



**Date:** Tuesday, 24 September 2019  
**Time:** 3pm  
**Location:** Council Chambers, Serpentine

# **MINUTES**

**Ordinary Council Meeting**

**24 September 2019**

**MINUTES OF LODDON SHIRE COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT THE COUNCIL CHAMBERS, SERPENTINE  
ON TUESDAY, 24 SEPTEMBER 2019 AT 3PM**

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

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

**1 OPENING PRAYER**

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

**2 ACKNOWLEDGEMENT OF COUNTRY**

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

**3 APOLOGIES**

Nil

**4 DECLARATIONS OF CONFLICT OF INTEREST**

Nil

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

That Council confirm:

1. The minutes of the Council Briefing of 27 August 2019
2. The minutes of the Ordinary Council Meeting of 27 August 2019
3. The minutes of the Council Forum of 10 September 2019

**REPORT**

Seeking approval of the unconfirmed minutes of the previous meetings.

**RESOLUTION 2019/199**

Moved: Cr Geoff Curnow

Seconded: Cr Colleen Condliffe

That Council confirm:

1. The minutes of the Council Briefing of 27 August 2019
2. The minutes of the Ordinary Council Meeting of 27 August 2019
3. The minutes of the Council Forum of 10 September 2019

**CARRIED**

**6 REVIEW OF ACTION SHEET**

**6.1 REVIEW OF ACTIONS**

**File Number:** 02/01/002

**Author:** Lynne Habner, Manager Executive and Commercial Services

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

**Attachments:** 1. Action sheet

**RECOMMENDATION**

That Council receive and note the action sheet.

**REPORT**

Refer attachment.

**RESOLUTION 2019/200**

Moved: Cr Neil Beattie

Seconded: Cr Colleen Condliffe

That Council receive and note the action sheet.

**CARRIED**

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

That Council receive and note the Mayoral Report

**REPORT**

The Mayor will present a report at the meeting.

**Cr McKinnon****North Central Goldfields Regional Library**

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

**Nature Tourism Advisory Team****Other Council activities**

<b>DATE</b>	<b>Activity</b>
1/9/19	Launch of the Naturally Loddon Spring Festival at John Piccoli's spanner garden, with special guest Kevin Walsh, horticulturalist and garden planner.
2/9/19	I attended the LVFNL gala dinner in Bendigo
4/9/19	DELWP Rating Systems Review forum for Mayors, Councillors and CEOs in Bendigo – also attended by Cr Curnow and Sharon Morrison
5/9/19	MRGC dinner in Echuca, followed the next day by the meeting, with Farm visas and water the main topics.
	GLC Finance Committee meeting in Bendigo
6/9/19	I met with an enthusiastic group in Calivil who were keen to investigate silo

	art.
7/9/19	LVFNL Grand Final at Calivil with Mitiamo taking the flag, and leaving Pyramid Hill with a 70 year premiership drought.
9/9/19	I met with the CEO of Respect Aged Care who informed me that the Pyramid Hill hostel was closing on November 30.
10/9/19	Council Forum in Wedderburn
13/9/19	GLC Ordinary meeting
	Meet the Artists event and launch of art exhibition at Mulwarrie Studios in Bridgewater.
16/9/19	Live performance in Pyramid Hill "My Brilliant Divorce" as part of the Engine Room Program run by the Capital in Bendigo. Pyramid Hill and Boort are fortunate to have the opportunity to host these events in our own halls. Around 80 patrons attended.
17/9/19	I attended the launch of the Wedderburn and Boort outdoor exercise equipment.
18/9/19	A community meeting was held in Pyramid Hill regarding the hostel closure, also attended by P Pinyon and W Gladman. Respect CEO Jason Binder faced a crowd of 80 locals in the Victoria Hotel to explain his decision. A working group will meet next week to discuss further.
19/9/19	I attended a media launch of the new Bendigo tourism website, which incorporates Loddon Tourism.

**RESOLUTION 2019/201**

Moved: Cr Cheryl McKinnon

Seconded: Cr Gavan Holt

That Council receive and note the Mayoral Report

**CARRIED**

**8 COUNCILLORS' REPORT****8.1 COUNCILLORS' REPORTS****File Number:** 02/01/001**Author:** Lynne Habner, Manager Executive and Commercial Services**Authoriser:** Phil Pinyon, Chief Executive Officer**Attachments:** Nil**RECOMMENDATION**

That Council receive and note the Councillors' reports

**REPORT**

Each Councillor will present a report at the meeting.

**Cr Beattie**

<b>Murray Darling Association</b>	
<b>Rail Freight Alliance</b>	
19-20/9/19: at Grand Hyatt Melbourne	
<b>GMW Connections Project:</b>	
<b>Section 86 Committees:</b> Boort Aerodrome Committee of Management, Boort Development Committee Inc., Boort Memorial Hall Committee of Management, Boort Park Committee of Management, Korong Vale Mechanics Hall Committee of Management, Korong Vale Sports Centre Committee of Management, Little Lake Boort Management Committee Inc., Yando Public Hall Committee of Management	
<b>Other Council activities</b>	
<b>DATE</b>	<b>Activity</b>
28/8/19	Attended NGF League Feeny Medal
1/9/19	Attended Naturally Loddon day at Piccoli's
2/9/19	Chaired Boort Tourism Development AGM
3/9/19	Attended meeting Boort Croquet Club

7/9/19	Attended preliminary final at Boort
10/9/19	Attended Forum at Wedderburn
17/9/19	Attended Bendigo Health Board Meeting
19/9/19	Attended Rail Freight Alliance meeting
20/9/19	Attended Rail Freight Alliance Annual Conference
14/9/19	Attended North Central Football League Grand Final
24/9/19	Council meeting Serpentine
17/9/19	Attended opening of fitness equipment at Boort lakeside

### Cr Condliffe

<b>Calder Highway Improvement Committee</b>
<b>Section 86 Committees:</b> Bridgewater on Loddon Development Committee of Management, Campbells Forest Hall Committee of Management, Inglewood Community Sports Centre Committee of Management, Inglewood Lions Community Elderly Persons Units Committee of Management, Inglewood Town Hall Hub Committee of Management, Jones Eucalyptus Distillery Site Committee of Management
3/9/19: Lions Club Elderly Persons Units AGM 10/9/19: Inglewood Recreation Reserve Sports Centre AGM 11/9/19: Campbells Forest Hall AGM
<b>Australia Day Committee</b>
<b>Central Victorian Greenhouse Alliance</b>
<b>Central Victoria Rural Women's Network</b>
<b>Healthy Minds Network</b>
<b>Loddon Youth Committee</b>



<b>Other Council activities</b>	
<b>DATE</b>	<b>Activity</b>
27/8/19	Inglewood and Districts Community Bendigo Bank Meeting
28/8/19	Rural Financial Counselling Advisory Committee meeting in Kerang
29/8/19	CWA meeting Dingee Railway Station
29/8/19	Inglewood Tourism Development Community meeting
1/9/19	Fathers Day at Piccoli's Star Spanner Sculpture Gardens. Great day.
4/9/19	WOW held at Wedderburn. Excellent event.
5/9/19	Loddon Plains Landcare meeting Serpentine
6/9/19	Meeting at IDHS
10/9/19	Council Forum Wedderburn
10/9/19	Inglewood Resource Centre meeting
13/9/19	WOFG meeting Inglewood
17/9/19	Make a Change held at Raywood
17/9/19	IDHS Advisory Committee meeting in Inglewood
18/9/19	Meeting with Coliban Water regarding the water pressure at Town Hall Inglewood
21/9/19	Kooyoora Wildflower Show held at Inglewood Eucy Distillery Museum
24/9/19	Council meeting Serpentine
13/9/19	Official opening of the Exhibition and presentation by local artist in Bridgewater at Mulwarrie Studios
14/9/19	Market day Bridgewater
	Official opening of new shop in Bridgewater, Secret Platypus
24/9/19	Council meeting Serpentine

**Cr Curnow**

<b>Loddon Mallee Waste Resource Recovery Group</b>
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<b>Section 86 Committees:</b> Kingower Development and Tourism Committee	
<b>Municipal Emergency Management Plan Committee and Municipal Fire Management Plan Committee</b>	
<b>Other Council activities</b>	
<b>DATE</b>	<b>Activity</b>
28/8/19	Southern Loddon Tourism Committee Meeting at Tarnagulla
29/8/19	Met Graeme Smith at Tarnagulla Hall to discuss sealing the entrance to the Community Centre
2/9/19	Tarnagulla Community Centre Committee OM meeting
2/9/19	Kingower Tourism/Development Committee meeting
9/9/19	Attended funeral of Mrs Edna Brownbill at Dunolly
10/9/19	Loddon Shire Council Forum at Wedderburn
24/9/19	Loddon Shire Council Meeting at Serpentine
4/9/19	Rate review in Bendigo

**Cr Holt**

<b>Municipal Association of Victoria</b>
<b>Section 86 Committees:</b> Donaldson Park Committee of Management, Wedderburn Community Centre Committee of Management, Wedderburn Engine Park Committee of Management, Wedderburn Mechanics Institute Hall Committee of Management, Wedderburn Tourism Committee of Management
<b>Audit Committee</b>
<b>Other Council activities</b>

DATE	Activity
28/8/19	Attended meeting of the Wedderburn Development Association
31/8/19	Attended North Central Football Netball and Hickey League 2 <sup>nd</sup> Semi Final day at Wedderburn
7/9/19	Attended North Central League Preliminary Final day at Boort
8/9/19	Attended Wedderburn Historical Engine and Machinery Rally
10/9/19	Attended Council Forum at Wedderburn
13/9/19	Attended Rural Councils Victoria Executive Committee meeting in Melbourne
14/9/19	Attended North Central grand final day at St Arnaud
17/9/19	Attended the launch of the Wedderburn fitness trail by our Mayor Cr McKinnon
11/9/19	Attended meeting of the Wedderburn Shearing School Committee
23/9/19	Attended meeting of the Wedderburn Open Air Gallery Committee

**RESOLUTION 2019/202**

Moved: Cr Colleen Condliffe

Seconded: Cr Geoff Curnow

That Council receive and note the Councillors' reports

**CARRIED**

## 9 DECISION REPORTS

### 9.1 NORTHERN VICTORIAN EMERGENCY MANAGEMENT CLUSTER - EMERGENCY ANIMAL WELFARE PLAN

**File Number:** 11/01/009

**Author:** Belinda McKnight, Emergency Management Coordinator

**Authoriser:** Wendy Gladman, Director Community Wellbeing

**Attachments:** 1. NVEMC - Emergency Animal Welfare Plan

#### RECOMMENDATION

That Council endorse the Northern Victorian Emergency Management Cluster – Emergency Animal Welfare Plan as a sub plan of the Municipal Emergency Management Plan, as recommended by the Northern Victorian Integrated Municipal Emergency Management Planning Committee.

#### CONFLICT OF INTEREST

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

#### PREVIOUS COUNCIL DISCUSSION

The Northern Victorian Emergency Management Cluster – Emergency Animal Welfare Plan was provided to Councillors at the September 2019 Council Forum.

#### BACKGROUND

Loddon Shire Council is one of five Council's included in the Northern Victorian Emergency Management Cluster (NVEMC), consisting of City of Greater Bendigo, Central Goldfields Shire, Shire of Campaspe, Mount Alexander Shire and Loddon Shire. Under the cluster arrangement a single Northern Victorian Municipal Emergency Management Planning Committee has been formed, supported through the endorsement of an Integrated Municipal Emergency Management Plan (IMEMP) by each Council. The development of sub-plans, which sit under the IMEMP is progressing with the NVEMC – Emergency Animal Welfare Plan now being presented to Council for endorsement.

#### ISSUES/DISCUSSION

The Emergency Animal Welfare Plan (the Plan) complements the Integrated Municipal Emergency Management Plan (IMEMP) of each partner Council. The focus of the Plan is to prescribe the municipal coordination arrangements that exist to support agencies which have a responsibility for emergency animal welfare support.

The NVEMC municipalities are vulnerable to a number of hazards that impact their area and may affect the welfare of domestic animals (pets), livestock and wildlife.

The area of the five municipalities is home to a large number of domestic animals, livestock and wildlife. The area is also traversed by major highways, which carry livestock in large volumes on a daily basis.

The Emergency Management Coordinators, Rangers/Local Laws officers from the five participating councils and emergency service organisations have the Plan to meet the needs of the community in emergencies.

**COST/BENEFITS**

It is intended that the bulk of the actions contained within this Plan will be undertaken within the current operational budget parameters. Where additional activities require additional resources, external funding will be sought to support these.

**RISK ANALYSIS**

Without an Emergency Animal Welfare Plan, the risk of some people in the community not evacuating when requested in an emergency is quite high if they are unsure if there is a provision in place for their animals. It can also cause undue stress to affected members of the community.

**CONSULTATION AND ENGAGEMENT**

The Emergency Animal Welfare Plan has been developed by the Integrated Municipal Emergency Management Planning Committee with input from all agencies included on the committee. The sub-plan for Animal Welfare has been recommended to Loddon Shire Council for endorsement from the Integrated Municipal Emergency Management Planning Committee.

**RESOLUTION 2019/203**

Moved: Cr Colleen Condliffe

Seconded: Cr Neil Beattie

That Council endorse the Northern Victorian Emergency Management Cluster – Emergency Animal Welfare Plan as a sub plan of the Municipal Emergency Management Plan, as recommended by the Northern Victorian Integrated Municipal Emergency Management Planning Committee.

**CARRIED**

**9.2 2019 CHRISTMAS NEW YEAR HOLIDAY PERIOD****File Number:** 02/04/001**Author:** Christine Coombes, Executive and Commercial Services Officer**Authoriser:** Lynne Habner, Manager Executive and Commercial Services**Attachments:** Nil**RECOMMENDATION**

That:

1. Council approve the closure of the Wedderburn and Serpentine administrative centres from midday Tuesday 24 December 2019 and reopening at 8.15 am on Thursday 2 January 2020.
2. notice of these amended office hours be published in the public notices sections of local newspapers circulating within the Loddon Shire.

**CONFLICT OF INTEREST**

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

**PREVIOUS COUNCIL DISCUSSION**

Nil

**BACKGROUND**

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

**ISSUES/DISCUSSION**

In 2019, Christmas Day falls on a Wednesday and it is proposed that Council shut the Wedderburn and Serpentine Administrative Centres from midday Tuesday 24 December 2019 and reopen at 8.15 am on Thursday 2 January 2020.

Council's traditional Staff Christmas Party is proposed to be held on the afternoon of Thursday 19 December 2019 at the Tarnagulla Hall. An emergency response crew will be available on call for that afternoon. A skeleton crew will be employed across the Christmas/New Year period to attend to any emergency callouts.

**COST/BENEFITS**

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

**RISK ANALYSIS**

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

**CONSULTATION AND ENGAGEMENT**

Nil.

**RESOLUTION 2019/204**

Moved: Cr Geoff Curnow

Seconded: Cr Gavan Holt

That:

1. Council approve the closure of the Wedderburn and Serpentine administrative centres from midday Tuesday 24 December 2019 and reopening at 8.15 am on Thursday 2 January 2020.
2. notice of these amended office hours be published in the public notices sections of local newspapers circulating within the Loddon Shire.

**CARRIED**

**9.3 AUGUST 2019 AUDIT COMMITTEE MEETING OVERVIEW****File Number:** 06/02/003**Author:** Sharon Morrison, Director Corporate Services**Authoriser:** Phil Pinyon, Chief Executive Officer

- Attachments:**
1. Minutes of May 2019 Audit Committee meeting
  2. Review of Human Resources and Payroll
  3. Strategic Internal Audit Plan 2019-2022
  4. Fraud and Corruption Control - Local Government June 2019 Report
  5. Risk Management Report for the period May to July 2019
  6. Loddon Performance Framework results for the period ending 30 June 2019
  7. Local Government performance reporting framework at 8 August 2019 part a
  8. Local Government performance reporting framework as at 8 August 2019 part b

**RECOMMENDATION**

That Council:

1. receives and notes this report on the August 2019 Audit Committee Meeting
2. receives and notes the confirmed minutes of the May 2019 Audit Committee meeting (**attached**)
3. endorses the performance improvement recommendations documented in the "Review of HR and Payroll" (**attached**)
4. endorses the Strategic Internal Audit Plan 2019-2022, with the inclusion of an audit on Councillor expenses in the 2019/20 financial year (**attached**)
5. endorses the suggested actions in response to the Fraud and Corruption Control – Local Government June 2019 Report as set out in the attached report, with an amendment to the credit card approval process for the CEO to provide for a review of transactions by the Director Corporate Services prior to approval by the Mayor (**attached**)
6. notes that the Mayor approves the CEO credit card transactions after the Director Corporate Services reviews that the transactions meet Council's policy requirements
7. receives and notes the Risk Management Report (**attached**)
8. notes the Loddon Performance Framework Results as at 8 August 2019 (**attached**)
9. notes the Local Government Performance Reporting Framework Results as at 8 August 2019 (**attached**).



## CONFLICT OF INTEREST

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

## PREVIOUS COUNCIL DISCUSSION

Council was provided with a summary of the May 2019 Audit Committee Meeting at the Ordinary Meeting held on 25 June 2019.

## BACKGROUND

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

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

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

- the enhancement of the credibility and objectivity of internal and external financial reporting
- effective management of financial and other risks and the protection of Council assets
- compliance with laws and regulations as well as use of best practice guidelines
- the effectiveness of the internal audit function
- the provision of an effective means of communication between the external auditor, internal audit, management and the Council
- facilitating the organisation's ethical development
- maintaining a reliable system of internal controls.

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

## ISSUES/DISCUSSION

The agenda for the August 2019 meeting included the following:

### Decision Reports

The minutes of the May 2019 Audit Committee meeting (**attached**) were endorsed.

The Strategic Internal Audit Plan (**attached**) was considered and an additional audit on Councillor expenses recommended for inclusion.

The review of Human Resources and Payroll (**attached**) was considered and referred to the Council meeting for endorsement.

The results of financial and performance statements for the period ended 30 June 2019 were discussed and some amendments recommended prior to listing for the August Council Meeting for adoption in principle.

The recommendations of the VAGO Independent Assurance Report to Parliament on fraud and corruption (Audit Committee meeting report **attached**) were discussed and it was suggested that proposed action 4 be amended to include review of the CEO credit card transactions by the Director Corporate Services prior to approval by the Mayor.

### Compliance Reports

A number of compliance reports were considered and noted including:

- the Fraud Report for the April to June quarter – the CEO provided an update

- a review of major lawsuits facing council since February 2019 – the CEO provided an update
- Risk Management Report for the previous quarter (**attached**)
- items raised by Council that may impact the Audit Committee – none raised

#### Information Reports

The Audit Committee also received the following information reports:

- Monthly Finance Report
- Update on service planning
- Loddon Performance Framework results to 30 June 2019 (**attached**) including Local Government Performance Reporting Framework results to 30 June 2019 (**attached**). Both of these documents have been updated since being provided to the Audit Committee but have been provided as at 8 August in the form presented to the Audit Committee.
- VAGO Annual Plan 2019-2020
- Amendments to Accounting Standards.

The date of next audit committee meeting is 21 November 2019.

The next review will be Risk Management.

#### **COST/BENEFITS**

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

The benefits that the internal audit function provides Council are:

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

#### **RISK ANALYSIS**

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

#### **CONSULTATION AND ENGAGEMENT**

Nil

**RESOLUTION 2019/205**

Moved: Cr Gavan Holt

Seconded: Cr Geoff Curnow

That Council:

1. receives and notes this report on the August 2019 Audit Committee Meeting
2. receives and notes the confirmed minutes of the May 2019 Audit Committee meeting (**attached**)
3. endorses the performance improvement recommendations documented in the "Review of HR and Payroll" (**attached**)
4. endorses the Strategic Internal Audit Plan 2019-2022, with the inclusion of an audit on Councillor expenses in the 2019/20 financial year (**attached**)
5. endorses the suggested actions in response to the Fraud and Corruption Control – Local Government June 2019 Report as set out in the attached report, with an amendment to the credit card approval process for the CEO to provide for a review of transactions by the Director Corporate Services prior to approval by the Mayor (**attached**)
6. notes that the Mayor approves the CEO credit card transactions after the Director Corporate Services reviews that the transactions meet Council's policy requirements
7. receives and notes the Risk Management Report (**attached**)
8. notes the Loddon Performance Framework Results as at 8 August 2019 (**attached**)
9. notes the Local Government Performance Reporting Framework Results as at 8 August 2019 (**attached**).

**CARRIED**

**9.4 2020 COUNCIL MEETING SCHEDULE**

**File Number:** 02/04/001  
**Author:** Phil Pinyon, Chief Executive Officer  
**Authoriser:** Phil Pinyon, Chief Executive Officer  
**Attachments:** Nil

**RECOMMENDATION**

That Council:

1. approve the schedule of Council Meetings for 2020 as contained within this report
2. provide public notice of the Council Meetings schedule.

**CONFLICT OF INTEREST**

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

**PREVIOUS COUNCIL DISCUSSION**

Nil

**BACKGROUND**

The Loddon Shire Council has traditionally conducted Council meetings on a monthly cycle. It is proposed that this meeting schedule be continued through 2020.

**ISSUES/DISCUSSION**

The proposed 2020 schedule of Council Meetings is as follows:

Tuesday 28 January	Tuesday 26 May	Tuesday 22 September
Tuesday 25 February	Tuesday 23 June	Tuesday 27 October
Tuesday 24 March	Tuesday 28 July	Tuesday 24 November
Tuesday 28 April	Tuesday 25 August	Tuesday 15 December

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

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

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

**COST/BENEFITS**

No financial impacts are expected from continuing this established practice.

**RISK ANALYSIS**

Nil.

**CONSULTATION AND ENGAGEMENT**

Nil.

**RESOLUTION 2019/206**

Moved: Cr Gavan Holt

Seconded: Cr Geoff Curnow

That Council:

1. approve the schedule of Council Meetings for 2020 as contained within this report, with an amendment to the 27 October meeting to 13 October 2020.
2. provide public notice of the Council Meetings schedule.

**CARRIED**

**9.5 AMENDED FEES AND CHARGES FOR THE YEAR 1 JULY 2019 TO 30 JUNE 2020****File Number:** 07/01/006**Author:** Deanne Caserta, Manager Financial Services**Authoriser:** Sharon Morrison, Director Corporate Services**Attachments:** 1. Fees and Charges Schedule 1 July 2019 to 20 June 2020 v2**RECOMMENDATION**

That Council:

1. approves the amended Fees and Charges Schedule v2 for the year 1 July 2019 to 30 June 2020
2. subject to the approval of the Director Corporate Services or Chief Executive Officer, make effective immediately any changes where the fees and charges are altered by legislation, and make amendment to the relevant Fees and Charges Schedule for the year 1 July 2019 to 30 June 2020.

**CONFLICT OF INTEREST**

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

**PREVIOUS COUNCIL DISCUSSION**

Council adopted version 1 of the Fees and Charges Schedule (Schedule) at a Council meeting held on 25 June 2019.

**BACKGROUND**

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

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

**ISSUES/DISCUSSION**

The only change for version two of the Schedule relates to boat launching fees on pages 18 and 19 of the attachment. In August 2019, the State Government announced the Boat Launching and Parking Fees Abolition Program and has provided revenue to offset the income that would have been charged at Council boat launching facilities. As a result the Schedule has been updated to reflect the nil charge for this category of fee and adding recognition of the State Government for the funding provided.

**COST/BENEFITS**

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

**RISK ANALYSIS**

There is a risk that if the Schedule is not updated there will be confusion about boat launching and parking fees. The situation will need to be reviewed in future years to monitor continued funding offsets from the State Government.

**CONSULTATION AND ENGAGEMENT**

The recommendations in the report have been considered by management.

**RESOLUTION 2019/207**

Moved: Cr Colleen Condliffe

Seconded: Cr Neil Beattie

That Council:

1. approves the amended Fees and Charges Schedule v2 for the year 1 July 2019 to 30 June 2020
2. subject to the approval of the Director Corporate Services or Chief Executive Officer, make effective immediately any changes where the fees and charges are altered by legislation, and make amendment to the relevant Fees and Charges Schedule for the year 1 July 2019 to 30 June 2020.

**CARRIED**

**9.6 HARD HILL TOURIST RESERVE****File Number:** 02/01/040**Author:** Sharon Morrison, Director Corporate Services**Authoriser:** Phil Pinyon, Chief Executive Officer**Attachments:** Nil**RECOMMENDATION**

That:

1. Advice be given to the Department of Environment, Land, Water and Planning that Council is willing to become the land manager for the Hard Hill Tourist Reserve and
2. Subject to Council being appointed the land manager of Hard Hill Tourist Reserve and subject to the agreement of Wedderburn Tourism Section 86 Committee, Council appoint Wedderburn Tourism Section 86 Committee as the section 86 committee of management over Hard Hill Tourist Reserve.

**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 topic was discussed at the Council Forum on 11 June 2019.

**BACKGROUND**

The Hard Hill Tourist Reserve (the Reserve) is the property of the Department of Environment Land Water and Planning (DELWP). There is a board of management appointed by DELWP until 22 December 2019 comprising three community members (the Board of Management).

In practice, the Wedderburn Tourism Section 86 Committee of Management (the Section 86 Committee), undertake the management of the Reserve with the consent of the Board of Management.

As Council has neither ownership nor control of the Hard Hill Tourist Reserve (the Reserve) it is unable to delegate management of the Reserve to a Section 86 Committee.

**ISSUES/DISCUSSION**

DELWP has offered Council the option to take on the role of land manager for the Reserve.

Conversations have taken place between all parties and there is general verbal agreement that Council could take on the land manager role and delegate to the Section 86 Committee.

Council will only take on the role of land manager if the current Board of Management does not wish to renew its role as land manager.

**COST/BENEFITS**

There are only administrative costs involved in implementing this recommendation. The benefit of endorsing the recommendation is streamlined management of the Reserve, clearer lines of responsibility and a reduced need for volunteers in the community.



**RISK ANALYSIS**

There is a risk that there will be additional maintenance costs associated with Council being the land manager of the Reserve however these have been managed by the Section 86 Committee in practice since 2014.

**CONSULTATION AND ENGAGEMENT**

There have been discussions with DELWP, a representative of the Board of Management, a representative of the Section 86 Committee, and Councillors and officers regarding this recommendation.

**RESOLUTION 2019/208**

Moved: Cr Gavan Holt

Seconded: Cr Geoff Curnow

That:

1. Advice be given to the Department of Environment, Land, Water and Planning that Council is willing to become the land manager for the Hard Hill Tourist Reserve and
2. Subject to Council being appointed the land manager of Hard Hill Tourist Reserve and subject to the agreement of Wedderburn Tourism Section 86 Committee, Council appoint Wedderburn Tourism Section 86 Committee as the section 86 committee of management over Hard Hill Tourist Reserve.

**CARRIED**

**9.7 FINANCE REPORT FOR THE PERIOD ENDING 31 AUGUST 2019****File Number: 08/06/001****Author: Deanne Caserta, Manager Financial Services****Authoriser: Sharon Morrison, Director Corporate Services****Attachments: 1. Finance Report for the period ending 31 August 2019****RECOMMENDATION**

That Council:

1. receives and notes the 'Finance report for the period ending 31 August 2019'
2. approves budget revisions included in the report for internal reporting purposes only
3. approves the supplementary valuations of rateable and non-rateable properties in respect of the 2019/20 financial year, as returned by the Shire Valuer, LG Valuations Pty Ltd, and endorses them being incorporated into the Register of Rateable and Non Rateable Properties and Rate Book for 2019/20.

**CONFLICT OF INTEREST**

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

**PREVIOUS COUNCIL DISCUSSION**

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

**BACKGROUND**

The Finance Report for the period ended 31 August 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 2019/20 Budget, and includes operating results, capital expenditure and funding sources.

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

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

- supplementary valuation corrections.

## ISSUES/DISCUSSION

**Budgeted Surplus** - Council's budgeted cash surplus has decreased by \$292K to \$99K due to a decrease in the expected grants commission funding along with higher than expected costs associated with WorkCover and superannuation.

**Income Statement (revenue)** - Council's year to date (YTD) operating revenue is at 101% of YTD budget. Revenue brought to account for August was \$12.39M.

**Income Statement (expenditure)** - Council's operating expenditure is at 84% of YTD budget. Payments for this month totalled just over \$2.41M (\$3.15M for July).

**Capital Works** - The revised budget for capital works is \$20.8M and is 4% complete in financial terms for the current financial year (2% at the end of July).

**Balance Sheet** - Council has a cash total of \$23.8M with \$1.8M in general accounts. Debtors are \$13.6M which is an increase of \$11.3M for the month due to rates being raised during August. Sundry debtors total \$2.04M (\$2.17M in July) with invoices outstanding for 60 or more days relating to community wellbeing debtors and local community groups totalling approximately \$95K.

There were no supplementary valuations updated during August. The total rateable CIV at the end of August remains at \$2.34B.

## COST/BENEFITS

The benefit to Council and the community is that accurate and regular financial reporting is being disclosed, along with an accurate representation of property valuations being reflected in Council's rating system and the distribution of rate notices for the year 2019/20.

Provision of financial reports on at least a quarterly basis is a requirement of the Local Government Act.

## RISK ANALYSIS

The provision of regular and accurate finance reports to Council minimises the risk of Council not delivering projects within the approved budget. Council's risk exposure is also increased if the rating system does not reflect the valuation changes associated with supplementary valuations as Council will not be aware of the changes, which can alter the rate revenue in the current year and in future rating years.

## CONSULTATION AND ENGAGEMENT

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

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

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

**RESOLUTION 2019/209**

Moved: Cr Neil Beattie

Seconded: Cr Colleen Condliffe

That Council:

1. receives and notes the 'Finance report for the period ending 31 August 2019'
2. approves budget revisions included in the report for internal reporting purposes only
3. approves the supplementary valuations of rateable and non-rateable properties in respect of the 2019/20 financial year, as returned by the Shire Valuer, LG Valuations Pty Ltd, and endorses them being incorporated into the Register of Rateable and Non Rateable Properties and Rate Book for 2019/20.

**CARRIED**

**9.8 DRAFT SETTLEMENT STRATEGY**

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

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

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

**Attachments:**

1. Settlement Strategy 2019-2034
2. Appendix 1
3. Appendix 2
4. Appendix 3
5. Appendix 4

**RECOMMENDATION**

That Council place the draft Settlement Strategy 2019-2034 on public exhibition in accordance with section 223 of the Local Government Act 1989, to provide opportunity for public submissions.

**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 this report.

**PREVIOUS COUNCIL DISCUSSION**

Preparation of a settlement strategy was identified as an action within the Council Plan (2017-2021). Over the past couple of years, Council has been presented research and background material that has been prepared to inform the development of a settlement strategy.

**BACKGROUND**

The Council Plan (2017-2021) identifies as a strategic objective to grow and invigorate Loddon's population. A key action to support this objective is the preparation of a Settlement Strategy to ensure a suitable supply of residential land in and around towns.

Development of the Settlement Strategy has involved:

- a workshop with community leaders to determine their vision for their communities and the Loddon Shire as a whole
- an audit of housing, vacant land and the public realm to assess the supply of housing, development options and opportunities to enhance connection and amenity
- a review of population and development data to determine trends and predict future opportunities
- community consultation via community drop in sessions and written submissions.

The Settlement Strategy is a land use planning document to support Council's role as the Planning Authority for the Shire under the Planning and Environment Act (1987). The purpose of this strategy is to identify where Council supports population and housing growth and to ensure that this is recognised in the Loddon Planning Scheme.

**ISSUES/DISCUSSION**

The research conducted to inform the development of this strategy identified that:

- Loddon Shire has experienced population decline of approximately 1,000 people since 1996, however between 2011 and 2016 population stabilised with a slight increase from 7,296 in 2011
- population decline is not even across the Shire, with Inglewood showing a small increase in population
- a significant proportion of the Shire population is aged over 50 years
- new housing is being constructed in the Shire with an average of two new homes being constructed within the five larger towns (Boort, Bridgewater, Inglewood, Pyramid Hill, Wedderburn) each year
- there is a mismatch between the dominant housing form of detached family homes and the population profile that is aging with an average household size 2.2 people
- there is significant vacant urban land supply zoned for residential development within the Shire, in particular in our five larger towns
  - existing vacant lots are estimated to offer opportunities for urban infill of at least 500 new single dwellings in the five larger towns and considerably more multi-unit developments should the land be further subdivided to provide for additional stand-alone dwellings
- although this land is zoned for development much is not currently available on the market.

The Settlement Strategy recognises that there is an existing substantial supply of vacant residential land and that demand must accompany provision of land in the pursuit of growth. Demand can be encouraged through economic development and enhanced physical and social amenity. This strategy links a range of Council responsibilities and priorities including land supply, infrastructure provision and economic development to support sustainable settlement planning.

This strategy seeks to facilitate population growth and build on existing communities to support their viability and maximise infrastructure investment. This strategy provides for a range of residential forms across the Shire while also protecting the opportunity for the agricultural sector to readily operate and expand. It also seeks to manage Council's infrastructure liability and preserve the unique landscape and amenity of the Shire.

The strategy recommends that growth should be promoted in the well serviced towns of Inglewood, Wedderburn, Boort, Pyramid Hill and Bridgewater. These towns currently have a sufficient land supply, including the opportunity for infill and increased density through the further subdivision of existing large residential lots. Rezoning and extending townships into the Farming Zone is not required at this time. Growth can also be accommodated in many of the smaller towns, subject to infrastructure considerations. However, promotion of expansion of these townships is not supported due to infrastructure and service cost burden, with the exception of Newbridge. The strategy recognises the opportunity for growth at Newbridge should reticulated water and sewerage be provided. This is largely due to Newbridge's unique positioning on the Loddon River and proximity to Bendigo.

In key strategic directions of the Settlement Strategy are to:

- promote growth in five larger towns, with a focus on infill development
- accommodate new development in smaller settlements where effluent can be managed
- support a range of residential forms including rural living and medium density.

## **COST/BENEFITS**

The Settlement Strategy supports growth and housing development by ensuring there is appropriate and sufficient land made available within the Planning Scheme. The strategy recommends a program of work, much of which will be accommodated within existing resources.

The strategy recommends a number of initiatives to support growth including:

- undertake an Industrial Strategy to support job creation (estimated cost \$30,000)

- review the zoning of flood prone land at Laanecoorie, Newbridge and Serpentine to ensure that the zoning promotes appropriate development
- continue to seek funding opportunities to improve the amenity of towns
- promote infill opportunities, including further subdivision allowed under planning controls
- investigate opportunities to develop key sites
- support release of suitable Crown and Council land
- investigate options to upgrade Wet Lane / Walker Lane, Inglewood to support development in this area.

## RISK ANALYSIS

This strategy is an important component of Council's pursuit of population growth as it ensures we have a supportive land use planning framework. Relevant, current and responsive settlement planning enables the provision of suitable land to accommodate growth. The strategy also ensures existing infrastructure is used and economic resources such as agricultural land are not undermined.

## CONSULTATION AND ENGAGEMENT

Direct consultation with the community as part of the development of this settlement strategy has involved the following:

- a workshop with community leaders to determine their vision for their communities and the Shire as a whole
- seven community drop in sessions across the Shire and written submissions.

The Council was provided opportunity to have input into the development of the Settlement Strategy at its February 2018 Forum. Following further development, Council was presented with a draft Settlement Strategy at the September 2019 Forum for review.

### RESOLUTION 2019/210

Moved: Cr Colleen Condliffe

Seconded: Cr Gavan Holt

That Council place the draft Settlement Strategy 2019-2034 on public exhibition in accordance with section 223 of the Local Government Act 1989, to provide opportunity for public submissions.

**CARRIED**

**9.9 COMMUNITY PLAN ALLOCATIONS 2019/20****File Number:** 13/09/005**Author:** Wendy Gladman, Director Community Wellbeing**Authoriser:** Phil Pinyon, Chief Executive Officer**Attachments:** 1. Community Plan 2019/20 allocation recommendations**RECOMMENDATION**

That Council approves the 2019-20 Community Plan project allocations of \$151,441 in accordance with the attached report.

**CONFLICT OF INTEREST**

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

**PREVIOUS COUNCIL DISCUSSION**

Council was provided with information on the community plan applications at the Council Forum on 10 September 2019.

**BACKGROUND**

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

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

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

**ISSUES/DISCUSSION**

In total eighteen projects were assessed under the 2019-20 Community Planning Program.

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

- nine have been recommended for full funding to undertake projects as identified
- two have been recommended for an allocation less than the amount requested
- one has been recommended for an allocation less than the amount requested with a modified scope
- three applications were transferred to the Community Grants program
- three have been not recommended for funding.

The funding available for each ward, based on the previous year's unallocated funds and the \$50,000 2019-20 allocation, is detailed in Table 1. The attached report (Attachment 1) provides the project assessment summary and recommended funding allocations totalling \$151,441.



Table 1:

Ward	CP Reserve	2019-20 budget allocation	Total funds available	2019-20 requests	2019-20 allocation recommendations
Boort	\$ 46,588	\$ 50,000	\$ 96,588	\$ 16,390	\$ 0
Inglewood	\$ 8,670	\$ 50,000	\$ 58,670	\$ 42,299	\$ 42,299
Tarnagulla	\$ 10,158	\$ 50,000	\$ 60,158	\$ 59,142	\$ 59,142
Terrick	\$ 0	\$ 50,000	\$ 50,000	\$ 141,670	\$ 50,000
Wedderburn	\$ 50,233	\$ 50,000	\$ 100,233	\$ 0	\$ 0
<b>Totals</b>	<b>\$ 115,649</b>	<b>\$ 250,000</b>	<b>\$ 365,649</b>	<b>\$ 259,501</b>	<b>\$ 151,441</b>

### **COST/BENEFITS**

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

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

### **RISK ANALYSIS**

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

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

### **CONSULTATION AND ENGAGEMENT**

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

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

### **RESOLUTION 2019/211**

Moved: Cr Geoff Curnow  
Seconded: Cr Colleen Condliffe

That Council approves the 2019-20 Community Plan project allocations of \$151,441 in accordance with the attached report.

**CARRIED**

**9.10 TARNAGULLA WARD STRATEGIC FUND ALLOCATIONS**

**File Number:** 13/09/005  
**Author:** Wendy Gladman, Director Community Wellbeing  
**Authoriser:** Phil Pinyon, Chief Executive Officer  
**Attachments:** Nil

**RECOMMENDATION**

That Council

1. allocate a provisional budget of \$20,000 to support the painting of the Laanecoorie Hall from the Tarnagulla Ward strategic fund
2. allocate a provisional budget of \$40,000 to support the Newbridge Recreation Reserve Committee of Management to purchase a tractor for use at the reserve from the Tarnagulla Ward strategic fund
3. provide in-principle support for a project to asphalt the entrance to the Tarnagulla Community Centre and associated drainage works, with a future report to be prepared detailing the costs, with funding to be provided through the Tarnagulla Ward strategic fund, to deliver the project.

**CONFLICT OF INTEREST**

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

*Cr Curnow declared a conflict of interest due to his position on the Tarnagulla Community Centre Committee.*

*Cr Geoff Curnow left the meeting at 3:58 pm.*

**PREVIOUS COUNCIL DISCUSSION**

There has been no previous Council discussion related to the items within this report. Council has previously considered an application for a project specific allocation from the Tarnagulla Ward strategic fund and resolved at the March 2019 Ordinary Council meeting to, by exception, allow the Tarnagulla Ward strategic fund to be used to deliver a number of smaller projects.

**BACKGROUND**

Council has previously resolved to, by exception, allow the Tarnagulla Ward strategic fund to be used to deliver a number of smaller projects, with an initial \$40,000 allocation to support the re-pointing of brickwork in the Newbridge Hall.

**ISSUES/DISCUSSION**

Additional projects have been identified in the Tarnagulla Ward which are being proposed for Council consideration in relation to the allocation of provisional funding for two projects, and in-principle support for a third project with detailed design and costs to be returned to Council for an allocation of funds.

Project 1: Painting of hall at Laanecoorie.

This hall is used as a community meeting place and houses community historic memorabilia, particularly photos of district people who served during the wars. It is envisaged that this project will be delivered in a community/Council partnership. It is recommended that Council allocate a provisional budget of \$20,000 to this project. Council officers will return to Council if further planning indicates additional funds are required to complete the project. Conversely, any unspent

funds, if the project is delivered within this provisional amount, will be returned to the reserved Tarnagulla Ward strategic funds.

Project 2: Funds to support purchase of tractor by Newbridge Recreation Reserve

The Newbridge Recreation Reserve Committee of Management (CoM) have identified that the tractor used within the recreation reserve to operate the slasher needs replacing. The CoM is unable to access funds through the oval mower replacement program as the purchase of a tractor is outside of the eligibility criteria. Quotes received previously by the CoM indicated that a provisional budget of \$40,000 would be sufficient to support this recommendation. Council officers will return to Council if further planning indicates additional funds are required to complete the project. Conversely, any unspent funds, if the project is delivered within this provisional amount, will be returned to the reserved Tarnagulla Ward strategic funds.

Project 3:

Asphalting of the entrance to the Tarnagulla Community Centre, from the Main Street between the Hall and the garden area. The asphalting of this area will improve accessibility to both the Hall and the Community Centre. This will also need to include some drainage design to manage water from rainfall events. Council officers are currently scoping this work, and it is recommended that Council provide in-principle support for this project from the Tarnagulla Ward strategic fund, with final design and costs returned to Council for a specific funding allocation.

### **COST/BENEFITS**

With a number of smaller towns within the Tarnagulla Ward, the ability to use the Tarnagulla Ward strategic fund to deliver a number of smaller projects provides a direct benefit to these communities through the delivery of important local projects that may otherwise not be undertaken.

With \$460,000 of the initial strategic funding available, there are sufficient funds to provide the provisional amounts recommended for allocation to projects one and two. A further report with identified costs will be returned to Council in regards to project three.

### **RISK ANALYSIS**

There is little risk associated with the deliverable components of this report. The associated risk is that without the support of the Tarnagulla Ward strategic fund these projects, which have been identified as important to the local communities, may not be undertaken.

### **CONSULTATION AND ENGAGEMENT**

The information to support the development of this report has been provided by Cr Curnow. Council staff have been involved in the preliminary work undertaken.

### **RESOLUTION 2019/212**

Moved: Cr Neil Beattie

Seconded: Cr Colleen Condliffe

That Council

1. allocate a provisional budget of \$20,000 to support the painting of the Laanecoorie Hall from the Tarnagulla Ward strategic fund
2. allocate a provisional budget of \$40,000 to support the Newbridge Recreation Reserve Committee of Management to purchase a tractor for use at the reserve from the Tarnagulla Ward strategic fund
3. allocate a provisional budget of \$50,000 for a project to concrete the entrance to the Tarnagulla Community Centre including associated drainage and septic works from the

Tarnagulla Ward Strategic Fund.

**CARRIED**

*Cr Geoff Curnow returned to the meeting at 4:02 pm.*

**9.11 APPLICATION FOR FUNDING FROM THE 2019-20 BOORT WARD COMMUNITY PLANNING PROGRAM**

**File Number:** 13/09/005  
**Author:** Wendy Gladman, Director Community Wellbeing  
**Authoriser:** Phil Pinyon, Chief Executive Officer  
**Attachments:** Nil

**RECOMMENDATION**

That Council allocate \$20,000 from the 2019/20 Boort Ward community planning funds to the Boort Park Committee of Management in support of their application for the Boort Park Kitchen upgrade.

**CONFLICT OF INTEREST**

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

**PREVIOUS COUNCIL DISCUSSION**

The 2019/20 Community planning allocation recommendations were presented to the September 2019 Council forum.

The funding to support the Boort Park kitchen upgrade was discussed with Councillors at the September 2019 Council forum.

**BACKGROUND**

The 2019/20 Community Planning allocation recommendations have been provided to the September Ordinary Council meeting for approval. The application from the Boort Park Committee of Management for funds to support the Boort Park kitchen upgrade was not received in time to include in the bulk application assessment process.

**ISSUES/DISCUSSION**

The clubrooms at Boort Park have recently undergone an upgrade. This upgrade was completed in 2017 and included an extension to the clubroom, an upgrade to the cool room and bar area and a refurbishment of the existing internal toilet area. These funds will support the refurbishment the Boort Park Kitchen including enclosing existing serveries and exits, creating additional serveries, suitably lining the existing brick walls and redeveloping the working areas of the kitchen such as sinks, food preparation and cooking areas.

**COST/BENEFITS**

The Boort Ward community planning budget currently has \$96,588, providing sufficient funds to support this request for funds as detailed in Table 1.

The refurbishment of the Boort Park Kitchen will complement the recently completed clubroom extension, will ensure that it complies with the Food Act 1984 and will provide a more appropriate catering space for users of the facility.

Table 1:

Ward	CP Reserve	2019-20 budget allocation	Total funds available	2019-20 individual application	2019-20 allocation recommendation
Boort	\$ 46,588	\$ 50,000	\$ 96,588	\$ 20,000	\$ 20,000

These funds will form part of the total \$150K estimated as required to complete the project, along with a user group contribution of \$20K and a request in an additional report to Council to access funds from the Major Projects Reserve.

### **RISK ANALYSIS**

There is little risk associated with the outcome of this report and forms part of a wider funding strategy to support the implementation of the project. These funds will support a project that has progressed through a number of design stages by the community and Council officers.

### **CONSULTATION AND ENGAGEMENT**

Council officers have worked closely with Boort Park Committee of Management throughout the design phase of this project.

### **RESOLUTION 2019/213**

Moved: Cr Neil Beattie

Seconded: Cr Gavan Holt

That Council allocate \$20,000 from the 2019/20 Boort Ward community planning funds to the Boort Park Committee of Management in support of their application for the Boort Park Kitchen upgrade.

**CARRIED**

**9.12 ALLOCATION OF FUNDS FROM THE MAJOR PROJECTS RESERVE**

**File Number:** 16/04/027  
**Author:** Wendy Gladman, Director Community Wellbeing  
**Authoriser:** Phil Pinyon, Chief Executive Officer  
**Attachments:** Nil

**RECOMMENDATION**

That Council:

1. allocate \$100,000 from the Major Projects Reserve to the Boort Park kitchen upgrade project budget
2. approve access of up to a further \$9,000 from the Major Projects Reserve to support variations that arise during the final design and construction phases of the project.

**CONFLICT OF INTEREST**

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

**PREVIOUS COUNCIL DISCUSSION**

Council discussed an allocation from the Major Projects reserve in support of the Boort Park Kitchen upgrade at its September 2018 Council forum.

The funding to support the Boort Park kitchen upgrade was discussed with Councillors at the September 2019 Council forum.

**BACKGROUND**

Council operates a Major Project Reserve, detailed in the Financial Reserves Policy, which is used to assist with the funding of major projects identified by Council. At the September 2018 Councillors discussed funds from this reserve supporting the Boort Park kitchen upgrade; this report formalises that discussion.

**ISSUES/DISCUSSION**

The clubrooms at Boort Park have recently undergone an upgrade. This upgrade was completed in 2017 and included an extension to the clubroom, an upgrade to the cool room and bar area and a refurbishment of the existing internal toilet area. These funds will support the refurbishment the Boort Park Kitchen including enclosing existing serveries and exits, creating additional serveries, suitably lining the existing brick walls and redeveloping the working areas of the kitchen such as sinks, food preparation and cooking areas.

**COST/BENEFITS**

It is estimated that the project will require in the vicinity of \$150K for completion. Along with these requested funds, other contributions to the project include a Community Planning application \$20K and a user group contribution of \$20K. The Major Projects Reserve currently has \$109,796 available for allocation. The refurbishment of the Boort Park Kitchen will complement the recently completed clubroom extension, will ensure that it complies with the Food Act 1984 and will provide a more appropriate catering space for users of the facility.

**RISK ANALYSIS**

There is little risk associated with the outcome of this report and forms part of a wider funding strategy to support the implementation of the project. These funds will support a project that has progressed through a number of design stages by the community and Council officers.

**CONSULTATION AND ENGAGEMENT**

Council officers have worked closely with Boort Park Committee of Management throughout the design phase of this project.

**RESOLUTION 2019/214**

Moved: Cr Neil Beattie

Seconded: Cr Gavan Holt

That Council:

1. allocate \$100,000 from the Major Projects Reserve to the Boort Park kitchen upgrade project budget
2. approve access of up to a further \$9,000 from the Major Projects Reserve to support variations that arise during the final design and construction phases of the project.

**CARRIED**



**9.13 LODDON ABORIGINAL COMMUNITY PARTNERSHIP PLAN 2019-2021 FOR ADOPTION**

**File Number:** 16/05/001

**Author:** Wendy Gladman, Director Community Wellbeing

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

**Attachments:**

1. **Copy of submissions received from public exhibition of the Loddon Aboriginal Community Partnership Plan 2019-2021**
2. **Loddon Aboriginal Community Partnership Plan 2019-2021 - with post feedback amendments included**

**RECOMMENDATION**

That Council adopt the Loddon Aboriginal Community Partnership Plan 2019-2021, as attached, including the amendments made following feedback received during the public exhibition period.

**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**

A draft of the Loddon Aboriginal Community Partnership Plan 2019-2021 (the Plan) was provided to Councillors at the May 2019 Council Forum.

The final draft Plan was presented to Council at the July 2019 Ordinary Council Meeting for resolution to advertise for public comment.

**BACKGROUND**

As a part of the Loddon Shire Council Plan 2017-2021, Council demonstrated its commitment to reconciliation by committing to develop a Reconciliation Action Plan (RAP) at Reflect Level.

It was subsequently determined that given Council's limited resources, the successful implementation of a RAP would be constrained at this time. Following discussion with Councillors and the Dja Dja Wurrung Clans Aboriginal Corporation, it was concluded that in lieu of a RAP, Council would implement policies with achievable preliminary actions aimed at recognising and promoting reconciliation, including the development of this Plan.

Reconciliation aims for all Australians to work together to address the underlying causes of division and inequality between Aboriginal and Torres Strait Islander people and non-indigenous people. Reconciliation takes a holistic approach that encompasses rights, as well as so-called symbolic and practical actions. Through actions, it seeks to drive beneficial outcomes for everyone through a focus on the relationship between Aboriginal and Torres Strait Islander people and non-indigenous Australia. Reconciliation aims to reduce prejudice, discrimination and racism. In this context, it also seeks to recognise the rich history, cultures and rights of Aboriginal people in Australia.

The Plan has been developed after public consultation and is intended to respond to the spirit and intent of the Local Government Engagement Strategy contained in Schedule 6 of the Recognition and Settlement Agreement. This Agreement made in 2013 under the Traditional Owner Settlement Act 2010 between the State of Victoria and the Dja Dja Wurrung Clans Corporation involves significant funding from the State, specific land transfers and reconciliation actions to be pursued by the State Government and local governments in the Dja Dja Wurrung area.

The Local Government Engagement Strategy component of the Agreement recognises the significant on-ground and practical role local government can play to improve the economic and social standing of Aboriginal people and communities within their municipal boundaries.

The Loddon Aboriginal Community Partnership Plan demonstrates Council's support for activities that will assist in bringing about positive change in the lives of our Aboriginal and Torres Strait Islander residents. The Plan contains 22 activities to be undertaken over the life of the plan, categorised in three themes:

- Respect  
Respect for Aboriginal and Torres Strait Islander people, their culture, history, and experience, is fundamental to gaining a deeper cross-cultural understanding and developing equal and healthy relationships.
- Relationships  
Meaningful relationship enable the Shire and its community to understand the experience, interests and aspirations of the Aboriginal and Torres Strait Islander people and work together for the wellbeing of our community.
- Opportunities  
Providing opportunities that foster wellbeing through social inclusion, employment, civic participation, and cultural expression.

## ISSUES/DISCUSSION

Council resolved at the July 2019 Ordinary Council Meeting to place the draft Loddon Aboriginal Community Partnership Plan 2019-2021 on public exhibition inviting comment from the community. The draft Plan was placed on public exhibition from Saturday 3 August to Friday 30 August and was available on Council's website, Council's municipal offices in Wedderburn and Serpentine, and Loddon library agencies in Boort, Pyramid Hill, Dingee, Inglewood, Tarnagulla and Wedderburn.

At the closing period of 30 August 2019, submissions making comment on the plan were received from Mr Jim Brooks, on behalf of the Dja Dja Wurrung Clans Aboriginal Corporation and from Mr Rod Poxon (see attachment 1).

A review of each of the suggested amendments has been undertaken, informing the following suggested responses:

Suggested amendment to draft plan	Suggested response
The Acknowledgement of Country to specifically name the traditional owners (including Dja Dja Wurrung)	That an additional action be added to the plan to include a review of the current Welcome to and Acknowledgement of Country Policy to include reference to the traditional custodians by name. (action 9)
Limited budget allocations, and concern that the available budget will allow sufficient opportunity for closer engagement and positive outcomes	The dedicated budget amounts identified in the plan are supplemented with works undertaken within staff members existing operational budgets, and activities supported through securing of external funding. It is recommended that this combination of funding and support will be sufficient to allow delivery of the actions identified in this initial plan.
Plan to map out pathway and timetable for Loddon to develop a Reconciliation Plan	Council has previously acknowledged that it is not currently in the position to enter into the formal Reconciliation Action Plan process, and that in lieu of this it would implement policies which achievable preliminary actions aimed at recognising and promoting reconciliation,

	including the development of this plan. It is recommended that the time to determine if Council is in a position to develop a formal Reconciliation Action Plan is on the completion of this plan and as identified in action 22 of this Plan: <i>To review the partnership plan following the initial two year implementation. Based on this review, update and proceed to the next plan.</i>
The training component to be expanded and strengthened, with particular emphasis on cross cultural awareness training for Council staff and the Community, starting with training for leaders, such as Councillors, Council Directors and community leaders	There is a current action in the Plan to provide training for Council staff in order to raise awareness and understanding of reconciliation This action to be amended to include the training to be offered to Councillors. (action 14)  That an action be added to include opportunities for cultural awareness training for community leaders to be offered, subject to funding being secured to support the delivery of the action. (action 15)
Council to work with local schools to best develop programs and activities for children that promote reconciliation	That the current action in the Plan relating to Loddon Youth Council be extended to include promotion of reconciliation as a discussion topic. (action 18)  That an action be added to the plan specifying that Council staff work with local kindergartens to include the integration of programs and activities for children that promote reconciliation into the offered curriculum. (action 19)  Further partnership work with other agencies will be reviewed and likely included in the next version of this plan.

Where the suggested responses indicate amendment to the draft plan, these have been incorporated into the final version of the Plan now presented to Council (see attachment 2) and highlighted in red.

### **COST/BENEFITS**

To support delivery of this initial Loddon Aboriginal Community Partnership Plan a budget provision of \$7,500 is required over two years.

### **RISK ANALYSIS**

In acknowledging the sensitivity and complexities surrounding reconciliation and the historical treatment of Aboriginal and Torres Strait Islander people by government agencies, Council will commit to reconciliation through implementation of the Loddon Aboriginal Community Partnership Plan.

The Plan identifies that should Council not fulfil the Loddon Aboriginal Community Partnership Plan, the following risks are present:

- non-adherence to Schedule 6 of the Recognition and Settlement Agreement with the Dja Dja Wurrung
- the local and wider Aboriginal and Torres Strait Islander community may lose confidence in Council's commitment towards reconciliation
- compromise existing and future relationships with the traditional owners and our stakeholders

- reluctance by the Aboriginal and Torres Strait Islander community to support Council in service delivery, local initiatives and future strategies
- community perception – questioning Council's commitment to reconciliation.

### **CONSULTATION AND ENGAGEMENT**

This plan was developed after a thorough community engagement process, consultation with traditional owners of Dja Dja Wurrung and Barapa Barapa, local Aboriginal and Torres Strait Islander residents, community members, community services organisations and Loddon Shire Councillors and staff.

The process included:

- meetings with Dja Dja Wurrung and Barapa Barapa
- surveying the community
- hosting of three community workshops
- roundtable discussion with Loddon community service providers
- forum with Loddon Shire Councillors
- workshop with Loddon Shire staff
- informal meetings with community members and organisations.

The draft Plan was provided to the Dja Dja Wurrung following the May Council forum and was subsequently placed on public exhibition from Saturday 3 August to Friday 30 August 2019. During the exhibition period the Plan was available on Council's website, Council's municipal offices in Wedderburn and Serpentine, and Loddon library agencies in Boort, Pyramid Hill, Dingee, Inglewood, Tarnagulla and Wedderburn and was promoted via advertisements in local newspapers and community newsletters and Councils facebook page.

### **RESOLUTION 2019/215**

Moved: Cr Colleen Condliffe

Seconded: Cr Geoff Curnow

That Council adopt the Loddon Aboriginal Community Partnership Plan 2019-2021, as attached, including the amendments made following feedback received during the public exhibition period.

**CARRIED**

**9.14 DRAFT ECONOMIC DEVELOPMENT AND TOURISM STRATEGY****File Number:** 13/09/001**Author:** Lynne Habner, Manager Executive and Commercial Services**Authoriser:** Phil Pinyon, Chief Executive Officer**Attachments:** 1. Draft Economic Development and Tourism Strategy**RECOMMENDATION**

That Council resolve to advertise the draft Economic Development and Tourism Strategy for public comment.

**CONFLICT OF INTEREST**

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

**PREVIOUS COUNCIL DISCUSSION**

Council considered the draft strategy at the September 2019 Council Forum. Prior to that, Council was involved in workshops with the consultant to provide direction in the development of the strategy.

**BACKGROUND**

The September 2018 Council Briefing received a presentation of the proposed process for preparation of a new Economic Development and Tourism Strategy.

Requests for quotation were issued, and Street Ryan and Associates Pty Ltd were selected to deliver the project.

Since that time, the consultant has prepared a draft strategy based on desktop research, consultation with other organisations in the region, and several interviews with key businesses and stakeholders in the Loddon Shire, as well as relevant officers within Council.

Loddon Shire businesses, other community, and regional organisations contributed to the development of this strategy through personal consultation, meetings and forums, including:

- workshops and briefing sessions with Council
- meetings with Council staff
- individual meetings and discussions with forty Loddon businesses and community organisations
- individual meetings and discussions with representatives of nine regional organisations, government agencies and adjoining local government areas.

**ISSUES/DISCUSSION**

The Economic Development and Tourism Strategy provides direction for Council to:

- deliver infrastructure, housing and jobs to support and drive potential population growth in the Shire
- attract new investment and reinvestment in innovative and sustainable businesses
- collaborate at a regional level to efficiently implement relevant economic and tourism initiatives

- position Loddon towns to maximise the economic impact from visitors to the Shire, while also meeting the needs of residents
- cost-effectively resource Council's involvement in local economic development and tourism with a small team of multi-skilled staff, and selective outsourcing for key projects.

The ten enabling strategies proposed in the draft are:

1. Promote Loddon's investment ready opportunities
2. Facilitate land and housing development in line with, or ahead of, demand
3. Remove health care and skills and training barriers to growth
4. Develop attractive and vibrant town centres
5. Collaborate with regional economic and tourism development organisations to capitalise on broader opportunities
6. Provide supportive ("investment concierge") services for new, expanding and sustainable existing businesses
7. Enhance Loddon's visitor accommodation through well-managed, well-appointed and competitive caravan parks and camping grounds
8. Support Loddon communities in their efforts to facilitate economic development and tourism in their areas
9. Employ a multi-disciplinary and organisation-wide approach to resourcing economic development and tourism functions
10. Facilitate emerging niche food and beverage businesses into an integrated artisan food network

The strategy has been developed for a five-year time horizon reflecting the lead time required to steer many economic development and tourism initiatives from inception to full implementation.

However, as with financial plans, this strategy sets clear five year agreed directions with the greatest level of activity identified for the first 1-2 years. Years 3-5 are indicative and need to be further specified as circumstances change and new events unfold. To this extent the Economic Development and Tourism Strategy is a five year 'rolling' plan.

It is proposed that the draft strategy will be advertised for a period of four weeks, and after consideration of any feedback received, the final strategy will be submitted to the November Council meeting to seek adoption.

### **COST/BENEFITS**

Indicative costs have been estimated for the proposed work plan, however, several actions within the strategy will require detailed scoping before they can be properly costed.

The economic development target for Loddon is to generate five net-new full-time equivalent jobs across the Shire per annum between 2019 and 2024. If this is achieved, the population of the Shire could be expected to increase to 8,086 people; an average annual increase of 0.7%.

### **RISK ANALYSIS**

Without an agreed strategy, there are risks that Council's efforts and resources could be applied to ad hoc tasks without clear objectives or results. The strategy identifies priorities and actions which reflect research, consultation and consistency with wider regional directions to give clarity on where Council's resources and efforts should be directed.

It will never avoid all ad hoc initiatives and opportunities being raised and pursued, but decisions by Council to pursue these opportunities can be measured against the relative merits (and resourcing requirements) of the initiatives in this strategy.

**CONSULTATION AND ENGAGEMENT**

Consultation throughout the development of the strategy is detailed above in “Background”.

**RESOLUTION 2019/216**

Moved: Cr Geoff Curnow

Seconded: Cr Colleen Condliffe

That Council resolve to advertise the draft Economic Development and Tourism Strategy for public comment.

**CARRIED**

**9.15 RELATED PARTY DISCLOSURES POLICY****File Number:** 02/04/001**Author:** Deanne Caserta, Manager Financial Services**Authoriser:** Sharon Morrison, Director Corporate Services**Attachments:** 1. Related Party Disclosures Policy v2**RECOMMENDATION**

That Council adopts the Related Party Disclosures Policy v2.

**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 second version of the Related Party Disclosures Policy. The first version was approved by Council on 28 November 2017. There are no proposed changes to this document.

**BACKGROUND**

The purpose of this policy is to provide guidance in the application of and compliance with the Australian Accounting Standard AASB 124 Related Party Disclosures and the Australian Implementation Guidance for Not-for-profit Public Sector Entities.

It applies to staff and Councillors who have related party transactions which occur between Council, Key Management Personnel (KMP) and related parties.

**ISSUES/DISCUSSION**

Council will prepare and report related party disclosures in accordance with the Australian Accounting Standard requirements. To do this, Council has implemented a process to identify and capture related party transactions with related parties.

The process includes:

- identifying related party relationships
- recording of related party transactions
- ensuring privacy is maintained
- providing definitions of commonly used terms for clarification purposes.

This policy provides guidance around these duties and processes.

**COST/BENEFITS**

There are no direct costs associated with adoption of the policy.

**RISK ANALYSIS**

Victorian Auditor General Office (VAGO) and Council's external auditors advise that Council require a Related Party Disclosure Policy to remain compliant with AASB 124 Related Party Disclosures.

**CONSULTATION AND ENGAGEMENT**

This policy has been reviewed by the Management Executive Group.



The policy will have a review timeline of two years.

**RESOLUTION 2019/217**

Moved: Cr Neil Beattie

Seconded: Cr Colleen Condliffe

That Council adopts the Related Party Disclosures Policy v2.

**CARRIED**

**10 INFORMATION REPORTS****10.1 2018/19 END OF FINANCIAL YEAR VARIATION ANALYSIS****File Number:** 08/06/001**Author:** Deanne Caserta, Manager Financial Services**Authoriser:** Sharon Morrison, Director Corporate Services**Attachments:** 1. End of Financial Year Variation Report 2018/19**RECOMMENDATION**

That Council receives and notes the "2018/19 End of Financial Year Variation Analysis" Report.

**CONFLICT OF INTEREST**

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

**PREVIOUS COUNCIL DISCUSSION**

As part of the 2019/20 budget process, budget projections for the end of 2018/19 financial year were presented to Council in the form of a Revised Budget.

At the September Council Briefing a snapshot at activity level of the major variations between the 2018/19 Revised Budget and the 2018/19 Actuals was presented. Explanations were given where variances existed outside Council's threshold of 10% or \$10,000.

**BACKGROUND**

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

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

This report outlines the variations which have arisen between the budget projections made and the actual final results achieved at year end 30 June 2019.

**ISSUES/DISCUSSION**

The revised budget projections called for an end of financial year closing cash surplus position of \$3.59M. The actual cash surplus was \$3.68M, a positive variance of \$90K.

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

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

**SUMMARISED FINANCIAL RESULT**

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

Report item	2018/19 Revised Budget \$	2018/19 Actual \$	Variance of Actual to Budget \$	Variance of Actual to Budget %
Revenue	(49,408,426)	(45,511,467)	(3,896,958)	92%
Expenses	50,874,224	44,468,424	6,405,800	87%
<b>Net operating result</b>	<b>1,465,798</b>	<b>(1,043,042)</b>	<b>2,508,842</b>	<b>-71%</b>
Funding decisions	(5,912,666)	2,268,090	(8,180,754)	-38%
Capital expenditure	13,615,644	8,374,932	5,240,712	62%
Non cash adjustments	(9,199,331)	(9,719,665)	520,333	106%
Accumulated deficit b/f	(3,561,131)	(3,561,131)	0	100%
<b>Net cash surplus/(deficit)</b>	<b>(3,591,685)</b>	<b>(3,680,817)</b>	<b>89,133</b>	<b>102%</b>

## **INCOME**

Income for the year was \$45.5M representing a variance of 8% or \$3.9M lower than the budget of \$49.4M. Within the income items the following variances occurred:

### **Capital grants**

Capital grants received were less than the budget by \$5.2M.

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

- Pyramid Hill Community Centre project income of \$120K, the project has not yet commenced therefore funding cannot yet be claimed
- flood recovery funding of \$5.0M with less claims required with works completed at a lower cost than expected
- flood mitigation works at Boort of \$66K, where less works were complete, therefore not all expected income was claimed during 2018/19.

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

- Old Inglewood Dam project grant of \$940K was received during the latter part of the year after the Revised Budget was set
- flood mitigation works at Pyramid Hill of \$162K which was not expected to be claimed until 2019/20.

### **User fees**

User fees received were higher than the budget by \$325K.

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

- planning fees were \$63K higher with an increase to planning permit applications
- standpipes and truck wash income was \$54K higher with Loddon still providing the service with Coliban yet to take over
- corporate training was \$35K higher due to income received to offset the purchase of new training systems for group councils
- brokered services of \$76K with more service hours delivered than budgeted. This will be offset by an increase in brokered services expenditure.

### **Recurrent contributions**

- Recurrent contributions received were higher than the budget by \$93K where additional income was received for the sale of valuation data.

### **Interest income**

Interest income earned was higher than the budget by \$82K. This is due to the availability of extra cash for investments due to delays in some large capital works projects and up front funding.

## EXPENDITURE

Expenditure for the year was \$44.47M representing a variance of 13% or \$6.4M lower than budget. Within the line items the following variances occurred:

### Materials and services

Materials and services were \$1.4M or 14% lower than budget; the main reasons are outlined below.

#### Items below budget:

- various flood works of \$310K with works delivered on the program at a lower than expected cost
- rural access programs of \$101K with less work delivered in this area than expected
- occasional care program set up of \$103K with work not undertaken on this project during 2018/19
- urban drainage strategy of \$194K with works underway and funds carried forward to be expended in 2019/20.

#### Items above budget:

- landfill and transfer station operating expenses were \$148K higher than expected

### Utilities

Utilities were \$150K or 33% higher than budget; the main reasons are outlined below.

#### Items above budget:

- caravan park water expenditure was higher by \$31K due to the dry summer and the additional watering required to keep the grass alive especially at the Bridgewater Caravan Park
- standpipes and truck wash water expenditure was higher by \$32K with Council budgeting for Coliban to take over during 2018/19 but this has been delayed.

### Contract payments

Contract payments were \$5.4M or 26% lower than budget; the main reasons are outlined below.

#### Items below budget:

- flood restoration works of \$5.2M with works completed at a lower cost than expected.

### Loss on sale of assets

There is no budget allocation for the loss or profit on the sale of assets due to its unpredictable nature. There was a \$233K loss for the 2018/19 financial year. This relates to the sale of land along with plant and equipment. In 2017/18 this was a loss of \$68K.

### Bad debts expense

There is no budget allocation for bad debts expenses due to its unpredictable nature. There was a \$13K cost to Council for the 2018/19 financial year. In 2017/18 this was a cost to Council of \$21K.

## CAPITAL EXPENDITURE

Capital expenditure was \$8.38M representing a variance of 38% or \$5.24M below the set revised budget of \$13.62M.

### Furniture and office equipment

Furniture and office equipment were 93% or \$733K below the set budget of \$792K.

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

- IT strategy implementation of \$656K, with many projects still in the planning phase.

### Land and buildings

Land and buildings were 47% or \$358K below the set budget of \$761K.

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

- livestock and domestic pound of \$104K
- various building asset management projects of \$178K.

These projects have all been carried forward into 2019/20 and are expected to be completed by 30 June 2020.

### **Plant and equipment**

Plant and equipment was 12% or \$326K below the set budget of \$2.72M.

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

### **Roads infrastructure**

Roadworks were 22% or \$1.08M below the set budget of \$4.82M.

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

- \$532K of incomplete local road construction projects
- \$380K of incomplete bridge construction projects.

Items below budget:

- reseal program of \$146K due to a competitive tendering process, all jobs were completed with savings.

### **Urban and road drainage**

Urban and road drainage were 51% or \$527K below the set budget of \$1.03M.

This is due to \$542K of incomplete works that have been carried forward into the 2018/19 financial year for completion.

### **Recreation, leisure and community facilities**

Recreation, leisure and community facilities were 82% or \$1.71M below the set budget of \$2.08M.

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

- \$1.2M caravan park improvement project
- \$123K Bridgewater Foreshore project stage two.

### **Parks, open space and streetscapes**

Parks, open space and streetscapes were 79% or \$246K below the set budget of \$836K.

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

- various community planning projects of \$269K
- various parks and gardens projects of \$57K.

### **Footpaths**

Footpaths were 46% or \$265K below budget of \$578K.

\$172K has been carried over through reserves for completion during 2019/20.

## **FUNDING DECISIONS**

Funding decisions were \$8.18M or 62% lower than expected within the budget.

### **Transfers to reserves**

Transfers to reserves were \$5.55M higher than the set budget.

The main reasons were:

- Unspent Grants Reserve was \$3.56M above budget which represents funds received for a variety of projects that remained unspent at 30 June 2019
- Capital Expenditure Reserve was \$1.2M above budget which represents projects that will now be added to the 2019/20 program
- Community Planning Reserve was \$625K above budget which represents projects that are either incomplete or will not commence until 2019/20.

### **Transfers from reserves**

Transfers from reserves were \$2.49M below budget.

#### The main reasons were:

- Information Technology Reserve was \$682K below budget due to the delay of the IT Strategy implementation
- Land and Buildings Reserve was \$776K below budget due to timing of expected payment for purchase of Bridgewater and Wedderburn Caravan Parks
- Urban Drainage Reserve was \$360K below budget with projects still to be completed from the 2018/19 program.

### **Proceeds from sale of assets**

Proceeds from sale of assets were \$147K or 22% below budget.

### **SUMMARY**

In summary, at the end of the financial year Council earned a surplus of \$79K in excess of expectation.

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

- Council used Capital Expenditure, Community Planning and Unspent Grants Reserves to capture any financial items that were not effected in 2018/19 and will be completed in 2019/20 or subsequent years
- savings in many areas of the accounts were realised due to strong financial management by the officers responsible for delivering projects and programs.

### **COST/BENEFITS**

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

### **RISK ANALYSIS**

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

### **CONSULTATION AND ENGAGEMENT**

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

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

**RESOLUTION 2019/218**

Moved: Cr Gavan Holt

Seconded: Cr Geoff Curnow

That Council receives and notes the “2018/19 End of Financial Year Variation Analysis” Report.

**CARRIED**

**11 COMPLIANCE REPORTS****11.1 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:

<b>Name</b>	<b>Organisation</b>
Gavan Holt (President)	
Jon Chandler (Secretary/ Treasurer)	Community Member
Brett Jackson	Wedderburn Bowls Club
Laurie Whitham	Wedderburn Bowls Club
Danny Fowles	Wedderburn College
Vacant	Wedderburn College
Bruce Hargreaves (Vice President)	Wedderburn Harness Racing Club
Tom Nisbet	Wedderburn Harness Racing Club
Chris Holt	Wedderburn Lawn Tennis Club
Tim Lockhart	Wedderburn Lawn Tennis Club
Alex Holt	Wedderburn Redbacks
Andrew Caserta	Wedderburn Redbacks
Ian Gould	Wedderburn Redbacks
Julie Benaim	Wedderburn Redbacks
Sharyn Lockhart	Wedderburn Redbacks
Trudie 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

**RESOLUTION 2019/219**

Moved: Cr Neil Beattie

Seconded: Cr Gavan Holt

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

**CARRIED**

**12 GENERAL BUSINESS**

**URGENT BUSINESS**

**RESOLUTION 2019/220**

Moved: Cr Neil Beattie

Seconded: Cr Gavan Holt

That the following items be treated as urgent business

**CARRIED**

**12.1 MAINTENANCE OF LAKE BOORT BOAT RAMP**

**RESOLUTION 201**

**9/221**

Moved: Cr Neil Beattie

Seconded: Cr Geoff Curnow

That Council allocate a portion of the Boat Launching and Parking Fees Abolition Program funding to the Little Lake Boort Committee of Management for the maintenance of the boat ramp in an amount proportional to their recent years Boat Ramp fees income.

**CARRIED**

**12.2 RAIL FREIGHT ALLIANCE FIGHTING FUND**

**RESOLUTION 2019/222**

Moved: Cr Neil Beattie

Seconded: Cr Colleen Condliffe

That Council forward \$1,000 to the Rail Freight Alliance Fighting Fund for advancement of the Save Our Tracks Campaign from the Sponsorships and Donations budget.

**CARRIED**

**12.2 DECEMBER 2019 COUNCIL MEETING**

**RESOLUTION 2019/223**

Moved: Cr Gavan Holt

Seconded: Cr Colleen Condliffe

That Council move the date of the 17 December 2019 Council to 10 December 2019.

**CARRIED**

**13 CONFIDENTIAL ITEMS****RESOLUTION 2019/224**

Moved: Cr Colleen Condliffe

Seconded: Cr Geoff Curnow

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 Land Purchase for Boort Flood Mitigation Project**

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

**13.3 Appointment of Contractor for CSD04 - Boort Park Kitchen Refurbishment**

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

**CARRIED**

Closing of Meeting to the Public

**RESOLUTION 2019/225**

Moved: Cr Colleen Condliffe

Seconded: Cr Geoff Curnow

That the meeting be closed to the public at 4.44pm.

**CARRIED**

**13.1 REVIEW OF CONFIDENTIAL ACTIONS****RESOLUTION 2019/226**

Moved: Cr Colleen Condliffe

Seconded: Cr Neil Beattie

That Council receive and note the action sheet.

**CARRIED**

**13.2 LAND PURCHASE FOR BOORT FLOOD MITIGATION PROJECT****RESOLUTION 2019/227**

Moved: Cr Neil Beattie

Seconded: Cr Gavan Holt

That Council purchase land at Boort for the purpose of flood mitigation works as outlined in this report and pay the identified restitution expenses.

**CARRIED**

**13.3 APPOINTMENT OF CONTRACTOR FOR CSD04 - BOORT PARK KITCHEN REFURBISHMENT****RESOLUTION 2019/228**

Moved: Cr Neil Beattie

Seconded: Cr Colleen Condliffe

That Council:

1. award contract CSD04 – Boort Park Kitchen Refurbishment to BLR Provincial Construction Pty Ltd
2. authorise the Chief Executive Officer to sign and affix the common seal of Council to the contract documents.

**CARRIED**

**RESOLUTION 2019/229**

Moved: Cr Geoff Curnow

Seconded: Cr Gavan Holt

That the meeting be re-opened to the public at 4.51pm.

**CARRIED**

**NEXT MEETING**

The next Ordinary Meeting of Council will be held on 22 October 2019 at Serpentine commencing at 3pm.

There being no further business the meeting was closed at 4.51pm.

Confirmed this.....day of..... 2019

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**CHAIRPERSON**