



MINUTES
of the
AUDIT ADVISORY COMMITTEE MEETING
held on
THURSDAY 13 FEBRUARY 2014
in the
ALEXANDRA COUNCIL CHAMBERS
commencing at
3.00 pm

SUBJECT TO CONFIRMATION

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1. PRESENT/APOLOGIES***Present:***

Ian McKaskill (Chair)
Robert Richards
Michele Sheward
Cr Margaret Rae (Mayor)
Cr John Kennedy
Cr John Walsh

In attendance:

Margaret Abbey, CEO
Michael Chesworth, General Manager Corporate Services
Andrew Bond, Manager Business Services
Heetesh Choony, HLB Mann Judd
Debbie Prout, TRIM Project Officer

Apologies were received from Remy Szpak, VAGO and Mark Holloway, H L B Mann Judd

Noted.

2. DECLARATIONS OF INTEREST

Nil.

Heetesh Choony, HLB Mann Judd attended the meeting at 3.03pm.

3. CONFIRMATION OF MINUTES

➤ Minutes of Audit Committee Meeting held on 12 December 2013.

Recommendation:

That the Minutes of the Audit Advisory Committee Meeting held on 12 December 2013 be confirmed.

RESOLUTION:

Cr J Walsh / R Richards

That the Minutes of the Audit Advisory Committee Meeting held on 12 December 2013 be confirmed.

CARRIED

4. REVIEW OF AND BUSINESS ARISING FROM PREVIOUS MINUTES**4.1 AUDIT COMMITTEE WORK PLAN**

REF: 14/2050

(Refer Encl 4.1 – Internal Audit Committee Annual Plan)

The Internal Audit Committee Annual Plan as amended February 2014 is attached for reference. Please note that the following has been added to the Plan (refer Item 4.3 in Minutes of 12 December 2013):

- Self Assessment items F(a) and G(a) be added to the Agenda each quarter
- Item G(c) be reviewed with the Charter and presented at the fourth quarterly meeting.
- Item A(g) be added to the Agenda

The Chair requested that the Audit Advisory Committee be kept informed of legislative changes that impact on controls that Council has employed to manage significant risk.

4.2 REVIEW OF INTERNAL AUDIT REPORTS AND MANAGEMENT RESPONSES

4.2.1a Cash Handling Audit

REF: 14/1780

(Refer Encl 4.2.1a – Review of Cash Handling - Final Report)

Heetesh Choony presented the Cash Handling Audit.

Noted.

4.2.1b Project Management Audit

REF: 14/1781

(Refer Encl 4.2.1b – Review of Project Management – Final Report)

Heetesh Choony presented the Project Management Audit.

Noted.

4.2.2 Previous Reviews – further responses

(Refer Encl 4.2.2a Follow up of Actions from recommendations contained in 2012 and 2013 IA reports, Encl 4.2.2b Review of Service Planning; Encl 4.2.2c Review of Planning and Management Processes)

Noted.

4.2.3 Documents to be forwarded with Agenda (correspondence)

Review of Investment and Borrowing Policies

Council does not have specific policies governing investment and borrowing activities, however it does have a Long-term (10 year) Borrowing Strategy which forms part of the Council's currently adopted *Strategic Resource Plan 2013 – 2017* (refer Encl 4.2.3a). The Borrowing Strategy is reviewed annually by Council as part of the annual review of the SRP and contains two strategic directions:

1. That Murrindindi Shire Council borrows funds for capital (plant and vehicle replacements) that provide intergenerational equity, and
2. That the Council retains its debt servicing and redemption costs at or below 8 cents in the rate revenue dollar, towards interest and principle, over the life of the SRP.

Council's capacity to borrow and its debt management performance is assessed and overseen by Local Government Victoria (State Government) under its *Local Government Borrowing Assessment Policy*. This Policy identifies key financial performance indicators with certain thresholds that meet State Government prudential guidelines. These indicators include ratios for liquidity, debt management, debt exposure and debt servicing. Thresholds for these indicators are required to be met by Councils in order for borrowing approval to be granted by the State.

As contained in the Borrowing Strategy, the Murrindindi Shire Council is forecast to remain well within the prudential thresholds set by the State Government over the life of the SRP. Council has determined that a prudent level of debt will not exceed \$500,000 in new borrowings per annum over the next 10 years, with Council's overall debt level forecast to diminish over the life of the SRP.

The Chair requested that a policy on investment and borrowing be prepared for the next meeting.

Review of Ethical Standards and Meeting of Fiduciary Duties

The review of ethical standards and the meeting of fiduciary duties are broad topics and not easily addressed through the presentation and review of any single or unifying document (policy, guidelines etc). The *Local Government Act 1989* is the key statutory instrument that regulates the conduct of Councils in executing their roles, responsibilities and functions, including the meeting of fiduciary duties.

The Act prescribes standards of ethical conduct for both Councillors and Council staff. The Act also requires Councils to establish a *Councillor Code of Conduct*, which is required to be reviewed within 12 months of a Council election. To this end the Murrindindi Shire Council adopted a revised *Councillor Code of Conduct* and associated policy in September 2013, and these are attached for information. The Policy and Code are designed to assist Council in meeting its obligations to provide fair, accurate and unbiased advice and to act promptly and efficiently and to manage assets efficiently. The Code outlines the responsibilities and behaviours that are to be observed in keeping good faith and the trust of fellow Councillors, staff and the public.

In addition the Council also has a policy and Code of Conduct for Council employees which contains the same principles as the Councillor Code, but the wording differs to reflect the distinctions that exist between Councillors and employees and the different requirements of the Act.

A range of associated Council policies exist which address ethical standards including, *Confidentiality and Privacy Policy*, *Information Privacy Policy*, *Protected Disclosure Policy*, *Fraud Prevention and Control Policy* and *Councillor Reimbursement Policy*.

The Chair requested that the Councillor Code of Conduct and the Employee Conduct be forwarded under separate cover to Committee members.

It was also requested that Council considers it periodically audits the implementation of the policies relating to Ethical Standards and Meeting of Fiduciary Duties to ensure the intent of the policies is being met.

Review of Protected Disclosure (ex Whistleblower) arrangements and reports

The *Protected Disclosure Act 2012* requires Council to establish internal processes that facilitate disclosures, effectively manage the receipt of information and provide protection for looking after all parties who may be involved. The Act, which commenced operation on 10 February 2013, replaces the former *Whistleblowers Protection Act 2001* and amends the *Ombudsman Act 1973*. Councils were required to have a policy and procedures in place and publicly available by August 2013.

Council adopted its *Protected Disclosure Policy* in August 2013 and it is attached (refer *Encl 4.2.3b*) for information. The Policy is published on Council's website. To date there have been no disclosures reported to Council.

Council's Human Resource Co-ordinator is in the process of developing public information materials to accompany the Policy and promote ease of understanding of the policy intent and associated procedures. There has been limited staff training with respect to the Policy to date and this is to be addressed during the 2014 calendar year.

Noted.

5. REPORTS

5.1 QUARTERLY FINANCIAL REPORT TO 31 DECEMBER 2013

REF: 14/1784

(Refer Encl 5.1 Draft Quarterly Financial Statements to December 2013.)

The Draft Report and Quarterly Financial Statements to December 2013 will be presented to the 26 February 2014 Ordinary Meeting of Council meeting and are subject to ratification at that meeting.

Purpose:

The report provides the quarterly financial report for the period ending 31 December 2013.

Recommendation:

That the Audit Committee receives the Draft Quarterly Financial Report to 31 December 2013.

Background:

Financial governance is important for a Council's good governance because the consequences of failure can be very significant for a Council.

Councillors, sitting as Council, have an overall accountability for the Council's finances. This comes in two ways. Firstly, the council is required to prepare and periodically review its long term financial plan. This is called the Strategic Resource Plan and forms part of the Council Plan.

Secondly a Council must prepare and adopt the annual budget. The Council must also receive regular financial reporting. As a minimum a Council must receive a quarterly financial report which compared actual and budget revenues and expenses.

The format of the budget is prepared generally in accordance with both the financial regulations affecting local government and the best practice guide for reporting local government budgets.

At the end of the financial year, the draft Annual Financial Statements, comprising the Financial Report, Standard Statements and Performance Statement, are considered by the Audit Committee and presented to Council prior to them being submitted to the Auditor General.

It is important that the Annual Budget is framed within the Strategic Resource Plan and contributes to achieving the strategic objectives specified in the Council Plan.

To enable the progress of each to be monitored throughout the year, Council receives quarterly reports on the Annual Budget, the Council Plan activities, and the Capital Works Program.

Council Plan/Strategies:

This report, in relation to the Annual Budget and quarterly financial reporting, is consistent with the Council Plan 2013-17 Our Council goal which has a strategic objective to deliver visible leadership and advocacy for the community backed by a financially strong organisation. A key strategy objective is to administer sound financial management practices.

Legal/Policy Issues:

The *Local Government Act 1989* requires, under section 126, that a Council must prepare a Strategic Resource Plan for a period of four years.

The Act also sets out in section 127 that the Council must prepare a budget for each financial year.

Then, in section 138, the Act requires that quarterly financial reports must be presented to Council.

Financial/Resources/Risk

The financial governance of a Council is an important role for Councillors. The risk of poor financial management can have a significant impact upon the governance of the Council. The financial implications flowing from this quarterly financial review are outlined in this report.

Discussion:

Annual Council Budget

The Council Budget essentially comprises four components. Firstly it provides a description of the activities and initiatives to be funded in the Annual Budget and how these will contribute to achieving the strategic objectives that are specified in the Council Plan.

Secondly, it describes the various influences which have impacted upon the preparation of the annual Budget. These have included such things as Federal and State funding programs, such as Road to Recovery Allocations or costs such as the EPA levies.

Thirdly, it includes an analysis of the budget including the sources of revenue such as rates, user fees and grants as well as key expenditure categories.

Finally it includes an analysis of the cash flow and capital works statements along with the five Budgeted Standard Statements of:

- Budgeted Standard Income Statement
- Budgeted Standard Balance sheet
- Budgeted Standard Cash Flow Statement
- Budgeted Standard Capital Works Statement

- Budgeted Statement of Investment Reserves

These five Standard Statements are replicated in the quarterly financial report that is presented to Council (*refer Encl 5.1*) - Statements A – E.

It is important to note that these Standard Statements are based upon public sector financial reporting, the key principles of which is that Council is required to account for the revenue in the year that it is received rather than when it is expended. As capital works projects and grant funded programs often extend over one financial year, then a principle of public sector reporting is also that carry forward adjustment need to be made.

Quarterly Financial Report to 31 December 2013

These five Statements for the quarter to 31 December 2013 are included in *Encl 5.1*.

The table below is a reconciliation between Council's Adopted Budget and enclosed Statements which include carry forward of unexpended projects from 2012-13 as reported as part of the September Quarterly Review, and all newly approved grant funded projects and all other known variances since budget adoption identified as part of the midyear review.

Reconciliation of Budget Adjustments - December 2013 Quarterly Review

	Operating Result Surplus / (Deficit)	Capital Works Budget
Adopted Budget 2013/2014	38,567	(10,254,229)
Carry forward adjustments	(3,512,811)	(3,087,939)
September Revised Budget 2013/2014	(3,474,244)	(13,342,168)
Non Recurrent Grants - Capital	526,906	(526,906)
Non recurrent Grants - Operating	184,022	
Recurrent Grant Funding	73,236	
Reimbursements	163,186	
Other Revenue	299,934	
Fees, Fines & User Charges	11,000	
Employee Benefits	(289,801)	
Materials & Service and Other Exp.	(194,375)	
Carry forward adjustment	93,501	(1,195)
Depreciation - recalculation new values	447,870	
Finance Cost - Interest	5,961	
Asset Sales MRV \$220k Plant \$18K	238,182	
Carrying Amount of Assets Sold	(238,182)	
December Revised Budget 2013/2014	(2,152,804)	(13,870,269)
Variance reduced deficit / add Capex	1,321,440	(528,101)
Represented by	Balance Sheet	Cash Flow
Improved Cash position	701,194	971,359
Property Plant & Equipment	737,789	(289,919)
Liabilities / Provisions	(117,543)	19,754
	1,321,440	701,194

The original budget operating Surplus has been impacted by carry forward adjustments as detailed as part of the September Budget Review projecting a \$3.47m operating deficit for 2013-14. With additional Grant funding and revision of budgets as part of the December "mid year" review, this has now been reduced to a Revised Operating Deficit of \$2.15m.

It should be noted that generally Local Government Income Statements report a surplus because the statement includes all of Council's income sources, but does not include all of Council's expenditure as Capital expenditure is reported via a separate Capital Works Statement D.

Non Recurrent Grant revenue has increased with the addition of the following funding;

Non Recurrent Grant Funding	
Capital	
Kinglake Art History Walk	202,000
Taggerty Walking Trail & Town	309,906
Kinglake Transfer Station	15,000
	526,906
Operating	
Community Connectedness Facilitator	48,500
Building Beyond Conference	5,000
Community Projects Initiative	15,000
Murrindindi Heritage Study	5,000
Roadside Weeds & Pests Management	3,522
Disaster Ready Business Project	107,000
Total	184,022

Recurrent Grant Funding of \$73,236 are adjustments to align Council Budget with current increased funding agreements in Home & Community Care.

Reimbursements increase of \$163,186 recognises the recoupment of the increased costs of Debt Collection \$90k, funding for the implementation of the Fire Service Property Levy \$61k and minor insurance claims \$12k. All this additional revenue has offsetting expenditure.

Other revenue \$299,934 relates mainly to increased projection of Interest on Investment of \$261k generated by the high levels of cash being held from unexpended capital works carried forward and some grant funding for projects received in advance. It is also influenced by the increase in the level of Reserve Funds. Other minor adjustments to lease rentals and plant income make up the balance.

Fees & User charges have been incremented by \$7k for Road Works permits and \$4k for Building Beyond Conference Fees.

The increase in Employee Benefits \$289,801 is mainly related to increases in grant or other funding i.e. Fire Services Property Levy funding of \$61k, Community Connectedness Facilitator \$22k and Home & Community Care Programs \$81k. An allocation was also made providing for unbudgeted 'one off' redundancy cost of \$124k finalising the services review implementations. Council's annual workcover premium has been reassessed and is favourable \$90k against original budget estimates partially offsetting some of these additional costs.

Materials & Contractors increase of \$194,375 is offset by increased revenue with key budget movements of \$107K grant funding for Disaster Ready Business Project and \$90k Debt Collection expenses which are recouped when added as a charge on the rate assessments.

In reviewing budgets an error of \$93,501 was identified on a grant funded project, with a carry forward of unexpended allocation from 2012-13 that had already been included with 2013-14. Budgets have been adjusted to reflect only the full amount of the funding which has been spread over several years.

Depreciation has been revised downwards \$447,870 based on new valuation data returned as the result of asset revaluations in the year ended 30 June 2013.

Finance costs (interest on loans) has been adjusted to reflect actual borrowing costs with interest rate on current borrowings lower than anticipated.

Asset Sales budgets have been increased to include the sale of a unit at the Marysville Retirement Village \$220,000 and also sale of plant \$18,182. A corresponding budget has been provided to write out the carrying amount of these assets from Property Plant & Equipment.

Although there is a \$0 net effect within the income statement (operating result) there is movement within the balance decreasing fixed assets and increasing cash.

The Cash flow (Statement C) provides a more holistic picture and reports the important information on Council's cash inflows and outflows. *Net cash flow from operating activities* line in the Cash Flow Statement (a cash view of the operating statement) shows from the revised budget an increase of \$971k. The bulk of this adjustment is in grants. *Net cash used in investing activities* (Capital Works) shows an overall increase of (\$289k) and *Net cash used in financing activities* (borrowing cost & repayments) has reduced by \$20k.

The overall result is reflected in the Balance Sheet with the Revised Budget for 2013-14 projecting an increase in cash of \$701,194.

The other major revised budget variance of \$737,789 relates to Property Plant & Equipment which is explained and reconciled with reference to Statement D Capital Works.

The overall revised budget position maintains a higher level of cash as at 30 June 2014 of \$12.8m which is \$2.7m above the original budget for 2013/14 of \$10.1m. The bulk of this relates to the increased level of Reserves \$1.4m with movements detailed in Statement E Reconciliation of Non Discretionary Cash & Reserves, together with an increase of \$1.3m in discretionary cash. (Original Budget 2013/14 \$3.5m / Revised Budget \$4.8m).

It has been identified that approximately \$426k of these funds relate to unspent Infrastructure Works from 2012-13 not identified to be carried forward, and as part of the March 2014 Quarterly Review will be reviewed and if not required to meet funding requirements such as Roads to Recovery expenditure from own source revenue, will be transferred to an Infrastructure Reserve for future capital works.

Operating YTD Review

Overall the Income Statement reflects minimal variances in both operating revenue and operating expenditure, with several projects behind anticipated expenditure budgets.

The Year to Date Summary of the Income Statement for the period ending 31 December 2013 is provided in Table 1 as follows:

Table 1 – Summary of Income Statement

	YTD	YTD	
	Budget	Actual	Variance
	\$k	\$k	\$k
Revenue	22,730	21,520	(1,210)
Expenses	11,731	9,709	2,022
Surplus	10,999	11,811	812

The Year To Date (YTD) operating result at 31 December 2013 shows income down by (\$1,210k) and expenditure behind \$2,022k generating a larger than expected YTD surplus of \$812k or 7.38% better than the budgeted surplus.

The key components comprising both Revenue and Expenses variances are summarised by category in Tables 2 and 3 as follows:

Table 2 – Key Revenue component variance

Variance		
\$k		
(1,210)	Unfavourable to budget	
Key Components	Type	Particulars
42	Rates & Charges	Additional services charges for Garbage and Recycling.
81	User fees	Additional user charges at Alexandra Landfill \$72k offset by unfavourable fees at Alexandra Transfer Station (\$25k). Home Care user charges are favourable \$25k.
(1,376)	Grants – Non Recurrent	<p>Unfavourable variance mainly relates to</p> <ul style="list-style-type: none"> • Roads to Recovery \$417k, • Local Government Infrastructure Program \$690k, • VBAF Other \$64k, • Community Project Initiative \$51k, and • Yea Shire Hall \$150k, <p>The bulk of the variances are either reliant on completion of works or acquittal of claims.</p>

Table 3 – Key Expense component variance

Variance		
\$k		
2,022	Favourable to Budget	
Key Components:	Type	Particulars
194	Employee Benefits	<p>Favourable variance mainly relates to</p> <ul style="list-style-type: none"> • maintenance of new and expanded assets \$121k & • Community Services Programs \$45k <p>Variances will be reviewed as part of the 2014-15 Budget development.</p>
1,085	Materials & Services	<p>Favourable variance mainly relates to</p> <ul style="list-style-type: none"> • maintenance of new and expanded assets \$412k, • Infrastructure maintenance \$117k, • Facilities Maintenance \$72k, • Quarry - crush \$120k, • Bushfire Insurance \$50k, • Community Liaison \$50k, and • Youth Services – L2P \$70k <p>These favourable variances are spread mainly across contractors \$930k and materials \$72k. It should be noted these are year to date variances to budget and not forecast savings as most budgets are predicted to be expended by year end.</p>
747	Net Gain (loss) on disposal of property, infrastructure & equipment.	<p>This favourable variance relates to the timing of the write out of carrying amount of assets sold. Sale of land and trade of motor vehicles have been taken up in December, however the resulting write out of the carrying amount of these assets had not been processed at the reporting date 31 December.</p>

Capital

As at 31 December 2013, Capital Works are \$1.077M under the year to date budget of \$4.458M. Statement D, as attached, indicates that across the asset categories, the largest variances are \$433k in Buildings and \$441k in Roads & Paths.

Table 4 – Summary of Capital Works completed (Financial)

Asset Category	YTD Budget	Actuals	Variance	Complete to
	30/12/13	30/12/13	YTD	YTD Budget
	\$'000	\$'000	\$'000	%
Buildings	2,308	1,875	433	19%
Plant & Machinery	193	172	21	11%
Roads & Paths	785	343	441	56%
Bridges	825	762	63	8%
Drainage	227	136	90	40%
Heritage Assets	13	4	9	69%
Furniture & Equipment	85	86	(1)	-2%
Library Bookstock	23	2	21	92%
Works in Progress	-	-	-	0%
Total Capital Works	4,458	3,381	1,077	24%

Table 5 – Key Capital component variance

Variance		
\$k		
1,077	Favourable to Budget	
Key Components:	Type	Particulars
433	Buildings	<p>Expenditure on buildings is running behind expectations with the major three items being</p> <ul style="list-style-type: none"> • Yea Shire Hall Upgrade \$81k, • Y Water Centre \$237k, and • Yea Swimming Pool \$123k. <p>The remaining variations are a combination of minor variations across several projects.</p>
441	Roads & Paths	<p>Variance due to projects running behind scheduled YTD budget s</p> <ul style="list-style-type: none"> • Town Amenity Project \$46k • Township Street Bins \$40k • Vegetation Projects \$53k • Sealed Roads – Reseals \$235k • Urban Access Improvements \$42k, and • Road Safety –Disabled Parking \$8k

Variance		
\$k		
1,077	Favourable to Budget	
Key Components:	Type	Particulars
90	Stormwater Network	Variance due to projects running behind scheduled YTD budget s <ul style="list-style-type: none"> • Buxton Drainage \$23k • Alexandra Drainage \$23k • Kinglake Glenburn Road \$16k, and • Flood Levee Buxton \$25k

The overall capital works budget has been increased from \$10.254m to \$13.870m with \$3.088m carry forwards from unexpended capital work projects forecast to be completed by 30 June 2013, plus \$528k of additional grant funded projects identified as part of this review. Further details by category can be found in Statement D.

Council officer will be undertaking a complete review of all projects in February 2014 as part of the 2014/15 Budget development, and will be re-forecasting projections for year end 30 June 2014. It is critical to maintain the high level of expenditure on infrastructure projects to meet Roads to Recovery and Local Government Infrastructure Program expenditure targets and maintain revenue allocations from these funding initiatives.

Balance Sheet (Statement B) & Cash Flow Statement (Statement C)

The Balance Sheet – Statement B as at 31 December 2013 shows a major variance in Trade & Other Receivable of \$1.23m relating to outstanding claims for Natural Disaster Funded Projects being Bushfires \$328k and Storm Events \$1.39m.

This is also represented as the major variance on the cash flow statement – Statement C with cash flows from Grants showing an unfavourable variance of \$2.3 which also includes the unfavourable variance in Non Recurrent Grants of \$1.3M from the Income Statement.

Meetings have been held with Vic Roads & Department of Treasury and Finance to address this issue.

Non Discretionary Cash & Council Reserves (Statement E)

Included as part of this report is a reconciliation flowing from the cash flow statement of Council's Non Discretionary Cash Flow requirements. This reconciliation lists all Council reserves together with funds held as Deposits or Trust – which are required to be refunded, and an allowance for provision of employee entitlements – being a nominal amount of 25% of Council Annual Leave Liability. This is then offset against the level of projected cash at year end.

The reconciliation has previously included Council Long Service Leave Liability as required by legislation, however with a change in legislation there is no longer a requirement to keep a separate bank account for this provision. The amount held in investment for this provision was used to repay Council's component of the Vision Superannuation Defined Benefits Unfunded Liability in 2012-13.

As part of the 2013/14 Budget and Council’s 2013-2017 Long Term Financial Plan Council has made a commitment to re-establishing a cash backed proportion of this liability, to be at 25% of the current LSL Liability over a 4 year period, by 30 June 2017.

Key Financial Ratios

The Victorian Auditor General’s Office (VAGO) prepares an annual report on a range of financial indicators for each Council. The Auditor General has recently forwarded his report which addresses three key indicators.

In 2006-2007 VAGO started publishing separate reports on the results of financial audits for the local government sector. It introduced a traffic light system for reporting on the financial sustainability risk of local Councils and also reporting on each Council individually. Each year VAGO has continued to report on a set of indicators that are outlined below and over that period VAGO has seen an overall improvement in these ratios.

The traffic light system comprises:

Risk Ledger
High risk of short-term and immediate sustainability concerns
Medium risk of long-term sustainability concerns
Low risk of sustainability concerns

Financial Ratios - VAGO Risk Assessment Criteria							
Ratio	Actual 2010	Actual 2011	Actual 2012	Actual 2013	Revised Budget 2014	5 Year Average 2010-2014	
Liquidity (Measures the ability to pay existing liabilities within 12 months) Risk High 0-1 Medium 1.0-1.5 Low Greater than 1.5	2.59	2.28	2.34	3.29	2.35	2.57	
Self Financing (measures the ability to replace assets using cash generated by operations) Risk High <10% Medium 10%-20% Low >20%	22.71%	21.59%	29.20%	33.75%	26.84%	26.82%	
Indebtedness (Shows how well Council can meet debt from own source revenue) Risk High >60% Medium 40%-60% Low <40%	29.03%	27.50%	27.25%	25.04%	22.39%	26.24%	

This indicates that Council has an overall low risk in terms of its financial position, based on the VAGO assessment criteria. However, this does not negate the need for strong financial management nor support from the State Government in relation to the gifted and novated assets as these will have an impact upon the future assessment of these indicators and Council’s long term financial sustainability.

Consultation:

There has been no community consultation with respect to the preparation of this quarterly finance report.

Conclusion:

Awareness by Councillors of general budgeting and reporting requirements will facilitate the preparation of the Annual Budget and Strategic Resource Plan. Operating performance for the December quarter has been largely in line with the total budget. Where revenue has not been achieved corresponding expenditure has not been spent. Council remains in a favourable cash position despite the challenges that it faces.

RESOLUTION:

R Richards / Cr J Walsh

That the Audit Committee receives the Draft Quarterly Financial Report to 31 December 2013.

CARRIED

5.2 REVIEW COMPLIANCE WITH POLICIES AND PROCEDURES

REF: 14/1892

(Refer *Encl 5.2a* - Charter for Strategic Planning Working Group and *Encl 5.2b* Corporate Planning Framework R1)

Following the December 2013 Audit Committee Meeting, the CEO has chaired a Strategic Planning Working Group that is tasked with addressing the development, principles and reporting of Council's performance in relation to policies and procedures.

The Strategic Working Group has been developed to include representation from all areas of Council's operations and will report regularly to the Senior and Executive Management Teams regarding the progress of Council's performance, development and alignment of corporate strategies, policies and management plans.

The Group's Charter has been proposed as the following *Encl 5.2a* - Charter for Strategic Planning Working Group.

Initially, the Group has also developed a high level framework that aligns Council's strategies, management plans and policies in alignment with each of its four goals that are specified in the 2013-2017 Council Plan (Our Community, Our Council, Our Environment and Our Economy). (refer *Encl 5.2b*). This process has highlighted the large number of existing policies and procedures within Council and aligned them with the relevant Council goals and strategies, as well as highlighted the areas of policy development still required in addition to the number of policies requiring review and updating. This framework still requires further development and from this a development of a policy action schedule which can be presented to the Audit Committee.

Noted.

5.3 REVIEW ANY LAWSUITS FACING COUNCIL AND ANY OTHER INVESTIGATIONS OR MATERIAL VIOLATIONS OF BREACHES OF FIDUCIARY DUTY

No lawsuits facing Council and any other investigations or material violations of breaches of fiduciary duty to report.

Noted.

5.4 LEAVE REPORT: ANNUAL LEAVE AND LONG SERVICE LEAVE

REF: 14/1729

(Refer Encl 5.4a – Employee annual leave report in excess of 6 weeks and Encl 5.4b Trend Graph and Encl 5.4c Trend graph – Accrual against Benchmarks)

Purpose:

The purpose of this report is to provide the Audit Committee with an overview of the status of Council's excess annual leave and long service leave balances.

Recommendation:

That the Audit Committee notes the report on accrued annual leave and long service leave balances.

Discussion:**Annual Leave**

All managers have access to a leave report that enables them to view excess leave for their staff. HR reports bi-monthly on staff with leave in excess of 8 weeks.

As at 24 January 2014 there were 48 staff with leave in excess of 6 weeks, and the amount of leave available in this group continued to drop by 1156.45 hours. The overall annual leave balance for all staff has also decreased by 1747.1 hours, which would be an expected pattern as a number of staff take leave over the Christmas New Year period.

Previous quarter	# of staff with excess of 6 weeks	Available Hours for staff with excess of 6 weeks	Change in hours for staff with excess	All staff Hours Accrued	All hours +/- hours over previous quarter
Jan-13	50	11351.49	-	23974.19	-
May-13	59	13633.43	2281.94	24593.41	619.22
Sep-13	54	12895.88	-737.55	23335.37	-1258.04
Nov-13	54	12422.06	-473.82	23642.93	307.56
Jan 14	48	11265.61	-1156.45	21895.83	-1747.1

Once again the total of accrued hours is lower than the same time last year and the preceding 4 years showing the gradual reduction trend continuing back to "pre-fire" levels, as shown in the following table, and in the attached trend graph. This is largely due to the reduction in staff, but note that the leave accrual is higher than the same time in January 2009.

Year	Hours Accrued	+/- over previous year
28/01/09	21145.83	
27/01/10	25149.78	4003.95
26/01/11	25967.18	817.4
25/01/12	25670.99	-296.19
23/01/13	23974.19	-1696.8
24/01/14	21895.83	-2078.36

Last Audit Committee HR set a benchmark that we be consistently at or below an average of 20 days (4 weeks or 152 hours) per EFT. This assumed that with all staff getting 4 weeks per year, but allowed to accrue up to 8 weeks, we would have some with more than 4 weeks and some with less.

However the Audit Committee requested a new benchmark/target based on the following formula

- One quarter (0.25) EFT x 4 weeks (152 hours)
- One quarter (0.25) EFT x 3 weeks (114 hours)
- One quarter (0.25) EFT x 2 weeks (76 hours)
- One quarter (0.25) EFT x 1 week (38 hours)

The simple way to express this formula is 95 hours x EFT. Based on this formula our target for January would be 14865.66 hours. This target has not yet been shared with the management team, but HR will continue to work with Managers to reduce our AL accrual.

The attached tables report by Division the number of staff and their amount of excess hours. Managers have access to full details.

Note also:

1. Staff may have leave plans agreed with Manager, but not yet documented in approved leave (therefore not reducing pending balances).
2. Staff without access to online leave approval, may have approved leave but the paper work is not entered until the leave is taken (also not reducing pending balances).
3. In areas such as Community Services staff with low workloads (eg 7 hours/week), many may have excess number of weeks leave, but once calculated as Full Time Equivalent weeks, the amount of time (liability) appears more manageable, and the number of staff with more than 8 FTE weeks reduces significantly.

Long Service Leave (LSL)

The LSL balance is managed by the Finance department which monitors the level of leave available, and maintains a budget to cover a proportion.

The following provides a quarterly indication of the LSL accrued entitlement for the past year, which showed an increase in our liability until April 2013, and then a reduction to the end of August, with a gradual rise since then. A number of long term staff were paid out LSL through redundancy mid year which accounts for the drop.

Period	TOTAL LSL Hours	Change +/- accrued hours	Change in FTE weeks
01/07/12	53985.01		
01/10/12	54500.90	515.89	13.58
24/12/12	54925.30	424.40	11.17
03/04/13	57494.22	2568.92	67.60
10/07/13	54884.17	-2610.05	-68.69
21/08/13	54387.60	-496.57	-13.07
28/11/13	54459.11	71.51	1.88
05/02/14	54688.37	229.26	6.03

Conclusion:

The Coordinator HR will continue to monitor and report on trends, and support managers to implement leave plans.

RESOLUTION:

Cr J Kennedy / M Sheward

That the Audit Committee notes the report on accrued annual leave and long service leave balances.

CARRIED

6. GENERAL BUSINESS AND FUTURE PLANNING**6.1 REVIEW OF ALIGNMENT OF AUDIT ADVISORY COMMITTEE CHARTER AND GOOD PRACTICE GUIDE.**

Following the Audit Committee Meeting in December 2013, the Audit Advisory Committee Charter has been reviewed and aligned with the Good Practice Guide.

The majority of the Charter remains in alignment with the previously adopted charter, with the main changes reflecting a refinement of the duties and responsibilities of the Committee. It should also be noted that the Governance Local Law document referenced at Item 6 in the Charter is currently being reviewed by Council; the new document will be presented to the Audit Committee at the next meeting in May.

It was requested that a review of the Audit Advisory Committee Charter against the Audit Committee Work Plan be undertaken to ensure they both align.

Debbie Prout attended the meeting at 4.15pm to present the Electronic Content Management Audit.

Cr J Kennedy left the meeting at 4.22pm owing to a prior engagement.

6.2 ELECTRONIC CONTENT MANAGEMENT AUDIT

REF: 14/1792

Debbie Prout presented the Electronic Content Management (ECM) Audit results.

Noted.

Debbie Prout left the meeting at 4.50pm.

6.3 SCOPE OF RISK MANAGEMENT AUDIT

Details relating to this item will be circulated by email to the Committee once Council and HLB Mann Judd have refined the Scope.

Noted.

6.4 OTHER MATTERS

Audit Assessment Risk Ratings

The Chair queried the use of “High”, “ Moderate” and “Low” in HLB Mann Judd Audit Assessments and requested a review (presented by Mark Holloway) by the Committee at the May meeting.

Meeting Documentation

It was requested that Attachments be sent as separate documents going forward. Wherever possible these are also to be sent earlier (than the agenda) to allow Committee members the opportunity to review these separately.

7. NEXT MEETING

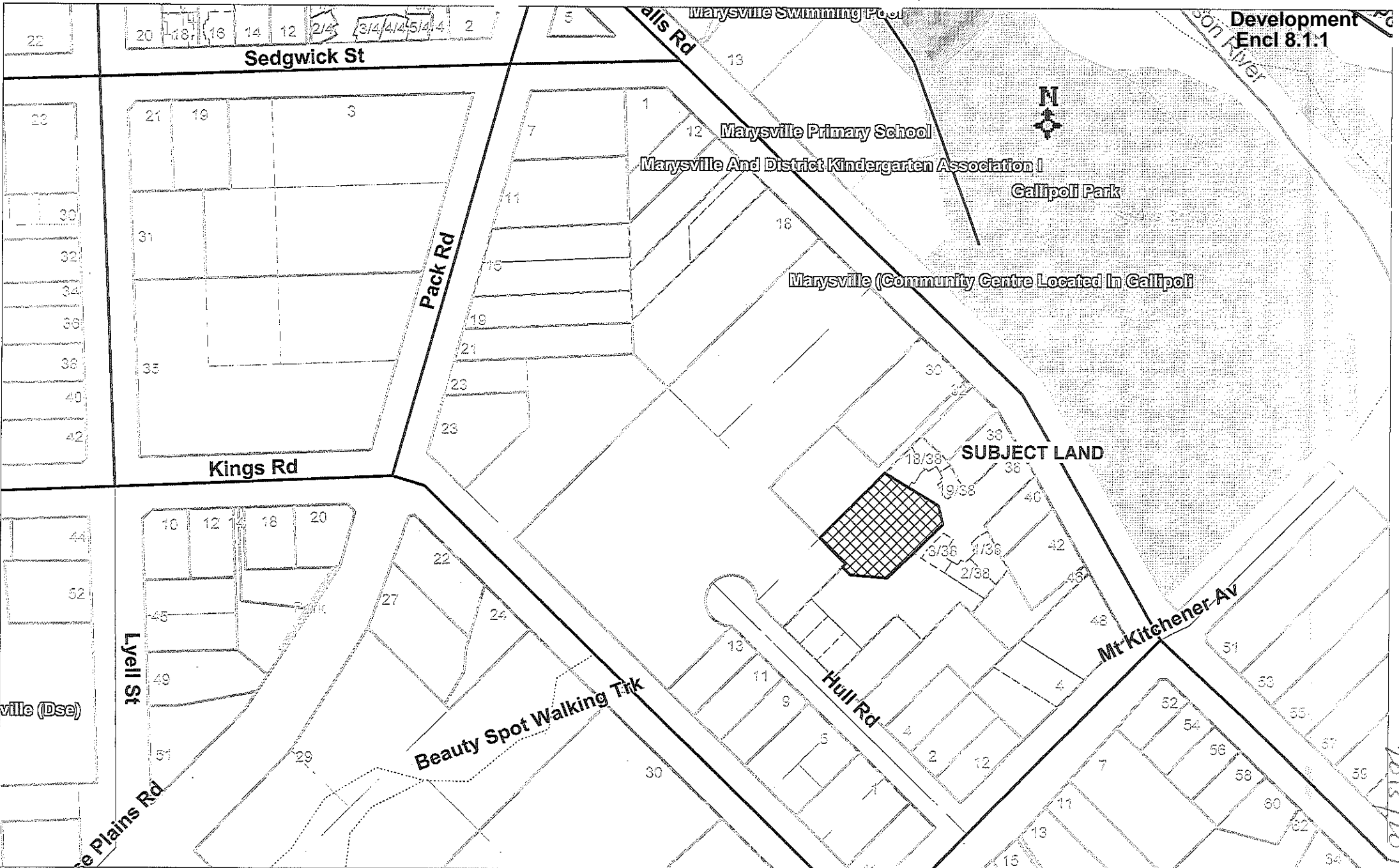
Thursday 22 May 2014 commencing at 1.00pm in the Alexandra Council Chambers.

There being no further items of Business, the Chairperson declared the meeting closed at 5.01 pm.

CONFIRMED THIS

CHAIRPERSON

SUBJECT TO CONFIRMATION



Sedgwick St

Kings Rd

Lyell St

Mt Kitchener Av

Hull Rd

Beauty Spot Walking Trk

Marysville Primary School

Marysville And District Kindergarten Association

Marysville (Community Centre Located In Callipoli)

Callipoli Park

SUBJECT LAND



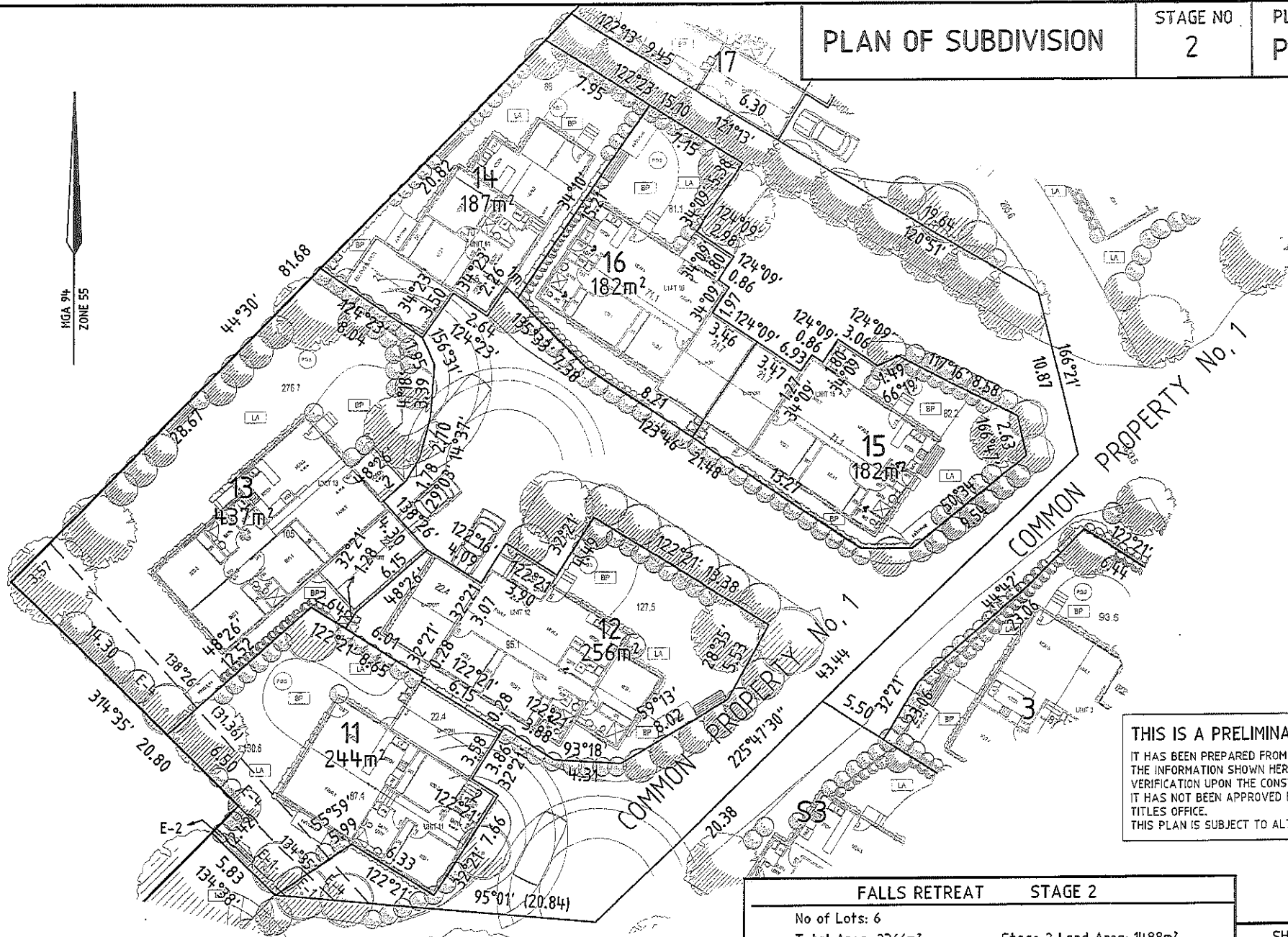
2013/2007

PLAN OF SUBDIVISION

STAGE NO
2

PLAN NUMBER
PS 616323R
Development
Encl 8.1.1

MGA 94
ZONE 55



THIS IS A PRELIMINARY PLAN.
IT HAS BEEN PREPARED FROM ARCHITECTURAL DRAWINGS.
THE INFORMATION SHOWN HEREON IS SUBJECT TO
VERIFICATION UPON THE CONSTRUCTION OF THE BUILDINGS.
IT HAS NOT BEEN APPROVED BY COUNCIL OR THE LAND
TITLES OFFICE.
THIS PLAN IS SUBJECT TO ALTERATION.

FALLS RETREAT STAGE 2

No of Lots: 6
Total Area: 2366m² Stage 2 Land Area: 1488m²

LICENSED SURVEYOR: CHRISTOPHER IAN RUNTING

SIGNATURE DATE / /

REF: 3409PS2 VERSION: 1 (26-08-2013)

SHEET 2

DATE / /

.....
COUNCIL DELEGATE SIGNATURE

ORIGINAL SHEET SIZE A3

CHRIS RUNTING &
ASSOCIATES PTY LTD

LAND SURVEYORS
TOWN PLANNERS
DEVELOPMENT CONSULTANTS

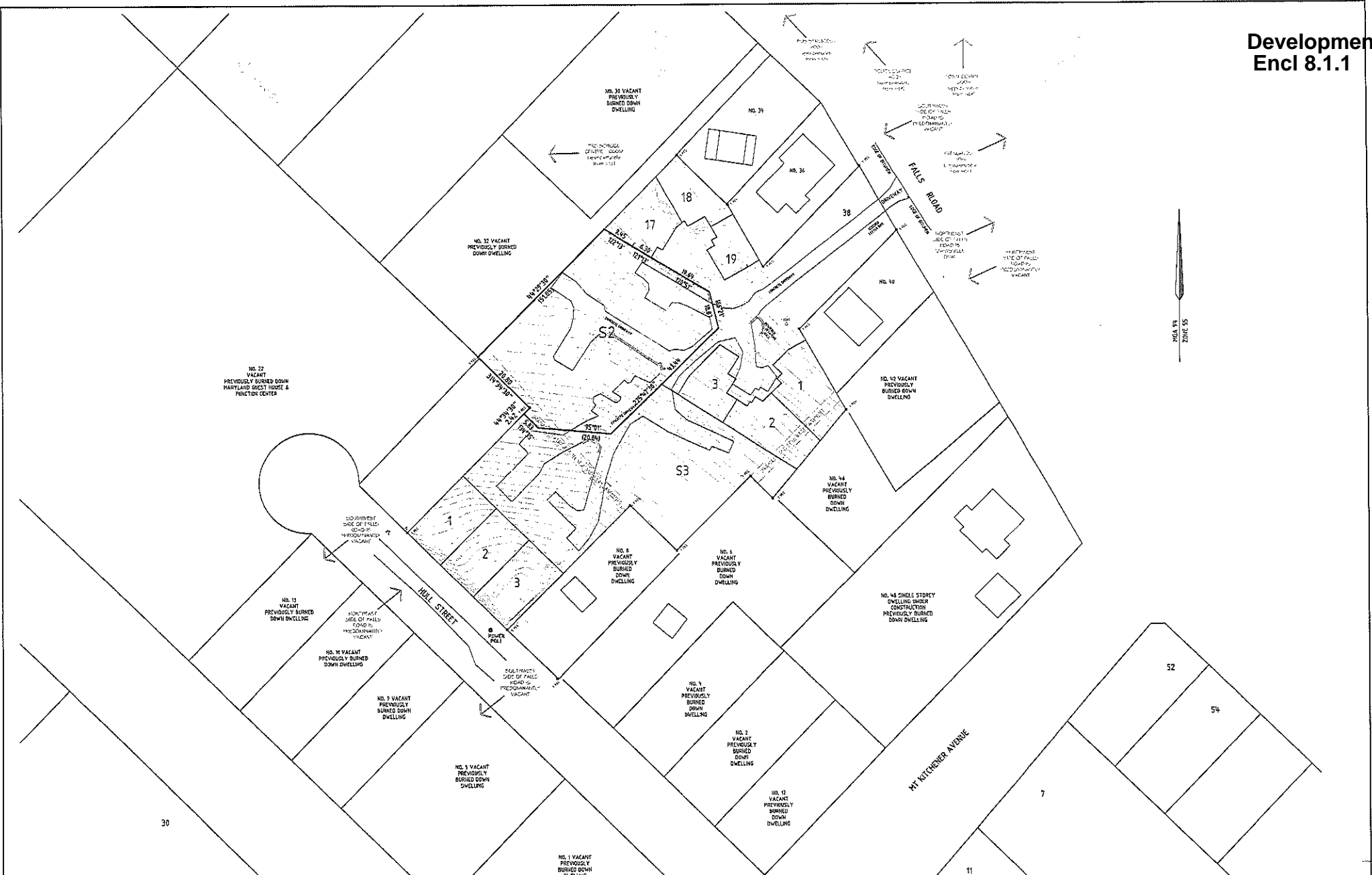
20 Hamilton Street
Mont Albert Vic 3127
Tel: 9890 0933
Fax: 9898 2543

SCALE 1:250



LENGTHS ARE IN METRES

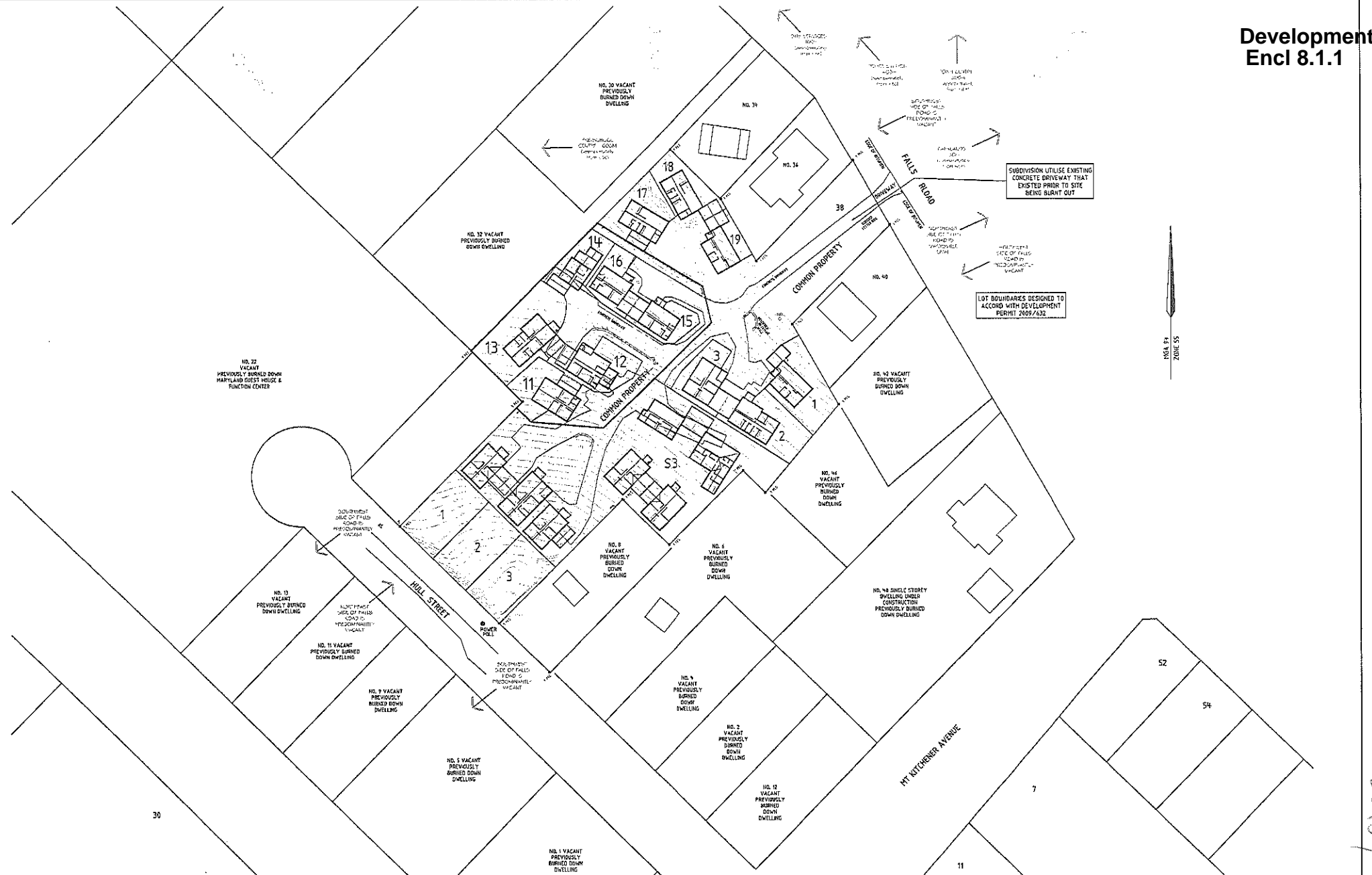
2013/1207



CHRIS RUNTING & ASSOCIATES PTY LTD LAND SURVEYORS TOWN PLANNERS DEVELOPMENT CONSULTANTS REF 3409NC2 ORIGINAL SHEET SIZE A1	LEVEL DATUM AND CONTOUR INTERVAL 0.2m LENGTHS ARE IN METRES DRAWN BY: RB DATE OF SURVEY: 15-09-2009 VERSION: 1 (09-10-2013)	38 FALLS ROAD MAPYSVILLE TITLE: VOL 10729 FOL 895 PS 922297L COUNTY: ANGLESEY PARISH: STEAVENSON (CROWN ALLLOTMENT: 18(PT), 19(PT), 20(PT) 21(PT) & 22(PT))	PLAN OF SITE & CONTEXT DESCRIPTION SHEET 1 OF 1 SHEET ORIGINAL SCALE 1:500
	30 Hamilton Street Mount Albert, VIC 3127 Tel: 9820 0333 Fax: 9808 2543		

2013/2007

Development Encl 8.1.1



2013 2017

CHRIS RUNTING & ASSOCIATES PTY LTD
 LAND SURVEYORS
 TOWN PLANNERS
 DEVELOPMENT CONSULTANTS
 REF 3409DR_PS2 ORIGINAL SHEET SIZE A1

LEVEL DATUM AND
 CONTOUR INTERVAL 0.2m
 LENGTHS ARE IN METRES
 DRAWN BY: RB
 DATE OF SURVEY: 15-09-2009
 VERSION: 1 (09-10-2013)

38 FALLS ROAD
 HARYSVILLE
 TITLE VOL. 10729 FOL. 695
 PS 422247L
 COUNTY: ANGLESEY
 PARISH: ST LAURENCE
 CROWN ALLOTMENT: 28(PT), 29(PT), 20(PT)
 28(PT) & 22(PT)

**DESIGN RESPONSE
 STAGE 2 PS616323R**
 SHEET 1 OF 1 SHEET ORIGINAL SCALE 1:500

2013/207

PLAN OF SUBDIVISION	STAGE NO 2	LRS USE ONLY EDITION	PLAN NUMBER PS 616323R
----------------------------	----------------------	--------------------------------	----------------------------------

Development Encl 8.1.1

LOCATION OF LAND	COUNCIL CERTIFICATION
------------------	-----------------------

PARISH: STEAVENSON
 TOWNSHIP: MARYSVILLE
 SECTION: H
 CROWN ALLOTMENT: 18 (PT), 19 (PT), 20 (PT), 21 (PT) & 22 (PT)
 CROWN PORTION: -
 LAST PLAN REF: PS 616323R, LOT S2
 TITLE REFERENCE: VOL FOL
 POSTAL ADDRESS: 38 FALLS ROAD
 MARYSVILLE 3779
 MGA CO-ORDINATES: E 389 485
 OF APPROX. CENTRE N 5 847 360
 OF LAND IN PLAN ZONE 55

COUNCIL NAME: MURRINDINDI SHIRE COUNCIL REF:
 (1) THIS PLAN IS CERTIFIED UNDER SECTION 6 OF THE SUBDIVISION ACT 1988.
 (2) THIS PLAN IS CERTIFIED UNDER SEC. 11(7) OF THE SUBDIVISION ACT 1988.
 DATE OF ORIGINAL CERTIFICATION UNDER SECTION 6 / /
 (3) THIS IS A STATEMENT OF COMPLIANCE ISSUED UNDER SECTION 21 OF THE
 SUBDIVISION ACT 1988
 PUBLIC OPEN SPACE:
 (i) A REQUIREMENT FOR PUBLIC OPEN SPACE UNDER SECTION 18 OF THE
 SUBDIVISION ACT 1988 HAS / HAS NOT BEEN MADE
 (ii) THE REQUIREMENT HAS / HAS NOT BEEN SATISFIED
 (iii) THE REQUIREMENT IS TO BE SATISFIED IN STAGE:
 (iv) THE REQUIREMENT HAS BEEN SATISFIED FOR:

VESTING OF ROADS OR RESERVES

IDENTIFIER	COUNCIL/BODY/PERSON
NIL	NIL

COUNCIL DELEGATE _____
 COUNCIL SEAL SIGNATURE PRINT NAME
 DATE / /
 THIS PLAN IS RE-CERTIFIED UNDER SECTION 11(7) OF THE SUBDIVISION ACT 1988
 COUNCIL DELEGATE _____
 COUNCIL SEAL SIGNATURE PRINT NAME
 DATE / /

NOTATIONS

DEPTH LIMITATION:
 15.24 METERS BELOW SURFACE
 THIS IS A SPEAR PLAN
 STAGING:
 THIS IS A STAGED SUBDIVISION
 PLANNING PERMIT NO:
 SURVEY:
 THIS PLAN IS BASED ON SURVEY
 THIS SURVEY HAS BEEN CONNECTED TO PERMANENT MARKS: PM 43 AND PM 36
 IN PROCLAIMED SURVEY AREA NUMBER: 37
 LOTS ON THIS PLAN MAY BE AFFECTED BY ONE OR
 MORE OWNERS CORPORATIONS.
 SEE OWNERS CORPORATION SEARCH REPORT(S) FOR DETAIL

THIS IS A PRELIMINARY PLAN.

IT HAS BEEN PREPARED FROM ARCHITECTURAL DRAWINGS.
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 VERIFICATION UPON THE CONSTRUCTION OF THE BUILDINGS.
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 TITLES OFFICE.
 THIS PLAN IS SUBJECT TO ALTERATION.

LOTS 4-10 HAVE BEEN OMITTED FROM THIS PLAN

EASEMENT INFORMATION

LEGEND: A - APPURTENANT EASEMENT E - ENCUMBERING EASEMENT R - ENCUMBERING EASEMENT (ROAD)

EASEMENTS PURSUANT TO SECTION 12(2) OF THE SUBDIVISION ACT 1988 APPLY TO THE LAND IN THIS PLAN

EASEMENT REFERENCE	PURPOSE	WIDTH (METRES)	ORIGIN	LAND BENEFITED/IN FAVOUR OF
E-1	DRAINAGE DRAINAGE & SEWERAGE PIPELINE & ANCILLARY PURPOSES	2.01 2.01 2.01	LP 61853 INST. P995233E PS 422247L	LOTS ON LP 61853 SHIRE OF ALEXANDRA GOULBOURN VALLEY REGION WATER AUTHORITY
E-2	DRAINAGE & SEWERAGE PIPELINE & ANCILLARY PURPOSES	0.39 0.39	INST. P995233E PS 422247L	SHIRE OF ALEXANDRA GOULBOURN VALLEY REGION WATER AUTHORITY
E-4	PIPELINE & ANCILLARY PURPOSES	SEE PLAN	PS 422247L	GOULBOURN VALLEY REGION WATER AUTHORITY

LRS USE ONLY

STATEMENT OF COMPLIANCE EXEMPTION STATEMENT

RECEIVED

DATE / /

LRS USE ONLY

PLAN REGISTERED

TIME

DATE / /

ASSISTANT REGISTRAR OF TITLES

SHEET 1 OF 4 SHEETS

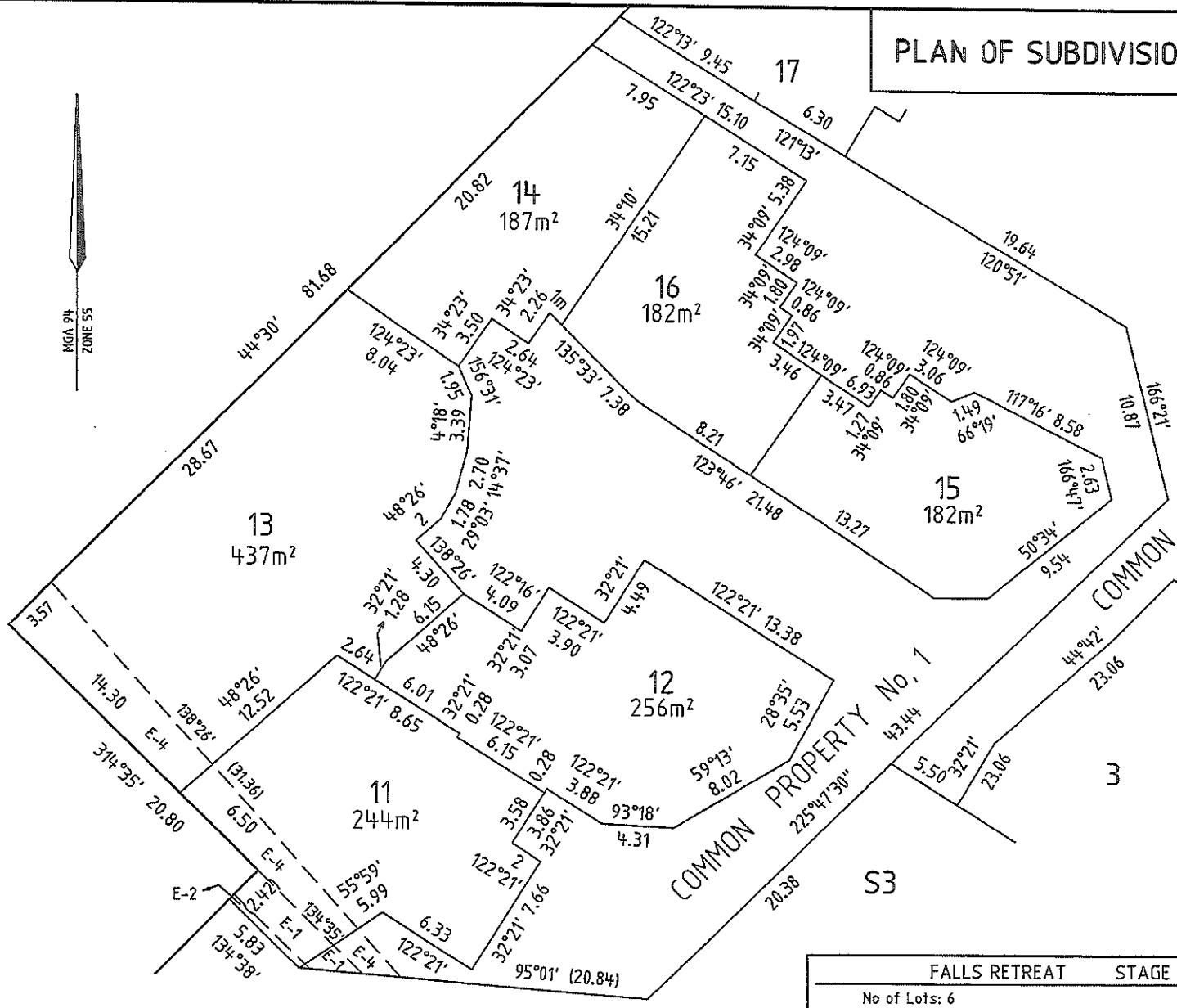
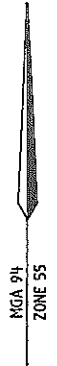
CHRIS RUNTING & ASSOCIATES PTY LTD
 LAND SURVEYORS
 TOWN PLANNERS
 DEVELOPMENT CONSULTANTS
 20 Hamilton Street
 Mont Albert Vic 3127
 Tel: 9890 0933
 Fax: 9898 2543

LICENSED SURVEYOR: CHRISTOPHER IAN RUNTING
 SIGNATURE: DIGITALLY SIGNED
 REF: 3409PS2 VERSION: 1 (26-08-2013)

DATE / /

COUNCIL DELEGATE SIGNATURE

ORIGINAL SHEET SIZE A3

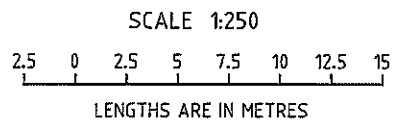


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FALLS RETREAT STAGE 2	
No of Lots: 6	Stage 2 Land Area: 1488m ²
Total Area: 2366m ²	
LICENSED SURVEYOR: CHRISTOPHER IAN RUNITING	
SIGNATURE	DATE / /
REF: 3409PS2	VERSION: 1 (26-08-2013)

CHRIS RUNITING & ASSOCIATES PTY LTD
 LAND SURVEYORS
 TOWN PLANNERS
 DEVELOPMENT CONSULTANTS

20 Hamilton Street
 Mont Albert Vic 3127
 Tel: 9890 0933
 Fax: 9898 2543



SHEET 2

DATE / /

.....
 COUNCIL DELEGATE SIGNATURE

ORIGINAL SHEET SIZE A3

2013/287

2013/207

OWNERS CORPORATION SCHEDULE	STAGE NO 2	PLAN NUMBER Development Encl 8.1.1 PS 616323R
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OWNERS CORPORATION	1	PLAN NUMBER PS 616323R
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LAND AFFECTED BY OWNERS CORPORATION:	LOTS 1,2,3,11 TO 19,S3 AND COMMON PROPERTY No.1
--------------------------------------	---

LIMITATIONS OF OWNERS CORPORATION:	UNLIMITED
------------------------------------	-----------

NOTATIONS

LOT ENTITLEMENT AND LOT LIABILITY

LOT	ENTITLEMENT	LIABILITY	LOT	ENTITLEMENT	LIABILITY	LOT	ENTITLEMENT	LIABILITY
STAGE 1								
1	100	100						
2	100	100						
3	100	100						
17	100	100						
18	100	100						
19	100	100						
S3	1	1						
STAGE 2								
11	100	100						
12	100	100						
13	100	100						
14	100	100						
15	100	100						
16	100	100						
TOTAL	1201	1201						

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LAND SURVEYORS
TOWN PLANNERS
DEVELOPMENT CONSULTANTS

20 Hamilton Street
Mont Albert Vic 3127
Tel: 9890 0933
Fax: 9898 2543

LICENSED SURVEYOR: CHRISTOPHER IAN RUNTING

SIGNATURE DATE / /

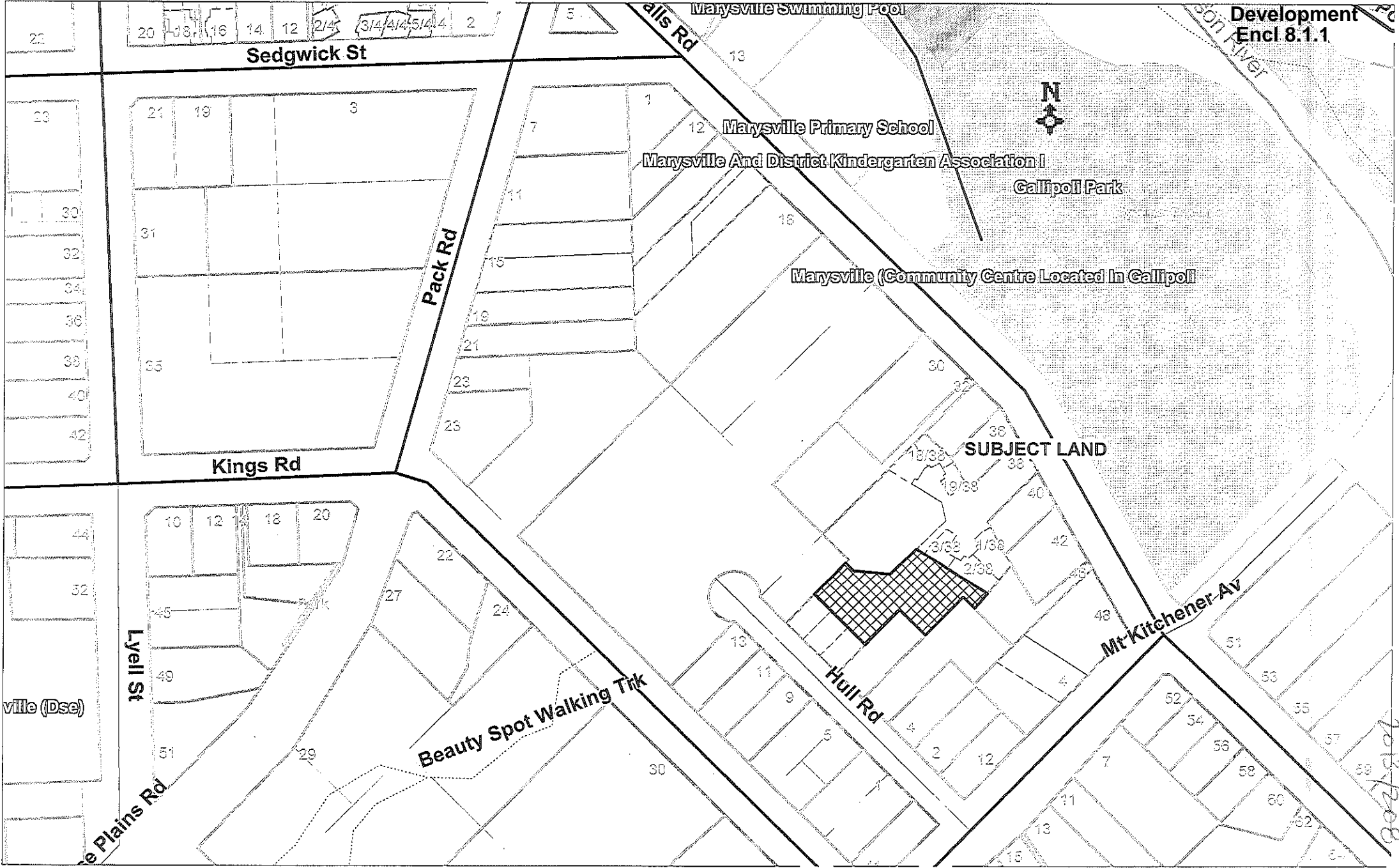
REF: 3409PS2 VERSION: 1 (26-08-2013)

SHEET 4

DATE / /

.....
COUNCIL DELEGATE SIGNATURE

ORIGINAL SHEET SIZE A3



Sedgwick St

Kings Rd

Pack Rd

Lyell St

Beauty Spot Walking Trk

Hull Rd

Mt Kitchener Av

SUBJECT LAND

Marysville Primary School

Marysville And District Kindergarten Association I

Callipool Park

Marysville (Community Centre Located In Callipool)



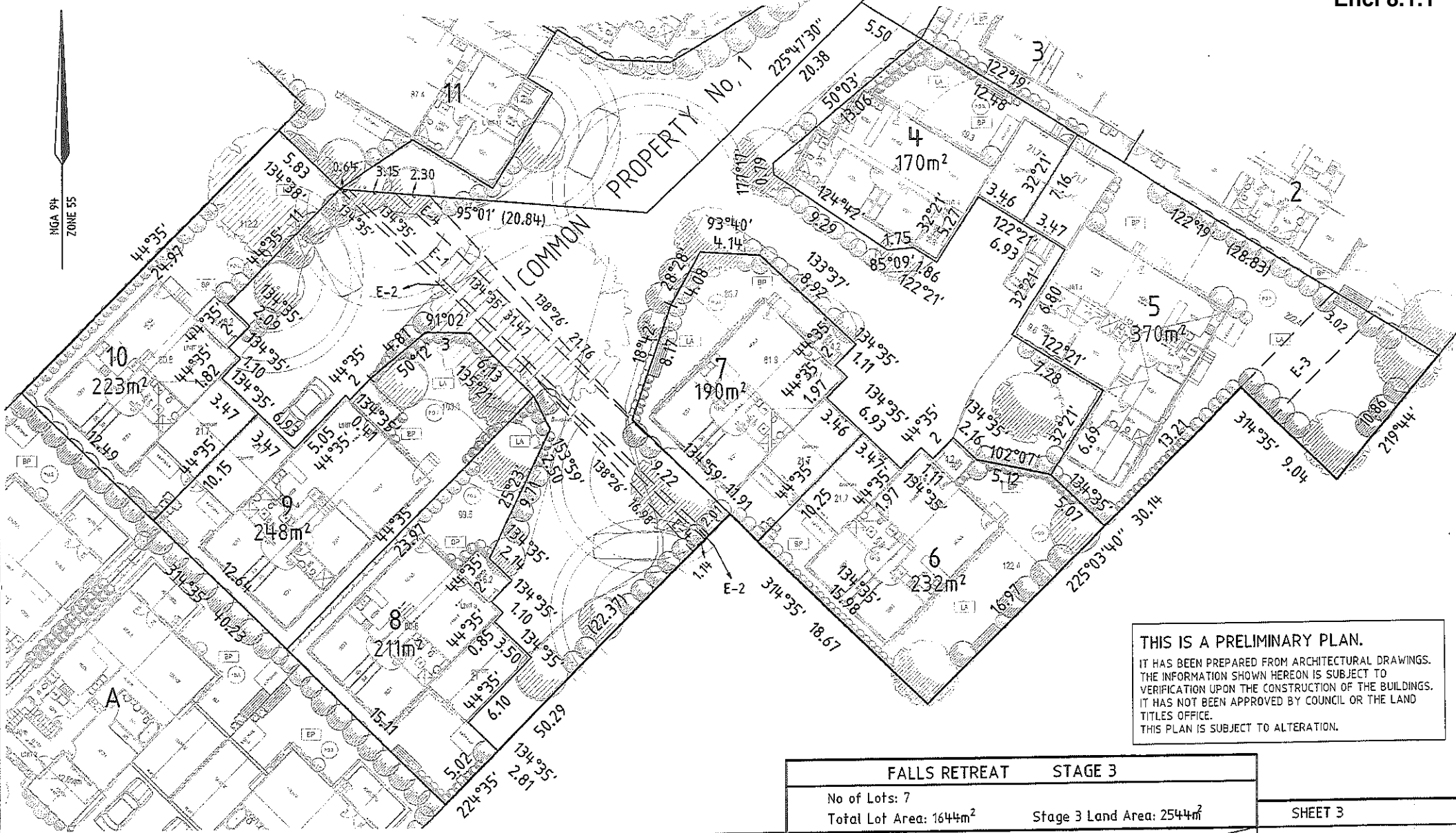
2013/2008

PLAN OF SUBDIVISION

STAGE NO
3

PLAN NUMBER
PS 616323R

Development
Encl 8.1.1



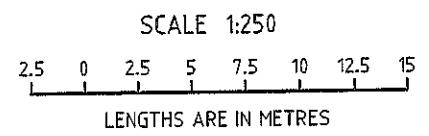
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FALLS RETREAT STAGE 3	
No of Lots: 7	Total Lot Area: 1644m ²
Stage 3 Land Area: 2544m ²	

SHEET 3
DATE / /
..... COUNCIL DELEGATE SIGNATURE
ORIGINAL SHEET SIZE A3

CHRIS RUNTING & ASSOCIATES PTY LTD
LAND SURVEYORS
TOWN PLANNERS
DEVELOPMENT CONSULTANTS

20 Hamilton Street
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Tel: 9890 0933
Fax: 9898 2543

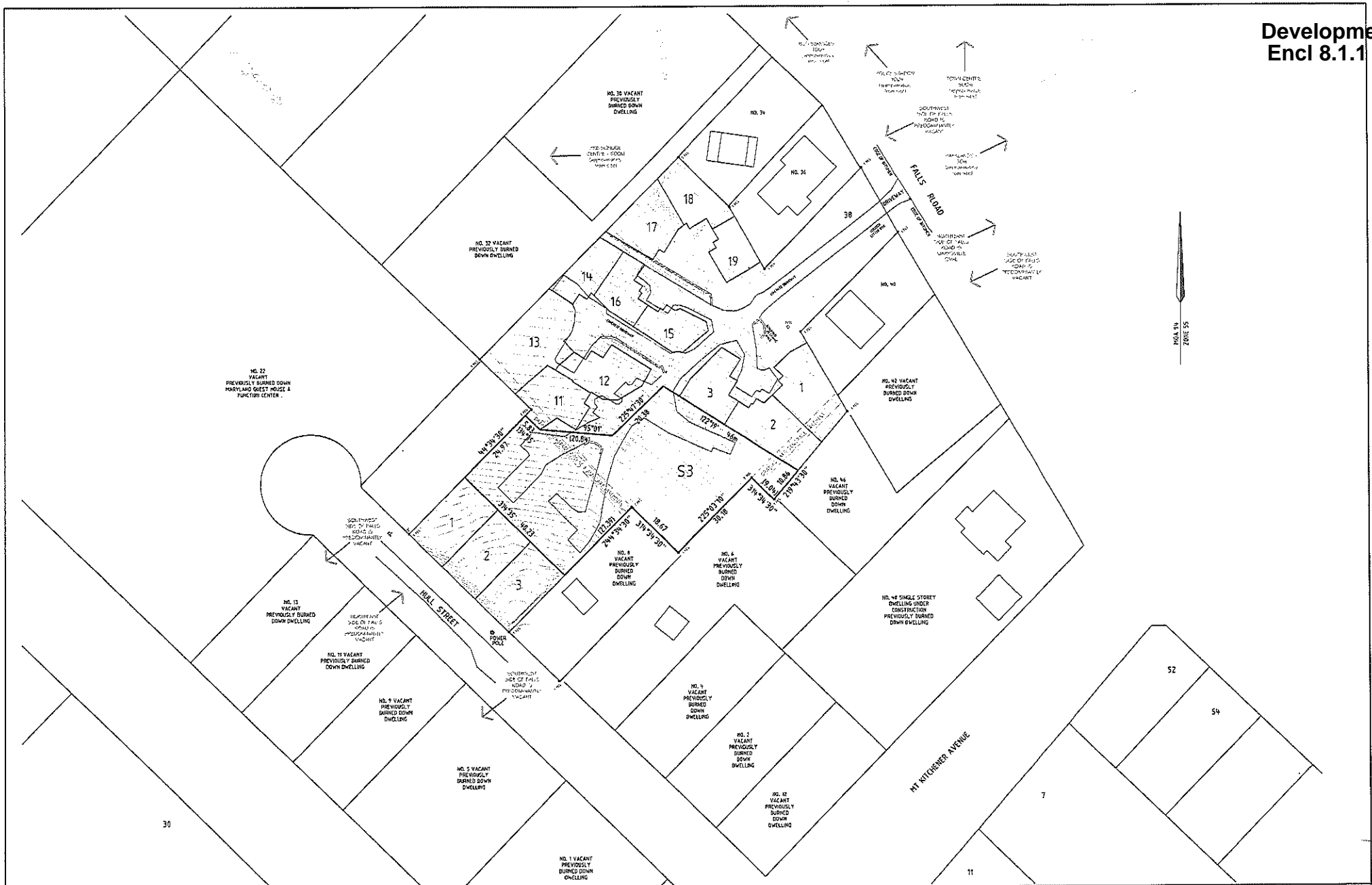


LICENSED SURVEYOR: CHRISTOPHER IAN RUNTING

SIGNATURE DATE / /

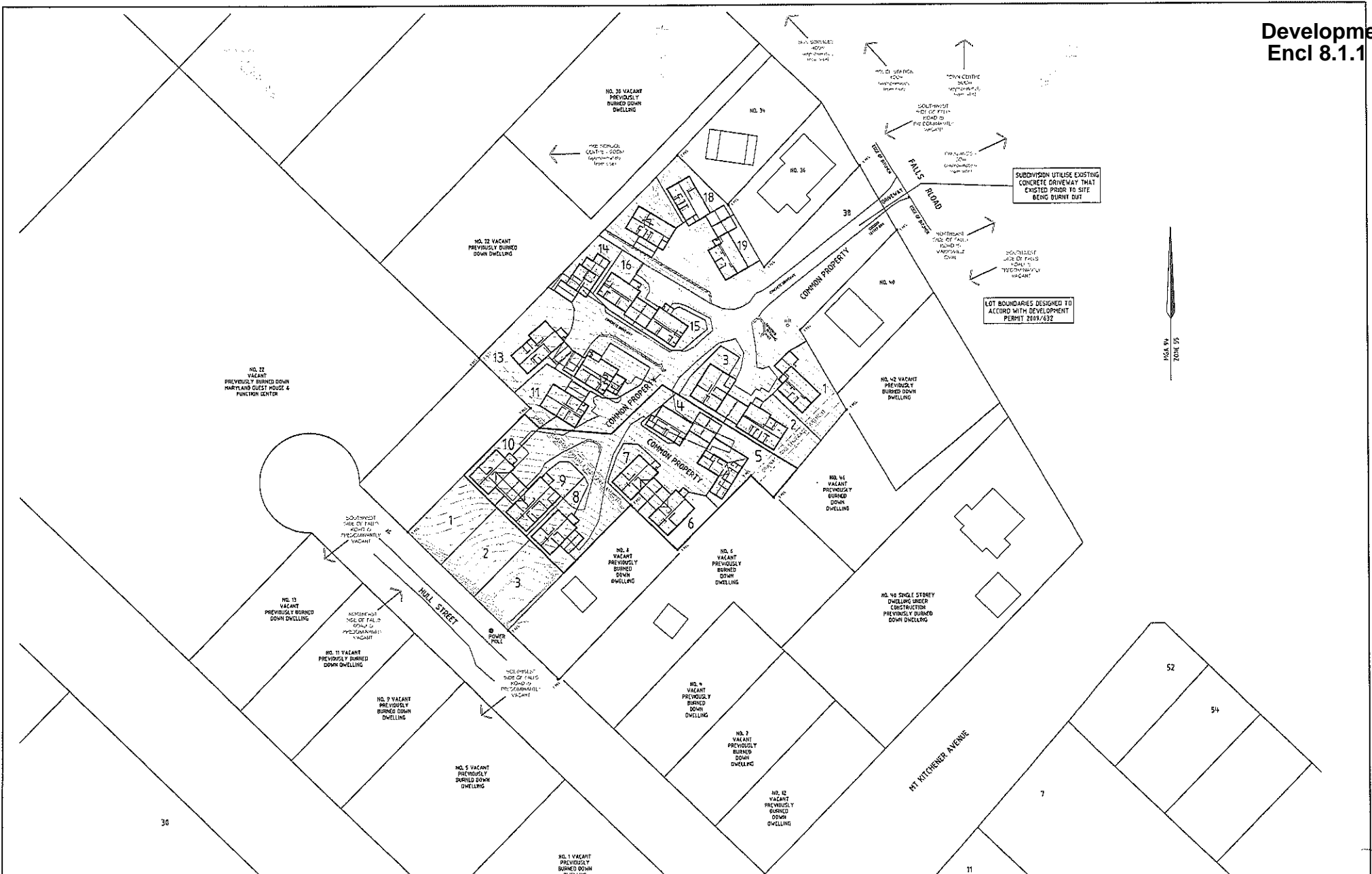
REF: 3409PS3 VERSION: 1 (2-09-2013)

2013/12/08



<p>CHRIS RUNTING & ASSOCIATES PTY LTD</p> <p>LAND SURVEYORS TOWN PLANNERS DEVELOPMENT CONSULTANTS</p> <p>REF 3449NC3 ORIGINAL SHEET SIZE A1</p>	<p>LEVEL DATUM AHD CONTOUR INTERVAL: 0.2m LENGTHS ARE IN METRES</p> <p>DRAWN BY RB DATE OF SURVEY: 15-09-2009 VERSION: 1 (09-10-2013)</p>	<p>38 FALLS ROAD MARYSVILLE TITLE: VOL 19729 FOL 895 P5 42227L</p> <p>COUNTY: ANGLESEY PARISH: STEVENSON CROWN ALLOTMENT (19PT1), (19PT1), (20PT1), (21PT1) & (22PT1)</p>	<p>PLAN OF SITE & CONTEXT DESCRIPTION</p> <p>SHEET 1 OF 1 SHEET ORIGINAL SCALE 1500</p>
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2013/2008



SUBDIVISION UTILISE EXISTING CONCRETE DRIVEWAY THAT EXISTED PRIOR TO SITE BEING BURNT OUT

LOT BOUNDARIES DESIGNED TO ACCORD WITH DEVELOPMENT PERMIT 2009/432

NSA BY ZONE 35

<p>CHRIS RUNTING & ASSOCIATES PTY LTD LAND SURVEYORS TOWN PLANNERS DEVELOPMENT CONSULTANTS</p> <p>30 Hamilton Street Mount Albert VIC 3127 Tel: 9660 0223 Fax: 9660 2543</p> <p>REF 3409DR_PS3 ORIGINAL SHEET SIZE A1</p>	<p>LEVEL DATUM: AHD CONTOUR INTERVAL: 0.2m LENGTHS ARE IN METRES</p> <p>DRAWN BY: RB DATE OF SURVEY: 15-09-2009 VERSION: 1 (04-10-2011)</p>	<p>38 FALLS ROAD MARYSVILLE TITLE VOL 10729 FOL 895 PS 422247L COUNTY: ANGLESEY PARISH: STEVENSON CROWN ALLOTMENT 18(PT), 19(PT), 20(PT), 21(PT) & 22(PT)</p>	<p>DESIGN RESPONSE STAGE 3 PS616323R</p> <p>SHEET 1 OF 1 SHEET ORIGINAL SCALE 1:500</p>
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2013/2008

2013/2008

PLAN OF SUBDIVISION	STAGE NO 3	LRS USE ONLY EDITION	PLAN NUMBER PS 616323R Development Encl 8.1.1
----------------------------	----------------------	--------------------------------	--

<p>LOCATION OF LAND</p> <p>PARISH: STEAVENSON TOWNSHIP: MARYSVILLE SECTION: H CROWN ALLOTMENT: 18 (PT), 19 (PT), 20 (PT), 21 (PT) & 22 (PT) CROWN PORTION: - LAST PLAN REF: PS 616323R S3 TITLE REFERENCE: VOL FOL POSTAL ADDRESS: 38 FALLS ROAD MARYSVILLE 3779</p> <p>MGA CO-ORDINATES: E 389 485 OF APPROX. CENTRE N 5 847 360 OF LAND IN PLAN ZONE 55</p>	<p>COUNCIL CERTIFICATION</p> <p>COUNCIL NAME: MURRINDINDI SHIRE COUNCIL REF:</p> <p>(1) THIS PLAN IS CERTIFIED UNDER SECTION 6 OF THE SUBDIVISION ACT 1988. (2) THIS PLAN IS CERTIFIED UNDER SEC. 11(7) OF THE SUBDIVISION ACT 1988. DATE OF ORIGINAL CERTIFICATION UNDER SECTION 6 / / (3) THIS IS A STATEMENT OF COMPLIANCE ISSUED UNDER SECTION 21 OF THE SUBDIVISION ACT 1988</p> <p>PUBLIC OPEN SPACE:</p> <p>(i) A REQUIREMENT FOR PUBLIC OPEN SPACE UNDER SECTION 18 OF THE SUBDIVISION ACT 1988 HAS / HAS NOT BEEN MADE (ii) THE REQUIREMENT HAS / HAS NOT BEEN SATISFIED (iii) THE REQUIREMENT IS TO BE SATISFIED IN STAGE: (iv) THE REQUIREMENT HAS BEEN SATISFIED FOR:</p> <p>COUNCIL DELEGATE _____ SIGNATURE _____ PRINT NAME _____ COUNCIL SEAL _____ DATE / /</p> <p>THIS PLAN IS RE-CERTIFIED UNDER SECTION 11(7) OF THE SUBDIVISION ACT 1988</p> <p>COUNCIL DELEGATE _____ SIGNATURE _____ PRINT NAME _____ COUNCIL SEAL _____ DATE / /</p>
VESTING OF ROADS OR RESERVES	
IDENTIFIER	COUNCIL/BODY/PERSON
NIL	NIL

NOTATIONS	
<p>DEPTH LIMITATION: 15.24 METERS BELOW SURFACE</p> <p>THIS IS A SPEAR PLAN</p> <p>STAGING: THIS IS A STAGED SUBDIVISION PLANNING PERMIT NO:</p> <p>SURVEY: THIS PLAN IS BASED ON SURVEY THIS SURVEY HAS BEEN CONNECTED TO PERMANENT MARKS: PM 43 AND PM 36 IN PROCLAIMED SURVEY AREA NUMBER: 37</p> <p>LOTS ON THIS PLAN MAY BE AFFECTED BY ONE OR MORE OWNERS CORPORATIONS. SEE OWNERS CORPORATION SEARCH REPORT(S) FOR DETAIL</p>	<p>THIS IS A PRELIMINARY PLAN. IT HAS BEEN PREPARED FROM ARCHITECTURAL DRAWINGS. THE INFORMATION SHOWN HEREON IS SUBJECT TO VERIFICATION UPON THE CONSTRUCTION OF THE BUILDINGS. IT HAS NOT BEEN APPROVED BY COUNCIL OR THE LAND TITLES OFFICE. THIS PLAN IS SUBJECT TO ALTERATION.</p>
LOTS 1-3, 11-19 HAVE BEEN OMITTED FROM THIS PLAN	

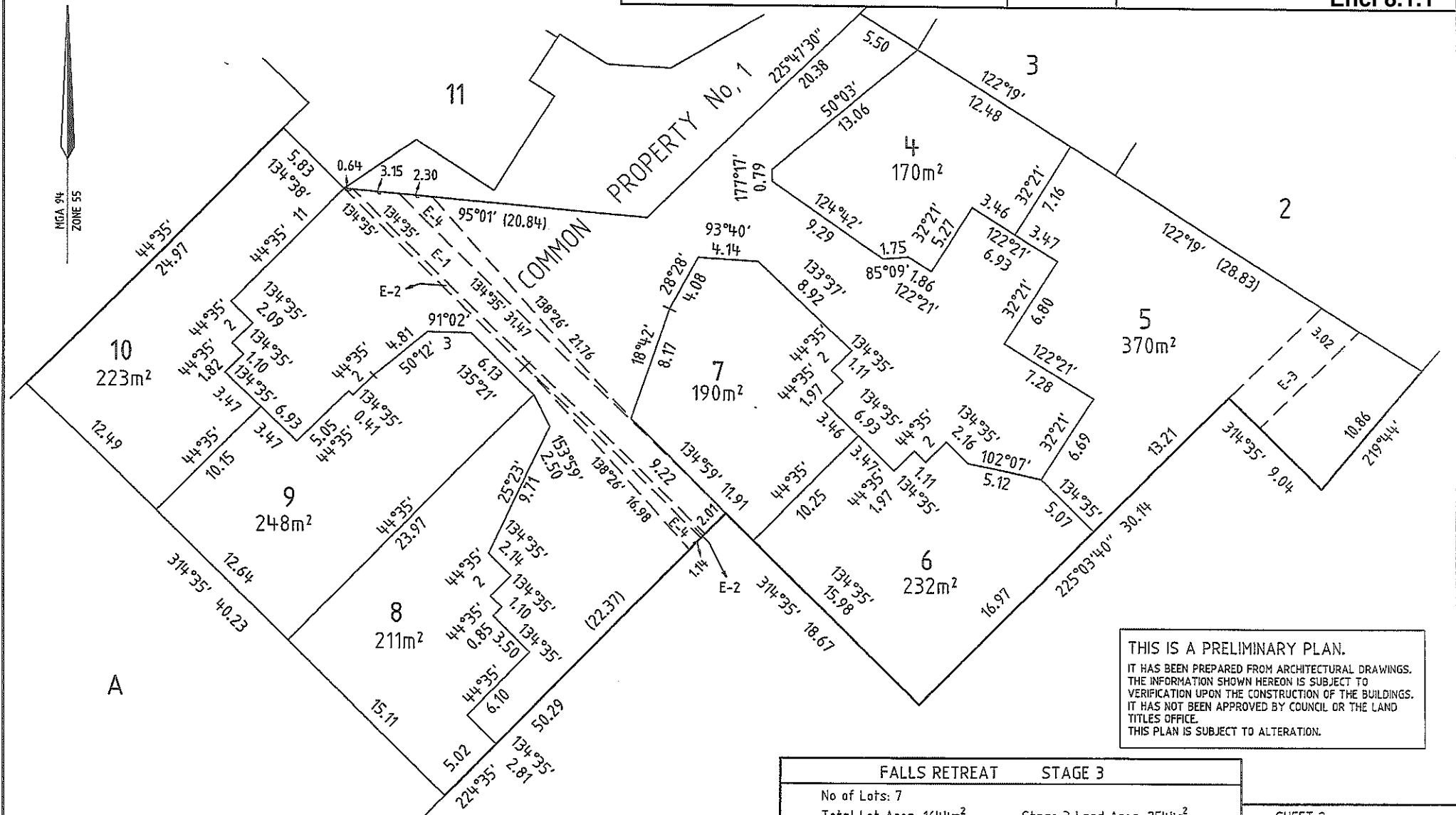
EASEMENT INFORMATION					LRS USE ONLY
LEGEND: A - APPURTENANT EASEMENT E - ENCUMBERING EASEMENT R - ENCUMBERING EASEMENT (ROAD)					STATEMENT OF COMPLIANCE EXEMPTION STATEMENT
EASEMENTS PURSUANT TO SECTION 12(2) OF THE SUBDIVISION ACT 1988 APPLY TO THE LAND IN THIS PLAN					
EASEMENT REFERENCE	PURPOSE	WIDTH (METRES)	ORIGIN	LAND BENEFITED/IN FAVOUR OF	RECEIVED <input type="checkbox"/> DATE / /
E-1	DRAINAGE DRAINAGE & SEWERAGE PIPELINE & ANCILLARY PURPOSES	2.01 2.01 2.01	LP 61853 INST. P995233E PS 422247L	LOTS ON LP 61853 SHIRE OF ALEXANDRA GOULBOURN VALLEY REGION WATER AUTHORITY	LRS USE ONLY PLAN REGISTERED TIME DATE / / ASSISTANT REGISTRAR OF TITLES SHEET 1 OF 3 SHEETS
E-2	DRAINAGE & SEWERAGE PIPELINE & ANCILLARY PURPOSES	0.39 0.39	INST. P995233E PS 422247L	SHIRE OF ALEXANDRA GOULBOURN VALLEY REGION WATER AUTHORITY	
E-3	DRAINAGE & SEWERAGE DRAINAGE & SEWERAGE	3.02 3.02	LP 123227 PS 319276E	LOTS ON LP 123227 SHIRE OF ALEXANDRA	
E-4	PIPELINE & ANCILLARY PURPOSES	SEE PLAN	PS 422247L	GOULBOURN VALLEY REGION WATER AUTHORITY	
<p>CHRIS RUNTING & ASSOCIATES PTY LTD</p> <p>LAND SURVEYORS TOWN PLANNERS DEVELOPMENT CONSULTANTS</p> <p style="text-align: right;">20 Hamilton Street Mont Albert Vic 3127 Tel: 9890 0933 Fax: 9898 2543</p>				<p>LICENSED SURVEYOR: CHRISTOPHER IAN RUNTING</p> <p>SIGNATURE: DIGITALLY SIGNED</p> <p>REF: 3409PS3 VERSION: 1 (2-09-2013)</p>	
				<p>DATE / /</p> <p>..... COUNCIL DELEGATE SIGNATURE ORIGINAL SHEET SIZE A3</p>	

PLAN OF SUBDIVISION

STAGE NO
3

PLAN NUMBER
PS 616323R

Development
Encl 8.1.1

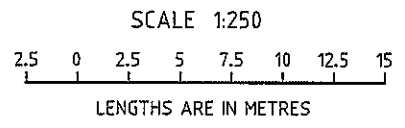


THIS IS A PRELIMINARY PLAN.
IT HAS BEEN PREPARED FROM ARCHITECTURAL DRAWINGS.
THE INFORMATION SHOWN HEREON IS SUBJECT TO
VERIFICATION UPON THE CONSTRUCTION OF THE BUILDINGS.
IT HAS NOT BEEN APPROVED BY COUNCIL OR THE LAND
TITLES OFFICE.
THIS PLAN IS SUBJECT TO ALTERATION.

FALLS RETREAT STAGE 3	
No of Lots: 7	Stage 3 Land Area: 2544m ²
Total Lot Area: 1644m ²	
LICENSED SURVEYOR: CHRISTOPHER IAN RUNTING	
SIGNATURE	DATE / /
REF: 3409PS3	VERSION: 1 (2-09-2013)

CHRIS RUNTING & ASSOCIATES PTY LTD
LAND SURVEYORS
TOWN PLANNERS
DEVELOPMENT CONSULTANTS

20 Hamilton Street
Mont Albert Vic 3127
Tel: 9890 0933
Fax: 9898 2543



SHEET 2

DATE / /

.....
COUNCIL DELEGATE SIGNATURE

ORIGINAL SHEET SIZE A3

2013/2008

2013/208

OWNERS CORPORATION SCHEDULE	STAGE NO 3	PLAN NUMBER PS 616323R
------------------------------------	----------------------	----------------------------------

Development Encl 8.1.1

OWNERS CORPORATION	1	PLAN NUMBER PS 616323R
--------------------	---	------------------------

LAND AFFECTED BY OWNERS CORPORATION:	LOTS 1 TO 19 AND COMMON PROPERTY No.1
--------------------------------------	---------------------------------------

LIMITATIONS OF OWNERS CORPORATION:	UNLIMITED
------------------------------------	-----------

NOTATIONS

LOT ENTITLEMENT AND LOT LIABILITY

LOT	ENTITLEMENT	LIABILITY	LOT	ENTITLEMENT	LIABILITY	LOT	ENTITLEMENT	LIABILITY
STAGE 1								
1	100	100						
2	100	100						
3	100	100						
17	100	100						
18	100	100						
19	100	100						
STAGE 2								
11	100	100						
12	100	100						
13	100	100						
14	100	100						
15	100	100						
16	100	100						
STAGE 3								
4	100	100						
5	100	100						
6	100	100						
7	100	100						
8	100	100						
9	100	100						
10	100	100						
TOTAL	1900	1900						

THIS IS A PRELIMINARY PLAN.
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CHRIS RUNTING & ASSOCIATES PTY LTD
 LAND SURVEYORS
 TOWN PLANNERS
 DEVELOPMENT CONSULTANTS

20 Hamilton Street
 Mont Albert Vic 3127
 Tel: 9890 0933
 Fax: 9898 2543

LICENSED SURVEYOR: CHRISTOPHER IAN RUNTING

SIGNATURE DATE / /

REF: 3409PS3 VERSION: 1 (2-09-2013)

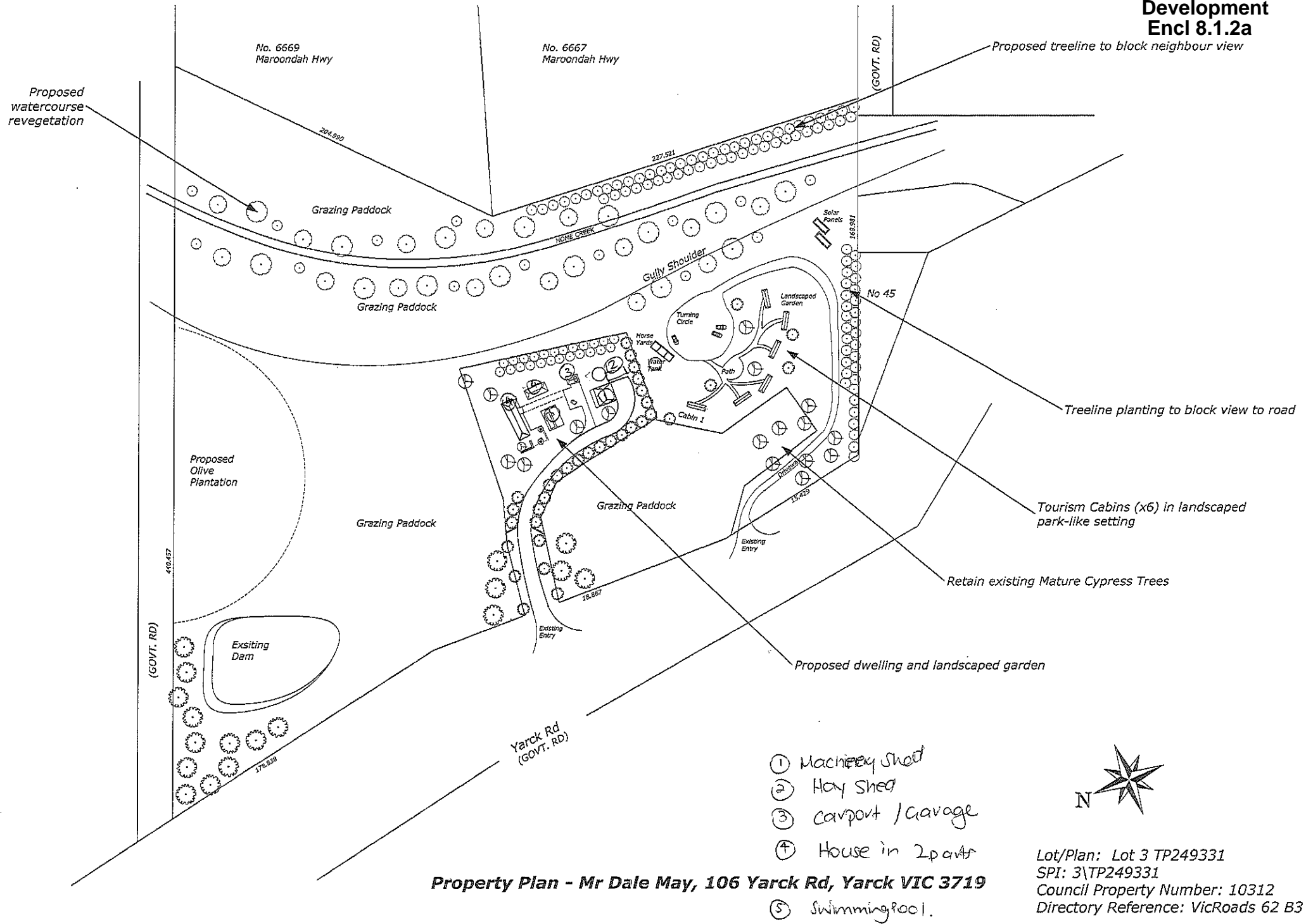
SHEET 3

DATE / /

.....
 COUNCIL DELEGATE SIGNATURE

ORIGINAL SHEET SIZE A3

**Development
Encl 8.1.2a**



- ① Machinery Shed
- ② Hay Shed
- ③ carport /cavage
- ④ House in 2 parts
- ⑤ Swimming pool.



Property Plan - Mr Dale May, 106 Yarck Rd, Yarck VIC 3719

Lot/Plan: Lot 3 TP249331
 SPI: 3\TP249331
 Council Property Number: 10312
 Directory Reference: VicRoads 62 B3

**Development
Encl 8.1.2a**

Far side of gully to planted
densely with native trees and
shrubs to block view of
neighbours

Centre of creek bed

Create Walking
track to the creek

Plant scattered native vegetation to create a
natural waterway way landscape

Shoulder of land fall to creek

New tree planting
to block view of the
neighbour view of
the cabins

New planting to
give privacy to
residence

Parking Circle
large enough
to cater for
horse floats

Drive way to be cut
into slope so it is not
viable from cabins

Access to main house

Water Tank

Hitching
Rails

Communal Area
(fire pit, BBQ,
seats)

Mown lawn area
with scattered
specimen trees

Walking paths only

Cabin 1
view 1

Cabin 2
view

Cabin 3
view 1

Cabin 4
view

Cabin 5
view 1

Cabin 6
view 1

animal
shelter

Alpaca
and horse
paddock

Entire cabin area to be landscaped
to beautify area and reduce their
visual impact from Yarck Rd

Yarck Rd

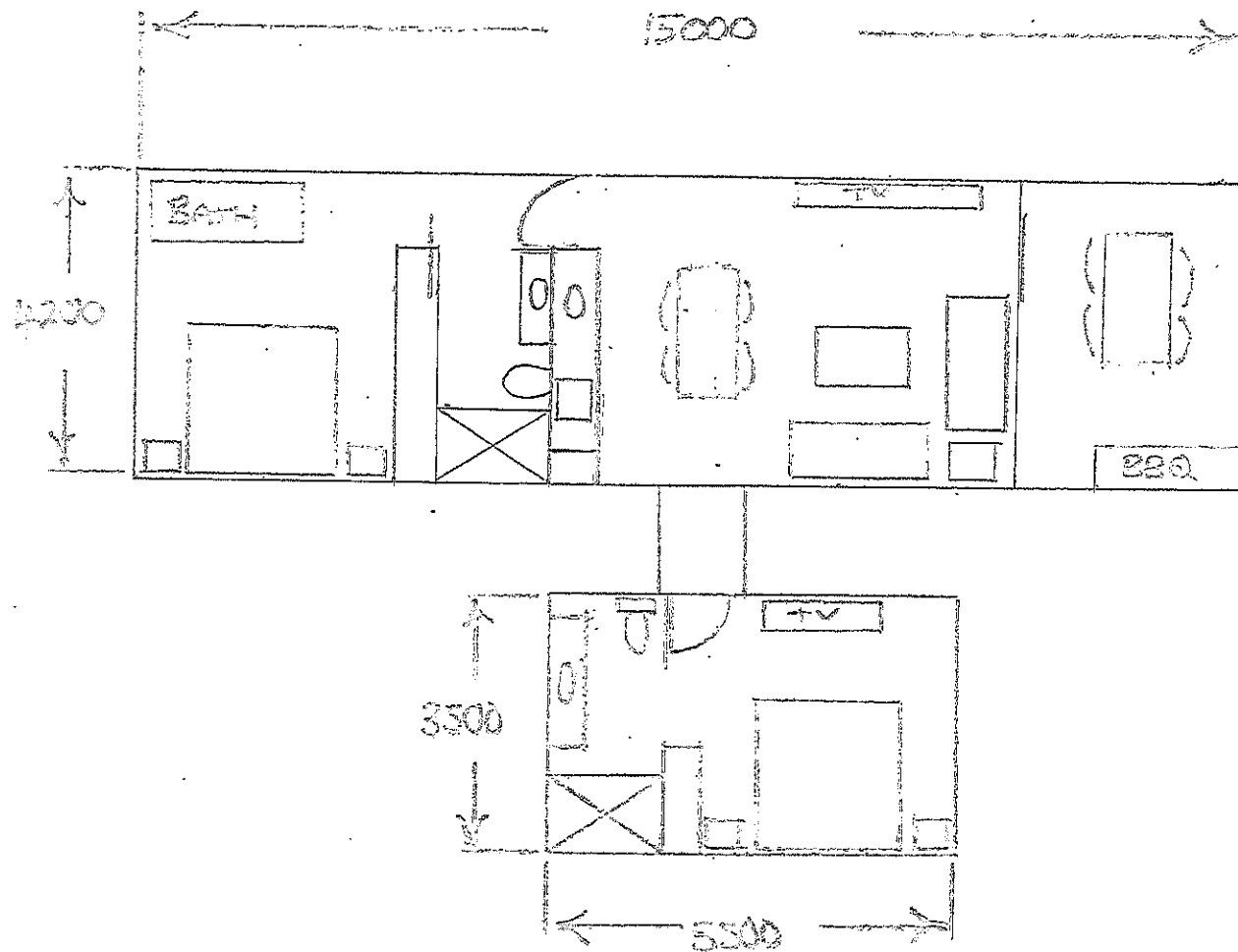
Gateway and
walking track to
allow guests to
walk to and
from Yarck

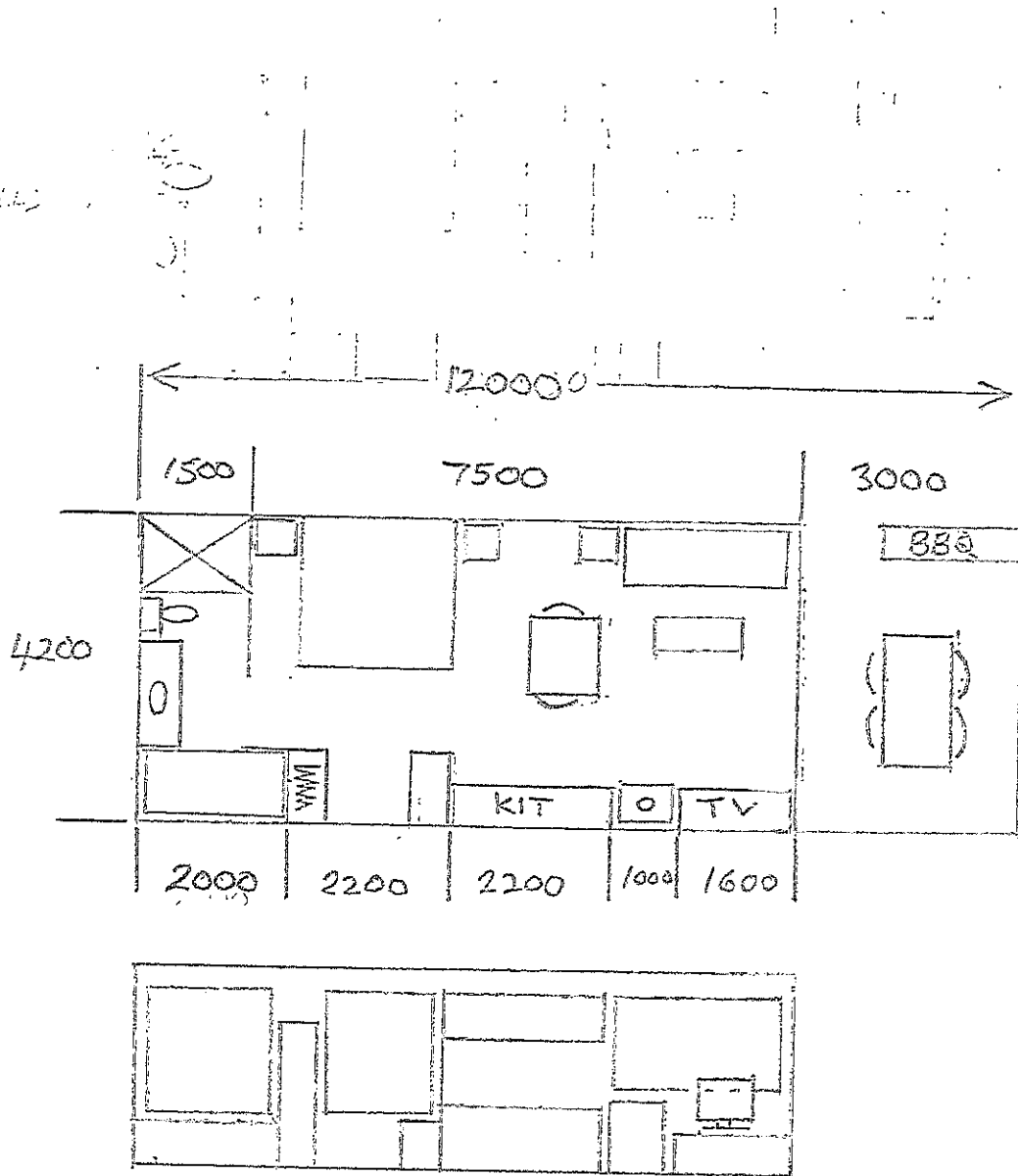
Retain all living Cypress
trees. All dead limbs to be
removed

Retain existing entry but
widen to allow vehicles
to turn-in quickly from
the Yarck Rd

Yarck Rd







PLANNING

Permit No. 2012/108

PERMIT

Planning Scheme Murrindindi Planning Scheme

Responsible Authority Murrindindi Shire Council

ADDRESS OF THE LAND:

6745 Maroondah Highway YARCK - LOT: 3 TP: 249331, Parish of Yarck

THE PERMIT ALLOWS:

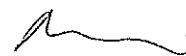
Construction and use of a dwelling; Construction of a hay shed and a machinery shed.

THE FOLLOWING CONDITIONS (9) APPLY TO THIS PERMIT:

- (1) Prior to the commencement of any buildings or works three (3) copies of a plan or plans shall be submitted and approved by the Responsible Authority. Such plans must show the nature of all external materials and finishes, siting and dimensions of all buildings, details of water storage tanks and any proposed excavations. When approved these plans shall be endorsed and form part of this permit.
- (2) This permit shall expire if the development hereby permitted is not completed and the use commenced within two (2) years of the date hereof, or any extension of such period the Responsible Authority may allow in writing, on an application made before three months after such expiry.
- (3) All external cladding including the roof and trims of the building allowed must be coloured or painted in muted shades of green, brown or charcoal, or in a colour approved in writing by the Responsible Authority.
- (4) All sewage and sullage waters shall be treated in accordance with the requirements of the Environment Protection Authority and the Council. All effluent shall be disposed of and contained within the curtilage of the land and shall not discharge directly or indirectly to an adjoining property, street or any water course, water storage or dam. Sufficient land shall be set aside and kept available for the purpose of effluent disposal.
- (5) Prior to the commencement of any works, including site works, the applicant shall obtain a septic tank permit from Council.
- (6) On the construction of the dwelling a combined water system shall be provided to accommodate a total minimum of 55,000 litres of which 45,000 litres shall be for domestic purposes and 10,000 litres for fire fighting purposes, the latter being in the lower portion of the tank. All outlets from the lower tank shall be fitted with 64 mm 3 thread/25 mm x 50 mm nominal bore

Date issued: 5 October 2012

Signature for the
Responsible Authority




Planning Permit 2012/108

British Standard Pipe (BSP), round male coupling, and fire brigade vehicles must be able to get to within four metres of the coupling.

- (7) Prior to commencing of any residential building works, Any new or otherwise vehicular entrances to the subject land from the road must be constructed at applicant's expense to provide ingress and egress to the site at a location and of a size and standard satisfactory to the Responsible Authority. Refer to Council's Infrastructure Design Manual Section 12.9.2 - Rural Vehicle Crossings and standard drawing SD 255.
- (8) An application for consent to work is required to be made prior to commencing any works on the road reserve and must comply with the requirements of the Road Management Act 2004 and associated Regulations.
- (9) The developer must place appropriate rural road number plaque at the access point to development to the satisfaction of the Responsible Authority.

NOTATIONS:

- (1) This permit does not authorise the commencement of any building construction works. Before any such development may commence, the applicant must apply for and obtain appropriate building approval.
- (2) A site assessment for determining the bushfire attack level (BAL) in relation to the construction of a building has not been considered as part of this planning permit application.
- (3) The address for the development will need to be from Yarck Road.



Land & Building Services

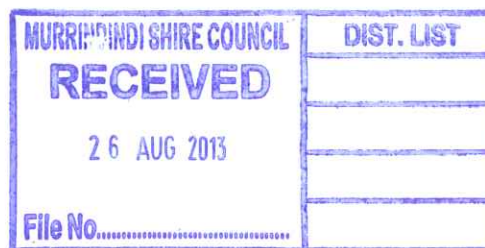
4 Lakeside Drive Burwood East, 3151
T: 03 9262 8348 F: 03 9262 8358



Ref: 13/498

22 August 2013

Murrindindi Shire Council
PO Box 138
ALEXANDRA VIC 3714



Dear Sir / Madam

**GLENBURN FIRE STATION
APPLICATION FOR A PLANNING PERMIT**

The Country Fire Authority proposes to construct a new fire station on a new site at 3873 Melba Highway, Glenburn to enhance the operational capabilities of the Glenburn Fire Brigade and to ensure optimum service and delivery standards for the local community in the foreseeable future. To ensure the brigade's ability to respond appropriately in the event of future major fire emergencies, CFA plans to construct the new fire station to be operational in 2014.

Please find enclosed Planning Permit Application for the proposed development.

The application documents consist of the following:

- Completed Application for Planning Permit
- CFA Town Planning Report
- 3 copies Architectural Drgs

Existing Conditions Site Plan (A3)	D01-2
Proposed Site Plan (A3)	D02-8
Proposed Floor Plan (A3)	D03-3
Proposed Elevations (A3)	D04-3
Proposed Elevations (A3)	D05-3
- Existing Feature Survey
- Current Certificate of Title
- Application fee cheque for \$707.00

The Country Fire Authority acknowledges the assistance and support of the Murrindindi Shire Council in the development of the Glenburn Fire station for the Glenburn community.

We look forward to the next step in the processing of our application, and to a positive outcome. Should you have any queries regarding this matter, please contact Peter Hansen, Planner on (03) 8822 8088.



Yours faithfully,

A handwritten signature in black ink, appearing to read "Michael Lindstrom".

Michael Lindstrom
Program Manager
Land and Building Services

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REGISTER SEARCH STATEMENT (Title Search) Transfer of Land Act 1958

VOLUME 02756 FOLIO 084

Security no : 124046404121R

Produced 01/07/2013 11:30 am

LAND DESCRIPTION

Lot 1 on Title Plan 515651X (formerly known as part of Crown Allotment 1A Parish of Woodbourne).

PARENT TITLE Volume 01604 Folio 673

Created by instrument 0417554 07/02/1900

REGISTERED PROPRIETOR

Estate Fee Simple

Sole Proprietor

THE PRESIDENT COUNCILLORS AND RATEPAYERS OF THE SHIRE OF YEA

T382559A 27/10/1994

ENCUMBRANCES, CAVEATS AND NOTICES

Any encumbrances created by Section 98 Transfer of Land Act 1958 or Section 24 Subdivision Act 1988 and any other encumbrances shown or entered on the plan set out under DIAGRAM LOCATION below.

DIAGRAM LOCATION

SEE TP515651X FOR FURTHER DETAILS AND BOUNDARIES

ACTIVITY IN THE LAST 125 DAYS

NIL

-----END OF REGISTER SEARCH STATEMENT-----

Additional information: (not part of the Register Search Statement)

Street Address: 3873 MELBA HIGHWAY GLENBURN VIC 3717

DOCUMENT END

Number: 14662259

Product Report

Search Type	Customer	Reference	Document
Register	60100	71722/Glenburn	Title 2756/084

Search Statement supplied and Plan to be supplied.

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FINAL SEARCH STATEMENT

Land Victoria

Security No : 124046404122Q

Volume 2756 Folio 084

Produced 01/07/2013 11:30 AM

ACTIVITY IN THE LAST 125 DAYS

NIL

STATEMENT END

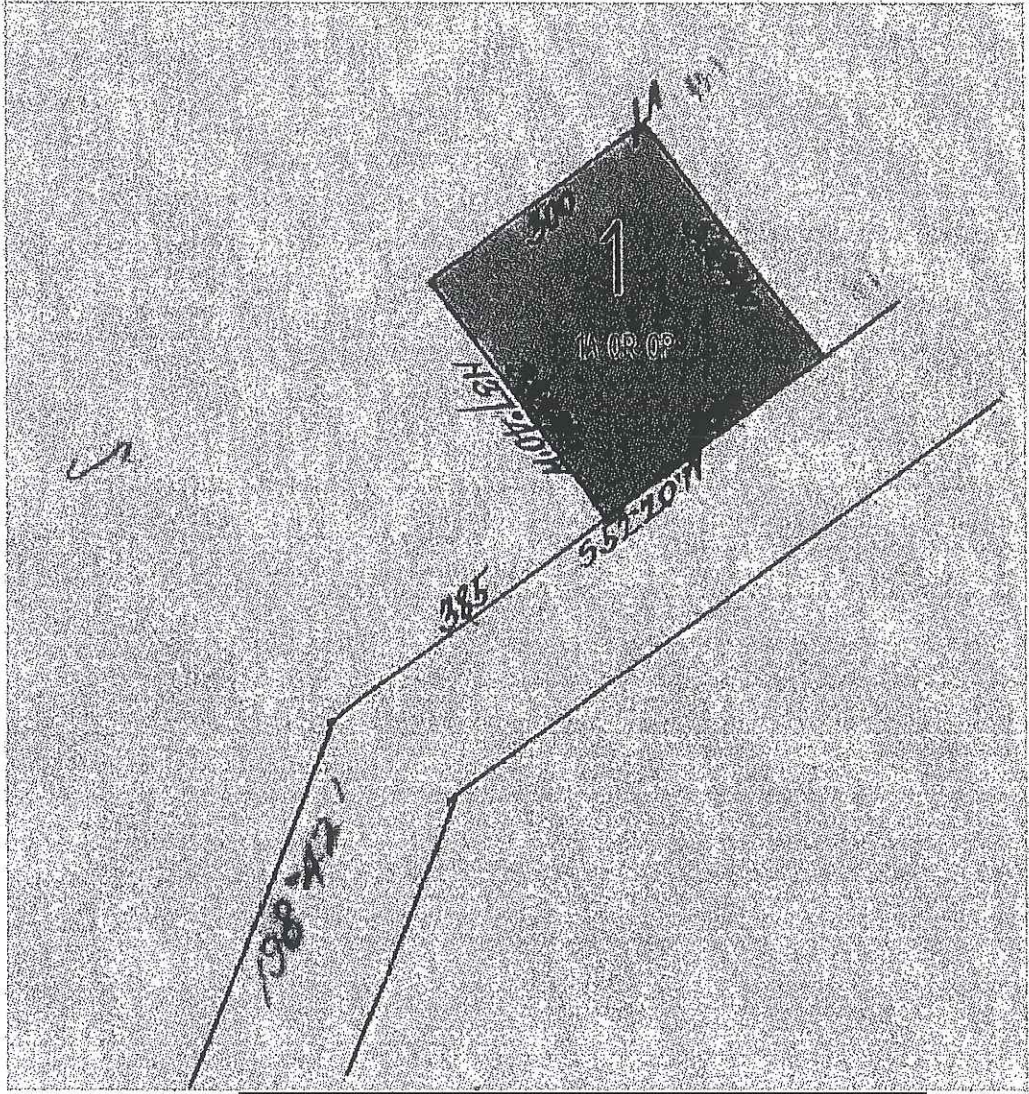
NOTE

This statement details any dealing with the land being searched which has either been registered within the last 125 days or which remains unregistered other than a dealing affecting a Subdivision Act plan or strata or cluster subdivision a memorandum of which or a reference to which has been or is to be entered on the plan.

If the land is part of a Subdivision Act plan or strata or cluster subdivision the relevant plan should be inspected.

Incl GST:\$0.00

Fee: \$9.82

TITLE PLAN		EDITION 1	TP 515651X						
Location of Land Parish: WOODBOURNE Township: Section: Crown Allotment: 1A(PT) Crown Portion: Last Plan Reference: Derived From: VOL 2756 FOL 084 Depth Limitation: NIL		Notations ANY REFERENCE TO MAP IN THE TEXT MEANS THE DIAGRAM SHOWN ON THIS TITLE PLAN							
Description of Land / Easement Information		THIS PLAN HAS BEEN PREPARED FOR THE LAND REGISTRY, LAND VICTORIA, FOR TITLE DIAGRAM PURPOSES AS PART OF THE LAND TITLES AUTOMATION PROJECT COMPILED: 25/05/2000 VERIFIED: M.P							
									
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center;">TABLE OF PARCEL IDENTIFIERS</th> </tr> <tr> <td colspan="2" style="font-size: small;">WARNING: Where multiple parcels are referred to or shown on this Title Plan this does not imply separately disposable parcels under Section 8A of the Sale of Land Act 1962</td> </tr> <tr> <td colspan="2" style="font-size: small;">PARCEL 1 = CA 1A (PT)</td> </tr> </table>				TABLE OF PARCEL IDENTIFIERS		WARNING: Where multiple parcels are referred to or shown on this Title Plan this does not imply separately disposable parcels under Section 8A of the Sale of Land Act 1962		PARCEL 1 = CA 1A (PT)	
TABLE OF PARCEL IDENTIFIERS									
WARNING: Where multiple parcels are referred to or shown on this Title Plan this does not imply separately disposable parcels under Section 8A of the Sale of Land Act 1962									
PARCEL 1 = CA 1A (PT)									
LENGTHS ARE IN LINKS	Metres = 0.3048 x Feet Metres = 0.201168 x Links	Sheet 1 of 1 sheets							

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Planning Application Report

Glenburn Fire Station

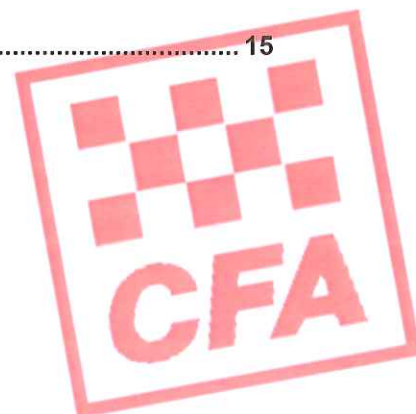
Rural Fire Station Program 2013/2014



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	c. Background	4
	d. Supporting Documentation	4
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1 Introduction

a. Introduction

The Country Fire Authority (CFA), is the name of the fire service that provides firefighting and other emergency services to all of the country areas and regional townships within the state of Victoria, Australia, as well as large portions of the outer suburban areas and growth corridors of Melbourne not covered by the Metropolitan Fire Brigade.

The CFA Brigade of Glenburn has been designated as a 1B as part of the Rural Fire Stations Program 2013/2014, for the development of new & upgraded Fire Stations throughout Victoria.

b. Purpose

This report has been prepared to accompany a planning permit application to the Murrindindi Shire at 3873 Melba Highway, Glenburn for the:

Use and development for the purposes of an Emergency Services Facility (Glenburn Fire Station) with associated car parking and vehicle access.

To support this application, this report provides:

- A description of the site and its surrounds.
- A description of the proposed development.
- An outline of the applicable statutory planning framework, and
- An assessment of the proposal taking into account all relevant town planning, traffic, environmental and fire safety considerations.

c. Background

CFA continually reviews current and long-term needs of all communities that it serves. Many factors including Council Planning Schemes, community growth patterns, development trends, traffic planning and infrastructure are taken into consideration in determining the number, type and most appropriate locations of CFA Fire Stations to best serve these needs.

The Glenburn Fire Brigade has a membership of 111 Volunteer Fire Fighters who provide an efficient fire fighting and emergency services within the Glenburn area. The brigade was called out on 27 occasions last year. The brigade also provides back-up support to surrounding areas when required.

CFA's policy and organisational directives aim to further enhance the operational capabilities of the Glenburn Fire Brigade to ensure optimum service delivery standards for the Glenburn community in the foreseeable future. To ensure the brigade's ability to respond appropriately in the event of future major fire emergencies, CFA plans to construct a new fire station to be operational in 2013.

d. Supporting Documentation

As part of this application, the following documentation is provided:

- Copy of title
- Features and Levels Survey
- Town Planning Plans
- Materials and Finished Schedule



2 Site Analysis

a. Subject Site

The subject site known as 3873 Melba Highway, Glenburn (Part Lot 1 TP515654) which is currently vacant land adjoining the existing Glenburn Hall and school. The existing Glenburn Fire Station is three properties down to the south.

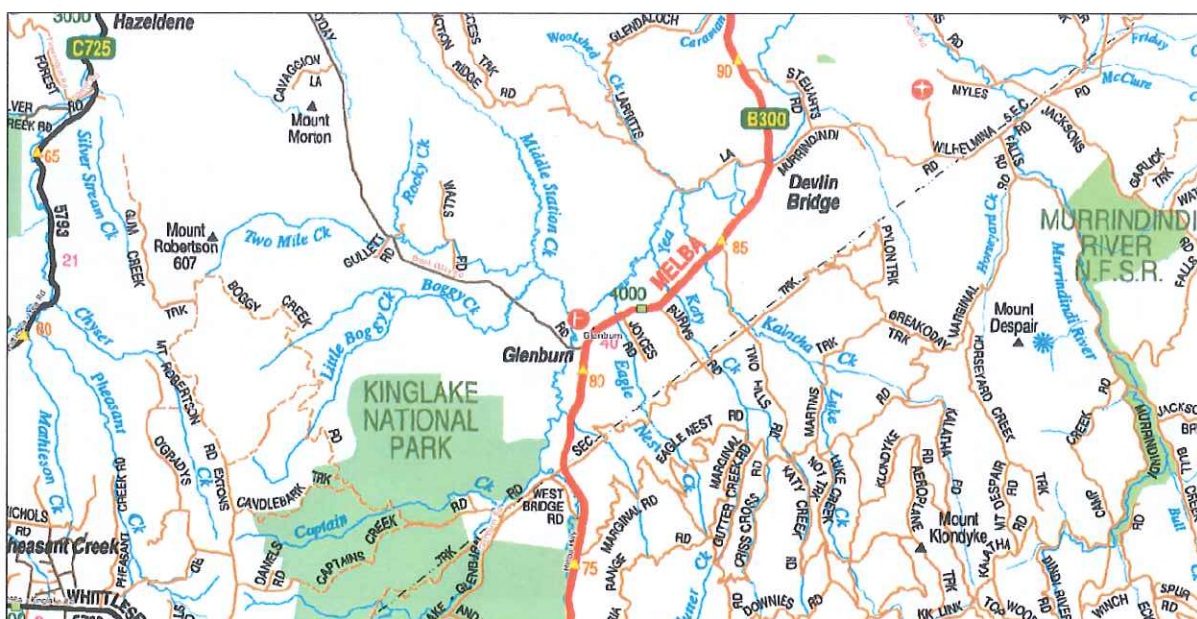


Figure 1: Site Location Plan [Source Land Channel]

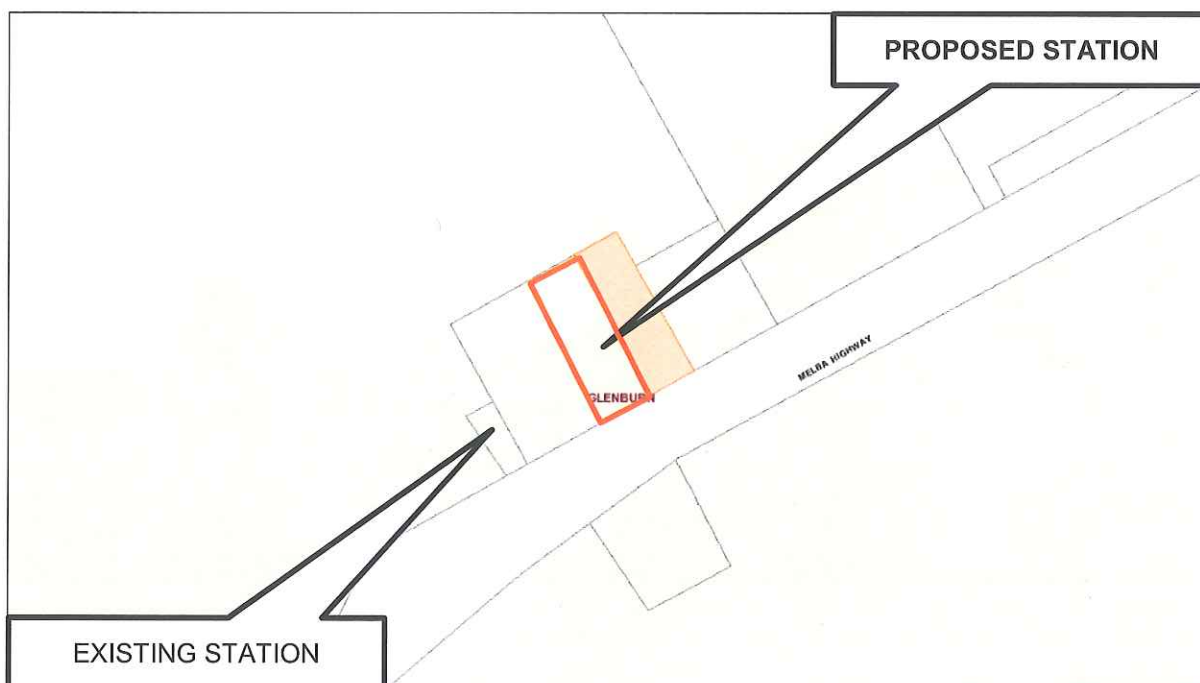
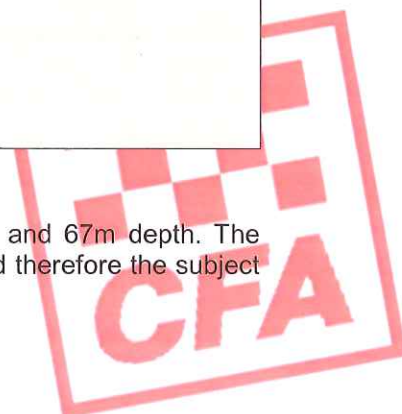


Figure 2: Site Cadastral Plan [Source Land Channel]

The property allotment is approximately 1,600m² in size with a 25m frontage and 67m depth. The existing station site is not large enough to accommodate a 1B station facility and therefore the subject site is proposed.



Glenburn Fire Station



Figure 3: Aerial Photograph [Source Google Earth]

b. Surrounding Land

i. East



Figure 4 Property to the East of the subject site.



ii. West



Figure 5 Property to the West of the subject site.

iii. North



Figure 6 Property to the south of the subject site.



iv. South



Figure 7 South of the subject site. (Looking North)



3 Proposed Fire Station

The subject land is located within the Murrindindi Shire and is subject to the provisions of the Murrindindi Planning Scheme.

a. Site Orientation, Access and Coverage

The Fire Station is orientated East to West and is 1,600m² (approx.) in area. This orientation responds to the subject site whilst providing optimal solar orientation and operational function for the fire station.

At present, the site is accessed from Madill road via a vehicle crossover that is proposed to be realigned to the Melba Highway.

b. Built Form

The main component of the proposed new Glenburn Fire Station is the motor room which will be a Colorbond® / steel clad, gable roofed structure building that will consist of a 2 motor bay/garage with a uniform turn-out area, storeroom/workshop space and communications alcove in the rear.

Across the entrance width of the motor room will be a 10 meter wide concrete apron, on the right hand side of the building there will be a concrete hose drying area and at the rear of the building a 25,000 litre rain water tank.

As a connecting component to the motor room, the balance of the station will include a multi-purpose room, kitchen, chair-store, general store, office and toilet facilities including a disabled toilet. The office is provided for Brigade use and incident control.

The choice of colour for the Motor Rooms cladding will be one or a mixture of the standard neutral colours of the Colorbond® steel range. This proposed treatment offers both a standardised design for rural fire stations in order to provide uniformity and easily recognisable facilities whilst providing a non-reflective surfaced structure that is complimentary with the surrounding environment.

c. Waste Water Treatment and Drainage.

A land capability assessment report is being prepared by our sub-consultant outlining the proposed waste water management plan for the subject project. A layout plan of the effluent lines and the location of the disposal unit are shown on the proposed site plan in accordance with Council's regulations and requirement.

Rainwater for domestic use within the facility will be collected in a tank with a capacity of 25,000 litres. Excess roof rainwater and stormwater from pavements will be discharged to the legal point of discharge from the site.

d. Vehicle Circulation and Parking Provisions.

The proposed site layout allows for a truck to enter the site from the Melba Highway, turn within the site, and reverse into the new fire station.

An eight metre long concrete apron will be provided in front of the Motor Room. The crossover and driveway to the motor room will be finished with a bituminous seal, while the remainder of the driveway and the three standard car parking spaces will be paved in crushed rock.

These parking spaces are provided for volunteers attending emergency calls, and training sessions. Overflow parking, when required, can be accommodated in surrounding street network.

e. Vegetation Protection and Landscaping Considerations.

The site has no significant vegetation or trees in it and is clear of significant natural features.

Three trees are proposed to be removed for this proposal. An existing conditions site survey is attached.



f. Site Operations

The Glenburn Fire Brigade consists of 111 volunteer members from the local community who respond to emergency calls when required. Emergency calls are usually responded to by 3 to 4 members at any time.

Emergency Alerting System pagers notify CFA personnel of fire emergencies. Emergency calls are dispatched via the paging system to on call volunteer members. The message appearing on pagers notifies each member of the nature and location of the emergency.

A siren will be installed at the new station. No external audible station alarms or public address systems will be operated outside daylight hours.

In the event of a call out, Fire Fighting Appliances will exit via roller shutter doors at the front of the Motor Room to Madill Street and will be reversing into their respective bays upon return to the station. A water filling point will be provided at the front of the fire station to enable refilling of Fire Fighting Appliances on the front concrete apron on return from fire events.

i. Brigade Activities

The operational aspects of brigade activities are not envisaged to be dissimilar to other similar stations and are not envisaged to cause any amenity impacts to the surrounding environment or neighbouring properties.

Extensive training of a practical nature will be conducted at other locations such as the nearest CFA Training Ground.

ii. Equipment Maintenance

Maintenance of equipment and hose drying / testing will only be performed during daylight working hours. Maintenance of equipment will generally be carried out within the Workshop / Store area provided within the new building. Servicing and mechanical repairs of Fire Fighting Appliances will be performed at CFA's District Maintenance Officer Workshop facility in the region.

No hose tower will be required at the new site.



4 Planning Scheme Provisions

The following analysis provides a brief outline of the strategic and statutory land use planning controls relevant to the subject property and their implications for the proposed redevelopment of the site for an Emergency Services Facility (Fire Station).

a. State Planning Policy Framework

The proposed use of the subject site is consistent with the objectives of **Clause 11 (Settlement)** and **Clause 21.05 (Settlement)** as it will allow for the continued provision of essential Emergency Services within the area, within close proximity to the local community that they serve.

The proposal has been carefully designed to ensure that the proposed buildings, vehicular access and car parking areas are sited so as to maximise the retention of existing vegetation, in accordance with the objectives of **Clause 12.01 (Biodiversity)** and **Clause 21.08 (Environment)**.

The proposed building will be provided with a 25,000 litres rainwater tank which will allow for the re-use of rainwater for domestic use, consistent with the objectives of **Clause 21.08 (Environment)**.

The proposed use of the subject site is consistent with the objective of **Clause 13.05 (Bushfire)** as it will assist to strengthen the resilience of the local community to bushfire by providing for the upgrade and improvement of these essential Emergency Services.

b. Local Planning Policy Framework

The proposed use and development of the subject site is generally in accordance with the Local Planning Policies of the Murrindindi Planning Scheme.

c. Zone

Farming Zone

The land is zoned Farming Zone (FZ). The purpose of the zone is:

- *To implement the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.*
- *To provide for the use of land for agriculture.*
- *To encourage the retention of productive agricultural land.*
- *To ensure that non-agricultural uses, particularly dwellings, do not adversely affect the use of land for agriculture.*
- *To encourage use and development of land based on comprehensive and sustainable land management practices and infrastructure provision.*
- *To protect and enhance natural resources and the biodiversity of the area.*

An Emergency Services Facility is a 'Section 2' / Permit Required Use in this zone. A permit is required to construct a building or carry out works.

d. Overlays

There are no overlays on the subject site.

e. Particular Provisions

Clause 52.06 Car Parking

The purpose of the Car Parking provisions of Clause 52.06 are:

- *To ensure that car parking is provided in accordance with the State Planning Policy Framework and Local Planning Policy Framework.*
- *To ensure the provision of an appropriate number of car parking spaces having regard to the demand likely to be generated the activities on the land and the nature of the locality.*



Glenburn Fire Station

- *To support sustainable transport alternatives to the motor car.*
- *To promote the efficient use of car parking spaces through the consolidation of car parking facilities.*
- *To ensure that car parking does not adversely affect the amenity of the locality.*
- *To ensure that the design and location of car parking is of a high standard, creates a safe environment for users and enables easy and efficient use.*

5 car spaces (including 1 disabled) are provided for the CFA fire station (including one disabled space).

There is no statutory requirement for car parking for the proposed use outlined in Clause 52.06 (Car parking) within the Victorian Planning Provisions. In these circumstances, Clause 52.06-5 of the Murrindindi Planning Scheme states that car parking spaces must be provided to the satisfaction of the Responsible Authority.

Clause 52.29 Land Adjacent to a Road Zone, Category 1

The purpose of this clause is:

- *To ensure appropriate access to identified roads.*
- *To ensure appropriate subdivision of land adjacent to identified roads.*

A permit is required to alter access to Category 1 Roads. The proposed Glenburn Fire Station has access via Melba Highway which is a local road and not under the jurisdiction of VicRoads.



5 Planning Assessment

a. Land Use and Strategic Planning Considerations

The proposed building and works are considered to be appropriate within a Farming Zone and is consistent with the relevant decision guidelines for the following reasons:

- The height, form and appearance of the proposed buildings are considered appropriate having regard to their locational context within the area including existing development and landscape through the use of setbacks and neutral / natural tones of materials proposed.
- The proposed building is well setback from the street frontage and nearby buildings on adjoining properties.
- The setback from Melba Highway is substantially screened using mature vegetation. It is within a 100m setback however is in line with existing built form along the road frontage.
- The subject site is already provided with utility services to accommodate the proposed development, including electricity and telecommunications.
- Strategically, the central location of the Glenburn Fire Station is considered appropriate for access by volunteers during call outs as well as for any other community function required.

b. Car Parking and Vehicle Access

It is submitted that the proposed level of car parking provision for each use is appropriate for the following reasons:

- A fire emergency is usually responded to by 3 to 4 volunteer members. As such the four proposed spaces will be sufficient to meet the anticipated demand at these times.
- In addition, it is submitted that additional car parking is available within the nearby street network around and in front of the subject site if required.

In response to the relevant design standards for car parking set out at **Clause 52.06-8**, we note the following:

- The proposed crossovers and driveways have a minimum width of 8.0 metres which exceeds the minimum 3.0 metre requirement and is appropriate to accommodate all vehicles including the larger Fire Fighting Appliances / trucks.
- In addition, the proposed crossover is provided with splays on both sides to provide for easier entry / exit.
- Sufficient space is provided on the concrete aprons in front of both buildings and in the car parking areas to ensure that the Fire Fighting Appliances / trucks are ready to leave the site in a forward direction in the event of an emergency.
- The proposed car spaces all have minimum dimensions of 4.9 metres by 2.6 metres (greater for the disabled space) in accordance with the requirements.
- All formal car spaces, including the disabled space will be marked to ensure that they are clearly identifiable.
- The retained landscaping on the subject site, particularly in the front setback, will help to screen and soften the proposed car parking areas to ensure that they do not present as visually dominant in the streetscapes.

c. Environment and Sustainability Considerations

The proposed fire station does not require the removal of any native vegetation. Two exotic trees are proposed to be removed with the addition of large trees and understorey as additional landscaping post construction.

The proposed building and works will be contained within a compact building envelope area utilising the sealed / crushed rock driveway and in an economical way to provide truck turning areas as well as



Glenburn Fire Station

on site car parking. The addition of crushed rock car parking will be compacted in a way that does not cause large areas of mud as a result of vehicle movements.

A Land Capability Assessment will be submitted with the permit application for on-site effluent (septic).

d. Amenity Considerations

The fire station has been designed with access arranged to retain onsite trees and minimise environmental and visual impacts, and to remain clear of the existing Glenburn Primary and Hall.

The proposed Fire Station will have no impact to surrounding properties as it is appropriately and proportionately setback from nearby dwellings and buildings. The proposed works will not adversely increase occupancy or pose greater demand on traffic circulation / car parking as Emergency call outs are minimal, but will enhance infrastructure and better support local demand.

The proposed station will have minimal impact on the landscape of the area. The proposed facility will be built using muted, natural colours that will blend into the surrounding environment as to not cause detrimental visual impact.

The station will not cause any adverse noise, odour and / or light emissions. Finally it is noted that the use of sirens at night will not occur.



6 Conclusion

The CFA has prepared this application for the redevelopment of (part) 3873 Melba Highway, Glenburn for the purposes of an Emergency Services Facility. The proposed application for use and development of the site should be supported by the Murrindindi Shire for the following reasons:

- It is in accordance with the State and Local Planning Policy Framework of Murrindindi Planning Scheme.
- Will not cause adverse amenity and / or visual impacts to the surrounding locality and area.
- Does not adversely impact the heritage values of the existing Glenburn School and Hall.
- Will provide adequate car parking to service volunteers and suitable access to the Melba Highway, and
- Will not adversely impact the local environment, ecology and / or agricultural productivity of neighbouring land.

On the basis of the above, it is respectfully requested that this application proceed to public advertising. Should you have any queries regarding this application, please contact the undersigned.

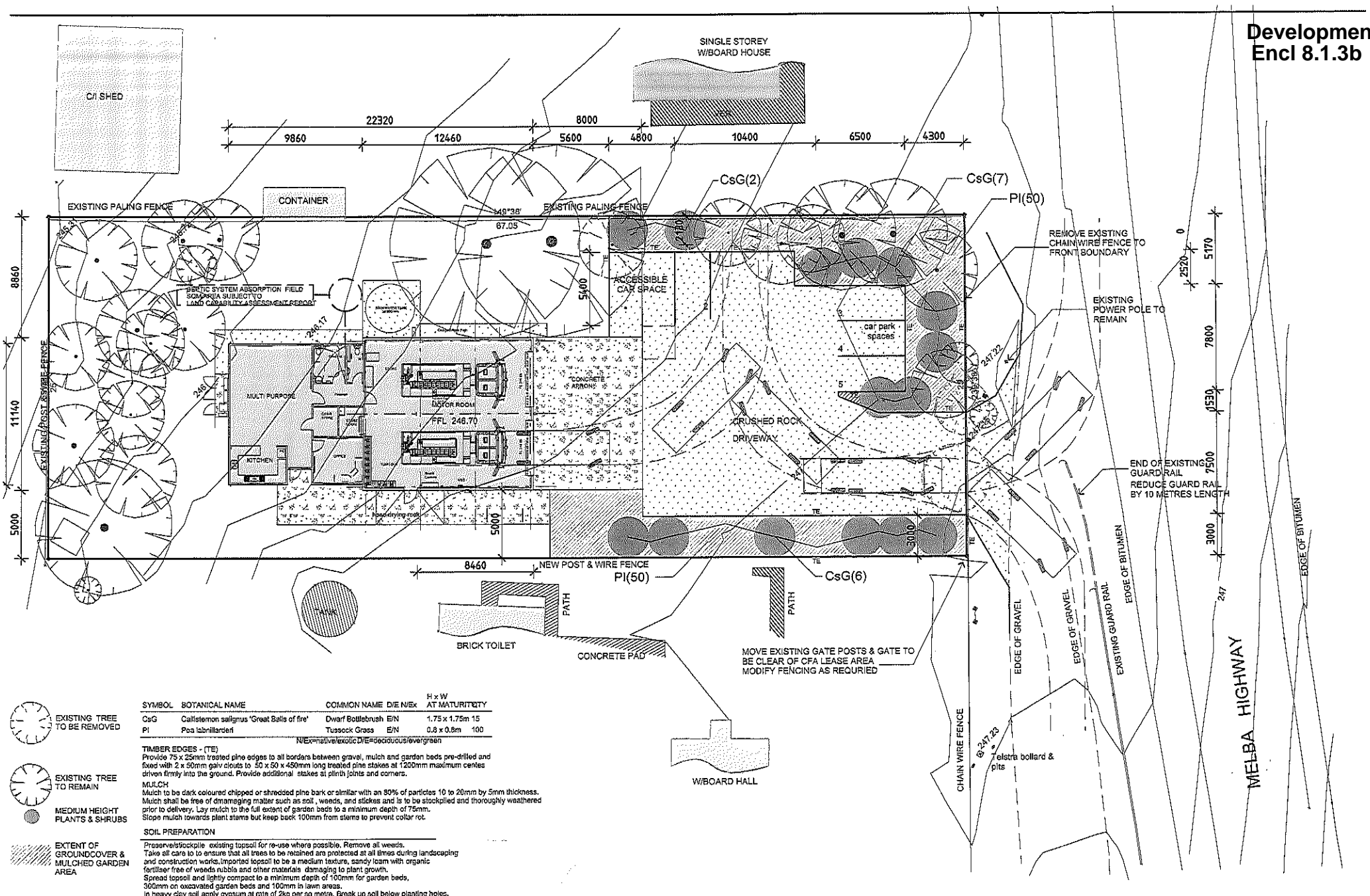
Peter Hansen

Phone: 8822 8088

Email: p.hansen@cfa.vic.gov.au



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- EXISTING TREE TO BE REMOVED
- EXISTING TREE TO REMAIN
- MEDIUM HEIGHT PLANTS & SHRUBS
- EXTENT OF GROUND COVER & MULCHED GARDEN AREA

SYMBOL	BOTANICAL NAME	COMMON NAME	D/E N/Ex	H x W AT MATURITY
CsG	Callistemon salignus 'Great Balls of fire'	Dwarf Bottlebrush	E/N	1.75 x 1.75m 15
PI	Poa labillardieri	Tussock Grass	E/N	0.8 x 0.8m 100

N/Ex=native/toxic D/E=deciduous/evergreen

TIMBER EDGES - (TE)
Provide 75 x 25mm treated pine edges to all borders between gravel, mulch and garden beds pre-drilled and fixed with 2 x 50mm galv clouts to 50 x 50 x 450mm long treated pine stakes at 1200mm maximum centres driven firmly into the ground. Provide additional stakes at plinth joints and corners.

MULCH
Mulch to be dark coloured chipped or shredded pine bark or similar with an 80% of particles 10 to 20mm by 5mm thickness. Mulch shall be free of channelling matter such as soil, weeds, and sticks and is to be stockpiled and thoroughly weathered prior to delivery. Lay mulch to the full extent of garden beds to a minimum depth of 75mm. Slope mulch towards plant stems but keep back 100mm from stems to prevent collar rot.

SOIL PREPARATION
Preserve/stockpile existing topsoil for re-use where possible. Remove all weeds. Take all care to ensure that all trees to be retained are protected at all times during landscaping and construction works. Imported topsoil to be a medium texture, sandy loam with organic fertiliser free of weeds rubbish and other materials damaging to plant growth. Spread topsoil and lightly compact to a minimum depth of 100mm for garden beds, 300mm on excavated garden beds and 100mm in lawn areas. In heavy clay soil apply gypsum at rate of 2kg per sq metre. Break up soil below planting holes.

Ref	Description	Date
5	PLANNING APPLICATION 1524K-REVISED	21.05.17
7	PLANNING APPLICATION 1524K-REVISED	20.05.17



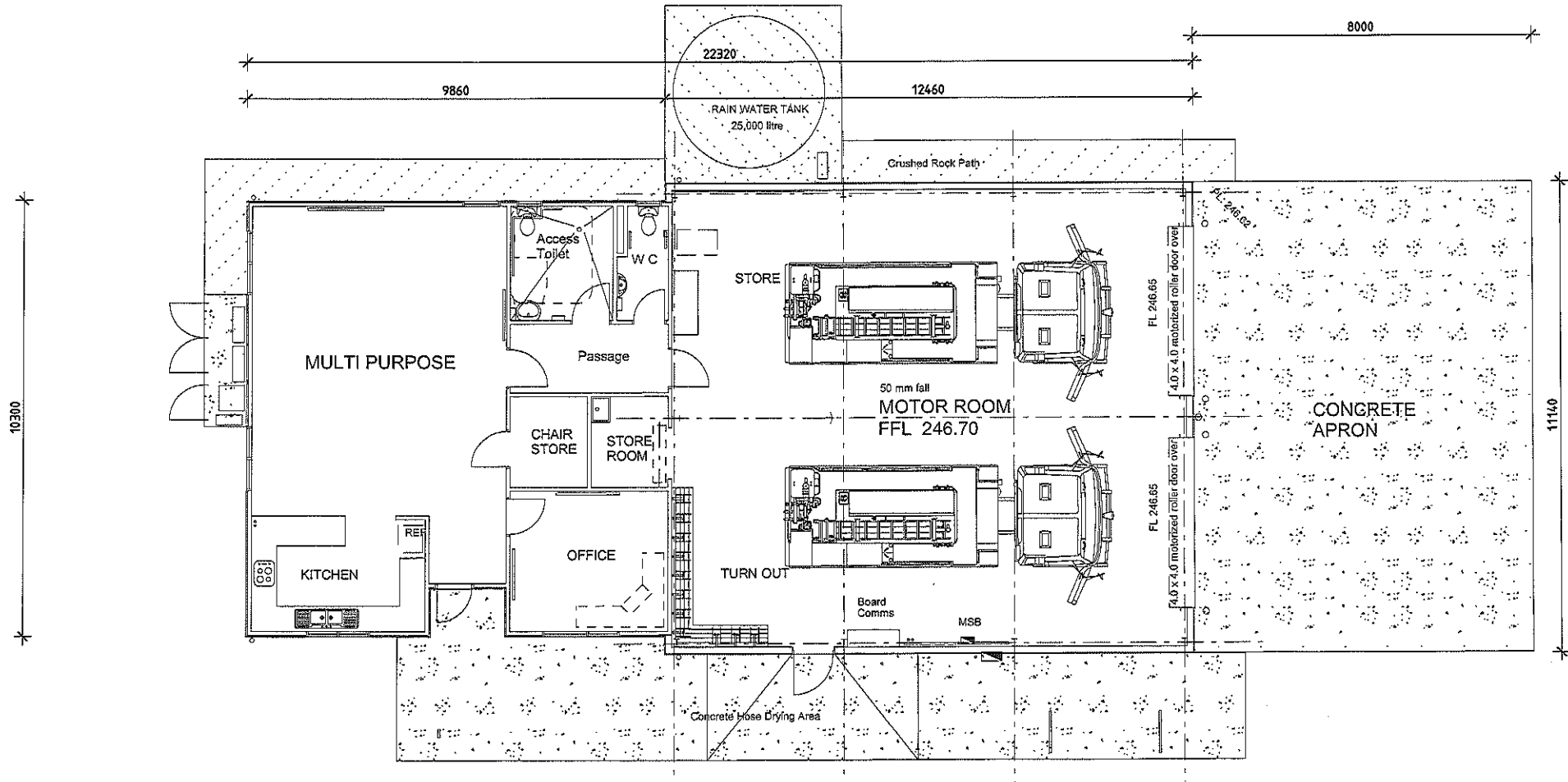
Client:
COUNTRY FIRE AUTHORITY

NEW FIRE STATION
3873 MELBA HIGHWAY
GLENBURN

SITE PLAN
PROPOSED DEVELOPMENT

Scale: 1:250 @ A3
Date: AUGUST 2013
Drawn: pa
13621 D02





Rev	Description	Date
3	PLANNING APP ISSUE-REVISED	21.04.13
2	PLANNING APP ISSUE-REVISED	20.04.13
1	PLANNING APP ISSUE	17.04.13



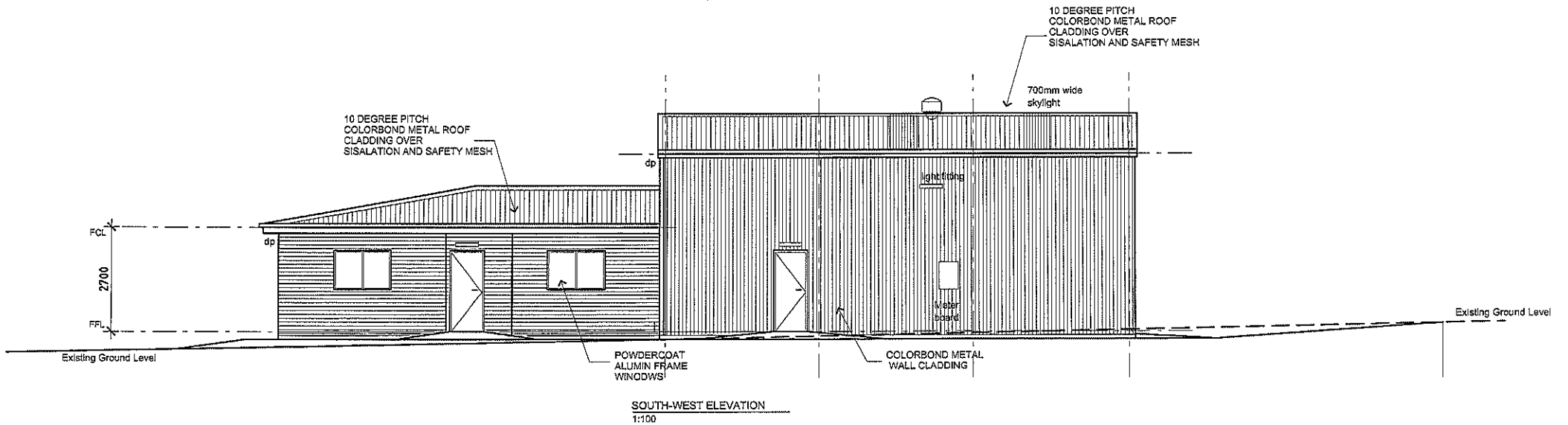
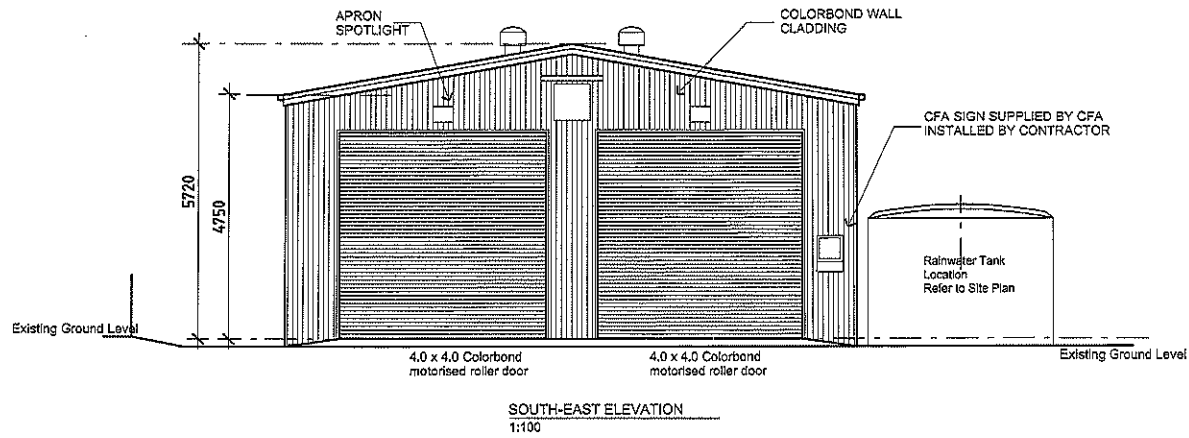
Client:
COUNTRY FIRE AUTHORITY

NEW FIRE STATION
3873 MELBA HIGHWAY
GLENBURN

FLOOR PLAN
PROPOSED DEVELOPMENT

Scale: 1:100 @ A3
Date: AUGUST 2013
Drawn: ps
13621 D03





Rev	Description	Date
3	PLANNING APP ISSUE REVISION	24.08.13
2	PLANNING APP ISSUE REVISION	20.06.13
1	PLANNING APP ISSUE	16.06.13

Peter Anderson
ARCHITECT
08 9479 9921

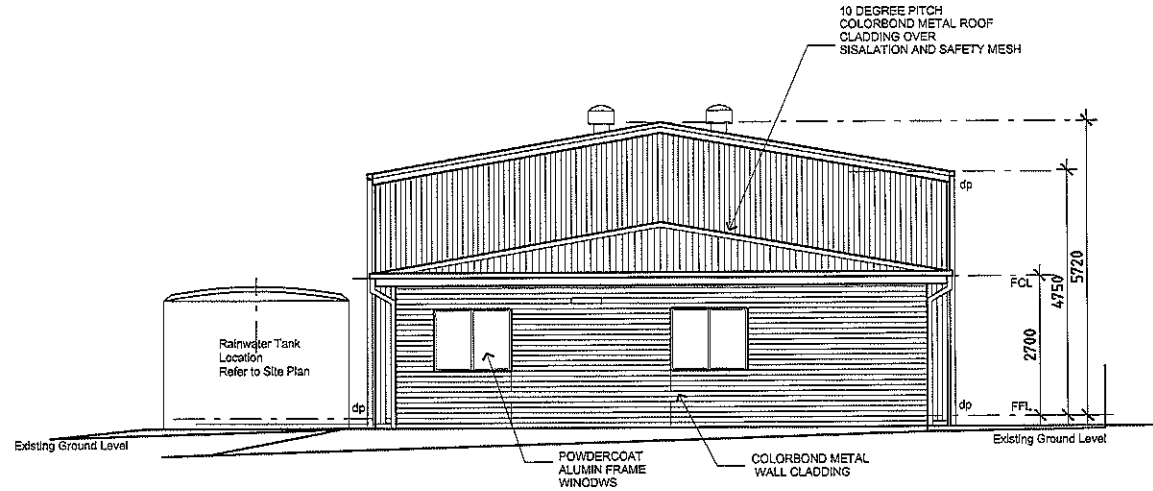


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COUNTRY FIRE AUTHORITY

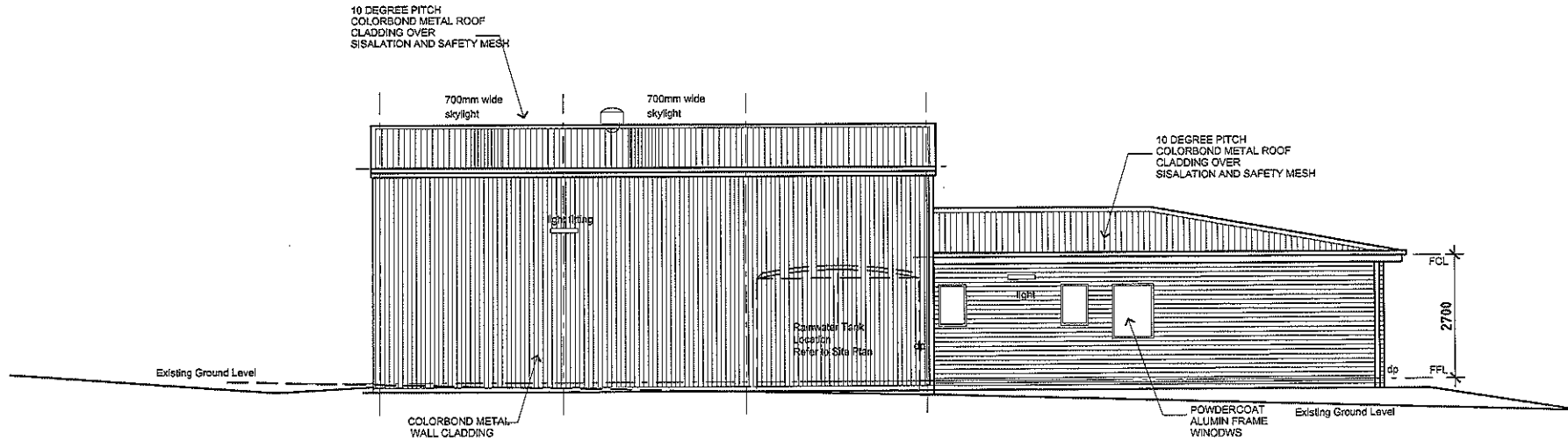
NEW FIRE STATION
3873 MELBA HIGHWAY
GLENBURN

ELEVATIONS

Scale: 1:250 @ A3
Date: AUGUST 2013
Drawn: pa
13621 D04



NORTH-WEST ELEVATION
1:100



NORTH-EAST ELEVATION
1:100

Rev	Description	Date
3	PLANNING APP ISSUE-REVISED	21.08.13
2	PLANNING APP ISSUE-REVISED	20.08.13
1	CONCEPT PLAN ISSUE	19.08.13



Client:
COUNTRY FIRE AUTHORITY

NEW FIRE STATION
3873 MELBA HIGHWAY
GLENBURN

ELEVATIONS

Scale: 1:250 @ A3

Date: AUGUST 2013

Drawn: pa

13621 D05