

[REDACTED]  
Marysville VIC 3779

[REDACTED]  
Murrindindi Shire Council  
PO Box 138 Alexandra VIC 3714

15 March 2013

**Re: Planning Permit Application  
Mystic Mountains Brewery & Providore  
30 Murchison Street / 42 Darwin Street, Marysville**

Dear [REDACTED]

I am hereby applying for a Planning Permit as required by the provisions of the *Planning and Environment Act 1987* for the construction and operation of a restaurant, microbrewery and providore store to be located in Marysville at 30 Murchison Street and running through to 42 Darwin Street.

Relating to the application, please find the following documentation to assist you in your deliberations:

- Completed application form
- Cheque for appropriate Application Fee
- Full copies of titles and title plans produced within the last 3 months, including any restrictions or covenant agreements, and/or recent plans of subdivisions
- 3 copies of the site plan (included in accompanying documentation supplied by project architects, Metier3 Pty Ltd)
- 3 sets of plans showing major elevations, floor plans, details of materials etc. (included in accompanying documentation supplied by project architects, Metier3 Pty Ltd)
- Landscaping plan and carparking plan (included in accompanying documentation supplied by project architects, Metier3 Pty Ltd)
- Traffic management report

In supporting my application I also believe the following considerations would be relevant:

#### **Marysville & Triangle Urban Design Framework**

This framework draws heavily from the Boston Consulting economic analysis for Marysville and highlights the need to encourage private enterprise to invest in the area particularly in relation to tourist related activities and enterprises. The Framework suggests that the future of the regional economy will rely upon "a new Marysville providing an enticing tourist experience and supporting a prosperous local community." (*Urban Design Framework, page 7*)

#### **Zone**

The nature of the development fits within the general requirements of Business Zone 1. The major components of the project, namely restaurant, bar and providore aspects at ground level on Murchison Street fit in with neighbouring existing or proposed premises and the small microbrewery on the lower ground level will certainly be a significant tourist attraction.

### **Hours of Operation and Liquor Licence Application**

In line with normal business hours for such businesses and other licensed premises in Marysville, this application requests a licence to produce and supply liquor according to the provisions of a Wine and Beer Producer's Licence as outlined in the *Liquor Control Reform Act 1998* between the hours of 10.00am – 11.00pm seven days a week, although it is expected that in the initial opening period the premises will be operating during the hours of 10.00am – 5.00 pm seven days a week.

It is not expected that the operation of the business will have any significant affects on the amenity of surrounding areas.

### **Car Parking, loading facilities and access**

As outlined elsewhere in the accompanying documentation, this application includes provision for 24 car parking spaces (plus appropriate provision for bicycle, disabled, and for staff car parking) which represents a reduction to the usual car parking ratio. The reasons for such a reduction are outlined in the attached Traffic Consultant's Report.

Appropriate off street loading facilities as well as access to and egress from the site have been provided for that will not prejudice the safety of pedestrians or road users.

### **Advertising signs**

Any signage used for the premises will in all respects comply with the provisions of Clause 52.05 of the planning scheme.

### **Microbrewery**

Whilst the term 'microbrewery' has been used in this application, the correct term for the proposed brewing component of the project is 'Pub Brewery'. A Pub Brewery as defined by the Craft Beer Limited (Australian National Beer Industry Association) is the smallest form of brewing possible and is designed predominantly for venue supply.

All the production will be produced purely for sale on site at the facility to meet a growing trend for more quality driven beers.

This concept of producing high quality beers using only the finest ingredients is set to achieve the following outcomes:

1. Support the growing trend of providing a more interesting beer range instead of the standard Fosters' products for the local and tourist client base
2. Support the move from Alcohol Watch to encourage drinking volumes to decrease as the beers produced as part of this concept will be flavour driven that will reduce the likelihood of binge drinking.
3. Provide for a local destination attraction for the local area which will, hopefully, significantly boost tourist numbers to Murrindindi Shire
4. Provide a safe public area where the local demographic can meet and enjoy the product
5. Stimulate the local economy by employing local hands for the brewery and sourcing as many as possible local raw materials
6. Engage in sustainable practices to ensure the freshest products are produced with the environment in mind.

The pub brewery is also to have a sustainable focus by, where possible, minimising the carbon footprint along with the recycling of any waste products where possible during the brewing process. This will be used to promote the site as a "Green Brewery". Locally assembled equipment and services will be sourced to meet all Australian standards/regulations.

There will be a minimum of 3 – 4 regularly made beer styles with 1 seasonal beer made to cater for each of the 4 seasons. Chocolate Stout for winter, Wheat beer for summer etc.. The beer will be sold on site over the bar and take-away (pint/half pint and in 330ml bottles).

### **Plant and Equipment**

The plant required for the brewery will take the following into consideration:

- All equipment will meet all Australian manufacturing and safety standards
- The equipment will be designed to brew the beer styles mentioned earlier
- That the equipment is easy to use and can be worked on easily
- That the maintenance required is minimal and achievable locally
- That there is local technical support should it be required
- All plant and equipment is certified to be used in Australia
- Equipment is new and not second hand to reduce inheriting existing problems associated with used equipment.

### **Flooring Area (Brewery)**

The flooring of the brewery area will be solid concrete with gradient of 10mm/1m into channel grates that are 100mm wide and removable.

The floor will be lined with an epoxy food grade non-slip flooring water proof cover to align with all work safety requirements and along with coving along the floor/wall edges ensure no water penetration into foundations can occur.

The flooring will adhere to flooring standards AS3554

### **Exhaust**

The brewery area will be well insulated with 3 x commercial grade exhaust systems to remove any excess steam from the brewing process along with the brew house being specially designed to have a steam condenser to trap all steam from the brewing process and convert it back to water for use in the brewing process.

### **Noise Strategy**

The brewing process inside the designated area means that the noise from production will not impede any local neighbours as the processes will take place inside the marked area that is insulated with walls and structures to absorb any noise that may result from the brewing process.

### **Waste Management**

Waste products from the brewery process:

#### **Solid waste**

All solid waste (grain) will be removed from the brewery and be disposed by donating it to a locally piggery/cattle farm – the farmer will come and collect the grain that will be stored in green bins that are sealed to avoid any odours escaping

#### **Liquid waste**

Liquid waste from cleaning of the brewery will be treated to pH 7 before being released into the sewerage system once chemically stable.

The liquid waste will be disposed into specially formulated channel drains and grates Please refer to floor plan layout for location.

**Please Note:** Mystic Mountains Brewery will use a special Green low alkaline cleaning product for cleaning of the brewery – this is an environmental decision as part of the focus on sustainability production.

**Sustainability Actions**

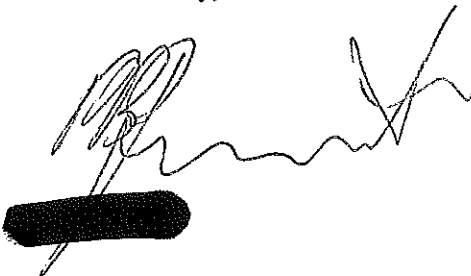
1. All water used for wort cooling will be 100% recycled into the hot water tank ready for brewing
2. Low alkaline cleaning chemical to be used for CIP and cleaning activities
3. All spent grain will be removed from the site and be transported to agricultural industries for feed stock
4. Solar panels will be considered as a form of power source for the brewery
5. All steam from the brewing process will be recycled into liquid water again for use in the brewery.

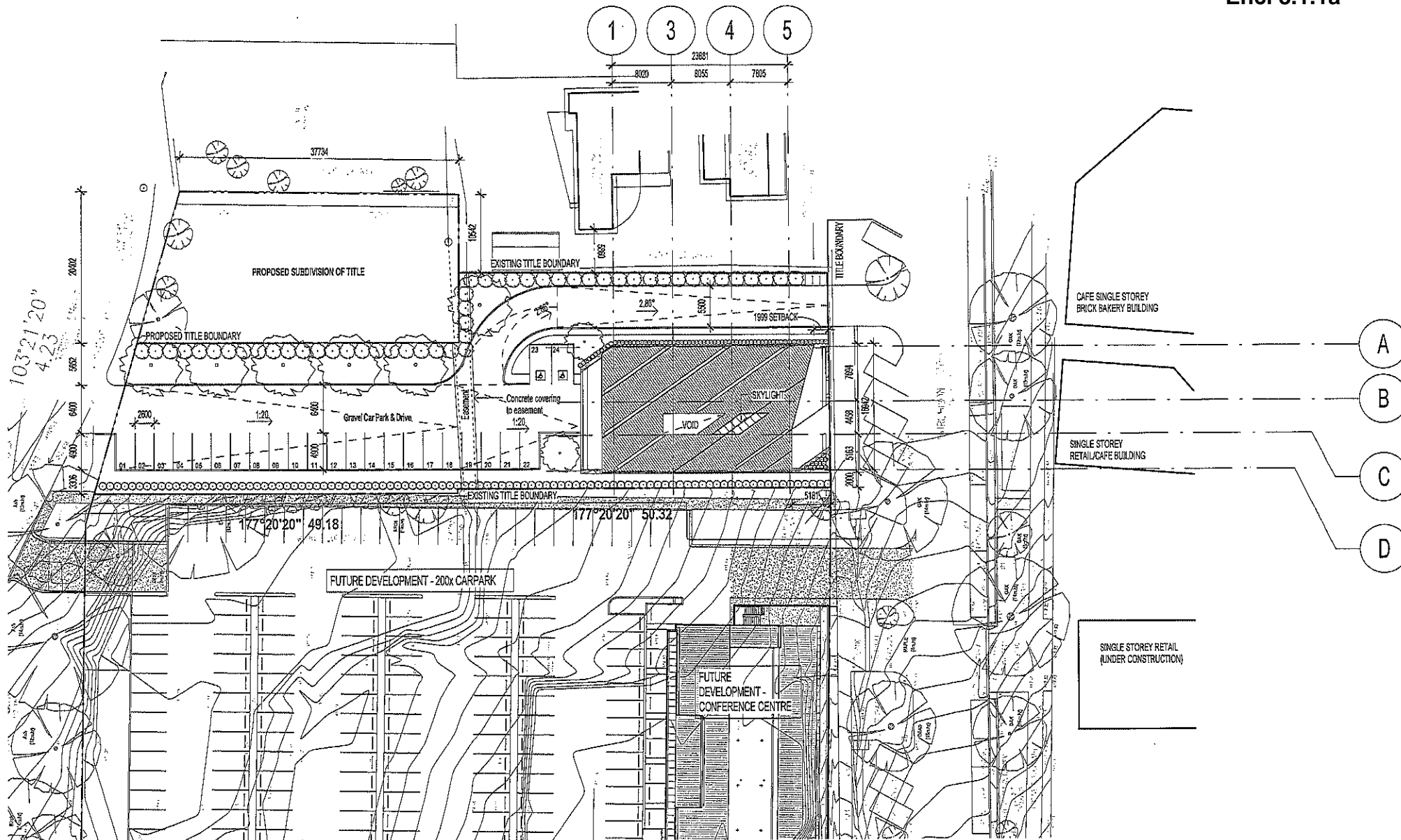
Informal discussions with many people within the Marysville area have given me the strong impression that the proposed establishment of the Mystic Mountains Brewery and Providore has extensive support from local residents and there is no doubt that such a venue could significantly add to the attraction of the region as a tourist destination.

I trust that the Shire will look favourably upon this Planning Application.

Please do not hesitate to contact me on [REDACTED] should you require any further details or information and I look forward to hearing from you regarding the outcome of my application.

Yours sincerely,





SITE PLAN

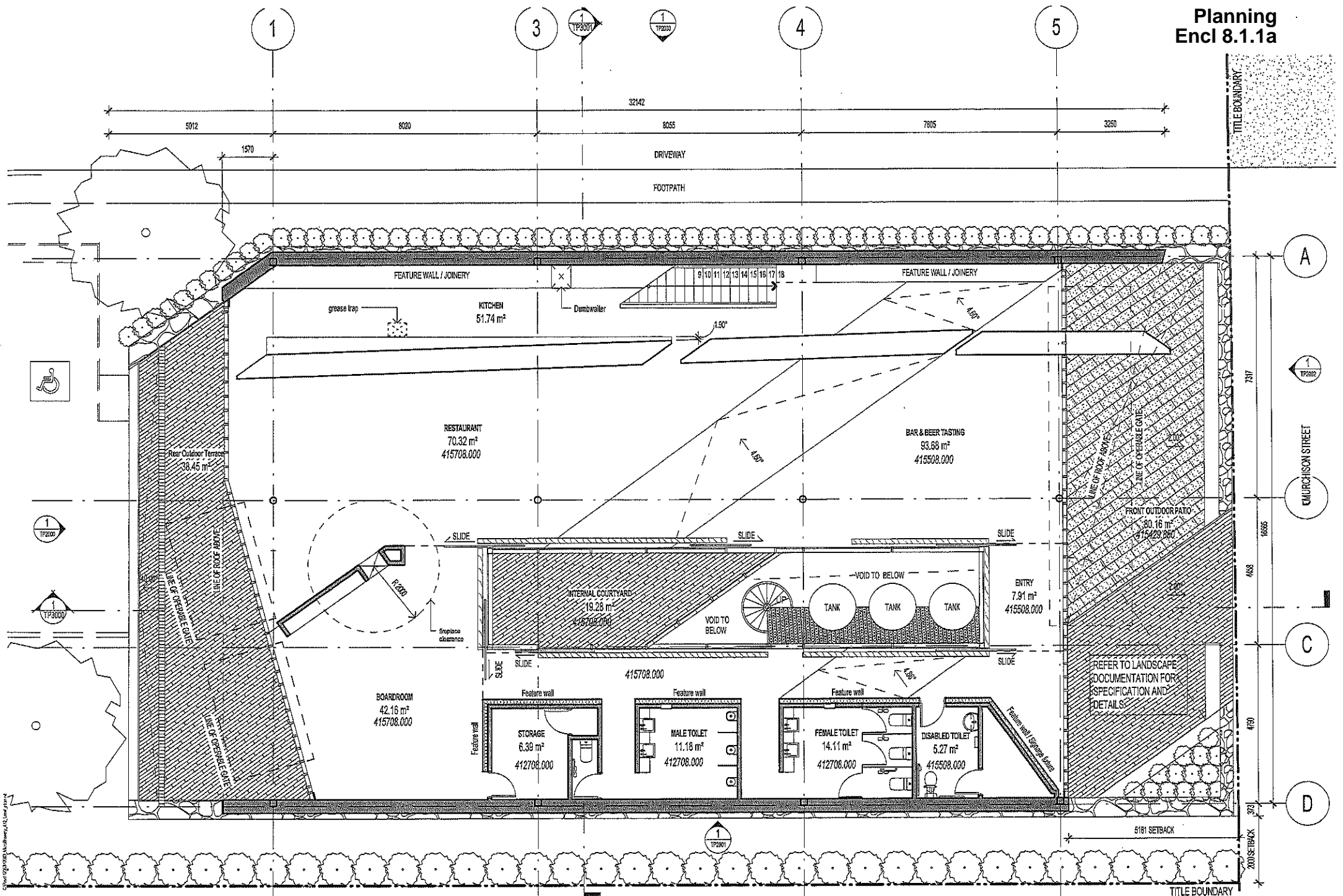
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MYSTIC MOUNTAINS BREWERY & PROVIDORE

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 CHECKED BY: \_\_\_\_\_

**METIER**  
A CONSULTING AND ENGINEERING FIRM

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GROUND PLAN

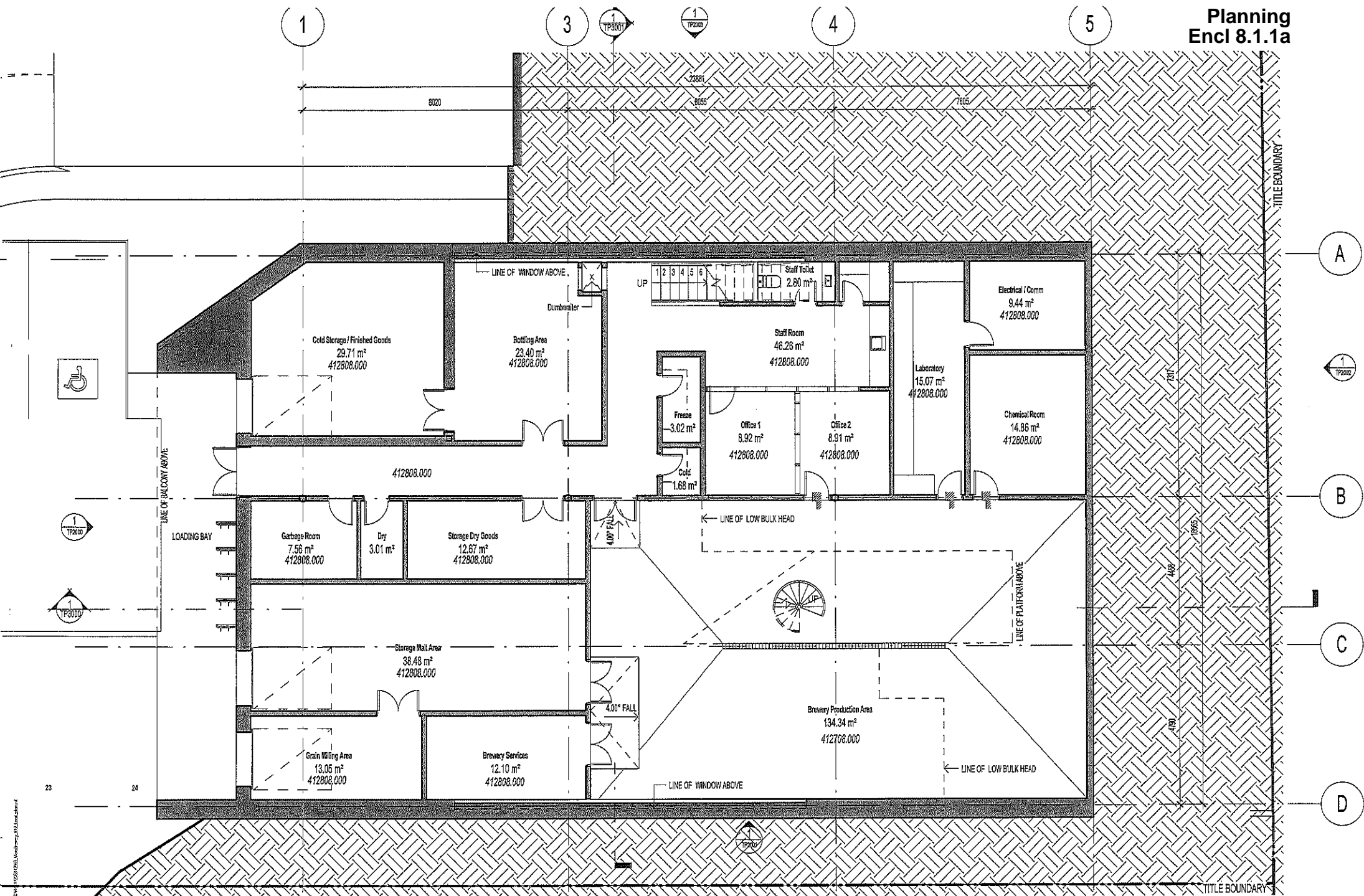
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MYSTIC MOUNTAINS BREWERY & PROVIDORE

DATE: 08/03/19  
PROJECT NUMBER: 1302  
DRAWING NUMBER: TP002



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LOWER GROUND

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MYSTIC MOUNTAINS BREWERY & PROVIDORE



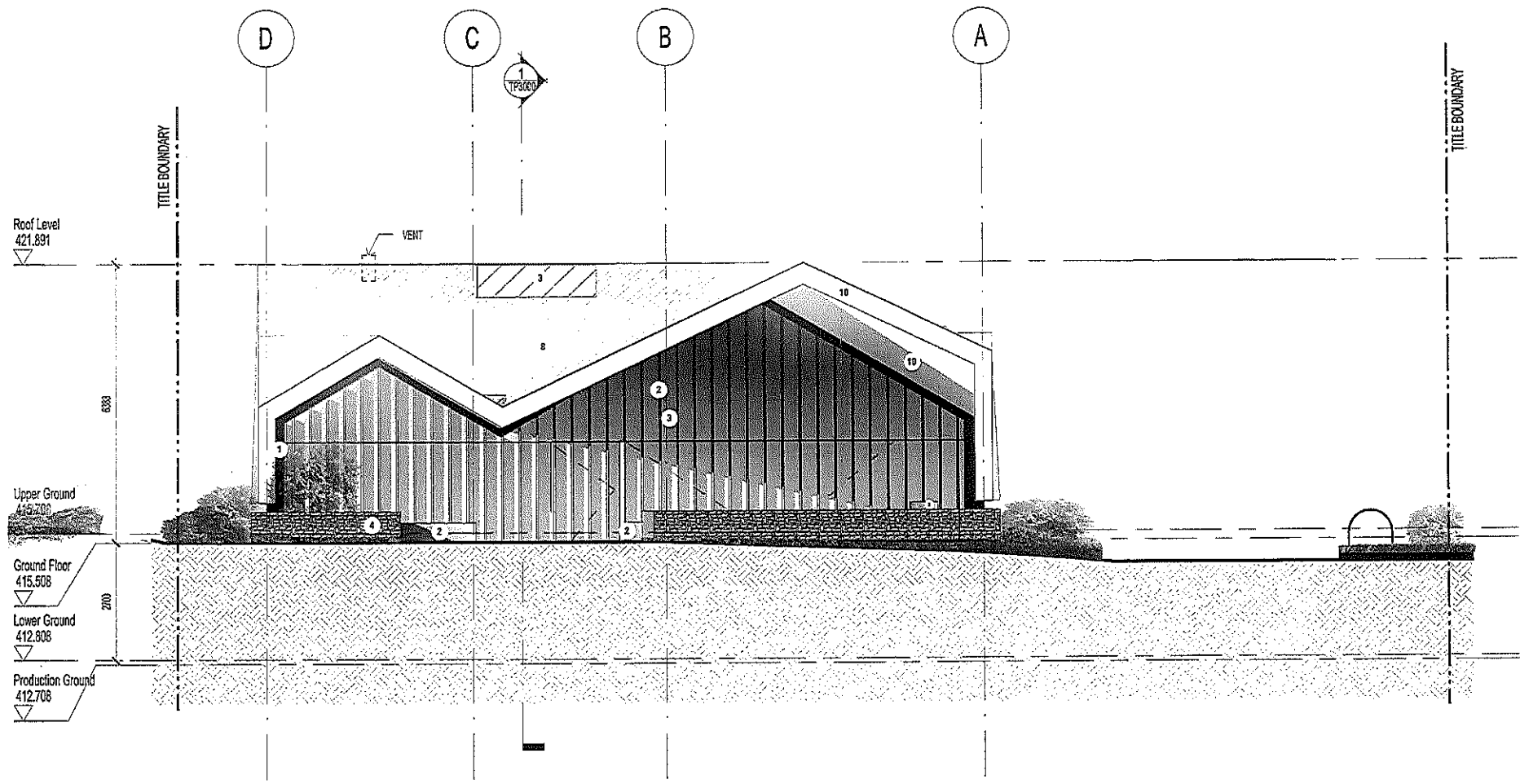
COPYRIGHT © 2014 MATIER ARCHITECTS INC. ALL RIGHTS RESERVED. PROJECT NO. 14-001-001-001

DATE	PROJECT NUMBER	DRAWING NUMBER
2014	000	10108 REV

As Indicated  
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Finishing  
 Enc 8.1.1a

- 1. SOLID GALVANISED METAL
- 2. SOLID BLACK BUTT TIMBER FIN OR BENCH
- 3. CLEAR GLASS WINDOWS IN STEEL FRAME
- 4. STONE GABIAN
- 5. GLASS BALUSTRADE
- 6. WALL SOLID GALVANISED CORRUGATED METAL SHEETING
- 7. PIC PERF GALVANISED CORRUGATED METAL WALL WITH CUSTOM DESIGN
- 8. ROOF GALVANISED CORRUGATED METAL
- 9. STONE GABIAN THIN
- 10. GALVANISED STEEL
- 11. PIC PERF GALVANISED STEEL WITH CUSTOM DESIGN



SOUTH ELEVATION

MYSTIC MOUNTAINS BREWERY & PROVIDORE

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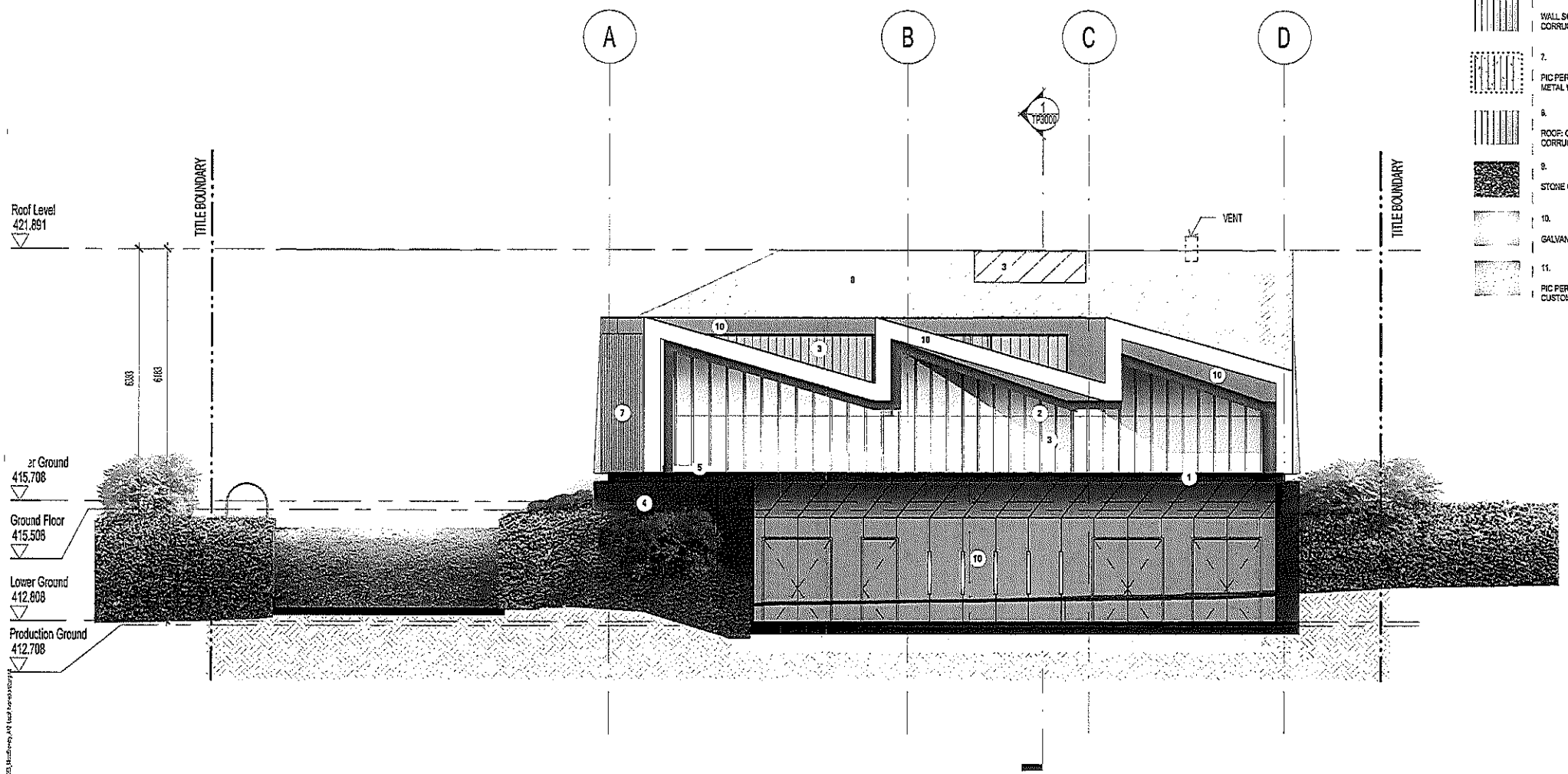
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- 3. CLEAR GLASS WINDOWS IN STEEL FRAME
- 4. STONE GABIAN
- 5. CLASS BALUSTRADE
- 6. WALL SOLID GALVANISED CORRUGATED METAL SHEETING
- 7. PIC PERF GALVANISED CORRUGATED METAL WALL WITH CUSTOM DESIGN
- 8. ROOF: GALVANISED CORRUGATED METAL
- 9. STONE GABIAN: THIN
- 10. GALVANISED STEEL
- 11. PIC PERF GALVANISED STEEL WITH CUSTOM DESIGN



Roof Level  
421.891

TITLE BOUNDARY

TITLE BOUNDARY

2nd Ground  
415.708

Ground Floor  
415.508

Lower Ground  
412.808

Production Ground  
412.708

A

B

C

D



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NORTH ELEVATION

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MYSTIC MOUNTAINS BREWERY & PROVIDORE

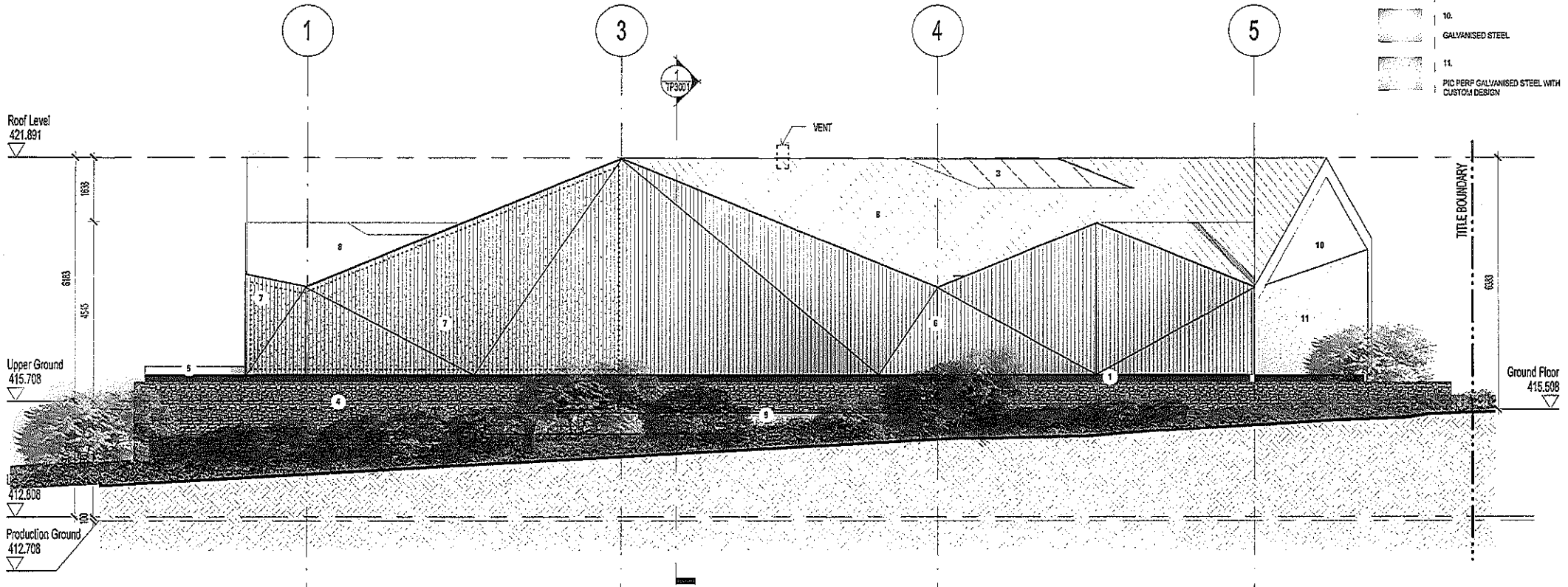
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- 3. CLEAR GLASS WINDOWS IN STEEL FRAME
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- 5. GLASS BALUSTRADE
- 6. WALL SOLID, GALVANISED CORRUGATED METAL SHEETING
- 7. PIC PERF GALVANISED CORRUGATED METAL WALL WITH CUSTOM DESIGN
- 8. ROOF: GALVANISED CORRUGATED METAL
- 9. STONE GABIAN THIN
- 10. GALVANISED STEEL
- 11. PIC PERF GALVANISED STEEL WITH CUSTOM DESIGN



Roof Level  
 421.891

Upper Ground  
 415.708

412.806

Production Ground  
 412.708

Ground Floor  
 415.508

WEST ELEVATION

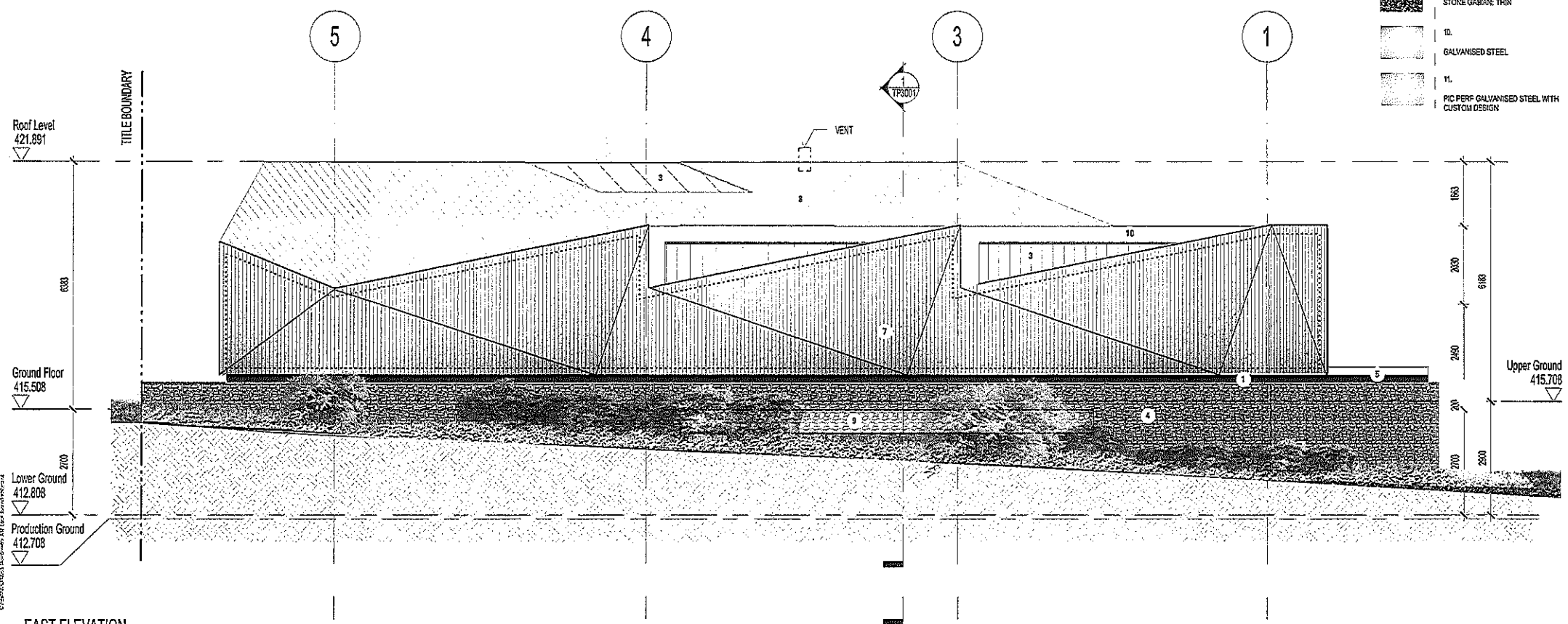
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MYSTIC MOUNTAINS BREWERY & PROVIDORE

DATE 07/2013 PROJECT NUMBER 12963 DRAWING NUMBER TP201 REV -



- 1. SOLID BLACK BUTT TIMBER FIN OR BENCH
- 2. CLEAR GLASS WINDOWS IN STEEL FRAME
- 3. STONE GABIAN
- 4. GLASS BALUSTRADE
- 5. WALL SOLID GALVANISED CORRUGATED METAL SHEETING
- 6. PIC PERF GALVANISED CORRUGATED METAL WALL WITH CUSTOM DESIGN
- 7. ROOF GALVANISED CORRUGATED METAL
- 8. STONE GABIAN; THIN
- 9. GALVANISED STEEL
- 10. PIC PERF GALVANISED STEEL WITH CUSTOM DESIGN



EAST ELEVATION

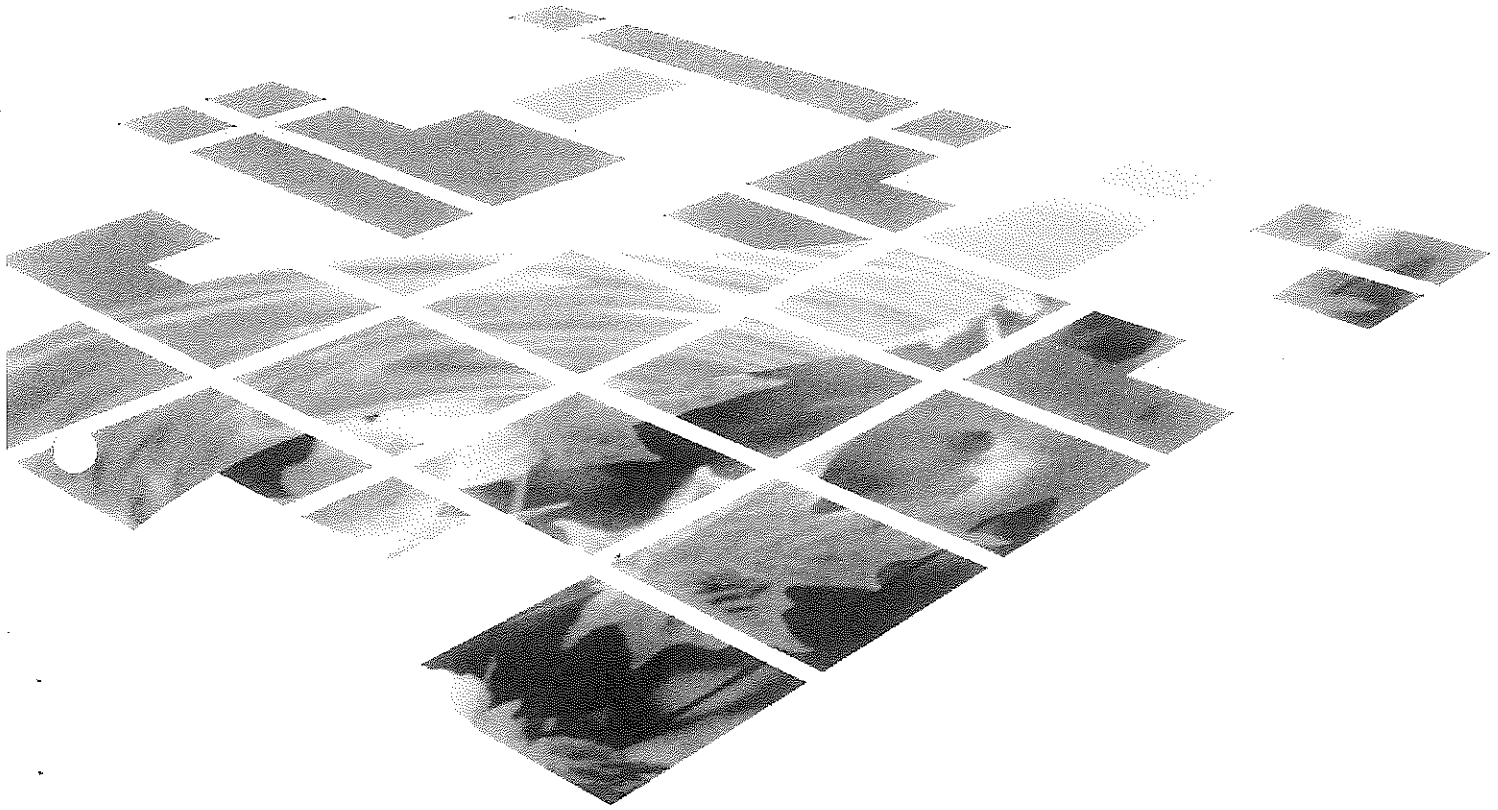
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**Traffic Impact Report**  
**Mystic Mountains Brewery and Providore**

March 2013

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Prepared for



March 2013

Our Reference: 11378rep01

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Mystic Mountains Brewery and Providore, Marysville - Traffic Impact Assessment  
Report

# 1 INTRODUCTION

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Ratio Consultants was commissioned by Peter Guest to assess the traffic and parking implications of the proposed Mystic Mountains Brewery and Providore at 24-30 Murchison Street and 42 Darwin Street, Marysville.

This report has been prepared to address the traffic and parking needs of the proposed development and it will be submitted to the Murrindindi Shire Council and VicRoads.

The report is based on surveys and observations in the vicinity of the site, and of previous studies for similar developments elsewhere in Victoria.





Mystic Mountains Brewery and Providore, Marysville - Traffic Impact Assessment  
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## 2.2 ROAD NETWORK

**Murchison Street** forms the 'main street' of Marysville, is an Arterial Road and Category 1 Road Zone (RDZ1). It essentially operates east-west between the Maroondah Highway (as Marysville Road) and Marysville-Buxton Road / Marysville-Woodspoint Road. In the vicinity of the site it is undivided and operates two-way with one lane in each direction. Parallel kerbside parking is provided on the south side and 60-degree angled parking on the north (subject site) side, with intermittent landscaping. Constructed concrete footpaths and a number of mature trees are located on both sides of the road. In the vicinity of the site, Murchison Street has a posted speed limit of 60 km/h.

**Darwin Street** is a Local Road that essentially runs in an east-west direction between Racecourse Road and Murchison Street. It operates two-way over a pavement width of approximately 6.0 metres. There are limited opportunities for informal parallel parking on both sides.

Access to Lyell Street is controlled with a Stop sign.

The wider regional road network is accessed via:

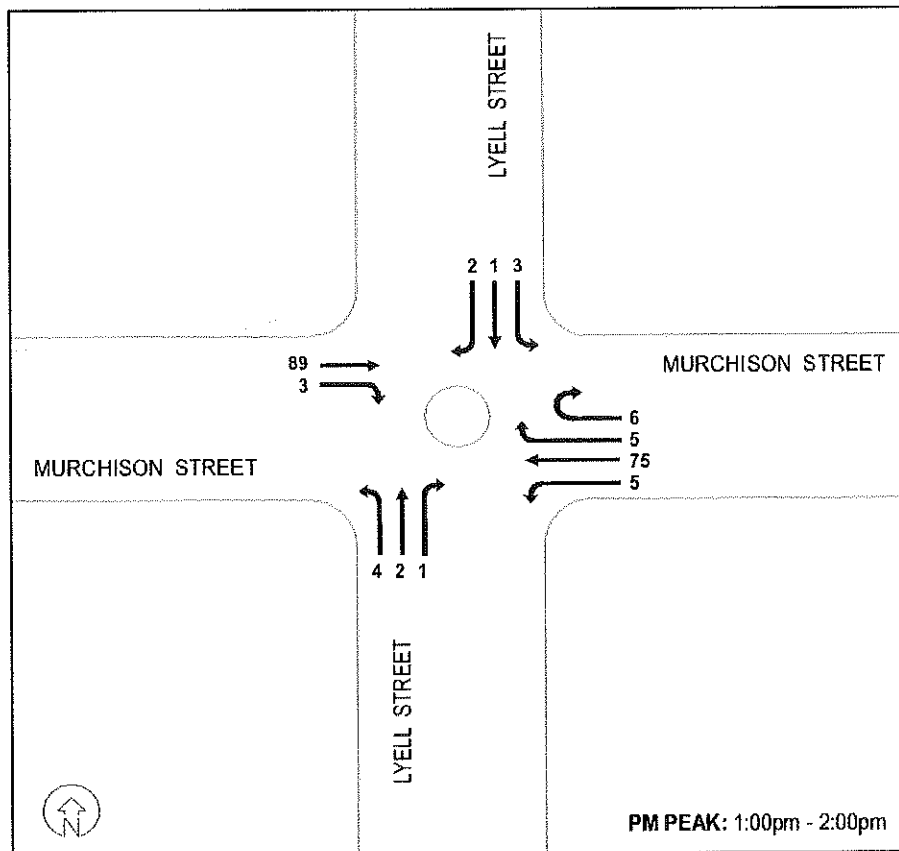
- Marysville Road and onto the Maroondah Highway to the southeast;
- Marysville-Buxton Road and onto the Maroondah Highway to the north; and
- Marysville-Woodspoint Road and onto the Warburton Highway via Woodspoint Road to the southeast.

## 2.3 TRAFFIC CONDITIONS

Ratio Consultants commissioned traffic movement surveys at the Murchison Street / Lyell Street intersection on Saturday 22 September 2012 between 11:00am and 4:00pm. The peak hour results are shown below in Figure 2.2.

Mystic Mountains Brewery and Providore, Marysville - Traffic Impact Assessment  
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FIGURE 2.2: PEAK HOUR TURNING MOVEMENT RESULTS - SATURDAY 22 SEPTEMBER 2012



In summary, the survey results demonstrated:

- The peak hour occurred between 1:00pm and 2:00pm, with a total of 178 movements recorded.
- As expected, the majority of movements were through movements along Murchison Street, with 89 and 75 movements east and westbound movements recorded, respectively. This would equate to approximately 2,000 vehicles per day.
- Volumes for other movements around the intersection were modest and relatively evenly spread around the intersection/

## 2.4 PARKING CONDITIONS

Public on-street car parking in the vicinity of the site is available as follows:

- Along Murchison Street there is 60-degree angled parking along the northern side (at the site's frontage) and parallel parking on the southern side.
- Along Lyell Street there is a mix of parallel and 60-degree angled spaces along the eastern side, on the approach to Murchison Street.
- Limited informal parallel parking is available on both sides of Darwin Street.

Mystic Mountains Brewery and Providore, Marysville - Traffic Impact Assessment  
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Public off-street parking in the vicinity of the site is available as follows:

- Public car park on the southern side of Murchison Street, approximately mid-way between Lyell Street and Pack Road.
- Car parking associated with the Marysville Foodworks and information centre, on the northern side of Darwin Street, northeast of the subject site.
- Public car park near the corner of Pack Road and Sedgwick Street, approximately 200 metres southeast of the site.

It is also noted that publicly available parking is proposed within the *Vibe Hotel and Conference Centre*, located to the immediate west of the subject site.

A review of the parking supply in the vicinity of the site indicates there is a relatively high level of on and off-street parking within convenient walking distance of the subject site.

## 2.5 PUBLIC TRANSPORT

The subject site has limited access to public transport facilities, reflecting its rural location.

Bus route 684 *Eildon to/from Melbourne via Lilydale Station* provides the only public transport that serves Marysville. The service typically operates with two morning services to Melbourne and two evening services from Melbourne during the week, with one service in each direction per day on weekends and public holidays. The bus stop is located at the corner of Pack Road and Falls Road, approximately 300 metres east of the site.

## 2.6 CRASH ANALYSIS

A review has been conducted of VicRoads 'CrashStats' data base for the most recent five year period of available data from 1 January 2007 to 31 December 2011<sup>1</sup> for any reported casualty crashes along:

- Murchison Street between Lyell Street and Darwin Street;
- Lyell Street between Murchison Street and Darwin Street;
- Darwin Street between Murchison Street and Darwin Street; and

The survey indicated that one crash was recorded, which resulted in one serious injury. The crash involved a motorcyclist leaving the Murchison Street carriageway west of Darwin Street. No other crashes were recorded in the assessment period.

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<sup>1</sup> Road Crash Statistics: Victoria Accident Details, CrashStats, VicRoads.

## 3 PROPOSAL

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### 3.1 THE PROPOSAL AND ITS COMPONENTS

The proposal involves the subdivision of lots 24 and 30 Murchison Street and 42 Darwin Street and the construction of a bar, restaurant and microbrewery on a newly consolidated lot.

The operational details of the proposal will be confirmed (and are largely dependent on the market response), but are indicatively as follows:

#### *Lower Ground*

- 12 Hectolitre microbrewery with associated storage, bottling, laboratory, grain milling areas, and chemical and staff rooms.
- Envisioned to operate during business hours up to seven days per week, with between one and two staff members (a Head and Assistant Brewer).

#### *Ground Level*

- 80-seat restaurant, to operate with a "self-serve" type arrangement (i.e. no formal wait staff);
- 94 square metre floor area (available to the public) for a bar and beer tasting area;
- 42 square metre Boardroom;
- 80 square metre outdoor front patio area and 40 square metre back patio area;
- associated kitchen and bar service area; and
- amenities and storage areas.
- Potential operating hours between 10:00am and 11:00pm, seven days per week, but initially expected to operate between 10:00am and 5:00pm, up to seven days per week (likely to be closed mid-week).
- Between three and up to seven staff members (depending on level of activity), comprising kitchen staff and service staff. Formal wait staff are not expected to be required given the proposed operation of the restaurant.

The proposal also includes the provision of:

- 24 on-site car parking spaces, including two disabled spaces, accessed via new crossovers to Murchison Street and Darwin Street.
- An on-site loading and waste collection area at the rear of the brewing area.
- A total of four bicycle spaces for visitors (two rails) at the Murchison Street frontage.
- A total of five bicycle spaces for staff at the rear of the proposal.

Mystic Mountains Brewery and Providore, Marysville - Traffic Impact Assessment  
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Existing disused crossovers and any associated kerb and channel will be reinstated to the satisfaction of the responsible authority. On-street kerbside parking will also be reinstated along Murchison Street to the satisfaction of the responsible authority.

Primary pedestrian access to the ground level will be via a main entrance located at the Murchison Street frontage. Access to the lower level is directly available from the car park (staff only) with a stairwell providing internal access between the levels.

## 4 PARKING PROVISION ASSESSMENT

### 4.1 CLAUSE 52.06 ASSESSMENT

The Department of Planning and Community Development (DPCD) released an Advisory Note in June 2012, which provides information about changes to the car parking provisions in Clause 52.06 of the *Victoria Planning Provisions* (VPP). The revised Clause 52.06 and a new Parking Overlay (with accompanying schedule) were introduced into the VPP and Planning Schemes as of July 2012 by Amendment VC94.

Table 1 of Clause 52.06-5 specifies the following rates as they relate to the proposed components of the development listed below in Table 4.1 along with the appropriate land use term and resultant parking requirement.

TABLE 4.1: STATUTORY PARKING REQUIREMENT

Component	Appropriate Land Use Term	Parking Rate	Size	Requirement
Brewery	<i>Industry other than listed in this table</i>	2.9 spaces per 100 sqm Net Floor Area	303.3 sqm <sup>2</sup>	8 spaces
Restaurant	<i>Restaurant</i>	0.4 spaces to each patron permitted	80 seats	32 spaces
Bar and Beer tasting area	<i>Tavern</i>	0.4 spaces to each patron permitted	Assumed up to 120 patrons <sup>3</sup>	48 spaces
Board Room	<i>Ancillary to development</i>	N/A	42sqm	N/A
<b>Total</b>				<b>88 spaces</b>

On the basis of the above, the proposal would have a statutory requirement to provide **88 spaces**. Given that 24 on-site spaces are proposed, the development incurs a technical shortfall of 64 spaces.

Under the provisions of Clause 52.06, the Responsible Authority is able to reduce the parking requirements if the applicant can demonstrate that the reduced provision is justified having regard to:

- the car parking demand likely to be generated by the use; and
- whether it is appropriate to allow fewer spaces to be provided than the number likely to be generated by the use.

A review against these factors is presented below in Section 4.2 and 4.3.

<sup>2</sup> Comprising proposed Brewery Production, Brewery Services, Grain Milling, Malt Storage; Cold Storage / Finished Goods and Bottling Areas, and Laboratory and Chemical Rooms.

<sup>3</sup> Based on the internal floor area of the bar and beer tasting area plus the area of the front outdoor patio divided by 1.5 - i.e. 1.5sqm per patron is considered the maximum density possible for bar patrons.

## 4.2 LIKELY PARKING DEMAND

An assessment of the likely car parking demand associated should be based on a number of factors as outlined in Clause 52.06 of the Planning Scheme, as follows:

- Multi-purpose trips within an area.
- The variation in car parking demand over time.
- The short-stay and long-stay parking demand.
- The availability of public transport in the locality.
- The convenience of pedestrian and cyclist access to the site.
- The provision of bicycle parking and end of trip facilities for cyclists.
- The anticipated car ownership rates of likely or proposed occupants (residents or employees).

The above factors, where relevant, are discussed in further detail below.

### ***Multi-Purpose Trips within an Area***

It is considered that a high proportion of the activity generated by the proposal will be from those attending other events in Marysville or visiting other tourist facilities and attractions in the Marysville area, particularly the proposed Vibe Hotel and Conference Centre located to the immediate west of the proposal.

Therefore the parking demands generated by those visiting the proposed development will actually likely be shared between a number of uses in the Marysville township.

Within the site itself there is also likely to be a high incidence of multi-purpose trips occurring. For example, many patrons using the beer tasting area in the afternoon may also be having dinner at the restaurant later on in the evening. So whilst the restaurant and bar area technically has a capacity for 200 people, it is highly unlikely to occur.

### ***The Variation in Car Parking Demand over Time***

It is anticipated that the proposed development will largely serve non-local tourists that are visiting Marysville. The number of tourists visiting Marysville will vary widely between the day of the weekend and season of year. For example, the opening of the ski fields at Lake Mountain will coincide with higher visitor numbers to Marysville. At other times of the year, visitor demands will depend on activities being held in Marysville, such as conferences being held at the proposed Vibe site, or other events (the annual Marysville Lake Mountain Cycling Challenge for example). Weekends too are expected to generate periods of higher demands compared to weekdays, as they attract weekend visits from those travelling from Melbourne.

### ***The Short-Stay and Long-Stay Parking Demand***

As mentioned above, the proposal is expected to largely serve non-local tourists, with arrivals and departures to the site anticipated to be spread over a day. Those visiting the site during the day are also likely to stay for a shorter time than those visiting during the evening.

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Accordingly, it is anticipated that there will be a more effective sharing of the proposed on-site parking supply, as well as on and off-street parking facilities.

***The Convenience of Pedestrian and Cyclist Access to the Site***

A new pedestrian link is proposed between Murchison Street and Darwin Street as part of the Vibe development which will facilitate convenient pedestrian access to the site.

Direct pedestrian access will also be available from the proposed Vibe Hotel and Conference Centre development, and associated car park.

***The Provision of Bicycle Parking and End of Trip Facilities for Cyclists***

A total of four bicycle spaces for visitors (two rails) at the Murchison Street frontage, and five staff bicycle parking are proposed.

This will encourage the use of bicycles for travel to and from the site, both by staff, local patrons and those visiting Marysville by bicycle.

***The Anticipated Car Ownership Rates - Staff***

It is understood that the development will have relatively low staffing requirements, and therefore low associated staff parking demands, as discussed below:

- A maximum of two staff for the Brewery component are anticipated to be on-site at any one time. Assuming that all staff drive, this generates a parking demand of up to two spaces, i.e. six less than the statutory requirements (refer Table 4.1).
- The Restaurant component is expected to generate below average staffing levels (and therefore associated staff parking demands) given that it is proposed to operate with a "self-serve" type arrangement, with no formal wait staff.

### 4.3 APPROPRIATENESS OF PROPOSED CAR PARKING SUPPLY

An assessment of the appropriateness of allowing fewer car parking spaces than that likely to be generated by the proposal should have regard to a number of factors, including:

Any relevant local planning policy or incorporated plan.

- The availability of car parking including:
  - Efficiencies gained from the consolidation of shared car parking spaces.
  - Public car parks intended to serve the land.
  - On-street parking in non residential zones and streets in residential zones specifically managed for non-residential parking.
  - On-street parking in residential zones for residential use.
- Any adverse economic impact a shortfall of parking may have on the economic viability of an activity centre.
- The future growth and development of an activity centre.
- Any car parking deficiency associated with the existing use of the land.



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- Any credit that should be allowed for car parking spaces provided on common land or by a Special Charge scheme or cash-in-lieu payment.
- Local traffic management.
- The impact of fewer car parking spaces on local amenity including pedestrian amenity and the amenity of nearby residential areas.
- The need to create safe, functional and attractive parking areas.
- Access to or provision of alternative transport modes.
- The equity of reducing the car parking requirement having regard to any historic contributions by existing businesses.
- The character of the surrounding area and whether reducing the car parking provision would result in a quality/positive urban design outcome.
- Any other relevant consideration.

The above factors, where relevant, are discussed in further detail below.

***The Availability of Car Parking***

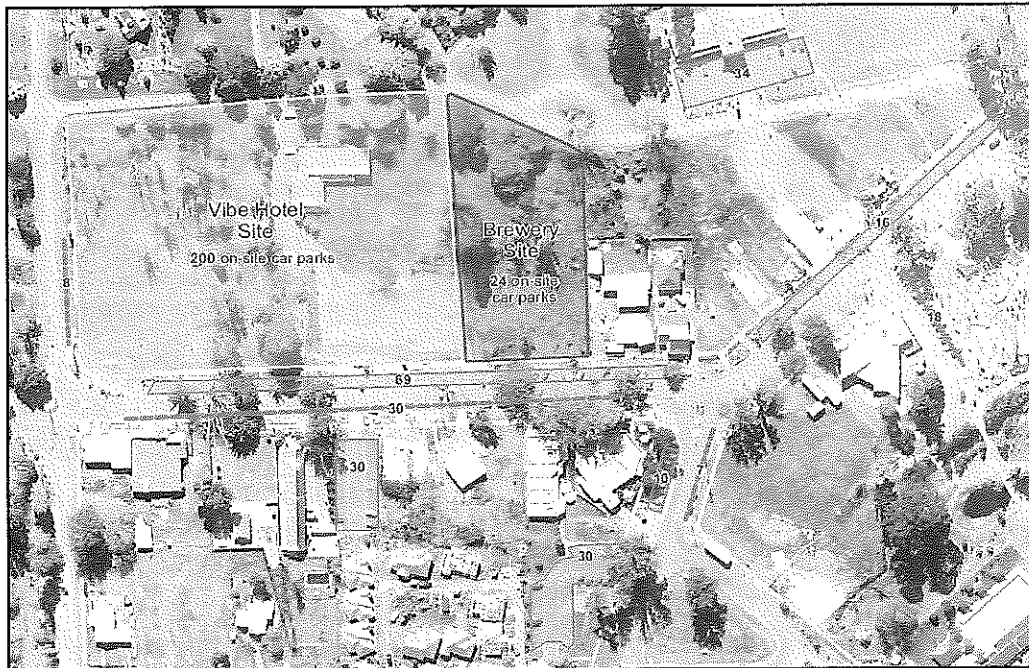
There are a number of parking areas within convenient walking distance of the site where future patrons would be able to park apart from the proposed on-site parking supply. The estimated current and future parking supply in the vicinity of the site is shown on the following page in Figure 4.1.

A review of Figure 4.1 indicates the following:

- There are a total of approximately 140 on-street car parking spaces in the vicinity, the majority located along the northern side of Murchison Street at the site's frontage.
- There are currently a total of approximately 110 publicly available off-street spaces in the vicinity of the site.
- Additionally, many patrons are expected to be derived from the adjacent Vibe site, where approximately 200 parking spaces are proposed.

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FIGURE 4.1: PARKING OPPORTUNITIES IN THE VICINITY OF THE SITE



It is clear that there is a relatively significant supply of parking within convenient walking distance of the site. The result is an ample supply of parking for any overflow parking demands generated by the proposal.

***Any Adverse Economic Impact a Shortfall of Parking may have on the Economic Viability of an Activity Centre***

As discussed above, the current supply of car parking in the vicinity of the site is high. Moreover, for the reasons listed above and below, the proposed provision of on-site parking is considered appropriate, and it is considered that the proposal will have a positive impact on the economic viability of the Marysville Activity Centre.

***The Future Growth and Development of an Activity Centre***

As briefly mentioned above, it is considered that the proposal will have a positive impact on the economic viability of the Marysville Activity Centre, through:

- the creation of employment in the area;
- assisting with the transformation of Marysville into a 'destination' for tourists; and
- the re-activation of the Marysville Activity Centre.

***Local Traffic Management***

The level of traffic directly generated by the site will be lower than what would be created if a higher level of parking was proposed on-site.

### ***The Need to Create Safe, Functional and Attractive Parking Areas***

The car parking area as proposed meets the relevant design standards for car parking (refer Section 5.1), and includes extensive landscaping and a pedestrian path along on the eastern and western sides, respectively.

Whilst it is acknowledged that there is the potential to provide more parking on site, it would come at the expense of landscaping and cyclist and pedestrian facilities.

### ***Access to or Provision of Alternative Transport Modes***

As mentioned above, the proposal includes the provision for bicycle parking facilities which will encourage bicycle travel to and from the site.

### ***The Character of the Surrounding Area and whether Reducing the Car Parking Provision would Result in a Quality/Positive Urban Design Outcome***

As currently proposed, the gravel car parking and driveway occupies in the order of 1,030 sqm of the site area, or approximately 44% of the entire 2,350 sqm site area. As mentioned above, in order to increase the on-site supply of parking, it is likely that landscaping and pedestrian facilities would need to be reduced.

It is considered that the effect on the 'green' character of Marysville of a visually and site-dominating car park with reduced landscaping should be taken into consideration.

## **4.4 ADEQUACY OF PROPOSED PARKING SUPPLY**

On the balance of the above considerations, it is considered that the proposed parking supply will meet the majority of demands associated with the proposal during normal times.

The periods of higher patronage at the site will likely coincide with other events being held at Marysville that draws a larger than normal number of visits to the area. Accordingly, many of the patrons at the development site during these peak times will already be in Marysville for some other purpose and will therefore not increase the latent level of parking demands during these peak times.

## **4.5 BICYCLE PARKING REQUIREMENTS**

The provisions set out under Clause 52.34-3 of the Murrindindi Planning Scheme establish the requirement for bicycle parking spaces applicable to new developments, as shown below in Table 4.2. The same assumptions used in calculating the statutory car parking requirement (as shown in Table 4.1) have been used below.

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TABLE 4.2: STATUTORY BICYCLE PARKING REQUIREMENT

Component	Appropriate Land Use Term	Parking Rate	Size	Requirement
Brewery	<i>Industry other than listed in this table</i>	1 staff space to each 1000 sqm net floor area No requirement for visitors	303.3 sqm	0 spaces
Restaurant	<i>Restaurant</i>	1 staff space to each 100 sqm of floor area available to the public 2 plus 1 visitor spaces to each 200 sqm of floor area available to the public if the floor area available to the public exceeds 400 sqm	70 sqm available to the public	1 staff space 0 visitor spaces
Bar and Beer tasting area	<i>Hotel<sup>4</sup></i>	1 staff and 1 visitor space to each 25 sqm of bar floor area available to the public	94 sqm available to the public	4 staff spaces 4 visitor spaces
Function Room	<i>Restaurant</i>	1 staff space to each 100 sqm of floor area available to the public 2 plus 1 visitor spaces to each 200 sqm of floor area available to the public if the floor area available to the public exceeds 400 sqm	Assumed up to 25 patrons within the Function room at any one time	0 spaces
<b>Total</b>				<b>5 staff spaces 4 visitor spaces</b>

Accordingly, the proposal has a statutory requirement to provide **five staff and four visitor bicycle spaces**. As a total of five staff and four visitor bicycle spaces are proposed, this requirement is met.

The bicycle spaces are to be provided as follows:

- five staff bicycle spaces within five 'Ned Kelly' rails at the rear of the proposal; and
- four visitor bicycle spaces within two 'Arc de Triomphe' rails at the site's Murchison Street frontage.

Relevant bicycle parking product data sheet is shown attached in Appendix B.

<sup>4</sup> This is the closest land use term to Tavern listed in Table 1 of Clause 52.34

## 5 PARKING AND ACCESS ASSESSMENT

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### 5.1 ACCESS ASSESSMENT

The vehicular access to the car parking area will be provided via Murchison Street and Darwin Street. A 5.5 metre wide crossover is proposed to connect to Murchison Street on the western side of the site, and will be provided in accordance with VicRoads general requirements which incorporate 3.0 metre radius kerb returns that will allow for two-way simultaneous entry and exit manoeuvres to occur. A 6.4 metre wide crossover is proposed to Darwin Street which will also allow for simultaneous two-way travel. A maximum grade of 1:20 is proposed along the accessway and pedestrian footpath from the property boundary, and within the car parking areas which comply with the relevant requirements of the Murrindindi Planning Scheme and Australian Standards.

#### 5.1.1 Pedestrian Access

The main pedestrian access to the proposal will be from the Murchison Street frontage. A 1.0 metre wide pedestrian path is proposed between the car park and the main entrance, running along the eastern side of the proposed development.

Direct pedestrian access will also be available to and from the car parking area associated with the proposed Vibe Hotel and Conference Centre development located to the immediate west of the site.

Secondary staff access to the lower ground level will be available to/from the car park.

### 5.2 CAR PARKING

Overall, the proposal includes the provision of 24 at-grade car parking bays. The parking areas have been designed in full accordance with the relevant dimensional standards of the Murrindindi Planning Scheme and Australian Standards (where relevant).

All 22 'standard' bays are proposed to have dimensions as follows:

- 2.6 metres width;
- 4.9 metres length; and
- a 6.4 metre access aisle, in full accordance with the Murrindindi Planning Scheme.

The two disabled bays are proposed to have dimensions as follows:

- 2.4 metres width;
- 5.4 metres length;
- a shared area of the same size with associated line marking and bollard; and
- a 6.4 metre access aisle, in full accordance with the requirements of AS/NZS 2890.6: 2009.

As mentioned above, there will be a maximum grade of 1:20 across the car parking areas, which meets the relevant Planning Scheme and Australian Standards.

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On the basis of the above considerations, the car parking area is considered appropriately designed and satisfactory.

### 5.3 LOADING AND WASTE COLLECTION ARRANGEMENTS

Clause 52.07 'Loading and Unloading of Vehicles' of the Planning Scheme outlines the provision of loading requirements. Pursuant to Clause 52.07 *'no building or works may be construction for the manufacture, servicing, storage or sale of goods or materials unless space is provided for loading and unloading'*.

Loading and unloading activities anticipated to be generated by the components of the development are summarised as follows:

- General waste collection to be undertaken by private waste contractor for all components of the proposal (frequency to be confirmed). It is understood that the vehicle to be used will be equivalent to an 11.5 metre Rigid Scania Twinsteer front-loading Truck.

#### *Brewery*

- Malt deliveries, typically occurring once a month, undertaken with a medium sized truck (nominally 8.8 metres in length).
- Other miscellaneous deliveries, including gas bottles and grain. These deliveries are anticipated to be relatively infrequent, and undertaken with trucks up to medium sized (nominally 8.8 metres in length).
- Pick-ups of finished product. Anticipated to be infrequent and undertaken with a delivery van.
- Pick-ups of wasted grain, anticipated to be used as feed for a local cattle or pig farmer, with delivery vans (or similar sized vehicles) expected to be used.

#### *Restaurant*

- Produce deliveries. The frequency of deliveries will be dependent on the level of activity of in the restaurant, but is anticipated to occur two or three times per week with vans or small trucks.

On-site loading and unloading will occur in a loading area located at the rear of the site, which will occur in an informal manner in the car parking area.

A review of the anticipated loading and unloading activities generated by the development reveals that the largest truck anticipated to be required on-site is an 11.5 metre Rigid Truck, which will collect waste from the site.

In order to determine the appropriateness of the loading area, a swept path assessment has been conducted using the AutoTrack software package. The 12.5 metres long Heavy Rigid Vehicle was used in the assessment, entering via Darwin Street and departures to Murchison Street (given that the waste truck is a front-loader), which demonstrates that access to and from the loading bay, as well as within the car parking areas, is satisfactory. This assessment is shown attached in Appendix A.

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It is acknowledged that loading activities may temporarily block access to and from some of the car spaces at the southern end of the car park, however, this is considered acceptable given the relatively low level of loading and unloading activities expected to be generated, as well as the short time over which that are expected to occur.

## 6 TRAFFIC IMPACTS

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### 6.1 TRAFFIC GENERATION

The *RTA: Guidelines for Traffic Generating Development*, 2002, specifies the following traffic generation rates for Restaurant land uses:

- 60.0 daily trips per 100 square metres gross floor area; and
- 5.0 trips per 100 square metres gross floor area during the evening peak hour.

The restaurant is expected to generate a similar level of traffic as the beer tasting and bar area. Application of the above rates to the 282sqm of restaurant and bar area results in a traffic generation of approximately 170 daily trips and 14 peak hour trips.

It is expected that at least 25% of trips associated with the development will be multi-purpose trips, i.e. trips resulting from those visiting Marysville for a multitude of reasons. Applying this discount rate to the above figures yields an estimated traffic generation figure associated with the proposed development of 128 daily trips and 11 peak hour trips.

### 6.2 TRAFFIC DISTRIBUTION AND IMPACTS

Most of the traffic generated by the development is expected to originate from Melbourne and will peak during weekends. Traffic arriving from Melbourne is likely to use Maroondah Highway before turning right onto Marysville Road which then becomes Murchison Street; approaching Marysville from the west.

Accordingly, most traffic arriving to the site is expected to turn left into the site from Murchison Street. Similarly, most of the traffic departing the site is expected to turn right onto Murchison Street upon leaving the car park and travelling towards Melbourne. 80% of the traffic associated with the development is assumed to originate from Melbourne (or other locations in between). The remaining 20% of traffic is estimated to originate from the surrounding areas to the north of Marysville. Some locally derived trips are likely to be generated from Marysville itself, including staff and customers.

Given the modest levels of traffic currently using Murchison Street as described in Section 2.3 of this report, the traffic generated by the site is expected to be readily accommodated by the surrounding road network.



## 7 CONCLUSION

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On the basis of the above considerations, the following conclusions can be made:

- The car parking provision is anticipated to meet the typical car parking demands of the proposal. There are appropriate off-site parking areas in Marysville to cater for the parking demands during periods of higher demands than normal. During these peak times, most patrons of the development would already be in the area and would not therefore generate a net increase in parking demand.
- All on-site car parking bays and circulation aisles meet the relevant Murrindindi Planning Scheme and/or Australian Standard requirements and are appropriately designed.
- The on-site loading bay will accommodate a 12.5 metre truck.
- The vehicular access points to Murchison Street and Darwin Street meet the relevant AustRoads and VicRoads standard requirements (where relevant) and are appropriately designed to accommodate the variety of vehicles anticipated to use them.
- Pedestrian links between the proposed components of the development and the surrounding pedestrian and road network have been designed appropriately.
- The traffic volumes generated by the proposal are anticipated to be readily accommodated by the surrounding road network.

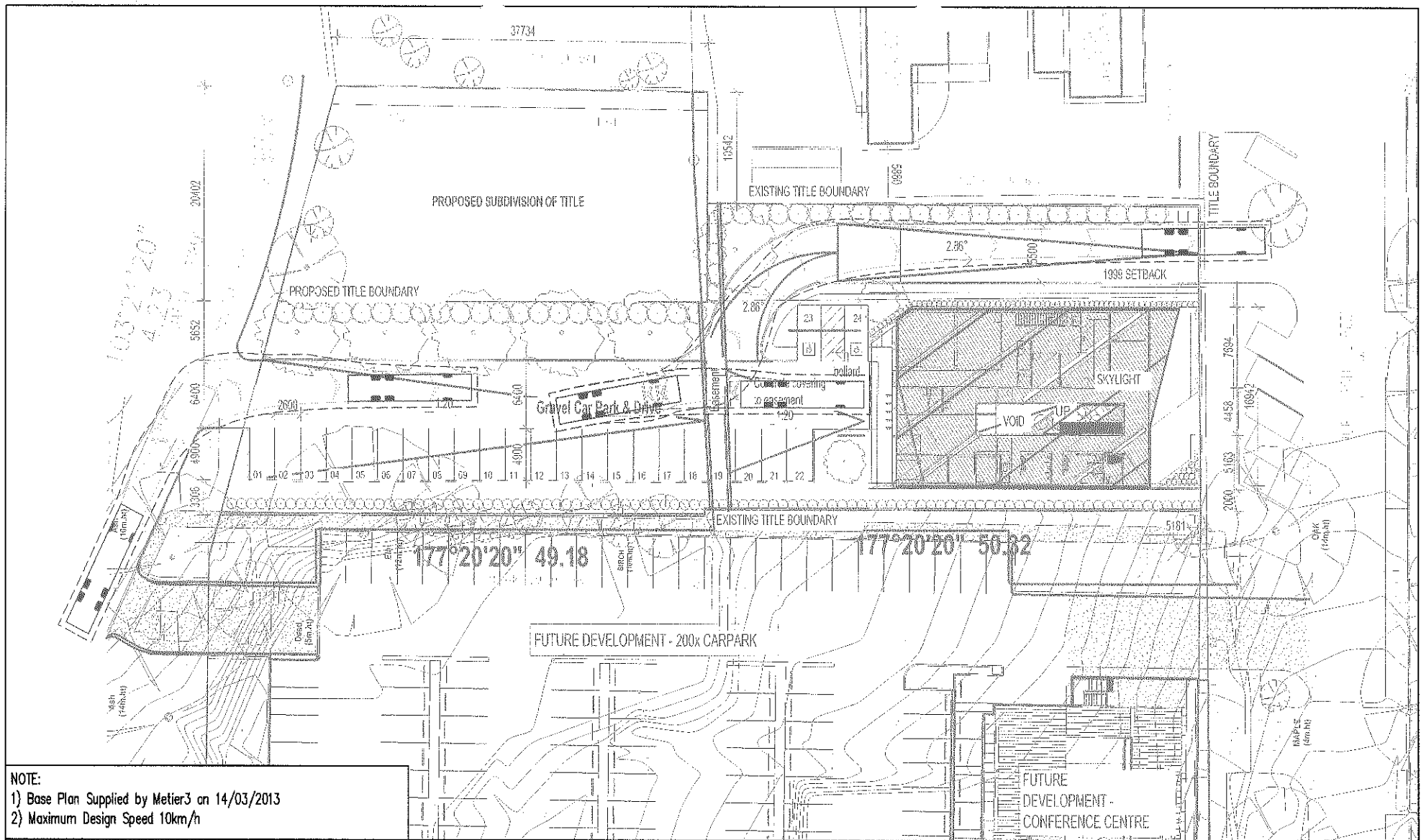
Overall, the proposal is not expected to cause any significant adverse parking or traffic impacts in the surrounding area.

Mystic Mountains Brewery and Providore, Marysville - Traffic Impact Assessment  
Report

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**Appendix A. Swept Path Assessment:  
Loading Bay**

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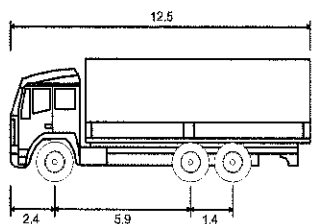


NOTE:  
 1) Base Plan Supplied by Metier3 on 14/03/2013  
 2) Maximum Design Speed 10km/h



**RATIO CONSULTANTS PTY LTD**  
 ACN 005 422 104  
 'RIVERWALK' FIRST FLOOR 649 BRIDGE ROAD  
 RICHMOND, VICTORIA 3121  
 FACSIMILE (03) 9429 3011  
 TELEPHONE (03) 9429 3111

HRV - Heavy Rigid Vehicle (AS/NZS2890.2:2002)




VEHICLE ENVELOPE (FORWARD)  
 600mm CLEARANCE (FORWARD)

VEHICLE ENVELOPE (REVERSE)  
 600mm CLEARANCE (REVERSE)

Overall Length 12.500m  
 Overall Width 2.500m  
 Overall Body Height 4.300m  
 Min Body Ground Clearance 0.417m  
 Track Width 2.500m  
 Lock to Lock Time 6.00 sec  
 Curb to Curb Turning Radius 12.600m

Mystic Mountains Brewery and Providore  
 24-30 Murchison Street, Marysville  
 Swept Path Assessment



OUR REF 11378AT/td	SCALE 1:500@A4	DATE 14/03/2013
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Mystic Mountains Brewery and Providore, Marysville - Traffic Impact Assessment  
Report

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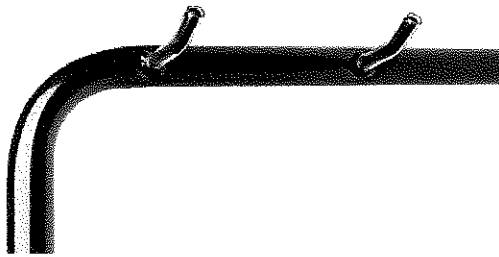
## Appendix B. Bicycle Parking Product Specifications

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# 'Ned Kelly™' bicycle parking rail

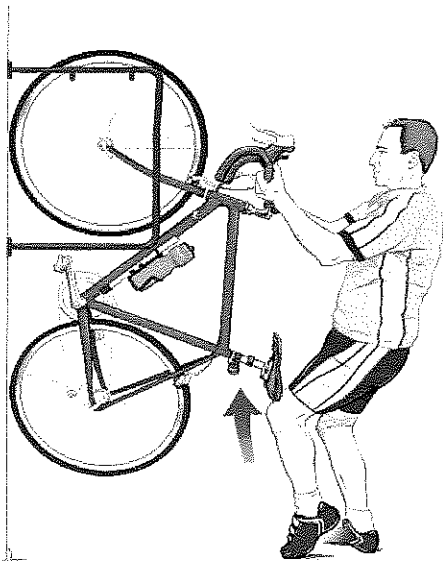
## Ned Kelly – Support Prongs



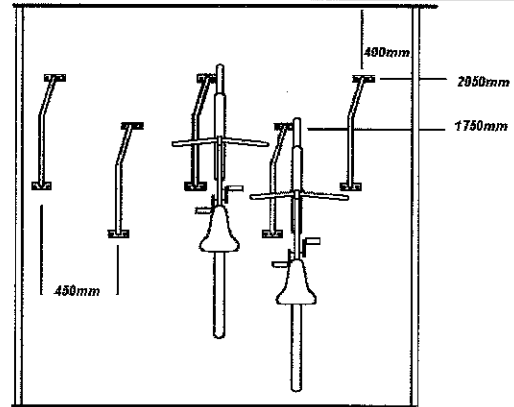
## Ned Kelly - Specifications

<b>Material Options</b>
Powder Coat steel
Duragal - Zinc Electroplated
304 Grade Stainless
316 Grade Stainless
<b>Recommended fasteners</b>
Zinc plated dynabolts
Stainless Steel dynabolts
<b>Fixing Options</b>
Shearnut Fasteners

## Preferred Lift Method



## Ned Kelly – Suggested Layout

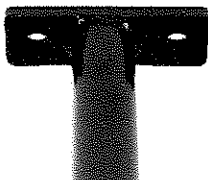


**Bicycle footprint**  
1200mm max

**Egress 1500mm**

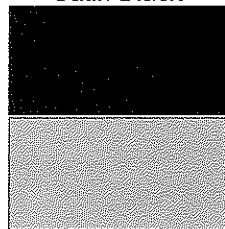
## Options and base plate details

### Bolt On base plate



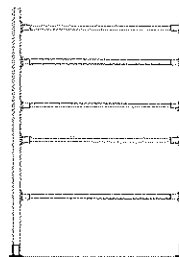
### Colours Options

Satin Black



Palladium Silver Pearl

### Custom Steel framework



### Signage



The Ned Kelly parking rail is a registered design and Trademark name of the Bike Parking Experts.

**Address**  
Level 10  
446 Collins Street  
Melbourne VIC 3000

**Phone - Fax**  
Sales 1300 PARK ME  
(1300 727 563)  
Fax (03) 8636 8800

**Email - Web**  
parking@bv.com.au  
bikeparking.com.au

**Company Details**  
Bicycle Victoria Inc.  
ABN 41 026 835 903

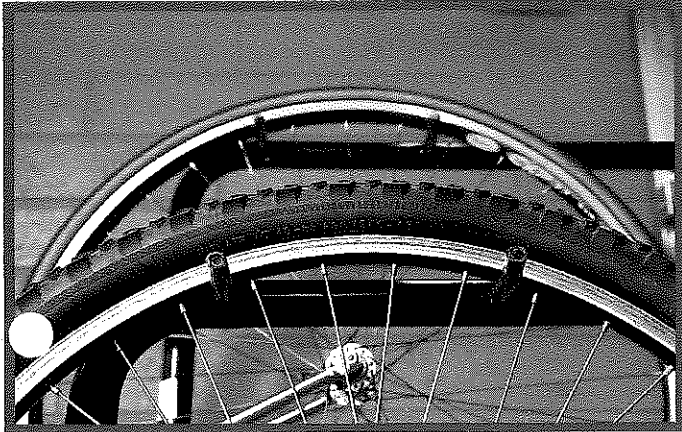




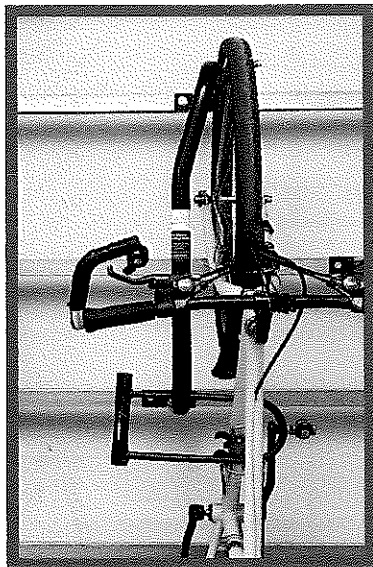
## Bike Parking Experts

Comparison of Ned Kelly Hanging Rail and other hanging rails

### Ned Kelly™ Hanging Rail



Bike is safely supported by rim

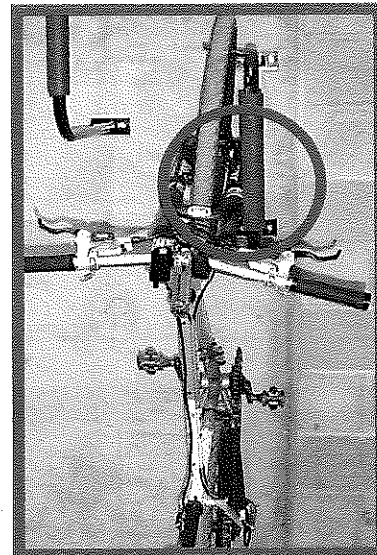


Proprietary design allows forks of bike to clear the rail safely

### Other Hanging Rails



Bike is supported by lateral pressure on spokes, which may cause damage



Straight design means that the forks rest on the rail, which may cause damage to bike and rail

**Address**  
Bike Parking Experts  
Level 4, 246 Bourke St  
Melbourne VIC 3000

**Phone - Fax**  
Sales 1300 727 563  
Fax (03) 8636 8800

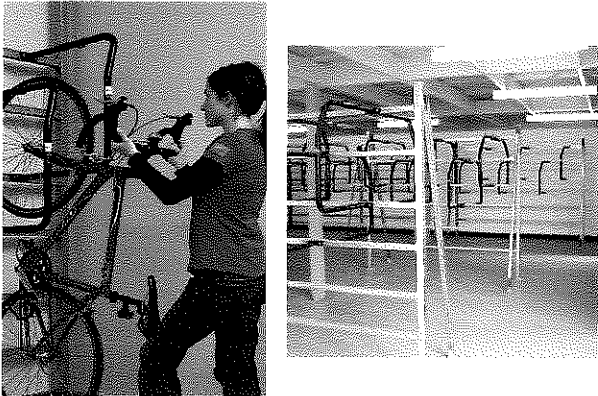
**Email - Web**  
parking@bicyclenetwork.com.au  
bikeparking.com.au

**Company Details**  
ABN 41 026 838 903



# Framing System Ned Kelly

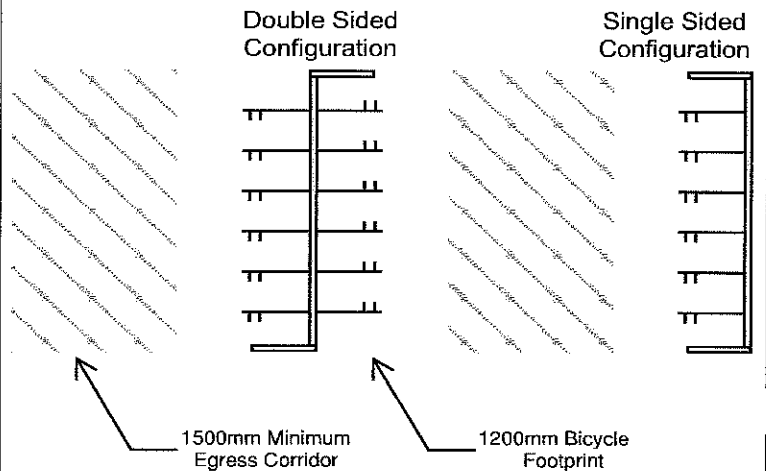
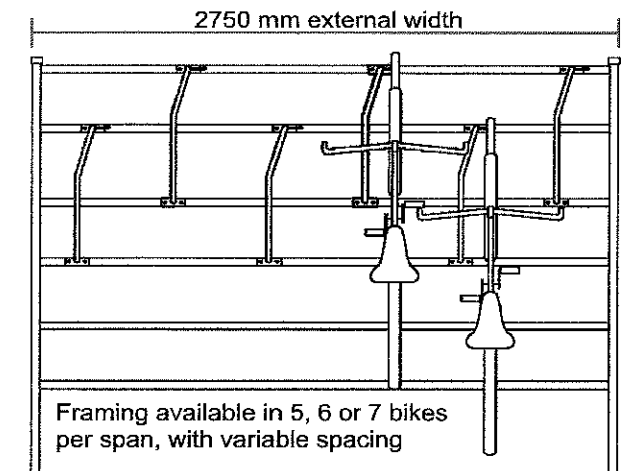
## Framing Example



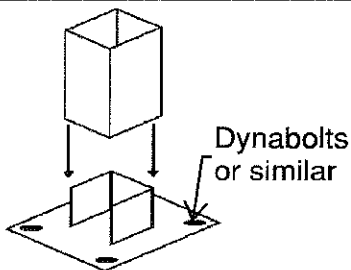
## Framing Specifications

Materials
Horizontal 40mm hollow section
Vertical 50mm hollow section
Recommended fasteners
Tek screws 14 mm x 25 mm
Coach bolts 10 mm x 65 mm
Dyna bolts 10 mm x 50 mm
Finishing option
Duragal*
Hot dip galvanised
Power coating

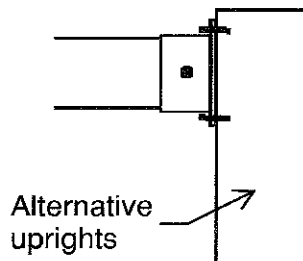
## Freestanding framing



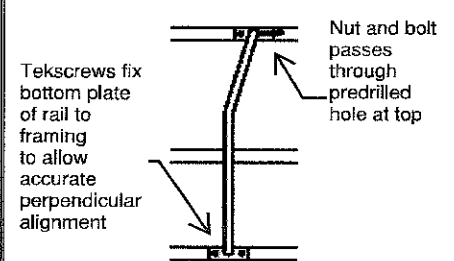
## Floor Mount



## Wall / Column Mount



## Ned Kelly / Steady Rack Mounting



**Street Address**  
10/446 Collins Street  
Melbourne VIC 3000

**Mailing Address**  
PO Box 426  
Collins St West Vic 8007

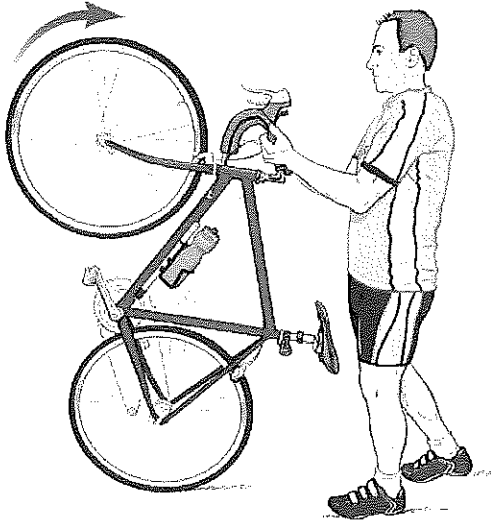
**Phone - Fax**  
Sales 1300 PARK ME  
1300 (727 563)  
Fax (03) 8636 8800

**Email - Web**  
parking@bv.com.au  
bikeparking.com.au

**Company Details**  
Bicycle Victoria Inc  
ABN 41 026 835 903

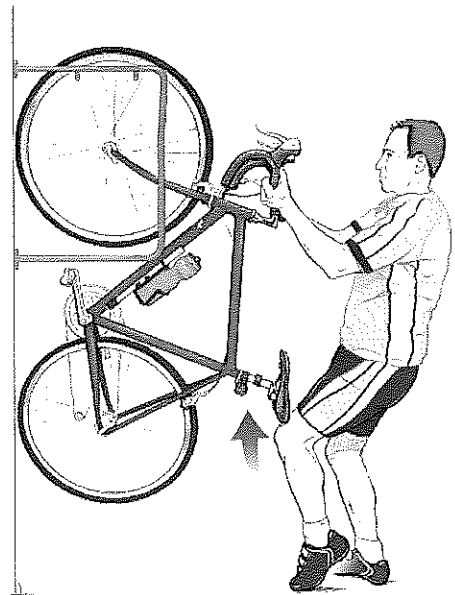


# How to guide – Ned Kelly Bicycle Rail



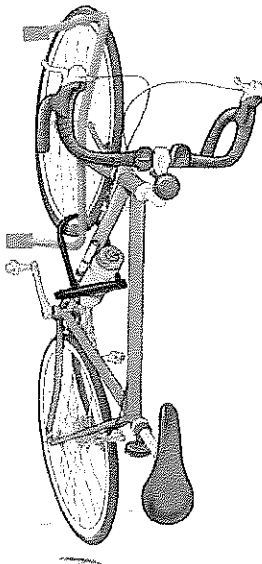
**1. Rotate bicycle onto rear wheel**

Applying the rear brake or pushing the saddle forward with your thigh, will help this motion.



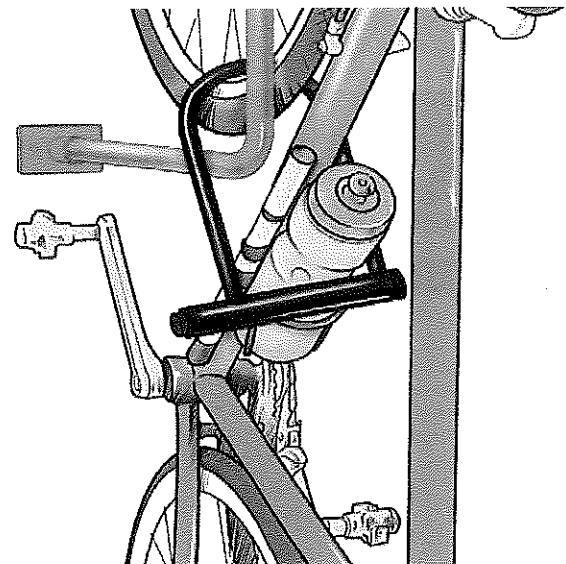
**2. Place wheel on support prongs**

Move bike forward next to the rail, using knee or thigh support the saddle, place wheel on prongs.



**3. Lock the bike to the rail**

Position lock through the front wheel and frame.



**4. Remove any valuables**

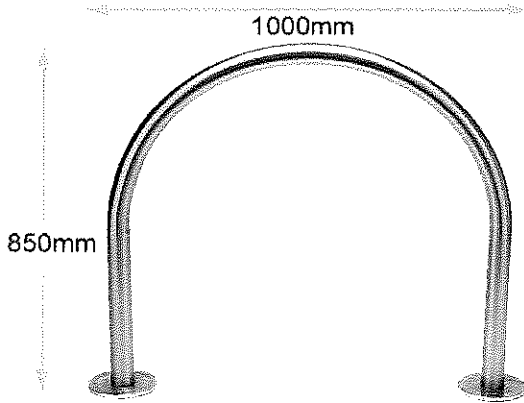
Cycle computers, lights etc. take with you.





# 'Arc de Triomphe' bicycle parking rail

## Arc de Triomphe - Dimensions

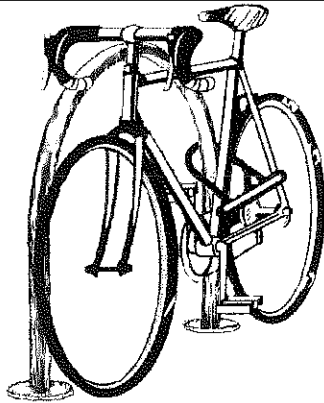


## Arc de Triomphe - Specifications

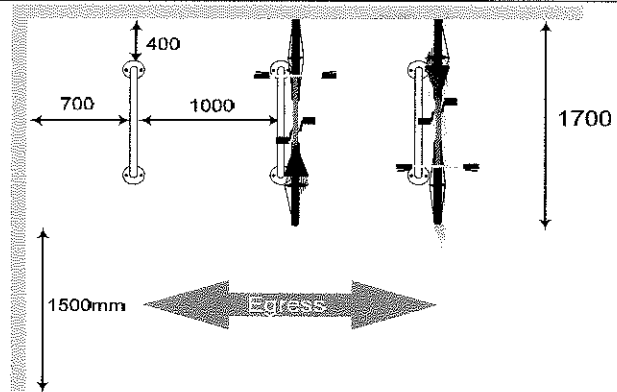
<b>Material Options</b>
Duragal / Hot Dipped Steel
Powder Coat over Duragal - Hot Dipped Steel
304 Grade - Stainless Steel
316 Grade - Stainless Steel*
<b>Recommended fasteners</b>
Zinc plated dynabolts M12 x 70mm
Stainless Steel dynabolts M12 x 70mm
<b>Fixing Options</b>
Bolt On*
Clamp On
In Situ (requires cement footings)

\* indicates most common designation

## Arc de Triomphe - Locking points

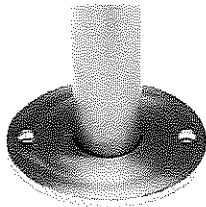


## Arc de Triomphe - Layout Guidelines

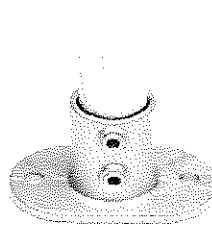


## Options and base plate detail

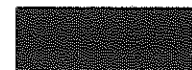
### Bolt On



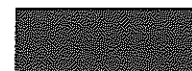
### Clamp On



### Custom Colour



Mistletoe  
51045



Deep Pool  
70002

©Bicycle Victoria 2010

**Street Address**  
10/446 Collins Street  
Melbourne VIC 3000

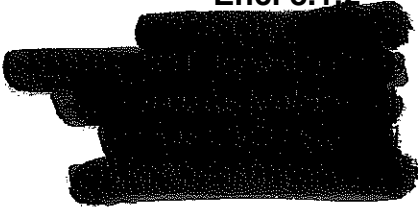
**Mailing Address**  
PO Box 426  
Collins St West Vic 8007

**Phone - Fax**  
Sales (03) 8636 8820  
Fax (03) 8636 8800

**Email - Web**  
parking@bv.com.au  
bikeparking.com.au

**Company Details**  
Bicycle Victoria Inc  
ABN 41 026 835 903





25 February 2013



Planning Department  
PO Box 138  
ALEXANDRA VIC 3714

MURRINDINDI SHIRE COUNCIL	DIST. LIST
RECEIVED	ACB
27 FEB 2013	
File No. 2013/11	Dc 1583

Dear Madam

Re: Your Ref: 2013/11  
1 Dwelling with Verandah  
25 Baynes Rd Molesworth

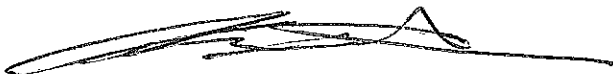
In reply to your correspondence dated 6 February 2013, I supply the following:

- 1) Proposed construction is on Lot 1 LP 132344
- 2) Current Title & Plan - attached
- 3) Effluent treatment system - Taylex Clearwater Compact 90 treatment system as per your Permit No. 1548
- 4)
  - a) Dimensions & area - see plan attached
  - b) Location of existing and proposed buildings - see plan attached
  - c) Power supply - see plan attached
  - d) Access point & driveway - see plan attached
  - e) Proposed earthworks / excavations - 3m x 7m (approx) excavation for underground water tanks
  - f) Setbacks for proposed buildings - See Plan attached

- 5) 3 copies of plan attached showing
- Major elevations
  - Floor plan
  - Details of cladding including materials & colors of main external surfaces  
Weathertex cladding in "Paperbark" color; Roof "Colorbond", Custom  
Orb "Bushland" color
  - Relationship of elevation to natural ground level; Floor level between  
500-800mm above ground level
- 6) Impact on land and neighbouring properties
- Proposed dwelling to have minimal impact on native vegetation as it falls within an area that had already been subject to a building permit in the past. We have a Plan for keeping and restoring the native vegetation, water courses and drainage and the rural landscape to the whole of the property, as we believe this is an integral part of our project.
  - Agricultural activity / Use of land - Beef cattle
  - Methods of pest, plant & animal control - 80% of all fencing has been replaced and the remaining to be done within 3 years; Weed management program in progress
  - The dwelling is required for the ongoing management of the property to provide comfortable accommodation and is aesthetically pleasing to the surrounding environment
  - Water supply - underground water tanks
  - Power supply - existing underground power supply and 4.5 KVA solar panels to shed roof
  - Road & driveway access - crushed rock / all weather driveway

Please contact me should you require anything further.

Regards



  
DIRECTOR

26 March 2013

**COPY**

Manager Development & Environmental Services  
Murrindindi Shire Council  
PO Box 138  
ALEXANDRA VIC 3714

MURRINDINDI SHIRE COUNCIL	DIST. LIST
RECEIVED	MGP
28 MAR 2013	
File No. 2013/11	DC 2508

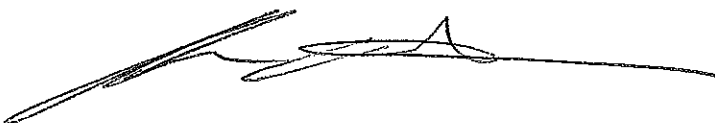
RE: Construction of a Dwelling 25 Baynes Rd Molesworth  
Your Ref: 2013/11

In response to your letter dated 6 March 2013, I supply the following:

- 1) Our "Plan for keeping & restoring the native vegetation, water courses & drainage" is as follows:
  - All native grasses have been kept (not eradicated / sprayed)
  - Weed & pest control to be as natural as practicable, pesticides & insecticides & herbicides to be used only as last resort and in limited quantities. Natural native vegetation along Home Creek is fenced so cattle / horses etc. have no access.
  - The creek frontage is for wildlife only, the long term plan is to fence off farm dam and natural waterways for regeneration work.
  - All natural fertilisers are used on property.
- 2) There are 21 head of beef cattle and 2 horses currently being run on the property  
There are 5 fully fenced paddocks plus the "Rail Trail section of land.
- 3) The purpose of the dwelling is so that in the near future our family is able to live and work in the community. Our business in Dandenong / Melbourne CBD is having a detrimental effect on our lives, and being able to live and work in the area of which we are extremely fond of, can only be a positive for our family and the community in which we wish to be a permanent part of.

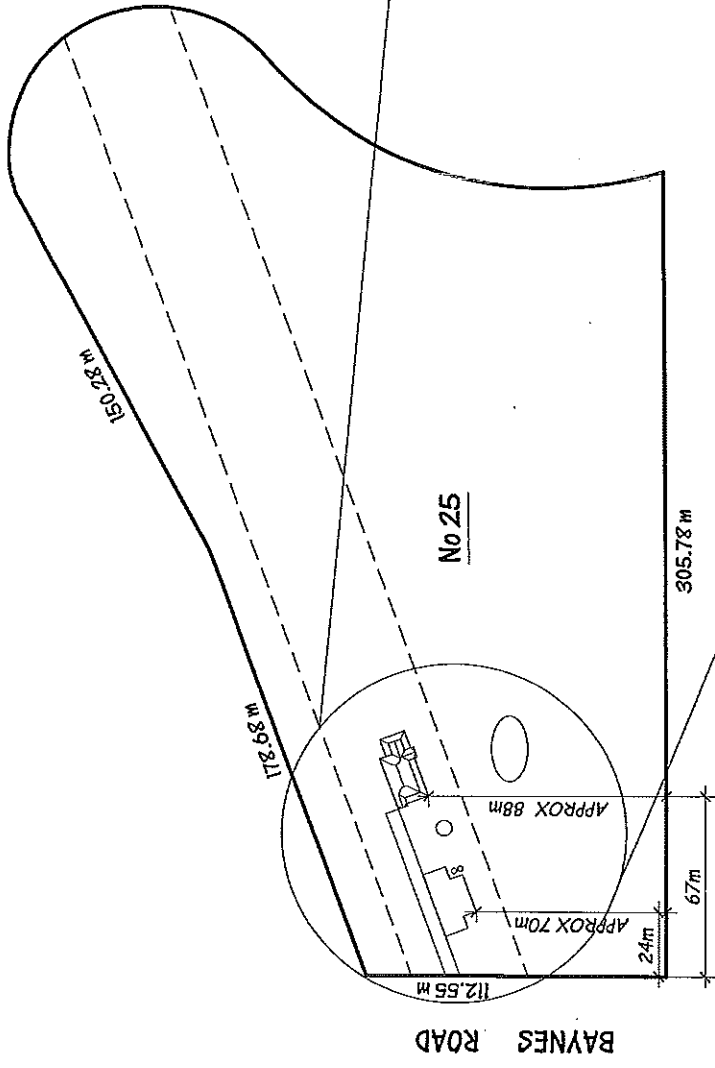
I can be contacted on the number above should you require anything further.

Regards



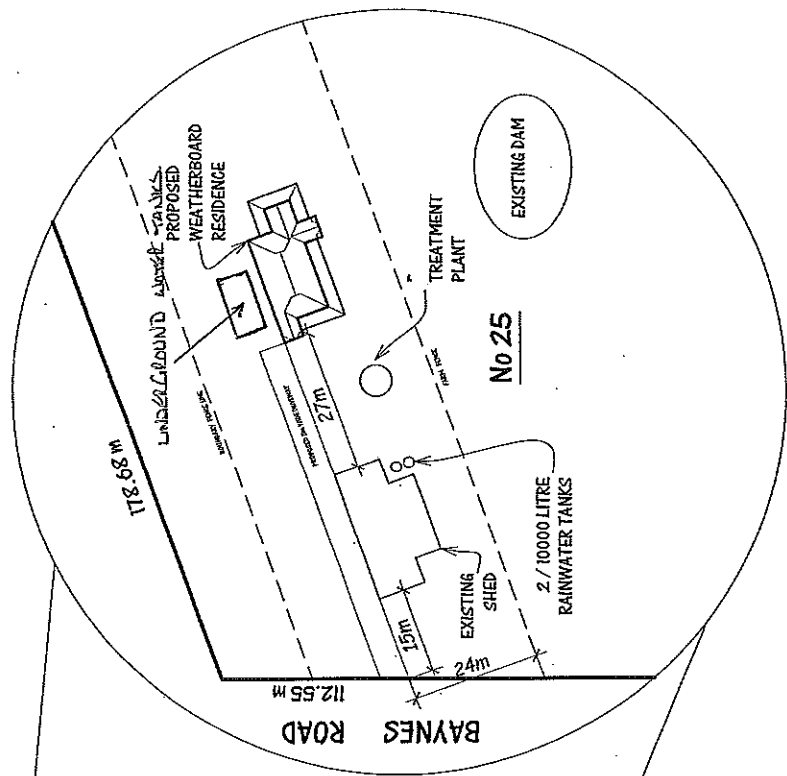
CHRIS VAINO

SCHEDULE OF COLOURS AND MATERIALS	
COMPONENT	DESCRIPTION
EXTERIOR WALLS	Panel Board
ROOF	Main: Busckand
TRIM	Window Frames:
	Eave Brackets:
	Posts and Fascias:

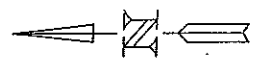


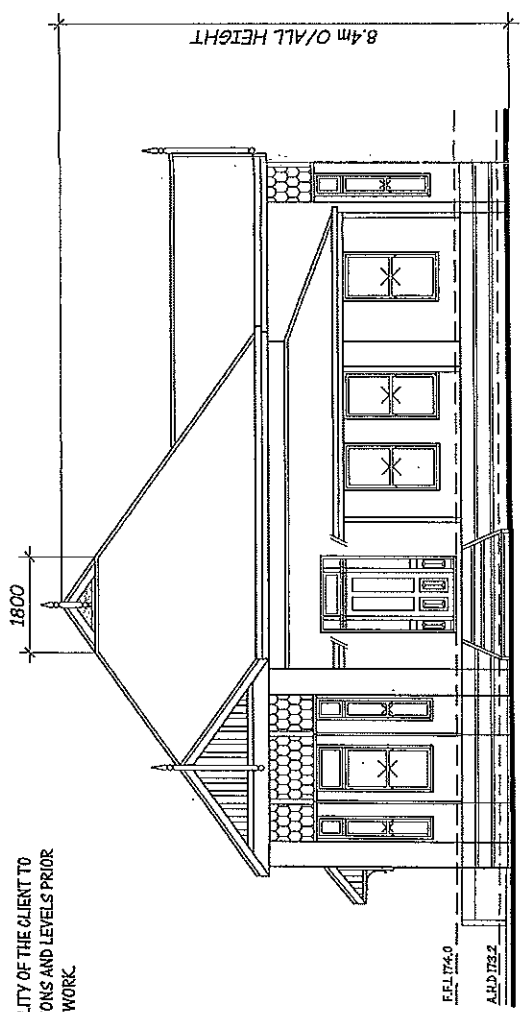
**SITE PLAN** SCALE 1:2000

- NOTE:  
HOUSE POSITION TO BE CONFIRMED ON SITE  
BY CLIENT

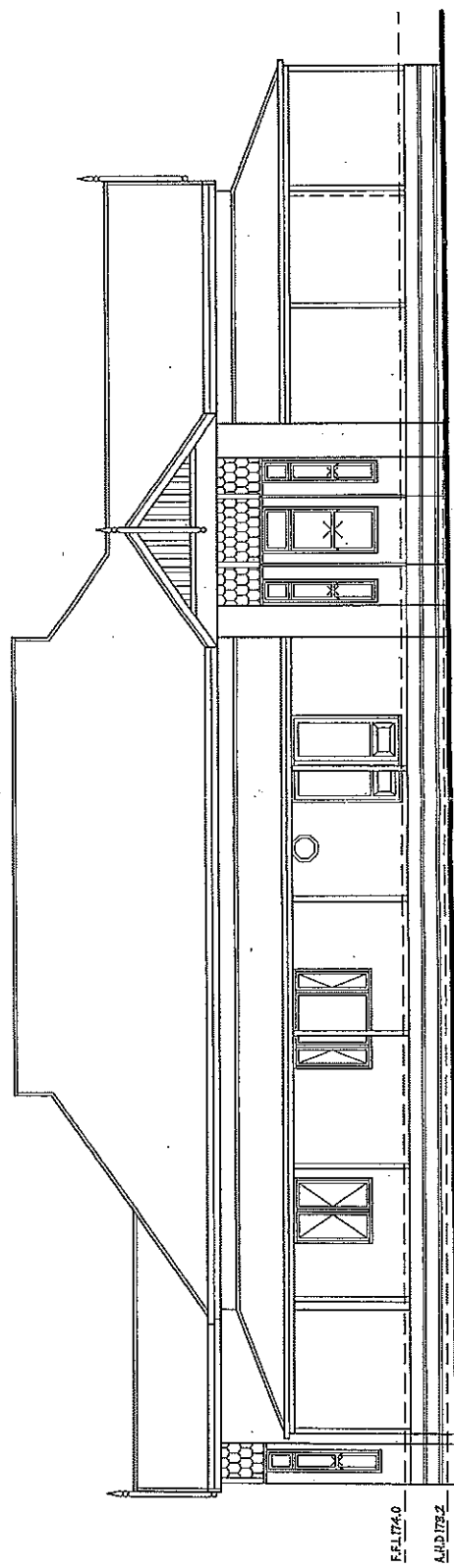


**ENLARGEMENT** SCALE 1:1000





ELEVATION 1

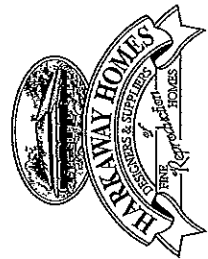


ELEVATION 2

IT IS THE RESPONSIBILITY OF THE CLIENT TO CONFIRM ALL DIMENSIONS AND LEVELS PRIOR TO COMMENCING ANY WORK.

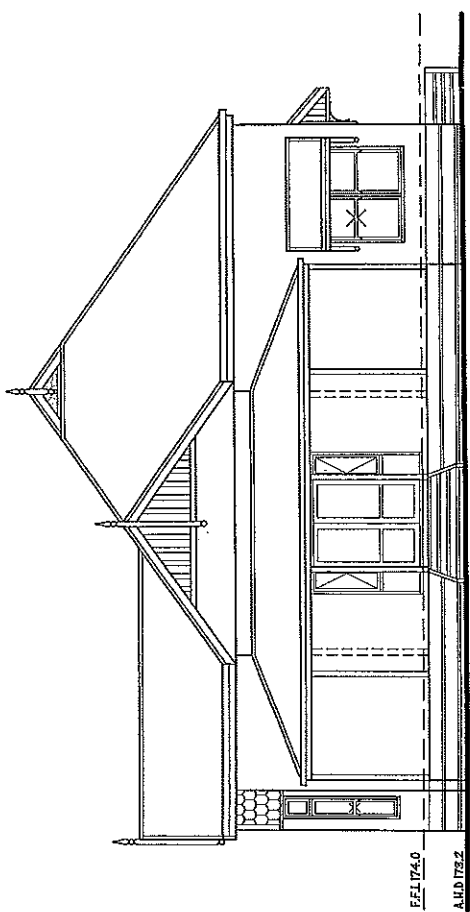
ALL PLANS, DESIGNS, DRAWINGS, ELEVATIONS AND SPECIFICATIONS SUPPLIED BY HARKAWAY HOMES PTY. LTD. ARE, AND REMAIN THE INTELLECTUAL PROPERTY OF HARKAWAY HOMES PTY. LTD.

HARKAWAY HOMES EXPRESSLY PROHIBITS THE USE OF SUCH INTELLECTUAL PROPERTY OTHER THAN IN ACCORDANCE WITH THE TERMS OF THE AGREEMENT, OR WITH PRIOR WRITTEN PERMISSION.

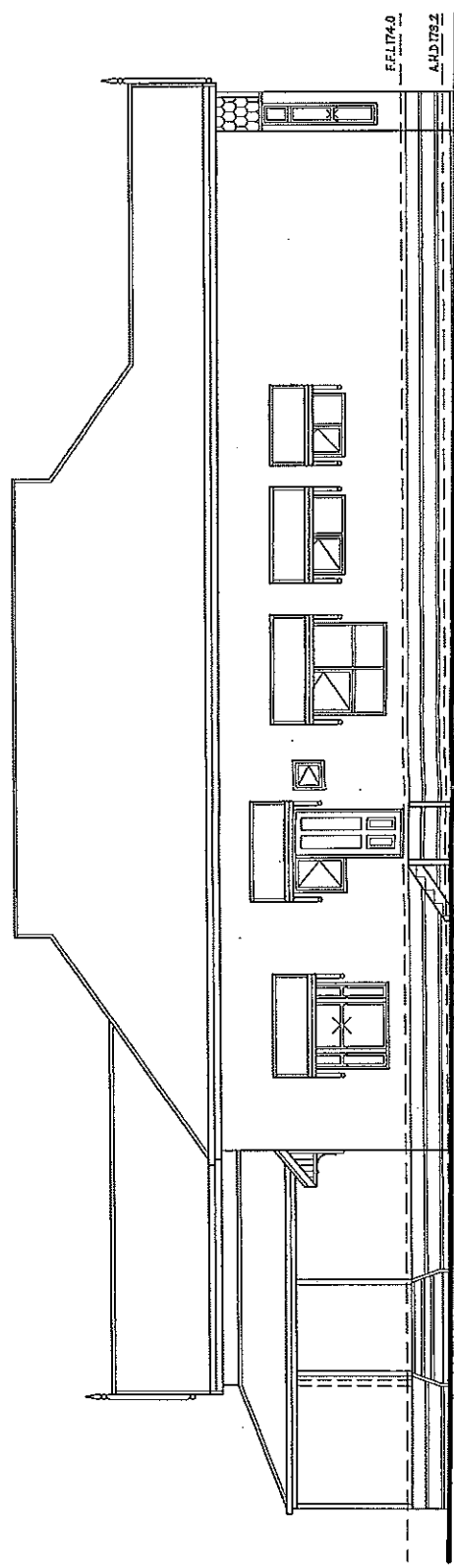


MELBOURNE  
Ph (03) 5943 2388  
Fax (03) 5943 2599

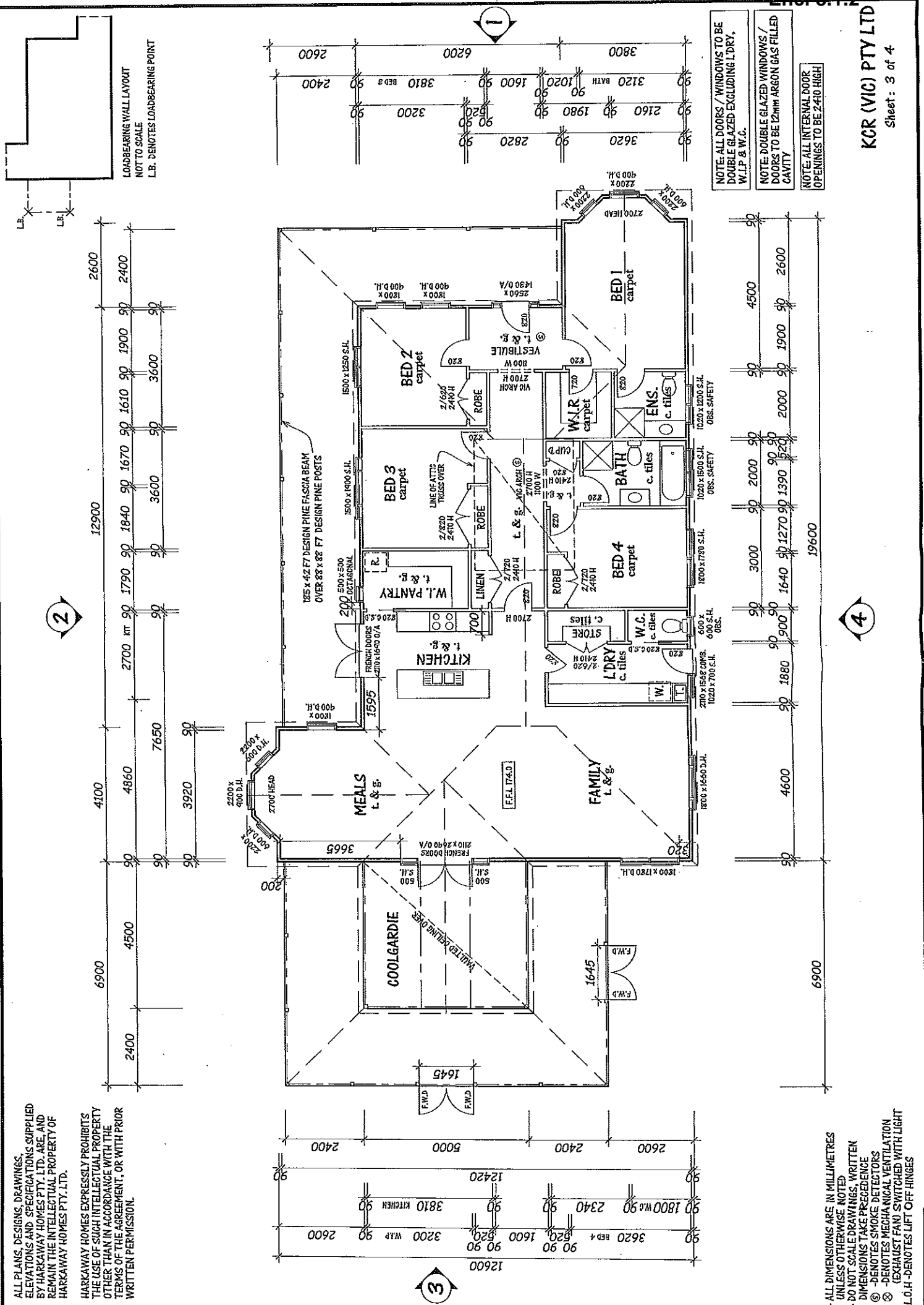
PROPOSED WEATHERBOARD RESIDENCE.  
FOR KCR (VIC) PTY LTD.  
AT No 25 BAYNES ROAD, MOLESWORTH. VIC.



ELEVATION 3

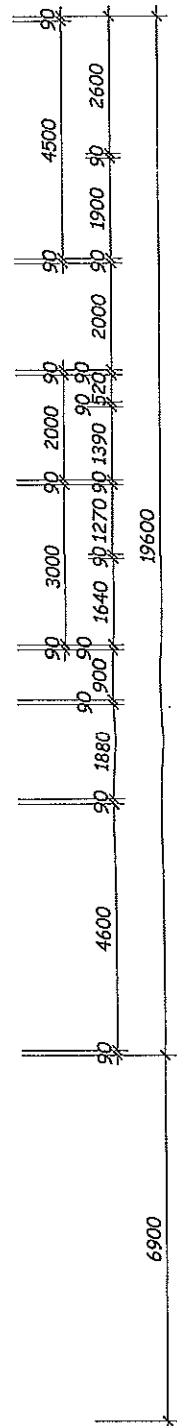
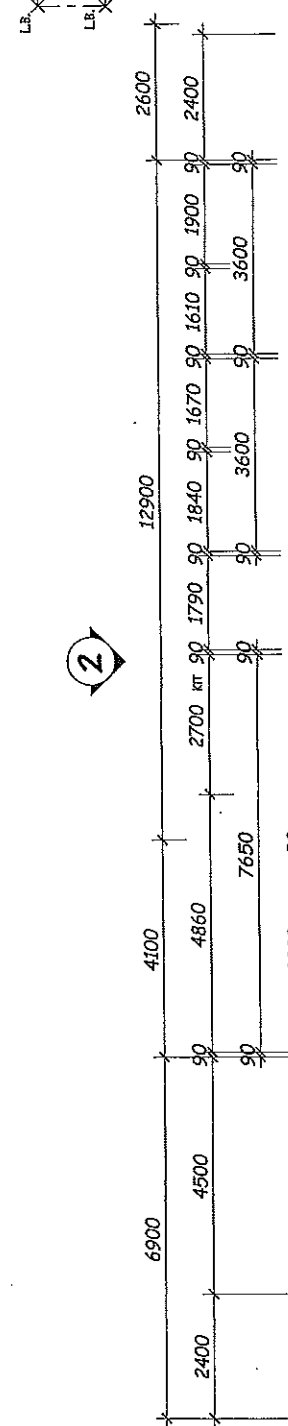


ELEVATION 4



NOTE: ALL DOORS / WINDOWS TO BE DOUBLE GLAZED EXCLUDING L.DRY, W.I.P. & W.C.  
 NOTE: DOUBLE GLAZED WINDOWS / DOORS TO BE 12mm ARGON GAS FILLED CAVITY  
 NOTE: ALL INTERNAL DOOR OPENINGS TO BE 2440 HIGH

LOADBEARING WALL LAYOUT  
 NOT TO SCALE  
 L.B. DENOTES LOADBEARING POINT



ALL PLANS, DESIGNS, DRAWINGS, ELEVATIONS AND SPECIFICATIONS SUPPLIED BY HARKAWAY HOMES PTY. LTD. ARE, AND REMAIN THE INTELLECTUAL PROPERTY OF HARKAWAY HOMES PTY. LTD.  
 HARKAWAY HOMES EXPRESSLY PROHIBITS THE USE OF SUCH INTELLECTUAL PROPERTY OTHER THAN IN ACCORDANCE WITH THE TERMS OF THE AGREEMENT, OR WITH PRIOR WRITTEN PERMISSION.

- ALL DIMENSIONS ARE IN MILLIMETRES UNLESS OTHERWISE NOTED  
 - DO NOT SCALE DRAWINGS. WRITTEN DIMENSIONS TAKE PRECEDENCE  
 © - DENOTES SMOKE DETECTORS  
 ⊗ - DENOTES MECHANICAL VENTILATION (EXHAUST FAN) SWITCHED WITH LIGHT  
 L.O.H - DENOTES LIFT OFF HINGES







**GOULBURN  
BROKEN**

CATCHMENT  
MANAGEMENT  
AUTHORITY

www.gbcma.vic.gov.au

GBCMA Ref: F-2013-0181  
Document No: 2  
Council Ref: 2013/11  
Date: 15 April 2013

[REDACTED]  
Statutory Planning Coordinator  
Murrindindi Shire Council  
PO Box 138  
Alexandra Vic 3714

MURRINDINDI SHIRE COUNCIL	DIST. LIST
RECEIVED	KHGD
26 APR 2013	
File No. 2013/11	DC 3380

Dear [REDACTED]

**Planning Permit Application No. 2013/11  
Proposed Dwelling  
25 Baynes Road, Molesworth  
[REDACTED] KCR (VIC) Pty Ltd**

Thank you for giving notice under Section 55 of the *Planning and Environment Act, 1987* dated 4 April 2013 and received 8 April 2013, regarding the above matter.

The Goulburn Broken CMA's assessment of the above information has determined that the proposed development location is covered by the Farming Zone (FZ), Environmental Significance Overlay - Schedule 1 (ESO1) and Floodway Overlay (FO) in the Council's Planning Scheme.

The 100-year ARI (1% AEP) flood levels have not been declared for this area under the *Water Act, 1989*, or designated under the *Drainage of Land Act, 1975*.

The Authority's best estimate of the 100-year ARI flood level for the location described above is 173.5 metres AHD, which was established from recent hydraulic modelling of the Goulburn River and its floodplain.

Available LiDAR data indicate that, in a 100-year ARI type flood event, the proposed house site would flood about 1.0 metres deep, with access to the property and the dwelling site likely to flood in excess of 1.5 metres deep.

The Victoria Planning Provision Practice Notes, "*Applying for a Planning Permit under Flood Provisions*" state that a development should be refused in the following situations:

- It is likely to result in danger to life, health and safety of the occupants due to flooding of the site.*
- It relies on low level access (i.e. floods by more than 800 millimetres for a 100-year ARI flood event) to and from the site.*
- It is likely to increase the burden on emergency services and risk to emergency personnel.*

**Head Office:**  
Shepparton  
168 Welsford Street,  
PO Box 1752,  
Shepparton Vic. 3632  
Telephone: (03) 5820 1100  
Facsimile: (03) 5831 6254

**Tatura**  
Ferguson Road,  
Private Bag 1,  
Tatura, Vic. 3616  
Telephone: (03) 5833 5222  
Facsimile: (03) 5833 5299

**Benalla**  
89 Sydney Road,  
PO Box 124,  
Benalla, Vic. 3672

**Yea**  
5/10 High Street,  
Yea, Vic. 3717  
Telephone: (03) 5736 0100  
Facsimile: (03) 5797 3199

In the light of the above information, and pursuant to *Section 56* of the *Planning and Environment Act 1987*, the Goulburn Broken CMA **objects** to the granting of a permit on the following grounds:

1. The proposal is discouraged within the State Planning Policy Framework and Local Planning Policy Framework of the Council's Planning Scheme Clause 13.02.1 Floodplain Management.
2. The proposal is not consistent with the Victoria Planning Provisions Practice Note *Applying for a Planning Permit under the Flood Provisions* (DOI; 2000).
3. It would result in danger to life, health and safety of the occupants.
4. It would increase demand on the community infrastructure and emergency services, and in community recovery services.
5. Long-term cumulative impacts of such proposals.

Please note that the 100-year ARI flood is not the maximum possible flood. There is always a possibility that a flood larger in height and extent, than the 100-year ARI flood, may occur in the future.

In accordance with *Section 66* of the *Planning and Environment Act 1987*, please provide a copy of the outcome of this proposal to the Authority for our records.

Should you have any queries, please do not hesitate to contact me on **(03) 5820 1100**. To assist the CMA in handling any enquiries please quote **F-2013-0181** in your correspondence.

Yours sincerely

  
  
**Statutory Planning and  
Floodplain Manager**

## **(Preliminary draft) HUME REGIONAL GROWTH PLAN:**

**Submission by Murrindindi Shire Council, 28 September 2012**

- **General:**

Murrindindi Shire is strategically located northeast of Melbourne and the Great Dividing Range, forming part of the gateway from metropolitan Melbourne and the Hume region. The municipality has important roles for tourism, lifestyle living for both permanent and part time residents alike, agricultural production and scenic landscape in both towns and rural areas. The natural and built environment are major municipal assets and attractions. This natural and built environment comprises vegetated public land, scenic landscapes in a range of rural areas, river valleys such as the Goulburn River and townships with high quality character and amenity.

The major facilities and access for Lake Eildon are within Murrindindi Shire. Lake Eildon forms an integral part of the tourist industry in the region and provides water for downstream usage and the Murray Darling basin system.

The strategic location, environment and assets of Murrindindi Shire make it an attractive destination for living, work and recreation. These attributes ensure that the municipality will continue to be an important and favoured destination for full and part time residents, businesses and visitors. This appeal also creates need and challenges for infrastructure, support services and new facilities to service people and business operating, living and visiting the municipality.

In general, the draft growth plan gives insufficient discussion and direction for Murrindindi Shire. There is virtually no mention of the roles, attractions and opportunities for the municipality, which should be further outlined and enhanced in the final plan. These roles, attractions and opportunities for the municipality are outlined in this submission.

Key directions to enhance for Murrindindi Shire in the final growth plan are its locational and environmental appeal, its lifestyle advantages, business and tourism opportunities and advantages, the role and potential of townships, the potential to build on the advantages and attributes of the municipality, the continued improvement of physical and community infrastructure and the ongoing promotion of business opportunities.

An important business opportunity is the attraction of major business and development opportunities into the municipality. Major opportunities of this nature will enhance Murrindindi Shire's potential to realise and capitalise on its strengths and potential. Any major investment of this nature will enhance further direct investment for Murrindindi Shire, having more direct impact and benefit for the municipality than associated flow on investment from business in other areas such as Seymour and Benalla.

- Regional context and metropolitan Melbourne:

Part B, Regional Context, includes Figure 6, Regional Strategic Assets, describes Murrindindi Shire as being within an area of 'Public land, recreation and scenic landscapes' with an influence over most of the municipality of 'peri-urban (100 km to Melbourne). This broad regional description overly simplifies the regional context for Murrindindi Shire. While almost half of the municipality does comprise public land, private land forms the vital component of the economic and social capital of the municipality. While the municipality has major recreation opportunities and is characterised by scenic landscapes throughout, it has a multitude of economic, social and environmental assets and activities, as outlined in this submission.

Murrindindi Shire is heavily influenced by metropolitan Melbourne. Many Melbourne people own properties in the municipality, including hobby farms or holiday homes in rural areas or towns, which they occupy part time as non-resident ratepayers. Conversely many municipal residents living in the southern section of the municipality commute to Melbourne for work. Other municipal residents live part time in Melbourne for work purposes. Many municipal residents travel to metropolitan Melbourne for shopping, entertainment and personal purposes.

As noted in the draft growth plan, Murrindindi Shire is part of Melbourne's metropolitan ('peri-urban') fringe. DPCD formed the peri-urban group of municipalities initiative to further strengthen the relationship and integration and between DPCD and green wedge / peri-urban municipalities with a main focus to assist councils with long-term population management, strategic planning, structure planning, environmental issues (including flooding and bushfire), servicing, transport, urban improvements and township character. Murrindindi Shire supports the inclusion of strategic land use directions for peri-urban Melbourne that are relevant to the Hume region in the draft growth plan.

Murrindindi Shire has relationship to the regional centres and growth locations in the Hume region, in particular the regional centre of Shepparton and growth location of Seymour. The western section of the municipality has very strong connections with Seymour, for example Yea and area residents commuting to Seymour for work and many municipal residents travelling to Seymour for transport to Melbourne or shopping for food and higher order goods and services. While a bus service operates between Yea / Alexandra and Seymour, any opportunity to enhance this service is supported. Murrindindi Shire strongly supports the strengthening of linkages between the municipality and regional centres and growth locations identified in the draft growth plan.

- Townships and residential growth:

Part D, Regional Planning Framework, includes Figure 9, Hume – future urban growth, which notes for the Lower Hume sub-region ‘Moderate growth opportunities at Kilmore, Broadford, Yea and Alexandra’. Murrindindi Shire Council supports the identification of growth opportunities at Alexandra, Yea and other townships within the municipality. Both Alexandra and Yea have large amounts of zoned and developable land with considerable existing physical and social infrastructure capacity to enable them to accommodate residential growth. Murrindindi Shire Council and the respective communities have invested time and resources to rezone land in these and other towns for a range of residential development and to prepare development plans to provide certainty for future residential subdivision, servicing, development and usage.

The draft growth plan should emphasise the potential of established rural townships to accommodate a range and diversity of residential and lifestyle living, support livability, maximise existing community and physical infrastructure, protect heritage, character and amenity and build on locational strengths and opportunities for the town. Opportunities in established townships with existing infrastructure include aged care facilities, for example in Alexandra and Yea.

The draft growth plan should reflect the findings of the *Advancing Country Towns (ACT)* project (funded by DPCD has funded nine locations around Victoria) that includes a \$890,000 project for the Alexandra Cluster project, comprising Alexandra, Thornton and Eildon. ACT seeks to bring together the resources of all three tiers of government with local business, community organisations, residents and philanthropic organisations to address a range of complex and inter-related issues.

- Rural land and agriculture:

Part D, Regional Planning Framework, includes Figure 19, Strategic agricultural land, which describes the Kinglake – Pheasant Creek area as being of ‘high quality’ and the Toolangi area and Acheron and Goulburn River valleys as being of ‘moderate quality’. While it is acknowledged that remaining farming areas of Kinglake – Pheasant Creek would be of high agricultural quality, it is considered that Toolangi (a unique strawberry runner growing area) and the whole of the Goulburn River valley system (with high value mixed agricultural uses such as beef, dairying, sheep and pasture production) are also of high agricultural quality and should be indicated accordingly in the framework. Both these areas are indicated as being of high agricultural quality in the *Murrindindi Shire Land Capability Study 2002*.

Murrindindi Shire has a vibrant and multi-industry agricultural sector comprising cattle and sheep grazing, horticulture and viticulture, aquaculture, forestry (public and private land) and intensive animal industries. Agricultural industries are operated by a range of owners. Small family farms are the predominate farming type in the municipality, with off-farm income usually supplementing farming income. Lifestyle farming is an increasing trend in the municipality’s rural areas. Agricultural servicing industries also operate throughout the

municipality. In addition to existing agricultural activities, the municipality has considerable potential for growing newly emerging agricultural activities such as agricultural tourism, timber production on private land and carbon sequestration.

It is essential that ongoing investment and economic return be facilitated and promoted for rural areas in Murrindindi Shire. This investment must include opportunities for tourism and agricultural value adding in rural areas. In its recent submission to the recent state government reformed zones process, Murrindindi Shire supported the proposed changes to the Farming Zone as they will provide a wider range of uses (including tourist type uses and accommodation) and facilitate tourism and economic activities that complement council's tourism directions. Council also advocated for a streamlining of the process for assessing and implementing local variation and minor zone adjustments required as a result of the reformed zones process, both at the strategic study and the planning scheme amendment stages.

- Economy:

Part D, Regional Planning Framework, includes Figure 20, Economic directions, which describes Murrindindi Shire as being within an area to 'Protect natural assets and support tourism'. This broad economic description overly simplifies economic issues and directions in Murrindindi Shire, where the economy largely consists of a range of urban, rural / agricultural, tourism and natural resource sectors and industries.

Murrindindi Shire has a vibrant and multi-industry agricultural sector. Agricultural servicing industries also operate throughout the municipality. See further discussion on agricultural industries under the rural land and agriculture section. While the former timber mill has ceased operations in the Alexandra township, timber production remains a major economic industry and strength in the municipality with further potential to expand the industry.

Employment opportunities are a major component to the sustainable future of any rural area and are a key indicator in influencing settlement and servicing patterns. Major employers in Murrindindi Shire include the agricultural sector, government sector (eg DSE, health, Murrindindi Shire), education sector (eg Outdoor Education Group at Eildon, schools and school camps) and tourism.

Murrindindi Shire strongly advocates for the establishment of a major employer / industry in the municipality and considers that these options should be further explored and promoted in the draft growth plan. Murrindindi Shire offers accessible and affordable services, living options and labour (skilled and unskilled) to support the establishment of new major employers / industries in the municipality. The municipality offers an attractive living and lifestyle opportunity for employers and employees of new businesses.

Both Alexandra and Yea have large amounts of zoned and developable industrial land with considerable existing physical infrastructure capacity to enable them to accommodate

future industrial growth. This zoned industrial land supply is supported by approved development plans to provide certainty for future industrial subdivision, servicing, development and usage. Other zoned and developable industrial land also exists in other settlements throughout Murrindindi Shire.

Further discussion on economic issues appears in the next section on tourism.

- Tourism:

Murrindindi Shire has tourism significance for both the Hume region and Victoria generally. This significance and potential should be further reflected and enhanced in the draft growth plan. Major tourism attractions in Murrindindi Shire are Lake Eildon, the cross country skiing area at Lake Mountain, the Upper Goulburn rail trail, fishing and camping, mountain villages such as Marysville and heritage / wine / food trails. In addition to its own vibrant tourism industry, Murrindindi Shire is a gateway and stopover destination to the high country / skiing tourist corridor centered around the Mansfield and Mt Buller areas.

Both Murrindindi and Mansfield municipalities have significant opportunities associated with enhanced tourism and land use opportunities around Lake Eildon. This significance and potential should also be further reflected and enhanced in the draft growth plan. Opportunities associated with the lake include the sale / development or surplus government land around Eildon, further development of land around the Eildon township to enhance linkages between the town and lake, development of lake walking trails, the development of a major tourism resort around Lake Eildon (the Mt Pinniger Resort is proposed on Goulburn Murray Water land adjacent to Lake Eildon, immediately to the south of the Eildon township) and the potential extension of the rail trail from Alexandra to Eildon.

Any initiative to build on existing tourism strengths and facilities in Murrindindi Shire are strongly supported. Examples include establishing specific tourism facilities that are unique to and define the sub-region, the further development of tourism precincts and activities along the Upper Goulburn rail trail and the development of tourist facilities and support activities within or nearby public land.

The draft growth plan should emphasise the role and significance of the municipality's rivers and valleys for tourism, recreation and environmental purposes. An example of this significance is the status of the Goulburn River as an identified Heritage River.

- Transport and services:

There are four major roads leading into various sections of Melbourne, providing safe and reasonably convenient access into the metropolitan area. Murrindindi Shire supports any initiative to improve any of these major road routes into Melbourne. Bus routes also operate through the municipality to link to Melbourne or provide connections to the Melbourne – Sydney train line at Seymour. Murrindindi Shire supports any initiative to

improve any bus / train options to Melbourne. Council also advocates enhanced and new bus connections to other areas within the region, for example a new bus connection with the regional Shepparton centre.

Murrindindi Shire is well placed with a range of reticulated services. Existing towns have sufficient services capacity to accommodate large increases in population. The provision of natural gas to the municipality's major townships is a major servicing priority for Murrindindi Shire. Natural gas would create cleaner and cheaper servicing options and enhance any opportunity to attract a large industry / employer to establish and operate in the municipality.

▪ Catchment issues:

The Goulburn Broken Regional Catchment Strategy is currently being reviewed, to be completed early 2013. The review provides the opportunity for enhanced synergies and linkages between regional catchment strategies, the Hume Growth Strategy and municipal planning schemes. These issues and relationships should be further explored, with key catchment and environmental directions from the draft catchment strategy fully incorporated in to the draft growth plan.

Catchment planning issues have become very prominent in the region. Catchment issues have the potential to heavily influence land use planning in Murrindindi Shire. Where possible, resolution and directions for catchment issues should be given in the draft growth plan. Relevant catchment issues for consideration include:

1. *Dwellings in potable catchments:*

Ongoing catchment planning issues have arisen as a result of:

- The recent VCAT decision outlining a 'requirement' for one dwelling per 40 hectares; and
- The guideline *Planning permit applications in open, potable water supply catchment areas* (DPCD, May 2009).

Monitoring of both the recent VCAT decision and the *Planning permit applications in open, potable water supply catchment areas* (DPCD, May 2009) guideline is required to determine the implications for the administration of the Murrindindi Planning Scheme and any changes that may be required to the scheme.

2. *Status and management of Lake Eildon:*

Ongoing debate has occurred regarding the status of Lake Eildon, ie whether it is a potable or non-potable supply. When finalised and adopted, the draft *Lake Eildon Land and On-Water Management Plan*, Goulburn Murray Water, 2012 (Draft) will guide the land use and management of the lake and environs.

Monitoring of both the status of Lake Eildon and the *Lake Eildon Land and On-Water Management Plan*, Goulburn Murray Water, 2012 (Draft) is required to determine the



implications for the administration of the Murrindindi Planning Scheme and any changes that may be required to the scheme. One implementation measure raised by the draft *Lake Eildon Land and On-Water Management Plan* is the potential use of a Special Area Plan prepared under catchment legislation. This process would avoid the need for major changes to the Murrindindi Planning Scheme.

- Bushfire planning:

Murrindindi Shire was substantially affected in the February 2009 bushfires with over 40 percent of the municipality burnt, a large loss of life and destruction of over 1,200 homes. As a result of the fires, the municipal community experienced significant social, economic and environmental loss and cost.

Murrindindi Shire Council has received \$120,000 from the DPCD bushfire fund to assist with bushfire recovery matters, including implantation of new policy and controls, compliance and a review of the Murrindindi Planning Scheme. A review of the scheme is required to establish compliance with current state government and agency directions and requirements to address bushfire risk and make recommendations for the further integration of bushfire considerations in the scheme.

The Bushfire Management Overlay (BMO) has now replaced the former Wildfire Management Overlay. Draft amended mapping for the Bushfire Management Overlay (BMO) has been prepared by DPCD, in conjunction with the CFA. It is anticipated that amended mapping and BMO application will result in less ability to develop housing in rural areas affected by bushfire risk, enhancing workload and potentially reducing the sustainability of the municipality.

The current draft Kinglake Ranges, Flowerdale and Toolangi Plan and Design Framework, being prepared by DPCD, will provide a strategic land use planning framework for the area and will inform the Hume Regional Growth Plan. The draft plan is a vision for a sustainable future for the Kinglake, Kinglake West – Pheasant Creek, Flowerdale and Toolangi areas, guiding population growth, land use and development, infrastructure and service provision, community safety and the character and identity of local communities. In conjunction with identification of areas of higher bushfire risk where further development is less appropriate, the framework must identify areas that are appropriate for future potential rezoning and development and means of enhancing the sustainability of these existing settlements. It is essential that the framework is completed and implemented as soon as possible. Murrindindi Shire Council's preference is that the Minister for Planning prepares and approves an amendment to the Murrindindi Planning Scheme to implement the plan and framework, including implementing recommended rezoning of land.

## **DRAFT BACKGROUND PAPER AND HUME REGIONAL GROWTH PLAN:**

**Submission by Murrindindi Shire Council, 27 November 2012**

### **General:**

Attention is drawn to Murrindindi Shire Councils' previous submission to the preliminary draft Hume Regional Growth Plan, dated 27 November 2012 (enclosed). Issues and comments in this previous submission remain applicable and should be considered in the finalisation of the Hume Regional Growth Plan.

As previously noted in Council's submission on the preliminary draft plan, the draft growth plan gives insufficient discussion and direction for Murrindindi Shire. The roles, attractions and opportunities for the municipality should be further outlined and enhanced in the final plan. Key directions to enhance for Murrindindi Shire in the final growth plan are its locational and environmental appeal, its lifestyle advantages, business and tourism opportunities and advantages, the role and potential of townships, the potential to build on the advantages and attributes of the municipality, the continued improvement of physical and community infrastructure and the ongoing promotion of business opportunities.

### **Draft background paper:**

Comments on the draft Hume Regional Growth Plan in the next section are also applicable to the background which follows a similar outline of issues and finding to the draft plan. General comments on the draft background paper are:

- Part B, Context:
  - 1.0, Overview: While a useful context is outlined in this section, the implications of land use issues should be discussed under 3.0, Challenges for growth.
  - 3.0, Challenges for growth:
    - This section repeats many of the issues raised in Section 1.0, Overview, and should more outline implications of emerging land use issues.
    - Agriculture is a major economic driver in the region (yet is not mentioned under 'economy') and should be further explored in this section.

- Catchment issues are now prominent in the region and should be further explored under the environment section (comment could also apply under section 4.0, Driver so change).
- Part C, thematic overview and future considerations:
  - 1.2.2, Sub regional perspective: The mention of Alexandra and Yea as suitable locations to accommodate urban growth in the lower Hume sub region is strongly supported. Mention should be made however of Murrindindi Shire and its locational, economic and lifestyle assets to the region.
  - 1.3, Small settlements: See comment on small settlements under Section 13.3, Foster the sustainability of small settlements, of the Draft Hume Regional Growth Plan.
  - 2.2, Guiding future rural land use:
    - See comment on the highly fertile river valleys of Murrindindi Shire, based on the Goulburn River system, and the general Kinglake / Toolangi area being areas of statewide significance under Section 11.2, Agriculture, of the Draft Hume Regional Growth Plan.
    - Climate change and agriculture: Environmental farming with carbon offsetting benefits will be an increasing trend in the future and should be mentioned.

### **Draft Hume Regional Growth Plan:**

- Part B, Regional overview:
  - 7. Drivers of change: Lifestyle settlement and farming is an increasing trend in the region, particularly in the southern and southwestern sections, and is effectively a driver of change in some areas.
  - 8. Challenges for growth:
    - Under 'rural land use', the trends towards rural lifestyle / part time farming and niche farming should be noted.
    - Under 'economy', a need for the generation of a range of employment opportunities throughout the region should be noted (same comment also applies under Section 9, Vision for the region).

- Part C, Towards the Regional Growth Plan – Regional Land Use Framework:
  - 11.1, Business, industry and services:
    - B), Provide strategic employment locations:
      - While the provision of strategic employment opportunities in areas with locational and infrastructure advantages is strongly supported, it is also important to provide employment opportunities of varying scales throughout the region.
      - Provision of industrial land is only one category of employment opportunity that should not be pursued at the expense of other employment options.
      - The tourism sector in Murrindindi Shire is a major employer of regional significance, with major opportunity to further expand and value add to the industry.
  - 11.2, Agriculture:
    - B), Support the protection of strategic farmland:
      - While the protection of strategic farmland is vital, the recognition and protection of general productive farmland generally is also important. While the SPPF has an objective *to protect productive farmland which is of strategic significance in the local or regional context*, it also has strategies to protect productive agricultural land.
      - The identification of *strategic agricultural land of national / state, regional and subregional significance* on the Figure 6 map implies that this is the particular area worthy of agricultural protection and raises the question as to what future directions are for other agricultural areas.
      - The highly fertile river valleys of Murrindindi Shire, based on the Goulburn River system, and the general Kinglake / Toolangi area are areas of statewide significance and should be indicated within the *strategic agricultural land of national / state, regional and subregional significance* on Figure 6.
  - 12, Environment and heritage:
    - Trawool Valley is mentioned in the background report as a landscape area. These attributes have been reinforced through a recent proposal for a wind farm in the Mitchell Shire section of the valley, which is subject to a VCAT review. Trawool Valley is classified National Trust landscape. Should this feature be indicated as part of the 'Potential areas of scenic landscape amenity' in Figure 7?

- 12.1, d), Manage water as a key environmental, social and economic asset: It is noted and agreed that there are key challenges for open, potable water supply catchment areas in the region. This section notes that unsewered residential development and agriculture have the potential to impact adversely on water quality. Most agriculture does not require consent under planning schemes and therefore cannot be regulated or controlled under them. Wastewater management for houses or other developments in areas not serviced with reticulated sewerage must be designed under applicable standards to be satisfactorily disposed of on the land and will not be of potential detriment to catchment areas if this process is undertaken.
  
  - 12.2, c), Minimise bushfire risk: The intended expanded use of the Bushfire Management Overlay (BMO) and new mapping for the overlay is noted. What are the implications of this extended usage and mapping for settlement patterns and proposed housing in bushfire prone areas? Murrindindi Shire anticipates that it will incur a large increase in the number of required planning permits for development as a result of amended mapping.
- 13, Living in the region:
- Section 13.2, Build on and strengthen the existing urban settlement network, includes Figure 15: Lower Hume – future urban growth. The Figure 15 inclusion of the majority of Murrindindi Shire within the peri-urban area (100 km to Melbourne) and the indication of the townships of Yea and Alexandra as ‘moderate growth location’ is strongly supported.
  
  - Section 13.3, Foster the sustainability of small settlements: This section could be supplemented to add that smaller urban townships and settlements provide diversity and choice for regional lifestyle and residential living.
  
  - Section 13.4, Provide a consistent approach to strategically plan for rural residential uses: Similar to rural townships, rural residential areas provide diversity and choice for regional lifestyle and (low density) residential living. The provision of rural residential land in strategic locations is supported. Although it is noted that ‘a consistent approach to planning for rural residential uses is needed to ensure the location of these uses is determined with consideration of regional assets’, this approach is effectively in place through the existing SPPF and former Ministers Direction No 6.

- Part D, Regional Growth Plan:
  - This text is difficult to read and could be broken into separate sub-sections for strategic directions, actions and future work / monitoring.
  - The economy section only mentions intensive agriculture and should note the significant economic role played in the region by agriculture generally.
  
- Part E, Delivering Regional Growth:
  - The proposed regional approach to implementing the plan in municipal planning schemes is supported.
  - The preparation and implementation of regional growth plan initiatives in municipal planning schemes by the Minister for Planning (acting as planning authority) without public exhibition is supported.

STREET

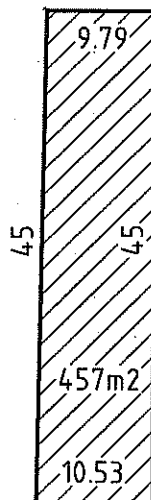
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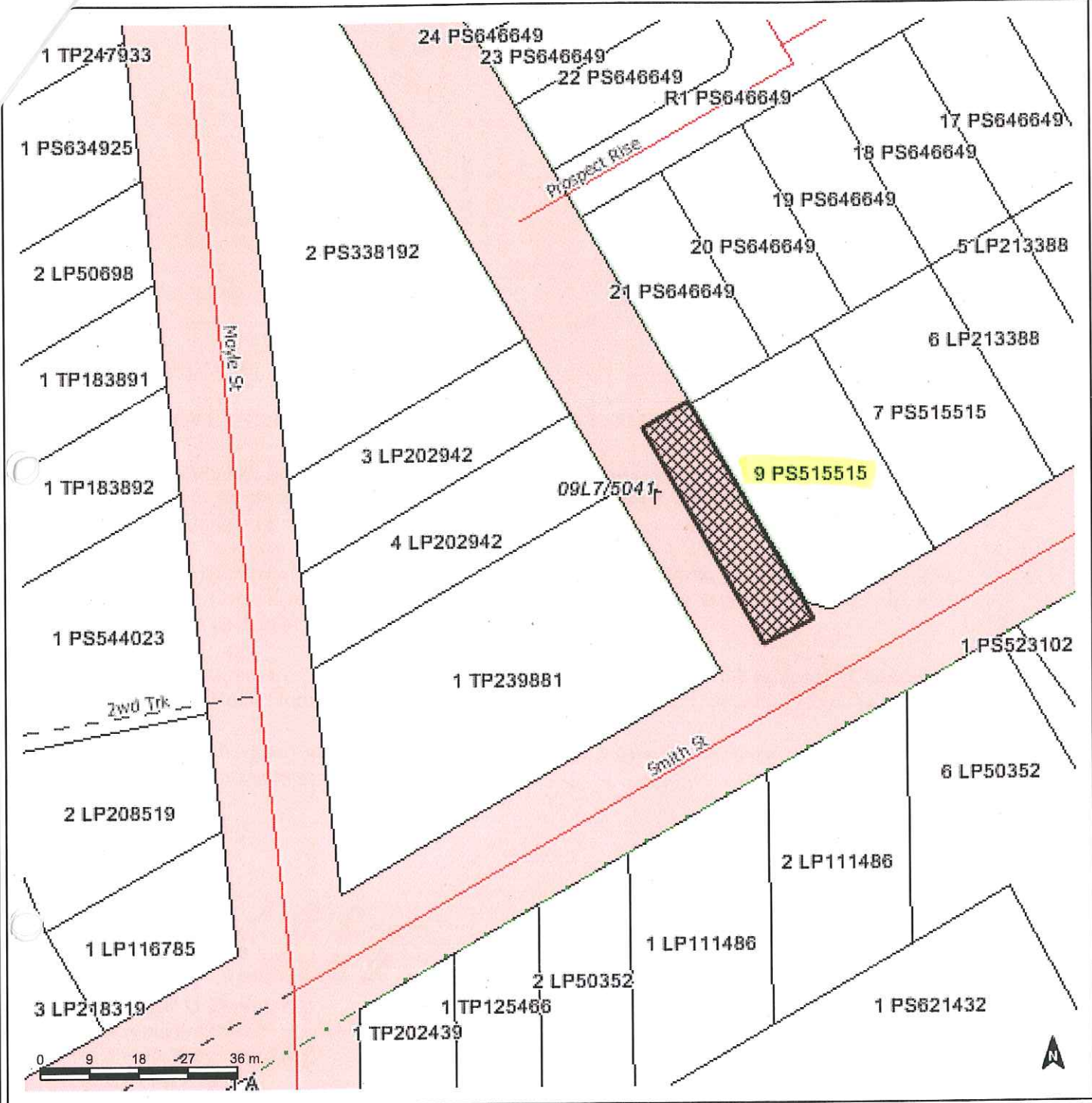


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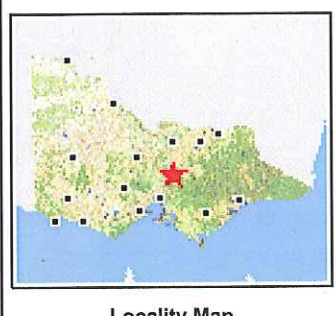
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**Legend**

Map Scale 1:1,000



Locality Map

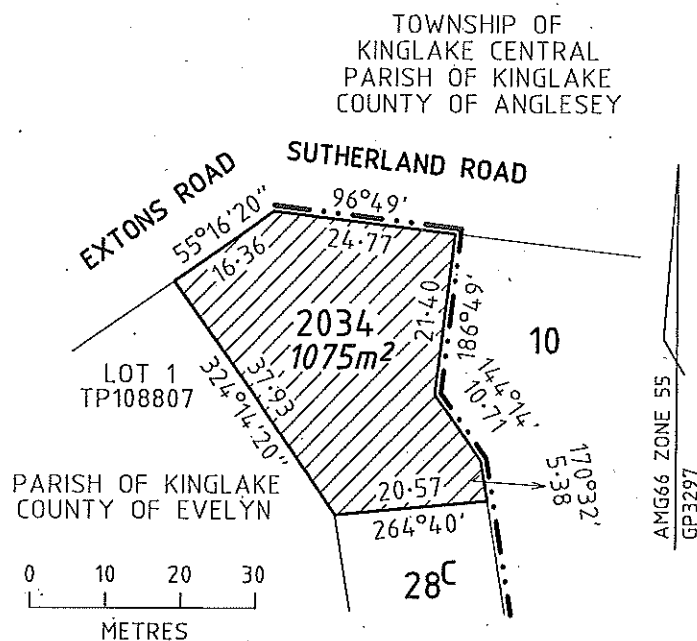
<p><b>CLM PLAN NOTICES</b></p> <ul style="list-style-type: none"> <li>APLIARES</li> <li>Defam and Range Sciences</li> <li>Temporary Access Rights</li> <li>PARCEL BOUNDARY</li> <li>TOWNSHIP BOUNDARIES</li> <li>PARCEL</li> <li>PIPE S</li> <li>Industrial Commercial Licences</li> <li>Recreation A Assessment Sciences</li> <li>Occupancy Licences</li> <li>Radio TV Telecom site Licences</li> <li>Emergency Services Use Licences</li> <li>Water Supply Licences</li> <li>Miscellaneous General Licences</li> </ul>	<p><b>CROWN PARCELS</b></p> <ul style="list-style-type: none"> <li>Crown land</li> <li>Voided land</li> <li>Development Road</li> <li>CROWN PARCELS ID</li> <li>ROADS</li> <li>Freeway</li> <li>Highway</li> <li>Main Road</li> <li>Main Road (Overhead)</li> <li>Collector</li> <li>Collector (Overhead)</li> <li>Local</li> <li>Local (Classified)</li> <li>ZWO</li> </ul>	<p><b>WATERCOURSES</b></p> <ul style="list-style-type: none"> <li>Agency Buffer</li> <li>CHANNEL</li> <li>LEASER</li> <li>IRPARAN</li> <li>WATER FRONTAGE</li> <li>Government Roads</li> <li>Dual Status Government Road</li> <li>Government Road</li> <li>CRAGRD</li> <li>Tenure</li> <li>RESERVES_DR</li> </ul>	<p><b>RESERVES</b></p> <ul style="list-style-type: none"> <li>WATERHOODS</li> <li>Watercourse Area</li> <li>Permanent Waterbody</li> <li>Wetland Area</li> </ul>
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Disclaimer: This map is a snapshot generated from Victorian Government data. This material may be of assistance to you but the State of Victoria does not guarantee that the publication is without flaw of any kind or is wholly appropriate for your particular purposes and therefore disclaims all liability for error, loss or damage which may arise from reliance upon it. All persons accessing this information should make appropriate enquiries to assess the currency of the data.





LAND VICTORIA



**CROWN ALLOTMENT 2034  
PARISH OF KINGLAKE  
COUNTY OF EVELYN**

*Prepared from:*  
VDP, K109(14), OP102199, RE49954 & PLAN K/01.03.12  
IN FILE

V.CASSAR-DOGOVOSKI 9/11/2012

for JOHN E. TULLOCH  
SURVEYOR-GENERAL VICTORIA

*File Ref.* 09/04324

*Drawn* NB 26-03-2012

**GP 3297**





**Murrindindi Shire Council Policy**

**TITLE: PROCUREMENT**

**Type: Council**

**File No: 09/06/10**

**Date Adopted: 22 May 2013**

**Next Review Date: May 2014**

**Revision History:**

Date	Action	Who
May 2013	Reviewed	Council
March 2012	Rescind <ul style="list-style-type: none"> <li>• Council Procurement Policy dated 22 September 2010 and</li> <li>• Bushfire Procurement Policy 25 May 2011</li> </ul>	Council
November 2011	Reviewed	Manager Corporate Services
September 2010	Reviewed	Manager Corporate Services
18 March 2008	Adopted	Council

**1. PURPOSE**

Procurement is a term that encompasses all processes by which the council negotiates, agrees and records purchasing arrangement with Creditors who have provided goods or services to the Council for carrying out its business commitments. Procurement is the whole process of acquisition of external goods, services and works and spans the whole life cycle from initial concept through to the end of the useful life of an asset (including disposal) or the end of a service contract.

The purpose of this policy is to:

- provide guidance to Council to allow consistency and control over procurement activities;
- demonstrate accountability to ratepayers;
- provide guidance on ethical behavior in public sector purchasing;
- demonstrate the application of elements of best practice in purchasing; and

- increase the probability of obtaining the right outcome when purchasing goods and services;

**2. RATIONALE**

Murrindindi Shire Council:

- Recognises that:
  - Developing a procurement strategy and adopting appropriate best practice contracting and procurement principles, policies, processes and procedures for all goods, services and works by council, will mitigate the risks in relation to unsafe goods and work practices, enhance achievement of council objectives such as sustainable and socially responsible procurement; bottom-line cost savings, supporting local economies; achieving innovation; and better services for communities.
  - The elements of best practice applicable to local government procurement incorporate:
    - broad principles covering ethics, value for money, responsibilities and accountabilities;
    - guidelines giving effect to those principles;
    - a system of delegations (i.e. the authorisation of officers to approve and undertake a range of functions in the procurement process);
    - procurement processes, with appropriate procedures covering minor, simple procurement to high value, more complex procurement; and
    - appropriate internal controls
    - regular management reviews
    - adherence and compliance with all of the above
- Requires that council's contracting, purchasing and contract management activities:
  - support the council's corporate strategies, aims and objectives;
  - consider and manage the whole life cycle of an acquisition from initial concept to the end of the useful life of an asset, including its disposal, or the end of a service contract;
  - achieve value for money;
  - are conducted, and are seen to be conducted, in an impartial, fair and ethical manner;
  - seek continual improvement.

**3. SCOPE**

This Procurement Policy is made under Section 186a of the *Local Government Act 1989* ("the Act). This section of the Act requires the council to prepare, approve and comply with a Procurement Policy encompassing the principles, processes and procedures applied to all purchased goods, services and works by the council.

This policy applies to all contracting and procurement activities at council and is binding upon councilors, council officers and temporary employees, contactors and consultants while engaged by the council.

**4. TREATMENT OF GST**

All monetary values stated in the policy include GST except where specifically stated otherwise.

**5. DEFINITIONS AND ABBREVIATIONS**

For a full list of definitions and abbreviations refer to Appendix 1 of this policy.

**6. EFFECTIVE LEGISLATION AND POLICY COMPLIANCE AND CONTROL**

**6.1 Ethics and Probity**

**6.1.1 Requirement**

The council's procurement activities shall be performed with integrity, transparency and with a focus on obtaining the very best value for money and in a manner able to withstand the closest possible scrutiny.

**6.1.2 Conduct of Councilors and Council Officers**

**6.1.2.1 General**

Councilors and council officers shall at all times conduct themselves in ways that are, and are seen to be, ethical and of the highest integrity and *will*:

- treat potential and existing suppliers with respect, equity and fairness;
- not seek or receive personal gain;
- maintain confidentiality of Commercial in Confidence information such as contract prices and other sensitive information;
- present the highest standards of professionalism and probity;
- deal with suppliers in an honest and impartial manner that does not allow conflicts of interest;
- provide all suppliers and tenderers with the same information and equal opportunity; and
- be able to account for all decisions and provide feedback on them.

- avoid conflicts of interest and improper use of an individual’s position and act in accordance with council’s employee code of conduct at all times.

Council officers who are responsible for managing or supervising contracts are prohibited from performing any works under the contract they are supervising.

**6.1.3 Conduct of Tenderers**

Tenderers are expected at all times to conduct themselves in ways that are, and are seen to be, ethical and of the highest integrity and will present the highest standards of professionalism and probity.

**6.1.4 Tender Processes**

All tender processes shall be conducted in accordance with the requirements of this policy and any associated procedures, relevant legislation, relevant Australian Standards and the Act.

**6.1.5 Conflict of Interest**

The onus is on the councilor and the council officers involved being alert to and promptly declaring an actual or potential conflict of interest to the council. Local Government Victoria Conflict of Interest provisions apply significant penalties for breaches of conflict of interest provisions.

Councilors and council officers shall at all times ensure that their disclosure of relevant private interests conflict, or might reasonably be thought to conflict, or have the potential to conflict, with their council duties are updated.

Councilors and council officers shall not participate in any action or matter associated with the arrangement of a contract (i.e., evaluation, negotiation, recommendation, or approval), where that person or any member of their immediate family has a significant interest, or holds a position of influence or power in a business undertaking tendering for the work.

**6.1.6 Fair and Honest Dealing**

All prospective contractors and suppliers must be afforded an equal opportunity to tender or quote.

Impartiality must be maintained throughout the procurement process so it can withstand public scrutiny.

The commercial interests of existing and potential suppliers must be protected. Confidentiality of information provided by existing and prospective suppliers must be maintained at all times, particularly commercially sensitive material such as, but not limited to prices, discounts, rebates, profit, manufacturing and product information.

### 6.1.7 Accountability and Transparency

Accountability in procurement means providing evidence on the process followed and the rationale for decisions taken. The test of accountability is that an independent third party must be able to see clearly that a process has been followed and that the process is fair and reasonable.

Therefore the processes by which all procurement activities are conducted will be in accordance with the council's procurement policies and procedures as set out in this policy and related, relevant council policies and procedures.

Additionally:

- all council officers must be able to account for all procurement decisions made over the lifecycle of all goods, services and works purchased by the council and provide feedback on them; and
- all procurement activities are to provide for an audit trail.

### 6.1.8 Gifts and Hospitality

No councilor or member of council staff shall, either directly or indirectly solicit or accept gifts or presents from any member of the public involved with any matter that is connected with the duties of the officer, or in which the council is interested. Councilors and council officers must exercise the utmost discretion in accepting hospitality from contractors or their representatives, or from organisations, firms or individuals with whom they have official dealings. Local Government Victoria Conflict of Interest provisions apply to gifts and hospitality, significant penalties apply for breaches of the provisions.

### 6.1.9 Disclosure of Information

Offers of bribes, commissions or other irregular approaches from organisations or individuals (no matter how flimsy the evidence available), must be promptly brought to the attention of the CEO.

### 6.1.10 Disclosure of Information

Procurement activities will be carried out in a way that supports council officers in meeting their obligations - to ensure information of a commercially sensitive or confidential nature is obtained, stored, processed, published (where applicable) in an appropriate manner in accordance with the relevant council guidelines.

Commercial in-confidence information received by the council must not be disclosed and is to be stored in a secure location.

Councilors and council officers are to protect, by refusing to release or discuss the following:

- information disclosed by organisations in tenders, quotation or during tender negotiations;

- all information that is Commercial in Confidence information; and
- pre-contract information including but not limited to information provided in quotes and tenders or subsequently provided in pre-contract negotiations.

Councilors and council officers are to avoid references to current or proposed contracts in discussion with acquaintances or outside interests.

Resolution of doubt with potential suppliers during tender evaluations should be in writing and not go beyond the extent necessary to resolve doubt on what is being offered by that supplier. It is preferable that any responses be forwarded to all potential suppliers.

At no stage should any discussion be entered into which could have potential contractual implications prior to the contract approval process being finalised other than authorized pre-contract negotiations.

## 6.2 Governance

### 6.2.1 Structure

The council has:

- established a procurement management responsibility structure and delegations ensuring accountability, traceability and audit ability of all procurement decisions made over the lifecycle of all goods, services and works purchased by the council;

Councils' procurement structure:

- is flexible enough to allow purchases of the diverse range of material, goods, works and services required by council in a timely manner;
- ensures that prospective contractors and suppliers are afforded an equal opportunity to tender/quote;
- encourages competition; and
- ensures that policies that impinge on the purchasing policies and practices are communicated and implemented.

### 6.2.2 Standards

The council's procurement activities shall be carried out to the professional standards required by best practice and in compliance with:

- The Act,
- The council's policies,
- The council's Code of Conduct, and
- Other relevant legislative requirements such as but not limited to the Trade Practices Act, Goods Act and the Environmental Protection Act.



**6.2.3 Methods**

The council’s standard methods for purchasing goods, services and works shall be by some or all of the following methods:

- petty cash;
- corporate credit card;
- purchase order following a quotation process from preferred suppliers for goods or services that represent best value for money under directed quotation thresholds or from approved agents such as Strategic Purchasing, Victorian Government or other bodies or via Standard Offer Agreements based on current price lists without obtaining a written quotation; or
- under contract following a tender process.

The council may, at its discretion and based on the complexity and cost of the project, conduct one stage or multi-stage tenders.

Typically a multi-stage tender process will commence with an expression of interest stage followed by a tender process involving the organisations selected as a consequence of the expression of interest stage.

Expressions of Interest (EOI) may be appropriate where:

- the requirement is complex, difficult to define, unknown or unclear;
- the requirement is capable of several technical solutions;
- the council wishes to consider ahead of formal tender processes such issues as whether those tendering possess the necessary technical, managerial and financial resources to successfully complete the project;
- tendering costs are likely to be high and council seeks to ensure that companies incapable of supplying the requirement don’t incur unnecessary expense;
- it is necessary to pre-qualify suppliers and goods to meet defined standards; and
- the requirement is generally known but there is still considerable analysis, evaluation and clarification required (both of the objective and the solution).

Additionally, for highly complex projects the council may run sequential tenders, the first to solicit solutions, the second to compete to provide the solution selected by council. Such sequential tenders may or may not be preceded by the expression of interest phase as required by the council based on the actual needs of the project.

**6.2.4 Training**

Regular training will provide guidance to Council officers to allow consistency and control over procurement activities, to increase accountability to ratepayers, legislative compliance and the probability of obtaining the right outcomes generally when purchasing goods and services. Training will be undertaken in accordance with a training program to be reported to councils Internal Audit Committee annually and reported to the Executive Team quarterly.

### 6.2.5 Responsible Financial Management

The principle of responsible financial management shall be applied to all procurement activities.

Accordingly, to give effect to this principle, the provisions of the Murrindindi Shire Council Internal Financial Control Manual must be observed and the availability of existing funds within an approved budget, or source of funds, shall be established prior to the commencement of any procurement action for the supply of goods, services or works.

Council officers must not authorise the expenditure of funds unless all aspects of their financial delegation are complied with.

Council funds must be used efficiently and effectively to procure goods, services and works and every attempt must be made to contain the costs of the procurement process without compromising any of the procurement principles set out in this Policy.

## 6.3 Procurement Thresholds and Competition

### 6.3.1 Requirement

All purchases, regardless of dollar value or nature, must be supported by a purchase order with the exception of those purchased made by way of petty cash or corporate credit card unless other arrangements authorized by the council or the CEO on a needs basis as required by abnormal circumstances such as responding to emergencies.

### 6.3.2 Levels of Authority Limits

A hierarchical system exists for monetary levels of expenditure. These are that:

1. Officers may have an Authority Limit ranging between \$0 and \$5,000 GST inclusive, which will enable them to create any single purchase order to the level of their authority;
2. Supervisors/Co-ordinators have an authority of up to \$10,000 GST inclusive;
3. Department Managers have an authority of up to \$20,000 GST inclusive;
4. General Managers have an authority up to \$50,000 GST inclusive;
5. Chief Executive Officer has a limit of \$150,000 GST inclusive for goods and services and \$200,000 GST inclusive for building and construction works;
6. Purchase of all goods and services for which the estimated expenditure exceeds \$150,000 GST inclusive, and building and construction works for which the estimated expenditure exceeds \$200,000 GST inclusive, must be undertaken by public tender as per the thresholds contained in the Local Government Act.

However, should the CEO consider that the nature of the requirement and the characteristics of the market are such that the public tender process would lead to a better result for the council, public tenders may be called for purchase of goods, services and works for which the estimated expenditure is below these thresholds.

- 7. Under no circumstances can a delegation be exercised unless there is a budget allocation available.
- 8. Selection of suppliers will be continually reviewed using a category management strategy to provide guidelines for eligible suppliers.

**6.3.3 Quotations**

Purchase of goods, services having a total of \$150,000 GST inclusive or less and building and construction works having a total valuation of \$200,000 GST inclusive or less may be undertaken using the procurement by quotation method as described below:

- between \$0 and \$5,000 GST inclusive  
Purchase order – a minimum of one recorded quote
- Items with a value \$5,001 to \$15,000 – Request for Quotation.  
Purchase Order and Council will receive a minimum of three written quotations.  
Documentation to be presented to accounts payable with invoices for payment.
- Items with a value \$15,001 to \$149,999/\$199,999 – Request for Quotation.  
Purchase order and Council will receive at a minimum of three written quotations by issuing a written Request for Quotation. Quotations returned by the nominated closing date must be evaluated and documentation to be presented to accounts payable with invoices for payment.

For all expenditure greater than \$100,000 it is a minimum requirement that all contractual relationships be documented in writing as required in Clause 6.7

- Public Advertising  
Request for Quotations may be advertised at the council officer’s discretion in addition to the methods above. This may occur when a field of potential tenderers has not been established, or an innovative approach is required, or the project has broad appeal that may attract keen prices, etc.
- Insufficient quotations.  
In rare circumstances the situation may arise where insufficient quotations are received to satisfy the above requirements.

In this instance approval must be sought from the CEO by way of completing a Certificate of Exemption. The Certificate of Exemption can be either completed in hardcopy or be provided via electronic means.

### 6.3.4 Critical Incident Procurement

During a critical incident, streamlined and flexible procurement policies and processes are require to ensure that all necessary actions can be implemented

Actions that cause a critical incident to come into effect for the whole organisation:

- A state of disaster declared under the *Emergency Management Act 1986* or any other emergency declaration made by the Premier.

Actions that cause a critical incident for an individual department

- An incident that requires activation of Council's Business Continuity Plan.
- An incident declared by an accountable officer where the safety or security of any person or property associated with the Council is threatened.
- An external incident to which an accountable officer has authorised the provision of urgent support.

Full compliance with existing procurement policies, for example, undertaking a public tender, would seriously delay responding to a disaster or emergency. Return to adopted policies and procedures would be expected in the minimum amount of time practical.

## 6.4 Delegation of Authority

### 6.4.1 Requirement

Delegations define the limitations within which council officers are permitted to work. Delegation of procurement authority allows specified council officers to approve certain purchases, quotation, tender and contractual processes without prior referral to the council. This enables the council to conduct procurement activities in an efficient and timely manner whilst maintaining transparency and integrity.

Procurement delegations ensure accountability and provide confidence to council and the public that purchasing activities are dealt with at the appropriate level.

As such, the council has delegated responsibilities as detailed below relating to the expenditure of funds for the purchase of goods, services and works, the acceptance of quotes and tenders and for Contract Management activities.

### 6.4.2 Delegations

#### 6.4.2.1 Council Officers

The council shall maintain a documented scheme of procurement delegations, identifying the council officers authorised to make such procurement commitments in respect of goods, services and works on behalf of the council and their respective delegations contained in Financial Delegations policies:

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Draft Procurement Policy (3).docx	
Author: J Lewis	Created: 5/14/2013 8:54:00 AM
Murrindindi Shire Council	Last saved: 5/16/2013 3:04:00 PM
Comment: .....	Last saved by: kenneilm
	Last printed: 5/16/2013 3:04:00 PM

- Acceptance of tenders
- Acceptance of quotes
- Contract term extensions (within authorised budget)
- Contract amendment (non-financial)
- Contract amendment (financial)
- Appointment to register of pre-qualified suppliers
- Credit Card purchases
- Procedural exceptions

**6.4.2.2 Delegations Reserved for the Council**

Commitments and processes which exceed the CEO’s delegation and which must be approved by the council are:

- Initial signing and sealing of contract documents.
- Tender recommendations and Contract approval for all expenditure over \$150,000 for goods and services and for all expenditure over \$200,000 for building and construction works.
- All contracts or tenders requiring additional budget.

**6.5 Internal Controls**

The council will maintain a framework of internal controls over procurement processes via the Murrindindi Shire Council Internal Financial Control Manual that will ensure:

- more than one person is involved in and responsible for a transaction end to end;
- a clearly documented audit trail exists for procurement activities;
- appropriate authorisations are obtained and documented; and
- systems are in place for appropriate monitoring and performance measurement

**6.6 Risk**

**6.6.1 Risk Management**

The following general risk minimisation arrangements are in place at the Murrindindi Shire Council;

- Council Risk Management Policy
- Risk Management Matrix
- Delegations of responsibility

**6.6.2 Risk Minimization**

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Draft Procurement Policy (3).docx	
Author: J Lewis	Created: 5/14/2013 8:54:00 AM
Murrindindi Shire Council	Last saved: 5/16/2013 3:04:00 PM
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Council uses measures such as:

- Utilization of Standard contracts to include current, relevant clauses including the use of relevant Australian Standards (or equivalent);
- Requiring security deposits where appropriate;
- Referring the drafting of specifications to relevant experts;
- Setting evaluation criteria that take into account qualitative and quantitative measures;
- Using pre-qualified contractors
- Requiring contractual agreement before allowing the commencement of work;
- Procedures for post tender negotiations;
- Standardized tools and templates to effectively managing the contracts including contract variations processes, monitoring and enforcing performance; and
- Maintaining accurate records.

### **6.7 Contract Terms**

All contractual relationships over \$100,000 must be documented in writing based on standard terms and conditions as recommended by the Australian Standards.

Where this is not possible, approval must be obtained from the appropriate council officer listed in the council Delegations. A request for such an approval should be supported with procurement and legal advice as relevant.

To protect the best interests of the council, terms and conditions must be settled in advance of any commitment being made with a supplier. Any exceptions to doing this expose the council to risk and thus must be authorised by the appropriate council officer listed in the council Delegations.

Purchase orders must be processed using council's electronic purchasing system to record the intention and commitment resulting from the contract.

Officers of council will not complete or authorize credit application requests provided by external organisations.

### **6.8 Endorsement**

Council officers must not endorse any products or services. Individual requests received for endorsement such as references for other local authorities must be referred to the Chief Executive Officer.

### **6.9 Dispute Resolution**

All council contracts shall incorporate dispute management and alternative dispute resolution provisions to minimise the chance of disputes escalation leading to legal action.

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**6.10 Contract Management**

The purpose of contract management is to ensure that the council, and where applicable its clients, receive the goods, services or works provided to the required standards of quality and quantity as intended by the contract by:

- establishing a system for monitoring and achieving the responsibilities and obligations of both parties' under the contract;
- providing a means for the early recognition of issues such as variations and performance problems and the identification of solutions;
- adhering to Council's Risk Management Framework and adhering to relevant Occupational Health and Safety Contractor Compliance Procedures.

All council contracts are to include contract management requirements. Furthermore, contracts are to be proactively managed by the member of council staff responsible for the delivery of the contracted goods, services or works to ensure the council receives Value for Money.

**7. DEMONSTRATE VALUE**

**7.1 Integration with Council Plan**

The council procurement activities shall support its Council Plan, aims and objectives, including but not limited to those related to sustainability, protection of the environment, corporate social responsibility and meeting the needs of the local community such as:

- being open and truthful in our dealings
- accepting responsibility for our actions and being consistent in application of our principles, policies and processes
- considering new ideas, opportunities and better ways of doing things

**7.2 Achieving Value for Money**

**7.2.1 Requirement**

The council's procurement activities will be carried out on the basis of obtaining Value for Money.

Purchase of all goods, services and assets should represent the optimum combination of quality, quantity, risk and timeliness and should be determined on a whole of contract, whole of asset life basis.

**7.2.2 Approach**

This will be facilitated by:

- developing, implementing and managing procurement strategies that support the co-ordination and streamlining of activities throughout the lifecycle;
- effective use of competition;
- using aggregated contracts and standard offer arrangements where appropriate;
- identifying and rectifying inefficiencies in procurement processes;
- developing cost efficient tender processes including appropriate use of e-solutions;
- council officers responsible for providing procurement services or assistance within the council providing competent advice in terms of available products and agreements; and
- working with suppliers to create relationships that are professional and productive, and are appropriate to the value and importance of the goods, services and works being acquired.

**7.2.3 Role of Specifications**

Specifications used in quotations, tenders and contracts are to support and contribute to the council's Value for Money objectives through being written in a manner that:

- ensures impartiality and objectivity;
- encourages the use of standard products;
- encourages sustainability;
- eliminates unnecessarily stringent requirements
- reinforces the criteria for the tender evaluation matrix

**7.3 Performance Measure and Continuous Improvement**

Appropriate performance measures are to be established and reporting systems will be used to monitor performance and compliance with procurement policies, procedures, controls and supplier performance.

**7.4 Sustainability**

**7.4.1 Environment**

Council will consider the potential environmental impact of its purchases when specifying and evaluating goods and services. Considerations should include:

- Purchase of goods and services that have reduced impact on the environment
- Assessment of environmental risk and ability to influence environmental outcomes
- The inclusion of environmental criteria in the selection of suppliers
- Building relationships with suppliers that include the principles of continuous environmental improvement

**7.4.2 Social**



Council will, where practical, prepare specifications and/or select purchases that reduce or avoid human rights breaches, poor public perception of Council, staff dissatisfaction and other possible negative effects on Council.

**7.4.3 Support of Local Business**

The Council is committed to buying from local business where such purchases may be justified on value for money grounds.

Maximizing opportunities for local suppliers to compete for Local Government purchasing requires active consideration of local supplies. Local suppliers should be encouraged to:

- Bid for the order or contract; and
- Supply the required goods or services where competitive

All factors being equal, Council will give consideration to local economic benefit when sourcing products when the benefit is identifiable and reasonable.

Local is defined as the Murrindindi Shire.

**8. APPLY A CONSISTENT AND STANDARD APPROACH**

The council will provide effective and efficient commercial arrangements for the acquisition of goods and services.

**8.1 Standard Processes**

The council will provide effective commercial arrangements covering standard products and provision of standard services across the council to enable employees to source requirements in an efficient manner.

**8.2 Performance Management**

A list of performance indicators will be developed to measure procurement and supplier performance.

**8.3 Category Management**

The council seeks to improve its' performance by capturing and analysing procurement management information in a variety of areas, including:

- Volume of spend
- Number of transactions per supplier
- Supplier performance
- User satisfaction

## 9. BUILD AND MAINTAIN SUPPLY RELATIONSHIPS

Council recognises that in order to achieve sustainable value, a strategic assessment of the appropriate 'channel to market' should be undertaken – whether to go to market on its own, participate in regional or sector aggregated projects or panels, access State Government panel agreements or other means. Council will consider supply arrangements that deliver the best value outcomes in terms of time, expertise, cost, value and outcome.

### 9.1 *Supplier Relationships*

Council recognises the importance of effective and open working relationships with its suppliers and is committed to the following:

- Managing existing suppliers, by development programmes and performance measurements to ensure the benefits are delivered.
- Developing and Maintaining preferred supplier lists
- Developing new suppliers and improving the capability of existing suppliers where appropriate.

### 9.2 *Relationship Management*

The council is committed to developing constructive long-term relationships with suppliers.

### 9.3 *Communication*

External communication is very important in ensuring a healthy interest from potential suppliers and partners to the council.

## 10. RELATED POLICIES & TEMPLATES

### **POLICIES:**

Confidentiality And Privacy

Communications

Corporate Card Policy

Employee Code of Conduct

Financial Delegations Policy

Fraud Prevention and Control

Petty Cash  
Risk Management  
Using consultants

**11. GOVERNANCE**

It is the responsibility of all staff to ensure that this policy and related procedures are adhered to. The Chief Executive Officer will institute relevant monitoring and auditing procedures to ensure compliance with this Policy and related policies.

**12. HUMAN RIGHTS CHARTER**

This policy has been developed with consideration of the requirements under the Charter of Human Rights and Responsibilities.

APPENDIX 1

PROCUREMENT POLICY

DEFINITIONS AND ABBREVIATIONS

Term	Definition
Accountability	A consistent approach to procurement will be achieved through compliance with procurement principles, processes and procedures. The 'procurement framework' will be robust and nominate the relevant officers and their responsibilities, and provide clear lines of responsibility and accountability. All transactions will be adequately documented to enable and facilitate audit.
Act	<i>Local Government Act 1989.</i>
Commercial in Confidence	Information that, if released, may prejudice the business dealings of a party e.g., prices, discounts, rebates, profits, methodologies and process information, etc.
Contract Management	The process that ensures both parties to a contract fully meet their respective obligations as efficiently and effectively as possible, in order to deliver the business and operational objectives required from the contract and in particular, to provide value for money.
Council officers	Includes full-time and part-time council officers, and temporary employees, contractors and consultants while engaged by the council.
Consultant	An arrangement where an individual or organisation is engaged: <ul style="list-style-type: none"> <li>• To provide expert analysis and advice which facilitates decision making;</li> <li>• To perform a specific, one-off task or series of tasks; and</li> <li>• To perform a task involving skills or perspectives which would not normally be expected to reside within the organisation.</li> </ul> <p>NOTE: To be classified as a consultancy, an arrangement should meet all of the criteria for a consultancy.</p>
Contractor	An individual or organisation engaged: <ul style="list-style-type: none"> <li>• To provide goods, works or services which implement a decision;</li> <li>• To perform all or part of a new or existing ongoing function to assist a department to carry out defined activities and operational functions; and</li> <li>• To perform a function involving skills which would normally be expected to reside within the department but which are not currently available.</li> </ul>
Executive Manager	Includes the Chief Executive Officer and second level positions such as General managers.
Open and Fair Competition	All prospective suppliers and vendors will be treated equally and fairly in an open and transparent manner, without bias or perception of bias. The same access to information about proposed procurement will be provided to all prospective suppliers and vendors to enable quotations and tenders to be submitted on the same basis.

Term	Definition
Probity	<p>Council will conduct their business in a fair, honest and open manner, demonstrating the highest levels of integrity consistent with the public interest.</p> <p>The dictionary definition of probity refers to uprightness, honesty, proper and ethical conduct and propriety in dealings. Within government, the word "probity" is often used in a general sense to mean "good process." A Procurement process that conforms to the expected standards of probity is one in which clear procedures that are consistent with the council's policies and legislation and public expectations are established, understood and followed from the outset. These procedures need to consider the legitimate interests of suppliers and ensure that all potential suppliers are treated equitably.</p>
Risk Management	<p>Council recognises that all procurement carries some risk and as a result will adopt pro-active and ongoing management strategies to minimize risks.</p>
Standing Offer Arrangements (SOA)	<p>A contract that sets out rates for goods and services which are available for the term of the agreement. However, no commitment is made under the agreement to purchase a specified value or quantity of goods or services.</p>
Tender Process	<p>The process of inviting parties to submit a quotation by tender using public advertisement, followed by evaluation of submissions and selection of a successful bidder or tender.</p>
Value for Money	<p>Value for Money in Procurement is about selecting the supply of goods, services and works taking into account both cost and non-cost factors including:</p> <ul style="list-style-type: none"> <li>• contribution to the advancement of the council's priorities;</li> <li>• non-cost factors such as fitness for purpose, quality, service and support; and</li> <li>• cost-related factors including whole-of-life costs and transaction costs associated with acquiring, using, holding, maintaining and disposing of the goods, services or works.</li> </ul> <p>Obtaining value for money does not mean council is obliged to accept the lowest price.</p>

<b>Statement A</b>							
Murrindindi Shire Council							
Income Statement							
For the period ended 31 March 2013							
	Original Budget 2012/13	December Revised Budget 2012/13	Revised Budget 2012/13	YTD Budgets 31/03/13	YTD Actual 31/03/13	Variance (unfav)	%
	\$	\$	\$	\$	\$	\$	
<b>Revenue</b>							
Rates & Charges	14,403,201	14,638,987	14,638,987	14,618,807	14,619,654	847	0%
Special Charge	108,150	108,150	-	-	-	-	
Statutory fees and fines	571,277	571,277	576,441	409,829	410,103	274	0%
User fees	3,255,900	2,338,145	2,180,319	1,345,847	1,339,295	(6,552)	0%
Grants - Recurrent	6,249,796	3,756,164	3,802,274	2,883,653	2,943,966	60,313	2%
Grants - Non-Recurrent	6,951,254	11,759,159	11,414,214	6,850,268	6,926,783	76,515	1%
Contributions - Cash	296,450	313,341	94,913	72,491	71,061	(1,430)	-2%
Contributions - Non Cash	-	16,000,000	16,000,000	-	-	-	
Reimbursements	89,680	89,680	122,141	100,977	115,599	14,622	14%
Other revenue	1,005,489	1,021,759	1,079,993	647,428	649,880	2,452	0%
<b>Total Revenue</b>	<b>32,931,197</b>	<b>50,596,662</b>	<b>49,909,282</b>	<b>26,929,300</b>	<b>27,076,342</b>	<b>147,042</b>	<b>1%</b>
<b>Expenses</b>							
Employee Benefits	12,662,087	12,571,783	12,380,158	9,362,301	9,514,746	(152,444)	-2%
Materials and Services	11,170,131	15,619,974	16,518,115	10,665,312	10,160,862	504,450	5%
Depreciation and amortisation	7,183,920	7,183,920	7,422,934	-	-	-	0%
Other Expense	270,768	270,768	271,361	176,888	178,136	(1,248)	-1%
Finance Costs (Interest)	369,900	351,150	336,566	95,334	95,333	1	0%
<b>Total Expenses</b>	<b>31,656,806</b>	<b>35,997,595</b>	<b>36,929,134</b>	<b>20,299,835</b>	<b>19,949,076</b>	<b>350,759</b>	<b>2%</b>
Net gain(loss) on disposal of property, infrastructure, plant and equipment	-	-	(304,497)	234,196	226,721	(7,475)	-3%
<b>Surplus (deficit) for the period</b>	<b>1,274,391</b>	<b>14,599,067</b>	<b>12,675,651</b>	<b>6,863,661</b>	<b>7,353,988</b>	<b>490,327</b>	<b>7%</b>
<i>Net gain (loss) on disposal of property, infrastructure, plant &amp; equipment</i>							
<i>Proceeds from Sale of Fixed Assets</i>	1,288,588	1,258,540	1,336,603	234,196	226,721	(7,475)	-3%
<i>Carrying value of assets sold</i>	1,288,588	1,258,540	1,641,100	-	-	-	
<i>Total</i>	-	-	(304,497)	234,196	226,721	(7,475)	
<b>Total Materials and Contractors</b>							
Utilities	478,502	473,080	497,235	362,369	402,420	(40,051)	-11%
Contractors	6,842,226	10,639,659	11,104,882	7,990,324	7,562,565	427,759	5%
Legal Expenses	94,319	94,319	183,064	159,610	215,558	(55,948)	-35%
Insurance	458,611	456,707	452,674	437,161	433,934	3,227	1%
Materials	1,320,766	1,405,908	1,234,001	804,204	690,276	113,928	14%
Contributions	454,228	462,528	620,850	316,080	397,605	(81,525)	-26%
Consultants	1,521,479	2,087,773	2,425,409	595,564	458,503	137,061	23%
	11,170,131	15,619,974	16,518,115	10,665,312	10,160,862	504,450	5%

<b>Statement A (Alternative Format)</b>							
Murrindindi Shire Council							
Income Statement							
Underlying Operational Result Format							
For the period ended 31 March 2013							
	<b>Original Budget</b>	<b>December Revised Budget</b>	<b>Revised Budget</b>	<b>YTD Budgets</b>	<b>YTD Actuals</b>	<b>Variance (unfav)</b>	<b>%</b>
	<b>2012/13</b>	<b>2012/13</b>	<b>2012/13</b>	<b>31/03/13</b>	<b>31/03/13</b>		
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	
<b>Revenue</b>							
Rates & Charges	14,403,201	14,638,987	14,638,987	14,618,807	14,619,654	847	0%
Statutory fees and fines	571,277	571,277	576,441	409,829	410,103	274	0%
User fees	3,255,900	2,338,145	2,180,319	1,345,847	1,339,295	(6,552)	0%
Grants - Recurrent (Operating Only)	6,249,796	3,756,164	3,802,274	2,883,653	2,943,966	60,313	2%
Grants - Non-Recurrent (Operating Only)	-	6,467,036	7,460,292	4,410,885	4,303,721	(107,164)	-2%
Contributions - Cash (Operating Only)	296,450	48,341	59,337	57,915	58,485	570	1%
Reimbursements	89,680	89,680	122,141	100,977	115,599	14,622	14%
Other revenue	1,005,489	1,021,759	1,079,993	647,428	649,880	2,452	0%
<b>Total Revenue</b>	<b>25,871,793</b>	<b>28,931,389</b>	<b>29,919,784</b>	<b>24,475,341</b>	<b>24,440,704</b>	<b>(34,637)</b>	<b>0%</b>
<b>Expenses</b>							
Employee Benefits	12,662,087	12,571,783	12,380,158	9,362,301	9,514,746	(152,444)	-2%
Materials and Services	11,170,131	15,619,974	16,518,115	10,665,312	10,160,862	504,450	5%
Depreciation and amortisation	7,183,920	7,183,920	7,422,934	-	-	-	0%
Other Expense	270,768	270,768	271,361	176,888	178,136	(1,248)	-1%
Finance Costs (Interest)	369,900	351,150	336,566	95,334	95,333	1	0%
<b>Total Expenses</b>	<b>31,656,806</b>	<b>35,997,595</b>	<b>36,929,134</b>	<b>20,299,835</b>	<b>19,949,076</b>	<b>350,759</b>	<b>2%</b>
<b>Underlying Surplus (deficit) for the period</b>	<b>(5,785,013)</b>	<b>(7,066,206)</b>	<b>(7,009,350)</b>	<b>4,175,506</b>	<b>4,491,628</b>	<b>316,122</b>	<b>-2%</b>
<b>Reconciliation to Income Statement</b>							
<i>Proceeds from Sale of Fixed Assets</i>	1,288,588	1,258,540	1,336,603	234,196	226,721	(7,475)	-3%
<i>Less Carrying value of assets sold</i>	(1,288,588)	(1,258,540)	(1,641,100)	-	-	-	
Capital Grants	6,951,254	5,292,123	3,953,922	2,439,383	2,623,063	183,680	8%
Capital Contributions	-	265,000	35,576	14,576	12,576	(2,000)	-14%
Contributions - Non Cash	-	16,000,000	16,000,000	-	-	-	
Contributed Assets							
Net Movement in Asset Revaluation Reserve							
Special Charge Rate for Capital Projects	108,150	108,150	-	-	-	-	
<b>Operating Result as per Income Statement</b>	<b>1,274,391</b>	<b>14,599,067</b>	<b>12,675,651</b>	<b>6,863,661</b>	<b>7,353,988</b>	<b>490,327</b>	<b>7%</b>

<b>Statement B</b>							
Murrindindi Shire Council							
Balance Sheet							
as at 31 March 2013							
	Original Budget	December	Revised Budget	YTD Budget	Actual	Variance	%
	2012/13	Revised Budget	2012/13	31/03/13	31/03/13	(unfav)	
	\$	\$	\$	\$	\$	\$	
<b>Assets</b>							
<b>Current assets</b>							
Cash and cash equivalents	10,271,092	10,366,571	13,065,727	14,515,860	15,346,704	830,844	6%
Trade and other receivables	3,938,800	3,938,800	3,770,832	5,757,219	6,245,864	488,645	8%
Accrued Income	70,000	70,000	70,000	-	-	-	
Prepayments	130,000	130,000	130,000	6,500	6,747	247	4%
Inventories	160,000	160,000	160,000	230,000	233,485	3,485	2%
<b>Total current assets</b>	<b>14,569,892</b>	<b>14,665,371</b>	<b>17,196,559</b>	<b>20,509,579</b>	<b>21,832,800</b>	<b>1,323,221</b>	6%
<b>Non current assets</b>							
Property & Plant & Equipment	303,081,558	301,678,118	298,116,276	284,096,897	283,151,605	(945,292)	0%
Receivables	50,000	50,000	50,000	50,000	54,012	4,012	8%
<b>Total non-current assets</b>	<b>303,131,558</b>	<b>301,728,118</b>	<b>298,166,276</b>	<b>284,146,897</b>	<b>283,205,617</b>	<b>(941,280)</b>	0%
<b>Total assets</b>	<b>317,701,450</b>	<b>316,393,489</b>	<b>315,362,835</b>	<b>304,656,476</b>	<b>305,038,417</b>	<b>381,941</b>	0%
<b>Liabilities</b>							
<b>Current liabilities</b>							
Trade and other payables	3,925,401	3,925,401	3,922,627	298,000	301,993	(3,993)	-1%
Trust funds and deposits	796,843	796,843	807,843	867,843	740,557	127,286	15%
Provisions - Employee Entitlements	3,051,903	3,051,903	2,746,206	2,731,206	2,746,206	(15,000)	-1%
Interest-bearing loans and borrowings	836,965	836,965	840,579	-	-	-	
<b>Total Current Liabilities</b>	<b>8,611,112</b>	<b>8,611,112</b>	<b>8,317,255</b>	<b>3,897,049</b>	<b>3,788,756</b>	<b>108,293</b>	3%
<b>Non-Current Liabilities</b>							
Provisions - Employee Entitlements	482,526	482,526	525,355	525,355	525,356	(1)	0%
Provisions - Other	1,242,002	1,242,002	1,242,002	1,180,721	1,180,721	-	0%
Interest-bearing loans and borrowings	3,209,535	3,226,766	3,217,722	3,957,674	3,957,580	94	0%
<b>Total Non Current Liabilities</b>	<b>4,934,063</b>	<b>4,951,294</b>	<b>4,985,079</b>	<b>5,663,750</b>	<b>5,663,657</b>	<b>93</b>	0%
<b>TOTAL LIABILITIES</b>	<b>13,545,175</b>	<b>13,562,406</b>	<b>13,302,334</b>	<b>9,560,799</b>	<b>9,452,413</b>	<b>108,386</b>	1%
<b>NET ASSETS</b>	<b>304,156,275</b>	<b>302,831,083</b>	<b>302,060,501</b>	<b>295,095,677</b>	<b>295,586,004</b>	<b>490,327</b>	0%
<b>Equity</b>							
Accumulated Surplus	151,906,643	124,675,888	124,144,786	126,004,021	126,004,021	0	0%
Surplus for the Year	1,274,391	14,599,067	12,675,651	6,863,661	7,353,988	490,327	7%
Asset Revaluation Reserve	147,539,704	158,667,028	159,819,862	158,667,028	158,667,028	0	0%
Other Reserves	3,435,537	4,889,100	5,420,202	3,560,967	3,560,967	(0)	0%
<b>TOTAL EQUITY</b>	<b>304,156,275</b>	<b>302,831,083</b>	<b>302,060,501</b>	<b>295,095,677</b>	<b>295,586,004</b>	<b>490,327</b>	0%



<b>Statement C</b>							
Murrindindi Shire Council							
Cash Flow Statement							
For the period ended 31 March 2013							
	Original Budget	December Revised Budget	Revised Budget	YTD Budget	Actual	Variance (unfav)	
	2012/13	2012/13	2012/13	31/03/13	31/03/13		
	<i>hardcoded</i> Inflows/ (Outflows)	Inflows/ (Outflows)	Inflows/ (Outflows)	Inflows/ (Outflows)	Inflows/ (Outflows)	Variance (unfav)	%
	\$	\$	\$	\$	\$	\$	
<b>Cash Flow From Operating Activities</b>							
Rates & Charges	14,363,201	14,796,423	14,592,691	12,486,124	12,059,215	(426,909)	-3%
User charges and other fines	4,622,378	5,063,489	4,883,378	3,657,254	3,968,091	310,836	8%
Grants	13,201,050	20,463,654	20,164,819	14,682,252	14,439,591	(242,661)	-2%
Interest	684,568	480,690	643,956	562,845	575,960	13,115	2%
Net GST Refund/Payment	-	-	-	-	-	-	
Payments to suppliers	(10,955,899)	(17,572,766)	(18,471,500)	(15,787,724)	(13,303,365)	2,484,359	-16%
Payments to employees	(12,455,413)	(12,293,869)	(12,365,112)	(9,622,255)	(11,740,596)	(2,118,340)	22%
<b>Net cash flow provided by operating activities</b>	<b>9,459,885</b>	<b>10,937,621</b>	<b>9,448,232</b>	<b>5,978,496</b>	<b>5,998,896</b>	<b>20,400</b>	<b>0%</b>
<b>Cash flow from investing activities</b>							
Payment for property, plant and equipment,infrastructure	(10,239,815)	(14,652,093)	(10,558,989)	(4,628,409)	(3,683,114)	945,295	-20%
Proceeds from sale of property, plant and equipment,infrastructure	1,288,588	1,258,540	1,336,603	234,196	226,721	(7,475)	-3%
<b>Net cash used in investing activities</b>	<b>(8,951,227)</b>	<b>(13,393,553)</b>	<b>(9,222,386)</b>	<b>(4,394,213)</b>	<b>(3,456,393)</b>	<b>937,820</b>	<b>-21%</b>
<b>Cash flows from financing activities</b>							
Trust funds and deposits	(208,809)	(190,028)	(179,030)	(119,031)	(246,314)	(127,284)	107%
Finance costs	(311,486)	(290,284)	(278,474)	(146,150)	(146,149)	1	0%
Proceeds from interest bearing loans and borrowings	500,000	500,000	500,000	-	-	-	
Repayment of interest bearing loans and borrowings	(830,867)	(813,636)	(819,066)	(419,693)	(419,787)	(94)	
<b>Net cash provided by (used in) financing activities</b>	<b>(851,162)</b>	<b>(793,948)</b>	<b>(776,570)</b>	<b>(684,874)</b>	<b>(812,250)</b>	<b>(127,376)</b>	<b>19%</b>
Net increase/(decrease) in cash and cash equivalents	(342,504)	(3,249,880)	(550,724)	899,409	1,730,253	830,844	92%
Cash and cash equivalents at the beginning of the financial year	10,613,596	13,616,451	13,616,451	13,616,451	13,616,451	-	0%
Cash and cash equivalents at the end of the financial year	<b>10,271,092</b>	<b>10,366,571</b>	<b>13,065,727</b>	<b>14,515,860</b>	<b>15,346,704</b>	830,844	6%
<b>Reconciliation of result from ordinary activities with net cash from operations</b>							
Surplus for the financial year	1,274,391	14,599,067	12,675,651	6,863,661	7,353,988	490,327	
Depreciation and amortisation	7,183,920	7,183,920	7,422,934	-	-	-	
Contributions Non Monetary Assets	-	(16,000,000)	(16,000,000)	-	-	-	
Financing Costs (Cash Portion)	311,486	290,284	278,474	146,150	146,149	(1)	
(Profit)/loss on disposal of property, plant and equipment,infrastructure	-	-	304,497	(234,196)	(226,721)	7,475	
Change in assets and liabilities							
(Increase)/decrease trade and other receivables	(40,000)	6,189,885	6,357,853	4,371,466	3,878,810	(492,656)	
(Increase)/decrease in inventories	(10,000)	153,280	153,280	83,280	79,793	(3,487)	
(Increase)/decrease in other current assets	(20,000)	61,502	61,502	255,002	254,755	(247)	
Increase/(decrease) in provisions	257,955	484,971	222,103	145,822	160,823	15,001	
Increase/(decrease) in trade and other payables	502,133	(2,025,288)	(2,028,062)	(5,652,689)	(5,648,696)	3,993	
<b>Net cash provided by operating activities</b>	<b>9,459,885</b>	<b>10,937,621</b>	<b>9,448,232</b>	<b>5,978,496</b>	<b>5,998,900</b>	<b>20,404</b>	

<b>Statement D</b>							
<b>Murrindindi Shire Council</b>							
<b>Standard Statement of Capital Works</b>							
<b>For the period ended 31 March 2013</b>							
	<b>Original Budget</b>	<b>December Revised Budget</b>	<b>Revised Budget</b>	<b>YTD Budget</b>	<b>Actuals</b>	<b>Budget/ Actual Variance (unfav)</b>	<b>%</b>
	<b>2012/13</b>	<b>2012/13</b>	<b>2012/13</b>	<b>31/03/13</b>	<b>31/03/13</b>		
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	
Land	-	-	-	-	-	-	0%
Buildings	3,884,469	6,672,709	3,404,648	2,035,475	2,253,974	(218,499)	-11%
Plant , Machinery & Equipment	930,382	1,549,875	1,536,572	1,056,691	316,641	740,050	70%
Roads & Paths	2,875,045	3,589,160	3,124,873	1,070,032	743,487	326,545	31%
Bridges	1,811,453	1,811,453	1,637,000	193,348	178,686	14,662	
Stormwater Network	212,000	340,259	252,259	65,559	38,646	26,913	41%
Cultural	-	110,905	125,905	16,564	14,758	1,806	0%
Furniture, Office Equipment and Software	407,020	490,119	390,119	125,013	95,152	29,861	24%
Library Materials	119,446	87,613	87,613	65,727	41,774	23,953	36%
<b>Total Capital Works</b>	<b>10,239,815</b>	<b>14,652,093</b>	<b>10,558,989</b>	<b>4,628,409</b>	<b>3,683,117</b>	<b>945,292</b>	<b>20%</b>
Represented by:							
Renewal	4,575,949	4,980,185	4,645,229	793,127	446,052	347,075	44%
Upgrade	1,332,685	2,760,589	1,843,536	1,259,623	1,281,163	(21,540)	-2%
New Assets	4,331,181	6,911,319	4,070,224	2,575,659	1,955,902	619,757	24%
<b>Total Capital Works</b>	<b>10,239,815</b>	<b>14,652,093</b>	<b>10,558,989</b>	<b>4,628,409</b>	<b>3,683,117</b>	<b>945,292</b>	<b>20%</b>
<b>Property, Infrastructure, Plant and Equipment</b>							
<b>movement Reconciliation Worksheet</b>	<b>Original Budget</b>	<b>December Revised Budget</b>	<b>Revised Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>Variance</b>	
	<b>2012/13</b>	<b>2012/13</b>	<b>2012/13</b>	<b>31/03/13</b>	<b>31/03/13</b>		
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	
Total Capital Works	10,239,815	14,652,093	10,558,989	4,628,409	3,683,117	945,292	
Impaired assets						-	
Asset revaluation movement		-	1,152,835	1	-	1	
Depreciation & amortisation	(7,183,920)	(7,183,920)	(7,422,934)	-	-	-	
Written down value of assets sold	(1,288,588)	(1,258,540)	(1,641,100)	-	-	-	
Contributed Assets		16,000,000	16,000,000	0	0		
<b>Net movement in property, infrastructure, plant and equipment</b>	<b>1,767,307</b>	<b>22,209,633</b>	<b>18,647,790</b>	<b>4,628,410</b>	<b>3,683,117</b>	<b>945,293</b>	

**Statement E – Reconciliation of Non Discretionary Cash & Reserves**

<b>Cash Flow Statement Reconciliation - Non discretionary Cash Requirements</b>						
Required Cash at year End	Original Budget	December Revised Budget	Revised Budget	YTD Budget	Actual	Budget/ Actual Variance
	2012/13	2012/13	2012/13	31/03/13	31/03/13	
<b>Non discretionary Cash Requirements to be held:</b>						
<b>Reserves</b>		\$	\$	\$	\$	
<b>Account</b>						
070300 Public Open Space Reserve	(428,005)	(398,004)	(358,004)	(333,004)	(333,004)	(0)
070305 Infrastructure Contributions - Parking	(65,480)	(65,480)	(65,480)	(65,480)	(65,480)	-
070312 Infrastructure Maintenance Reserve 2% Rate	(435,366)	(435,366)	(435,366)	(206,780)	(206,780)	-
070313 Infrastructure Maintenance New and Expanded Assets	-	(1,500,000)	(1,500,000)	-	-	-
070325 Garbage Reserve	(2,171,236)	(2,267,947)	(2,846,559)	(2,283,737)	(2,283,737)	-
070340 Coster Street Units Reserve	(27,150)	(27,987)	(28,110)	(22,252)	(22,252)	0
070345 Shaw Avenue Redevelopment Reserve	(43,752)	(43,752)	(43,752)	(43,752)	(43,752)	-
070355 Alexandra Community Leisure Centr	(131)	(2,374)	(2,374)	(19,244)	(19,244)	-
070370 Road Maintenance Reserve	(16,044)	(16,044)	(16,044)	(16,044)	(16,044)	-
070420 Yea Saleyards Reserve	(173,312)	(94,790)	(75,157)	(480,797)	(480,797)	-
070430 Alexandra Saleyards Reserve	(49,838)	-	-	(48,710)	(48,710)	-
070440 Yea Caravan Park Reserve	(15,560)	(14,364)	(14,364)	(16,247)	(16,247)	-
070445 Marysville Caravan Park Reserve	(9,663)	(22,992)	(34,992)	(24,920)	(24,920)	-
070000 Deposits	(562,333)	(562,333)	(562,333)	(562,333)	(454,448)	107,885
070041 Provision for Employee Entitlement - A/L ( 25% )	(292,789)	(292,789)	(267,925)	(264,175)	(267,924)	(3,750)
070060 General Trust Accounts	(165,510)	(165,510)	(176,510)	(176,510)	(180,376)	(3,866)
070200 Provision for Employee Entitlement -60500.9910 LSL	(1,930,905)	-	-	-	-	-
Quarry Security ANZ	(112,500)	(112,500)	(112,500)	(112,500)	(112,500)	-
<b>Total Required Cash</b>	<b>(6,499,574)</b>	<b>(6,022,232)</b>	<b>(6,539,470)</b>	<b>(4,676,485)</b>	<b>(4,576,215)</b>	<b>100,269</b>
<b>Total Available Cash</b>	<b>10,271,092</b>	<b>10,366,571</b>	<b>13,065,727</b>	<b>14,515,860</b>	<b>15,346,704</b>	<b>830,844</b>

**Summary of Reserves**

	Balance at beginning of reporting period	Transfer from accumulated surplus	Transfer to accumulated surplus	Budgetted Balance at end of reporting period
	30/06/12			30/06/13
	\$	\$	\$	\$
Public Open Space Reserve	333,004	25,000	-	358,004
Garbage Reserve	2,283,737	562,822	-	2,846,559
Infrastructure Contributions Parking	65,480	-	-	65,480
Infrastructure Maintenance Reserve - 2% Rates	206,780	228,586	-	435,366
Infra. Maint. New & Expanded Assets ( Bal \$1.2m p.a)	-	1,500,000	-	1,500,000
Infrastructure Maintaintence VBRRRA Gifted & Novated Assets - \$920K	-	-	-	-
Coster Street Units Reserve	22,252	10,858	(5,000)	28,110
Shaw Avenue Redevelopment	43,752	-	-	43,752
Road Maintenance - Subdividers Contribution	16,044	-	-	16,044
Alexandra Community Leisure Centre	19,244	-	(16,870)	2,374
Yea Saleyards	480,797	94,670	(500,310)	75,157
Alexandra Saleyards	48,710	-	(48,710)	-
Yea Caravan Park	16,247	-	(1,883)	14,364
Marysville Caravan Park	24,920	10,072	-	34,992
<b>Total Other reserves</b>	<b>3,560,967</b>	<b>2,432,008</b>	<b>(572,773)</b>	<b>5,420,202</b>

Public Open Space represents payments from Subdividers as specified under the Subdivisions Act, to fund future creation of areas of recreational land

Garbage reserve represents funds set aside for rehabilitation of Landfill site.

Infrastructure Contributions reserve represents payments from Subdividers set aside for future infrastructure works relating to provision of car parking.

Infrastructure Maintenance Reserve - (2% of Rates) represents funds set aside for addressing council's long term infrastructure renewal obligations

Infra. Maint. - New and Expanded Assets - balance of unexpended annual allocation of \$1.2M for operations & maintenance of New & Expanded Assets

Infra. Maint. Reserve represents funding received for maintenance of Gifted and Novated Assets ( \$920K).

Coster Street Units reserve represents funds set aside for future maintenance costs of these units.



**Murrindindi**  
Shire Council

**REPORT ON COUNCIL PLAN 2009 – 2013**

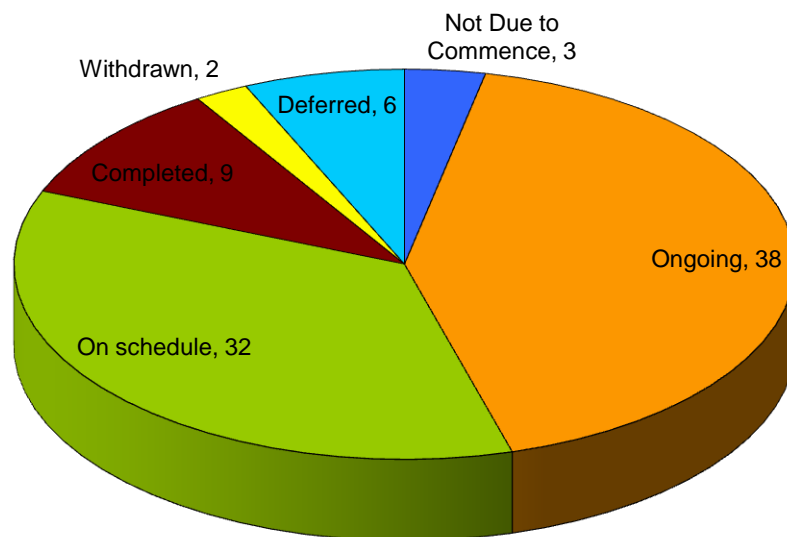
**MARCH 2013**

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## EXECUTIVE SUMMARY

**Business Plan Elements - STATUS**



■ Not Due to Commence
 ■ Ongoing
 ■ On schedule
 ■ Completed
 ■ Withdrawn
 ■ Deferred

The Reform and Recovery Plan is being implemented through a range of actions including the employment of staff and the conduct of programs funded under the Murrindindi Assistance Package as well as the implementation of organisational system improvements and efficiencies. Council received the second annual report on the implementation of the Plan at its March 2013 meeting.

The Celebrating Positive Ageing Forum held in February provided an opportunity for older people across the Shire to get involved in a range of activities and to provide feedback directly to Council on issues that they feel are important to ageing well in Murrindindi Shire.

The Healthy and Active Third Age Strategy has been the focus of the Positive Ageing Advisory Group for the past few months. The Positive Ageing Advisory Group has developed key priorities and a set of values that will underpin the new action plan. These priorities have been tested with the Community, Service clubs and groups and Service Providers as part of a broad consultation strategy in this area.

An integrated Diversity Plan has been developed in partnership with the Alexandra and District Hospital. The plan is now being implemented and will be reviewed within 12 months. Key actions include a stronger focus on strengthening relationships with the local Indigenous community and improving the cultural awareness of all staff.

Council has continued to support Yarra Ranges Regional Marketing in the implementation of the Marysville and Triangle Marketing and Events Implementation Plan. The Marysville 150 years celebrations are underway with six events already completed including the very successful Marysville World's Longest Lunch held on 15 March. The 150 years events program is promoted through the printed and online 150 Year Events Calendar, event banners and flags and through a public relations campaign being delivered by Chatterbox Marketing.

Progress has been made on a range of actions identified in the implementation plan for the Economic Development Strategy (2011 - 2016). Some examples this quarter include the completion of the Murrindindi Training Needs Analysis in partnership with the Central Ranges Local Learning and Employment Network (CRLLEN), support to assist the Murrindindi Business and Tourism Association to secure funding via the state government's Streetlife program to plan the future direction and development of the Association, completion of the Tourism Product Audit in partnership with Goulburn River Valley Tourism, provision of support for the annual industry networking event undertaken by the Upper Goulburn Food Wine and Culture Group, facilitation of pre planning/building application meetings for three major developments (one in Kinglake and two in Marysville and Surrounds) and development of plans for the fit out and volunteer recruitment/ training associated with the Y Water Centre (Yea).

Officers continue to fulfil the agreed outcomes outlined in the MOU and In Kind agreement with Goulburn River Valley Tourism (GRVT). The 2nd publication of the regional Holiday Planner will be available in the last quarter of the financial year. The GRVT promotion at the Caravan and Camping Supershow at Caulfield racecourse from 7 - 9 March was well attended.

Advocacy for funding from the ACT project to support/facilitate business and network development initiatives for the MTI was successful. To this end recruitment to the role of business development manager for the MTI will be undertaken during March/April. The allocation of resources and this appointment will see the offer of training at the MTI expand rapidly.

The Hume Regional Strategy has identified the development of a trail from Alexandra to Eildon as a priority. The DPCD is currently preparing a Hume Regional Tracks and Trails Strategy and has involved community consultation as part of its development. The Advancing Country Towns Project has developed an initiative that includes the preparation of a feasibility study for a link which was endorsed by Council at its March 2013 meeting.

Council achieved a core competency under the National Asset Management Framework (NAMAF). This is a significant achievement and recognition of a large amount of work undertaken to improve Council's Asset Management practices.



## GOVERNANCE

### 1.1 Effective leadership providing representation and advocacy for the community backed by a financially strong organisation.

Strategic indicators	Target	Status	Comments
KPI 1.1 Community perception of overall performance	More than or equal to indexed mean of 62 in annual Community Satisfaction Survey	Assessment premature	The Community Satisfaction Survey for 2012-13 is scheduled for conduct in the final reporting period (May, June 13) of Year 4 of the Council Plan.
KPI 1.2 Community perception of performance for advocacy	More than or equal to indexed mean of 60	Assessment premature	The Community Satisfaction Survey for 2012-13 is scheduled for conduct in the final reporting period (May, June 13) of Year 4 of the Council Plan.
KPI 1.3 Financial performance measured through liquidity and operating result	To maintain low level of risk in accordance with VAGO (Victorian Auditor-General's Office) Local Government financial sustainability indicators	Assessment premature	The KPIs for the 2011-12 financial year were not to hand in the final reporting period of the Year 3 Council Plan Review. With Audited Financial Statements now to hand the Liquidity and Underlying result indicators can now be reported on. The 2011-12 Liquidity Ratio of 3:1 against the prudential benchmark of 1.5:1 is favourable indicating a good capacity to service short term debt liabilities. In terms of underlying result the measurement was 23.73% indicating a surplus and positive result in terms of bench marked sustainability. KPIs for the Council Plan Year 4 review will not be known until completion of the annual audit by VAGO in approximately August 2013.

### 1.1.1 Facilitate and support recovery within fire affected communities.

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
1.1.1.1	Continue to provide leadership and advocate for the community in the recovery process.	Chief Executive Officer	30/06/13	Ongoing	Various meetings were held between Council and the State Government's Fire Recovery Unit, Department of Planning and Community Development and Department of Human Services to ensure the various local bushfire recovery issues continue to be progressed.
1.1.1.2	Support ongoing community and organisational transition to post recovery operations	General Manager Corporate & Community Services	30/06/13	Ongoing	Council will maintain a high tempo of advocacy with the State Government with regard to seeking financial assistance as detailed in the KPMG report. The Department of Planning and Community Development - Local Government Victoria has prepared a brief on further work to be undertaken by Council to support its current and future needs. In response to this brief, Council has provided their consultants with information required to further consider the quantum of assistance required.
1.1.1.3	Lobby other levels of government to secure recovery resources (c/f from previous year)	Chief Executive Officer	30/06/13	Ongoing	Council has continued its advocacy to the State Government on the securing of resources to contribute to the cost of the operating, maintaining and renewing the gifted and novated assets. This has included a media program with the public release of the KPMG report. Meetings have been held with the Departmental Secretary of DPCD and also with Local Government Victoria to discuss the scope of the project requested by the Departmental Secretary. Officers have meet with the consultants providing advice to Local Government Victoria and it is understood that further advice will be provided in early 2013.

### 1.1.2 Provide opportunity for open and responsive communication with the community

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
1.1.2.1	Continue to communicate the Council Plan to the community	General Manager Corporate & Community Services	30/06/13	Ongoing	Council will continue to actively report on specified activities within the Council Plan to the community via its published quarterly report and media releases on activities achieved. Ground work has already been established, via the Community Visioning exercise conducted in August 2012 to engage members of the community to assist in the new Council in the development of the Council Plan beyond June 2013. Council have progressed the development of the new Council Plan (2013-17) that is focussed on 4 broad themes namely, Our Community, Our Council, Our Economy and Our Environment. The new Council Plan (2013-17) is scheduled for community consultation in May 2013.
1.1.2.2	Continue a community visioning exercise to develop a Murrindindi 2030 Community Plan. (c/f from previous year)	Chief Executive Officer	30/06/13	On schedule	Council has received over 270 responses to the community visioning survey. These responses have been collated and an introduction on the outcomes of the survey and the workshop has been presented to Council.

### 1.1.3 Improve governance systems, processes and relationships.

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
1.1.3.1	Implement the Murrindindi Reform and Recovery Plan.	Chief Executive Officer	30/06/13	On schedule	The Reform and Recovery Plan is being implemented through a range of actions including the employment of staff and the conduct of programs funded under the Murrindindi Assistance Package as well as the implementation of organisational system improvements and efficiencies. Council received the second annual report on the implementation of the Plan at its March 2013 meeting.

1.1.3.2	Undertake business planning and implement the Services Review recommendations.	Chief Executive Officer	30/06/13	On schedule	As part of the Services Review, Business Plans are being implemented by each Department. In addition the recommendations of the Services Review are being implemented including position savings, organisational efficiencies and implementation of individual services reviews including the Parks and Gardens, Library and Economic Development and Infrastructure Operations reviews. Further reviews for the Finance and Corporate Services Departments will be completed in the next quarter.
1.1.3.3	Conduct the induction for new and returning Councillors.	Chief Executive Officer	30/06/13	On schedule	Implementation of the Councillor Induction and Transition Program has been a high priority since the election of the new Council. Council's legal obligations in relation to its compliance with the Local Government Act, the principles of Good Governance and the role of Council in relation to the Planning and Environment Act have been key themes for implementation. In addition, the development of the Strategic Resource Plan and the Council Plan has been important elements of the induction program.
1.1.3.4	Monitor and review the changes to the schedule of Council meeting times and locations.	General Manager Corporate & Community Services	30/06/13	On schedule	Ordinary Meetings of Council have been conducted in Yea (August), in Flowerdale (September) and in Eildon (January 2013) in line with Council's intention to provide opportunity for community participation at Council Meetings around the Shire. Council meetings are currently conducted in the evening with a view to maximising community participation. Attendance by members of the public has been low at all three meetings conducted this quarter.
1.1.3.5	Review governance processes to identify opportunities for improvement (c/f from previous year)	General Manager Corporate & Community Services	30/06/13	On schedule	The Local Government Inspectorate attended Council in the week beginning 3 September 2012 to conduct a review of Council's operations which included Governance elements. The report findings indicated that Council was compliant in 21 out of the

27 areas reviewed. Council has reviewed the report findings and has responded to recommendations, providing the Inspectorate with actions to be undertaken in respect of non compliant areas and timelines for achievement.

1.1.3.6	Progress Council Procurement Roadmap developed through the Council Reforming Business Procurement (c/f from previous year)	Manager Corporate Services	30/06/13	Ongoing	The Procurement Working Group has established a procurement plan and specifications to engage external professionals to assist with establishing a procurement toolkit, provide training and ongoing support and advice and to assist with going to market with prioritised procurement contracts.
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#### 1.1.4 Be consistent, fair and transparent in our decision-making.

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
1.1.4.1	Complete continuous improvement and Best Value requirements.	General Manager Corporate & Community Services	31/03/13	Ongoing	In terms of continuous improvement, the organisation is currently undergoing a process of developing business plans and service level review of all departments. Specific service level reviews have been completed for Parks and Gardens, Economic Development, Library Services and Infrastructure Operations. The reviews for Corporate Services and Finance Departments are scheduled for implementation in May 2013.

## COMMUNITY

### 2.1 Communities enjoying good health and well being.

Strategic indicators	Target	Status	Comments
KPI 2.1 Community Indicators Victoria Subjective well being rating	Maintain better than Victorian average	Target achieved	The 'Subjective Wellbeing' rating, as provided by Community Indicators Victoria (CIV) survey data is 80.2 which is 2.7 points better than the Victorian average of 77.5. This rating indicates people's satisfaction with their lives within Murrindindi Shire.
KPI 2.2 Community Indicators Victoria Feeling part of the community rating-	Maintain better than Victorian average	Target achieved	The 'Feeling part of the Community' rating, as provided by Community indicators Victoria (CIV) survey data is 80.7 which is 8.4 points better than the Victorian average of 72.3. This rating indicates people's feeling of connectedness within the communities of Murrindindi Shire.
KPI 2.3 Community Indicators Victoria Food security rating	Maintain better than Victorian average	Assessment premature	Data is unavailable as at March 2013 from Community Indicators Victoria (CIV). It is anticipated that updated survey data will be available by June 2013.
KPI 2.4 Community perception of performance for health and human services -	More than or equal to indexed mean of 76	Assessment premature	The Community Satisfaction Survey for 2012-13 is scheduled for conduct in the final reporting period (May, June 13) of Year 4 of the Council Plan.
KPI 2.5 Community perception of performance for recreation facilities	More than or equal to indexed mean of 66	Assessment premature	The Community Satisfaction Survey for 2012-13 is scheduled for conduct in the final reporting period (May, June 13) of Year 4 of the Council Plan.

### 2.1.1 Facilitate and support recovery within fire affected communities.

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
2.1.1.1	Continue work with fire affected communities to assist with ongoing implementation of community based recovery plans based on active participation and strengthened community connectedness. (c/f from previous year)	Manager Community Services	30/06/13	Ongoing	Work continues across Murrindindi Shire to support fire affected communities. All service users of the Aged and Disability Services Unit are encouraged and assisted where required to develop personal emergency plans (using the Red Cross Preparing to Leave Early packs). All Children's Services Home Based Child Care Educators are required to have a documented fire and emergency evacuation plans in place. These plans must be practised regularly. The Vulnerable Persons registry is up to date and is now uploaded onto the MECC Central system. A list of Vulnerable Facilities has also been uploaded.
2.1.1.2	Continue work with fire affected communities to strengthen communities and prepare for future disasters	Manager Community Services	30/06/13	Ongoing	This activity is ongoing and is firmly integrated into the daily program delivery across all units within the Community Services department. Aged and Disability services actively work with individuals to assist their recovery and plan for future events. Community Capacity Building Initiatives including Seniors activities, volunteer support, children's week and ACT early years all have a strong focus on building resilience. The Celebrating Positive Ageing Forum held in February provided an opportunity for older people across the Shire to get involved in a range of activities and to provide feedback directly to Council on issues that they feel are important to ageing well in Murrindindi Shire. The Municipal Recovery Plan is regularly updated and an audit of relief and recovery centres has occurred in November / December 2012 in preparation for the fire season. A full review of the Municipal Relief and Recovery Plan is being planned for the 2013 year with the assistance of the Emergency Management Coordinator. Relief Centre Volunteer Training was undertaken with all Council volunteers in February 2013.

## 2.1.2 Foster a more resilient community by promoting diversity, inclusion, access and equity, and supporting community interaction.

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
2.1.2.1	Implement initiatives from the Inclusiveness, Access and Equity Plan	Manager Community Services	30/06/13	Ongoing	An Inclusiveness, Access and Equity Plan has not been developed to date although several key pieces of work have been completed in the past few years including Access Audits. An Access and Equity working group has been established comprising key Council officers and external representatives including service providers and a community member. The group is working on the establishment of a Disability Action Plan and has developed a consultation and communication plan and questionnaires for community members. Community consultation (via questionnaire) has been completed. Results are currently being tabulated to assist in developing the themes and actions for the Health and Wellbeing Plan and Disability Action Plan. A Communication and Disability Awareness Session is being hosted by Council in partnership with Nexus Primary Health and Ovens and King Community Health Service in April 2013.
2.1.2.2	Identify and Implement projects, programs and initiatives to meet the key strategic directions of the “Linking Murrindindi” Access and Liveability for All Strategic Plan 2011-2013 (c/f from previous year)	Manager Community Services	30/06/13	On schedule	Council officers have explored local innovative projects including Youth Commute (Alexandra and surrounds) and Community Connect (Kingslake and surrounds) to address transport isolation issues and access to services for the key target groups of young people and the aged. Both projects have been found to be unsuitable for Murrindindi Shire. The Youth Commute project was not taken up by other regions and has resulted in Council Officers re-focusing projects. Officers continue to work with the Shire of Yarra Ranges and Whittlesea Shire on the Access to Health project, improving transport to Metropolitan medical services including medical transport. The Transport Connections Partnership



Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
					Group continues to meet regularly and is focusing on sustaining outcomes of the project once funding ceases in June 2013. A review of Community buses provided by the Council is underway; A range of options for delivery of services in this area will be developed.
2.1.2.3	Investigate a community building initiative in Yea (c/f from previous year)	General Manager Sustainability	31/03/13	Ongoing	To date it has not been possible to establish a specific project for Yea and work continues to explore a suitable initiative for the use of the available funds. Officers are pursuing opportunities to develop a project initiative under the framework of the proposed Murrindindi Health and Wellbeing Plan. It is intended that a project will be identified in line with this Plan prior to the end of the financial year.
2.1.2.4	Re-establish maintenance service standards for section 86 committees of management. (c/f from previous year)	Manager Corporate Services	30/06/13	Ongoing	A comprehensive review of all services provided to or supporting section 86 Committees of Management has been undertaken in the second quarter of this financial year. Further information is being collated to clarify and cost outdoor services. The results of the review will provide the basis for completion of Councils Facilities Maintenance Policy which is currently in draft format.
2.1.2.6	Identify and implement priority strategies from the Healthy and Active Third Age Strategy.	Manager Community Services	30/06/13	Ongoing	The Healthy and Active Third Age Strategy has been the focus of the Positive Ageing Advisory Group for the past few months. The Positive Ageing Advisory Group has developed key priorities and a set of values that will underpin the new action plan. These priorities have been tested with the Community, Service clubs and groups and Service Providers as part of a broad consultation strategy in this area. The Positive Ageing Forum held in February 2013 was successful in attracting over 80 people. A Positive Ageing Report has been developed summarising all feedback and this

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
					information will be incorporated into the Health and Wellbeing Plan and will assist in forming key strategies and actions for the Positive Ageing Action Plan.
2.1.2.7	Develop an ongoing community strengthening activity to acknowledge the contribution of volunteers.	Manager Community Services	30/06/13	Ongoing	Volunteers are acknowledged in a number of ways including annual Volunteer Week events to celebrate their contribution and commitment. The Positive Ageing community event successfully celebrated community participation and promoted opportunities for volunteerism within Murrindindi. The importance of volunteers and the strong volunteer culture within Murrindindi is being recognised within both the new Council Plan and the Health and Wellbeing Plan.
2.1.2.8	Develop a Diversity Plan for Council Aged and Disability Services.	Manager Community Services	30/08/12	Completed	An integrated Diversity Plan has been developed in partnership with the Alexandra and District Hospital. The plan is now being implemented and will be reviewed within 12 months. Key actions include a stronger focus on strengthening relationships with the local Indigenous community and improving the cultural awareness of all staff.

### 2.1.3 Facilitate improved quality of life for the Murrindindi community.

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
2.1.3.1	Implement initiatives from the Health and Well Being Plan	Manager Community Services	30/06/13	On schedule	Where relevant, initiatives have been incorporated into standard program delivery improving sustainability of positive outcomes for the community. Many of the initiatives are complete with some activities still continuing including Arts and Cultural Development partnership with Regional Arts Victoria. The Marysville Skate Park has recently been completed. The Health and Wellbeing plan has been reviewed. A new plan is now in development.
2.1.3.2	Lobby State Government to improve access to public housing	Manager Community Services	30/09/12	Ongoing	This activity relates to assisting in the rehousing of all residents in temporary villages. All temporary villages have been closed and all residents relocated. The need for this activity will be revisited with community members through consultation in early 2013. If an ongoing need is identified, this activity will be addressed through the Municipal Health and Well Being plan. Consultations to date have not highlighted this as a current community priority, however, this is will be clarified at the Key Stakeholder consultation for the Health and Wellbeing Plan in May 2013.
2.1.3.3	Review and redevelop the Early Years Plan.	Manager Community Services	30/06/13	Ongoing	A review of the previous Early Years Plan is underway. The development of a new Early Years Plan is occurring in conjunction with the broader Municipal Health and Wellbeing Planning process. The Children's Services Network is a key partner in the development of the Early Years plan that will guide the implementation of these priorities.
2.1.3.4	Implement strategies from the Youth Strategy	Manager Community Services	30/06/13	Ongoing	Good progress has been made with the Youth Partnership Group focusing on key priority areas of bullying and education, employment and training. The Youth Partnership Group has held several consultations with young people and supported the

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
					<p>ongoing implementation of the TRIBES program and the development of new community youth groups. A partnership with local secondary schools and Youth Apprenticeship providers is currently being explored to extend the training and employment opportunities for young people. This activity is ongoing for the life of the strategy. The FReeZA program also supports the priorities of the strategy. Council in conjunction with the Youth Partnership was successful in gaining 'Change it UP' funding which will train and assist 20 young people across the Shire to implement local youth led projects. The Youth Partnership Meetings have been reviewed and new chair identified. The partnership agencies reported they find the network useful and productive and are excited about continuing the implementation of the Youth Strategy. The Youth Strategy will be reflected in the Health and Wellbeing Plan.</p>

## LOCAL ECONOMY

### 3.1 Sustainable growth of our local economy.

Strategic indicators	Target	Status	Comments
KPI 3.1 Community perception of Council's performance on economic development	More than or equal to indexed mean of 56	Assessment premature	The Community Satisfaction Survey for 2012-13 is scheduled for conduct in the final reporting period (May, June 13) of year 4 of the Council Plan
KPI 3.2 Employment rate	Equal to or higher than Victorian average in 2011 census	Met	Results of the most recent Census indicate that 4.6% of working age people in Murrindindi were unemployed. The figure for Victoria was 5.4%. Note: These are unemployment figures not employment figures.

#### 3.1.1 Facilitate and support recovery of businesses within fire affected communities.

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
3.1.1.1	Facilitate processes relating to a core tourism development in Marysville	Manager Economic Development	30/06/13	On schedule	<p>The successful project consortia (Melbourne Civic City Property, Metier3 and Toga) for the new Marysville Hotel and Conference Centre was announced in October 2012. Following the concept design plans being placed on public exhibition from November 1 to December 7 all submissions were collated and passed on to the architects and project team for consideration.</p> <p>Construction is planned to commence in March/April 2013 with the facilities expected to open in late 2014.</p>

### 3.1.2 Support and promote events and festivals across the Shire.

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
3.1.2.1	Work with Yarra Ranges Regional Marketing to assist in the delivery of the Marysville and Triangle Marketing and Events Implementation Plan	Manager Economic Development	31/03/13	Ongoing	<p>Council has continued to support Yarra Ranges Regional Marketing in the implementation of the Marysville and Triangle Marketing and Events Implementation Plan. The Marysville 150 years celebrations are underway with six events already completed including the very successful Marysville World's Longest Lunch held on 15 March. The 150 years events program is promoted through the printed and online 150 Year Events Calendar, event banners and flags and through a public relations campaign being delivered by Chatterbox Marketing.</p> <p>The next major event will see steel bands from around the world converge on Marysville from 12 - 14 April for the inaugural Australian Steelband Festival. Applications close for the next round of event funding on May 1st. 11 events from across the Shire have sought assistance to apply including the Yea Arts Carnival, a revamped version of the BigFi\$h weekend and two new, externally managed events, the Warrior Challenge at Lake Mountain and the Buxton Boot Camp.</p> <p>A range of collaborative marketing initiatives being rolled out include; the Murrindindi local markets promotion via Melbourne radio outlets (Triple R and Fox FM), a local produce and attractions stand at the Yarra Valley Food and Wine Festival (Garden Party in Healesville), a face book competition offering a two night family getaway in Maysville and print and online advertising in the GRVT Holiday Planner.</p>
3.1.2.2	Re-establish the Murrindindi Festivals and Events Network to support and	Manager Economic	31/03/13	Withdrawn	It has not been necessary to re-establish the network, as existing channels of communication

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
	promote tourism events in the Shire	Development			between the Shire's major event organisers and Council has been sufficient within the resources available to grow the capacity of event management planning and to ensure regular promotion through the Council's calendar of events.

### 3.1.3 Provide support to new and expanding business.

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
3.1.3.1	Attract investment into available industrial land	Manager Economic Development	30/06/13	Ongoing	<p>The draft development plan for industrial land at the Binns-McCrae Rd site in Alexandra was on public exhibition from 28 February until 29 March 2013. Officers are collating the responses from members of the public and referral authorities and preparing a report for Council's consideration.</p> <p>The former Alexandra Mill industrial site in Lamont Street was purchased by the Glencoe Group which intended to install a manufacturing plant on the site during 2013 with a focus on timber products such as roof and floor trusses for the local and Melbourne markets. Due to the size of the lot, there is potential for other industrial uses/businesses to co-locate on the site.</p> <p>The old Alexandra Saleyards site and a parcel of land in the Yea industrial area are included in a group of Council owned properties being prepared for sale as part of the service review process. Following a tender process, officers are working with a local real estate agent to develop and implement the sales plan for these sites. It is expected that the sites will be auctioned in the last quarter of the current financial year.</p>

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
3.1.3.2	Develop Action Plans to enable implementation of the Economic Development Strategy 2011-2016.	Manager Economic Development	30/06/13	On schedule	Progress has been made on a range of actions identified in the implementation plan for the Economic Development Strategy (2011 - 2016). Some examples this quarter include the completion of the Murrindindi Training Needs Analysis in partnership with the Central Ranges Local Learning and Employment Network (CRLLEN), support to assist the Murrindindi Business and Tourism Association to secure funding via the state government's Streetlife program to plan the future direction and development of the Association, completion of the Tourism Product Audit in partnership with Goulburn River Valley Tourism, provision of support for the annual industry networking event undertaken by the Upper Goulburn Food Wine and Culture Group, facilitation of pre planning/building application meetings for three major developments (one in Kinglake and two in Marysville and Surrounds) and development of plans for the fit out and volunteer recruitment/ training associated with the Y Water Centre (Yea)
3.1.3.3	Progress the development of industrial land in Alexandra – former Alexandra Saleyards	Manager Economic Development	30/06/13	On schedule	Council resolved to sell the former Alexandra Saleyards site which will allow the opportunity for industrial use. Following a tender process a local real estate agent was appointed and sale of the site (by auction) is expected to occur before the end of the financial year.

### 3.1.4 Participate in Cooperative marketing.

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
3.1.4.1	Subject to available resources, attract investors to fill product gaps on the Goulburn River High - Country Rail Trail and Yarra Valley - High Country touring	Manager Economic Development	30/06/13	Ongoing	The Goulburn River High Country Rail Trail Product and Services Audit, completed in 2011 has been supplemented by further research undertaken as part of Goulburn River Valley Tourism's region wide



Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
	route				<p>tourism product audit completed in early 2013.</p> <p>These documents will provide a basis for investment attraction opportunities to be built into the Murrindindi Business Prospectus. Promotional activities such as the 2nd Regional Victorian Living Expo to be delivered from 19 to 21 April will create the forum for investors to access specific information. A reasonable degree of investor interest, especially in the accommodation sector, is already occurring as the rail trail becomes more popular and well known.</p> <p>It is anticipated that completion of the Integrated Strategy for Interpretation, Identity and Way finding and the subsequent marketing opportunities that will flow from it, will heighten investor interest in the rail trail. The appointed consultant team (High Country Collective) has begun the process of developing the Strategy that will be completed by October 2013.</p>
3.1.4.2	Fulfil undertakings under the Memorandum of Understanding with the Goulburn River Valley Tourism Inc. to grow tourism in the shire	Manager Economic Development	30/06/13	Ongoing	<p>Officers continue to fulfil the agreed outcomes outlined in the MOU and In Kind agreement with Goulburn River Valley Tourism (GRVT). The 2nd publication of the regional Holiday Planner will be available in the last quarter of the financial year. The GRVT promotion at the Caravan and Camping Supershow at Caulfield racecourse from 7 - 9 March was well attended. Work concluded on finalising the region wide Tourism Product and Service audit with the document expected to be distributed in April/May.</p> <p>Planning got under way for an industry networking evening to be held in Marysville in April in partnership with GRVT Board. During March,</p>

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
					officers provided input into a collective GRVT response to Tourism Victoria's Regional Tourism Strategy 2013 - 2016.

### 3.1.5 Facilitate improved access to Information Communication Technology and mobile phone services.

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
3.1.5.1	Undertake a feasibility study to enable improved access to high speed and affordable broadband services. If warranted apply for grant funding for an initial implementation. If warranted apply for grant funding for an initial implementation.	Manager Economic Development		Withdrawn	Council resources are now being directed to supporting a Hume region approach to advocating for improved ICT services. See Activity 3.1.5.2
3.1.5.2	Investigate and advocate for improved access to high speed and affordable broadband services in the Shire	Manager Economic Development	30/06/13	Ongoing	<p>Council supports the Hume region approach to improved Information and Communications Technology (ICT) for Murrindindi with ongoing involvement in the Hume Region National Broadband Network (NBN) Readiness Plan and the Hume Region ICT Strategy development.</p> <p>A key deliverable from the Readiness Plan is the Business Readiness Diagnostic, a tool to be made available to local small businesses to assist them to assess their readiness for the digital economy. The diagnostic tool will help to identify areas for improvement and suggested ways to improve business use of technologies and NBN readiness. Subject to available resources, the diagnostic will be promoted to local businesses during 2013.</p> <p>Planning Department officers received an initial briefing from NBN Co on likely tower locations and the extent of associated infrastructure and</p>

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
					equipment required for the NBN rollout. Further updates will occur over time.

### 3.1.6 Undertake or facilitate major economic development projects.

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
3.1.6.1	Advocate for the expansion of local provision of post secondary training opportunities through the Murrindindi Training Institute	Manager Economic Development	30/06/13	On schedule	<p>Support for the Murrindindi Training Institute continues through the Advancing Country Towns (ACT) project with two key initiatives being undertaken. The review and re-write of the Murrindindi Training Needs Analysis was completed and launched at the Murrindindi Training Institute in March. To process undertaken by Workforce XS, included a business survey with over 120 respondents, one on one meetings with over 20 key employers across the shire to ascertain their future training needs and the creation of a business database of over 400 local businesses. Further input from local business people and key stakeholders was achieved via business forums in Kinglake and Alexandra, meetings with existing training providers and an analysis of what training local people receive outside the shire.</p> <p>Advocacy for funding from the ACT project to support/facilitate business and network development initiatives for the MTI was successful. To this end recruitment to the role of business development manager for the MTI will be undertaken during March/April. The allocation of resources and this appointment will see the offer of training at the MTI expand rapidly.</p>
3.1.6.2	Facilitate processes relating to the development of Mt Pinniger Resort	Manager Economic Development	30/06/13	Ongoing	Council has continued to offer support, including further pre planning application meetings, to the proponents of this project to help progress the

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
					project to the point where a planning application can be submitted and considered by Council. It is understood the proponents are required by the Minister for Planning to prepare an Environmental Effects Statement prior to planning approval being granted.
3.1.6.3	Resolve future management arrangements for Yea Wetlands Centre and pursue a sustainable business model.	General Manager Sustainability	30/03/13	Ongoing	Work is progressing on establishing suitable management arrangements for the soon to be constructed Yea Wetlands Interpretative and Visitor Information Centre. The plans for the building design and layout were finalised during the quarter. A review of the financial model for the ongoing operational costs of the Centre was also prepared, with input from the project's stakeholders. The stakeholders, with Council, are considering the formation of an Incorporated Association with representation from the project stakeholder groups and the community to manage the Centre. An expression of interest process was commenced during the quarter which will gauge the level of interest in community representative positions on the proposed Association. The finance and governance arrangements are due to be finalised in May 2013.

## CLIMATE CHANGE & NATURAL ENVIRONMENT

### 4.1 A natural environment that is diverse, healthy and cared for.

Strategic indicators	Target	Status	Comments
KPI 4.1 Community Indicators Victoria Household waste recycling rates	Maintain or improve current level of 33%	Target achieved	Kerbside Recycling rates have been improved slightly this quarter from 41.4% to 41.7%.
KPI 4.2 Annual waste diversion rates	65% by 2013-14	Unlikely to be met by required date	The average kerbside and transfer station waste diversion shows a decrease to 44% this quarter.
KPI 4.3 Greenhouse gas emissions	Reduce 2006 community emissions by 15% by 2020	Assessment premature	An assessment is underway to determine whether a status measurement can be made this financial year.

### 4.1.2 Promote and advocate sustainable living, business practice and land use.

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
4.1.2.1	Develop and implement communication strategy for environment initiatives	General Manager Sustainability	31/03/13	On schedule	A draft environmental communications strategy has been developed. The strategy will focus on specific topics each year that will culminate in a range of different communication initiatives involving Council staff and community stakeholders ranging from formally established community groups through to the household level. One initiative that is near completion is the beginning of an environmental webpage on <a href="http://www.murrindindi.vic.gov.au">www.murrindindi.vic.gov.au</a> which will be consistently updated with new information concerning environmental issues relevant to the community. This action will be completed by end of June 2013.
4.1.2.2	Review and develop a domestic	Manager	30/06/13	On schedule	Murrindindi Shire Council is participating in a review

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
	wastewater management strategy subject to funding being available	Development & Environmental Services			of Domestic Waste Water Management Plan (DWMP) objectives with Mansfield Shire Council and Goulburn Murray Water. The DWMP's primary objective is to provide a planned coordinated approach around Lake Eildon and in specified locations within each municipality having regard for improved environmental outcomes. The DWMP provides a mechanism for developing strategies that support domestic wastewater service coordination and standardisation between councils and stakeholders. It is anticipated that this review will be completed by December 2013.
4.1.2.3	Investigate the use of environmental and land management incentives for landholders	General Manager Sustainability	31/03/13	Deferred	In assessing the priorities for the Environmental Programs Unit for 2012/2013 this item has been deferred to the next financial year.

#### 4.1.3 Reduce generation of waste by Council and the community.

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
4.1.3.1	Establish water use targets for Council facilities and activities and monitor progress	General Manager Sustainability	31/03/13	Deferred	In assessing the priorities for the Environmental Programs Unit for 2012/2013 this item has been deferred to the next financial year.
4.1.3.2	Adopt and commence implementation of Council's waste management strategy, including the expansion of recycling facilities in public spaces	Manager Infrastructure Services	30/06/13	On schedule	The project brief for the Waste Management Strategy is drafted and currently being reviewed, it is expected that tenders will be called by the end of June 2013.

#### 4.1.4 Integrate environmental resource and land management across Council operations.

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
4.1.4.1	Implement an environmental best practice code and training plan for outdoor works	General Manager Sustainability	30/06/13	On schedule	An environmental best practice code has been developed as part of Council's draft Roadside Management Plan by the Environmental Programs Unit for the purpose of consulting with staff,

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
					contractors and service authorities. A consultation program is currently being delivered by a professional facilitator who is assisting to finalise the document. A training curriculum for the environmental code of practice on roadsides has been endorsed and will be delivered in May and June.
4.1.4.2	Develop and implement guidelines for the management and protection of roadside conservation values	General Manager Sustainability	30/06/13	On schedule	A draft Roadside Management Plan has been prepared for the purpose of consulting with key internal and external stakeholders who have an interest or influence over the Plan's implementation. This consultation program is currently being delivered by a professional facilitator who is assisting to finalise the Plan. The Plan will be the guiding document for the implementation of Council's roadside code of practice.
4.1.4.3	Identify and prioritise sites, other than roadsides, with significant biodiversity values and formulate management guidelines to protect them	General Manager Sustainability	31/03/13	Completed	A small selection of sites other than roadsides have been identified and prioritised as part of the development of a native vegetation offsets business case that will result in the protection of such sites in perpetuity through the implementation of ten year management plans, subject to the Council's endorsement of a business case which is currently being prepared. In regard to other sites work to develop management plans will be progressively implemented in subsequent years, subject to resources.
4.1.4.4	Develop and commence implementation of an offset plan for native vegetation removal associated with Council managed works	General Manager Sustainability	30/06/13	On schedule	A native vegetation offset business case to address Council's offset backlog has been completed for executive management consideration and, pending consideration of options, a report will be provided for endorsement by Council prior to end of June 2013.

#### 4.1.5 Reduce Council and community carbon footprint.

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
4.1.5.1	Identify and purchase eco-friendly products and materials through participation in a green procurement program	General Manager Sustainability	31/03/13	Deferred	In assessing the priorities for the Environmental Programs Unit for 2012/2013 this item has been deferred to the next financial year.

#### 4.1.6 Encourage the community to adapt to climate change.

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
4.1.6.1	Provide support to community education on environmental issues	General Manager Sustainability	30/06/13	Ongoing	Early in the year the Environmental Programs Unit continued to engage with local schools which participated in the development of a book containing the experiences and observations of local young people about the natural environment. Educational materials were distributed to residents of several areas in the south of the Shire concerning actions necessary to preserve habitat for native animals recovering from the 2009 bushfires, particularly the native bandicoot following an increasing number of reports of bandicoot road deaths in recent months. Provision of community education on environmental issues will be delivered as part of Council's environmental communications program currently under development.



## PLANNING & ENVIRONMENT

### 5.1 Sustainable land use, development and growth.

Strategic indicators	Target	Status	Comments
KPI 5.1 Community perception for town planning policy and approvals	Equal to or more than the previous year	Assessment premature	The Community Satisfaction Survey for 2012-13 is scheduled for conduct in the final reporting period (May, June 13) of Year 4 of the Council Plan.
KPI 5.2 VCAT determinations consistent with Council decisions	Equal to or more than 80%	Target partially achieved	100% of all VCAT determinations have upheld Councils decision or granted the request for Consent Orders on the basis of the agreement being reached by all parties.
KPI 5.3 Community perception for town planning approvals	More than or equal to indexed mean of 54	Assessment premature	The Community Satisfaction Survey for 2012-13 is scheduled for conduct in the final reporting period (May, June 13) of Year 4 of the Council Plan.
KPI 5.4 Building and Planning permit turnaround times	Building 30 days / Planning 45 days	Likely to be met by required date	61% of all planning permits were issued within 45 days, which is less than last quarter due to referral agency response delays, mediation and objections reported to Council. 100% of all building permits were issued within 30 days

#### 5.1.1 Streamline approvals processes to encourage rebuilding in fire affected areas - Land rezoning.

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
5.1.1.1	Assist Goulburn Murray Water in rezoning process related to the Mt Pinniger Resort Development	Manager Development & Environmental Services	30/06/13	Ongoing	The proponents of the Mt Pinniger Resort development have not provided any additional information or advice on the progression of the project.

### 5.1.2 Use a strategic approach to land use planning to facilitate integrated residential and public facility construction.

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
5.1.2.1	Facilitate development options Goulburn Murray Water Land transfers for future	Manager Development & Environmental Services	30/06/13	Ongoing	<p>Stage 1 of this process has been completed, which comprised the transfer to Council of Roads and Reserves that are managed and maintained by Council.</p> <p>Council is awaiting advice from Goulburn Murray Water on its plans for dealing with other surplus land in and around Eildon. A review of the Eildon Urban Design Framework will be necessary for Eildon township to consider development options for surplus land owned by Council and Goulburn Murray Water.</p>
5.1.2.2	Review and adopt Alexandra Urban Design Framework	Manager Development & Environmental Services	30/06/13	Ongoing	Work on this project has not commenced due to other competing priorities, both at a strategic and operational program level. It is anticipated work will commence in June.
5.1.2.3	Develop a plan for the review of existing Urban Design Frameworks	General Manager Sustainability	30/06/13	Ongoing	Work has commenced on reviewing the current status of Council's existing urban design frameworks. A plan for formal review of the frameworks will be completed by end of June 2013.
5.1.2.4	Commence a review of the Municipal Strategic Statement	Manager Development & Environmental Services	30/06/13	Ongoing	A review of the Municipal Strategic Statement (MSS) commenced in January 2013. The primary purpose of the MSS review is to establish future strategic issues, directions and improvements for the Murrindindi Planning Scheme.
5.1.2.5	Complete and implement the Kinglake Ranges, Flowerdale and Toolangi Plan	General Manager Sustainability	30/06/13	Ongoing	Work to finalise the Kinglake Ranges, Flowerdale and Toolangi Plan and Design Framework has not progressed this quarter and remains on hold pending further advice from the Department of Planning and Community Development (DPCD) on its response to measures contained within the Plan which address bushfire safety. Council officers have held discussions with representatives of DPCD in an attempt to progress actions within the

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
					plan that do not relate to bushfire safety. Work to develop plans for improving the local streetscape amenities is planned to proceed in the coming months.

### 5.1.3 Continue to strengthen partnerships with the Department of Sustainability & Environment and the Country Fire Authority.

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
5.1.3.1	Map municipal fire risk	Manager Development & Environmental Services	30/06/13	Ongoing	<p>The Department of Planning and Community Development (DPCD) is coordinating all new bushfire mapping for the whole of Victoria. The Bushfire Management Overlay (BMO) mapping adjustment that occurred on 18 November 2011 applied only to existing Wild Fire Management Overlay (WMO) mapped areas. Updated mapping has been prepared but is yet to be implemented into the Murrindindi Planning Scheme (MPS). The current BMO covers approximately 1,500 properties and the updated mapping is expected to cover up to 5,500 properties (additional 4000 properties). Council is not aware of any transitional arrangements for the mapping update, which will have major implications, both for those currently being assessed by Council and for the additional properties that will be subject to this mapping adjustment once it is introduced. Planning consents issued for bushfire rebuilding that are due to expire may also be impacted by these changes. DPCD have been informed of Councils concerns in relation to the impact on Councils resources and the community of this change.</p> <p>Council has completed a draft Local Planning Policy to compliment the State Planning Policy Framework</p>

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
5.1.3.2	Ensure appropriate planning responses to the 2009 Bushfire Royal Commission recommendation taking into account any state government subsequent policy or legislative changes	Manager Development & Environmental Services		Ongoing	<p>(SPPF) changes already introduced by DPCD, which provides a localised context to bushfire risk assessments under the Murrindindi Planning Scheme (MPS). Council resolved at its December 2012 meeting to consent to the Minister for Planning approving Amendment C44 as a Ministerial Amendment to the Murrindindi Planning Scheme to incorporate additional bushfire risk management measures.</p> <p>Council has responded to significant legislative change since the 2009 Victorian Bushfires and Royal Commission recommendations. Council has worked very hard to fine tune service delivery to achieve a seamless introduction of new government policy direction and regulation change. The implementation of proposed mapping adjustments to the Bushfire Management Overlay are expected to have a significant impact on planning and building controls across the Shire and are still being considered by the Department of Community and Development.</p> <p>Strategic Planning studies have been undertaken for the areas of Marysville and Kinglake, Flowerdale and Toolangi having regard for bushfire. The Kinglake Ranges, Flowerdale and Toolangi Draft Plan and Design Framework February 2011 is also reliant on updated BMO mapping from the Department of Planning and Community Development (DPCD) prior to any further consideration or finalisation.</p> <p>A significant number of corrective amendments to assist bushfire recovery and rebuilding have been undertaken by Council and implemented by the</p>

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
					Minister for Planning. A meeting has been arranged between Council the Country Fire Authority (CFA), Department of Planning and Community Development (DPCD) and the Municipal Association of Victoria (MAV) to discuss the implications of the current approach (objections) from the CFA to planning applications in areas of high fire risk across the municipality as a whole. The discussion is not intended to challenge the validity of the established hazard, it is more about where infill opportunities exist within established settlement areas and what strategies may be supported by the state in recognition of this.
5.1.3.3	Complete the Municipal Fire Management Plan	Manager Development & Environmental Services	31/03/13	Completed	The Municipal Fire Management Plan (MFMP) was adopted by Council on 17 December 2012 and provides a strategic and integrated approach to fire management within Murrindindi Shire and the area of the Lake Mountain Resort. The new MFMP responds to the 2009 Victorian Bushfire Royal Commission findings and forms part of the broader state and regional framework established under the Emergency Management Act (1986).
5.1.3.4	Develop a planning guideline that responds to high fire risk environments having regard to settlement patterns, access and egress options and an improved awareness of the inherent risks posed by wildfire	Manager Development & Environmental Services	31/03/13	Ongoing	Work on this project has not commenced due to other competing priorities, both at a strategic and operational program level. It is anticipated work will commence in July and be completed by December 2013.

## INFRASTRUCTURE

### 6.1 To enhance the sustainability of our infrastructure, recognising the changing needs and expectations of our communities

Strategic indicators	Target	Status	Comments
KPI 6.1 Community perception of performance in relation to Local roads and footpaths	More than or equal to indexed mean of 50	Assessment premature	The Community Satisfaction Survey for 2012/13 is scheduled for conduct in the final reporting period (May, June13) of Year 4 of the Council plan
KPI 6.2 Community perception of performance in relation to appearance of public areas	More than or equal to indexed mean of 71	Assessment premature	The Community Satisfaction Survey for 2012/13 is scheduled for conduct in the final reporting period (May, June13) of Year 4 of the Council plan
KPI 6.3 Completion of Capital Works Program-	0.9	Assessment premature	A number of larger projects are in the delivery phase, including bitumen road resealing, Breakaway Bridge and the rehabilitation of Break O' Day Road. There are also a number of projects that have been identified as being carried forward to 2013/14 and will be delivered over two years.
KPI 6.4 Compliance with Road Management Plan	0.95	Target achieved	Inspections are achieving a Target compliance with the Road Management Plan and rectification works are achieving a 100% compliance to intervention levels and response times.

Strategic indicators	Target	Status	Comments
KPI 6.5 Infrastructure funding gap	Annual improvement	Assessment premature	The infrastructure funding gap calculated for 2011/12 - 2012/13 is artificially low due to disaster recovery works occurring over the past few years. As a result from 2013/14 the gap will increase and policies to address this are being developed to minimise the infrastructure renewal gap. A significant impact on Council's renewal requirements is the number of gifted assets that are now Council's responsibility.
KPI 6.6 Asset condition assessments	No demonstrated degradation of overall asset condition	Target achieved	Condition audits programmed for this financial year. Audit data will now be incorporated into Asset Management Systems.

### 6.1.1 Rebuild community infrastructure damaged or destroyed by the February 2009 fires.

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
6.1.1.1	Rebuild damaged and destroyed buildings and other infrastructure including: - Gallipoli Park development - Marysville drainage	Manager Program Delivery	31/12/12	On schedule	Gallipoli Park works currently being scoped with a landscape designer with Project Control Group meetings scheduled in April 2013.

### 6.1.3 Undertake a range of community infrastructure projects which enhance community amenity and foster civic pride.

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
6.1.3.1	Develop Asset Management Plans for key infrastructure categories (priorities determined by OAMS). - Roads - Bridges - Paths - Buildings - Drainage	General Manager Infrastructure Services	30/10/12	Completed	Core level Asset Management Plans were adopted by Council at the December 2012 Ordinary Council Meeting.
6.1.3.2	Implement findings of Alexandra and Yea Stormwater strategies as opportunities arise	Manager Infrastructure Services	30/06/13	On schedule	Officers are currently scoping the works for Alexandra and works are scheduled for 2013/2014. Yea works have a completion target of 2014 and

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
					scoping will commence early in 2014
6.1.3.3	Undertake a review of Special Charge Scheme policies and processes	Manager Infrastructure Services	31/03/13	Deferred	The initial draft policy has been completed and is awaiting final amendments and presentation to Council. It is anticipated that this will be finalised by 30 June 2013.

#### 6.1.4 Align infrastructure service delivery with community needs and expectations.

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
6.1.4.1	Develop a shire wide pathway strategy to identify future priorities	General Manager Infrastructure Services	30/06/13	On schedule	The Pathway Strategy is completed and included in the Asset Management Plans. Pathway condition audit currently underway along with maintenance audit and expected to be completed by 30 June 2013.
6.1.4.2	Review key road and related renewal strategies for input into the ten year capital works program	General Manager Infrastructure Services	31/12/13	Deferred	Core Asset Management Plans for Roads include these strategies and were adopted by Council in December 2012. Further review of the 10 year capital improvement plan is currently being undertaken and will be reported by Council by March 2013. Implementations will commence during 2013/2014.
6.1.4.3	Implement essential service safety systems for public buildings under Council control	Manager Infrastructure Services	30/06/13	On schedule	These systems and procedures are currently being developed by Council Officers.

#### 6.1.5 Improve and expand the network of footpaths and shared trails both within towns and linking communities.

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
6.1.5.1	Pursue funding for Alexandra to Eildon shared path link	Chief Executive Officer	30/06/13	Ongoing	The Hume Regional Strategy has identified the development of a trail from Alexandra to Eildon as a priority. The DPCD is currently preparing a Hume Regional Tracks and Trails Strategy and has involved community consultation as part of its



Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
					development. The Advancing Country Towns Project has developed an initiative that includes the preparation of a feasibility study for a link which was endorsed by Council at its March 2013 meeting.

#### 6.1.6 Maintain and further develop a safe and efficient transport network.

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
6.1.6.1	Undertake works at Breakaway Bridge subject to available funding	Manager Infrastructure Services	30/06/13	On schedule	A Contractor has been appointed to undertake the refurbishment of the bridge and works will commence in May 2013.
6.1.6.2	Develop a new Road Safety Strategy	Manager Infrastructure Services	30/06/13	On schedule	The brief for consultants is to be prepared by June 2013. The target date for completion of the Strategy is December 2013.

#### 6.1.7 Undertake whole-of-life cost analyses for all new assets, and commit to funding necessary operational, maintenance and renewal amounts. Enhance the organisation's asset system knowledge and data.

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
6.1.7.1	Develop a construction rates database	Manager Infrastructure Services	30/06/13	Completed	Data is currently being compiled and incorporated into the asset management systems. Construction rates database developed and data will continually be added and reviewed as required.

#### 6.1.8 Enhance the organisation's asset system knowledge and data.

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
6.1.8.1	Development of a working plan that will ensure "core competency" under the National Asset Management Framework (NAMAF)	General Manager Infrastructure Services	30/09/12	Completed	Council achieved a core competency under the National Asset Management Framework (NAMAF). This is a significant achievement and recognition of a large amount of work undertaken to improve Council's Asset Management practices.

### 6.1.9 Define and quantify the infrastructure renewal funding gap and seek to close this gap by 5% per annum.

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
6.1.9.1	Implement systems that quantify the Infrastructure renewal gap and adopt policies that seek to close the gap by 5% per annum	General Manager Infrastructure Services	31/12/13	On schedule	Core Level Asset Management Plans were adopted by Council in December 2012. Policies are currently being developed to address the gap and ensure that the gap does not increase.
6.1.9.2	Implement project management systems and build project management capacity	Manager Program Delivery	31/10/12	Completed	The new Murrindindi Project Management System was launched in July 2012 and all council projects will be managed using this improved system which aligns with international project management standards.
6.1.9.3	Review the list of annual supply contracts and draft annual supply contracts for key areas not already contracted	General Manager Infrastructure Services	30/06/13	On schedule	Annual supply requirements are being reviewed and new contracts are expected to be tendered by June 2013.
6.1.9.4	Review bridge renewal strategies	Manager Infrastructure Services	31/12/12	Completed	The Bridge Renewal Strategy is completed and included in core level asset management plans. Condition surveys are scheduled for the 2013/14 year.
6.1.9.5	Undertake a review of maintenance scheduling activities for Council buildings	Manager Infrastructure Services	30/06/13	On schedule	The Draft Facilities Maintenance Policy is under review and when complete will feed into Asset Management Plans.

## CORPORATE DEVELOPMENT

### 7.1 Improve systems and processes

Strategic indicators	Target	Status	Comments
KPI 7.1 Staff satisfaction	Within second quartile of benchmarked results	Unlikely to be met by required date	Measure will not be achieved as the Staff Satisfaction Survey will not be conducted during the 2012-2013 financial year.
KPI 7.2 Community perception of performance for customer contact	More than or equal to indexed mean of 68	Assessment premature	The Community Satisfaction Survey for 2012-13 is scheduled for conduct in the final reporting period (May, June 13) of year 4 of the Council Plan.
KPI 7.3 Council's risk audit ranking	JMAP regional ranking of 8 or better	Assessment premature	Ranking is not due to occur until completion of the two year cycle ending in 2013.
KPI 7.4 Council's risk audit ranking -	CMP regional ranking of 10th or better	Assessment premature	Ranking is not due to occur until completion of the two year cycle ending in 2013.
KPI 7.5 Procurement compliance audit result	85% compliant	Assessment premature	Collection of data from spot audits was incomplete as of March 2013. Full measurement of results is expected by end of June 2013.

#### 7.1.1 Improve systems and processes.

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
7.1.1.1	Continue to investigate electronic document management options	Manager Corporate Services	30/11/12	Completed	A contract for the supply and installation of an electronic document management system was signed in the second quarter of the financial year.
7.1.1.2	Implement procurement policies and processes	Manager Corporate Services	31/12/12	Deferred	Council's Procurement Policy was scheduled for review annually in November at which time all associated policies and procedure would also be reviewed. It is intended these reviews will now be

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
					undertaken in May and a focus on promoting the policies will follow.
7.1.1.3	Implement proposed Chart of Accounts	Manager Finance	30/11/12	Ongoing	<p>There has been significant progress with the Chart of Accounts review reassigning all accounts to match organisational Hierarchy.</p> <p>A working group has been established to consider expansion of 'resource codes'.</p> <p>All work on the Civica "chart of accounts" conversion has been completed. Additional work on resource codes for income accounts has been undertaken to automate the production of Financial Statements, in particular identifying the 'underlying operating result'.</p> <p>This work has been completed and was included in the 31 December 2012 Quarterly Finance Review and will be incorporated into Financial Reports for Council Plan &amp; Budget development.</p> <p>Roads Streets &amp; Bridges asset class has been split, shifting Bridges into a separate class of assets.</p> <p>Further work will now be required on the organisational hierarchy flowing from the Infrastructure Services Division Service Review outcomes.</p>
7.1.1.4	Progress an electronic document management system	Manager Corporate Services	30/06/13	On schedule	A contract for supply and installation of an electronic document management system was entered into in December 2012. Mapping of data has been conducted in the third quarter of the financial year. It is anticipated that two departments will go live before the end of the financial year.
7.1.1.5	Review and implement the Rating Strategy	General Manager Corporate & Community Services	30/11/12	Ongoing	The Rating Strategy Review Report was submitted to Council on 20 June 2012 and the report was launched with and circulated to residents on 16 July 2012. Information sessions were held and the new

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
					Council has been briefed on the development of the strategy to date. Further work with the strategy has been deferred until the beginning of the new financial year (July 2013 onwards).

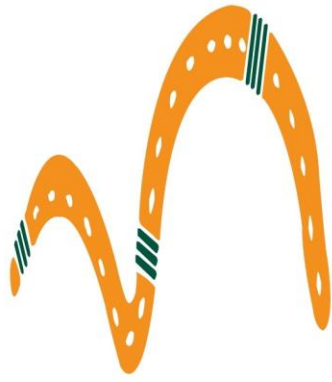
### 7.1.2 Communicate well with our stakeholders.

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
7.1.2.1	Document Policies and Procedures relating to financial services	Manager Finance	30/06/13	Ongoing	A complete review is to be undertaken of Council's Financial Policies / Procedures- in particular those that relate directly to external stakeholders to ensure these are up to date, easily accessible, readily available and easy to understand. This review is due to commence in the fourth quarter of the 2012-2013 financial year, however the complete review may be delayed until the second quarter 2013-14, due to workload issue with budget development, implementation of the fire services property levy and key financial staff on leave.

### 7.1.4 Reduce organisational risk.

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
7.1.4.1	Support staff to achieve their best given the increased workload of bushfire recovery.	General Manager Corporate & Community Services	30/06/13	Ongoing	As the workload of additional projects and programs is winding back so are staff numbers. In conjunction with the service reviews, there has been a realignment of some responsibilities to manage key services into the future. Support for staff in the form of 'transition programs' has been implemented for affected staff.
7.1.4.2	Refine the grants application and management process.	Manager Corporate Services	30/06/12	Ongoing	An application has been established and a register system in place to monitor and report on process of grant activity.

<b>Code</b>	<b>Activities</b>	<b>Responsible</b>	<b>Target</b>	<b>Status</b>	<b>Comment on progress and outcomes</b>
7.1.4.3	Complete business continuity plans.	General Manager Corporate & Community Services	30/06/13	On schedule	A comprehensive review of the BCP was completed in September 2011. As part of corporate governance auditing HLB Mann Judd, reviewed the Business Continuity Planning and Disaster Recovery Planning in May 2012. In response to the audit 9 items of potential risk (3 high, 5 medium and 1 low risk) were identified. Action plans are in place to address these issues and improve the plan. Actions to improve the frequency of back up of IT systems are now implemented, reducing potential loss of data from 1 week, to 1-2 days of information. In addition to these actions, Council proposes to review and redevelop the BCP in 2013 after the budget development process has been finalised for 2013-14.
7.1.4.4	Develop and implement a workforce development and transition plan	Chief Executive Officer	30/06/13	On schedule	Work has been undertaken on the identification of transition arrangements for those staff and positions which conclude on 30 June 2013 or earlier and sessions held with each staff member both individually and collectively. Workshops have been held in relation to the identification of current and future workforce requirements to finalise the workforce development plan.



**Murrindindi**  
Shire Council

Murrindindi Shire Council

Community Grants Program

Policy & Application Form

Title: **COMMUNITY GRANTS PROGRAM**  
 Type: **Council**  
 File No: 24/07/139-7  
 Date Adopted: To be completed later

Next Review Date: To be reviewed within 6 months of a Council election

Revision History:

Date	Action	Who
<b>12 June 2007</b>	<b>First Draft</b>	<b>Cr Pleash</b>
<b>January 2010</b>	<b>Approval</b>	<b>S Saxton</b>
<b>March 2013</b>	<b>Revision First Draft</b>	<b>Naomi McNamara</b>
<b>TBA</b>	<b>Approval</b>	

**1. Purpose**

The purpose of this policy is to guide Council's decision making in its support of activities to strengthen our communities.

**2. Rationale**

The Community Grants Policy guides Council in determining appropriate activities to fund through the Community Grants Program. This policy must be reviewed within six months of the start of a new Council

**3. Scope**

This program replaces previous programs such as Council's Recreation and Culture Grants, Councillor Grants, and Tourism Festival & Events Grants.

The Community Grants Program excludes large-scale projects where Council is required to auspice State or Federal grants.

This policy shall be applied to any request of Council for funding received from other organisations and community groups.

**4. Policy**

**The Community Grants Program offers:**

- **A maximum of \$5,000 per application**
- Grants are non recurrent.
- Regular assessment throughout the year:
  - o Applications submitted from October to February (closing last business day in February) are assessed in March
  - o Applications submitted from March to May (closing last business day in May) are assessed in June
  - o Applications submitted from June to September (closing last business day in September) are assessed in October
- The pool of grant funds will be set annually as part of the Council budget
- The portion of funds allocated in each granting round will be at Council's discretion.

**Eligibility**

- Applications will only be considered from groups and organisations locally based in Murrindindi Shire. Activities funded will:
  - 1. Meet a demonstrated need within the Shire;
  - 2. Facilitate community participation; and / or



- 3. Encourage partnerships between community groups and organisations.
- Applicants must be non-profit making and open to or accessible by Murrindindi Shire Residents.
- Applications for amounts to \$500 do not require matching contribution.
- Applicants must demonstrate a significant contribution in the form of cash, voluntary services or in kind support for amounts from \$500 to \$5,000.
- Applications will not eligible if the organisation making the application has been successful in gaining a Community Grant from Murrindindi Shire Council in the previous 12 months.
- Applicants must have fully acquitted any previous grant and have no outstanding debts to Murrindindi Shire Council.

**Applications will not be considered within the following categories**

- Individuals
- Programs considered to be the responsibility of State or Federal Government
- Applications by commercial or private (for profit) organisations
- Retrospective funding (ie. projects that have already been started or have been completed).
- Organisational core operating costs such as funding permanent staff members, insurance and utilities.

**Assessment Process**

The assessment of all grant applications is the responsibility of the Assessment Panel comprising the Chief Executive Officer, Mayor and Deputy Mayor. The panel is supported by a representative from Murrindindi Shire Council Community Services Department.

All Community Grant applications are assessed on a competitive basis. The following process is undertaken:

Stage 1 – eligibility check is conducted by Community Services Department

Stage 2 – applications are assessed by the Community Grants Assessment Panel

Stage 3 – recommendations are reported to Council

The Community Grant Assessment Panel may choose to fund part, all or none of the funding requested.

**Applications for \$1000 and under**

Assessed and approved by the panel with a report to Council on their decision.

**Applications for amounts \$1001 and over**

Assessed by the panel with a recommendation to Council.

**Assessment Criteria**

The panel will use the following criteria to assess applications to the Community Grants Program:

**Project focus**

- Does the project meet the eligibility criteria of the Community Grants Program?
- Does the project align with the objectives of the Murrindindi Shire Council Plan?
- Is the project operating within the Murrindindi Shire?
- Does the project strengthen the local community or environment, increase participation and/or encourage volunteerism?
- Does the project increase visitor numbers, length of stay and/or yield from outside of and/or within Murrindindi Shire?
- Does the project meet a demonstrated community need and contribute to improved wellbeing?

- Does the project have the support of other community groups and organisations?
- Does the project encourage partnership across community groups and organisations?

**Project planning, management and budget**

- Does the project have clearly defined aims?
- Is the project well planned with clearly defined timelines?
- Have other funding sources been identified, sought and exhausted?
- Does the application demonstrate financial viability and sound management?

**5. Supporting Documents**

Community Grants Guidelines and application  
Event management template (if applicable to application)

**6. Related Policies**

Nil

**7. Governance**

Administration of the Community Grants Program rests with the Manager Community Services

**8. Portfolio and/or Riding Councillor Input**

The Portfolio Councillor was consulted in the drafting of this policy.

**9. Responsible Officer**

Manager Community Services

**10. Human Rights Charter**

This policy has been developed with consideration of the requirements under the Charter of Human Rights and Responsibilities.

Council officers are available to support individuals and organisations to complete applications for the Community Grants program. This assistance is aimed at providing support to individuals and groups and will have no influence on the decisions made by the Community Grants Assessment Panel.

## APPLICATION FORM

### 1. Organisation Information

<b>Name of Organisation/ Group</b>	
<b>Contact Person authorised to submit the application</b>	
<b>Postal Address</b>	
<b>Telephone contact</b>	<b>Phone:</b>  <b>Mobile:</b>
<b>Email</b>	
<b>Does the organisation live or operate in the Murrindindi Shire?</b>	<b>Yes</b> <b>No</b>
<b>Is your organisation registered as an incorporated body?</b>	<b>Yes</b> <b>No</b> (If yes, please attach proof)
<b>Will another organisation manage your grant funds?</b>	<b>Yes</b> <b>No</b> (If yes, please state which organisation)
<b>Is your organisation registered for GST?</b>	<b>Yes</b> <b>Quote GST No:</b>  <b>No</b>
<b>Does your organisation have an ABN?</b>	<b>Yes</b> <b>Quote ABN:</b>  <b>No</b>
<b>Provide a brief description of what your organisation does</b>	
<b>Name of Project/Activity/Event: (Maximum ten words)</b>	

1. Briefly describe the project/activity or event for which you are seeking funds <sup>Encl 8.5.1</sup>


2. Describe how the activity supports or aligns with the key objectives in the Murrindindi Shire Council Plan.


3. What are the aims of the project/activity or event?


**4. Who will benefit from the project/activity or event? What outcome/s are you expecting?**


**5. Participation: How will you engage the local community? Describe how you will involve local people, community groups or organisations to participate in the project or how they have been involved in the planning of the project?**


**6. How will the project strengthen the community or environment and build capacity of your group/organisation?**


**How will the project/activity or event be carried out?  
(Key tasks including who will be undertaking the tasks/works e.g. builders, volunteers)**

Key Tasks	Who will undertake the tasks/work	Date of completion (proposed)

**Event location: (Street Address)**


**Council services requested: (such as waste removal, road closures, signage, cleaning)**


**Please indicate what you have done to seek and exhaust other funding sources including a description of other funding sources you have applied for.**



**Financial Information**

**Budget**

Please provide specific details of the total budget for the project. This may include details on labour costs, materials, equipment, venue hire, etc. All in kind (volunteer) work must be allocated a monetary figure.

NB: Income and Expenditure totals must be equal to each other.

**Income**

Cash contribution from your organisation	\$
Inkind or Volunteer contribution/s from your organisation <b>(Complete Table 1 on page 7)</b>	\$
Amount of Grant sought from Council	\$
State Government contribution	\$
Federal Government contribution	\$
Entry fees	\$
Sponsorship/donations	\$
Other (please specify)	\$
<b>Total Income for the Project</b>	<b>\$</b>

**Expenditure** (Attach copies of quotes where applicable)

Item	Amount
	\$
	\$
	\$
	\$
	\$

	\$
	\$
	\$
<b>Total expenditure for the project</b>	<b>\$</b>

**Table 1: In kind / Volunteer Work Schedule (if applicable)**

<b>Task to be completed</b>	<b>Who will undertake task</b>	<b>Number of Hours</b>	<b>Rate per Hour</b>	<b>Total Cost</b>

**Has your organisation received funding from Council’s Community Grant Program at any time over the last three years?**

<b>Financial Year</b>	<b>Amount</b>	<b>Purpose</b>
<b>2011/2012</b>		
<b>2010/2011</b>		
<b>2009/2010</b>		

**Briefly describe how your organisation will recognise Council’s contribution.** (For events and large projects) plaque, official opening, media releases, use of logo.




**Have you discussed this application/project/activity/event with any Murrindindi Shire Council Staff?**

*Please note if your activity involves an event, it is advisable that you discuss this with Murrindindi Shire Council's Events Coordinator to ensure compliance with Council's event Management Plan process.*


**Declaration:**

I have read the guidelines relating to the Community Grants Program and certify to the best of my knowledge the information provided in this submission is true and correct. I have the authority to submit this application on my organisations behalf.

I understand that this application may not necessarily result in funding approval. If successful in gaining funding I agree that I will submit a statement within 12 months of completion of the project accounting for how the monies were spent and provide a project evaluation/report.

**Name: (please print)**

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**Organisation/Group:**

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**Position:**

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**Date:**

**Signature:**

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