



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

Date: Tuesday, 28 May 2019
Time: 3pm
Location: Council Chambers, Serpentine

AGENDA

Ordinary Council Meeting

28 May 2019

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1 OPENING PRAYER

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

2 ACKNOWLEDGEMENT OF COUNTRY

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

3 APOLOGIES

4 DECLARATIONS OF CONFLICT OF INTEREST

5 PREVIOUS MINUTES**5.1 CONFIRMATION OF MINUTES**

File Number: 02/01/001

Author: Lynne Habner, Manager Executive and Commercial Services

Authoriser: Phil Pinyon, Chief Executive Officer

Attachments: Nil

RECOMMENDATION

That Council confirm:

1. The minutes of the Council Briefing of 23 April 2019
2. The minutes of the Ordinary Council Meeting of 23 April 2019
3. The minutes of the Council Forum of 14 May 2019

REPORT

Seeking approval of the unconfirmed minutes of the previous meetings.

6 REVIEW OF ACTION SHEET

6.1 REVIEW OF ACTIONS

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

RECOMMENDATION

That Council receive and note the action sheet.

REPORT

Refer attachment.

Outstanding	Division: Committee: Officer:	Council	Date From: Date To:
Action Sheets Report			Printed: Monday, 20 May 2019 9:25:58 AM

Outstanding actions from previous meetings

Meeting	Officer/Director	Section	Subject
Council 25/09/2018	Habner, Lynne Pinyon, Phil	Decision Reports	Bridgewater Ski Club request
RESOLUTION 2018/141			
Moved: Cr Colleen Condliffe			
Seconded: Cr Neil Beattie			
<ol style="list-style-type: none"> 1. That Council request that the CEO develop a formal arrangement for the Bridgewater Ski Club to use the existing camp kitchen at the Bridgewater Caravan Park as a judging facility to assist in hosting water ski events, addressing the following: <ol style="list-style-type: none"> (a) the arrangement will incur payment by the Ski Club to be determined as reasonable compensation for the use of the existing camp kitchen within the caravan park, on an ad hoc or permanent basis, as the case may be (b) the terms of the arrangement will not restrict the viability of a future lease of the caravan park (c) that a new camp kitchen be built for the caravan park to the same or higher standard as the existing one, on a cost-neutral basis for Council and that it be completed by 30 September 2020 (d) that until a new camp kitchen is built, the arrangement is not for exclusive use by the Ski Club, enabling caravan park patrons to have reasonable access to the existing camp kitchen (e) that appropriate conditions be included with the arrangement that the Ski Club is accountable for ensuring that the caravan park managers/lessees and patrons are not disadvantaged by the presence of the Ski Club, its members or its associated events (f) that the arrangement may be reviewed by either party with appropriate notice given. 2. That Council undertakes to the Bridgewater Ski Club to use its best endeavours to have appropriate arrangements for the use of the existing camp kitchen as a judging facility in place in order for the Club to host the Disabled World Titles in 2021 at Bridgewater. 3. That Council authorise the CEO to sign and seal any documentation required to put the arrangement in place. 			
CARRIED			
<p><i>2/10/2018 2:24:34 PM - Lynne Habner</i> Council's lawyer has been requested to prepare draft documents to put arrangements in place, for consideration and discussion with the Ski Club. DELWP has also been requested to advise what permission needs to be obtained for the arrangements involving Crown land.</p> <p><i>14/11/2018 2:40:41 PM - Lynne Habner</i> Draft documentation for agreement has been reviewed by staff and returned for further legal drafting. Awaiting second draft, which will be sent to ski club for consideration.</p> <p><i>30/11/2018 11:19:45 AM - Lynne Habner</i></p>			

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Revised draft agreements expected from lawyer next week, then they will be sent to Ski Club for consideration.
 13/12/2018 10:44:00 AM - Lynne Habner
 Draft Licence and MOU has been sent to Bridgewater Ski Club for consideration. The club is expected to provide a response to Council staff by early January.
 13/02/2019 9:09:44 AM - Lynne Habner
 Comments received from Ski Club on draft agreements 11 February 2019 - some small amendments will now be sent to lawyers for redrafting. Ski club has undertaken to design and build new camp kitchen subject to Council agreement.
 8/03/2019 3:14:13 PM - Lynne Habner
 Redrafted agreements have been sent back to Bridgewater Ski Club 1/3/19, and to DELWP for consideration of the draft licence agreement. Awaiting responses from both.
 8/04/2019 2:49:23 PM - Lynne Habner
 Discussions on draft agreements are continuing with DELWP and the ski club
 17/05/2019 11:31:07 AM - Lynne Habner
 Comments on the draft licence conditions were received from DELWP on 13 May 2019 and staff are continuing to liaise with DELWP and legal advice to determine the final draft licence for use of the existing camp kitchen.

Meeting	Officer/Director	Section	Subject
Council 26/02/2019	Gladman, Wendy Gladman, Wendy	Decision Reports	RE-OPENING PUBLIC ACCESS TO SPILLWAY RESERVE, LAANECOORIE
RESOLUTION 2019/34			
Moved: Cr Geoff Curnow			
Seconded: Cr Neil Beattie			
That Council:			
<ol style="list-style-type: none"> 1. enter into an Occupation and Maintenance licence with Goulburn Murray Water for the Laanecoorie Spillway Reserve to allow the site to be re-opened for public access 2. restrict the level of amenity provided at the site as provided in the report, namely: <ul style="list-style-type: none"> • there are currently no bins or public toilets at the site, with these items available at nearby Brownbill Reserve. It is suggested that this continues. • no other amenities, such as BBQs or shade structures are provided. • when existing seating infrastructure reaches end of life, the structures are to be decommissioned and only replaced if funding is sourced (such as Community Planning or other external funding). • review the direct expense incurred annually to respond to activities related to maintaining the site as an open public space. 			
CARRIED			
12/03/2019 11:06:28 PM - Wendy Gladman Initial contact has been made with GMW with regard to the reopening of spillway reserve. 14/04/2019 1:06:46 PM - Wendy Gladman This action item is still in progress. A draft agreement is currently being assessed by Council officers.			

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14/05/2019 9:13:07 AM - Stacey Williamson
 In progress - Tony Bellenger met with Dale Farnsworth. A new agreement is currently being drafted as the current one has no specific information regarding who is responsible for what actions in the agreement. The new agreement should be provided to Council for consideration within the next 1-2 weeks.

Meeting	Officer/Director	Section	Subject
Council 26/02/2019	Gladman, Wendy Gladman, Wendy	Decision Reports	FINALISATION OF CENTENARY OF ANZAC PROGRAM
RESOLUTION 2019/35			
Moved: Cr Geoff Curnow Seconded: Cr Colleen Condliffe			
That Council provide \$9,848 to be shared equally (\$1,969.60) by the RSL sub-branch or Historical Society representing each area of Boort, East Loddon, Pyramid Hill, Inglewood and Wedderburn to undertake a nominated local commemorative or restorative project.			
CARRIED			
12/03/2019 11:09:05 PM - Wendy Gladman A letter has been drafted advising local RSL's and Historical Societies of Councils decision, inviting project nomination and identification of the lead agency.			
14/04/2019 1:07:26 PM - Wendy Gladman This action item is still in progress. A letter has been forwarded to RSL and Historical Societies.			
13/05/2019 3:14:04 PM - Stacey Williamson In progress - a letter was sent on 26/04/2019 to the RSL Sub-branch and Historical Societies regarding the allocation of the remaining funds. We are yet to hear back from any of the organisations.			

Actions completed since last meeting

ACTION NUMBER	COUNCIL MEETING	REF	DIRECTORATE	OFFICER
9	28/5/12	9.2	Operations	Manager Technical Services
ACTION				
That Council:				
1. Develop a process for the identification and prioritisation of minor community infrastructure projects which will allow for a structured approach in providing in-principle or financial support for external funding applications.				
COMMENTS				
12/11/14: Action item has been amended following completion of the BRIC gymnasium development project utilising "Putting Local's First" funding. Elements of this action have been simplified to exclude those relating to the BRIC project and focusing now on the remaining action element being the development of operational guidelines for				

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receiving, prioritising and applying for external funding in respect to minor community infrastructure projects.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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Action Sheets Report

priority.

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

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

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

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

03/12/2018: The draft has been reviewed and is being finalised for the Policy Review Group to consider. It is expected to be presented to the Council Forum in March 2019 for discussion.

07/01/2019: Draft of Project Prioritisation and Identification procedure has been forwarded to Policy Review Group to consider. Once received back, it will then be forwarded to MEG for review.

11/02/2019: Draft Project Prioritisation and Identification procedure has been forwarded to Director Operations for review and MEG's consideration.

12/03/2019: MEG has reviewed the document and made a number of recommendations. Adjustments to the document are currently being made before representation to MEG. Once MEG has finalised the draft it can then be presented to Council.

10/04/2019: Following feedback from MEG the document has been updated and will be provided to MEG for agreement on the draft before it will be presented to Council at the next available Forum.

14/05/2019: Item finalised. The Community infrastructure project eligibility and prioritisation procedure has been presented to Council at its May Forum held on Tuesday 14 May 2019. The procedure and accompanying tool will be adopted for use by staff.

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

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

COMMENTS

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

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

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toilets.

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

11/09/15: Manager Policy & Strategy is finalising both the Urban Drainage Asset Management and Road Asset Management Plans. Following completion of these strategies focus shall be placed upon the revision of the Building Asset management Plan. Due to delays in progress with the development of the UDAMP and RAMP, work on the BAMP is now scheduled to commence in November 2015.

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

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

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

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

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

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

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

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

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

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

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

02/08/2017: No further action.

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- 11/09/2017:** New Assets and Building Co-ordinator has commenced and will prioritise as matter of urgency.
- 17/10/2017:** A draft of the Building Asset Management Plan is planned to be presented to Council December meeting.
- 14/11/2017:** With the successful recruitment of Assets and Buildings Coordinator, revision of Council's Building Asset Management Plan is underway as per the recommendation of review undertaken in 2016/17. Financial information on Council owned buildings has been finalised and officers are currently working on the level of service for building assets. Once finalised, the data will be uploaded into the Asset Management system to identify Council's annual liability and renewal need and as such the draft BAMP will then be presented to Loddon Leaders and MEG for endorsement before presenting to Council for public comments.
- 06/12/2017:** Draft preparation in progress.
- 10/01/2018:** Preparation of draft BAMP is in progress.
- 09/02/2018:** Council's Assets and Buildings Coordinator is currently working on the draft Building Asset Management Plan and Manager Technical Services and Director Operations will subsequently review the plan and then forward it to Loddon Leaders, MEG and with the intention of presenting it to Council at the May 2018 Forum .
- 19/03/2018:** Due to a recent staff departure, this action will be delayed.
- 03/05/2018:** Recruitment of the Assets and Buildings Coordinator is in progress and the action will be progressed as a priority.
- 04/06/2018:** An update on progress of BAMP is being presented at the June 2018 Council forum.
- 09/07/2018:** An update on the progress of BAMP was presented at the June 2018 Council forum. With the finalisation of recruitment of Assets and Buildings Coordinator, this action will be progressed as a priority.
- 03/08/2018:** Newly recruited Assets and Buildings Coordinator has already started working on the draft BAMP and has engaged with the consultant to explore a number of different financial modellings. The project has been tasked to the Assets and Buildings Coordinator as a top priority.
- 14/09/2018:** A draft of the BAMP has been completed and is now going through the editing process before presentation to Council.
- 09/10/2018:** A draft of the BAMP has been circulated to the Loddon Leaders for review, with responses to be received by 2 November 2018.
- 15/11/2018:** Comments received from the review by Loddon Leaders' is being collated. Once necessary changes are made, it will be forwarded to the Policy Review Group and then MEG for endorsement. It is expected to be presented to Council in February 2019.
- 03/12/2018:** Comments received from the review by Loddon Leaders' are being collated. A paper is expected to be presented at the January or February 2019 Council Forum for preliminary discussion with the Council.
- 07/01/2019:** The draft BAMP has been forwarded to the Policy Review Group for review and will then be provided to MEG for endorsement before being provided to Council. It is anticipated that it will be presented to Council at the March Forum.
- 11/02/2019:** The draft BAMP has been forwarded to Director Operations for review and MEG's consideration for endorsement.
- 12/03/2019:** MEG are in the process of reviewing the draft BAMP. Following MEG's review, it will be presented to Council for adoption.
- 10/04/2019:** MEG has completed its review of the draft BAMP and the document is being prepared for presentation to Council for review at the May Council Forum.
- 14/05/2019: Action finalised.** The revised BAMP was presented to Council at its May Forum held on Tuesday 14 May 2019. The revised BAMP now covers all building under Council control.

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Meeting	Officer/Director	Section	Subject
Council 26/03/2019	Habner, Lynne Pinyon, Phil	New Item	Property in Pyramid Hill
<p>RESOLUTION 2019/67</p> <p>Moved: Cr Cheryl McKinnon Seconded: Cr Geoff Curnow</p> <p>That Council investigate the potential for Council to purchase and subdivide the land available for purchase in Pyramid Hill (being sold by Lipps Bulk Super Investments Pty Ltd), including the costs to Council for acquisition and development, and the availability of other vacant residential land in Pyramid Hill, and provide a report to a future Council meeting.</p> <p style="text-align: right;">CARRIED</p> <p><i>8/04/2019 2:48:00 PM - Lynne Habner</i> An initial report is being submitted to the April Council meeting. <i>13/05/2019 1:11:57 PM - Lynne Habner</i> Action completed by: Habner, Lynne Completed. Refer to action for May 2019 meeting.</p>			

Meeting	Officer/Director	Section	Subject
Council 23/04/2019	Morrison, Sharon Morrison, Sharon	Decision Reports	Child Safe Standards
<p>RESOLUTION 2019/76</p> <p>Moved: Cr Geoff Curnow Seconded: Cr Colleen Condliffe</p> <p>That Council adopt the Loddon Shire Council:</p> <ol style="list-style-type: none"> 1. Child Safe Standards Framework version 1 and 2. Child Safe Standards Policy version 1. <p style="text-align: right;">CARRIED</p> <p><i>3/05/2019 3:54:44 PM - Sharon Morrison</i> Action completed by: Morrison, Sharon</p>			

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Framework and policy have been processed.

Meeting	Officer/Director	Section	Subject
Council 23/04/2019	Caserta, Deanne Morrison, Sharon	Decision Reports	Review of Rating Strategy 2017-2021
RESOLUTION 2019/77			
Moved: Cr Geoff Curnow			
Seconded: Cr Colleen Condliffe			
That Council adopts the Rating Strategy 2017-2021 v2.			
CARRIED			
<i>3/05/2019 9:14:24 AM - Deanne Caserta</i>			
Action completed by: Caserta, Deanne			
Document sent for finalisation			

Meeting	Officer/Director	Section	Subject
Council 23/04/2019	Caserta, Deanne Morrison, Sharon	Decision Reports	Finance Report for the period ending 31 March 2019
RESOLUTION 2019/78			
Moved: Cr Neil Beattie			
Seconded: Cr Gavan Holt			
That Council			
<ol style="list-style-type: none"> 1. receives and notes the Finance Report for the period ending 31 March 2019 2. approves budget revisions included in the report for internal reporting purposes only. 			
CARRIED			
<i>3/05/2019 9:13:42 AM - Deanne Caserta</i>			
Action completed by: Caserta, Deanne			
For information only, budget revisions noted			

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Meeting	Officer/Director	Section	Subject
Council 23/04/2019	Caserta, Deanne Morrison, Sharon	Decision Reports	Advertisement of the 2019/20 Draft Budget
<p>RESOLUTION 2019/79</p> <p>Moved: Cr Colleen Condliffe Seconded: Cr Neil Beattie</p> <p>That Council:</p> <ol style="list-style-type: none"> 1. advertise the Draft Budget in accordance with Section 129 of the Local Government Act 1989 2. adopt the proportion of rates raised within various valuation categories as follows: <ul style="list-style-type: none"> Rural Production to have a differential rate 12% lower than the General (Residential, Commercial and Other) differential rate 3. agree that the above distribution of rates raised demonstrates fairness and equity across the municipality 4. implement a differential rate to be struck between categories of Rural Production and General as follows: <ul style="list-style-type: none"> • General (Residential, Commercial and Other) - 0.004074 Cents in the Dollar of Capital Improved Value • Rural Production - 0.003585 Cents in the Dollar of Capital Improved Value 5. apply a Municipal Charge of \$217 to all properties, except where an exemption has been granted for a Single Farm Enterprise under the Local Government Act 1989 6. apply a Garbage Charge of \$280 per Residential Garbage Service (140 Litre Bin) and \$380 per Commercial Garbage Service (240 Litre Bin) 7. apply a Kerbside Recycling Service Charge of \$106 per service (240 Litre Bin) 8. update the Strategic Resource Plan for the Council Plan 2017-21 with the current information contained in the Budget, in line with the Local Government Act 1989 and the Local Government (Planning and Reporting) Regulations 2014 requirements 9. advertise in conjunction with the Draft Budget the 2019/20 the Fees and Charges Schedule as per the March 2019 Council Meeting resolution. <p style="text-align: right;">CARRIED</p> <p><i>3/05/2019 9:14:11 AM - Deanne Caserta</i> Action completed by: Caserta, Deanne Advertisement underway, document placed on website and located in centres where required</p>			

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Meeting	Officer/Director	Section	Subject
Council 23/04/2019	Morrison, Sharon Morrison, Sharon	Decision Reports	Working with Children Check Policy for adoption
<p>RESOLUTION 2019/80</p> <p>Moved: Cr Colleen Condliffe Seconded: Cr Geoff Curnow</p> <p>That Council adopts the Working with Children Check Policy version 1.</p> <p style="text-align: right;">CARRIED</p> <p><i>3/05/2019 3:54:56 PM - Sharon Morrison</i> Action completed by: Morrison, Sharon Policy has been processed.</p>			

Meeting	Officer/Director	Section	Subject
Council 23/04/2019	Morrison, Sharon Morrison, Sharon	Decision Reports	Rural Council Transformation Program
<p>RESOLUTION 2019/81</p> <p>Moved: Cr Geoff Curnow Seconded: Cr Colleen Condliffe</p> <p>That Council:</p> <ol style="list-style-type: none"> 1. Notes the resolutions relating to the Rural Council Transformation Program from the Council Meeting on 26 March 2019 2. Notes the submission of the Addendum (six-council scenario) to the business case 3. Approves implementation by Loddon Shire Council of the project(s) / initiative(s) within the submitted business case and addendum, subject to the application being approved for RCTP funding. <p style="text-align: right;">CARRIED</p> <p><i>3/05/2019 3:55:38 PM - Sharon Morrison</i></p>			

Outstanding	Division: Committee: Officer:	Council	Date From: Date To:
Action Sheets Report			Printed: Monday, 20 May 2019 9:25:58 AM

Action completed by: Morrison, Sharon
Horsham Rural City Council have been provided with a copy of the resolution for forwarding to Local Government Victoria

Meeting	Officer/Director	Section	Subject
Council 23/04/2019	Morrison, Sharon Morrison, Sharon	Decision Reports	Audit Committee Remuneration 2019-20 Report
RESOLUTION 2019/82			
Moved: Cr Colleen Condliffe Seconded: Cr Neil Beattie			
That Council:			
<ol style="list-style-type: none"> increases the quarterly remuneration paid to independent members of the Audit Committee to \$475, effective the quarter commencing 1 May 2019 maintains payment of an extra quarter remuneration to the Chair during a one year term maintains a travel reimbursement for independent members of the Audit Committee, paid at the rate that Councillors are reimbursed for travel. 			
CARRIED			
3/05/2019 3:56:07 PM - Sharon Morrison			
Action completed by: Morrison, Sharon Letters have been sent to committee members and payment will be made following the May committee meeting.			

Meeting	Officer/Director	Section	Subject
Council 23/04/2019	Stobaus, Allan Gladman, Wendy	Decision Reports	ADVERTISING THE DRAFT ACTIVATING OPEN SPACES STRATEGY FOR PUBLIC COMMENT
RESOLUTION 2019/83			
Moved: Cr Gavan Holt Seconded: Cr Geoff Curnow			
That Council resolve to advertise the draft Activating Open Spaces Strategy for public comment.			
CARRIED			
15/05/2019 2:54:24 PM - Allan Stobaus			
Action completed by Stobaus, Allan Activating Open Spaces Document has been advertised for public comment. The closing date for comments of feedback is 27 May 2019.			

7 MAYORAL REPORT

7.1 MAYORAL REPORT

File Number: 02/01/001

Author: Lynne Habner, Manager Executive and Commercial Services

Authoriser: Phil Pinyon, Chief Executive Officer

Attachments: Nil

RECOMMENDATION

That Council receive and note the Mayoral Report

REPORT

The Mayor will present a report at the meeting.

8 COUNCILLORS' REPORT

8.1 COUNCILLORS' REPORTS

File Number: 02/01/001

Author: Lynne Habner, Manager Executive and Commercial Services

Authoriser: Phil Pinyon, Chief Executive Officer

Attachments: Nil

RECOMMENDATION

That Council receive and note the Councillors' reports

REPORT

Each Councillor will present a report at the meeting.

9 DECISION REPORTS**9.1 APPOINTMENT OF AUDIT COMMITTEE CHAIR FOR 2019**

File Number: 06/02/003
Author: Sharon Morrison, Director Corporate Services
Authoriser: Phil Pinyon, Chief Executive Officer
Attachments: Nil

RECOMMENDATION

That Council endorses the Audit Committee's recommendation to appoint [insert name] as Audit Committee Chair to 28 February 2020 or the date of the Ordinary Meeting of Council in February 2020 where a resolution for appointment of Chair for the new term will be made, whichever is the earlier.

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 26 February 2019, Mr Ken Belfrage was appointed chair of the Audit Committee for 2019.

BACKGROUND

The Audit Committee Charter v6 at 5.2(g) states:

- (a) At the first Audit Committee meeting each year an election of Chair from the external members of the committee will be held.

At the first Council Meeting following the election, the Chair will be appointed by Council on advice of the committee.

The term of the new chair will commence at the conclusion of the current Chair's term, and will be for a period of 12 months.

ISSUES/DISCUSSION

Mr Belfrage's term as a community member of the Audit Committee finished at the end of April 2019. A recruitment process took place and another member was appointed.

At the Audit Committee meeting on 23 May 2019, the Audit Committee recommended the appointment of [insert name] as the new Audit Committee chair.

This report seeks Council's approval of the committee's recommendation that [insert name] be Chair of the Audit Committee.

COST/BENEFITS

The chair of the Audit Committee receives an additional payment per year equivalent to one meeting attendance allowance.

RISK ANALYSIS

Appointment of the Chair by Council will ensure compliance with the Audit Committee's Charter.

Appointment of an external member of the committee as Chair is in line with good governance principles, and increases transparency and accountability of the committee.

CONSULTATION AND ENGAGEMENT

The Audit Committee has been consulted in the preparation of this report.

9.2 PLANNING APPLICATION 5377: THE USE OF LAND FOR MATERIALS RECYCLING

File Number: 13/02/004

Author: Alexandra Jefferies, Planning Officer

Authoriser: Glenn Harvey, Manager Development and Compliance

Attachments: 1. **DECISION REPORT 5377: THE USE OF LAND FOR MATERIALS RECYCLING**

RECOMMENDATION

That Council determines to issue a notice of decision to approve planning application 5377 for the use of the land for material recycling (scrap metal) subject to conditions.

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

There have been no previous Council discussions on this matter.

BACKGROUND

Application 5377- for the use of land for materials recycling (scrap metal) is being put forth for a consideration and a decision by Council.

The subject site is located approximately 9.41 km to the north west of the Wedderburn Township at the corner of the Calder Highway and Turnbolls Road. The site is approximately 4.60 ha in size and is within the Farming Zone with no overlays. The site currently contains a single dwelling and is used to store a large amount of scrap metal including car bodies.

This application has been made following the investigation of a compliance matter raised with Council Officers. The investigation involved both Council Officers as well as Environmental Protection Agency staff. The use of the site requires planning approval to permit the ongoing use of the land for material recycling.

Please refer to the attachment for the full recommendation and decision report associated with the above application.

ISSUES/DISCUSSION

Under the Planning and Environment Act 1987 (the Act) the Minister of Planning delegates a municipal council power to become the planning authority for any planning scheme in force in its municipal district.

A municipal council is obligated to enforce and administer the relevant Planning Scheme and must use the Scheme to determine applications which are put forth to the council.

For Council the Loddon Planning Scheme is the relevant Planning Scheme which must be used by Council when determining applications.

Council has delegated authority to its Planning officer to determine outcomes of applications, however it is custom for the Council to make the final determination for applications which:

- receive one or more public objection and/or
- are to be recommended for refusal by the Planning officer.

In the case of this application Council has received two objections as the result of the public notification process, pursuant to Section 52 of the Planning and Environment Act 1987. Notices were sent to owners and occupiers of adjoining land as well as land opposite and surrounding the site.

COST/BENEFITS

There are various cost associated with having a delegated Planning Officer consider an application and make a recommendation as well as with the time of the Councillors to consider this recommendation.

The benefits associated with this cost are the ability for Council to fulfil its requirement under law and provide the community with a statutory service that delivers well managed and appropriate development.

In the specific instance of this application, following investigation into this matter and the subsequent submission of the planning application, Council is provided with the opportunity to assess the appropriateness of the land use for material recycling. It will also provide all stakeholders with clarity for the ongoing use of the land.

RISK ANALYSIS

The risks of Council not fulfilling its statutory obligation under the Act include:

- 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.

CONSULTATION AND ENGAGEMENT

Please refer to the decision report for further detail on the application.

LODDON SHIRE COUNCIL

DECISION REPORT 5377: THE USE OF LAND FOR MATERIALS RECYCLING



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SUMMARY

Application Number: 5377

Applicant: Tony Hansen

Subject Land: 1179 Calder Highway

Owner: Anthony Hansen & Sue Mitchell

Zone: Farming Zone

Overlay(s): Nil

Existing use: Residential use

Proposal: Use of the land for material recycling (scrap metal)

The following dot points provide a summary of the application:

- The application was lodged on 29 June 2018 proposing the use of the land to store scrap metal at 1179 Calder Highway, Wedderburn.
- The application has been advertised to surrounding land owners; a total of 2 objections have been received.
- The application was lodged as a result of enforcement action taken by Loddon Shire Planning Compliance Officer and the Officer for Protection of the Local Environment (OPLE).

1 RECOMMENDATION

That the Responsible Authority having considered all matters which the Planning and Environment Act, 1987, requires it to consider, decides to issue a Notice of Decision to grant a planning permit for the use of the land for materials recycling (scrap Metal) subject to the following conditions:

- 1) The use allowed by this permit as shown on the endorsed plan(s) and/or described in the endorsed documents must not be altered or modified (for any reason) except with the prior written consent of the Responsible Authority.
- 2) The use of land including but not limited to the following must not negatively affect the amenity of the surrounding area to the satisfaction of the Responsible Authority:
 - a. the transportation of materials, goods or commodities to or from the land
 - b. emissions of noise
 - c. waste water products
 - d. nuisance dust or airborne particles.
- 3) The site may contain a maximum of two (2) stockpile of materials stored in association with the use allowed by this permit.
- 4) The scrap metal stockpiles must not individually exceed the following size:
 - a) 10 metres in length
 - b) 4 metres in height
 - c) 10 metres in width
- 5) Each stockpile must be separated by a minimum of 10 metres.
- 6) The site must not be open to the public for the purpose of selling materials stored on the site in association with the use allowed by this permit.
- 7) The storage of scrap metal associated with the use allowed by this permit is limited to the storage area shown on the endorsed plans.
- 8) The operating hours including transportation of materials (associated with the use allowed by this permit) into and from the site may only occur between the following times:
 - a) 7 am to 8 pm, Monday to Friday
 - b) 8 am to 7 pm, Saturday, Sunday and public holidays.
- 9) No scrap metal and/or car bodies are permitted to be located within the watercourse.

Environmental Protection Agency (EPA)

- 10) Effective noise levels from the use of the premises must not exceed the recommended levels as set out in Noise from Industry in Regional Victoria (NIRV; EPA Publication 1411, 2011) or as amended.
- 11) Nuisance dust and/or nuisance airborne particles must not be discharged or emitted beyond the boundaries of the premises
- 12) Surface water discharge from the premises must not be contaminated with waste.
- 13) No litter is to be deposited beyond the boundaries of the premises.

- 14) The standard of operation at the premises must be consistent with EPA Publication IWRG642 Industrial Waste Resource Guidelines – Motor Vehicle Repair and Service Premises 2009 or as amended.
- 15) Combustible recyclable and waste material, as defined in the guideline Management and Storage of Combustible Recyclable and Waste Materials, EPA publication 1667.2 or as amended, must only be stored for transfer, sale, sorting, reuse, recycling, reprocessing or energy recovery
- 16) All recyclable and waste material must be managed and stored on site in a manner that minimises risks to human health and environment from fire and in accordance with the guideline Management and Storage of Combustible Recyclable and Waste Materials, EPA Publication 1667.2, or as amended.

Permit notes:EPA

- a) The permit operator (occupier) must comply with the Waste Management Policy (Combustible Recyclable and Waste Materials), as published in Government Gazette No. S397 on 28 August 2018 to ensure that combustible and recyclable waste materials are managed and stored in a manner that minimises the risks of harm to human health and environment. Non-compliance with this policy could lead to sanctions under the Environment Protection Act 1970.
- b) Non-compliance with this interim policy could lead to sanctions under the Environment Protection Act 1970.
- c) The recommended noise levels as set out in NIRV are as follows:
Day: 46 dB(A)
Evening: 41 dB(A)
Night: 36 dB(A)

2 DISCUSSION

2.1 The Site & Locality

The subject site is located approximately 9.41 km to the north west of the Wedderburn Township at the corner of the Calder Highway and Turnbolls Road. The site is approximately 4.60 ha in size and is within the Farming Zone with no overlays. The site currently contains a single dwelling and is used to store a large amount of scrap metal including car bodies.

2.2 Site History

The subject site has been used to store scrap metal contrary to the Planning Scheme for a number of years. A historical application was made; at that time the use of the land for such purposes was prohibited by the scheme and the application was refused.

The scheme has since been amended to allow industrial uses within the Farming Zone to occur if a planning permit is issued by the Responsible Authority.

Recently Council's Local Laws/Planning Compliance Officer and the OPLE Officer investigated the property due to concern that the amount of scrap metal and car bodies stock piled on the property was becoming a fire hazard and an environmental issue.

The land owner was encouraged to apply for a planning permit so the suitability of the use can be considered. The owner has worked with the OPLE Officer and EPA to reduce the amount of scrap on the site to a level compliant with EPA guidelines.

2.3 Proposal

The application is proposing the use of the land for materials recycling (retrospectively). This entails the bringing of scrap metal onto the property and unloading with an excavator, storing it and then on selling to a third party for processing. The property has access via Turbulls Road (Gravel Minor) and the Calder Highway (Road Zone Category 1). Access to the property in relation to the use of the land for materials recycling is via Turnbolls Road (the applicant has confirmed that the Calder access way is too small and therefore cannot be used). There are approximately 2 vehicle movements per day related to the use; the applicant has suggested that this does not occur every day.

The scrap metal pile is located within the southern corner of the property approximately 115 metres from the northern (front boundary). The property is not proposed to be open to the public to buy or sell scrap metal.

2.4 Loddon Planning Scheme

2.4.1 Zone

The subject site is within the Farming Zone. Clause 37.05 of the scheme states that the purpose of the Farming Zone is:

To implement the Municipal Planning Strategy and the Planning Policy Framework.

To provide for the use of land for agriculture.

To encourage the retention of productive agricultural land.

To ensure that non-agricultural uses, including dwellings, do not adversely affect the use of land for agriculture.

To encourage the retention of employment and population to support rural communities.

To encourage use and development of land based on comprehensive and sustainable land management practices and infrastructure provision.

To provide for the use and development of land for the specific purposes identified in a schedule to this zone.

2.4.2 Overlays

There are no overlays coving the site.

2.4.3 Permit trigger

Clause 73.04 of the scheme contains the Nesting Diagram of the Loddon Scheme. 'Materials recycling' is nested under 'industry'.

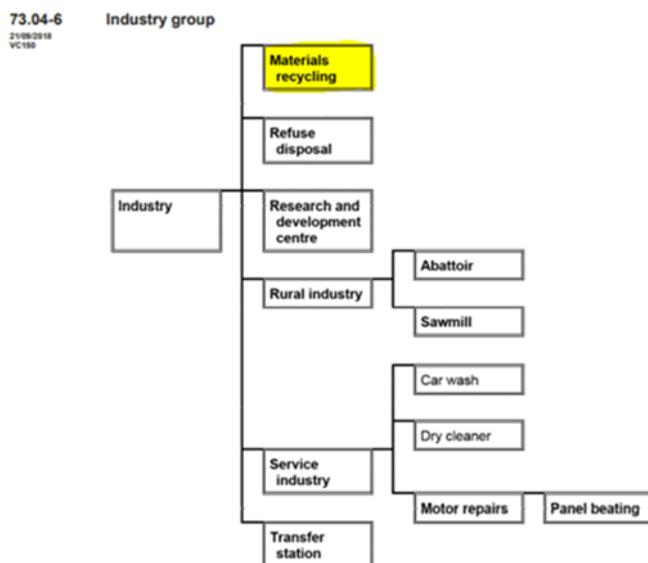


Figure 1: Industry group nesting diagram Source: Loddon Planning Scheme

Within the Farming Zone 'industry' is a section 2 (permit required) use. Therefore a planning permit is required to conduct the use.

2.4.4 Restrictive Covenant

No restrictive covenants exist on this site.

2.4.5 Planning Policy Framework

The following section gives consideration to the relevant sections of the Planning Policy Framework for this application.

Clause 14.01-1S Protection of agricultural land

Objective

To protect the state's agricultural base by preserving productive farmland.

Strategies

Identify areas of productive agricultural land, including land for primary production and intensive agriculture.

Avoid permanent removal of productive agricultural land from the state's agricultural base without consideration of the economic importance of the land for the agricultural production and processing sectors.

Protect productive farmland that is of strategic significance in the local or regional context.

Protect productive agricultural land from unplanned loss due to permanent changes in land use.

Prevent inappropriately dispersed urban activities in rural areas.

Limit new housing development in rural areas by:

- Directing housing growth into existing settlements.
- Discouraging development of isolated small lots in the rural zones from use for dwellings or other incompatible uses.
- Encouraging consolidation of existing isolated small lots in rural zones.

2.4.6 Local Planning Policy Framework

The following section gives consideration to be the relevant sections of the Local Planning Policy Framework for this application.

Clause 22.05 Development in rural areas

This policy applies to the Farming Zone and the Rural Conservation Zone.

Objectives

- To protect the natural and physical resources upon which agricultural industries rely.
- To support the ongoing viability of existing farms. To maintain farmland in productive agricultural use.
- To promote the development of new and diverse agricultural industries, fulfilling the potential of existing infrastructure.
- To prevent land use conflicts between sensitive uses and agricultural uses.
- To ensure that new use and development in the Shire is not prejudicial to agricultural industries or the productive capacity of the land.
- To encourage the most productive and sustainable uses of water and soil in the Shire.
- To ensure that development in rural areas does not compromise landscapes of significant value.
- To encourage safety from structure fires and bushfires.

2.5 Referrals

Table 1: Internal referral to Local Laws/Planning Compliance

Response:	<p>I confirm that I have met on site with the applicant, which then prompted the planning application. I have no objection to a planning permit being issued, subject to conditions.</p> <p>Conditional matters relate to:</p> <ul style="list-style-type: none"> • Visual/unsightly impact all items to be kept in a sorted, organised, neat and tidy manner. Fencing and/or screening of the scrap material area to be provided to screen off visual impact from the area. Trees, shrubs/bushes etc. may be part of this to soften the screening. A landscape and fencing plan will need to be submitted and approved as part of the development. • Volume of material/size of stockpiles the materials need to be sorted and stacked in suitably sized piles. The site needs to be managed and maintained in accordance with EPA publication 1667, August 2017 (or any subsequent update going forward) "Management and Storage of Combustible Recyclable and Waste Materials – Guideline".
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	<ul style="list-style-type: none"> • Fire safety/risk management ensure proper access for emergency vehicles in the event of fire or other emergency. I.e. entry into the property and ability to drive around the site to attend to a fire etc. I'll be guided by CFA for any provision of a water supply tank for fire fighting on site deemed necessary. • Dust control/management ensure dust is appropriately controlled/suppressed by watering access roads periodically and as required. • Hours of operation/potential for noise nuisance business hours aren't specified. Hours of operation should be typical business hours to ensure potential for noise nuisance is properly managed. • Litter/waste management materials need to be contained on site with no emissions or blowing of materials off the site.
<p>Planning officer response: The matters raised by the Local Laws/Planning Compliance Officer are considered to be manageable via permit conditions if a permit was to be issued.</p>	

Table 2: External referral to VicRoads

Response:	VicRoads had no comment to make in relation to the application.
Planning Officer response: Nil	


Table 3: External referral to Grampians Wimmera Mallee Water

Response:	GWM Water does not object to a planning permit being granted and does not require conditions to be placed on the permit.
Planning Officer Comment: Nil	

Table 4: External referral to Country Fire Authority (CFA)

Response:	CFA does not object to a planning permit being granted and does not require conditions to be placed on the permit.
Planning Officer Comment: Nil	

Table 5: External referral to Environmental Protection Agency (EPA)

Response:	<p>RE: PLANNING PERMIT APPLICATION: 5377 PROPOSAL: Use of the land for material recycling (scrap metal and car bodies). PREMISES ADDRESS: 1179 CALDER HWY, WEDDERBURN VIC 3518</p> <p>Thank you for your correspondence in relation to the above planning permit application, referred to EPA on 18/07/2018.</p> <p>EPA is a statutory referral authority under Section 55 of the Planning and Environment Act 1987.</p> <p>EPA has no objections to Council issuing a planning permit for the above application, subject to the following conditions and permit note being included:</p> <ul style="list-style-type: none"> • Effective noise levels from the use of the premises must not exceed the recommended levels as set out in Noise from Industry in Regional Victoria (NIRV; EPA Publication 1411, 2011) or as amended. • Nuisance dust and/or nuisance airborne particles must not be discharged or emitted beyond the boundaries of the premises • Surface water discharge from the premises must not be contaminated with waste. • No litter is to be deposited beyond the boundaries of the premises. • The standard of operation at the premises must be consistent with EPA Publication IWRG642 Industrial Waste Resource Guidelines – Motor Vehicle Repair and Service Premises 2009 or as amended. • Combustible recyclable and waste material, as defined in the guideline Management and Storage of Combustible Recyclable and Waste Materials, EPA publication 1667 or as amended, must only be stored for transfer, sale, sorting, reuse, recycling, reprocessing or energy recovery • All recyclable and waste material must be managed and stored on site in a manner that minimises risks to human health and environment from fire and in accordance with the guideline Management and Storage of Combustible Recyclable and Waste Materials, EPA Publication 1667, or as amended. <p>Permit note: Additionally, EPA brings your attention to the duties of the operator to take reasonably practical steps to minimise risks of harm from pollution and waste. The Victorian Government has recently declared (29 August 2017) under section 18B of the Environment Protection Act 1970, an Interim Waste Management Policy which requires facilities to store materials in a manner that minimises risk to human health and the environment. It outlines the requirements for appropriate storage of recyclable materials, requires a risk assessment by operators, and compliance with fire services guidelines.</p> <p>Non-compliance with this interim policy could lead to sanctions under the Environment Protection Act 1970.</p> <p>The recommended noise levels as set out in NIRV are as follows: Day: 46 dB(A) Evening: 41 dB(A) Night: 36 dB(A)</p> <p>Additionally, Council should consider confirming or restricting operating hours of the site to ensure sensitive receptors are not affected.</p> <p>If you need additional information or assistance, please contact our Assessing Officer, Kaylee Thompson on 1300 EPA VIC (1300 372 842).</p> <p>Yours sincerely</p>  <p>Paul Ratajczyk Acting Regional Manager North West Region EPA Victoria</p>
Planning Officer Comment: These conditions are enforceable via planning permit.	

2.6 Public notification

The application is **not** exempt from the notice requirement. Pursuant to Section 52 of the Planning and Environment Act 1987 the following forms of advertising were undertaken:

- Notices were sent to owners and occupiers of adjoining land (including opposite and surrounding).

Two objections have been received in response to the application. The matters raised in the objections are summarised below and have been responded to by the Planning Officer.

The following matters were raised in the objection(s):

- Lack of detailed application material including details such as amount of scrap metal to be stored, type of scrap metal, maximum length of time metal will be stored

The following is the Planning Officer's response to the matters raised in the objection(s).

- The EPA has required that the premise be run in accordance with the 'Industrial Waste Resource Guidelines – Motor Vehicle Repair and Service Premises 2009' or as amended and the 'Management and Storage of Combustible Recyclable and Waste Materials, EPA publication 1667.2' or as amended.
- These guidelines specify the types of materials which can be stored on site and provide guidance on the ways in which waste associated with this type of storage facility must be managed on site and disposed of.
- These matters have also been considered in the implementation of the permit conditions at the beginning of this report.

The following matters were raised in the objection(s):

- Impacts on surrounding farm land and the sites possible use for farming in the future
- The use is not compatible with the Farming Zone.

The following is the Planning officer's response to the matters raised in the objection(s).

- The use of land within the Farming Zone for industry is a permit required use. The proposal must be assessed against the purpose of the Farming Zone and the relevant state and local planning policies.
- The proposed use of the land is not considered to be of such magnitude that it will detrimentally impact on the surrounding farming activity.
- The use is likely to effectively remove the subject site from farming activity for the lifetime of the use; however due to the small size of the site, the existing dwelling and the location of the dam that the site is unlikely to be viable piece of farming land in the future.

The following matters were raised in the objection(s):

- Environmental impacts from the scrap metal being stored on the property
- Pollution of water quality and run off from the storage of materials containing toxins

The following is the Planning Officer's response to the matters raised in the objection(s).

- The operator of the site is required to conduct the use of the site in accordance with the prescribed EPA guidelines.
- Council has an EPA OPEL Officer working within council who is able to provide the technical support and knowledge to ensure that the use is being conducted in accordance with the guidelines.

The following matters were raised in the objection(s):

- Negative amenity impacts including impacts on views and general unsightliness

The following is the Planning Officer's response to the matters raised in the objection(s).

- The site is located within the Farming Zone in which agriculture is the main activity. Some residential dwellings are located within the Farming Zone however the level of amenity, including views, noise, odours etc. are often compromised by both farming and non-farming uses.
- The site is also considered to provide adequate screening to the main stockpile- the visual impact of the materials from the road is considered to be of a similar nature to that of farm machinery/old farm machinery commonly displayed within rural areas.

The following matters were raised in the objection(s):

- Impact on unsealed Turnbolls Road as a result of machinery and trucks access the property- particularly during wet weather.

Planning Officer response to objection

- The applicant has indicated that the majority of the work received comes from the Charlton direction and that the Calder is the main transport route, once turned off the Calder onto Turnbolls Road access to the property is located approximately 166 metres from the intersection.
- The applicant has indicated that at maximum there would be 2 vehicle movements (excavator) a day as a result of the use.
- This is not considered to have a major impact on Turnbolls Road. The scheme does not require the use of materials recycling facility have all-weather access.

3 ASSESSMENT

As the application is a section two use within the Farming Zone it is required to be assessed against the relevant points within the Local Planning Policy and clause 35.07 Farming Zone.

Clause 35.07 Farming Zone states that a number of issues should be considered when a permit required use is being assessed. These include the compatibility of the use with surrounding land uses, the possible impact of the use of the subject site and surrounding land for farming, the impact on soil and water quality and the impact on flora and fauna on and surrounding the site.

The proposed materials recycling land use is considered to be a compatible use within the Farming Zone. The proposed use is regarded to be of an acceptable scale and is not considered to have detrimental impacts on the subject site or the surrounding land uses. The storage of the materials is required to be undertaken in accordance with EPA guidelines in order to avoid environmental impacts; with Council's EPA OPEL Officer implementation and compliance with these guidelines is regarded to be achievable.

4 CONCLUSION

The proposal is considered to be compatible within the Farming Zone due to the fact that the scale of the use is considered to be minimal in nature and unlikely to impact on surrounding farming activities.

APPENDIX 1: Objection 1

Dear Sir/Madam

In reference to the application number 5377, I would like to object to this on the grounds listed.

It is in a farming zone and not heavy industrial.

It operates at all hours 7 days a week with a lot of banging and crashing up to midnight very often.

It has various loose sheets and rubbish that blows around.

They had a large fire there at 10.45 pm on the 20th September 2018 with flames leaping up to 60 feet being higher than the trees around the area to which was not controlled and or safe and the CFA was notified by the time they arrived it had settled a little but we still believe it was not safe at this time.

Unorganised rubbish like this should be restricted to the correct area being INDUSTRIAL.

And finally the property has a natural waterway that runs through the property which could carry vermin and pollution off the property in heavy wet times.

We ask that you please take these points into consideration as we don't think industrial should be placed in the middle of farming land which could very well lead to the beginning of the end for the area.

yours sincerely

APPENDIX 2: Objection 2

4 April 2019

Att: Arvish Sharda
Town Planner
Loddon Shire
PO Box 21
WEDDERBURN VIC 3525
Loddon@loddon.vic.gov.au
planning@loddon.vic.gov.au

Objection to Planning Permit Application #5377

Re: Application to store scrap metal on property at 1179 Calder Highway, Wedderburn 3518 in the Parish of Woosang.

Firstly – I have previously advised Loddon Council of my Melbourne address. Please use this address in future in relation to this property or any other matters, to ensure I receive the same time entitlements to consider such matters, as others enjoy.

Secondly – addressing our concerns in relation to the intention of this planning application and the Planning and Environment Act 1987:

1. There are concerns about the lack of specificity around the 'storage of scrap metal on property' (being the sum total of information provided). Queries to be addressed include:
 - o Maximum amount of scrap metal able to be stored
 - o Maximum area of land used for storage of scrap metal
 - o Type of scrap metal able to be stored
 - o Maximum length of time to be stored
 - o Environmental impacts – land, water, natural environment, vistas, roads, etc
 - o Regulations around storage of waste/recycling on land zoned farmland
 - o Bushfire management (vegetative growth around the scrap yard and the 'display' area)
 - o Future use impacts for farmland/ Long-term land management – repair/restoration?
 - o Interventions being taken by Loddon Council to manage this situation?
2. The Planning Scheme: the information supplied does not appear to specifically address waste management/recycling industry or businesses occurring on zoned farmland – whilst recycling might be considered a 'sustainable' practice, the scrap yard does seem contrary to proximate conservation land management efforts and Bush Heritage Australia properties evident nearby. I query the appropriateness in this location (fronting the Calder Highway) and its compatibility with adjoining and nearby land uses being:
 - o Farmland with residences, occupied by four neighbours (and more in the near future) with an immediate view of the scrap yard and 'display' area. Whilst 'one man's trash is another's treasure' – the scrap yard (including the display) can only be described as a 'blot on the landscape' directly impacting others' quiet enjoyment of rural life, country views and lovely Richmond Plains valley vistas, and must surely impact (detrimentally) on their property's values and saleability, not to mention its memorable impact on Wedderburn's reputation as a desirable small town hoping to attract both visitors and new residents to the region. Steps taken to address the unsightliness through tree planting appears directed towards the Calder Highway only, ignoring the view from Tumbulls Road into the backside of the property – not a

1

pretty sight, despoiling the views across the valley towards Charlton for those located behind this property. Screening trees should have been planted on all four sides of the scrap metal storage location although this still does not address the 'display' area, which is a negative aspect, no different from the scrap storage area, although I understand efforts have been made to beautify it by curating a display - but *beauty is in the eye of the beholder*.

- Query the scrap yard location suitability, fronting as it does, directly onto the Calder Highway. Having a 'scrap yard' in close proximity to houses must have a negative impact on residents' quality of life. Even those not living directly within view still need pass the scrap yard regularly.
 - Why the 'display' area is not included in this Planning Application – immediate response being that the total land area was considered the 'scrap metal storage area' (as it appears so), then realising the storage area is just a minor section at the back of the property. The 'display' area has a greater impact on the surrounding area than the rear storage area.
3. Use of Existing Infrastructure and Services: Road access to the property via (unsealed) Tumbulls Road for trucks and other large/heavy vehicles particularly during wet weather, and the resultant impact/detriment to the road surface for other users – (at times Tumbulls Road would be the only access out of the area to the (sealed) Calder Highway, particularly during wet periods, being aware that unsealed roads such as Nine Mile Road and others are crossed by numerous creeks, washes and waterways, making them inaccessible at times) – and related costs for ongoing maintenance due to this usage. Unaware whether this site is creating any traffic management issues other than damaging the road for other users.
 4. Regional Water Catchment Management: query environmental impact due to possible leakage of toxins or run-off (from scrap metal) into ground water/water table – as this water system flows into the Lake Marmal/Boort Lakes system and this particular creek's water likely flows to Skinners Flat Reservoir. Has this been investigated/measured/monitored by EPA or other authority as to whether there is any impact on soil/water quality? Having had scrap metal stored onsite may make this site unusable in future for any type of farming?
 5. Query regarding the timing of this planning application process – why this has only been activated now, considering the scrap has been onsite for some considerable time – years, in fact. Why is this only being addressed now by Loddon Council, as the site is in no way inconspicuous?

We would be pleased if you would take these points into consideration when deciding on the planning application and will await notification of the outcome.

Thanks and regards,

██████████

9.3 STAFF, VOLUNTEERS AND CONTRACTORS CODE OF CONDUCT

File Number: 03/01/001
Author: Carol Canfield, Manager Organisational Development
Authoriser: Sharon Morrison, Director Corporate Services
Attachments: 1. Staff, Volunteers and Contractors Code of Conduct v3

RECOMMENDATION

That Council adopts the Staff, Volunteers and Contractors Code of Conduct version 3.

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 an overview of the new Staff, Volunteers and Contractors Code of Conduct at the Forum held on 14 May 2019.

BACKGROUND

The Local Government Act requires a Chief Executive Officer to develop and implement a code of conduct for Council staff.

The Loddon Shire Council Staff and Contractors Code of Conduct (Code) version 2 was approved in January 2013.

ISSUES/DISCUSSION

The draft revised Code has the following additions and changes to version 2:

- Volunteers have now been included in the Code which means the name is now the Staff, Volunteers and Contractors Code of Conduct
- Section 6 has been updated with the values as in the current Council Plan
- Section 7 has been updated to reflect the key focus areas in the current Council Plan
- Additional standards of conduct have been added (Section 8) for:
 - Child Safe Standards
 - Discipline
 - Lobbying
 - Outside employment
 - Security clearances
 - Social Media

The Code has been provided to staff for comment before submitting it to Council.

COST/BENEFITS

There are no additional costs associated with the adoption of version 3 of the Code.

RISK ANALYSIS

An up to date Code that is provided to all staff can help mitigate risks in number of areas. The Code guides staff, volunteers and contractors in appropriate behaviours and activities when representing Council, and sets standards that define performance requirements for all affected personnel. Appropriate action may be taken by Council if requirements under the Code are breached.

CONSULTATION AND ENGAGEMENT

Councillors, the management executive, managers and staff committees have been consulted during the review of this Code

LODDON SHIRE COUNCIL

STAFF, VOLUNTEERS AND CONTRACTORS CODE OF CONDUCT



DOCUMENT INFORMATION

DOCUMENT TYPE:	Strategic document
DOCUMENT STATUS:	Draft
POLICY OWNER POSITION:	Chief Executive Officer
INTERNAL COMMITTEE ENDORSEMENT: APPROVED BY:	Consultative Committee Council
DATE ADOPTED:	
VERSION NUMBER:	3
REVIEW DATE:	
DATE RESCINDED:	Click here to enter a date.
RELATED STRATEGIC DOCUMENTS, POLICIES OR PROCEDURES:	Council Plan Drugs and Alcohol Policy and Procedure Uniform and Dress Code Policy Customer Service Charter Strategic Document, Policy and Procedure Framework Document writing style guide Equal Opportunity Policy Bullying and Occupational Violence Policy Loddon Shire Child Safe Standards Framework Current Loddon Shire Enterprise Agreement Current Early Education Employees Agreement Mobile Device Policy Staff Study Support Policy Staff Exit Procedure Staff Recognition of Service Policy Smoking in Council Buildings and Plant Policy Discipline Policy Managing Underperformance Procedure Managing Misconduct Procedure Fleet Policy Fleet Operational Procedure Policy Anti-Fraud and Corruption Policy
RELATED LEGISLATION:	Local Government Act 1989 or its successor Charter of Human Rights Protected Disclosures Act 2012 Privacy and Data Protection Act 2014 Privacy Act (Cth) 1988 Health Records Act 2001 Fair Work Act 2009 National Employment Standards
EVIDENCE OF APPROVAL:	

Signed by Chief Executive Officer

FILE LOCATION: K:\EXECUTIV\Strategic documents\Current\staff and
contractors code of conduct v2.docx

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

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

ACKNOWLEDGEMENT OF COUNTRY

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

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1 PURPOSE

The Staff, Volunteers and Contractors Code of Conduct ("Code") sets out the values, expected minimum standards of behaviour and professional conduct for staff, volunteers and contractors in their roles with Loddon Shire Council.

The Staff, Volunteers and Contractors Code of Conduct demonstrates to the community that Loddon Shire Council will carry out its statutory obligations with efficiency, impartiality and integrity.

2 BUDGET IMPLICATIONS

There are no direct budget implications arising from adoption of this Code.

3 RISK ANALYSIS

If this Staff, Volunteer and Contractors Code of Conduct is followed, reputational risks will be minimised and the safety and integrity of staff, volunteers and contractors is maintained.

4 SCOPE

The Code applies to all Council staff. By accepting employment or being engaged as a volunteer with Council, you must be aware of and comply with this code.

Council staff includes:

- Chief Executive Officer
- directors
- managers
- full-time, part-time and casual staff
- contractors working in-house
- staff on exchange
- volunteers
- members of Council committees (i.e. Special committee, Advisory committee, Committee of management, User group)
- work experience students
- student (graduate) placements.

All staff, volunteers and contractors should familiarise themselves with the Code and these other requirements and ensure they are observed and adhered to.

In accepting one of the above roles you become a representative of Council.

This Code is not a comprehensive set of Council business rules. The Code is to be used in conjunction with:

- current Loddon Shire Enterprise Agreement
- current Early Education Employees Enterprise Agreement
- other Council policies, strategies and reference documents
- relevant legislation, best practice guides and regulations which apply to your role.

The extent to which this Code applied to volunteers is limited to the values and objectives that underpin the Code. It does not extend to any policy or procedure (existing or future) that deals

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with the employment relationship between Council and paid staff. It does extend to policies and procedures which specifically include volunteers in the scope.

All reference to staff from here on also includes volunteers, contractors and work experience students.

The Code does not cover or list every situation or circumstance that may arise. If staff are uncertain about their role, responsibility, conduct or behaviour surrounding a particular circumstance that is not covered within the Code, they must contact their immediate manager/supervisor or the Manager Organisational Development for further clarification.

5 LEGISLATIVE CONTEXT

The Code has been prepared in accordance with the requirements of the Local Government Act 1989 (the Act).

Section 95AA (Code of conduct for Council staff) states:

- a) A Chief Executive Officer must develop and implement a code of conduct for Council staff.
- b) A code of conduct for Council staff must include any matters which are prescribed for the purposes of this section.
- c) The Chief Executive Officer must ensure that members of Council staff have access to the code of conduct for Council staff.

Section 95 (1) of the Act states Council staff must in the course of their employment:

- a) act impartially
- b) act with integrity including avoiding conflicts of interest
- c) accept accountability for results
- d) provide responsive service.

6 UNDERLYING VALUES

Council staff have a duty to put public interest above personal interests. This can at times lead to situations where personal standards and values are challenged.

The Code provides a common set of minimum standards to help all staff members:

- make consistent and ethical decisions
- serve the public interest above personal interests
- act with integrity by being honest, accountable, objective, open and courageous
- be supportive of colleagues

The values included in the Code are:

Leadership	We work towards achieving our vision while demonstrating our values
Respect	We treat everyone with respect and dignity at all times
Integrity	We are open, honest and fair
Accountability	We will be consistent and responsible in our actions
Impartiality	We make decision based on being informed without fear, favour and bias

7 VISION, MISSION AND KEY FOCUS AREAS FROM COUNCIL PLAN

The Code reflects the vision and strategic themes and objectives from the Council Plan. It states the values and principles that are expected from all staff, and includes a commitment to providing accountable and ethical programs and services to ratepayers, customers and clients of Council.

7.1 Our vision

Council's vision is to be a prosperous, vibrant and engaged community.

7.2 Mission

Council's mission is to enhance the sustainability and liveability of Loddon Shire.

7.3 Strategic themes and objectives

Strategic Themes and Objectives outline the strategies necessary for Loddon Shire Council to achieve its vision and mission over the years 2017-2021.

In all, five strategic Themes and Objectives have been identified

Strategic Theme	Strategic objective
Population	Grow and invigorate Loddon's population
Economic Prosperity	Support development of a prosperous
Liveability	Develop attractive, vibrant and well-serviced communities
Sustainability	Provide leadership which contributes to the sustainability of our region
High Performance Organisation	Implement frameworks which enable sound decision making and support a high performing and customer-focused organisation

8 CODE RULES**8.1 Alcohol and drugs**

Council prohibits the use of alcohol and illicit substances during work or at other times when it will result in your work being affected or your or other's safety being put at risk.

Should a function be held during working hours or at the end of the working day where alcoholic refreshments are provided, a sensible approach to the provision of such drinks both in alcoholic content and quantity will be adopted.

You should consult your pharmacist or doctor for advice if you believe that any prescribed medicines you are taking are likely to affect your work.

See Drugs & Alcohol Policy and Procedure

8.2 Appearance

Staff should ensure that their standard of appearance is neat, clean and appropriate for their particular area of work. Where a uniform and/or personal protective clothing/equipment is provided, it must be worn in accordance with Council policy. A high standard of personal hygiene is expected at all times.

See Uniform and Dress Code Policy

8.3 Authorised officers

Council may formally authorise and appoint staff members as officers for the administration and enforcement of particular laws. This means that the authorised officer is given the powers of the

statutory position to which they are appointed. This is different to staff acting on behalf of Council under a delegated power.

All staff members who are authorised officers under section 224 of the Local Government Act must at all times carry with them a photo identification card indicating that they are appointed as authorised officer. This card must be shown, upon request, to an occupier of premises when the officer is entering premises for the purposes of conducting an inspection associated with their duties as an authorised officer.

8.4 Bribes

Staff members must not solicit, encourage or accept any form of bribe from anyone, including a supplier or potential supplier, contractor or potential contractor, customer or fellow staff member as an inducement for business, information, favorable treatment or any other purpose.

8.5 Child Safe Standards

Council is committed to being a child safe organisation with zero tolerance for child abuse. Council is working towards compliance with the Victorian Child Safe Standards.

All staff must be aware of their responsibilities outlined in the Victorian Child Safe Standards and Council's associated policies and procedures.

See Child Safe Standards Framework

8.6 Business records

Staff members must not destroy or alter, in an unauthorised manner, business documents and records that are required to be maintained for a statutory period, nor must any records be falsified or tampered with.

Records and business documents includes anything provided by an external party, and also includes wage records and timesheets, medical certificates and records in any form including electronic form.

Staff have a responsibility to keep relevant records in accordance with the Records Management Policy.

See Records Management Policy

8.7 Charter of Human Rights

The Charter of Human Rights and Responsibilities sets out the basic rights, freedoms, and responsibilities of all people in Victoria. Since 2008, councils have a legal obligation to ensure that:

- all council decisions give proper consideration to human rights
- all actions, policies and services are compatible with human rights
- local laws are interpreted and applied consistently with human rights
- people who work on their behalf do so in a way that respects human rights.

8.8 Confidentiality and privacy

Staff and customers have the right to confidentiality and privacy with respect to their personal information in accordance with the Privacy Act 1988 (Cth), Privacy and Data Protection Act 2014 (Vic) and the Health Records Act 2001 (Vic). All staff members are responsible for maintaining this confidentiality, including the security of information for which they are responsible.

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Unauthorised disclosure of Council information is prohibited.

Private addresses or telephone numbers of staff must not be provided to another person (except to the supervisor of the staff member concerned) without prior written approval of the staff member.

See Privacy Policy

8.9 Communication and teamwork

Council is committed to providing effective channels of communication among all staff members regardless of their location or roles. Open communication fosters teamwork, facilitates a healthy working environment, and promotes the sharing and exchange of ideas and information to help the Loddon Shire realise a greater potential than it might otherwise achieve.

Staff members should make it their habit to speak to their peers, subordinates and managers to share information and practices as appropriate and take part in team meetings, cross-organisation meetings and special interest meetings to ensure that they are informative, positive, respectful and enjoyable.

Staff members should answer correspondence, phones in their area and accept phone calls transferred by other staff members, in accordance with the timelines in the Customer Service Charter.

Emails and or other electronic means of communication may be used and where appropriate filed in the Records Management System.

Face to face conversations where possible are usually considered the most effective forms of communication. When appropriate, a recording of the outcome of these meetings may be required and filed in the Records Management System.

See Customer Service Strategy and Communication Policy

8.10 Competition in Council business

Council aims to conduct business in an open and competitive environment in accordance with community and ethical standards of behaviour.

All staff will follow procurement policies and procedures to ensure a competitive environment.

It is not appropriate to make any disparaging or untruthful remarks about any of our competitors, their products or services. It is expected that staff will always speak truthfully about the products, quality and services offered by the Council.

See Procurement Policy

8.11 Compliance with the law

Staff are expected to be familiar and comply with all laws and regulations relevant to their roles while displaying law abiding behaviour in their actions and decisions. If a staff member is charged with any offence (indictable, summary or traffic, including offences resulting in suspension or disqualification of a driver licence) they must notify their Manager immediately.

8.12 Corporate identity

Staff must adhere to templates for written documentation and follow any guidance or frameworks in place that ensures a consistent and professional image across the organisation.

See Strategic Document, Policy and Procedure Framework, Document and Writing Style Guide

8.13 Customer service

Staff members will deliver efficient and quality customer service to our customers by conducting themselves with integrity and in a manner that ensures that:

- our customers are provided with our services at a consistent quality that meets their needs
- all decisions and actions are evaluated in terms of their impact on customers
- there is a safe and friendly environment at all times for our customers
- all staff members, customers and others are treated fairly and without discrimination or harassment.

See Customer Service Strategy

8.14 Dealing with Councillors

Staff members dealing with Councillors should treat Councillors with the same professional courtesy and respect with which they treat customers and colleagues. In the first instance, Councillors will approach the relevant director or manager for advice, who may then refer the enquiry to staff with professional expertise and who are personally familiar with the circumstances of the issue. However, any staff member may provide a Councillor with information and services on the same basis as they would to a customer.

Staff members should note that a Councillor does not have the authority to direct any member of staff to do anything. If staff feel that they are being directed by a Councillor to do something, and it is not simply a request for service from a customer, they should report the matter to the CEO, director or relevant manager.

8.15 Delegated functions, powers or duties

Council may formally delegate some of its legislated powers, functions or duties to particular staff members. This means that an action of the staff member according to the delegation is deemed to be an action of Council.

Any staff member who has been delegated a power, function or duty must be aware of and adhere to the legal, reporting and record keeping responsibilities that accompany that delegation. Failure to do so may put the Council at risk of prosecution or reputational damage and may result in disciplinary action.

See Delegations register

8.16 Discrimination, harassment, bullying and occupational violence

Council will not tolerate any form of discrimination, harassment or bullying against existing or prospective staff.

See Equal Opportunity and Anti-Discrimination Policy and Bullying and Occupational Violence Policy

8.17 Discipline

In the case where staff do not comply with this code and related documents, or if their behaviour is deemed improper or unsatisfactory, a process will be initiated in accordance with Council's Discipline Policy.

Depending on the nature and impact of the breach, remedies may include informal or formal counselling, the provision of additional support, internal investigation, formal written or verbal warning, suspension or termination of employment with Council.

In the case of contractors, volunteers or other representatives, breaches will be dealt with under the terms and conditions set out in their contract of employment.

See Discipline Policy and Managing Misconduct Procedure

8.18 Dispute resolution procedures

Before commencing any formal dispute resolution process, the parties to any disagreement will endeavour to resolve their differences in a courteous and respectful manner. Staff may seek assistance in resolving their differences.

The dispute resolution procedure is intended to be used when staff have been unable to resolve an interpersonal conflict, and where the situation is unduly affecting the operation of the Council.

See Loddon Shire Enterprise Agreement, Early Education Employees Agreement and Staff Complaints Policy

8.19 Electronic communications usage

Electronic communications usage is available for most of the organisation. These facilities are provided for work usage and owned by the organisation. Staff who use these facilities are expected to acquaint themselves with policies where they exist, such as internet, email and mobile device usage.

See 8.34 – Social Media for more detail

See Mobile Device Policy, Media and Social Media Policy

8.20 Environment

All staff are responsible for maintaining and protecting the environment. Staff should, therefore, always consider the impact of their work activities on the environment and the local community, including the way in which waste is minimised or disposed of, chemicals are used and stored, and resources are utilised.

8.21 Intellectual property

Council retains the copyright of work produced by staff during their employment. Staff retain the copyright of the work only if approved by the Chief Executive Officer, or if the staff member can demonstrate that they did not use the Shire's time, name, information or resources in producing the work.

8.22 Leaving the Loddon Shire Council

On finishing employment with the Council, staff members must return all Council property including documents, materials, software, keys, identification cards, or any other Council

property under their control or in the possession of the staff member. This includes any intellectual property that may have been created whilst working for the Loddon Shire.

Staff members will be offered an exit interview, it is not compulsory and all information provided will be treated confidentially.

The staff member agrees that the Council may withhold any monies owing to the staff member including payment in lieu of notice period not actually worked after resignation, from the staff member's salary and entitlements at termination if the staff member has not returned all of the Council's property in his/her possession.

See Staff Exit Procedure

8.23 Lobbying

Staff may be lobbied by a wide range of people including individuals, organisations and companies. Particular considerations apply when staff are exercising a delegated authority, such as planning and compliance. Staff must always request lobbyists to put their views to Council in writing.

Staff may have to deal with Council in a personal capacity, for example, as a ratepayer or recipient of a Council service. Staff members cannot and shall not expect or request preferential treatment in relation to any matter in which they have a private interest. Staff are to avoid any action that could lead members of the public to believe they are seeking preferential treatment.

8.24 Malicious or vexatious complaints and allegations

A malicious or vexatious complaint and allegation means a complaint or allegation that is about a staff member, a supplier, customer, volunteer and/or a contractor that is made to cause harm, mischief or annoyance to the Council or the person about who the complaint was made.

Making a malicious or vexatious complaint is contrary to the integrity and honesty that the Council's values and will be considered a serious breach of this Code.

8.25 Media relations and public comment

Only the Chief Executive Officer and the Mayor can speak to the media on behalf of the Council. The Chief Executive Officer may delegate this authority to other staff.

Staff members shall not accept public speaking engagements or write for external publications in relation to the Council, its decisions, policy, strategy, operations products or services without permission from the Chief Executive Officer.

See Media and Social Media Policy

8.26 Occupational health and safety

The health and safety of our staff, customers and suppliers is of paramount importance to the Council. Health and safety cannot be sacrificed to achieve financial goals or for any other reason. Council is committed to providing services to its community that do not jeopardise the health and safety of staff providing the service or our customers receiving the service. We all share the responsibility of ensuring that our customers and fellow staff members are safe and without risk of injury as far as is reasonable practicable.

All staff are required to read and make themselves familiar with the Occupational Health and Safety Policy.

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See Occupational Health and Safety Policy

8.27 Operating costs and financial probity

Staff members are expected to minimise operating expenses wherever practicable.

8.28 Organisational change

Council is continually identifying and implementing new systems or methods of work to keep pace with customer needs and changing external influences. In this constantly changing environment, staff are expected to keep an open mind about change and to positively contribute to and support new ideas or programs.

Council fosters a work environment in which staff are encouraged to keep an open mind about their career path and the strategies that will help them achieve their career plans. The principal mechanism to do this is the Staff Development Program and related policies.

See Staff Study Support Policy

8.29 Personal conduct

Staff members will aim to treat all people with whom they have contact in the course of their work with fairness, respect, courtesy and professionalism. Staff will respect and seek as required, the professional opinion of colleagues in their areas of competence, and acknowledge their contribution. They will not denigrate colleagues in public.

Managers and supervisors will treat their staff with fairness and consistency and involve them in decisions that affect them. They should create opportunities to provide positive and constructive feedback, affirm staff and their contributions, and provide equal opportunity for staff to develop their skills, performance and potential.

Verbal abuse, physical abuse, threatened physical abuse, soliciting threatening behaviour, fighting, bullying, harassment, including sexual harassment, will not be tolerated and are all likely to lead to the most serious of consequences.

8.30 Personal identification

All staff members should wear their Loddon Shire identification and/or name badge at all times when working for Council in a public environment or representing Council at public forums or at meetings.

8.31 Representing Council positively

Staff members are representatives of Council and as such, they should represent Council in public forums, with individual ratepayers and residents and to other government entities, in a positive way. Criticism of Council policy, decisions and actions should be raised with your supervisor and not discussed in public forums.

8.32 Outside employment

Staff members are only to engage in outside employment where the activity does not conflict with their position as a Council staff member and with the approval of the CEO.

*See 9.3.1 – Types of Conflict of Interest – Outside employment
See – Outside Employment Policy*

8.33 Security clearances

Council requires staff to have relevant compliant security checks undertaken prior to commencement. This may include having a clear Police Check and/or a Working with Children Check (WWCC) or Victorian Institute of Teaching Registration (VIT). Staff may be required to update their police checks periodically subject to the role they undertake within the organisation.

See Police Check Policy and Working with Children Check Policy

8.34 Social Media

Social media provides an opportunity for staff to connect with family and friends, and community sites where there is commentary on a variety of issues.

All staff are to be aware that they are engaged by the Council. Any comments made on their personal social media pages or the Council's social media pages are not to reflect the organisation in a poor light or convey information that is confidential, inappropriate or unprofessional.

Personal use of social media sites during working hours should be kept to a minimum. Although limited personal use is allowed, staff should not monitor or continue to update a social media site during work hours. No use of social media sites should ever conflict with the staff members' primary business or with applicable laws and regulations.

Although many users may consider their personal comments posted on social media or discussions on social networking site to be private, these communications are frequently available to a larger audience than the author may realise.

When participating in social media in a personal capacity, staff members must not post any material that would directly or indirectly defame, harass, discriminate against or bully any Loddon Shire Councillors, staff members, volunteers, contractors or community members.

Such comments on social media may result in disciplinary action. This includes comments made at any time of day.

Social media pages include Facebook, Snapchat, Instagram, Twitter and any other platform.

See Media and Social Media Policy

8.35 Smoking

Smoking is not permitted in Council buildings or Council vehicles; no smoking is permitted within 10 metres of an entrance to a Council premise.

See Smoking in Council Buildings and Vehicles and Plant Policy

8.36 Staff recognition

Council aims to recognise staff members who achieve a high level of performance and adherence to standards.

See Staff Recognition of Service Policy

8.37 Theft and fraud

Any attempt by a staff member to steal from the Councilor deliberately or recklessly defraud the Council will be considered to be serious misconduct and will result in disciplinary action.

See Discipline Policy, Anti-fraud and Corruption Policy and Managing Misconduct Procedure

8.38 Use of Council assets

Staff members shall not deliberately misuse or damage Council property. When using Council property or equipment, staff are required to adhere to instructions, operating procedures and the Occupational Health and Safety Act and Regulations in order to avoid personal injury, or unnecessary maintenance and replacement costs.

Staff shall not misuse Council assets, intellectual property or the services of other staff members for their personal gain. This includes:

- copying computer software programs regardless of whether or not the programs are protected by copyright
- use of Council letterhead paper or postage when corresponding on personal or other matters not directly related to the Council
- unauthorised use of Council logo.

Any staff member intending to take Council assets home for use is required to have the authority of their director.

Council's property must not be given away, lent, destroyed or otherwise disposed of unless authorised by the relevant director.

See Fleet Policy

8.39 Use of privileged information for unfair personal gain

Staff members who have access to information that is not available to the public must not use that information to gain improper advantage for themselves or any other person or organisation.

8.40 Work performance and behaviour

Staff members are expected to provide a fair day's work for a fair day's pay. Staff are expected to work consistently and diligently, and be punctual and conscientious.

Staff members are expected to commit to the Council Plan.

Where performance standards or behaviour standards are not met, supervisors are expected, in the normal course of their role as managers, to raise such matters informally with staff in order to rectify any aspect. Staff are encouraged to raise such matters informally with their supervisors.

There also may be instances where performance or behaviour standards are not met and where formal action is necessary.

See Discipline Procedure, Managing Underperformance Procedure and Managing Misconduct Procedure

9 CONFLICT OF INTEREST

The term 'conflict of interest' refers to a situation where there is a conflict between a personal interest in a matter and a public duty.

Members of the public rightly expect Council staff to make decisions or exercise their public duty objectively without personal consideration or gain.

Council staff must comply with the following requirements:

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9.1 Local Government Act requirements

The Local Government Act 1989 defines the circumstances that give rise to a conflict of interest. A member of staff has a conflict of interest if they have a direct interest in a matter, including where there is financial gain or loss or some impact, good or bad, on where they live.

However, the act also identifies five types of indirect interest because of:

- a) a close association with a family member, relative or housemate
- b) an indirect financial interest, including holding shares above a certain amount in a company with a direct interest
- c) a conflicting duty with another entity or person with a direct interest in a matter. For example, a member of a governing body of a company or organisation that has a direct interest in a matter
- d) having received an applicable gift valued at \$500 or more from a person with a direct interest, and
- e) being a party to the matter by having become a party to civil proceedings in relation to the matter.

9.2 Disclosing conflicts of interest

Members of staff are required to inform their line manager of any possible or potential conflict of interest. If there is a doubt as to whether a conflict exists, it is wise to raise the issue just in case.

If a conflict has been identified the staff member must step aside from the decision making process or the relevant matter.

The onus is on the staff member to disclose the conflict, or raise the issue of a potential conflict with their manager or appropriate officer.

Failure to disclose conflict will be regarded as a serious breach of this Code.

It is neither a crime nor morally wrong to have a conflict of interest. They can occur from time to time and are often unavoidable. It is, however, important to identify the conflict and report it. It is the failure to do anything about it that can cause problems because of the risk or suspicion that private interests have influenced the exercise of a public duty.

Recording whether a person has a conflict or not is also important because it demonstrates transparency, accountability and objectivity in a decision making process.

Members of staff who provide advice or report to the Council or a special committee must disclose direct or indirect interests. This required under section 80C of the Act.

Where a staff member provides a report and has a direct or indirect conflict of interest, the interest must be disclosed when providing the report and before the advice or report is considered by the Council or committee. As a matter of practice this would usually be recorded in the report itself.

If advice is provided in person, disclosure of any direct or indirect interest should be made in person at the time.

It should be noted that the Council or special committee may ask the person disclosing a conflict of interest the nature of the interest. For this reason, an officer who has prepared a report and disclosed an interest would have to attend the relevant meeting. If attendance is not possible, the detailed nature of the interest must be included in the report.

9.3 Types of conflict of interest

Outlined below are some of the types of conflict of interest that staff may encounter.

9.3.1 Outside employment

Staff who have or are considering undertaking additional paid employment should ensure that it does not conflict with their employment with Council.

Staff must ensure that any additional paid employment does not compromise their ability to perform their duties for Council through reduced physical capacity, mental alertness or through a conflict of interest.

9.3.2 Community interest

The Council encourages all staff members to participate in local activities that address the needs of our community. Where a staff member is involved in a community group that has contact or dealing with the Council the staff member must advise the community group to use the appropriate channels to deal with its issue with the Council and must not act to provide that group with priority access or special benefits.

Where a staff member is involved with a community group and that group is using the media to exert pressure on the Council, the staff member must not act as a spokesperson for the group or be seen, from a public perspective, to be in conflict with the Council.

9.3.3 Suppliers and contractors

Staff members who are required to deal with external suppliers or contractors or internal departments competing with external contractors, must avoid placing themselves in situations of potential conflict of interest. Suppliers and contractors include, but are not restricted to those who supply the Council with goods, services and consultancies or undertake works.

A potential conflict of interest could arise if the staff member, a member of his/her family, a friend or associate:

- owns any shares in
- has any other financial interest in
- participates in the business of
- conducts any private business with, or
- accepts a gift of shares or the opportunity to acquire discounted shares in an actual or potential supplier's or contractor's business.

If the staff member's work with the Council involves dealing with the business or others in the same industry, the staff member should disclose such circumstances to the Council and refrain from any of the above.

Where a staff member (a member of his/her family; a friend or associate) has an existing financial interest in an actual or potential supplier or contractor to the Council this must be declared to their immediate coordinator. The staff member should take no part in any decisions affecting that supplier or contractor. Where any doubt exists the principles to be considered are:

- the capacity of the staff member to influence dealing that the Council may have with the supplier or contractor
- the improper personal benefit that may flow to the staff member or relative, friend or associate through the exercise of that influence, or
- whether the activity is fraudulent, corrupt or is an irregular transaction.

When a staff member is dealing with a supplier or contractor in who another staff member (or a Councillor) has an interest, the staff member must ensure that he/she deals with that supplier or contractor on the same basis as the Loddon Shire would with any other supplier or contractor.

9.3.4 Gifts, prizes, meals and entertainment

The receipt of gifts and entertainment is often part of normal business practice. However, in order to ensure that the integrity of the Council is maintained and is seen to be maintained, the following will apply in relation to the receipt of gifts, prizes and entertainment.

Unsolicited promotional materials of little or nominal value such as pens, pencils, key rings and diaries are not considered gifts for the purposes of this Code.

Where a staff member wins a prize that has been provided from an actual or potential supplier or an actual or potential contractor, the prize will become the property of the Council. It will be used for business purposes where appropriate, may be donated to a local charity or may be returned to the receiving officer at the discretion of the Chief Executive Officer. Examples of how prizes can be won may include, but are not limited to:

- door prize at a conference
- reward for buying more than a specified value of goods from a supplier or contractor
- being a milestone customer of a supplier or contractor
- reward for loyalty to a supplier or contractor.

Staff will not accept gifts in their role where it could be perceived to influence the staff member except:

- where the gift would generally be regarded as only having a token value (less than \$50) and could not be perceived to influence the staff member's actions
- where refusal of the gift may cause offence or embarrassment, in which case the gift may be accepted on behalf of the Council and becomes the property of the Council.

Details of gifts received in excess of \$50 must be included on the gift register.

Participating in business related functions, including accepting meals with a supplier or competitor, customer or contractor is permissible business practice. However, care should be exercised to ensure these functions have an underlying business purpose and that their value and frequency is not excessive. Particular care should be exercised to ensure that any such function falls within the limits of socially acceptable behaviour and that the staff member's presence does not reflect badly on the Council.

Staff are required to ensure that participation in functions does not influence their behaviour or decision-making in respect to the sponsor of the function.

This form of hospitality is a gift and must be included on the gift register.

9.3.5 Investments

Staff members may own shares or other interests in any public or private company. In most cases these interests will not present a problem. However, staff members should carefully assess the potential for a conflict of interest where they, their partners or other relatives own shares or other interests in a company or firm that is a regular customer of or a supplier to the Council. If a potential conflict of interest appears to exist, then the facts of the matter must be disclosed to the Chief Executive Officer or responsible director.

9.3.6 Loddon Shire information

In addition to keeping Council information confidential, staff members must not use information obtained at the Council for their private business purposes. This includes information about the Council's business contracts, information about business opportunities at the Loddon Shire and information about planning scheme changes, future land developments and growth plans for the Loddon Shire.

9.3.7 Employment of family or friends

It is a fundamental value of the Council that it deals with all matters with integrity and honesty. It is also vital that the Loddon Shire is seen to act in this manner.

Where a member of a staff member's family or a friend is a candidate for a position within the Council, that staff member must disclose their association with the candidate to the CEO, director or manager and must not participate in the selection process. Furthermore, they must not seek to influence the selection process.

Any failure to disclose an association with a candidate for a position or any attempt to influence the outcome of a recruitment and selection process, in which a member of your family or a friend is a candidate will be subject to disciplinary action.

10 ADMINISTRATION

10.1 Non-compliance

Where non-compliance with this Code is reported and proven on the balance of probabilities, remedial action will be taken. This may involve counselling and training in the case of unintentional and less serious breaches of the Code. It may involve mediation through to dismissal in the case of intentional and serious breaches.

10.2 Breaches of the Code by other staff members

If you believe that another staff member is breaching the expected standards of conduct outlined within this Code, you should discuss the other staff member's behaviour, without risk of reprisal, with your immediate coordinator, the CEO, relevant director or Manager Organisational Development.

10.3 Grievance

Staff have the right to access at any time the Grievance and Disputes Settling Procedures outlined in the Enterprise Agreement.

10.4 Making fair decisions

As per the Human Rights and Responsibilities Act 2006, a fair hearing will be given to all parties in order to make fair decisions.

10.5 Promotion of the Code

The Code will be placed on the Intranet, tablets and Internet. The Code will be promoted in the Staff Newsletter and will be referred to in all new or revised Position Descriptions. The Code's existence should be acknowledged in Council publications, such as the Council Plan and Annual Report.

10.6 Education and awareness

All supervisors should ensure that new staff are made aware of the Code, and provide a full explanation to the staff member at the time of induction.

At all times, staff and managers/supervisors should be aware of the importance of reporting non-compliance and breaches of the Code.

The Code should be referred to in Staff Development Reviews. It can be included in team-based discussions to resolve workplace problems.

10.7 Policies and procedures

Council is required to make relevant policies and procedures accessible and staff are required to make every effort to acquaint themselves with them.

10.8 Review

The Code will be reviewed at least every 4 years.

APPENDIX 1: STAFF MEMBER'S ACKNOWLEDGEMENT

Dear Loddon Shire Employee

Please read the Loddon Shire Staff, Volunteers and Contractors Code of Conduct v3 document carefully.

The document provides an outline of the behaviour and conduct required of all Shire staff members and contractors.

It is a requirement of the Loddon Shire that all staff members will work in accordance with the Staff, Volunteers and Contractors Code of Conduct v3 as described.

ACCEPTANCE:

I.....(please print name), have read, understood, and agree as a staff member or volunteer of the Loddon Shire, to work in accordance with Loddon Shire Staff, Volunteers and Contractors Code of Conduct v3 as described.

..... Date: / /
(Signature)

9.4 COMMUNICATION AND COMMUNITY ENGAGEMENT

File Number:	18/01/01
Author:	Sharon Morrison, Director Corporate Services
Authoriser:	Phil Pinyon, Chief Executive Officer
Attachments:	1. Communication and community engagement policy version 3
	2. Community Engagement Policy version 1
	3. Media and Social Media Policy version 1

RECOMMENDATION

That Council:

1. Rescind the Communication and Community Engagement Policy
2. Adopt the Media and Social Media Policy
3. Adopt the Community Engagement Policy

CONFLICT OF INTEREST

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

PREVIOUS COUNCIL DISCUSSION

Council adopted the Communication and Community Engagement Policy (the Policy) on 27 May 2014. The Policy was due for review 27 May 2018.

BACKGROUND

Section 131(3) of the Local Government Act (the Act) requires the annual report of operations to contain the results of the Council's assessment against prescribed governance and management checklist items.

Regulation 12 of the Local Government (Planning and Reporting) Regulations 2014 (Regulations) requires reporting against the governance and management checklist (the GMC). Items 1 and 2 of the GMC require a community engagement policy and community engagement guidelines respectively.

ISSUES/DISCUSSION

Currently, community engagement forms part of the Communication and Community Engagement Policy. This policy has been separated into two distinct policies:

- the Media and Social Media Policy and
- the Community Engagement Policy.

In addition, to meet the requirements of the Act and Regulations, a Community Engagement Procedure/Guideline has been developed.

Media and social media policy

One of the key inclusions in the Media and social media policy is paragraph 3.1.1. This paragraph:

- captures current practice
- addresses a gap in the Councillor Code of Conduct

Community engagement policy and procedure/guideline

This policy has been developed to respond to the requirements of the Local Government Act in a way that is achievable for Loddon Shire Council. It is been developed with the assistance of community engagement professionals and is accompanied by a procedure/guideline which aims to support staff in meeting the expectations of a number of stakeholders in a consistent and flexible way.

COST/BENEFITS

Separate policies do not add to costs. The benefit of separating the policies is a clear focus on two very different areas. Media and social media is not subject to the same legislative regulations as community engagement.

RISK ANALYSIS

The current policy does not adequately address the regulations. The recommendations in this report will ensure the regulations are adequately addressed.

CONSULTATION AND ENGAGEMENT

Staff have been consulted in the development of these two policies and Councillors considered these policies at the Forum held on 14 May 2019.




COMMUNICATION AND COMMUNITY ENGAGEMENT POLICY

DOCUMENT TYPE: Council policy
DOCUMENT STATUS: Approved
POLICY OWNER POSITION: Chief Executive Officer
INTERNAL COMMITTEE ENDORSEMENT: Not applicable
APPROVED BY: Council
DATE ADOPTED: 27/05/2014
VERSION NUMBER: 3
REVIEW DATE: 27/05/2018

DATE RESCINDED:

RELATED STRATEGIC DOCUMENTS,
POLICIES OR PROCEDURES:
RELATED LEGISLATION:

EVIDENCE OF APPROVAL:



Signed by Chief Executive Officer

FILE LOCATION: K:\EXECUTIV\policies and procedures\Policies - adopted PDF and Word\POL Communication and community engagement policy v3.docx

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COMMUNICATION AND COMMUNITY ENGAGEMENT POLICY

1 PURPOSE

This policy:

- identifies the types and extent of internal and external communication that Loddon Shire is committed to providing
- provides a framework for Council to undertake community engagement where appropriate.

2 SCOPE

This policy applies to all councilors and council staff.

3 POLICY

3.1 Key communication messages

The key messages that all Council communications should carry, including internet and social media sites are:

- promoting benefits to citizens and businesses through improvement
- efficient, customer-focused, market competitive services
- efficient and effective use of ratepayers funds
- encouraging consultation, inviting the community to participate in some way.

3.2 External communication

Loddon Shire Council shall use a mix of electronic, mail, print, radio and television media to ensure that the Loddon community and other relevant parties are offered:

- timely and clear information about matters of broad community significance that are being considered by Council
- an appropriate opportunity for input.

Specifically, Loddon Shire shall provide an opportunity for input by external parties whenever:

- a permanent change (greater than three months) to an existing service is proposed
- a new plan or strategy is proposed
- an amendment to an existing plan or strategy that results in a change to a service is proposed
- legislation specifically requires that this opportunity be provided.

Loddon Shire shall make the following information available to external parties at all times:

- policy positions of Council
- progress on actions and programs developed and undertaken in accordance with an approved plan or strategy of Council.

Loddon Shire shall provide timely information to relevant external parties on:

- temporary changes (less than three months) to services
- the introduction of new services
- new or amended policy positions of Council
- events that Loddon Shire wishes to promote.



COMMUNICATION AND COMMUNITY ENGAGEMENT POLICY

3.3 Internal communication

The Chief Executive Officer shall ensure that employees receive timely and accurate information about matters that may broadly affect the Loddon Shire community and/or their employment.

3.4 Community engagement

Loddon Shire will conduct different levels of engagement with its community, based on the type of decision being considered.¹

3.4.1 Information

Loddon Shire will provide balanced and objective information to assist the community in understanding the problems, alternatives and/or solutions. Methods include fact sheets, website, forums or displays.

This level of engagement will apply to matters such as changes to local, state or Commonwealth laws and regulations, changes to rates.

3.4.2 Obtain feedback

Loddon Shire will inform, listen to and acknowledge concerns and provide feedback on how community input influences the analysis, alternatives and/or decision. Methods include public comment, focus groups, surveys, public meetings.

This level of engagement will apply to matters such as planning scheme amendments, annual budget.

3.4.3 Involvement

Loddon Shire will work directly with the community to ensure that public issues and concerns are consistently understood and considered. Concerns and issues will be directly reflected in the alternatives developed and feedback will be provided on how community input influences the decision. Methods include workshops and surveys.

This level of engagement will apply to matters such as developing the Council Plan, Road Management Plan, Early Years Plan.

3.4.4 Collaboration

Loddon Shire will partner with the community in each aspect of a decision including the development of alternatives and identification of a preferred solution. This will involve seeking the community's advice and initiative in formulating solutions and incorporating advice and recommendations into decisions to the maximum extent possible, in accordance with any relevant strategies, policies, frameworks, terms of reference or other governance requirements. Methods include citizen advisory committees, consensus-building, participatory decision-making, professional advice and facilitation.

This level of engagement will apply to matters such as steering committees for management of particular projects.

3.4.5 Empowerment

This level of engagement will place final decision-making in the hands of the community, and Loddon Shire will implement what the community decides, subject to any relevant strategies, policies, frameworks, terms of reference or other governance requirements. Methods include ballots, delegated decisions.

This level of engagement will apply to matters such as section 86 Committee of Management decisions, development of community plans, project or facility management groups.

¹ Adapted from the IAP2 Public Participation Spectrum developed by the International Association for Public Participation



COMMUNICATION AND COMMUNITY ENGAGEMENT POLICY

4 HUMAN RIGHTS STATEMENT

It is considered that this policy does not impact negatively on any rights identified in the Charter of Human Rights Act (2007). Loddon Shire Council is committed to consultation and cooperation between management and employees. The Council will formally involve elected employee Health and Safety Representatives in any workplace change that may affect the health and safety of any of its employees.

5 REVIEW

The Chief Executive Officer will review this policy for any necessary amendments no later than 4 years after adoption of this current version.



COMMUNITY ENGAGEMENT POLICY

DOCUMENT TYPE:	Council policy
DOCUMENT STATUS:	Draft
POLICY OWNER POSITION:	Director Corporate Services
INTERNAL COMMITTEE ENDORSEMENT:	MEG
APPROVED BY:	Council
DATE ADOPTED:	
VERSION NUMBER:	1
REVIEW DATE:	
DATE RESCINDED:	
RELATED STRATEGIC DOCUMENTS, POLICIES OR PROCEDURES:	<ul style="list-style-type: none"> Council Plan Community Engagement Procedure Project Management Framework Risk Management Policy Media and Social Media Policy Media Procedure Social Media Procedure Government Stakeholder Engagement Policy and Procedure Communication and Community Engagement Policy rescinded
RELATED LEGISLATION:	<ul style="list-style-type: none"> Local Government Act 1989 Victorian Charter of Human Rights and Responsibilities Act 2006 Planning and Environment Act 2007 Public Health and Wellbeing Act 2008
EVIDENCE OF APPROVAL:	<hr/> Signed by Chief Executive Officer
FILE LOCATION:	Document2

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COMMUNITY ENGAGEMENT POLICY

1 PURPOSE

The purpose of this policy is to provide direction for Council's community engagement activities.

2 SCOPE

This policy applies to all facets of Council's operations including corporate, land use and financial planning and our day to day business activities.

It defines the approach underpinning Council's engagement activities, the role of councillors and staff in engaging with the community, and the mechanisms which Council will use to engage the community.

This policy is not intended to restrict staff or Councillors in engaging with the community in informal settings, but provide a structural framework for undertaking formal community engagement.

3 BACKGROUND

Consultation and engagement requirements for Local Government are outlined within a number of legislative acts in Victoria. In particular, the Local Government Act (the LG Act) outlines Council's role to include "acting as a representative government by taking into account the diverse needs of the local community in decision making" as well as "fostering community cohesion and encouraging active participation in civic life." (s.3D). Further to this, the LG Act, requires councils to "develop a program of regular consultation with its community in relation to the services it provides" and that "all services provided by a Council must be responsive to the needs of its community" (s.208B).

The Victorian Charter of Human Rights and Responsibilities Act 2006 (the VCHRR Act) provides further requirements that relate to community engagement by stating "every person in Victoria has the right, and is to have the opportunity, without discrimination, to participate in the conduct of public affairs, directly or through freely chosen representatives" (s.18). The VCHRR Act also includes provisions by which "every person has the right to freedom of expression which includes the freedom to seek, receive and impart information and ideas of all kinds, whether within or outside Victoria" (s.15).

In more recent years, the Essential Services Commission has increased the emphasis upon community engagement by requiring that an application for a rate variation be supported by evidence of how the views of ratepayers and the community have been considered in proposing a higher cap.

In addition the Local Government Bill 2018 foreshadows community engagement processes which are transparent, responsive and collaborative. The Bill is seeking to ensure community engagement reinforces participatory democracy as a guiding principle of practice.

4 POLICY

This policy supports Council's goal of being a high performance organisation. The policy establishes community engagement as a driver for sound decision making and being a customer focused organisation.

While community engagement is not mandated in all cases, in some matters Council is bound by legislation to engage with the community. In these cases, Council will adhere to the legislative



COMMUNITY ENGAGEMENT POLICY

requirement as a minimum standard. Community engagement is required under the following legislation.

The Local Government Act 1989 (the LG Act) outlines the role of Council, particularly regarding:

- the role of Council to provide governance and leadership for the local community through advocacy, decision-making and action, and
- the primary role of Council is to endeavour to achieve the best outcome for the local community having regard to the long term and cumulative effects of decisions.

A number of Acts of Parliament prescribe engagement methods including:

- The Planning and Environment Act 1987
- The Disability Discrimination Act 1992
- The Racial Discrimination Act 1975
- The Sex Discrimination Act 1984
- The Age Discrimination Act 2004
- The Emergency Management Act 2013
- The Human Rights and Equal Opportunity Commission Act 1986
- The Road Management Act 2004

This policy is not intended to diminish the requirements of any Act of Parliament.

4.1 Principles

Council takes a principles based approach to its community engagement activities. Each principle seeks to clarify why Council engages with the community and guides how that engagement occurs.

The principles are:

- transparency in decision making
- relationship building with communities and stakeholders
- increase community and stakeholder capacity to understand issues facing Council.

4.2 Objectives

Council is committed to working with our community and considers community engagement an essential element of good governance. Continuous good quality community engagement by Council will lead to:

- Council and the community working together to address local issues
- increased level of community ownership and acceptance of decisions impacting people living and or working within the municipality
- increased awareness across Council of community views and the issues that should be considered as part of the decision making process
- increasing the capacity of the community to participate in decision making
- building social capital and democratic processes
- establishing clear goals on services and assets valued by the community.

4.3 Outcomes

Council will partner with communities and stakeholders to ensure it is a high performing, customer focused organisation making sound decisions.



COMMUNITY ENGAGEMENT POLICY

4.4 Our approach

Council's community engagement approach is underpinned by Council's vision to be a prosperous, vibrant and engaged community.

Quality community engagement practice is embedded and supported through our values of:

- Leadership
- Respect
- Integrity
- Accountability
- Impartiality

4.4.1 When will we engage

Council will facilitate formal community engagement activities when:

- it is undertaking the development of new or reviewing existing Council plans and strategies
- it is developing or restructuring current services or programs and changes will significantly impact upon the community
- it resolves to formally engage on a question or decision or is legally required to do so
- community input can enhance decision-making, project outcomes or future opportunities.

The policy is not applicable in the following situations:

- when a decision has already been made by Council
- when decisions must be made immediately by Council
- when legislation or other restriction/s prevent Council from engaging with the community
- when changes to services or programs will not significantly impact on the community.

4.4.2 Who to engage

When planning and delivering a community engagement activity, a stakeholder analysis will help staff identify and classify stakeholders important to a project.

Staff must consider including existing reference groups and/or advisory committees currently mandated to work with Council on the subject of the engagement activity. Tools to assist staff on whom to engage are to be found in the Community Engagement Procedure, which includes a toolkit.

4.4.3 How to engage

When approaching a community engagement activity, staff will consider what level of community involvement is required for the project. The International Association of Public Participation (IAP2) Engagement Spectrum will guide staff about how to frame community participation. More information on IAP2 and community engagement techniques is outlined in the Community Engagement Procedure.

4.5 Responsibilities for community engagement

Community engagement is the responsibility of all Council service areas, teams and employees as appropriate to their role and function. The effective application of principles and processes outlined in this policy is the responsibility of line management for the relevant project. Responsibilities of staff are outlined in the Community Engagement Procedure.

Failure to comply with this policy could adversely affect the reputation of Council and impact on:

- the timeliness and quality of service delivery
- the potential for Council to obtain a rate variation should it apply



COMMUNITY ENGAGEMENT POLICY

- the intended outcomes for the community.

4.6 How we monitor and evaluate

Council will monitor its approach and undertake evaluation and review to ensure continuous improvement in its approach to community engagement by regularly reviewing this policy and the Community Engagement Procedure with key internal stakeholders.

5 DEFINITIONS OF TERMS OR ABBREVIATIONS USED

Term	Definition
Community	all residents, ratepayers, landowners and members of the general public including individuals, groups, visitors, organisations, user groups and businesses.
Communication	a two-way process of reaching mutual understanding, in which participants exchange information, news, ideas and feelings. In general, communication is a means of connecting people or places.
Community consultation	relates to the tools and practices used by Council to enable public involvement in decisions and actions that shape the community.
Community engagement	an ongoing dialogue with our community to identify civic issues and opportunities, assist with planning and informed decision making.
Community Engagement Plan	a document that outlines the process by which the organisation involves people who may be affected by the decisions it makes or can influence the implementation of its decisions. The plan outlines a detailed future course of action aimed at achieving specific goals within a timeframe. It should also identify roles and responsibilities along with resources that are required by Council.
IAP2 Public Participation Spectrum	a framework to help define the public's role in any public participation process. It clearly shows that differing levels of participation that are required, depending on the goals, timeframes, resources and levels of concern or interest in the decision to be made.
Stakeholders	those who are directly or indirectly affected and may have an interest or an ability to influence an outcome.

6 HUMAN RIGHTS STATEMENT

It is considered that this policy does not impact negatively on any rights identified in the Charter of Human Rights Act. Loddon Shire Council is committed to consultation and cooperation between management and employees. The Council will formally involve elected employee Health and Safety Representatives in any workplace change that may affect the health and safety of any of its employees.

7 REVIEW

The Director Corporate Services will review this policy for any necessary amendments no later than 2 years after adoption of this current version.



MEDIA AND SOCIAL MEDIA POLICY

DOCUMENT TYPE:	Council policy
DOCUMENT STATUS:	Draft
POLICY OWNER POSITION:	Communications Officer
INTERNAL COMMITTEE ENDORSEMENT:	Not applicable
APPROVED BY:	Choose an item.
DATE ADOPTED:	Click here to enter date of approval
VERSION NUMBER:	1
REVIEW DATE:	Click here to enter a date.
DATE RESCINDED:	Click here to enter a date.
RELATED STRATEGIC DOCUMENTS, POLICIES OR PROCEDURES:	Media Procedure Social Media Procedure Staff and Contractors' Code of Conduct Community Engagement Policy Community Engagement Procedure Communication and Community Engagement Policy (rescinded) Business Continuity Management Policy Election Period Policy Privacy Policy Loddon Shire Council Customer Service Charter
RELATED LEGISLATION:	Local Government Act 1989 Privacy and Data Protection Act 2014 Defamation Act 2005 Copyright Act 1968
EVIDENCE OF APPROVAL:	_____ Signed by Chief Executive Officer
FILE LOCATION:	Document2

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MEDIA AND SOCIAL MEDIA POLICY

1 PURPOSE

This policy outlines protocols for managing communication between Loddon Shire Council, the media and the community.

2 SCOPE

This policy applies to all Councillors and Council staff, including contractors, and those staff authorised to contribute to other social media sites on behalf of Council.

3 POLICY

Council is committed to using a range of methods to communicate its services and events, and update the community on current issues. This includes through traditional print and broadcast media, and electronic media.

This policy ensures that communication between Council, the community and the media is managed appropriately, including:

- providing accurate, timely and consistent information
- that only authorised spokespeople provide information to the media or on social media on behalf of Council
- Council's integrity and professional image is preserved
- issues are handled in an appropriate manner.

Loddon Shire will make the following information available to external parties at all times:

- policy positions of Council
- progress on actions and programs developed and undertaken in accordance with an approved plan or strategy of Council.

The key messages that all Council communications should carry, including internet and social media sites are:

- promoting benefits to citizens and businesses through improvement
- efficient, customer-focused, market competitive services
- efficient and effective use of ratepayers' funds
- encouraging consultation, inviting the community to participate in some way.

Council shall provide timely information to relevant external parties on:

- temporary changes (less than three months) to services
- the introduction of new services
- new or amended policy positions of Council
- events that Council wishes to promote.

3.1 Authorisation to make comment to the media and on social media

The Mayor and Chief Executive Officer are the official spokespersons for Council.



MEDIA AND SOCIAL MEDIA POLICY

3.1.1 Councillors

Only the Chief Executive Officer and the Mayor can speak to the media on behalf of the Council. The Chief Executive Officer may delegate this authority to other Councillors.

3.1.2 Staff

Upon delegation from the Chief Executive Officer, Directors can act as authorised spokespersons on issues from their areas of responsibility.

Managers and officers are not authorised to make comment to the media unless authorised by the Chief Executive Officer.

Any enquiries to staff from the media must be referred immediately to their Director and the Chief Executive Officer. In their absence, the enquiry should be referred to the Manager Executive and Commercial Services.

3.2 Comment as a private citizen

Staff members shall not make comment as a private citizen on issues relating to Council or staff colleagues to the media and on social media.

Staff should also be mindful of the Privacy and Data Protection Act and Local Government Act which prohibit the disclosure of personal and confidential information. Staff should also ensure they act within the guidelines of the Loddon Shire Council Staff and Contractors Code of Conduct, their position description and employment contract.

If staff are in any doubt regarding making comment as a private citizen, they should discuss the matter with their Director or the Chief Executive Officer.

3.3 Potential media and social media issues

If a staff member becomes aware of an issue that has potential to escalate and harm Council's reputation, or an opportunity to be promoted, it should be brought to the attention of their Director immediately.

3.4 Approval of media releases

All media releases for distribution by Council must be endorsed by the relevant Director and approved by the Chief Executive Officer or an officer delegated by the Chief Executive Officer. This also pertains to other information provided to the media.

3.5 Social media authorisation

Staff must be authorised by the Chief Executive Officer to maintain and post to social media sites on behalf of Council. Only authorised staff members are to post to social media sites on behalf of Council.

Any new Council-related social media sites must be approved by the relevant Director and Chief Executive Officer. A staff member wanting to create a Council-related social media site must provide a strategy and plan for the use of that social media, including:

- demonstrating how it will support the achievement of an action in Council's business plan
- identifying how Council branding will be used



MEDIA AND SOCIAL MEDIA POLICY

- demonstrating how the obligations in this policy, other relevant policies, and the Staff and Contractors Code of Conduct will be met.

3.6 Use of social media on behalf of Council

Social media posts must be approved by the relevant Director before they are published on any Council social media site.

When using social media on behalf of Council, staff:

- are responsible for maintaining, updating and responding to items instigated by them personally
- must not make political comment or contribute to political and social debate
- must abide by the general responsibilities in Council's Staff and Contractors Code of Conduct
- must understand and comply with relevant legislation, e.g. privacy, defamation, anti-discrimination, copyright and trade mark laws
- must reinforce the integrity, reputation and values of Council.

3.7 Comments and posts from public

Council social media sites should be actively monitored from 8.30am to 5pm, Monday to Friday. Outside of these hours, comments posted to the wall will not be public.

Where relevant, all posts and comments that require a response from Council should link back to its website, for accurate and more detailed information.

Where appropriate, comments or private messages on social media should be responded to within two business days. This response time is in line with the Council Customer Service Charter.

Where applicable, conversations should be taken offline and referred to appropriate staff.

All Council social media sites will carry a disclaimer outlining the terms of use, including the times the social media site will be monitored.

3.8 Council Facebook page

Council will maintain a single official Facebook page for all social media interactions.

The site will be maintained and monitored Monday to Friday, 8.30am to 5pm.

Staff must undergo social media training before making posts or comments on the page.

The site will be administered in accordance with Council's Social Media Procedure.

3.9 Advertising

All advertising related to Council must be endorsed by the relevant Director and authorised by the Chief Executive Officer or an officer delegated by the Chief Executive Officer, before it is provided to outlets for publication.



MEDIA AND SOCIAL MEDIA POLICY

3.10 Email signatures

All advertising for centrally-managed email signatures must be endorsed by the relevant Director and authorised by the Chief Executive Officer or an officer delegated by the Chief Executive Officer.

3.11 Record keeping

All content published or communicated on behalf of Council must be recorded, along with author's name, date, time and media used.

Any passwords and logins associated with social media sites used by Council must be registered and accessible by staff with the appropriate authority. The Manager Information and Business Transformation will be responsible for maintaining these credentials.

3.12 Emergency management

Statements made in times of an emergency can have far-reaching effects. Therefore, staff and Councillors should note that informal comment or discussion with the media or on social media channels must be avoided.

In the case of a Council emergency (i.e. an emergency localised to Council that affects services, such as a building fire), please refer to the Business Continuity Management Policy.

During a wide-ranging emergency (e.g. flood), **all** communications (including media and social media messaging) will be coordinated through the Municipal Operations Centre.

During an emergency, where Council is authorised or directed to make comment by the agency responsible for coordinating the emergency response **only** the Mayor or Chief Executive Officer will do so.

3.13 Local government election period

During the local government election period, special provisions will be in place pertaining to the authorisation of media releases and media comment. This is to ensure no electoral matter is included in Council content during this period. Please see the Election Period Policy for more information and the authorisation process during this time.

4 DEFINITIONS OF TERMS OR ABBREVIATIONS USED

Term	Definition
Social media	Digital communication sites where people may comment, contribute, create, post, upload and share content, including: <ul style="list-style-type: none"> • Blogs and micro blogging sites (e.g. Twitter) • Social networking sites (e.g. Facebook, LinkedIn) • Instant messaging facilities • Video and photo sharing sites (e.g. YouTube, Instagram, Flipagram) • Forums and discussion boards
Media	Traditional media forms, such as newspapers, radio and television.



MEDIA AND SOCIAL MEDIA POLICY

5 HUMAN RIGHTS STATEMENT

It is considered that this policy does not impact negatively on any rights identified in the Charter of Human Rights Act. Loddon Shire Council is committed to consultation and cooperation between management and employees. The Council will formally involve elected employee Health and Safety Representatives in any workplace change that may affect the health and safety of any of its employees.

6 REVIEW

The Communications Officer will review this policy for any necessary amendments no later than 1 year after adoption of this current version.

9.5 FINANCE REPORT FOR THE PERIOD ENDING 30 APRIL 2019

File Number: 08/06/001
Author: Sharon Morrison, Director Corporate Services
Authoriser: Phil Pinyon, Chief Executive Officer
Attachments: 1. Finance Report for period ending 30 April 2019

RECOMMENDATION

That Council

1. receives and notes the Finance Report for the period ending 30 April 2019
2. approves budget revisions included in the report for internal reporting purposes only.

CONFLICT OF INTEREST

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

PREVIOUS COUNCIL DISCUSSION

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

BACKGROUND

The Finance Report for the period ended 30 April 2019 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.

ISSUES/DISCUSSION

Budgeted Surplus - Council's budgeted cash surplus has decreased from \$3.595M to \$3.591M due to an increase in grant income and a higher increase in expected operating expenditure.

Income Statement (revenue) - Council's year to date (YTD) operating revenue is at 85% of YTD budget. Revenue brought to account for March was \$869K (\$4.42M last month). Capital grants are behind YTD budget with interest, reimbursements and user fees currently ahead of YTD budget.

Income Statement (expenditure) - Council's operating expenditure is at 90% of YTD budget. Payments for this month totalled just over \$3.38M, compared to \$3.78M last month. Labour is slightly behind budget at 96% (96% last month) and is expected to remain below budget and the 4% mandated cap for the remainder of the year. Materials and services are currently behind YTD budget with utilities currently ahead of YTD budget.

Capital Works - The revised budget for capital works is \$13.62M and is 46% complete in financial terms for the current financial year (41% last month). Asset types with major variations (10% or \$10K) include furniture and equipment, land and buildings, roadworks, urban and road drainage, recreation leisure and community facilities and footpaths along with many projects underway or still to commence.

Balance Sheet - Council has a cash total of \$20.8M with \$3.8M in general accounts. Debtors are \$1.70M which is a decrease of \$0.3M in the month primarily due to the receipt of rates and sundry

debtors. Sundry debtors total \$564K, with invoices outstanding for 60 or more days relating to community wellbeing debtors and local community groups totalling approximately \$130K.

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

COST/BENEFITS

The benefit to Council and the community is that accurate and regular financial reporting is being disclosed.

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.

CONSULTATION AND ENGAGEMENT

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

Consultation with ratepayers and authorities that act on behalf of ratepayers occurs when a change to a property is required by virtue of a sale.

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

LODDON SHIRE COUNCIL

FINANCE REPORT FOR PERIOD ENDING 30 APRIL 2019



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INTRODUCTION

During April 2019 the 2019/20 Draft Budget was submitted to Council. The first draft has been placed on the Council website, with public comment and submissions due for review on Friday 24 May 2019.

1 CASH SURPLUS POSITION

1.1 Budget revisions

The overall budget cash surplus, which has been included in the attached financial reports, has decreased from \$3,595,435 to \$3,591,686.

These revisions are summarised below:

Item	March Finance Report	April Finance Report	Change \$
Operating revenue	\$49,337,174	\$49,408,426	\$71,252
Operating expenditure	(\$50,790,971)	(\$50,865,972)	(\$75,001)
Transfers from reserves	\$15,463,504	\$15,463,504	\$0
Transfers to reserves	(\$10,206,085)	(\$10,206,085)	\$0
Other funding decisions	\$655,247	\$655,247	\$0
Capital expenditure	(\$13,623,896)	(\$13,623,896)	\$0
Other non cash adjustments	\$9,199,331	\$9,199,331	\$0
Accumulated surplus carried forward	\$3,561,131	\$3,561,131	\$0
Closing surplus (deficit) as reported in Appendix 2	\$3,595,435	\$3,591,686	(\$3,749)

Major changes are highlighted below and although some items listed above have a large overall adjustment, they are made up of numerous smaller changes. Many adjustments made are a result to the budget process for 2019/20.

1.2 Operating revenue

Operating revenue has increased by \$71K.

The main variation to budget is for the Drought Support project. This project has been carried forward into 2019/20.

1.3 Operating expenditure

Operating expenditure has increased by \$75K.

The main variation increase relates to new Drought Support project, which has been placed into reserve for expenditure in 2019/20.

2 STANDARD INCOME STATEMENT

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

2.1 Operating revenue

Total revenue brought to account for the month of April was \$869K.

Revenue YTD is at 85% compared to YTD budget or \$5.41M behind.

2.1.1 Capital grants

Capital grants are currently \$6.13M behind budget.

The main variation relates to flood restoration work reimbursements of \$4.6M. Claims have been forwarded, and some have been approved by VicRoads with payment of those expected by the end of May. Other variations relate to local roads projects of \$442K and local bridges projects of \$500K with claims yet to be submitted.

2.1.2 User fees

User fees are currently \$234K ahead of budget and include:

- caravan park income of \$46K with an increase of visitors to council's caravan parks
- local laws fines of \$55K with the issue of fines higher than expected
- planning application fees of \$56K due to an increase in planning applications
- standpipes and truck washes of \$30K ahead of budget with an increase of water usage due to dry conditions
- brokered services of \$56K with an increase of hours requested by clients.

2.1.3 Reimbursements

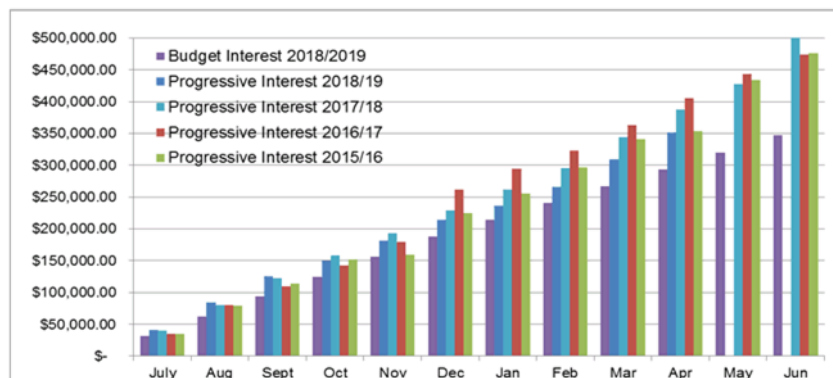
Reimbursements are currently \$42K ahead of budget.

The main variation to budget is Insurance and work cover claims with funds received earlier than expected.

2.1.4 Interest income

The total investment interest received and accrued to date is \$351K, and rates interest amounts to \$37K. Year to date represents 97% of the year revised budget amount of \$400K (\$375K for investments only).

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



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

All investments are term deposits and are currently with Australian Unity Bank, Bendigo and Adelaide Bank, Australian Mutual Provident Bank, National Australia Bank, and Bank of Queensland.

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

2.2 Operating expenditure

Total operating expenditure for April was \$3.79M.

Expenditure YTD is at 90% compared to YTD budget or \$4.29M behind.

2.2.1 Materials and services

Materials and services are behind YTD budget by \$1.58M or 19%.

The main variations behind budget due to works progressing or commencing later in the year than originally expected are:

- weed and pest program of \$18K
- urban drainage strategy of \$183K
- volunteer strategy of \$72K
- recreation strategy of \$54K
- economic development strategy of \$60K
- flood mitigation survey and design of \$83K
- asbestos audit, treat and remove of \$61K
- Bridgewater football/netball female facilities of \$100K
- infrastructure valuations of \$101K
- childcare feasibility study of \$70K.

Other variations are:

- public facilities and park maintenance of \$79K with savings expected
- service delivery reviews of \$65K savings due to change in the scope and delivery approach of the project.

2.2.2 Utilities

Utilities are ahead of YTD budget by \$73K or 19%.

The main variations to budget are the Wedderburn and Bridgewater Caravan Parks along with standpipes and truck washes with payment of invoices ahead of expected budget timing.

2.2.3 Contract payments

Contract payments are behind YTD budget by \$2.4M or 14%.

The main variation to budget is flood restoration works which are progressing, invoices have not yet been received for payment. Projects must be complete prior to the 30 June 2019 deadline.

2.2.4 Payments

During the month the following payments were made:

Creditor payments - cheque	\$38,139.88
Creditor payments - electronic funds transfer	\$2,446,200.02
Payroll (3 pays)	<u>\$899,539.04</u>
TOTAL	<u>\$3,383,878.94</u>

2.3 **Operating surplus**

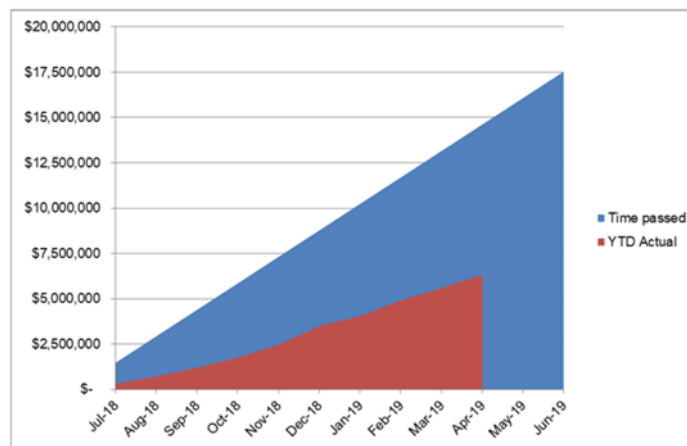
The operating deficit to date is \$6.72M.

2.4 **Capital expenditure**

Total capital works expenditure for April was \$727K.

The total revised budget for the 2018/19 capital works program is now \$13.62M.

The total capital works expenditure is 46% complete in financial terms.



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

2.4.1 Proceeds from sale of assets

Proceeds from sale of assets are \$218K behind YTD budget or 41%.

The main variation to budget is sale of excess plant due to a delay in delivery of replacement equipment.

2.4.2 Furniture and office equipment

Furniture and office equipment is behind YTD budget by \$625K or 95%.

The main variations to budget are:

- the IT Strategy implementation of \$485K; this project has commenced and will be on-going through the full financial year
- the server replacement of \$28K is behind due to timing of the budget, the project is still to be completed
- PC replacement of \$51K is behind due to timing of the budget, with more purchases to come.

2.4.3 Land and buildings

Land and buildings are behind YTD budget of \$541K or 55%.

Main variation to budget is for flood mitigation works at Boort with works progressing slower than expected, and livestock and domestic pound works which have commenced, although is progressing slower than expected.

2.4.4 Roadworks

Roadworks are behind YTD budget by \$1.46M or 37%.

The main variations to budget are:

- Woodstock Road project of \$685K which has not yet commenced
- Connors Road project of \$179K where works have commenced, although the progress is slower than expected
- Newbridge Road project of \$68K where works have commenced and are progressing
- Gower - Logan Road project of \$84K where the works have commenced, although the progress is slower than expected
- Billings Road of \$93K with delays to the project and works expected to be carried out later in the year.

2.4.5 Urban and road drainage

Urban and road drainage is behind YTD budget by \$96K or 32%.

The main variation to budget is Verdon South Street with works commenced, although slower than expected.

2.4.6 Recreation leisure and community facilities

Recreation leisure and community facilities are behind YTD budget by \$85K or 33%.

The main variation to budget is Inglewood Town Hall landscaping with works yet to commence and Tree replacement where works have commenced, although slower than expected.

2.4.7 Parks, open space and streetscapes

Parks, open space and streetscapes are behind YTD budget by \$481K or 53%.

The main variations to budget are:

- Inglewood pool upgrade of \$19K, with the project currently underway but progressing slower than originally expected
- Korong Vale playground shade sail project of \$24K has commenced, although slower than expected
- Laanecoorie boat ramp of \$90K, with the project yet to commence
- Bridgewater foreshore of \$257K, with the project currently underway but progressing slower than expected.

2.4.8 Footpaths

Footpaths are behind YTD budget by \$327K or 57%.

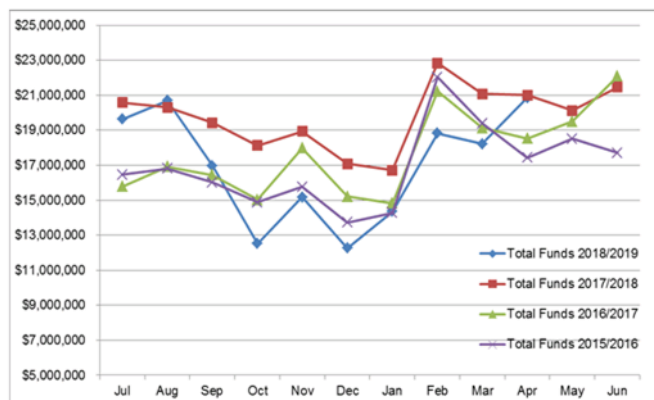
The main variation to budget relates to projects in Boort, Wedderburn and Bridgewater which have been awarded but not yet commenced.

3 STANDARD BALANCE SHEET

3.1 Cash

At the end of the month, Council's overall cash total was \$20.8M which includes a balance of \$3.8M in general accounts.

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



3.2 Receivables

3.2.1 Flood works funds recovery (2016 Flood)

For the year to date, \$13.8M has been expended on flood repair works. The Victorian Treasury Department has refunded \$11.7M, with other claims still going through the due process with VicRoads and Treasury. \$2.0M is expected to be paid to Council in May 2019.

3.2.2 Debtors

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

Category of debtor	Apr 2018	June 2018	Feb 2019	Mar 2019	Apr 2019
Rates	\$ 921,947	\$ 258,208	\$ 1,530,303	\$ 1,087,717	\$ 994,722
Fire Services Property Levy	\$ 135,395	\$ 49,038	\$ 208,770	\$ 153,401	\$ 143,396
<i>Total Rates & Fire Services Property Levy</i>	<i>\$ 1,057,342</i>	<i>\$ 307,246</i>	<i>\$ 1,739,073</i>	<i>\$ 1,241,118</i>	<i>\$ 1,138,118</i>
Sundry debtors	\$ 405,602	\$ 568,813	\$ 1,520,027	\$ 776,423	\$ 564,207
Community loans/advances	\$ 5,800	\$ 5,572	\$ 3,600	\$ 3,600	\$ 3,600
Long term loans/advances	\$ 80,000	\$ 78,570	\$ -	\$ -	\$ -
Employee superannuation	\$ 5,500	\$ -	\$ 4,875	\$ -	\$ 13,937
Magistrates court fines	\$ 100,703	\$ 100,319	\$ 124,719	\$ 123,719	\$ 100,319
LESS provision for doubtful debts	\$ (92,370)	\$ (112,950)	\$ (112,950)	\$ (112,950)	\$ (112,950)
Total	\$ 1,562,577	\$ 947,569	\$ 3,279,344	\$ 2,031,909	\$ 1,707,230

3.2.3 Rates debtors

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

	Apr 2018 (1/5/2018)	June 2018 (4/07/2018)	Feb 2019 (1/3/2019)	Mar 2019 (4/4/2019)	Apr 2019 (3/5/2019)
2006/07	\$ 261	\$ 265	\$ 283	\$ 284	\$ 288
2007/08	\$ 410	\$ 417	\$ 445	\$ 448	\$ 453
2008/09	\$ 428	\$ 435	\$ 465	\$ 467	\$ 473
2009/10	\$ 1,687	\$ 1,699	\$ 1,780	\$ 1,785	\$ 1,805
2010/11	\$ 3,105	\$ 3,119	\$ 3,261	\$ 3,272	\$ 3,308
2011/12	\$ 6,014	\$ 5,335	\$ 4,578	\$ 4,597	\$ 4,648
2012/13	\$ 7,061	\$ 6,242	\$ 3,934	\$ 3,948	\$ 3,992
2013/14	\$ 8,010	\$ 6,997	\$ 3,822	\$ 2,591	\$ 2,634
2013/14 Fire Services Property Levy	\$ 1,949	\$ 1,763	\$ 1,126	\$ 859	\$ 869
2014/15	\$ 19,519	\$ 17,986	\$ 7,817	\$ 6,068	\$ 5,954
2014/15 Fire Services Property Levy	\$ 3,521	\$ 3,125	\$ 1,977	\$ 1,695	\$ 1,673
2015/16	\$ 30,884	\$ 30,147	\$ 18,359	\$ 14,002	\$ 13,845
2015/16 Fire Services Property Levy	\$ 5,123	\$ 4,839	\$ 3,429	\$ 2,984	\$ 2,984
2016/17	\$ 73,600	\$ 66,601	\$ 36,229	\$ 28,040	\$ 28,357
2016/17 Fire Services Property Levy	\$ 10,652	\$ 9,620	\$ 5,741	\$ 4,941	\$ 4,996
2017/18	\$ 222,033	\$ 118,965	\$ 78,047	\$ 64,774	\$ 62,907
2017/18 Fire Services Property Levy	\$ 20,468	\$ 29,691	\$ 13,000	\$ 11,694	\$ 11,560
2018/19	\$ -	\$ -	\$ 742,459	\$ 325,717	\$ 292,947
2018/19 Fire Services Property Levy	\$ -	\$ -	\$ 97,577	\$ 48,206	\$ 19,787
Sub-total: arrears	\$ 414,723	\$ 307,246	\$ 1,024,328	\$ 526,373	\$ 463,479
Current year (outstanding but not due)	\$ 548,938	\$ -	\$ 631,723	\$ 631,723	\$ 573,444
Fire Services Property Levy	\$ 93,681	\$ -	\$ 83,022	\$ 83,022	\$ 101,195
Total outstanding	\$ 1,057,342	\$ 307,246	\$ 1,739,073	\$ 1,241,118	\$ 1,138,118
<i>Summary</i>					
Rates in arrears	\$ 373,010	\$ 258,208	\$ 898,580	\$ 455,990	\$ 421,610
FSPL in arrears	\$ 41,713	\$ 49,038	\$ 125,748	\$ 70,383	\$ 41,869
Total arrears	\$ 414,723	\$ 307,246	\$ 1,024,328	\$ 526,373	\$ 463,479

Only the fourth rate instalment remains outstanding, all other payments are now in arrears and are in process of being followed up.

3.2.4 Sundry debtors

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

Current	\$74,946	31%
30 days	\$35,141	15%
60 days	\$24,888	10%
90 + days	\$105,368	44%
Sub total routine debtors	\$240,344	100%
Paid Parental Leave	(\$11,510)	
Government departments	\$169,218	
GST	\$166,155	
Total	\$564,207	
60 + days consists of:		
Community Wellbeing debtors	\$96,887	
Local community groups	\$14,000	
Others	\$19,369	
Total	\$130,256	

Total outstanding sundry debtors as at 30 April 2019 is \$564K.

The mainstream sundry debtors (\$240K) have been broken into the amount of time they have been outstanding. At the time of the report \$130K or 54% of that total has been outstanding for more than 60 days. All debtors are contacted as a matter of routine.

3.2.5 Supplementary valuations

All rateable and non-rateable supplementary valuations are included in this report. Supplementary valuations received in April 2019 were:

Details	Number	Site Value	CIV	NAV
Amend Area	2	-\$9,000	-\$9,000	-\$450
Amend AVPCC	1	\$0	-\$19,000	-\$950
Consolidation	5	-\$41,000	-\$42,000	-\$2,100
Data Correction	1	\$0	\$0	-\$90
Demolition	1	\$0	-\$2,000	-\$100
Improvements	14	\$0	\$532,000	\$21,200
New Property	1	\$26,000	\$81,000	\$4,050
Property Split	11	\$610,000	\$788,000	\$39,400
Sup correction	2	-\$70,000	-\$460,000	-\$35,160
Total	38	\$516,000	\$869,000	\$25,800

The current balances at end of April 2019 are:

Valuation type	Opening balance	Supplementary changes	Closing balance
Site Value	\$1,393,456,200	\$516,000	\$1,393,972,200
Capital Improved Value	\$2,161,961,400	\$869,000	\$2,162,830,400
NAV	\$111,451,920	\$25,800	\$111,477,720

The total rateable CIV at the end of April 2019 is \$2.16B.

3.2.6 Water rights

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

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

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

APPENDIX 1: STANDARD INCOME STATEMENT

	2018/19 Original Budget	2018/19 Revised Budget	YTD Budget	YTD Actual	Variance of YTD Actual & YTD Budget	% YTD Actual to YTD Budget	% YTD Actual to Revised Budget
REVENUE FROM ORDINARY ACTIVITIES							
Rates	\$10,723,126	\$10,750,845	\$10,684,130	\$10,687,119	\$2,989	100%	99%
Revenue grants	\$5,890,114	\$11,218,087	\$5,434,172	\$5,834,641	\$400,468	107%	52%
Capital grants	\$5,491,143	\$24,344,145	\$18,111,896	\$11,976,860	(\$6,135,036)	66%	49%
Vic Roads	\$534,064	\$548,178	\$456,820	\$448,821	(\$7,999)	98%	82%
User fees	\$1,734,539	\$1,770,530	\$1,470,366	\$1,704,490	\$234,124	116%	96%
Capital contributions	\$0	\$0	\$0	\$0	\$0	0%	0%
Recurrent contributions	\$310,000	\$0	\$0	\$582	\$582	0%	0%
Interest income	\$375,000	\$400,000	\$333,330	\$388,063	\$54,733	116%	97%
* Reversal of impairment losses	\$0	\$1,658	\$1,380	\$1,658	\$278	120%	100%
* Library equity	\$0	\$0	\$0	\$0	\$0	0%	0%
Reimbursements	\$333,801	\$374,983	\$297,133	\$339,318	\$42,185	114%	90%
Total revenue	\$25,391,787	\$49,408,426	\$36,789,227	\$31,381,551	(\$5,407,676)	85%	64%
EXPENDITURE FROM ORDINARY ACTIVITIES							
Labour	\$10,604,210	\$10,375,591	\$8,609,310	\$8,246,042	\$363,268	96%	79%
Materials & services	\$8,016,009	\$9,950,168	\$8,352,756	\$6,772,780	\$1,579,976	81%	68%
Depreciation	\$9,200,989	\$9,200,989	\$7,667,470	\$7,667,493	(\$23)	100%	83%
Utilities	\$466,503	\$453,883	\$378,390	\$451,522	(\$73,132)	119%	99%
Contract payments	\$1,581,347	\$20,579,169	\$17,166,775	\$14,756,238	\$2,410,537	86%	72%
Loan interest	\$0	\$0	\$0	\$0	\$0	0%	0%
Auditor costs	\$85,083	\$85,083	\$31,521	\$30,733	\$788	97%	36%
Councillor costs	\$221,089	\$221,089	\$184,240	\$174,451	\$9,789	95%	79%
Loss on sale of assets	\$0	\$0	\$0	\$0	\$0	0%	0%
* Impairment losses	\$0	\$0	\$0	\$0	\$0	0%	0%
Bad debts expense	\$0	\$0	\$0	\$4,394	(\$4,394)	0%	0%
Total expenditure	\$30,175,230	\$50,865,972	\$42,390,462	\$38,103,655	\$4,286,808	90%	75%
NET RESULT FOR THE PERIOD	(\$4,783,443)	(\$1,457,545)	(\$5,601,235)	(\$6,722,104)	\$1,120,868	120%	461%
The operating expenditure shown above is represented in Council's key direction areas as follows:							
	2018/19 Original Budget	2018/19 Revised Budget	YTD Budget	YTD Actual	Variance of YTD Actual & YTD Revised Budget	% YTD Actual to YTD Budget	% YTD Actual to Revised Budget
EXPENSES FROM ORDINARY ACTIVITIES							
Economic development & tourism	\$1,436,315	\$1,513,780	\$1,213,282	\$1,049,340	\$163,942	86%	69%
Leadership	\$1,946,465	\$20,779,088	\$17,229,114	\$15,384,304	\$1,844,810	89%	74%
Works & infrastructure	\$13,421,963	\$13,531,386	\$11,170,922	\$11,067,636	\$103,286	99%	82%
Good management	\$4,333,882	\$4,524,931	\$3,832,094	\$3,291,418	\$540,676	86%	73%
Environment	\$2,396,268	\$2,546,586	\$2,168,312	\$2,038,868	\$129,445	94%	80%
Community services & recreation	\$6,640,337	\$7,970,201	\$6,776,738	\$5,272,088	\$1,504,649	78%	66%
Loss on sale of assets	\$0	\$0	\$0	\$0	\$0	0%	0%
Total operating expenditure	\$30,175,230	\$50,865,972	\$42,390,462	\$38,103,655	\$4,286,808	90%	75%
NET RESULT FOR THE PERIOD	(\$4,783,443)	(\$1,457,545)	(\$5,601,235)	(\$6,722,104)	\$1,120,868	120%	461%

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

APPENDIX 2: STANDARD CAPITAL WORKS STATEMENT

	2018/19 Original Budget	2018/19 Revised Budget	YTD Budget	YTD Actual	Variance of YTD Actual & YTD Budget	% YTD Actual to YTD Budget	% YTD Actual to Revised Budget
FUNDING DECISIONS							
Add loan interest accrued	\$0	\$0	\$0	\$0	\$0	0%	0%
Less loan repayments	\$0	\$0	\$0	\$0	\$0	0%	0%
Add transfer from reserves	\$7,401,594	\$15,463,504	\$0	\$1,891	(\$1,891)	0%	0%
Less transfer to reserves	(\$2,151,749)	(\$10,206,085)	\$0	\$0	\$0	0%	0%
Add proceeds from sale of assets	\$379,427	\$655,247	\$535,191	\$317,313	\$217,878	59%	48%
TOTAL FUNDING DECISIONS	\$5,629,272	\$5,912,666	\$535,191	\$319,204	\$215,987	60%	5%
NET FUNDS AVAILABLE FOR CAPITAL	\$845,829	\$4,455,121	(\$5,066,044)	(\$6,402,900)	\$1,336,856	126%	-144%
CAPITAL EXPENDITURE BY ASSET TYPE							
Furniture and office equipment	\$777,780	\$784,450	\$660,170	\$35,038	\$625,132	5%	4%
Land and buildings	\$3,720,270	\$1,447,535	\$982,231	\$441,092	\$541,139	45%	30%
Plant and equipment	\$1,427,213	\$2,739,204	\$2,131,993	\$2,244,139	(\$112,146)	105%	82%
Roadworks	\$3,686,379	\$4,817,046	\$3,890,797	\$2,433,102	\$1,457,695	63%	51%
Urban and road drainage	\$350,000	\$542,220	\$298,228	\$202,373	\$95,855	68%	37%
Recreation, leisure and community facilities	\$1,263,000	\$1,523,281	\$260,882	\$175,849	\$85,033	67%	12%
Parks, open space and streetscapes	\$250,000	\$1,191,848	\$1,030,206	\$548,842	\$481,364	53%	46%
Footpaths	\$221,793	\$578,312	\$575,776	\$248,780	\$326,996	43%	43%
TOTAL CAPITAL EXPENDITURE PAYMENTS	\$11,696,435	\$13,623,896	\$9,830,283	\$6,329,215	\$3,501,068	64%	46%
NON CASH ADJUSTMENTS							
Less depreciation	\$9,200,989	\$9,200,989	\$7,667,470	\$7,667,493	(\$23)	100%	83%
Add reversal of impairment losses	\$0	(\$1,658)	(\$1,380)	(\$1,658)	\$278	120%	100%
Less loss on sale of assets	\$0	\$0	\$0	\$0	\$0	0%	0%
Less bad debts expense	\$0	\$0	\$0	\$4,394	(\$4,394)	0%	0%
TOTAL NON CASH ADJUSTMENTS	\$9,200,989	\$9,199,331	\$7,666,090	\$7,670,229	(\$4,139)	100%	83%
Accumulated surplus brought forward	(\$1,785,085)	(\$3,561,131)	\$0	\$0	\$0	0%	0%
NET CASH (SURPLUS)/DEFICIT	(\$135,468)	(\$3,591,687)	\$7,230,237	\$5,061,886	\$2,168,351	70%	-141%

APPENDIX 3: STANDARD BALANCE SHEET

	April 2019 As per trial balance	June 2018 As per financial statements	April 2018 As per trial balance
ASSETS			
CURRENT ASSETS			
Cash and cash equivalents	\$18,848,276	\$21,453,507	\$21,004,645
Trade and other receivables	\$1,620,645	\$785,569	\$1,400,577
Financial assets	\$46,715	\$3,405,167	\$37,566
Inventories	\$35,472	\$43,490	\$60,210
Non-current assets classified as held for sale	\$690,322	\$690,322	\$865,424
TOTAL CURRENT ASSETS	\$21,241,430	\$26,378,055	\$23,368,422
NON-CURRENT ASSETS			
Trade and other receivables	\$80,000	\$162,000	\$162,000
Financial assets	(\$5,077)	\$271,480	\$526,460
Intangible assets	\$1,979,130	\$1,979,130	\$1,668,430
Property, infrastructure, plant and equipment	\$336,452,705	\$338,108,296	\$307,919,009
TOTAL NON-CURRENT ASSETS	\$338,506,758	\$340,520,906	\$310,275,899
TOTAL ASSETS	\$359,748,188	\$366,898,961	\$333,644,321
LIABILITIES			
CURRENT LIABILITIES			
Trade and other payables	\$286,153	\$801,793	\$174,400
Trust funds and deposits	\$484,717	\$375,762	\$517,385
Provisions	\$1,699,786	\$1,721,770	\$1,804,750
Interest bearing loans and borrowings	\$0	\$0	\$0
TOTAL CURRENT LIABILITIES	\$2,470,656	\$2,899,325	\$2,496,535
NON-CURRENT LIABILITIES			
Provisions	\$2,324,221	\$2,324,221	\$2,324,221
Interest bearing loans & borrowings	\$0	\$0	\$0
TOTAL NON-CURRENT LIABILITIES	\$2,324,221	\$2,324,221	\$2,324,221
TOTAL LIABILITIES	\$4,794,877	\$5,223,546	\$4,820,756
NET ASSETS	\$354,953,312	\$361,675,415	\$328,823,565
EQUITY			
Accumulated Surplus	\$88,634,260	\$95,354,473	\$92,079,530
Asset Revaluation Reserve	\$247,387,367	\$247,387,367	\$217,168,524
Other Reserves	\$18,931,684	\$18,933,575	\$19,575,512
TOTAL EQUITY	\$354,953,312	\$361,675,415	\$328,823,567

APPENDIX 4: INVESTMENTS

LODDONSHIRE COUNCIL INVESTMENT SCHEDULE											
	Establishment date	Status	Maturity date	Investment days	Interest rate	Investment amount	Interest last year (accrued)	Interest this year	Current investments	Interest received to date	Accrued Interest
NAB 55-839-5005 (LSL)	16/01/2018	Closed	16/07/2018	181	2.54%	\$ 1,791,312	\$ 20,569	\$ 1,994		\$ 1,994	
NAB -33-755-3209	19/02/2018	Closed	19/07/2018	131	2.48%	\$ 2,000,000	\$ 17,802	\$ 2,582		\$ 2,582	
NAB 44-441-8766	26/03/2018	Closed	24/07/2018	120	2.62%	\$ 2,000,000	\$ 13,782	\$ 3,445		\$ 3,445	
BGO 2658853	26/06/2018	Closed	26/07/2018	30	2.20%	\$ 1,000,000	\$ 241	\$ 1,567		\$ 1,567	
BGO 2623540	22/05/2018	Closed	21/08/2018	91	2.65%	\$ 2,000,000	\$ 5,556	\$ 7,552		\$ 7,552	
BGO 2698669	16/04/2018	Closed	14/08/2018	75	2.65%	\$ 1,000,000	\$ 5,445	\$ 3,267		\$ 3,267	
NAB 35-540-3396	12/02/2018	Closed	13/08/2018	182	2.50%	\$ 1,000,000	\$ 9,452	\$ 3,060		\$ 3,060	
NAB 64-752-7106	21/05/2018	Closed	18/09/2018	120	2.62%	\$ 2,000,000	\$ 5,742	\$ 11,629		\$ 11,629	
BGO 2658856	26/06/2018	Closed	24/09/2018	90	2.75%	\$ 2,000,000	\$ 149	\$ 13,413		\$ 13,413	
Bank of Melbourne	21/06/2018	Closed	20/09/2018	91	2.70%	\$ 2,000,000	\$ 1,657	\$ 11,806		\$ 11,806	
NAB 70-700-8670	26/09/2018	Closed	24/10/2018	120	2.80%	\$ 2,000,000	\$ 202	\$ 18,306		\$ 18,306	
BME - 118242	26/07/2018	Closed	26/10/2018	92	2.80%	\$ 2,000,000	\$ -	\$ 14,115		\$ 14,115	
NAB 87-656-3078	30/08/2018	Closed	29/10/2018	60	2.30%	\$ 2,000,000	\$ -	\$ 7,562		\$ 7,562	
BGO 2717042 (ex 2625340)	22/08/2018	Closed	22/11/2018	92	2.55%	\$ 2,000,000	\$ -	\$ 12,938		\$ 12,938	
Mela 356620306	30/08/2018	Closed	11/12/2018	93	2.70%	\$ 2,000,000	\$ -	\$ 13,776		\$ 13,776	
BGO 2699650	23/11/2018	Closed	24/12/2018	31	1.95%	\$ 500,000	\$ -	\$ 828		\$ 828	
BGO (Lail)	18/07/2018	Closed	18/01/2019	184	2.78%	\$ 1,800,000	\$ -	\$ 25,226		\$ 25,226	
BGO Preschool	18/07/2018	Closed	18/01/2019	184	2.78%	\$ 200,032	\$ -	Not Council's			
BGO 2609689	23/11/2018	Closed	23/01/2019	61	2.15%	\$ 1,000,000	\$ -	\$ 3,593		\$ 3,593	
NAB 87-656-3078	26/10/2018	Closed	29/01/2019	92	2.68%	\$ 2,000,000	\$ -	\$ 13,510		\$ 13,510	
BGO 2609687	23/11/2018	Closed	22/02/2019	91	2.55%	\$ 2,000,000	\$ -	\$ 12,715		\$ 12,715	
ME Bank - 035604	26/10/2018	Closed	27/02/2019	124	2.63%	\$ 2,000,000	\$ -	\$ 17,870		\$ 17,870	
NAB 76-521-5812	4/12/2018	Closed	4/03/2019	90	2.75%	\$ 2,000,000	\$ -	\$ 13,562		\$ 13,562	
NAB 037455	30/01/2019	Closed	30/04/2019	90	2.78%	\$ 2,000,000	\$ -	\$ 13,710		\$ 13,710	
11 am Account BGO	at 31/12/2018	Open	N/A		1.50%	\$ 1,000,000	\$ -		\$ 1,000,000		
NAB 037456	30/01/2019	Open	2/05/2019	92	2.78%	\$ 2,000,000	\$ -	\$ 14,014	\$ 2,000,000		\$ 13,710
ME Bank	25/02/2019	Open	27/05/2019	91	2.65%	\$ 2,000,000	\$ -	\$ 13,213	\$ 2,000,000		\$ 9,263
NAB 42-416-4711 LSL	18/01/2019	Open	17/06/2019	150	2.77%	\$ 2,000,000	\$ -	\$ 22,767	\$ 2,000,000		\$ 15,461
ME Bank	25/02/2019	Open	17/06/2019	112	2.65%	\$ 2,000,000	\$ -	\$ 16,263	\$ 2,000,000		\$ 9,293
Bank of Qld	18/03/2019	Open	17/06/2019	91	2.53%	\$ 2,000,000	\$ -	\$ 12,615	\$ 2,000,000		\$ 5,961
BGO 2627543	27/03/2019	Open	25/07/2019	120	2.51%	\$ 2,000,000	to 30/6 only	\$ 13,014	\$ 2,000,000		\$ 4,676
ME Bank	25/02/2019	Open	29/07/2019	154	2.65%	\$ 2,000,000	to 30/6 only	\$ 18,150	\$ 2,000,000		\$ 9,293
AMP	30/04/2019	Open	30/10/2019	183	2.50%	\$ 2,000,000	to 30/6 only	\$ 8,356	\$ 2,000,000		\$ -
NAB	18/01/2019	Open	17/06/2019	150	2.77%	\$ 202,835	\$ -	\$ 202,835			
Interest on Kinder Account						\$ 2,309	\$ -	\$ -			
Interest on General Accounts							\$ 55,470	\$ -		\$ 55,470	\$ -
Totals						\$ 80,697	\$ 401,886	\$ 17,202,835	\$ 283,494	\$ 67,707	\$ -
Interest earned											\$ 351,201
Interest transferred to/from externally funded projects											\$ -
Net interest on investments											\$ 351,201
Current investments: Share Funds											
National Australia Bank									\$ 2,000,000		12%
Bank of Queensland									\$ 2,000,000		12%
Members Equity Bank									\$ 6,000,000		35%
AMP									\$ 2,000,000		12%
Australian Unity Bank									\$ 2,000,000		12%
Bendigo Bank									\$ 3,000,000		18%
Council Funds on Term Deposit									\$ 17,000,000		100%

APPENDIX 5: MAJOR PROJECTS AND CAPITAL EXPENDITURE

Account	Original Budget	Revised Budget	YTD Budgets	YTD Actuals	YTD variance actual to Budget	YTD variance actual to Budget	Actual to total Budget
CAPITAL EXPENDITURE - AS PER APPENDIX C IN 2018/19 BUDGET							
Economic development & tourism							
Eucy Museum Rd access - feasibility study	\$50,000	\$0	\$0	\$0	\$0	0%	#DIV/0!
Caravan park im provements	\$1,083,000	\$1,223,618	\$0	\$0	\$0	0%	0%
Wedderburn Caravan Park entrance	\$15,000	\$15,000	\$0	\$0	\$0	0%	0%
Caravan Park trees	\$15,000	\$19,980	\$0	\$5,680	\$5,680	0%	28%
Council properties fencing	\$5,000	\$5,000	\$4,170	\$0	(\$4,170)	0%	0%
Council Land & Building Sales & Purchases	\$0	\$0	\$0	\$2,130	\$2,130	0%	#DIV/0!
Works & Infrastructure							
Reseal program	\$603,725	\$704,727	\$302,891	\$3,563	(\$299,328)	1%	1%
Safety program	\$45,000	\$85,000	\$85,000	\$82,584	(\$2,416)	97%	97%
Local road construction program	\$1,350,000	\$2,032,126	\$1,569,659	\$1,425,978	(\$143,681)	91%	70%
Local road gravel resheet program	\$380,000	\$278,292	\$270,866	\$302,029	\$31,163	112%	109%
Local road shoulder sheet program	\$315,000	\$290,806	\$286,686	\$244,569	(\$42,117)	85%	84%
Local bridges and culverts program	\$950,700	\$1,410,730	\$1,360,330	\$359,015	(\$1,001,315)	26%	25%
Township street improvement program	\$221,793	\$578,312	\$575,776	\$248,760	(\$326,996)	43%	43%
Urban drainage works program	\$350,000	\$542,220	\$298,228	\$202,373	(\$95,855)	68%	37%
Works & Infrastructure programs have commenced and variances are due to timing of the budget							
Roads to Recovery - Unallocated	\$15,207	\$0	\$0	\$0	\$0	0%	#DIV/0!
Salathiel's Pit clean up	\$11,747	\$0	\$0	\$0	\$0	0%	#DIV/0!
Reseal Wedderburn depot	\$0	\$40,000	\$0	\$0	\$0	0%	0%
Boundary entrance signage park and locality	\$15,000	\$15,365	\$15,365	\$15,365	\$0	100%	100%
Traffic Count Equipment	\$0	\$16,725	\$16,725	\$15,972	\$247	102%	102%
Fleet replacement	\$254,460	\$193,713	\$193,713	\$193,713	\$0	100%	100%
Plant replacement	\$1,152,753	\$2,428,844	\$1,821,633	\$1,952,487	\$130,854	107%	80%
Plant purchases ahead of budget due to earlier than expected purchases							
Minor plant and equipment - capital	\$20,000	\$20,000	\$20,000	\$1,045	(\$18,955)	5%	5%
Office Generator	\$0	\$80,922	\$80,922	\$80,922	\$0	100%	100%
Good management							
Building Asset Management Plan	\$0	\$41,175	\$0	\$4,884	\$4,884	0%	12%
Building safety audit stage 1	\$0	\$7,186	\$5,978	\$7,243	\$1,265	121%	101%
BLD East Loddon Pre school	\$0	\$13,114	\$13,114	\$13,114	\$0	100%	100%
BLD Dungee Pre School office refurbishment	\$0	\$1,217	\$1,217	\$1,217	\$0	100%	100%
Server replacement	\$50,000	\$50,000	\$50,000	\$22,000	(\$28,000)	44%	44%
Server replacement behind budget due to timing of the budget, the project is still to be completed							
Asset edge devices	\$14,280	\$14,280	\$0	\$0	\$0	0%	0%
Photocopier / scanner	\$0	\$6,670	\$6,670	\$6,670	\$0	100%	100%
PC replacement	\$53,500	\$53,500	\$53,500	\$2,382	(\$51,118)	4%	4%
IT strategy implementation	\$660,000	\$660,000	\$550,000	\$3,986	(\$546,014)	1%	1%
The project has commenced and works ongoing though out 2018/19							
Tips							
Boort Ewaste Grant	\$0	\$73,520	\$29,408	\$32,634	\$3,226	111%	44%
Inglewood Ewaste Grant	\$0	\$46,208	\$18,483	\$32,835	\$14,352	178%	71%
Building Maintenance							
BLD001 789 Dungee Rd Demo	\$13,202	\$0	\$0	\$0	\$0	0%	#DIV/0!
BLD002 Murph Crk Rec Res Damp	\$0	\$7,480	\$7,480	\$7,480	\$0	100%	100%
BLD003 WB Mech Ins Termite	\$0	\$21,450	\$21,450	\$9,450	(\$12,000)	44%	44%
BLD26 PH Memorial Hall Works	\$49,500	\$49,500	\$0	\$0	\$0	0%	0%
BLD27 KV Toilets Upgrade	\$9,900	\$9,900	\$0	\$0	\$0	0%	0%
BLD28 WB Hall	\$6,000	\$6,000	\$6,000	\$164	(\$5,836)	3%	3%
BLD32 Brt Memorial Hall Pavers	\$0	\$13,202	\$13,202	\$0	(\$13,202)	0%	0%
BLD PH Seniors Doors	\$0	\$5,014	\$5,014	\$5,014	\$0	100%	100%
BLD10 BRT Pre School and MCH Paint	\$9,900	\$12,767	\$12,767	\$12,767	\$0	100%	100%
BLD11 IW Seniors and PreSch Paint	\$12,100	\$13,099	\$12,595	\$13,099	\$504	104%	100%
BLD12 WB Pre School Paint	\$7,700	\$8,134	\$8,134	\$8,134	\$0	100%	100%
BLD13 Serp EPU 3 Path	\$4,950	\$4,950	\$4,950	\$0	(\$4,950)	0%	0%
BLD14 PH EPU 2 Path	\$2,750	\$2,750	\$2,750	\$990	(\$1,760)	36%	36%
BLD15 PH EPU 3 Path	\$4,950	\$4,950	\$4,950	\$0	(\$4,950)	0%	0%
BLD16 PH EPU 4 Path	\$3,850	\$3,850	\$3,850	\$0	(\$3,850)	0%	0%
BLD17 PH EPUs Paint	\$8,250	\$8,250	\$8,250	\$1,648	(\$6,602)	20%	20%
BLD18 Dungee EPUs Paint	\$6,600	\$6,600	\$6,600	\$0	(\$6,600)	0%	0%
BLD19 PH seniors Paint	\$16,500	\$7,335	\$7,335	\$7,335	\$0	100%	100%
BLD20 PH Hist Museum Paint	\$3,850	\$1,726	\$1,726	\$1,726	\$0	100%	100%
BLD21 NB Public Toilets	\$27,500	\$27,500	\$27,500	\$0	(\$27,500)	0%	0%
BLD22 IW Seniors and PreSch Roof	\$4,598	\$4,598	\$4,598	\$1,826	(\$2,972)	35%	35%
BLD23 BWCP - Termite Protection	\$4,400	\$4,400	\$4,400	\$0	(\$4,400)	0%	0%
BLD24 WB Office Deck Sill	\$25,300	\$18,797	\$18,182	\$18,798	\$616	103%	100%
BLD25 IW Hall Lift Phone	\$8,800	\$4,590	\$4,590	\$4,590	\$0	100%	100%
Environment							
Flood mitigation works Boort	\$0	\$485,000	\$485,000	\$144,535	(\$340,465)	30%	30%

Account	Original Budget	Revised Budget	YTD Budgets	YTD Actuals	YTD variance actual to Budget	YTD variance actual to Budget	Actual to total Budget
Community services & recreation							
PGC17 IW Town Hall landscape	\$49,980	\$49,980	\$49,980	\$30,823	(\$19,157)	62%	62%
PGC18 Boort Lake view BBQ	\$20,020	\$20,020	\$20,020	\$0	(\$20,020)	0%	0%
Swimming pool solar power	\$0	\$122,841	\$122,841	\$121,301	(\$1,540)	99%	99%
PGC19 tree replacement	\$30,000	\$30,000	\$30,000	\$2,400	(\$27,600)	8%	8%
PGC013 WB Office	\$0	\$5,919	\$4,930	\$5,919	\$989	120%	100%
PGC015 St Am Rd Calder HWY	\$0	\$210	\$170	\$210	\$40	124%	100%
PGC010 Inglewood Bot Gard	\$0	\$292	\$240	\$516	\$276	215%	177%
Community planning strategic fund	\$500,000	\$0	\$0	\$0	\$0	0%	#DIV/0!
BCP17 Lake Boort outdoor furniture	\$0	\$16,568	\$16,568	\$0	(\$16,568)	0%	0%
BCP KV Playground shade sail	\$0	\$25,000	\$25,000	\$9,520	(\$15,480)	38%	38%
BCP Community plan capital	\$50,000	\$38,088	\$0	\$0	\$0	0%	0%
WCP Community plan capital	\$50,000	\$50,233	\$0	\$0	\$0	0%	0%
WCP Soldiers Mem Park Exercise Equip	\$0	\$25,000	\$25,000	\$0	(\$25,000)	0%	0%
WCP Wed Caravan Park Redevelop	\$0	\$25,000	\$25,000	\$0	(\$25,000)	0%	0%
WCP Donaldson Park redevelopment	\$0	\$10,000	\$10,000	\$0	(\$10,000)	0%	0%
KCP11 Bridgewater Streetscape	\$0	\$39,500	\$0	\$0	\$0	0%	0%
ICP13 Inglewood Eucy Museum annex	\$0	\$21,000	\$21,000	\$0	(\$21,000)	0%	0%
ICP15 Engine display Eucy Museum	\$0	\$20,000	\$0	\$0	\$0	0%	0%
ICP17 Sports power UG	\$0	\$4,200	\$0	\$0	\$0	0%	0%
ICP17 Inglewood Eucy Museum annex	\$0	\$20,000	\$0	\$0	\$0	0%	0%
ICP Community plan capital	\$50,000	\$8,670	\$0	\$0	\$0	0%	0%
TaCP14 Pyramid Hill Caravan Park	\$0	\$16,330	\$13,610	\$0	(\$13,610)	0%	0%
TaCP17 Pyramid Hill Hall power upgrade	\$0	\$19,091	\$19,091	\$9,000	(\$10,091)	47%	47%
TaCP Community plan capital	\$50,000	\$0	\$0	\$0	\$0	0%	#DIV/0!
TaCP PH Lions Park Redevelop	\$0	\$32,000	\$32,000	\$8,626	(\$23,374)	27%	27%
CAPITAL EXPENDITURE - AS PER APPENDIX C IN 2018/19 BUDGET							
TaCP17 Laanecoorie boat ramp	\$0	\$99,280	\$99,280	\$8,953	(\$90,327)	9%	9%
TaCP Community plan capital	\$50,000	\$10,158	\$0	\$0	\$0	0%	0%
TaCP N/B Hall Repairs	\$0	\$9,487	\$7,910	\$0	(\$7,910)	0%	0%
Wedderburn Community Centre	\$0	\$16,736	\$13,950	\$7,000	(\$6,950)	50%	42%
LGP Wedderburn streetscape	\$0	\$167,865	\$164,849	\$167,882	\$3,233	102%	100%
FRRR Bridgewater foreshore stage 2	\$0	\$343,744	\$343,744	\$91,705	(\$252,039)	27%	27%
WBSSCAPE Bin Surrounds	\$0	\$17,000	\$6,800	\$0	(\$6,800)	0%	0%
Upgrade public toilets	\$0	\$7,500	\$6,250	\$9,235	\$2,985	148%	123%
Pyramid Hill Community Centre	\$120,000	\$120,000	\$0	\$0	\$0	0%	0%
Donaldson Park pavilion upgrade	\$2,814,670	\$0	\$0	\$0	\$0	0%	#DIV/0!
Newbridge public toilets septic replacement	\$0	\$92,820	\$92,820	\$86,024	(\$6,796)	93%	93%
Liveslock and domestic pound	\$50,000	\$104,518	\$104,518	\$600	(\$103,918)	1%	1%
Project has commenced, but progress slower than expected							
Trails Signage	\$0	\$12,357	\$12,357	\$0	(\$12,357)	0%	0%
Inglewood Pool upgrade	\$0	\$253,690	\$253,690	\$262,155	\$8,465	103%	103%
Donaldson Park Redevelopment	\$0	\$81,499	\$0	\$6,820	\$6,820	0%	8%
Pyramid Hill Kelly St playground	\$0	\$8,208	\$8,208	\$0	(\$8,208)	0%	0%
Total capital expenditure	\$11,696,435	\$13,623,896	\$9,830,283	\$6,329,215	(\$3,501,068)	64%	46%

10 INFORMATION REPORTS**10.1 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 third 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 3 (01/01/2019 – 31/03/2019)					
District	Number of scheduled inspections	Number completed by due date	Number completed after due date	Number not completed	Compliance
Loddon Plains	66	66	0	0	100%
Loddon Goldfields	71	71	0	0	100%
Total	137	137	0	0	100%

During the third quarter of 2018-2019 financial year, 100% of the programmed inspections were completed according to the schedule.

Table 2 below provides a summary of compliance of actual response times for rectification works of defects as detailed in the defect intervention levels and response timetables of the RMP.

Table 2: Defect rectification summary report

Quarter 3 (01/01/2019 – 31/03/2019)								
	Number of Defects				Compliant with RMP			
District	Adhoc	Requests	Defects from inspections	Total	Yes	No	Not complete	%
Loddon Goldfields	78	11	403	492	489	3	0	99.4%
Loddon Plains	89	8	472	569	569	0	0	100.0 %
Shire Wide	49	8	414	471	470	1	0	99.8%
Townscape Services	43	4	91	138	134	4	0	97.1%
Total	259	31	1380	1670	1662	8	0	99.5%

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 third quarter of 2018-2019 financial year, 99.5% of all date imposed defects were completed before their due date. This is 0.5% 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

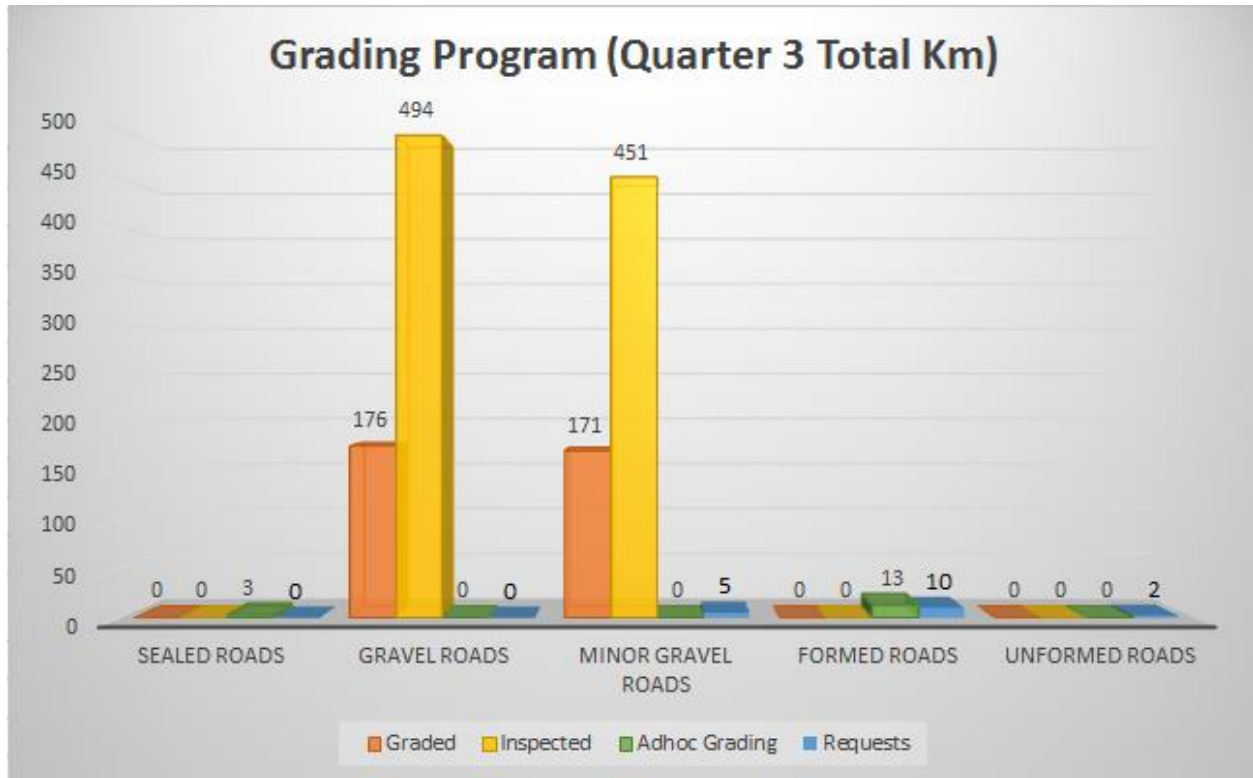
Quarter 3 (01/01/2019 – 31/03/2019)									
	Number of Grading Work Actions					Compliant with scheduled timeframes			
District	Programmed Maintenance Grading	Defects Done	Requests Done	Adhoc Done	Total	Yes	No	Not completed	%
Loddon Goldfields	733	0	4	22	759	759	18	24	94.5%
Loddon Plains	480	2	2	9	493	474	3	16	96.1%
Total	1213	2	6	31	1252	1191	21	40	95.1%

The data in table 3 indicates that 1191 grading work actions were completed for the third 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 third quarter of 2018-2019 financial year of the Local Road Maintenance Program is \$4,701,493. The expenditure for the third quarter was \$1,381,672.

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.

10.2 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 third 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 Organisational 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 3 (1 January 2019 – 31 March 2019)				
Activity	After hours call outs (*)	Littering or illegal rubbish dumping	Fire permits to burn (^)	Local law permits issued
No. actions	8	3	20	4

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

(^) Figures are provided by the OHS/Risk Management Officer.

Following an internal review of service delivery, the statutory role of Municipal Fire Prevention Officer is now undertaken by the OHS/Risk Management Officer. This position is within Council's Corporate Services Directorate and no longer part of the local laws/planning compliance role. The reporting of municipal fire prevention activities to Council will still be included in this report.

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.

Table 2: Summary of unsightly properties activities

Quarter 3 (1 January 2019 – 31 March 2019)																
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	3	2	4	3	8	9	2	1	2	0	0	0	1	37
No. resolved during quarter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
New action commenced	0	0	0	0	0	0	2	0	0	0	0	1	0	0	0	3
No. currently pursuing	2	0	3	2	4	3	10	9	2	1	2	1	0	0	1	40
Progress Activities																
Site meeting / discussion held	0	0	0	0	0	0	2	0	0	0	0	1	0	0	0	3
Letter to comply issued	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Occupier has commenced clean-up work	1	0	0	0	0	0	1	2	0	0	0	1	0	0	0	5
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

Local laws staff continue 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 3 (1 January 2019 – 31 March 2019)						
Activity	Wandering livestock	Trespassing livestock	Dog attack	Domestic animal at large	Distribution of cat traps	General complaints / other
No. of actions	8	7	3	10	9	22

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

Table 4: Impoundment activities

Quarter 3 (1 January 2019 – 31 March 2019)				
Animal type	Impoundments	Returned to owners	Animals rehoused	Animals disposed
Livestock	41	41	0	0
Dogs	9	7	2	0
Cats	5	2	3	38(feral)
Total	55	50	5	38

Planning Compliance and Enforcement

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

Table 5: Planning compliance and enforcement activities

Quarter 3 (1 January 2019 – 31 March 2019)					
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	1	0	0	5
Native vegetation removal without a permit	2	1	0	1	2
Breach of planning permit	1	0	0	0	1
Dog breeding / animal keeping	0	1	0	0	1

Land used as a store without planning permit	1	1	0	0	2
Occupation of a shed without a planning permit	1	1	0	0	2
Total	9	5	0	1	13

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 third quarter of 2018-2019 financial year for the local laws and compliance activities contained within this report is \$48,330. As the identified properties are escalated through the compliance process, costs associated with legal proceedings may also be incurred by Council.

The resulting cost to Council can be significant in terms of officer(s) time; particularly undertaking various site inspections across Loddon Shire. Direct monetary costs can be significant should a matter progress to the Victorian Civil and Administrative Tribunal (VCAT) or the Magistrates Court. Therefore, it is of benefit to Council and the community that the Development and Compliance Department work through these matters in a timely and respectful manner to reach an appropriate outcome wherever possible.

Benefits derived from investing in local law and planning compliance activities include:

- improving and maintaining township amenity
- ensuring that appropriate development occurs
- maintaining and improving public safety
- encouraging good domestic animal and livestock management
- reduced bushfire risks.

RISK ANALYSIS

Failure of Council to adequately manage the provisions associated with the Loddon Planning Scheme, Planning and Environment Act 1987 or other applicable legislation including the Domestic Animals Act 1994, Impounding of Livestock Act 1994, Country Fire Authority Act 1958 or Council Local Laws is considered to pose the following risks:

- barrier to development and associated economic growth within Loddon Shire
- inappropriate development
- Council's reputation as a regulatory authority
- public safety that endangers life and property
- adverse amenity of our townships
- increased bushfire hazards.

CONSULTATION AND ENGAGEMENT

Land and animal owners subject to compliance and enforcement actions under the abovementioned legislation and local laws are consulted with at each stage of the process.

10.3 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 third 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.

ISSUES/DISCUSSIONBuilding permits

Table 1 provides the number and total value of building permits issued for the three quarters of the 2018-2019 financial year and the last quarter of the 2017-2018 financial year. There is variation in the number and value of permits across the various quarters throughout any given financial year. The variation in value is largely attributable to the scale and cost of individual projects. In the third quarter of this year one building permit had a value exceeding \$1,000,000 while no other project exceeded \$190,000 in value. Anecdotally the following observations are made:

- The first quarter of this year was a little slower with the number and value of building permits down on the previous quarter. This could be due to a number of factors such as it being the beginning of the financial year and or the seasonal conditions impacting confidence.

- The number and value of building permits increases in the second quarter with things starting to taper off in the third quarter as seasonal conditions failed to improve.

Table 1: Summary of new building permits issued

	Quarter 4 2017-18 (01/04/2018 – 30/06/2018)	Quarter 1 2018-19 (01/07/2018 – 30/09/2018)	Quarter 2 2018-19 (01/10/2018 – 31/12/2018)	Quarter 3 2018-19 (01/01/2019 – 31/03/2019)
No. of new Permits	52	38	55	44
Value of Works	\$4,289,104.07	\$3,017,724.60	\$7,014,588.00	\$3,588,195.65

Table 2 provides a summary of the number of final inspections and certificates of occupancy issued for building permits during the first three quarters of 2018-2019 financial year and the last quarter of the 2017-2018 financial year.

Table 2: Summary of final inspections and occupancy permits

	Quarter 4 2017-18 (01/04/2018 – 30/06/2018)	Quarter 1 2018-19 (01/07/2018 – 30/09/2018)	Quarter 2 2018-19 (01/10/2018 – 31/12/2018)	Quarter 3 2018-19 (01/01/2019 – 31/03/2019)
Certificates of final inspection	39	35	39	31
Occupancy Permits	8	7	12	12

Council Building Services Staff continue to work proactively sending follow up letters with respect to the significant number of incomplete building permits that have lapsed from past years. Most people have contacted Council staff in response to these letters and final inspections have been carried out enabling these old building permits to be finalised, with 24 of the total of 31 final inspections being carried out by Council.

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	Total actions	Building notice issued	Building order issued	Legal action / solicitors letter started this quarter	Legal action ongoing	No. resolved during this quarter
Building damaged by fire	1	0	1	0	0	0	0	1 (Demolition arranged by MBS)
Works required to make building safe (including pools)	1	7	8	1	4	0	0	3
Carrying out building works without a permit	9	2	11	1	1	0	0	3
Works not in accordance with building permit	0	1	1	0	1	0	0	0
Illegal occupation of non-habitable building	1	0	1	0	0	1 (Progress has been made after letter sent)	0	0
Building with non-complying essential safety measures	1	0	1	0	0	0	0	0

Whilst new issues requiring enforcement are identified regularly it is also noted there are some longstanding enforcement activities that are ongoing. 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.

There have been a number of other actions relating to matters under the Building Act & Building Regulations, including swimming pool safety, that have been resolved without the need for formal enforcement action, by staff working pro-actively with property owners to have works completed. A number of other inspections have taken place following this reporting period. These inspections

have identified a number of matters that will require enforcement actions that will be captured in the next quarterly report.

COST/BENEFITS

The expenditure for the third quarter of the 2018-2019 financial year for building services activities contained within this report is \$29,147. The provision of building activity statistics informs Council of the level of building activity and statutory enforcement activity in the municipality.

The cost to Council of enforcement activity can be quite significant, particularly in terms of Council Officers' 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 Municipal Building Surveyor, together with other 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 all 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.

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.

A significant risk within Loddon Shire is unregulated developments in particular small allotments which are sold to purchasers that have expectations of using it for a cheap home or "weekender". Often the landholder is unable or unwilling to meet the regulatory requirements to safely utilise the site as they desire. This has led to a number of undesirable and potentially unsafe outcomes of unregulated developments. Action by Council's Local Laws & Planning Compliance Officer has improved some areas of the Shire in this regard. Development & Compliance staff will continue to work collaboratively to make best use of limited resources to address some of these issues. It is noted that Council's current capacity to enforce compliance in every instance, is limited. Generally enforcement matters are followed up by the Municipal Building Surveyor on a complaints basis having regard to risk management principles.

CONSULTATION AND ENGAGEMENT

The Municipal Building Surveyor regularly engages with business operators, developers, residents and ratepayers during the administration of the various Acts which can range from annual assessments/inspection to the provision of advice for the processing of building permits. Any business operator, developer, residents or ratepayer that is subject to enforcement action is regularly consulted with during the enforcement process to give them the opportunity to avoid the next step up in enforcement action.

10.4 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: David Southcombe, A/Manager Technical Services

Attachments:

1. Attachment 1 - Annual Infrastructure Program 2018-2019
2. Attachment 2 - Flood Restoration Program
3. Attachment 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 March 2019.

CONFLICT OF INTEREST

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

PREVIOUS COUNCIL DISCUSSION

This is the report for the third quarter of 2018-2019 financial year, providing an update on the progress of the Annual Infrastructure Program and Flood Restoration Program. The status 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 March 2019.

ISSUES/DISCUSSIONAnnual Infrastructure Program

Attachment 1 provides a progress summary for the end of quarter three of the 2018-2019 financial year of the Annual Infrastructure Program. There are 92 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 three 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 may vary from previous reports. All on ground works are effectively complete at 30 April 2019. Work is continuing on completing the administrative tasks associated with the delivery of the program.

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 at the end of third quarter 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 total expenditure for the year to date is \$2,576,778. During the period covered within this report all major projects have been awarded, with many of the projects commenced. Attachment 1 gives a summary of progress of individual projects within this program as at 31 March 2019 including carryover projects from previous financial year. The remaining projects as of now have completed the procurement process with the expectation of having the majority projects completed by the next report to Council.

The total to date expenditure for the Flood Restoration Program across the two year program is \$19,222,441. Progress is summarised in Attachment 2. All physical on ground works are complete at 30 April 2019. The details of the final expenditure will be provided in the fourth quarter report following the finalisation of the claims process.

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.

Attachment 1: Annual Infrastructure Program 2018 - 2019

Category	Project No.	Project Name	Project Details	Expenditure	% Activity	Comments
Local Road Resheet	LRS1159	Yarrowalla West Rd	Poly Tah Treatment	\$ 17,845.00	100%	Complete
	LRS1156	Lanyon Rd	Resheet 1.8km x 4.6m x 100mm	\$ 47,742.00	100%	Complete
	LRS1157	Bora Swamp Rd	Resheet 2.9km x 4.6m x 100mm	\$ 76,865.00	100%	Complete
	LRS1180	Campbells Rd M	Resheet 1.1km x 4.7m x 100mm	\$ 26,458.00	100%	Complete
	LRS1181	Campbells Rd M	Resheet 3.1km x 4.7m x 100mm	\$ 72,744.00	100%	Complete
	LRS1187	Salathiels Rd (new section of road)	New gravel road 2.6km x 4.6m x 100mm	\$ 24,887.00	100%	Complete
Local Road Shoulder Sheet	LRSS0357	Prairie Rd	Shoulder resheet 1.5km x 1.5 x 100mm x 2 sides (0.73-1.13, 1.26-2.46 and 2.44-3.49 under flood restoration)	\$ 33,593.00	100%	Complete
	LRSS0359	Yarrowalla South Road	Shoulder resheet 4.4km x 1.5m x 100mm x 2 sides	\$ 95,106.00	100%	Complete
	LRSS0355	Dunns Rd [EL]	Shoulder resheet 1.6km x 1.5m x 100mm x 2 sides	\$ 11,920.00	100%	Complete
	LRSS0356	Prairie Rd	Shoulder resheet 1.5km x 1.5 x 100mm x 2 sides	\$ 32,178.00	100%	Complete
	LRSS0360	Rheola Llanelly Rd	Shoulder resheet 1.4km x 1.8 x 100mm x 2 sides	\$ 26,226.00	100%	Complete
Local Road Construction	LRC0474	Bridgewater Raywood Rd	Rehabilitation & widening of existing pavement & seal - from 3.8m to 7.0m m width	\$ 170,979.00	80%	Commenced - completion in May 2019
	LRC0471	Tandarra Serpentine Rd	Rehabilitation of existing pavement and 7.0m seal for road sections not completed by 2016 flood works	\$ 8,208.00	90%	Commenced
	LRC0472	Pyramid Yarraberb Rd	Rehabilitate existing pavement & seal to 7.0m.	\$ 162,096.00	100%	Complete
	LRC0475	Pyramid Yarraberb Rd	Rehabilitate existing pavement with 7.0m seal.	\$ 146,697.00	100%	Complete
	LRC0477	Echuca Serpentine Rd	Rehabilitation & widening of existing pavement & seal - from 3.8m to 7.0m m width	\$ 284,281.00	100%	Complete
	LRC0439/0440	Sebastian Road	Rehabilitate existing failing pavement and seal	\$ -		Carried forward from 2016/17, Projected requires rescope to include traffic near Bridgewater silo, removed from this years program and will be rescheduled following redesign.
	LRC0479	Newbridge Road	Rehabilitation	\$ 353,751.00	84%	Commenced
Safety	SAF0028	Gowar Logan Rd (SN 0197)	Replace failing bridge railing on Bridge. Existing rail is in very poor condition with rotting wood and some end posts have fallen over.	\$ 1,100.00	5%	On ground works commence in April 2019
Township St Improvement	TSI0431	Station St, Boort	Replace broken and uneven concrete footpath on western side and around corner on King St West.	\$ -		Commence in May/June
	TSI0442	Godfrey St, Boort	Replace 25m of uneven pavers & replace broken footpath sections on north side of road	\$ -		Commence in May/June
	TSI0435	Godfrey St, Wedderburn - Section 1	Construction of new strategic concrete footpath (130m x 1.5m) along the Southern side of Godfrey Street from Hospital St to Street b/s Nardoo Creek	\$ -		Commence in May/June
	TSI0440	Lyndhurst St, Bridgewater	Construction of new strategic concrete footpath (85m x 1.5m) from the intersection with Eldon St to Lily St (exclude railway reserve) on southern side	\$ -		Commence in May/June
	TSI0436	Godfrey St, Wedderburn - Section 2	Construction of new strategic concrete footpath (140m x 1.5m) along the Southern side of Godfrey Street from High St towards Nardoo Creek	\$ -		Commence in May/June

Attachment 1: Annual Infrastructure Program 2018 - 2019

Category	Project No.	Project Name	Project Details	Expenditure	% Activity	Comments
	TSI0438	Lyon St, Newbridge	Construct new concrete footpath from edge of existing bitumen path outside hotel heading West to Nelson St	\$ -		Commence in May/June
	TSI0434	Joffre St, Mitiamo	Replace existing asphalt footpath	\$ -		Commence in May/June
	TSI0425	Market St, Inglewood	Installation of new footpath to service properties on west side	\$ 69,898.00	100%	Complete
	TSI0426	Coutts St Footpath	Replace existing footpath and continue with new footpath to the intersection	\$ 65,750.00	100%	Complete
	TSI0430	High St, Wedderburn	Replace footpath to connect streetscape project with Racecourse Rd footpath	\$ 30,910.00	100%	Complete
	TSI0429	Hospital St, Wedderburn	Construct new footpath to connect P-12 and Calder Highway	\$ 66,550.00	100%	Complete
	TSI0382	Railway Ave, Pyramid Hill	Construct a new footpath from Victoria St to PH Railway Station	\$ 46,960.00	85%	
Local Bridges and Culverts	LBCC0375	Woodstock Rd (SN0153)	Replace bridge	\$ 16,154.00	5%	Tender Awarded - works to commence onsite May 2019
	LBCC0374	Scollarys Road (SN0191)	Upgrade bridge for B-double use	\$ 5,000.00		Subject to Northern Grampians Shire program
	LBCC0351	Connors Rd (SN0134)	Bridge needs replacing with box culvert 1200x1200 with floodway	\$ -		Commence in April 2019
	LBCC0373	Hudson La	Replace twin cell box culvert	\$ -		Commence in May 2019
	LBCC0364	Kingower Brenanah Rd (SN230)	Replace timber deck	\$ 69,000.00	100%	Complete, carried forward from 2017/2018
	LBCC0368	Mologa Durham Ox Rd (SN 051)	Replace wooden bridge with box culvert and concrete crossover.	\$ -		Commence in May 2019
	LBCC0369	Pigeonhole Rd	Install concrete apron and headwall on upstream side.	\$ -		Commence in April 2019
	LBCC0358	Janevale Bridge	Carry out significant repairs to structure as detailed in level 2 report	\$ 275,702.00	100%	Complete
Reseals	31 Projects	Multiple	Spray Seal Contract	\$ -		Awarded, works to commence in April 2019
Urban Drainage	TSD0142	Verdon & Southey Street	North Side of Verdon Street from main drain to Southey Street and west side of Southey Street from Verdon to railway line. Install underground drainage from pit 633 to Pit 645 as per Inglewood Drainage plans and install a section of 450 RCP from pit 645 across Southey to pick up flow from twin pipes under railway line. Provide and end wall with depressed inlet at this location. Pit types to be determined to achieve high volume water access. Pipe length approx. 250 metres and 7 pits approx.	\$ 11,975.00		Split into two projects. Main drain to Southey St to commence in May 2019. Southey St to rail line subject to VicTrack approval (2019-2020)
	TSD0138	Old Inglewood Reservoir	Repair seepage points on embankment for further rehabilitation	\$ 27,556.00	50%	Carry over from 2017/2018. Halted to complete Risk Consequence assessment. DEWLP funding to be arranged after upgrade options are evaluated and selected.
	TSD0137	Wilson Kerr St, Wedderburn	Install new drainage pits and pipes	\$ 33,650.00	100%	Carried forward from 2017/2018
	TSD0133	Sugar gum drive	Install new drainage pits and pipes	\$ 103,085.00	100%	Carried forward from 2017/2018

Attachment 1: Annual Infrastructure Program 2018 - 2019

Category	Project No.	Project Name	Project Details	Expenditure	% Activity	Comments
	TSD0145	Bridgewater Maldon Rd	Western corner at intersection of Calder Hwy and Bridgewater Maldon Rd. Install 360m of 300mm pipe & 6 x pits to provide drainage where water pools at low point and pipe to join Camp St pipe.	\$ -		Tender advertised in March-April 2019.
Townscape Services	PGC017	Inglewood Town Hall	Landscape garden beds, new plants, new garden edging. New bollards around the outside	\$ 26,655.00	100%	Complete
	PGC018	Lake View St	To renew shelter over BBQ area as the shelter is very rusty and unsafe and renew BBQ money.	\$ -		Commence in fourth quarter
	PGC019	Tree Replacement	Tree removal and replacement - high priority trees first	\$ 7,368.00	25%	
Buildings	BLD010	Boort Pre-School and MCH	Exterior painting - fascia boards, windows, exterior wall as appropriate	\$ 12,767.00	100%	Complete
	BLD011	Inglewood Senior Citizens/Pre-School & MCH	replace fascia board & exterior painting - fascia boards, windows, exterior wall as appropriate	\$ 13,099.00	100%	Complete
	BLD012	Wedderburn Pre-School	Exterior painting - fascia boards, windows, exterior wall as appropriate	\$ 8,134.00	100%	Complete
	BLD013	Serpentine EPU - Unit Number 3	Replace/rehab outdoor concrete path section	\$ -		Commence in fourth quarter
	BLD014	Pyramid Hill MAV EPU - Unit Number 2	Replace outdoor concrete path section	\$ -		Commence in fourth quarter
	BLD015	Pyramid Hill MAV EPU - Unit Number 3	Replace outdoor concrete path section	\$ -		Commence in fourth quarter
	BLD016	Pyramid Hill MAV EPU - Unit Number 4	Replace outdoor concrete path section	\$ -		Commence in fourth quarter
	BLD017	Pyramid Hill MAV EPUs	Fascia board painting for all, Unit 4 needs fascia replacement & painting & plumber to confirm cause for water damage	\$ 8,250.00	100%	Complete
	BLD018	Dingee EPUs	Fascia board painting for all, Unit 4 needs fascia replacement & painting & plumber to confirm cause for water damage	\$ -		Commence in fourth quarter
	BLD019	Pyramid Hill Senior Citizens Centre	Exterior timber repairs (fascia, window frames, verandah) & painting	\$ 7,335.00	100%	Complete
	BLD020	Pyramid Hill Historical Museum	Exterior painting - fascia boards & doors as appropriate	\$ 1,726.00	100%	Complete
	BLD021	Newbridge Public Toilet/Hall	Retaining wall hand rails and add seat bench & roof at end of toilets	\$ -		Project not proceeding.
	BLD022	Inglewood Senior Citizens/Pre-School & MCH	Investigate roof rehab in north side & renew ceiling	\$ 748.00	100%	Complete
	BLD023	Bridgewater Caravan Park	Granite sand - 1m barrier around buildings for termite protection	\$ -		Commence in fourth quarter
	BLD024	Wedderburn decking shade sail	Add shade sail to outdoor decking	\$ 18,258.00	100%	Complete
	BLD025	Inglewood Community Neighbourhood House	Upgrade emergency phone in lift	\$ 4,590.00	100%	Complete
	BLD026	Pyramid Hill Public Hall (Memorial Hall)	Expected removal of asbestos required - therefore need to replace sheets. Drainage works (storm water pit) to keep water away from building, additional downpipes & rising damp investigation.	\$ -	40%	Drainage works complete. Asbestos removal to be completed in new financial year.
BLD027	Korong Vale Public Toilets	Upgrade toilets to minimise blockages (remove dual flush and fix plumbing)	\$ -		Commence in fourth quarter	

Attachment 1: Annual Infrastructure Program 2018 - 2019

Category	Project No.	Project Name	Project Details	Expenditure	% Activity	Comments
	BLD028	Wedderburn Public Hall - Mechanics Hall & Lion's Club	Landscaping around building to remove vegetation & moisture for termites/rising damp	\$ -		Commence in fourth quarter
	BLD029	Allocation for updating Building floor plans	Providing new floor plan drawings for nominated list of buildings	\$ -	10%	Underway, measurements taken
	BLD030	Electrical Switchboard Review & Upgrades	Undertake safety assessment of selected electrical switchboard condition & recommendations for upgrade works	\$ -	100%	To be completed in April 2019
	BLD031	Building Compliance audits & minor rectification works	Undertake 12 x buildings audits (1 per month) & minor rectification works	\$ 42,202.00	100%	Complete
	BLD002	Murphy Creek Rec Reserve	Demolish the existing building	\$ 7,480.00	100%	Complete
	BLD032	Relay pavers around Boort Memorial Hall	Replay pavers leading into building and around ANZAC square	\$ 3,300.00	25%	

ORDINARY COUNCIL MEETING AGENDA

As at 15 April 2019

Status Report - Flood Damage Restoration Works

S. No.	Rectification work category	Number of damages recorded	Number of damages rectified	Number of damage rectification currently in progress or quote sought	Remaining jobs for Scoping	% Complete
1	Sealed Roads Damage	78	78	0	0	100
2	Grading required	289	289	0	0	100
3	Shoulder Failure	118	118	0	0	100
4	Grading with Material required	783	783	0	0	100
5	Gravel Resheet required	441	441	0	0	100
6	Bridge Repair	3	3	0	0	100
7	Major tree Removal	12	12	0	0	100
8	Minor Tree Removal	40	40	0	0	100
9	Floodways reinstatement and repair	177	177	0	0	100
10	Major Culvert Damage and cleaning works	26	26	0	0	100
11	Minor Culvert Damage and Cleaning works	135	135	0	0	100
12	Waterway Clearing works	95	95	0	0	100
13	Guardrail Damage/ Sign Damage or Lost	7	7	0	0	100
14	Others	39	39	0	0	100
	Total	2243	2243	0	0	100

Summary Status Report - Flood Damage Restoration Works	
Total number of individual damages recorded	2243
Total number of damages rectified	2243
Jobs Under Progress and awarded	0
Total number of damages awaiting scoping	0

Attachment 3: Other Projects 2018 - 2019

S. No	Project Description	Estimated/Budgeted Cost	Expenditure	Responsible Officer	Activity %	Comments
1	Boort Levee	\$ 500,000.00	\$ 138,345.00	PMC, PO	20	Siphon installed. Planning permit obtained. Negotiations on land transfer with Parks Victoria have commenced. Working through the Planning Permit conditions that are required before on ground works can commence.
2	Wedderburn Pedestrian Crossing Study	\$ 22,000.00		PMC, PO	35	Awarded
3	Pyramid Hill Drainage Strategy and Drainage data capture	\$ 500,000.00	\$ 26,730.00	PMC, PO	33	Pyramid Hill drainage strategy and Drainage infrastructure capture awarded
4	Contract Management Manual	\$ 15,000.00	\$ 10,875.00	PMC, PO	90	Final draft received. Working with department heads on final version for MEG adoption.
5	Electronic Procurement System	\$ 10,000.00	\$ 9,000.00	PMC, PO	100	Solution purchased and operational
6	Contract Management System	\$ 70,000.00		PMC, PO	10	Evaluating Contract Management Software.
7	Roadside Management Plan	\$ 45,000.00	\$ 45,000.00	MTS	100	Community handbook completed
8	Township, Locality and Boundary sign Audits	\$ 20,000.00	\$ 20,000.00	PMC, PO	100	Completed 17/18
9	Township, Locality and Boundary sign replacements	\$ 15,000.00	\$ 15,365.00	PMC, PO	100	Completed
10	Asbestos Audit and Removal	\$ 66,000.00	\$ 29,960.00	BMO	33	Annual cost for 3 year contract
11	Newbridge Septc System replacement	\$ 100,000.00	\$ 52,532.00	PMC, PO	60	Commenced in March
12	Public Facilities and office cleaning (contract)	\$ 160,000.00	\$ 117,332.00	BMO	NA	Under contract
13	Little Lake Boort retaining wall	\$ 40,000.00		PMC, PO	100	Works complete on ski club retaining wall and rock beaching
14	Wedderburn township entrance sign	\$ 40,000.00		MTS	5	Designs considered. Looking for stonemason quotes.
15	Pyramid Hill title re-alignment		\$ 2,433.05	PMC, PO	40	Road reserve removed from title. Awaiting contact from Surveyor re title resubdivision
16	Echuca-Serpentine Road Feasibility study	\$ 15,000.00		PMC, PO	15	Grant awarded

Responsible Officer

PMC	Project Management Coordinator
PO	Project officer
MTS	Manager Technical Services
BMO	Building Maintenance Officer

10.5 PLANNING PERMIT ACTIVITY REPORT

File Number: 13/01/002
Author: Alexandra Jefferies, Planning Officer
Authoriser: Glenn Harvey, Manager Development and Compliance
Attachments: 1. Planning permit activity report

RECOMMENDATION

That Council receive and note the planning application and permit activity report for January – March 2019.

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 third 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/DISCUSSIONPlanning permit activities

A detailed summary of the status of planning permits can be found in attachment 1: Planning permits status report 1 January 2019 – 31 March 2019.

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 third quarter of the 2018-2019 financial year and compares these to the Victorian rural average.

Table 1: Average timeframes for decisions

Quarter 3 of the 2018/2019 financial year			
Month	Average gross days to determine	Completed within 60 days	Rural average completed within 60 days
January	116 days	33%	71%
February	85 days	100%	79%
March	33 days	100%	69%
	Total Quarterly average	78%	73%

During the third quarter of the 2018- 2019 financial year 78% of all Planning Permit applications were assessed and issued within the timeframes as set in the Planning & Environment Act 1987. While not all permit application have been assessed within the statutory 60 day timeframe, Council's performance is above the rural average. For both February and March 100% of all applications were assessed within the statutory 60 days. The average gross days to determine applications in January are particularly high. During this month two complex applications were determined under delegation by Council officers following the assessment process. The two applications are Application 5341 development of accommodation and Application 5341 development of a solar farm. This has significantly impacted on the overall average number of days to issue a permit.

COST/BENEFITS

The expenditure for the third quarter of 2018-2019 financial year of the statutory planning activities contained within this report is \$69,052.

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
- correct implementation of 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 consult with a number of stakeholders on a regular basis including:

- applicants
- surrounding land owners

- regulatory authorities
- other Loddon Shire Council departments
- other municipalities.

File No. 13/02/004Planning Applications Being Processed Between 01-01-2019 and 31-03-2019

Application	Date Received	Property No	Applicant	Address of Land	Proposal	Status
5275.1	18/04/2018	46905400	Karl Lawson	CA CA 1A & 1B Section Section 15 Parish of Tarnagulla (Boyds Road Newbridge)	Modify road access to property via Yorkshire Rd & Boyds Rd North & amend location of retarding basin.	Referral
5377	04/07/2018	68000650	Sue Mitchell & Tony Hansen	Lot 1 Plan No 429858 Parish of Woosang (1179 Calder Highway Wedderburn)	Permit to store scrap metal on property	Notice of Application
5379	20/07/2018	10726910	Gary Anderson	Lot 392352 Plan No 1 Parish of Boort (105 Godfrey Street BOORT)	Two Units for accommodation	Notice of Application
5388	20/09/2018	45703900	Vasko Stojcevski	CA 12 Section 11 Parish of Painswick (Sporting Flat Road Dunolly)	Mushroom farm	Notice of Application
5394	09/10/2018	10601000	Simon Rogers	Lot 2 Plan No PS807523 (1501 Boort-Yando Road YANDO)	Native vegetation removal	Further Info Requested
5404	28/11/2018		Graeme Smith	Connors Road LEICHARDT	Removal of native vegetation for replacement of timber bridge	Referral
5406	05/12/2018		Adam Cooper	Woodstock Road WOODSTOCK	Native vegetation removal adjacent to bridge replacement	Referral
5407	11/12/2018	31109600	Dave Edwards	CA 4 Section 9 Parish of Bridgewater (16 Park Street Bridgewater on Loddon)	Landscaping and 2 Lot Subdivision	Further Info Requested
5408	21/12/2018	24903800	Rod Hinton	Lot 1 Plan No TP113112 Parish of Mincha (Kennedys Road Pyramid Hill)	Rural residential use and development of the site	Referral
5414	18/01/2019	38305200	David Huang	CA 14 Section B Parish of Yarraberb (4067 Pyramid-Yarraberb Road SEBASTIAN)	Use & development of Renewable Energy Facility & associated buildings & works, removal of native vegetation & signage	Further Info Requested

Application	Date Received	Property No	Applicant	Address of Land	Proposal	Status
5416	22/01/2019	18100600	Matthew Chalmers	CA 15 & 16 Section NO SEC Parish of Wychitella (509 Wychitella Bus Route Road BOORT)	Native vegetation removal to erect a centre pivot	Referral
5419	29/01/2019	47101100	K R Johnson	CA 20 Section B Parish of Tchuterr (135 Old Logan-Burkes Flat Road Burkes Flat)	Gold Mining	Further Info Requested
5421	12/02/2019	47005950	Karl Liffman	CA 4&5 Section 12 Parish of Tarnagulla (91 to 93 Gladstone Street Tarnagulla)	To keep not more than ten bee hives on the property	Further Info Requested
5433	22/03/2019	52109700	Daniel Whitford	CA 9A Section D Parish of Glenalbyn (Inglewood-Rheola Road INGLEWOOD)	Build 3 bedroom house with double garage	Referral
5434	26/03/2019	31101400	James Course	CA 27C Section NO SEC Parish of Bridgewater (89 to 109 Main Street BRIDGEWATER ON LODDON)	Display & erection double sided non-illuminated major promotion sign	Referral
5435	28/03/2019	46604300	Pete Collings	Lot 2 Plan No 80795R Parish of Shelbourne (Shelbourne Road Shelbourne)	Farm land. Multi-family, 2 storey dwelling & sheds	New

PLANNING PERMITS ISSUED UNDER DELEGATION BETWEEN 01-01-2019 and 31-03-2019

APP. No	DATE RECEIVED	APPLICANT	ADDRESS OF LAND	PROPOSAL	DATE ISSUED
5341	06/02/2018	James Golsworthy	CA 3 Parish of Terrapee (127 Grandview Road Boort)	Use & development of a residential hotel (support accomodation to olive grove) & associated works	15/01/2019
5376	02/07/2018	Kim Derriman	Parish of Hayanmi (Bendigo Pyramid Road Mitiamo)	Development of a solar farm, utility installation, associated buildings and works, alteration of access to Road Zone Category 1, native vegetation removal.	14/01/2019
5390	21/09/2018	Robert Hooke	CA 180 Section NO SEC Parish of Janiember East (Ettershanks Road Bears Lagoon)	Section 22 (Subdivision) Removal of easements	14/02/2019
5398	23/10/2018	Steven Jefferies	CA 1 Section 5 Parish of Laanecoorie (Guiney Street LAANECOORIE)	Transportable shed to be placed on land	02/01/2019
5402	14/11/2018	Ian Harrison	Parish of Loddon (69 Herdmans Road LODDON VALE)	Earthworks- irrigation reconfiguration	21/01/2019
5409	07/01/2019	Geoff Gravestocks	CA 22C Section T Parish of WEDDERBURNE (Chapel Street Wedderburn)	Installation of Rapid Earth Fault Current Limiter devices.	08/03/2019
5412	17/01/2019	Rebecca Slater	CA 2 Section E Parish of Inglewood (Inglewood-Salisbury Road INGLEWOOD)	Construction of a storage shed	26/02/2019
5413	17/01/2019	Steven G Formosa	CA 67 Section U Parish of Wedderburne (7217 Calder Highway Wedderburn)	Out Building	22/01/2019
5231.2	18/01/2019	Bruce Mitchell	Lot 5 Plan No 388201 Parish of Boort (465 Osborne Road Barraport)	Amend layout of buildings	21/01/2019
5417	24/01/2019	Denise Courtenay	CA 65 Section A Parish of Korong (Roberts Road Glenalbyn)	Construct farm shed	13/03/2019
5418	29/01/2019	Graham Connell	Lot 1 Plan No 757059 Parish of Talambe (11 Rodgers Road DINGEE)	Part demolition & extension to residence, new septic system & pool	14/02/2019
5420	08/02/2019	PETER DRIFFILL	CA 6 Section 13 Parish of Inglewood (BROOKE STREET 74 INGLEWOOD)	Proposed carport (9 metre X 9 metre) and installation of 30 solar panels to be only used by cafe	14/02/2019
5367.1	13/02/2019	Peter Shaw	Lot 3 Plan No 636975G Parish of Wedderburne (32 Ridge Street Wedderburn)	Increase size of Shed to 6000x3600 & attached Carport 6000x3000	13/02/2019
5125.3	20/02/2019	Bruce Mitchell	CA 16 Section A Parish of Tarnagulla (499 Laanecoorie-Newbridge Road Newbridge)	Water supply Pump Station added	20/02/2019

5425	21/02/2019	Powercor Australia Ltd	Road Reserves Boyds Pit, Mitiamo Forest & Leeches Roads Mitiamo	Removal of Native Vegetation under Clause52.17	20/03/2019
5401.1	27/02/2019	Rebecca Slater	Lot 2 Plan No 2200421Y Parish of Waanyarra (349 Waanyarra Road Waanyarra)	Location of shed altered to 31.6m from dwelling instead of 30.5m.	27/02/2019
5428	01/03/2019	Rebecca Slater	CA 6 Section 13 Parish of BOORT (Boort Quambatook Road BOORT)	Construction of Storage Shed	22/03/2019
5430	08/03/2019	Brent Williams	Lot 4 Plan No 83960 Parish of Mincha (Mitiamo-Kow Swamp Road LEITCHVILLE)	Rural Store- Hay Shed	13/03/2019
5431	14/03/2019	Paul Haw	Lot 1 Plan No 809684 (3645 Boort-Pyramid Road BOORT)	Car Shed with roller door	20/03/2019

10.6 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 third 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 January to 31 March 2019		
Governing Legislation	Inspection Outcome	Number of inspections
Food Premises	Compliant*	42
	Major Non Compliance	0
Health Premises	Compliant*	8
Caravan Parks	Compliant*	1
Swimming Pools	Satisfactory	3
Total number of inspections for reporting period		54

*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.

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 January to 31 March 2019	
Inspection Type	Number
Retailer includes vending machines	7
Indoor Drinking and Dinning Areas	4
Outdoor Drinking and Dinning Areas	1
Public Outdoor Venues	0
Total number of Inspections	12

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 also 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 3 summaries the sampling program activities undertaken during the reporting period.

Table 3: Sampling program summary

1 January to 31 March 2019				
Sample Type	Number	Testing	Outcome	
Food	4	Microbiological	Satisfactory*	4
			Unsatisfactory	0
		Labelling	Satisfactory	2
			Unsatisfactory	0
Swimming Pool	4	Microbiological	Complies	4
			Does not comply	0

Total number of Samples	8	
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*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.

At the commencement of the swimming season all public pools are assessed under the sampling program. As part of that assessment a water sample is taken from each pool. A follow up sample is taken on pools that return a result of does not comply. Follow up samples from pools that failed microbiological testing taken in the previous quarter were undertaken in early January at which time all the pools passed.

Septic Systems

Table 4 summarises septic system permit applications processed during the reporting period.

Table 4: Septic system permits

1 January to 31 March 2019	
Permit Type	Number
Installation or alteration	8
Certificate to use	2
Time Extensions or Change to Existing Permit	0
Total Number of Permits	10

The average processing time for permits to install or alter is seven days.

Table 5 summarises the activities associated with management of septic tank applications and installed systems.

Table 5: Septic system activity

1 January to 31 March 2019	
Activity / Inspection Type	Number
Application Inspection	7
Installation Inspection	4
Final Inspection	1
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 6 summaries the complaints during the reporting period

Table 6: Public health complaints

1 January to 31 March 2019				
Nature of complaint	Number carried over from previous reporting period	Number received	Number resolved	Number currently pursuing resolution
Food Premises	0	4	4	0
Odour	0	0	0	0
Noise	1	0	1	0
Mosquitoes	0	0	0	0
Wastewater	0	0	0	0
Tobacco	0	1	1	0
Other	1	2	1	2
Total	2	7	7	2

COST/BENEFITS

The actual expenditure for the third quarter of 2018-2019 financial year of the public health unit activities contained within this report is \$34,647

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.

11 COMPLIANCE REPORTS**11.1 SECTION 86 COMMITTEE OF MANAGEMENT MEMBERSHIP DETAILS-
WEDDERBURN COMMUNITY CENTRE**

File Number: 02/01/036
Author: Michelle Hargreaves, Administration Officer
Authoriser: Sharon Morrison, Director Corporate Services
Attachments: Nil

RECOMMENDATION

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

CONFLICT OF INTEREST

There is no conflict of interest for any Council staff member involved in the preparation of this report. Some staff members are involved in the subject matter of the report but have not been involved in the preparation of the report.

PREVIOUS COUNCIL DISCUSSION

Council approved the current list of committee members for Wedderburn Community Centre Committee of Management on 27 February 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

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

Name	Organisation
Jacko Schanksea	Community member
Richard Stephenson	Community member
Tracey Wilson	Inglewood & Districts Health Service
Jess Pevinski (Treasurer)	Inglewood & Districts Health Service
Paula Yorston (Secretary)	Loddon Shire Council Community Wellbeing
Brooke Arnold	Loddon Shire Council Community Wellbeing
Sandra Steel (Vice President)	Loddon Shire Council Tourism
Pauline Brown	Loddon Shire Council Tourism
Marg Van Veen (President)	Wedderburn Community House
Jon Chandler	Wedderburn Community House

The Council representative for this committee is Cr Gavan Holt.

COST/BENEFITS

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

RISK ANALYSIS

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

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

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

CONSULTATION AND ENGAGEMENT

Nil

11.2 SECTION 86 COMMITTEE OF MANAGEMENT MEMBERSHIP DETAILS-INGLEWOOD COMMUNITY ELDERLY PERSONS UNITS

File Number: 02/01/043
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 Community Elderly Persons Units 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 Inglewood Community Elderly Persons Units 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

Inglewood Community Elderly Persons Units 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
Allan Saunders	Community representative
Tracey Wilson	Inglewood and Districts Health Service
Jess Pevinski	Inglewood and Districts Health Service
Robert Condliffe (President/Treasurer)	Inglewood Lions Club
Frank Stoel	Inglewood Lions Club
Paula Yorston (Secretary)	Loddon Shire Council Community Wellbeing
Brooke Arnold	Loddon Shire Council Community Wellbeing

The Council representative for this committee is Cr Colleen Condliffe.

COST/BENEFITS

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

RISK ANALYSIS

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

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

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

CONSULTATION AND ENGAGEMENT

Nil

**11.3 SECTION 86 COMMITTEE OF MANAGEMENT MEMBERSHIP DETAILS-BOORT
TOURISM DEVELOPMENT**

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 Tourism 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. A staff member does have an involvement in the subject matter of the report by virtue of their volunteer commitment with the Committee of Management.

PREVIOUS COUNCIL DISCUSSION

Council approved the current list of committee members for Boort Tourism Development 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

Boort Tourism 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
Neil Beattie	President
Wendy James	Secretary
Alister McDougal	Treasurer
Kathryn Lanyon	Vice President
Barry Barnes	Committee Member
Barry Kennedy	Committee Member
Jacqui Verley	Committee Member
John Nelson	Committee Member
Kevin Sutton	Committee Member
Margaret Nelson	Committee Member
Marilyn Lanyon	Committee Member
Paul Haw	Committee Member
Rob Ashton	Committee Member
Sharlene Stringer	Committee Member
Suzi Kirkham	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

**11.4 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 27 November 2018. Since then, new members have been appointed and some have left.

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
Debbie Rowan	Committee Member
Jenni Bligh	Committee Member
Laurie Barby	Committee Member
Milivoj Zec	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

11.5 SECTION 86 COMMITTEE OF MANAGEMENT MEMBERSHIP DETAILS-DONALDSON PARK

File Number: 02/01/018
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 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 27 November 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

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)	Councillor
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
Ian Gould	Wedderburn Redbacks
Julie Benaim	Wedderburn Redbacks
Sharyn Lockhart	Wedderburn Redbacks
Trudi Van de Wetering	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

12 GENERAL BUSINESS

13 CONFIDENTIAL ITEMS**RECOMMENDATION**

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

13.1 Review of confidential actions

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

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

This matter is considered to be confidential under Section 89(2) - (b) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with the personal hardship of any resident or ratepayer.

Closing of Meeting to the Public

RECOMMENDATION

That the meeting be closed to the public.

NEXT MEETING

The next Ordinary Meeting of Council will be held on 25 June 2019 at Serpentine commencing at at 3pm.

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

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

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