



Date: Tuesday, 27 July 2021
Time: 3pm
Location: Meeting by videoconference
Audio livestreamed to the public

MINUTES

Council Meeting

27 July 2021

**MINUTES OF LODDON SHIRE COUNCIL
COUNCIL MEETING
HELD BY VIDEOCONFERENCE
ON TUESDAY, 27 JULY 2021 AT 3PM**

PRESENT: Cr Neil Beattie (Mayor), Cr Gavan Holt, Cr Linda Jungwirth, Cr Wendy Murphy, Cr Dan Straub

IN ATTENDANCE: Jude Holt (A/Chief Executive Officer), Wendy Gladman (Director Community Wellbeing), Steven Phillips (Director Operations), Lynne Habner (Manager Executive and Commercial Services)

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

Nil

4 DECLARATIONS OF CONFLICT OF INTEREST

Cr Murphy advised that she will declare a conflict of interest at items 10.4 and 10.6.

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

That Council confirm:

1. The minutes of the Council Briefing of 24 June 2021.
2. The minutes of the Ordinary Council Meeting of 24 June 2021.
3. The minutes of the Confidential Council Meeting of 24 June 2021.
4. The minutes of the Council Forum of 13 July 2021.

REPORT

Seeking approval of the unconfirmed minutes of the previous meetings.

RESOLUTION 2021/146

Moved: Cr Wendy Murphy

Seconded: Cr Dan Straub

That Council confirm:

1. The minutes of the Council Briefing of 24 June 2021.
2. The minutes of the Ordinary Council Meeting of 24 June 2021.
3. The minutes of the Confidential Council Meeting of 24 June 2021.
4. The minutes of the Council Forum of 13 July 2021.

CARRIED

6 ASSEMBLY OF COUNCILLORS**6.1 RECORD OF ASSEMBLY OF COUNCILLORS****File Number: 02/01/001****Author: Christine Coombes, Executive and Commercial Services Officer****Authoriser: Jude Holt, Acting Chief Executive Officer****Attachments: Nil****RECOMMENDATION**

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

1. Council Briefing 24 June 2021.
2. Council Forum 13 July 2021.

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	24 June 2021
Councillor Attendees	Cr Beattie Cr Holt Cr Jungwirth Cr Murphy Cr Straub
Staff/Stakeholder representatives	Phil Pinyon, Chief Executive Officer Wendy Gladman, Director Community Wellbeing Deanne Caserta, Manager Financial Services Glenn Harvey, Manager Development and Compliance Lynne Habner, Manager Executive and Commercial Services
Items discussed.	<ol style="list-style-type: none"> 1. Water allocation trade for Skinners Flat Reservoir 2. Community Grants – Bridgewater Recreation Reserve 3. Planning permit application 5553 – 78-80 Burke Street, Newbridge 4. General business: <ul style="list-style-type: none"> • Fentons Creek Hall • Pyramid Hill Men’s Shed • Virtual meetings of Councils • Childcare in Loddon • Question received from a member of the public • Settlement Strategy
Conflict of Interest Disclosures - Councillor/officer making disclosure	Nil
Councillor/officer left room	

Assembly details	Forum
Date	13 July 2021
Councillor Attendees	Cr Beattie Cr Holt Cr Jungwirth Cr Murphy Cr Straub
Staff/Stakeholder representatives	Jude Holt, Acting Chief Executive Officer Wendy Gladman, Director Community Wellbeing Sharon Morrison, Director Corporate Services Lynne Habner, Manager Executive and Commercial Services Janine Jackson, Manager Organisation Development David Southcombe, Manager Assets and Infrastructure Kirsten Nichols, Governance Coordinator Michelle Hargreaves, Administration Officer Corporate Services Sarah Perry, Manager Community Support Deanne Caserta, Manager Financial Services Dja Dja Wurrung representatives Beverley McArthur MP – Member for Western Victoria Region
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. Vic Police - Local Safety Committee 4. Business Continuity Management Policy 5. Wedderburn Lions Civic Reception 6. Community Satisfaction Survey results 7. Dja Dja Wurrung Partnering with Loddon Shire to deliver Aspirations For Our Country 8. Beverley McArthur MP – Member for Western Victoria Region 9. Annual Infrastructure Program 2021-22 10. Compliance Management 11. Update on The Loddon Project – Community Vision and Council Plan first draft 12. 2021-22 Newsletter Allocations 13. 2021-22 Community Grants – Group 1 14. 2021/22 Hall and Recreation Reserve Allocation 15. Fees and Charges – Waiver or Reduction Policy 16. General business: <ul style="list-style-type: none"> • Overdue reviews of strategic documents and policies • Working with the community
Conflict of Interest Disclosures - Councillor/officer making	Nil

disclosure	
Councillor/officer left room	

RESOLUTION 2021/147

Moved: Cr Dan Straub

Seconded: Cr Wendy Murphy

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

1. Council Briefing 24 June 2021.
2. Council Forum 13 July 2021.

CARRIED

7 REVIEW OF ACTION SHEET**7.1 REVIEW OF ACTIONS****File Number:** 02/01/002**Author:** Christine Coombes, Executive and Commercial Services Officer**Authoriser:** Jude Holt, Acting 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.

RESOLUTION 2021/148**Moved:** Cr Wendy Murphy**Seconded:** Cr Linda Jungwirth

That Council receive and note the action sheet.

CARRIED

8 MAYORAL REPORT**8.1 MAYORAL REPORT****File Number:** 02/01/001**Author:** Lynne Habner, Manager Executive and Commercial Services**Authoriser:** Jude Holt, Acting 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**

24/6/21

Council, Wedderburn

Farewell dinner for Phil Pinyon

29/6/21

Conducted CEO recruitment interviews

2/7/21	CEO recruitment discussions online – decided on Davidson
6/7/21	Catch up with Acting CEO Jude Holt
7/7/21	IT update with Michael Ralph
9/7/21	CEO placement discussion with Davidson
13/7/21	Council Forum at Wedderburn
16/7/21	Lockdown no 5
27/7/21	Council meeting online
	Citizenship ceremony

RESOLUTION 2021/149

Moved: Cr Linda Jungwirth

Seconded: Cr Wendy Murphy

That Council receive and note the Mayoral Report

CARRIED

9 COUNCILLORS' REPORT**9.1 COUNCILLORS' REPORTS****File Number:** 02/01/001**Author:** Lynne Habner, Manager Executive and Commercial Services**Authoriser:** Jude Holt, Acting 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 Tourist Reserve Community Asset Committee	
Other Council activities	
DATE	Activity
24/6/21	Attended a farewell dinner for retiring CEO Phil Pinyon.
26/6/21	Attended the Wedderburn vs Charlton winter sports day at Donaldson Park and a reunion of the 1970 and 2011 senior football premierships teams.
29/6/21	Attended meeting with councillors to receive presentations from recruitment firms who submitted expressions of interest to assist Loddon Shire in its recruitment of a new CEO.
2/7/21	Participated in virtual meeting with councillors to appoint CEO recruitment agency.

9/7/21	Attended meeting with councillors and representatives from selected CEO recruitment agency Davidsons.
13/7/21	Participated in council forum in Wedderburn.
15/7/21	Attended a stakeholders meeting of the Wedderburn Shearing School.

Cr Jungwirth

Loddon Mallee Local Government Waste Forum	
Central Victorian Greenhouse Alliance	
Municipal Emergency Management Plan Committee	
Other Council activities	
DATE	Activity
24/6/21	Council Briefing and Meeting
29/6/21	Meeting to select recruitment agency
30/6/21	Southern Loddon Tourism Inc. meeting
5/7/21	Toastmasters Bendigo
9/7/21	Met with recruitment agency
12/7/21	Tarnagulla Community Centre Committee meeting
13/7/21	Council Forum
15/7/21	Strategic Planning and Decision Making – MAV
16/7/21	Scheduled for Laanecoorie Councillor catch-up – was in lockdown
21/7/21	Coaching session – Master the Politics
21/7/21	Local Government Alcohol Prevention Forum

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	
28/6/21: Attended the Jones Eucalyptus Distillery Site CAC meeting	
5/7/21: Attended the Inglewood Town Hall Hub CAC meeting	
14/7/21: Attended the Campbells Forest Hall CAC meeting	
Other Council activities	
DATE	Activity
24/6/21	Attended the farewell dinner for CEO Phil Pinyon
24/6/21	Attended the Inglewood Development and Tourism Committee meeting at Inglewood
29/6/21	Attended the CEO recruitment presentation by prospective recruitment agencies
2/7/21	Attended the online discussion to decide on a preferred CEO recruitment agency
4/7/21	Attended the Inglewood Development and Tourism Committee Community organisations and Groups Volunteer Expo
13/7/21	Attended the Loddon Shire Council Forum in Wedderburn
20/7/21	Discussion with Acting CEO Jude Holt via phone on the proposed Council Plan and Community Vision after a planned face-to-face discussion with Councillors

	was cancelled due to COVID restrictions
21/7/21	Attended an online Community Climate Change and Energy Action Program session hosted by Sustainability Victoria
21/7/21	Attended the online Victorian Local Government Alcohol Prevention Forum
27/7/21	Attended the online LSC Councillor Community Vision and Community Plan discussion, Council Briefing and Council Meeting

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
24/6/21	Executive and Councillor group photos, Council Briefing, Council meeting and farewell dinner for retiring Loddon Shire CEO Mr Phil Pinyon, Wedderburn
29/6/21	CEO recruitment meeting Wedderburn, presentations from 3 agencies.
2/7/21	Webex discussion regarding CEO recruitment proposals, with all Councillors
9/7/21	CEO recruitment agency workshop, Davidson, Wedderburn
13/7/21	Council Forum, Loddon Shire Council Chambers, Wedderburn
15/7/21	Met with local Mitiamo farmer at Thursday night football training to discuss future water supply through the new Mitiamo pipeline for the Mitiamo Rec Reserve to receive its full water allocation
21/7/21	NCLLEN finance and risk governance conversation via Zoom with CO and Chair of the NCLLEN Board regarding some restructuring
27/7/21	Citizenship ceremony invitation as Terrick Ward Councillor, to welcome two new Australians, Herbert and Karen Apostol from Pyramid Hill (Mayor and

	CEO)
	Council Briefing and Council Meeting via Webex

RESOLUTION 2021/150

Moved: Cr Linda Jungwirth

Seconded: Cr Wendy Murphy

That Council receive and note the Councillors' reports

CARRIED

10 DECISION REPORTS**10.1 COMPLIANCE MANAGEMENT POLICY VERSION 2 FOR ADOPTION****File Number:** 06/02/003**Author:** Jude Holt, Acting Chief Executive Officer**Authoriser:** Jude Holt, Acting Chief Executive Officer**Attachments:** 1. Compliance Management Policy V2**RECOMMENDATION**

That Council adopts version 2 of the Compliance Management 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

Version 1 of the Compliance Policy was adopted by Council 28 January 2014.

BACKGROUND

The need for a Compliance Policy was raised during an internal audit review that was presented to the Audit Committee in August 2013.

One of the actions in the review report stated "We recommend Council management establish and document policies and procedures to govern the Council's legislative compliance requirements and responsibilities."

ISSUES/DISCUSSION

The Compliance Management Policy has been updated to reflect the Australian Standard for Compliance Management Systems: AS/ISO 19600:2015.

COST/BENEFITS

The costs associated with the adoption of this policy are contained within the current operational budget. The benefits of adopting this policy is a commitment for managing and monitoring legislative compliance requirements and responsibilities.

RISK ANALYSIS

Without a Compliance Management Policy there is a risk that Council will breach or miss legislative requirements or responsibilities.

CONSULTATION AND ENGAGEMENT

This policy has been through the following levels of consultation: staff consultation, Policy Review Group, Management Executive Group and Audit and Risk Committee.

RESOLUTION 2021/151

Moved: Cr Dan Straub

Seconded: Cr Linda Jungwirth

That Council adopts version 2 of the Compliance Management Policy.

CARRIED

10.2 JUNE 2021 AUDIT AND RISK COMMITTEE MEETING OVERVIEW**File Number:** FOL/20/612**Author:** Jude Holt, Acting Chief Executive Officer**Authoriser:** Jude Holt, Acting Chief Executive Officer**Attachments:** 1. **Minutes of Audit and Risk Committee Meeting held on 17 June 2021 - Confidential**

This attachment is designated as confidential in accordance with Section 3(1)(a) of the *Local Government Act 2020*. It contains Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released.

Pursuant to Section 66(2)(a) 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 release of information which would result in unreasonable disclosure of Council business. **(under separate cover)**

2. **Audit Report "Desktop review of Occupational Health and Safety (ISO 45001:2018)" - Confidential**

This attachment is designated as confidential in accordance with Section 3(1)(a) of the *Local Government Act 2020*. It contains Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released.

Pursuant to Section 66(2)(a) 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 release of information which would result in unreasonable disclosure of Council business. **(under separate cover)**

3. **2020 Annual Report of Audit and Risk Committee**4. **Proposed Strategic Internal Audit Plan 2019-2023 (2021-2022 Focus)****RECOMMENDATION**

That Council:

1. receives and notes this report on the 17 June 2021 Audit and Risk Committee Meeting
2. receive and notes the minutes of the Audit and Risk Committee Meeting held on 17 June 2021
3. receives and notes the "Desktop review of Occupational Health and Safety (ISO 45001:2018)
4. notes the 2020 Annual Report of the Audit and Risk Committee
5. receives the Strategic Internal Audit Plan 2019-2023 (2021-22 Focus) and approves its implementation.

CONFLICT OF INTEREST

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

PREVIOUS COUNCIL DISCUSSION

Council was provided with a summary of the February 2021 Audit and Risk Committee Meeting at the Council Meeting held on 23 March 2021.

BACKGROUND

The Audit and Risk Committee was established under Section 53 of the Local Government Act 2020, which states that “A Council must establish an Audit and Risk Committee”, by Council resolution on 23 June 2020.

The committee is made up of four independent community members, and Cr Gavan Holt, as Council’s representative. At the Council Meeting on 19 November 2020, it was resolved that Councillor Beattie be the alternate Council representative in the event that Cr Holt is unable to attend the Audit and Risk Committee meeting. Council’s Chief Executive Officer and Director Corporate Services attend the meetings in an advisory capacity.

The objectives of the Audit and Risk Committee are to:

- a) monitor the compliance of Council policies and procedures with
 - i. the overarching governance principles; and
 - ii. this Act and the regulations and any Ministerial directions
- b) monitor Council financial and performance reporting
- c) monitor and provide advice on risk management and fraud prevention systems and controls
- d) oversee internal and external audit functions.

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

ISSUES/DISCUSSION

The scheduled May 2021 Audit and Risk Committee meeting was deferred to 17 June 2021 due to availability of members and the impact of COVID-19 restrictions. The agenda for the 17 June 2021 meeting included the following:

- Rachele Tippett was officially welcomed as the newest appointment to the Audit and Risk Committee.

Decision Reports

- The draft Compliance Management Policy was provided for review and endorsed.
- The draft Annual Report of the Committee’s activities was provided for review.
- The internal audit report “Desktop Review of Occupational Health and Safety (ISO45001:2018)” was provided. The report noted that of the 28 items reviewed, 20 were compliant, seven were not compliant, and one was not applicable. Management has identified 12 areas for improvement which will be scheduled for completion.
- The Business Continuity Policy was reviewed and endorsed.
- The Business Continuity Framework and Business Continuity Plan were noted.
- The Financial Management Policy was reviewed; the Committee requested further work on the policy which will be returned to them for further consideration.
- The Audit and Risk Committee Charter was reviewed; the Committee requested further work on the Charter which will be returned to them for further consideration.
- The Strategic Internal Audit Plan 2020-2023 was approved by the Committee.

Compliance Reports

- The draft Governance Framework was reviewed and noted.
- Standing reports on any suspected and actual fraud, thefts, and corruption, and major lawsuits being faced by the Council was provided by the Chief Executive Officer.

- The quarterly report on Councillor expenses was provided.
- The quarterly report on Council's risk profile, significant changes and review of treatment plans for significant risks was reviewed.
- A presentation on the 2021/22 draft budget was provided.
- The Interim Management Letter for the year ended 30 June 2021 was provided by RSD Audit. The Committee congratulated the team on strong responses in the report.

Information Reports

- The Loddon Performance Framework was provided; the Committee provided feedback about the report and asked that amendments be made to it, ensuring the requirements of the Local Government Performance Reporting Framework (LGPRF) be met.
- The results of the Committee's self-assessment performance survey were provided. The Committee is seeking a review of the agenda and work plan to streamline meetings and the agenda papers.
- The Finance Report for the period ended 31 March 2021 was reviewed.
- Glenn Harvey, Manager Development and Compliance was the guest staff member for the meeting. Glenn provided an overview of his team's responsibilities.
- Progress with delivery of the strategic internal audit plan was discussed.
- The quarterly report on significant changes to key systems and their impact to Council's risk profile was provided.
- The quarterly report on regulatory and integrity agencies and VAGO was provided.
- An update on service planning and the review of the risk management framework was provided.
- A report regarding changes to LGPRF was provided.
- The annual insurance report was provided.
- The shell statements for the Financial Statements and Performance Statement were provided.

Next Review

- The internal audit scope for "Follow up of agreed actions from internal audit recommendations" was reviewed.

COST/BENEFITS

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

The benefits that the internal audit function provides Council are:

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

RISK ANALYSIS

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

CONSULTATION AND ENGAGEMENT

Nil

RESOLUTION 2021/152

Moved: Cr Gavan Holt

Seconded: Cr Dan Straub

That Council:

1. receives and notes this report on the 17 June 2021 Audit and Risk Committee Meeting
2. receive and notes the minutes of the Audit and Risk Committee Meeting held on 17 June 2021
3. receives and notes the "Desktop review of Occupational Health and Safety (ISO 45001:2018)
4. notes the 2020 Annual Report of the Audit and Risk Committee
5. receives the Strategic Internal Audit Plan 2019-2023 (2021-22 Focus) and approves its implementation.

CARRIED

10.3 REVIEW OF DELEGATIONS, AUTHORISATIONS AND APPOINTMENTS**File Number:** fol/19/126337**Author:** Lynne Habner, Manager Executive and Commercial Services**Authoriser:** Jude Holt, Acting Chief Executive Officer

- Attachments:**
1. S6 Instrument of Delegation to members of Council staff
 2. S18 Instrument of sub-delegation under the Environment Protection act 2017
 3. Revocation of Instrument of Appointment and Authorisation

RECOMMENDATION

That Council

1. In the exercise of the powers conferred by the legislation referred to in the attached instruments of delegation, resolves that:
 - (a) There be delegated to the members of Council staff holding, acting in or performing the duties of the offices or positions referred to in the attached Instruments of Delegation to members of Council staff, the powers, duties and functions set out in that instrument, subject to the conditions and limitations specified in that Instrument.
 - (b) On the coming into force of the instruments all previous Council 'S6 Instruments of Delegation to Members of Council Staff' are revoked.
 - (c) The duties and functions set out in the instruments must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.
2. Revokes the existing Appointment and Authorisation in the attached Revocation of Instrument of Appointment and Authorisation.

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 updates contained in this report have not been discussed by Council.

BACKGROUND

In order for Council officers to effectively and efficiently discharge their duties, specific delegations, authorisations and appointments are required under a variety of Acts.

Council is required to review its delegations within 12 months after a general election. In addition, due to the ever-changing nature of legislation, Council has subscribed to a service by Maddocks legal firm that regularly reviews all applicable delegations, authorisations and appointments, so revised delegations are submitted to Council more frequently.

ISSUES/DISCUSSION

The attached amended delegations have been updated in accordance with most recent advice provided by Maddocks.

The attached Revocation of Appointment and Authorisation is submitted for approval as a result of the retirement of the previous Chief Executive Officer. An instrument of Appointment and Authorisation for the Acting Chief Executive Officer was approved by Council on 8 June 2021.

COST/BENEFITS

Adoption of the recommendation will not have any financial impacts.

RISK ANALYSIS

Adoption of the recommendation will ensure that council staff are able to act on behalf of Council under the various pieces of legislation. If current delegations and appointments and authorisations are not in place, actions of a council officer exercising those powers could be legally challenged.

CONSULTATION AND ENGAGEMENT

The supervisors of the relevant staff were consulted about the changes to be made.

RESOLUTION 2021/153

Moved: Cr Wendy Murphy

Seconded: Cr Dan Straub

That Council

1. In the exercise of the powers conferred by the legislation referred to in the attached instruments of delegation, resolves that:
 - (a) There be delegated to the members of Council staff holding, acting in or performing the duties of the offices or positions referred to in the attached Instruments of Delegation to members of Council staff, the powers, duties and functions set out in that instrument, subject to the conditions and limitations specified in that Instrument.
 - (b) On the coming into force of the instruments all previous Council 'S6 Instruments of Delegation to Members of Council Staff' are revoked.
 - (c) The duties and functions set out in the instruments must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.
2. Revokes the existing Appointment and Authorisation in the attached Revocation of Instrument of Appointment and Authorisation.

CARRIED

10.4 ANNUAL INFRASTRUCTURE PROGRAM 2021-2022**File Number:** FOL/19/432630**Author:** David Southcombe, Manager Assets and Infrastructure**Authoriser:** Steven Phillips, Director Operations**Attachments:** 1. **Appendix 1 - Program Summary**2. **Appendix 2 - Project List - Confidential**

This attachment is designated as confidential in accordance with Section 3(1)(g(ii)) of the *Local Government Act 2020*. It contains 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.

Project estimates may affect contractor prices **(under separate cover)**

3. **Appendix 3 - Project list, without cost estimates (under separate cover)****RECOMMENDATION**

That Council adopt the Annual Infrastructure Program 2021 - 2022.

Cr Wendy Murphy declared a conflict of interest in relation to item 10.4, due to a family member potentially benefitting from a decision relating to sealing of a particular road in the program. Cr Wendy Murphy left the meeting at 3:18 pm.

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 2020-2021 Annual Infrastructure Program was discussed at the July 2021 Council Forum.

BACKGROUND

Every year Council allocates and spends significant funds on capital infrastructure projects. Council continually carries out scoping of new infrastructure projects and maintains a rolling program of these projects. The rolling program is a database that forms the basis of the elements of the Annual Infrastructure Program. Each project is assessed using a scoring matrix relevant to the type of infrastructure as part of the scoping process. This score assists in the development of the Annual Infrastructure Program by providing a level of prioritisation for each of the projects.

In preparing the program several factors need to be given consideration, including the prioritisation score, availability of funds and capacity for delivery. Council has adopted several strategic documents that must also be taken into consideration when preparing the Annual Infrastructure Program. Primarily these are the:

- Council Plan
- long term financial plan
- asset management plans
- road register.

The 2021-2022 Annual Infrastructure Program has been developed in accordance with the following expenditure requirements of:

- Federal Government Roads to Recovery (R2R) funding of \$2.38 million
- Federal Government Local Roads and Community Infrastructure (LRCI) Program, Round 2, unallocated funding of \$20,000
- Council funds totalling \$1.58 million.

A budget summary of the 2021–2022 Annual Infrastructure Program expenditure by category is included in Attachment 1.

ISSUES/DISCUSSION

Adoption of the proposed program will allow the Council to undertake the following:

- Local Road Gravel Resheet
Funding of \$318,788 has been proposed to resheet and/or treat approximately 7.9 km of the gravel road network.
- Local Road Shoulder Resheet
Funding of \$146,821 has been proposed to resheet approximately 9.8 km (length is inclusive of both sides) of the gravel shoulders.
- Local Road Reconstruction (LRC) – Asset Preservation
Funding of \$699,829 has been allocated for the renewal of sections of Tandarra-Serpentine Road, Wedderburn-Wedderburn Junction Road, and Prairie Road.
- Local Road Reconstruction (LRC) – Amenity
Funding of \$100,336 has been proposed to seal Potters Hill Lane, Market Street and Nixon Street in Inglewood.
- Local Road Reconstruction (LRC) – Safety
Funding of \$150,600 has been proposed for three safety projects to improve road safety. The projects include removing hazardous trees adjacent the road shoulder on Dunns Road Kamarooka North, improving the safety of Lily Street Bridgewater on the corner before the Laucke Flour Mill, and installing signage to indicate load limited structures around the Shire.
- Township street improvement (TSI)
Funding of \$412,816 has been proposed to replace 460 metres of footpath in Wedderburn and Tarnagulla, and replace a section of kerb and channel in Grant Street Inglewood. Details of the individual projects are provided in attachment 2.
- Urban & Township Drainage
Funding of \$281,500 has been proposed for urban and township drainage projects. Two of these projects are associated with alleviating known drainage issues in Korong Vale and Inglewood. An additional allocation has been provided to allow the completion of investigation and design of the Skinners Flat Reservoir dam and spillway restoration.
- Local bridges and culverts
Funding of \$210,000 has been proposed for a box culvert replacement on Gladfield Road Pyramid Hill. This culvert has degraded in condition and requires replacement.
- Reseals
Funding of \$1,067,920 has been proposed to reseal and final seal approximately 41 km of the sealed road network.
- Parks and Gardens
Funding of \$105,000 has been proposed towards four projects. These are the replacement of the barbecue and shelter at the Pyramid Hill Lions East Park, an allocation for tree replacements across the Shire, an allocation to continue the public bin replacement program, and an allocation for the installation of tanks at the Mitiamo Recreation Reserve for water supply.
- Buildings

Funding of \$492,376 is allocated for a number of building projects. This includes renewing the septic at a number of sites in Tarnagulla, replacing the septic at a Dingee EPU, and a building emergency works allocation.

COST/BENEFITS

The Annual Infrastructure Program is a significant part of Council's annual expenditure. The current proposed Program totals \$3,985,985. The benefit of the proposed expenditure is that it will allow Council to maintain safe public infrastructure and decrease annual liability over all asset classes. Better roads, better public facilities and improved bridges are the key outcomes of the proposed program which aligns with the strategic objective of "Support development of a prosperous and diverse economy" as stipulated in Council Plan 2017–2021.

RISK ANALYSIS

One of the risks identified with the proposed program is cost overrun. The estimated cost of each project has been evaluated based on current unit rates, industry practice and contingencies. The likelihood of the risk is unlikely and the consequence is minor as per Council's risk matrix. The risk is thus deemed to be low.

The other risk identified is the delay in delivering projects. This has become a greater risk recently due to the large amount of stimulus funding directed at infrastructure projects and the delays associate with contractor availability and the lead time of material deliveries.

CONSULTATION AND ENGAGEMENT

The program has been developed in consultation with Council staff, in particular the Assets & Infrastructure Department, the Works Department, and the Community Support Department. Other stakeholders and community members make contributions to the rolling program throughout the year via works requests and onsite meetings and visits conducted by staff.

RESOLUTION 2021/154

Moved: Cr Linda Jungwirth

Seconded: Cr Dan Straub

That Council adopt the Annual Infrastructure Program 2021 - 2022.

CARRIED

Cr Murphy returned to the meeting at 3.22pm.

10.5 LODDON SHIRE COMMUNITY GRANTS PROGRAM 2021/2022 - GROUP 1**File Number:** DOC/21/68671**Author:** Sarah Perry, Manager Community Support**Authoriser:** Wendy Gladman, Director Community Wellbeing**Attachments:** 1. Loddon Shire Community Grants Program - Group 1 Attachment**RECOMMENDATION**

That Council endorse the allocation of \$61,683 in grants to Group 1 applications under the 2021/22 Loddon Shire Community Grants Scheme as outlined in the attachment provided with this report.

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

Information on the Community Grant applications received for the 2021/22 allocation was provided to Council at the 13 July 2021 Council Forum.

BACKGROUND

The Loddon Shire Community Grants Scheme commenced in 2000/2001.

Council initiated the scheme to assist sporting, recreation and service organisations to deliver projects that improve the quality of life for residents. Since the scheme was initiated, Council has invested approximately \$2,690,000, supporting over seven hundred community-based projects worth over \$5,490,000.

Council's 2021/22 budget includes an allocation of \$180,000 for the Community Grants Scheme. In addition to this amount, \$3,746 has been carried over from the 2020/2021 community grants program. This means that an amount of \$183,746 is available in the 2021/2022 financial year for allocation through the community grants program.

Applications have been assessed against the following criteria:

- demonstrated community need
- improved existing facilities
- increased participation
- multi-use and broad community benefit
- self-help i.e. in-kind and/or cash commitment.

Where applicable, projects have also been assessed in consideration of:

- the efficient use of resources; for example, energy efficiency components of the project or sharing of resources with the wider community
- the ability to provide access for all; for example, does the project consider the needs of people with a disability or the elderly
- projects that propose to mitigate an inherent risk in terms of public safety have been assessed in terms of the severity of the risk prior to being considered for funding.

As per the guidelines, the following types of projects are ineligible for funding:

- applicants who have outstanding acquittals from previous funding rounds
- retrospective projects or projects which have already been commenced
- projects which are not ready and which will not be completed within a 12 month period from the date of receiving the funding

- projects that are considered the sole responsibility of another authority (for example, water authorities and health and welfare agencies)
- activities (programs, services, projects or initiatives) that are the responsibility of others:
 - activities that Council considers are the responsibility of other authorities, agencies or levels of government
 - activities that are the funding responsibility of other levels of government
 - proposals that address shortfalls in funding from other authorities or levels of government
 - curriculum based activities or where the activity is confined to the school or kindergarten, including groups and organisations proposing to work with schools and kindergartens (excluding shared facility use by community groups for their specific activity; for example, local cricket clubs using school ovals).
- activities that duplicate other local service responses (unless it can be demonstrated that it meets an unmet community need)
- open space projects on public owned or managed land
- activities such as administrative costs (such as wages, rent or insurance), utility charges (such as power) or projects of an ongoing maintenance nature (such as mowing lawns)
- political, religious or spiritual activities:
 - projects designed to promote political or religious ideals
 - organisations whose sole or dominant purpose is of a political nature
 - proselytising, religious worship or sectarian activities
- applications from individuals
- community groups with access to sufficient cash reserves to undertake the project independently
- projects which do not meet the funding ratio.

Additionally:

- applications are unable to be submitted after the application closing date
- incomplete applications have not been considered in the first round of assessments
- incomplete applications were provided with 14 days to supply required information and/or documentation to qualify for a second round assessment; those who did not supply the required information within the 14 days have not been recommended for funding.

ISSUES/DISCUSSION

In total 28 applications requesting financial assistance to the approximate value of \$166,000 were received. Of these 28 applications, six applications had full and complete application documentation and have been assessed.

Seven (7) applications had minor errors which Council officers were able to rectify, with consent from applicants, to be included in the first round of assessments.

Of the 13 compliant applications, 12 have been recommended for funding totalling \$61,683.00. One complete application, Boort Pre-School, has not been recommended for funding. The Boort Pre-school Committee applied for funding to complete a professional landscape design for the pre-school. This application is deemed ineligible as it falls under the following ineligibility criteria:

- curriculum based activities or where the activity is confined to the school or kindergarten, including groups and organisations proposing to work with schools and kindergartens (excluding shared facility use by community groups for their specific activity; for example, local cricket clubs using school ovals).

The remaining 15 applications required the submission of further information. As per the Community Grant guidelines, applicants were given an additional two week timeframe to submit any outstanding information and/or documentation. It is anticipated that nine of these applications will be brought before Council at the August Forum and Meeting.

Of the incomplete applications, this leaves a total of six applications that have not been recommended for funding. These applicants did not submit the required documentation and/or information to allow Council officers to assess the applications against the community grant guidelines.

The six applications are:

- Boort Tennis Club
- Dingee Bowling Club Inc.
- Tarnagulla Community Centre
- The Kooyoora Women's Network
- Wedderburn Community House (Pioneer Hut Repairs)
- Wedderburn Community House (Scoop and Scuttlebutt Newsletter and Welcome Kit).

COST/BENEFITS

The Community Grants Scheme offers significant benefit to the local community through provision of funding for specific projects which may otherwise struggle to secure funding through other infrastructure programs or initiatives. As demonstrated in the value of projects delivered since the inception of the scheme, Council's investment towards these grants yields far greater community benefit both in terms of financial investment and social wellbeing.

The total applied for under the 2021-2022 Community Grants Scheme - Group 1 is within the allocated \$183,746 amount. The total funding recommended for Group 1 allocated is \$61,683, leaving a total of \$122,063 available for Group 2 applications.

RISK ANALYSIS

Primary risks associated with the Community Grants Scheme are believed to be as follows:

Adherence to Program Guidelines: Detailed program guidelines identify which projects and programs are considered eligible for Community Grants. All applications are assessed against these guidelines for eligibility so as to ensure that funding made available through this program is distributed equitably and provides greatest benefit to the overall Loddon community.

Failure to adhere to these guidelines could comprise the integrity of the grant program and the ability for Council to adequately fund appropriate community projects.

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

CONSULTATION AND ENGAGEMENT

The Loddon Shire Community Grants program is advertised annually with applications for the 2021/22 round closing on 1 May 2021. During this period, community groups or individuals interested in applying for grants are able to contact relevant staff to discuss their proposals.

Funding guidelines are also made available to prospective applicants via Council's website.

All unsuccessful applicants will be provided feedback in regard to their applications after recommendations are finalised and endorsed by Council.

RESOLUTION 2021/155

Moved: Cr Gavan Holt

Seconded: Cr Wendy Murphy

That Council endorse the allocation of \$61,683 in grants to Group 1 applications under the 2021/22 Loddon Shire Community Grants Scheme as outlined in the attachment provided with this report.

CARRIED

10.6 2021/22 HALL AND RECREATION RESERVE ALLOCATION**File Number:** DOC/21/68763**Author:** Sarah Perry, Manager Community Support**Authoriser:** Wendy Gladman, Director Community Wellbeing**Attachments:** 1. 2021/22 Hall and Recreation Reserve Allocation**RECOMMENDATION**

That Council:

1. approves the increase for the 2021/22 Hall and Recreation Reserve Allocation by the rate cap of 1.5% as set by the Minister for Local Government
2. approves the annual Hall and Recreation Reserve Allocation increase for all future years to be by the rate cap as set annually by the Minister for Local Government
3. notes that the Tarnagulla Recreation Reserve has been re-categorised to a Category 7 Active Reserve as there are no current active clubs
4. notes that Boort Gun Club will not receive an allocation until they notify Council of resumed operations.

Cr Wendy Murphy declared a conflict of interest in relation to item 10.6, due to her position as Secretary of the Kingower Cricket Club which uses the Kingower Recreation Reserve. Cr Wendy Murphy left the meeting at 3:27 pm.

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

Information on the Hall and Recreation Reserves 2021/22 was provided to Council at the 13 July Council Forum.

BACKGROUND

Council provides an annual allocation to public halls and reserves to assist Committees of Management with the ongoing operation and maintenance costs of their facilities.

The guiding policy platform, the Public Hall and Reserve Allocation Policy, has expired and will be incorporated into the Community Support Policy review.

In previous years, the Hall and Recreation Reserve Allocation has been calculated annually based on the Melbourne Consumer Price Index (CPI) June Quarter to June Quarter. Last financial year, the Melbourne CPI increased by only 0.3%. As the indexation was very low, the decision was made to increase the allocations for 2020/2021 by 2%.

A classification matrix provides the criteria for facility classification and the allocation calculation.

Code	Facility	Allocation
1	Playground	No allocation
2A	Hall (Major facility in a highly populated area)	Per facility
2B	Hall (Main facility in a medium populated area)	Per facility

Code	Facility	Allocation
2C	Hall (Main facility in a low populated area OR secondary facility)	Per facility
2D	Sports Stadium (Indoor)	Per facility
3	Paddock	No allocation
4	Unused Recreational Reserve	No allocation
5	Passive Recreation/Public Open Space	No allocation
6A	Main Active Reserve (Major facility in a highly populated area)	Base allocation and then additional amount per activity
6B	Main Active Reserve (Main facility in medium populated area)	Base allocation and then additional amount per activity
7	Active Reserve	Per reserve
8	Memorial Area	No allocation
9	Non Council Responsibility (private land etc)	No allocation

ISSUES/DISCUSSION

This report seeks Council's consideration that the Hall and Recreation Reserve Allocation be amended to be calculated for the 2021/2022 financial year and future years based on the rate cap allocation for that year, and not on the current consumer price index (CPI) rate.

The rate cap uses both CPI and wage inflation/efficiency factors when determining the cap increase. Council determined this year to increase the Fees and Charges Schedule based on rate cap rather than CPI.

This change will provide certainty with annual increases as it is a more accurate reflection of the economy's performance than CPI alone. Additionally, the rate cap percentage increase is available to officers earlier than the CPI calculation allowing pre-preparation of the Hall and Recreation Reserve Allocations, and improving the timeliness of funds distribution.

To provide Councillors with the expected increases if this recommendation is adopted, the table in attachment 1 outlines the 2021/2022 allocation for each facility.

Each year a review of the facilities is undertaken to determine active status. This review informs eligibility to receive the allocations and under which category. It is recommended that Boort Gun Club and the Tarnagulla Recreation Reserve vary their category and eligibility, respectively.

Organisation	Review	Recommendation
Tarnagulla Recreation Reserve	Previous years the reserve has been a category 6B. There are currently no active clubs.	The reserve is now categorised as a 7 (active reserve)
Boort Gun Club	The club is currently not active, and did not receive an allocation for the 2020/2021 financial year.	Club is not currently active therefore it is not eligible for allocation. Should the club become active it can be included again as a category 7.

With the above changes in place, the following table provides the list of the current facility categories used to inform the allocations provided:

Halls	Category
Hall (Major facility in a highly populated area)	
Boort Memorial Hall	2A
Inglewood Public Hall	2A
Pyramid Hill Memorial Hall	2A
Wedderburn Public Hall	2A
Newbridge Public Hall	2A
Hall (Main facility in a medium populated area)	
Calivil Hall	2B
Dingee Memorial Hall	2B
Eddington Public Hall	2B
Korong Vale Public Hall	2B
Laanecoorie Public Hall	2B
Mitiamo Public Hall – EL Historical Society	2B
Bridgewater Public Hall	2B
Serpentine Public Hall	2B
Tarnagulla Public Hall	2B
Hall (Main facility in a low populated area OR secondary facility)	
Arnold Public Hall & Library Reserve	2C
Boort James Boyle Hall	2C
Campbell's Forest Public Hall	2C
Derby Public Hall	2C
Durham Ox Hall	2C
East Loddon Community Centre	2C
Fenton's Creek Hall	2C
Jarklin Public Hall	2C
Kingower Development & Tourism Inc (Hall)	2C
Powlett Hall & Recreation Reserve	2C
Pyramid Hill C.E.R.T Hall	2C
Boort RSL Hall	2C
Rheola Hall	2C
Woodstock Public Hall & Recreation Reserve	2C
Yando Public Hall & Recreation Reserve	2C
Yarrowalla Community Centre	2C
East Loddon Scout Hall	2C

Sports Stadium	Category
Sports Stadium (Indoor)	
Boort Community Centre	2D
East Loddon Sports Centre	2D
Pyramid Hill Indoor Sports Centre	2D
Wedderburn Indoor Stadium	2D
Main Active Reserves	Category
Main Active Reserve (Major facility in a highly populated area)	
Boort Park	6A
Inglewood Recreation Reserve	6A
Pyramid Hill Mitchell Park	6A
Wedderburn Donaldson Park	6A
Main Active Reserve (Main facility in medium populated area)	
Boort Aerodrome	6B
Bridgewater Recreation Reserve	6B
Calivil Recreation Reserve	6B
Korong/Vale Community Recreation Reserve	6B
Mitiamo Recreation Reserve	6B
Newbridge Recreation Reserve	6B
Serpentine Recreation Reserve	6B
Active Reserve	Category
Active Reserve	
Arnold Recreation Reserve	7
Bears Lagoon Tennis Club & Recreation Reserve	7
Boort Bowling Club	7
Boort Croquet Club	7
Boort Angling Club	7
Boort Ski Club	7
Boort Tennis Club	7
Bridgewater Bowling Club	7
Bridgewater Golf Course	7
Dingee Bowling Club	7
Dingee Recreation Reserve	7
Dingee Tennis Courts	7

Eddington Golf Course	7
Inglewood Riding Club	7
Inglewood Bowling Club	7
Inglewood Golf Course	7
Kingower Recreation Reserve	7
Korong Vale Golf Course	7
Mitiamo Golf Course	7
Pyramid Hill Bowling Club	7
Pyramid Hill Fire Brigade	7
Pyramid Hill Golf Course	7
Pyramid Hill Quarter Horse Club	7
Pyramid Hill Tennis Courts	7
Rheola Memorial Reserve	7
Serpentine Lawn Bowls	7
Serpentine Tennis Courts	7
Tarnagulla Golf Course	7
Tarnagulla Recreation Reserve	7
Wedderburn Golf Course	7
Wedderburn Market Square	7
Woodstock Recreation Reserve	7
Yarrawalla Recreation Reserve	7

Based on the allocation matrix with an increase of 1.5%, the allocation category rates for comparison are as follows (all figures rounded to nearest dollar):

Category	Facility	2020-2021 Allocation	2021-2022 Allocation
2A	Hall - Major facility in a highly populated area	\$ 2,523	\$ 2,561
2B	Hall - Main facility in a highly populated area	\$ 1,071	\$ 1,087
2C	Hall - Main facility in a low populated area OR secondary facility	\$ 520	\$ 528
2D	Sports Stadium (Indoor)	\$ 2,523	\$ 2,561
6A	Main Active Reserve - Major facility in a highly populated area.	\$ 3,364	\$ 3,415
6A	Main Active Reserve - Additional Activity Rate	\$ 1,346	\$ 1,366
6B	Main Active Reserve - Major facility in a medium populated area.	\$ 1,682	\$ 1,707
6B	Main Active Reserve - Additional Activity Rate	\$ 844	\$ 857
7	Active Reserve	\$ 520	\$ 528

COST/BENEFITS

The 2020/21 hall and reserve allocation budget was increased by 2% and rounded to provide \$127,000 available funds in the 2020/21 budget. An increase in the 2021/22 allocation as per the rate cap percentage would see a total estimated cost of \$126,898, rounded to provide a budget of \$127,000. The overall allocation total has reduced by \$121 from the 2020/21 total due mainly to the reduction in allocation to Tarnagulla Recreation Reserve upon moving categories.

Hall and recreation facilities play an important role in our communities, all managed by volunteers, and all currently facing extraordinary circumstances relating to the usage of their facilities due to the ongoing pandemic response. Whilst this may have reduced some of the operating costs, many facilities will also have faced a significant reduction in income through the closures experienced throughout the various COVID19 restriction periods and will face increased requirements to operate in a COVID safe environment as they deal with varying levels of restrictions.

The hall and reserve allocation has been included in the annual budget. The increase to the allocation will be met by the existing budget.

RISK ANALYSIS

The 2019 to 2020 June to June Melbourne CPI increased by only 0.3%. The decision was made to increase the 2020/2021 allocations by 2% in response to the pressures exerted by COVID-19 on the volunteer facility managers. It was envisaged that there would be a return to CPI increases for 2021/22.

However the March to March CPI increase for Melbourne was only 0.8%. Ongoing pressures from COVID-19 response and significant increases in prices of services and materials over this time presents risks to ongoing financial viability to volunteer facility managers if the Melbourne CPI continues to be the metric by which the allocations are increased annually. It appears the CPI is not truly reflective of the current economic environment.

The Minister for Local Government has set the rate cap at 1.5% for 2021/22. The rate cap considers CPI and wage inflation/efficiency factors and appears to be a truer reflection of the economic performance of Victoria. If the wrong metric for annual increases is chosen, this may result in allocations that stifle management and maintenance of facilities due to under resourcing.

CONSULTATION AND ENGAGEMENT

There has been no external consultation or engagement undertaken.

RESOLUTION 2021/156

Moved: Cr Linda Jungwirth

Seconded: Cr Dan Straub

That Council:

1. approves the increase for the 2021/22 Hall and Recreation Reserve Allocation by the rate cap of 1.5% as set by the Minister for Local Government
2. approves the annual Hall and Recreation Reserve Allocation increase for all future years to be by the rate cap as set annually by the Minister for Local Government
3. notes that the Tarnagulla Recreation Reserve has been re-categorised to a Category 7 Active Reserve as there are no current active clubs
4. notes that Boort Gun Club will not receive an allocation until they notify Council of resumed operations.

CARRIED

Cr Wendy Murphy returned to the meeting at 3:31 pm.

10.7 FINANCE REPORT FOR THE QUARTER ENDING 30 JUNE 2021**File Number:** 08/06/001**Author:** Deanne Caserta, Manager Financial Services**Authoriser:** Jude Holt, Acting Chief Executive Officer**Attachments:** 1. Finance Report - 30 June 2021**RECOMMENDATION**

That Council:

1. receives and notes the 'Finance Report for the quarter ending 30 June 2021'
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

A report was presented and adopted in April 2021 which recommended that Council now be provided with finance reports on a quarterly basis. The only exception is when changes to the Council Meeting timetable result in the Council Meeting occurring before the completion of the end of month finance procedures.

BACKGROUND

The Finance Report for the period ended 30 June 2021 includes standard quarterly 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 now also includes a cash flow statement and the community planning program financials.

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 increased by \$0.50M to \$2.97M.

Income Statement (revenue) - Council's year to date (YTD) operating revenue is at 91% of total budget. Revenue brought to account for the quarter was \$15.4M (March report was \$0.5M).

Income Statement (expenditure) - Council's operating expenditure is at 85% of total budget. Payments for this quarter totalled just over \$8.9M (March report was \$2.68M).

Capital Works - The approved budget for capital works is \$2.68M and is 35% complete in financial terms for the current financial year (March report was 23%).

Service Areas – Appendix 3 provides Council with net results 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 \$36.3M with \$13.3M in general accounts. Total debtors at the end of June are \$21.31M (\$2.74M at the end of March). Sundry debtors total \$1.08M with invoices outstanding for 90 or more days relating to community wellbeing debtors and local community groups totalling approximately \$30K.

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.

RESOLUTION 2021/157

Moved: Cr Wendy Murphy

Seconded: Cr Gavan Holt

That Council:

1. receives and notes the 'Finance Report for the quarter ending 30 June 2021'
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

10.8 FEES AND CHARGES - WAIVER OR REDUCTION POLICY

File Number: FOL/19/432511

Author: Deanne Caserta, Manager Financial Services

Authoriser: Jude Holt, Acting Chief Executive Officer

Attachments: 1. Fees and Charges - Waiver or Reduction Policy v1
2. Fees and Charges - Waiver or Reduction Application Form

RECOMMENDATION

That Council adopts the Fees and Charges – Waiver or Reduction Policy v1.

CONFLICT OF INTEREST

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

PREVIOUS COUNCIL DISCUSSION

Council discussed the Fees and Charges – Waiver or Reduction Policy v1 (the Policy) at the 13 July 2021 Council Forum and provided some further feedback on the development.

BACKGROUND

This policy provides guidance for requests to waive or refund various types of fees and charges.

This policy should be read in conjunction with Council's Fees and Charges Schedule (FCS) in order to be fully informed of governance frameworks applicable to fees and charges procedures.

The policy applies to any not for profit organisation, incorporated association or unincorporated community group which provides a community benefit to Council and wish to apply to have a fee and/or charge waived or reduced.

This Policy does not apply to Council rates and rebates.

ISSUES/DISCUSSION

This is a new policy which has been developed to assist staff in determining eligibility and outline the process for when fees and charges can be reduced or waived.

Due to this being an introductory policy to this topic it has a one year review timeline.

COST/BENEFITS

There will be minor fee reduction or waiver costs for those claims that fit the guidelines stated within the policy. This will provide a financial offset benefit to those community groups.

RISK ANALYSIS

The policy identifies conditions where a reduction or fee waiver will apply, a process to follow and an applicable form.

CONSULTATION AND ENGAGEMENT

The document has been subject to the normal approval process of the Loddon Leaders, Policy Review Group and Management Executive Group prior to presentation in the Council Meeting Agenda. Councillors were provided with an overview of the policy at the 13 July 2021 Council Forum.

RESOLUTION 2021/158

Moved: Cr Linda Jungwirth

Seconded: Cr Gavan Holt

That Council adopts the Fees and Charges – Waiver or Reduction Policy v1.

CARRIED

10.9 APPROVAL OF BUSINESS CONTINUITY MANAGEMENT POLICY**File Number:** FOL/19/101**Author:** Jude Holt, Acting Chief Executive Officer**Authoriser:** Jude Holt, Acting Chief Executive Officer**Attachments:** 1. Business Continuity Policy V3**RECOMMENDATION**

That the Council, upon recommendation of the Audit and Risk Committee, approves the Business Continuity Policy V3.

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 was provided with an overview of the policy at the Council Forum held on 13 July 2021.

BACKGROUND

Council activated its Business Continuity Plan (the plan) in response to the declaration of a global pandemic despite the Business Continuity Framework not identifying pandemic as a trigger for activation of the plan.

ISSUES/DISCUSSION

Council activated its Business Continuity Plan (the plan) in response to the declaration of a global pandemic despite the Business Continuity Framework not identifying pandemic as a trigger for activation of the plan.

To capitalise on the learnings during the Council's activation of the plan in response to the pandemic, Council recently engaged Elasticus to conduct a review of Council's business continuity documentation including its policy, plan and framework.

Elasticus found that:

"Generally, the process outlined in the Business Continuity Plan is well structured and can be effectively implemented.

The Business Resilience Framework for both documentation and organisation is well structured, consistent with standards and best practice, although there are a few inconsistencies in terms of key personnel, stakeholders and contact information."

The report then went on to identify major enhancement recommendations:

#	Action	Status
	Business Continuity Framework	
1	All key roles and responsibilities have a designated person in that role, together with a minimum of one identified and similarly skilled alternate.	Complete
2	Contact information should either be kept in the plans or centrally in a directory for use in both internal and external communications.	Complete

#	Action	Status
3	That the leader of the Business Continuity (BC) Team should be a senior executive in either Operations or Risk Management.	Complete
4	That there should be consistency in the roles and responsibilities for each defined role in the BC Team.	Complete
Business Impact Analysis		
5	That the Business Impact Analysis (BIA) should be reviewed and amended to reflect a more objective analysis. There are a number of options for collecting the data, but we would recommend a facilitated workshop.	Complete
6	That after the analysis any revision of the Tier 1 – 4 risks and impacts will require specific Maximum Tolerable Periods of Disruption (maximum time business activities can be disrupted before the impact becomes unacceptable), Recovery Point Objectives (data loss in time), and Recovery Time Objectives (downtime).	Complete
7	That all identified key departments appoint at least one alternate to take responsibility should the incumbent be unavailable for whatever reason.	Complete
8	That where there are internal and/or external dependencies, they should be noted in the BIA so that the resulting BC Plan takes them into account.	Complete
9	That following the BIA a BCP representative/contact is appointed as an additional activity and is trained appropriately in the principles and practice of Business Continuity.	Commenced
Business Continuity Plan		
10	Update the plan at business unit/function level with information on: <ul style="list-style-type: none"> • Key Resources and Dependencies • Alternates to lead persons in the unit • Subject Matter Experts required in support of the BC Team • Updated location information, where applicable 	Complete
11	Create a separate Loddon Shire Council Crisis Communication Procedure and contact information list for: <ul style="list-style-type: none"> • Key internal personnel • Other internal personnel • Essential Loddon Shire Council contacts • Suppliers and customers • Key external contacts – government departments, industry groups, partner organisations 	Complete

	Other recommendations	
12	Establish and update cycle for various plan content: <ul style="list-style-type: none"> • BIA and BCP - Changes to key personnel and critical function information [priority content] <ul style="list-style-type: none"> <input type="checkbox"/> Every 1 – 3 months • Post testing - Changes to process, strategies, work instructions, appendices <ul style="list-style-type: none"> <input type="checkbox"/> Quarterly for short tests <input type="checkbox"/> Annually for full tests 	Complete
	Other actions not listed in Elasticus recommendations	
	Update of Business Continuity Policy	Complete (after approval by Council)

RESOURCING

The implementation of this policy is currently resourced by the Organisation Development Department.

COST/BENEFITS

Costs for the Elasticus review were contained within the operational budget. The cost to implement the policy is staff time.

RISK ANALYSIS

There was a risk that the Council's business continuity approach did not respond to best practice or meet the needs of Council's changing service delivery practices. This risk has been addressed by engaging business continuity professionals to provide advice on Council's areas for improvement. The second risk is being addressed by implementing the recommended actions in the above table.

CONSULTATION AND ENGAGEMENT

Draft 2 of the policy was discussed at the Management Executive Group on 24 March 2021. The policy was also subject to internal consultation and the Policy Review Group. Key stakeholders have been consulted on the Elasticus report and its recommendations throughout implementation of the actions.

The Audit and Risk Committee endorsed this version of the policy at its meeting on 17 June 2021, and endorsed it for presentation to the Council for approval.

The committee also suggested that only one directorate undergo a detailed business impact assessment each year which will be incorporated into the policies' supporting documentation.

RESOLUTION 2021/159

Moved: Cr Dan Straub

Seconded: Cr Gavan Holt

That the Council, upon recommendation of the Audit and Risk Committee, approves the Business Continuity Policy V3.

CARRIED

11 INFORMATION REPORTS

Nil

12 COMPLIANCE REPORTS**12.1 VIDEO LIVESTREAMING OF COUNCIL MEETINGS****File Number:** FOL/21/28**Attachments:** Nil**MOTION**

That Council video stream all Ordinary Council Meetings beginning with the August meeting due to be held on 24 August 2021

RATIONALE

Currently Loddon Shire stream our Ordinary Council Meetings but only by audio. Most other Councils video stream the meetings. Our seven adjoining council areas of Buloke, Central Goldfields, Gannawarra, Campaspe, Bendigo, Mount Alexander and Northern Grampians all use video for live streaming.

I note that in the 2020 Community Satisfaction Survey, while the overall satisfaction score for Consultation and Engagement was higher than the Statewide result, Inglewood and Tarnagulla residents gave the lowest score for Consultation and Engagement.

As the Tarnagulla Ward Councillor responding to what my community is telling me, I see video streaming as an easy step to improve communication and bring us in line with what is standard practice for most Local Government Areas.

I move that Loddon Shire Council video stream all Ordinary Council Meetings beginning with the August meeting due to be held on 24 August 2021.

I, Cr Linda Jungwirth, commend this Notice of Motion to Council.

RESOLUTION 2021/160

Moved: Cr Linda Jungwirth

Seconded: Cr Wendy Murphy

That Council video livestream all Ordinary Council Meetings beginning with the August meeting due to be held on 24 August 2021.

CARRIED

**12.2 SECTION 65 COMMUNITY ASSET COMMITTEE MEMBERSHIP DETAILS -
INGLEWOOD COMMUNITY ELDERLY PERSONS UNITS - ADDITIONAL MEMBER**

File Number: FOL/20/7156
Author: Michelle Hargreaves, Administration Officer
Authoriser: Sharon Morrison, Director Corporate Services
Attachments: Nil

RECOMMENDATION

That Council appoints the representative listed in this report as members of the Inglewood Community Elderly Persons Units 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.

PREVIOUS COUNCIL DISCUSSION

Council approved the current list of committee members for Inglewood Community Elderly Persons Units Community Asset Committee on 27 April 2021.

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 Community Elderly Persons Units is an organisation-based committee with representatives from each of the stakeholder groups. The previous representative, Tracey Wilson, is no longer working for Inglewood and Districts Health Service. It is recommended that the list of members be changed to list the roles of representatives from Inglewood and Districts Health Service to provide flexibility in membership as required. The proposed updated membership list is:

Name	Organisation
CEO or their delegate (Secretary)	Inglewood and Districts Health Service
Director of Clinical and Community Services or their delegate	Inglewood and Districts Health Service
Robert Condliffe (Chair/Treasurer)	Inglewood Lions Club
Frank Stoel	Inglewood Lions Club
Trevor Puckey (Vice Chair/Treasurer)	Inglewood Lions Club
Colleen Condliffe	Community member
Booking officer	Not applicable

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.

RESOLUTION 2021/161

Moved: Cr Wendy Murphy
Seconded: Cr Linda Jungwirth

That Council appoints the representatives listed in this report as members of the Inglewood Community Elderly Persons Units Section 65 Community Asset Committee, effective immediately.

CARRIED

12.3 SECTION 65 COMMUNITY ASSET COMMITTEE MEMBERSHIP DETAILS - WEDDERBURN COMMUNITY CENTRE - ADDITIONAL MEMBERS

File Number: FOL/20/7148
Author: Michelle Hargreaves, Administration Officer
Authoriser: Jude Holt, Acting Chief Executive Officer
Attachments: Nil

RECOMMENDATION

That Council appoints the additional 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 27 January 2021.

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 committee is seeking to update their representatives to the committee due to changes in personnel at Inglewood & Districts Health Service and Loddon Shire. The updated list is set out below:

Name	Organisation
Jacko Schanksea	Community Member
Pat Lee-Saunders	Community Member
Richard Stephenson	Community Member
Finance Manager of Inglewood & Districts Health Service (IDHS), or their delegate (Treasurer)	Inglewood & Districts Health Service
CEO of IDHS, or their delegate	Inglewood & Districts Health Service
Amy Holmes	Loddon Shire Council Community
Brooke Arnold (Deputy Chair)	Loddon Shire Council Community
Faith Cooper	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.

RESOLUTION 2021/162

Moved: Cr Gavan Holt
Seconded: Cr Dan Straub

That Council appoints the additional persons named in this report as members of the Wedderburn Community Centre Section 65 Community Asset Committee, effective immediately.

CARRIED

**12.4 SECTION 65 COMMUNITY ASSET COMMITTEE MEMBERSHIP DETAILS -
INGLEWOOD TOWN HALL HUB - ADDITIONAL MEMBERS**

File Number: FOL/20/7165
Author: Michelle Hargreaves, Administration Officer
Authoriser: Sharon Morrison, Director Corporate Services
Attachments: Nil

RECOMMENDATION

That Council appoints the additional 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 27 January 2021 with an additional member appointed 23 February 2021.

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 six community representatives. The following are additional nominated representatives for the committee, in addition to the appointments made at the January and February 2021 meeting:

Name	Position
Lisa Calandro	Treasurer
Kirsten Ward	Secretary

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.

RESOLUTION 2021/163

Moved: Cr Wendy Murphy

Seconded: Cr Dan Straub

That Council appoints the additional persons named in this report as members of the Inglewood Town Hall Hub Section 65 Community Asset Committee, effective immediately, and remove the previous member, Deb Coon, from the committee.

CARRIED

12.5 RECOGNITION OF COMMUNITY MEMBER**File Number:** FOL/21/28**Attachments:** Nil**MOTION**

That Council send a letter of recognition to Mr Graeme Erbs to thank him for his ongoing contribution to the community.

RATIONALE

It's vital that Council and community work together to create strong communities.

The Newbridge Social Club, together with members of the Newbridge community, have requested a letter of acknowledgment be sent to Graeme Erbs in recognition of his contribution to the town over many years.

Mr Erbs has been heavily involved with Newbridge through the Newbridge Progress Association, which he co-founded, the Newbridge Planning Committee, the Newbridge Social Club and is actively involved with organising the annual Australia Day events.

Council recognises the importance of volunteering and, as such, I move that a letter of recognition be sent to Mr Erbs to thank him for his ongoing contribution to the community.

I, Cr Linda Jungwirth commend this Notice of Motion to Council.

RESOLUTION 2021/164

Moved: Cr Linda Jungwirth

Seconded: Cr Gavan Holt

That Council send a letter of recognition to Mr Graeme Erbs to thank him for his ongoing contribution to the community.

CARRIED

13 URGENT BUSINESS

In accordance with Council's Governance Rules, Clause 53 provides that at a scheduled or special meeting of Council, business that is not included in the agenda notice must only be considered if no more than one Councillor is absent and the Council resolves that the matter is urgent.

Despite this requirement, a matter that is not included in the agenda notice must not be considered at a Council meeting if it will:

- (a) directly and significantly affect the exercise of a person's rights;
- (b) alter the Council Plan or the budget; or
- (c) commit the Council to expenditure exceeding \$20,000.

14 CONFIDENTIAL ITEMS**RESOLUTION 2021/165**

Moved: Cr Dan Straub
Seconded: Cr Gavan Holt

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)

CARRIED

Closing of Meeting to the Public

RESOLUTION 2021/166

Moved: Cr Dan Straub
Seconded: Cr Gavan Holt

That the meeting be closed to the public at 3.48pm.

CARRIED**14 CONFIDENTIAL ITEMS****14.1 REVIEW OF CONFIDENTIAL ACTIONS****RESOLUTION 2021/167**

Moved: Cr Gavan Holt
Seconded: Cr Wendy Murphy

That Council receive and note the action sheet.

CARRIED

NEXT MEETING

The next Ordinary Meeting of Council will be held on 24 August 2021 at Wedderburn commencing at 3pm.

There being no further business the meeting was closed at 3.51pm.

Confirmed this.....day of..... 2021

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CHAIRPERSON