200	\$253,383	\$7,183	103%	17%
Township street improvement program	\$221,793	\$578,312	\$5,068	\$0	(\$5,068)	0%	0%
Urban drainage works program	\$350,000	\$700,031	\$111,653	\$161,934	\$50,281	145%	23%
Works & infrastructure programs have commer							
Roads to Recovery - unallocated	\$15,207	\$0	\$0	\$0	\$0	0%	#DIV/0
Salathiels Pit clean up	\$11,747	\$11,747	\$2,937	\$0	(\$2,937)	0%	0%
Reseal Wedderburn depot	\$0	\$40,000	\$0	\$0	\$0	0%	0%
Boundary entrance signage park and locality	\$15,000	\$15,000	\$4,286	\$6,146	\$1,860	143%	41%
Fleet replacement	\$254,460	\$382,000	\$0	\$73,458	\$73,458	0%	19%
Plant replacement	\$1,152,753	\$3,301,500	\$165,000	\$279,477	\$114,477	169%	8%
Plant purchases ahead of budget due to earlier							
Minor plant and equipment - capital	\$20,000	\$20,000	\$6,668	\$0	(\$6,668)	0%	0%
Office Generator	\$0	\$0	\$0	\$80,922	\$80,922	0%	#DIV/0
Good management							
Building Asset Management Plan	\$0	\$59,229	\$0	\$0	\$0	0%	0%
Building safety audit stage 1	\$0	\$0	\$0	\$7,187	\$7,187	0%	#DIV/0
BLD East Loddon Pre school	\$0	\$14,750	\$14,750	\$13,114	(\$1,636)	89%	89%
BLD Dingee Pre School office refurbishment	\$0	\$1,217	\$1,217	\$0	(\$1,217)	0%	0%
Server replacement	\$50,000	\$50,000	\$50,000	\$22,000	(\$28,000)	44%	44%
Server replacement behind budget due to timin							
Asset edge devices	\$14,280	\$14,280	\$0	\$0	\$0	0%	0%
Photocopier / scanner	\$0	\$6,670	\$6,670	\$6,670	\$0	100%	100%
PC replacement	\$53,500	\$53,500	\$0	\$0	\$0	0%	0%
IT strategy implementation	\$660,000	\$660,000	\$220,000	\$3,986	(\$216,014)	2%	1%
The project has commenced and works ongoin	g though out 20	18/19.					
Building Maintenance							
BLD001 789 Dingee Rd Demo	\$13,202	\$0	\$0	\$0	\$0	0%	#DIV/0
BLD002 Murph Crk Rec Res Demp	\$0	\$11,916	\$0	\$930	\$930	0%	8%
BLD003 WB Mech Ins Termite	\$0	\$8,577	\$0	\$9,450	\$9,450	0%	110%
BLD26 PH Memorial Hall Works	\$49,500	\$49,500	\$0	\$0	\$0	0%	0%
BLD27 KV Toilets Upgrade	\$9,900	\$9,900	\$0	\$0	\$0	0%	0%
BLD28 WB Hall	\$6,000	\$6,000	\$0	\$0	\$0	0%	0%
BLD32 Brt Memorial Hall Pavers	\$0	\$13,202	\$4,400	\$0	(\$4,400)	0%	0%
BLD PH Seniors Doors	\$0	\$5,515	\$1,576	\$5,014	\$3,438	318%	91%
BLD10 BRT Pre School and MCH Paint	\$9,900	\$12,900	\$0	\$0	\$0	0%	0%
BLD11 IW Seniors and PreSch Paint	\$12,100	\$12,100	\$0	\$4,227	\$4,227	0%	35%
BLD12 WB Pre School Paint	\$7,700	\$7,700	\$0	\$0	\$0	0%	0%
BLD13 Serp EPU 3 Path	\$4,950	\$4,950	\$0	\$0	\$0	0%	0%
BLD14 PH EPU 2 Path	\$2,750	\$2,750	\$0	\$0	\$0	0%	0%
BLD15 PH EPU 3 Path	\$4,950	\$4,950	\$0	\$0	\$0	0%	0%
BLD16 PH EPU 4 Path	\$3,850	\$3,850	\$0	\$0	\$0	0%	0%
BLD17 PH EPUs Paint	\$8,250	\$8,250	\$8,250	\$1,648	(\$6,602)	20%	20%
BLD18 Dingee EPUs Paint	\$6,600	\$6,600	\$0	\$0	\$0	0%	0%
BLD19 PH seniors Paint	\$16,500	\$7,335	\$7,335	\$7,335	\$0	100%	100%
BLD20 PH Hist Museum Paint	\$3,850	\$3,850	\$0	\$1,726	\$1,726	0%	45%
BLD21 NB Public Toilets	\$27,500	\$27,500	\$0	\$0	\$0	0%	0%
BLD22 IW Seniors and PreSch Roof	\$4,598	\$4,598	\$0	\$748	\$748	0%	16%
BLD23 BWCP - Termite Protection	\$4,400	\$4,400	\$0	\$0	\$0	0%	0%
BLD24 WB Office Deck Sail	\$25,300	\$25,300	\$0	\$6,063	\$6,063	0%	24%
BLD25 IW Hall Lift Phone	\$8,800	\$8,800	\$0	\$0	\$0	0%	0%
Environment							
Flood mitigation works Boort	\$0 \$0	\$485,000	\$138,564	\$10,335	(\$128,229)	7%	2%
Flood mitigation works Pyramid Hill		\$250,000	\$0	\$0	\$0	0%	0%

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Account	Original Budget	Revised Budget	YTD Budgets	YTD Actuals	YTD variance actual to	YTD variance actual to	Actual to total Budget
Community services & recreation					Budget	Budget	
PGC17 IW Town Hall landscape	\$49,980	\$49,980	\$14,278	\$0	(\$14,278)	0%	0%
PGC18 Boort Lake view BBQ	\$20.020	\$20,020	\$5.720	\$0	(\$5.720)	0%	0%
Parks & Gardens Strategy	\$20,020	\$26,614	\$0,720	\$0	\$0	0%	0%
Swimming pool solar power	\$0	\$122.841	\$30.711	\$51,504	\$20,793	168%	42%
Swimming pool solar power project works ahe		4		P00,100	Ψ20,100	100%	72.70
PGC19 tree replacement	\$30.000	\$30,000	\$9,824	\$0	(\$9,824)	0%	0%
PGC013 WB Office	\$0,000	\$0,000	\$0	\$4,835	\$4.835	0%	#DIV/01
PGC010 Inglewood Bot Gard	\$0	\$0	\$0	\$143	\$143	0%	#DIV/0!
Community planning strategic fund	\$500,000	\$500,000	\$0	\$0	\$0	0%	0%
BCP17 Lake Boort outdoor furniture	\$000,000	\$16,568	\$4,733	\$0	(\$4,733)	0%	0%
BCP Community plan capital	\$50.000	\$63,088	\$0	\$0	\$0	0%	0%
WCP Community plan capital	\$50,000	\$110,233	\$0	\$0	\$0	0%	0%
KCP11 Bridgewater Streetscape	\$0	\$39,500	\$0	\$0	S0	0%	0%
ICP13 Inglewood Eucy Museum annex	\$0	\$21,000	\$0	\$0	\$0	0%	0%
ICP15 Engine display Eucy Museum	\$0	\$20,000	\$0	\$0	\$0	0%	0%
ICP17 Sports power UG	\$0	\$4,200	\$0	\$0	S0	0%	0%
ICP17 Inglewood Eucy Museum annex	\$0	\$20,000	\$0	\$0	\$0	0%	0%
ICP Community plan capital	\$50.000	\$58,670	\$0	\$0	\$0	0%	0%
TeCP14 Pyramid Hill Caravan Park	\$00,000	\$16,330	\$5.444	\$0	(\$5,444)	0%	0%
TeCP17 Pyramid Hill Hall power upgrade	\$0	\$19,091	\$0	\$0	\$0	0%	0%
TeCP Community plan capital	\$50,000	\$50,000	\$0	\$0	\$0	0%	0%
CAPITAL EXPENDITURE - AS PER APPENDIX O			ΨΟ	90	90	0.70	0.70
TaCP17 Laanecoorie boat ramp	S0	\$99,280	\$28.364	\$0	(\$28,364)	0%	0%
TaCP Community plan capital	\$50,000	\$81,066	\$0	\$0	\$0	0%	0%
Wedderburn Community Centre	\$0	\$21,736	\$7,244	\$7,000	(\$244)	97%	32%
LGIP Wedderburn streetscape	\$0	\$348,200	\$348,200	\$148,555	(\$199,645)	43%	43%
Project almost complete with savings expected		ψ040,200	0040,200	Ψ140,000	(0100,040)	4070	7070
FRRR Bridgewater foreshore stage 2	so so	\$343,744	\$0	\$15,990	\$15,990	0%	5%
WBSSCAPE Bin Surrounds	\$0	\$17,000	\$0	\$10,000	\$10,550	0%	0%
Upgrade public toilets	\$0	\$7,500	\$2,500	\$9,235	\$6,735	369%	123%
Pyramid Hill Community Centre	\$120,000	\$120,000	\$0	\$0	\$0,730	0%	0%
Donaldson Park pavilion upgrade	\$2,814,670	\$3,311,232	\$0	\$0	\$0	0%	0%
Newbridge public toilets septic replacement	\$2,014,010	\$92.820	\$0	\$448	\$448	0%	0%
Livestock and domestic pound	\$50.000	\$104,518	\$0	\$600	\$600	0%	1%
Trails Signage	\$00,000	\$12,357	\$0	\$0	\$0	0%	0%
Inglewood Pool upgrade	\$0	\$253,690	\$253,690	\$101,297	(\$152,393)	40%	40%
Project has commenced and is progressing, w			0200,000	ψ101,£31	(0102,000)	+0 70	40 /0
Donaldson Park Redevelopment	\$0	\$81,499	\$0	\$4,300	\$4,300	0%	5%
Pyramid Hill Kelly St playground	\$0	\$8,208	\$8,208	\$0	(\$8,208)	0%	0%
Total capital expenditure	\$11,696,435	\$20,145,889	\$2,134,943	\$1,754,121	(\$380,822)	82%	9%

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9.4 APPLICATION FOR FUNDING FROM THE 2018-19 COMMUNITY GRANT PROGRAM

File Number: 16/02/01

Author: Wendy Gladman, Director Community Wellbeing

Authoriser: Phil Pinyon, Chief Executive Officer

Attachments: Nil

RECOMMENDATION

That Council allocate \$3,500 from the Loddon Shire 2018/19 Community Grants scheme unallocated funds to the Wedderburn Community House in support of their application for the Scoop and Scuttlebutt Community Newsletter.

CONFLICT OF INTEREST

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

PREVIOUS COUNCIL DISCUSSION

The 2018/19 Community Grant applications were presented to Council in July 2018 with allocations totalling \$141,916 approved. At this time it was also resolved to hold the unallocated funds in reserve for suitable community projects that arose throughout the year.

Following the submission of a late application, an allocation of \$10,000 for the Wedderburn Community House/Community Enterprise Hair, Beauty and Massage Salon was approved at the October Council meeting.

BACKGROUND

A change in personnel at the Wedderburn Community House has resulted in a misunderstanding regarding the allocation of funds for community newsletters, with Community House staff believing that the funds provided were part of an annual allocation. This has meant an application for community grant funds to support the production of the 2018/19 Scoop and Scuttlebutt Community Newsletter was not submitted in time to be considered with other applications in July 2018.

ISSUES/DISCUSSION

A late application has been received from the Wedderburn Community House requesting access to 2018/19 Community Grant funds to support the production of the Scoop and Scuttlebutt Community Newsletter.

The application has been assessed against the community grant criteria and deemed to be eligible to apply for a community grant.

There is no component of this application that would make the project ineligible for funding.

COST/BENEFITS

The total cost of the Scoop and Scuttlebutt Community Newsletter is \$5200. With an in-kind and cash contribution totalling \$1,700, the Wedderburn Community House is requesting \$3,500 from Council's Community Grant program.

The Scoop and Scuttlebutt newsletter is posted to 800 homes in Wedderburn and the surrounding district, and the provision of this funding will provide the necessary funds to allow the project to proceed.

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A review of the 2018/19 Community Grant unallocated funds indicates sufficient funds available to accommodate this request.

2018/19 Community Grant (CG) budget year to date:

\$	3,548
\$	200,000
\$	203,548
\$	141,916
\$	10,000
<u>\$</u>	151,916
\$	51,632
	\$ \$ \$

RISK ANALYSIS

The Wedderburn Community House have indicated that the Scoop and Scuttlebutt Community Newsletter has become an important part of the way organisations, businesses and members of the Wedderburn community share information on coming events and celebrate the community's many achievements, and that without these funds they would struggle to be able to continue to produce and distribute the newsletter.

All successful applicants are required to adhere to a formal funding agreement which clearly identifies the purpose of the grant, delivery timeframes and reporting requirements. This is to ensure that expenditure of public money is conducted in a transparent and efficient manner.

CONSULTATION AND ENGAGEMENT

Nil required.

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9.5 ADVOCACY CAMPAIGN FOR FIFTEEN HOURS OF FUNDED KINDERGARTEN

File Number: 12/09/003

Author: Paula Yorston, Manager Community Services

Authoriser: Wendy Gladman, Director Community Wellbeing

Attachments: Nil

RECOMMENDATION

That Council

- 1. participates in the Municipal Association Victoria and Early Learning Association Australia fifteen hours of kindergarten advocacy campaigns
- 2. includes the kindergarten funding advocacy in future versions of any 'Priorities' document, and raises the issue when meeting with state and commonwealth political representatives
- 3. utilises suitable resources to provide information to parents and the wider community about the fifteen hours of kindergarten advocacy campaign.

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

Previous Council discussion occurred prior to the December 2017 expiry of the previous National Partnership Agreement. A report was presented to Council on 27 January 2017 recommending that Council used available avenues to lobby for the continuation of Commonwealth Government funding to support the provision of fifteen hours of kindergarten beyond 2017.

BACKGROUND

In November 2008 the Council of Australian Governments (COAG), as part of its early childhood reforms, endorsed the national agenda of universal access to fifteen hours of kindergarten a week for four year-olds from 2013.

Under the National Partnership Agreement on Universal Access to Early Childhood Education, the Commonwealth Government provides about one-third of the funding for fifteen hours of kindergarten with the State contributing two-thirds. In addition to the funding from the Commonwealth and State Governments, the community and local government provide further funds through parent fees, fundraising and Council support to meet the government shortfall.

ISSUES/DISCUSSION

There have been five separate National Partnership Agreements on Universal Access to Early Childhood Education, with the current agreement due to expire in December 2019.

Fifteen hours of kindergarten has never been permanently funded, with the Commonwealth Government contribution committed only for short periods of time. This continual short term funding arrangement makes it difficult for kindergarten services and families to plan. With the current agreement ceasing in December 2019, and no formal commitment at this time for continued federal funding, there is increasing uncertainty about the cost and availability of fifteen hours of kindergarten beyond 2019.

The Municipal Association Victoria (MAV) has informed Council of their concerns in regards to the budget announcement made in May 2018 stating that the federal government has not committed funding beyond December 2019 for the five hours of kindergarten each week, and had withdrawn

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from the National Quality Agenda partnership overseeing regulation and quality assessment of early childhood education and care services.

The Lifting Our Game Report (2017), a report of the Review to Achieve Educational Excellence in Australian Schools through Early Childhood interventions commissioned by senior officials from all states and territories, provided seventeen recommendations on the most effective interventions to be deployed in early childhood with a focus on school readiness, improved school achievement and future employment or further education success. Two recommendations from that report are pertinent to this report:

- Australian governments agree to permanent, adequate funding for Universal Access to kindergarten in the year before school.
- Australian governments progressively implement universal access to 600 hours per year of a quality early childhood education program, for example kindergarten, for all three year olds, with access prioritised for disadvantaged children, families and communities during rollout.

Whilst some State and Commonwealth pre-election kindergarten funding commitments have recently been announced, which would secure ongoing funding for the four year old program and the introduction of a funded three year old kindergarten program, the commitments have not received bipartisan support and there are currently no binding agreements in place.

A range of opportunities exist for Council to raise awareness and advocate for the continued funding of the four year old kindergarten program and the progressive introduction of a funded three year old kindergarten program.

- It is expected that two peak bodies that Council is associated with, the MAV and the Early Learning Association Australia (ELAA), will continue previous advocacy campaigns that Council will be able to participate in.
- Council can include the kindergarten funding issue in future versions of any 'Priorities' documents that are developed, and raise the issue when meeting with state and commonwealth political representatives.
- To utilise appropriate advocacy resources made available by other early childhood representative bodies (such as the Australian Education Union), to provide information to parents and the wider community about the fifteen hours of kindergarten advocacy campaign.

COST/BENEFITS

Nationally and internationally there is evidence linking kindergarten attendance to improved student results in numeracy, reading and spelling. Age-appropriate play based early learning programs delivered by qualified early childhood educators have been shown to lift learning and development outcomes for all children, while also closing the achievement gap for disadvantaged children.

Both the State and Commonwealth Governments have previously extolled the virtues of fifteen hours of kindergarten, including:

- quality early childhood education programs improve children's' learning, health and behaviour with positive impacts extending to adult life
- early learning facilitates the transition to primary school and has a direct and positive effect on future educational, employment and health outcomes
- children acquire basic skills for life and learning through engaging in quality play-based early learning programs
- enables children and families to have access to a high quality development program;
- supports planning for integrated service systems
- over the long term, early childhood education generates substantial cost savings through improved health and productivity and reduced expenditure on social services.

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Any reduction in funding for the four year old program will have a direct impact on the future delivery of kindergarten programs. The impacts will vary depending on the program model that is associated with any changes to funding, but could result in a return to a ten hour model or an increase in fees and fundraising to sustain a fifteen hour model. It would be unlikely that kindergarten parents and committees could sustain an increase in fees and fundraising to supplement any shortfall in funding that supports the provision of a fifteen hour per week program.

Whilst the three year old kindergarten program is regularly offered at each of Loddon's kindergartens, this program is currently unfunded, with all the costs of running the program being met by parent fees and fundraising. Currently across Loddon it is estimated that only one third of children are eligible for three year old kindergarten are enrolled. This means that two thirds of children in Loddon eligible to attend three year old kindergarten are at an educational disadvantage, with recent studies showing two years of high quality preschool education makes a significant difference to children's lives.

RISK ANALYSIS

Risks associated with unconfirmed funding, a reduced program model or increased fee/fundraising targets include:

- uncertainty for families as they consider early childhood education and care arrangements for their children
- employment uncertainty and a lack of job security for staff
- poorer learning outcomes for children, with a potential for reduced kindergarten participation rates
- Australia falling further behind our OECD (Organisation for Economic Co-operation and Development) counterparts in relation to early childhood education
- the capacity of families to afford increased fees
- the capacity of families and the wider community to support increased fundraising activities

CONSULTATION AND ENGAGEMENT

Following Council's endorsement of the proposed advocacy opportunities, consultation and engagement will occur as circumstances provide.

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9.6 VOLUNTEER STRATEGY 2018-2022 FOR ADOPTION

File Number: 12/14/001

Author: Sharon Morrison, Director Corporate Services

Authoriser: Phil Pinyon, Chief Executive Officer

Attachments: 1. STR Volunteer Strategy 2018-2022 v1

RECOMMENDATION

That the Volunteer Strategy 2018-2022 be adopted.

CONFLICT OF INTEREST

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

PREVIOUS COUNCIL DISCUSSION

At the Council Meeting on 25 September Council resolved to advertise the draft Volunteer Strategy.

BACKGROUND

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

ISSUES/DISCUSSION

With the advertisement and period for public comment now complete, a revised Strategy has been prepared for adoption. Minor changes were made to improve the readability of the document and to clarify the intention of the actions.

COST/BENEFITS

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

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

There is a cost associated with employing a dedicated officer, mentioned in the Strategy. Whilst this cost will be partially offset in the first year by the funding received from DHHS, should the officer be employed for a longer period there will be an additional cost to Council. A business case will be developed to assist in identifying the cost/benefit of employing a dedicated officer for both a fixed term and on an ongoing basis.

RISK ANALYSIS

There is currently no Volunteer Strategy that provides an overall direction for this important function. Adopting this document will provide a clear direction and commitments in improving the experience of Council-supported.

CONSULTATION AND ENGAGEMENT

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

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Photo courtesy of Loddon Times

VOLUNTEER STRATEGY 2018-2022

"I volunteer because I have a passion for my community and a desire to see it succeed"

- Volunteer survey participant



DOCUMENT INFORMATION

DOCUMENT TYPE: Strategic document

DOCUMENT STATUS: Draft

POLICY OWNER POSITION: Director Corporate Services

INTERNAL COMMITTEE

ENDORSEMENT:

Not applicable

APPROVED BY: Council

DATE ADOPTED: Click here to enter date of approval

VERSION NUMBER: 1

REVIEW DATE: Click here to enter a date.

DATE RESCINDED: Click here to enter a date.

RELATED STRATEGIC

DOCUMENTS, POLICIES OR

PROCEDURES:

Council Plan 2017-2021

Disability, Access and Inclusion Plan 2017-2021 Municipal Health and Wellbeing Plan 2017-2021

Long Term Financial Plan

Information Technology Strategy 2017-2022 Building Asset Management Plan 2018

Section 86 Committee of Management Policy 2014

Section 86 Instrument of Delegation 2018

Risk Management Policy 2015

Event Management - A Guide for Organisers of Events

2016

Staff and Contractors Code of Conduct 2017

RELATED LEGISLATION: Click here to enter text.

EVIDENCE OF APPROVAL:

Signed by Chief Executive Officer

FILE LOCATION:

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.

ACKNOWLEDGEMENT OF COUNTRY

Loddon Shire Council acknowledges the Traditional Custodians of the land comprising the Loddon Shire Council area. Council would like to pay respect to their Elders both past and present.

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1 INTRODUCTION

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

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

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

The activities outlined in the Strategy have been reviewed by Council and the community and will be implemented over the next four years.



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1.1 Council's Vision and Values

Council has identified the development of a Volunteer Strategy as a priority under the Council Plan 2017-2021; and recognises the need to sustain and grow volunteering across the Shire to support our community.

The Strategy aligns with Council's Core Values as outlined in the Council Plan 2017-2021. It provides a sound basis and direction from which Council can plan and make future decisions over the next four years.



The development of the Strategy is further supported in the Council Plan 2017-2021:

5.4.3 - Theme: Liveability		
Strategy	Action	Strategic Indicator
Community engagement:	Support and promote	Develop a Volunteer Strategy.
Build relationships and foster		
community engagement,	community inclusion and	
pride and resilience.	engagement.	

1.2 Supporting strategies and plans

Council has a number of other supporting strategies and plans in place. This Strategy draws upon a wider Council policy context:

- Disability, Access and Inclusion Plan 2017-2021
- Municipal Health and Wellbeing Plan 2017-2018
- Long Term Financial Plan
- Information Technology Strategy 2017-2022
- Building Asset Management Plan 2018
- Section 86 Instrument of Delegation 2018
- Risk Management Policy 2015
- Event Management A Guide for Organisers of Events 2016
- Staff and Contractors Code of Conduct 2017

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2 PURPOSE

Council values the contribution of volunteers and acknowledges their assistance in the provision of services to the Loddon community through:

- · formal volunteering with organisations; and
- · informal volunteering or provision of support to individuals and the community.

The Strategy has been developed to recognise the National Standards for Volunteer Involvement, ¹ which provide a framework for supporting the volunteer sector in Australia. They provide good practice guidelines for organisations to attract, manage and retain volunteers, and help improve the volunteer experience.

The National Standards for Volunteer Involvement incorporate the following principles:

- Volunteer involvement should be a considered and planned part of an organisation's strategic development, aligning with the organisation's strategic aims and incorporated into its evaluation framework.
- Effective volunteer involvement requires organisational leadership, and a culture and structure that supports and values the role of volunteers.
- Volunteers have rights, which include the right to work in a safe and supportive environment with appropriate infrastructure and effective management practices.
- Volunteers have responsibilities, which include acting responsibly, being accountable for their actions to the organisation, and respecting the organisation's values and practices.

The National Standards for Volunteer Involvement cover:

- 1. Leadership and management
- 2. Commitment to volunteer involvement
- 3. Volunteer roles
- 4. Recruitment and selection
- 5. Support and development
- 6. Workplace safety and wellbeing
- 7. Volunteer recognition
- 8. Quality management and continuous improvement

This Strategy contains a Volunteer Management Plan that recognises these standards.

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¹ Volunteering Australia 2015

3 LODDON SHIRE COMMUNITY CONTEXTS

3.1 Location and geography

Loddon Shire is located in central Victoria, about 175 kilometres north-west of the Melbourne CBD. Loddon Shire is bounded by Gannawarra Shire in the north, the Shire of Campaspe and the City of Greater Bendigo in the east, Mount Alexander and Central Goldfields Shires in the south, and Northern Grampians and Buloke Shires in the west.

Loddon Shire is within the Loddon Mallee Regional Development Australia region which constitutes almost a quarter of the state and is a region known for the highest number of small towns in Victoria.

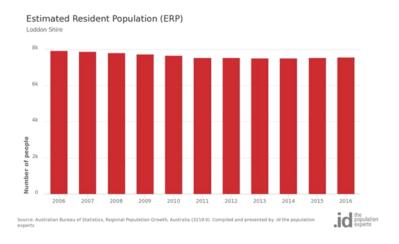
Loddon Shire comprises a number of small towns dispersed throughout the Shire including the towns of Bridgewater, Inglewood, Wedderburn, Dingee, Mitiamo, Serpentine, Newbridge, Tarnagulla, Boort, Pyramid Hill and other surrounding villages and communities. These townships are diverse but they are connected by our Council which strengthens them as a whole.

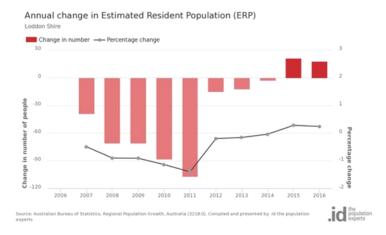


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3.2 People

The Australian Bureau of Statistics estimated resident population for 2016 (2016 ERP) was 7,555. This is made up of more than 2,780 in the north (2016 ERP), compared with over 4,810 in the south (2016 ERP). There is a trend of population increasing in the south of the Shire and decreasing in the north.





The 2013 Loddon Mallee South Regional Economic Outlook report forecasts ongoing overall population decline in the longer term of 0.23% to 2026. Population forecasts predict that the number of residents living in the Shire will decrease slightly each year. In the last decade there has been a decrease in the number of family households and an increase in lone person households. Both mortgage repayments and rentals are relatively low, reflecting cheaper housing prices in Loddon Shire compared with regional cities and metropolitan Melbourne.

3.3 Ethnic composition

The majority of Loddon Shire's population was born in Australia however, 8% came from other countries. Only 3% of residents have identified as speaking a language other than English at home. The ethnic composition reflects that of regional Victoria, and relative to Australia's urban centres, is overall not vastly diverse.

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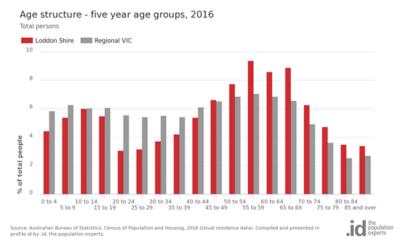
However, there are emerging pockets of culturally and linguistically diverse communities in some townships. Pyramid Hill is one such township in the Shire that has benefited from significant positive culturally diverse growth since 2008. Community members with origins in the Philippines now comprise almost 10% of the population.²³

3.4 Ageing population

During consultation for the Loddon Shire Council 2017-2021 Council Plan, one of the challenges identified was an ageing population with the median age of people in the Shire of 51 (up from 50 in 2011), which is eight years higher than the regional Victoria median and 14 years higher than the state median (up from 13 years in 2011).

Just over 21% of the population is under 19 years of age, 43.3% of the population is in the traditional working age group (19-59) and 35.7% is in the traditional retirement age group (60+). Like many other rural municipalities, the number of older adults living in the community is expected to grow considerably in coming years.

The Loddon area is seeing a decline in people less than 50 years of age and an increase in older employees or retirees settling in the municipality.



Analysis of the service age groups of Loddon Shire in 2016 compared to regional Victoria shows that there was a lower proportion of people in the younger age groups and a higher proportion of people in the older age groups (60+ years).

3.5 Income levels

Analysis of household income levels in Loddon Shire in 2016 compared to regional Victoria shows that there was a smaller proportion of high income households (those earning \$2,500 per week or more) and a higher proportion of low income households (those earning less than \$650 per week).

Overall, 5.8% of the households earned a high income and 31.9% were low income households, compared with 12.5% and 22.9% respectively for regional Victoria.

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²Australian Bureau of Statistics – 2016 Census Data

New York Times – Australia's Immigration Solution – Small Town Living – May 21, 2018

3.6 Socio-economic indexes for areas

Socio-economic Indexes for Areas (SEIFA) is a number, which ranks areas in Australia according to relative socio-economic advantage and disadvantage in Local Government. The SEIFA Index of Disadvantage for Loddon Shire in 2016 was 942.

The most disadvantaged municipality within Victoria is recorded as Central Goldfields followed by Greater Dandenong. Ararat Rural City Council is ranked equal with Loddon Shire as the eighth most disadvantaged municipality in Victoria.

3.7 Education levels and qualifications

Analysis of the highest level of schooling attained by the population in Loddon Shire in 2016 compared to regional Victoria shows that there was a higher proportion of people who had left school at an early level (Year 10 or less) and a lower proportion of people who completed Year 12 or equivalent.

Overall, 40.8% of the population left school at Year 10 or below, and 27.3% went on to complete Year 12 or equivalent, compared with 34.7% and 38.9% respectively for regional Victoria.

Analysis of the qualifications within the population in Loddon Shire compared to regional Victoria shows that there was a lower proportion of people holding formal qualifications (Bachelor or higher degree; Advanced Diploma or Diploma; or Vocational qualifications), and a higher proportion of people with no formal qualifications.

Overall, 35.8% of the population aged 15 and over held educational qualifications, with 47.8% having no qualifications. This is compared with 40.5% and 47.8% respectively for regional Victoria.

3.8 Economy

Loddon Shire's Gross Regional Product is estimated at \$0.39 billion, which represents 0.1% of Victoria's Gross State Product.

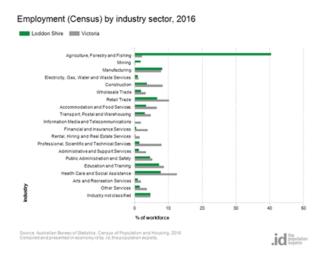
There were 3,066 local jobs in Loddon Shire in 2016. An analysis of the jobs held by the local workers in Loddon Shire in 2016 shows the three most popular industry sectors were:

- Agriculture, Forestry and Fishing (1,069 local workers 40.4%)
- Manufacturing (218 local workers 8.2%)
- Health Care and Social Assistance (204 local workers 7.7%)

In combination, these three industries employed 1,491 people in total or 56.4% of local workers.

In comparison, Victoria employed 2.2% in Agriculture, Forestry and Fishing; 7.8% in Manufacturing; and 12.5% in Health Care and Social Assistance.

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3.9 Economic profile changes

Nature-based tourism is a potential new industry segment and represents a significant development opportunity to attract visitors into the Shire. Significant nature tourism assets such as the Loddon River, Mount Kooyoora and the Boort wetlands offer a new and quite unique group of experiences to a broad range of visitors.

Nature and natural heritage are an important part of what makes the region attractive to tourists and new residents alike.

3.10 Internet connectivity

Internet use in the Shire is lower than the state average, however it has increased markedly since 2006. In 2006, only 13% of residents had access to internet connections. By 2016, this grew to 62%. However, 25% of the population continues to have no internet connection at all. The agricultural sector relies heavily on electronic communications and associated technologies.

Mobile phone coverage, broadband and wireless internet and satellite GPS (Global Positioning System) services are now essential for the modern competitive agricultural enterprise. With agriculture being the dominant sector of our economy, it is essential that investment in electronic communication and associated technology continues.

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3.11 Councillors and wards

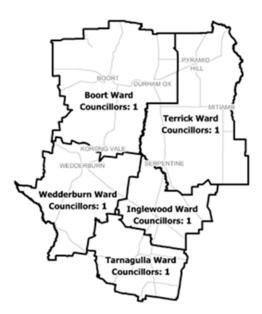
Loddon Shire Council consists of five Councillors elected from five wards.

The five wards of Loddon Shire are:

- Boort Ward
- Inglewood Ward
- Tarnagulla Ward
- Terrick Ward
- Wedderburn Ward

Details about the wards and Councillors can be found on Council's website: www.loddon.vic.gov.au

Under the Local Government Act 1989, Councillors are elected to be the governing body of our municipality. Our Councillors play a vital leadership role in creating and implementing our community's vision, strategic direction and the values within which we operate. Our Councillors guide the development of local policies, set service standards and priorities and monitor the performance of the organisation. Other responsibilities of Councillors include determining the financial strategy and budget, allocating resources, and liaising with other levels of government.



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4 VOLUNTEERING IN LODDON SHIRE

4.1 Snapshot – current support – Loddon Shire Council

The following provides a summary overview of the way in which Council currently supports and interacts with volunteers and volunteer organisations across the municipality.

Volunteer Support – Loddon Shi	re Council (at August 2018)				
Population	7,555				
Geographic area of municipality	6,700km ²				
Number of volunteers in the community	31.7% of the population reported that they undertake voluntary work through an organisation or group ⁴ (approximately 2,395 people). Council has identified contact details of 577 volunteer individuals.				
Number of community / volunteer groups	291 community / volunteer groups identified: o 61 manage and maintain community facilities and receive some financial support from Council o 25 are Section 86 committees o 5 are Kindergarten Committees o 4 are Senior Citizens Centre Committees				
Published volunteer strategy or	Volunteer Policy 2014				
policy position	(due for review)				
Types of volunteering activities supported by Council	 Visitor information services Meals on Wheels – Pyramid Hill Kindergarten Committees Section 86 Committees Senior Citizens Centres Other Committees of Management for Council facilities Committees of Management for Crown Land facilities (e.g. DELWP) 				
Centralised support for volunteers and volunteer programs across Council	No – volunteer management is undertaken by individual departments within relevant portfolios, with each area having a different approach. This includes all aspects – such as recruitment, retention, record management, compliance/governance, recognition of volunteers, training and skills development, feedback and grievances, evaluation of volunteer programs, etc.				
Central register of volunteers and volunteer records	No – individual departments hold and maintain records across Council sites, some electronic and others paper-based. Organisational Development keeps a register of Police Checks where they are in place.				
Central register of volunteering opportunities available with Council and / or volunteer organisations in the Shire	No				

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⁴ Community Profile ID – Australian Bureau of Statistics - Census 2016

Volunteer Support – Loddon Shire	e Council (at August 2018)
Organisational links with external	Boort District Health – memorandum of understanding
agencies to help with volunteer	to undertake preparation and delivery of Meals on
management and support	Wheels program in Boort. Includes recruitment,
Dedicated staff recovered to below	management, training and rostering of volunteers.
Dedicated staff resources to help support volunteers and volunteer	No
programs	
Other identified organisational	o 0.05 EFT (2 hours per week) Social Support Officer
EFT for staff to manage	(MOW) – externally funded
volunteers and volunteer	0.2 EFT Corporate Services Administration (support
programs	for Section 86 Committees)
	 0.2 EFT Tourism and Marketing Officer
	(support for Visitor Information Centre volunteers)
Financial support for volunteers	2018-19 budget (recurring annual allocation):
and volunteer programs in the community	 Allocation to assist groups with maintenance of 61 facilities \$126,326
	 Support of organisations to run events by volunteers \$17,000
	 Club volunteer development \$12,000
	Oldb volunteer development \$12,000
	Total 2018-19 budget: \$155,326
	Notes:
	Additional \$15,000 remaining from previous years' one-
	off grant.
	Additional \$75,000 one-off funding partnership provided
	by Department of Health and Human Services Victoria.
In-kind support for volunteers and	 Advice, guidance and administrative support for
volunteer programs in the	Section 86 Committees
community	Kindergarten Committees use of facilities at centres
	- IT, printing, stationery, etc.
	 Partnerships with Committees of Management to maintain and improve facilities through Business
	Asset Management Plan 2018
	 Training of Meals on Wheels volunteers
	Training of Visitor Information Centre volunteers
	 Works skills development opportunities for Visitor
	Information Centre volunteers
	 Ad-hoc courses and seminars offered for S86
	Committees / Committees of Management /
	Volunteer organisations on governance related
	matters / strengthening volunteering in communities
Communication plan to promote	No
volunteering opportunities and	
attract / encourage volunteers Documented approach to support	No
ad-hoc volunteering opportunities	INO
Documented approach to support	No
involvement of younger people	
Corporate volunteering	Staff can take paid leave for some emergency services
opportunities for Council staff	activities (eg. CFA – Country Fire Authority, SES –
	State Emergency Service)

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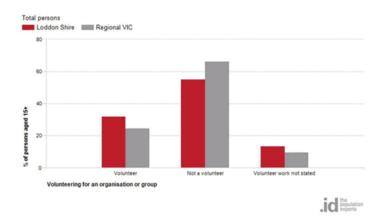
4.2 Volunteer involvement

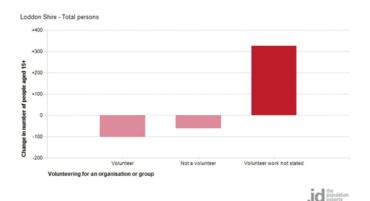
The voluntary work sector is an important part of Australia's economy. The level of volunteering can indicate the cohesiveness of the community and how readily individuals are able to contribute to that community. Factors impacting on the level of volunteering in Loddon Shire include the age structure of the population, the level of proficiency in English, income and education levels.

Analysis of the voluntary work performed by the population in Loddon Shire in 2016 compared to Regional Victoria shows that there was a higher proportion of people who volunteered for an organisation or group.

Overall, 31.7% of the population reported performing voluntary work through an organisation or group, compared with 24.3% for Regional Victoria – and 20.8% for the entire State.

When considering gender comparison - 33.7% of females had identified as volunteers, whilst 29.8% of males had identified as volunteers. The number of volunteers in Loddon Shire decreased by 101 people between 2011 and 2016.⁵





An opportunity to strengthen and promote volunteering is via the intergenerational influence of parents who volunteer and instil altruistic behaviour in their children. The 2014 General Social Survey (ABS) reported that 43 percent of people who volunteered had done some form of volunteering as a child, and 75 percent had a parent who had done voluntary work.⁶

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⁵ Community Profile ID: Australian Bureau of Statistics – Census 2016

⁶Distilled from: Volunteers in Victoria – Trends Challenges and Opportunities 2017

4.3 Need for assistance

Analysis of the need for assistance of people in Loddon Shire compared to regional Victoria shows that there was a higher proportion of people who reported needing assistance with core activities.

Overall, 7.4% of the population reported needing assistance with core activities, compared with 6.0% for regional Victoria.

This need for assistance is often met voluntarily by family members and friends. As noted earlier, our volunteer rates are higher than other areas of Victoria. Our residents volunteer their time and skills to people with disabilities, long term illness and problems associated with ageing; as well as to other tasks such as unpaid childcare and domestic work; and to various community-based organisations and groups.

4.4 The value of volunteering⁷

Council does not have the reporting mechanisms in place to accurately identify the number and value of volunteer hours in the Loddon Shire community. The following provides a snapshot of Victorian State Government data on the value of volunteering.

4.4.1 Economic value

The Department of Planning and Community Development (2012) estimated that volunteering contributions were worth about \$23 billion to the Victorian economy in 2011; and are set to grow to as much as \$42 billion by 2021 if rates of volunteering continue.

4.4.2 Community value

In addition to providing crucial services and supports to communities, places and individuals, volunteering has many other direct and indirect benefits for the strength and resilience of communities:

- · a stronger social fabric building a sense of community
- cultural benefits people participating in activities that support cultural connections
- environmental benefits enhancing and protecting natural assets and green spaces.

4.4.3 Individual value

As well as benefiting communities, volunteering provides health and wellbeing benefits for people who volunteer, with altruism being associated with greater personal satisfaction, wellbeing and longevity.

Volunteering is associated with greater health and happiness – 95 percent of volunteers say that volunteering is related to feelings of wellbeing.

The Department of Planning and Community Development (2011) found that volunteering can mediate the negative psychological effects of disadvantage.

Skills and networks developed through volunteering participation can also help to connect people to career paths and employment opportunities.

4.5 The future of volunteering in Loddon Shire

Loddon Shire is a 'community of communities', spread across more than 6,700 square kilometres. A challenge exists for Council in the provision of a coordinated approach to volunteer management across the Shire's geographical vastness.

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Distilled from: Volunteers in Victoria – Trends Challenges and Opportunities 2017

Volunteer expectations are changing, Australians are asking for a wider range of ways to volunteer. They want meaningful roles and greater flexibility in how and when they volunteer under different circumstances that arise in their lives. This includes:

- episodic volunteering (short-term or project based volunteering)
- online volunteering
- skilled volunteering
- volunteering through the workplace⁸.

Loddon Shire's population is ageing faster than the rest of Victoria and is in decline in the northern areas of the municipality. A strategic approach to engaging and encouraging the next generation of younger volunteers to participate is crucial to delivering services and supporting communities into the future.

The ability for the community to access the internet is relatively low. Digital communication channel preferences continue to evolve; and Council needs be responsive to these technological advances. Harnessing changing volunteer expectations through technology can increase the extent to which people are prepared to volunteer; and presents the opportunity for improved engagement with a younger demographic and in emerging culturally and linguistically diverse communities. ⁹.

Council also needs to ensure that accessible multi-channel options are available to the community for seeking information about volunteering. Having printed material available, and the ability to speak to someone over the phone or in person is still considered highly important by the community.

The Victorian State Government's mandated rate capping places additional pressure on Council to reduce the cost of service delivery. Under the plan, councils are directed to cap rate increases at a figure set by the Minister for Local Government.

Approximately two-thirds of Loddon Shire's budget is reliant upon state and federal government grants. Council is challenged with continuing to secure adequate financial support in an increasingly competitive environment. Maintaining the way in which Council is able to deliver services to the community is reliant on provision of this external funding.

Council is however excited by a newly strengthened partnership opportunity with the DHHS. This partnership opportunity provides some funding and support opportunities for initiatives aimed at attracting and retaining younger volunteers.

Council is heavily reliant on volunteers and volunteer organisations to support delivery of services and facilities to community, where Council does not have the funding or resources to do so.

The provision of a coordinated approach to management of volunteers and volunteer programs across the Shire in future may assist to encourage volunteer involvement, and direct volunteer resources in a more prioritised and strategic manner.

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⁸ Distilled from: Volunteers in Victoria – Trends Challenges and Opportunities 2017

⁹ Population trends are further explained in Section 3 of this Strategy

5 CONSULTATION

5.1 How we consulted with the community

To support the development of this Strategy a community survey was conducted during May and June 2018 to better understand community views in relation to issues that affect the community – with particular reference to volunteering.

The survey explored volunteering experiences within the community, including reasons for volunteering, recognition of volunteers, and any challenges faced. The survey also provided an opportunity to comment on volunteering in Loddon Shire, and to offer thoughts, ideas or suggestions.

A questionnaire was made available for completion online via Council's website. Hard copies were also available at Council Centres for survey completion (e.g. Shire offices, Senior Citizens Centres, Visitor Information Centre, Meals on Wheels, etc.).

A communications plan was developed to coordinate community messaging. The survey was promoted via the following methods:

- media releases
- · published on Council's website (home page)
- posts on Council's Facebook page promoting the survey during the consultation period reached more than 2,980 people
- mayoral column
- invitations to participate in the online survey were emailed to 272 community groups, organisations and individual volunteers across the Shire. An additional 112 hard copy surveys were sent via Australia Post where email addresses were not available
- including an option to enter a prize draw to win a \$100 hamper of local produce
- invitations to participate in the workshops were emailed to 16 survey respondents who
 had registered their interest within the first week of the survey live period.

The questionnaire was available from 16 May 2018 to 12 June 2018.

A total of 265 valid survey responses were received and processed (194 online and 71 hard copy).

During the survey period, a series of community workshops were facilitated on 24 and 25 May 2018 to provide community members with an opportunity to provide feedback via interactive group discussions; and enrich the feedback that was being provided in the surveys.

Community workshop opportunities were available in six townships:

Date	Township	Venue	Participants
24 May 2018	Wedderburn	Community Centre	8 people
	Serpentine	Council Chambers	0 people
	Inglewood	Town Hall	2 people
	Tarnagulla	Tarnagulla Hall	3 people
25 May 2018	Pyramid Hill	Senior Citizens Centre	2 people
	Boort	Memorial Hall	5 people

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The workshop format was interactive and conversational, with feedback sought on the following:

- reasons for volunteering
- · community benefits of volunteering
- · recruitment ways in which people end up volunteering / suggestions for future
- · issues faced by volunteers / volunteer groups
- better supporting volunteers ways in which the Shire could provide improved support to volunteers and volunteer groups.

5.2 What the community has told us

5.2.1 Community survey outcomes

Volunteering snapshot

86.4% of respondents reported that they volunteer at least once a month.

69.9% of respondents reported that they undertake volunteer activities that are within 10km of their home or work.

68.3% of respondents reported that they had been volunteering for more than 10 years.

The most common ways respondents had initially become involved in volunteering were through:

- a community interest / to provide support
- family members parents / children
- · invitation / were asked to volunteer
- sport
- · club, group or organisation involvement

Types of volunteering experiences and activities

The most common types of organisations volunteered for the past year were:

- Local sporting team (49.8%)
- Community groups (49.3%)

The most common types of volunteer activities were:

- management / committee work (61.5%)
- administration / clerical (47.1%)
- fundraising / sales (36.5%)

Reasons for volunteering and personal benefits

The most commonly cited reasons for volunteering included:

- help others / help the community (84.1%)
- keep a group / association going (66.2%)
- personal satisfaction (65.7%)

10.6% of respondents reported that they had used volunteering to assist them with gaining employment.

The most commonly cited benefits experienced as a direct result of being a volunteer were:

feel part of a community (85.0%)

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- friendship / social contact (79.7%)
- personal satisfaction (73.4%)

Training

33.5% of respondents identified that training was needed for their volunteer roles, with a variety of different training types noted.

Those respondents who had received training reported a high level of satisfaction with this aspect.

Future of volunteering

82.4% of respondents reported that they expect the amount of volunteering they undertake to either increase or stay the same, over the next year.

The most notable circumstances that affect how or when people volunteer were:

- family commitments (61.0%)
- work commitments (44.9%)

Recognition

30.2% of respondents reported that they felt that it is reasonable to expect recognition for volunteer contributions. Most common suggestions for recognition provided by these respondents include:

- a thankyou
- certificate / award / badge
- · event / community acknowledgement

66.2% of respondents reported that they had received recognition for volunteer contributions. The most common types of recognition received included:

- certificate / award / badge
- a thankyou / gratitude from others
- · life membership

Satisfaction with volunteering

91.9% of respondents reported that overall, they were either satisfied or very satisfied with their volunteering experiences.

Respondents who made general comments in relation to volunteering experiences most commonly reported:

- they find volunteering enjoyable and rewarding
- · volunteering provided new experiences
- · volunteering can be overwhelming / life balance

Respondents not currently volunteering through an organisation

11.1% of respondents reported that they have not volunteered for an organisation in the past year.

37.5% of respondents not currently volunteering reported that they were likely or very likely to commence volunteering through an organisation in the next year.

Respondents not currently volunteering reported the most notable circumstances that would need to change to encourage them to do so as:

- family commitments
- work commitments

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Informal volunteering

Respondents engaged with a wide range of informal volunteering opportunities. The most common reported activities include:

- · cooking for others
- driving others
- · teaching / coaching / mentoring
- yard / property maintenance
- babysitting

22.2% of respondents reported that they had not undertaken any informal volunteering in the past year.

Importance of volunteering and community benefits

89.9% of respondents noted the importance of volunteering in the community as either very important, or extremely important.

The main benefits of volunteering to the community were most commonly cited as:

- community pride through building a sense of community and ownership
- social inclusion / interaction with others
- · networking within the community and community groups
- · monetary enabling cost effective delivery of services
- · personal rewards
- · keep groups functioning

Hindrances - things that prevent people from volunteering

The most commonly cited things that prevent people from volunteering were:

- time constraints
- · understanding expectations / how to go about volunteering
- expenses / costs
- family / work / life balance
- · transport / travel requirement
- self confidence
- · personalities / attitudes of others

Improving volunteering rates and recruiting

Most common suggestions to help improve volunteering rates and recruitment were:

- media / advertising to increase awareness of opportunities
- targeted messaging to encourage people to volunteer
- school programs
- invite people to volunteer and be welcoming

5.2.2 Community workshop outcomes

Key themes emerging from the community workshops include:

- · Volunteering provides improved community outcomes and sense of pride.
- · People volunteer to support their community or address a need in the community.

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- Small towns and areas would not function without volunteers they keep the community alive, keep groups going and assist with delivery of needed services.
- · Participation in volunteering activities provides a social connection for people.
- Concerns about the ageing population, and younger people perceived to be not able to volunteer as readily due to work and family commitments.
- · Suggest a coordinated approach to volunteering across the Shire.
- Improve volunteer organisation support including training, information, guidance, templates and documents, make it easier.
- Improve volunteer support information, role descriptions, requirements.
- Advertising and networking let people know about volunteering opportunities, what's involved and the importance.
- Care for volunteers make them feel valued, and that they are part of something. Help them
 to understand their roles; and embrace skills and cultural diversity. Encourage a culture of
 inclusiveness
- Encourage younger volunteers consider targeted messaging to younger adults and children. Utilise partnerships with schools.
- Personal approach identify skills and interests; and ask individuals.
- Motivate volunteers provide one-off opportunities, tap into interests, provide incentives, make it fun, help to mitigate financial cost of volunteering.
- Training offer competency-based work skills training.

5.3 Consultation with Councillors and Council staff

During May 2018 all Councillors and 17 key staff were consulted via workshop or interviews to explore key issues around volunteering in Loddon Shire, and suggestions for the future.

Key themes emerging from Councillor and staff engagement include:

- Recognition of the critical importance of volunteering in Loddon Shire for the delivery of services and provision of support to the community.
- A need for a coordinated approach to volunteer management and supporting volunteering and volunteer groups across the Shire.
- · Recognition that there is an ageing volunteer base with fewer people available.
- The need to encourage young volunteers including episodic volunteering opportunities and inter-generational connections.
- Opportunities for volunteer skills development to help with employment opportunities –
 partnerships with Library agencies, community houses etc.
- The need for Council to help make it easy for volunteers and volunteer groups by reducing red tape, and providing support, information, advice and assistance.
- A need for a more structured approach to communication and awareness, including initiatives for motivating people to volunteer.
- Strengthen partnerships with peak bodies and other volunteering organisations.

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6 VOLUNTEER MANAGEMENT PLAN

The Volunteer Management Plan outlines our commitment to supporting, attracting, retaining, developing and recognising volunteers; and has been developed to align with the National Standards for Volunteer Involvement.¹⁰

6.1 Strategic directions for 2018-2022

Five strategic directions have been identified. A number of objectives have been outlined to accompany each strategic direction.

St	rategic directions	
1.	Leadership, Commitment & Quality	Leading, planning and resourcing to support volunteers and volunteer organisations with consistent standards, and review.
2.	Attracting	Raising the profile of volunteering across Loddon Shire and attracting younger volunteers.
3.	Retaining	Motivating, engaging and supporting volunteers and volunteer organisations with standards of best practice and consistency.
4.	Developing	Volunteers are supported with skills and knowledge development opportunities.
5.	Recognising	Volunteer contribution, value and impact is understood, appreciated and acknowledged.

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¹⁰ Volunteering Australia 2015

6.2 Action Plan

Objectives	Actions	Priority and timeframe	Responsible area		
DIRECTION 1 – LEADERSHIP, QUALITY AND COMMITMENT ¹¹ Leading, planning and resourcing to support volunteers and volunteer organisations with consistent standards, and review.					
1.1 A coordinated approach to Council-supported volunteers, volunteer programs and volunteer organisations	1.1.1 Strengthen partnerships with peak bodies for assistance with a coordinated approach to Council-supported volunteer management, information provision and training opportunities.	2019 ongoing	Director Corporate Services (DCS)		
	1.1.2 Create an internal volunteer support working group as a forum for discussion and planning.	2019	DCS		
	1.1.3 Ongoing consultation with Council- supported volunteer groups to find out what Council can do to either promote, assist or support.	2019 ongoing	DCS		
	1.1.4 Consider how local business can be engaged in supporting volunteering opportunities	2019	DCS		
1.2 Effective planning and resourcing to support the Strategy	1.2.1 Develop a business case for the introduction of a permanent dedicated volunteer supporting Council staff FTE resource.	2018	DCS		
	1.2.2 Introduce a permanent dedicated volunteer supporting Council staff FTE resource to provide centralised support across Loddon Shire (Volunteer Support Officer (VSO)).	2019	DCS		
	1.2.3 Advocate for ongoing external funding for the volunteer supporting Council staff FTE resource (VSO).	2019	DCS		
	1.2.4 Identify and advocate for external funding, resources and training opportunities.	2019	DCS		
	1.2.5 Review the level of financial and in- kind support Council provides to Council-supported volunteer groups and volunteers.	2019 ongoing	VSO		
	 1.2.6 Consider the feasibility of expanding corporate volunteering opportunities for Council staff. 	2020	Manager Organisational Development (MOD)		
	1.2.7 Develop a policy on remunerating Council volunteers for out of pocket expenses.	2019	MOD		

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¹¹ National Standards for Volunteering references: 1 Leadership & Management, 2 Commitment to Volunteer Involvement, 3 Volunteer Roles, 6 Workplace Safety & Wellbeing 8 Quality Management & Continuous Improvement

Objectives	Actions	Priority and timeframe	Responsible area
1.3 Systems of good practice and continuous improvement	1.3.1 Identify and implement opportunities for consistent volunteer management processes, forms, induction and OHS training across all Council-supported volunteer programs, in line with the National Standards for Volunteering.	2019-20	DCS
	1.3.2 Create a central register of Council volunteers and volunteer records.	2019	vso
	1.3.3 Ensure that volunteer roles are appropriate, defined, documented and communicated.	2019-20	VSO
	1.3.4 Review Council's Volunteer Policy to ensure it supports the implementation of this strategy.	2019	DCS
1.4 Regular evaluation	1.4.1 Engage / consult with the community, partner organisations, and Council volunteers to seek regular feedback and identify improvement opportunities (eg. surveys, etc.)	2019 ongoing	DCS
	1.4.2 As part of Council's pending information technology reforms, ensure the ability to collect and analyse the right data to enable better management of volunteers and measuring of the impact of volunteers	2020	Manager Information and Business Transformation
	1.4.3 Develop and agree upon organisational measures; and implement systems to measure Council's performance against the initiatives in this strategy.	2019	DCS
	1.4.4 Consider the development of a community based volunteer strategy	2020	Chief Executive Officer
	1.4.5 Report to Council on a regular basis to share progress action the actions in this strategy and share learnings and successes with others.	2019 ongoing	DCS

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Objectives	Actions	Priority and	Responsible
DIRECTION 2 – ATTRA	CTING ¹²	timeframe	area
Raising the profile of vol	unteering across Loddon Shire and attracting yo		
2.1 A structured, targeted approach to	2.1.1 Partner with peak bodies to utilise online volunteer registration resources and information.	2019	DCS
attract younger volunteers; and those from culturally and linguistically diverse communities	2.1.2 Review the way that volunteer information, resources and educational materials are presented on Council's website – make it easier to find and ensure links to partner organisations are included.	2019	vso
	2.1.3 Utilise technology and social media platforms to engage with young people.	2019 ongoing	vso
	2.1.4 Leverage relationships with schools to develop grass roots volunteer programs including dedicated skills development; and to promote volunteering opportunities.	2019 ongoing	Director Community Wellbeing (DCW)
	2.1.5 Make information available so that volunteer organisations may more easily invite, encourage and welcome volunteers.	2019 ongoing	vso
	2.1.6 Provide accessible information and resources.	2019 ongoing	VSO
2.2 Lead and promote a positive culture towards volunteering	2.2.1 Develop a multi-channel communication plan / strategy that assists with repositioning and valuing volunteering in the community; lets people know how they can volunteer; and promotes opportunities more widely.	2019	DCS
	2.2.2 Develop and maintain a volunteer information kit – have this available both online and hard copy at strategic locations across the Shire.	2019	vso
	2.2.3 Consider developing a "Volunteering@Loddon" brand that is focused on raising the profile of Council volunteering opportunities and promoting the brand through appropriate media channels.	2019	DCS
2.3 Increased awareness of volunteering opportunities	2.3.1 Partner with peak bodies to utilise platforms to facilitate an online register of volunteers, volunteer organisations, roles and opportunities.	2019 ongoing	DCS

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¹² National Standards for Volunteering references: 1 Leadership & Management, 4 Recruitment & Selection

Objectives	Actions	Priority and timeframe	Responsible area
DIRECTION 3 – RETAII Motivating, engaging an practise and consistenc	d supporting volunteers and volunteer organisati	ions with standard	ls of best
3.1 Motivate and make it easier for people to continue to volunteer	3.1.1 Promote different ways for people to volunteer outside of traditional roles, including: Description including: Description including: Description including: Description including: Description including: Description including: Skilled volunteering: Volunteering through the workplace: Identification of opportunities at different life stages: 3.1.2 Establish a program of regularly reconnecting with lapsed Council volunteers: 3.1.3 Identify,understand and address barriers to youth volunteering.	2019 ongoing 2019 ongoing 2020	vso vso dcw
	3.1.4 Identify and understand ways to encourage ad-hoc volunteers to take on committee volunteer roles	2020	DCS
3.2 Reduced red tape for Council- supported volunteer organisations	3.2.1 Review and streamline governance systems and requirements for Council-supported volunteer organisations, including the provision of templates to assist. 3.2.2 Investigate availability of online tools through partnerships with peak bodies.	2019	DCS VSO
	3.2.3 Review the in-kind support provided by Council staff to Council-supported volunteer organisations and identify improvement opportunities.	2019	DCS
	3.2.4 Promote the importance of volunteer organisations having rotations and succession planning, and the benefits of involving new people and new ideas.	2019 ongoing	VSO
	3.2.5 Advocate to State and Federal government to reduce red tape and streamline volunteer organisation requirements	2019 ongoing	CEO
3.3 Engaged committees of management and volunteers	3.3.1 Review and continue to improve the way in which Council communicates and engages with Council-supported committees of management and volunteers. 3.3.2 Include an article in each Council bulletin that promotes volunteerism.	2019 ongoing 2018 ongoing	DCS

 $^{^{13}}$ National Standards for Volunteering references: 3 Volunteer Roles, 5 Support & Development

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Objectives	Actions	Priority and timeframe	Responsible area			
DIRECTION 4 – DEVELOPING ¹⁴ Volunteers are supported with skills and knowledge development opportunities.						
4.1 Support skills development opportunities to enhance employment	4.1.1 Strengthen partnerships with Library agencies, neighbourhood houses and men's sheds to help provide volunteers and volunteer groups with skills training opportunities.	2019 ongoing	DCW			
pathways and increase confidence and desire to	4.1.2 Develop volunteer networking events to connect volunteers to opportunities for volunteering and / or employment.	2019 ongoing	DCS			
volunteer	4.1.3 Support leaders and managers of volunteers to attend networking and development opportunities	2019 ongoing	DCS			
4.2 Promote skills development for Council- supported volunteer organisations to assist with governance requirements	4.2.1 Partner with peak bodies to link in with training resources and opportunities.	2019 ongoing	MOD			
	4.2.2 Explore opportunities with DHHS and relevant State government advisory groups to support training initiatives for volunteer organisations, volunteer managers and volunteers.	2019 ongoing	DCS			
4.3 Promote a youth leadership training program	4.3.1 Explore opportunities with DHHS and peak bodies that support a youth leadership training program to:	2019 ongoing	DCS/DCW			
	 Develop young people and provide them with the skills to be able to contribute positively to the community in a volunteering capacity. 					
4.4 Embrace skills and diversity	4.4.1 Encourage cross-generational volunteering opportunities where different age cohorts can exchange skills.	2019 ongoing	VSO			
	4.4.2 Encourage cross-cultural skills exchange and development.	2019 ongoing	VSO			

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National Standards for Volunteering references: 5 Support & Development

Objectives	Actions	Priority and timeframe	Responsible area
DIRECTION 5 - RECO	GNISING ¹⁵		
Volunteer contribution, v	alue and impact is understood, appreciated and	acknowledged.	
5.1 An established, consistent	5.1.1 Develop a formal volunteer recognition program / system.	2019	DCS
approach to caring for volunteers and volunteer	5.1.2 Implement an annual volunteer event to thank and recognise volunteers as part of National Volunteer Week.	2019 ongoing	VSO
recognition	5.1.3 Celebrate volunteers via a program of regular social and traditional media stories, including regular features in the	2019 ongoing	VSO
	Mayoral Column. 5.1.4 Participate in the Premier's Volunteer	2019 ongoing	DCS
	Champion Awards		

7 REVIEW OF STRATEGY

Progress against the initiatives outlined in this strategy will be reviewed and reported on an annual basis by the Director Corporate Services, with results made available to our community.

The Volunteer Strategy will be reviewed and a new document completed on or before 31 December 2022.

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¹⁵ National Standards for Volunteering references: 7 Volunteer Recognition

9.7 COMMUNITY PLAN ALLOCATIONS 2018/19

File Number: 13/09/005

Author: Wendy Gladman, Director Community Wellbeing

Authoriser: Phil Pinyon, Chief Executive Officer

Attachments: 1. Community Plan 2018/19 allocation recommendations

RECOMMENDATION

That Council approves the 2018-19 Community Plan project allocations of \$255,908 in accordance with the attached report.

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

Council was provided with information on the community plan applications at the Council forum on 13 November 2018.

BACKGROUND

Community planning is a long-term strategy for developing sustainable communities. Council commits funds from its annual budget to ensure a number of community planning projects are completed.

Annual Community Plan funding is based on a \$50,000 allocation per ward (five wards totalling \$250,000) and a \$500,000 Community Planning Strategic Fund allocation. This report will make recommendations related to the \$250,000 ward based allocation.

Community planning is a direct allocation to projects identified in the local community plan, facility master plans, through strategic initiatives, project development or partnerships across communities within the Shire. Community plan funds often contribute to projects that go toward fulfilling the community's vision and improved liveability, and assist in planning of a strategic or structural nature.

ISSUES/DISCUSSION

In total twenty one projects were assessed under the 2018-19 Community Planning Program. This included one submission received under the 2018-19 community grant applications deemed to be more suitable for consideration under the community planning program.

The projects submitted are assessed based on total funding available, project readiness, alignment with Council's strategic direction and community involvement and support for each project. Of the twenty one submissions assessed:

- eight have been recommended for full funding to undertake projects as identified
- three have been recommended for an allocation less than the amount requested
- one has been recommended for an increased amount to ensure sufficient funds are available to complete the projects
- one has been recommended for an increased amount, with a modified project scope.

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The funding available for each ward, based on the previous year's unallocated funds and the \$50,000 2018-19 allocation, is detailed in Table 1. The attached report (Attachment 1) provides the project assessment summary and recommended funding allocations totalling \$255,908.

Ward	CP Reserve	2018-19 budget allocation	Total funds available	2018-19 Requests	2018-19 Allocation recommendations
Boort	\$ 5,305	\$ 50,000	\$ 55,305	\$ 25,000	\$ 25,000
Inglewood	\$ 8,670	\$ 50,000	\$ 58,670	\$ 25,000	\$ 50,000
Tarnagulla	\$ 31,066	\$ 50,000	\$ 81,066	\$ 137,540	\$ 70,908
Terrick	\$ 0.00	\$ 50,000	\$ 50,000	\$ 113,505	\$ 50,000
Wedderburn	\$ 60,233	\$ 50,000	\$ 110,233	\$ 60,000	\$ 60,000
Totals	\$ 105,274	\$ 250,000	\$ 355,274	\$ 361,045	\$ 255,908

COST/BENEFITS

Council's Community Planning Program has been a success story since its inception sixteen years ago. Council and Loddon communities continue to attract significant external funding through the community planning process, and have delivered numerous projects in Loddon's small towns and rural districts under this banner.

Community Planning has been a catalyst for attracting significant funding to projects such as the Wedderburn Streetscape Improvements, Serpentine Janiember Park Upgrade, Pyramid Hill Memorial Hall Precinct, Boort Park Upgrade, Tarnagulla Community Centre and Inglewood Town Hall Hub Development.

RISK ANALYSIS

A strong focus for community planning is to ensure communities have the opportunity to participate in the planning and development of their projects. This helps engender collaboration and ultimately ownership, and encourages local community members to take a leadership role in improving their town or district, and communicating this with others.

When considering initiatives put forward through community planning, risk is assessed across some key areas; appropriate planning, capacity of volunteers, external funding and duration from inception to delivery. When allocating 'seed-funding' the initial risk review considers whether the project is likely to achieve external funding.

CONSULTATION AND ENGAGEMENT

Prior to proceeding to Council, the Community Planning Program project summary and recommendation has been assessed at both departmental and executive levels.

The Community Support team works with specific groups to determine project scope and cost, and assists them in the delivery of their projects.

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Attachment 1: Community Plan 2018/19 allocation recommendations

Assessment panel report and recommendations

Boort Ward

Boort

No projects were submitted for consideration from the Boort community.

Korong Vale

The Korong Vale Community submitted one project, to install a shade sail over the playground in Borella Park. Quotes received on another project of similar proportions demonstrate that the funding requested is appropriate.

Assessment Panel Recommendations

• That \$25,000 is allocated to install a shade sail over the playground in Borella Park, Korong Vale.

Project	Summary	Request	Allocation
BOORT			
Korong Vale playground shade sail*	Install shade sail over the playground in Borella Park.	\$ 25,000	\$ 25,000

Inglewood Ward

Bridgewater

The Bridgewater recreation reserve has submitted an application to replace a timber light tower to allow for installation of LED lights for better lighting and electricity efficiency. The intent of the Reserve was to apply for funding over two years, to replace one light tower each year. With the Community Planning (CP) fund being undersubscribed, it is recommended that the funds be provided to replace both light towers in this year, with some savings expected by completing both installations at one time.

Campbells Forest/Yarraberb, and Inglewood

No projects were submitted for consideration from these communities.

Assessment Panel Recommendations

• That \$50,000 is allocated to replace two light towers at the Bridgewater Recreation Reserve.

Project	Summary	Request	Allocation
INGLEWOOD			
Bridgewater recreation reserve lights	Replacement of timber light tower with the latest light tower and LED lights for better lighting and electricity efficiency.	\$ 25,000	\$ 50,000

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Tarnagulla Ward

Tarnagulla

Two projects have been submitted for community plan funding in Tarnagulla:

- replacement of the current shed at the Tarnagulla Hall which is in poor condition and too small
- installation of outdoor seating and furniture at the Recreation Reserve and Soldiers Memorial Park

Funds were allocated from the 2017/18 community planning fund for seating at both the Recreation Reserve and Soldiers Memorial Park. It is recommended that additional seating is not funded at this time, and that the Community Support team works with the Tarnagulla Community to gain a better understanding of the need for additional seating prior to opening of the 2019/20 application period.

Eddington

An application was submitted to beautify a shipping container used for storage at the Eddington Community Centre. Unfortunately this application was incomplete and did not include information on cost or the funds being requested. It is recommended that this application does not progress, and the Community Support team work with the Eddington Community to re-submit for the 2019/20 funding round.

Rheola

The Rheola community has submitted an application to line the underside of the hall verandah and install flood lighting.

Newbridge

Four applications have been received by the Newbridge community, although one of these, the BBQ and shelter in Progress Park Newbridge, was transferred from the Community Grants funding round as it was considered to be works in an open public space:

- BBQ and shelter Progress Park, Newbridge
- BBQ and shelter Newbridge recreation reserve adjacent to Tennis pavilion
- shelter over the playground at the Recreation Reserve
- carpentry repairs to Newbridge Hall, including repairing white ant damage, replacement of doors and painting of new carpentry works and existing back deck.

It is recommended that funding be provided for the installation and construction of one BBQ and shelter in Newbridge, and that the Community Support team work with the Newbridge community to determine the location where the unit would provide the most public benefit.

It is recommended that \$10,000 be allocated to the playground shelter project at the Newbridge Recreation Reserve. These funds could be used as seed funding to attract a community shade grant, or could be held in reserve and added to in subsequent years.

Arnold, Kingower, Laanecoorie

No projects were submitted for consideration by these communities.

Assessment Panel Recommendations

- That \$26,746 is allocated to replacing the shed at the Tarnagulla Public Hall.
- That \$11,565 is allocated to line the Rheola Hall verandah and install flood lighting.
- That \$13,110 is allocated to support the installation of one BBQ and shade structure in Newbridge.
- That \$9,487 is allocated to undertake repairs at the Newbridge Public Hall.
- That \$10,000 is allocated to the Newbridge shade structure project.

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Project	Summary	Request	Allocation
TARNAGULLA			
Eddington community plan storage	Beautify a shipping container used for storage at Eddington Community Centre with artwork with a local context.	\$ 0.00	Nil
Rheola Hall verandah	Line the underside of hall verandah and install verandah flood lighting.	\$ 11,565	\$ 11,565
Tarnagulla Public Hall shed replacement	Replacing the current old shed which is in poor condition and too small with a larger shed with storage.	\$ 26,746	\$ 26,746
Newbridge BBQ & shelter*	BBQ and Shelter - Newbridge recreation reserve adjacent to tennis pavilion.	\$ 19,458	Nil
	BBQ and Shelter - Progress park Newbridge.	\$ 13,110	\$ 13,110
Tarnagulla outdoor seating and furniture	Installation of outdoor seating and furniture at Tarnagulla Recreation Reserve and Soldiers Memorial Park.	\$ 10,175	Nil
Newbridge playground shelter	Construction of shelter over the playground located at the Newbridge Recreation Reserve.	\$ 46,999	\$ 10,000
Newbridge Hall repairs	To undertake a number of carpentry tasks, including repairing white ant damage, replacement of doors and painting of new carpentry works and existing back deck.	\$ 9,487	\$ 9,487

Terrick Ward

Pyramid Hill

The redevelopment of the Lions Park has been identified by Pyramid Hill Progress Association as the key project for the 2018-19 community planning cycle. The application provided a thorough overview of the improvements, including new play equipment, shade, pathways and safety fencing. To enable other projects in the Ward to be funded, it is recommended that a component of the funding is provided to enable the works required to be delivered in stages.

Dinaee

Seven applications for community plan funding were received from the Dingee community:

- a study to ascertain the feasibility of constructing additional Elderly Persons Units behind the existing units at 25-29 King Street, Dingee
- . commissioning of a sculpture of Ernie Old with his bike, to be located at Progress Park, Dingee
- installation of shelter to protect the Ernie Old sculpture
- installation of solar panels at Dingee Hall
- replacement of weatherboards on the clubhouse at the Bowling Club
- replacement of wire on the existing boundary fence at the Tennis courts
- · water connection for a proposed community garden in Dingee

With the CP fund being oversubscribed, priority has been given to projects that will deliver wider benefit to the community, the EPU feasibility study and the installation of solar panels at the Dingee Hall. The cost of previous feasibility studies suggests that \$12,000 would be adequate funding to undertake this

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study, and a small contingency has been added to the requested \$5,290 for the solar panels at the Dingee Hall to bring the project budget to \$6,000.

It is suggested that the Dingee Bowls and Dingee Tennis clubs be advised to submit an application to the Community Grants fund (where some unallocated funds remain).

The two projects for the Ernie Old sculpture and the shelter can be considered as one project, as realistically one cannot be delivered independent of the other. As there are insufficient funds to support both projects it is recommended that neither be provided with funding in this round.

The East Loddon Men's Shed have advised that the funding of a water connection for a proposed community garden is no longer a priority until a permanent site for the Men's Shed development is finalised.

Calivil, Mitiamo, Serpentine and Yarrawalla

No projects were submitted for consideration by the Calivil, Mitiamo, Serpentine or Yarrawalla communities.

Assessment Panel Recommendations

- That \$12,000 is allocated to undertake the Dingee EPU feasibility study.
- That \$6,000 is allocated to install solar panels at Dingee Hall.
- That \$32,000 is allocated to support the staged redevelopment of the Lions Park in Pyramid Hill.

Project	Summary	Request	Allocation
TERRICK			
Dingee Elderly Persons Unit (EPU) feasibility study	To develop a feasibility study for 25-29 King Street Dingee, to ascertain the feasibility of constructing additional EPUs at the site.	\$ 25,000	\$ 12,000
Ernie Old sculpture	Commission a sculpture of Ernie Old with his bike, to be located at Progress Park, Dingee.	\$ 15,000	Nil
Shelter for Ernie Old sculpture	Build protective shelter to go over Ernie Old sculpture.	\$ 5,000	Nil
Dingee Hall solar	To install solar panels at Dingee Hall.	\$ 5,290	\$ 6,000
Dingee Bowling Clubhouse repairs	Replace existing weatherboards with Weatherex boards at Bowling club.	\$ 4,333	Nil
Dingee Tennis courts fence	Replace wire on existing boundary fence.	\$ 7,000	Nil
East Loddon Men's Shed community garden	Water connection for proposed community garden in Dingee.	\$ 4,300	Nil
Lions Park redevelopment*	Redevelop playground at the Lions Park adjacent to the Pyramid Hill swimming pool, including new play equipment, shade, pathways and safety fencing.	\$ 47,582	\$ 32,000

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Wedderburn Ward

Wedderburn

The Wedderburn Development Association (WDA) has submitted three applications including \$25,000 towards the installation of outdoor exercise equipment at Soldiers Memorial Park in Wedderburn, \$25,000 to add to the contribution towards the redevelopment works at Wedderburn Caravan Park and \$10,000 contribution to the planned redevelopment works at Donaldson Park.

An Open Space Strategy is currently under development. This strategy will undertake a review of outdoor exercise equipment, and make some recommendations on the preferred style of the items and the most appropriate location to maximise usage.

Assessment Panel Recommendations

- That \$25,000 is allocated to support the installation of outdoor exercise equipment, based on the outcome of recommendations contained in the Open Space Strategy, once completed.
- That \$25,000 is added to the contribution to support the redevelopment works at Wedderburn Caravan Park. This will bring the contribution total to: \$75,000.
- That \$10,000 is allocated to the Donaldson Park redevelopment works.

Project	Summary	Request	Allocation
WEDDERBURN			
Outdoor exercise equipment*	Installation of outdoor exercise equipment at Soldiers memorial park	\$ 25,000	\$ 25,000
Wedderburn caravan park	Contribution to redevelopment works at Wedderburn Caravan Park	\$ 25,000	\$ 25,000
Donaldson Park redevelopment	Contribution to redevelopment works at Donaldson Park	\$ 10,000	\$ 10,000

^{*} indicates that this project will result in increased ongoing maintenance by internal council departments.

Ward	CP Reserve	2018-19 budget allocation	Total funds available	2018-19 Requests	2018-19 Allocation recommendations
Boort	\$ 5,305	\$ 50,000	\$ 55,305	\$ 25,000	\$ 25,000
Inglewood	\$ 8,670	\$ 50,000	\$ 58,670	\$ 25,000	\$ 50,000
Tarnagulla	\$ 31,066	\$ 50,000	\$ 81,066	\$ 137,540	\$ 70,908
Terrick	\$ 0.00	\$ 50,000	\$ 50,000	\$ 113,505	\$ 50,000
Wedderburn	\$ 60,233	\$ 50,000	\$ 110,233	\$ 60,000	\$ 60,000
Totals	\$ 105,274	\$ 250,000	\$ 355,274	\$ 361,045	\$ 255,908

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9.8 SWIMMING POOLS IMPROVEMENT PLAN 2018-2022

File Number: 16/04/012

Author: Wendy Gladman, Director Community Wellbeing

Authoriser: Phil Pinyon, Chief Executive Officer

Attachments: 1. Swimming Pool Improvement Plan 2018-22

RECOMMENDATION

That Council endorse the Swimming Pools Improvement Plan 2018-22.

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

Council was provided with a briefing on the Swimming Pools Improvement Plan 2018-22 at the Council forum on 13 November 2018.

BACKGROUND

Council's Swimming Pool Development Plan 2014-2018 provided a range of actions to improve the amenity of Council's five public swimming pools, including solar water heating, shade structures, water play features, perimeter fencing, pool painting and cyclic maintenance.

The purpose of the Plan is to continue this work by identifying the capital works and routine maintenance necessary to operate safely and improve the amenity for each of the pools. Additionally the plan aims to encourage people who currently do not use the swimming pools to use them and for those who do, to do so on a more regular basis. The overall objective is to increase fitness and social connectedness.

ISSUES/DISCUSSION

Council has five outdoor swimming pools, located in Boort, Pyramid Hill, Mitiamo, Inglewood and Wedderburn. The day to day management of all five pools is currently outsourced to Unified Community Sports and Leisure. Council is responsible for maintaining and upgrading the facilities and makes a significant financial contribution to the operational costs each season.

The Swimming Pools Improvement Plan 2018-2022 (the Plan) provides both an assessment of the current provision of Council swimming pools and a plan to increase the numbers of people to use the facilities. It also includes an analysis of the feedback received through community consultation for the ongoing provision and services of the pools to encourage a healthy and active lifestyle.

The Plan provides broad direction with actions in relation to the provision of services and minor works along with investigations for significant upgrades to the pool facilities for the future.

The intention of the Plan is to provide a framework to make incremental changes to the delivery of services and operations of Council's swimming pools while staying within current budget restraints.

Activities outside of the purview of the Plan include:

- a major overhaul of core operational hours of the pools
- plans for major capital works, although the Plan does have recommended actions that after investigations are completed may trigger further works
- changes to the current contractual arrangements with Unified Community Sports and Leisure.

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From the information gathered, six key findings were identified:

- increasing opening hours without increasing operational budget
- participation and partnerships more activities and events
- improved communication with the community
- · facility upgrades
- swimming in schools program and lifeguard hours
- better data for better future decision making.

These key findings were used to form the basis of the Plan which includes recommended actions for:

- required minor and major works
- programming and partnerships
- increased communications and promotions
- improved records management.

COST/BENEFITS

The financial objective of the Plan is to deliver the recommended actions within the existing swimming pool budget allocation.

Some actions listed within the Plan involve further investigation which may trigger further works in the future. Should this be the case, funding will need to be secured to deliver any identified works.

RISK ANALYSIS

The Plan aims to reduce or eliminate a number of risks that have been identified:

- Financial risk
- Legislative requirements and risk
- Increased costs versus health and social benefits
- Unsafe behaviours of some patrons.

Further details are available in the plan.

CONSULTATION AND ENGAGEMENT

A consultation strategy was implemented in the development of the Plan. Consultation took place from March to April 2018 and included surveying swimming pool users, the wider community, lifeguards and Council staff as well as interviews with the contractor. In total 143 people were surveyed, which provided 163 responses (some respondents commented on more than one pool).

The consultation specifically aimed to identify possible improvements to increase the patronage at the swimming pools:

- simple ideas that would encourage people to frequent the swimming pools:
- activities that people would like to see implemented
- desired swimming pool opening hours
- minor and major improvements to facilities
- enhanced communication methods of informing the community about pool activities

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SWIMMING POOLS IMPROVEMENT PLAN 2018-2022



DOCUMENT INFORMATION

DOCUMENT TYPE: Strategic document

DOCUMENT STATUS: Draft

POLICY OWNER POSITION: Manager Community Support

INTERNAL COMMITTEE

ENDORSEMENT:

Not applicable

APPROVED BY: Council

DATE ADOPTED: Click here to enter date of approval

VERSION NUMBER: 1

REVIEW DATE: Click here to enter a date.

DATE RESCINDED: Click here to enter a date.

RELATED STRATEGIC DOCUMENTS, POLICIES OR

PROCEDURES:

RELATED LEGISLATION: Click here to enter text.

EVIDENCE OF APPROVAL:

Signed by Chief Executive Officer

FILE LOCATION: Document2

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

ACKNOWLEDGEMENT OF COUNTRY

Loddon Shire Council acknowledges the Traditional Custodians of the land comprising the Loddon Shire Council area. Council would like to pay respect to their Elders both past and present.

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1 INTRODUCTION

Loddon Shire Council has five outdoor swimming pools, located in Boort, Pyramid Hill, Mitiamo, Inglewood and Wedderburn. The day to day management of all five pools is currently outsourced to Unified Community Sports and Leisure. Council is responsible for maintaining and upgrading the facilities and contributes a significant financial contribution to the operational costs each season.

The Swimming Pools Improvement Plan 2018-2022 provides both an assessment of the current provision of Council swimming pools and a plan to increase the numbers of people to use the facilities. It also includes an analysis of the feedback received through community consultation for the ongoing provision and services of the pools to encourage a healthy and active lifestyle.

The Plan provides broad direction with actions in relation to the provision of services and minor works along with investigations for significant upgrades to the pool facilities for the future.

2 PURPOSE

Council's Swimming Pool Development Plan 2014-2018 provided a range of actions to improve the amenity of Council's five public swimming pools, including solar water heating, shade structures, water play features, perimeter fencing, pool painting and cyclic maintenance.

The purpose of the Swimming Pools Improvement Plan 2018-2022 is to continue this work by identifying the capital works and routine maintenance necessary to operate safely and improve the amenity for each of the pools. Additionally the plan aims to encourage people who currently do not use the swimming pools to use them and for those who do, to do so on a more regular basis. The overall objective is to increase fitness and social connectedness.

Council has consulted with the community to better understand what would entice residents to frequent the swimming pools more often. It has set about putting in place a plan of actions that seeks to encourage residents to swim more often.

The intention of the plan is to provide a framework to make incremental changes to the delivery of services and operations of Council's swimming pools while staying within current budget restraints.

Activities outside of the purview of this plan include:

- · a major overhaul of core operational hours of the pools
- plans for major capital works, although the plan does have recommended actions that after investigations are completed may trigger further works
- changes to the current contractual arrangements with Unified Community Sports and Leisure.

3 BUDGET IMPLICATIONS

The financial objective of the Swimming Pools Improvement Plan is to deliver the recommended actions within the existing swimming pool budget allocation.

Some actions listed within the plan involve further investigation which may trigger further works in the future. Should this be the case, funding will need to be secured to deliver any identified works.

1

4 RISK ANALYSIS

The following risks have been identified in the delivery of operations and maintenance of the five swimming pools. This plan aims to reduce or eliminate these risks.

4.1 Financial risk

Over the past five years costs associated with the operation and maintenance of the swimming pools have significantly increased, placing greater pressure on Council to find ways of operating more efficiently.

Water, energy, water treatment and waste water disposal costs contribute a large amount to the operation of running swimming pools. In the past 10 years these expenses have doubled in price (see table 1 below). Council has little flexibility in limiting these costs as legislative requirements dictate levels of compliance in the operations of all public swimming facilities.

The actions set out in this plan are intended to be achieved within the current operational budget. There are also a number of actions identified for investigation. Pending the outcome of these investigations further funding may be required to implement capital works. This is outside of the scope of this current improvement plan.

Table 1: Pool maintenance and management costs 2007-2018

Swimming pools 2017-18	Amount (\$)
Pool contract management	276,720.50
Pool chemicals	27,394.37
Pool maintenance	105,895.11
Pool power	20,007.00
Pool water	65,625.76
Total 2017/18	495,642.74

Swimming pools 2013-14	Amount (\$)
Pool contract management	200,000.00
Pool chemicals	3,808.00
Pool maintenance	90,000.00
Pool power	22,000.00
Pool water	46,000.00
Total 2013/14	361,808.00

Swimming pools 2007-08	Amount (\$)
Pool contract management	126,000.00
Pool chemicals	18,000.00
Pool maintenance	80,800.00
Pool power	10,000.00
Pool water	25,000.00
Total 2007/08	259,800.00

4.2 Legislative requirements and risk

There are a wide range of legislative requirements which Council must comply with as an operator of public swimming pool facilities.

Public aquatic facilities are regulated under the Public Health and Wellbeing Act 2008 and the Public Health and Wellbeing Regulations 2009. This includes swimming and spa pools with public access.

2

Public pool operators need to comply with Part 6 of the Regulations to maintain water quality.

In addition to this, Council needs to comply with the following legislation and regulations:

- Public Health and Wellbeing Regulations 2009
- Health Infectious Diseases regulations 2001
- Occupational Health and Safety Act 2004
- Occupational Health and Safety Regulations 2004
- Dangerous Goods Act 1985
- · Dangerous Goods (Storage and Handling) Regulations 2000
- Chemical Notifiers Self-Assessment Tool
- · Various Australian Standards and codes of practice
- · Child Safety Standards
- Royal Life Saving Guidelines for Safe Pool Operations

New pressures from legislative requirements and government initiatives are impacting how Council delivers swimming pool services including when lifeguards are required to be on duty and how many are required at any given time. These all impact on the how the swimming pools operational budget is spent.

The risk of not complying with legislation could have devastating consequences for patrons, staff, contractors and Council.

4.3 Increasing costs of operating swimming pools versus health and social benefits for the community

Currently Council subsidises patrons \$20.06 per visit (see table 11 in Appendix). It is well understood by local governments across the country that costs have been outstripping the income received through the fees charged. Council does not expect to operate the pools at a profit. However, the expense needs to be justified by the health and social benefits gained and an understanding that Council swimming pools are highly valued by the community.

According to Royal Life Saving Australia "Research shows that every visit to a public swimming pool creates health benefits worth \$26.39, meaning that the average aquatic facility creates improved health outcomes worth \$2.72 million each year to Australian society." Additionally they also report a weekly visit to a public swimming pool would be enough to lift most Australians out the "physically inactive" category, leading to improved health outcomes, reduced health system costs and better attendance at work.

4.4 Unsafe behaviours and public safety risk

Consultation with the community highlighted concerns pertaining to the unsafe behaviour of some patrons at the swimming pools as well as the supervision of swimmers from both parents/caregivers and lifeguards.

The following actions have been identified to address safety risks associated with unsafe behaviour and supervision of swimmers:

- work with contractor to develop a strategy aimed at recruiting more senior lifeguards to better deal with unruly behaviour and enforce pool rules
- · advertise and promote parental supervision
- provide free entry into pools for all adults supervising children
- implement adult only swimming time using mature aged volunteer lifeguards.

3

5 PROJECT METHODOLOGY

The following tasks were undertaken in the preparation of this Swimming Pools Improvement Plan:

- · detailed community and stakeholder consultation process
- analysis of local attendance and financial data
- · identification of future aquatic needs for the residents of Loddon Shire and
- preparation of the Swimming Pools Improvement Action Plan.

6 COUNCIL SWIMMING POOLS

6.1 Location and description

Council owns and operates five outdoor swimming pools in Boort, Pyramid Hill, Mitiamo, Inglewood and Wedderburn. Table 2 outlines the facilities at each of these swimming pools.

Table 2: Aquatic components of swimming pool facilities

Pools	Location	Facilities
Boort	Lake View Street	50 m pool – solar heated, toddlers pool, infant wading pool, basketball ring, barbeque
Pyramid Hill	106 Victoria Street	33 m pool – solar heated, toddlers pool, infant wading pool, barbeque
Mitiamo	Glossop Street	25 m pool – solar heated, infant wading pool
Inglewood	Grant Street South	33m pool – solar heated, infant wading pool, basketball ring
Wedderburn	Peters Street	33 m pool –solar heated, infant wading pool, basketball ring, cricket nets, barbeque

6.2 Management structure

The day to day management of the Shire's five swimming pools are contracted to Unified Community Sports and Leisure (UCSL).

Council is responsible for all maintenance and facility improvement costs at each of these facilities.

UCSL is responsible for staffing and operating the pools and kiosks as per the agreed tender conditions with the exception of Pyramid Hill swimming pool

Pyramid Hill swimming pool sits under a different management structure, with a Section 86 Committee in place who are in charge of running the kiosk and general operations. UCSL provide the lifeguards while Council retains the majority of responsibility for maintenance and major upgrades at the pool.

6.3 Past ten years capital works for the swimming pools

Over the last ten years Loddon Shire Council has invested significant funds into capital works at the pools. The following tables provide an overview of the past works delivered at the five swimming pools during the 2008 -2018 period.

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Table 3: Total expenditure swimming pools capital works program from 2008-18

	Cost Breakdown (\$)		
	Cost LSC	External	Total
Loddon Shire Council capital works and major maintenance for swimming pools 2008/18	1,335,221	1,238,232	2,573,453

Table 4: Total expenditure Boort swimming pool capital works from 2008-18

Boort swimming pool	Cost Breakdown (\$)		
Capital works and major maintenance from 2008/18	Cost LSC	External	Total
Wet deck installation	110,000	100,000	210,000
Pool shell repairs and painting	50,000	-	50,000
Solar pool blanket installation	10,886	25,000	35,886
Filtration/circulation systems/ chlorination	55,000	-	55,000
Buildings – change rooms / kiosk	35,000	-	35,000
Plant room/ chemical Shed	25,000	20,000	45,000
Fences	25,000	-	25,000
Grounds/ paths/ irrigation	16,000	9,000	25,000
Shade structures	17,000	29,000	46,000
Solar heating	17,500	45,000	62,500
Recreation facilities bbq area	14,000	-	14,000
Total cost	375,386	228,000	603,386

Table 5: Total expenditure Inglewood swimming pool capital works from 2008-18

Inglewood pool	Cost Breakdown (\$)		
Capital works and major maintenance from 2008/18	Cost LSC	External	Total
Pool shell main and toddlers painting/upgrades	45,000	15,000	60,000
Solar pool blanket Installation	8,000	25,000	33,000
Filtration/backwash system - toddlers	4,300	7,900	12,200
Buildings plant room and storage	33,000	-	33,000
Buildings kiosk/DDA and change rooms*	140,000	217,000	357,000
Fences - external perimeter	22,000	-	22,000
Solar heating	20,000	40,000	60,000
Grounds/pathways/irrigation	13,333	6,667	20,000
Water features	11,333	5,667	17,000
New shade structures	10,334	20,666	31,000
Recreation facilities - water feature/b-ball/cricket	11,333	5,667	17,000
Total cost	318,633	343,567	662,200

^{*}Under construction

Table 6: Total expenditure Mitiamo swimming pool capital works from 2008-18

Mitiamo pool	Cost Breakdown (\$)		
Capital works and major maintenance from 2008/18	Cost LSC	External	Total
Pool shell repairs and painting	35,000	-	35,000
Filtration/circulation systems/chlorination	18,000	44,000	62,000
Buildings plant room/kiosk/change rooms	22,000	54,000	76,000
Fences - external perimeter	20,000	-	20,000
Grounds/pathways/irrigation	18,000	6,667	24,667
Solar heating	15,000	30,000	45,000
Shade Structures	10,334	20,666	31,000
Recreation facilities - water feature	11,333	5,667	17,000
Total cost	149,667	161,000	310,667

Table 7: Total expenditure Pyramid Hill swimming pool capital works from 2008-18

Pyramid Hill Pool		Cost Breakdown (\$)	
Capital works and major maintenance from 2008/18	Cost LSC	External	Total
Pool Shell repairs and painting	30,000	-	30,000
Filtration/circulation systems/chlorination	40,000	64,000	104,000
Buildings change rooms/tennis	120,000	200,000	320,000
Plant Room/chemical Shed	40,000	-	40,000
Fences - external perimeter	20,000	-	20,000
Grounds/pathways/irrigation	21,000	5,000	26,000
Shade structures	10,334	20,666	31,000
Solar heating	15,000	30,000	45,000
Recreation facilities water features/bbq	10,667	11,333	22,000
Total cost	307,001	330,999	638,000

Table 8: Total expenditure Wedderburn swimming pool capital works from 2008-18

Wedderburn Pool	Cost Breakdown		
Capital works and major maintenance from 2008/18	Cost LSC	External	Total
Pool Shell repairs and painting	35,000	-	35,000
Filtration/backwash systems	30,000	80,000	110,000
Buildings plant room and storage	38,000	-	38,000
Buildings kiosk and change rooms	16,000	-	16,000

Wedderburn Pool	Cost Breakdown		
Capital works and major maintenance from 2008/18	Cost LSC	External	Total
Fences - external perimeter	15,000	-	15,000
Irrigation	4,000	9,000	13,000
Shade structures	10,334	20,666	31,000
Solar pool blanket installation	8,000	25,000	33,000
Solar heating	20,000	40,000	60,000
Recreation facilities water features/bbq	8,200	-	8,200
Total cost	184,534	174,666	359,200

7 CONSULTATION

7.1 Consultation process

A consultation strategy was implemented in the development of this plan. Consultation took place from March to April 2018 and included surveying the community, lifeguards and Council staff as well as interviews with the contractor. In total 143 people were surveyed, which provided 163 responses (some respondents commented on more than one pool).

The consultation specifically aimed to identify possible improvements to increase the patronage at the swimming pools:

- simple ideas that would encourage people to frequent the swimming pools:
- · activities that people would to see implemented
- · desired swimming pool opening hours
- minor and major improvements to facilities
- · enhanced communication methods of informing the community about pool activities

Four different cohorts were surveyed to seek the feedback and recommendations for the improvement of swimming pools. Two meetings were held with the Manager of UCSL to determine the issues and possible suggestions for improvement from operational standpoint.

Table 9 outlines the groups who were surveyed and the number of respondents. Table 10 lists the numbers of respondents submitting responses and which of the five swimming pools they frequent.

Table 9: Groups surveys and number of respondents to each survey

Groups surveyed	Number of respondents
Swimming Pool Users	82
Community Members	30
Unified Community Sports and Leisure Staff	8
Loddon Shire Staff	19
Total number surveyed	143

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163

14

19

	Pool Users survey	Community Survey	UCSL staff	LSC staff survey	Total
Boort	18	5	4	4	31
Inglewood	21	10	3	1	35
Mitiamo	5	8	0	0	13
Pyramid Hill	25	1	1	0	27

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Table 10: Number of Respondents commented on the following pools

7.2 Consultation outcomes

Wedderburn

Total

7.2.1 Swimming pool users survey

Pool users were invited to respond to a survey about the use of Council's public swimming pools and to share their thoughts on how Council can make small improvements, in terms of operations and facilities.

A total of 87 responses were received. Their key responses were as follows:

46

· 88% wanted extended opening hours

18

87

- 81% would like more organised activities particularly more inflatable days as these are seen as very popular
- 76% indicated they like more recreation/play equipment
- 72% wanted to see more information regarding the services and programs
- the introduction of early morning lap swimming has been popular and people would like to see this continued
- multiple respondents wanted to see the introduction of morning adult only time with the possibility of hosting water aerobics/ strength training.
- some children and youth want to see the reintroduction of diving boards.

Respondents indicated the major priorities for the facilities of the pools should be:

- provision of more shade structures
- upgrading of change rooms, showers and toilet facilities
- · upgrading of kiosks at Inglewood, Pyramid Hill and Wedderburn
- · installation of water play/splash equipment.

7.2.2 General community survey

Shire residents were invited to complete an on-line or hard copy survey about the provision of Loddon Shires' public swimming pools. 46 surveys were returned. The key results are as follows:

- 70% respondents have at some stage frequented one of Loddon Shire Council's pools
- 7 people indicated that they would attend more frequently if there was adult only lap swimming or late morning water aerobics type activities
- 6 people indicated they would like more events held
- 4 people wanted extended hours
- several people wanted to be kept informed of the services and programs being offered.

Of the 30% of people that indicated that they did not use Council's pools these were the reasons given:

- I do not like swimming or do not swim 7 people
- I live too far from pool 5 people
- opening hours are not long enough or suit my needs 5 people
- too many children and/or behaviour of children at the pool 3 people

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- have other priorities/ do not have time 2 people
- entry price 1 person
- use other options to swim 1 person
- would use it if there were therapy classes 1 person.

7.2.3 Unified Community Sports and Leisure staff

UCSL staff were surveyed and were asked the following questions:

- 1. What two to three main issues, if any, at the pools you work at need to be addressed?
- 2. What are some small improvements / project they think Council can do to improve the facilities or level of services at the pools?

In total 11 surveys were completed. Three staff members completed the survey on two pools, five staff members filled in the survey for just one pool.

Their key responses were as follows:

- · requests for more recreational equipment across all the swimming pools
- need to introduce more programs such as water aerobics there is a demographic there to support this
- there is a challenge in keeping accurate records of people entering and this has created a range of issues including:
 - o inability to accurately monitor patron numbers and locations
 - difficulties in effectively supervising patrons
 - inaccurate attendance records
- first aids kits need re-stocking and keeping up to date. One response noted that when in need of an ice pack for a patron they were unable to find one
- · ability and experience to manage inappropriate behaviour
- lawns and cleaning maintenance needs to occur more often
- not enough shade for lifeguards to stand on one deck (Boort)
- advertise more on Facebook/social media to promote the opening times and swimming lessons.

7.2.4 Council staff

Council staff were surveyed. The aim of surveying staff was to ascertain community feelings and receive feedback from local residents as many staff members live locally.

In total 19 staff members responded to the survey. The following is a summary of the key responses received:

- more organised events particularly the inflatable days as these are proving popular 5 people
- extended opening hours 4 people
- lower the price of entry or make free for some groups 4 people
- continuation of morning lap swimming and seek to have water aerobics 3 people
- ability and experience of lifeguards to manage inappropriate behaviours of some patrons
 2 people
- open up the pool at lunch time for staff (Wedderburn) 3 people
- the introduction of solar heating has been a great influence on people attendance just need it at Boort – 1 person
- more shade needed 1 person
- play music for fun 1 person

7.2.5 Outcomes from meeting held with Unified Community Sports and Leisure

A meeting was held with the Manager of UCSL in April and a subsequent follow up in May. The Manager was able to produce statistical data on attendances and gate takings. The Manager also discussed the following as either issues and or possible solutions to day to day operations of the swimming pools.

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Conversations stemming from these meetings included the following:

- A significant amount of contract lifeguard hours are currently used by local schools.
 Schools are able to be subsidized for the costs of lifeguards under Council's Fees and Charges.
- The Victorian Government in the past two years has introduced a mandatory Swimming
 in Schools program for years five and six students at primary schools. This will directly
 increase the amount of lifeguard hours provided at a reduced rate to the schools,
 impacting on the amount of hours for the general community.
- Greater clarity of responsibilities of the Pyramid Hill Swimming pool is required between the three parties; Council, the Section 86 committee and UCSL
- To provide a greater level of service at Pyramid Hill pool, the kiosk workers could be trained in first aid thereby reducing the need for two lifeguards at any given time
- · Review the opening times at some pools to better meet the needs of the community
- Ensure the pools are ready one to two weeks earlier for handover before the season commences to allow time to provide on-site training to all staff ahead of opening and to rectify any maintenance issues before opening to the public.

8 KEY FINDINGS AND ISSUES

There are six key findings stemming from the analysis of collated data, the surveys conducted and the meetings held with the contractor, along with an analysis of the key statistical and financial data.

8.1 Increasing opening hours without increasing operational budget

The greatest request from the community was increased opening hours. In the 2017-2018 budget the cost to Council to operate its five swimming pools from November to March was \$495,642. Council received an income of \$34,293 from gate takings.

Council's biggest expense pertaining to the operational budget is the contract for the provision of lifeguards at \$276,720. In order to increase opening hours for the pools, without additional budget allocation, Council will need to adopt innovative and smarter practices without affecting the safety of patrons.

What has emerged from the consultation with Loddon Shire staff has been the concept of using volunteer lifeguards to enable morning lap swimming sessions to take place. This is subject to enough community members volunteering to undertake the training and to become volunteer lifeguards. Then Council may be able to implement morning lap swimming and adult only swimming times through the use of volunteer lifeguards.

The added advantage of this proposal is that this could attract more senior lifeguards to the pools with the potential of employment with Unified Community Sports and Leisure.

8.2 Participation and partnerships- more structured activities and community events

The results from the community consultation undertaken as part of developing this plan clearly demonstrated that people wanted more activities and events centred around the pools. Feedback showed that many felt that this was a pivotal strategy in enticing people to use the swimming pools more.

The inflatable days were seen as particular popular way of getting families to attend the pools. Both parents and youth responding to the survey requested more alternative activities, including non-water based activities, to help entice youth to attend the pools and to stay for longer periods of time.

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There were also calls for more adult activities. The introduction of early morning lap swimming was welcomed and people want to see this continue. Elderly residents particularly demonstrated a strong interest in adult only swimming time and structured sessions such as water aerobics/ strength training. A number of these types of activities are now factored in the swimming pools improvement plan 2018-2022. However, it is important to note that to bring these ideas to fruition Council will need to work in partnership with individuals (volunteer lifeguards), groups and organisations within the community.

8.3 Greater communication with the community

The feedback received clearly indicated that the community wants better communication about what is happening at the pools. In particular they want to be updated about events and activities being hosted at the pool and changes to opening hours.

The pool opening hours are reliant on weather conditions and can be subject to change at short notice. During extremely hot periods opening hours are often extended. Pools are not opened if the weather forecast for the following day is 23 degrees celsius or less.

Currently Council relies on its website, Facebook, the Mayoral Column and media releases to inform the community of pool activities and opening hours.

In response to this a range of actions have been set out in the Swimming Pool Improvement Plan. These include the investigation of using a text messaging service and regular updates on Council's website.

8.4 Upgrading facilities

Council is currently operating and maintaining a network of ageing swimming pools, with all five pools being between 50 and 60 years of age. The majority of associated infrastructure is also of a similar age with much of it in need of replacement or updating.

Over the last ten years Council has invested a significant amount of money updating the plant and pump infrastructure which is not something easily seen by the general community. Hence there may be a lack of understanding in the community about how much Council has invested in the pools (see Tables 4 to Table 8).

Currently, new change rooms, toilets, kiosk and office are being built at Inglewood swimming pool and this pool will be the fourth of the five pools to be solar heated. Boort swimming pool will also be solar heated before the beginning of the 2018/2019 swimming season.

As expected in the results of the swimming pool consultations there were recommendations for major works at the swimming pools. However this falls outside of the scope of this swimming pools improvement plan.

8.5 Increasing usage by schools of lifeguard hours

Under Council's fees and charges, Council provides a subsidy to schools in relation the costs of hiring lifeguards. For one lifeguard in attendance during a school swimming session, Council subsidises the cost of the lifeguard of \$18.50 per hour. In the last season 463 lifeguard hours were subsidised to schools.

Recently the Victoria Government introduced the Swimming in Schools initiative to increase opportunities for students to learn how to swim, and ensure they develop lifelong swimming and water safety skills, to reduce their risk of drowning and injury. The Swimming in Schools program is in line with the requirements of the Victorian Curriculum for years 5 and 6 primary school students. Funding has been made available to all Victorian government and Catholic Schools towards the costs of delivering swimming and water safety programs.

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All primary schools in the Shire will be implementing this program in the upcoming 2018/2019 season. This will result in a significant increase in the amount of lifeguard hours provided in contract with Unified Community Sport and Leisure by Loddon Shire Council. This will directly impact the amount of discretional hours available for other activities at the pools.

It is recommended that Council works with the relevant schools to develop a shared understanding and policy around the support given to the schools in the implementation of this program.

8.6 Tracking of data for greater informed future decision making

Currently, there are no means of accurately capturing attendance data and consequently the data Council receives on the patrons using the pools is of limited use. Examples of this include:

Attendance data used in the Local Government Performance Reporting Framework to ascertain and benchmark the cost of the pool usage per patron but the manual capture of data may not be as accurate as it could be.

It is hard to gauge what categories of patrons (adults, children, season pass holders) frequent the pools at the various times of the day or week and for how long. This would assist in identification of peak periods and if there are particular times of the day/s where the pools have no one in attendance.

In order for Council to be able to make better informed decisions based on the collection and analysis of data, it is recommended that new technologies be explored to identify better ways of capturing this information. This will assist Council in the future to make more informed decisions on the pool operations and services.

9 SWIMMING POOLS IMPROVEMENT PLAN 2018-2022

9.1 Minor and major works

Action	Timing	Responsibility	Partner	Budget	Funding Source
Minor and major we	orks				
Goal: To entice more This list includes a ra process. The list has	ange of items	that were identifie	ed through a cor		Itation
Minor works at swi	mming pool	s			
Lawn areas					
Mow the lawns more often, inspect and remove evidence of prickles and bees at all pools	Fortnightly during opening season – Year 1 - 4	Recreation Handyman		Staff time	Within swimming pools maintenance budget
Trees					
Plant trees on the perimeter of pool fence lines for Boort, Inglewood, Pyramid Hill and Wedderburn pools	Year 1	Recreation Handyman		\$2000	Within swimming pools maintenance budget
Trim back existing trees					
Pools					
Seek to repaint steps into Pyramid Hill pool a different colour for visibility	Year 1	Recreation Handyman		Staff time	Within current maintenance budget
Paint inside pool edge as paint is flaking around the top of Wedderburn Pool	Year 2	Recreation Handyman		Staff time	Within current maintenance budget
Change rooms					
Install hooks on back of shower doors and around the wall of all change rooms (all pools)	Year 1	Recreation Handyman		\$1000	All actions funded within swimming pools maintenance
Install new rubbish bins in change rooms (all pools)	Year 1	Recreation Handyman		\$100	budget

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Action	Timing	Responsibility	Partner	Budget	Funding Source
Install mirrors in change rooms (all pools)	Year 1	Recreation Handyman		\$1000	
Conduct an assessment of Pyramid Hill Swimming Pool change room floor.	Year 1	Recreation and Youth Officer		Staff time	
Ensure change rooms are cleaned everyday	Year 1- 4	UCSL and Pyramid Hill Swimming Pool COM		As part of contract	
<u>Bins</u>					
Install bins in prominent places around the grounds all of swimming pools	Year 1	Recreation Handyman		\$200	Within swimming pools maintenance budget
<u>Bollards</u>					
Repaint the existing bollards at Wedderburn Swimming Pool	Year 1	Recreation Handyman		\$100	Within swimming pools maintenance budget
Concrete and pave	d areas				
Investigate if concrete paving needs repainting (Inglewood)	Year 2	Recreation and Youth Officer		Staff time	Within operational budget
Every day during opening hours sweep and hose down concrete areas (all pools)	Year 1 – 4	UCSL Pyramid Hill Swimming Pool COM		As part of contract	Within swimming pools maintenance budget
Investigate feasibility and viability of rubber mats or alternative options on concrete areas on hot days	Year 3	Manager Community Support	UCSL Pyramid Hill Swimming Pool COM	Staff time	Within swimming pools maintenance budget
Paint four squares within one large square area for a tennis ball game (Wedderburn)	Year 1	Recreation Handyman	Recreation and Youth Officer	\$200	Within swimming pools maintenance budget
Conduct regular assessments to	Year 1 – 4	UCSL Pyramid Hill	Manager Community	As part of contract	Within swimming

Action	Timing	Responsibility	Partner	Budget	Funding Source
ensure surrounds of pool concrete are not slippery.		Swimming Pool COM	Support Recreation and Youth Officer		pools maintenance budget
Portable shade					
Investigate feasibility and funding of portable shade umbrellas being provided at all pools	Year 2	Community Development Officer	Recreation and Youth Officer	Staff time	If required external funding to be sought
Toilets					
Toilets to be cleaned every day at Mitiamo Swimming Pool	Year 1 - 4	Town Services	Building Maintenance Officer	As part of existing contract with cleaning contractors	Not applicable
<u>Seating</u>					
Seek funding to install more seating particularly for parents to supervise and some on grass areas and under shade.	Year 1 - 2	Recreation and Youth Officer	Community Development Officer	Staff time	If required external funding to be sought
<u>Tables</u>					
Seek funding to install several tables at each of the pools	Year 1 - 2	Recreation and Youth Officer	Community Development Officer	Staff time	If required external funding to be sought
Drinking fountains					
Seek funding to provide drinking fountains at each of the swimming pools	Year 1 - 2	Recreation and Youth Officer	Community Development Officer	Staff time	If required external funding to be sought
Bike racks					
Seek funding to provide bike racks within the swimming pool facility to encourage adults and children to ride to swimming pools	Year 1 - 2	Recreation and Youth Officer	Community Development Officer	Staff time	If required external funding to be sought

Action	Timing	Responsibility	Partner	Budget	Funding Source
Major Works at s	wimming	pools			000100
Permanent shade structures					
Consult with pool patrons and swimming pool staff to determine where shade structures are preferred	Year 1	Community Development Officer	Recreation and Youth Officer	Staff time	Not applicable
Seek external funding for the installation of permanent shade structures	Year 2	Community Development Officer	Recreation and Youth Officer	Staff time	If required external sources to be sought
Change room upgi	rades				
Conduct an audit to identify recommendations on upgrading change room, toilets and showers facilities at all pools (except Inglewood)	Year 2	Manager Community Support	Recreation and Youth Officer	Staff time	Internal budget bid to support audit completion
Include any recommendations in future swimming pool capital works plan.	Year 3	Manager Community Support	Director Community Wellbeing	To be determined in future plan	To be included in future plan
Pools					
Investigate feasibility to install extra rails on steps at the Pyramid Hill pool for greater access	Year 2	Recreation and Youth Officer		Staff time	If required external funding to be sought
Investigate installation of gates around the baby pool at Wedderburn Swimming pool	Year 2	Manager Community Support		Staff time	If required external funding to be sought
<u>Kiosks</u>					
Investigate the feasibility of upgrading the	Year 3	Manager Community Support	Director Community Wellbeing	Staff time	To be included in future plan if feasible

Action	Timing	Responsibility	Partner	Budget	Funding Source
kiosks at the Boort, Pyramid Hill and Wedderburn pools					
<u>Barbeques</u>					
Investigate feasibility of installing picnic tables and chairs near BBQs at all swimming pools	Year 3 - 4	Manager Community Support	Director Community Wellbeing	Staff time	To be included in future plan if feasible

9.2 Programming and partnerships

Action	Timing	Responsibility	Partner Organisation/s	Budget	Funding Source
Programming and	partnership	os .			
Goal: To have the collevels. It is acknowledged to organisations and collections.	hat Council	is unable to do this			
Investigate the development of a volunteer lifeguard program, with regard to the regulatory, legislative and insurance requirements	Year 1	Manager Community Support	UCSL Royal Lifesaving Society Victoria	Staff time	Within operational budget
Recruit and train volunteer lifeguards to supervise adult only morning swimming sessions.	Year 1 - 4	Manager Community Support	UCSL	\$2000 annually	Within operational budget, but source external funding if available
Promote and open the pools where there is interest and qualified volunteer lifeguards for regular early morning lap swimming during opening season	Year 1 - 4	Manager Community Support	Inglewood District Health Service Northern District Health Service Local Community Neighbourhood houses	\$0	If required within existing swimming pool budget allocation

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Action	Timing	Responsibility	Partner Organisation/s	Budget	Funding Source
Investigate possibility of local community health services coordinating water based strength activities for older adults in morning	Year 1 - 4	Manager Community Support	Inglewood District Health Service Northern District Health Service Local Community Neighbourhood houses	\$0	If required within existing swimming pool budget allocation
Continue to support Vic Swim and Learn to swim programs	Year 1 - 4	Manager Community Support	Vic Swim Learn to swim program Swimming clubs Recreation and Youth Officer	Staff time	Within operational budget
Host two to three inflatable days at each swimming pool over the summer period	Year 1 - 4	Recreation and Youth Officer	UCSL Pyramid Hill Swimming Pool COM		Within existing swimming pool budget allocation
Identify the impact of the roll out of the <u>Swimming in Schools program</u> and review the current model where Council funds lifeguard costs.	Year 1	Manager Community Support	All Loddon schools Recreation and Youth Officer		Report to Council when cost of new program known.
Where there is an interest, support the development of a swim club	Year 1 - 4	Community Development Officer	Recreation and Youth Officer	\$0	Should be no cost to Council
Promote free entry for adult and child non-swimmers and a reduced price for seniors tickets	Year 1 - 4	Community Development Officer	Media Officer	Staff time	Within operational budget

9.3 Communications and promotions

Action	Timing	Responsibility	Partner Organisation/s	Budget	Funding Source		
Communications and promotions							
Goal: To increase awareness within the community the opening hours and events being held at the swimming pools over the opening season.							
Investigate the use of Message Year 1 Community Recreation and Staff Within operational							
					18		

Action	Timing	Responsibility	Partner Organisation/s	Budget	Funding Source
Media to text patrons of changes to opening hours or events being held		Officer	Youth Officer UCSL	time	budget
Implementation of Message Media if investigation concurs	Year 2	Community Development Officer	Recreation and Youth Officer UCSL		Internal budget bid to support implementation
Investigate opportunity to develop a service specific App	Year 1	Community Development	Recreation and Youth Officer	Staff time	Within operational budget
Development and implementation of App if investigation concurs	Year 2	Community Development Officer	Recreation and Youth Officer UCSL		Internal budget bid to support implementation, but source external funding if available
Regularly update the opening hours and any events being held at pools on Council's website	Year 1 - 4	Community Development Officer	UCSL Media Officer	Staff time	Within operational budget
Regularly feed into and update Council's Facebook page on what is happening at the pools	Year 1 - 4	Community Development Officer	UCSL Media Officer	Staff time	Within operational budget
Investigate the possibility of purchasing flags for entry areas of pools to indicate when the pools are open	Year 1	Community Development Officer		\$1000	Within existing swimming pool budget allocation
Update entry signage at all pools	Year 1 - 4	Community Development Officer	Recreation Handyman	\$1000	Within existing swimming pool budget allocation

9.4 Records management

Action	Timing	Responsibility	Partner Organisation/s	Budget	Funding Source						
Records manageme	Records management:										
Goal: To seek greater detailed information on patron attendance at Loddon swimming pools to enable the analysed statistics to be used for future planning.											
Investigate systems that record accurate data to capture the details needed.	Year 2	Community Development Officer	UCSL	To be determined	To be included in future plan						

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APPENDIX 1: KEY SWIMMING POOL DATA

10 KEY SWIMMING POOL DATA

10.1 Combined swimming pools data from 2017/2018 season

Table 11: Loddon swimming pools financial performance 2017/2018

Loddon Shire swimming pools financial performance 2017/2018								
Total annual visits 2017/2018	22,994 people							
Gross income	\$34,293							
Gross expenditure	\$495,642							
Operating deficit	\$461,349							
Net cost per visit to Council	\$20.06 per person per visit							

Table 12: Breakdown of entry type for 2017/2018 season

Breakdown of entry for each visit across the five pools	Total
Adults	959
Child	1952
Family	2813
Lap	127
Spectator	332
Toddler	103
Swim lessons	283
Adult season	417
Child season	508
Family season	9430
Lap season	573
School hire	5155
other hire	342
Total season attendance	22,994

Table 13: Combined swimming pool life guard hours

	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Mar 2018	Season total
Total contract lifeguard hours	125	962	2175	988	562	4812
Total school lifeguard hours	0	104	80	246	35	465
Hire of life guards hours	0	0	0	5	0	5
Inflatable days lifeguard hours	0	32	102	12	4	150
Lap swim lifeguard hours	0	33	158	120	0	311
Swim lessons lifeguard hours	0	0	70	0	0	70
Maintenance hours	75	19	26	25	13	155
Total combined hours	197	1150	2611	1396	614	5968

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10.2 Boort swimming pool

Table 14: Attendance for Boort swimming pool 2017/2018 season

	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Mar 2018	Season total
Adults	44	57	122	27	19	269
Child	115	105	129	56	13	418
Family	17	237	445	50	57	806
Lap	0	6	12	9	0	27
Spectator	28	37	55	11	2	133
Toddler	19	21	26	14	0	80
Swim lessons	0	0	196	0	0	196
Adult season	18	26	47	13	7	111
Child season	11	13	148	8	0	180
Family season	688	960	1018	946	471	4083
Lap season	0	23	58	28	0	109
School hire	0	78	0	700	255	1033
Other hire	100	95	49	13	0	257
Total Attendance	1040	1658	2305	1875	824	7702

Table 15: Boort swimming pool contracted lifeguard hours for 2017/2018

	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Mar 2018	Season total
Total contract lifeguard hours	33	238	465	240	146	1122
Total school lifeguard hours	0	30	18	43	5	96
Hire of life guard hours	0	0	0	5	0	5
Inflatable days lifeguard hours	0	16	0	12	4	32
Lap swim lifeguard hours	0	9	51	33	0	93
Swim lessons lifeguard hours	0	0	20	0	0	20
Maintenance hours	44	7	10	8	6	75
Total combined hours	77	300	564	341	161	1443

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10.3 Inglewood swimming pool

Table 16: Attendance for Inglewood swimming pool 2017/2018 season

	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Mar 2018	Season total
Adults	34	56	109	21	4	224
Child	125	114	313	60	4	616
Family	56	114	240	48	30	488
Lap	0	3	34	4	0	41
Spectator	5	7	72	0	0	84
Toddler	4	2	1	0	0	7
Swim lessons	0	0	0	0	0	0
Adult season	23	14	25	16	8	86
Child season	7	10	6	6	3	32
Family season	250	385	468	261	59	1423
Lap season	0	21	64	47	0	132
School hire	0	0	0	0	40	40
Other hire	0	0	0	0	0	0
Total attendance	504	726	1332	463	148	3173

Table 17: Inglewood swimming pool contracted lifeguard hours for 2017/2018

	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Mar 2018	Season total
Total contract lifeguard hours	24	208	426	179	75	912
Total school lifeguard hours	0	0	18	13	2	33
Hire of lifeguard hours	0	0	0	0	0	0
Inflatable days lifeguard hours	0	0	26	0	0	26
Lap swim lifeguard hours	0	4	28	27	0	59
Swim lessons lifeguard hours	0	0	24	0	0	24
Maintenance hours	4	6	9	5	2	26
Total combined hours	28	218	531	224	79	1080

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10.4 Mitiamo Swimming Pool

Table 18: Attendance for Mitiamo swimming pool 2017/2018 season

	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Mar 2018	Season total
Adults	15	12	35	8	1	71
Child	19	27	54	18	6	124
Family	51	80	182	25	20	358
Lap	0	0	0	0	0	0
Spectator	5	2	3	1	2	13
Toddler	0	0	0	0	0	0
Swim lessons	0	0	0	0	0	0
Adult season	0	1	8	0	0	9
Child season	0	4	11	13	8	36
Family season	42	160	235	59	38	534
Lap season	0	0	0	0	0	0
School hire	0	150	0	885	0	1035
Other hire	0	50	0	0	0	50
Total attendance	132	486	528	1009	75	2230

Table 19: Mitiamo Swimming Pool contracted lifeguard hours for 2017/2018

	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Mar 2018	Season total
Total contract lifeguard hours	14	98	381	130	83	706
Total school lifeguard hours	0	0	19	89	0	108
Hire of lifeguard hours	0	0	0	0	0	0
Inflatable days lifeguard hours	0	0	29	0	0	29
Lap swim lifeguard hours	0	0	0	0	0	0
Swim lessons lifeguard hours	0	0	0	0	0	0
Maintenance hours	5	0	3	6	5	19
Total combined hours	19	98	432	225	88	862

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10.5 Pyramid Hill Swimming Pool

Table 20: Attendance for Pyramid Hill swimming pool 2017/2018 season

	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Mar 2018	Season total
Adults	31	46	76	30	7	190
Child	62	21	115	49	10	257
Family	62	118	291	44	29	544
Lap	0	6	2	0	0	8
Spectator	11	4	34	4	3	56
Toddler	3	3	1	0	1	8
Swim lessons	0	0	22	15	0	37
Adult season	21	17	42	33	14	127
Child season	30	0	0	3	0	33
Family Season	283	560	793	706	141	2483
Lap Season	0	24	14	8	0	46
School hire	59	185	11	837	210	1302
Other hire	0	0	0	35	0	35
Total attendance	562	984	1401	1764	415	5126

Table 21: Pyramid Hill Swimming Pool contracted lifeguard hours for 2017/2018

	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Mar 2018	Season total
Total contract lifeguard hours	21	203	433	218	112	987
Total school lifeguard hours	0	9	25	44	28	106
Hire of lifeguard hours	0	0	0	0	0	0
Inflatable days lifeguard hours	0	0	31	0	0	31
Lap swim lifeguard hours	0	8	37	30	0	75
Swim lessons lifeguard hours	0	0	6	0	0	7
Maintenance hours	5	0	0	5	0	10
Total combined hours	26	220	532	298	140	1216

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10.6 Wedderburn Swimming Pool

Table 22: Attendance for Wedderburn Swimming Pool 2017/2018 season

	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Mar 2018	Season total
Adults	21	66	76	16	26	205
Child	122	128	190	66	31	537
Family	51	232	247	38	49	617
Lap	0	11	31	9	0	51
Spectator	7	13	15	9	2	46
Toddler	0	5	3	0	0	8
Swim lessons	0	0	50	0	0	50
Adult season	12	16	24	21	11	84
Child season	8	48	82	68	21	227
Family season	140	210	302	200	55	907
Lap season	0	73	116	97	0	286
School hire	226	632	0	887	0	1745
Other hire	0	0	0	0	0	0
Total attendance	587	1434	1136	1411	195	4763

Table 23: Wedderburn Swimming Pool contracted lifeguard hours for 2017/2018

	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Mar 2018	Season total
Total contract lifeguard hours	33	215	470	221	146	1085
Total school lifeguard hours	0	65	0	57	0	122
Hire of lifeguard hours	0	0	0	0	0	0
Inflatable days lifeguard hours	0	16	16	0	0	32
Lap swim lifeguard hours	0	12	42	30	0	84
Swim lessons lifeguard hours	0	0	20	0	0	20
Maintenance hours	14	6	4	1	0	25
Total combined hours	47	314	552	309	146	1368

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10.7 Entrance fees

Entrance fees for the pools are set annually by Council. The following table 24 outlines the entry fees for the various tickets as listed in Council's Fees and Charges schedule for the Year 1 July 2017 to June 30 2018.

Table 24: Season and casual entrance fees 2017/2018

Season Tickets	
Family	\$130
Adult	\$75
Child	\$50
Casual Entrance Fees	
Family (1-2 adults and children)	\$10
Adult	\$5
Child	\$2.50
Adult non-swimmer	Nil
Child non-swimmer	Nil

10 INFORMATION REPORTS

10.1 LOCAL LAWS AND PLANNING COMPLIANCE ACTIVITY REPORT

File Number: 04/02/012

Author: David Price, Local Laws \ Planning Compliance Officer

Authoriser: Glenn Harvey, Manager Development and Compliance

Attachments: Nil

RECOMMENDATION

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

CONFLICT OF INTEREST

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

PREVIOUS COUNCIL DISCUSSION

This is the first report for the 2018 – 2019 financial year, summarising the local law and planning compliance and enforcement actions taken within the Development and Compliance Department. It provides Council with a high level summary for the purpose of monitoring performance within this area.

BACKGROUND

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

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

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

ISSUES/DISCUSSION

Administrative and fire prevention

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

Table 1: Administrative and fire prevention activities

Quarter 1 (1 July 2018 – 30 September 2018)								
Activity	After hours call outs (*)	Littering or illegal rubbish dumping	Fire permits to burn (^)	Local law permits issued				
No. actions	6	4	0	11				

- (^) Fire restrictions were not in place during the period under review.
- (*) Council provides a 24 hour emergency call out service in respect to animal management or local law compliance and enforcement.

Unsightly properties

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

Table 2: Summary of unsightly properties activities

		Q	uarte	er 1 (1 Ju	ly 20	18 –	30 S	epte	embe	er 20	18)				
Town/Locality	Eddington	Rheola	Newbridge	Tarnagulla	Inglewood	Bridgewater	Wedderburn	Korong Vale	Borung	Boort	Pyramid Hill	Mitiamo	Dingee	Serpentine	Rural	Total
No. identified from previous report period	2	0	4	1	4	1	11	2	2	1	2	0	0	0	1	31
No. resolved during quarter	0	0	1	0	0	0	1	0	0	0	0	0	0	0	0	2
New action commenced	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1
No. currently pursuing	2	0	3	1	4	2	10	2	2	1	2	0	0	0	1	30
					Pr	ogre	ss Ac	ctivit	ies							
Site meeting / discussion held	1	0	0	0	0	2	2	1	0	0	0	0	0	0	0	5
Letter to comply issued	0	0	0	0	2	1	1	0	0	0	0	0	0	0	0	4
Occupier has commenced clean-up work	2	0	2	0	2	1	3	1	1	1	0	0	0	0	0	13
Notice to comply issued	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Contractor engaged for clean-up work	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

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

continual intervention and time to establish significant change in individual's behaviour in order for lasting compliance to be reached.

Animal management

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

Table 3: Summary of animal management activities

	Quarter 1 (1 July 2018 – 30 September 2018)										
Activity	Wandering livestock	Trespassing livestock	Dog attack	Domestic animal at large	Distribution of cat traps	General complaints / other					
No. of actions	5	1	4	8	9	15					

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

Table 4: Impoundment activities

	Quarter 1 (1 July 2018 – 30 September 2018)										
Animal type	Impoundments	Returned to owners	Animals rehoused	Animals disposed							
Livestock	77	77	0	0							
Dogs	18	7	9	2							
Cats	41	0	1	40 (feral)							
Total	96	77	10	42							

Planning Compliance and Enforcement

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

Table 5: Planning compliance and enforcement activities

	Quarter 1 (1 J	July 2018 – 30 S	Septembe	r 2018)	
Туре	No. identified from previous report period	New action commenced	PIN's issued	No. resolved during this quarter	No. currently pursuing resolution
Land use in contravention of planning scheme without a permit	4	2	0	2	4
Native vegetation removal without a permit	3	2	12	3	2
Breach of planning permit	2	1	0	1	2
Dog breeding / animal keeping	0	0	0	0	0

Land used as a store without planning permit	5	0	0	2	3
Occupation of a shed without a planning permit	2	1	0	0	3
Total	16	6	12	8	14

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

COST/BENEFITS

The expenditure for the first quarter of 2018 – 2019 financial year for the local laws and compliance activities contained within this report is \$67,177 as the identified properties are escalated through the compliance process, costs associated with legal proceedings may also be incurred by Council.

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

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

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

RISK ANALYSIS

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

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

CONSULTATION AND ENGAGEMENT

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

10.2 PLANNING PERMIT ACTIVITY REPORT

File Number: 13/01/002

Author: Arvish Sharda, Town Planner

Authoriser: Glenn Harvey, Manager Development and Compliance

Attachments: 1. Planning permit activity report

RECOMMENDATION

That Council receive and note the planning application and permit activity report for July-September 2018.

CONFLICT OF INTEREST

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

PREVIOUS COUNCIL DISCUSSION

This is the first report for the 2018- 2019 financial year summarising planning application activities undertaken within the Development and Compliance Department.

BACKGROUND

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

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

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

ISSUES/DISCUSSION

Planning permit activities

A detailed summary of the status of planning permits can be found in attachment 1: Planning permits status report 1 July 2018 – 30 September 2018.

Timeframes

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

Table 1 provides a summary of the average timeframes in which the Development and Compliance Department assessed and issued Planning Permits during the first quarter of the 2018 – 2019 financial year and compares these to the Victorian rural average.

	Quarter 1 of the 2018/2019 financial year										
Month	Average gross days to determine	Completed within 60 days	Rural average completed within 60 days								
July	55 days	86%	76%								
August	118 days	0%	77%								
September	207 days	62%	75%								
	Total Quarterly average	49%	76%								

During the first quarter of the 2018 – 2019 financial year 49% of all Planning Permit applications were assessed and issued within the timeframes as set in the Planning & Environment Act.

The average gross days to determine applications in August and September are particularly high. During these months there were a number of complex applications that involved negotiations with state authorities. There were also some Planning Permit applications that arose from enforcement actions that required additional time to process. This has significantly impacted on the overall average number of days to issue a permit.

Complex planning permit applications can require a significant amount of the Planning Officer's time to adequately assess and coordinate information required by a referral authority. The main responsibilities include contact with the applicant and objectors, contact with referral authorities, assessing an application against the scheme and other regulations, site inspections, mediation meetings and report writing.

COST/BENEFITS

The expenditure for the first quarter of 2018 – 2019 financial year of the statutory planning activities contained within this report is \$41,975.

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

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

RISK ANALYSIS

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

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

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

CONSULTATION AND ENGAGEMENT

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

applicants

- surrounding land owners
- regulatory authorities
- other Loddon Shire Council departments
- other municipalities.

File No. 13/02/004

Planning Applications Being Processed Between 01-07-2018 and 30-09-2018

Application	Date Received	Property No	Applicant	Address of Land	Proposal	Status
5118	28/08/2015	52807700	PM Lewis	Plan No PP5391 CA 9 & 10 Section 4A Parish of Inglewood (Nixon Street Inglewood)	Residential Subdivision of 41 lots	Further Info Requested
5168.1	16/07/2018	14402400	Anthony Sawers	CA 14 Section NO SEC Parish of Leaghur (116 Canary Island-Leaghur Road Leaghur)	Change to native vegetation removed under BIOR.	Referral
5251	07/12/2016		Graeme Smith	CA 16F Section G Parish of Boort (Crown Land Boort Pyramid Rd BOORT)	Provision of new earthen levees & upgrading existing levees	Referral
5275.1	18/04/2018	46905400	Karl Lawson	CA CA 1A & 1B Section Section 15 Parish of Tarnagulla (Boyds Road Newbridge)	Modify road access to property via Yorkshire Rd & Boyds Rd North & amend locction of retarding basin.	Referral
5328	15/11/2017	53600100	Orana Agriculture Pty Ltd	CA 17 Section NO SEC Parish of Kinypanial (167 Borung-Hurstwood Road BORUNG)	Tree removal for proposed pivot and linear irrigation development	Further Info Requested
5341	06/02/2018	17201000	James Golsworthy	CA 3 Parish of Terrappee (127 Grandview Road Boort)	Use & development of a residential hotel (support accomodation to olive grove) & associated works	In Progress
5376	02/07/2018	22601600	Kim Derriman	Parish of Hayanmi (Bendigo Pyramid Road Mitiamo)	Development of a solar farm, utility installation, associated buildings and works, alteration of access to Road Zone Category 1,native vegetation removal.	Applicant/Objector Meeting
5377	04/07/2018	68000650	Sue Mitchell & Tony Hansen	Lot 1 Plan No 429858 Parish of Woosang (1179 Calder Highway Wedderburn)	Permit to store scrap metal on property	Referral

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Application	Date Received	Property No	Applicant	Address of Land	Proposal	Status
5379	20/07/2018	10726910	Gary Anderson	Lot 392352 Plan No 1 Parish of Boort (105 Godfrey Street BOORT)	Two Units for accommodation	Further Info Requested
5380	30/07/2018	31107700	Peter Mitchell	CA CA 9A Section 7 Parish of Bridgewater (10 Camp Street Bridgewater)	2 Lot subdivision	In Progress
5383	24/08/2018		Leigh Parry	CA 21to24&48A Parish of POWLETT (Inglewood North Road Powlett Plains)	Native vegetation removal for lateral irrigation infrastructure	Referral
5384	28/08/2018		Graeme Smith	Pyramid Yarraberb Road, Ch 33,800 (Road Reserve) RAYWOOD	Removal of native vegetation for road safety & road reconstruction.	Referral
5388	20/09/2018	45703900	Vasko Stojcevski	CA 12 Section 11 Parish of Painswick (Sporting Flat Road Dunolly)	Mushroom farm	Further Info Requested
5390	21/09/2018	32909200	Robert Hooke	CA 180 Section NO SEC Parish of Janiember East (Ettershanks Road Bears Lagoon)	Section 22 (Subdivision) Removal of easements	Further Info Requested
5391	26/09/2018	32902300	Leon Mulquiny	Lot 3 Plan No 66415 Parish of Janiember East (16 Treloar Street SEREPENTINE)	Shed	Further Info Requested

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PLANNING PERMITS ISSUED UNDER DELEGATION BETWEEN 01-07-2018 and 30-09-2018

APP. No	DATE RECEIVED	APPLICANT	ADDRESS OF LAND	PROPOSAL	DATE ISSUED
5342	09/02/2018	Keith Whitehouse	Lot 21 CA 12C Section PP3362 Parish of Painswick (Harvest Home State Forest Dunolly)	Use and development of the land for mineral extraction (gold mining)	15/08/2018
5352	22/03/2018	Adam Parry	CA 11B Section NO SEC Parish of Powlett (Loddon West Road Powlett Plains)	Construction of farm channel and removal of 7 trees	24/08/2018
5355	29/03/2018	Tony Jakabovic	CA CA 28 Section sec 9 Parish of INGLEWOOD (Southey Street Inglewood)	Use and development of the land for a fire station	08/08/2018
5361	07/05/2018	Orana Agriculture Pty Ltd	CA 83B Parish of Kinypanial (Loddon West Road Kinypanial)	Extension to existing linear irrigator and removal of native vegetation	13/08/2018
5364	15/05/2018	Adrian Cummins	Lot CP 154340 (Coutts Road Mitiamo)	2 Lot subdivison (house lot excision)	03/07/2018
5365	16/05/2018	Stacey Reeves	Lot Lot 4 Plan No PS 636975G Parish of Wedderburne (30 Ridge Street Wedderburn)	Construction of a single dwelling	06/07/2018
5366	25/05/2018	Darren Croker	CA 6 Section 9 Parish of Bridgewater (11 Camp Street Bridgewater on Loddon)	Boundary fence, inground swimming pool & roofed deck.	02/07/2018
5292.1	25/05/2018	Tim Bird	Lot 1 Plan No 408588N CA 5 Parish of Tarnagulla (236 Newbridge-Bridgewater Road Bridgewater)	Removal of three fireplaces as per drawing supplied	05/07/2018
5367	30/05/2018	Peter Shaw	Lot 3 Plan No 636975G Parish of Wedderburne (32 Ridge Street Wedderburn)	Police Residence	17/07/2018
5368	08/06/2018	Rod Hinton	CA 21 Section B Parish of Inglewood (Weeah Street Inglewood)	Development of dwelling & installation of required infrastructure.	17/07/2018
5369	08/06/2018	James Golsworthy	CA 77 & 79 Section NO SEC Parish of Terrappee (127 Grandview Road Boort)	Development of workers accommodation and associated works	06/09/2018
5372	21/06/2018	Nicholas Goodes	CA 1 Section 5 Parish of Eddington (3 McCoy Street Eddington)	Construction of dwelling and shed	30/08/2018
5374	26/06/2018	Peter Eicher	Lot 2 Plan No 138588 Parish of Boort (5 Templeton Drive Boort)	Works within 100 m of RZ1	05/07/2018
5375	26/06/2018	Teena Wait	Lot 20 Plan No 141509 Parish of Waanyarra (Tarnagulla-Laanecoorie Road Laanecoorie)	Construction of new two storey dwelling 96.8m2	14/09/2018
5125.1	09/07/2018	Bruce Mitchell	CA 16 Section A Parish of Tarnagulla (499 Laanecoorie-Newbridge Road Newbridge)	4 sheds to house 10,000 birds in each for growing egg breeders	19/09/2018

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5381	09/08/2018	Nathan Gray	CA D10 Section D Parish of Glenalbyn (Inglewood-Rheola Road INGLEWOOD)	Development of a dwelling within Bush Fire Management Overlay	14/09/2018
5355.1	23/08/2018	Tony Jakabovic	CA CA 28 Section sec 9 Parish of INGLEWOOD (100 Southey Street Inglewood)	Change to Brigade training session time.Mon-Sun-Pub Hols 7am-10pm	25/09/2018
5294.1	24/08/2018	Carlo Gazzola	CA CA 5A Section Section A Parish of Inglewood (11 Inglewood Road Bridgewater on Loddon)	Inclusion of display area for relocatable buildings on site and additional signagae	25/09/2018
5386	29/08/2018	Suzanne Hayman	Plan No 9459904 CA 2013 Section 32 Parish of Inglewood (5 Hospital Street Inglewood)	Erect carport/garage, demolish front fence, erect new front fence.	17/09/2018
5387	12/09/2018	Anthony Pileggi	CA 34 Section 8 Parish of Inglewood (Cummings Road Salisbury West)	Installation of shipping container	18/09/2018

10.3 PUBLIC HEALTH ACTIVITY REPORT

File Number: 12/02/001

Author: Teresa Arnup, Senior Public Health Officer

Authoriser: Glenn Harvey, Manager Development and Compliance

Attachments: Nil

RECOMMENDATION

That Council receive and note the Public Health activity report.

CONFLICT OF INTEREST

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

PREVIOUS COUNCIL DISCUSSION

This is the first report for the 2018 – 2019 financial year, summarising public health activities within the Development and Compliance Department.

BACKGROUND

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

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

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

ISSUES/DISCUSSION

Registered Premises

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

Table 1: Registered premises inspections

1 July 2018 to 30 September 2018						
Governing Legislation	Number of inspections					
Food Premises	Compliant*	43				
Food Fremises	Major Non Compliance	Nil				
Health Premises	Compliant*	3				
Caravan Parks	N/A	Nil inspected for Quarter				
Total number of inspect	46					

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

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

Tobacco Act

Council is funded to undertake a set number of Tobacco inspections throughout the year. Most of the inspections are carried out in conjunction with Food Act inspections, however a number of them are non-smoking public outdoor venues such as at kindergartens, schools, play grounds and hospitals. Table 2 summarises the Tabaco Act activities undertaken during the reporting period.

Table 2: Tobacco inspections

1 July 2018 to 30 September 2018				
Inspection Type	Number			
Licensed Premises	3			
Retailer	4			
Eating Establishment	1			
Vending Machine	1			
Public Outdoor Venues	0			
Outdoor Dining	0			
Total number of Inspections	9			

Infectious Disease Referrals

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

Table 3 summarises the activities associated with infectious disease referrals

Table 3: Infectious Disease Referrals

1 July 2018 to 30 September 2018					
Referral Type	Number				
Single Incident Referral	1				
Outbreak Referral	0				
Total number of Referrals	1				

Sampling Program

The number of food samples that are to be taken by Council is set annually in the government gazette. The program focuses on the microbiological quality of the food items that are being sampled to ensure that safe food handling practices are being implemented within food premises. The focus is on sampling locally made and sold food products. This approach to the program assists local businesses in verifying the content on the food label of their products. Food labelling

is quite complex and small home businesses benefit by having their labels checked by the analysis.

At the commencement of the swimming season all public pools are assessed for water quality, with water samples taken from each pool. Council maintains five public swimming pools and one pool at a caravan park. There are a varying number of pools at each site with each pool being sampled individually.

Table 4 summaries the sampling program activities undertaken during the reporting period.

Table 4: Sampling program summary

1 July 2018 to 30 September 2018							
Sample Type Number Testing Outcome							
		Microbiological	Satisfactory*	19			
Food	19	Microbiological	Unsatisfactory	0			
Food		Labelling	Satisfactory	1			
			Unsatisfactory	7			
Curimmin a Dool	0	Misrobiological	Complies	0			
Swimming Pool	0	Microbiological	Does not comply	0			
Total number of Samples	19						

^{*}satisfactory microbiological results include samples that were marginal

All unsatisfactory samples are followed up with the businesses that produced and/or sold the product including the swimming pools to ensure remedial actions are taken.

Septic Systems

Table 5 summarises septic system permit applications processed during the reporting period.

Table 5: Septic system permits

1 July 2018 to 30 September 2018				
Permit Type	Number			
Installation or alteration	5			
Certificate to use	7			
Time Extensions or Change to Existing Permit	1			
Total Number of Permits	13			

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

Table 6 summarises the activities associated with management of septic tank applications and installed systems.

Table 6: Septic system activity

1 July 2018 to 30 September 2018					
Activity / Inspection Type	Number				
Application Inspection	3				
Installation Inspection	4				
Final Inspection	5				
Requested Inspection	0				
AWTS Project Site Visits	0				
Total Number of Inspections	12				

Public Health Complaints

Council is responsible for the investigation of nuisance complaints under the Public Health and Wellbeing Act. Complaints of nuisance can be complex and time consuming. Table 7 summaries the complaints during the reporting period

Table 7: Public health complaints

1 July 2018 to 30 September 2018							
Nature of complaint	Number carried over from previous reporting period	Number received	Number resolved	Number currently pursuing resolution			
Food Premises	0	2	1	1			
Odour	0	0	0	0			
Noise	1	0	1	0			
Mosquitoes	0	1	1	0			
Burning Off / Smoke	0	0	0	0			
Wastewater	1	0	0	1			
Tobacco	0	0	0	0			
Other	1	1	2	0			
Total	3	4	5	2			

COST/BENEFITS

The actual expenditure for the first quarter of 2018 – 2019 financial year of the public health unit activities contained within this report is \$ 25,665

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

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

The benefits that stem from this investment include:

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

RISK ANALYSIS

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

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

CONSULTATION AND ENGAGEMENT

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

10.4 BUILDING SERVICES ACTIVITY

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

Author: Greg Johnston, Municipal Building Surveyor

Authoriser: Glenn Harvey, Manager Development and Compliance

Attachments: Nil

RECOMMENDATION

That Council receive and note the Building Services Activity report.

CONFLICT OF INTEREST

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

PREVIOUS COUNCIL DISCUSSION

Council is provided with information quarterly summarising building services activities relating to permits, certificates and statutory enforcement activity undertaken within the Development & Compliance Department. This is the first quarterly report for the 2018 - 2019 financial year.

BACKGROUND

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

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

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

Draft Regulations with respect to swimming pool fencing and registration have been passed by State Parliament during this quarter. At this stage these are proposed to be implemented by 1 December 2019. A Regulation Impact Statement and further community consultation is required prior to it being enacted into law.

ISSUES/DISCUSSION

Building permits

Table 1 provides the number and total value of building permits issued for the first quarter of the 2018 – 2019 financial year and the last three quarters of the 2017-18 financial year. There is variation in the number and value of permits across the various quarters throughout any given financial year. The variation in value is largely attributable to the scale and cost of individual projects. In this quarter there was no single project with a value exceeding \$470,000.

Table 1: Summary of new building permits issued

	Quarter 2 2017-18 (01/10/2017 – 31/12/2017)	Quarter 3 2017-18 (01/01/2018 – 31/03/2018)	Quarter 4 2017-18 (01/04/2018 – 30/06/2018)	Quarter 1 2018-19 (01/07/2018 – 30/09/2018)
No. of new Permits	52	34	52	38
Value of Works	\$2,664,223	\$3,306,295	\$4,289,104.07	\$3,017,724.60

Table 2 provides a summary of the number of final inspections and certificates of occupancy issued for building permits during the first quarter of 2018 – 19 financial year and the last 3 quarters of the 2017 – 2018 financial year.

Table 2: Summary of final inspections and certificates of occupancy

	Quarter 2 2017-18 (01/10/2017 – 31/12/2017)	Quarter 3 2017-18 (01/01/2018 – 31/03/2018)	Quarter 4 2017-18 (01/04/2018 – 30/06/2018)	Quarter 4 2017-18 (01/04/2018 – 30/06/2018)
Certificates of final inspection	33	35	39	35
Certificates of occupancy Permits	24	8	8	7

Council Building Services Staff are continuing to work proactively on the follow up of a significant backlog of incomplete building permits from past years in order to try and finalise these building permits.

Statutory enforcement

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

Table 3: Summary of statutory enforcement activities

Туре	Actions incomplete from previous report period	New action started	Building notice issued	Building order issued	No. resolved during this quarter	Legal action / solicitors letter started this quarter	Legal action ongoing
Building damaged by fire	1	0	0	1	0	0	1

Works required to make building safe (including pools)	1	0	0	0	0	0	0
Carrying out building works without a permit	2	2	2	0	0	0	0
Illegal occupation of non- habitable building	1	0	0	0	0	1	0
Building with non- complying essential safety measures	1	0	0	0	0	0	0

Whilst new issues requiring enforcement are identified regularly it is also noted there are some longstanding enforcement activities that require follow up. The time spent on individual items can be significant particularly when it requires escalation to Court. Council officers work to try to resolve matters without legal intervention - unfortunately this cannot always be achieved.

Any new matters will be followed up by the Municipal Building Surveyor on a risk management basis and included in an ongoing work plan within the limit of available resources.

COST/BENEFITS

The expenditure for the first quarter of the 2018 – 2019 financial year for building services activities contained within this report is \$29,957.

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

The Victorian Municipal Building Surveyors Group forwarded a copy of the Municipal Building Surveyor – Victoria Charter to Council's CEO & Mayor on 15 October 2018 highlighting the unique statutory role and risk management role the MBS plays in respect to the safety and health of people who use buildings in Victoria and the importance of this aspect of Council's functions under the Building Act 1993, beyond just the issue of building permits.

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

RISK ANALYSIS

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

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

1.

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

CONSULTATION AND ENGAGEMENT

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

10.5 ROAD MANAGEMENT PLAN DEFECT RECTIFICATION COMPLIANCE REPORT

File Number: 14/01/022

Author: Daniel Lloyd, Manager Works

Authoriser: Steven Phillips, Director Operations

Attachments: Nil

RECOMMENDATION

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

CONFLICT OF INTEREST

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

PREVIOUS COUNCIL DISCUSSION

This is the first report for the 2018 - 2019 financial year, summarising road network defect rectification compliance against requirements specified within the Loddon Shire Road Management Plan (RMP).

BACKGROUND

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

ISSUES/DISCUSSION

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

Table 1: Inspection summary report

Quarter 1 (01/07/2018 – 30/09/2018)									
District	Number of scheduled inspections	Number completed by due date	Number completed after due date	Number not completed	Compliance				
Loddon Plains	61	56	5	0	91.8%				
Loddon Goldfields	66	60	6	0	90.9%				
Total	127	41	0	0	91.4%				

During the first quarter of 2018 – 2019 financial year, 91.4% of the programmed inspections were completed according to the schedule. This is below the target of 100% set in the RMP. Extended staff leave and backfilling roles have hampered our efforts to complete the required inspection by their due dates. All inspections have now been completed.

Table 2 below provides a summary of compliance of actual response times for rectification works of defects as detailed in the defect intervention levels and response timetables of the RMP.

Table 2: Defect rectification summary report

Quarter 1 (01/07/2018 – 30/09/2018)									
		Number	of Defects		Compliant with RMP				
District	Adhoc	Requests	Defects from inspections	Total	Yes	No	Not complete	%	
Loddon Goldfields	52	12	360	424	419	5	0	98.8%	
Loddon Plains	129	6	401	536	530	6	0	98.9%	
Shire Wide	48	6	583	637	637	0	0	100%	
Townscape Services	1	0	66	67	66	1	0	98.5%	
Total	230	24	1410	1664	1652	12	0	99.1%	

Table 2 comprises a summary of defects that have been identified through programed inspections, customer requests and works crews identifying and rectifying defects as they find them, known as adhoc work actions. During the first quarter of 2018 – 2019 financial year, 99.1% of all date imposed defects were completed before their due date. This is 0.9% below the target of 100% set in the RMP.

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

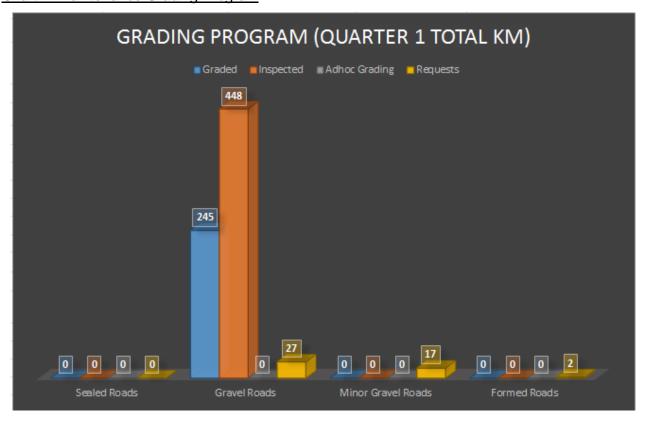
Table 3: Maintenance grading program

Quarter 1 (01/07/2018 – 30/09/2018)									
	Number o	Number of Grading Work Actions Compliant with scheduled timeframes							
District	Programmed Maintenance Grading Requests Adhoc Total			Yes	No	Not completed	%		
Loddon Goldfields	393	8	7	408	397	3	8	97.3%	
Loddon Plains	314	6	1	321	294	18	9	91.6%	
Total	707	14	8	729	691	21	17	94.4%	

The data in table 3 indicates that 729 grading work actions were completed for the first quarter of the 2018 – 2019 financial year. There is no set level of compliance for the maintenance grading program in the RMP.

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

Chart 1: Maintenance Grading Program



COST/BENEFITS

The year to date actual expenditure to the end of first quarter of 2018 – 2019 financial year of the Local Road Maintenance Program is \$1,936,077.

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

RISK ANALYSIS

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

CONSULTATION AND ENGAGEMENT

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

11 COMPLIANCE REPORTS

11.1 REVIEW OF COUNCIL PLAN AND BUDGET

File Number: 02/02/003

Author: Sharon Morrison, Director Corporate Services

Authoriser: Phil Pinyon, Chief Executive Officer

Attachments: Nil

RECOMMENDATION

That Council resolve that:

- 1. the Council Plan does not require any adjustments in respect of the next 12 months remaining period of the Council Plan
- 2. Council does not intend to increase rates above the amount set by the Minister.

CONFLICT OF INTEREST

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

PREVIOUS COUNCIL DISCUSSION

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

At the ordinary meeting on 26 June 2018 Council adopted the Annual Budget 2018-19.

BACKGROUND

Section 125 (7) of the Local Government Act 1989 (the Act) states that "At least once in each financial year, a Council must consider whether the current Council Plan requires any adjustment in respect of the remaining period of the Council Plan." Where adjustments are anticipated, Council needs to factor in additional time to review the Plan and collect information to support the revised Plan.

Under Section 185D of the Act, the Minister sets the amount by which rates can be increased. Section 185E of the Act states that a Council may apply to the Essential Services Commission for a special order to increase rates above the amount set by the Minister. Where an increase to rates above the amount set by the Minister is anticipated, Council needs to factor in additional time to make the application and collect information in support of the application.

In recent years the Minister has increased the rates by 2.5% (applicable for the 2017/18 budget) and 2.25% (applicable for the 2018/19 budget).

ISSUES/DISCUSSION

At the Council Forum on 13 November 2018, it was discussed whether Council wished to make any adjustments in respect of the remaining period of the Council Plan. Council advised that they did not wish to make any adjustments.

It was also discussed whether Council wished to apply for an increase to rates. Council advised that they did not wish to increase the rates by more than the amount set by the Minister.

The amount of rates charged on average for each residential property in Victoria is \$1627.53. Loddon charges \$1011.60, one of the lowest amounts in Victoria. For small shires the average is \$1426.28, with a minimum of \$654 and a maximum of \$2032.97.

A corporate planning timetable will be developed to reflect the fact that the Council Plan does not require adjustments and that there is no intention to increase rates above the amount set by the Minister.

COST/BENEFITS

There are no direct costs associated with the adoption of the recommendation. However, there may be indirect costs involved in not applying for an increase to rates.

RISK ANALYSIS

Adopting the recommendation ensures compliance with the Local Government Act in respect of the annual review of the Council Plan.

There is a risk that Council will not be able to raise sufficient rates (despite applying the increased set by the Minister) to meet the cost of: services; programs; new, improved and adequately maintained assets.

CONSULTATION AND ENGAGEMENT

Councillors were consulted at the commencement of the corporate planning cycle to determine whether any adjustment was required to the Council Plan and whether Council intended to increase rates above the amount set by the Minister.

11.2 SECTION 86 COMMITTEES - STATUS REPORT

File Number: 02/01/005

Author: Michelle Hargreaves, Administration Officer

Authoriser: Sharon Morrison, Director Corporate Services

Attachments: Nil

RECOMMENDATION

That Council note the status of the Section 86 Committees of Management.

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 noted the status of Section 86 Committees of Management at the Council meeting on 24 April 2018.

BACKGROUND

Section 86 of the Act allows Loddon Shire Council (the Council) to delegate its powers, duties or functions (with certain limitations) to special committees. These are commonly known as Section 86 Committees. A Section 86 Committee is established by an instrument of delegation by the Council, which outlines the Committee's purpose and specific powers. These Committees typically involve activities such as the management of halls, community centres, pools, recreation reserves and development & tourism within Council boundaries.

In April 2013, the internal auditors conducted a review of Section 86 committees.

The review assessed whether Council:

- has appropriate policies and procedures to effectively govern the delegation of Council's powers, functions and duties under Section 86 of the Act
- complies with the Act in relation to the delegation of powers and functions, the appointment and on-going operation of Section 86 Committees, and
- has appropriate monitoring and reporting mechanisms in place to enable effective management of the Committees.

The results of the review identified a number of strong controls around the management and operation of Section 86 Committees as well as some opportunities for improvement including:

- The need for formal reporting to the Council on the on-going conduct and financial operations of Section 86 Committees;
- Monitoring the holding of meetings and provision of financial reports on a consistent basis.

Council indicated at the Council meeting on 24 October 2017 that a half yearly status report on section 86 committees would assist in monitoring the status of section 86 committees.

ISSUES/DISCUSSION

Annual meetings generally take place at the end of the financial year, generating the requirement for financials and committee appointments to be provided to Council.

At the time of preparing this report (end of October 2018), the status of committees was as follows:

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Committee Name	Status of committee (active / disbanded / under review)	Status of Instrument of Delegation (reviewed and approved / under review / draft sent / due for review / overdue for review	Annual meeting minutes received? (yes / no / comment)	2017/18 financials received to be audited? (yes / no / comment)	Committee appointment received? (yes / no / comment)	Compliant with minutes forwarded (yes / no / comment)
Boort Aerodrome	Active	Reviewed and approved	Yes	Yes	Yes	No-not on time and some missing
Boort Tourism Development (Amalgamated ; new name)	Active	Reviewed and approved	No	No	No	No-not on time and some missing
Boort Memorial Hall	Active	Reviewed and approved	Yes	Yes	Yes	No-not on time and some missing
Boort Park	Active	Reviewed and approved	Yes	Yes	Yes	No-some missing
Bridgewater On Loddon Development	Active	Reviewed and approved	Yes	Yes	Yes	No-not on time and some missing
Campbell's Forest Hall	Active	Reviewed and approved	Yes	Yes	Yes	No-not on time
Donaldson Park	Active	Reviewed and approved	Yes	Yes	Yes	No-not on time
East Loddon Community Centre	Active	Reviewed and approved	Yes	Yes	Yes	No-not on time and some missing
Inglewood Community Sports Centre	Active	Reviewed and approved	Yes	Yes	Yes	No-not on time
Inglewood Lions Community Elderly Persons Units	Active	Reviewed and approved	Yes	No	No	No-not on time

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Committee Name	Status of committee (active / disbanded / under review)	Status of Instrument of Delegation (reviewed and approved / under review / draft sent / due for review / overdue for review	Annual meeting minutes received? (yes / no / comment)	2017/18 financials received to be audited? (yes / no / comment)	Committee appointment received? (yes / no / comment)	Compliant with minutes forwarded (yes / no / comment)
Inglewood Town Hall Hub	Active	Reviewed and approved	Yes	Yes	Yes	No-not on time
Jones Eucalyptus Distillery Site	Active	Draft sent	Yes	Yes	Yes	No-not on time
Kingower Development and Tourism	Active	Under review	Yes	Yes	Yes	No-not on time and some missing
Korong Vale Mechanics Hall	Active	Reviewed and approved	Yes	No	Yes	No-not on time and some missing
Korong Vale Sports Centre	Active	Reviewed and approved	Yes	Yes	Yes	No-not on time
Little Lake Boort Management	Active	Reviewed and approved	No	Yes	No	No-not on time and some missing
Loddon Southern Tourism and Development	Active	Reviewed and approved	Yes	Yes	No	No- some missing
Pyramid Hill Memorial Hall	Active	Reviewed and approved	Yes	Yes	Yes	Yes
Pyramid Hill Swimming Pool	Active	Reviewed and approved	Yes	Yes	Yes	No-not on time and some missing
Serpentine Bowls and Tennis Pavilion Reserve	Under review and active	Under review	No	Exempt	No	No-not on time and some missing

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Committee Name	Status of committee (active / disbanded / under review)	Status of Instrument of Delegation (reviewed and approved / under review / draft sent / due for review / overdue for review	Annual meeting minutes received? (yes / no / comment)	2017/18 financials received to be audited? (yes / no / comment)	Committee appointment received? (yes / no / comment)	Compliant with minutes forwarded (yes / no / comment)
Wedderburn Community Centre	Active	Under review	Yes	Yes	No	No-not on time
Wedderburn Engine Park	Active	Under review	Yes	Exempt	No	Yes
Wedderburn Mechanics and Literary Institute	Active	Reviewed and approved	Yes	No	Yes	No-not on time
Wedderburn Tourism Inc.	Active	Under review	Yes	Yes	Yes	No-not on time
Yando Public Hall	Active	Reviewed and approved	Yes	Yes	No	No-not on time
Results as at end of October 2018	Total (n=25)	Reviewed and approved = 19 Draft = 1 Under review = 5	Yes = 22 No = 3	Yes = 19 No = 4 Exempt = 2	Yes = 17 No = 8	Yes = 2 No = 23
Results as at end of March 2018	Total (n=25)	Under review = 14 Draft sent = 8 Finalised = 3	Yes = 22 No = 3	Yes = 22 No = 1 Exempt = 2	Yes = 23 No = 2	Yes = 3 No/comme nt = 22
Results as at end of October 2017	Total (n=29)	Under review = 29	Yes = 17 No = 10 Comment = 2	Yes = 16 No = 9 Comment = 4	Yes = 12 No = 15 Comment = 2	Not reported

The following section 86 committees have been disbanded:

Former Committees	Comment
Boort Business and Tourism Council	Amalgamated with Boort Development
Dingee Progress Association	No delegated responsibility

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Former Committees	Comment
Inglewood Riding Club	Management Agreement with Inglewood Cars and Bikes Inc.
Mitiamo Municipal Recreation Reserve	Management Agreement with Mitiamo Football Netball Inc.

COST/BENEFITS

There are no costs associated with the preparation of this report. The benefits of preparing this report include responding to previously identified opportunities for improvement identified in 2013 audit review.

RISK ANALYSIS

The risk of not reviewing the Section 86 committees can be seen in the reputation impact experienced by Central Goldfields Shire Council recently in not providing evidence of reviewing most Instruments of Delegation since 1995. There is also a risk that services for the community may not be suitable.

CONSULTATION AND ENGAGEMENT

Section 86 committees are contacted on a regular basis to follow up any outstanding documentation required for auditing purposes.

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11.3 SECTION 86 COMMITTEE OF MANAGEMENT MEMBERSHIP DETAILS-KORONG VALE SPORTS CENTRE COMMITTEE OF MANAGEMENT

File Number: 02/01/27

Author: Michelle Hargreaves, Administration Officer
Authoriser: Sharon Morrison, Director Corporate Services

Attachments: Nil

RECOMMENDATION

That Council appoints the persons named in this report as members of the Korong Vale 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 Korong Vale Sports Centre 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.

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Korong Vale 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	Position
John Murnane	Community Member
Andrew Day	Korong Vale Lawn Bowls Club
Faye Day (Secretary / Treasurer)	Korong Vale Lawn Bowls Club
Judy Matthews	Korong Vale Lawn Bowls Club
Joan Earl (President)	Korong Vale Tennis Club
Peter Gibson	Korong Vale Tennis Club
Robert Day (Vice President)	Korong Vale Tennis Club

The Council representative for this committee is Cr Neil Beattie.

COST/BENEFITS

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

RISK ANALYSIS

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

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

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

CONSULTATION AND ENGAGEMENT

Nil

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11.4 SECTION 86 COMMITTEE OF MANAGEMENT MEMBERSHIP DETAILS-INGLEWOOD TOWN HALL HUB

File Number: 02/01/023

Author: Michelle Hargreaves, Administration Officer
Authoriser: Sharon Morrison, Director Corporate Services

Attachments: Nil

RECOMMENDATION

That Council appoints the persons named in this report as members of the Inglewood Town Hall Hub 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 Town Hall Hub Committee of Management on 27 March 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.

Item 11.4 Page 221

Inglewood Town Hall Hub 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 does not meet the minimum requirement however the Committee is sharing the duties of Secretary.

Name	Position
Enzo Scafati	President
Brian Rodwell	Vice President
	Secretary
Pauline Wellman	Treasurer
Jean McClymont	Committee Member
Tracey Wilson	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

Item 11.4 Page 222

11.5 SECTION 86 COMMITTEE OF MANAGEMENT MEMBERSHIP DETAILS-PYRAMID HILL SWIMMING POOL

File Number: 02/01/033

Author: Michelle Hargreaves, Administration Officer
Authoriser: Sharon Morrison, Director Corporate Services

Attachments: Nil

RECOMMENDATION

That Council appoints the persons named in this report as members of the Pyramid Hill Swimming Pool Section 86 Committee of Management, effective immediately.

CONFLICT OF INTEREST

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

PREVIOUS COUNCIL DISCUSSION

Council approved the current list of committee members for Pyramid Hill Swimming Pool 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.

Item 11.5 Page 223

Pyramid Hill Swimming Pool 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
Tania Burke	President
Alison Farrar	Vice President
Colleen Hampson	Secretary
Vaughan Herrick	Treasurer
Chelsea Challis-Broad	Committee Member
Katrina Van Eyk	Committee Member
Kelly Gould	Committee Member
Kim Lister	Committee Member
Penny Caspani	Committee Member

The Council representative for this committee is Cr Cheryl McKinnon.

COST/BENEFITS

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

RISK ANALYSIS

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

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

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

CONSULTATION AND ENGAGEMENT

Nil

Item 11.5 Page 224

11.6 SECTION 86 COMMITTEE OF MANAGEMENT MEMBERSHIP DETAILS-DONALDSON PARK

File Number: 02/01/018

Author: Sharon Morrison, Director Corporate Services

Authoriser: Phil Pinyon, Chief Executive Officer

Attachments: Nil

RECOMMENDATION

That Council appoints the persons named in this report as members of the Donaldson Park 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. Some staff members do have an involvement in the subject matter of the report by virtue of their volunteer commitment to the Committee of Management or the volunteer commitment by their family members.

PREVIOUS COUNCIL DISCUSSION

Council approved the current list of committee members for Donaldson Park Committee of Management on 24 October 2017.

BACKGROUND

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

Members and Office Bearers of the Committee

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

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

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

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

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

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

Item 11.6 Page 225

Donaldson Park 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
Gavan Holt (President)	
Jon Chandler (Secretary/ Treasurer)	Community Member
Brett Jackson	Wedderburn Bowls Club
Laurie Whitham	Wedderburn Bowls Club
Danny Fowles	Wedderburn College
Vacant	Wedderburn College
Bruce Hargreaves (Vice President)	Wedderburn Harness Racing Club
Tom Nisbet	Wedderburn Harness Racing Club
Chris Holt	Wedderburn Lawn Tennis Club
Tim Lockhart	Wedderburn Lawn Tennis Club
Alex Holt	Wedderburn Redbacks
Andrew Caserta	Wedderburn Redbacks
Christine Coombes	Wedderburn Redbacks
Julie Benaim	Wedderburn Redbacks
Sharyn Lockhart	Wedderburn Redbacks
Thomas Jackson	Wedderburn Redbacks

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

Item 11.6 Page 226

11.7 SECTION 86 COMMITTEE OF MANAGEMENT MEMBERSHIP DETAILS-BRIDGEWATER ON LODDON DEVELOPMENT

File Number: 02/01/047

Author: Michelle Hargreaves, Administration Officer
Authoriser: Sharon Morrison, Director Corporate Services

Attachments: Nil

RECOMMENDATION

That Council appoints the persons named in this report as members of the Bridgewater on Loddon Development 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. One staff member does have an involvement in the subject matter of the report by virtue of their volunteer commitment to the Committee of Management.

PREVIOUS COUNCIL DISCUSSION

Council approved the current list of committee members for Bridgewater on Loddon Development Committee of Management on 26 September 2017.

BACKGROUND

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

Members and Office Bearers of the Committee

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

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

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

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

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

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

Item 11.7 Page 227

Bridgewater on Loddon Development 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
Shannon Brown	President
Graham Morse	Vice President
Christine Wattie	Secretary
Kathy Bowen	Treasurer
Fred Shea	Committee Member
Steve Brown	Committee Member
Jenny Hosking	Committee Member
Graham Hosking	Committee Member
David Edwards	Committee Member
Leanne Edwards	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

Item 11.7 Page 228

11.8 SECTION 86 COMMITTEE OF MANAGEMENT MEMBERSHIP DETAILS-BOORT AERODROME

File Number: 02/01/008

Author: Michelle Hargreaves, Administration Officer
Authoriser: Sharon Morrison, Director Corporate Services

Attachments: Nil

RECOMMENDATION

That Council appoints the persons named in this report as members of the Boort Aerodrome Section 86 Committee of Management, effective immediately.

CONFLICT OF INTEREST

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

PREVIOUS COUNCIL DISCUSSION

Council approved the current list of committee members for Boort Aerodrome Committee of Management on 24 October 2017.

BACKGROUND

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

Members and Office Bearers of the Committee

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

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

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

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

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

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

Item 11.8 Page 229

Boort Aerodrome 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
Peter Eicher	President/Secretary
Campbell Chalmers	Vice President
Jamie Whitmore	Treasurer
Ken Loader	Airport reporting officer
Adam Wright	Committee Member
Dick Lanyon	Committee Member
Ray Stomann	Committee Member

The Council representative for this committee is Cr Neil Beattie.

COST/BENEFITS

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

RISK ANALYSIS

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

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

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

CONSULTATION AND ENGAGEMENT

Nil

Item 11.8 Page 230

11.9 SECTION 86 COMMITTEE OF MANAGEMENT MEMBERSHIP DETAILS-BOORT PARK

File Number: 02/01/046

Author: Michelle Hargreaves, Administration Officer
Authoriser: Sharon Morrison, Director Corporate Services

Attachments: Nil

RECOMMENDATION

That Council appoints the persons named in this report as members of the Boort Park Section 86 Committee of Management, effective immediately.

CONFLICT OF INTEREST

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

PREVIOUS COUNCIL DISCUSSION

Council approved the current list of committee members for Boort Park 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.

Item 11.9 Page 231

Boort Park 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
Neil Beattie (Chairperson)	Chairperson
Karen Coutts (Secretary / Treasurer)	Community representative
Ken Loader	Boort Agricultural and Pastoral Society
Marj Potter	Boort Agricultural and Pastoral Society
	Boort Cricket Club
Kate Perryman	Boort Cricket Club
lan Mercer	Boort District Harness Racing Club
Ray Stomann	Boort District Harness Racing Club
Gordon Parker	Boort Football Club
Kane Arnold	Boort Football Club
Jacquie Verley (Vice President)	Boort Hockey Club
David Meadows	Boort Hockey Club
Kristen Gooding	Boort Netball Club
Judy Parker	Boort Netball Club
Tom Bleicher	Boort P12 College
Lee Anne Sherwell	Boort P12 College
John Nelson	Community representative
Barry Kennedy	Community representative

The Council representative for this committee is Cr Neil Beattie.

COST/BENEFITS

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

RISK ANALYSIS

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

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

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

CONSULTATION AND ENGAGEMENT

Nil

Item 11.9 Page 232

11.10 SECTION 86 COMMITTEE OF MANAGEMENT DETAILS-KORONG VALE MECHANICS HALL

File Number: 02/01/26

Author: Michelle Hargreaves, Administration Officer
Authoriser: Sharon Morrison, Director Corporate Services

Attachments: Nil

RECOMMENDATION

That Council appoints the persons named in this report as members of the Korong Vale Mechanics 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 Korong Vale Mechanics Hall Committee of Management on 28 April 2015. Since then Annual General Meetings have been held but no paperwork has been returned to Council to enable the appointment of the Committee members in 2016 and 2017. This year an Annual General Meeting was held and a council officer attended to take the minutes and complete the necessary paperwork.

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.

Item 11.10 Page 233

Korong Vale Mechanics 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
Glenda Brooker	President
Lyn Chapman	Secretary/ Treasurer
Dawn Singh	Committee Member
Debbie Rowan	Committee Member
Gurmail Singh	Committee Member
Jenni Bligh	Committee Member
Milivoj Zec	Committee Member
Rob Chapman	Committee Member
Rosmaliza Azahar	Committee Member

The Council representative for this committee is Cr Neil Beattie.

COST/BENEFITS

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

RISK ANALYSIS

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.

CONSULTATION AND ENGAGEMENT

Nil

Item 11.10 Page 234

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.

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 11 December 2018 at Serpentine commencing at at 3pm.

There being no further business	the meeting was closed at enter	er time.
Confirmed this	day of	2018