



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

Date: Wednesday, 27 January 2021
Time: 3pm
Location: Kooyoora Room, Wedderburn Council Office

AGENDA

Ordinary Council Meeting

27 January 2021

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OPENING COMMENT

THIS MEETING IS BEING CONDUCTED IN ACCORDANCE WITH THE LOCAL GOVERNMENT ACT 2020 AS TEMPORARILY AMENDED TO ENABLE MEETING BY ELECTRONIC MEANS OF COMMUNICATION.

THIS MEETING IS BEING RECORDED AND AUDIO STREAMED VIA THE COUNCIL WEBSITE AND FACEBOOK.

1 OPENING AFFIRMATION

"WE, THE COUNCILLORS OF THE LODDON SHIRE, DECLARE THAT WE WILL CARRY OUT OUR DUTIES IN THE BEST INTERESTS OF THE COMMUNITY, AND THROUGH COLLECTIVE LEADERSHIP WILL MAINTAIN THE HIGHEST STANDARDS OF GOOD GOVERNANCE."

2 ACKNOWLEDGEMENT OF COUNTRY

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

3 APOLOGIES

4 DECLARATIONS OF CONFLICT OF INTEREST

5 PREVIOUS MINUTES**5.1 CONFIRMATION OF MINUTES**

File Number: 02/01/001

Author: Christine Coombes, A/Manager Executive and Commercial Services

Authoriser: Phil Pinyon, Chief Executive Officer

Attachments: Nil

RECOMMENDATION

That Council confirm:

1. The minutes of the Council Briefing of 15 December 2020.
2. The minutes of the Ordinary Council Meeting of 15 December 2020.
3. The minutes of the Confidential Council Meeting of 15 December 2020.
4. The minutes of the Council Forum of 12 January 2020.

REPORT

Seeking approval of the unconfirmed minutes of the previous meetings.

6 ASSEMBLY OF COUNCILLORS**6.1 RECORD OF ASSEMBLY OF COUNCILLORS**

File Number: 02/01/001

Author: Christine Coombes, A/Manager Executive and Commercial Services

Authoriser: Phil Pinyon, Chief Executive Officer

Attachments: Nil

RECOMMENDATION

That Council note the Assembly of Councillors records for the following meetings:

1. Council Briefing 15 December 2020.
2. Council Forum 12 January 2020.

In accordance with Clause 51 of Council's Governance Rules, records of Councillor briefings and forums must be reported to the next Ordinary Meeting of Council and confirmed in the minutes.

The record is therefore presented for Council's noting.

RECORD OF ASSEMBLIES OF COUNCIL

Assembly details	Briefing
Date	15 December 2020
Councillor Attendees	Cr Beattie Cr Holt Cr Jungwirth Cr Murphy Cr Straub
Staff/Stakeholder representatives	Phil Pinyon, Chef Executive Officer Wendy Gladman, Director Community Wellbeing Sharon Morrison, Director Corporate Services Steven Phillips, Director Operations Lynne Habner, Manager Executive and Commercial Services Robina Little, Administration Officer Australia Day Deanne Caserta, Manager Financial Services David Southcombe, Manager Assets and Infrastructure Graeme Smith, Design Engineer Robyn Vella, Tourism and Marketing Officer Shelby Hutchinson, Tourism and Marketing Assistant Steph Riddel, Community Recovery Coordinator GHD representative
Items discussed.	<ol style="list-style-type: none"> 1. Councillors' involvement on Australia Day 2. Draft Council Expenses Policy 3. Results of Local Government Performance Reporting Framework 4. Revenue and Rating Plan – principles 5. MASH in Loddon – photo 6. Implementation of Gender Equality Act 7. Draft Complaints Against Councillors Policy 8. Council Prayer Alternative 9. GHD Skinners Flat Reservoir intermediate 10. Economic Development and Tourism monthly progress report 11. Loddon Valley Branding toolkit 12. Update on the Implementation of the Local Government Act 2020 13. Community Recovery Planning Update 14. General business: <ul style="list-style-type: none"> • Water advocacy
Conflict of Interest Disclosures - Councillor/officer making disclosure	Nil
Councillor/officer left room	

Assembly details	Forum
Date	12 January 2020
Councillor Attendees	Cr Beattie Cr Holt Cr Jungwirth Cr Murphy Cr Straub
Staff/Stakeholder representatives	Phil Pinyon, Chef Executive Officer Wendy Gladman, Director Community Wellbeing Sharon Morrison, Director Corporate Services Steven Phillips, Director Operations Christine Coombes, A/Manager Executive and Commercial Services Glenn Harvey, Manager Development & Compliance Deanne Caserta, Manager Financial Services Julie Ritchie, Revenue Coordinator David Southcombe, Manager Assets and Infrastructure David Price, Local Laws / Planning Compliance Officer Lynda Gray, Local Laws Officer (WFV) Projectura representative
Items discussed.	<ol style="list-style-type: none"> 1. Economic Development and Tourism monthly progress report 2. Update on the implementation of the Local Government Act 2020 3. Development and compliance regulatory framework 4. Update on The Loddon Project – Community Engagement Policy 5. Existing customers on Skinners Flat Pipeline 6. Induction to Community Asset Committees and proposed next steps 7. Induction to Council's role as Cemetery Trust 8. Revenue and Rating Plan – major revenue and rating principles 9. Unsightly properties update on progress 10. Status of Councillor induction 11. Councillor Code of Conduct and Gift Policy 12. General business: <ul style="list-style-type: none"> • Boort Caravan Park applying for funding for the Seasonal Workforce Accommodation program • Rural Councils Victoria • Phil Pinyon 50 years in Local Government
Conflict of Interest Disclosures - Councillor/officer making disclosure	Cr Holt Item 5
Councillor/officer left room	Yes

7 REVIEW OF ACTION SHEET**7.1 REVIEW OF ACTIONS**

File Number: 02/01/002

Author: Christine Coombes, A/Manager Executive and Commercial Services

Authoriser: Phil Pinyon, Chief Executive Officer

Attachments: 1. Action sheet

RECOMMENDATION

That Council receive and note the action sheet.

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.

REPORT

Refer attachment.

Outstanding	Division: Committee: Officer:	Council	Date From: Date To:
Action Sheets Report			Printed: Monday, 18 January 2021 2:21:17 PM

Outstanding action from previous meetings

Meeting	Officer/Director	Section	Subject
Council 28/01/2020	Phillips, Steven Pinyon, Phil	New Item	Skinners Flat reservoir
<p>Cr Holt requested that Council staff continue to liaise with Grampians Wimmera Mallee Water regarding changes to the originally proposed arrangements for the supply of permanent recreation water to Skinners Flat, and provide a report to the next Council meeting about progress with finalising the heads of agreement between Council and GWM Water.</p> <p><i>14/02/2020 5:26:20 PM - Steven Phillips</i> Council Staff have been in discussions with GWMWater staff about the terms contained within the Heads of Agreement for several months, with a major sticking point being the allocation of Recreational Water for Skinners Flat Reservoir. GWMWater is seeking that Council acquire a water entitlement up to the maximum volume as listed at Item 5 of Schedule A of the Heads Of Agreement (currently stated as 200 MI) from Northern Victoria trading zone 1A (Goulburn regulated). Council Officers have been able to secure agreement from GWMWater for the allocation of up to 200 MI of Recreational Water once off as an initial allowance. Arrangements are being made to secure a meeting between senior members of Council and GWMWater to continue negotiations over this matter.</p> <p><i>13/03/2020 5:21:57 PM - Steven Phillips</i> The Southwest Loddon Pipeline Steering Committee has a meeting scheduled for Friday 20 March. GWMWater are continuing discussion with Coliban Water to further investigate opportunities for the provision of an ongoing water supply for Skinners Flat Reservoir.</p> <p><i>14/04/2020 5:22:52 PM - Steven Phillips</i> Discussions have been undertaken and an agreement has been reached to honor the provision of recreational water to Skinners Flat.</p> <p><i>11/05/2020 8:42:39 PM - Steven Phillips</i> According to GWMWater staff, a definitive solution to the 200 megalitre problem remains to be found. Discussions are ongoing with GWMWater Staff.</p> <p><i>11/06/2020 2:25:54 PM - Steven Phillips</i> This matter was discussed at the June 2020 Council Forum noting that the supply of water to Skinners Flat is still an outstanding issue. Cr Beattie undertook to contact the Chairman of the Board of GWMWater to discuss how to progress the matter.</p> <p><i>20/07/2020 1:48:05 PM - Steven Phillips</i> A meeting between Cr Holt, Cr Beattie, Phil Pinyon CEO Loddon Shire Council and Peter Vogel Chairman of the Board of GWMWater and Mark Williams Managing Director GWMWater was held on 22 June 2020 in Beaufort. Following this meeting Cr Holt, Cr Beattie, Phil Pinyon CEO Loddon Shire Council were to meet with Damian Wells Managing Director of Coliban Water to discuss possible solutions to this matter. This meeting has not been able to take place due to COVID-19 restrictions.</p> <p><i>10/08/2020 11:44:55 AM - Steven Phillips</i> Progress has been significantly hampered due to the current COVID – 19 restrictions and the desire for a face to face meeting with Coliban Water. Once restrictions allow, a face to face meeting with Coliban Water will be arranged.</p> <p><i>1/09/2020 6:05:17 PM - Steven Phillips</i> This matter is scheduled on the September Council Forum agenda for discussion. The timing and circumstances for a meeting with Coliban Water remains a critical issue. It is important that Council is able to engage with them in a meaningful way about potential solutions that they may be able to assist with.</p> <p><i>1/10/2020 6:17:27 PM - Steven Phillips</i> Following the discussion at the September Council Forum contact has been made with GHD for them to provide Council with a fee proposal to investigate the required works associated with actively maintaining the water level at Skinners Flat. The meeting with Coliban Water has not yet been scheduled.</p> <p><i>9/11/2020 1:02:42 PM - Steven Phillips</i> GHD came back with a proposal to complete the Intermediate Inspection Report in October/November as it is due for review next year. This will provide them with sufficient</p>			

Outstanding	Division: Committee: Officer:	Council	Date From: Date To:
Action Sheets Report			Printed: Monday, 18 January 2021 2:21:17 PM

information to report to Council with recommendations based on the findings. They have also been engaged to attend a Council Forum to discuss the report and its recommendations.
 The meeting with Coliban Water remains on hold to discuss opportunities to partner with Council on the provision of recreational water for Skinners Flat Reservoir.
7/12/2020 9:17:27 AM - Steven Phillips
 The Skinners Flat Reservoir Intermediate Dam Safety Inspection has been completed by GHD and its author will be attending the December Council Briefing for discussion on the matter.
 The meeting with Coliban Water to discuss opportunities to partner with Council on the provision of recreational water for Skinners Flat Reservoir remains on hold.
11/01/2021 6:22:55 PM - Steven Phillips
 The Intermediate Dam Safety Inspection report was presented to Council by GHD at its December Forum. That report recommended further assessment of the impacts of flooding to the dam and spillway. Work on the further assessments necessary are being arranged so that a more complete picture can be utilised to establish cost estimates of the required works to ensure that the dam and spillway are safe and suitable for managing water levels of the Reservoir. Council officers will report back to Council once a cost estimate is established for the required works to support the safe use of the Reservoir.
 A meeting with Coliban Water executives has been arranged for early February 2021 to explore opportunities for Coliban and Council to partner on the provision of recreational water for Skinner Flat Reservoir. Council representatives attending this meeting will include Cr Mayor Beattie and Cr Holt as well senior Council Staff.

Actions completed since last meeting

Meeting	Officer/Director	Section	Subject
Council 15/12/2020	Lloyd, Daniel Phillips, Steven	Decision Reports	Advertisement of the Draft Waste Management Strategy 2020-2030
RESOLUTION 2020/196			
Moved: Cr Linda Jungwirth			
Seconded: Cr Dan Straub			
That Council resolve to endorse the draft Waste Management Strategy 2020-2030 to be placed on public exhibition in accordance with section 223 of the Local Government Act 1989.			
CARRIED			
<i>12/01/2021 7:36:05 AM - Daniel Lloyd</i>			
Action completed by: Lloyd, Daniel			
Public comment is being sought on Council's draft Waste Management Strategy 2020-2030.			
The draft Waste Management Strategy 2020-2030 can be accessed on Council's website at http://www.loddon.vic.gov.au/Our-documents/Documents-for-public-comment .			
Submissions will be presented to Council before adoption of the strategy, and included within the Council agenda and minutes, which are made available to the public and on Council's website. If you do not wish to be identified in these public documents, please indicate this in your submission.			

Outstanding	Division: Committee: Officer:	Council	Date From: Date To:
Action Sheets Report			Printed: Monday, 18 January 2021 2:21:17 PM

Comments on the plan must be in writing and submitted by 4pm on 8 February 2021:

Meeting	Officer/Director	Section	Subject
Council 15/12/2020	Morrison, Sharon Morrison, Sharon	Decision Reports	November 2020 Audit and Risk Committee Meeting Overview
RESOLUTION 2020/197			
Moved: Cr Gavan Holt			
Seconded: Cr Linda Jungwirth			
That Council:			
<ol style="list-style-type: none"> 1. receives and notes this report on the November 2020 Audit and Risk Committee Meeting 2. receives and notes the signed minutes of the August 2020 Audit and Risk Committee meeting (attached) 3. notes the review of outstanding audit actions (attached) 4. notes the changes by the Audit and Risk Committee to the report on the effectiveness of internal audit as mentioned in the report below 5. notes the changes by the Audit and Risk Committee to the report on the schedule for 2021 and the annual plan, as mentioned in the report below. 			
CARRIED			
<i>13/01/2021 10:37:48 AM - Sharon Morrison</i>			
Action completed by: Morrison, Sharon			
Resolutions conveyed to relevant staff.			

Meeting	Officer/Director	Section	Subject
Council 15/12/2020	Caserta, Deanne Morrison, Sharon	Decision Reports	Review of COVID-19 Financial Hardship Policy
RESOLUTION 2020/198			
Moved: Cr Dan Straub			
Seconded: Cr Wendy Murphy			
That Council rescinds the COVID-19 Financial Hardship Policy v2 when it expires on 31 December 2020.			

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

21/12/2020 3:35:46 PM - Deanne Caserta
 Action completed by: Caserta, Deanne
 Email sent to exec to rescind and remove from list as at 31 December 2020

Meeting	Officer/Director	Section	Subject
Council 15/12/2020	Caserta, Deanne Morrison, Sharon	Decision Reports	Finance Report for the period ending 30 November 2020
RESOLUTION 2020/199			
Moved: Cr Linda Jungwirth			
Seconded: Cr Wendy Murphy			
That Council:			
<ol style="list-style-type: none"> 1. receives and notes the 'Finance Report for the period ending 30 November 2020' 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 2020/21 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 2020/21. 			
			CARRIED
21/12/2020 3:35:26 PM - Deanne Caserta Action completed by: Caserta, Deanne For information			

8 MAYORAL REPORT**8.1 MAYORAL REPORT****File Number:** 02/01/001**Author:** Christine Coombes, A/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 Beattie**Rail Freight Alliance****Loddon Campaspe Councils****Murray River Group of Councils****Special Committees Of Council (Section 65 Community Asset Committees):**

Boort Aerodrome Community Asset Committee

Boort Memorial Hall Community Asset Committee

Boort Park Community Asset Committee

Korong Vale Mechanics Hall Community Asset Committee

Korong Vale Sports Centre Community Asset Committee

Little Lake Boort Community Asset Committee

Yando Public Hall Community Asset Committee

DATE**Activity**

9 COUNCILLORS' REPORT**9.1 COUNCILLORS' REPORTS**

File Number: 02/01/001
Author: Christine Coombes, A/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 Holt

Municipal Association of Victoria	
Audit and Risk Committee	
Special Committees Of Council (Section 65 Community Asset Committees): Donaldson Park Community Asset Committee Wedderburn Community Centre Community Asset Committee Wedderburn Engine Park and Market Square Reserve Community Asset Committee Wedderburn Mechanics and Literary Institute Hall Community Asset Committee Hard Hill Reserve Community Asset Committee	
Other Council activities	
DATE	Activity

Cr Jungwirth

Loddon Mallee Local Government Waste Forum	
Central Victorian Greenhouse Alliance	
Municipal Emergency Management Plan Committee	
Other Council activities	
DATE	Activity

Cr Murphy

Calder Highway Improvement Committee	
Local Government Womens Charter	
Australia Day Committee	
Healthy Minds Network	
Special Committees Of Council (Section 65 Community Asset Committees):	
Bridgewater on Loddon Memorial Hall Community Asset Committee	
Campbells Forest Hall Community Asset Committee	
Inglewood Community Sports Centre Community Asset Committee	
Inglewood Community Elderly Persons Units Community Asset Committee	
Inglewood Town Hall Hub Community Asset Committee	
Jones Eucalyptus Distillery Site Community Asset Committee	

Other Council activities	
DATE	Activity

Cr Straub

North Central Goldfields Regional Library	
North Central Local Learning and Employment Network	
Special Committees Of Council (Section 65 Community Asset Committees):	
East Loddon Community Centre Community Asset Committee	
Pyramid Hill Memorial Hall Community Asset Committee	
Pyramid Hill Swimming Pool Kiosk Community Asset Committee	
Other Council activities	
DATE	Activity

10 DECISION REPORTS**10.1 PROPOSED VERSION 6 COUNCILLOR EXPENSES AND SUPPORT POLICY**

File Number: fol/19/101

Author: Sharon Morrison, Director Corporate Services

Authoriser: Phil Pinyon, Chief Executive Officer

Attachments: 1. Proposed version 6 of Councillor Expenses and Support Policy

RECOMMENDATION

That Council adopt version 6 of the Councillor Expenses and Support Policy.

CONFLICT OF INTEREST

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

PREVIOUS COUNCIL DISCUSSION

This policy was discussed at the December 2020 briefing/forum.

BACKGROUND

Version 5 of the policy was adopted on 28 July 2020.

ISSUES/DISCUSSION

The Council Expenses Policy is a requirement of the Local Government Act 2020. Since the adoption of version 5 on 28 July 2020, the Local Government Inspectorate has released a report 'Councillor expenses and allowances: equitable treatment and enhanced integrity', September 2020. Council officers have reviewed the policy in light of this report and made changes in response to the recommendations.

Tracked changes has been used to easily identify the changes from version 5 of the policy.

COST/BENEFITS

Expenses referred to within the policy are generally met by Council's operating budget. The benefit of the policy is compliance with legislation and a consistent and transparent approach to managing Councillor expenses.

RISK ANALYSIS

There is a risk that expenses may exceed budget allocations. This risk is managed by monitoring of the budget on a monthly basis.

CONSULTATION AND ENGAGEMENT

Consultation has included key stakeholders.



COUNCILLOR EXPENSES AND SUPPORT POLICY

DOCUMENT TYPE:	Council policy
DOCUMENT STATUS:	Draft
POLICY OWNER POSITION:	Director Corporate Services
INTERNAL COMMITTEE ENDORSEMENT:	Not applicable
APPROVED BY:	Council
DATE ADOPTED:	28/07/2020
VERSION NUMBER:	6
REVIEW DATE:	1/08/2024
DATE RESCINDED:	
RELATED STRATEGIC DOCUMENTS, POLICIES OR PROCEDURES:	Former Council Expenses Policy Governance rules Public transparency policy Governance framework Privacy policy Review of Councillor Expenses Internal Audit Report October 2019 Local Government Inspectorate report on Councillor expenses and allowances: equitable treatment and enhanced integrity, September 2020
RELATED LEGISLATION:	Carers Recognition Act 2012 Charter of Human Rights and Responsibilities Act 2006 Freedom of Information Act 1982 Local Government Act 2020 Privacy and Data Protection Act 2014 Equal Opportunity Act 2010 Gender Equity Bill 2020 Victorian Government's Policy Statement on Local Government Mayoral and Councillor Allowances and Resources April 2008 Local Government (Planning and Reporting) Regulations 2020
EVIDENCE OF APPROVAL:	<hr/> Signed by Chief Executive Officer
FILE LOCATION:	\\lods02\profiles\$\smorrison\Documents\Offline Records (LP)\LGA ~ MANAGEMENT - Project Closure and Review - Operational\Draft Council Expenses Policy v6.docx

Policy documents are amended from time to time, therefore you should not rely on a printed copy being the current version. Please consult the policies on the Loddon Shire website (Council Policies) or Intranet (Organisational Policies) to ensure that the version you are using is up to date.



COUNCILLOR EXPENSES AND SUPPORT POLICY

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



COUNCILLOR EXPENSES AND SUPPORT POLICY

1 PURPOSE

This policy supports Councillors and members of delegated committees to perform their role, as defined under the *Local Government Act 2020*, by ensuring that bona fide expenses reasonably incurred in the performance of their role are reimbursed. The policy also provides guidance on:

- allowancesEntitlements
- supports
- processes for reimbursement
- reporting requirements.

The policy is intended to ensure that Councillors and members of delegated committees are supported to perform their duties without disadvantage.

2 SCOPE

This policy applies to:

- Councillors of Loddon Shire Council
- members of delegated committees of Loddon Shire Council.

Councillor duties are those performed by a councillor as a necessary part of their role, in achieving the objectives of Council.

These duties may include (but are not limited to):

- attendance at meetings of council and its committees
- attendance at briefing sessions, workshops, civic events or functions convened by Council
- attendance at conferences, workshops and training programs related to the role of Councillor, Mayor or Deputy Mayor
- attendance at meetings, events or functions representing Council
- duties in relation to constituents concerning Council business.

Members of delegated committees exercise powers of councillors, under delegation. This policy also applies to those members in the course of undertaking their role as delegated committee members.

The assistance and support for Councillors set out in this policy is additional to the Mayoral and Councillor annual allowances set by state government.

3 POLICY

Councillors and members of delegated committees are entitled, under section 40 of the *Local Government Act 2020* (the Act), to reimbursement of expenses reasonably incurred in the performance of their duties.

This policy ensures that the reimbursement of these expenses is in accordance with the Act and meets the Act's principles of public transparency; achieving the best outcomes for the municipal community; and ensuring the ongoing financial viability of the Council.

Councillors and members of delegated committees will be reimbursed for out-of-pocket expenses that are:

- bona fide expenses **and**
- reasonably incurred in the performance of the role of Councillor **and**



COUNCILLOR EXPENSES AND SUPPORT POLICY

- are reasonably necessary for the Councillor and member of a delegated committee to perform this role.

In the event of a Councillor completing, or not serving, their full term, all Council property must be returned to the Loddon Shire Council.

3.1 Expenses

3.1.1 Carer and dependent-related expenses

Council will provide reimbursement of costs where the provision of childcare is reasonably required for a councillor or member of a delegated committee to perform their role (s 41(2)(c)).

This applies to the care of a dependant, while the Councillor or delegated committee member is undertaking their official duties; and may include expenses such as hourly fees and booking fees, if applicable.

Council will provide reimbursement of costs where the provision of carer services is reasonably required when a Councillor or delegated committee member who is a carer (see **Definitions**) incurs reasonable expenses in the performance of their duties.

Payments for carer and childcare services will not be made to a person who resides with the Councillor or delegated committee member; has any financial or pecuniary interest with the Councillor or delegated committee member; or has a relationship with the Councillor, delegated committee member or their partner.

3.1.2 Legal fees and costs

Other than by a specific Council resolution, or in accordance with a Council policy, any legal expenses incurred by a Councillor or delegated committee member shall be the responsibility of that Councillor or delegated committee member.

~~3.1.3 Training and development~~

~~Council will meet the cost of Councillors' and members of delegated committees' participation in training and development courses, seminars and activities in a variety of professional and personal development areas within the limits of the budget approved by Council. These programs are generally offered by professional bodies, private organisations and educational institutions in Victoria.~~

~~3.1.43.1.3 Training, conferences, events, and functions~~

~~Training and development - Council will meet the cost of Councillors' and members of delegated committees' participation in training and development courses, seminars and activities in a variety of professional and personal development areas within the limits of the budget approved by Council.~~

~~These programs are generally offered by professional bodies, private organisations and educational institutions in Victoria.~~

Conferences – Council will cover registration fees associated with attendance by Councillors and members of delegated committees at approved conferences, seminars and functions held locally, interstate and overseas within the limits of the budget approved by Council.

These are normally held by local government related organisations, professional bodies and institutions, and private sector providers on issues and events which impact on the role of Councillors and members of delegated committees and the Loddon Shire in general. The cost of partners attending conferences will not be met by Council.



COUNCILLOR EXPENSES AND SUPPORT POLICY

Events – Council will meet the cost of Councillors and members of delegated committees attending approved external events to which they have been invited. If a partner has been invited, Council will meet the cost of the partner attending, where it is necessary for Council to be represented at the function.

Approval of Councillors' and members of delegated committees' attendance at conferences and events will be determined by the Mayor in consultation with the Chief Executive Officer, and in accordance with the following guidelines:

- relevance of the program to the efficient and effective operations of the Loddon Shire Council
- cost/benefit of being represented
- expertise, interest and experience of Councillors in the areas of conference business
- numbers to attend being regulated by distance/cost
- a report of the conference will be provided to all Councillors at the next available Council meeting
- in the event that a Councillor attendance is not considered relevant by the Mayor, the matter will be referred to Council for information and review.

Charity events – Council will meet the cost of the Mayor or their representative to attend a charity fundraising event. If other Councillors wish to attend to support the charity, they will be required to make their own contribution to attend.

Political functions – Where Councillors or members of delegated committees attend a political party fundraising event for which payment is required, the cost is to be borne by the individual. Council does not financially support any political party.

Council representation at events and functions – In circumstances where the Mayor has been invited to an event or function in a particular Ward, and is unable to attend, the Ward Councillor will be given the first option to represent the Mayor.

3.1.53.1.4 Travel costs, accommodation and meal expenses

3.1.5-13.1.4.1 ***Within Victoria***

Council will meet **reasonable** transport costs incurred in attending meetings, functions and other commitments within Victoria. This includes reimbursement for use of a private vehicle while conducting Council business, car parking fees and the provision of car parking permits.

This category includes costs associated with accommodation and incidentals incurred when travelling on Council business in metropolitan Melbourne and regional Victoria.

Council acknowledges the recommendations of the Local Government Inspectorate in its 2020 report on Councillor expenses and allowances to reimburse for private vehicle use at the Australian Taxation Office rate (\$0.72 per kilometre travelled as at 1 July 2020). However, to ensure consistency and fairness across the organisation, reimbursement ~~Reimbursement~~ of private vehicle use will be inline with the current EBA and on the basis of the Council rate per kilometre amount paid to staff, as amended from time to time.

A remote area travel allowance will be payable for the time spent on long distances travelled by Councillors in remote areas. The allowance provides for a maximum daily rate of \$40 to a maximum of \$5,000 in any one year for each Councillor who permanently resides more than



COUNCILLOR EXPENSES AND SUPPORT POLICY

50 kilometres from the specified meeting centre (ref: Order in Council, Local Government Councillor and Mayoral Allowances, 1 December 2008).

3.1.5.23.1.4.2 **Interstate**

Council will cover costs associated with Councillors and members of delegated committees travelling interstate on Council business as approved by the Council (with the exception of the Mayor who does not require approval of the Council) within the limits of the budget approved by Council. This comprises airfares, accommodation costs, car hire, taxis and meals.

Where travel is by private vehicle, reimbursement for the use of the private vehicle will be in accordance with 3.1.4.1.

3.1.5.33.1.4.3 **Overseas**

Council will cover costs associated with Councillors and members of delegated committees travelling overseas on Council business as approved by the Council within the limits of the budget approved by Council. This comprises airfares, accommodation, visas, passport costs, car hire, taxis and meals.

3.2 Allowances

Councillors receive an allowance at a level set by the State Government and reflecting the size of the Council. The amount is reviewed by Council every four years and is indexed annually on 1 December in line with guidance provided by Local Government Victoria. The allowance is to be reported separately from expenses in quarterly reporting.

Members of delegated committees do not receive an allowance but are eligible for reimbursement of expenses set out in 3.1 above.

3.3 Support

3.2.43.3.1 **Tools, services, facilities and support** **Computer facilities** **Information technology and telecommunications**

Internet – Councillors will be provided with an internet connection to allow access to email and internet.

Email – Councillors will be provided with an email account managed through Loddon Shire Council. Councillors' email addresses will be part of the domain name: loddon.vic.gov.au.

Anti-virus – Councillors' laptops will have anti-virus software installed and automatically updated. This process will be seamless ~~to~~for the Councillors.

Document management – Councillors are responsible for ensuring all corporate information is forwarded to Loddon Shire Council for registration in the electronic document management system. This refers to, but is not limited to, formal letters in Microsoft Word and emails.

~~Personal use – Personal use is permitted as long as it does not affect the primary use of the computer. Councillors will not install any non-Council products on the computer.~~

Computer - Councillors will be provided with suitable computer and appropriate hardware and software for the primary purpose of accessing and keeping Council meeting agendas and minutes and performing their roles as councillors.



COUNCILLOR EXPENSES AND SUPPORT POLICY

3.2.2—Telecommunications

Mobile phone - Councillors will be provided with a mobile telephone. The Council telephone number will be made available to the public, and the mobile telephone should only be answered by the relevant Councillor or the built-in message bank service. Where the mobile telephone is provided on a Council paid plan it is provided on the basis that personal calls are to be kept to a minimum. It is acknowledged that on occasion personal calls may be required when a Councillor is:

- unable to access a landline or
- on Council business outside normal business hours.

~~Where a Councillor wishes to retain their mobile phone for council use, the Council will fund the replacement of one mobile phone per term of office. Councillors must make their personal mobile number available for publication.~~

~~Council will, upon receipt of a claim, reimburse Councillors for the council-related portion of their personal phone account on a monthly basis.~~

~~The Council telephone number will be made available to the public, and should only be answered by the relevant Councillor or the built-in message bank service. Where the mobile telephone is provided on a Council paid plan it is provided on the basis that personal calls are to be kept to a minimum. It is acknowledged that on occasion personal calls may be required when a Councillor is:~~

- ~~unable to access a landline or~~
- ~~on Council business outside normal business hours.~~

~~Personal use -- To assist with effective data security, Councillors are discouraged from using any Council provided device for personal use. Personal use is permitted as long as it does not affect the primary use of the computer. Councillors will not install any non-Council products on the computer. Council provided devices. Councillors should note that Council provided devices are returned to Council at the end of the Councillors term and will have all data stored on them securely removed.~~

3.2.3.3.2 Information technology support

The Information and Business Transformation Department will provide familiarisation training for Councillors in addition to documentation aiding Councillors in relation to using the IT systems provided. Council will provide Councillors with application-specific training where necessary through a local training provider.

The Information and Business Transformation Department will update the software on each desktop computer. Any non-council software will be uninstalled during maintenance.

The Information and Business Transformation Department will provide IT support in line with that provided to Council.

All equipment is to be returned to the Information and Business Transformation Department on the conclusion of the Councillor's term, or in the event the Councillor resigns the position earlier.

Faulty equipment or issues are to be reported to the Information and Business Transformation Department as soon as possible.



COUNCILLOR EXPENSES AND SUPPORT POLICY

In the event that equipment is lost, stolen or misplaced the Information and Business Transformation Department is to be informed as soon as possible to put in place all preventative measures.

Mobile telephone internet activities should be limited due to the costs associated with internet usage through the mobile telephone. Councillors may be required to reimburse Loddon Shire Council for excess charges if this policy is not followed.

3.2.43.3.3 Meeting room facilities

Councillors will be provided with meeting room facilities upon request.

3.2.53.3.4 Vehicles

Loddon Shire Council will provide the Mayor a vehicle for their Council and personal use during their term. The provision of the mayoral vehicle is subject to the following terms and conditions:

- (a) The Mayor will be responsible for maintaining the vehicle in a reasonable state of cleanliness and keeping the vehicle off-street at their place of residence.
- (b) All fuel, tolls, insurance and registration for both private and official Council use will be paid for by Loddon Shire Council.
- (c) Any fines or penalties will be at the driver's expense.
- (d) The Mayoral vehicle will be available for Council business use by other Councillors when not required by the Mayor.

3.2.63.3.5 Councillors' welfare

Councillors may approach the Chief Executive Officer with regard to any specific guidance, counselling or coaching that may be required to enhance their performance as a Councillor.

Councillors encountering difficulties with the role, or personal difficulties that may impact on their role as a Councillor, are able to seek counselling on a confidential basis through [The Anna Centre. The service can be contacted on 5442-5066 Council's Employee Assistance Program providers. Details will be provided to Councillors upon their commencement and when the providers change and upon request.](#)

3.33.4 Reimbursement of expenses

It is anticipated that there will be occasionally small expenses such as taxi fares, parking fees, meals, and public transport fares paid directly by Councillors when travelling for training, conferences or other events.

If a Councillor expects to incur an out-of-pocket expense of more than \$100, the Councillor should endeavour to contact the Director Corporate Services or CEO to check whether an out-of-pocket expense is appropriate or whether another method of payment would be more suitable.

Loddon Shire Council will reimburse a Councillor for expenses if the Councillor:

- (a) applies in writing for reimbursement of expenses and
- (b) establishes in the application that the expenses were reasonable bona fide Councillors out-of-pocket expenses incurred while performing duties as a Councillor.

Councillors are requested to submit travel and expense claims on a monthly basis and payment will be made within two weeks.



COUNCILLOR EXPENSES AND SUPPORT POLICY

Management will provide Councillors with a summary of their expenses data for review on a quarterly basis.

Council's Audit and Risk Committee will review Councillor Expenses on a quarterly basis for publication to the Loddon Shire Council website on a quarterly basis, at a minimum, in accordance with the recommendations of the Local Government Inspectorate 2020 report on Councillor expenses.

~~3.3.13.4.1~~ Tax invoices and receipts

Reimbursement of out of pocket expenses is on the basis of tax invoices and original receipts, and details of the date and purpose of the event/function associated with the expenditure.

Councillors submitting claims for reimbursement of travel and expenses must do so using the Councillor Travel and Expenses Claim Forms available from the Executive and Commercial Services Officer.

Claims for communications, travel, and out of pocket expenses must be submitted to the CEO for approval.

Costs associated with travel are recorded and are available for public inspection in accordance with Local Government Act 2020 and the Public Transparency Policy.

3.43.5 Reimbursement of Council's Internal Audit and Risk Committee

Council has an active Audit and Risk Committee that has been operating since 2001. Members of the Audit and Risk Committee are reimbursed for travel expenses related to Audit and Risk Committee meetings. Reimbursement is paid at the same rate as for Councillors (refer 3.1.4.13-1.5 Travel expenses).

Reasonable travel is required by most committee members to attend quarterly meetings and professional development opportunities, and committee members must submit a quarterly claim for this expense.

Independent members of the Audit and Risk Committee are also provided remuneration for their services at a rate that is determined by Council each year.

4 MONITORING AND, EVALUATION FEEDBACK AND REVIEW

4.1 Monitoring

Quarterly reports of all Councillor and delegated committee member expenses will be provided to Council, and Council's Audit and Risk Committee.

The report will include:

- expenses incurred by Councillors during the quarter
- reimbursement claims made by Councillors during the quarter
- reimbursements made by Councillors during the quarter.

Council commits to monitoring processes and decision making to understand the overall success of the policy's implementation.

The format for quarterly reports will ensure reporting:



COUNCILLOR EXPENSES AND SUPPORT POLICY

- on Councillor expenses and allowances separately
- separately on the following expense categories as a minimum
 - travel expenses
 - professional development expenses
 - expenses to support the performance of their role
- of subtotals of expenses for each councillor and each expense category
- of overall total Councillor expenses
- of explanations/definitions of any additional categories used such as 'other', 'unspecified' or 'miscellaneous'.

4.2 Feedback

Management will seek Councillors' feedback on the content of this policy:

- during induction by reviewing the policy and
- mid way through the Council term by arranging a survey of Councillors.

5 DEFINITIONS OF TERMS OR ABBREVIATIONS USED

Term	Definition
<u>Carer</u>	A carer is defined under section 4 of the <i>Carers Recognition Act 2012</i>
<u>Delegated committee</u>	Delegated committees are defined under section 63 of the <i>Local Government Act 2020</i>

6 HUMAN RIGHTS STATEMENT

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

7 REVIEW

The Director Corporate Services will review this policy for any necessary amendments no later than 4 years after adoption of this current version.

10.2 PROPOSED COMPLAINTS AGAINST COUNCILLORS POLICY VERSION 2

File Number: fol/19/101
Author: Sharon Morrison, Director Corporate Services
Authoriser: Phil Pinyon, Chief Executive Officer
Attachments: 1. Proposed Complaints against Councillors Policy version 2

RECOMMENDATION

That Council adopt version 2 of the Complaints against Councillors Policy.

CONFLICT OF INTEREST

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

PREVIOUS COUNCIL DISCUSSION

This policy was discussed at the December 2020 briefing.

BACKGROUND

Version 1 of this policy was adopted at the November 2019 Council meeting.

ISSUES/DISCUSSION

The Complaints against Councillors Policy is part of a suite of 'complaints' policies maintained by Council. The policy has been updated to reflect changes in the Local Government Act 2020.

Tracked changes have been used to easily identify the changes from version 1.

COST/BENEFITS

The costs associated with the implementation of this policy are operational.

RISK ANALYSIS

There is a risk that there will be insufficient budget to fund activities associated with the policy. This risk will be managed by attempting to resolve issues at an early stage without the need for additional support which may be costly.

CONSULTATION AND ENGAGEMENT

Consultation has occurred with relevant stakeholders.



COMPLAINTS AGAINST COUNCILLORS POLICY

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DOCUMENT STATUS:	Draft
POLICY OWNER POSITION:	Director Corporate Services
INTERNAL COMMITTEE ENDORSEMENT:	Not applicable
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VERSION NUMBER:	2
REVIEW DATE:	4/12/2020
DATE RESCINDED:	
RELATED STRATEGIC DOCUMENTS, POLICIES OR PROCEDURES:	Complaint Handling Framework Complaint Handling Procedure Equal Opportunity and Anti-Discrimination Policy Bullying Occupational Violence Policy Protected Disclosure Procedure Councillor Code of Conduct Councillors Expenses and Support Policy
RELATED LEGISLATION:	Local Government Act 2020 Charter of Human Rights and Responsibilities Act 2006 Freedom of Information Act 1982 Information Privacy Act 2000 Public Interest Disclosure Act 2012 Public Records Act 1973 Equal Opportunity Act 2010 Competition and Consumer Act 2010 Independent Broad-based Anti-corruption Commission Act 2011 Privacy and Data Protection Act 2014
EVIDENCE OF APPROVAL:	

Signed by Chief Executive Officer

FILE LOCATION: K:\EXECUTIVE\Strategies policies and procedures\Policies - adopted PDF and Word\POL Complaints against Councillors policy v1.docx

Policy documents are amended from time to time, therefore you should not rely on a printed copy being the current version. Please consult the policies on the Loddon Shire website (Council Policies) or Intranet (Organisational Policies) to ensure that the version you are using is up to date.

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



COMPLAINTS AGAINST COUNCILLORS POLICY

1 PURPOSE

This policy guides how a complaint from a member of the community against a Councillor, or where a Councillor is the subject of a complaint against Council, is to be investigated.

2 SCOPE

This policy does not apply in the case of complaints which must legally be addressed in some other manner (such as a Protected Disclosure in relation to a Councillor under the *Protected-Public Interest Disclosure Act 2012*, or the Councillor Code of Conduct provisions under the *Local Government Act 1989/2020 (the Act)*).

This policy should be read in conjunction with the Councillor Code of Conduct ~~which outlines:~~

- ~~• acceptable behaviours~~
- ~~• misuse of position~~
- ~~• improper direction~~
- ~~• confidential information~~
- ~~• conflict of interest and conflicting personal interest~~
- ~~dispute resolution.~~

3 POLICY

Councillors work hard to achieve the best outcomes for the municipality. Occasionally their conduct may cause concern for some members of the community. This policy has been put in place to ensure a consistent and fair approach in dealing with complaints against Councillors.

Implementation will be guided by relevant legislation including the *Privacy and Data Protection Act 2014*.

3.1 Complaints from Councillors about other Councillors

Complaints made by a Councillor about a fellow Councillor are to be dealt with in accordance with the Councillor Code of Conduct.

3.2 Use of an external investigator

Upon receipt of a complaint against a Councillor, or where a Councillor is the subject of a complaint against Council, the Mayor will be advised of the complaint and, in accordance with section 18(1)(e) of the Act have the opportunity to promote behaviour among Councillors that meets the standards of conduct.

When the complaint cannot be resolved by the Mayor managing the complaint in collaboration with the Councillor, or where the complaint is against the Mayor, or where the Mayor is the subject of a complaint against Council, the Chief Executive Officer shall engage an appropriately qualified independent external investigator, ~~based on the recommendation of the Law Institute of Victoria,~~ to investigate the complaint.

Councillors and Council officers ~~shall will~~ cooperate fully with the investigator and have the right to the presence of ~~another individual~~ support person of their choosing during any discussions with the investigator.



COMPLAINTS AGAINST COUNCILLORS POLICY

The external investigator shall forward a report on the outcomes of the investigation, including any recommendations, to the Chief Executive Officer.

3.3 Legal advice

~~Consideration of a~~Any request for Council funded legal advice ~~from a Councillor who is subject of a complaint being investigated shall will~~ be considered ~~under Council's Councillor Code of Conduct and/or under direction of in accordance with~~ the Councillors Expenses and Support and Reimbursement of Expenses Policy.

3.4 Committee of Council

Council shall form a Committee of all Councillors, excluding the Councillor or Councillors who are the subject of the complaint, to consider the independent external investigator's report.

4 DEFINITIONS OF TERMS OR ABBREVIATIONS USED

Term	Definition
Council officer	The Chief Executive Officer and staff of Council appointed by the Chief Executive Officer.
Customers	An individual, business or organisation that utilises the services of the Loddon Shire Council.
Complaint	An expression of dissatisfaction with: <ul style="list-style-type: none"> the quality of a service provided, an action taken, or decision made by Council or its contractor a delay or failure in providing service, taking an action, or making a decision by Council or its contractor.
Complainant	A person or group that makes a complaint.

5 HUMAN RIGHTS STATEMENT

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

6 REVIEW

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

10.3 PROPOSED VERSION 5 OF COUNCILLOR CODE OF CONDUCT

File Number: fol/19/101
Author: Sharon Morrison, Director Corporate Services
Authoriser: Phil Pinyon, Chief Executive Officer
Attachments: 1. Proposed version 5 of Councillor Code of Conduct

RECOMMENDATION

That the draft of version 5 of the Councillor Code of Conduct be advertised for public comment for a period of 14 days.

CONFLICT OF INTEREST

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

PREVIOUS COUNCIL DISCUSSION

The Councillor Code of Conduct (Code) was discussed at the January 2021 forum.

BACKGROUND

Section 139 of the *Local Government Act 2020* (2020 Act) replaces section 76C of the *Local Government Act 1989*.

Section 139(3) of the Act states that a Code:

- a) must include the *standards of conduct* prescribed by the regulations expected to be observed by Councillors; and
- b) must include any provisions prescribed by the regulations for the purpose of this section; and
- c) must include provisions addressing any matters prescribed by the regulations for the purpose of this section; and
- d) may include any other matters which the Council considers appropriate, other than any other standards of conduct.

Councils must adopt a Code that meets the requirements of the *Act* within four months of the general election (held on 24 October 2020), that is, before 24 February 2021. In the interim the existing code continues to operate

ISSUES/DISCUSSION

Version 5 of the Code is based on a better practice version promoted by Local Government Victoria.

COST/BENEFITS

No provision is made in the annual budget for costs associated with managing the Code. The benefit of having a Code is setting clear expectations, and establishing clear processes for the management of councillor conduct and compliance with the 2020 Act.

RISK ANALYSIS

The risk of non-compliance with section 139 of the 2020 Act is addressed with the adoption of a Code consistent with the requirements of the Act.

CONSULTATION AND ENGAGEMENT

There is no deliberative engagement requirement for the Councillor Code of Conduct under the 2020 Act however a short period for public comment is achievable before the statutory deadline for the adoption of the Code and will provide an opportunity for the public to provide feedback on the draft Code.

LODDON SHIRE COUNCIL

COUNCILLOR CODE OF CONDUCT



DOCUMENT INFORMATION

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RELATED STRATEGIC DOCUMENTS, POLICIES OR PROCEDURES:	Council Expenses Policy Council Gift Policy
RELATED LEGISLATION:	Local Government Act 2020 Local Government (Governance and Integrity) Regulations 2020 Charter of Human Rights and Responsibilities Act 2006 Equal Opportunity Act 2010
EVIDENCE OF APPROVAL:	

Signed by Chief Executive Officer

FILE LOCATION: K:\EXECUTIVE\Strategies policies and procedures\Strategies - adopted PDF and Word\STR COUNCILLOR CODE OF CONDUCT v4.docx

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

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1 PURPOSE

The Councillor Code of Conduct (Code) sets out legal requirements under the Local Government Act 2020 (the Act) and minimum standards of conduct for councillors in their role as Loddon Shire Councillors.

This Code endeavours to foster positive working relations between Councillors to enable them to work together in the best interests of the community, and mandates Councillor conduct designed to build public confidence in the integrity of local government.

In accordance with section 139(2) of the Act, the purpose of the Councillor Code of Conduct is to include the standards of conduct expected to be observed by Councillors in the course of performing their duties and functions as Councillors, including prohibiting discrimination, harassment (including sexual harassment) and vilification.

2 BUDGET IMPLICATIONS

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

3 RISK ANALYSIS

If this Code is followed, reputational and legal risks will be minimised.

4 INTRODUCTION

As custodians of the Loddon Shire Council (Council), Councillors hold a unique and important role within Victoria. They have been democratically elected to provide leadership for the good governance of the municipality and the local community as recognised in the **Local Government Act 2020 (the Act)**. This Act describes how the Council will be accountable in the performance of its functions, the exercise of expected standards of conduct and behaviour and the use of resources.

The community expects its Council to provide fair, accurate and unbiased advice, to act responsively and to manage assets efficiently. To assist in meeting these expectations **section 139 of the Act** requires councils to adopt a code of conduct to be observed by Councillors.

Accordingly, Council operates under two codes of conduct – one for Councillors and one for staff, volunteers and contractors. The two codes are clearly linked, with common principles, but they also distinguish the expectations of Councillors as elected representatives, from those of staff, volunteers and contractors who are engaged by the Council.

5 COMMITMENT

At Council, the elected Councillors are committed to work together in the best interests of the people within the Loddon Shire, to the highest standard of behaviour and to discharge their responsibilities to the best of their skill and judgement.

As part of this commitment, all Councillors will adhere to conduct principles, values and behaviours outlined in the Code. A commitment to working together constructively will enable the achievement of Loddon's vision in a manner that is consistent with the core values.

Councillors are committed to the Standards of Conduct outlined in this Code.

The Code sets out:

- Part 1. Councillor Charter;
- Part 2. Standards of Conduct; and
- Part 3. Dispute resolution processes.

Part 1 Councillor Charter

6 KEY ROLES AND RESPONSIBILITIES

6.1 Roles

An understanding and agreement of the different roles within Council helps achieve good governance. The key roles are outlined below.

Council comprises five Councillors who are democratically elected by the community, in accordance with the **Local Government Act 2020**.

The primary role of the Council is to provide good governance in its municipal district for the benefit and wellbeing of the municipal community. Council must perform its role in accordance with the Overarching Governance Principles.

Section 9 of the Act: Overarching governance principles and supporting principles

- (1) A Council must in the performance of its role give effect to the overarching governance principles.
- (2) The following are the overarching governance principles—
 - (a) Council decisions are to be made and actions taken in accordance with the relevant law;
 - (b) priority is to be given to achieving the best outcomes for the municipal community, including future generations;
 - (c) the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted;
 - (d) the municipal community is to be engaged in strategic planning and strategic decision making;
 - (e) innovation and continuous improvement is to be pursued;
 - (f) collaboration with other Councils and Governments and statutory bodies is to be sought;
 - (g) the ongoing financial viability of the Council is to be ensured;
 - (h) regional, state and national plans and policies are to be taken into account in strategic planning and decision making;
 - (i) the transparency of Council decisions, actions and information is to be ensured.
- (3) In giving effect to the overarching governance principles, a Council must take into account the following supporting principles—
 - (a) the community engagement principles;
 - (b) the public transparency principles;
 - (c) the strategic planning principles;
 - (d) the financial management principles;
 - (e) the service performance principles.

6.2 Councillor / Organisation Relationship

The Council consists of democratically elected Councillors (the electoral arm) and the organisation/staff (the operational arm).

Good governance is dependent on how well the relationship between the electoral arm and the operational arm works, as well as mutual respect and understanding between Councillors and officers in relation to their respective roles, functions and responsibilities.

Councillors need to be aware of the requirements of section 124 of The Act and must not intentionally direct, or seek to direct, a member of Council staff in the exercise of their duties. This provision also applies in respect of officer reports presented to Council and on directing staff under delegation or as an Authorised Officer. It is important to note that section 124 applies to Councillors even when acting in a group outside formal Council or delegated committee meetings such as at Councillor Briefings (Assemblies of Councillors).

To achieve good governance, clear and effective communication protocols for Councillors and Council staff are essential. The following applies to Councillor/staff relationships:

- Councillors acknowledge that the CEO is responsible for all administrative and staff matters and that all staff are answerable to the CEO, therefore Councillors' primary point of communication should be with the CEO.
- Councillors will refrain from using their position to improperly influence members of staff in their duties or functions, or to gain an advantage for themselves or others.
- Councillors will treat staff in a professional and respectful manner at all times.
- Councillors will provide and maintain a working environment that is safe and without risks to health and take appropriate measures to eliminate discrimination, sexual harassment or victimisation so far as is reasonably practicable.
- Councillors seeking information on a specific matter should do so via the CEO or the relevant Director
- Contact with Managers is appropriate where Councillors are seeking clarification or further specific information on a particular matter.
- Councillors are to lodge resident or Councillor requests with the **Executive and Commercial Services Officer** for logging into the Customer Request Management (CRM) system.

6.3 Role of a Councillor

A Councillor's role is to represent their community and advocate on their behalf. They are a valuable link between the community and Council and are key to facilitating communication with the community and encouraging engagement with the activities of Council.

There is an expectation that Councillors will make decisions that will benefit and be in the best long term interest of the whole community. Council has a statutory responsibility to represent all people who live, participate and invest within the municipality.

Councillors are responsible in establishing and maintaining the good governance of the Council.

Councillors determine Council policies and set the strategic direction of the Council. Councillors have a key advocacy and leadership role. Councillors appoint, manage and support the Chief Executive Officer of the organisation to deliver the strategic objectives of the Council. The CEO is responsible for management and administration. The organisation is responsible for the implementation of Council policy and decisions, service delivery and providing professional advice to Councillors.

Councillors collectively as a Council, have responsibility for:

- a) determining high level strategic directions, policy and service delivery programs;
- b) facilitating and encouraging the planning and development of the Shire;
- c) advocating on behalf of the local community to various stakeholders and governments;
- d) representing all citizens and creating a viable and sustainable future; and
- e) undertaking duties and responsibilities as authorised under the Act.

Councillors should not be involved in the operational decisions of the organisation or its services and, in adherence with the Act will not misuse their position to direct staff.

The Mayor is the leader who is required to provide guidance to Councillors in establishing and promoting appropriate standards of conduct

Councillor Commitment

As Councillors in good faith we undertake to comply with the various provisions of the Act and with this Code of Conduct.

We respect and recognise the role of the Mayor and will work co-operatively with the Mayor in the performance of their role.

Section 28 Role of a Councillor

- (1) The role of every Councillor is—
 - (a) to participate in the decision making of the Council; and
 - (b) to represent the interests of the municipal community in that decision making; and
 - (c) to contribute to the strategic direction of the Council through the development and review of key strategic documents of the Council, including the Council Plan.
- (2) In performing the role of a Councillor, a Councillor must—
 - (a) consider the diversity of interests and needs of the municipal community; and
 - (b) support the role of the Council; and
 - (c) acknowledge and support the role of the Mayor; and
 - (d) act lawfully and in accordance with the oath or affirmation of office; and
 - (e) act in accordance with the standards of conduct; and
 - (f) comply with Council procedures required for good governance.
- (3) The role of a Councillor does not include the performance of any responsibilities or functions of the Chief Executive Officer.

6.4 Role of the Mayor

The Mayor is the elected leader of the Council. A key role of the Mayor is to facilitate good relationships between Councillors, Councilors and the Chief Executive Officer and Executive Management Team. The Mayor sets the tone and style of behaviour, practice and projection of the Council working with, supporting and coordinating the team of Councillors.

The primary roles and responsibilities of the Mayor include: (section 18 LGA).

Section 18 Role of Mayor

1. The role of the Mayor is to—
 - (a) chair Council meetings; and
 - (b) be the principal spokesperson for the Council; and
 - (c) lead engagement with the municipal community on the development of the Council Plan; and
 - (d) report to the municipal community, at least once each year, on the implementation of the Council Plan; and

- (e) promote behaviour among Councillors that meets the standards of conduct set out in the Councillor Code of Conduct; and
- (f) assist Councillors to understand their role; and
- (g) take a leadership role in ensuring the regular review of the performance of the Chief Executive Officer; and
- (h) provide advice to the Chief Executive Officer when the Chief Executive Officer is setting the agenda for Council meetings; and
- (i) perform civic and ceremonial duties on behalf of the Council.

6.5 Role of the Deputy Mayor

Where a Deputy Mayor is appointed, the role of the Deputy Mayor is to give effective support to the Mayor and Councillors during the day-to-day function of Council.

The Deputy Mayor must undertake the role of the Mayor if:

- the Mayor is unable for any reason to attend a Council meeting or part of a Council meeting; or
- the Mayor is incapable of performing the duties of the office of Mayor for any reason, including illness; or
- the office of Mayor is vacant.

6.6 Role of the Chief Executive Officer

The Chief Executive Officer (CEO) has a number of statutory responsibilities and is accountable to the Mayor and Councillors for delivering Council's strategies and services. The CEO is responsible for the operations of the Council, to provide professional, relevant and timely information and support to the Council.

Section 46(1) of the Act states that the CEO is responsible for:

- a) supporting the Mayor and the Councillors in the performance of their roles; and
- b) ensuring the effective and efficient management of the day to day operations of the Council.

Section 46(2) goes on to say that this responsibility includes the following—

- ensuring that the decisions of the Council are implemented without undue delay;
- ensuring that the Council receives timely and reliable advice about its obligations under this Act or any other Act;
- supporting the Mayor in the performance of the Mayor's role as Mayor;
- setting the agenda for Council meetings after consulting the Mayor
- when requested by the Mayor, reporting to the Council in respect of the implementation of a Council decision;
- carrying out the Council's responsibilities as a deemed employer with respect to Councillors, as deemed workers, which arise under or with respect to the Workplace Injury Rehabilitation and Compensation Act 2013.

Councillor Commitment

We undertake to respect the functions of the Chief Executive Officer and to comply with the policies, practices and protocols defining appropriate arrangements for interaction between Council staff and Councillors that are put in place by the Chief Executive Officer.

7 VALUES AND BEHAVIOURS

7.1 Values

As community and civic leaders, Councillors commit to lead by example and promote the highest standard in the way Council business is conducted.

On 26 June 2018, adopted revised supporting statements for the Council values and in doing so endorsed the existing values.



 **VALUES**
Loddon Shire is guided by the following values in everything it does.

We strive for:

 **LEADERSHIP**
We work towards achieving our vision while demonstrating our values.

 **RESPECT**
We treat everyone with respect and dignity at all times.

 **INTEGRITY**
We are open, honest and fair.

 **ACCOUNTABILITY**
We will be consistent and responsible in our actions.

 **IMPARTIALITY**
We make decisions based on being informed without fear, favour or bias.

7.2 Behaviours

In workshops on 17 November and 17 December 2020, Councillors agreed on the following behaviours:

- We are curious and listen to others perspectives.
- We respectfully let others know our perspectives.
- We keep our conversations in the room.
- We own council decisions.
- We take the time to prepare for our meetings.
- We make our time available to one another.
- We are "present" in the situation.

Councillor Commitment

- We undertake to act in accordance with agreed behaviours.

Part 2 Councillor Conduct Standards

8 STANDARDS OF CONDUCT

The Act places obligations on Councillors in relation to way they should act. The Act also prohibits certain conduct by Councillors and prescribes penalties for Councillors who contravene these provisions.

The Councillor Conduct Framework is aimed at ensuring Councillors conduct themselves in accordance with standards expected. This includes the Values and Behaviours Councillors collectively set and outlined in *the Code*.

Section 139 of the Local Government Act 2020 requires a Councillor code of conduct to include the standards of conduct prescribed by the regulations expected to be observed by Councillors.

8.1 Standard 1: Treatment of others

A Councillor must, in performing the role of a Councillor, treat other Councillors, members of Council staff, the municipal community and members of the public with dignity, fairness, objectivity, courtesy and respect, including by ensuring that the Councillor—

- (a) takes positive action to eliminate discrimination, sexual harassment and victimisation in accordance with the Equal Opportunity Act 2010; and
- (b) supports the Council in fulfilling its obligation to achieve and promote gender equality; and
- (c) does not engage in abusive, obscene or threatening behaviour in their dealings with members of the public, Council staff and Councillors; and
- (d) in considering the diversity of interests and needs of the municipal community, treats all persons with respect and has due regard for their opinions, beliefs, rights and responsibilities.

Councillor Commitment

- We will respect and promote the human rights set out in the Charter of Human Rights and Responsibilities and undertake to understand how they apply to our work.
- We will contribute to ensuring that the workplace is an environment where people are treated fairly and with respect and are free from all forms of unlawful discrimination and inappropriate workplace behaviours, such as sexual harassment, victimisation, bullying, harassment and occupational violence.
- We will be fair, objective and respectful in our dealings with other Councillors, staff and the community.

8.2 Standard 2: Performing the role of Councillor

A Councillor must, in performing the role of a Councillor, do everything reasonably necessary to ensure that the Councillor performs the role of a Councillor effectively and responsibly, including by ensuring that the Councillor—

- (a) undertakes any training or professional development activities the Council decides it is necessary for all Councillors to undertake in order to effectively perform the role of a Councillor; and
- (b) diligently uses Council processes to become informed about matters which are subject to Council decisions; and
- (c) is fit to conscientiously perform the role of a Councillor when acting in that capacity or purporting to act in that capacity; and
- (d) represents the interests of the municipal community in performing the role of a Councillor by considering and being responsive to the diversity of interests and needs of the municipal community.

Councillor Commitment

- We will perform our duties diligently, impartially and responsibly, acting in good faith and in the interest of Council and the community.
- We will refrain from any form of conduct which may cause a reasonable person unwarranted offence or embarrassment.
- We will show respect at all times when dealing with others, community, customers, other Councillors and staff at all levels. Any grievances or differences of opinion will be raised in an appropriate forum and in accordance with Council policies.

8.3 Standard 3: Compliance with good governance measures

A Councillor, in performing the role of a Councillor, to ensure the good governance of the Council, must diligently and properly comply with the following—

- (a) any policy, practice or protocol developed and implemented by the Chief Executive Officer in accordance with section 46 of the Act for managing interactions between members of Council staff and Councillors;
- (b) the Council expenses policy adopted and maintained by the Council under section 41 of the Act;
- (c) the Governance Rules developed, adopted and kept in force by the Council under section 60 of the Act;
- (d) any directions of the Minister issued under section 175 of the Act.

Councillor Commitment

- We will act in accordance with the principles of good governance.
- We will impartially exercise responsibilities in the interests of the local community.
- We will not improperly seek to confer an advantage or disadvantage on any person.

8.4 Standard 4: Councillor must not discredit or mislead Council or public

- (1) In performing the role of a Councillor, a Councillor must ensure that their behaviour does not bring discredit upon the Council.
- (2) In performing the role of a Councillor, a Councillor must not deliberately mislead the Council or the public about any matter related to the performance of their public duties.

Councillor Commitment

- We will act honestly and avoid actions or conduct that will or are likely to mislead or deceive a person.
- We will accept each individual's differences, values, culture and beliefs.
- We will always listen to the views and ideas of other people.

8.5 Standard 5: Standards do not limit robust political debate

Nothing in these standards is intended to limit, restrict or detract from robust public debate in a democracy.

Councillor Commitment

- We will contribute to and debate items with respect in the Council Chamber.
- We will accept the final Council decision.

9 SPECIFIC COUNCILLOR CONDUCT OBLIGATIONS

9.1 Communication and Decision Making

As representatives of the community, Councillors have a primary responsibility to be responsive to community views and to adequately communicate the attitudes and decisions of Council.

There may be times when individual Councillors disagree with a majority decision of Council. Individual Councillors are entitled to express their own independent views; however, this should not be done in a way that reflects negatively on other individual Councillors or the Council as a whole.

Council will be open and transparent in its decision making and encourage community participation in Council Meetings.

To ensure constructive decision-making and communication of Council decisions, Councillors will:

- commit to making all decisions impartially and in the best interests of the community
- make fair and unbiased decisions by adhering to the principles of natural justice
- consider a person's interests which may be affected by a Council decision
- regularly attend meetings of Council, actively and openly participating in the decision-making process, striving to achieve the best outcome for the community
- seek approval of Council for leave of absence from council Meetings
- observe Council's Media Comment and Press release Guidelines
- respect the views of the individual in debate, however, also accept that decisions are to be based on a majority vote
- not make allegations which are personally offensive, derogatory or defamatory
- treat all matters on individual merit and base decision making on facts.

Social media

Councillors need to ensure that they follow the Media and Social Media Policy adopted by Council.

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

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

9.2 Gifts, Benefits or Hospitality

Councillors should avoid situations giving rise to the appearance that a person or body, through the provision of gifts, benefits or hospitality of any kind, is attempting to secure favourable treatment. Councillors must be aware of their responsibilities relating to gifts, hospitality and benefits. The Councillor Gift Policy provides further guidance on gifts including prohibited gifts.

9.3 Conflict of Interest

Each Councillor is required to identify, manage and disclose any conflicts of interest they may have. Councillors therefore recognise the importance of fully observing the requirements of the Loddon Shire Council Governance Rules in regard to the disclosure of conflicts of interest and will comply with requirements of the Governance Rules in regard to conflicts of interest. Upon identifying a conflict of interest, Councillors will follow the procedures as set out in Governance Rules.

9.4 Use of Council Resources

At Loddon, Councillors recognise the need to exercise appropriate prudence in the use of Council resources and that they are used solely in the public interest. This includes:

- a) maintaining appropriate security over Council property, facilities and resources provided to assist them in performing their role; and adhering to any guidelines or policies that have been established for the use of Councillor resources and facilities
- b) not using public funds or resources in a manner that is improper or unauthorised;
- c) not using Council resources, including staff, equipment and/or intellectual property for electoral or other purposes;
- d) ensuring that all expense claims are accurate, are supported by the relevant documentation and strictly relate to Council business.

The Council Expenses Policy provides further guidance on the use of council resources.

9.5 Council's Planning Process

Councillors must ensure that land use planning, development assessment and other regulatory decisions are properly made, and that all parties are dealt with fairly. You must avoid any occasion or situation where there may be a suspicion or perception of improper conduct in the exercise of land use planning, development assessment and other regulatory functions.

In exercising land use planning, development assessment and other regulatory functions, Councillors must ensure that no action, statement or communication between themselves and others conveys any suggestion of willingness to improperly provide concessions or preferential or unduly unfavourable treatment.

When proposing to meet with a planning permit applicant, either for the purpose of discussing the application or where the application is likely to become a topic of discussion, Councillors should seek a meeting via the Manager Development and Compliance to ensure a Council planning officer is present.

9.6 Interacting with Children and Young People

Council prides itself on being a child safe organisation and has zero tolerance for child abuse. Council adheres to the Victorian Child Safe Standards and related legislation.

Councillors must be aware of their responsibilities outlined in Council's Child Safe Policy and be clear about processes for reporting and acting on concerns or reports of abuse or neglect of a child.

Councillors will respect, listen to and promote the rights of children and ensure behaviour and interactions with children are age appropriate, respectful and adhere to the behavioural expectations outlined in the Child Safe standards.

9.7 Elections

Councillors are committed to fair and democratic Council elections and therefore adopt and endorse the practices and legislative requirements set out in Council's Election Period Policy incorporated in the Loddon Governance Rules and the LGA respectively.

State and Federal Elections

Councillors are required to follow any guidelines issued in relation to Candidature of Councillors in State or Federal Elections. These include the Municipal Association of Victoria's Policy position regarding Candidature of Councillors in State or Federal Elections or Local Government

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Victoria guidelines.

9.8 Reporting Unethical Behaviour

Councillors commit to upholding and promoting the highest standards in their day-to-day interactions. Councillors should report, to the relevant authority or person, behaviour that violates any law, rule or regulation or represents corrupt conduct, mismanagement of Council resources, misuse of position or is a danger to health, safety or to the environment.

10 IMPROPER CONDUCT

There are specific types of conduct that are expressly prohibited by the Act. Councillors acknowledge that, in many cases a breach of a specific provision in the Act may be subject to prosecution in a Court.

10.1 Misuse of position

Councillors acknowledge and agree to adhere to their responsibilities under **section 123** of the Act:

- (1) A person who is, or has been, a councillor or member of a delegated committee must not misuse their position –
 - a) to gain or attempt to gain, directly or indirectly, an advantage for themselves or for any other person; or
 - b) to cause, or attempt to cause, detriment to the Council or another person.

An offence against section 123(1) is an indictable offence.

- (2) For the purposes of this section circumstances involving the misuse of a position by a person who is, or has been, a Councillor or member of a delegated committee include -
 - a) making improper use of information acquired as a result of the position the person held or holds; or
 - b) disclosing information that is confidential information; or
 - c) directing or improperly influencing, or seeking to direct or improperly influence, a member of Council staff; or
 - d) exercising or performing, or purporting to exercise or perform, a power, duty or function that the person is not authorised to exercise or perform; or
 - e) using public funds or resources in a manner that is improper or unauthorised; or
 - f) participating in a decision on a matter in which the person has a conflict of interest.

This section:

- a) has effect in addition to, and not in derogation from, any Act or law relating to the criminal or civil liability of Councillors or members of delegated committees; and
- b) does not prevent the institution of any criminal or civil proceedings in respect of that liability.

10.2 Directing a member of Council staff

Councillors must not use their position to influence Council staff in the performance of their public or professional duties to obtain a private benefit for themselves or for somebody else.

Councillors must not take advantage (or seek to take advantage) of their status or position with or of functions they perform for Council in order to obtain a private benefit for themselves or for any other person or body.

Councillors acknowledge and agree to comply with their obligations in regard to improper direction and improper influence section 124 of the Act.

Section 124 Directing a member of Council staff

A Councillor must not intentionally direct, or seek to direct, a member of Council staff:

- (a) in the exercise of a delegated power, or the performance of a delegated duty or function of the Council; or
- (b) in the exercise of a power or the performance of a duty or function exercised or performed by the member as an authorised officer under this Act or any other Act; or
- (c) in the exercise of a power or the performance of a duty or function the member exercises or performs in an office or position the member holds under another Act; or
- (d) in relation to advice provided to the Council or a delegated committee, including advice in a report to the Council or delegated committee.

Penalty: 120 Penalty units

10.3 Confidential information

Councillors have access to council information necessary for them to carry out their roles properly. However, a Councillor must remain impartial and must not use council information to gain advantage for themselves or any other person. Information is 'confidential' for the purposes of the Act if it is:

- provided for a closed council or delegated committee meeting;
- designated confidential by resolution of a council or delegated committee; and
- designated confidential by the CEO

Information discussed at a closed meeting is confidential. Unless the information is already publicly available, Councillors must not talk about anything discussed at the meeting with people who were not present. (section 125 of the LGA).

Part 3 Dispute Resolution

11 DISPUTE RESOLUTION OPTIONS

Councillors have an individual and collective responsibility to try every avenue possible to resolve disputes in house and to prevent them escalating further.

This dispute resolution procedure is intended to be used:

1. when Councillors have been unable to resolve an interpersonal conflict and where the situation is unduly affecting the operation of the Council or
2. to manage complaints or concerns regarding the behaviour of Councillors from the public or Council staff, which are taken up by a Councillor or group of Councillors on behalf of the complainant.

It is not intended to resolve differences in policy or decision-making, which are appropriately resolved through discussion and voting in Council and Committee Meetings.

Where the dispute arises from a complaint generated by a member of the public or Council staff, access to the dispute resolution process under this Code is only possible where a Councillor or group of Councillors takes up the complaint about another Councillor on behalf of the complainant. In all other circumstances, refer to the Complaints against Councillors Policy.

Loddon Shire Council's grievance resolution procedure comprises three components, namely:

- 1) Self-resolution
- 2) Mayoral negotiation
- 3) External mediation

11.1 Self-resolution

Councillors must take personal responsibility and endeavour to resolve their differences in an informal, but at all times, courteous and respectful manner, recognising that they have been elected to represent the best interests of the community.

11.2 Mayoral negotiation

11.2.1 Dispute between Councillors

If the informal resolution process between the Councillors is unsuccessful, the Mayor should be involved as soon as practically possible to convene a meeting of the parties.

A dispute referred for Mayoral negotiation may relate to:

- an interpersonal conflict between Councillors where the conflict is or is likely to affect the operations of the Council; or
- an alleged contravention of the Councillor Code of Conduct.

The party requesting the Mayoral negotiation meeting is to provide the Mayor with the name of the other Councillor and the details of the dispute in writing. The written request is to indicate that it is for a "Mayoral negotiation" dispute resolution process. Where the request relates to an alleged contravention of the Councillor Code of Conduct, the request must:

- specify the name of the Councillor alleged to have contravened the Code;
- specify the provision(s) of the Code that is alleged to have been contravened;

- include evidence in support of the allegation;
- name the Councillor appointed to be their representative where the request is made by a group of Councillors; and
- be signed and dated by the requestor or the requestor's representative.

Within 5 working days of receipt of the complaint, the Mayor will:

- provide written acknowledgment of receipt of the complaint to the Complainant;
- provide a copy of the complaint to the Councillor concerned; and
- attempt to facilitate a resolution and convene a meeting

The Mayor may call upon the Councillor Conduct Officer (CCO)¹ for advice and guidance at this point in the process.

The role of the Mayor at the meeting is to provide guidance to Councillors about what is expected of a Councillor including in relation to the role of a Councillor under section 28 of the Act, and the observation of the Councillor Standards of Conduct and the Councillor Code of Conduct.

The Mayor is to document any agreement reached at the meeting. Copies of the agreement are to be provided to both parties. Where one party does not comply with the agreement, the other party has recourse to external mediation.

If the parties cannot resolve the dispute at the meeting, a further meeting may be convened with the consent of both parties. Where the dispute remains unresolved, the parties should progress to external mediation.

11.2.2 Dispute between Councillor/s and the Mayor

In the event that the dispute involves the Mayor, the Deputy Mayor or other Councillor nominated by Council resolution, will perform the role of the Mayor in facilitating discussions between the parties in dispute and liaising with the CCO.

11.3 External mediation

If reconciliation of the dispute is not possible after Mayoral negotiation, it is the responsibility of the Mayor to seek assistance from an external mediator to resolve the dispute, preferably with the active support of the parties to the dispute, who must be informed of such a decision in any circumstance.

A Councillor or a group of Councillors may make an application for a dispute to be referred for external mediation whether or not the dispute has been the subject of "self-resolution".

The applicant is to submit a written application to the CCO setting out the name of the Councillor and the details of the dispute. The application is to indicate that the application is for an "external mediation". Where the application relates to an alleged contravention of the Councillor Code of Conduct, the application must:

- specify the name of the Councillor alleged to have contravened the Code;
- specify the provision(s) of the Code that is alleged to have been contravened;
- include evidence in support of the allegation;
- name the Councillor appointed to be their representative where the application is made by a group of Councillors; and
- be signed and dated by the applicant or the applicant's representative.

¹ The appointed Councillor Conduct Officer is the Director Corporate Services.

The applicant is to notify the other party of the request and provide him or her with a copy of the application either at the same time that it is submitted to the CCO or as soon as practical thereafter.

The CCO is to ascertain (in writing) whether or not the other party is prepared to attend an "external mediation". If the other party declines to participate in an external mediation, he or she is to provide their reasons for doing so in writing to the Councillor Conduct Officer. These reasons may be taken into account if the matter is, subsequently, the subject of an application for a Councillor Conduct Panel.

If the other party declines to participate in an external mediation, this does not constitute a contravention of this Councillor Code of Conduct.

If the other party agrees to participate in an external mediation, the CCO is to advise the applicant, the Mayor and Chief Executive Officer immediately.

The CCO is to engage the services of an external mediator to conduct the mediation at the earliest practicable opportunity.

The mediator is to document any agreement reached at the meeting. Copies of the agreement are to be provided to both parties. Where one party does not comply with the agreement, the other party has recourse to the internal resolution procedure where the matter relates to an alleged contravention of the Councillor Code of Conduct.

If the parties cannot resolve the dispute at the meeting, a further meeting may be convened with the consent of both parties. Where the dispute remains unresolved, the applicant has recourse to the internal resolution procedure where the matter relates to an alleged contravention of the Councillor Code of Conduct.

PART 4 BREACHES OF THE PRESCRIBED STANDARDS OF CONDUCT

12 INTERNAL ARBITRATION PROCESS

Section 141 – Internal Arbitration Process

- (1) The internal arbitration process applies to any breach of the prescribed standards of conduct.
- (2) The following applies to an internal arbitration process—
 - (a) any processes prescribed by the regulations, including any application process;
 - (b) the arbiter must ensure that parties involved in internal arbitration process are given an opportunity to be heard by the arbiter;
 - (c) the arbiter must ensure that a Councillor who is a party to an internal arbitration process does not have a right to representation unless the arbiter considers that representation is necessary to ensure that the process is conducted fairly;
 - (d) any requirements prescribed by the regulation

12.1 Making an Application

An application for an internal arbitration process to make a finding of misconduct against a Councillor may be made by—

- the Council following a resolution of the Council; or
- a Councillor or a group of Councillors.

An application under section 143 of the Act must be made within 3 months of the alleged misconduct occurring.

An application under section 143 must be given to the Principal Councillor Conduct Registrar in the manner specified by the Principal Councillor Conduct Registrar in any guidelines published under section 149(1)(c).

The prescribed process for an application for internal arbitration must include:

- the name of the Councillor alleged to have breached the standards of conduct; and
- the clause of the standards of conduct that the Councillor is alleged to have breached; and
- the misconduct that the Councillor is alleged to have engaged in that resulted in the breach; and
- after receiving an application under section 143 of the Act, the Councillor Conduct Officer provides the application to the Councillor who is the subject of the application.

An arbiter appointed to hear a matter subject to an application must:

- (a) conduct the hearing with as little formality and technicality as the proper consideration of the matter permits; and
- (b) ensure that the hearing is not open to the public.

An arbiter—

- (a) may hear each party to the matter in person or solely by written or electronic means of communication; and
- (b) is not bound by the rules of evidence and may be informed in any manner the arbiter sees fit; and
- (c) may at any time discontinue the hearing if the arbiter considers that
 - (i) the application is vexatious, misconceived, frivolous or lacking in substance; or
 - (ii) the applicant has not responded, or has responded inadequately, to a request for further information.

12.2 Principal Councillor Conduct Registrar must examine application

- (1) The Principal Councillor Conduct Registrar, after examining an application under section 143, must appoint an arbiter to the Council to hear the matter if the Principal Councillor Conduct Registrar is satisfied that—
- (2)
 - (a) the application is not frivolous, vexatious, misconceived or lacking in substance; and
 - (b) there is sufficient evidence to support an allegation of a breach of the Councillor Code of Conduct as specified in the application.
- (3) The Principal Councillor Conduct Registrar must reject an application if the Principal Councillor Conduct Registrar is not satisfied under subsection (1)(a) or (b).
- (4) The rejection of an application by the Principal Councillor Conduct Registrar under this section does not prevent a further application being made under section 143 in respect of the same conduct by a Councillor that was the subject of the rejected application.
- (5) Information provided to an arbiter or produced by an arbiter for the purpose of an internal arbitration process, other than the findings and the reasons, is confidential information.

12.3 Arbiter must refer certain applications

- (1) If, at any time before, during or after the hearing of an application for an internal arbitration process, the arbiter believes that the conduct that is the subject of the application for an internal arbitration process appears to involve serious misconduct and would more appropriately be dealt with as an application under section 154, the arbiter must refer the matter in writing to the Principal Councillor Conduct Registrar.
- (2) If the Principal Councillor Conduct Registrar receives a referral under subsection (1), the Principal Councillor Conduct Registrar must notify the parties to the application for an internal arbitration process that the matter has been referred by the arbiter.

12.4 Sanctions that may be imposed by an arbiter on finding of misconduct

- (1) If after completing the internal arbitration process, the arbiter determines that a Councillor has failed to comply with the prescribed standards of conduct, the arbiter may make a finding of misconduct against the Councillor.
- (2) If an arbiter has made a finding of misconduct against a Councillor, the arbiter may do any one or more of the following—
 - (a) direct the Councillor to make an apology in a form or manner specified by the arbiter;
 - (b) suspend the Councillor from the office of Councillor for a period specified by the arbiter not exceeding one month;
 - (c) direct that the Councillor be removed from any position where the Councillor represents the Council for the period determined by the arbiter;
 - (d) direct that the Councillor is removed from being the chair of a delegated committee for the period determined by the arbiter;
 - (e) direct a Councillor to attend or undergo training or counselling specified by the arbiter.
- (3) The arbiter must provide a written copy of the arbiter's decision and statement of reasons to—
 - (a) the Council; and

- (b) the applicant or applicants; and
 - (c) the respondent; and
 - (d) the Principal Councillor Conduct Registrar.
- (4) Subject to subsection (5), a copy of the arbiter's decision and statement of reasons must be tabled at the next Council meeting after the Council received the copy of the arbiter's decision and statement of reasons and recorded in the minutes of the meeting.
- (5) If the arbiter's decision and statement of reasons contains any confidential information, the confidential information must be redacted from the copy tabled under subsection (4).

12.5 No Applications during Election Period

An application cannot be made for an internal arbitration procedure during the election period for a general election. Any internal arbitration procedure that is in progress is to be suspended during the election period for a general election.

If the respondent to an application for an internal arbitration procedure is not returned to office as a Councillor in the election, the application lapses. If the respondent is returned to office in the election, the application may resume if:

- the application was made by the Council and the Council so resolves; or
- the application were made by a group of Councillors and any one (or more) of those Councillors who has been returned to office wishes to proceed with the application; or
- the applicant (individual Councillor) is returned to office and wishes to proceed with the application.

13 REQUEST FOR COUNCILLOR CONDUCT PANEL

A Councillor Conduct Panel may hear an application that alleges serious misconduct by a Councillor.

The Principal Councillor Conduct Registrar² manages the establishment of Councillor Conduct Panels.

All applications (supported with evidence) to establish a panel to hear allegations of misconduct or serious misconduct must go to the registrar. The panel must be established if the registrar is satisfied that the application is not frivolous or misconceived or lacking in substance, is supported by evidence and council processes have been fully exhausted or are not appropriate.

Section 154 Application to Councillor Conduct Panel

- (1) A Councillor Conduct Panel may hear an application that alleges serious misconduct by a Councillor.
- (2) Subject to subsection (4), an application for a Councillor Conduct Panel to make a finding of serious misconduct against a Councillor may be made by—
 - (a) the Council following a resolution of the Council to make an application to a Councillor Conduct Panel under this subsection in respect of a Councillor's conduct; or
 - (b) a Councillor or a group of Councillors; or
 - (c) the Chief Municipal Inspector.
- (3) An application under subsection (2) must be made within 12 months of the alleged serious misconduct occurring.
- (4) An application for a Councillor Conduct Panel to make a finding of serious misconduct against a Councillor that alleges that the Councillor has failed to disclose a conflict of interest may only be made by the Chief Municipal Inspector.
- (5) An application made under this section must be given to the Principal Councillor Conduct Registrar in the manner specified by the Principal Councillor Conduct Registrar in any guidelines published under section 149(1)(n).
- (6) An application made under this section must—
 - (a) specify the ground or grounds for the application; and
 - (b) set out—
 - (i) the circumstances, actions or inactions of the Councillor who is the subject of the application that are alleged as constituting serious misconduct; and
 - (ii) the particulars of any evidence of those circumstances, actions or inactions of the Councillor that are alleged as constituting the serious misconduct; and
 - (c) specify—
 - (i) any steps taken by Council to resolve the matter that is the subject of the application and the reason why the matter was not resolved by the taking of those steps; or
 - (ii) if the Council did not take any steps to resolve the matter that is the subject of the application, the reason why the Council did not take any steps to resolve the matter.
- (7) If an application is made under this section by the Council or a group of Councillors, the application must state the name and address of the Councillor whom the Council or the group of Councillors has appointed as representative of the Council or the group of Councillors.

² The registrar is appointed by the Secretary to the Department

APPENDIX 1 ADDITIONAL CONDUCT PROVISIONS

Further to the above statutory requirements, Councillors will obey the law, relevant regulations, policies and procedures including the following:

- a) **Equal Opportunity Act 2010** - refrain from discriminating, harassing or bullying other people and using offensive language in their capacity as a Councillor.
- b) The **Charter of Human Rights and Responsibilities 2006** - act compatibly, give proper consideration and take human rights into account when making decisions
- c) **Occupational Health and Safety Act 2004** - have regard to the principles of health and safety. Councillors have the status of employees under the OH&S Act and should ensure that they contribute to a healthy and safe workplace. Councillors should be particularly mindful of this in their interactions with Council Officers.
- d) **Privacy & Data Protection Act 2014** - recognise the requirements of the regarding access, use and release of personal information which also applies to Councillors as individuals and the **Loddon Privacy Policy**
- e) **Governance Rules** (incorporating Election period Policy) - act in accordance with guidelines for the election of the Mayor, the role of the Mayor, the procedures governing the conduct of Council Meetings and set the rules of behaviour for those participating in or present at Council Meetings, provides for Conflict of Interest declaration processes and conduct during an election period.
- f) **Council Expense Policy** - act in accordance with administrative procedures for reimbursement of necessary out of pocket expenses incurred while performing duties as a Councillor or delegated committee member.
- g) **Councillor Gift Policy** - act in accordance with clear guidelines to ensure that Councillors, staff and contractors are not compromised in the performance of their duties by accepting gifts or benefits which may result in a sense of obligation or could be interpreted as an attempt to influence.
- h) **Records Management Policy** - act in accordance with the regulatory recordkeeping requirements under the *Public Records Act 1973*. Information created by Councillors, whilst acting in an official capacity as a Councillor, must be kept as a record and registered into the record keeping system.

COUNCIL ADOPTION

This Code of Conduct was adopted at the Council Meeting of the Loddon Shire Council held on **[insert date]**

All Councillors made a written declaration witnessed by the CEO that they have read the Councillor Code of Conduct and declared to abide by the Code at all times.

14 DECLARATION

I hereby declare that I have read the Councillor Code of Conduct for Loddon Shire Council adopted on **[insert date]** and declare that I will abide by this Code.

Signed:

Cr Neil Beattie	Date.../.../2021
Cr Wendy Murphy	Date.../.../2021
Cr Dan Straub	Date.../.../2021
Cr Gavan Holt	Date.../.../2021
Cr Linda Jungwirth	Date.../.../2021

Witness: Chief Executive Officer

Phil Pinyon	Date.../.../2021
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10.4 COMMUNITY ENGAGEMENT POLICY

File Number: fol/19/101
Author: Sharon Morrison, Director Corporate Services
Authoriser: Phil Pinyon, Chief Executive Officer
Attachments: 1. Draft Community Engagement Policy

RECOMMENDATION

That the draft Community Engagement Policy be advertised for a public comment for a period of 14 days.

CONFLICT OF INTEREST

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

PREVIOUS COUNCIL DISCUSSION

This policy was discussed at the Council forum on 12 January 2021.

BACKGROUND

Version 1 of this policy was adopted at the Council meeting on 28 May 2021.

ISSUES/DISCUSSION

Section 55(1) of the Local Government Act 2020 (the Act) states that a Council must adopt and maintain a community engagement policy, which must (section 55(2)):

- a) be developed in consultation with the municipal community; and
- b) give effect to the community engagement principles; and
- c) be capable of being applied to the making of the Council's local laws; and
- d) be capable of being applied in relation to the Council's budget and policy development; and
- e) describe the type and form of community engagement proposed, having regard to the significance and complexity of the matter and the level of resourcing required; and
- f) specify a process for informing the municipal community of the outcome of the community engagement; and
- g) include deliberative engagement practices which must include and address any matters prescribed by the regulations for the purposes of this paragraph and be capable of being applied to the development of the Community Vision, Council Plan, Financial Plan and Asset Plan; and
- h) include any other matters prescribed by the regulations.

The community engagement policy must be adopted on or before 1 March 2021.

Section 56 sets out the community engagement principles mentioned in section 55(2)(b) above.

The following are the community engagement principles—

- (a) a community engagement process must have a clearly defined objective and scope;
- (b) participants in community engagement must have access to objective, relevant and timely information to inform their participation;

- (c) participants in community engagement must be representative of the persons and groups affected by the matter that is the subject of the community engagement;
- (d) participants in community engagement are entitled to reasonable support to enable meaningful and informed engagement;
- (e) participants in community engagement are informed of the ways in which the community engagement process will influence Council decision making.

In response to 55(2) Council undertook consultation (during the pandemic lockdown) with the municipal community by:

- developing and distributing an information flyer (see attached)
- conducting a webinar on 22 June 2020
- establishing a dedicated Facebook page - The Loddon Project which has 149 members
- conducting a Facebook live event on 23 June
- conducting a survey to understand how the community wants to engage
- emailing community groups information on how to get involved
- releasing media and Facebook posts to encourage participation and provide information
- creating a dedicated internet page
- establishing a community reference group to assist with reviewing documents and being involved in deliberative engagement
- circulated the policy for comment and feedback from key internal stakeholders
- conducting a community reference group consultation session to obtain feedback on the draft of version 2 of the Community Engagement Policy and Procedure.

Attached is a draft of version 2 of the Community Engagement Policy.

It is recommended that the draft policy be advertised for a public comment period of 14 days, any public and Community Reference Group feedback will be discussed with Councillors at the February forum and then the final recommended policy will go to the February Council meeting for adoption, prior to the 1 March 2021 deadline.

COST/BENEFITS

The costs associated with the implementation of this policy are operational. However, the Community Reference Group has suggested that the policy be formatted in a way that improves readability and attractiveness, and encourages the community to become involved in community engagement. An estimate for the artwork for this type of product will be obtained and the report recommending adoption of the policy will include a recommendation in relation to the cost of the artwork.

RISK ANALYSIS

There is a risk that there will be insufficient budget to fund activities associated with the policy. This risk will be managed by obtaining quotes, identifying a funding source and seeking approval for expenditure.

CONSULTATION AND ENGAGEMENT

Consultation has occurred with relevant internal stakeholders. The Community Reference Group reviewed the policy on 15 January 2021 and provided feedback. Feedback provided by noon Monday 18 January has been incorporated in the draft policy. Feedback after this date will be incorporated in the draft to be presented to the February Council forum.



COMMUNITY ENGAGEMENT POLICY

DOCUMENT TYPE:	Council policy
DOCUMENT STATUS:	Draft
POLICY OWNER POSITION:	Director Corporate Services
INTERNAL COMMITTEE ENDORSEMENT:	MEG
APPROVED BY:	Council
DATE ADOPTED:	
VERSION NUMBER:	2
REVIEW DATE:	
DATE RESCINDED:	
RELATED STRATEGIC DOCUMENTS, POLICIES OR PROCEDURES:	<p>Integrated Strategic Planning and Reporting Framework Engagement Procedure Project Management Framework Risk Management Policy Media and Social Media Policy Media Procedure Social Media Procedure Government Stakeholder Engagement Policy and Procedure Community Engagement Procedure</p>
RELATED LEGISLATION:	<p>Local Government Act 2020 Victorian Charter of Human Rights and Responsibilities Act 2006 Planning and Environment Act 2007 Public Health and Wellbeing Act 2008 Public Participation in Government Decision-making: Better Practice Guide (January 2015), VAGO Public Participation and Community Engagement: Local Government Sector (May 2017), VAGO Public Participation in Government Decision-Making (May 2017), VAGO</p>
EVIDENCE OF APPROVAL:	

Signed by Chief Executive Officer

FILE LOCATION: K:\EXECUTIVE\Strategies policies and procedures\Policies - adopted PDF and Word\POL Community Engagement Policy v1.docx

Policy documents are amended from time to time, therefore you should not rely on a printed copy being the current version. Please consult the policies on the Loddon Shire website (Council Policies) or Intranet (Organisational Policies) to ensure that the version you are using is up to date.

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



COMMUNITY ENGAGEMENT POLICY

ACKNOWLEDGEMENT OF COUNTRY

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

DRAFT



COMMUNITY ENGAGEMENT POLICY

1 PURPOSE

The purpose of this policy is to build Council's relationship with communities and stakeholders, promote transparent and informed decision making and increase the communities understanding of the roles and responsibilities of Council.

2 Objective

The objective of the policy will be to conduct good quality community engagement that will lead to:

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

3 THE LODDON CONTEXT

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

Quality community engagement practice is embedded and supported through Council's values of:

- Leadership
- Respect
- Integrity
- Accountability
- Impartiality

4 BACKGROUND

In March 2020, the Victorian Government passed the Local Government Act 2020 (the Act). The Act focuses on improving 5 key areas of local government:

- improved service delivery
- improved Councillor conduct
- stronger local democracy
- community confidence
- new relationships.

Under the Act, Council's role in providing good governance for the benefit and wellbeing of the municipal community is supported by several principles including the governance principles, community engagement principles, public transparency principles, strategic planning principles, financial management principles and service performance principles. Community engagement is seen as an integral part of enhancing local democracy and providing an opportunity for residents and ratepayers to have a say in decisions that affect them.

The Act also requires Council's to use deliberative engagement practices to develop its Community Vision, Council Plan, Financial Plan and Asset Plan. Deliberative engagement practices promote



COMMUNITY ENGAGEMENT POLICY

more in-depth engagement that promotes participants working together to reach a common or consensus view. Deliberative engagement is explored in more depth in section 6.2 of this policy.

To promote good community engagement practice section 55 of the Act provides all Victorian Councils must adopt a Community Engagement Policy that:

- is developed in consultation with its community
- gives effect to community engagement principles outlined in the Act
- is capable of being applied to local laws, budget and policy development
- describes the type and form of engagement proposed having regard to significance, complexity of the subject matter and the level of resources available to the Council
- specifies processes for informing community of outcome of engagement
- includes deliberative engagement practices addressing any matters required by legislation

- Section 56 of the Act outlines community engagement principles. The principles provide that community engagement activities must: have a clearly defined objective and scope
- provide participants in community engagement must have access to objective, relevant and timely information to inform their participation
- endeavour to ensure participants in community engagement are representative of the persons a groups affected by the matter that is the subject of the community engagement
- provide reasonable support to enable meaningful and informed engagement by participants
- Inform participants of the ways in which the community engagement process will influence Council decision making.

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

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

5 SCOPE

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

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

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

This policy applies to Councillors, all Council officers, volunteers, consultants and contractors associated with Council and should be used to inform all formal stages of a community engagement process.



COMMUNITY ENGAGEMENT POLICY

6 POLICY

Council is committed to working with the community and considers community engagement an essential element of good governance.

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

6.1 What is community engagement?

Community engagement is an ongoing dialogue with our community to identify civic issues and opportunities and assist Council with planning and informed decision making.

The feedback and input from community engagement promotes:

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

Council acknowledges and adheres to the Community Engagement Principles contained in section 56 of the Act and are outlined in section 4 of this policy. The principles guide community engagement practices and processes that have a clearly defined objective, are informed, representative, supported and open.

6.2 What is deliberative engagement?

Deliberative engagement is a more in-depth form of engagement that promotes meaningful and representative community engagement practices. Deliberative engagement is not a 'level of engagement' considered in section 6.4. It is an approach to engagement that occurs when participants are provided with a specific matter to consider, are informed, supported, and given sufficient time to consider relevant information. Deliberative engagement can sit across the involve, collaborate, and empower levels of engagement.

Deliberative engagement practices are:

- informed
- transparent
- provide an opportunity to weigh and balance priorities and options
- timely
- representative
- work together to reach a common or representative view

Under the Act Councils use deliberative engagement practices to develop its:

- Community Vision
- Council Plan
- Financial Plan and
- Asset Plan

Community engagement for other plans, strategies or projects may also use deliberative engagement practices depending on what engagement activity would suit a particular project. This will be explored further in section 6.4 of this policy.

If deliberative engagement practices are chosen, Council may refer the project to the Community Reference Group for consideration.



COMMUNITY ENGAGEMENT POLICY

6.2.1 Community Reference Group

Council may refer a project to a Community Reference Group (CRG) to consider, deliberate, make recommendations, and advise on matters referred to them by Council.

To form their recommendations or advice the CRG will:

- consider engagement feedback received in first and broad phase of community engagement
- be informed by Council officers as to Council roles and responsibilities, legislative requirements, community priorities, funding constraints and any other relevant information
- have access to other relevant information to inform their recommendations
- work together to form and provide recommendations or advice regarding the matter referred to them by Council
- complement other community engagement activities and enhance communication between Council and the community.

6.3 **When will we engage?**

Council will engage with the community:

- where there is a proposed change to Council activities or strategic direction which may significantly affect the community in terms of the economy, lifestyle, environment, wellbeing or amenity of the municipality
- when developing new or reviewing existing policies, strategies community plans or plans.
- when introducing a new service or discontinuing an existing service that may significantly affect how services are provided
- where there is a proposal for changing the way in which a public space looks, is named, is used or enjoyed
- when the community raises an issue with Council for a decision (or outcome) and there are likely to be competing community interests
- when staff are planning and developing major projects and capital works, including public buildings or other infrastructure
- when developing or redeveloping proposals such as structural plans that may significantly alter the existing amenity or characteristics of a geographical area
- where there is any circumstance where Council needs more information or evidence to make an informed decision
- where there is a history associated with the project or issue that may impact on the current situation
- if there is a possibility the project or issue may have the potential to become highly politicised
- when it is required by the Act for example:
 - Councils local laws
 - Councils budget
 - Council policy development
 - the purchase or compulsory acquisition of land
 - the sale or exchange of land
 - the lease of land
- pursuant to Section 223 of the Local Government Act 1989 for the following matters:
 - section 157(5) – council decision to change system of valuation
 - sections 163A and 166(4) – special rates
 - section 169(1C) – rebates and concessions
 - section 179 – Regional Library agreements
 - section 199 – concentration or diversion of drainage



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- section 200 – drainage of land
- section 207A – a range of traffic and road related matters
- When required by other legislation including:
 - the Planning and Environment Act 1987
 - the Disability Discrimination Act 1992
 - the Racial Discrimination Act 1975
 - the Sex Discrimination Act 1984
 - the Age Discrimination Act 2004
 - the Emergency Management Act 2013
 - the Human Rights and Equal Opportunity Commission Act 1986
 - the Road Management Act 2004

6.3.1 When will we not engage?

Council may not engage with the community when:

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

6.4 Level of engagement

Not all Council projects will require the same level of engagement. The level of engagement refers to what objective Council has in engaging with the community and what impact community feedback will have on decision making. Council has identified 5 levels of engagement based on the IAP2 (International Association for Public Participation) public participation framework. The levels of engagement are illustrated below.

		INCREASING IMPACT ON THE DECISION				
		INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL		To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
PROMISE TO THE PUBLIC		We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

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Source: IAP2 Spectrum of Public Participation.



COMMUNITY ENGAGEMENT POLICY

When considering what level of engagement will be appropriate for a Council project, Council officers will consider the following 7 factors:

- complexity
- stakeholders
- community sentiment
- risk
- level of influence
- legislative requirement
- resources.

Councillors input may be sought of what level of engagement is required for high impact and broad-based projects.

6.5 Who to engage?

When planning and delivering a community engagement activity, a stakeholder analysis will help staff identify and classify stakeholders important to a project. Stakeholders are those within the community that will be affected by the decision under consideration by Council. They may include community members, residents, a particular demographic within the Council area, community organisations, Council representatives, user representative groups, sport and recreation groups, cultural organisations, interest and lobby groups, business, government, or media.

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

6.6 Engagement planning

Council will prepare an engagement plan for Council projects that require community engagement. The planning will include:

- an outline of the staff responsible for the project
- stakeholders who have an interest in, or are impacted by the project
- the duration of the project
- background information
- description of the engagement exercise
- objectives
- key questions to ask the community and messages to inform the community
- the level of engagement identified for the project
- whether the project requires a deliberative engagement approach
- What engagement activities will be used

6.7 Closing the loop

Council will close the loop with participants of community engagement, stakeholders and the broader community by advising them of the outcome of community engagement, and how their feedback was used in the decision making process.

This feedback can be delivered through a variety of mechanisms that are best suited to the stakeholders identified in the planning phase. Communication might occur through Council's website, social media, direct mail, email or media release.



COMMUNITY ENGAGEMENT POLICY

6.8 Responsibilities for community engagement

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

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

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

6.9 How we monitor and evaluate

Each engagement activity will be monitored and evaluated in accordance with Council's Community Engagement Procedure. The monitoring, evaluation and review of each project will ensure continuous improvement in relation to Council's approach to community engagement.

7 DEFINITIONS OF TERMS OR ABBREVIATIONS USED

Term	Definition
Community	All residents, ratepayers, landowners and members of the general public including individuals, groups, visitors, organisations, user groups and businesses.
Communication	A two-way process of reaching mutual understanding, in which participants exchange information, news, ideas and feelings. In general, communication is a means of connecting people or places.
Community consultation	Relates to the tools and practices used by Council to enable public involvement in decisions and actions that shape the community.
Community engagement	An ongoing dialogue with our community to identify civic issues and opportunities, assist with planning and informed decision making.
Community Engagement Plan	A document that outlines the process by which the organisation involves people who may be affected by the decisions it makes or can influence the implementation of its decisions. The plan outlines a detailed future course of action aimed at achieving specific goals within a timeframe. It should also identify roles and responsibilities along with resources that are required by Council.
Deliberative engagement	Deliberative engagement is meaningful and representative community engagement where participants are informed, supported, and given sufficient time to consider relevant information, critically assess it and develop a recommendation or advice together.
Community reference group	A group of community members, who are representative of the affected cohort of Loddon Shire Council residents who come together to deliberate make recommendations or provide advice on a matter referred to them by Council.
IAP2 Public Participation Spectrum	A framework to help define the public's role in any public participation process. It clearly shows the differing levels of participation that are required, depending on the goals, timeframes, resources and levels of concern or interest in the decision to be made.
Stakeholders	Those who are directly or indirectly affected and may have an interest or an ability to influence an outcome.



COMMUNITY ENGAGEMENT POLICY

8 HUMAN RIGHTS STATEMENT

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

9 REVIEW

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

DRAFT

10.5 FINANCE REPORT FOR THE PERIOD ENDING 31 DECEMBER 2020

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 December 2020

RECOMMENDATION

That Council:

1. receives and notes the 'Finance Report for the period ending 31 December 2020'
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 2020/21 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 2020/21.

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 December 2020 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 2020/21 Budget, and includes operating results, capital expenditure and funding sources.

The report this month does not provide explanation on budget timing variances as this timing work is not fully complete.

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 \$22K to \$0.86M.

Income Statement (revenue) - Council's year to date (YTD) operating revenue is at 57% of total budget. Revenue brought to account for December was \$0.9M (November was \$1.92M).

Income Statement (expenditure) - Council's operating expenditure is at 41% of total budget. Payments for this month totalled just over \$3.47M (\$2.28M in November).

Capital Works - The approved budget for capital works is \$25.0M and is 17% complete in financial terms for the current financial year (November was 10%).

Service Areas – Appendix 3 now provides Council with a clearer picture of the net result for each service area. As further work is done on service planning and reviews throughout the year, the cost of each service will be refined.

Balance Sheet - Council has a cash total of \$25.5M with \$2.3M in general accounts. Total debtors at the end of December are \$11.07M (\$11.54M in November). Sundry debtors total \$1.86M with invoices outstanding for 90 or more days relating to community wellbeing debtors and local community groups totalling approximately \$32K.

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 2020/21.

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.

LODDON SHIRE COUNCIL

FINANCE REPORT FOR PERIOD ENDING 31 DECEMBER 2020



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INTRODUCTION

At the start of the financial year, Council implemented a new chart of accounts structure and as a result improvements will be gradually made to the monthly finance report to provide information in different formats to assist Councillors and the public to understand Council's current financial position.

During December 2020 work has continued on the Financial Plan (formerly known as the Long Term Financial Plan), with a presentation scheduled for Council in late January. Work has also continued on the Revenue and Rating Plan with a schedule set for key stages of the project.

The next major project is the Annual Budget which is expected to commence during late January 2021.

1 CASH SURPLUS POSITION

1.1 Budget revisions

During December 2020, there have been only minor adjustments most of which do not affect the cash position.

As a result the cash surplus has decreased from \$884,109 to \$862,109.

Details of all major adjustments are included in the table below:

Opening Surplus (Position as at 30 November 2020)	\$ 884,109
ADJUSTMENTS	
Cost of additional Microsoft licences	-\$ 22,000
Closing surplus (Position as at 31 December 2020)	\$ 862,109

2 STANDARD INCOME STATEMENT

Budget revisions are up to date and timing of the budget has been underway with work to continue in this space. Variance reporting has been included in this monthly report where variations occur within the statements of 10% or \$30,000.

2.1 Operating revenue

Total revenue brought to account for the month of December was \$875K. The total income received is 57% of the total revised budget income for 2020/21.

2.1.1 Statutory fees

There is an increase in activity in both the planning and building permit departments and as a result, higher than expected fee income has been raised. This accounts for almost \$77K of the overall variation.

2.1.2 Non-recurrent grants (operating)

The main variation in this area relates to the Working for Victoria program where a reduction to the expected staffing numbers has been granted. This will need a budget variation to reflect the updated grant approval amounts and invoices that have already been raised will be adjusted to suit.

2.1.3 Recurrent grants (capital)

Grant income is raised when a specific milestone is met within a project agreement. Some projects are behind expected timing and others are ahead. The main variation in this area relates to Roads to Recovery of \$995K with a claim invoice yet to be raised for quarter one of the year.

2.1.4 Non-recurrent grants (capital)

The main variation in this area relates to the \$2.5M grant tied to the Donaldson Park pavilion upgrade. The milestone for this project has not yet been met and as a result the invoice is still to be raised.

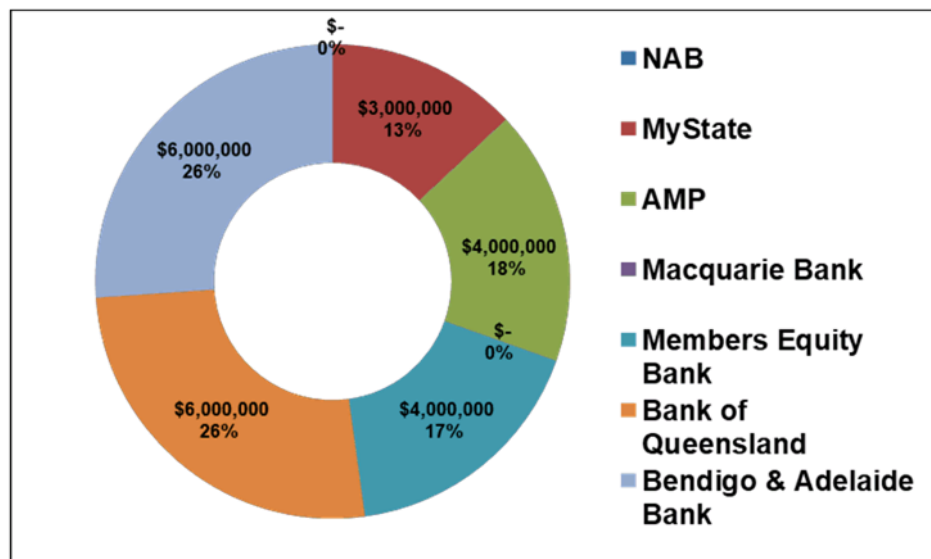
2.1.5 Interest income

Council's Investment Policy requires investment of funds with authorised deposit taking institutions rated AAA+ to BBB- with a maximum of 40% of funds at any one institution and a maximum of \$2M in any one transaction.

The total investment interest received and accrued to date is \$157K. Rates interest amounts to \$NIL due to Council waiving interest on rates until 31 December 2020. Year to date represents 42% of the total Revised Budget amount of \$375K.

All investments are term deposits and are currently with banks which meet Council's rating standards as below:

Current investments:					
NAB	A1+AA-			\$ -	0.0%
MyState	A2/BBB+			\$ 3,000,000	13.0%
AMP	A2/BBB+			\$ 4,000,000	17.4%
Macquarie Bank	A1/A			\$ -	0.0%
Members Equity Bank	A2/BBB			\$ 4,000,000	17.4%
Bank of Queensland	A2/BBB			\$ 6,000,000	26.1%
Bendigo & Adelaide Bank	A2/BBB+			\$ 6,000,000	26.1%
Council Funds on Term Deposit				\$23,000,000	100%



The below table shows all investments for the financial year to date:

LODDON SHIRE COUNCIL INVESTMENT SCHEDULE												
Bank	Establishment date	Status	Maturity date	Term (days)	Interest rate	Investment amount	Total interest receivable on TD	Interest accrual 2019/20	YTD accrued interest	Total interest accrued	YTD interest received	Total YTD interest earned
Bendigo & Adelaide Bank	31/12/2018	Closed	N/A	N/A	1.00%	\$ 1,000,000		\$ -	\$ -	\$ -	\$ 230	\$ 230
Members Equity Bank	28/05/2020	Closed	28/07/2020	61	0.95%	\$ 2,000,000	\$ 3,175	\$ 1,718	\$ -	\$ -	\$ 1,457	\$ 1,457
Members Equity Bank	28/05/2020	Closed	26/08/2020	90	1.10%	\$ 2,000,000	\$ 5,425	\$ 1,989	\$ -	\$ -	\$ 3,436	\$ 3,436
MyState	16/03/2020	Closed	16/09/2020	184	1.75%	\$ 2,000,000	\$ 17,644	\$ 10,164	\$ -	\$ -	\$ 7,479	\$ 7,479
MyState	15/04/2020	Closed	15/10/2020	183	1.75%	\$ 2,000,000	\$ 17,548	\$ 7,288	\$ -	\$ -	\$ 10,260	\$ 10,260
MyState	17/03/2020	Closed	19/10/2020	216	1.75%	\$ 2,000,000	\$ 20,712	\$ 10,068	\$ -	\$ -	\$ 10,644	\$ 10,644
Bank of Queensland	5/05/2020	Closed	5/11/2020	184	1.45%	\$ 2,000,000	\$ 14,619	\$ 4,449	\$ -	\$ -	\$ 10,170	\$ 10,170
AMP	25/05/2020	Closed	25/11/2020	184	1.65%	\$ 2,000,000	\$ 16,636	\$ 3,255	\$ -	\$ -	\$ 13,381	\$ 13,381
Bank of Queensland	28/05/2020	Open	28/01/2021	245	1.15%	\$ 2,000,000	\$ 15,438	\$ 2,079	\$ 11,595	\$ 13,674	\$ -	\$ 11,595
Members Equity Bank	18/05/2020	Open	18/02/2021	276	1.20%	\$ 2,000,000	\$ 18,148	\$ 2,827	\$ 12,099	\$ 14,926	\$ -	\$ 12,099
Bendigo & Adelaide Bank	26/08/2020	Open	26/02/2021	184	0.65%	\$ 2,000,000	\$ 6,553	\$ -	\$ 4,523	\$ 4,523	\$ -	\$ 4,523
Members Equity Bank	25/05/2020	Open	25/03/2021	304	1.20%	\$ 2,000,000	\$ 19,989	\$ 2,367	\$ 12,099	\$ 14,466	\$ -	\$ 12,099
Bank of Queensland	12/06/2020	Open	12/04/2021	304	1.05%	\$ 2,000,000	\$ 17,490	\$ 1,036	\$ 10,586	\$ 11,622	\$ -	\$ 10,586
AMP	5/05/2020	Open	5/05/2021	365	1.55%	\$ 2,000,000	\$ 31,000	\$ 4,756	\$ 15,627	\$ 20,384	\$ -	\$ 15,627
AMP	6/05/2020	Open	6/05/2021	365	1.55%	\$ 2,000,000	\$ 31,000	\$ 4,671	\$ 15,627	\$ 20,299	\$ -	\$ 15,627
Bank of Queensland	28/07/2020	Open	28/06/2021	335	0.85%	\$ 2,000,000	\$ 15,603	\$ -	\$ 7,266	\$ 7,266	\$ -	\$ 7,266
Bendigo & Adelaide Bank	6/10/2020	Open	2/08/2021	300	0.60%	\$ 1,000,000	\$ 4,932	\$ -	\$ 1,414	\$ 1,414	\$ -	\$ 1,414
Bendigo & Adelaide Bank	6/10/2020	Open	1/09/2021	330	0.60%	\$ 1,000,000	\$ 5,425	\$ -	\$ 1,414	\$ 1,414	\$ -	\$ 1,414
Bendigo & Adelaide Bank	19/10/2020	Open	14/09/2021	330	0.06%	\$ 2,000,000	\$ 10,849	\$ -	\$ 240	\$ 240	\$ -	\$ 240
MyState	6/10/2020	Open	6/10/2021	365	0.70%	\$ 1,000,000	\$ 7,000	\$ -	\$ 1,649	\$ 1,649	\$ -	\$ 1,649
MyState	15/10/2020	Open	15/10/2021	365	0.70%	\$ 2,000,000	\$ 14,000	\$ -	\$ 2,953	\$ 2,953	\$ -	\$ 2,953
Total Interest on Investments								\$ 56,668	\$ 97,092	\$ 114,829	\$ 57,057	\$ 154,149
Interest on General Accounts												\$ 2,577
Total Interest												\$ 156,726
Interest transferred to/from externally funded projects												\$ -
Net interest on investments												\$ 156,726.71

Due to the short term nature of the term deposits, those deposits which have not reached maturity are included as cash in the Balance Sheet.

2.2 Operating expenditure

Total operating expenditure for December 2020 was \$3.47M. The total expenditure for the month is 41% of the total revised budget expenditure for 2020/21.

2.2.1 Creditors

Creditors are currently at 55% of YTD Budget. The main variations where project expenditure has been delayed are:

- Bridgewater female change rooms of \$160K with the project yet to commence
- Councillor induction costs of \$40K, with process still underway
- election costs of \$120K with invoices for the work undertaken in 2020 still to be received
- various community planning projects that have not yet commenced.

2.2.2 Contractors

The main variations within the contractors expenditure relates to the timing of invoices that are received for cleaning, pool operations and waste contracts. This is expected to continue throughout the year where the invoices are not received in a timely manner for processing.

2.2.3 Payments

During the month the following payments were made:

Creditor payments - cheque	\$17,722.75
Creditor payments - electronic funds transfer	\$1,152,667.23
Payroll (2 pays)	\$708,602.06
TOTAL	\$1,898,992.04

2.3 Operating surplus

The operating surplus to date is \$3.3M, or 145% of YTD actual.

2.4 Capital expenditure

Total capital works expenditure for December was \$1.91M. The total revised budget amount for 2020/21 is \$25.0M, therefore capital works are 17% complete with 50% of the year elapsed.

The main variations within capital expenditure relate to:

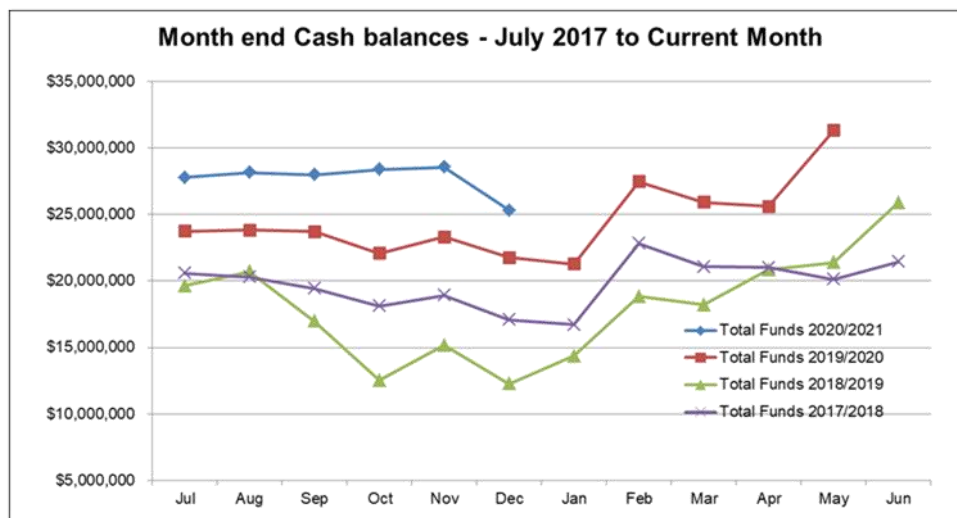
- building and property maintenance with the building asset management plan allocations now finalised and some works are underway, but others are still in the design phase
- major caravan park improvement works along with the purchase of caravan parks have a variation of \$816K with works commencing for the improvement program but a delay in finalisation of the sale with legislated gazetting requirements still to be completed
- various community planning projects of \$288K due to limited staff available in this department along with COVID-19 restrictions which have closed many community facilities temporarily.

3 STANDARD BALANCE SHEET

3.1 Cash

At the end of the month, Council's overall cash total was \$25.5M which includes a balance of \$2.3M in general accounts.

Month end balances for Council's cash, from July 2017 until the current month, are reflected in the following graph:



3.2 Receivables

3.2.1 Debtors

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

Debtor category	December 2019	September 2020	October 2020	November 2020	December 2020
Rates	8,306,827	9,928,636	9,580,959	9,032,289	8,296,264
Fire Services Property Levy	947,138	1,130,148	1,089,739	1,025,446	944,931
Total Rates & Fire Services Property Levy	9,253,965	11,058,784	10,670,698	10,057,736	9,241,195
Sundry debtors	914,736	1,430,350	1,480,562	1,509,554	1,859,881
Community loans/advances	2,400	1,200	1,200	1,200	1,200
Long term loans/advances	-	-	-	-	-
Employee superannuation	(1,095)	(8,183)	5,373	2,686	(1,343)
Magistrates court fines	100,319	100,319	100,319	100,319	100,319
LESS provision for doubtful debts	(118,887)	(127,248)	(127,248)	(127,248)	(127,248)
Total	10,151,439	12,455,223	12,130,904	11,544,248	11,074,004

3.2.2 Rates debtors

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

	December 2019 (3/1/2020)	September 2020 (2/10/2020)	October 2020 (2/11/2020)	November 2020 (2/11/2020)	December 2020 (7/1/2021)
2006/07 to 2016/17	\$ 54,662	\$ 39,418	\$ 38,834	\$ 34,809	\$ 33,852
2006/07 to 2016/17 FSPL	\$ 8,768	\$ 6,312	\$ 6,250	\$ 5,548	\$ 5,480
2017/18	\$ 41,674	\$ 26,532	\$ 25,862	\$ 24,566	\$ 24,640
2017/18 Fire Services Property Levy	\$ 8,193	\$ 5,706	\$ 5,630	\$ 5,432	\$ 5,396
2018/19	\$ 96,468	\$ 45,609	\$ 44,878	\$ 42,180	\$ 41,552
2018/19 Fire Services Property Levy	\$ 16,910	\$ 9,209	\$ 9,109	\$ 8,866	\$ 8,696
2019/20	\$ 8,120,126	\$ 176,984	\$ 165,014	\$ 154,748	\$ 149,238
2019/20 Fire Services Property Levy	\$ 907,169	\$ 28,924	\$ 27,014	\$ 26,021	\$ 25,228
2020/21		\$ 9,654,699	\$ 9,320,995	\$ 8,790,556	\$ 8,061,256
2020/21 Fire Services Property Levy		\$ 1,065,390	\$ 1,027,113	\$ 965,009	\$ 885,858
Sub-total: arrears	\$ 9,253,970	\$ 11,058,784	\$ 10,670,698	\$ 10,057,736	\$ 9,241,197
Current year (outstanding but not due)	\$ 8,120,127	\$ 9,654,699	\$ 9,320,995	\$ 8,790,556	\$ 8,061,256
Fire Services Property Levy	\$ 907,168	\$ 1,065,390	\$ 1,027,113	\$ 965,009	\$ 885,858
Total outstanding	\$ 9,027,295	\$ 10,720,090	\$ 10,348,108	\$ 9,755,566	\$ 8,947,115
<i>Summary</i>					
Rates in arrears	\$ 192,804	\$ 288,544	\$ 274,588	\$ 256,303	\$ 249,283
FSPL in arrears	\$ 33,871	\$ 50,151	\$ 48,003	\$ 45,867	\$ 44,799
Total arrears	\$ 226,675	\$ 338,694	\$ 322,590	\$ 302,170	\$ 294,082

3.2.3 Sundry debtors

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

Current	\$208,465	55%
30 days	\$66,954	18%
60 days	\$71,032	19%
90 + days	\$31,824	8%
Sub total routine debtors	\$378,275	100%
Paid Parental Leave	\$0	
Government departments	\$1,257,481	
GST	\$224,125	
Total	\$1,859,881	
90 + days consists of:		
Community Wellbeing debtors	\$1,964	
Local community groups	\$913	
Others	\$28,947	
Total	\$31,824	

Total outstanding sundry debtors as at 31 December 2020 are \$1.86M.

The mainstream sundry debtors (\$378K) have been broken into the amount of time they have been outstanding. At the time of this report \$32K or 8% of that total has been outstanding for more than 90 days. All debtors are contacted as a matter of routine.

3.2.4 Supplementary valuations

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

Type	Number	Site Value Movement	Capital Improved Value Movement	NAV Value Movement
Improvement	24	\$ -	\$ 1,096,000	\$ 54,800
New Property	15	\$ 7,554,000	\$ 8,194,000	\$ 409,700
Change AVPCC	1	\$ -	\$ -	\$ -
Property Split	12	-\$ 6,604,000	-\$ 6,826,000	-\$ 341,300
Consolidation	3	\$ 36,000	\$ 36,000	\$ 1,800
TOTAL	55	\$ 986,000	\$ 2,500,000	\$ 125,000

Valuation type	1 July 2020 Revaluation	Opening Balance	Supplementary changes	Closing balance
Site Value	\$ 1,556,194,900	\$ 1,650,022,500	\$ 986,000	\$ 1,651,008,500
Capital Improved Value	\$ 2,354,772,700	\$ 2,498,221,300	\$ 2,500,000	\$ 2,500,721,300
NAV	\$ 120,800,115	\$ 128,040,155	\$ 125,000	\$ 128,165,155

There were 55 supplementary valuations during December 2020.

The total rateable CIV at the end of December 2020 is just over \$2.50B.

3.3 **Water rights**

Council-owned water rights were valued at \$2.98M at 30 June 2020.

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

There have been no purchases to date this financial year, and no future purchases are budgeted for 2020/21.

3.4 Vision Super Defined Benefits Plan update

On 23 December 2020, Council received official notification of the 30 September 2020 actual Vested Benefit Index (VBI) for the sub-plan being 104.6%. This is a slight increase from the previous quarter and it remains well above the required 100%.

Currently, under the superannuation prudential standards, VBI's must generally be kept above a fund's nominated shortfall, currently 97%. When an actuarial review/investigation is in progress the fund's VBI must be at least 100% as it was at 30 June 2020.

Below is the sub-plan's recent VBI history:

As at	30 June 2019 (actual)	31 Dec 2019 (estimated)	31 March 2020 (estimated)	30 June 2020 (actual)	30 Sept 2020 (estimated)
LASF DB	107.1%	107.7%	102.1%	104.6%	104.5%

APPENDIX 1: STANDARD INCOME STATEMENT

Element	2020/21 Original Budget	2020/21 Revised Budget	2020/21 YTD Revised Budget	2020/21 YTD Actuals	2020/21 YTD Percentage
Income					
69 - Statutory Fees	277,532	277,532	133,301	225,414	169%
70 - Fees & Charges	1,464,986	1,455,039	751,473	845,237	112%
71 - Contribution	100,000	490,000	45,000	70,000	156%
73 - Interest	375,200	375,200	175,002	156,726	90%
77 - Reimbursements	277,411	277,411	138,706	129,893	94%
80 - Rates	11,461,007	11,461,007	11,320,822	11,402,712	101%
81 - Non Recurrent Grants (Operating)	152,766	2,716,034	1,195,262	2,007,772	168%
82 - Recurrent Grants (Operating)	6,299,505	6,298,049	3,223,294	3,407,654	106%
83 - Recurrent Grants (Capital)	2,387,726	2,898,352	1,474,176	56,758	4%
84 - Non Recurrent Grants (Capital)	0	7,995,604	3,698,534	1,384,245	37%
90 - VicRoads	510,474	510,474	255,234	256,315	100%
Total Income	23,306,607	34,754,702	22,410,804	19,942,726	89%
Expenses					
01 - Labour	11,492,803	12,574,586	6,128,326	6,337,918	103%
04 - Creditors	8,903,914	14,105,729	7,104,338	4,002,599	56%
05 - Stores	70,286	70,286	35,142	0	0%
06 - Fuel	1,051,376	1,051,376	525,695	368,751	70%
07 - Contractors	1,797,721	1,825,060	884,724	585,276	66%
08 - Depreciation	9,666,789	9,666,789	4,833,378	4,833,395	100%
09 - Utilities	527,885	526,665	263,332	208,254	79%
25 - Grants Expenditure	361,400	376,354	356,656	284,788	80%
45 - Bad Debts Expense	0	0	0	6,714	0%
63 - Reversal of Impairment Losses	0	0	0	(32)	0%
Total Expenses	33,872,174	40,196,845	20,131,591	16,627,662	83%
Net Result Surplus / (Deficit)	(10,565,567)	(5,442,143)	2,279,213	3,315,064	145%

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

APPENDIX 2: STANDARD CAPITAL WORKS STATEMENT

Element	2020/21 Original Budget	2020/21 Revised Budget	2020/21 YTD Revised Budget	2020/21 YTD Actuals	2020/21 YTD Actuals
Funding Decisions					
88 - Reserves Transfer From	6,466,816	18,390,190	0	0	0%
89 - Reserves Transfer To	(2,341,772)	(2,467,116)	0	0	0%
74 - Asset Sales (Capital)	471,181	867,071	668,704	461,163	69%
Total Funding Decisions	4,596,225	16,790,145	668,704	461,163	69%
Capital Expenditure					
12 - Economic Development	0	0	0	5,700	0%
21 - Caravan Parks	7,500	2,010,437	1,005,216	145,122	14%
31 - Aged Care Services	0	0	0	3,000	0%
40 - Community Support	0	31,335	15,666	41,664	266%
41 - Community Planning - Boort	0	1,105	552	0	0%
42 - Community Planning - Inglewood	50,000	153,685	76,842	0	0%
43 - Community Planning - Tarnagulla	50,000	91,683	45,840	0	0%
44 - Community Planning - Terricks	50,000	20,848	10,422	2,888	28%
45 - Community Planning - Wedderburn	50,000	25,000	12,498	0	0%
47 - Grants & Community Planning	750,000	4,798,189	58,476	1,307	2%
49 - Swimming Pools	0	15,101	7,550	0	0%
65 - Information Technology	185,000	185,000	92,502	94,122	102%
71 - Council Engineering and Technical Services	0	50,000	0	0	0%
72 - Project & Contract Management	2,555,132	11,629,294	3,755,106	2,611,758	70%
73 - Roads to Recovery	2,387,726	3,180,550	1,228,638	636,572	52%
75 - Local Law s and Animal Management	0	102,121	51,060	0	0%
82 - Building & Property Maintenance	535,000	706,983	353,490	64,611	18%
84 - Fleet	522,000	1,618,140	809,070	683,660	84%
90 - Parks & Townships	100,000	90,310	45,156	9,286	21%
98 - Waterways Management	0	288,781	144,390	0	0%
Total Capital Expenditure	7,242,358	24,998,562	7,712,474	4,299,690	56%
Non Cash Adjustments					
08 - Depreciation	9,666,789	9,666,789	4,833,378	4,833,395	100%
45 - Bad Debts Expense	0	0	0	6,714	0%
63 - Reversal of Impairment Losses	0	0	0	(32)	0%
Total Non Cash Adjustments	9,666,789	9,666,789	4,833,378	4,840,077	100%
Accumulated surplus brought forward	3,640,629	4,845,880	0	0	100%
Net Cash Surplus / (Deficit)	95,718	862,109	68,821	4,316,614	6272%

APPENDIX 3: NET RESULT BY SERVICE AREA

Service Area	2020/21 Full Year Budget	2020/21 Total Revised Budget	2020/21 YTD Revised Budget December	2020/21 YTD Actuals December	2020/21 YTD Percentage Variance December
11 - Administration and Management	2,881,065	3,341,175	1,663,016	929,074	35.50%
12 - Economic Development	93,510	(65,887)	(270,180)	(332,215)	810.59%
13 - Council Administration	1,106,573	1,165,804	591,279	255,090	53.89%
14 - Library Services	216,502	216,502	108,252	154,922	-43.11%
15 - Media	0	4,000	0	4,035	-100.00%
21 - Caravan Parks	(60,165)	1,328,449	669,113	(29,990)	-0.35%
22 - Loddon Discovery Tours	83	101	242	118	-227.14%
23 - Tourism	346,479	366,219	168,635	180,529	-4.21%
31 - Aged Care Services	622,547	1,642,288	396,625	135,499	56.47%
32 - Elderly Persons Units	(15,795)	(16,152)	(12,392)	(4,586)	-41.96%
33 - Rural Access	25,000	145,653	72,828	622	95.02%
34 - Seniors	43,048	43,097	36,390	(9,777)	145.44%
40 - Community Support	950,577	1,220,964	689,039	538,874	-13.38%
41 - Community Planning - Boort	0	134,684	67,344	0	0.00%
42 - Community Planning - Inglewood	50,000	186,478	93,240	73	99.71%
43 - Community Planning - Tarnagulla	50,000	283,402	141,702	11,270	54.92%
44 - Community Planning - Terricks	50,000	122,932	61,464	2,888	88.45%
45 - Community Planning - Wedderburn	50,000	258,543	129,270	2,052	91.79%
46 - Emergency Management	16,447	16,383	11,119	15,888	-93.29%
47 - Grants & Community Planning	821,891	2,273,499	(2,117,256)	119,742	70.86%
48 - Municipal Health & Wellbeing	8,500	139,522	69,762	9,779	-129.87%
49 - Swimming Pools	538,314	561,758	284,201	155,881	42.09%
50 - Maternal and Child Health	193,733	307,402	152,425	(35,821)	136.98%
51 - Early Years	148,236	426,207	152,391	19,659	73.48%
52 - Boort Pre School	0	(0)	(6,499)	1,671	-27956.17%
53 - Dingee Pre School	(0)	0	(9,997)	1,489	-8373.44%
54 - Inglewood Pre School	0	(0)	(15,111)	12,868	-107333.58%
55 - Pyramid Hill Pre School	0	(0)	(5,999)	1,978	-33064.17%
56 - Wedderburn Pre School	0	(0)	(5,652)	(3,415)	28357.17%
59 - Youth	6,560	14,572	7,284	(12,250)	473.93%

APPENDIX 3: NET RESULT BY SERVICE AREA (Continued)

Service Area	2020/21 Full Year Budget	2020/21 Total Revised Budget	2020/21 YTD Revised Budget December	2020/21 YTD Actuals December	2020/21 YTD Percentage Variance December
60 - Corporate Governance	166,163	333,675	221,000	44,390	38.24%
61 - Financial Services	(10,176,944)	(23,157,809)	(1,194,280)	(1,208,776)	-76.24%
62 - Rates & Property	(9,641,826)	(9,682,071)	(9,640,995)	(9,652,464)	100.22%
63 - Customer Service	293,129	293,726	164,490	122,951	16.11%
64 - Information Management	230,218	240,234	119,212	113,564	1.35%
65 - Information Technology	889,092	942,880	464,495	395,710	10.98%
66 - Human Resources & Development	728,156	820,497	376,502	197,375	45.79%
67 - Risk Management	443,711	446,921	295,690	314,664	-41.83%
71 - Council Engineering & Technical Services	231,555	349,090	179,944	75,936	34.41%
72 - Project & Contract Management	2,535,338	5,734,909	2,723,263	1,293,020	-2.00%
73 - Roads to Recovery	0	944,007	110,366	636,572	-100.00%
74 - Building Regulation	72,870	72,985	35,427	19,128	47.51%
75 - Local Law s and Animal Management	372,730	520,373	284,164	(56,835)	130.50%
76 - Public Health	99,957	100,040	31,307	(2,400)	104.80%
77 - Strategic & Statutory Planning	145,483	146,557	74,561	(2,012)	102.77%
80 - Air Strips	9,393	9,131	5,216	1,310	72.08%
82 - Building & Property Maintenance	1,370,585	1,668,700	864,496	405,029	40.90%
84 - Plant and Fleet	(2,023,737)	(1,111,074)	(355,667)	(1,280,622)	26.56%
86 - Gravel Pits	(86,567)	(86,567)	(43,578)	(43,454)	0.39%
88 - Management & Administration	512,411	512,643	251,654	262,055	-4.24%
90 - Parks & Townships	1,171,430	1,243,992	619,736	516,847	11.76%
92 - Roads	4,201,610	4,274,042	2,027,283	2,543,658	-21.08%
94 - DoT Routine Maintenance Contract	(75,783)	(75,783)	(45,092)	(99,722)	163.19%
96 - Waste Management	244,353	281,569	(782,828)	(1,064,986)	971.71%
98 - Waterways Management	47,849	197,630	22,278	26,501	-10.81%
Grand Total	(95,718)	(862,109)	(68,821)	(4,316,611)	6647.66%

APPENDIX 4: STANDARD BALANCE SHEET

	December 2020 As per trial balance	June 2020 As per financial statements	December 2019 As per trial balance
ASSETS			
CURRENT ASSETS			
Cash and cash equivalents	\$25,510,313	\$30,326,446	\$21,968,979
Trade and other receivables	\$11,072,736	\$807,408	\$10,149,042
Financial assets	\$178,320	\$462,212	\$9,424
Inventories	\$27,291	\$26,782	\$35,354
Non-current assets classified as held for sale	\$540,076	\$540,076	\$556,091
TOTAL CURRENT ASSETS	\$37,328,736	\$32,162,924	\$32,718,890
NON-CURRENT ASSETS			
Trade and other receivables	\$1,268	\$1,268	\$2,397
Financial assets	\$275,436	\$275,336	\$775,196
Intangible assets	\$2,979,650	\$2,979,650	\$2,702,545
Property, infrastructure, plant and equipment	\$357,957,670	\$362,791,061	\$352,394,035
TOTAL NON-CURRENT ASSETS	\$361,214,024	\$366,047,315	\$355,874,173
TOTAL ASSETS	\$398,542,760	\$398,210,239	\$388,593,063
LIABILITIES			
CURRENT LIABILITIES			
Trade and other payables	\$853,113	\$1,339,196	\$410,269
Trust funds and deposits	\$1,238,637	\$356,380	\$1,251,067
Provisions	\$3,082,246	\$2,622,435	\$2,432,164
Interest bearing loans and borrowings	\$0	\$0	\$0
TOTAL CURRENT LIABILITIES	\$5,173,997	\$4,318,011	\$4,093,500
NON-CURRENT LIABILITIES			
Provisions	\$1,716,013	\$1,716,013	\$1,797,418
Interest bearing loans & borrowings	\$0	\$0	\$0
TOTAL NON-CURRENT LIABILITIES	\$1,716,013	\$1,716,013	\$1,797,418
TOTAL LIABILITIES	\$6,890,010	\$6,034,024	\$5,890,918
NET ASSETS	\$391,652,752	\$392,176,215	\$382,702,145
EQUITY			
Accumulated Surplus	\$90,394,868	\$90,918,332	\$95,549,037
Asset Revaluation Reserve	\$278,439,144	\$278,439,144	\$265,442,673
Other Reserves	\$22,818,739	\$22,818,739	\$21,710,435
TOTAL EQUITY	\$391,652,752	\$392,176,215	\$382,702,145

11 INFORMATION REPORTS**11.1 VOLUNTEER STRATEGY - INTERIM REPORT****File Number:** fol/20/827**Author:** Sharon Morrison, Director Corporate Services**Authoriser:** Phil Pinyon, Chief Executive Officer**Attachments:** 1. Interim report on implementation of Volunteer Strategy**RECOMMENDATION**

That Council note the status of the actions in the Volunteer Strategy 2018-2022.

CONFLICT OF INTEREST

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

PREVIOUS COUNCIL DISCUSSION

Council adopted the Volunteer Strategy 2018-2022 (Strategy) on 27 November 2018.

BACKGROUND

The Strategy is due to expire 25 November 2022. Action 1.4.5 of the Strategy is to report to Council on a regular basis to share progress against the actions in the Strategy and share learnings and successes with others.

ISSUES/DISCUSSION

The Strategy was developed to provide a strategic leadership approach to attracting, retaining, developing and recognising volunteers in Loddon Shire.

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

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

The Strategy has 18 objectives across 5 directions aligned to National Standards for Volunteering Standards.

As at mid-January 2021, the status of the actions in the Strategy is:

Direction	Total number of actions	# complete	% complete
Leadership, commitment and quality	20	9	45%
Attracting	10	6	60%
Retaining	11	4	36%
Developing	8	2	25%
Recognising	4	2	50%
Total	53	23	43.20%

This is a strong result for half way through the life of the Strategy given the resignation of the Volunteer Support Officer and actions being undertaken by a range of other staff on top of their substantive roles.

COST/BENEFITS

At the time of adopting the Volunteer Strategy there were no costs identified but the Strategy was based upon obtain funding for a Volunteer Support Officer. Council was successful in gaining 1:1 funding from DHHS of \$75000 for the engagement of a staff member to implement actions in the strategy.

RISK ANALYSIS

There is a risk that the remaining actions in the Strategy will not be implemented due to lack of resources. This risk is being mitigated by maintaining a strong focus on keeping the actions within the scope of the Strategy.

CONSULTATION AND ENGAGEMENT

There is an internal Volunteer Strategy Implementation Advisory Group meeting on a regular basis to progress actions in the Strategy.



Action and Task Progress Report- Standard

Loddon Shire Council

camms**strategy**

Print Date: 13-Jan-2021



REPORT FILTERS

Date Select: From 01-Jul-2017 To 30-Jun-2023	Task Responsible Officer: Show All
Hierarchy: Volunteer Strategy	Task Related Plan: Show All
Hierarchy Level: Plan Name	Show Filter Page: Yes
Hierarchy Node: Volunteer Strategy 2018 - 2022	Show Overview: No
Action Responsible Officer: Show All	Show Additional Information: No
Agency: Show All	Show Financials: No
Related Plan: Show All	Show Confidential Actions: Yes
Budget Type: Show All	Show Linkages: No
Action Grouping Category: Show All	Show Task(s): No
Action Grouping: Show All	Show Progress Comments: Yes
Action Status: Not Started, In Progress, Completed, Deferred, Ongoing	Show Milestone Comments: No
Action Filter: All	

ACTION PLANS

1 Leadership, Commitment & Quality

1.1 A coordinated approach to Council-supported volunteers, volunteer programs and volunteer organisations

Action Title: 3.1.2.1 Strengthen partnerships with peak bodies for assistance with a coordinated approach to Council-supported volunteer management, information provision and training opportunities.

Responsible Person	Status	Start Date	End Date	Complete %
Sharon Morrison - Director Corporate Services	In Progress	27-Nov-2018	25-Nov-2022	90.00%

Action Progress Comments :

Contact made with Volunteering Australia, Volunteering Victoria and Bendigo Volunteer Resource Centre.

Council is a member of Volunteering Victoria and LGPro Volunteer Managers SIG.

Last Updated: 13-Jan-2021

Action Title: 3.1.2.2 Create an internal volunteer support working group as a forum for discussion and planning.

Responsible Person	Status	Start Date	End Date	Complete %
Sharon Morrison - Director Corporate Services	Completed	27-Nov-2018	30-Sep-2019	100.00%

Action Progress Comments :

Internal advisory group established. Terms of reference have been endorsed by the Management Executive Group and the group meets regularly to progress actions in the Volunteer Strategy.

Last Updated: 13-Jan-2021

Action Title: 3.1.2.3 Ongoing consultation with Council-supported volunteer groups to find out what Council can do to either promote, assist or support.

Responsible Person	Status	Start Date	End Date	Complete %
Sharon Morrison - Director Corporate Services	Completed	27-Nov-2018	25-Nov-2022	100.00%
Action Progress Comments : Key stakeholders have been included on internal advisory group. Each meeting the members are invited to identify what can be promoted, assisted or supported. Last Updated: 13-Jan-2021				

Action Title: 3.1.2.4 Consider how local business can be engaged in supporting volunteering opportunities

Responsible Person	Status	Start Date	End Date	Complete %
Sharon Morrison - Director Corporate Services	In Progress	27-Nov-2018	25-Nov-2022	55.00%
Action Progress Comments : Item is considered at internal advisory group meetings. Last Updated: 13-Jan-2021				

1.2 Effective planning and resourcing to support the Strategy

Action Title: 3.1.2.2 Develop a business case for the introduction of a permanent dedicated volunteer supporting Council staff FTE resource.

Responsible Person	Status	Start Date	End Date	Complete %
Sharon Morrison - Director Corporate Services	Completed	27-Nov-2018	25-Nov-2022	100.00%
Action Progress Comments : Business case completed and officer commenced in August 2019. Last Updated: 21-Aug-2019				

Action Title: 3.1.2.3 Introduce a permanent dedicated volunteer supporting Council staff FTE resource to provide centralised support across Loddon Shire (Volunteer Support Officer (VSO))

Responsible Person	Status	Start Date	End Date	Complete %
Sharon Morrison - Director Corporate Services	Completed	27-Nov-2018	25-Nov-2022	100.00%
Action Progress Comments : Officer commenced August 2019. Last Updated: 21-Aug-2019				

Action Title: 3.1.2.4 Advocate for ongoing external funding for the volunteer supporting Council staff FTE resource (VSO)

Responsible Person	Status	Start Date	End Date	Complete %
Sharon Morrison - Director Corporate Services	In Progress	27-Nov-2018	25-Nov-2022	90.00%
<p>Action Progress Comments : Community Asset Committee Project Officer has been approved under the Working for Victoria fund and commenced October 2020 for a six month period. There are still funds available to support implementation of the volunteer strategy due to the resignation of the Volunteer Support Officer prior to the end of their fixed term contract.</p> <p>Last Updated: 13-Jan-2021</p>				

Action Title: 3.1.2.5 Review the level of financial and in-kind support Council provides to Council-supported volunteer groups and volunteers.

Responsible Person	Status	Start Date	End Date	Complete %
Sharon Morrison - Director Corporate Services	In Progress	27-Nov-2018	25-Nov-2022	58.00%
<p>Action Progress Comments : Community Support Policy is being reviewed and analysed and will provide critical information.</p> <p>Last Updated: 21-Aug-2019</p>				

Action Title: 3.1.2.5 Identify and advocate for external funding, resources and training opportunities.

Responsible Person	Status	Start Date	End Date	Complete %
Sharon Morrison - Director Corporate Services	In Progress	27-Nov-2018	25-Nov-2022	55.00%
<p>Action Progress Comments : Funding opportunities continue to be monitored.</p> <p>Last Updated: 13-Jan-2021</p>				

Action Title: 3.1.2.6 Develop a policy on remunerating Council volunteers for out of pocket expenses.

Responsible Person	Status	Start Date	End Date	Complete %
Sharon Morrison - Director Corporate Services	Completed	27-Nov-2018	25-Nov-2022	100.00%
<p>Action Progress Comments : Volunteer policy has been updated to provide for reimbursement of out of pocket expenses.</p> <p>Last Updated: 21-Aug-2019</p>				

Action Title: 3.1.2.7 Develop a policy on remunerating Council volunteers for out of pocket expenses.

Responsible Person	Status	Start Date	End Date	Complete %
Sharon Morrison - Director Corporate Services	Completed	27-Nov-2018	25-Nov-2022	100.00%
Action Progress Comments : Volunteer Policy has been updated to provide for reimbursement of out of expenses. Last Updated: 21-Aug-2019				

1.3 Systems of good practice and continuous improvement

Action Title: 3.1.2.6 Identify and implement opportunities for consistent volunteer management processes, forms, induction and OHS training across all Council-supported volunteer programs, in line with the National Standards for Volunteering.

Responsible Person	Status	Start Date	End Date	Complete %
Sharon Morrison - Director Corporate Services	Completed	27-Nov-2018	30-Oct-2019	100.00%
Action Progress Comments : Better Impact site licence has been purchased to provide a consistent approach to volunteer management. Configuration has been finalised and site launched in line with International Volunteer Day 2020. Last Updated: 13-Jan-2021				

Action Title: 3.1.2.7 Create a central register of Council volunteers and volunteer records.

Responsible Person	Status	Start Date	End Date	Complete %
Sharon Morrison - Director Corporate Services	In Progress	27-Nov-2018	30-Sep-2019	55.00%
Action Progress Comments : Better Impact site licence has been purchased. Visitor Information Centre volunteers have been added to the database as a proof of concept. The volunteer registration form for other volunteers has been completed and is in M/LSC specific projects/better impact. Next step is to demonstrate proof of concept to MEG, obtain endorsement for roll out to section 65 committees and then community wellbeing volunteers. Last Updated: 17-Sep-2020				

Action Title: 3.1.2.8 Review Council's Volunteer Policy to ensure it supports the implementation of this strategy.

Responsible Person	Status	Start Date	End Date	Complete %
Sharon Morrison - Director Corporate Services	Completed	27-Nov-2018	25-Nov-2022	100.00%
Action Progress Comments : Volunteer Policy has been reviewed to provide for reimbursement of out of pocket expenses. Last Updated: 21-Aug-2019				

Action Title: 3.1.2.8 Ensure that volunteer roles are appropriate, defined, documented and communicated.

Responsible Person	Status	Start Date	End Date	Complete %
Sharon Morrison - Director Corporate Services	In Progress	27-Nov-2018	25-Nov-2022	55.00%

Action Progress Comments :

Volunteer role descriptions have been developed for Visitor Information Centre volunteers, Community Driver positions, Videographer position – m/LSC Specific projects/internal Volunteer Information. Next step is to create role descriptions for section 65 committee members using similar templates and then roll out to section 65 committees for ad hoc volunteers so they can be easily onboarded and their attendance recorded and recognised.

Last Updated: 13-Jan-2021

1.4 Regular evaluation

Action Title: 3.1.2.9 Consider the development of a community based volunteer strategy

Responsible Person	Status	Start Date	End Date	Complete %
Sharon Morrison - Director Corporate Services	In Progress	27-Nov-2018	25-Nov-2022	55.00%

Action Progress Comments :

Council is committed to implementing the Volunteer Strategy to a significant extent before seeking the development of a community based volunteer strategy.

Last Updated: 13-Jan-2021

Action Title: 3.1.2.9 Engage / consult with the community, partner organisations, and Council volunteers to seek regular feedback and identify improvement opportunities (eg. surveys, etc.)

Responsible Person	Status	Start Date	End Date	Complete %
Sharon Morrison - Director Corporate Services	In Progress	27-Nov-2018	25-Nov-2022	55.00%

Action Progress Comments :

After populating the central register of volunteers, a survey can be sent on a regular basis to seek regular feedback and identify improvement opportunities for volunteers.

Last Updated: 13-Jan-2021

Action Title: 3.1.2.10 Report to Council on a regular basis to share progress against the actions in the Volunteer Strategy and share learnings and successes with others.

Responsible Person	Status	Start Date	End Date	Complete %
Sharon Morrison - Director Corporate Services	In Progress	27-Nov-2018	25-Nov-2022	50.00%
Action Progress Comments : An obligation has been added to Reliansys to provide a six monthly reminder for interim reporting against the Volunteer Strategy. Last Updated: 13-Jan-2021				

Action Title: 3.1.2.10 Develop and agree upon organisational measures; and implement systems to measure Council's performance against the initiatives in the Volunteer Strategy.

Responsible Person	Status	Start Date	End Date	Complete %
Sharon Morrison - Director Corporate Services	Completed	27-Nov-2018	25-Nov-2022	100.00%
Action Progress Comments : Volunteer Strategy has been added to Sytle as a separate plan to assist with measuring percentage complete. A status report is scheduled for February 2020. Last Updated: 20-Nov-2019				

Action Title: 3.1.2.36 As part of Council's pending information technology reforms, ensure the ability to collect and analyse the right data to enable better management of volunteers and measuring of the impact of volunteers

Responsible Person	Status	Start Date	End Date	Complete %
Janine Jackson - Manager Organisation Development	In Progress	27-Nov-2018	25-Nov-2022	10.00%
Action Progress Comments : Funding has been secured through RCTP. Tender has been issued to short listed suppliers and is due for response at the end of February 2021. Last Updated: 13-Jan-2021				

2 Attracting

2.1 A structured, targeted approach to attract younger volunteers; and those from culturally and linguistically diverse communities

Action Title: 3.1.2.11 Provide accessible information and resources.

Responsible Person	Status	Start Date	End Date	Complete %
Sharon Morrison - Director Corporate Services	Completed	27-Nov-2018	25-Nov-2022	100.00%
Action Progress Comments : Action has been duplicated in Volunteer Strategy - refer to similar actions. Last Updated: 21-Aug-2019				

Action Title: 3.1.2.11 Review the way that volunteer information, resources and educational materials are presented on Council’s website – make it easier to find and ensure links to partner organisations are included.

Responsible Person	Status	Start Date	End Date	Complete %
Sharon Morrison - Director Corporate Services	Completed	27-Nov-2018	25-Nov-2022	100.00%

Action Progress Comments :
 Various pages reviewed and consolidated or linked with a main landing page for volunteers. Page launched International Volunteer Day 2020.
 Last Updated: 03-Dec-2020

Action Title: 3.1.2.12 Utilise technology and social media platforms to engage with young people about volunteering.

Responsible Person	Status	Start Date	End Date	Complete %
Sharon Morrison - Director Corporate Services	In Progress	27-Nov-2018	25-Nov-2022	55.00%

Action Progress Comments :
 Initial efforts have been made to engage with youth via facebook and the campaign to create a logo for volunteering@loddon.
 Last Updated: 13-Jan-2021

Action Title: 3.1.2.13 Leverage relationships with schools to develop grass roots volunteer programs including dedicated skills development; and to promote volunteering opportunities.

Responsible Person	Status	Start Date	End Date	Complete %
Sharon Morrison - Director Corporate Services	In Progress	27-Nov-2018	25-Nov-2022	10.00%

Action Progress Comments :
 Council has commenced involvement in a project to strengthen its links with the secondary schools, particularly in relation to employment opportunities. These links will be developed and expanded to include volunteer opportunities.
 Last Updated: 17-Sep-2020

Action Title: 3.1.2.14 Make information available so that volunteer organisations may more easily invite, encourage and welcome volunteers.

Responsible Person	Status	Start Date	End Date	Complete %
Sharon Morrison - Director Corporate Services	Completed	27-Nov-2018	25-Nov-2022	100.00%

Action Progress Comments :
 Volunteer organisations are encouraged to contact Bendigo Volunteer Resource Centre for advice and support.
 Last Updated: 17-Sep-2020

Action Title: 3.1.2.18 Partner with peak bodies to utilise online volunteer registration resources and information.

Responsible Person	Status	Start Date	End Date	Complete %
Sharon Morrison - Director Corporate Services	Completed	27-Nov-2018	25-Nov-2022	100.00%
Action Progress Comments : Registered as a volunteer organisation with Bendigo Volunteer Resource Centre December 2020. Last Updated: 03-Dec-2020				

2.2 Lead and promote a positive culture towards volunteering

Action Title: 3.1.2.15 Develop a multi-channel communication plan / strategy that assists with repositioning and valuing volunteering in the community; lets people know how they can volunteer; and promotes opportunities more widely.

Responsible Person	Status	Start Date	End Date	Complete %
Sharon Morrison - Director Corporate Services	In Progress	27-Nov-2018	25-Nov-2022	55.00%
Action Progress Comments : A communications plan has been developed and is monitored at each advisory group meeting. Last Updated: 13-Jan-2021				

Action Title: 3.1.2.16 Develop and maintain a volunteer information kit – have this available both online and hard copy at strategic locations across the Shire.

Responsible Person	Status	Start Date	End Date	Complete %
Sharon Morrison - Director Corporate Services	In Progress	27-Nov-2018	25-Nov-2022	15.00%
Action Progress Comments : Information required has been collected and will be re branded with the Volunteering@Loddon logo. Information will then be uploaded into the Loddon Shire Council Website under the Heading of Volunteer Resources. Last Updated: 17-Sep-2020				

Action Title: 3.1.2.17 Consider developing a “Volunteering@Loddon” brand that is focused on raising the profile of Council volunteering opportunities and promoting the brand through appropriate media channels.

Responsible Person	Status	Start Date	End Date	Complete %
Sharon Morrison - Director Corporate Services	Completed	27-Nov-2018	25-Nov-2022	100.00%
Action Progress Comments : Logo launched on International Volunteer Day 2020. Last Updated: 03-Dec-2020				

2.3 Increased awareness of volunteering opportunities

Action Title: 3.1.2.18 Partner with peak bodies to utilise platforms to facilitate an online register of volunteers, volunteer organisations, roles and opportunities.

Responsible Person	Status	Start Date	End Date	Complete %
Sharon Morrison - Director Corporate Services	Completed	27-Nov-2018	25-Nov-2022	100.00%

Action Progress Comments :
 Better Impact site launched International Volunteer Day 2020.
 Last Updated: 03-Dec-2020

3 Retaining

3.1 Motivate and make it easier for people to continue to volunteer

Action Title: 3.1.2.12 Promote different ways for people to volunteer outside of traditional roles, including:

- o Episodic volunteering
- o Online volunteering
- o Skilled volunteering
- o Volunteering through the workplace
- o Identification of opportunities at different life stages

Responsible Person	Status	Start Date	End Date	Complete %
Sharon Morrison - Director Corporate Services	In Progress	02-Mar-2020	25-Nov-2022	55.00%

Action Progress Comments :
 Obligation added to Reliansys for Volunteer Week, Youth Volunteer Week, International Volunteers Day and Volunteer Managers Day.
 Last Updated: 13-Jan-2021

Action Title: 3.1.2.19 Establish a program of regularly reconnecting with lapsed Council volunteers

Responsible Person	Status	Start Date	End Date	Complete %
Sharon Morrison - Director Corporate Services	In Progress	27-Nov-2018	25-Nov-2022	10.00%

Action Progress Comments :
 Establishing a central database of volunteers in Better Impact facilitates the identification of lapsed volunteers who can be contacted. Protocol to be developed.
 Last Updated: 13-Jan-2021

Action Title: 3.1.2.20 Identify, understand and address barriers to youth volunteering

Responsible Person	Status	Start Date	End Date	Complete %
Sharon Morrison - Director Corporate Services	In Progress	27-Nov-2018	25-Nov-2022	55.00%
Action Progress Comments : Youth strategy engagement included questions to better understand barriers to youth volunteering. The draft strategy is due during 2021. Last Updated: 13-Jan-2021				

Action Title: 3.1.2.21 Identify and understand ways to encourage ad-hoc volunteers to take on committee volunteer roles

Responsible Person	Status	Start Date	End Date	Complete %
Sharon Morrison - Director Corporate Services	Completed	27-Nov-2018	25-Nov-2022	100.00%
Action Progress Comments : Action included in Communications Plan. Last Updated: 13-Jan-2021				

3.2 Reduced red tape for Council-supported volunteer organisations

Action Title: 3.1.2.13 Investigate availability of online tools through partnerships with peak bodies.

Responsible Person	Status	Start Date	End Date	Complete %
Sharon Morrison - Director Corporate Services	Completed	27-Nov-2018	25-Nov-2022	100.00%
Action Progress Comments : Action duplicated - refer to other action Last Updated: 22-Aug-2019				

Action Title: 3.1.2.14 Review the in-kind support provided by Council staff to Council-supported volunteer organisations and identify improvement opportunities.

Responsible Person	Status	Start Date	End Date	Complete %
Sharon Morrison - Director Corporate Services	Completed	27-Nov-2018	25-Nov-2022	100.00%
Action Progress Comments : Action duplicated in strategy - refer to other actions. Last Updated: 22-Aug-2019				

Action Title: 3.1.2.15 Advocate to State and Federal government to reduce red tape and streamline volunteer organisation requirements

Responsible Person	Status	Start Date	End Date	Complete %
Sharon Morrison - Director Corporate Services	In Progress	27-Nov-2018	25-Nov-2022	55.00%

Action Progress Comments :

Anne Webster has been contacted about shortfall in funding for Bendigo Volunteer Resource Centre and concerns about its ongoing viability.

Last Updated: 17-Sep-2020

Action Title: 3.1.2.22 Review and streamline governance systems and requirements for Council-supported volunteer organisations, including the provision of templates to assist.

Responsible Person	Status	Start Date	End Date	Complete %
Sharon Morrison - Director Corporate Services	In Progress	27-Nov-2018	25-Nov-2022	55.00%

Action Progress Comments :

Section 86 committees transitioned to section 65 committees with a streamlined delegation and reduced reporting requirements. Through COVID19 restrictions Council has worked with committees to support responsiveness to changing restrictions. A program of work was presented to Councillors at the January forum, which is in the process of being implemented. Further work will be done on standardising various volunteer templates.

Last Updated: 13-Jan-2021

Action Title: 3.1.2.23 Promote the importance of volunteer organisations having rotations and succession planning, and the benefits of involving new people and new ideas.

Responsible Person	Status	Start Date	End Date	Complete %
Sharon Morrison - Director Corporate Services	In Progress	27-Nov-2018	25-Nov-2022	55.00%

Action Progress Comments :

A governance manual for section 65 committees is being developed and will include recommendations on succession planning and the involvement of new people and new ideas.

Last Updated: 17-Sep-2020

3.3 Engaged committees of management and volunteers

Action Title: 3.1.2.24 Review and continue to improve the way in which Council communicates and engages with Council-supported committees of management and volunteers.

Responsible Person	Status	Start Date	End Date	Complete %
Sharon Morrison - Director Corporate Services	In Progress	27-Nov-2018	25-Nov-2022	55.00%
<p>Action Progress Comments : Council staff are working collaboratively to send out consistent messaging from various departments. The Better Impact site will be configured to provide consistent communications with volunteers while Council's grants administration software will be used for messages to committees. Last Updated: 17-Sep-2020</p>				

Action Title: 3.1.2.25 Include an article in each Council bulletin that promotes volunteerism.

Responsible Person	Status	Start Date	End Date	Complete %
Sharon Morrison - Director Corporate Services	Completed	27-Nov-2018	25-Nov-2022	100.00%
<p>Action Progress Comments : Obligation has been added to Reliansys to remind council staff of the need for an article for the Council bulletin. Last Updated: 13-Jan-2021</p>				

4 Developing

4.1 Support skills development opportunities to enhance employment pathways and increase confidence and desire to volunteer

Action Title: 3.1.2.26 Strengthen partnerships with Library agencies, neighbourhood houses and men’s sheds to help provide volunteers and volunteer groups with skills training opportunities.

Responsible Person	Status	Start Date	End Date	Complete %
Sharon Morrison - Director Corporate Services	In Progress	27-Nov-2018	25-Nov-2022	95.00%
<p>Action Progress Comments : Council will promote courses delivered by Bendigo Volunteer Resource Centre to its mailing list of library agencies, neighbourhood houses and men's sheds, as well as committees of management. Last Updated: 17-Sep-2020</p>				

Action Title: 3.1.2.27 Develop volunteer networking events to connect volunteers to opportunities for volunteering and / or employment.

Responsible Person	Status	Start Date	End Date	Complete %
Sharon Morrison - Director Corporate Services	In Progress	27-Nov-2018	25-Nov-2022	55.00%
<p>Action Progress Comments : Volunteer Managers Network meetings were supported to get information, training and support to community based groups. One network meeting was held in Inglewood with more planned across the Shire throughout the year mostly scheduled as part of Volunteer Celebrations.</p>				

Last Updated: 13-Jan-2021

Action Title: 3.1.2.28 Support leaders and managers of volunteers to attend networking and development opportunities

Responsible Person	Status	Start Date	End Date	Complete %
Sharon Morrison - Director Corporate Services	Completed	27-Nov-2018	25-Nov-2022	100.00%

Action Progress Comments :

Volunteer managers networking and development opportunities has been added to the Internal Advisory Group meeting agenda as a standing item.

Last Updated: 13-Jan-2021

4.2 Promote skills development for Council-supported volunteer organisations to assist with governance requirements

Action Title: 3.1.2.16 Partner with peak volunteer bodies to link in with training resources and opportunities.

Responsible Person	Status	Start Date	End Date	Complete %
Sharon Morrison - Director Corporate Services	In Progress	27-Nov-2018	25-Nov-2022	55.00%

Action Progress Comments :

Volunteering Victoria and LGPro Volunteer Managers training will be promoted with Internal Advisory Group members and added to their agenda as a standing item.

Last Updated: 17-Sep-2020

Action Title: 3.1.2.29 Explore opportunities with DHHS and relevant State government advisory groups to support training initiatives for volunteer organisations, volunteer managers and volunteers.

Responsible Person	Status	Start Date	End Date	Complete %
Sharon Morrison - Director Corporate Services	In Progress	27-Nov-2018	25-Nov-2022	10.00%

Action Progress Comments :

Council is exploring a relationship with a local leadership/learning group for the provision of training.

Last Updated: 13-Jan-2021

4.3 Promote a youth leadership training program

Action Title: 3.1.2.17 Explore opportunities with DHHS and peak bodies that support a youth leadership training program to develop young people and provide them with the skills to be able to contribute positively to the community in a volunteering capacity.

Responsible Person	Status	Start Date	End Date	Complete %
Sharon Morrison - Director Corporate Services	Completed	27-Nov-2018	25-Nov-2022	100.00%

Action Progress Comments :
 Council was successful in obtaining \$75,000 from DHHS for the implementation of the Volunteer Strategy with a focus on youth volunteering.

Last Updated: 17-Sep-2020

4.4 Embrace skills and diversity

Action Title: 3.1.2.30 Encourage cross-generational volunteering opportunities where different age cohorts can exchange skills.

Responsible Person	Status	Start Date	End Date	Complete %
Sharon Morrison - Director Corporate Services	In Progress	27-Nov-2018	25-Nov-2022	5.00%

Action Progress Comments :
 The results of the Youth Strategy engagement will help to identify opportunities for exchange.

Last Updated: 13-Jan-2021

Action Title: 3.1.2.31 Encourage cross-cultural skills exchange and development.

Responsible Person	Status	Start Date	End Date	Complete %
Sharon Morrison - Director Corporate Services	In Progress	27-Nov-2018	25-Nov-2022	5.00%

Action Progress Comments :
 Council is considering a multicultural program in Pyramid Hill and cultural awareness training delivered by Dja Dja Wurrung.
 T

Last Updated: 13-Jan-2021

5 Recognising

5.1 An established, consistent approach to caring for volunteers and volunteer recognition

Action Title: 3.1.2.32 Develop a formal volunteer recognition program / system.

Responsible Person	Status	Start Date	End Date	Complete %
Sharon Morrison - Director Corporate Services	In Progress	27-Nov-2018	25-Nov-2022	55.00%
Action Progress Comments : Better Impact database of volunteers will help to facilitate recognition of volunteers. A formal policy/program now needs to be developed. Last Updated: 13-Jan-2021				

Action Title: 3.1.2.33 Implement an annual volunteer event to thank and recognise volunteers as part of National Volunteer Week.

Responsible Person	Status	Start Date	End Date	Complete %
Sharon Morrison - Director Corporate Services	In Progress	27-Nov-2018	25-Nov-2022	25.00%
Action Progress Comments : National Volunteer Week 2021 will promote cross-Council volunteer opportunities and activities. Last Updated: 13-Jan-2021				

Action Title: 3.1.2.34 Celebrate volunteers via a program of regular social and traditional media stories, including regular features in the Mayoral Column.

Responsible Person	Status	Start Date	End Date	Complete %
Sharon Morrison - Director Corporate Services	Completed	27-Nov-2018	25-Nov-2022	100.00%
Action Progress Comments : Communications Plan has been developed and is reviewed at each advisory group meeting. Last Updated: 13-Jan-2021				

Action Title: 3.1.2.35 Participate in the Premier's Volunteer Champion Awards

Responsible Person	Status	Start Date	End Date	Complete %
Sharon Morrison - Director Corporate Services	Completed	27-Nov-2018	25-Nov-2022	100.00%
Action Progress Comments : Premier's Volunteer Champion Awards is a standing agenda item of the advisory group agenda. Last Updated: 13-Jan-2021				



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12 COMPLIANCE REPORTS**12.1 SIX MONTHLY REPORT AGAINST COUNCIL PLAN****File Number:** 02/02/003**Author:** Sharon Morrison, Director Corporate Services**Authoriser:** Phil Pinyon, Chief Executive Officer**Attachments:** 1. Half year report on status of Council Plan strategic indicators**RECOMMENDATION**

That Council note the progress against the actions and tasks (strategic indicators) in the Council Plan contained in the attachment to this 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

The Council Plan 2017-2021 was adopted by Council on 27 June 2017.

BACKGROUND

The Local Government Performance Reporting Framework requires reporting against the Council Plan half yearly.

A half year report is presented in January/February each year. A full year report is provided in the Annual Report each year.

ISSUES/DISCUSSION

Attached is a report on the progress of actions and tasks (strategic indicators) identified in the Council Plan. Council is currently working on year four of the four year plan.

As at mid-January 2021, the status of the actions in the Council Plan is:

Theme	Total number of actions	# complete	% complete
Population	9	6	67%
Economic Prosperity	8	3	38%
Liveability	8	5	62%
Sustainability	9	5	55%
High Performance Organisation	11	8	72%
Total	45	27	60%

The target is 70% for the period ending 31 December 2020.

COST/BENEFITS

There are no costs associated with the recommendation of this report. Costs of individual projects within the plan are included in the Budget for the relevant delivery years.

RISK ANALYSIS

There are no risks associated with the recommendation of this report.

Reporting on a regular basis provides an opportunity to monitor progress and respond to any issues.

Reporting on a six monthly basis ensures compliance with Item 17 of the Local Government Performance Reporting Framework Governance and Management Checklist.

CONSULTATION AND ENGAGEMENT

Consultation was undertaken with responsible Council officers in the preparation of this report.



Action and Task Progress Report- Standard

Loddon Shire Council

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Print Date: 18-Jan-2021

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REPORT FILTERS

Date Select: From 01-Jul-2020 To 31-Dec-2020	Task Responsible Officer: Show All
Hierarchy: Planning Hierarchy	Task Related Plan: Show All
Hierarchy Level: Strategic Theme	Show Filter Page: Yes
Hierarchy Node: All	Show Overview: No
Action Responsible Officer: Show All	Show Additional Information: No
Agency: Show All	Show Financials: No
Related Plan: Show All	Show Confidential Actions: Yes
Budget Type: Show All	Show Linkages: No
Action Grouping Category: Show All	Show Task(s): No
Action Grouping: Show All	Show Progress Comments: Yes
Action Status: Not Started, In Progress, Completed, Deferred, Ongoing	Show Milestone Comments: No
Action Filter: Strategic Indicator	

ACTION PLANS



GREEN

At least 75% of action target achieved



AMBER

Between 50% and 75% of action target achieved



RED

Less than 50% of action target achieved



No target set

* Dates have been revised from the Original dates

1.1 Grow and invigorate Loddon’s population

1.1.1 Develop a more balanced and sustainable demographic profile.

Action Title: 1.1.1.1 Implement the Donaldson Park Master Plan.

Responsible Person	Status	Start Date	End Date	Complete %
Sarah Perry - Acting Manager - Community Development	In Progress	01-Jul-2017	30-Jun-2021	35.00%

Action Progress Comments :

The funding commitment has been confirmed by the National Party’s new member for Mallee, Anne Webster for \$2.5M from the Community Development Grants Programme, Regional Programs , Regional Development & Local Government. This amount, combined with the funds from other sources, will enable the construction of the pavilion and the carpark. To complete Stage 2, Council have been invited to apply for the second round of the Community Sport Infrastructure Stimulus Program due March 2. Council are finetuning the pavilion in anticipation for the detailed designs to be completed, the earthworks to be designed and the application documentation completed.

Last Updated: 15-Jan-2021

1.1.2 Optimise the potential for all residents to pursue employment opportunities and lifestyle choices.

Action Title: 1.1.2.1 Complete feasibility study for childcare services.

Responsible Person	Status	Start Date	End Date	Complete %
Amy Holmes - Manager Community Wellbeing	Completed	01-Jul-2017	30-Jun-2021	100.00%

Action Progress Comments :

Feasibility Study presented to Council end of 2020.

Last Updated: 15-Jan-2021

Action Title: 1.1.2.2 Complete business case for childcare services.

Responsible Person	Status	Start Date	End Date	Complete %
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Loddon Shire Council		Action and Task Progress Report- Standard			
Amy Holmes - Manager Community Wellbeing		Completed	01-Jul-2017	30-Jun-2021	100.00%
<p>Action Progress Comments : Business case presented to Council end of 2020. Last Updated: 15-Jan-2021</p>					
1.1.3 Support community needs with high standard infrastructure, facilities, services, and programs.					
Action Title: 1.1.3.1 Complete reviews of Asset Management Plans					
Responsible Person		Status	Start Date	End Date	Complete %
David Southcombe - Manager Assets and Infrastructure		In Progress	01-Jul-2017	30-Jun-2021	80.00%
<p>Action Progress Comments : The Building Asset Management Plan was adopted in October 2019. Bridges, Urban Drainage and Footpath Asset Management Plans will follow. Last Updated: 18-Feb-2020</p>					
Action Title: 1.1.3.1 95% or more of road defects completed within time frame allocated.					
Responsible Person		Status	Start Date	End Date	Complete %
Daniel Lloyd - Manager Works		Completed	01-Jul-2017	30-Jun-2021	100.00%
<p>Action Progress Comments : During the fourth quarter of 2019 – 2020 financial year, 99.4% of all date imposed defects were completed before their due date. This is 0.6% below the target of 100% set in the RMP. The year to date actual expenditure to the end of fourth quarter of 2019 – 2020 financial year of the Local Road Maintenance Program is \$6,696,207. The expenditure for the fourth quarter was \$2,007,993 During the third quarter of 2019 – 2020 financial year, 99.6% of all date imposed defects were completed before their due date. This is 0.4% below the target of 100% set in the RMP. The year to date actual expenditure to the end of third quarter of 2019 – 2020 financial year of the Local Road Maintenance Program is \$4,688,215. The expenditure for the third quarter was \$1,535,396. Last Updated: 17-Jul-2020</p>					
1.1.4 Encourage population growth by improving the ease of transition for new residents.					
Action Title: 1.1.4.1 Provision of vacant land zoned for residential development in and around towns.					
Responsible Person		Status	Start Date	End Date	Complete %
Glenn Harvey - Manager Development and Compliance		Completed	01-Jul-2017	30-Jun-2021	100.00%
<p>Action Progress Comments : As a result of the completion of the Settlement Strategy 2019-2034, vacant land in and around towns has been identified. Last Updated: 18-Jan-2021</p>					
Action Title: 1.1.4.2 New residential development in and around towns.					
Responsible Person		Status	Start Date	End Date	Complete %

Loddon Shire Council

Action and Task Progress Report- Standard

Glenn Harvey - Manager Development and Compliance	In Progress	01-Jul-2017	30-Jun-2021	80.00%
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Action Progress Comments :

During 2019/20 there were 16 residential developments approved across the Shire.

Last Updated: 18-Jan-2021

1.1.5 Improve the mobility and accessibility of residents to lifestyle needs and choices.

Action Title: 1.1.5.1 Complete feasibility study on increase to public transport.

Responsible Person	Status	Start Date	End Date	Complete %
Wendy Gladman - Director Community Wellbeing	Completed	01-Jul-2017	30-Jun-2021	100.00%

Action Progress Comments :

At the March 2019 Councillor Forum, there was item presented regarding the preliminary project proposal for a Public Transport Feasibility Study. In discussion with Councillors on the study, the view was expressed that it is disingenuous to continue to promote this through Regional Partnerships as it seemed to be an unresolvable issue. With the adoption of Council's Annual Report 2018/19 this approach has been confirmed.

Last Updated: 18-Feb-2020

Action Title: 1.1.5.1 Work in collaboration with Loddon Campaspe Regional Partnership to examine opportunities for transport for smaller communities.

Responsible Person	Status	Start Date	End Date	Complete %
Phil Pinyon - Chief Executive Officer	Completed	01-Jul-2017	30-Jun-2021	100.00%

Action Progress Comments :

At the March 2019 Councillor Forum, there was an item presented regarding a preliminary project proposal for a Public Transport Feasibility Study. In discussion with Councillors on the study, the view was expressed that it is disingenuous to continue to promote this through Regional Partnerships as it seemed to be an unresolvable issue. A report to Council will be submitted seeking a resolution to not pursue this action in the Council Plan.

Last Updated: 23-Aug-2019

2.1 Support development of a prosperous and diverse economy.**2.1.1 Realise Loddon's tourism potential by supporting and promoting our natural, historical and cultural assets.**

Action Title: 2.1.1.1 Complete a review of the Loddon tourism strategy.

Responsible Person	Status	Start Date	End Date	Complete %
Lynne Habner - Manager Executive and Commercial Services	Completed	01-Jul-2017	30-Jun-2021	100.00%

Action Progress Comments :

New Economic Development and Tourism Strategy adopted 26 November 2019.

Last Updated: 18-Feb-2020

2.1.2 Encourage economic development by providing support which facilitates business initiatives and growth.

Loddon Shire Council **Action and Task Progress Report- Standard**

Action Title: 2.1.2.1 Maintain and enhance resources to ensure timely processing of planning and building applications.

Responsible Person	Status	Start Date	End Date	Complete %
Glenn Harvey - Manager Development and Compliance	Completed	01-Jul-2017	30-Jun-2021	100.00%

Action Progress Comments :
 Council is provided with quarterly reports on the statistical data for planning and building applications.
 Last Updated: 23-Aug-2019

Action Title: 2.1.2.1 Continue to provide forums for business networks that provide training and support.

Responsible Person	Status	Start Date	End Date	Complete %
Lynne Habner - Manager Executive and Commercial Services	In Progress	01-Jul-2017	30-Jun-2021	75.00%

Action Progress Comments :
 Forums continue to be held on a quarterly basis by the Loddon Valley Tourism Network. This has been interrupted by COVID19 restrictions, however, online training opportunities are being promoted when available.
 Last Updated: 16-Jul-2020

2.1.3 Secure adequate water access to maintain the viability of diverse economic activities.

Action Title: 2.1.3.1 Pursue advocacy opportunities for water security initiatives which support economic development.

Responsible Person	Status	Start Date	End Date	Complete %
Lynne Habner - Manager Executive and Commercial Services	In Progress	01-Jul-2017	30-Jun-2021	75.00%

Action Progress Comments :
 Ongoing advocacy and support is generated for initiatives, such as the Loddon Southern Pipeline and Newbridge Water and Sewer.
 Last Updated: 18-Feb-2020

2.1.4 Support the delivery of key public infrastructure that facilitates improved economic returns.

Action Title: 2.1.4.1 Review Road Asset Management Plan

Responsible Person	Status	Start Date	End Date	Complete %
David Southcombe - Manager Assets and Infrastructure	Completed	01-Jul-2017	30-Jun-2021	100.00%

Action Progress Comments :
 The Road Asset Management Plan was adopted by Council in March 2017 and is due for review by June 2021.
 Last Updated: 23-Aug-2019

Action Title: 2.1.4.2 Pursue advocacy opportunities for essential infrastructure and services.

Responsible Person	Status	Start Date	End Date	Complete %
David Southcombe - Manager Assets and Infrastructure	In Progress	01-Jul-2017	30-Jun-2021	80.00%

Loddon Shire Council **Action and Task Progress Report- Standard**

Action Progress Comments :
 Council had some success in achieving positive outcomes using the “priorities” document. A number of priorities remain outstanding and opportunities will be taken to promote those.
 Last Updated: 18-Jan-2021

2.1.5 Facilitate improvement in the business capabilities of Loddon traders and entrepreneurs.

Action Title: 2.1.5.1 Develop and implement a policy to provide a framework to access Council's heritage loans scheme.

Responsible Person	Status	Start Date	End Date	Complete %
Glenn Harvey - Manager Development and Compliance	In Progress	01-Jul-2017	30-Jun-2021	10.00%

Action Progress Comments :
 The draft document is scheduled to be reviewed by Councils internal policy review group in June 2020.
 Last Updated: 18-Feb-2020

Action Title: 2.1.5.1 Provide communication and training opportunities about available grants and tender processes.

Responsible Person	Status	Start Date	End Date	Complete %
Lynne Habner - Manager Executive and Commercial Services	In Progress	01-Jul-2017	30-Jun-2021	75.00%

Action Progress Comments :
 Details of available grants have been communicated via Council's Mayoral Column and Social Media. Council's suppliers and community have been notified of e-Procure, Councils tender processing system via email and Mayoral Column.
 Last Updated: 16-Jul-2020

3.1 Develop attractive, vibrant and well-serviced communities.

3.1.1 Ensure our townships are presented to a high standard.

Action Title: 3.1.1.1 Implement streetscape improvements in key townships.

Responsible Person	Status	Start Date	End Date	Complete %
David Southcombe - Manager Assets and Infrastructure	In Progress	01-Jul-2017	30-Jun-2021	30.00%

Action Progress Comments :
 The Wedderburn Streetscape Improvement Project was officially opened in November 2018. Work has commenced on preparing for the improvement of the Pyramid Hill Streetscape.
 Last Updated: 18-Feb-2020

Action Title: 3.1.1.1 Identify and manage rectification of unsightly premises.

Responsible Person	Status	Start Date	End Date	Complete %
Glenn Harvey - Manager Development and Compliance	In Progress	01-Jul-2017	30-Jun-2021	80.00%

Action Progress Comments :
 Council works proactively with property owners to improve the presentation of their properties.

Loddon Shire Council **Action and Task Progress Report- Standard**

Last Updated: 18-Feb-2020

3.1.2 Build relationships and foster community engagement, pride and resilience.

Action Title: 3.1.2.1 Explore opportunities to rejuvenate a Youth Council in partnership with "Youth Building Places and Spaces" project

Responsible Person	Status	Start Date	End Date	Complete %
Sarah Perry - Acting Manager - Community Development	Completed	01-Jul-2017	30-Jun-2021	100.00%

Action Progress Comments :
 A range of activities to support the rejuvenation of the Loddon Youth Council were adopted at the June 2018 Council meeting.
 Last Updated: 23-Aug-2019

Action Title: 3.1.2.1 Continue the provision of library services.

Responsible Person	Status	Start Date	End Date	Complete %
Phil Pinyon - Chief Executive Officer	Completed	01-Jul-2017	30-Jun-2021	100.00%

Action Progress Comments :
 Library services continue to be offered by six agencies – Boort, Dingee, Inglewood, Pyramid Hill, Tarnagulla and Wedderburn.
 Last Updated: 18-Feb-2020

Action Title: 3.1.2.1 Develop a volunteer strategy.

Responsible Person	Status	Start Date	End Date	Complete %
Janine Jackson - Manager Organisation Development	Completed	01-Jul-2017	30-Jun-2021	100.00%

Action Progress Comments :
 The Volunteer Strategy 2018-2022 was adopted by Council on 27 November 2018. Council has funding for a Volunteer Support Officer. The position is likely to be advertised March 2021.
 Last Updated: 15-Jan-2021

Action Title: 3.1.2.2 Provide opportunities for for the community to develop community gardens.

Responsible Person	Status	Start Date	End Date	Complete %
Sarah Perry - Acting Manager - Community Development	Completed	01-Jul-2017	30-Jun-2021	100.00%

Action Progress Comments :
 Communities are provided with opportunities through LSC Community Grants and Community Planning Programs.
 Last Updated: 23-Aug-2019

3.1.3 Provide quality infrastructure which supports the desired lifestyles of our residents.

Action Title: 3.1.3.1 Develop a plan for rationalisation of unnecessary assets with a direction towards future use of multi-purpose facilities.

Responsible Person	Status	Start Date	End Date	Complete %
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Loddon Shire Council **Action and Task Progress Report- Standard**

David Southcombe - Manager Assets and Infrastructure	In Progress	01-Jul-2017	30-Jun-2021	70.00%
Action Progress Comments : The Building Asset Management Plan was adopted in October 2019. Other asset management plans will have their own asset rationalisation plan. A Small Towns Policy is being developed and service level reviews are commencing which will both assist in the identification of assets which can be rationalised. Last Updated: 18-Feb-2020				

3.1.4 Secure adequate water access which supports lifestyle needs and recreational choices.

Action Title: 3.1.4.1 Pursue advocacy opportunities for water security initiatives which support lifestyle needs and recreation choices as they arise.				
Responsible Person	Status	Start Date	End Date	Complete %
Sarah Perry - Acting Manager - Community Development	Completed	01-Jul-2017	30-Jun-2021	100.00%
Action Progress Comments : As well as the involvement in the South West Loddon Pipeline Project via the Steering Committee, work is being done to advocate for the Mitiamo pipeline project. This has been listed in the Regional Partnerships priorities as a key outcome for the Loddon Shire. In addition, water for the reservoirs at Skinners Flat, Wedderburn and Inglewood is being negotiated with Grampians Wimmera Mallee Water so as to secure water at recreational lake water prices to maintain a level suitable for ongoing recreational use. Last Updated: 23-Aug-2019				

4.1 Provide leadership which contributes to the sustainability of our region.

4.1.1 Ensure the ongoing economic viability of Loddon Shire Council operations.

Action Title: 4.1.1.1 Complete a minimum of three service delivery reviews per year.				
Responsible Person	Status	Start Date	End Date	Complete %
Sharon Morrison - Director Corporate Services	In Progress	01-Jul-2017	30-Jun-2021	82.00%
Action Progress Comments : A service planning project has identified 43 services delivered by Council. Council's financial reporting has been improved to enable the cost of these services to be more accurately identified, and work is underway to confirm current service levels and demands. This work will ensure Council is able to meaningfully engage with the community to understand service expectations. The benefit of undertaking this work is that Council can review service delivery and alter its approach to ensure sustainable delivery of services. Last Updated: 13-Jan-2021				

4.1.2 Deliver adequate, efficient and sustainable environment and waste management services.

Action Title: 4.1.2.1 Complete Urban Drainage Asset Management Plan.				
Responsible Person	Status	Start Date	End Date	Complete %
David Southcombe - Manager Assets and Infrastructure	In Progress	01-Jul-2017	30-Jun-2021	30.00%
Action Progress Comments : Consultants are working on the Pyramid Hill Drainage Strategy and a tender has been issued for capturing data for input into the Urban Drainage Asset Management Plan which will be				

Loddon Shire Council **Action and Task Progress Report- Standard**

developed over the next few years.
Last Updated: 18-Feb-2020

Action Title: 4.1.2.2 Complete Roadside Management Plan.

Responsible Person	Status	Start Date	End Date	Complete %
David Southcombe - Manager Assets and Infrastructure	Completed	01-Jul-2017	30-Jun-2021	100.00%

Action Progress Comments :
The Roadside Management Plan was adopted in June 2018 and is due for review in June 2022.
Last Updated: 23-Aug-2019

4.1.3 Actively promote policies and activities which facilitate community health, harmony and engagement.

Action Title: 4.1.3.1 Complete a long term community plan for Loddon Shire.

Responsible Person	Status	Start Date	End Date	Complete %
Wendy Gladman - Director Community Wellbeing	Completed	01-Jul-2017	30-Jun-2021	100.00%

Action Progress Comments :
The new Community Plan Framework was adopted by Council in November 2019.
Last Updated: 16-Jul-2020

Action Title: 4.1.3.1 Input into the Loddon and Buloke Education and Training Needs Analysis Project.

Responsible Person	Status	Start Date	End Date	Complete %
Janine Jackson - Manager Organisation Development	Completed	01-Jul-2017	30-Jun-2021	100.00%

Action Progress Comments :
Council provided input into the Loddon and Buloke Education and Training Needs Analysis Project to help inform the strategic direction of the Local Learning and Employment Network.
Last Updated: 23-Aug-2019

Action Title: 4.1.3.2 Acceptance of the reconciliation Action Plan by Reconciliation Australia.

Responsible Person	Status	Start Date	End Date	Complete %
Wendy Gladman - Director Community Wellbeing	Completed	01-Jul-2017	30-Jun-2021	100.00%

Action Progress Comments :
The Loddon Aboriginal Community Partnership Plan 2019-2021 was adopted by Council September 2019.
Last Updated: 18-Feb-2020

Action Title: 4.1.3.3 Adopt the Municipal Public Health and Wellbeing Plan.

Responsible Person	Status	Start Date	End Date	Complete %
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Loddon Shire Council		Action and Task Progress Report- Standard			
Wendy Gladman - Director Community Wellbeing	Completed	01-Jul-2017	30-Jun-2021	100.00%	
Action Progress Comments : Municipal Public Health and Wellbeing Plan was adopted by Council at its September 2017 meeting. Last Updated: 23-Aug-2019					
Action Title: 4.1.3.4 Review the Small Towns Policy.					
Responsible Person	Status	Start Date	End Date	Complete %	
Wendy Gladman - Director Community Wellbeing	In Progress	01-Jul-2017	30-Jun-2021	10.00%	
Action Progress Comments : Council is considering engaging a consultant to undertake this review and a budget has been allocated for this purpose. The project did not commence when planned due to a potential external funding opportunity. This funding did not eventuate and due to other competing demands, the project has not yet recommenced. Last Updated: 16-Jul-2020					
Action Title: 4.1.3.5 Review the Community Support Policy					
Responsible Person	Status	Start Date	End Date	Complete %	
Wendy Gladman - Director Community Wellbeing	In Progress	01-Jul-2017	30-Jun-2021	80.00%	
Action Progress Comments : Preliminary draft of the policy has been completed and is to be finalised and reported to Council. Last Updated: 18-Jan-2021					

5.1 Implement frameworks which enable sound decision making and support a high performing and customer-focused organisation.

5.1.1 Practice responsible and sustainable financial behaviours.

Action Title: 5.1.1.1 Prepare an annual budget with budgeted cash surplus.					
Responsible Person	Status	Start Date	End Date	Complete %	
Deanne Caserta - Manager Financial Services	Completed	01-Jul-2017	30-Jun-2021	100.00%	
Action Progress Comments : The adopted budget for year ending 30 June 2021 included a cash surplus of \$96K. Each year of the Council Plan the Annual Budget was adopted with a cash surplus. Last Updated: 15-Jan-2021					

5.1.2 Improve communication with community and customers.

Action Title: 5.1.2.1 Review the Communication and Community Engagement Policy.					
Responsible Person	Status	Start Date	End Date	Complete %	
Sharon Morrison - Director Corporate Services	Completed	01-Jul-2017	30-Jun-2021	100.00%	

Loddon Shire Council **Action and Task Progress Report- Standard**

Action Progress Comments :
 The Community Engagement Policy was adopted by Council at the May 2019 meeting. The policy is being reviewed to ensure compliance with the new Local Government Act 2020. The Community Engagement Policy guides Council in the level and type of engagement on various documents developed by Council.
 Last Updated: 13-Jan-2021

Action Title: 5.1.2.1 Review the Customer Service Charter and develop a Customer Service Strategy

Responsible Person	Status	Start Date	End Date	Complete %
Peter Williams - Manager Information and Business Transformation	Completed	01-Jul-2017	30-Jun-2021	100.00%

Action Progress Comments :
 The Customer Service Charter and Strategy was adopted by Council on 27 March 2018. Council is now implementing the Strategy and delivering on the Charter.
 Last Updated: 23-Aug-2019

5.1.3 Improve internal and external service delivery.

Action Title: 5.1.3.1 Upgrade finance, human resource, document management and payroll software.

Responsible Person	Status	Start Date	End Date	Complete %
Peter Williams - Manager Information and Business Transformation	In Progress	01-Jul-2017	31-Dec-2023	25.00%

Action Progress Comments :
 The Document Management software has now been fully implemented and has been operational now for over 12 months. Finance and Payroll are part of the \$5M Rural Council Transformation Program Grant (RCTP), which is progressing and planned to be delivered sometime in the next 2-3 years (ie by December 2023).
 Last Updated: 18-Jan-2021

Action Title: 5.1.3.2 Replace phone system.

Responsible Person	Status	Start Date	End Date	Complete %
Peter Williams - Manager Information and Business Transformation	Completed	01-Jul-2017	30-Jun-2021	100.00%

Action Progress Comments :
 The new phone system was implemented in June 2018.
 Last Updated: 23-Aug-2019

5.1.4 Deliver results in line with direction of Council.

Action Title: 5.1.4.1 80% of Strategic Indicators met by June 2021

Responsible Person	Status	Start Date	End Date	Complete %
Sharon Morrison - Director Corporate Services	In Progress	01-Jul-2017	30-Jun-2021	75.00%

Action Progress Comments :
 Of the 45 strategic indicators for the 2017-2021 Council Plan, 27 (60%) have been completed (target 70%) with the remaining strategic indicators in progress. This is on track to completing 80% by 30 June 2021.

Loddon Shire Council Action and Task Progress Report- Standard

Last Updated: 18-Jan-2021

5.1.5 Develop the necessary culture and capabilities to achieve Council's strategic and operational objectives.

Action Title: 5.1.5.1 Adopt a Child Safe Standards Framework and associated policies.

Responsible Person	Status	Start Date	End Date	Complete %
Sharon Morrison - Director Corporate Services	Completed	01-Jul-2017	30-Jun-2021	100.00%

Action Progress Comments :
The Child Safe Standards Framework and associated policies were adopted by Council on 23 April 2019. This framework helps to ensure the safety and wellbeing of children in our community.
Last Updated: 16-Jul-2020

Action Title: 5.1.5.1 Complete a Workforce Strategy

Responsible Person	Status	Start Date	End Date	Complete %
Janine Jackson - Manager Organisation Development	Completed	01-Jul-2017	30-Jun-2021	100.00%

Action Progress Comments :
In June 2019, Councillors were briefed on the key findings and recommendations in the Workforce Strategy. Recommendations will be progressed during 2020/21.
Last Updated: 15-Jan-2021

Action Title: 5.1.5.2 Undertake a staff climate survey and address outcomes.

Responsible Person	Status	Start Date	End Date	Complete %
Janine Jackson - Manager Organisation Development	Completed	01-Jul-2017	30-Jun-2021	100.00%

Action Progress Comments :
Council had a process for conducting quarterly staff surveys. This process is currently under review in light of new provisions for Gender Equity Action Plans.
Last Updated: 15-Jan-2021

5.1.6 Meet our legislative requirements and improve internal efficiencies.

Action Title: 5.1.6.1 Implement corporate planning and reporting software.

Responsible Person	Status	Start Date	End Date	Complete %
Sharon Morrison - Director Corporate Services	Completed	01-Aug-2019	30-Jun-2021	100.00%

Action Progress Comments :
Software has been implemented and is used for quarterly audit committee reporting, monthly performance reporting and six monthly reporting against the Council Plan. Corporate planning and reporting is a key activity of Council, providing transparency of Council's progress against commitments to the community.
Last Updated: 16-Jul-2020

Action Title: 5.1.6.2 Maintain an ongoing focus on the principle of continuous improvement.

Responsible Person	Status	Start Date	End Date	Complete %
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Loddon Shire Council Action and Task Progress Report- Standard

Sharon Morrison - Director Corporate Services	In Progress	01-Jul-2017	30-Jun-2021	85.00%
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Action Progress Comments :

Council is involved in a collaborative project with five other councils to establish shared corporate systems. The outcome of this project will be increased efficiency in the delivery of corporate services. The tender has been released to nine shortlisted suppliers and is due to close on 8 February 2021.

Last Updated: 13-Jan-2021



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12.2 SECTION 65 COMMUNITY ASSET COMMITTEE MEMBERSHIP DETAILS - DONALDSON PARK

File Number: FOL/20/7159
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 65 Community Asset Committee, 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 Community Asset Committee or the volunteer commitment by their family members.

PREVIOUS COUNCIL DISCUSSION

Council approved the current list of committee members for Donaldson Park Community Asset Committee on 25 August 2020.

BACKGROUND

Under section 65 of the Local Government Act 2020 (Act) Councillors establish community asset committees and appoint their members. Under section 47 of the Act the CEO issues their instrument of delegation.

Clause 7.1 of the instrument of delegation establishes the composition of the committee. Clause 7.2.1 provides for the appointment of the member by name by resolution of Council for a term of one year. 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.

Clause 7.6 states that:

At the annual 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:

- chair
- deputy chair (not mandatory, but recommended)
- secretary
- treasurer*
- booking officer*
- general members

*The treasurer and booking officer must not be the same person.

Clause 7.2.4 states that Council shall appoint members to the Committee as soon as reasonably practicable after the date upon which their annual meeting occurs.

ISSUES/DISCUSSION

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

Name	Organisation
Gavan Holt (Chair)	
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 (Deputy Chair)	Wedderburn Harness Racing Club
Tom Nisbet	Wedderburn Harness Racing Club
Peter McHugh	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

Donaldson Park Community Asset Committee has not appointed a booking officer as all bookings for the various Donaldson Park facilities are completed by the user groups.

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

Clause 7.3 of the instrument of delegation provides for the removal of any committee member. This clause could be used to mitigate risk.

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

The community asset committee has provided Council with the list of proposed committee members and their positions.

12.3 SECTION 65 COMMUNITY ASSET COMMITTEE MEMBERSHIP DETAILS - JONES EUCALYPTUS DISTILLERY SITE

File Number: FOL/20/7154
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 Jones Eucalyptus Distillery Site Section 65 Community Asset Committee, effective immediately.

CONFLICT OF INTEREST

That Council appoints the persons named in this report as members of the Jones Eucalyptus Distillery Site Section 65 Community Asset Committee, 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 Community Asset Committee or the volunteer commitment by their family members.

PREVIOUS COUNCIL DISCUSSION

Council approved the current list of committee members for Jones Eucalyptus Distillery Site Community Asset Committee on 25 August 2020.

BACKGROUND

Under section 65 of the Local Government Act 2020 (Act) Councillors establish community asset committees and appoint their members. Under section 47 of the Act the CEO issues their instrument of delegation.

Clause 7.1 of the instrument of delegation establishes the composition of the committee. Clause 7.2.1 provides for the appointment of the member by name by resolution of Council for a term of one year. 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.

Clause 7.6 states that:

At the annual 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:

- chair
- deputy chair (not mandatory, but recommended)
- secretary
- treasurer*
- booking officer*
- general members

*The treasurer and booking officer must not be the same person.

Clause 7.2.4 states that Council shall appoint members to the Committee as soon as reasonably practicable after the date upon which their annual meeting occurs.

ISSUES/DISCUSSION

Jones Eucalyptus Distillery Site is a community based committee with preferred representation requiring at least 6 community representatives. The following is a list of nominated representatives for the committee which meets the minimum requirement:

Name	Position
Jeff Hooley	Chair
Ian Collie	Deputy chair
Murray Baud	Secretary/ Treasurer
Bert Bradley	Committee Member
Chris Sharp	Committee Member
Leigh Lamprell	Committee Member
Kevin Poyser	Committee Member

Jones Eucalyptus Distillery Site Community Asset Committee has not appointed a booking officer as all bookings for the museum facilities are managed by the lessee.

The Council representative for this committee is Cr Wendy Murphy.

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

Clause 7.3 of the instrument of delegation provides for the removal of any committee member. This clause could be used to mitigate risk.

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

The community asset committee has provided Council with the list of proposed committee members and their positions.

12.4 SECTION 65 COMMUNITY ASSET COMMITTEE MEMBERSHIP DETAILS - BOORT AERODROME

File Number: FOL/20/7164
Author: Michelle Hargreaves, Administration Officer
Authoriser: Sharon Morrison, Director Corporate Services
Attachments: Nil

RECOMMENDATION

That Council appoints the persons named in this report as members of the Boort Aerodrome Section 65 Community Asset Committee, 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 Community Asset Committee or the volunteer commitment by their family members.

PREVIOUS COUNCIL DISCUSSION

Council approved the current list of committee members for Boort Aerodrome Community Asset Committee on 25 August 2020.

BACKGROUND

Under section 65 of the Local Government Act 2020 (Act) Councillors establish community asset committees and appoint their members. Under section 47 of the Act the CEO issues their instrument of delegation.

Clause 7.1 of the instrument of delegation establishes the composition of the committee. Clause 7.2.1 provides for the appointment of the member by name by resolution of Council for a term of one year. 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.

Clause 7.6 states that:

At the annual 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:

- chair
- deputy chair (not mandatory, but recommended)
- secretary
- treasurer*
- booking officer*
- general members

*The treasurer and booking officer must not be the same person.

Clause 7.2.4 states that Council shall appoint members to the Committee as soon as reasonably practicable after the date upon which their annual meeting occurs.

ISSUES/DISCUSSION

Boort Aerodrome is a community based committee with preferred representation requiring at least 6 community representatives. The following is a list of nominated representatives for the committee which meets the minimum requirement:

Name	Position
Peter Eicher	Chair/Secretary
Campbell Chalmers	Deputy Chair
Jamie Whitmore	Treasurer
Ken Loader	Airport reporting officer
Ray Stomann	Booking officer
Adam Wright	Committee Member
Dick Lanyon	Committee Member
Geoff Boutcher	Committee Member

The Council representative for this committee is Cr Neil Beattie.

COST/BENEFITS

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

RISK ANALYSIS

Section 65 Community Asset Committees act for and on behalf of Council which creates a risk for Council should they ever act outside their delegated authority.

Clause 7.3 of the instrument of delegation provides for the removal of any committee member. This clause could be used to mitigate risk.

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

The community asset committee has provided Council with the list of proposed committee members and their positions.

12.5 SECTION 65 COMMUNITY ASSET COMMITTEE MEMBERSHIP DETAILS - CAMPBELLS FOREST HALL

File Number: FOL/20/7160
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 Campbells Forest Hall Section 65 Community Asset Committee, 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 Community Asset Committee or the volunteer commitment by their family members.

PREVIOUS COUNCIL DISCUSSION

Council approved the current list of committee members for Campbells Forest Hall Community Asset Committee on 25 August 2020.

BACKGROUND

Under section 65 of the Local Government Act 2020 (Act) Councillors establish community asset committees and appoint their members. Under section 47 of the Act the CEO issues their instrument of delegation.

Clause 7.1 of the instrument of delegation establishes the composition of the committee. Clause 7.2.1 provides for the appointment of the member by name by resolution of Council for a term of one year. 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.

Clause 7.6 states that:

At the annual 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:

- chair
- deputy chair (not mandatory, but recommended)
- secretary
- treasurer*
- booking officer*
- general members

*The treasurer and booking officer must not be the same person.

Clause 7.2.4 states that Council shall appoint members to the Committee as soon as reasonably practicable after the date upon which their annual meeting occurs.

ISSUES/DISCUSSION

Campbells Forest Hall is a community based committee with preferred representation requiring at least 6 community representatives. The following is a list of nominated representatives for the committee which meets the minimum requirement:

Name	Position
Don Wilson	Chair
Rae Broadbent	Deputy Chair
Fred Shea	Secretary
Gaye Larson	Treasurer
Glenda Wilson	Booking Officer
Ann-Maree Davis	Committee Member
Janine Cornish	Committee Member
Robyn Shae	Committee Member
Shaun Cattnach	Committee Member
Toni Shea	Committee Member

The Council representative for this committee is Cr Wendy Murphy.

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

Clause 7.3 of the instrument of delegation provides for the removal of any committee member. This clause could be used to mitigate risk.

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

The community asset committee has provided Council with the list of proposed committee members and their positions.

**12.6 SECTION 65 COMMUNITY ASSET COMMITTEE MEMBERSHIP DETAILS -
INGLEWOOD TOWN HALL HUB**

File Number: FOL/20/7165
Author: Michelle Hargreaves, Administration Officer
Authoriser: Sharon Morrison, Director Corporate Services
Attachments: Nil

RECOMMENDATION

That Council appoints the persons named in this report as members of the Inglewood Town Hall Hub Section 65 Community Asset Committee, 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 Community Asset Committee or the volunteer commitment by their family members.

PREVIOUS COUNCIL DISCUSSION

Council approved the current list of committee members for Inglewood Town Hall Hub Community Asset Committee on 25 August 2020.

BACKGROUND

Under section 65 of the Local Government Act 2020 (Act) Councillors establish community asset committees and appoint their members. Under section 47 of the Act the CEO issues their instrument of delegation.

Clause 7.1 of the instrument of delegation establishes the composition of the committee. Clause 7.2.1 provides for the appointment of the member by name by resolution of Council for a term of one year. 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.

Clause 7.6 states that:

At the annual 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:

- chair
- deputy chair (not mandatory, but recommended)
- secretary
- treasurer*
- booking officer*
- general members

*The treasurer and booking officer must not be the same person.

Clause 7.2.4 states that Council shall appoint members to the Committee as soon as reasonably practicable after the date upon which their annual meeting occurs.

ISSUES/DISCUSSION

Inglewood Town Hall Hub is a community based committee with preferred representation requiring at least 6 community representatives. The following is a list of nominated representatives for the committee which meets the minimum requirement:

Name	Position
Enzo Scafati	Chair
Brian Rodwell	Deputy Chair
Deb Coon	Secretary
Pauline Wellman	Treasurer
Jean McClymont	Committee Member
Kim Hanlon	Booking Officer/Committee Member

The Council representative for this committee is Cr Wendy Murphy.

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

Clause 7.3 of the instrument of delegation provides for the removal of any committee member. This clause could be used to mitigate risk.

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

The community asset committee has provided Council with the list of proposed committee members and their positions.

12.7 SECTION 65 COMMUNITY ASSET COMMITTEE MEMBERSHIP DETAILS - PYRAMID HILL SWIMMING POOL KIOSK

File Number: FOL/20/7149
Author: Michelle Hargreaves, Administration Officer
Authoriser: Sharon Morrison, Director Corporate Services
Attachments: Nil

RECOMMENDATION

That Council appoints the persons named in this report as members of the Pyramid Hill Swimming Pool Kiosk Section 65 Community Asset Committee, 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 Community Asset Committee or the volunteer commitment by their family members.

PREVIOUS COUNCIL DISCUSSION

Council approved the current list of committee members for Pyramid Hill Swimming Pool Kiosk Community Asset Committee on 25 August 2020.

BACKGROUND

Under section 65 of the Local Government Act 2020 (Act) Councillors establish community asset committees and appoint their members. Under section 47 of the Act the CEO issues their instrument of delegation.

Clause 7.1 of the instrument of delegation establishes the composition of the committee. Clause 7.2.1 provides for the appointment of the member by name by resolution of Council for a term of one year. 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.

Clause 7.6 states that:

At the annual 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:

- chair
- deputy chair (not mandatory, but recommended)
- secretary
- treasurer*
- booking officer*
- general members

*The treasurer and booking officer must not be the same person.

Clause 7.2.4 states that Council shall appoint members to the Committee as soon as reasonably practicable after the date upon which their annual meeting occurs.

ISSUES/DISCUSSION

Pyramid Hill Swimming Pool Kiosk is a community based committee with preferred representation requiring at least 6 community representatives. The following is a list of nominated representatives for the committee which meets the minimum requirement:

Name	Position
Tania Burke	Chair
Alison Farrar	Deputy chair
Colleen Hampson	Secretary
Vaughan Herrick	Treasurer
Katrina Van Eyk	Committee Member
Kelly Gould	Committee Member
Kim Lister	Committee Member
Penny Caspani	Committee Member
Nizelle Sawit	Committee Member
Rachel Cain	Committee Member
Karen Apostol	Committee Member

Pyramid Hill Swimming Pool Kiosk Community Asset Committee has not appointed a booking officer as all bookings for the pool facility are managed by the contractors.

The Council representative for this committee is Cr Dan Straub.

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

Clause 7.3 of the instrument of delegation provides for the removal of any committee member. This clause could be used to mitigate risk.

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

The community asset committee has provided Council with the list of proposed committee members and their positions.

**12.8 SECTION 65 COMMUNITY ASSET COMMITTEE MEMBERSHIP DETAILS -
WEDDERBURN COMMUNITY CENTRE**

File Number: FOL/20/7148
Author: Michelle Hargreaves, Administration Officer
Authoriser: Sharon Morrison, Director Corporate Services
Attachments: Nil

RECOMMENDATION

That Council appoints the persons named in this report as members of the Wedderburn Community Centre Section 65 Community Asset Committee, 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 Community Asset Committee or the volunteer commitment by their family members.

PREVIOUS COUNCIL DISCUSSION

Council approved the current list of committee members for Wedderburn Community Centre Community Asset Committee on 25 August 2020.

BACKGROUND

Under section 65 of the Local Government Act 2020 (Act) Councillors establish community asset committees and appoint their members. Under section 47 of the Act the CEO issues their instrument of delegation.

Clause 7.1 of the instrument of delegation establishes the composition of the committee. Clause 7.2.1 provides for the appointment of the member by name by resolution of Council for a term of one year. 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.

Clause 7.6 states that:

At the annual 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:

- chair
- deputy chair (not mandatory, but recommended)
- secretary
- treasurer*
- booking officer*
- general members

*The treasurer and booking officer must not be the same person.

Clause 7.2.4 states that Council shall appoint members to the Committee as soon as reasonably practicable after the date upon which their annual meeting occurs.

ISSUES/DISCUSSION

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

Name	Organisation
Jacko Schanksea	Community Member
Pat Lee-Saunders	Community Member
Richard Stephenson	Community Member
Jess Pisevski (Treasurer)	Inglewood & Districts Health Services
Tracey Wilson	Inglewood & Districts Health Services
Amy Holmes	Loddon Shire Council Community Wellbeing
Brooke Arnold (Deputy chair)	Loddon Shire Council Community Wellbeing
Robyn Vella	Loddon Shire Council Tourism
Shelby Hutchinson (Secretary)	Loddon Shire Council Tourism
Coralie Lockhart (Booking officer)	Wedderburn Community House
Marg Van Veen (Chair)	Wedderburn Community House

The Council representative for this committee is Cr Gavan Holt.

COST/BENEFITS

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

RISK ANALYSIS

Section 65 Community Asset Committees act for and on behalf of Council which creates a risk for Council should they ever act outside their delegated authority.

Clause 7.3 of the instrument of delegation provides for the removal of any committee member. This clause could be used to mitigate risk.

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

The community asset committee has provided Council with the list of proposed committee members and their positions.

12.9 SECTION 65 COMMUNITY ASSET COMMITTEE MEMBERSHIP DETAILS - BOORT MEMORIAL HALL

File Number: FOL/20/7163
Author: Michelle Hargreaves, Administration Officer
Authoriser: Sharon Morrison, Director Corporate Services
Attachments: Nil

RECOMMENDATION

That Council appoints the persons named in this report as members of the Boort Memorial Hall Section 65 Community Asset Committee, 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 Community Asset Committee or the volunteer commitment by their family members.

PREVIOUS COUNCIL DISCUSSION

Council approved the current list of committee members for Boort Memorial Hall Community Asset Committee on 25 August 2020.

BACKGROUND

Under section 65 of the Local Government Act 2020 (Act) Councillors establish community asset committees and appoint their members. Under section 47 of the Act the CEO issues their instrument of delegation.

Clause 7.1 of the instrument of delegation establishes the composition of the committee. Clause 7.2.1 provides for the appointment of the member by name by resolution of Council for a term of one year. 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.

Clause 7.6 states that:

At the annual 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:

- chair
- deputy chair (not mandatory, but recommended)
- secretary
- treasurer*
- booking officer*
- general members

*The treasurer and booking officer must not be the same person.

Clause 7.2.4 states that Council shall appoint members to the Committee as soon as reasonably practicable after the date upon which their annual meeting occurs.

ISSUES/DISCUSSION

Boort Memorial Hall is a community based committee with preferred representation requiring at least 6 community representatives. The following is a list of nominated representatives for the committee which meets the minimum requirement:

Name	Position
Ian Potter	Chair
Ken Loader	Deputy Chair
John Vernon	Secretary
Narelle Vernon	Treasurer
Cindy Brown	Booking officer
Karen Coutts	Committee Member
Paul Haw	Committee Member
Deanne Smith	Committee Member
Isobel Loader	Committee Member
Jeanette Wagner	Committee Member
Judy Parker	Committee Member
Kevin Sutton	Committee Member
Marj Potter	Committee Member
Neil Gardner	Committee Member

The Council representative for this committee is Cr Neil Beattie.

COST/BENEFITS

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

RISK ANALYSIS

Section 65 Community Asset Committees act for and on behalf of Council which creates a risk for Council should they ever act outside their delegated authority.

Clause 7.3 of the instrument of delegation provides for the removal of any committee member. This clause could be used to mitigate risk.

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

The community asset committee has provided Council with the list of proposed committee members and their positions.

13 GENERAL BUSINESS

14 CONFIDENTIAL ITEMS**RECOMMENDATION**

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 66(1) and 66(2)(a) of the Local Government Act 2020:

14.1 REVIEW OF CONFIDENTIAL ACTIONS

This matter is considered to be confidential under Section 3(1)(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 confidential meeting information, being the records of meetings closed to the public under section 66(2)(a).

Pursuant to section 66(5)(b) of the Local Government Act 2020, if released the information to be received, discussed or considered in relation to this agenda item, may disclose confidential meeting information, being the records of meetings closed to the public under section 66(2)(a)

14.2 Contract 490 - Annual Reseal Program 2020-2021

This matter is considered to be confidential under Section 3(1)(a) and (g(ii)) 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 Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released and private commercial information, being information provided by a business, commercial or financial undertaking that if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

Pursuant to Section 66 (5)(b) of the Local Government Act 2020, if released the information to be received, discussed or considered in relation to this agenda item, may prejudice the commercial position of Council and/or disadvantage a private business, as various negotiations remain pending.

14.3 Additional Resources to combat Unsightly Premises

This matter is considered to be confidential under Section 3(1)(f) 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 personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs.

Pursuant to Section 66 (5)(b) of the Local Government Act 2020, if released the information to be received, discussed or considered in relation to this agenda item, may result in the unreasonable disclosure of information about any person or their personal affairs.

Closing of Meeting to the Public

RECOMMENDATION

That the meeting be closed to the public.

NEXT MEETING

The next Ordinary Meeting of Council will be held on 23 February 2021 at 3pm.

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

Confirmed this.....day of..... 2020