



AGENDA
of the
ORDINARY MEETING OF COUNCIL
to be held on
WEDNESDAY 22 OCTOBER 2014
in the
ALEXANDRA COUNCIL CHAMBERS
commencing at
6.00 pm

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1. PRAYER, OATH & RECONCILIATION STATEMENT

2. APOLOGIES AND REQUESTS FOR LEAVE OF ABSENCE

TRIM: SF/306

3. CONFIRMATION OF MINUTES

➤ Ordinary meeting of Council held on 24 September 2014.

Recommendation:

That the Minutes of the Ordinary meeting of Council held on 24 September 2014 be confirmed.

➤ Special meeting of Council held on 8 October 2014

Recommendation:

That the Minutes of the Special meeting of Council held on 8 October 2014 be confirmed.

4. DISCLOSURES OF INTEREST OR CONFLICT OF INTEREST

TRIM: SF/783

5. PUBLIC PARTICIPATION TIME

5.1 QUESTIONS OF COUNCIL

5.2 OPEN FORUM

TRIM: SF/130

5.3 PETITIONERS SPEAKING TO PETITIONS

TRIM: SF/132

6. OFFICER REPORTS

6.1 ADOPTION OF THE MUNICIPAL EMERGENCY MANAGEMENT PLAN

File No: SF/575

(Refer *Encl 6.1a* - Draft Murrindindi Shire Council and Lake Mountain Alpine Resort Municipal Emergency Management Plan and *Encl 6.1b* - Summary of submissions to the MEMP)

Purpose:

The Purpose of this report is to recommend to Council that following the period of public exhibition (1 month) and having regard to the submissions received, that Council proceeds to adopt the Murrindindi Shire Council and Lake Mountain Alpine Resort Municipal Emergency Management Plan (MEMP). The MEMP has been recommended by the Municipal Emergency Management Planning Committee (MEMPC) for endorsement by Council.

Recommendation:

That Council:

- 1. Acknowledges the five (5) submissions received to the draft MEMP**
- 2. Endorses the minor adjustments made to the draft MEMP in response to the submissions received to the public exhibition**
- 3. Notes that the draft MEMP, including minor adjustments was endorsed by the MEMPC on 9 October 2014**
- 4. Adopts the Murrindindi Shire Council and Lake Mountain Alpine Resort Emergency Management Plan as contained in Encl 6.1a to this report.**

Background:

Role of Local Government in Emergency Management

The *Emergency Management Act 1986* and the *Local Government Act 1989*, identifies councils across the state as playing a critical role in Victoria's emergency management arrangements and systems. Councils have emergency management responsibilities as they are the closest level of government to their communities and have access to specialised local knowledge about the environmental and demographic features of their municipalities. People will naturally seek help from their local council and emergency management agencies during emergencies and the recovery process.

Murrindindi Shire Council and the Lake Mountain Alpine Resort Management Board have an agreement in place to share emergency planning across the Lake Mountain Alpine Resort and Murrindindi Shire geographical areas. They accept responsibility for the management of municipal resources and the coordination of community support to counter the effects of an emergency during both the response and recovery phases. Murrindindi Shire Council and Lake Mountain Alpine Resort Management Board are not response agencies, however they are called upon to assist response agencies through requests for assistance (plant etc) when required.

Council and the Lake Mountain Alpine Resort Management Board share emergency management responsibilities that include:

- Municipal assistance to agencies during the response and recovery phases of emergencies;
- The provision of emergency relief to affected persons during the response phase;

- The provision of supplementary supply (resources) to lead relief agencies during response and recovery;
- Assessment of the impact of the emergency; and recovery activities within the municipality, in consultation with the Department of Human Services (DHS).

Municipal Emergency Management Planning Committee

Murrindindi Shire Council and the Lake Mountain Alpine Resort Municipal Emergency Management Planning Committee (MEMPC) is formed pursuant to Section 21(3) & (4) of the *Emergency Management Act 1986*, to formulate a plan for Council's consideration in relation to the prevention of, response to, and the recovery from emergencies within the Murrindindi Shire and Lake Mountain Alpine Resort.

It is not the MEMPC's role to manage emergencies. This is the responsibility of the agencies and personnel identified under the response and recovery arrangements in the *Emergency Management Manual Victoria*, the *Emergency Management Act 1986* and the *Country Fire Authority Act 1958*. The MEMPC is required to prepare the Municipal Emergency Management Plan (MEMP), which documents response and recovery operational arrangements, and to ensure that all the subjects listed in the Plan's outline are investigated and adequately provided for.

The ongoing role of the MEMPC is to review and amend the operational components of the Plan by:

- Assessing and reviewing hazards and risks facing the community
- Producing the MEMP for consideration by Council
- Reviewing and updating the Plan annually, including reviewing risks, with responsibility for this task delegated to the MEMPC Executive Officer
- Every three years, conducting a review of the risks examined in the Community Emergency Risk Management (CERM) or Community Emergency Risk Analysis (CERA) processes
- Arranging regular tests/exercises of an emergency scenario

MEMP Audit – Statutory Review Requirements

Every three years the MEMP is to be audited as required under Section 21A of the *Emergency Management Act 1986*. This audit assesses whether the plan complies with relevant statutory requirements. The audit for the Murrindindi Shire Council and Lake Mountain Alpine Resort is scheduled to occur on the 29 October 2014. Before that audit process, Council must have completed a number of processes including, endorsing the plan for the purpose of public exhibition, considering any submissions from the exhibition and adopting the MEMP.

As the former MEMP was based on a 1999 format, it was agreed by the MEMPC to comprehensively review the MEMP and complete a risk management evaluation process on the major risks faced in the Murrindindi Shire and Lake Mountain Alpine Resort areas. A subcommittee with representatives from SES, CFA and Murrindindi Shire Council was formed to complete a thorough review and update of the plan.

The former risk management process that formed the risk framework of the MEMP was known as Community Emergency Risk Management (CERM). The original CERM processes took place in 1999 and reviewed at three year intervals. CERM is now out of date and has been

replaced by the more comprehensive Community Emergency Risk Analysis (CERA), providing an opportunity for multiple community impacts and consequences to be considered enabling collaborative risk treatment plans and emergency preparedness measures to be described.

The resulting CERA process was undertaken in May 2014 and forms an integral part of the new "all hazards" 2014 Murrindindi Shire Council and Lake Mountain Alpine Resort MEMP.

Council Plan/Strategies:

The reviewed MEMP is consistent with goals outlined Murrindindi Shire Council Plan 2013-2017, specifically in relation to:

- Complete a statutory review of the MEMP to satisfy audit requirements.
- Ensure that Council's emergency management planning responds to community safety needs
- Improve Council and community capacity to respond to the impacts of extreme weather events and longer term climate change
- Work with communities to build resilience and prepare for future unplanned events.

Legal/Policy Issues:

Council's responsibilities in emergency management are prescribed in the *Emergency Management Act 1986*, the *Emergency Management Manual Victoria*, and the *Country Fire Authority Act 1958*.

Financial/Resources/Risk

Council has a recurrent operating budget to coordinate and administer emergency management planning.

Council also employs a part-time Emergency Management Fire Coordinator (EMFC), shared with Mitchell Shire Council and funded by DTPLI to improve the Council's capacity and capability in emergency management planning, the prevention of, response to and recovery from emergencies within the two municipalities.

Discussion:

Review of the MEMP

The plan includes a number of distinct changes for the management of emergencies within the municipality including:

- Aligns with the latest requirements of the *Emergency Management Manual Victoria*
- Provides for the creation of an Emergency Management Recovery Team (EMRT)
- Aligns with the new audit requirements of Emergency Management Victoria (EMV) and Victoria SES
- Provides a much more comprehensive introductory section that details demographic, topography, environmental and emergency trends and history in the Murrindindi Shire and Lake Mountain Alpine Resort areas
- Reviews relief and recovery arrangements including relief centre locations
- Embraces new directions including an 'all hazards' approach to dealing with emergencies

- Incorporates the use of Crisisworks (EM document management system) as the main tool in record management for the MEMP and Council's response to an emergency
- Details the key emergency management roles and functions of Council for the municipality
- Demonstrates Council's ongoing commitment to uphold the community's values and expectations in relation to emergency management

Officer summary of submissions

Five written submissions were received in response to the public release of the Draft MEMP and are attached to this report. The submissions are all supportive of the MEMP and can be satisfactorily met through minor changes to it. Of the submissions received only 2 commented on the plan. The remaining 3 were simple requests for further information and two requested that Neighbourhood and Community Houses be included in the relevant sections of the MEMP.

The submissions do raise a number of important matters to be considered in the broader context of emergency management such as treatments that should apply to public buildings (protection systems) and future options for additional Neighbourhood Safer Places (NSP). These important matters will require further communication with submitters and the community separate to the MEMP review process.

1.1. Submission 1

This submission asked for the Kinglake Ranges Children's Centre to be placed on the Vulnerable Persons Register (VPR). Secondly it raised a concern regarding the fact that many locals view the Educational Precinct around the Centre as a 'safer place' even though it is not formally recognised. The submitter goes on to request that Council should consider retrofitting Council buildings as Community Fire Refuges (although this name is not mentioned) where there are fire protection systems including sprinklers etc.

Officer response:

- Fire protection measures in public buildings are specifically addressed under the Building Act 1993. The Building Act and Regulations do not currently address Fire Refuge requirements.
- No changes required to the exhibited MEMP.

1.2. Submission 2

This submission suggests that the MEMP needs to be written with reference to the *Emergency Management Act 2013*, noting that the coordinating agency has shifted from Victoria Police to Emergency Management Victoria (EMV). It also highlighted that the warning siren in Kinglake is not in the plan. The submission then questions what Council would do in the event of normal wired and mobile communications failing. Next the submission suggests that the MEMP needs to further 'hook into local knowledge' particularly in the Rapid Impact Assessment process that Council undertakes. The submission then asks if Council have staffing backups for essential positions if Council staff are unable to get to work due to an emergency. It suggests that Local Government Arrangements such as tapping into the Hume Region MEMEG might be applicable here. The submission also asks if there are other backup MECC locations or just the Alexandra Office. It then moves on to state that the section on MEMP testing is not prescriptive enough. The submitter suggests that a sub plan be written that focuses on the delivery of MEMP exercises which also may allow access to grant funding sources.

Officer response:

- Note submission supporting the exhibited Draft MEMP.
- Changes required to MEMP include:

Add section under *Emergency Management Act 2013* (clarifying that there are no changes at the Municipal level yet and that the role of Council remains the same)

Secondary MECC to be changed to Yea Council Offices

- No further changes required to the exhibited MEMP.

1.3. Submission 3

This submission had a number of specific questions that particularly revolved around Neighbourhood Safer Places – Places of Last Resort. One of these asked why the appendices of the MEMP were not included for community comment.

Officer response:

- A response was forwarded to the submitter regarding the query during public comment period clarifying matters raised in relation to NSP's. The appendices for the MEMP were not included for the public consultation period as they contain sensitive information such as phone numbers of emergency services personnel and Council staff
- No further actions required to the exhibited MEMP.

1.4. Submission 4

This submission expressed a level of disappointment in the level of community engagement by Council regarding the MEMP. The submitter suggested the application of the 'IAP2' community engagement spectrum as a way for Council to more fully engage with the community and that we should distribute the MEMP or links to it via social media such as Twitter and Facebook. The author also expressed the desire to have community groups as members on the MEMPC (including representatives from groups such as Lions and Rotary clubs, Neighbourhood and Community Houses and UGFM). The submitter stated that Community Recovery Committees (section 3.3.13) should include primary producers and business organisations and that Community Engagement (3.4.2) should involve more than a minimum of 28 days for comment.

The submitter also highlighted that in section 3.5 it is not clear whose role it is to engage with community or promote resilience and preparedness at the local community level.

The submitter also questions if the Council has identified Emergency Relief Centres (ERC) across the Shire and if not, the community should be engaged in selecting their location. The author states that the location of ERCs should be advertised to the community.

It is then suggested by the submitter that the key roles of Neighbourhood and Community Houses be included in sections 6.2.5 (Roles of Organisations) and 7.5.4 (Offers of Assistance).

Officer response

- Add Neighbourhood and Community Houses to MEMP in required sections.
- No further changes required to the exhibited proposed MEMP required.

1.5. Submission 5

This submission was received as part of a separate submission to Council on another matter. The submission was solely concerned about Neighbourhood and Community Houses being added to the plan as they are a vital element of the community. The submitter also notes that Community on Ground Assistance (COGA) is due to close in February 2015 and should be removed from the plan.

Officer response

- Add Neighbourhood and Community Houses to MEMP in required sections and remove the reference to COGA at the next review period.
- No further changes required to the exhibited proposed MEMP required.

Consultation:

The Draft MEMP was placed on public exhibition during August 2014 and advertisements were placed in newspapers. The document was available for viewing on Council's website and at Council Offices.

Conclusion:

The Murrindindi Shire Council and Lake Mountain Alpine Resort MEMP is a timely re-examination of the major risks to the Murrindindi Shire and Lake Mountain Alpine Resort areas. It is an "all hazards" plan that examines all major emergency risks and mitigation strategies and provides a new improved structure to the response, relief and recovery processes and efforts. The review of the plan satisfies Council's statutory obligations and alignment with Council Plan goals and objectives.

6.2 MURRINDINDI 2030 VISION

File No: SF/425

(Refer Encl 6.2 – Murrindindi 2030 Vision)

Purpose:

This report presents the draft Murrindindi 2030 Vision to Council for adoption.

Recommendation:**That Council:**

1. **Adopts the Murrindindi 2030 Vision as contained in Enclosure 6.2 to this report.**
2. **Thanks all community organisations and residents who have participated in the development of the Murrindindi 2030 Vision.**
3. **Notes that a further report will be presented to Council on the Murrindindi 2030 Vision Implementation Plan.**

Background:

The Council Plan 2009-2013 included an activity to undertake a community visioning exercise to develop a Murrindindi 2030 Community Plan.

Long Term Community Plans provide the opportunity for Councils to clearly articulate their visions for the municipality and their communities. A number of Councils have undertaken the preparation of such plans as they provide an important mechanism for community engagement and participation.

Council agreed in June 2012 to undertake a two stage process which involved the conduct of a Community Visioning Session on 12 August 2012 and the distribution of a simple form to all households in the municipality.

This feedback provided the foundation for the development of the four goals within the Council Plan 2013-2017 as well as a checklist against which the strategies within the Council Plan were assessed.

Following this initial consultation, the second stage of the project involved the establishment of working groups (comprising Councillors and officers) which refined the feedback from Stage 1, the conduct of a second Community Visioning Session in May 2014 and further community feedback on the areas that the community value and wish to see improved.

Council Plan/Strategies:

The Council Plan 2013-2017 includes as a Strategy:

- Actively develop and implement a long term vision for Murrindindi Shire.

Legal/Policy Issues:

The development of the Murrindindi 2030 Vision provides a sound strategic framework for Council's planning and advocacy on behalf of the local community.

Financial/Resources/Risk

Having a long term community plan such as Murrindindi 2030 Vision enables Council to proactively seek out government grants and other financial support as well as the assistance of advocacy partners to support it in addressing the needs of the Murrindindi community.

The financial cost to Council of developing the Murrindindi 2030 Vision has primarily comprised officer time.

Discussion:

Participation from both community organisations and residents during this project has highlighted their strong commitment to a sustainable, vibrant and resilient community in 2030.

Responses from the May 2014 follow up session and the residents / community groups who participated in the feedback program have confirmed the importance of having a vision for the future and a strategic plan to work towards that vision.

This Vision document, which is included as Enclosure 6.2 to this report, has been collated into the three sections of:

- The Community
- The Place
- The Opportunity

It was found in the early stages of the work, following the workshop held in 2012, that there was considerable overlap between The People and The Community.

The draft Murrindindi 2030 Vision comprises the following elements:

- An overall vision for the Shire in 2030
- A vision statement for each of the three Sections
- Statements for each of the three Sections as to what we value now and want to improve by 2030
- Actions to achieve the vision.

These Actions are at a high / strategic level and complementing this work will be the development of an Implementation Plan. Further work will be undertaken during 2014 to complete this Implementation Plan.

Consultation:

Community consultation has been a fundamental element of the development of Murrindindi 2030 Vision. It has involved:

- Community Visioning session in August 2012.
- Distribution of a feedback form to all residents in the Shire in September 2012 with close to 300 responses being received.
- Community Visioning follow up session held in May 2014. This involved participants from the first session as well as other community leaders.
- Distribution of a workbook with the information from the Community Visioning follow up session to all residents who indicated that they wished to be involved in further work as well as a range of community organisations.

Given the level of community involvement to date, Council is well placed to adopt the Murrindindi 2030 Vision without needing to proceed to a further round of community consultation. This can be undertaken as part of the finalisation of the Implementation Plan.

Conclusion:

The adoption of the Murrindindi 2030 Vision provides a framework for future Council strategies, the next review of the Council Plan 2013-2017 and the finalisation of the Murrindindi 2030 Vision Implementation Plan.

6.3 COMMUNITY GRANTS ROUND JUNE TO SEPTEMBER 2014

File No: 14/31414

(Refer Encl 6.3 - Community Grants Summary June to September 2014)

Purpose:

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

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 Golf Club Inc.	\$5,000	Supported
Buxton Primary School	\$1,828	Supported
Canoeing Victoria Inc.	\$2,000	Supported
Grow Food Network	\$5,000	Supported recommend \$2,500
Alexandra Race Club	\$500	Supported, funds distributed
Eildon Lions Club	\$5,000	Supported recommend \$2,500
Yea Arts Carnivale	\$3,800	Supported
Buxton Recreation Reserve Committee of Management	\$3,740	Supported
Yea Centenary Show	\$1,250	Supported
Alexandra Events, RACV Great Victorian Bike Ride	\$1,000	Supported, funds distributed

Background:

Applications for the June to September 2014 cycle of Council's Community and Emergency Grants Program were assessed by the Community and Emergency Grants Committee comprising the Mayor, Deputy Mayor and the Chief Executive Officer.

Ten applications for grant funding were received in this cycle. All applications and the Committee's recommendations are summarised in the attached document.

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 the policy for the Community Grants Program.

Financial/Resources/Risk

The Assessment Committee is recommending that a total of \$24,118 in funding be granted this round; this amount falls well within the budget allocated to Community and Emergency Grants. Funds remaining unallocated in the 2014/2015 year amount to \$5,882. This is the first grant round for this financial year with a further two rounds to follow.

Discussion:

In total, ten applications were received from community organisations for the June to September 2014 round. These applications are listed in Enclosure: A3 Summary June to September 2014 of this report.

The Committee recommend Council support the following applications:

- The Alexandra Golf Club sought \$5,000 to contribute to a large redevelopment of their club rooms. The club have recently been successful in obtaining a Putting Locals First Grant of \$187,500.

- Buxton Primary School sought \$1,828 to support student participation in the National Young Leaders Day in Melbourne. The grant will be used to cover student entry and transport.
- Canoeing Victoria sought \$2,000 to hire a marquee for the Australian Canoe/Kayak Slalom National Championships which attract approximately 500 participants, officials and spectators.
- Grow Food Network sought \$5,000 to assist in running an inaugural event including open edible garden tours, speakers and demonstrations. The Assessment Committee has recommended that \$2,500 be allocated to the project.
- Alexandra Race Club sought \$500 to create a small secure storage area for the Alexandra Timber and Tramway Museum allowing the site to be cleared for use at a race meeting scheduled for October. This amount falls within the delegation of the Assessment Committee and funds have been distributed to the Club.
- Eildon Lions Club sought \$5,000 to contribute to the cost of replacing rotting boards and removal of white ants from the main building at the Eildon Youth Camp. The Assessment Committee recommends an allocation of \$2500 to cover the gap between the Club contribution and the cost of the building materials.
- Yea Arts Carnivale sought \$3,800 to stage an evening event to open the Yea Arts Carnivale including entertainment to attract and extend the stay of tourists and encourage local connection.
- Buxton Recreation Reserve Committee of Management sought \$3,740 to contribute to the repair and refreshment of the tennis facilities at the Reserve.
- Yea Centenary Show sought \$1,250 to contribute to the costs of centenary medals and wood carving demonstrations.
- Alexandra Events sought \$1,000 to contribute to the cost of running a welcome event as part of the RACV Great Victorian Bike Ride as they travel through Murrindindi Shire. This amount falls within the delegation of the Assessment Committee and funds have been discharged to Alexandra Events.

Consultation:

The Community and Emergency Grant applications are assessed by the Community and Emergency Grants Assessment Committee. As required, information is sought from the Community Services Department and other Council Departments.

Conclusion:

Council, on the recommendations of the Community Grants Assessment Committee has 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 2013-14 ANNUAL REPORT

REF: 14/32681

(Refer Encl 6.4 – Annual Report 2013-2014)

Purpose:

The purpose of this agenda item is to present the Annual Report for the period 1 July 2012 to 30 June 2013 for Council's consideration.

Recommendation:

That Council formally considers and endorses the Annual Report of the Murrindindi Shire Council for the 2013-14 financial year.

Background:

Sections 131 and 134 of the *Local Government Act 1989* set out the requirements for the preparation, public exhibition and consideration by Council of the Annual Report. These requirements also include the forwarding of a copy of the Annual Report to the Minister for Local Government by 30 September each year.

Subject to Council's consideration and endorsement of the Council's Annual Report 2013-2014 at this meeting, all statutory requirements associated with the Annual Report will have been met.

The Annual Report 2013-2014 details Council's performance over the past 12 months in achieving the objectives and activities of the Council Plan 2013–2017 and the 2013–2014 Annual Budget.

A copy of the Annual Report 2013-2014 is contained in Enclosure 6.4. Councillors have previously been provided with a hard copy of the Report.

Council Plan/Strategies:

The preparation of the Annual Report supports the goal to provide strategic leadership and effective governance that supports the aspirations of the community, as contained in the Council Plan 2013-2017.

Legal/Policy Issues:

As per Section 134 of the *Local Government Act 1989*, it is a requirement that the Annual Report be considered by Council after Council has sent the annual report to the Minister.

Financial/Resources/Risk

The Annual Report includes the audited Financial Report and Standard Statements for the 2013–2014 financial year which were approved by Council at its September 2014 Ordinary meeting.

Discussion:

The Annual Report 2012-2013 details the Council's performance in achieving the strategic objectives set out in 2009-2013 Council Plan and the 2012-2013 Budget.

Whilst the Report lists many achievements for the year, some highlights include:

- The Kinglake Ranges, Flowerdale and Toolangi Plan and Design Framework was adopted by Council and sets out a number of key directions for sustaining the communities of Kinglake Ranges, Flowerdale, Toolangi and Castella into the future.
- An online demographic resource was developed and is available to Council, businesses, service providers and the community to access detailed demographic information about the Shire.
- Council adopted the Yea Saleyards Strategic Business Plan which establishes strategies for the future management and development of the facility with projections for future growth of the business.
- A review of Council's Governance Local Law was completed which established new community participation opportunities in Council meetings.

- A Memorandum of Understanding between all Murrindindi Shire local business and tourism associations and Council focusing on the provision of visitor services across the shire was signed.
- The first stage of creating a paperless record system was completed with the implementation of Council's Electronic Document Management System (EDMS).
- The upgrade and renewal of the Yea Shire Hall was finished including new toilets, kitchen and meeting room facilities and was officially opened.
- The Transport Innovations project was completed and achieved positive outcomes towards reducing transport disadvantage across Murrindindi Shire.
- The Waste and Resource Recovery Strategy 2014-2019 was developed and adopted by Council which sets the strategic direction over the next five years for Council.

The Report also highlights a range of operational activities and services delivered that have supported the community. Highlights include:

- Aged and Disability Services provided 11,070 hours of domestic services.
- 752 immunisations were undertaken.
- Children's Services provided 13,446 hours of home based care and 73,400 hours of family day care.
- More than 20,000 people attended one or more of Council's pools across the Shire during the 2013/14 summer season.
- More than 3,000 domestic animals were registered.
- 39,666 head of cattle passed through the Yea saleyard complex across 21 sales.
- More than 60,000 "Walk-in" visitors to Visitor Information Centres.
- 81 events facilitated through Council's event coordination process.
- More than 40% of waste generated in the Shire was saved through recycling efforts.
- 97 per cent of Council building permits were determined within 30 days.
- 1,377 kilometres of roads and pathways were maintained.

Consultation:

The statutory inspection period as required by the Act has been complied with and includes public notification on Council's website and in local newspapers.

Publication	Publishing Date(s)
<i>Alexandra & Eildon Standard</i>	1 October 2014
<i>Yea Chronicle</i>	1 October 2014
<i>Marysville Triangle</i>	2 October 2014
<i>North Central Review</i>	30 September 2014
Council Website	1 October 2014

The report has been forwarded to the Minister for Local Government in accordance with statutory requirements and has been confirmed as received.

Conclusion:

The presentation of the Annual Report is an important milestone in recognising the significant achievements of Council in 2013–2014.

6.5 COMMITTEE OF MANAGEMENT MEMBERSHIP ENDORSEMENT

File No: SF/121 & SF/116

Purpose:

The purpose of this report is to seek Council's endorsement of the proposed membership for the Yea Showgrounds and Recreation Reserve and Kinglake Memorial Reserve Section 86 Committees of Management resulting from the 2014 Annual General Meetings.

Recommendation:

That Council appoints the following individuals to fill the vacant positions on the Section 86 Committees of Management for a three year period:

Committee of Management	Name	Representative position	Proxy
Yea Showgrounds and Recreation Reserve CoM	David Stares	Yea Football & Netball Club	Trevor Aldous
Yea Showgrounds and Recreation Reserve CoM	Brad Watts	Yea Cricket Club	Jack Sundblom
Yea Showgrounds and Recreation Reserve CoM	Ross Shaw	Yea Tennis Club	
Yea Showgrounds and Recreation Reserve CoM	Elaine White	Yea Show	Greg Garlick
Yea Showgrounds and Recreation Reserve CoM	Margaret Mahon	Red Cross	Di Quick
Yea Showgrounds and Recreation Reserve CoM	Tom O'Dwyer	Community Representative	N/A
Yea Showgrounds and Recreation Reserve CoM	Russell Gouldthorpe	Community Representative	N/A
Kinglake Memorial Reserve CoM	Anthony McMahon	Kinglake Football Netball Club	N/A
Kinglake Memorial Reserve CoM	Jenn Martin	Kinglake Cricket Club	N/A

Background:

Committees of Management are delegated under section 86 of the *Local Government Act, 1989* (The Act) to manage reserves and facilities on behalf of Council.

Section 86 Committees of Management must hold a public nomination process to propose the community representative membership to Council. The User Group representative positions are elected by each user group and then proposed to the Committee of Management and Council for endorsement.

The Yea Showgrounds and Recreation Reserve Committee of Management consists of the following membership:

- Two (2) Community Representatives
- One (1) Yea Tennis Club User Group Representative (plus proxy)
- One (1) Yea Show Committee User Group Representative (plus proxy)
- One (1) Yea Cricket Club User Group Representative (plus proxy)
- One (1) Yea Red Cross User Group Representative (plus proxy)
- One (1) Murrindindi Shire Council Councillor (non-voting)

The Kinglake Memorial Reserve Committee of Management consists of the following membership:

- Three (3) Community Representatives
- One (1) Kinglake Cricket Club User Group Representative
- One (1) Kinglake Football Netball Club User Group Representative
- One (1) Kinglake Ranges Tennis Club User Group Representative
- One (1) Kinglake Scouts Group User Group Representative
- One (1) Murrindindi Shire Council Councillor (non-voting)

Council Plan/Strategies:

This report is consistent with the Council Plan 2013-2017 goal – ‘Our Council’ – to provide effective governance that supports the aspirations of our community.

Legal/Policy Issues:

Failure to formally recognise changes in membership of Council’s Section 86 Committees of Management may inhibit the operation of committees and prevent compliance with delegated authorities.

Financial/Resources/Risk

Until Council has endorsed these memberships the individuals do not have any obligations under the Instrument of Delegation and cannot make any financial decisions or have any voting power.

Discussion:

The Yea Showgrounds Recreation Reserve Committee of Management held its Annual General Meeting on 22 September 2014. The Committee of Management advertised the two Community Representative positions as part of the Annual General Meeting notification. Two nominations were received and accepted and the five user groups representatives and proxies were nominated to the Committee of Management.

The Kinglake Memorial Reserve Committee of Management held its Annual General Meeting on 7 October 2014. The community representatives were all elected last year for a three year period so the Committee of Management did not advertise any vacancies. The Kinglake Football Netball Club, Kinglake Scouts Group and the Kinglake Cricket Club all nominated new user groups representatives to the committee

Consultation:

Council advertised the community representative nomination processes and Annual General Meeting details for two weeks prior to the Yea Showgrounds and Recreation Reserve Committee of Management meeting in a newspaper of the Committee of Management’s choice.

This process adheres with the regulations in the Committee of Management Governance Manual.

Committee of Management:	Publication	Publishing Date(s)
Yea Showgrounds and Recreation Reserve Committee of Management	Yea Chronicle	10 & 17 September 2014

Conclusion:

It is important from a fiduciary and statutory perspective that Council endorses current membership of its Section 86 Committees of Management.

6.6 KINGLAKE COMMUNITY CENTRE CLEANING

REF: sf/1779

An Addendum report will be provided.

6.7 AUDIT ADVISORY COMMITTEE MEETING

(Refer Encl 6.7 – 2014-09-15 Audit Advisory Committee Meeting Minutes)

The Minutes of the Audit Advisory Committee Meeting held on 15 September 2014 are attached for receiving.

Recommendation:

That the minutes of the Audit Advisory Committee Meeting held on 15 September 2014 be received.

6.8 MURRINDINDI ENVIRONMENT ADVISORY COMMITTEE MEETING

(Refer Encl 6.2 – MEAC Minutes 12.08.2014)

The Minutes of the Murrindindi Environment Advisory Committee Meeting held on 12 August 2014 are attached for receiving.

Recommendation:

That the minutes of the Murrindindi Environment Advisory Committee held on 12 August 2014 be received.

7. SEALING REGISTER

File: 13/6325

<i>File Reference</i>	<i>Date Seal Affixed</i>	<i>Description of Documents</i>	<i>Signatures of Persons Sealing</i>
2011/266	23 September 2014	Agreement made pursuant to Section 173 of the Planning and Environment Act 1987 - Property: Lot 2 PS616703F, Dove Lane, Koriella, between Murrindindi Shire Council and Edward Marcel Oostendorp and Jacqueline Frances Oostendorp	Margaret Abbey Margaret Rae
SF/840	24 September 2014	Deed of Variation between The Minister Education, Marysville Primary School and Ealry Learning Centre and Murrindindi Shire Council	Margaret Abbey Margaret Rae
CONT 13/13	30 September 2014	Formal Instrument of Agreement for Human Resources (HR) Services - Labour Hire and Hire of Temporary Staff	Margaret Abbey Margaret Rae
SF/777	2 October 2014	Deed of Renewal and Variation of Lease - Yea Caravan Park, Yea between Murrindindi Shire Council and Errol Joseph Donnelly and Emily Rose Donnelly	Margaret Abbey John Walsh
24/13/1252	8 October 2014	Transfer of Land Volume 9609 Folio 939 from Murrindindi Shire Council to Wongaburra Pty Ltd	Margaret Abbey Margaret Rae

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****8.2 ECONOMIC DEVELOPMENT PORTFOLIO****8.3 INFRASTRUCTURE AND WASTE PORTFOLIO**

8.4 COMMUNITY SERVICES PORTFOLIO**8.5 CORPORATE SERVICES PORTFOLIO****8.6 NATURAL ENVIRONMENT & CLIMATE CHANGE PORTFOLIO****8.7 MAYOR AND DELEGATED COMMITTEE REPORTS****8.8 GENERAL BUSINESS****9. MATTERS DEFERRED FROM PREVIOUS MEETING****10. MOTIONS FOR WHICH NOTICE HAS PREVIOUSLY BEEN GIVEN****11. ASSEMBLIES OF COUNCILLORS**

REF: CY14/117

Purpose:

This report presents the records of assemblies of Councillors for the 24 September 2014 to 8 October 2014, for Council to note in accordance with Section 80A of the *Local Government Act 1989 (the Act)*.

Recommendation:

That Council receives and notes the record of assemblies of Councillors for 24 September 2014 to 8 October 2014.

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	Pre Council Meeting Discussion	
Meeting Date	24 September 2014	
Matters discussed	<ol style="list-style-type: none"> 1. Public Participation Time 2. Toolangi Tavern – Planning Application 3. Review of LPPF 4. Discontinuation of part of Robbins Road 5. Fraud Prevention and Control Policy 6. Borrowings Policy 7. Committee of Management Membership Endorsement 8. Approval of annual Financial Statements 	
Attendees: Councillors – Cr Rae, Cr Challen, Cr Kennedy, Cr Walsh, Cr Magner, Cr Derwent	Staff – M Abbey, M Chesworth, J Canny, J Rabel, A Bond, M Parsons, A Bell, K Girvan, G Scale	

Conflict of Interest Disclosures: Yes				
Matter No.	Officer making disclosure	Was a vote taken?	Did Officer leave the room?	When? Before / after discussion / vote?
6.2	M Abbey	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Before

Meeting Name / Type	Councillor Briefing Session	
Meeting Date	1 October 2014	
Matters discussed	<ol style="list-style-type: none"> 1. Investment Prospectus 2. Disaster Ready Project 3. New & Expanded Assets Media Campaign 4. Murrindindi 2030 Vision 	
Attendees: Councillors – Cr Rae, Cr Walsh, Cr Challen	Staff – M Abbey, M Chesworth, J Canny, J Rabel, A Bond	
Conflict of Interest disclosures - Nil		

Meeting Name / Type	Councillor Briefing Session	
Meeting Date	8 October 2014	
Matters discussed	<ol style="list-style-type: none"> 1. Planning Application - Festival 2. Draft Municipal emergency Management Plan 3. IT Strategy 4. New & Expanded Assets Media Campaign 	
Attendees: Councillors – Cr Rae, Cr Kennedy, Cr Challen, Cr Walsh, Cr Magner	Staff – M Abbey, J Canny, L Kelly, C Price, A Bond, M Parsons, A Bell, K Girvan, J Rabel	
Conflict of Interest disclosures - Nil		

12. URGENT BUSINESS**13. CONFIDENTIAL ITEMS**

The Meeting will be closed to the public pursuant to s.89(2)(d) of the *Local Government Act 1989* due to contractual matters and s.89(2)(a) of the *Local Government Act 1989* due to discussion of personnel matters.