



Murrindindi
Shire Council

AGENDA
of the
ORDINARY MEETING OF COUNCIL
to be held on
WEDNESDAY 22 JUNE 2016
in the
ALEXANDRA CHAMBERS
commencing at
6.00 pm

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1. PRAYER, OATH & RECONCILIATION STATEMENT**2. APOLOGIES AND REQUESTS FOR LEAVE OF ABSENCE**

REF: SF/306

3. CONFIRMATION OF MINUTES

➤ Minutes of the Ordinary Meeting of Council held on 25 May 2016

Officer Recommendation:**That the Minutes of the Ordinary Meeting of Council held on 25 May 2016 be confirmed.**

➤ Minutes of the Special Meeting Meeting of Council held on 15 June 2016

Officer Recommendation:**That the Minutes of the Special Meeting of Council held on 15 June 2016 be confirmed.****4. DISCLOSURES OF INTEREST OR CONFLICT OF INTEREST**

REF: SF/783

5. PUBLIC PARTICIPATION TIME**5.1 QUESTIONS OF COUNCIL**

REF: SF/130

5.2 OPEN FORUM

REF: SF/130

5.3 PETITIONERS SPEAKING TO PETITIONS

REF: SF/132

6. OFFICER REPORTS**6.1 2016/36 – SKYLINE ROAD TELECOMMUNICATIONS TOWER**

Ref: 2016/36

Land: Skyline Road, Devils River

Proposal: Replacement of existing 23 metre monopole with a 30 metre monopole for a telecommunications facility

Applicant: Service Stream Communications Pty Ltd

Zoning: Farming

Overlays: Bushfire Management

Attachments: Application details (aerial photograph and submissions distributed separately)

Locality Plan:



Purpose:

This report recommends that a Notice of Decision to Grant a Permit be issued for the replacement of an existing 23 metre monopole with a 30 metre monopole for a telecommunications facility at Skyline road, Devils River.

Officer Recommendation:

That Council issue a Notice of Decision to Grant a Permit for the replacement of an existing 23 metre monopole with a 30 metre monopole for a telecommunications facility at Skyline Road, Devils River (C/A 54HI, Sec B), subject to the following conditions:

1. The layout of the site and the size and type of the proposed buildings and works, including the materials of construction, as shown on the endorsed plan shall not be altered or modified without the consent in writing of the Responsible Authority.
2. This permit shall expire if the development hereby permitted is not completed within two (2) years of the date hereof, or any extension of such period the Responsible Authority may allow in writing. A request for an extension of time may be made before or within six (6) months after the permit expiry date, where the development allowed by the permit has not yet commenced, or within 12 months where the development allowed by the permit lawfully commenced before the permit expired.
3. In the event that the telecommunications facility and other permitted uses are made redundant at any time in the future, the relevant operator of the facility at the time must remove the tower, to the satisfaction of the Responsible Authority.
4. The amenity of the area must not be detrimentally affected by the use or development through the:
 - Transport of materials, goods or commodities to or from the land
 - Appearance of any building, works or materials
5. All external cladding of the equipment shelter must be coloured or painted in muted shades of green, brown or charcoal, or in a colour approved in writing by the Responsible Authority.

6. **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 area to the north west of the site set aside for landscaping, and must be planted with trees and shrubs sufficient to provide screening for the adjoining dwelling.**
7. **Before the start of the use allowed, the area set aside for landscaping, as shown on the endorsed plan, must be planted with trees and shrubs in accordance with the plan. This area must then be maintained to the satisfaction of the Responsible Authority, and must not be used for any other purpose except with the prior written approval of the Responsible Authority.**
8. **Before any works are commenced an independent assessment must be undertaken by a suitably qualified and experienced person such that:**
 - a. **Measurement of electromagnetic emissions must be taken at and around the site; and**
 - b. **A copy of the reported findings of the measurements must be provided to the Responsible Authority.**

Within six months of the facility being commissioned:

- a. **Measurements of electromagnetic emissions must be taken at and around the site; and**
- b. **A copy of the reported findings of the measurements must be provided to the Responsible Authority.**

Proposal:

An application has been received to replace an existing 23 metre monopole with a 30 metre monopole. The funding for the facility has been provided by the Federal Government's Black Spot Programme. The facility is expected to provide upgraded handheld service coverage to 68,600 square kilometres.

The Land & Surroundings:

The subject site is a small section of crown land that winds through the larger farming property known as 849 Skyline Road, Devils River. The site currently contains buildings and poles that provide a range of services including communications facilities, weather services, radio and a fire watch station. The monopole proposed to be removed is in the northern section of the subject site. There is a dwelling on adjoining property, and it is located approximately 120 metres away from the existing tower. Four houses to the south-southeast are visible from the site, two of which are within 1 kilometre, the closest being 580 metres away.

Referrals:

The application was sent for comment to the Department of Environment, Land, Water and Planning who had no objections to the proposal.

Consultation:

The application was notified to 29 nearby and adjoining owners. Two objections and three support submissions have been received. The objections can be summarised as follows:

- The tower is too high (two submitters)
- Interruption to the skyline (one submitter)
- Questions as to the Electromagnetic Energy (EME) report in application (one submitter)
- Too close to existing house and shed (one submitter)
- The health risks of the house near the tower should not be ignored (one submitter)

- Will impact on amenity of adjoining dwelling (one submitter)
- Will devalue the house (one submitter)

The support submissions can be summarised as follows:

- Improved mobile reception needed for both phones and internet (two submitters)
- Will increase safety for residents and visitors for emergency services (one submitter)
- Will have tourism benefits (one submitter)
- Technology improvements will benefit users of the lake (on submitter)

Newspaper / Other	Publishing/Consultation Date(s)
<i>Mail out: Nearby and Adjoining owners</i>	19 April 2016

Planning Considerations:

The site was identified in the Federal Government's Black Spot Programme as lacking vital mobile phone services. The location currently contains a 23 metre monopole, with an existing 5 metre antenna extension, and also includes other infrastructure including the Eildon Fire Tower, weather station, a 12 metre lattice tower and a smaller tower with antennas and a survey trig point. The nearest other facility to provide service is over 20 kilometres away. The facility is aimed at providing coverage to local businesses and along main traffic corridors. The nearest house is 120 metres to the north-west of the proposed replacement tower. The owner of this dwelling is an objector to the application.

The *Telecommunications Code of Practice 1997* requires that, where possible, site sharing facilities are used first to prevent a proliferation of towers and masts. In this case, the site is shared by a number of different service authorities. Under the *Telecommunications (Low-Impact Facilities) Determination 1997*, no planning permit would be required for an extension of the tower for up to 5 metres, provided the tower had not been extended before. As the proposal is to increase the height of the tower by 7 metres, a planning permit is required. The applicant advised that a smaller pole could be constructed but they would have to leave the existing 23 metre pole in place. The decision to replace it with a 30 metre tower was to provide all of Telstra's services on one pole, and minimise the number of towers on the whole of the site.

With the aim of minimising the number of towers on the site it was considered that the impact on the neighbouring property could be ameliorated with some landscaping on the edge to reduce the visual bulk. The applicant advised on site that the concerns about possible health effects of the tower would be minimal at the dwelling after the installation. The applicant agreed that a condition measuring EME readings around the site before and after the installation would be placed on any permit issued to provide evidence that there is exposure limits for radiofrequencies from the tower and equipment are well below the exposure limits allowed by the Federal government. The recommended maximum exposure limits are set on the basis of established health effects and include safety margins. In this case, the application documents indicated that at a distance of 100-200 metres from the site (which is where the house is located), the readings are expected to be 0.54% of the exposure limits allowed. The report will provide calculated EME readings at different distances from the base station, which will provide more detailed information than just a measurement at the dwelling itself. In terms of the landscape, the location is best placed to provide the most effective and efficient provision of services, as is required by Clause 52.19 *Telecommunications Facility*. While the tower will be larger, it will be absorbed into the landscape impact already noted on the site.

The main considerations in relation to this application are the landscape impact and affect on the adjoining dwelling. The site already contains a number of towers and structures, and is already

visible to the adjacent dwelling. The real change for the dwelling is the type of infrastructure being provided and the height of the tower. On balance, the additional 7 metres for the new monopole is considered a reasonable response to providing improved services for the area, with a minimum impact on landscape and amenity.

Conclusion:

The installation of mobile phone infrastructure on the site will provide improved coverage and safety for both local residents and visitors to Murrindindi Shire and should be supported.

Legal/Policy Issues:

State Planning Policy Framework

12.04-2 *Landscapes*

Objective: To protect landscapes and significant open spaces that contribute to character, identity and sustainable environments.

Strategies:

- Recognise the natural landscape for its aesthetic value as a fully functioning system
- Ensure natural key features are protected and enhanced

19.03-4 *Telecommunications*

Objective: To facilitate orderly development, extension and maintenance of telecommunication infrastructure.

Strategies:

- Facilitate the upgrading and maintenance of telecommunication facilities
- Ensure that modern telecommunications facilities are widely accessible to business, industry and the community
- Ensure the communications technology needs of business, domestic, entertainment and community services are met
- In consideration of proposals for telecommunications services, seek a balance between the provision of important telecommunications services and the need to protect the environment from adverse impacts arising from telecommunications infrastructure

Zoning

35.07 *Farming Zone*

Purpose:

- To provide for the use of the land for agriculture
- To ensure that non-agricultural uses, including dwellings, do not adversely affect the use of the land for agriculture

A planning permit is required for a telecommunications facility as it is less than 5 metres from the boundary of the property.

Particular Provisions

52.19 *Telecommunications Facility*

Purpose:

- To ensure that telecommunications infrastructure and services are provided in an efficient and cost effective manner to meet community needs
- To ensure the application of consistent provisions for telecommunications facilities

- To encourage an effective state wide telecommunications network in a manner consistent with the economic, environmental and social objectives of planning in Victoria as set out in Section 4 of the Planning and Environment Act 1987
- To encourage the provision of telecommunications facilities with minimal impact on the amenity of the area

Decision Guidelines:

- The principles for the design, siting, construction and operation of a Telecommunications Facility set out in A Code of Practice for Telecommunications Facilities in Victoria
- The effect of the proposal on adjacent land

A planning permit is required for telecommunications facility under clause 52.19.

6.2 INFRASTRUCTURE RENEWAL POLICY

REF: 16/23334

Attachments: Infrastructure Renewal Policy (refer *Attachment 6.2* – TRIM 16/15803)

Purpose:

The purpose of this report is to present the Infrastructure Renewal Policy for consideration by Council.

Officer Recommendation:

That Council adopt the Infrastructure Renewal Policy as contained in *Attachment 6.2*.

Background:

All councils face the problem of ageing assets. As the condition of assets deteriorates, the Level of Service (LoS) supported by those assets diminishes. Through its Asset Management (AM) practices Council invests in maintaining and renewing its assets to maintain the LoS.

In recent years Council has improved its AM practices by developing AM systems, frameworks, strategies and plans. Despite this Council's gap is significant and increasing. Council is unable to allocate sufficient funding to fully meet asset renewal.

Council's policy of renewal before upgrade, expansion or new is resulting in the majority of available capital works budget being allocated to renewal. However the total assets value continues to climb. This is due to the addition of essential new assets, such as road safety, new development and drainage improvements along with discretionary new assets and renewal itself. Often grant funded renewal is tied to upgrade and or expansion.

The new and expanded assets received following the 2009 bushfires have added significantly to renewal requirements. In many cases these assets, along with some existing assets, are in excess of those normally required and funded for the communities of the sizes in which these assets are located.

Council does not currently have a policy outlining its commitment to undertake renewal in a manner that provides a LoS appropriate to individual communities.

Council Plan/Strategies:

This issue relates to the following Council Plan 2013-2017 strategic objectives:

- We will administer sound financial and management practices.
- We will use resources more efficiently and effectively.

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

Legal/Policy Issues:

Council's Asset Management Policy states that 'Integrated decision making will be utilised in order that the built, social, economic and natural impacts of asset provisions and maintenance are properly considered throughout the asset management process'.

Financial/Resources/Risk:

There is a risk that Council may not be able to invest enough in the replacement of infrastructure to maintain services reasonably required by the community. The consequence of an insufficient capital investment in replacement is a widening infrastructure gap.

Officers will continue to seek grant funding addressing the renewal expenditure requirement. AM practices will focus on reducing the increasing gap through innovation and best practice. This is especially important in the current economic climate in an environment where rate capping has been introduced and reliance on government grants cannot be assured.

Consultation:

Consultation on this policy has included discussion with Councillors, Executive and Senior Management.

Discussion:

The policy seeks to identify the extent to which renewal of identified assets is assessed by Council as appropriate for individual communities. Reducing commitment to funding renewal to an appropriate level rather than assuming 100% renewal of existing assets will assist in reducing the financial pressure currently faced by Council to manage the infrastructure renewal gap.

This policy has been developed to allow renewal of identified assets to match the community service needs within Council's ability to pay for services.

The guiding principles for the implementation of this policy include:

- Assets will provide services to the community in alignment with the goals and objectives of the Council Plan.
- Council will engage with the community when determining the LoS.
- Council will determine the appropriate LoS.
- Renewal expenditure for assets providing a LoS determined by Council to be higher than required will be reduced to the appropriate level.
- Assets that do not provide, or are not required to provide, a minimum LoS or are beyond Council's financial capacity to maintain will not be renewed.
- Asset will be renewed in a cost effective manner to maintain the service they are required to provide.
- The determined LoS will be provided at the lowest long term cost to the community within the limit of any fiscal restraints that may be imposed by Council.

In addition the Council has an adopted Asset Management Policy and Strategy along with Asset Management Plans for all asset categories to consider when determining renewal requirements of assets.

Conclusion:

This policy outlines the process for undertaking renewal in a manner that provides a level of service appropriate to individual communities.

6.3 COMMUNITY GRANTS ROUND MARCH 2016 TO MAY 2016

REF: 16/28589

Attachments: Community Grants Summary March to May 2016 (refer *Attachment 6.3 – TRIM 16/28588*)

Purpose:

The purpose of this report is to inform Council of the recommendations made by the delegated Community Grants Assessment Committee on funds to be allocated from the Community Grants Program.

Officer Recommendation:

That Council notes and supports the recommendations of the Community and Emergency Grant Committee outlined in the following table:

Application	Funding sought	Recommendation
Alexandra Combined Probus Club	\$395.00	Supported
Alexandra Community Christmas Tree Festival	\$3,000.00	Supported to the value of \$2,000 and \$1,000 in kind via a reduction in hire cost for the Alexandra Shire Hall.
Life Saving Victoria	\$3,105.00	Not supported at this time, further information has been requested. Invited to submit in the next Community Grant round.
Alexandra Brass Band	\$1,400.00	Supported
Bandemonium – Alexandra Secondary Collage Band	\$4,000.00	Supported to the value of \$3,000

Background:

The Community Grants Program provides the opportunity for community groups and organisations to seek funding to support a range of activities and initiatives. The grants program operates on the principle of Council matching community group and organisations in kind and cash contributions.

Applications for the March 2016 to May 2016 cycle of Council's Community Grants Program were assessed by the Community Grants Committee (the committee) comprising of the Mayor, Deputy Mayor and the Chief Executive Officer.

Five applications for grant funding were received in this round. All applications and the committee's recommendations are summarised in the attached document (refer to *Attachment 6.3*).

Council Plan/Strategies:

The Community and Emergency Grants process is an operational outcome of the 2013-2017 Council Plan theme of Community to provide a seed funding pool to support community initiated projects.

Legal/Policy Issues:

Implementation of the program is in accordance with Council's Community Grants Program Policy.

Financial/Resources/Risk:

The remaining budget allocated to Community and Emergency Grants is \$9,040. The committee is recommending further expenditure of \$6,795. There are no further grant rounds to be paid within this financial year budget.

Discussion:

In total, five applications were received from community organisations for the March 2016 to May 2016 round. These applications are listed in the attached Community Grants Summary (refer to *Attachment 6.3*).

The committee supported one application that fell within its delegation. A grant of \$395 has been provided to the Alexandra Combined Probus Club for the purchase of a public address system to improve communication accessibility for members with a hearing impairment.

The committee recommend that three applications be supported:

- The Alexandra Community Christmas Tree Festival Committee sought funding to purchase electrical safety equipment and restock Christmas decorations. The committee has recommended that a grant of \$2,000 be supported. Murrindindi Shire Council has also assisted with a reduction in the hire fee for the Alexandra Shire Hall.
- The Alexandra Brass Band sought funding to replace music stands and purchase uniform shirts in time for their busy performing season. The committee has recommended that this grant be supported.
- The Alexandra Secondary College sought funding to support a student trip to Tasmania for members of the student band Bandemonium. Students have an opportunity to perform with other student bands on a tour of Tasmania, funding will assist in subsidising the cost of the camp for students. The committee has recommended that a grant of \$3,000 be supported. It was noted that whilst there was a significant in kind contribution from the school there was no cash contribution or local sponsorship.

The committee recommend that one application should not be supported at this time:

- Life Saving Victoria sought funding to support the delivery of an aquatic safety program 'Sink or Swim' to primary schools in Murrindindi Shire. The committee has asked for further information to be provided, particularly in relation to the number of schools that have indicated commitment to the project. Life Saving Victoria will be invited to resubmit an application in the next community grant round.

Council officers will provide feedback to applicants in writing and will contact them by phone to discuss their proposals further.

Consultation:

The Community Grant applications are assessed by the Community Grants Assessment Committee.

Conclusion:

Council, on the recommendations of the Community Grants Assessment Committee, have successfully provided funding to a range of community groups across the Shire. Council officers will continue to assist and support the community to identify potential projects for funding.

6.4 RATES AND CHARGES EXEMPTED FOR CHARITABLE ORGANISATIONS

REF: FY53-02

Purpose:

This report seeks approval of rates and charges to be exempted for charitable organisations for the 2015/2016 financial year.

Officer Recommendation:

That Council exempt the rates and charges for the 2015/2016 financial year for the following properties:

Assess	Name
23	Alexandra Opportunity Shop Inc.(48 Grant Street, Alexandra)
1518	Eildon Opportunity Shop (12A Main Street, Eildon)
32	Berry Street Victoria (58 Grant Street, Alexandra)
4296	Berry Street Victoria (1/58 Grant Street, Alexandra)
91	Alexandra Life Centre (118 Grant Street, Alexandra)
70	Friends of the Library (1/99 Grant Street, Alexandra)
6069	Kinglake Ranges Neighbourhood House (Op Shop) Kinglake (3 Kinglake Glenburn Road, Kinglake)
5775	St Luke's Opportunity Shop (76 High Street, Yea)
9178	Marysville Opportunity Shop (4/19 Murchison St, Marysville)

Background:

This report provides a summary of rateable properties to which Council has granted an exemption from rates. The exemption recognises the charitable and community nature of the organisations serving in the Murrindindi Shire.

Council Plan/Strategies:

This report is consistent with the strategies within the Council Plan 2013-2017 Goal of 'Our Community' to support and promote health and wellbeing, social connectedness and community involvement.

Legal/Policy Issues:

Exemptions for municipal rates are granted under section 154(2) C of the *Local Government Act 1989* (the Act) – where it can be shown that the properties are used exclusively for charitable purposes and a valid application for an exemption is received by Council. In the cases below, whilst the properties are rateable, they are all rental properties, their current use is exclusively for charitable purposes.

Financial/Resources/Risk:

The financial implications flowing from this review are included within the report.

Discussion:

The following listing represents properties for which General Rates and Municipal Charges totalling \$9,969.08 are proposed to be exempted for the financial year 2015/2016 and they are listed for approval (for reference, a total of \$8,043.73 was exempted in 2014/15).

Applications for exemptions from the following list were received to confirm that the assessments in question are still exclusively used for charitable purposes and thus meet the requirements for exemption under section 154(2c) of the Act. The nine assessments considered for exemption in

2015/16 are the same as were considered in 2014/15, no new applications were received from any other rateable assessment within the municipality.

Assess	Name
23	Alexandra Opportunity Shop Inc.(48 Grant Street, Alexandra)
1518	Eildon Opportunity Shop (12A Main Street, Eildon)
32	Berry Street Victoria (58 Grant Street, Alexandra)
4296	Berry Street Victoria (1/58 Grant Street, Alexandra)
91	Alexandra Life Centre (118 Grant Street, Alexandra)
70	Friends of the Library (1/99 Grant Street, Alexandra)
6069	Kinglake Ranges Neighbourhood House (Op Shop) Kinglake (3 Kinglake Glenburn Road, Kinglake)
5775	St Luke's Opportunity Shop (76 High Street, Yea)
9178	Marysville Opportunity Shop (4/19 Murchison St, Marysville)

Conclusion:

The above listing represents properties for which General Rates and Municipal Charges totalling \$9,969.08 to be exempted for the financial year 2015/2016 due to the community and charitable nature of the organisations concerned.

6.5 ENTERPRISE RISK MANAGEMENT AND OCCUPATIONAL HEALTH AND SAFETY POLICIES

REF: 16/28454

Attachments: Enterprise Risk Management Policy (refer *Attachment 6.5a* - TRIM 16/15912)
Occupational Health and Safety (OHS) Policy (refer *Attachment 6.5b* - TRIM 15/2907)

Purpose:

The purpose of this report is to seek Council endorsement to rescind the former Risk and Safety Policy and adopt the following policies:

- Enterprise Risk Management Policy
- Occupational Health and Safety Policy

Officer Recommendation:

That Council:

1. **Adopts the Risk Management Policy as contained in *Attachment 6.5a*.**
2. **Adopts the Occupational Health and Safety Policy as contained in *Attachment 6.5b*.**
3. **Revokes the *Risk and Safety Policy 2012*.**

Background:

Council's Risk and Safety Policy was adopted on September 17 2002. It was amended by Council on December 2006, December 2010 and June 2012. The policy was due for review in 2014.

An internal audit of Council's risk management framework undertaken in 2015 indicated that Council's approach to enterprise risk management was too heavily focussed on safety

management and that the link between Council's strategic objectives and risk management needed to be strengthened. It also found that reporting on risk management to the Council's Audit Advisory Committee and Council in general was not occurring frequently enough.

In response to the internal audit findings, Council initiated a project to develop an enterprise risk management framework to promote an integrated and common approach to risk management across Council. One component of this process is the need to replace Council's existing Risk and Safety Policy with separate Enterprise Risk Management and Occupational Health and Safety (OH&S) policies.

Council Plan/Strategies:

These policies are consistent with the Council Plan 2013-2017 strategies to continue to improve our processes to enhance the efficiency and effectiveness of the organisation and to ensure a healthy and safe workplace for all staff.

Legal/Policy Issues:

Under the Local Government Performance Reporting Framework, Council has a requirement to report on an annual basis whether it has considered six monthly reports on strategic risks concerning the Council's operations, including their likelihood and consequences of occurring and risk minimisation strategies.

Council has an obligation under the *Occupational Health and Safety Act 2004*, to provide and maintain, so far as reasonably practicable, a working environment that is safe and without risks to health and safety

Financial/Resources/Risk:

The Enterprise Risk Management Policy aims to maximise the organisation's capacity to achieve strategic goals for Council and the broader community and ensure that risk management is integrated with decision making and business planning decisions. An intended benefit of this is improved identification and management of risks, improved financial outcomes through better risk based decision making and more effective allocation and use of resources.

Non compliance with OH&S statutory requirements exposes Council to the risk of incurring large penalties, fines and legal challenges.

Discussion:

Enterprise risk management comprises of culture, processes and structure that are directed towards realising potential opportunities, whilst managing adverse effects.

Strategic risk management concerns managing risk at the level of an organisation's overall business strategy and focuses on the most consequential and significant risks that merit the attention of the organisation's Executive Management Team, Audit Advisory Committee and/or Council.

Sound strategic risk management is critical to the Council's ability to achieve its strategic objectives as detailed in the Council Plan 2013-2017 and to effectively and efficiently carry out its duties and responsibilities as prescribed on the *Local Government Act 1989*.

Enterprise Risk Management Policy

The purpose of the new Enterprise Risk Management Policy (refer *Attachment 6.5a*) is to promote an integrated and common approach to risk management across Council so that the risks affecting the achievement of Council's objectives are identified, assessed and treated to an acceptable level.

The policy is consistent with the AS/NZ ISO 3100:2009 – risk management principles and guidelines and draws on best practice from other Councils, the Victorian Managed Insurance Authority and the Municipal Association of Victoria.

The policy establishes Council's risk management principles, risk appetite, roles and responsibilities and risk reporting framework. The policy addresses the issues identified in the internal audit by:

- Creating an enterprise wide approach to identifying the whole range and relative priority of risks that have to be managed – rather than focussing exclusively on enterprise safety risks.
- Integrating risk management into corporate and business planning processes and day to day operations.
- Ensuring that risk is incorporated into governance and decision making processes in a systematic, structured and consistent manner.

Implementation of the policy will be supported by detailed guidelines outlining a consistent approach to identifying, assessing, managing and monitoring risks across Council. A communications and implementation plan will also be used to embed the new policy and guidelines and support development of a strong risk culture.

Occupational Health and Safety (OHS) Policy

The purpose of the new Occupational Health and Safety Policy (refer *Attachment 6.5b*) is to ensure the health, safety and well-being of employees, councillors, contractors, volunteers and the general public through the implementation of an occupational health and safety management system. While it has a greater focus on operational risks this policy applies to people beyond those directly employed by Council and is therefore requires adoption by Council.

The Occupational Health and Safety framework and policy principles have not altered substantially since the last review, when it was updated to reflect key requirements from the Australian and New Zealand standard ISO 31000:2009: Risk Management; and the AS/NZS 4804:2001 - OH&S Management Systems - Guidelines and Principles.

Consultation:

Council's Audit Advisory Committee at its meeting of 20 May 2016 reviewed the draft Enterprise Risk Management Policy and recommended that the policy is adopted by Council.

The Council's OH&S Committee and Executive Management Team have reviewed and endorsed the revised the OH&S policy.

Conclusion:

The new Enterprise Risk Management and the Occupational Health and Safety (OHS) policies have been developed to address the issues raised in the internal audit and improve Council's approach to integrating risk management with business planning and decision making processes.

6.6 MUNICIPAL EMERGENCY MANAGEMENT PLANNING COMMITTEE (MEMPC) MEETING MINUTES

Attachments: MEMPC Minutes 19 May 2016 (refer *Attachment 6.6* – TRIM 16/25562)

The minutes of the Municipal Emergency Management Planning Committee Meeting held on 19 May 2016 are attached for receiving.

Officer Recommendation:

That the minutes of the Municipal Emergency Management Planning Committee Meeting held on 19 May 2016 be received.

6.7 MURRINDINDI ENVIRONMENT ADVISORY COMMITTEE (MEAC) MEETING MINUTES

Attachments: MEAC Minutes – 7 June 2016 (refer *Attachment 6.7* – TRIM 16/28445)

The minutes of the Murrindindi Environment Advisory Committee Meeting held on 7 June 2016 are attached for receiving.

Officer Recommendation:

That the minutes of the Murrindindi Environment Advisory Committee Meeting held on 7 June 2016 be received.

7. SEALING REGISTER

REF: 13/6325

File Reference	Date Seal Affixed	Description of Documents	Signatures of Persons Sealing
SF/2578	24 May 2016	Lease - Yea Riverside Caravan Park - Existing Improvements - Murrindindi Shire Council and Yea Riverside Caravan Park Pty Ltd - Section 17 D Crown Land (Reserves) Act 1978 Caravan park Lease (Non Retail) Yea Riverside Caravan Park 1 Cour Street, Yea - Department of Environment, Land, Water and Planning	Margaret Abbey Margaret Rae
CONT 15/30	8 June 2016	Formal Instrument of Agreement between Murrindindi Shire Council and Kleinfelder Australia Pty Ltd for Landfill Monitoring and Consulting Services	Margaret Abbey Margaret Rae
SF/1664	8 June 2016	Transfer of Land - Title Volume 1699 Folio 676 and Volume 2880 Folio 906 from Donald Scott McLeish to Murrindindi Shire Council	Margaret Abbey Margaret Rae John Kennedy

Officer Recommendation:

That the list of items to which the Council seal has been affixed be noted.

8. COUNCILLOR PORTFOLIO REPORTS

8.1 LAND USE PLANNING PORTFOLIO

Cr C Challen:

8.2 ECONOMIC DEVELOPMENT PORTFOLIO

Cr J Kennedy:

8.3 INFRASTRUCTURE AND WASTE PORTFOLIO

Cr E Lording:

8.4 CORPORATE AND CUSTOMER SERVICES PORTFOLIO

Cr C Healy:

8.5 NATURAL ENVIRONMENT & CLIMATE CHANGE PORTFOLIO

Cr J Walsh:

8.6 MAYOR AND DELEGATED COMMITTEE REPORTS

Cr M Rae:

8.7 GENERAL BUSINESS**9. MATTERS DEFERRED FROM PREVIOUS MEETING****10. MOTIONS FOR WHICH NOTICE HAS PREVIOUSLY BEEN GIVEN****11. ASSEMBLIES OF COUNCILLORS**

REF: CY16/118

Purpose:

This report presents the records of assemblies of Councillors for 18 May 2016 to 8 June 2016, for Council to note in accordance with section 80A of the *Local Government Act 1989 (the Act)*.

Officer Recommendation:

That Council receives and notes the record of assemblies of Councillors for 18 May 2016 to 8 June 2016.

Background:

In accordance with section 80A of *the Act*, written assemblies of Councillors are to be reported at an Ordinary Council Meeting of the Council.

An assembly of Councillors includes advisory committees, where one or more Councillors were present, along with planned or scheduled meetings involving at least half of the Councillors and a Council Officer.

A Councillor who has a conflict of interest at an assembly of Councillors, must disclose the conflict of interest, and leave the meeting while the matter is being discussed.

A written record is required to be kept of every assembly of Councillors, including the names of all Councillors and staff at the meeting, a list of the matters considered, any conflict of interest disclosed by a Councillor, and whether a Councillor who disclosed a conflict left the meeting.

Summary:

Meeting Name / Type	Councillor Briefing Session	
Meeting Date	18 May 2016	
Matters discussed	<ol style="list-style-type: none"> 1. Renewal of Equal Employment Opportunity Policy 2. Planning application – Kinglake 3. Eildon Structure Plan 4. Industry Sector Stakeholder Engagement Program 5. Development Services Departmental March quarterly activity report 6. Capital works program – March quarterly activity report 7. Council Plan Review 8. Budget consultation program 	
Attendees: Councillors – Cr Rae, Cr Challen, Cr Walsh, Cr Healy	Staff – M Abbey, E Wyatt, M Chesworth, L Peddie, S Brown, M Crane, K Girvan, J Canny	
Conflict of Interest disclosures - Nil		

Meeting Name / Type	MSC & LMAR Municipal Emergency Management Planning Committee Meeting	
Meeting Date	19 May 2016	
Matters discussed	<ol style="list-style-type: none"> 1. Risk review (aeroplane incident and mass gathering) 2. Community representation on MEMPC 3. Draft Municipal Flood Plan 4. Emergency Management Planning Amendment Bill 5. Ausnet Services ‘designated areas’ 	
Attendees: Councillors –Cr Walsh	Staff – M Leitinger, C Price	
Conflict of Interest disclosures - Nil		

Meeting Name / Type	Council Pre-Meeting	
Meeting Date	25 May 2016	
Matters discussed	<ol style="list-style-type: none"> 1. Planning application – Kinglake 2. Eildon Structure Plan 3. Capital works – quarterly report 4. Contract award – Landfill Monitoring and Consulting 	
Attendees: Councillors – Cr Rae, Cr Kennedy, Cr Lording, Cr Walsh, Cr Challen, Cr Healy	Staff – M Abbey, M Chesworth, E Wyatt, S Brown, M Crane, A Bond, M Leitinger, J Canny	
Conflict of Interest disclosures - Nil		

Meeting Name / Type	Councillor Briefing Session	
Meeting Date	1 June 2016	
Matters discussed	<ol style="list-style-type: none"> 1. More Murals Project 2. Capital works briefing No. 3 3. Fees and Charges 2016-17 4. Waste Fees and Charges 2016-17 5. Asset Transition Policy 	

Attendees: Councillors – Cr Walsh, Cr Kennedy, Cr Challen, Cr Rae	Staff – M Abbey, M Chesworth, E Wyatt, J Canny, M Leitinger, A Bond, J Russell, J Rabel, S Brown, N McNamara
Conflict of Interest disclosures - Nil	

Meeting Name / Type	Murrindindi Environment Advisory Committee
Meeting Date	7 June 2016
Matters discussed	<ol style="list-style-type: none"> 1. Environmental projects and activities currently being delivered by Council 2. Redevelopment of Council's Environment Strategy 3. Round table discussion
Attendees: Councillors –Cr Challen	Staff –M Leitinger, Z Blakeney
Conflict of Interest disclosures - Nil	

Meeting Name / Type	Councillor Briefing Session
Meeting Date	8 June 2016
Matters discussed	<ol style="list-style-type: none"> 1. Transfer of equity – Alexandra and Marysville 2. Enterprise Risk Management and Occupational Health and Safety Policies 3. Rubicon Forest Action 4. Strategic Resource Plan Review 5. Draft Budget
Attendees: Councillors – Cr Rae, Cr Kennedy, Cr Challen, Cr Healy	Staff – M Abbey, E Wyatt, M Chesworth, G Taylor, L Peddie, A Bond, M Leitinger
Conflict of Interest disclosures - Nil	

12. URGENT BUSINESS

13. CONFIDENTIAL ITEMS

It is proposed that the following items be considered in closed session.

- Transfer of Equity – 18 William St Alexandra and Marysville Village Units

The meeting is to be closed to members of the public as the discussion of this item is confidential pursuant to (Section 89(2)(h) of the *Local Government Act 1989*) - any other matter which the Council or special committee considers would prejudice the Council or any person.