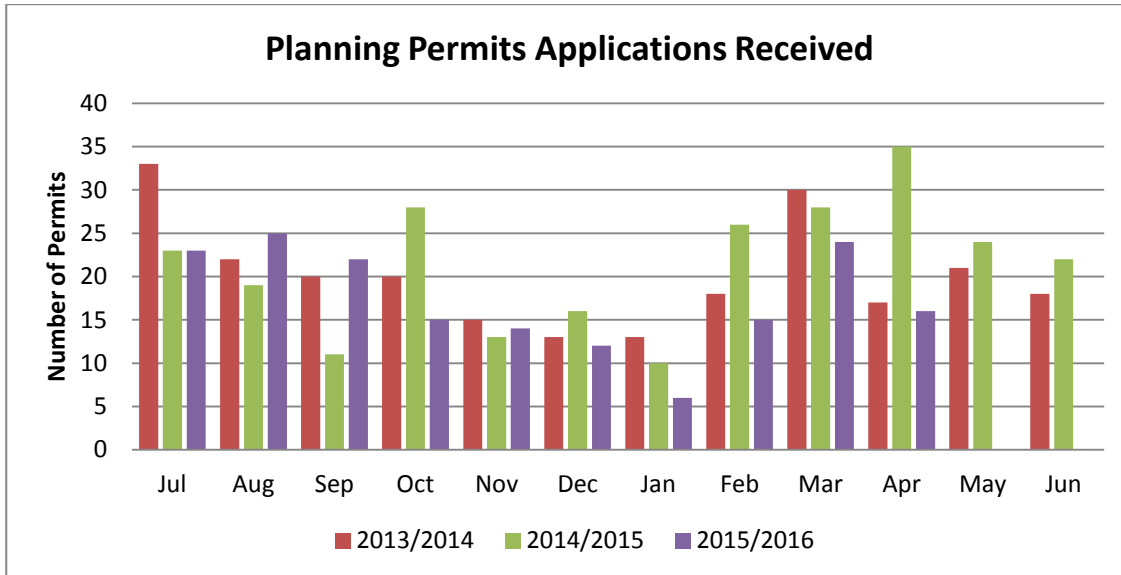


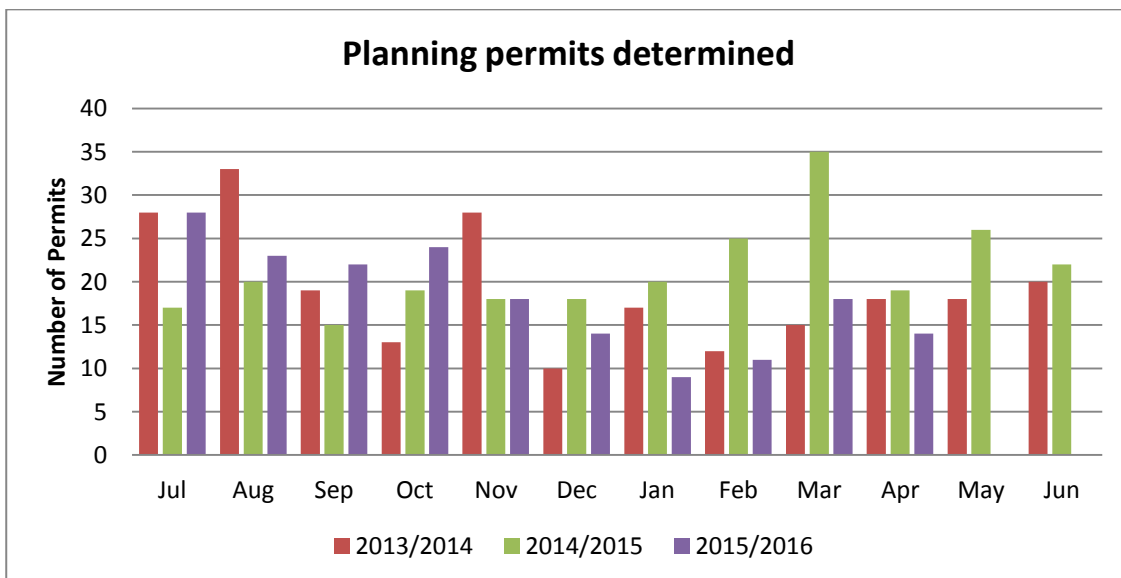
Attachment 1 – Planning and Building Permit Activity Report

Planning Unit

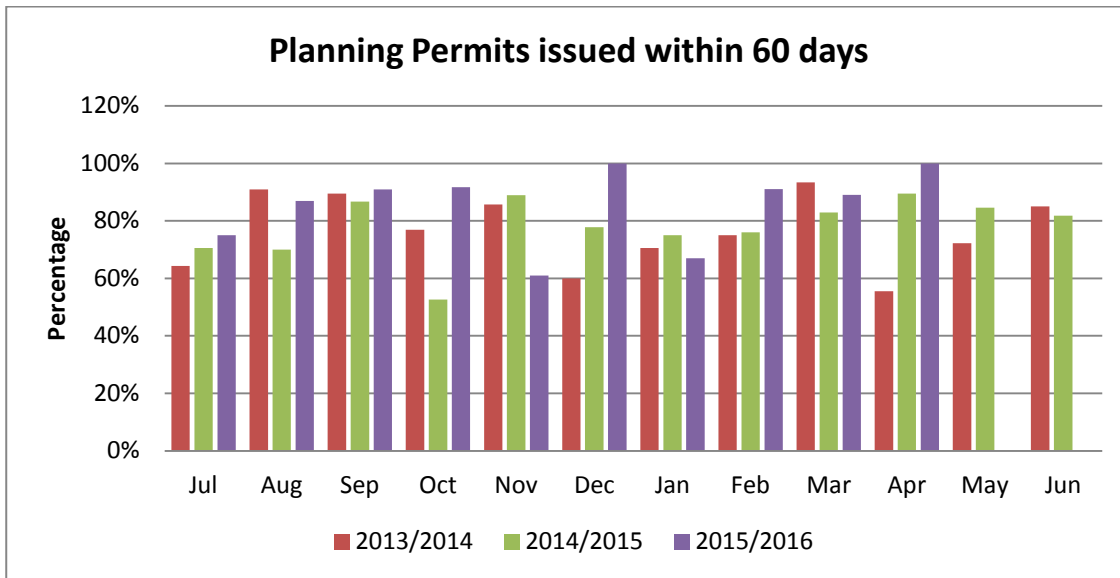
The following chart details the number of applications received by month, compared with the previous financial year. The number of applications received includes new planning applications, requests to amend existing planning permits and planning consents. For the 2013/2014 financial year the number of applications received overall was 240, while 2014/2015 there was a total of 255 applications received. For the 2015/2016 year to date, 156 applications have been received.



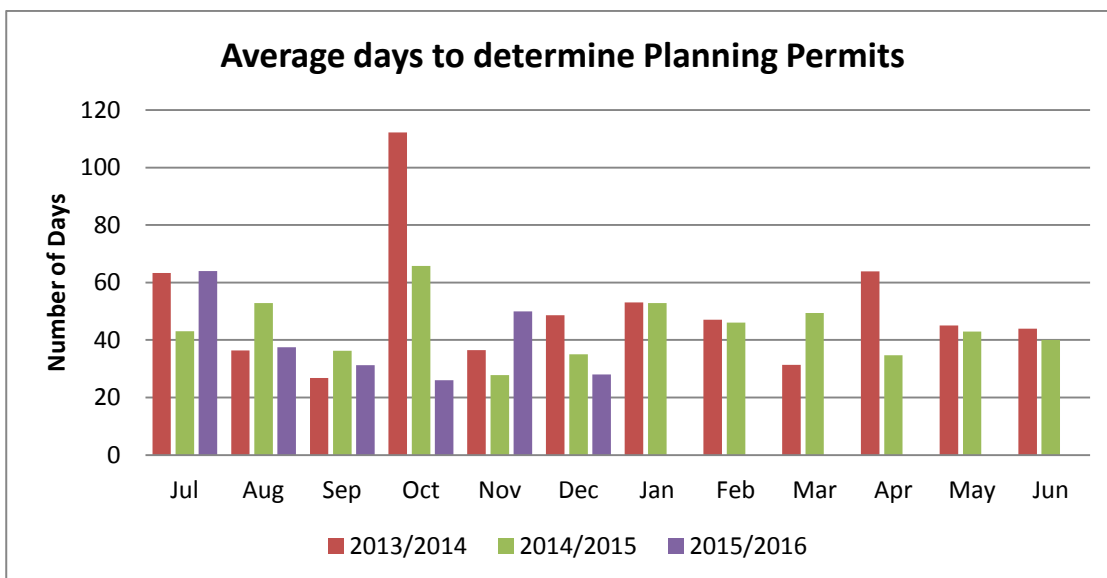
The next chart details the number of applications determined by month, compared to previous financial years. The number of applications determined for 2013/2014 was 231, and 2014/2015 there were 254 applications determined. For the 2015/2016 year to date 167 applications have been determined.



The following chart details the percentage of planning permits issued within 60 days. The statutory time frame to issue permits under the *Planning and Environment Act 1987* is 60 days. In 2013/2014, 78% of permits were issued within the statutory time frame, with 78% of permits issued within the statutory time frame in 2014/2015. For the 2015/2016 financial year to date, 85% of permits have been issued within the statutory time frame.



The final planning chart details the average number of days taken to determine planning permits, on a month by month basis. This includes officer delegated decisions and decisions of Council. The average number of days to determine planning permits in 2013/2014 was 44 days, with the average number of days for 2014/2015 being 44. For the 2015/2016 financial year to date, the average number of days to determine permits is 37 days.



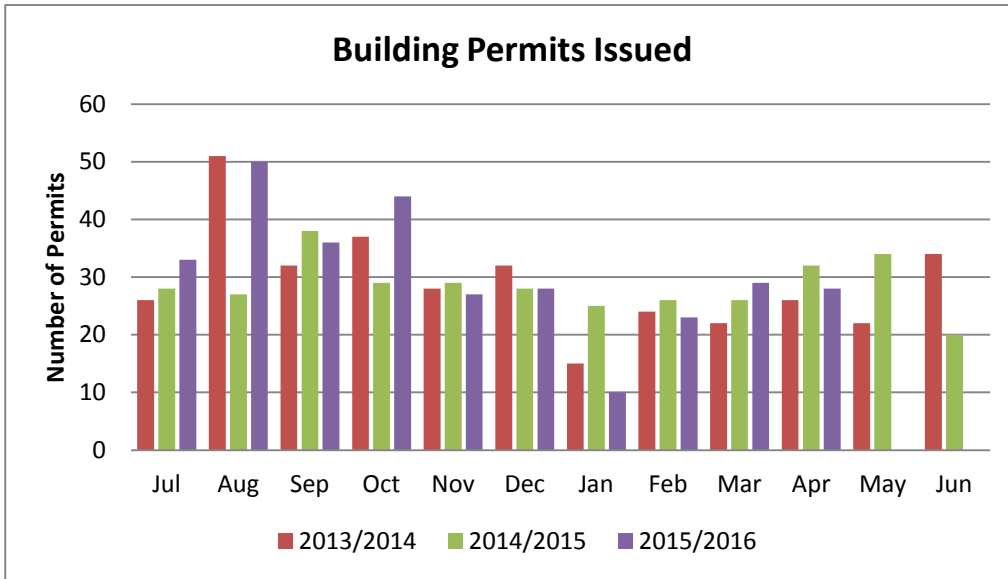
Benchmarking Comparative Data – Planning Permits

Council is required to report planning permit activity on a monthly basis to the state government, which is then compared against various regions and groups of municipalities within the whole of Victoria. The following table provides a brief outline of how Murrindindi is performing this financial year to date.

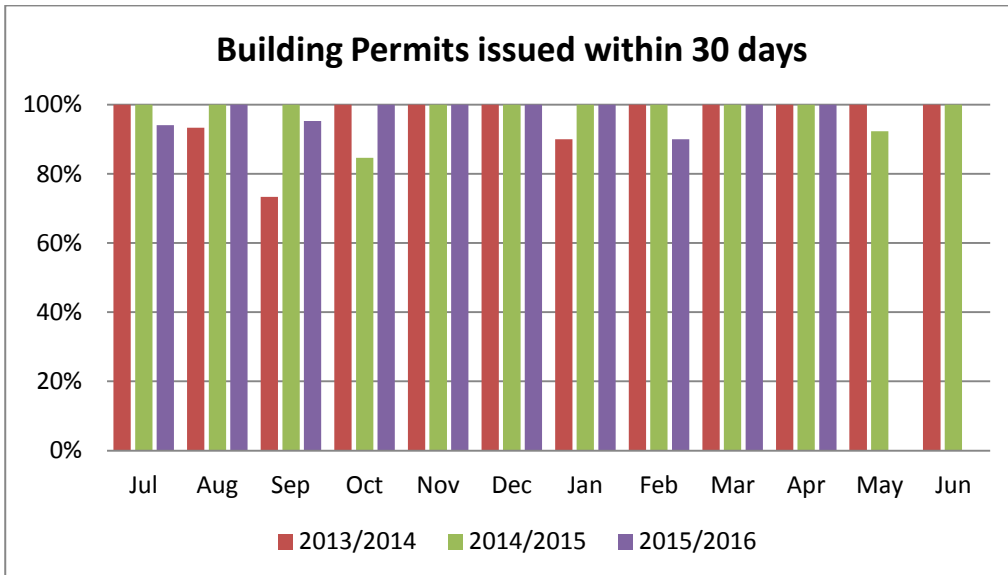
Benchmark	MSC	Peri Urban Region	Rural Municipalities	State Wide
Planning permits determined within 60 days (YTD)	81%	62%	72%	64%
Average days to determination (YTD)	46	89	58	78

Building Unit

The following chart details the number of building permits issued within Murrindindi Shire, including both municipal and private building surveyor permits. The total for 2014/2015 is 321, which is 16 more than the previous financial year. For the 2015/2016 year to date, 280 permits have been issued.


















The following chart details the percentage of building permits issued by the municipal building surveyor within the unit's 30 day Key Performance Indicator (KPI) timeframe. The overall percentage of permits issued within 30 days for the 2014/2015 financial year was 98%. For the 2015/2016 year to day, 98% of permits have been issued within 30 days.



Attachment 1.

INFRASTRUCTURE CAPITAL WORKS PROGRESS REPORT

	High
	Medium
	Low
	Assessed and no longer required
	Completed

<i>Project</i>	<i>Anticipated Commencement Date</i>	<i>Anticipated Completion Date</i>	<i>\$</i>	<i>Level of Confidence in Delivery</i>	<i>Comments</i>
Sealed Road/Bituminous Sealing Program	January, 2016	May, 2016	\$2,619,937		Works underway and expected to be completed end of May.
Shoulder Resheeting Program	November, 2015	June, 2016	\$50,000		
Traffic Treatments	February, 2016	March, 2016	\$15,000		Raglan Street Speed Control – cancelled to a number of objections.
Gravel Road Resheeting Program	November, 2015	June, 2016	\$340,822		
Bridge Program	May, 2016	June, 2016	\$914,556		Moore's Bridge replacement has been awarded and design is nearing completion. Package A, B & C awarded.
Path Program	January, 2016	May, 2016	\$209,429		
Kerb and Channel Program	November, 2015	April, 2016	\$93,120		Completed
Road Safety Program	September, 2015	June, 2016	\$70,059		Ongoing program
Stormwater Program	January, 2016	June, 2016	\$202,250		
Community Land Program – Apex Park – BBQ replacement	Not Required		\$7,000		The BBQ's at Apex Park have been inspected and found to be in good working order with replacement not required for another three years.

Community Buildings Program		Complete			Completed
- Terip Terip Pavilion – Painting					
- Alexandra Library – Render repairs/Painting	February, 2016	June, 2016	\$40,000		Original contractor has pulled out of works. Currently obtaining a quotation from alternate contractor.
- Shade sail repairs	April, 2016	May, 2016	\$15,600		
- Eildon Community Centre Works	Not Required		\$4000		Consultation with the user group has confirmed that the renewal of window furnishings is not required. This funding is a saving to the program.
- Kinglake Community Centre Signage	February, 2016	June, 2016	\$9,900		
- Leckie Park Expansion Facilities	April, 2016	June, 2016	\$78,000		Detailed design currently underway. Construction is expected to occur into the new financial year. Carry forward of funds will be required.
- Yea Shire Hall	On Hold		\$27,500		Current proposed works are not cost effective. On hold.
- Yea High Street Toilets - Refurbish	February, 2016	June, 2016	\$65,000		Works currently underway
- Yea Station Park Toilets - Extension			\$0		Funding reallocated to Yea High Street Toilets as per September report.
Playground Equipment Program	Not Required		\$20,000		Funds reallocated to Yea Netball Multi Purpose Court as per September report
Swimming Pools Program	October, 2015	June, 2016	\$385,332		
Bus Shelters/Bus Routes Program	July, 2015	June, 2016	\$20,000		Ongoing Program
Waste Management Facilities Program	July, 2015	June, 2016	\$854,451		Due to the various environmental factors involved in this project, delays are possible
Corporate Land Program					
- Yea Depot Pavement repairs	February, 2016	June, 2016	\$10,000		
- Corporate Buildings Program - Alexandra Depot – Expand Open Shed/ Main Shed Concrete	February, 2016	May, 2016	\$160,000		Works awarded
- Alexandra Chambers/ Mayors office roofing	February, 2016	March, 2016	\$12,000		Works completed

- Alexandra Shire Hall - Seating	April, 2016	April, 2016	\$50,000		Works completed
- Alexandra Shire Offices – Disabled Access	April, 2016	June, 2016	\$6,000		Design works only.
- Building Energy Improvements – Solar Panels	January, 2016	June, 2016	\$180,000		Works awarded
- Alexandra Shire Offices – Exterior Renewal	April, 2016	June, 2016			
- Alexandra Shire Offices – Air Conditioning	January, 2016	June, 2016	\$247,527		Works out for quotation
Kinglake Art History Walk	November, 2015	March, 2016	\$244,837		Nearing completion
Eildon Town Centre – Stage 1 and 2	February, 2015	June, 2016	\$326,269		Works out for Tender
Yea Civic Centre Precinct Works	September, 2015	June, 2016	\$258,965		Replacement of Timber Floor underway
Missing Links – Footpaths including Kinglake Path Extension		Complete	\$183,485		Completed
Yea Railway Station Works	June, 2015	November, 2015	\$74,000		Completed
Yarck Village Hub	March, 2016	May, 2016	\$104,221		Works awarded and will commence mid May
Yea Recreation Reserve – Multi Purpose Court	January, 2016	April, 2016	\$109,500		Works completed
Marysville Cricket Nets	October, 2015	November, 2015	\$65,250		Completed
Eildon Bowls Club	October, 2015	November, 2015	\$92,589		Completed
Timber Tramway Museum - Renewal			\$50,098		Project will be postponed. Awaiting the completion of the master plan. Funds proposed to be carried forward.
Vegetation Projects	July, 2015	June, 2016	\$126,000		A contract has now been formed with the Upper Goulburn Landcare Network to project manage the implementation of this project on eligible land. Works about to commence.

Additional Grant Funded Projects					
Design of the Alexandra to Eildon Rail Trail	February	May	\$100,000		Design works underway
Construction of stage one of the Alexandra to Eildon Rail Trail	April	November	\$50,000		Works to be done once design finalised. Will not be undertaken in this financial year.
Completion of Great Victorian Rail trail and Alexandra Township link	April	May	\$16,603		Currently out for quotation
Supply and installation of generators to four library sites	March, 2016	December, 2016	\$139,900		Works awarded and underway
Yea High Street Toilets – Accessible toilet refurbishment	February	June	\$18,125		Works will be undertaken in conjunction with the refurbishment of these toilets. Works commenced
Yea Saleyards – Upgrade – Stage Two	January, 2016	June, 2017	\$726,000		Specifications for tender nearing completion

Statement A						
Murrindindi Shire Council						
Income Statement						
For the period ended 31 March 2016						
	Original Budget	Revised Budget	YTD Budgets	YTD Actual	Budget/ Actual Variance (unfav)	%
	2015/16	2015/16	31/03/16	31/03/16		
	\$	\$	\$	\$	\$	
Revenue						
Rates & Charges	18,220,528	18,299,635	18,284,543	18,286,301	1,758	0%
Special Charge	-	-	-	-	-	
Statutory fees and fines	685,061	687,561	481,746	470,795	(10,951)	-2%
User fees	1,991,592	1,914,653	1,526,977	1,571,773	44,796	3%
Grants - Recurrent	8,309,733	6,829,666	4,723,534	4,688,639	(34,895)	-1%
Grants - Non-Recurrent	596,250	1,662,746	930,227	901,658	(28,569)	-3%
Contributions - Cash	54,525	148,525	81,556	90,739	9,183	11%
Contributions - Non Cash	-	-	-	128,675	128,675	
Reimbursements	251,323	293,448	162,933	187,483	24,550	15%
Other revenue	927,851	844,723	644,588	657,883	13,295	2%
Total Revenue	31,036,863	30,680,957	26,836,104	26,983,945	147,841	1%
Expenses						
Employee Benefits	12,948,727	13,242,266	9,926,136	9,468,887	457,249	5%
Materials and Services	10,600,600	11,484,466	7,140,526	6,287,165	853,361	12%
Depreciation and amortisation	7,907,525	8,291,090	8,000	7,932	68	0%
Bad and Doubtful Debts	-	-	-	-	-	
Other Expense	285,056	283,915	211,284	215,500	(4,216)	-2%
Finance Costs (Interest)	284,050	255,255	59,957	59,931	26	0%
Total Expenses	32,025,958	33,556,992	17,345,903	16,039,414	1,306,489	8%
Net gain(loss) on disposal of property, infrastructure, plant and equipment	(625,294)	(75,073)	(31,165)	(84,499)	(53,334)	
Surplus (deficit) for the period	(1,614,389)	(2,951,108)	9,459,036	10,860,032	1,400,996	15%
<i>Net gain (loss) on disposal of property, infrastructure, plant & equipment</i>						
<i>Proceeds from Sale of Fixed Assets</i>	1,832,848	2,351,944	396,976	408,844	11,868	3%
<i>Carrying value of assets sold</i>	2,458,142	2,427,017	428,141	493,343	(65,202)	
<i>Total</i>	(625,294)	(75,073)	(31,165)	(84,499)	(53,334)	
Total Materials and Contractors						
Utilities	525,611	513,606	379,085	340,090	38,995	10%
Contractors	7,233,130	8,236,350	4,909,248	4,354,827	554,421	11%
Legal Expenses	236,008	247,508	154,556	181,064	(26,508)	-17%
Insurance	511,955	458,048	432,866	377,066	55,800	13%
Materials	1,003,116	1,061,541	726,245	526,174	200,071	28%
Contributions	583,486	589,579	341,044	331,761	9,283	3%
Consultants	507,294	377,834	197,482	176,182	21,300	11%
	10,600,600	11,484,466	7,140,526	6,287,165	853,361	12%

Statement A (Alternative Format)						
Murrindindi Shire Council						
Income Statement						
Underlying Operational Result Format						
For the period ended 31 March 2016						
	Original Budget	Revised Budget	YTD Budgets	YTD Actuals	Budget/ Actual Variance (unfav)	%
	2015/16	2015/16	31/03/16	31/03/16		
	\$	\$	\$	\$	\$	
Revenue						
Rates & Charges	18,220,528	18,299,635	18,284,543	18,286,301	1,758	0%
Statutory fees and fines	685,061	687,561	481,746	470,795	(10,951)	-2%
User fees	1,991,592	1,914,653	1,526,977	1,571,773	44,796	3%
Grants - Recurrent Operating	6,711,241	4,546,224	3,464,766	3,429,871	(34,895)	-1%
Grants - Non-Recurrent (Operating Only)	223,590	659,710	312,152	297,283	(14,869)	-5%
Contributions - Cash (Operating Only)	19,525	51,525	19,556	26,739	7,183	37%
Reimbursements	251,323	293,448	162,933	187,483	24,550	15%
Other revenue	927,851	844,723	644,588	657,883	13,295	2%
Total Revenue	29,030,711	27,297,479	24,897,261	24,928,128	30,867	0%
Expenses						
Employee Benefits	12,948,727	13,144,615	9,926,136	9,468,887	457,249	5%
Materials and Services	10,600,600	11,582,117	7,140,526	6,287,165	853,361	12%
Depreciation and amortisation	7,907,525	8,291,090	8,000	7,932	68	0%
Bad and Doubtful Debts	-	-	-	-	-	-
Other Expense	285,056	283,915	211,284	215,500	(4,216)	-2%
Finance Costs (Interest)	284,050	255,255	59,957	59,931	26	0%
Total Expenses	32,025,958	33,556,992	17,345,903	16,039,414	1,306,489	8%
Underlying Surplus (deficit) for the period	(2,995,247)	(6,259,513)	7,551,358	8,888,714	1,337,356	-7%
Reconciliation to Income Statement						
<i>Proceeds from Sale of Fixed Assets</i>	1,832,848	2,351,944	396,976	408,844	11,868	3%
<i>Less Carrying value of assets sold</i>	(2,458,142)	(2,427,017)	(428,141)	(493,343)	(65,202)	
Capital Grants	372,660	1,003,036	618,075	604,375	(13,700)	-2%
Grants - Recurrent Capital	1,598,492	2,283,442	1,258,768	1,258,768	-	0%
Capital Contributions	35,000	97,000	62,000	64,000	2,000	0%
Contributions - Non Cash	-	-	-	128,675	128,675	
Contributed Assets						
Net Movement in Asset Revaluation Reserve						
Special Charge Rate for Capital Projects	-	-	-	-	-	
Operating Result as per Income Statement	(1,614,389)	(2,951,108)	9,459,036	10,860,032	1,400,996	15%

Statement B					
Murrindindi Shire Council					
Balance Sheet					
as at 31st March 2016					
	Original Budget	Revised Budget	YTD Budget	Actual	Variance
	2015/16	2015/16	31/03/16	31/03/16	(unfav)
	\$	\$	\$	\$	\$
Assets					
Current assets					
Cash and cash equivalents	19,897,499	21,309,987	27,096,929	30,127,454	3,030,525
Trade and other receivables	2,673,837	2,670,537	4,909,997	4,866,212	(43,785)
Other financial assets				-	-
Accrued Income	80,000	80,000	-	-	-
Prepayments	135,000	135,000	33,000	32,736	(264)
Non Current Assets Held for sale			434,094	434,094	
Inventories	150,000	70,000	53,000	49,570	(3,430)
Total current assets	22,936,336	24,265,524	32,527,020	35,510,065	2,983,045
Non current assets					
Intangible Assets	-	241,471	259,471	259,471	-
Property & Plant & Equipment	294,708,927	305,458,348	307,639,987	306,089,093	(1,550,894)
Receivables	66,500	21,500	30,500	28,104	(2,396)
Total non-current assets	294,775,427	305,721,319	307,929,958	306,376,668	(1,553,290)
Total assets	317,711,763	329,986,843	340,456,978	341,886,732	1,429,755
Liabilities					
Current liabilities					
Trade and other payables	2,368,280	2,363,645	505,000	549,088	(44,088)
Trust funds and deposits	463,918	587,513	1,024,822	1,019,131	5,691
Provisions - Employee Entitlements	3,412,004	3,412,004	3,073,223	3,072,705	518
Interest-bearing loans and borrowings	752,621	712,547	-	-	-
Total Current Liabilities	6,996,823	7,075,709	4,603,045	4,640,923	(37,878)
Non-Current Liabilities					
Provisions - Employee Entitlements	271,061	271,061	271,061	261,945	9,116
Provisions - Other	1,465,105	1,465,105	1,392,815	1,392,815	-
Interest-bearing loans and borrowings	2,219,147	1,796,995	2,401,940	2,401,936	4
Total Non Current Liabilities	3,955,313	3,533,161	4,065,816	4,056,696	9,120
TOTAL LIABILITIES	10,952,136	10,608,870	8,668,861	8,697,619	(28,758)
NET ASSETS	306,759,627	319,377,973	331,788,117	333,189,113	1,400,997
Equity					
Accumulated Surplus	124,931,524	129,077,951	129,201,955	129,201,955	(0)
Surplus for the Year	(1,614,389)	(2,951,108)	9,459,036	10,860,032	1,400,996
Asset Revaluation Reserve	171,452,414	180,546,910	180,546,910	180,546,910	0
Other Reserves	11,990,078	12,704,220	12,580,216	12,580,216	0
TOTAL EQUITY	306,759,627	319,377,973	331,788,117	333,189,113	1,400,996

	Statement C				
	Murrindindi Shire Council				
	Cash Flow Statement				
	For the period ended 31 March 2016				
	Original Budget	Revised Budget	YTD Budget	Actual	Variance (unfav)
	2015/16 Inflows/ (Outflows)	2015/16 Inflows/ (Outflows)	31/03/16 Inflows/ (Outflows)	31/03/16 Inflows/ (Outflows)	Variance (unfav)
	\$	\$	\$	\$	\$
Cash Flow From Operating Activities					
Rates & Charges	18,096,095	18,211,261	15,612,109	15,648,268	36,159
User charges and other fines	3,305,976	3,271,281	2,653,801	2,712,621	58,821
Grants	8,905,983	8,303,407	5,584,756	5,525,086	(59,670)
Interest	567,572	669,967	591,937	621,971	30,033
Net GST Refund/Payment	-	-	-	-	-
Payments to suppliers	(10,950,656)	(12,134,252)	(9,178,681)	(8,281,754)	896,927
Payments to employees	(12,827,071)	(13,105,775)	(10,378,426)	(9,930,811)	447,615
Net cash flow provided by operating activities	7,097,899	5,215,889	4,885,496	6,295,381	1,409,885
Cash flow from investing activities					
Payment for property, plant and equipment,infrastructure	(7,516,619)	(12,107,707)	(4,459,472)	(2,845,036)	1,614,436
Payments for investments					
Proceeds from sale of property, plant and equipment,infrastructure	1,832,848	2,351,944	396,976	408,844	11,868
Net cash used in investing activities	(5,683,771)	(9,755,763)	(4,062,496)	(2,436,193)	1,626,303
Cash flows from financing activities					
Trust funds and deposits	60,767	(247,953)	189,354	183,668	(5,686)
Finance costs	(216,175)	(186,919)	(92,556)	(92,529)	26
Proceeds from interest bearing loans and borrowings	500,000	500,000	-	-	-
Repayment of interest bearing loans and borrowings	(824,952)	(787,178)	(394,780)	(394,785)	(5)
Net cash provided by (used in) financing activities	(480,360)	(722,050)	(297,982)	(303,646)	(5,664)
Net increase/(decrease) in cash and cash equivalents	933,768	(5,261,924)	525,018	3,555,542	3,030,524
Cash and cash equivalents at the beginning of the financial year	18,963,731	26,571,911	26,571,911	26,571,911	-
Cash and cash equivalents at the end of the financial year	19,897,499	21,309,987	27,096,929	30,127,453	3,030,524
Reconciliation of result from ordinary activities with net cash from operations					
Surplus for the financial year	(1,614,389)	(2,951,108)	9,459,036	10,860,032	1,400,996
Depreciation and amortisation	7,907,525	8,291,090	8,000	7,932	(68)
Bad and Doubtful debts		-	-	-	-
Contributions Non Monetary Assets	-	-	-	(128,675)	(128,675)
Financing Costs (Cash Portion)	216,175	186,919	92,556	92,529	(26)
(Profit)/loss on disposal of property, plant and equipment,infrastructure	625,294	75,073	31,165	84,499	53,334
Change in assets and liabilities					
(Increase)/decrease trade and other receivables	(161,237)	(322,418)	(2,570,878)	(2,524,701)	46,177
(Increase)/decrease in inventories	-	(16,879)	121	3,550	3,428
(Increase)/decrease in other current assets	(40,000)	97,019	279,019	279,283	264
Increase/(decrease) in provisions	213,946	316,708	(94,363)	-103,997	(9,634)
Increase/(decrease) in trade and other payables	(49,415)	(460,515)	(2,319,160)	(2,275,073)	44,088
Net cash provided by operating activities	7,097,899	5,215,889	4,885,496	6,295,380	1,409,884

Statement D						
Murrindindi Shire Council						
Statement of Capital Works						
For the period ended 31 March 2016						
	Original Budget	Revised Budget	YTD Budget	Actuals	Budget/ Actual Variance (unfav)	%
	2015/16	2015/16	31/03/16	31/03/16		
	\$	\$	\$	\$	\$	
Land	-	-	-	-	-	
Land Under Roads						
Buildings	1,853,949	3,596,376	1,410,946	1,093,049	317,897	23%
Plant , Machinery & Equipment	1,051,042	1,544,733	386,426	344,174	42,252	11%
Roads & Paths	3,118,359	3,707,499	1,600,260	558,210	1,042,050	65%
Bridges	637,280	1,659,560	291,871	279,744	12,127	4%
Footpaths and Cycleways	209,429	814,440	527,535	346,164	181,371	34%
Stormwater Network	249,050	222,034	57,009	55,881	1,128	2%
Heritage	-	-	-	-	-	
Furniture, Office Equipment and Software	301,808	453,927	103,525	92,584	10,941	11%
Library Materials	95,702	109,138	81,900	75,231	6,669	8%
Works in Progress	-	-	-	-	-	
Total Capital Works	7,516,619	12,107,707	4,459,472	2,845,036	1,614,436	36%
Represented by:						
Renewal	4,761,408	7,385,014	2,570,209	1,815,064	755,145	29%
Upgrade	1,597,144	2,760,538	1,002,604	457,261	545,343	54%
New Assets	1,158,067	1,962,155	886,659	572,711	313,948	35%
Total Capital Works	7,516,619	12,107,707	4,459,472	2,845,036	1,614,436	36%
Property, Infrastructure, Plant and Equipment						
movement Reconciliation Worksheet	Original Budget	Revised Budget	YTD Budget	YTD Actual	Variance	
	2015/16	2015/16	31/03/16	31/03/16		
	\$	\$	\$	\$	\$	
Total Capital Works	7,516,619	12,107,707	4,459,472	2,845,036	1,614,436	
Impaired assets					-	
Asset revaluation movement		(0)	0	-	(0)	
Depreciation & amortisation	(7,907,525)	(8,273,090)	(8,000)	(7,932)	(68)	
Written down value of assets sold	(2,458,142)	(2,427,017)	(428,141)	(493,343)	65,202	
Contributed Assets		0	0	128,675	(128,675)	
Transfer to intangibles						
Transfer to Non Current assets held for sale		837,158	403,064	403,064		
Net movement in property, infrastructure, plant and equipment	(2,849,048)	2,244,758	4,426,395	2,875,501	1,550,894	

Statement E					
Murrindindi Shire Council					
Reconciliation of Non Discretionary Cash & Reserves as at 31st March 2016					
Cash Flow Statement Reconciliation - Non discretionary Cash Requirements					
Required Cash at year End	Original Budget	Revised Budget	YTD Budget	Actual	Budget/ Actual Variance
	2015/16	2015/16	31/03/16	31/03/16	
Non discretionary Cash Requirements to be held:					
Reserves		\$	\$	\$	
Account					
070300 Public Open Space Reserve	(454,004)	(451,754)	(416,754)	(416,754)	(0)
070305 Infrastructure Contributions - Parking	(41,080)	(41,080)	(41,080)	(41,080)	-
070312 - Infrastructure Maintenance Reserve 2% Rates	(734,760)	(734,760)	(950,076)	(950,076)	-
070313 - Infra. Maint. New & Expanded Assets (bal. \$1.2m)	(3,396,300)	(3,421,834)	(3,521,318)	(3,521,318)	-
070314 - Infra. Maint. Gifted & Novated Assets - \$920K	(920,000)	(920,000)	(920,000)	(920,000)	-
070316 - Infra. Balance MAP's Funding	(434,022)	(434,022)	(434,022)	(434,022)	-
070336 - Marysville Community Fund	(63,531)	(63,531)	(63,531)	(63,531)	-
070315 - Defined Benefits Superannuation	(300,000)	(600,000)	(600,000)	(600,000)	-
070325 Garbage Reserve	(4,596,031)	(5,004,010)	(4,677,985)	(4,677,985)	-
070340 Coster Street Units Reserve	-	-	-	-	-
070345 Shaw Avenue Redevelopment Reserve	(43,752)	(43,752)	(43,752)	(43,752)	-
070355 Alexandra Community Leisure Centr	(4,805)	(16,384)	(16,384)	(16,384)	-
070370 Road Maintenance Reserve	(16,044)	(16,044)	(16,044)	(16,044)	-
070420 Yea Saleyards Reserve	(288,024)	(322,693)	(264,027)	(264,027)	-
070430 Alexandra Saleyards Reserve	-	-	-	-	-
070440 Yea Caravan Park Reserve	(40,430)	-	-	-	-
070445 Marysville Caravan Park Reserve	(194,139)	(143,083)	(152,087)	(152,087)	-
070318 - Infra. Unexpended Capital Works	(463,156)	(491,273)	(463,156)	(463,156)	-
Total Cash backed reserves	(11,990,078)	(12,704,220)	(12,580,216)	(12,580,216)	(0)
Other Cash Requirements					
070000 Deposits	(315,918)	(416,033)	(465,033)	(464,978)	55
70041 Provision for Employee Entitlement - A/L 25%	(305,910)	(305,910)	(274,564)	(274,564)	-
070040 Provision for Employee Entitlement LSL (progression to 25% over 4 years)	(410,319)	(410,319)	(246,871)	(246,806)	65
070060 General Trust Accounts	(13,000)	(13,000)	(43,211)	(44,028)	(817)
Quarry Security ANZ	-	(19,500)	(19,500)	(19,500)	-
Fires Service Property Levy	(110,000)	(133,480)	(282,480)	(280,964)	1,516
carry forw ard - operating projects - grant funded		-	-	-	
carry forw ard - capital projects - less grant funding & reserves		(313,873)	-	-	
					-
Total Required Cash	(13,145,225)	(14,316,334)	(13,911,875)	(13,911,056)	819
Total Available Cash	19,897,499	21,309,987	27,096,929	30,127,453	3,030,524
Surplus/(Deficit)	6,752,274	6,993,653	13,185,054	16,216,397	3,031,342



Council Plan 2013-2017

Year 3 Actions

Quarterly Report

March 2016

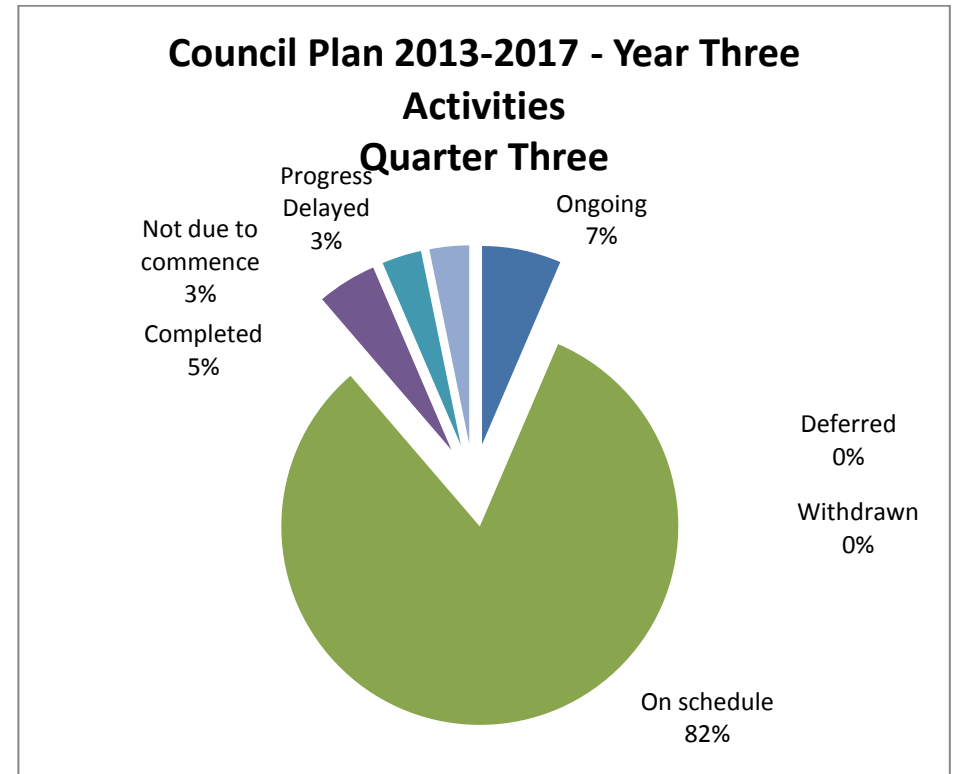
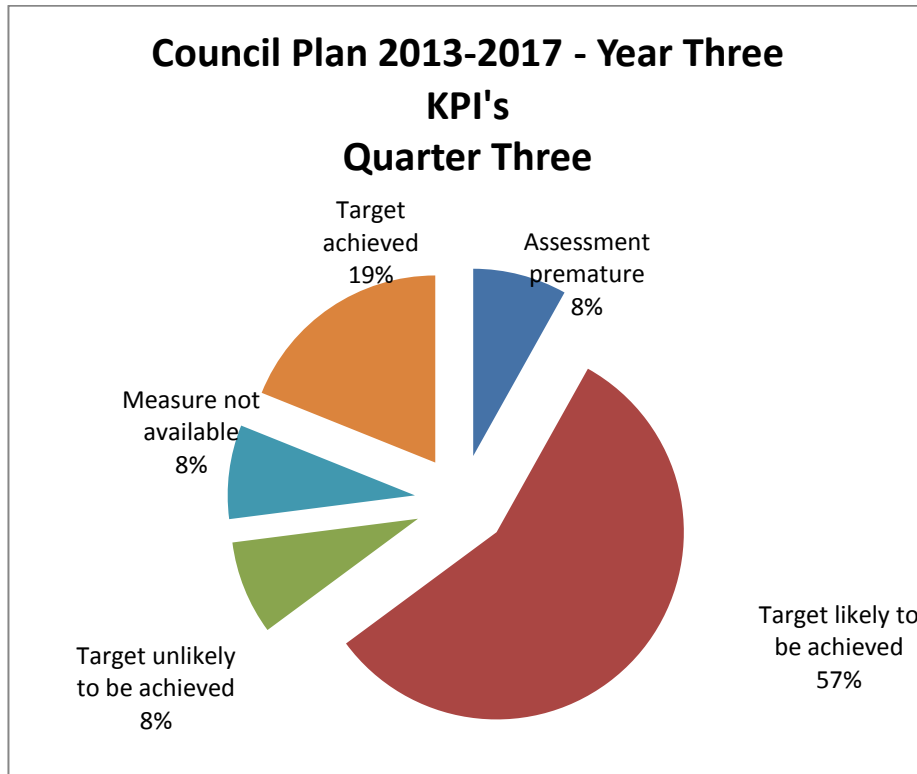
Table of Contents

Council Plan 2013-2017 Year 3 – Quarter Three Highlights	5
1. Our Council.....	7
1.1 Leadership.....	8
Key Performance Indicators.....	8
Leadership Year 3 Actions.....	9
1.2 Customer Service	12
We will deliver quality customer outcomes by implementing better ways of doing things	12
Key Performance Indicators.....	12
Customer Service Year 3 Actions	13
1.3 Financial Sustainability.....	15
Key Performance Indicators.....	15
Financial Sustainability Year 3 Actions.....	16
1.4 Staff.....	18
Key Performance Indicators.....	18
Staff Year 3 Actions	20
2. Our Community.....	22
2.1 Health and Wellbeing.....	23
Key Performance Indicators.....	23

Health and Wellbeing Year 3 Actions.....	24
2.2 Social Connectedness.....	28
Key Performance Indicators.....	28
Social Connectedness Year 3 Actions.....	30
2.3 Community Engagement	33
Key Performance Indicators.....	33
Community Engagement Year 3 Actions.....	34
3. Our Environment.....	35
We will manage our natural and built environment in a responsible manner.....	35
3.1 Conservation of Resources	36
We will use resources more efficiently and effectively	36
Key Performance Indicators.....	36
Conservation of Resources Year 3 Actions	38
3.2 Protection of the Natural Environment	40
Key Performance Indicators.....	40
Protection of the Natural Environment Year 3 Actions	43
3.3 Planning for Future Growth	46
Key Performance Indicators.....	46
Planning for Future Growth Year 3 Actions	47
3.4 Asset Management	50
Key Performance Indicators.....	50

Asset Management Year 3 Actions	51
4. Our Economy.....	53
4.1 Workforce Development	54
Key Performance Indicators.....	54
Workforce Development Year 3 Actions	55
4.2 Improving Business Infrastructure.....	57
Key Performance Indicators.....	57
Improving Business Infrastructure Year 3 Actions.....	58
4.3 Investment Attraction.....	60
Key Performance Indicators.....	60
Investment Attraction Year 3 Actions.....	61
4.4 Tourism Development	63
We will increase the economic, social and cultural benefits to the Shire of a growing tourism sector.....	63
Key Performance Indicators.....	63
Tourism Development Year 3 Actions.....	64

Council Plan 2013-2017 Year 3 – Quarter Three Highlights



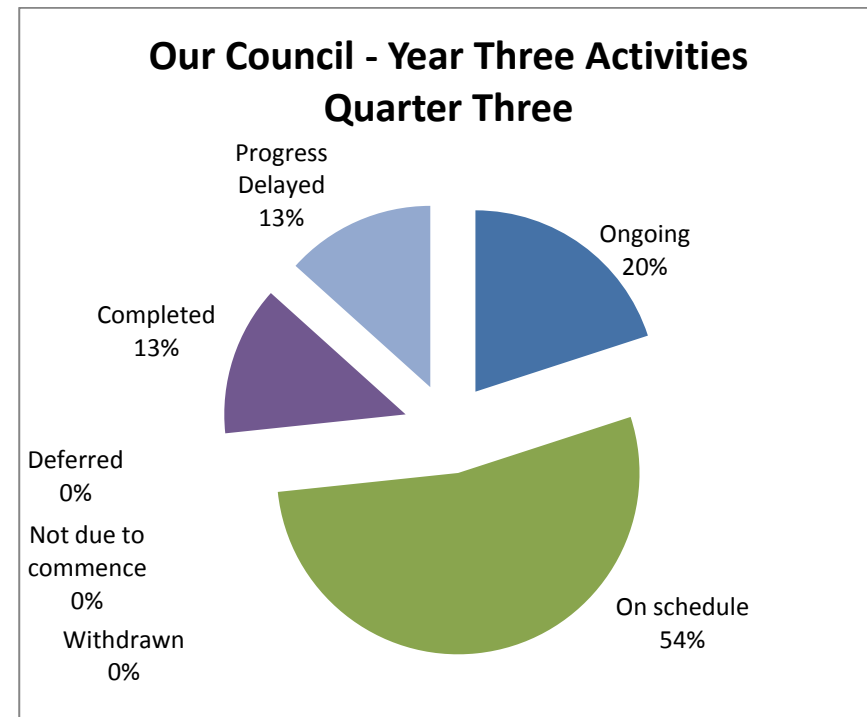
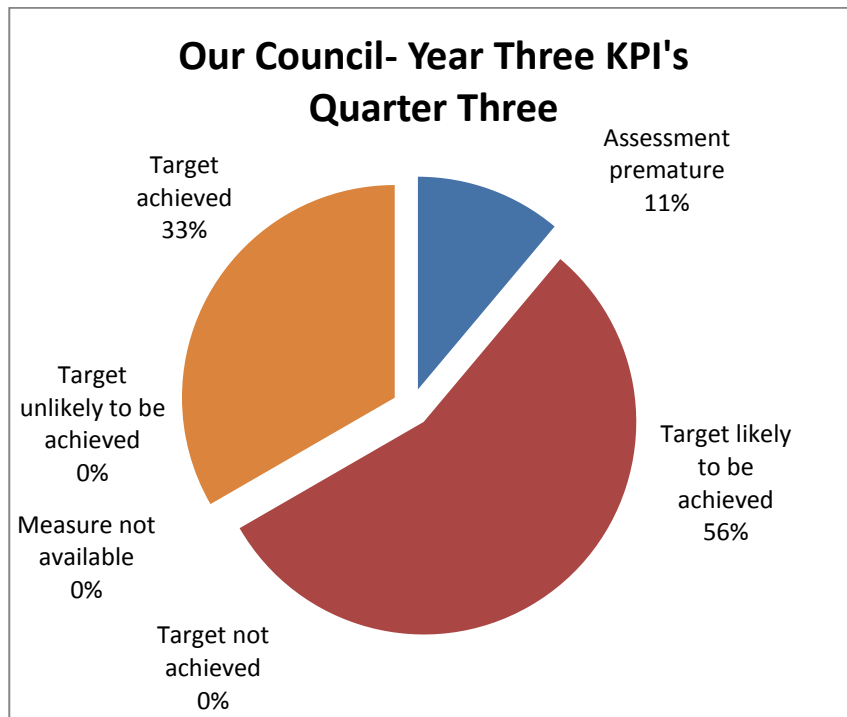
The highlights for the second quarter include the following:

- Council submitted a detailed submission to the Essential Services Commission requesting an exemption from the newly imposed rate cap by the State Government to allow for the fulfilment of Council's Long Term Financial Plan.
- Council signed a contract for the purchase of additional land at the Yea Saleyards to support further enhancement of the Saleyards.
- Development of the Murrindindi Investment Prospectus (website, industry videos, 20 page brochure and promotional USB) was completed.
- The Eildon Bowling Club rejuvenation and the Yea Recreation Reserve Multipurpose Court were completed.
- Council's four seasonal pools were well utilised over the summer season between November and March with a total of 19,300 patrons.
- The Council's new Local Planning Policy Framework has been incorporated into the Murrindindi Planning Scheme.
- Council recycled 60% of all waste entering its Resource Recovery Centres (RRC), including metal items, batteries, mattresses, green waste and other streams.
- Officers worked with GBCMA and Landcare to run Clean Up Australia Day activities during this quarter.
- The Yea Wetlands Fire Management Plan was adopted as a sub-plan to the Municipal Fire Management Plan.
- Council received data indicating that growth in property valuations across the Shire is likely to exceed 1.5% since the 2014 revaluation.
- Lost employee time due to injury for the quarter was zero, which has reduced the year to date rate to an historically low level of 0.27%.

1. Our Council

We will provide strategic leadership and effective governance that supports the aspirations of our community.

By ensuring our long term financial sustainability, Council’s priorities will be directed towards the implementation of the Murrindindi Vision 2030. Achieving the outcomes of this community-driven vision will be our strong advocacy to all levels of government on local needs and issues, the implementation of a master plan to grow the Murrindindi rate base through sound planning and support for economic development and the effective and efficient operation of the Council. By achieving this Murrindindi Shire will be a place of prosperity and opportunity.



1.1 Leadership

We will deliver leadership and advocacy

Key Performance Indicators

Year 3 Key Performance Indicator	Target	Estimated Completion Date	Status	Quarter Three Comments
Community participation in forums: Number of forums held	Deliver a minimum of one non-statutory community forum a year that actively encourages community participation.	Jun-16	Target achieved	During the quarter Council ran a Public Safety Infrastructure Forum to help the community access funds to address public safety needs. Council also ran three community workshops/information sessions and one drop in session regarding the Eildon Structure Plan.
Advocacy to the State and Federal Governments	Advocate on behalf of the community on a minimum of 10 issues a year	Jun-16	Target achieved	Council advocated on several topics during the quarter (refer 1.1.1.1 for detail)

Leadership Year 3 Actions

Council Plan Strategy		Year 3 Action		Estimated Completion Date	Status	Quarter Three Comments
1.1.1	Involve community leaders in regular advocacy to State and Federal Governments on local needs and issues	1.1.1.1	Advocate on behalf of the community on relevant local issues	Jun-16	On Schedule	<p>Council participated in consultation sessions relating to Federal Aged Care reforms and advocated for the needs of Murrindindi Shire residents at these sessions. Council also advocated to Federal Member of Indi regarding the need for a second round of funding to address telecommunications black spots in Murrindindi Shire and to seek the reinstatement of postal services at Strath Creek following the recent fire.</p> <p>Council advocated to support the \$7m Lake Eildon Sewerage and Infrastructure Project during the quarter.</p> <p>Council provided letters of support to assist in funding applications for initiatives to meet local needs for Marysville Primary</p>

Council Plan Strategy		Year 3 Action		Estimated Completion Date	Status	Quarter Three Comments
						School Linking Learning Early Childhood and Early Years Literacy resources. Council also made a submission to the Victorian Government's Ministerial Advisory Committee regarding Intensive Animal Industry.
1.1.2	Actively develop and implement a long term vision for Murrindindi Shire	1.1.2.1	Continue the implementation of Council's 2030 Vision	Jun-16	On Schedule	The Murrindindi 2030 Vision formed a key element justifying Council's application to the Essential Services Commission for an exemption to the State Government's rate cap for 2016/17.
1.1.3	Building community relationships and trust through community forums and engagement	1.1.3.1	Identify and work with community leaders to progress Council's asset management transition strategy.	Jun-16	On Schedule	Discussions continued with State Government during the quarter on the potential transfer of State-owned assets back to the State Government.

Council Plan Strategy		Year 3 Action		Estimated Completion Date	Status	Quarter Three Comments
1.1.4	Communicate key Council decisions and strategies to the community in a variety of ways	1.1.4.1	Outline to the community how Council will implement its strategy to give greater responsibility to communities for managing infrastructure.	Jun-16	Progress Delayed	Council prepared its submission to the Essential Services Commission for an exemption to the rate cap which, in part, outlined Council's intention to give greater responsibility to communities for managing assets.

1.2 Customer Service

We will deliver quality customer outcomes by implementing better ways of doing things

Key Performance Indicators

Year 3 Key Performance Indicator	Target	Estimated Completion Date	Status	Quarter Three Comments
Community perception of performance for customer service	Achieve a score of 66 or more in the annual community satisfaction survey	Jun-15	Target achieved	Murrindindi Shire Council achieved an average index score of 69 for customer satisfaction with its customer service, which is three points higher than 2014 and exceeds the target set of "66 or more".
Number of business processes implemented	Improve a minimum of five business processes a year	Jun-15	Target likely to be achieved	Council adopted and implemented a revised Procurement Policy during the quarter which seeks to create greater efficiencies for Council and the market place, whilst ensuring the highest levels of fairness, probity and transparency in the process.

Customer Service Year 3 Actions

Council Plan Strategy		Year 3 Action		Estimated Completion Date	Status	Quarter Three Comments
1.2.1	Build on our customer service and communications with the community	1.2.1.1	Further develop Council's customer response tracking processes and establish indicators of Council's responsiveness	Jun-16	On schedule	A Council ID Card policy was completed in the period under review to ensure customers have confidence in the identity of those working for Council. Work on a new Council Feedback and Complaints policy and procedures advanced in this quarter. Council introduced a new intranet in the period under review, thereby streamlining staff access to important policies and procedures, with a view to aiding efficiency and delivery of services to customers.
1.2.2	Continue to improve our processes to enhance the efficiency and effectiveness of the organisation	1.2.2.1	Adjust Council's reporting of its performance to meet the requirements of the new Local Government Performance Reporting Framework and the introduction of the 'My Council' website	Jun-16	Completed	Council's Annual Report for 2014/15 was published in October 2015 following its adoption by Council. The report incorporated the requirements of the new Performance Reporting Framework. The report was made available on Council's website and at all Council Offices.

Council Plan Strategy		Year 3 Action		Estimated Completion Date	Status	Quarter Three Comments
1.2.2	Continue to improve our processes to enhance the efficiency and effectiveness of the organisation	1.2.2.2	Explore the potential and consequences of shared services and collaborative activities across the Local Government sector.	Jun-16	On schedule	The shared services relationship with Mansfield Shire Council for building surveying works is ongoing. Council also entered into a short-term arrangement with Mansfield Shire Council to receive additional commercial waste that the Mansfield Council is currently unable to take. Discussions were also held with the CEO's of Strathbogie and Mitchell Shire Councils concerning a possible alliance on shared services arrangements.

1.3 Financial Sustainability

We will administer sound financial management practices

Key Performance Indicators

Year 3 Key Performance Indicator	Target	Estimated Completion Date	Status	Quarter Three Comments
Rate base increased by overall Capital Improved Value	Increase the Shire's Capital Improved Value by 1.5% each year	30-Jun-16	Target likely to be achieved	Council received preliminary estimates on 2016 valuations during the quarter which indicated that total CIV growth for the Shire is likely to exceed 1.5% as a part of the revaluation for the 2016/17 financial year.
Rate base increased by new and quality developable lots	Increase the number of lots for development across the Shire	30-Jun-16	Target likely to be achieved	This indicator will be available for measure at the conclusion of the 2015/16 financial year.

Financial Sustainability Year 3 Actions

Council Plan Strategy		Year 3 Action		Estimated Completion Date	Status	Quarter Three Comments
1.3.1	Growing our rate base through diligent planning	1.3.1.1	Growing our rate base through diligent planning	Jun-16	On Schedule	Council finalised the Murrindindi Business Prospectus during the quarter which aims to promote investment in the Shire.
1.3.2	Provide value for money through the delivery of long term financial plans	1.3.2.1	Reflect the Council's strategies for asset renewal and greater community stewardship of asset management into Council's Longer Term Financial Planning.	Jun-16	On schedule	Council submitted a detailed response to the Essential Services Commission on 31 March 2016 requesting an exemption from the newly imposed rate cap by the State Government, to allow for the fulfilment of Council's Long Term Financial Plan, which incorporates all of Council's asset management responsibilities. The outcome to this application is expected to be received by 31 May 2016 at which point Council will be able to finalise its draft budget and strategic resource plan, including its Long Term Financial Plan.

Council Plan Strategy		Year 3 Action		Estimated Completion Date	Status	Quarter Three Comments
1.3.3	Practice responsible grants management and how we access grants	1.3.3.1	Increase capacity to attract grants to support the achievement of Council's strategic objectives.	Jun-16	Ongoing	A priority assessment tool for potential grant projects has been developed and will be used to identify new funding opportunities for Council's priority projects in the April to June quarter.
1.3.4	Promote an equitable rating strategy for all ratepayers	1.3.4.1	Implement Council's newly adopted Rating Strategy.	Jun-16	Completed	Council's newly adopted rating strategy was implemented for the 2015/16 rating year, with rates notices issued in August 2015.

1.4 Staff

We will have engaged and professional staff

Key Performance Indicators

Year 3 Key Performance Indicator	Target	Estimated Completion Date	Status	Quarter Three Comments
Staff Satisfaction	<p>Improve internal staff satisfaction results year on year</p> <p>Reduce staff sick leave days by 1% per annum</p>	Jun-16	Assessment premature	<p>The staff satisfaction survey was conducted in the second quarter. There was a strong participation rate (75%) and Council ratings improved on all factors over the 2013 survey. This element of the target has met the KPI.</p> <p>During the third quarter sick/personal leave days trended lower in January and February but increased again in March resulting in an average lost time for the quarter of 3.32% which exceeds the annual target of 3.24% On current trends the leave pattern is likely to exceed the KPI target, particularly entering the winter period.</p>

Year 3 Key Performance Indicator	Target	Estimated Completion Date	Status	Quarter Three Comments
Number of staff training days	Increase staff training days by 1% per annum	Jun-16	Target likely to be achieved	In the January to March quarter Council recorded 290 participants (equivalent to 95.7 staff training days) completing training and development in 17 different activities, which is a 1.13% increase on the same quarter in 2014-15. The activities included all staff completing fraud awareness training, as well as people attending diverse workshops on report writing, snake awareness (outdoor workers), inspections, taxation, protected disclosures and mental health. Council also had a team participate in the annual Local Government Management Association challenge with the team highly commended for their efforts on the day.
Health and safety	Reduce Time Lost through workplace injury by 5% per annum	Jun-16	Target likely to be achieved	In the January to March quarter the lost time injury rate for the quarter was 0, which has reduced the year to date rate to 0.27%. This is a historically low rate and is on track to consolidate the positive result for 2014-15.

Staff Year 3 Actions

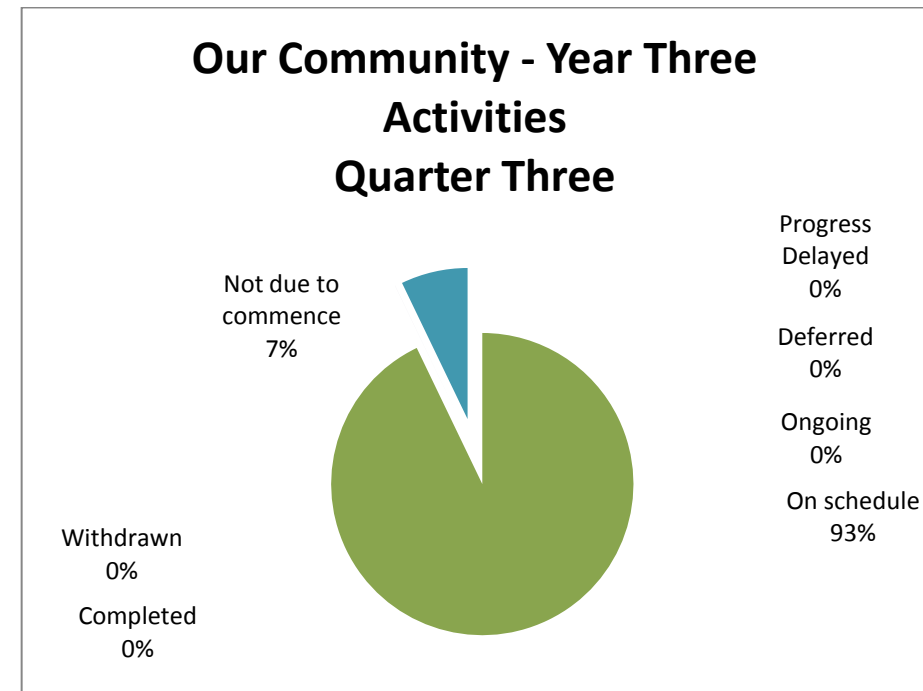
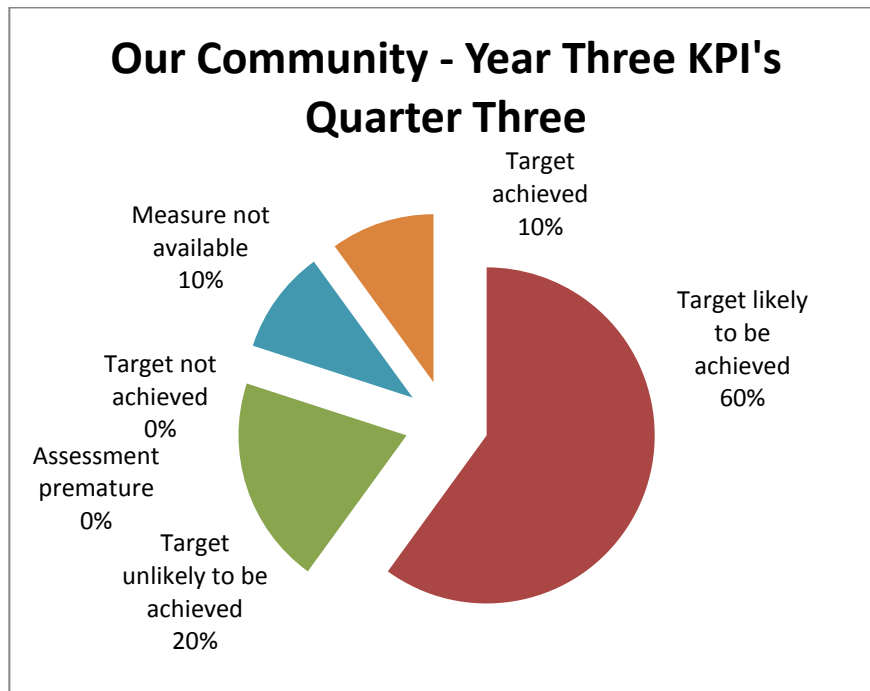
Council Plan Strategy		Year 3 Action		Estimated Completion Date	Status	Quarter Three Comments
1.4.1	Ensure a healthy and safe workplace for all staff	1.4.1.1	Continue to develop Council's policy framework and monitoring systems to improve workplace health and safety practices.	Jun-16	On Schedule	Promotion of health and wellbeing information and activities continued with newsletter articles on relevant health and safety issues, as well as a promotion on emotional wellbeing.
1.4.2	Provide staff training and professional development opportunities	1.4.2.1	Progress the development of a voluntary staff rotation program across the organisation.	Jun-16	On Schedule	The trial of staff rotations continued between the different service centres (Alexandra, Yea and Kinglake) to develop multi-skilling opportunities in the Communications, Library and Customer Services Department.
1.4.3	Provide workforce development and succession planning opportunities	1.4.3.1	Identify opportunities to incorporate cadetships, traineeships and apprenticeships into the workforce.	Jun-16	Progress Delayed	Further progress on this action has been delayed until the outcomes and budget implications of rate-capping are available.

Council Plan Strategy		Year 3 Action		Estimated Completion Date	Status	Quarter Three Comments
1.4.3	Provide workforce development and succession planning opportunities	1.4.3.2	Identify and develop a work experience program linked to local secondary schools	Jun-16	On schedule	A tertiary Vocational Placement was completed during this quarter. The evaluation and feedback on this placement was very positive from both Council and the participant perspective. Discussions with local high schools on their work experience programs were deferred to Term 2 of the school year when students are more settled into their coursework.

2. Our Community

We will support and promote health and well being, social connectedness and community involvement.

Our goal is to create vibrant, interconnected and inclusive communities. Murrindindi Vision 2030 supports a strong sense of pride and belonging across the Shire. From arts programs, improved footpaths, on-going support of fire affected communities and new and upgraded recreational facilities we aim to put the pieces in place for healthy and active communities. We will achieve this vision through strong support programs and robust policy decisions.



2.1 Health and Wellbeing

We will advocate for and support the lifelong needs of our communities at all ages and all stages.

Key Performance Indicators

Year 3 Key Performance Indicator	Target	Estimated Completion Date	Status	Quarter Three Comments
Implementation of actions in the Municipal Public Health and Wellbeing Plan	100% completion by June 2016	Jun-16	Target likely to be achieved	The Year Three Implementation Plan for the Municipal Public Health and Wellbeing Plan has been developed in conjunction with a growing number of community reporting partners. Actions across all themes in the report are progressing satisfactorily.
Home and Community Care (HACC) services delivered to the community in accordance with Service Agreements	95% of HACC targets reached	Jun-16	Target unlikely to be achieved	Targets have progressed well across most service areas. Notably targets will not be achieved in Home Maintenance Services due to staff vacancies and Meals on Wheels services due to reduced demand.
Development of a Recreation and Open Space Plan in partnership with the community	Complete by July 2016	Jun-16	Target likely to be achieved	Council is awaiting conformation of funding for the Plan from the Community Sport Infrastructure Fund following an application placed in late 2015.

Health and Wellbeing Year 3 Actions

Council Plan Strategy		Year 3 Action		Estimated Completion Date	Status	Quarter Three Comments
2.1.1	Advocate for and support flexible delivery of early years services	2.1.1.1	Advocate for and support flexible delivery of early years services	Jun-16	On schedule	Council continues to deliver early years services including Home Based Child Care and Maternal and Child Health Services. Council coordinates the Murrindindi Children's Network, working with key Community and Health Service providers to advocate for better outcomes for children across the Shire.
2.1.2	Promote and deliver effective transition through integrated aged care options	2.1.2.1	Support a partnership between aged care providers to retain and strengthen aged care services in the Shire.	Jun-16	On Schedule	An Expression of Interest was submitted to the Age Friendly Communities Grant program during the quarter in partnership with Alexandra District Health, Nexus Primary Health, Yea District Memorial Hospital and Lower Hume Primary Care Partnership. Further connections with other Aged Care service providers will be made as part of this project.

Council Plan Strategy		Year 3 Action		Estimated Completion Date	Status	Quarter Three Comments
						A community consultation process has been developed to further explore community priorities and develop projects to improve outcomes for older people across Murrindindi Shire.
2.1.3	Support older people to remain active and healthy and connected to their community	2.1.3.1	Support older people to remain active and healthy and connected to their community	Jun-16	On schedule	Council provides a range of services that actively support older people to remain active and connected including support in the home and social support through a range of activities, outings and groups. During the quarter Council commenced implementation of the findings of the review into aged care services in preparation for the transition from State to Commonwealth funding.

Council Plan Strategy		Year 3 Action		Estimated Completion Date	Status	Quarter Three Comments
2.1.4	Strengthen partnerships with service providers to meet the demonstrated health needs of our communities	2.1.4.1	Work with the Health and Wellbeing Consortium to advocate for improved access to services across Murrindindi Shire.	Jun-16	On Schedule	The Health and Wellbeing Consortium continues to meet regularly. A draft Terms of Reference for the group was established and an action plan prioritising collaborative projects and advocacy work is under development. Officers also participated in a strategic planning session undertaken by Alexandra District Health.
2.1.5	Actively engage with community health and wellbeing issues through implementation of the Municipal Public Health and Wellbeing Plan.	2.1.5.1	Undertake key initiatives outlined in the Municipal Public Health and Wellbeing Plan, in conjunction with community and service providers	Jun-16	On schedule	The Municipal Public Health and Wellbeing Plan Year 3 Implementation Plan is progressing well. The following provides some examples of the outcomes achieved to date. A review of Council's Aged and Disability Services has been completed to align with Federal Government Aged Care reform. Completion of the year 1 data collection for Murrindindi Resilience Project for Youth. Resources have been developed for use in library and customer services to improve communication access.

Council Plan Strategy		Year 3 Action		Estimated Completion Date	Status	Quarter Three Comments
2.1.6	Work with young people and service providers to identify and respond to youth priorities across their respective communities	2.1.6.1	Work with young people and service providers to identify and respond to youth priorities across their respective communities	Jun-16	On Schedule	Location based conversations between schools and service providers continued to progress during the quarter following the Resilience data generated in 2015. The Yea working group has progressed a focus on parental engagement on the health impacts associated with over-use of technology.
2.1.7	Support participation in a range of sport recreation and leisure activities	2.1.7.1	Support participation in a range of sport recreation and leisure activities	Jun-16	On Schedule	The four seasonal pools were well utilised over the season between November and March with 19,300 patrons. Bookings outside of public patron hours were very high during school term. Council Officers supported the delivery of a grant application under the Country Football and Netball Program, targeting the development of two new netball courts at the Alexandra Showgrounds. Two other recreation infrastructure projects were completed during the quarter including Eildon Bowling Club rejuvenation and the Yea Recreation Reserve Multipurpose Court.

2.2 Social Connectedness

We will encourage inclusive, creative and resilient communities.

Key Performance Indicators

Year 3 Key Performance Indicator	Target	Estimated Completion Date	Status	Quarter Three Comments
Facilitate an increase in multi-community participation in artistic and cultural events	Measured participation matches or exceeds the Victorian average. Support a minimum of four events per annum	Jun-16	Target likely to be achieved	Council reconvened the Harmony Day Steering Group to plan for the Harmony Event scheduled for March 2016. Council continues to run a range of library service programs focusing on artistic and cultural pursuits
Progress the Urban Access Program (pathways and related infrastructure, total identified projects – 101)	100% of annual identified projects completed per annum	Jun-16	Target likely to be achieved	Projects identified for the year are currently being delivered
Update and progress on the Missing Links program (total projects identified – 29)	5 projects per annum	Jun-16	Target unlikely to be achieved	All projects allowed for under the budget allocation are nearing completion
Audit of disability access issues regarding pathways and missing links.	Audit of disability access issues complete by June 2015	Jun-15	Target achieved	This strategy was achieved in the 2014/15 year.

Year 3 Key Performance Indicator	Target	Estimated Completion Date	Status	Quarter Three Comments
Number of community network building activities initiated by Council	One event between July and December and one event between January and June each year	Jun-16	Target likely to be achieved	Several events encouraging and promoting community networking have been undertaken by Council this year including Health and Wellbeing strategic planning, Relief and Recovery Planning consultations and the Change it Up events.
Promote and acknowledge volunteers	Minimum of 1 Council-initiated event per annum Ongoing participation in the Murrindindi Volunteer Advisory Group	Jun-16	Target likely to be achieved	A Council initiated event is planned for quarter four. The Murrindindi Volunteer Advisory group has disbanded, however new associations are building with other groups, particularly the Kinglake Ranges Neighbourhood House, to establish a volunteer network.
Feasibility study and advocacy plan to governments to improve public and social housing options	Advocacy plan developed	Jun-16	Target Unlikely to be Achieved	Refer to 2.2.7.1 for comments

Social Connectedness Year 3 Actions

Council Plan Strategy		Year 3 Actions		Estimated Completion Date	Status	Quarter Three Comments
2.2.1	Prioritise the activities of Council and engage other stakeholders to improve peoples' access and inclusion	2.2.1.1	Prioritise the activities of Council and engage other stakeholders to improve peoples' access and inclusion	Jun-16	On schedule	The Access and Inclusion Committee continues to meet on a six weekly basis and now includes Alexandra Self Advocacy Group, made up of representatives from the community who are living with a disability, as members. Key access and inclusion actions have been included in the Municipal Public Health and Wellbeing Plan Year 3 Implementation Plan.
2.2.2	Ensure access and social connectedness is considered in the planning and development of facilities and infrastructure	2.2.2.1	Undertake an assessment of community needs with respect to recreation and use of open space facilities and programs.	Jun-16	Not due to commence	The Recreation and Open Plan Strategy project is in its planning phases. Council is awaiting the outcome of an application to the Community Sports Infrastructure Fund. Subject to funding work is scheduled to commence on the project in May 2016.

Council Plan Strategy		Year 3 Actions		Estimated Completion Date	Status	Quarter Three Comments
2.2.3	Support participation in a wide range of artistic and cultural pursuits	2.2.3.1	Facilitate the development of a Community Arts and Culture Forum.	Jun-16	On Schedule	Initial enquiries with community groups commenced during the quarter to determine the scope and purpose of a proposed Arts and Culture forum. To date interest has not been strong amongst groups to pursue a forum
2.2.4	Work with communities to build resilience and prepare for future unplanned events	2.2.4.1	Work with communities to build resilience and prepare for future unplanned events	Jun-16	On schedule	The Municipal Relief and Recovery Plan was finalised and adopted by Council in October 2015. In this quarter, further discussions were held to progress the inclusion of community representation on the Municipal Emergency Management Plan Committee. Work also commenced on developing a Memorandum of Understanding with Alexandra Rotary to formalise their role as coordinators of material aid during periods of relief and recovery.

Council Plan Strategy		Year 3 Actions		Estimated Completion Date	Status	Quarter Three Comments
2.2.5	Support people and groups to work together to strengthen connections and community networks	2.2.5.1	Strengthen the capacity of the community to access available grant funds to meet community objectives.	Jun-16	On schedule	A number of Community groups have been successful in gaining a Council Community Grant to progress community projects and initiatives. Letters of support have been provided to community groups to assist them in their applications to various grant and funding bodies.
2.2.6	Recognise, support and value volunteers	2.2.6.1	Work collaboratively with key partners to support the coordination of volunteer recruitment and training.	Jun-16	On Schedule	The Volunteer Murrindindi website developed by the Kinglake Ranges Neighbourhood House was activated during the quarter. The website links community members across Murrindindi wishing to volunteer with community groups and agencies seeking volunteers. This initiative is supported by Murrindindi Shire Council. Further work is planned to explore the potential to operate a Volunteer Resource Centre at the Kinglake Ranges Neighbourhood House which could include shared training, support and induction of volunteers.

Council Plan Strategy		Year 3 Actions		Estimated Completion Date	Status	Quarter Three Comments
2.2.7	Advocate for better access to public and social housing options	2.2.7.1	Advocate for better access to public and social housing options	Jun-16	On Schedule	Two strategic planning sessions were held with the Health and Wellbeing Consortium where social and community housing was raised as an issue. Further discussions to explore joint advocacy on the issue has taken place during the quarter.

2.3 Community Engagement

We will actively engage with our communities to increase participation and community input.

Key Performance Indicators

Year 3 Key Performance Indicator	Target	Estimated Completion Date	Status	Quarter Three Comments
Community perceptions of performance for health and human services	The Community Satisfaction Survey achieves a score in this category that is more than or equal to the indexed mean of 77.	Jun-16	Measure not available	Data indicators measuring community perceptions of performance in health and human services have been added to the Community Satisfaction Survey. This measure will be available when the results of the 2016 survey are provided.

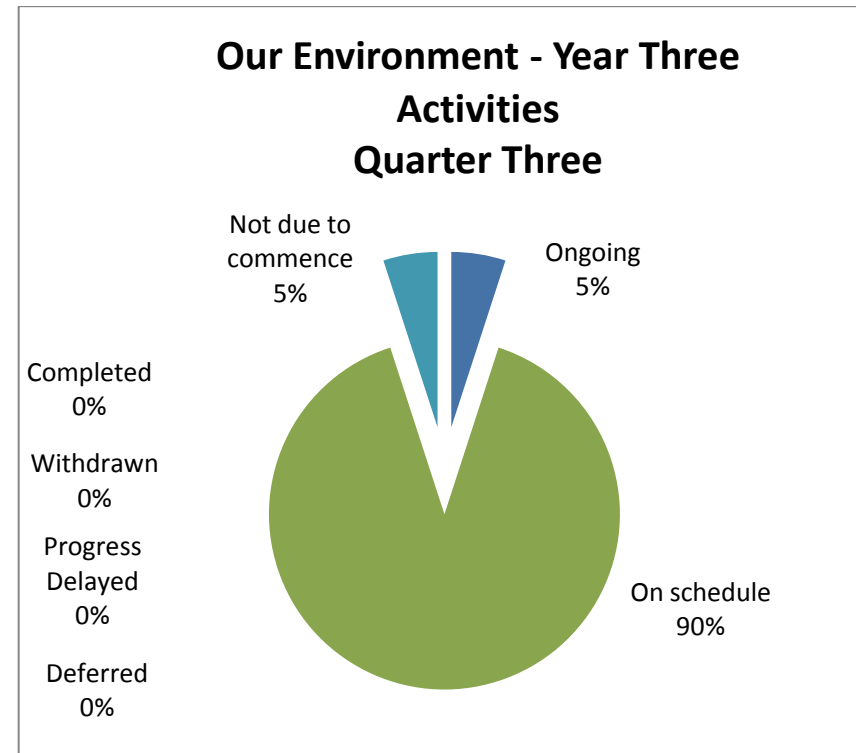
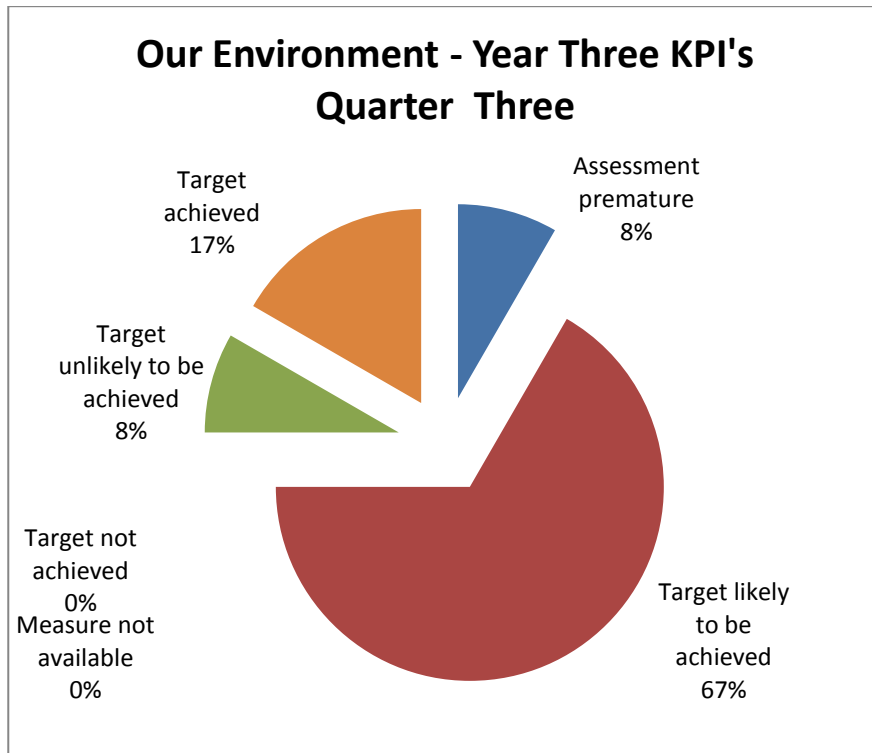
Community Engagement Year 3 Actions

Council Plan Strategy		Year 3 Actions		Estimated Completion Date	Status	Quarter Three Comments
2.3.1	Trial and evaluate locality-based planning, that involves local communities.	2.3.1.1	Seek funding to increase the capacity of communities to undertake their own local planning and management of community projects and facilities	Jun-16	On schedule	A local community planning model has been developed. Council was briefed on this proposal in March 2016. Further development of this model is planned with the Senior Management Team.

3. Our Environment

We will manage our natural and built environment in a responsible manner.

Council will continue to protect significant environmental values and assets whilst balancing the need to develop and manage our built environment. This will be achieved through leadership and cooperation with other agencies and community networks. Our Council will be recognised for its environmental practices as we look to balance our natural surrounds with our need to grow. We aim to achieve communities that are sustainable in the use of natural resources while developing planning policies that embrace and protect our rural landscapes.



3.1 Conservation of Resources

We will use resources more efficiently and effectively

Key Performance Indicators

Year 3 Key Performance Indicator	Target	Estimated Completion Date	Status	Quarter Three Comments
<p>Our practices show a reduction in the use of energy, waste, paper and water resources</p>	<p>35% diversion of waste from landfill</p> <p>Overall reduction of 5% annually in paper consumption is targeted on 2013-2014 baseline information.</p> <p>Overall reduction of 5% in energy consumption across a selection of high use Council buildings per annum.</p>	<p>Jun-16</p>	<p>Target likely to be achieved</p>	<p>Council is recycling 60.0% of all waste entering its Resource Recovery Centres (RRC), including metal items, batteries, mattresses, green waste and other streams. Of the waste collected at the kerbside, 33.9% consists of recyclables and is taken for processing to Visy in Melbourne. The overall percentage of waste diverted to recycling instead of being land filled is 32.5% for this quarter, and 37.2% year to date which is above the target.</p> <p>There has been a reduction of 15.3% in paper consumption at the Alexandra offices for the period of 1 July 2015 to 31 March 2016 compared to the same period in 2014.</p>

Year 3 Key Performance Indicator	Target	Estimated Completion Date	Status	Quarter Three Comments
				A reduction of 1.4% of the total energy used across all Council buildings was recorded for the period 1 July 2015 – March 2016 compared to the same period in 2014-15.
Implementation of the Waste Management Strategy	Implementation of year three actions	Jun-16	Target likely to be achieved	EPA approval for the design plans for the Leachate pond at the Alexandra landfill was received. Fact sheets on waste minimisation, waste management and recycling were completed and displayed at Council's RRCs.
Revision of Environment Strategy	Adoption of Revised Environment Strategy	Jun-16	Target unlikely to be achieved	The review of the Environment Strategy has commenced but is unlikely to be completed and adopted by the end of June 2016.

Conservation of Resources Year 3 Actions

Council Plan Strategy		Year 3 Action		Estimated Completion Date	Status	Quarter Three Comments
3.1.1	Reduce our corporate footprint by using energy, water and materials more responsibly	3.1.1.1	Continue to improve Council's energy management planning and practices.	Jun-16	Ongoing	A resource consumption monitoring program for electricity consumption of Council owned buildings has been established and implemented which will enable Council to identify and address inefficient energy and resource use practices.
3.1.2	Encourage and recognise environmentally responsible behaviour and practices within Council and across the Murrindindi Shire community	3.1.2.1	Implement capital improvement works to Leachate Pond.	Jun-16	On schedule	EPA approval was obtained for the design of the Leachate Pond at the Alexandra Landfill site and construction is programmed for the April to June quarter.

Council Plan Strategy		Year 3 Action		Estimated Completion Date	Status	Quarter Three Comments
3.1.3	Strengthen Council's capacity to use resources more sustainably by cooperating with the Goulburn Broken Greenhouse Alliance (GBGA) and community networks	3.1.3.1	Strengthen Council's capacity to use resources more sustainably by cooperating with the Goulburn Broken Greenhouse Alliance (GBGA) and community networks	Jun-16	On Schedule	Savings from the joint street lighting installation project with the Goulburn Broken Greenhouse Alliance have been approved for use to upgrade public energy efficient lighting in Murchison St Marysville. This will be undertaken by the end of June 2016.
3.1.4	Implement the Waste Management Strategy that seeks to promote waste minimisation strategies and increase opportunities for recycling and reuse of resources			Jun-16	On schedule	EPA approval for the design plans for the Leachate pond at the Alexandra landfill was received during the quarter. Fact sheets on waste minimisation, waste management and recycling were completed and displayed at Council's RRCs. Council supported Clean Up Australia Day activities at 9 sites throughout the shire.

3.2 Protection of the Natural Environment

We will protect and enhance the natural environment.

Key Performance Indicators

Year 3 Key Performance Indicator	Target	Estimated Completion Date	Status	Quarter Three Comments
Plans, policies and processes to protect the environmental values on Council owned land are developed and continually refined	Annual action plans for managing the environment on Council owned land are implemented	Jun-16	Target likely to be achieved	Council secured grant funding for the Ribbons of Remnant Roadsides and the Green Army project which is a joint collaborative effort with the Upper Goulburn Landcare Network. The projects have commenced and have involved conservation value mapping, weed removal, replanting and the raising of community awareness in relation to the importance of protecting remnant roadsides.
Partnerships developed that deliver regionally funded projects across the Murrindindi Shire	Number of partnerships with other organisations developed	Jun-16	Target likely to be achieved	Council has to date this year worked with the Upper Goulburn Landcare Network on Ribbons of Remanent Roadsides and the Green Army Projects.

Year 3 Key Performance Indicator	Target	Estimated Completion Date	Status	Quarter Three Comments
				<p>Council also worked with the Goulburn Broken Greenhouse Alliance on the Watts Working Better (street lighting) project.</p> <p>In support of the Climate Change Adaption project, Council hosted three Climate Smart Agriculture Development (CSAD) ground truthing workshops in Alexandra in January. The workshops attracted a representative sample of producers from across the shire from three distinct sectors including</p> <ol style="list-style-type: none"> 1) Horticulture/Aquaculture/Viticulture, 2) Beef/Sheep/Seed production and 3) Timber and timber processing. Input from the participants was vital in testing the assumptions being made in the study and to ensure that the project outputs are more accurate and practical.

Year 3 Key Performance Indicator	Target	Estimated Completion Date	Status	Quarter Three Comments
				In March, a CSAD strategic planning workshop was held in Benalla that reviewed case studies and created an opportunity to discuss potential applications for the spatial tool being developed from the point of view of Economic Development, Planning and the Environment.
Number of communication materials planned and delivered with and/or to agencies, households and business groups	At least one environmental communication activity is held with each group	Jun-16	Target achieved	Communication materials were designed and distributed during quarter one and quarter two of this year thus achieving the target for the year.

Protection of the Natural Environment Year 3 Actions

Council Plan Strategy		Year 3 Action		Estimated Completion Date	Status	Quarter Three Comments
3.2.1	Ensure Council operations are managed in a way that minimises impact on the natural environment.	3.2.1.1	Implement Council's agreed native vegetation offset management actions	Jun-16	On Schedule	Expressions of Interest were received from landholders for participation in the delivery of Council's native vegetation offsets project. These are currently under review and assessment by UGLN.
3.2.1	Ensure Council operations are managed in a way that minimises impact on the natural environment.	3.2.1.2	Implement Council's roadside weed control program.	Jun-16	On Schedule	The Chilean Needle Grass roadside control program was developed and implemented during the quarter. Council is continuing with the identification of additional infestation sites. Roadside Weed Control Program contracts were awarded and works have commenced. A weed mapping project is being designed and implemented to compliment and support the on- ground works.

Council Plan Strategy		Year 3 Action		Estimated Completion Date	Status	Quarter Three Comments
3.2.2	Conserve high value sites on Council controlled land and roadside reserves by reducing environmental threats	3.2.2.1	Conserve high value sites on Council controlled land and roadside reserves by reducing environmental threats	Jun-16	On Schedule	A number of planning permit referrals for native vegetation removal or impacts on flora and fauna were assessed. Council's roadside weed control works progressed and included the spraying of declared noxious and environmental weeds at high value sites. Council worked with the Green Army Project to implement weed control, replanting, and rubbish removal at a number of significant nature reserves, and high value roadsides.
3.2.3	Encourage property development across the Shire that protects and enhances environmental values	3.2.3.1	Deliver environmental initiatives with agencies, schools, households and businesses.	Jun-16	On Schedule	Officers worked with GBCMA and Landcare to run Clean Up Australia Day activities during this quarter.

Council Plan Strategy		Year 3 Action		Estimated Completion Date	Status	Quarter Three Comments
3.2.4	Strengthen Council's capacity to work with key agencies that have responsibility to deliver local, regional, state and federal environmental policy and programs	3.2.4.1	Collaborate with key local Landcare networks to identify and deliver environmental projects in the Murrindindi Shire and to advocate for relevant funding	Jun-16	On Schedule	To date this year Council has worked with key local landcare networks on the Ribbons of Remnant Roadsides and Green Army Projects.

3.3 Planning for Future Growth

We will plan for future growth that is sensitive to the constraints of our natural environment whilst considering development needs.

Key Performance Indicators

Year 3 Key Performance Indicator	Target	Estimated Completion Date	Status	Quarter Three Comments
Adoption of environmentally sustainable design principles	The inclusion of environmentally sustainable features in new developments	Jun-16	Target likely to be achieved	Council's Local Planning Policy Framework was amended to include Council's overall strategic direction to encourage environmentally growth and sustainable development in the Shire.
Implementation of ongoing changes to the Murrindindi Planning Scheme (MPS)	Implementation of year three actions	Jun-16	Target achieved	The Murrindindi Planning Scheme Local Planning Policy Framework (LPPF) was amended to reflect current strategic directions for land use and to implement a more usable and relevant Planning Scheme format. The amendment was gazetted in March 2016.
Strategic and settlement planning adequately addresses bushfire risk and strengthens community resilience	Implementation of Bushfire protection measures	Jun-16	Target likely to be achieved	Council's Bushfire Policy was gazetted and incorporated into the Local Planning Policy Framework of the Murrindindi Planning Scheme during the quarter.

Planning for Future Growth Year 3 Actions

Council Plan Strategy		Year 3 Action		Estimated Completion Date	Status	Quarter Three Comments
3.3.1	Improve the flexibility of the Murrindindi Planning Scheme's to respond to growth in a way that balances environmental values and improves the level of safety of our community.	3.3.1.1	Improve the flexibility of the Murrindindi Planning Scheme's to respond to growth in a way that balances environmental values and improves the level of safety of our community.	Jun-16	On Schedule	1. Amendment C54 has been gazetted and the new Local Planning Policy Framework is now incorporated into the Murrindindi Planning Scheme. 2. Panel hearing for Amendment C55 completed in February and Panel Report lodged with Council in March. 3. Eildon Structure Plan is underway with consultation undertaken with two community workshops and a drop in session during the quarter. 4. Amendment C46 (development plan overlay) and Amendment C53 (KFT Plan) were both gazetted in March.
3.3.2	Ensure that Council's emergency management planning responds to community safety needs.	3.3.2.1	Ensure that Council's emergency management planning responds to community safety needs.	Jun-16	On Schedule	The Yea Wetlands Fire Management Plan was adopted as a sub-plan to the Municipal Fire Management Plan during the quarter. Recently Council has been working with the SES to develop a draft Municipal Flood Emergency Plan for Murrindindi Shire.

Council Plan Strategy		Year 3 Action		Estimated Completion Date	Status	Quarter Three Comments
						This plan examines the flood risks in Murrindindi Shire in detail and will take the place of the out-of-date 2002 flood plan. Council has also been actively engaging with the community on relief and recovery following emergencies to further strengthen the recently adopted Relief and Recovery Plan.
3.3.3	Improve Council and community capacity to respond to the impacts of extreme weather events and longer term climate change	3.3.3.1	Improve Council and community capacity to respond to the impacts of extreme weather events and longer term climate change	Jun-16	On schedule	C44 was approved in 2014 to respond to Royal Commission recommendations to improve bushfire safety and community responsiveness. Amendment C54 was gazetted in March.
3.3.4	Adopt and implement the Municipal Strategic Statement (MSS) to establish future directions that align to the Council Plan	3.3.4.1	Adopt and implement the Municipal Strategic Statement (MSS) to establish future directions that align to the Council Plan	Jun-16	On schedule	Amendment C54 to the Planning Scheme which revised the MSS to reflect the directions of the Council Plan was gazetted in March.

Council Plan Strategy		Year 3 Action		Estimated Completion Date	Status	Quarter Three Comments
3.3.5	Promote environmentally sustainable design in future developments to achieve more energy and water efficient outcomes in our built environment	3.3.5.1	Promote environmentally sustainable design in future developments to achieve more energy and water efficient outcomes in our built environment	Jun-16	On Schedule	The Lower Hume High Country Region Landscape Assessment Study was exhibited and has now been placed on hold waiting on further funding.
3.3.6	Review and progress Council's implementation of the Urban Design Frameworks for settlements within the Shire	3.3.6.1	Advocate for funding assistance to deliver infrastructure improvements identified through relevant Council and regional strategies.	Jun-16	Not due to commence	Council provided advocacy to support for \$7m Lake Eildon Sewerage and Infrastructure Project during the quarter. Advocacy was also undertaken through Federal Member for Indi for remaining high priority Murrindindi Blackspots needing improvement as part of regional submission process for Indi to the second round of the federal government Black Spot Improvement program.

3.4 Asset Management

We will apply a whole of life approach to the management and maintenance of Council's assets.

Key Performance Indicators

Year 3 Key Performance Indicator	Target	Estimated Completion Date	Status	Quarter Three Comments
Reduction in the infrastructure renewal gap	Develop strategies to ensure resources are appropriately allocated across all asset groups to reduce the infrastructure renewal gap over time.	Jun-16	Target likely to be achieved	The review of the Asset Management Plans neared completion during the quarter. The strategic planning of renewal works and carefully targeted expenditure allocation has enabled significant savings to be achieved. This has enabled further renewal works to be brought forward thus assisting to reduce Council's renewal gap.
Delivery of the capital works program	Deliver 95% of annual scheduled Capital Works projects	Jun-16	Assessment premature	The capital works program is well into the delivery phase and most projects are on program for completion.
Defined levels of service for maintenance activities.	Implement levels of service for roads and drainage maintenance by June 2016	Jun-16	Target likely to be achieved	Trial reporting templates have been developed and were reviewed during the quarter.

Asset Management Year 3 Actions

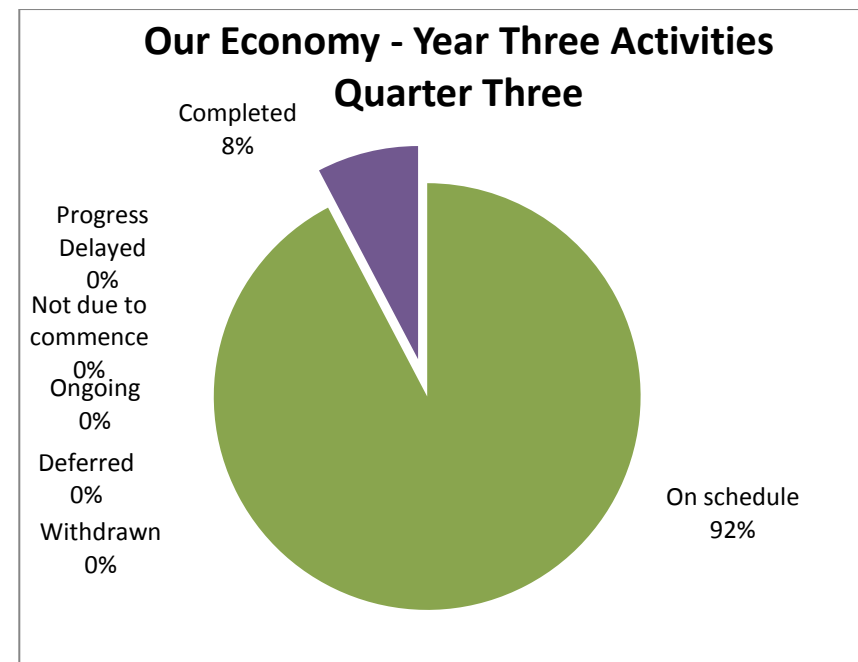
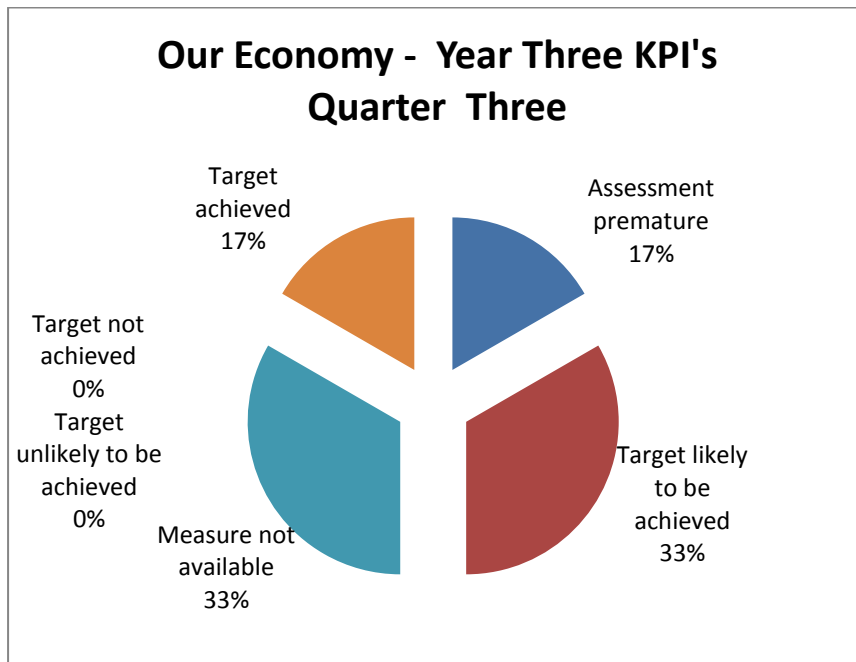
Council Plan Strategy		Year 3 Action		Estimated Completion Date	Status	Quarter Three Comments
3.4.1	Manage and renew our existing infrastructure assets in a responsible manner.	3.4.1.1	Develop a policy to guide Council in its decisions to take on or divest to the community, management responsibility for community assets	Jun-16	On schedule	A draft Policy is being developed and is expected to be presented to Council for endorsement in June.
3.4.1	Manage and renew our existing infrastructure assets in a responsible manner.	3.4.1.2	Develop policy that defines the basis by which Council will fund infrastructure renewal and seek government endorsement	Jun-16	On Schedule	The Asset Renewal policy has been drafted for council review and endorsement in June.
3.4.1	Manage and renew our existing infrastructure assets in a responsible manner.	3.4.1.3	Continue to seek infrastructure grants to support future capital works, with a priority on infrastructure renewal.	Jun-16	On Schedule	Grant funding was received through the Federal Government's Roads to Recovery program and has been assigned to both road and bridge renewal works. A grants policy to guide future grant applications is under development for completion in the fourth quarter.

Council Plan Strategy		Year 3 Action		Estimated Completion Date	Status	Quarter Three Comments
3.4.2	Engage with relevant communities on the development of community infrastructure and services	3.4.2.1	Assist community groups in the development of grant applications for infrastructure or services.	Jun-16	On Schedule	Community engagement in the last quarter has included consultation on the Eildon Structure Plan, continuation of the Project Reference Group for the Yea Saleyards and the Eildon Streetscape projects.
3.4.3	Develop and deliver services with consideration of the impacts on the natural environment that meet community needs	3.4.3.1	Support sustainable industries within the region through the provision of infrastructure advice and support	Jun-16	On schedule	The Council continues to assist sustainable development through the provision of advice on minimising impacts on native vegetation clearance and ensuring compliance with the current energy efficient ratings for buildings and waste water treatment systems.

4. Our Economy

We will support the sustainable growth of Murrindindi’s businesses and the local economy.

A vibrant economy will attract people to our region and in turn will open further opportunities for business expansion and investment. This will increase employment prospects, social and cultural benefits and population growth. A key focus of our activities will be the further development and enhancement of educational and training options across the shire. While our attention will continue to be focused on a vibrant tourism and agricultural-based economy, we need to also advocate for improved telecommunications networks that will encourage diverse and entrepreneurial businesses the opportunity to establish.



4.1 Workforce Development

We will maximise the potential of the local workforce through education, training and employment opportunities.

Key Performance Indicators

Year 3 Key Performance Indicator	Target	Estimated Completion Date	Status	Quarter Three Comments
Number of training and/or workforce development initiatives implemented that address needs identified in the Murrindindi Training Needs Analysis 2013	2 new initiatives per annum.	Jun-16	Target likely to be achieved	Council, Alexandra CEACA and the Central Ranges LLEN co-hosted a forum with key stakeholders to achieve greater collaboration and focussed effort in the employment, education and training sector. Council also facilitated discussions between Goulburn River Valley Tourism, Murrindindi Inc and Murrindindi Employers Training to improve collaboration.

Workforce Development Year 3 Actions

Council Plan Strategy		Year 3 Action		Estimated Completion Date	Status	Quarter Three Comments
4.1.1	Advocate for and support initiatives to improve post-secondary education opportunities in the Shire, including development of the Murrindindi Training Institute	4.1.1.1	Advocate for and support initiatives to improve post-secondary education opportunities in the Shire, including development of the Murrindindi Training Institute	Jun-16	On schedule	A facilitated workshop including key stakeholders was co-hosted by the Central Ranges Local Learning and Employment Network (CRLLEN), Alexandra CEACA and Council in March. A decision (in principle) to disband the Local Strategic Skills, Training and Employment Network (LSSTEN) was taken in the context of focussing efforts in the other existing "local" education and training bodies. Discussion between Murrindindi Inc and Murrindindi Employers Training (MET) regarding the potential of collaborative projects was initiated.
4.1.2	Support initiatives and activities of the Murrindindi Strategic Skills Training and Employment Network	4.1.2.1	Work as part of the Murrindindi Strategic Skills Training and Employment Network to implement the recommendations of the Murrindindi Training Needs	Jun-16	On schedule	A decision was taken to disband the Local Strategic Skills, Training and Employment Network (LSSTEN) with a view to focussing efforts on other key stakeholder groups including Alexandra CEACA, the Central Ranges Local Learning and Employment

Council Plan Strategy		Year 3 Action		Estimated Completion Date	Status	Quarter Three Comments
			Analysis Report 2013			Network (CRLLEN), Murrindindi Employers Training (MET) and Murrindindi Inc.
4.1.3	Work closely with the Central Ranges Local Learning and Employment Network (CRLLEN) to improve local workforce development opportunities	4.1.3.1	Advocate to Federal and State Governments for ongoing funding to support the Central Ranges Local Learning and Employment Network (CRLLEN) or similar organisations in providing local training and employment programs.	Jun-16	On schedule	A facilitated meeting with key stakeholders was co-hosted in March. An introduction to Murrindindi Inc was brokered and the aims of the Doing Business Better project were shared with all stakeholders. Plans were developed to investigate the potential of collaborative projects between Murrindindi Inc, Alexandra CEACA and Murrindindi Employers Training (MET).

4.2 Improving Business Infrastructure

We will advocate for the provision of infrastructure and services that support business growth.

Key Performance Indicators

Year 3 Key Performance Indicator	Target	Estimated Completion Date	Status	Quarter Three Comments
Number of actions implemented from the Council's Economic Development Strategy	4 initiatives implemented per annum	Jun-16	Target likely to be achieved	Council Officers have utilised Remplan data to assist GMW to develop a funding submission to the State Government for a \$7m infrastructure program which would enable; a) construction of a sewerage pipeline from the Goulburn Valley Water treatment facility in Eildon to Jerusalem Creek, b) redevelopment of the main ramp/access point to Lake Eildon to accommodate launch and retrieval of larger houseboats and c) improved road access to Lake Eildon for the houseboat building and maintenance sector generally.

Improving Business Infrastructure Year 3 Actions

Council Plan Strategy		Year 3 Action		Estimated Completion Date	Status	Quarter Three Comments
4.2.1	Support the development and implementation of the Hume ICT (Digital) Strategy and the Hume NBN Business Readiness Plan	4.2.1.1	Provide opportunities for mobile phone providers to establish the provision of additional and encourage additional infrastructure to address the blackspots in Murrindindi Shire.	Jun-16	On schedule	Plans to deliver two NBN community and business information sessions were completed with Alexandra and Kinglake confirmed as the locations for the sessions to be held in May. The drop in sessions will enable residents and business operators to speak directly with NBN officers regarding rollout timelines and the mechanism most likely to be employed to deliver NBN services in specific locations. Council officers initiated contact with Telstra, as the successful bidder under the Mobile Phone Black Spots improvement program, to begin the process involved in establishing 8 new base stations across the shire.

Council Plan Strategy		Year 3 Action		Estimated Completion Date	Status	Quarter Three Comments
4.2.2	Support further growth and development of the Yea Sale Yards subject to the availability of grant and reserve funds	4.2.2.1	Implement the business case for the potential lease of additional land to support further enhancement of facilities at the Yea Saleyards for Council's consideration	Jun-16	Completed	Council signed a contract for the purchase of additional land at the Yea Saleyards to support further enhancement of the Saleyards during the quarter.
4.2.3	Facilitate opportunities to increase utilisation of available industrial land in the Shire	4.2.3.1	Enhance the provision of data access to support existing and potential future business opportunities.	Jun-16	On Schedule	Additional data was prepared for the state government, supporting the priority mobile phone blackspots across Murrindindi that were identified in Round 2 of the Federal Government's Mobile Phone Black Spot Improvements program.

4.3 Investment Attraction

We will support local business retention and growth and attract new business and residential investment to the Shire

Key Performance Indicators

Year 3 Key Performance Indicator	Target	Estimated Completion Date	Status	Quarter Three Comments
Value of new commercial and industrial building developments	3% increase per annum	Jun-16	Assessment premature	During the reporting period the value of commercial and industrial building permits totalled \$653,400. This brings the total to the end of March to \$3,581,361.
Number of investment attraction events/initiatives delivered	2 per annum	Jun-16	Target achieved	Development of the Murrindindi Investment Prospectus (website, industry videos, 20 page brochure and promotional USB) was completed in the quarter.

Investment Attraction Year 3 Actions

Council Plan Strategy		Year 3 Action		Estimated Completion Date	Status	Quarter Three Comments
4.3.1	Implement a business attraction and investment campaign	4.3.1.1	Investigate the creation of seed funding to support the establishment of new businesses in the Shire.	Jun-16	On Schedule	Investigation is underway and will form part of a broader briefing to Council in regard to the establishment of an Industry stakeholder Engagement Program, the development of the next Economic Development Strategy and Key Performance Indicators for the Development Services Department.
4.3.2	Investigate opportunities to attract investment in residential facilities for retiree and aged sectors	4.3.2.1	Investigate opportunities to attract investment in residential facilities for retiree and aged sectors	Jun-16	On schedule	The Murrindindi Investment Prospectus, including website, industry based videos, 20 page brochure and promotional USB, was completed during the quarter. Potential for investment in the Aged Care sector featured prominently. Plans for a Ministerial launch in July progressed well. Advertisements were placed to attract a contractor to implement promotion and delivery of the prospectus.

Council Plan Strategy		Year 3 Action		Estimated Completion Date	Status	Quarter Three Comments
4.3.3	Identify and promote opportunities for growth in housing and business development in and around the Shire's main townships	4.3.3.1	Promote opportunities to expand residential and business investment in and around the Shire's major townships including associated Open Days.	Jun-16	On schedule	A panel hearing for the Yea Structure Plan was held in February with the panel report being provided to Council Officers in March, with plans developed to submit the report to Council in April. Opportunities for community input into the Eildon Structure Plan process were made available on four occasions during the quarter. Following this community consultation the draft Eildon Structure Plan was placed on exhibition. The need to capture greater insight and input from the business sector was identified and plans were developed to invite a representative cross section of the local business community to a conversation on the draft Plan in April.

4.4 Tourism Development

We will increase the economic, social and cultural benefits to the Shire of a growing tourism sector

Key Performance Indicators

Year 3 Key Performance Indicator	Target	Estimated Completion Date	Status	Quarter Three Comments
Tourism visitation to the Shire	3% per annum increase in day trips	Jun-16	Measure not available	Visitation statistics are currently unavailable. Goulburn River Valley Tourism entered negotiations with Roy Morgan Research to establish a new method to collect regular visitation statistics for the region.
Tourism visitation to the Shire	3% per annum increase in overnight stays	Jun-16	Measure not available	Visitation statistics are currently unavailable. Goulburn River Valley Tourism entered negotiations with Roy Morgan Research to establish a new method to collect regular visitation statistics for the region.
Visitation to Visitor Information Centres	3% per annum increase in visits	Jun-16	Target likely to be achieved	An aggregate of 26,765 people visited the four Visitor Information Centres in January, February and March 2016. This compares to 24,244 for the same period in 2015, an increase of 10.4% over the same period last year.

Tourism Development Year 3 Actions

Council Plan Strategy		Year 3 Action		Estimated Completion Date	Status	Quarter Three Comments
4.4.1	In partnership with GRVT actively encourage investment in, and support development of new tourism product, attractions and accommodation options in the Shire	4.4.1.1	Support the development of a Master Plan for the Alexandra Railway Precinct	Mar-16	On Schedule	The Project to develop the Master Plan continued, with a final draft of the Master plan prepared during the quarter.
4.4.2	Maintain strong relationships with government departments and agencies to promote enhanced tourism opportunities and infrastructure in the Shire such as the Giant Trees Trail and Toolangi Zip Line.	4.4.2.1	In Partnership with other agencies, undertake a feasibility study for the Giant Trees Trail linking all our State and National Parks.	Jun-16	On schedule	A project proposal to enable funding to be sourced was drafted during the quarter and is under review.

Council Plan Strategy		Year 3 Action		Estimated Completion Date	Status	Quarter Three Comments
4.4.3	Assess the feasibility of extending the Great Victorian Rail Trail from Alexandra to Eildon	4.4.3.1	Progress the first stage of the trail link between Alexandra and Eildon	Jun-16	On Schedule	The detailed design of the rail trail commenced during the quarter.
4.4.4	Increase the economic, social and cultural benefits to the Shire of a growing tourism sector	4.4.4.1	Support recognition of business excellence through the establishment of the Business Excellence Awards with Murrindindi Inc.	Jun-16	On schedule	As part of the Doing Business Better program, a local provider was contracted to re-introduce and deliver the Murrindindi Business Awards. In conjunction with Murrindindi Inc and Council, plans got underway to establish the process and promote the awards concept to the business community.

POLICY COVER SHEET

Policy Development and Management

Type:	Council
Adopted:	1996
Last Review Date:	2016
Approved By:	Council
Next Review Date:	2019
Responsible Officer:	Coordinator Human Resources
Department:	Human Resources
File No:	SF/103
Attachments:	NA

Step	Approved By	Date of Approval / Completion
Reviewed relevant legislation	Responsible Officer	March 2016
Consultation with relevant officers / departments	Responsible Officer	March 2016
Draft completed	Responsible Officer	23 March 2016
Draft reviewed by Coordinator Governance	Coordinator Governance	24 March – 5 April 2016
Draft approved by Department Manager	Department Manager	24 March – 5 April 2016
Draft circulated to staff via Murri for feedback	Responsible Officer	6 April 2016
Changes made	Responsible Officer	26 April 2016
Draft to EMT Policy Meeting	General Manager	28 April 2016
Changes made	Responsible Officer	3 May 2016
EMT approval	CEO	3 May 2016
Briefing Note approved (if applicable)	General Manager	11 May 2016
Agenda Item approved (if applicable)	General Manager	18 May 2016
Council adoption (if applicable)	Council	

Conflicts of Interest

NA

Responsible Officer: Coordinator Human Resources
 "[Insert Date Approved / Adopted]"
 TRIM Reference: 16/18791

Title:	Equal Employment Opportunity (EEO)
Type:	Council
Adopted:	"[Insert Date]"
File No:	SF/491 (draft) SF/103(when approved)
Attachments:	NA

1. Purpose

To ensure Murrindindi Shire Council is free of discrimination and to optimise the benefits of a diverse workforce reflective of the communities that Council works with. Council is committed to a work environment that is safe, inclusive, respectful and free of discrimination, sexual harassment, vilification and any other behaviour that inhibits or prevents employees from performing their best at work.

Murrindindi Shire Council will not tolerate discriminatory or disrespectful behaviour in the workplace of its employees and all other people performing work at the direction of, in connection with, or on behalf of Council.

2. Rationale

Discrimination in employment, and in the supply of goods and services, is unlawful under Commonwealth and Victorian legislation. Council is obliged to provide a workplace free from discrimination where employees have the opportunity to progress to the fullest extent of their capabilities. This includes a positive duty to proactively eliminate discrimination in our systems of work and eliminate causes of discrimination, not just respond to complaints.

Promoting Equal Employment Opportunity (EEO) principles in all employment practices fosters positive and productive working relationships and promotes diversity. Encouraging diversity can boost organisational productivity, morale and better reflects the diverse needs in our communities.

3. Scope

3.1. People covered by this policy must be engaged in Council business and includes:

- employees
- contract workers
- volunteers
- independent contractors and sub-contractors
- agents and consultants
- Councillors

and applies to all aspects of their engagement (e.g. recruitment) and management (e.g. promotion or access to professional development, delivery of services, where applicable).

3.2. The scope of this policy encompasses a range of state and federal legislation. Under these EEO laws discrimination (direct and indirect discrimination) on any grounds, vilification, sexual harassment, bullying and victimisation are unlawful and strictly prohibited.

4. Definitions

Reference Term	Definition
Discrimination	Discrimination is treating someone less favourably, because of an attribute, personal characteristic or trait.
Direct discrimination	Direct discrimination occurs when someone is treated unfairly and is disadvantaged because of a personal characteristic that is protected under law.
EEO Legislative framework	<p>Equal Employment Opportunity (EEO) law arises from a range of state and federal legislation prohibits unlawful discrimination – either directly or indirectly – on a range of prohibited characteristics including</p> <ul style="list-style-type: none"> • age • breastfeeding • disability/impairment • employment activity • gender identity • industrial activity • lawful sexual activity • marital status • parental status or status as carer • physical features • political belief or activity • pregnancy • race (including colour, nationality, ethnicity and ethnic origin) • religious belief or activity • sex • sexual orientation • personal association with someone who has, or is assumed to have, any of these characteristics. <p><i>Equal Opportunity Act 2010 (Vic)- S6</i></p>
Indirect discrimination	Indirect discrimination is when a requirement, practice or condition which appears to be neutral in fact has a disproportionate adverse effect on a particular group or class of people. . Indirect discrimination is usually more subtle than direct discrimination and often results from uncritical application of policies or practices that disproportionately disadvantages a group of people. It also occurs when treating everybody the same way disadvantages someone because of a personal characteristic.
Vilification	In Victoria it is against the law to vilify a person or group of people because of their race or religion. Vilification is behaviour (including hate speech) that incites hatred, serious contempt for, or revulsion or severe ridicule of a person or group of people because of their race or religion.

Responsible Officer: Coordinator Human Resources

"[Insert Date Approved / Adopted]"

TRIM Reference: 16/18791

Equal Employment Opportunity (EEO)

	<p>Other jurisdictions in Australia also prohibit vilification based on sexual orientation, transgender or HIV/AIDS. This is a particularly serious breach of EEO laws.</p> <p>Comments, jokes or other acts related to the race or religion of a person may not constitute vilification, but they could still be the basis for a complaint of discrimination if they happen in the workplace – an area of public life covered by the law.</p>
Harassment	Unlawful harassment is making another person (employee or member of the public) feel offended, humiliate or intimidated because of one of the protected attributes. Harassment may involve inappropriate actions, behaviour, comments or physical contact that is objectionable or causes offence.
Sexual harassment	<p>Sexual harassment occurs when a person makes an unwelcome sexual advance, request for sexual favours or any other unwelcome conduct or comments of a sexual nature in relation to another person; in circumstances where the other person is offended, humiliated or intimidated.</p> <p>Council's internal Prevention of Bullying and Occupational Violence Policy provides more detailed information.</p>
Bullying	<p>Persistent and repeated negative behaviour directed at an employee that creates a risk to health and safety. It includes both physical and psychological risks and abuse.</p> <p>Council's internal Prevention of Bullying and Occupational Violence policy provides more detailed information.</p>
VEOHRC	<p>Victorian Equal Opportunity and Human Rights Commission http://www.humanrightscommission.vic.gov.au/ . The Victorian Equal Opportunity and Human Rights Commission is an independent statutory body with responsibilities under three laws:</p> <ul style="list-style-type: none"> • Equal Opportunity Act 2010 • Racial and Religious Tolerance Act 2001 • Charter of Human Rights and Responsibilities Act 2006.

5. Policy

- 5.1. The Murrindindi Shire Council recognises and values diversity and is committed to ensuring people do not face unreasonable barriers to participating in, or realising their potential in employment. Council is wholly committed to the principles of Equal Employment Opportunity and strive towards:
- a workplace free from discrimination, vilification, harassment and victimisation
 - mutual respect and dignity in the workplace
 - diversity and equity in the workforce at all levels
 - an inclusive and culturally sensitive work environment.
- 5.2. Recruitment and management decisions will be based on objective requirements or criteria, not assumptions or stereotypes.
- 5.3. Council policies and practices relating to the selection, appointment and retention, promotion or advancement, training and staff development will be on the basis of individual merit in a fair

Responsible Officer: Coordinator Human Resources

"[Insert Date Approved / Adopted]"

TRIM Reference: 16/18791

Equal Employment Opportunity (EEO)

manner, according to the skills, qualifications and knowledge required of a position and the organisation. Decisions regarding training and staff development opportunities will be made on equitable grounds and business needs.

- 5.4. Council will implement and maintain policies and processes to prevent discrimination and harassment and to facilitate grievance resolution.
- 5.5. Council will analyse employment trends against demographic data with a view to detecting and removing barriers to inclusive recruitment and employment conditions.
- 5.6. Reasonable adjustments will be made to the workplace to enable equal participation.
- 5.7. Discrimination, bullying, vilification and harassment of any kind will not be tolerated. All complaints will be dealt with in accordance with the internal grievance resolution policy and process.
- 5.8. Managers and supervisors are to
 - ensure that recruitment and management practice does not breach this policy
 - take action should a breach of this policy become apparent
 - respond in a timely manner should a complaint be made
 - fulfil their positive duty to prevent and eliminate discrimination and promote diversity.
- 5.9. All employees are to
 - be familiar with their responsibilities under this policy and seek clarification from their supervisor or human resources if required
 - demonstrate respect for all other employees in their communication and behaviour at work
 - offer support to an employee/ refer them to contact officers or human resources if there are concerns about the behaviours or actions of others towards the person
 - raise any concerns in an appropriate manner in line with the Internal Grievance policy.

6. Related Policies, Strategies and Legislation

POLICIES

Prevention of Bullying and Occupational Violence Policy 2014
 Internal Grievance Resolution Policy 2015
 Recruitment Policy 2016
 Murrindindi Shire Council Enterprise Agreement 2015 and its successors
 Councillor Code of Conduct
 Employee Conduct (and Code of Conduct)
 Performance Management and Discipline Policy 2016
 Council Health and Well-being plan
 Council Workforce Development Plan
 Council Plan 2013-17
 Murrindindi Shire Council Gender Equity Statement of Commitment

LEGISLATION

Age Discrimination Act 2004 (Cth)
Australian Human Rights Commission Act 1986 (Cth)
Charter of Human Rights and Responsibilities Act 2006 (Vic)
Crimes Amendment (Bullying) Act 2011 (Vic)
Disability Discrimination Act 1992 (Cth)
Equal Opportunity Act 2010 (Vic)
Fair Work Act 2009 (Cth)

Responsible Officer: Coordinator Human Resources
 "[Insert Date Approved / Adopted]"
 TRIM Reference: 16/18791

Equal Employment Opportunity (EEO)

Fair Work Regulations 2009 (Cth)
Freedom of Information Act 1982 (Cth)
Information Privacy Act 2000 (Vic)
Local Government Act 1989 (Vic)
Occupational Health and Safety Act 2004 (Vic)
Occupational Health and Safety Regulations 2007 (Vic)
Protected Disclosure Act 2012 (Vic)
Racial and Religious Tolerance Act 2001 (Vic)
Racial Discrimination Act 1984 (Vic)
Sex Discrimination Act 1984 (Cth)
Workplace Gender Equality Act 2012 (Cth)

7. Council Plan

The policy supports the Council Plan strategic objectives

- “To have engaged professional staff”; and
- “To deliver quality customer outcomes through continuous improvement”.

8. Management and Review

Managers are responsible for implementing this policy in their respective departments.

The Coordinator Human Resources will monitor and provide advice on implementation of this policy.

The Enterprise Bargaining Consultative Committee will review implementation.

9. Consultation

This policy is updated based on documentation from VEOHRC, benchmarking with some Councils of the North East Regional Development Scheme (NERDS) and after a full review of the existing policy.

Consultation was undertaken with Council Managers and staff, via publication on staff intranet and noticeboards and through newsletters.

10. Human Rights Charter

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

Associations Incorporation Reform Act 2012

RURAL COUNCILS VICTORIA INCORPORATED RULES

Associations Incorporation Reform Regulations 2012

Part 3

TABLE OF PROVISIONS

<i>Regulation</i>	<i>Page</i>
PART 1 — PRELIMINARY	5
1 Name	5
2 Purposes	5
3 Financial year	5
4 Definitions	5
PART 2 — POWERS OF ASSOCIATION	6
5 Powers of Association	6
6 Not for profit organisation	7
PART 3 — MEMBERS, DISCIPLINARY PROCEDURES AND GRIEVANCES	7
DIVISION 1 — MEMBERSHIP	7
7 Minimum number of members	7
8 Who is eligible to be a member	7
9 Application for membership	8
10 Consideration of application	8
11 New membership	8
12 Annual subscription and fee on joining	9
13 General rights of members	9
14 Associate members	10
15 Rights not transferable	10
16 Ceasing membership	10
17 Resigning as a member	10
18 Register of members	10
DIVISION 2 — DISCIPLINARY ACTION	11

19	Grounds for taking disciplinary action	11
20	Disciplinary subcommittee	11
21	Notice to member	11
22	Decision of subcommittee	12
23	Appeal rights	12
24	Conduct of disciplinary appeal meeting	13
DIVISION 3 — GRIEVANCE PROCEDURE		13
25	Application	13
26	Parties must attempt to resolve the dispute	13
27	Appointment of mediator	14
28	Mediation process	14
29	Failure to resolve dispute by mediation	14
PART 4 — GENERAL MEETINGS OF THE ASSOCIATION		15
30	Annual general meetings	15
31	Special general meetings	15
32	Special general meeting held at request of members	15
33	Notice of general meetings	16
34	Delegates	17
35	Use of technology	17
36	Quorum at general meetings	18
37	Adjournment of general meeting	18
38	Voting at general meeting	19
39	Special resolutions	19
40	Determining whether resolution carried	19
41	Minutes of general meeting	20
PART 5 — COMMITTEE		20
DIVISION 1 — POWERS OF COMMITTEE		20
42	Role and powers	20
43	Delegation	21
DIVISION 2 — COMPOSITION OF COMMITTEE AND DUTIES OF MEMBERS		21
44	Composition of Committee	21
45	General Duties	21
46	Chairperson	22

47	Deputy Chairperson	22
48	Secretary	22
49	Treasurer	23
DIVISION 3 — ELECTION OF COMMITTEE MEMBERS AND TENURE OF OFFICE		23
50	Committee member composition and term	23
51	Committee members based upon region	24
52	Committee member elections	24
53	Ballot	24
54	Chairperson appointment meeting	25
55	Vacation of office	26
56	Filling casual vacancies	26
DIVISION 4 — MEETINGS OF COMMITTEE		26
57	Meetings of Committee	26
58	Notice of meetings	26
59	Urgent meetings	27
60	Procedure and order of business	27
61	Use of technology	27
62	Quorum	27
63	Voting	28
64	Conflict of interest	28
65	Minutes of meeting	29
66	Leave of absence	29
67	Committee Resolution Outside Meeting	29
PART 6 — FINANCIAL MATTERS		29
68	Source of funds	29
69	Management of funds	29
70	Financial records	30
71	Financial statements	30
PART 7 — GENERAL MATTERS		31
72	Common seal	31
73	Registered address	31
74	Notice requirements	31
75	Custody and inspection of books and records	32
76	Winding up and cancellation	32

77	Alteration of Rules	33
	SCHEDULE 1 — ELIGIBLE MEMBERS	34
	SCHEDULE 2 — REGIONAL DEVELOPMENT VICTORIA REGIONS	36

Model Rules for an Incorporated Association

Note

The persons who from time to time are members of the Association are an incorporated association by the name given in rule 1 of these Rules.

Under section 46 of the Associations Incorporation Reform Act 2012, these Rules are taken to constitute the terms of a contract between the Association and its members.

PART 1 — PRELIMINARY

1 Name

The name of the incorporated association is "Rural Councils Victoria Incorporated".

Note

Under section 23 of the Act, the name of the association and its registration number must appear on all its business documents.

2 Purposes

The purposes of the association are to—

- (1) heighten awareness and understanding of issues that impact on rural communities;
- (2) assist with building the capacity of rural councils to face challenges;
- (3) provide leadership on local governance;
- (4) develop and support rural councils; and
- (5) develop policy and advocate for rural councils.

3 Financial year

The financial year of the Association is each period of 12 months ending on 30 June.

4 Definitions

In these Rules—

absolute majority of the Committee, means a majority of the committee members currently holding office and entitled to vote at the time (as distinct from a majority of committee members present at a committee meeting);

associate member means a member referred to in rule 14(1);

CEO means the Chief Executive Officer of each member which is not an associate member;

Chairperson of a general meeting or committee meeting, means the person chairing the meeting as required under rule 46;

Chairperson appointment meeting means a meeting of all of the CEOs, in accordance with rule 54;

Committee means the Committee having management of the business of the Association;

committee meeting means a meeting of the Committee held in accordance with these Rules;

committee member means a member of the Committee elected or appointed under Division 3 of PART 5;

Council has the same meaning as it has in section 3(1) of the *Local Government Act 1989* (Vic);

Councillor means a person who hold the office of a member of each member which is not an associate member;

disciplinary appeal meeting means a meeting of the members of the Association convened under rule 23(3);

disciplinary meeting means a meeting of the Committee convened for the purposes of rule 22;

disciplinary subcommittee means the subcommittee appointed under rule 20;

Election Day has the same meaning as it has in section 3(1) of the *Local Government Act 1989* (Vic);

financial year means the 12 month period specified in rule 3;

general meeting means a general meeting of the members of the Association convened in accordance with PART 4 and includes an annual general meeting, a special general meeting and a disciplinary appeal meeting;

member means a member of the Association;

member entitled to vote means a member who under rule 13(2) is entitled to vote at a general meeting;

special resolution means a resolution that requires not less than three-quarters of the members voting at a general meeting, whether in person or by proxy, to vote in favour of the resolution;

Schedule means a schedule to these Rules;

the Act means the **Associations Incorporation Reform Act 2012** and includes any regulations made under that Act;

the Registrar means the Registrar of Incorporated Associations.

PART 2 — POWERS OF ASSOCIATION

5 Powers of Association

(1) Subject to the Act, the Association has power to do all things incidental or

conducive to achieve its purposes.

- (2) Without limiting subrule (1), the Association may—
- (a) acquire, hold and dispose of real or personal property;
 - (b) open and operate accounts with financial institutions;
 - (c) invest its money in any security in which trust monies may lawfully be invested;
 - (d) raise and borrow money on any terms and in any manner as it thinks fit;
 - (e) secure the repayment of money raised or borrowed, or the payment of a debt or liability;
 - (f) appoint agents to transact business on its behalf;
 - (g) enter into any other contract it considers necessary or desirable.
- (3) The Association may only exercise its powers and use its income and assets (including any surplus) for its purposes.

6 Not for profit organisation

- (1) The Association must not distribute any surplus, income or assets directly or indirectly to its members.
- (2) Subrule (1) does not prevent the Association from paying a member—
- (a) reimbursement for expenses properly incurred by the member; or
 - (b) for goods or services provided by the member—

if this is done in good faith on terms no more favourable than if the member was not a member.

Note

Section 33 of the Act provides that an incorporated association must not secure pecuniary profit for its members. Section 4 of the Act sets out in more detail the circumstances under which an incorporated association is not taken to secure pecuniary profit for its members.

PART 3 — MEMBERS, DISCIPLINARY PROCEDURES AND GRIEVANCES

Division 1 — Membership

7 Minimum number of members

The Association must have at least 5 members

8 Who is eligible to be a member

- (1) Subject to subrule (2), only Councils located in the State of Victoria and listed in Schedule 1 are eligible for membership.

- (2) Any other person who is approved by the Committee (at its absolute discretion) in accordance with rule 63 is eligible for associate membership.

9 Application for membership

- (1) To apply to become a member or associate member of the Association, a person must submit a written application to a committee member stating that the person—
- (a) wishes to become a member or associate member of the Association; and
 - (b) supports the purposes of the Association; and
 - (c) agrees to comply with these Rules.
- (2) The application—
- (a) must be signed by the applicant; and
 - (b) may be accompanied by the joining fee (if any).

Note

The joining fee is the fee (if any) determined by the Association under rule 12(3).

10 Consideration of application

- (1) As soon as practicable after an application for membership is received, the Committee must decide by resolution whether to accept or reject the application.
- (2) The Committee must notify the applicant in writing of its decision as soon as practicable after the decision is made.
- (3) If the Committee rejects the application, it must return any money accompanying the application to the applicant.
- (4) No reason need be given for the rejection of an application.

11 New membership

- (1) If an application for membership is approved by the Committee—
- (a) the resolution to accept the membership must be recorded in the minutes of the committee meeting; and
 - (b) the Secretary must, as soon as practicable, enter the name and address of the new member, and the date of becoming a member, in the register of members.
- (2) A person becomes a member of the Association and, subject to rule 13(2), is entitled to exercise his or her rights of membership from the date, whichever is the later, on which—
- (a) the Committee approves the person's membership; or

- (b) the person pays the joining fee (if any).

12 Annual subscription and fee on joining

- (1) At each annual general meeting, the Association must determine—
 - (a) the amount of the annual subscription (if any) for the following financial year; and
 - (b) the date for payment of the annual subscription.
- (2) The Association may determine that a higher or lower annual subscription is payable by associate members.
- (3) The Association may determine that any new member who joins after the start of a financial year must, for that financial year, pay a fee equal to—
 - (a) the full annual subscription; or
 - (b) a pro rata annual subscription based on the remaining part of the financial year; or
 - (c) a fixed amount determined from time to time by the Association.
- (4) The rights of a member (including the right to vote) who has not paid the annual subscription by the due date are suspended until the subscription is paid.

13 General rights of members

- (1) A member of the Association who is entitled to vote has the right—
 - (a) to receive notice of general meetings and of proposed special resolutions in the manner and time prescribed by these Rules; and
 - (b) to submit items of business for consideration at a general meeting; and
 - (c) to attend and be heard at general meetings; and
 - (d) to vote at a general meeting; and
 - (e) to have access to the minutes of general meetings and other documents of the Association as provided under rule 75; and
 - (f) to inspect the register of members.
- (2) A member is entitled to vote if—
 - (a) the member is a member other than an associate member; and
 - (b) more than 10 business days have passed since he or she became a member of the Association; and
 - (c) the member's membership rights are not suspended for any reason.

14 Associate members

- (1) Associate members of the Association include any members who are not listed in Schedule 1 to these Rules.
- (2) An associate member must not vote but may have other rights as determined by the Committee or by resolution at a general meeting.

15 Rights not transferable

The rights of a member are not transferable and end when membership ceases.

16 Ceasing membership

- (1) The membership of a person ceases on resignation, expulsion or death.
- (2) If a person ceases to be a member of the Association, the Secretary must, as soon as practicable, enter the date the person ceased to be a member in the register of members.

17 Resigning as a member

- (1) A member may resign by notice in writing given to the Association.

Note

Rule 74(3) sets out how notice may be given to the association. It includes by post or by handing the notice to a member of the committee.

- (2) A member is taken to have resigned if—
 - (a) the member's annual subscription is more than 12 months in arrears; or
 - (b) where no annual subscription is payable—
 - (i) the Secretary has made a written request to the member to confirm that he or she wishes to remain a member; and
 - (ii) the member has not, within 3 months after receiving that request, confirmed in writing that he or she wishes to remain a member.

18 Register of members

- (1) The Secretary must keep and maintain a register of members that includes—
 - (a) for each current member—
 - (i) the member's name;
 - (ii) the address for notice last given by the member;
 - (iii) the date of becoming a member;
 - (iv) if the member is an associate member, a note to that effect;
 - (v) any other information determined by the Committee; and

- (b) for each former member, the date of ceasing to be a member.
- (2) Any member may, at a reasonable time and free of charge, inspect the register of members.

Note

Under section 59 of the Act, access to the personal information of a person recorded in the register of members may be restricted in certain circumstances. Section 58 of the Act provides that it is an offence to make improper use of information about a person obtained from the Register of Members.

Division 2 — Disciplinary action**19 Grounds for taking disciplinary action**

The Association may take disciplinary action against a member in accordance with this Division if it is determined that the member—

- (1) has failed to comply with these Rules; or
- (2) refuses to support the purposes of the Association; or
- (3) has engaged in conduct prejudicial to the Association.

20 Disciplinary subcommittee

- (1) If the Committee is satisfied that there are sufficient grounds for taking disciplinary action against a member, the Committee must appoint a disciplinary subcommittee to hear the matter and determine what action, if any, to take against the member.
- (2) The members of the disciplinary subcommittee—
 - (a) may be Committee members, members of the Association or anyone else; but
 - (b) must not be biased against, or in favour of, the member concerned.

21 Notice to member

- (1) Before disciplinary action is taken against a member, the Secretary must give written notice to the member—
 - (a) stating that the Association proposes to take disciplinary action against the member; and
 - (b) stating the grounds for the proposed disciplinary action; and
 - (c) specifying the date, place and time of the meeting at which the disciplinary subcommittee intends to consider the disciplinary action (the ***disciplinary meeting***); and
 - (d) advising the member that he or she may do one or both of the following—
 - (i) attend the disciplinary meeting and address the disciplinary subcommittee at that meeting;

- (ii) give a written statement to the disciplinary subcommittee at any time before the disciplinary meeting; and
 - (e) setting out the member's appeal rights under rule 23.
- (2) The notice must be given no earlier than 28 days, and no later than 14 days, before the disciplinary meeting is held.

22 Decision of subcommittee

- (1) At the disciplinary meeting, the disciplinary subcommittee must—
- (a) give the member an opportunity to be heard; and
 - (b) consider any written statement submitted by the member.
- (2) After complying with subrule (1), the disciplinary subcommittee may—
- (a) take no further action against the member; or
 - (b) subject to subrule (3)—
 - (i) reprimand the member; or
 - (ii) suspend the membership rights of the member for a specified period; or
 - (iii) expel the member from the Association.
- (3) The disciplinary subcommittee may not fine the member.
- (4) The suspension of membership rights or the expulsion of a member by the disciplinary subcommittee under this rule takes effect immediately after the vote is passed.

23 Appeal rights

- (1) A person whose membership rights have been suspended or who has been expelled from the Association under rule 22 may give notice to the effect that he or she wishes to appeal against the suspension or expulsion.
- (2) The notice must be in writing and given—
- (a) to the disciplinary subcommittee immediately after the vote to suspend or expel the person is taken; or
 - (b) to the Secretary not later than 48 hours after the vote.
- (3) If a person has given notice under subrule (2), a disciplinary appeal meeting must be convened by the Committee as soon as practicable, but in any event not later than 21 days, after the notice is received.
- (4) Notice of the disciplinary appeal meeting must be given to each member of the Association who is entitled to vote as soon as practicable and must—

- (a) specify the date, time and place of the meeting; and
- (b) state—
 - (i) the name of the person against whom the disciplinary action has been taken; and
 - (ii) the grounds for taking that action; and
 - (iii) that at the disciplinary appeal meeting the members present must vote on whether the decision to suspend or expel the person should be upheld or revoked.

24 Conduct of disciplinary appeal meeting

- (1) At a disciplinary appeal meeting—
 - (a) no business other than the question of the appeal may be conducted; and
 - (b) the Committee must state the grounds for suspending or expelling the member and the reasons for taking that action; and
 - (c) the person whose membership has been suspended or who has been expelled must be given an opportunity to be heard.
- (2) After complying with subrule (1), the members present and entitled to vote at the meeting must vote by secret ballot on the question of whether the decision to suspend or expel the person should be upheld or revoked.
- (3) A member may not vote by proxy at the meeting.
- (4) The decision is upheld if not less than three quarters of the members voting at the meeting vote in favour of the decision.

Division 3 — Grievance procedure

25 Application

- (1) The grievance procedure set out in this Division applies to disputes under these Rules between—
 - (a) a member and another member;
 - (b) a member and the Committee;
 - (c) a member and the Association.
- (2) A member must not initiate a grievance procedure in relation to a matter that is the subject of a disciplinary procedure until the disciplinary procedure has been completed.

26 Parties must attempt to resolve the dispute

The parties to a dispute must attempt to resolve the dispute between themselves

within 14 days of the dispute coming to the attention of each party.

27 Appointment of mediator

- (1) If the parties to a dispute are unable to resolve the dispute between themselves within the time required by rule 26, the parties must within 10 days—
 - (a) notify the Committee of the dispute; and
 - (b) agree to or request the appointment of a mediator; and
 - (c) attempt in good faith to settle the dispute by mediation.
- (2) The mediator must be—
 - (a) a person chosen by agreement between the parties; or
 - (b) in the absence of agreement—
 - (i) if the dispute is between a member and another member—a person appointed by the Committee; or
 - (ii) if the dispute is between a member and the Committee or the Association—a person appointed or employed by the Dispute Settlement Centre of Victoria.
- (3) A mediator appointed by the Committee may be a member or former member of the Association but in any case must not be a person who—
 - (a) has a personal interest in the dispute; or
 - (b) is biased in favour of or against any party.

28 Mediation process

- (1) The mediator to the dispute, in conducting the mediation, must—
 - (a) give each party every opportunity to be heard; and
 - (b) allow due consideration by all parties of any written statement submitted by any party; and
 - (c) ensure that natural justice is accorded to the parties throughout the mediation process.
- (2) The mediator must not determine the dispute.

29 Failure to resolve dispute by mediation

If the mediation process does not resolve the dispute, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

PART 4 — GENERAL MEETINGS OF THE ASSOCIATION

30 Annual general meetings

- (1) The Committee must convene an annual general meeting of the Association to be held within 5 months after the end of each financial year.
- (2) Despite subrule (1), the Association may hold its first annual general meeting at any time within 18 months after its incorporation.
- (3) The Committee may determine the date, time and place of the annual general meeting.
- (4) The ordinary business of the annual general meeting is as follows—
 - (a) to confirm the minutes of the previous annual general meeting and of any special general meeting held since then;
 - (b) to receive and consider—
 - (i) the annual report of the Committee on the activities of the Association during the preceding financial year; and
 - (ii) the financial statements of the Association for the preceding financial year submitted by the Committee in accordance with PART 7 of the Act;
 - (c) to elect the members of the Committee;
 - (d) to confirm or vary the amounts (if any) of the annual subscription and joining fee.
- (5) The annual general meeting may also conduct any other business of which notice has been given in accordance with these Rules.

31 Special general meetings

- (1) Any general meeting of the Association, other than an annual general meeting or a disciplinary appeal meeting, is a special general meeting.
- (2) The Committee may convene a special general meeting whenever it thinks fit, but must do so at least once a year.
- (3) No business other than that set out in the notice under rule 33 may be conducted at the meeting.

Note

General business may be considered at the meeting if it is included as an item for consideration in the notice under rule 33 and the majority of members at the meeting agree.

32 Special general meeting held at request of members

- (1) The Committee must convene a special general meeting if a request to do so is made in accordance with subrule (2) by at least 10% of the total number of

members.

- (2) A request for a special general meeting must—
 - (a) be in writing; and
 - (b) state the business to be considered at the meeting and any resolutions to be proposed; and
 - (c) include the names and signatures of the members requesting the meeting; and
 - (d) be given to the Secretary.
- (3) If the Committee does not convene a special general meeting within one month after the date on which the request is made, the members making the request (or any of them) may convene the special general meeting.
- (4) A special general meeting convened by members under subrule (3)—
 - (a) must be held within 3 months after the date on which the original request was made; and
 - (b) may only consider the business stated in that request.
- (5) The Association must reimburse all reasonable expenses incurred by the members convening a special general meeting under subrule (3).

33 Notice of general meetings

- (1) The Secretary (or, in the case of a special general meeting convened under rule 32(3), the members convening the meeting) must give to each member of the Association—
 - (a) at least 21 days' notice of a general meeting if a special resolution is to be proposed at the meeting; or
 - (b) at least 14 days' notice of a general meeting in any other case.
- (2) The notice must—
 - (a) specify the date, time and place of the meeting; and
 - (b) indicate the general nature of each item of business to be considered at the meeting; and
 - (c) if a special resolution is to be proposed—
 - (i) state in full the proposed resolution; and
 - (ii) state the intention to propose the resolution as a special resolution; and
 - (d) comply with rule 34(7).

- (3) This rule does not apply to a disciplinary appeal meeting.

Note

Rule 23(4) sets out the requirements for notice of a disciplinary appeal meeting.

34 Delegates

- (1) A member must appoint a Councillor or employee of that Council as his or her delegate to vote and speak on its behalf at a general meeting.
- (2) Appointment of a delegate must be notified to the Committee at least 24 hours before a general meeting.
- (3) A delegate, once appointed, will remain as the delegate until a member appoints a new delegate and notifies the Committee of that appointment.
- (4) A member may appoint another Councillor or employee of that Council as an alternate delegate to vote and speak on its behalf at a general meeting.
- (5) The appointment of an alternate delegate must be in writing and signed by the CEO member making the appointment.
- (6) The member appointing the alternate delegate may give specific directions as to how the alternate delegate is to vote on his or her behalf, otherwise the alternate delegate may vote on behalf of the member in any matter as he or she sees fit.
- (7) If the Committee has approved a form for the appointment of an alternate delegate, the member may use any other form that clearly identifies the person appointed as the member's alternate delegate and that has been signed by the member.
- (8) Notice of a general meeting given to a member under rule 33 must—
 - (a) state that the member may appoint another member as an alternate delegate for the meeting; and
 - (b) include a copy of any form that the Committee has approved for the appointment of an alternate delegate.
- (9) A form appointing an alternate delegate must be given to the Chairperson of the meeting before or at the commencement of the meeting.
- (10) A form appointing an alternate delegate sent by post or electronically is of no effect unless it is received by the Association no later than 24 hours before the commencement of the meeting.
- (11) Notice of appointment of an alternative delegate does not affect the continued appointment of the delegate originally notified to the Committee.

35 Use of technology

- (1) A member not physically present at a general meeting may not participate in the meeting by the use of technology.

36 Quorum at general meetings

- (1) No business may be conducted at a general meeting unless a quorum of members is present.
- (2) The quorum for a general meeting is the presence (physically, by delegate or alternate delegate of over 50% of the members entitled to vote.
- (3) If a quorum is not present within 30 minutes after the notified commencement time of a general meeting—
 - (a) in the case of a meeting convened by, or at the request of, members under rule 32—the meeting must be dissolved;

Note

If a meeting convened by, or at the request of, members is dissolved under this subrule, the business that was to have been considered at the meeting is taken to have been dealt with. If members wish to have the business reconsidered at another special meeting, the members must make a new request under rule 32.

- (b) in any other case—
 - (i) the meeting must be adjourned to a date not more than 21 days after the adjournment; and
 - (ii) notice of the date, time and place to which the meeting is adjourned must be given at the meeting and confirmed by written notice given to all members as soon as practicable after the meeting.
- (c) If a quorum is not present within 30 minutes after the time to which a general meeting has been adjourned under subrule (3)(b), the members present at the meeting (if not fewer than 3) may proceed with the business of the meeting as if a quorum were present.

37 Adjournment of general meeting

- (1) The Chairperson of a general meeting at which a quorum is present may, with the consent of a majority of members present at the meeting, adjourn the meeting to another time at the same place or at another place.
- (2) Without limiting subrule (1), a meeting may be adjourned—
 - (a) if there is insufficient time to deal with the business at hand; or
 - (b) to give the members more time to consider an item of business.

Example

The members may wish to have more time to examine the financial statements submitted by the Committee at an annual general meeting.

- (3) No business may be conducted on the resumption of an adjourned meeting other than the business that remained unfinished when the meeting was adjourned.
- (4) Notice of the adjournment of a meeting under this rule is not required unless the

meeting is adjourned for 14 days or more, in which case notice of the meeting must be given in accordance with rule 33.

38 Voting at general meeting

- (1) On any question arising at a general meeting—
 - (a) subject to subrule (3), each member who is entitled to vote has one vote; and
 - (b) members may vote by their delegates or by alternate delegate; and
 - (c) except in the case of a special resolution, the question must be decided on a majority of votes.
- (2) If votes are divided equally on a question, the Chairperson of the meeting has a second or casting vote.
- (3) If the question is whether or not to confirm the minutes of a previous meeting, only members who were present at that meeting may vote.
- (4) This rule does not apply to a vote at a disciplinary appeal meeting conducted under rule 24.

39 Special resolutions

A special resolution is passed if not less than three quarters of the members voting at a general meeting (whether in person or by alternate delegate) vote in favour of the resolution.

Note

In addition to certain matters specified in the Act, a special resolution is required—

- (a) to remove a committee member from office ;
- (b) to alter these Rules, including changing the name or any of the purposes of the Association.

40 Determining whether resolution carried

- (1) Subject to subrule (2), the Chairperson of a general meeting may, on the basis of a show of hands, declare that a resolution has been—
 - (a) carried; or
 - (b) carried unanimously; or
 - (c) carried by a particular majority; or
 - (d) lost—

and an entry to that effect in the minutes of the meeting is conclusive proof of that fact.
- (2) If a poll (where votes are cast in writing) is demanded by three or more members on any question—

- (a) the poll must be taken at the meeting in the manner determined by the Chairperson of the meeting; and
 - (b) the Chairperson must declare the result of the resolution on the basis of the poll.
- (3) A poll demanded on the election of the Chairperson or on a question of an adjournment must be taken immediately.
- (4) A poll demanded on any other question must be taken before the close of the meeting at a time determined by the Chairperson.

41 Minutes of general meeting

- (1) The Committee must ensure that minutes are taken and kept of each general meeting.
- (2) The minutes must record the business considered at the meeting, any resolution on which a vote is taken and the result of the vote.
- (3) In addition, the minutes of each annual general meeting must include—
- (a) the names of the members attending the meeting; and
 - (b) alternate delegate forms given to the Chairperson of the meeting under rule 34(8); and
 - (c) the financial statements submitted to the members in accordance with rule 30(4)(b)(ii); and
 - (d) the certificate signed by two committee members certifying that the financial statements give a true and fair view of the financial position and performance of the Association; and
 - (e) any audited accounts and auditor's report or report of a review accompanying the financial statements that are required under the Act.

PART 5 — COMMITTEE

Division 1 — Powers of Committee

42 Role and powers

- (1) The business of the Association must be managed by or under the direction of a Committee.
- (2) The Committee may exercise all the powers of the Association except those powers that these Rules or the Act require to be exercised by general meetings of the members of the Association.
- (3) The Committee may—
- (a) appoint and remove staff; and

- (b) establish subcommittees consisting of members with terms of reference it considers appropriate.

43 Delegation

- (1) The Committee may delegate to a member of the Committee, a subcommittee or staff, any of its powers and functions other than—
 - (a) this power of delegation; or
 - (b) a duty imposed on the Committee by the Act or any other law.
- (2) The delegation must be in writing and may be subject to the conditions and limitations the Committee considers appropriate.
- (3) The Committee may, in writing, revoke a delegation wholly or in part.

Division 2 — Composition of Committee and duties of members

44 Composition of Committee

The Committee consists of—

- (1) a Chairperson; and
- (2) a Deputy Chairperson; and
- (3) a Secretary; and
- (4) a Treasurer; and
- (5) ordinary committee members elected under rule 52.

45 General Duties

- (1) As soon as practicable after being elected or appointed to the Committee, each committee member must become familiar with these Rules and the Act.
- (2) The Committee is collectively responsible for ensuring that the Association complies with the Act and that individual members of the Committee comply with these Rules.
- (3) Committee members must exercise their powers and discharge their duties with reasonable care and diligence.
- (4) Committee members must exercise their powers and discharge their duties—
 - (a) in good faith in the best interests of the Association; and
 - (b) for a proper purpose.
- (5) Committee members and former committee members must not make improper use of—

- (a) their position; or
- (b) information acquired by virtue of holding their position—

so as to gain an advantage for themselves or any other person or to cause detriment to the Association.

Note

See also Division 3 of Part 6 of the Act which sets out the general duties of the office holders of an incorporated association.

- (6) In addition to any duties imposed by these Rules, a committee member must perform any other duties imposed from time to time by resolution at a general meeting.

46 Chairperson

- (1) Subject to subrule (2), the Chairperson or, in the Chairperson's absence, the Deputy Chairperson is the Chairperson for any general meetings and for any committee meetings.
- (2) If the Chairperson and the Deputy Chairperson are both absent, or are unable to preside, the Chairperson of the meeting must be—
 - (a) in the case of a general meeting—a member elected by the other members present; or
 - (b) in the case of a committee meeting—a committee member elected by the other committee members present.

47 Deputy Chairperson

- (1) The Deputy Chairperson must:
 - (a) act as the Chairperson for any meeting from which the Chairperson is absent; and
 - (b) assist the Chairperson in furthering the purpose of the Association.

Example

The Deputy Chairperson might accompany the Chairperson when attending stakeholder meetings with Ministers or others responsible for furthering the interests of the members.

48 Secretary

- (1) The Secretary must perform any duty or function required under the Act to be performed by the secretary of an incorporated association.

Example

Under the Act, the secretary of an incorporated association is responsible for lodging documents of the association with the Registrar.

- (2) The Secretary must—
 - (a) maintain the register of members in accordance with rule 18; and

- (b) keep custody of the common seal (if any) of the Association and, except for the financial records referred to in rule 70(3), all books, documents and securities of the Association in accordance with rules 72 and 75; and
 - (c) subject to the Act and these Rules, provide members with access to the register of members, the minutes of general meetings and other books and documents; and
 - (d) perform any other duty or function imposed on the Secretary by these Rules.
- (3) The Secretary must give to the Registrar notice of his or her appointment within 14 days after the appointment.

49 Treasurer

- (1) The Treasurer must—
- (a) receive all moneys paid to or received by the Association and issue receipts for those moneys in the name of the Association; and
 - (b) ensure that all moneys received are paid into the account of the Association within 5 working days after receipt; and
 - (c) make any payments authorised by the Committee or by a general meeting of the Association from the Association's funds; and
 - (d) ensure cheques are signed by at least 2 committee members.
- (2) The Treasurer must—
- (a) ensure that the financial records of the Association are kept in accordance with the Act; and
 - (b) coordinate the preparation of the financial statements of the Association and their certification by the Committee prior to their submission to the annual general meeting of the Association.
- (3) The Treasurer must ensure that at least one other committee member has access to the accounts and financial records of the Association.

Division 3 — Election of Committee members and tenure of office

50 Committee member composition and term

- (1) The Committee is to be made up of:
- (a) six CEOs (**'CEO member'**); and
 - (b) six Councillors (**'Councillor member'**).
- (2) A CEO member holds office from the date of their election, to the date upon which the election of the next CEO members is completed, in accordance with rule 52.

- (3) A Councillor member holds office until they cease to be a Councillor or until the date upon which the election of the next Councillors members is completed, in accordance with rule 51, whichever is earlier.
- (4) For the time between each Election Day and the appointment of new Councillor members, in accordance with rule 52, the Committee is made up of only the CEO members and those Councillor members who remain eligible under rule 49(3).

51 Committee members based upon region

- (1) One CEO member and one Councillor member will be elected from each of the six Municipal Association of Victoria Regions (**'Regions'**) listed in Schedule 2 by the Councils in that Region, in accordance with the process set out in rule 52.
- (2) The CEO member and Councillor member appointed by each Region must hold their relevant position at a Council which is listed in the same Region.

52 Committee member elections

- (1) Within 10 weeks after each Election Day, the Committee must call for members listed in Schedule 1 to nominate eligible persons for election as CEO and Councillor members.
- (2) Each member may only nominate CEOs and Councillors who hold an office of that member.
- (3) On the date 10 business days after the date on which nominations are called for in accordance with subrule (1), the time during which members may nominate persons for election as CEO and Councillor members closes.
- (4) If, after the nominations close, there is only one CEO and one Councillor nominated for a Region, those persons are elected to the relevant position on the Committee.
- (5) If the number of CEOs and/or Councillors nominated for a particular Region is greater than one, a ballot must be conducted for that Region, in accordance with rule 53.

53 Ballot

- (1) If a ballot is required for the election for a CEO Member or a Councillor member position in a particular Region, the Committee, within 3 business days of nominations closing, must send to each of the members listed under that Region, a ballot paper.
- (2) The ballot paper must list each of the nominated persons for the relevant Committee position in that Region.
- (3) Each member provided with a ballot paper must within 10 business days, mark it, indicating the single person for whom they wish to vote, and return the ballot paper to the Association.
- (4) Ballot papers that do not comply with subrule (3) are not to be counted.

- (5) Each ballot paper on which the name of a candidate has been marked counts as one vote for that candidate.
- (6) The Committee must declare elected the candidate who received the most votes.
- (7) If the returning officer is unable to declare the result of an election under subrule (6) because 2 or more candidates received the same number of votes, the Committee must decide by lot which of them is to be declared elected.

Examples

The choice of candidate may be decided by the toss of a coin, drawing straws or drawing a name out of a hat.

54 Chairperson appointment meeting

- (1) Within one month of the completion of the election of Committee members, a Chairperson appointment meeting must be held.
- (2) At the Committee appointment meeting separate elections must be held for each of the following positions—
 - (a) Chairperson; and
 - (b) Deputy Chairperson; and
 - (c) Secretary; and
 - (d) Treasurer.
- (3) Only Councillor members may be elected as Chairperson or Deputy Chairperson.
- (4) Only CEO members may be elected as Secretary.
- (5) If only one member is nominated for the position, that person is elected to the position.
- (6) If more than one member is nominated, a vote must be held, in accordance with this rule.
- (7) The vote is to be conducted by a show of hands of all the committee members present at the meeting, each of whom is entitled to one vote.
- (8) The committee member for whom the most votes are cast will be elected to the relevant position.
- (9) If the vote does not produce a result of an election under subrule (8) because 2 or more candidates received the same number of votes, it will be decided by lot which of them is to be declared elected.

Examples

The choice of candidate may be decided by the toss of a coin, drawing straws or drawing a name out of a hat.

55 Vacation of office

- (1) A committee member may resign from the Committee by written notice addressed to the Committee.
- (2) A person ceases to be a committee member if he or she—
 - (a) ceases to be a CEO or Councillor of a member of the Association; or
 - (b) fails to attend 3 consecutive committee meetings (other than special or urgent committee meetings) without leave of absence under rule 66; or
 - (c) otherwise ceases to be a committee member by operation of section 78 of the Act.

Note

A Committee member may not hold the office of secretary if they do not reside in Australia.

56 Filling casual vacancies

- (1) The Committee may appoint an eligible person under rule 50 to fill a position on the Committee that has become vacant under rule 55.
- (2) If the position of Chairperson, Deputy Chairperson Secretary or Treasurer becomes vacant, the Committee must appoint a member to the position within 14 days after the vacancy arises.
- (3) Rule 50 applies to any committee member appointed by the Committee under subrule (1) or (2).
- (4) The Committee may continue to act despite any vacancy in its membership.

Division 4 — Meetings of Committee**57 Meetings of Committee**

- (1) The Committee must endeavour to meet once every month or with such other frequency as the Committee determines from time to time, provided that it meets at least 4 times in each year at the dates, times and places determined by the Committee.
- (2) The date, time and place of the first committee meeting must be determined by the members of the Committee as soon as practicable after the annual general meeting of the Association at which the members of the Committee were elected.
- (3) Special committee meetings may be convened by the Chairperson or by any 4 members of the Committee.

58 Notice of meetings

- (1) Notice of each committee meeting must be given to each committee member no later than 7 days before the date of the meeting.

- (2) Notice may be given of more than one committee meeting at the same time.
- (3) The notice must state the date, time and place of the meeting.
- (4) If a special committee meeting is convened, the notice must include the general nature of the business to be conducted.
- (5) The only business that may be conducted at the meeting is the business for which the meeting is convened.

59 Urgent meetings

- (1) In cases of urgency, a meeting can be held without notice being given in accordance with rule 58 provided that as much notice as practicable is given to each committee member by the quickest means practicable.
- (2) Any resolution made at the meeting must be passed by an absolute majority of the Committee.
- (3) The only business that may be conducted at an urgent meeting is the business for which the meeting is convened.

60 Procedure and order of business

- (1) The procedure to be followed at a meeting of a Committee must be determined from time to time by the Committee.
- (2) The order of business may be determined by the members present at the meeting.

61 Use of technology

- (1) A committee member who is not physically present at a committee meeting may participate in the meeting by the use of technology that allows that committee member and the committee members present at the meeting to clearly and simultaneously communicate with each other.
- (2) For the purposes of this Part, a committee member participating in a committee meeting as permitted under subrule (1) is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

62 Quorum

- (1) No business may be conducted at a Committee meeting unless a quorum is present.
- (2) The quorum for a committee meeting is the presence (in person or as allowed under rule 61) of a majority of the committee members holding office.
- (3) If a quorum is not present within 30 minutes after the notified commencement time of a committee meeting—
 - (a) in the case of a special meeting—the meeting lapses;

- (b) in any other case—the meeting must be adjourned to a date no later than 14 days after the adjournment and notice of the time, date and place to which the meeting is adjourned must be given in accordance with rule 58.

63 Voting

- (1) On any question arising at a committee meeting, each committee member present at the meeting has one vote.
- (2) A motion is carried if a majority of committee members present at the meeting vote in favour of the motion.
- (3) Subrule (2) does not apply to any motion or question which is required by these Rules to be passed by an absolute majority of the Committee.
- (4) If votes are divided equally on a question, the Chairperson of the meeting has a second or casting vote.
- (5) A committee member may appoint another person as a proxy to vote and speak on its behalf at a general meeting, provided that a committee member who is a:
 - (a) Councillor member may only appoint another Councillor of that member of the Association as a proxy; and
 - (b) CEO member may only appoint another employee of that member of the Association as a proxy.

64 Conflict of interest

- (1) A committee member who has a material personal interest in a matter being considered at a committee meeting must disclose the nature and extent of that interest to the Committee.
- (2) The member—
 - (a) must not be present while the matter is being considered at the meeting; and
 - (b) must not vote on the matter.

Note

Under section 81(3) of the Act, if there are insufficient committee members to form a quorum because a member who has a material personal interest is disqualified from voting on a matter, a general meeting may be called to deal with the matter.

- (3) This rule does not apply to a material personal interest—
 - (a) that exists only because the member belongs to a class of persons for whose benefit the Association is established; or
 - (b) that the member has in common with all, or a substantial proportion of, the members of the Association.

65 Minutes of meeting

- (1) The Committee must ensure that minutes are taken and kept of each committee meeting.
- (2) The minutes must record the following—
 - (a) the names of the members in attendance at the meeting;
 - (b) the business considered at the meeting;
 - (c) any resolution on which a vote is taken and the result of the vote;
 - (d) any material personal interest disclosed under rule 64.

66 Leave of absence

- (1) The Committee may grant a committee member leave of absence from committee meetings for a period not exceeding 3 months.
- (2) The Committee must not grant leave of absence retrospectively unless it is satisfied that it was not feasible for the committee member to seek the leave in advance.

67 Committee Resolution Outside Meeting

- (1) Where an urgent matter arises for decision and cannot be the subject of a Special Committee meeting, the wording of the proposed resolution may be circulated to all committee members by email.
- (2) The resolution is made by a majority of the committee members replying to that email indicating that they are in favour of it.
- (3) Such a resolution must be ratified by votes in person at the next committee meeting.
- (4) This rule should not be relied upon except in cases of urgency, where the Chairperson forms the view that the matter cannot properly be left until the next committee meeting.

PART 6 — FINANCIAL MATTERS**68 Source of funds**

The funds of the Association may be derived from joining fees, annual subscriptions, donations, fund-raising activities, grants, interest and any other sources approved by the Committee.

69 Management of funds

- (1) The Association must open an account with a financial institution from which all expenditure of the Association is made and into which all of the Association's revenue is deposited.

- (2) Subject to any restrictions imposed by a general meeting of the Association, the Committee may approve expenditure on behalf of the Association.
- (3) The Committee may authorise the Secretary to expend funds on behalf of the Association (including by electronic funds transfer) up to a specified limit without requiring approval from the Committee for each item on which the funds are expended.
- (4) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by 2 committee members.
- (5) All funds of the Association must be deposited into the financial account of the Association no later than 5 working days after receipt.
- (6) The Committee may maintain a cash float provided that all money paid from or paid into the float is accurately recorded at the time of the transaction.

70 Financial records

- (1) The Association must keep financial records that—
 - (a) correctly record and explain its transactions, financial position and performance; and
 - (b) enable financial statements to be prepared as required by the Act.
- (2) The Association must retain the financial records for 7 years after the transactions covered by the records are completed.
- (3) The Treasurer must keep in his or her custody, or under his or her control—
 - (a) the financial records for the current financial year; and
 - (b) any other financial records as authorised by the Committee.

71 Financial statements

- (1) For each financial year, the Committee must ensure that the requirements under the Act relating to the financial statements of the Association are met.
- (2) Without limiting subrule (1), those requirements include—
 - (a) the preparation of the financial statements;
 - (b) if required, the review or auditing of the financial statements;
 - (c) the certification of the financial statements by the Committee;
 - (d) the submission of the financial statements to the annual general meeting of the Association;
 - (e) the lodgement with the Registrar of the financial statements and accompanying reports, certificates, statements and fee.

PART 7 — GENERAL MATTERS

72 Common seal

- (1) The Association may have a common seal.
- (2) If the Association has a common seal—
 - (a) the name of the Association must appear in legible characters on the common seal;
 - (b) a document may only be sealed with the common seal by the authority of the Committee and the sealing must be witnessed by the signatures of two committee members;
 - (c) the common seal must be kept in the custody of the Secretary.

73 Registered address

The registered address of the Association is—

- (1) the address determined from time to time by resolution of the Committee; or
- (2) if the Committee has not determined an address to be the registered address— the postal address of the Secretary.

74 Notice requirements

- (1) Any notice required to be given to a member or a committee member under these Rules may be given—
 - (a) by handing the notice to the delegate of a member personally; or
 - (b) by sending it by post to the member at the address recorded for the member on the register of members; or
 - (c) by email or facsimile transmission to the delegate of the member.
- (2) Subrule (1) does not apply to notice given under rule 59.
- (3) Any notice required to be given to the Association or the Committee may be given—
 - (a) by handing the notice to a member of the Committee; or
 - (b) by sending the notice by post to the registered address; or
 - (c) by leaving the notice at the registered address; or
 - (d) if the Committee determines that it is appropriate in the circumstances—
 - (i) by email to the email address of the Association or the Secretary; or
 - (ii) by facsimile transmission to the facsimile number of the Association.

75 Custody and inspection of books and records

- (1) Members may on request inspect free of charge—
 - (a) the register of members;
 - (b) the minutes of general meetings;
 - (c) subject to subrule (2), the financial records, books, securities and any other relevant document of the Association, including minutes of Committee meetings.

Note

See note following rule 18 for details of access to the register of members.

- (2) The Committee may refuse to permit a member to inspect records of the Association that relate to confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the interests of the Association.
- (3) The Committee must on request make copies of these rules available to members and applicants for membership free of charge.
- (4) Subject to subrule (2), a member may make a copy of any of the other records of the Association referred to in this rule and the Association may charge a reasonable fee for provision of a copy of such a record.
- (5) For purposes of this rule—

relevant documents means the records and other documents, however compiled, recorded or stored, that relate to the incorporation and management of the Association and includes the following—

 - (a) its membership records;
 - (b) its financial statements;
 - (c) its financial records;
 - (d) records and documents relating to transactions, dealings, business or property of the Association.

76 Winding up and cancellation

- (1) The Association may be wound up voluntarily by special resolution.
- (2) In the event of the winding up or the cancellation of the incorporation of the Association, the surplus assets of the Association must not be distributed to any members or former members of the Association.
- (3) Subject to the Act and any court order made under section 133 of the Act, the surplus assets must be given to a body that has similar purposes to the Association and which is not carried on for the profit or gain of its individual members.

- (4) The body to which the surplus assets are to be given must be decided by special resolution.

77 Alteration of Rules

These Rules may only be altered by special resolution of a general meeting of the Association.

Note

An alteration of these Rules does not take effect unless or until it is approved by the Registrar. If these Rules (other than rule 1, 2 or 3) are altered, the Association is taken to have adopted its own rules, not the model rules.

Schedule 1 — Eligible Members

Alpine Shire Council
Ararat Rural City Council
Bass Coast Shire Council
Baw Baw Shire Council
Benalla Rural City Council
Buloke Shire Council
Campaspe Shire Council
Central Goldfields Shire Council
Colac Otway Shire Council
Corangamite Shire Council
East Gippsland Shire Council
Gannawarra Shire Council
Glenelg Shire Council
Golden Plains Shire Council
Hepburn Shire Council
Hindmarsh Shire Council
Indigo Shire Council
Loddon Shire Council
Macedon Ranges Shire Council
Mansfield Shire Council
Mitchell Shire Council
Moirra Shire Council
Moorabool Shire Council
Mount Alexander Shire Council
Moyne Shire Council
Murrindindi Shire Council
Northern Grampians Shire Council
Pyrenees Shire Council
Borough of Queenscliffe
South Gippsland Shire Council
Southern Grampians Shire Council
Strathbogie Shire Council
Surf Coast Shire Council
Swan Hill Rural City Council
Towong Shire Council

Wellington Shire Council
West Wimmera Shire Council
Yarriambiack Shire Council

Schedule 2 — Municipal Association of Victoria Regions**Rural south-west:**

Ararat Rural City Council
Colac Otway Shire Council
Corangamite Shire Council
Glenelg Shire Council
Moyne Shire Council
Southern Grampians Shire Council

Rural north-central:

Campaspe Shire Council
Central Goldfields Shire Council
Gannawarra Shire Council
Loddon Shire Council
Macedon Ranges Shire Council
Mount Alexander Shire Council

Rural south-central:

Golden Plains Shire Council
Hepburn Shire Council
Moorabool Shire Council
Pyrenees Shire Council
Borough of Queenscliffe
Surf Coast Shire Council

Rural north-west:

Buloke Shire Council
Hindmarsh Shire Council
Northern Grampians Shire Council
Swan Hill Rural City Council
West Wimmera Shire Council
Yarriambiack Shire Council

Gippsland:

Bass Coast Shire Council
Baw Baw Shire Council
East Gippsland Shire Council
South Gippsland Shire Council
Wellington Shire Council

Rural north-east:

Alpine Shire Council
Benalla Rural City Council
Indigo Shire Council
Mansfield Shire Council
Mitchell Shire Council
Moirā Shire Council
Murrindindi Shire Council
Strathbogie Shire Council
Towong Shire Council