



Date: Tuesday, 25 January 2022
Time: 3pm
Location: Loddon Shire Council Chambers, Wedderburn

MINUTES

Council Meeting

25 January 2022

**MINUTES OF LODDON SHIRE COUNCIL
COUNCIL MEETING
HELD AT THE LODDON SHIRE COUNCIL CHAMBERS, WEDDERBURN
ON TUESDAY, 25 JANUARY 2022 AT 3PM**

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

IN ATTENDANCE: Lincoln Fitzgerald (Chief Executive Officer), Wendy Gladman (Director Community Wellbeing) (virtual), Sharon Morrison (Director Corporate Services), Steven Phillips (Director Operations), Christine Coombes (A/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

Nil

3.09pm SUSPENSION OF STANDING ORDERS

Moved: Cr Dan Straub (Mayor)

Seconded: Cr Gavan Holt

A motion was moved that Council suspend standing orders due to technical issues with video livestreaming.

CARRIED

3.19pm RESUMPTION OF STANDING ORDERS

Moved: Cr Neil Beattie

Seconded: Cr Linda Jungwirth

A motion was moved that Council resume standing orders with no video livestreaming.

5 PREVIOUS MINUTES

5.1 CONFIRMATION OF MINUTES

File Number: 02/01/001

Author: Lynne Habner, Manager Executive and Commercial Services

Authoriser: Lincoln Fitzgerald, Chief Executive Officer

Attachments: Nil

RECOMMENDATION

That Council confirm:

1. The minutes of the Council Briefing of 14 December 2021.
2. The minutes of the Council Meeting of 14 December 2021.
3. The minutes of the Confidential Council Meeting of 14 December 2021.
4. The minutes of the Council Forum 11 January 2022.

REPORT

Seeking approval of the unconfirmed minutes of the previous meetings.

RESOLUTION 2022/1

Moved: Cr Wendy Murphy

Seconded: Cr Linda Jungwirth

That Council confirm:

1. The minutes of the Council Briefing of 14 December 2021.
2. The minutes of the Council Meeting of 14 December 2021.
3. The minutes of the Confidential Council Meeting of 14 December 2021.
4. The minutes of the Council Forum 11 January 2022.

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: Steven Phillips, Acting Chief Executive Officer****Attachments: Nil****RECOMMENDATION**

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

1. Council Briefing 14 December 2021.
2. Council Forum 11 January 2022.

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

The record is therefore presented for Council's noting.

RECORD OF ASSEMBLIES OF COUNCIL

Assembly details	Briefing
Date	14 December 2021
Councillor Attendees	Cr Beattie Cr Holt Cr Jungwirth Cr Murphy Cr Straub
Staff/Stakeholder representatives	Lincoln Fitzgerald, Chief Executive Officer Wendy Gladman, Director Community Wellbeing Sharon Morrison, Director Corporate Services Steven Phillips, Director Operations Lynne Habner, Manager Executive and Commercial Services Peter Williams, Manager Information and Business Transformation Vicpolice representative Aspect Studios representatives Boort Scarred Trees Masterplan consultant
Items discussed.	<ol style="list-style-type: none"> 1. Economic Development and Tourism monthly progress report 2. Social procurement update 3. Strategic Risk Assessment of Council Plan 4. Corporate Planning and Budgeting Timetable 5. Victoria Police Goldfields 6. Update on Customer Service Strategy 2018-22 7. IT Strategy 2017-22 Progress Update 8. Boort Scarred Trees Masterplan Project – summary of stakeholder engagement and preferred concept design 9. General business: <ul style="list-style-type: none"> • MAV update • Chief Executive Officer report • Childcare in Loddon Shire
Conflict of Interest Disclosures - Councillor/officer making disclosure	Nil
Councillor/officer left room	

Assembly details	Forum
Date	11 January 2022
Councillor Attendees	Cr Beattie Cr Holt Cr Jungwirth Cr Murphy Cr Straub
Staff/Stakeholder representatives	Steven Phillips, Acting Chief Executive Officer Wendy Gladman, Director Community Wellbeing Sharon Morrison, Director Corporate Services Christine Coombes, Acting Manager Executive and Commercial Services Deanne Caserta, Manager Financial Services Sarah Perry, Manager Community Support David Southcombe, Manager Assets and Infrastructure Daniel McQueen, Asset Management Coordinator
Items discussed.	<ol style="list-style-type: none"> 1. Economic Development and Tourism Mid Term Review Report 2. Council Caravan Park background 3. Presentation of two Asset Management Plans <ul style="list-style-type: none"> • Parks, open spaces and streetscapes • Recreation, leisure and community facilities 4. Community Plan Allocations 2021/22 5. Indexation for the Financial Plan 6. General business: <ul style="list-style-type: none"> • ALGA assembly in Canberra • Local Government Mayoral advisory panel • DJPR Local Government Culture Project Survey • Pyramid Hill Historical Society fee waiver • Swimming Pools
Conflict of Interest Disclosures - Councillor/officer making disclosure	Nil
Councillor/officer left room	

RESOLUTION 2022/2

Moved: Cr Neil Beattie

Seconded: Cr Wendy Murphy

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

1. Council Briefing 14 December 2021.
2. Council Forum 11 January 2022.

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:** Steven Phillips, 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 2022/3**Moved:** Cr Gavan Holt**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: Christine Coombes, Executive and Commercial Services Officer

Authoriser: Lincoln Fitzgerald, 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 Straub

Loddon Campaspe Councils	
Murray River Group of Councils	
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
14.12.21	CEO and Mayor catch up. Citizenship Ceremony, Council Briefing and Council Meeting.
15.12.21	Meeting with new CEO of Catalyst Metals in Dingee

16.12.21	Meeting with Campaspe Meats Company Representatives, and Council staff.
17.12.21	End of Year Dinner at Bridgewater Hotel, with Councillors and Loddon Executive.
23.12.21	Meeting with some of the organising committee in regards to the Serpentine Air Race. Air Race will take place in March this year.
11.1.21	Council Forum in Wedderburn.
24.1.21	Myself, Loddon Shire CEO and Cr Holt met with David Clark the Chair of the MAV in Serpentine to discuss a range of topics that Local Government areas may face this year.

RESOLUTION 2022/4

Moved: Cr Dan Straub (Mayor)

Seconded: Cr Gavan Holt

That Council receive and note the Mayoral Report

CARRIED

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

File Number: 02/01/001

Author: Christine Coombes, Executive and Commercial Services Officer

Authoriser: Lincoln Fitzgerald, Chief Executive Officer

Attachments: Nil

RECOMMENDATION

That Council receive and note the Councillors' reports

REPORT

Each Councillor will present a report at the meeting.

Cr Beattie

Rail Freight Alliance	
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
14.12.21	Council and Forum
22.12.21	Melissa Phillips, Boort Park, kitchen inspection
2.1.22	Attended Boort Trotting Club Race Day
11.1.22	Attended forum at Wedderburn
24.1.22	Attended Boort Tourism Development Committee Meeting

25.1.22	Attended Council Wedderburn
---------	-----------------------------

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
9.1.22	Met with volunteers and committee members of the Wedderburn Harness Racing Club to commence an action plan for preparation for the Cup meeting on 30 January.
11.1.22	Attended the Council Forum in Wedderburn
20.1.22	Attended a Wedderburn Harness Racing Club committee meeting
24.1.22	With our Mayor and CEO I attended a meeting in our former Council chambers at September with the President of the Municipal Association of Victoria David Clarke. A number of issues were canvassed including the 2022/23 rate cap of 1.75% not aligning with our cost increases, the challenges of staff shortages across local government and the M.A.V. rules service.

Cr Jungwirth

Loddon Mallee Local Government Waste Forum
Central Victorian Greenhouse Alliance
Municipal Emergency Management Plan Committee

Other Council activities	
DATE	Activity
14.12.21	Council briefing and meeting and citizenship ceremony
16.12.21	Outcomes webinar and Climate Change in the Council Plan
23.12.21	Flag presentation, Tarnagulla Recreation Reserve
4.1.21	Tarnagulla Community Centre committee meeting
11.1.21	Council Forum
11.1.21	Wedderburn Community House – Margaret Van Veen
11.1.21	Tarnagulla Community Centre committee meeting
14.1.21	Tour of ASQ – All Stone Quarries Newbridge Quarry

Cr Murphy

Calder Highway Improvement Committee
Local Government Women's Charter
Australia Day Committee
Healthy Minds Network
Special Committees Of Council (Section 65 Community Asset Committees):
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
16.12.21	Meeting with Campaspe Mets to discuss proposed kangaroo processing plant in Inglewood. Due to work commitments I dialled in by phone. In attendance was Mayor Straub, Mr Phillips, Mr Harvey and Ms Johnson from LSC planning dept. and Mr Fitzgerald.
17.12.21	Attended a Christmas gathering of Councillors and MEG at Bridgewater-On-Loddon Hotel.
28.12.21	Attended the Inglewood-Bridgewater RSL sub branch celebrations for the 100 th anniversary of the Inglewood Cenotaph. Mr Glenn Catto gave an informative speech with Mr Howard Rochester making a toast. Mrs Wendt Gilmour had arranged for a cake decorated with a photo of the cenotaph. It was a very impressive event.
11.1.22	Attended the LSC forum. Due to work commitments I joined online from 8.30am until 9.00am, was able to listen to the meeting while travelling to the LSC Chambers in Wedderburn and joining in person from 9.27am.
18.1.22	Met with Mr Phillip LSC Director Operations to discuss drainage concerns in Deeble Street Inglewood
19.1.22	I was an apology for the Campbells Forest Hall CAC meeting due to a clash with another meeting. The CAC meeting had been rescheduled from the week prior resulting in the clash.
23.1.22	I attended the Australian Masters Water Skiing Championships in Bridgewater
25.1.22	Attended the LSC briefing and meeting via webex
	I would like to note and acknowledge the passing of Bella Canfield and pass on condolences to her family and friends.

Cr Gavan Holt left the meeting at 3:29 pm, during Cr Murphy's update.

Cr Gavan Holt returned to the meeting at 3:31 pm.

RESOLUTION 2022/5

Moved: Cr Wendy Murphy

Seconded: Cr Linda Jungwirth

That Council receive and note the Councillors' reports

CARRIED

10 DECISION REPORTS

10.1 COVID EVENT PLAN SUPPORT - REVIEW OF ELIGIBILITY CRITERIA

File Number: GF/19/83681

Author: Wendy Gladman, Director Community Wellbeing

Authoriser: Steven Phillips, Acting Chief Executive Officer

Attachments: Nil

RECOMMENDATION

That Council:

1. remove the criteria of a Tier 2 COVIDSafe Event Plan from the Event Sponsorship – COVID Event Planning Support Program criteria
2. include the criteria of Events expecting over 1,000 patrons to the Event Sponsorship – COVID Event Planning Support Program criteria
3. approve any further changes, to ensure correlation with the Victorian Government COVID-19 Public Events Framework, be completed administratively by Council officers (retaining the requirement for events to meet the 1,000+ patron criteria).

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

At the August 2021 Council Forum, Councillors discussed the impact COVID event planning requirements have on community groups when planning and conducting events.

At the August 2021 Ordinary Council meeting Council resolved to establish an Event Sponsorship – COVID Event Planning Support Program.

BACKGROUND

The Victorian Government implemented a COVID-19 Public Events Framework (the Framework), detailing the event size thresholds and actions required when conducting public events during the pandemic to protect event participants and volunteers from the risk of COVID-19 transmission. Public events were assessed under the Framework according to their scale, complexity and associated risk factors. The COVID-19 Public Events Framework three tier system that was used to establish the eligibility criteria for the Event Sponsorship program is no longer in use by the State Government, removing the ability for applicants to demonstrate the eligibility required to access the funding.

ISSUES/DISCUSSION

The previous criteria of holding a Tier 2 event, was in place for events of between 1001 - 7,500 participants.

This report seeks to replace the requirement of a Tier 2 COVIDSafe Event Plan as the eligibility to apply, with new criteria:

- events expecting over 1,000 patrons.

COST/BENEFITS

Local events have both an economic and social benefit for local community groups and members. Events will often attract people into our community, who may then visit other local businesses or

attractions during their visit. The social benefit of local events could be considered to be highly important in the protracted restrictive environment we are currently experiencing, allowing community members to maintain social connections, confident that they are participating in events that have considered and planned to reduce the risks associated with COVID19.

The financial cost of planning and conducting COVIDSafe events may deter community groups from hosting larger events.

The August 2021 Council resolution provided for:

- the establishment of a COVID event planning support expenditure budget of \$50K, funded from surplus
- the establishment of an 'Event Sponsorship - COVID Event Planning Support Program' for events conducted up to 30 June 2022
- sponsorship of \$5,000 per event, where the application is received in advance of the event, the event is scheduled to be conducted prior to 30 June 2022 and any unspent funds are returned.

This report does not seek to change any of these parameters.

RISK ANALYSIS

Use of the Smarty Grants platform limits the risk in administering the program. The eligibility criteria and acquittal processes implemented will ensure that the funds are provided for use as expected, and will allow for a recall of funds not spent on the proposed event.

There are some administration activities required to progress from application, through assessment to payment which, depending on the level of detail provided in the initial application, may require some lead in time. This may impact on the funds being available as needed by the event organiser. This can be mitigated by encouraging community groups holding an event of over 1,000 patrons to engage with Council offers at the earliest opportunity and to factor in an administration turnaround of 4 – 6 weeks from application to payment (subject to the required information being provided to allow an assessment of the application to proceed).

There is a risk that without this support, larger events will not be conducted, having a broader social and economic impact on Loddon communities.

CONSULTATION AND ENGAGEMENT

There has been no broader consultation by officers in relation to this report.

RESOLUTION 2022/6

Moved: Cr Neil Beattie

Seconded: Cr Linda Jungwirth

That Council:

1. remove the criteria of a Tier 2 COVIDSafe Event Plan from the Event Sponsorship – COVID Event Planning Support Program criteria
2. include the criteria of Events expecting over 1,000 patrons to the Event Sponsorship – COVID Event Planning Support Program criteria
3. approve any further changes, to ensure correlation with the Victorian Government COVID-19 Public Events Framework, be completed administratively by Council officers (retaining the requirement for events to meet the 1,000+ patron criteria).

CARRIED

10.2 PYRAMID HILL AND DISTRICT HISTORICAL SOCIETY - FEE WAIVER APPLICATION

File Number: FOL/19/286261
Author: Steven Phillips, Director Operations
Authoriser: Lincoln Fitzgerald, Chief Executive Officer
Attachments: Nil

RECOMMENDATION

That Council resolve to grant the Pyramid Hill and District Historical Society request for the Planning Permit Application fee waiver of \$4,133.25.

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

At its July 2021 Ordinary meeting, Council resolved to adopt the Fees and Charges – Waiver or Reduction Policy.

BACKGROUND

Council's Fees and Charges – Waiver or Reduction Policy applies to any not for profit organisation, incorporated association or unincorporated community group which provides a community benefit to the Shire and wishes to apply to have a fee and or charge waived or reduced. Applications over \$1,000 are reviewed by the Chief Executive Officer and submitted to Council for approval via a formal resolution.

ISSUES/DISCUSSION

In November 2021 the Pyramid Hill and District Historical Society applied for their Planning Permit fee to be waived. They have submitted a Planning Permit Application seeking approval to construct a shed on private land at 10-16 Barber Street Pyramid Hill for the purpose of displaying a collection of historical tractors and engines etc. The Planning Permit Application fee is \$4,133.25. The request is for the entire fee to be waived.

Council to date has not contributed any funds to this Project.

The granting of a fee waiver in no way affects or influences Council's obligations to assess the Planning Permit Application on its merits against the Loddon Planning Scheme.

COST/BENEFITS

The cost to the community is \$4,133.25. The Pyramid Hill and District Historical Society expects that by displaying the collection it will enliven the community's interest in the rich history of our past.

RISK ANALYSIS

The risks associated with this fee waiver is considered low.

CONSULTATION AND ENGAGEMENT

Council officers have had discussions with the Pyramid Hill and District Historical Society on this matter.

RESOLUTION 2022/7

Moved: Cr Gavan Holt

Seconded: Cr Neil Beattie

That Council resolve to grant the Pyramid Hill and District Historical Society request for the Planning Permit Application fee waiver of \$4,133.25.

CARRIED

10.3 COMMUNITY PLAN ALLOCATIONS 2021/2022

File Number: FOL/21/2090

Author: Sarah Perry, Manager Community Support

Authoriser: Wendy Gladman, Director Community Wellbeing

Attachments: 1. Community Planning Allocations - Recommendations

RECOMMENDATION

That Council approved the 2021-22 Community Plan project allocations of \$109,525 in accordance with the attached 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

Council was provided with information on the community plan applications at the Council Forum on 11 January 2022.

BACKGROUND

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

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

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

ISSUES/DISCUSSION

In total thirteen (13) projects were submitted to the 2021-22 Community Planning Program.

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

- three have been recommended for funding as per the requested amount;
- one has been recommended for funding for less than the requested amount;
- four have been recommended for funding for more than the requested amount;
- one has not been recommended for funding, as the project requires significantly more funding to move the project through the next step i.e. detailed design and quantity survey;
- one has not been recommended for funding as the ward allocation is oversubscribed and the project has a sizeable existing allocation from Community Planning;

- two have requested Council advocacy to VicRoads on behalf of the community for two intersection projects. It is recommended that these are referred to Council's advocacy document for consideration of relative priority alongside all other advocacy requests; and,
- one has not been recommended for funding, as the project does not meet Community Planning Guidelines.

The funding available for each ward, based on the previous year's unallocated funds and the \$50,000 2021-22 allocations are detailed in Table 1. The attached report (Attachment 1) provides the project assessment summary and recommends funding allocations totalling \$109,525.

Ward	CP Reserve	2021-22 budget allocation	Total funds available	2021-22 Requests	2021-22 Allocation recommendations
Boort	\$ 133,579	\$ 50,000	\$ 183,579	\$ 0	\$ 0
Inglewood	\$ 0	\$ 50,000	\$ 50,000	\$ 99,950	\$ 50,000
Tarnagulla	\$ 18,820	\$ 50,000	\$ 68,820	\$ 30,168	\$ 58,500
Terrick	\$ 0	\$ 50,000	\$ 50,000	\$ 1,025	\$ 1,025
Wedderburn	\$ 150,233	\$ 50,000	\$ 200,233	\$ 0	\$ 0
Totals	\$ 302,632	\$ 250,000	\$ 552,632	\$ 131,143	\$ 109,525

COST/BENEFITS

Council's Community Planning Program has been a success story since its inception eighteen years ago. Council and Loddon communities continue to attract significant external funding through the community planning process. This has facilitated delivery of numerous projects in Loddon's small towns and rural districts under this banner. Community Planning has been a catalyst for attracting significant funding to projects such as the Wedderburn Streetscape Improvements, Serpentine Janiember Park Upgrade, Pyramid Hill Memorial Hall Precinct, Boort Park Upgrade, Tarnagulla Community Centre, Inglewood Town Hall Hub Development, Donaldson Park Redevelopment and Pyramid Hill Streetscape.

RISK ANALYSIS

A strong focus for community planning is to ensure communities have the opportunity to participate in the planning and development of their projects. This helps engender collaboration and ultimately ownership, and encourages local community members to take a leadership role in improving their town or district, and communicating this with others. When considering initiatives put forward through community planning, risk is assessed across some key areas; appropriate planning, capacity of volunteers, external funding and duration from inception to delivery. When allocating 'seed-funding' the initial risk review considers whether the project is likely to achieve external funding.

CONSULTATION AND ENGAGEMENT

Prior to proceeding to Council, the Community Planning Program project summary and recommendations have been assessed at departmental level.

The Community Support team works with specific groups to determine project scope and cost, and assist them (when required) in the delivery of their projects.

RESOLUTION 2022/8

Moved: Cr Linda Jungwirth

Seconded: Cr Wendy Murphy

That Council approved the 2021-22 Community Plan project allocations of \$109,525 in accordance with the attached report.

CARRIED

**10.4 ASSET MANAGEMENT PLANS FOR ADOPTION BY COUNCIL:
- PARKS, OPEN SPACES AND STREETSCAPES
- RECREATION, LEISURE AND COMMUNITY FACILITIES**

File Number: FOL/19/432734

Author: David Southcombe, Manager Assets and Infrastructure

Authoriser: Steven Phillips, Director Operations

Attachments:

- 1. Parks, Open Spaces, and Streetscapes Asset Management Plan**
- 2. Recreation, Leisure, and Community Facilities Asset Management Plan**

RECOMMENDATION

That Council adopts the following asset management plans:

1. Parks, Open Spaces and Streetscapes Asset Management Plan
2. Recreation, Leisure and Community Facilities Asset Management Plan

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 Parks, Open Spaces and Streetscapes Asset Management Plan and Recreation, Leisure and Community Facilities Asset Management Plan were discussed at the January 2022 Council Forum.

BACKGROUND

Council's current Parks Asset Management Plan was adopted in March 2010 and is overdue for review. The Parks, Open Spaces and Streetscapes Asset Management Plan has been expanded to also include open spaces and streetscape assets.

The Recreation, Leisure and Community Facilities Asset Management Plan is a new plan covering assets that previously had not been covered by an asset management plan.

Both plans outline key elements involved in managing Council's assets associated with parks, open spaces and streetscapes; and recreation, leisure and community facilities. They combine management, financial, engineering and technical practices to outline a framework that will ensure that the level of service required by Council and the community is provided at the lowest long term cost and is within the limits of Council's fiscal constraints.

The two Asset Management Plans being discussed with Council today are not fully developed as some asset data is not available to completely inform the plan. This data collection will form a substantial part of the actions contained within these asset management plans to enable future versions are valuable management tools. Currently asset management occurs in partnership with volunteer committees and anecdotal reports are that the assets are in good working order.

ISSUES/DISCUSSION

Council officers have been updating all asset management plans in preparation for the completion of the Asset Plan, which is required by the Local Government Act 2020 to be adopted by June 30 2022. The Parks, Open Spaces and Streetscapes Asset Management Plan and Recreation, Leisure and Community Facilities Asset Management Plan are being presented to Council for review in preparation for adoption. Once adopted they will form part of the Asset Plan.

The two Asset Management Plans being discussed with Council today are not fully developed. There are several areas where data is lacking. As a result, this does not allow full financial projections and service level assessments for the management of these assets to be undertaken. A summary of the data that still needs to be collated is as follows:

- Asset valuations – valuations are only separately available for street furniture assets. All other assets for both plans are currently captured within Council's Land and Building valuations and are not separately itemised.
- Past expenditure – past expenditure is known for parks, open spaces and streetscapes but is unable to be determined for the recreation, leisure and community facilities assets. Maintenance, operations, and renewal is funded from a variety of sources for these assets including hall and recreation allocations, Council funding, community grants, funding raised through clubs, the strategic fund, and external grant opportunities. This data has not been collated so the total values are unknown.
- Condition data – there is only condition data available for the street furniture assets within the Parks, Open Spaces, and Streetscapes Asset Management Plan. No condition data is available for the remainder of assets within both plans.
- Levels of Service – Minimal levels of service have been developed for assets within both plans.

The lack of data is addressed by the projects in section 11.2 Improvement plan of both plans. The projects listed will allow financial projections and service level assessments to be undertaken when each plan is updated when due for review.

Whilst the lack of data may suggest these assets are not being appropriately managed, anecdotal knowledge suggests otherwise. Council's parks, open spaces and streetscapes are maintained by Council's Townscape Services team. All of Council's recreation, leisure and community facilities assets are managed under Management Agreements, Section 65 (formerly 86) Community Asset Committees or by Council. If these assets were not being appropriately managed widespread negative feedback from community members, persistent asset failures, and lack of funding to renew these assets would be apparent. However, this is not occurring.

Whilst Council is managing these assets at an appropriate level, the lack of formalised asset management processes means Council may not be maximising asset lives, optimising renewal planning, and/or ensuring appropriate maintenance is undertaken on these assets. The projects listed in section 11.2 Improvement plan of both plans will improve asset management processes for both groups of assets to address these potential issues.

RESOURCING

The existing funding allocations for parks, open spaces and streetscapes assets of \$10,552,280 for the next 10 financial years is considered adequate. As discussed, this is not based on projections but on anecdotal knowledge that existing funding levels are adequate to maintain these assets in an appropriately condition whilst meeting community expectations.

The resourcing requirements for recreation, leisure and community facilities assets are also unable to be determined due to a lack of data (asset, levels of service, condition) as projections are unable to be undertaken on these assets. In addition, total existing funding for these assets cannot be determined as they have their funding derived from a number of sources which currently has not been collated for this group of assets. There is no recommendation to change funding levels.

COST/BENEFITS

The Costs and Benefits for both of these asset management plans are unable to be evaluated due to a lack of data. However as stated above, anecdotal knowledge suggests that existing funding levels are adequate to maintain these assets in an appropriately condition whilst meeting community expectations.

RISK ANALYSIS

The adoption of the Parks, Open Spaces and Streetscapes Asset Management Plan and Recreation, Leisure and Community Facilities Asset Management Plan will minimise Council's risks associated with managing all of these assets.

As part of developing the plans, a risk assessment was undertaken of both asset groups. Both asset groups had risks evaluated using Council's Risk Management Policy framework and had the same two risks evaluated as High. These were damage to the assets as a result of natural disaster and the asset lives not being maximised.

Developing the plan will help manage the natural disaster damage risk by ensuring Council has accurate asset information, particularly around the condition of assets, which is becoming a requirement when accessing disaster relief funding. Similarly, by improving the asset management maturity associated with managing all of these assets, the risk associated with the asset lives not being maximised will also be managed and reduced.

CONSULTATION AND ENGAGEMENT

The draft Parks, Open Spaces and Streetscapes Asset Management Plan and Recreation, Leisure and Community Facilities Asset Management Plan has been discussed with internal stakeholders on a number of occasions. This includes Loddon Leaders, MEG, and other staff who have had opportunities to review the outcomes of both plans and provide feedback.

RESOLUTION 2022/9

Moved: Cr Linda Jungwirth

Seconded: Cr Wendy Murphy

That Council adopts the following asset management plans:

1. Parks, Open Spaces and Streetscapes Asset Management Plan
2. Recreation, Leisure and Community Facilities Asset Management Plan

CARRIED

10.5 FINANCE REPORT FOR THE QUARTER ENDING 31 DECEMBER 2021**File Number:** FOL/21/2681**Author:** Deanne Caserta, Manager Financial Services**Authoriser:** Sharon Morrison, Director Corporate Services**Attachments:** 1. Finance Report for the Quarter Ending 31 December 2021**RECOMMENDATION**

That Council

1. receives and notes 'Finance Report for the quarter ending 31 December 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 2021/22 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 2021/22.

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

A report was presented and adopted in April 2021 that 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.

The last report presented was for the September 2021 quarter at the October 2021 Council Meeting.

BACKGROUND

The Finance Report for the period ended 31 December 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 2021/22 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 decreased from \$4.24M to \$4.02M.

Income Statement (revenue) - Council's year to date (YTD) operating revenue is at 80% of total budget. Revenue brought to account for the quarter was \$2.84M

Income Statement (expenditure) - Council's operating expenditure is at 42% of total budget. Payments for this quarter totalled \$7.94M.

Capital Works - The revised budget for capital works is \$23.51M and is 17% complete in financial terms for the current financial year.

Service Areas – Appendix 3 provides Council with net results for each service area. As further work is undertaken on service planning and reviews throughout the year, the cost of each service will be refined.

Balance Sheet - Council has a cash total of \$30.4M with \$3.7M in general accounts. Total debtors at the end of December are \$10.27M (\$12.41M at the end of September). Sundry debtors total \$0.86M with invoices outstanding for 90 or more days relating to community wellbeing debtors and local community groups totalling approximately \$80K.

COST/BENEFITS

The benefit to Council and the community is that accurate and regular financial reporting is 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 2021/22.

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 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 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 2022/10

Moved: Cr Gavan Holt

Seconded: Cr Neil Beattie

That Council

1. receives and notes 'Finance Report for the quarter ending 31 December 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 2021/22 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 2021/22.

CARRIED

11 INFORMATION REPORTS**11.1 VOLUNTEER STRATEGY - INTERIM REPORT****File Number:** fol/20/827**Author:** Sharon Morrison, Director Corporate Services**Authoriser:** Steven Phillips, Acting Chief Executive Officer**Attachments:** 1. Status Report on Volunteer Strategy 2018-2022**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 Council-supported volunteers.

The Strategy outlines Council's approach to volunteer management 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 2022, the status of the actions in the Strategy, contrasted against this time last year, is:

Direction	Total number of actions January 2021	Total number of actions January 2022	# complete January 2021	# complete January 2022	% complete January 2021	% complete January 2022
Leadership, commitment and quality	20	20	9	7	45%	35%
Attracting	10	10	6	4	60%	40%
Retaining	11	11	4	1	36%	9%
Developing	8	8	2	0	25%	0%
Recognising	4	4	2	0	50%	0%

Total	53	53	23	12	43.20%	22.6%
-------	----	----	----	----	--------	-------

The decline in percentage complete can be attributed to the loss of resourcing and numerous annual actions not started, or in progress but not completed.

This Strategy, with a Council-supported volunteers focus, will continue to be implemented despite the development of the new Volunteer Strategy with a community volunteer focus.

COST/BENEFITS

At the time of adopting the Volunteer Strategy there were no costs identified but the Strategy was contingent upon obtain funding for a Volunteer Support Officer. Council was successful in gaining 1:1 funding from DHHS of \$75,000 for the engagement of a staff member to implement actions in the strategy. This engagement was fixed and short term. The Re-engaging Volunteers project funding will assist with the development of the community volunteer focussed Volunteer 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, preventing scope creep, and prioritising work which enhance the volunteering experience for Council-supported volunteers.

CONSULTATION AND ENGAGEMENT

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

RESOLUTION 2022/11

Moved: Cr Linda Jungwirth

Seconded: Cr Wendy Murphy

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

CARRIED

12 COMPLIANCE REPORTS

Nil

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**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 Sale of properties for rate recovery under Section 181 of the Local Government Act 1989

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.

Matters of personal financial hardship of a resident or ratepayer

14.3 Contract 525 - Grant St Drainage

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.

Closing of Meeting to the Public

RESOLUTION 2022/12

Moved: Cr Neil Beattie

Seconded: Cr Gavan Holt

That the meeting be closed to the public at 3.58pm.

CARRIED

14.1 REVIEW OF CONFIDENTIAL ACTIONS**RESOLUTION 2022/13**

Moved: Cr Wendy Murphy

Seconded: Cr Neil Beattie

That Council receive and note the action sheet.

CARRIED

14.2 SALE OF PROPERTIES FOR RATE RECOVERY UNDER SECTION 181 OF THE LOCAL GOVERNMENT ACT 1989**RESOLUTION 2022/14**

Moved: Cr Gavan Holt

Seconded: Cr Wendy Murphy

That Council approves the sale of properties listed in this report under Section 181 of the Local Government Act 1989 and authorises the use of the Council seal on any related documentation.

CARRIED

14.3 CONTRACT 525 - GRANT ST DRAINAGE**RESOLUTION 2022/15**

Moved: Cr Neil Beattie

Seconded: Cr Wendy Murphy

That Council:-

1. award Contract 525 – Grant Street Drainage to Earthlink Civil for option 2 as tendered;
2. approve the use of Roads to Recovery funding to increase the required budget as per the details of this report; and
3. authorise the Chief executive Officer to sign and affix the common seal of Council to the contract documents

CARRIED

NEXT MEETING

The next Ordinary Meeting of Council will be held on 22 February 2022 at Wedderburn commencing at 3pm.

There being no further business the meeting was closed at 4.14pm.

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

.....

.....

CHAIRPERSON