



Date: Tuesday, 27 November 2018
Time: 3pm
Location: Council Chambers, Serpentine

MINUTES

Ordinary Council Meeting

27 November 2018

**MINUTES OF LODDON SHIRE COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBERS, SERPENTINE
ON TUESDAY, 27 NOVEMBER 2018 AT 3PM**

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

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

1 OPENING PRAYER

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

2 ACKNOWLEDGEMENT OF COUNTRY

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

3 APOLOGIES

Nil

4 DECLARATIONS OF CONFLICT OF INTEREST

Nil

5 PREVIOUS MINUTES**5.1 CONFIRMATION OF MINUTES****File Number:** 02/01/001**Author:** Lynne Habner, 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.

RESOLUTION 2018/185

Moved: Cr Neil Beattie

Seconded: Cr Geoff Curnow

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

CARRIED

6 REVIEW OF ACTION SHEET

6.1 REVIEW OF ACTIONS

File Number: 02/01/002

Author: Lynne Habner, Manager Executive and Commercial Services

Authoriser: Phil Pinyon, Chief Executive Officer

Attachments: 1. Action sheet

RECOMMENDATION

That Council receive and note the action sheet.

REPORT

Refer attachment.

RESOLUTION 2018/186

Moved: Cr Colleen Condliffe

Seconded: Cr Gavan Holt

That Council receive and note the action sheet.

CARRIED

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

That Council receive and note the Mayoral Report

REPORT

The Mayor will present a report at the meeting.

Cr McKinnon**North Central Goldfields Regional Library**

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

Nature Tourism Advisory Team**Other Council activities**

DATE	Activity
24/10/18	I attended a meeting in Canberra with a Mitiamo pipeline delegation of Peter Tuohey and Neil Allan, to advocate for funding for the pipeline. We met with Andrew Broad, Damian Drum, and senior water policy advisors, and felt we were able to argue a strong case, and the advisors were receptive to the proposal without making any commitments.
25/10/18	A housing forum was held in Pyramid Hill attended by a local builder, financier, real estate agent, and around 30 interested residents. Strong interest was expressed in further development of serviced house blocks.
26/10/18	Loddon Campaspe Councils met in Bendigo
	Attended the opening of the Bendigo "Gurri Wanyara Wellbeing Centre" which is a state of the art facility which I am sure many Loddon Residents will

	get to enjoy.
	Attended the Goldfields Library Corporation ordinary meeting.
28/10/18	I attended the Boort Wedding Dress Parade which was a great event, extremely well support and was a credit to the organisers.
1/11/18	I took 2 members of the Pyramid Hill Filipino community with me to Melbourne to speak about "Rural Migration creating Social Impact" at a roundtable forum organised by Jack Archer from RAI.
7/11/18	Boort SC year 10 students "mock interviews" were held and I was a member of the interview panel.
8/11/18	Wendy Gladman and I met with Senator Bridget McKenzie in Pyramid Hill where we were able to highlight our priority projects and have a frank discussion.
9/11/18	The East Loddon ANZAC memorial bollards were unveiled by myself and Damian Drum at a service conducted by the ELC students. Thanks go to Tony Bellenger for his work with the project, it looks fantastic.
9/11/18	GLC meeting
	Loddon Murray Community Leadership Program graduation
11/11/18	I officiated at the Mologa and District Remembrance Day service.
13/11/18	Council Forum was held in Wedderburn
	Official opening of the Wedderburn Streetscape
15/11/18	The MDA held a meeting in Echuca for councils and MDBA representatives. This was attended by a large number of councils from Victoria and NSW in an effort to persuade MDBA to stop taking valuable irrigation water away from our farms. Phil Pinyon and Neil Beattie attended along with a number of our MRGC members.
16/11/18	MAV Rural North Central Regional meeting was held in Bendigo, also attended by Cr Holt and Phil Pinyon.
	Statutory Meeting was held in Pyramid Hill, where I was re-elected as Mayor. I thank you for your support.
17/11/18	I attended the launch of the Pyramid Hill United Filipino Organisation in Kelly Park with a festival of music, cultural dance and traditional food. This was a fantastic event well supported by the community.
19/11/18	The Centenary of Anzac Committee held their final meeting in Serpentine, with a luncheon to celebrate their 6 years of commitment to delivering some wonderful commemorative projects across the Shire.

19/11/18	I attended the Dingee Bush Nursing Centre AGM, which was also attended by Cr Condliffe who is on the Board.
21/11/18	Pyramid Hill Progress Association meeting.
22/11/18	GLC finance committee meeting.
26/11/18	Met with Pyramid Hill community representatives and a reporter from 60 Minutes who is interested in doing a story on rural migration next year.
27/11/18	Council meeting, Serpentine.

RESOLUTION 2018/187

Moved: Cr Cheryl McKinnon

Seconded: Cr Gavan Holt

That Council receive and note the Mayoral Report

CARRIED

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

File Number: 02/01/001

Author: Lynne Habner, Manager Executive and Commercial Services

Authoriser: Phil Pinyon, Chief Executive Officer

Attachments: Nil

RECOMMENDATION

That Council receive and note the Councillors' reports

REPORT

Each Councillor will present a report at the meeting.

Cr Beattie

Murray Darling Association	
Rail Freight Alliance	
GMW Connections Project:	
Section 86 Committees: Boort Aerodrome Committee of Management, Boort Development Committee Inc., Boort Memorial Hall Committee of Management, Boort Park Committee of Management, Korong Vale Mechanics Hall Committee of Management, Korong Vale Sports Centre Committee of Management, Little Lake Boort Management Committee Inc., Yando Public Hall Committee of Management	
Other Council activities	
DATE	Activity
31/10/18	Attended Bendigo Cup
5/11/18	Attended Boort Development Meeting
13/11/18	Attended Council Forum, Wedderburn
14/11/18	Attended Boort Trotting Club AGM

15/11/18	Attended Water Forum in Echuca
16/11/18	Attended Statutory Meeting at Pyramid Hill
19/11/18	Attended Anzac thank you at Serpentine
21-26/11/18	Holiday in Bargara Qld
27/11/18	Council meeting Serpentine
20/11/18	Meeting with NAB at BRIC
29/11/18	Goulburn Murray Water discussion at Wedderburn

Cr Condliffe

Calder Highway Improvement Committee
Section 86 Committees: Bridgewater on Loddon Development Committee of Management, Campbells Forest Hall Committee of Management, Inglewood Community Sports Centre Committee of Management, Inglewood Lions Community Elderly Persons Units Committee of Management, Inglewood Town Hall Hub Committee of Management, Jones Eucalyptus Distillery Site Committee of Management
29/10/18: Eucy Museum meeting, Inglewood
7/11/18: Inglewood Town Hall meeting.
Australia Day Committee
12/11/18: Australia Day meeting Serpentine
26/11/18: Australia Day meeting Serpentine
Central Victorian Greenhouse Alliance
Central Victoria Rural Women's Network
Healthy Minds Network
24/10/18: Network meeting Boort
Loddon Youth Committee

Other Council activities	
DATE	Activity
23/10/18	Inglewood and Districts Community Bendigo Bank meeting
24/10/18	Meeting Campbells Forest
25/10/18	Inglewood Tourism Development Committee meeting
1/11/18	Loddon Plains Landcare Meeting Serpentine
4/11/18	Inglewood Alive Festival. Excellent day and event.
13/11/18	Council Forum Wedderburn
	Official opening of Wedderburn Streetscape and unveiling of Lions Club time capsule.
7/11/18	Meeting at Inglewood and Districts Community Bendigo Bank to meeting Peter Barclay new manager.
8/11/18	Kooyoora Womens Network Meeting Inglewood
9/11/18	LEAD Loddon Murray Graduation held at Silks Bendigo
9/11/18	East Loddon Remembrance Day official opening of the bollard at the school entrance.
10/11/18	Bridgewater market
10/11/18	Tarnagulla Community event – they are looking at solar power to make the community sustainable for the future - over 80 people attended.
11/11/18	Remembrance Day Inglewood Memorial Shrine
12/11/18	Neighbourhood Watch Inglewood meeting
13/11/18	Council Forum, Wedderburn
14/11/18	Campbells Forest Water Meeting
15/11/18	Womens Health Loddon Mallee AGM Bendigo
16/11/18	Inglewood Lions Club Dinner
16/11/18	Statutory Meeting Mayoral Election Pyramid Hill
19/11/18	Dingee Bush Nursing Centre AGM
19/11/18	Meeting for the Ansett Project Inglewood

20/11/18	CWA celebrated 90 years – Vline train from Melbourne to Dingee Railway Station and mystery tour of the area. Well attended by 85 people.
23/11/18	Kooyoora Womens Network Christmas dinner
	Inglewood Town Hall
27/11/18	Council meeting, Serpentine
	Anzac Centenary Committee finalisation of 2014 – 2018 projects. All councillors attended along with committee members.

Cr Curnow

Loddon Mallee Waste Resource Recovery Group	
Section 86 Committees: Kingower Development and Tourism Committee	
Municipal Emergency Management Plan Committee and Municipal Fire Management Plan Committee	
Other Council activities	
DATE	Activity
1-2/11/18	LMWRRG Board meeting – strategic planning in Mildura. Visited “Round Again Centre” and plastics recycling factory.
9/11/18	Graduation Dinner – LEAD at Silks Bendigo.
10/11/18	Launch of Tarnagulla’s Resilience Action Plan.
16/11/18	Statutory Meeting of Loddon Shire Council at Pyramid Hill
13/11/18	Loddon Shire Council Forum at Wedderburn
19/11/18	Centenary of Anzac Meeting at Serpentine to finalise the Anzac project.
26/11/18	LMWRRG Forum at Swan Hill
27/11/18	November Loddon Shire Council meeting.

Cr Holt

Municipal Association of Victoria	
Section 86 Committees: Donaldson Park Committee of Management, Wedderburn Community Centre Committee of Management, Wedderburn Engine Park Committee of Management, Wedderburn Mechanics Institute Hall Committee of Management, Wedderburn Tourism Committee of Management	
Audit Committee	
8/11/18: Council Internal Audit Committee meeting.	
Other Council activities	
DATE	Activity
23/10/18	Attended Wedderburn and District Harness Racing Club committee meeting.
24/10/18	Attended at Coombes farm, Fentons Creek, for announcement by Regional Development Victoria, Minister Jaala Pulford of subsidy for the installation of on farm water infrastructure.
24/10/18	Attended Annual General Meeting of the Wedderburn Development Association
5/11/18	Commencement of Wedderburn Shearing School at my property at Wedderburn. Seven young shearers obtained their Certificate One in Shearing (Beginners)
9/11/18	Attended Rural Councils Victoria Executive Committee meeting in Melbourne
11/11/18	Attended Wedderburn Korong Vale RSL sub-branch sponsored Armistice Day service at Soldiers' Memorial Park in Wedderburn where I laid a wreath on behalf of Loddon Shire Council.
13/11/18	Attended Council Forum in Wedderburn
	Participated in the official opening of the Wedderburn Streetscape Project by our Mayor Cr McKinnon. At same time a Wedderburn Lions Club time capsule was buried at the footpath at Soldiers' Memorial Park, to be unearthed in 60 years.
16/11/18	Attended Rural North Central MAV regional meeting in Bendigo attended by Mayors, CEOs and MAV delegates.
16/11/18	Attended South West Loddon Pipeline Steering Committee meeting at Wedderburn. The project is progressing close to schedule and should be

	operational by mid 2019.
16/11/18	Attended Council Statutory Meeting in Pyramid Hill where our Mayor Cr McKinnon was re-elected to the position.
19/11/18	Attended Centenary of Anzac Committee luncheon and meeting at Serpentine where decisions were made about expenditure of remaining funds.
19/11/18	Chaired meeting of the Donaldson Park Committee of Management
26/11/18	Attended annual general meeting of the Wedderburn and District Harness Racing Club, where Mr Bruce Hargreaves was elected President.

RESOLUTION 2018/188

Moved: Cr Geoff Curnow

Seconded: Cr Neil Beattie

That Council receive and note the Councillors' reports

CARRIED

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
- 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.

RISK ANALYSIS

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

CONSULTATION AND ENGAGEMENT

Nil

RESOLUTION 2018/189

Moved: Cr Colleen Condliffe

Seconded: Cr Neil Beattie

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

CARRIED

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/DISCUSSIONAnnual 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.

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.

RESOLUTION 2018/190

Moved: Cr Neil Beattie

Seconded: Cr Colleen Condliffe

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

CARRIED

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

1. 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
3. approves the supplementary valuations of rateable and non-rateable properties in respect of the 2018/19 financial year, as returned by the Shire Valuer, LG Valuations Pty Ltd, and endorses them being incorporated into the Register of Rateable and Non Rateable Properties and Rate Book for 2018/19.

CONFLICT OF INTEREST

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

PREVIOUS COUNCIL DISCUSSION

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

BACKGROUND

The Finance Report for the period ended 31 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)

- 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.

RESOLUTION 2018/191

Moved: Cr Colleen Condliffe

Seconded: Cr Neil Beattie

That Council

1. 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
3. approves the supplementary valuations of rateable and non-rateable properties in respect of the 2018/19 financial year, as returned by the Shire Valuer, LG Valuations Pty Ltd, and endorses them being incorporated into the Register of Rateable and Non Rateable Properties and Rate Book for 2018/19.

CARRIED

9.4 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.

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:

Budgeted expenditure

2017/18 funds carried forward	\$ 3,548
2018/19 budget allocation	\$ 200,000

Subtotal funds available	<u>\$ 203,548</u>
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Actual expenditure

CG allocation - July 2018	\$ 141,916
CG allocation - October 2018	\$ 10,000

Subtotal – funds allocated	<u>\$ 151,916</u>
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<u>Unallocated funds available:</u>	<u>\$ 51,632</u>
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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.

RESOLUTION 2018/192

Moved: Cr Colleen Condliffe

Seconded: Cr Gavan Holt

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.

CARRIED

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

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.

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.

RESOLUTION 2018/193

Moved: Cr Gavan Holt

Seconded: Cr Colleen Condliffe

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.

CARRIED

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.

RESOLUTION 2018/194

Moved: Cr Colleen Condliffe

Seconded: Cr Neil Beattie

That the Volunteer Strategy 2018-2022 be adopted.

CARRIED

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.

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.

RESOLUTION 2018/195

Moved: Cr Colleen Condliffe

Seconded: Cr Neil Beattie

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

CARRIED

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.

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

RESOLUTION 2018/196

Moved: Cr Colleen Condliffe

Seconded: Cr Gavan Holt

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

CARRIED

10 INFORMATION REPORTS**10.1 LOCAL LAWS AND PLANNING COMPLIANCE ACTIVITY REPORT****File Number:** 04/02/012**Author:** David Price, Local Laws \ Planning Compliance Officer**Authoriser:** Glenn Harvey, Manager Development and Compliance**Attachments:** Nil**RECOMMENDATION**

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

CONFLICT OF INTEREST

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

PREVIOUS COUNCIL DISCUSSION

This is the 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/DISCUSSIONAdministrative 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.

Unightly properties

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

Table 2: Summary of unsightly properties activities

Quarter 1 (1 July 2018 – 30 September 2018)																
Town/Locality	Eddington	Rheola	Newbridge	Tarnagulla	Inglewood	Bridgewater	Wedderburn	Korong Vale	Borong	Boort	Pyramid Hill	Mitiamo	Dingee	Serpentine	Rural	Total
No. identified from previous report period	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
Progress Activities																
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 July 2018 – 30 September 2018)					
Type	No. identified from previous report period	New action commenced	PIN's issued	No. resolved during this quarter	No. currently pursuing resolution
Land use in contravention of planning scheme without a permit	4	2	0	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.

RESOLUTION 2018/197

Moved: Cr Geoff Curnow

Seconded: Cr Neil Beattie

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

CARRIED

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.

Table 1: Average timeframes for decisions

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.

RESOLUTION 2018/198

Moved: Cr Neil Beattie

Seconded: Cr Gavan Holt

That Council receive and note the planning application and permit activity report for July-September 2018.

CARRIED

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	Inspection Outcome	Number of inspections
Food Premises	Compliant*	43
	Major Non Compliance	Nil
Health Premises	Compliant*	3
Caravan Parks	N/A	Nil inspected for Quarter
Total number of inspections for reporting period		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	
Food	19	Microbiological	Satisfactory*	19
			Unsatisfactory	0
		Labelling	Satisfactory	1
			Unsatisfactory	7
Swimming Pool	0	Microbiological	Complies	0
			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.

RESOLUTION 2018/199

Moved: Cr Colleen Condliffe

Seconded: Cr Neil Beattie

That Council receive and note the Public Health activity report.

CARRIED

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/DISCUSSIONBuilding 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

Type	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.

RESOLUTION 2018/200

Moved: Cr Gavan Holt

Seconded: Cr Colleen Condliffe

That Council receive and note the Building Services Activity report.

CARRIED

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.

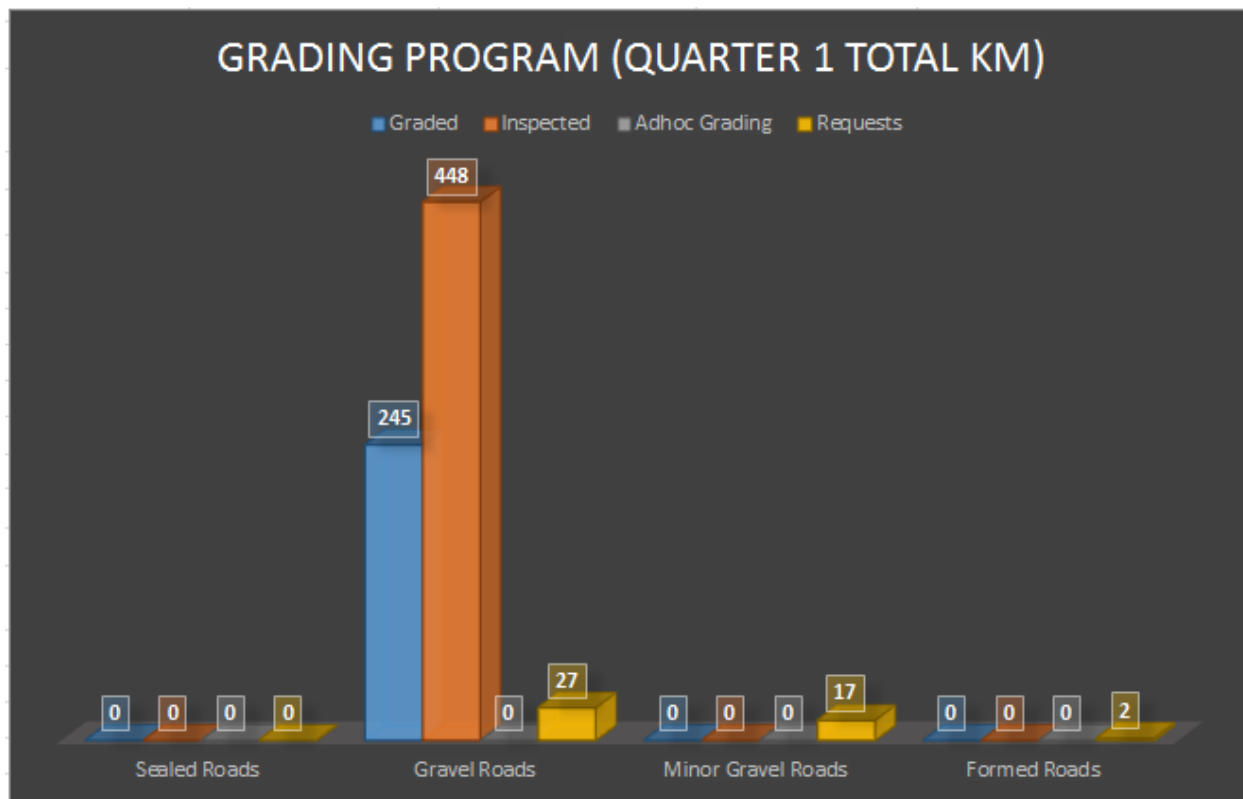
Table 3: Maintenance grading program

Quarter 1 (01/07/2018 – 30/09/2018)								
	Number 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.

RESOLUTION 2018/201

Moved: Cr Geoff Curnow
 Seconded: Cr Gavan Holt

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

CARRIED

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.

RESOLUTION 2018/202

Moved: Cr Neil Beattie

Seconded: Cr Geoff Curnow

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.

CARRIED

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:

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
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

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)
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
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

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)
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/comment = 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
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.

RESOLUTION 2018/203

Moved: Cr Neil Beattie

Seconded: Cr Colleen Condliffe

That Council note the status of the Section 86 Committees of Management.

CARRIED

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.

ISSUES/DISCUSSION

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

RESOLUTION 2018/204

Moved: Cr Colleen Condliffe

Seconded: Cr Gavan Holt

That Council appoints the persons named in this report as members of the Korong Vale Sports Centre Section 86 Committee of Management, effective immediately.

CARRIED

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.

ISSUES/DISCUSSION

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

RESOLUTION 2018/205

Moved: Cr Colleen Condliffe

Seconded: Cr Gavan Holt

That Council appoints the persons named in this report as members of the Inglewood Town Hall Hub Section 86 Committee of Management, effective immediately.

CARRIED

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.

ISSUES/DISCUSSION

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

RESOLUTION 2018/206

Moved: Cr Colleen Condliffe

Seconded: Cr Gavan Holt

That Council appoints the persons named in this report as members of the Pyramid Hill Swimming Pool Section 86 Committee of Management, effective immediately.

CARRIED

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.

ISSUES/DISCUSSION

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

RESOLUTION 2018/207

Moved: Cr Colleen Condliffe

Seconded: Cr Gavan Holt

That Council appoints the persons named in this report as members of the Donaldson Park Section 86 Committee of Management, effective immediately.

CARRIED

**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.

ISSUES/DISCUSSION

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

RESOLUTION 2018/208

Moved: Cr Colleen Condliffe

Seconded: Cr Gavan Holt

That Council appoints the persons named in this report as members of the Bridgewater on Loddon Development Section 86 Committee of Management, effective immediately.

CARRIED

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.

ISSUES/DISCUSSION

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

RESOLUTION 2018/209

Moved: Cr Colleen Condliffe

Seconded: Cr Gavan Holt

That Council appoints the persons named in this report as members of the Boort Aerodrome Section 86 Committee of Management, effective immediately.

CARRIED

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.

ISSUES/DISCUSSION

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
Ian 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

RESOLUTION 2018/210

Moved: Cr Colleen Condliffe

Seconded: Cr Gavan Holt

That Council appoints the persons named in this report as members of the Boort Park Section 86 Committee of Management, effective immediately.

CARRIED

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.

ISSUES/DISCUSSION

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

RESOLUTION 2018/211

Moved: Cr Colleen Condliffe

Seconded: Cr Gavan Holt

That Council appoints the persons named in this report as members of the Korong Vale Mechanics Hall Section 86 Committee of Management, effective immediately.

CARRIED

12 GENERAL BUSINESS**URGENT BUSINESS****RESOLUTION 2018/212**

Moved: Cr Gavan Holt

Seconded: Cr Colleen Condliffe

That the following items be treated as urgent business

CARRIED

12.1 DONALDSON PARK WATER

Cr Holt referred to an issue for the Donaldson Park Committee of Management where it has inadvertently been using potable Coliban Water for its irrigation, in addition to water from the Skinners Flat pipeline, which has incurred a significant unexpected expense.

Cr Holt undertook to ask the Committee of Management to write a letter to Council requesting financial assistance, and asked that Council agree to consider any request from the Donaldson Park Committee of Management for assistance with its unusual Coliban Water bill.

13 CONFIDENTIAL ITEMS**RESOLUTION 2018/213**

Moved: Cr Geoff Curnow
Seconded: Cr Colleen Condliffe

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

13.1 Review of confidential actions

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

CARRIED

Closing of Meeting to the Public

RESOLUTION 2018/214

Moved: Cr Colleen Condliffe
Seconded: Cr Geoff Curnow

That the meeting be closed to the public at 4.29pm.

CARRIED**RESOLUTION 2018/215**

Moved: Cr Neil Beattie
Seconded: Cr Colleen Condliffe

That Council receive and note the action sheet.

CARRIED**RESOLUTION 2018/216**

Moved: Cr Neil Beattie
Seconded: Cr Gavan Holt

That the meeting be re-opened to the public at 4.34pm.

CARRIED

NEXT MEETING

The next Ordinary Meeting of Council will be held on 11 December 2018 at Serpentine commencing at 3pm.

There being no further business the meeting was closed at 4.34pm.

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

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CHAIRPERSON