



AGENDA  
of the  
ORDINARY MEETING OF COUNCIL  
to be held on  
WEDNESDAY 25 NOVEMBER 2015  
in the  
KINGLAKE RANGES MEN'S SHED  
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 28 October 2015

***Officer Recommendation:***

**That the Minutes of the Ordinary meeting of Council held on 28 October 2015 be confirmed.**

- Minutes of the Special meeting of Council held on 28 October 2015

***Officer Recommendation:***

**That the Minutes of the Special meeting of Council held on 28 October 2015 be confirmed.**

**4. DISCLOSURES OF INTEREST OR CONFLICT OF INTEREST**

REF: SF/783

**5. PUBLIC PARTICIPATION TIME****5.1 QUESTIONS OF COUNCIL****5.2 OPEN FORUM**

REF: SF/130

**5.3 PETITIONERS SPEAKING TO PETITIONS**

REF: SF/132

**6. OFFICER REPORTS****6.1 HOLMESGLEN PLACE OF ASSEMBLY AMENDMENT**

Ref: 2012/95

Land: 92 Moore Road EILDON 3713

Proposal: Amendment to planning permit 2012/95 to delete conditions (4) and (10) restricting the amount of times the Place of Assembly can be used, to change the notification requirements for events and to delete condition (3) to remove the link to Outdoor Recreation Facility for the residential hotel at 92 Moore Road, Eildon.

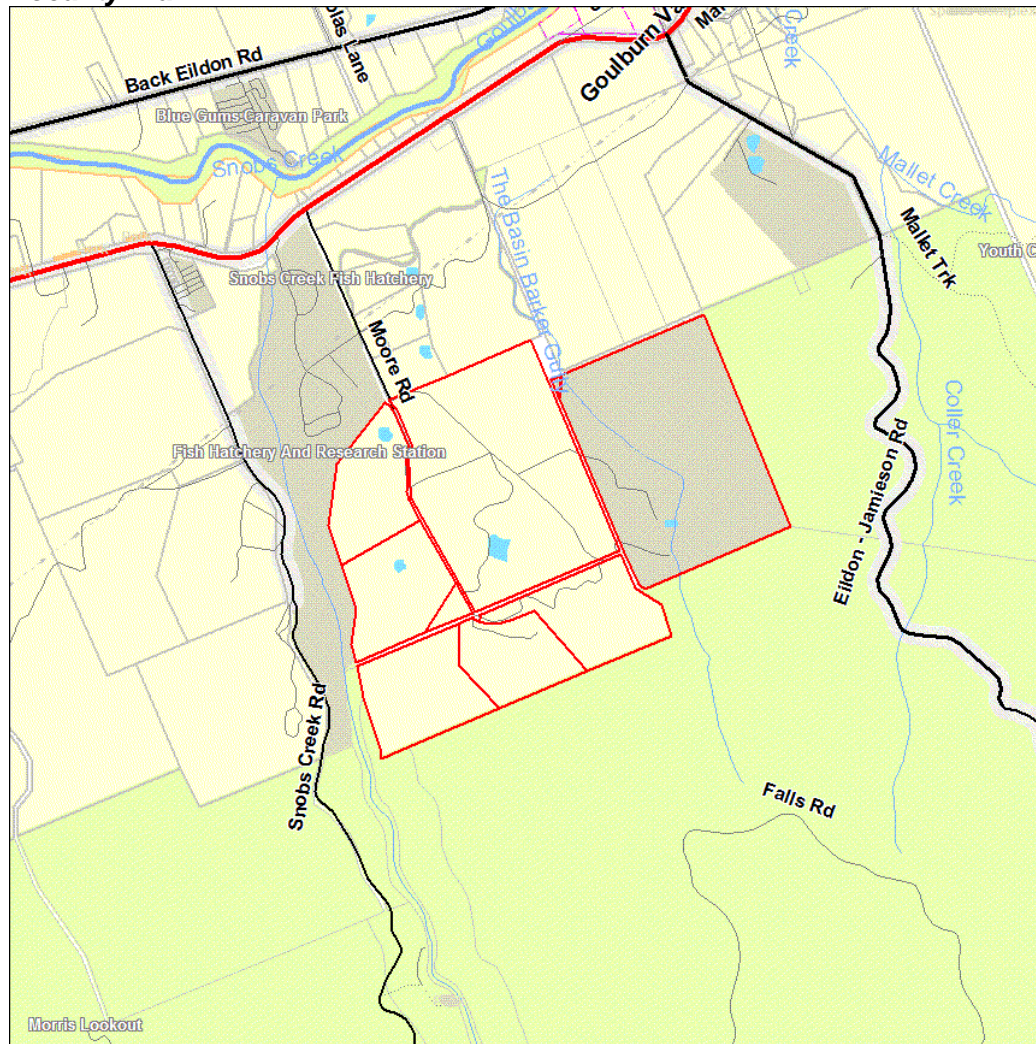
Applicant: Holmesglen Institute of TAFE

Zoning: Farming

Overlays: Bushfire Management

Attachment: (aerial photograph and submissions distributed separately)

### Locality Plan



### Purpose:

This report recommends that a notice of decision to amend planning permit 2012/95 be issued to delete conditions (4) and (10) restricting the amount of times the Place of Assembly can be used, to change the notification requirements for events and to delete condition (3) to remove the link to Outdoor Recreation Facility for the residential hotel at 92 Moore Road, Eildon.

### Officer Recommendation:

That Council issue a notice of decision to amend planning permit 2012/95 at 92 Moore Road, Eildon 3713 (Lot: 2 PS: 311717, Lot: 3 PS: 311717, Lot: 6 PS: 311717, Lot: 4 PS: 311717, C/A: 14 CAL: A, Lot: 5 PS: 311717, Lot: 1 PS: 311717, C/A: 14 CAL: C, Parish of Thornton), with the following changed conditions:

(3) Deleted.

(4) Deleted.

(10) Deleted.

**Proposal:**

A planning permit was issued in October 2012 that allowed the Holmesglen Institute of TAFE site at Eildon to be used for residential hotel accommodation, an outdoor recreation facility and for a Place of Assembly (functions). The permit was issued with a total of nineteen conditions and the application is now applying to amend the following three conditions:

- (3) The use of the residential hotel accommodation must be in conjunction with the outdoor recreation facility.
- (4) The use as 'Place of Assembly' must not exceed 10 in any calendar year and notification of the events must be sent to Council at least one week prior to any event taking place.
- (10) This permit allows the site to be used up to six (6) times in accordance with the proposal prior to the works being undertaken as per conditions (11) and (12) below. Prior to any of these six events being held, the following must be provided to the Responsible Authority at least six (6) weeks prior to the event being held:
  - (a) Date and time of event (s), including estimated start and finish times
  - (b) Type of event
  - (c) Expected number of patrons/visitors
  - (d) Expected number of vehiclesNotification of these events will be sent to all residents of Moore Road by the Responsible Authority.

Condition (3) is amended as the Farming Zone no longer requires the use of the land for residential hotel to be in conjunction with an outdoor recreation facility, and the applicant wishes to remove this restriction in line with the current provisions.

Condition (4) limited the use to 10 events per annum and required notification to Council of the 10 events to be run in accordance with the permit. This limitation of 10 events was due to the planning scheme requirements at the time, and the applicant wishes to remove this restriction in line with the current provisions.

Condition (10) related specifically to a limitation of event numbers and notification requirements prior to conditions 11 and 12 being met. These two conditions required that Moore Road be upgraded in accordance with the Traffic Impact Assessment Report (TIAR) prepared by Traffic Works, dated 13 June 2012. The applicant wishes to remove this condition as the road has been completed and this is now a redundant condition.

**The Land & Surroundings:**

The subject land contains a rural learning centre, which includes accommodation buildings, multipurpose buildings and dwellings. The property is made up of 8 separate parcels of land in one ownership. The buildings that are to be used for the extension of use are contained within Crown Allotment 14A.

The land is primarily cleared grazing land, with some vegetated areas in the northern half of Crown Allotment 14A, and the southern section of the whole of the property. The property adjoins the state forest to the south and east, is bordered by Snobs Creek to the west and a fish hatchery and rural lifestyle properties to the north. The area can generally be characterised as farming, with some rural lifestyle properties along Moore Road.

**Referrals:**

The application to amend was referred internally to Council's Development Engineer, who assessed the amended Traffic Impact Assessment Report. Comments on the TIAR considered whether the traffic counts in June were reflective of the summer traffic volume, what the highest traffic generator would be for the road, what the existing road pavement was like and if any upgrade was necessary. The resolution was that the biggest area of concern was the initial section of Moore Road, which is the steepest section with the most limited visibility. The road was upgraded in accordance with the requirements in the initial permit, and is identified in Council's road register.

**Consultation:**

The application was notified to nearby and adjoining landowners, and one objection was received. The issues raised in the objection can be summarised as follows:

- Will further degrade peaceful rural/residential lifestyle
- Established as an Educational Establishment, not a Place of Assembly
- Only supported the extended use due to the limitations on the permit
- Road is too narrow to accommodate increased volume
- Now operating as a 24/7 commercial operation
- Holmesglen are already operating outside of their permit limitations
- Functions have increased traffic
- Would be ok with increasing functions to 15 per annum

This was forwarded to the applicant who advised the following:

- The facility offers a varied and established outdoor recreation program
- They did not believe they needed to make notification of events any more
- Road has been upgraded to Council's satisfaction
- The facility is an education centre, not an active farm
- The facility brings enormous economic development and employment opportunities
- Only one neighbour has submitted an objection

This was forwarded to the submitter, who did not withdraw, and made the following reiterations:

- Have had repeated changes to the business plan and is very frustrated
- The response does not address the practical traffic issues
- Not all agreed signage has been installed
- The road should have been sealed to 6.2m wide
- Vehicles travel too fast along Moore Road

Newspaper / Other	Publishing/Consultation Date(s)
<i>Mail out: Notice of Application to Nearby and Adjoining owners</i>	26 June 2015

**Planning Considerations:**

As this application is for an amendment to the permit, Council officers can only consider the parts of the permit that the applicant wishes to change. In order to consider this, it is appropriate to do this separately.

Firstly, Condition (3) requires that the use for the residential hotel accommodation only be associated with the use of the land for an outdoor recreation facility. This was a requirement of the Farming Zone at the time of the original application, and was included in the permit to reflect the zone considerations at the time. The Farming Zone was amended in September 2013 to remove this restriction. Based on the fact that the zone itself no longer has this requirement, it is considered reasonable to remove it from the permit.

The application to delete condition (4) would essentially allow the property to be used as a commercial function centre every day of the year, and no longer be limited to 10 times a year. It needs to be considered whether this is an appropriate extension of use for the site, and whether the current road construction is sufficient to support this.

The original permit assessment determined that the use of the facility for a Place of Assembly was appropriate. As the use is not changing, just the amount of times it can be used, it can be considered that this use itself continues to be an appropriate use of the facility.

The other consideration is whether the current road construction is sufficient to support the unlimited number of events requested.

The application to amend the permit has been supported by an amended Traffic Impact Assessment Report. This report makes the following conclusions:

- The treatments that have been implemented at the intersection of Goulburn Valley Highway and Moore Road, in accordance with the recommendations in the 2012 TIAR, are deemed appropriate to satisfy current and estimated future demand and do not require further enhancement
- The 4.0m wide sealed carriageway that has been constructed is appropriate and consistent with the classification of Moore Road as a Rural Access Road under Council's IDM. The five pre-existing passing bays are sealed to facilitate vehicles to pass during busy periods. The current configuration of Moore Road is confirmed as appropriate for present and anticipated future traffic demand.

When balancing this recommendation with the consideration of the objection, being that the road should be widened to accommodate the increased use, Council officers also need to consider the broader impact on the environment. Specifically, any widening of the road would result in a significant amount of vegetation loss. It is the opinion of Council officers that the road width remain as it currently is and that Council continue to pursue a reduced speed limit for Moore Road.

The construction standard of the road has been considered by Council's Development Engineer, who did not raise any requirement for widening of the road to accommodate the extended use. The main concern raised by the engineer, and further highlighted by the submitter, is the road condition for the first section of Moore Road. The intersection works up to the building line is the responsibility of VicRoads, who accepted the works done at the intersection as part of the original permit. The rest of the road is now part of Council's road register as a sealed road as it was accepted by Council after the road was constructed in accordance with the permit requirements. Based on this, it is not reasonable to require the applicant to maintain this section of road.

In relation to the amendment to change the notification requirements, the current permit has two references to notification. The first is in relation to the 10 events being notified to Council in condition (4). This notification was placed on the condition to allow Council officers to monitor the number of events being held. If the use is allowed to be unlimited, it is considered reasonable that the applicant no longer be required to notify Council of events.

Condition (10) was placed on the permit to allow a limited number of events to be run before the road itself was sealed. As this is now done, it is considered reasonable that this permit condition be deleted.

**Conclusion:**

The amendment to the permit is to allow an existing use to be extended at Holmesglen Institute of TAFE. The road has been upgraded to accommodate an extension of use, and it is considered reasonable that the permit amendment be allowed to remove the current restrictions.

**Legal/Policy Issues:****State Planning Policy Framework**

## 11.10 Hume regional growth

Objective: To develop a more diversified regional economy while managing and enhancing key regional economic assets.

## 14.01 Agriculture

Objective: To protect productive farmland which is of strategic significance in the local or regional context.

Strategies: Ensure that the State's agricultural base is protected from the unplanned loss of productive agricultural land due to permanent changes of land use

Local Planning Policy Framework

## 21.04 Agricultural and rural land strategies

## Issues:

- The use of land for non agricultural, rural living or hobby farming purposes that may conflict with established or future agricultural and horticultural land uses
- The need for diversification of the agricultural economy

## Strategies and objectives:

- Ensure that the use and development of rural land is both compatible with and complementary to agricultural activities and protect agricultural potential
- Encourage agricultural diversity and promote opportunities for new farming enterprises
- Facilitate diversification and development of rural land when it can be demonstrated that the economic base of the Shire will be enhanced

## 21.06 Tourism and heritage strategies

## Strategies and objectives:

- Facilitate tourist uses and developments that are linked to the natural environment
- Facilitate recreational and tourism activities that attract tourists all year round

Zoning

## 35.07 Farming Zone

## Purpose:

- To provide for the use of land for agriculture
- To ensure that non-agricultural uses, particularly dwellings, do not adversely affect the use of land for agriculture
- To encourage the retention of employment and population to support rural communities
- To encourage use and development of land based on comprehensive and sustainable land management practices and infrastructure provision

A planning permit is required for a place of assembly in the Farming Zone.

Overlays

## 44.06 Bushfire Management Overlay

No planning permit is required for the amendment to the permit in the Bushfire Management Overlay.



## 6.2 DEVELOPMENT SERVICES DEPARTMENT SEPTEMBER QUARTERLY ACTIVITY REPORT

File No: SF/1704

Attachment: Planning and Building Permit Activity Report (*refer Attachment 6.2a – application details (TRIM 15/57139)*), Strategic Planning Update (*refer Attachment 6.2b – application details (TRIM 15/57140)*)

### ***Purpose:***

The purpose of this report is to provide Council with the September Quarterly Activity Report on the Development Services Department.

### ***Officer Recommendation:***

**That Council note the Development Services Department September Quarterly Activity Report**

### ***Background:***

This regular quarterly report is used to demonstrate accountability and responsiveness to the customers of Council's Building and Planning services and to promote these services.

### ***Council Plan/Strategies:***

This initiative directly supports the achievement of the Strategic Objective for Customer Service in the *Our Council* goal in the Murrindindi Shire Council Plan 2013-2017, in that it addresses delivery of quality customer outcomes.

### ***Legal/Policy Issues:***

There are no legal issues associated with the quarterly activity report. Council's responsibilities in these functional areas are covered by various statutory regulations. The Murrindindi Planning Scheme (Local Planning Policy Framework), and Infrastructure Design Manual are of particular relevance guiding decision making on Planning Permit approvals.

### ***Financial/Resources/Risk***

There are no financial costs relating to the preparation of this report.

### ***Discussion:***

#### ***1. Permit Activity (Building and Planning)***

For the 2015/2016 year to date, 85 applications have been received. This compares well to the previous financial year with a total of 255 applications received.

For the 2015/2016 year to date 97 applications have been determined. This compares well to the previous financial year with a total of 254 applications determined.

For the 2015/2016 financial year to date, 86% of permits have been issued within the statutory time frame. In the previous financial year 78% of permits were issued within the statutory time frame.

For the 2015/2016 year to date, 141 permits have been issued. This compares well to the previous financial year with a total of 321 permits issued.

For the 2015/2016 year to day, 98% of permits have been issued within 30 days. This is equal to the previous financial year with 98% of permits being issued within 30 days.

The total value of Municipal Building Surveyor (MBS) Building Permits for the July to September quarter is \$3,844,241. The value of building works for MBS permits issued last financial year was \$19,087,458.

For further detail, Planning and Building monthly permit statistics are attached to this report for the September quarter (refer attachment 1).

## 2. Promotional Activities, Participation at Forums & Community Meetings

The activity in the quarter was lower than previous quarters as it has been impacted by the staff changes from the internal restructure. This is under review now that the new structure is in place.

## 3. Customer Satisfaction and Feedback

The customer feedback survey form is being sent to all permit applicants at the end of the process. Seven responses were received in the quarter, with an overall positive response.

**Table 2: Customer Satisfaction Response in September Quarter**

Question	Excellent	Good	Average	Poor
The Professionalism of the team was:	5	1	1	
The responsiveness of the planning team was:	5	1	1	
The planning team's overall attention to detail was:	5	1		1
From lodgement to determination of your planning application, the planning team's performance in keeping you informed was:	5	1	1	

Four of the seven respondents reported that they had a pre-application meeting; all were completed over the phone.

The 'poor' result included no detail that identified the application, and officers were therefore unable to access further and more specific feedback.

General comments received were:

*"Would encourage the use of Spear for planning application submissions."*

*"Karen and her team were excellent."*

## 4. Strategic Studies and Projects

Planning Scheme Amendments:

- C46:  
Review of the Development Plan Overlay. Council adopted C46 on 26/8/2015 and are submitting it to the Minister for Planning for approval.
- C54:  
Revised Local Planning Policy Framework. Following consideration of the panel report, Council adopted C54 on 22/7/2015, with minor changes, submitting the adopted planning scheme amendment to the Minister for Planning for approval. Although no formal advice has been received, DELWP officers have advised that the determination of the planning scheme amendment is imminent, but will come after the approval of Planning Scheme Amendment C53.
- C55:  
Implementation of the Yea Structure Plan. Objecting submissions were received to C55 that could not be resolved.

**Projects:**

- **Eildon Structure Plan:**  
DELWP has funded Council to prepare a structure plan, appointing consultants MacroPlan to undertake the project. The plan will guide the future land use, development and servicing of the Eildon township and area. Inception activities commenced in the September quarter.
- **Gaming policy:**  
A gaming review (including a gaming policy) was prepared and adopted at the October Ordinary Council meeting. The review / policy guides where gaming should be discouraged and considered.
- **Hume Region Landscapes Study:**  
Officers have participated in a regional landscapes study that will identify significant landscapes in Murrindindi Shire and potentially form a basis for upgrading the existing Significant Landscapes Overlay in the planning scheme.
- **Kinglake Flowerdale Toolangi Streetscape Plan:**  
A draft streetscape plan has been prepared for this area, nominating proposed streetscape and civic precinct works in each locality. The document was endorsed at the October Ordinary Council meeting.
- **Lake Eildon catchment review:**  
A DELWP funded review of planning approaches and controls for the declared Lake Eildon catchment has been undertaken for Mansfield and Murrindindi Shires, the affected area in Murrindindi being around Taylor Bay. Draft planning scheme amendments have been prepared, with proposed C48 for Murrindindi proposing to apply the Environmental Significance Overlay. Clarification has been sought from DELWP officers on a preferred approach for the planning scheme amendments.

The updated planning projects summary is attached to this report (refer attachment 2).

**5. Building Surveying Shared Services with Mansfield Shire Council**

As reported last quarter, officers are participating in a trial 'shared service' with Mansfield Shire. This involves two days per week, on site, in Mansfield – to date activities have largely involved dealing with enquiries and assisting in finalising outstanding building notices and orders.

**Consultation:**

The activities listed in this report identify a number of communication strategies to engage with industry professionals and the community on Council's Planning and Building Services. An internal communications plan has been developed to ensure media releases continue to be released, publicising the work being undertaken within the Department, which is to be fully integrated into the operational program and quarterly reporting cycles. Projects and studies continue to be promoted throughout the year given the large volume of work being undertaken in this area, encouraging community participation along the way.

**Conclusion:**

The provision of Quarterly Activity Reports will continue to inform Councillors and the public of the work being carried out by the Development Services department, and importantly, encourage customer feedback to inform improved performance.

It should be noted that this report is the first to begin to include data from the Economic Development and Tourism Units. The September quarter has included a period of transition and this is apparent in the reporting. It is envisaged that the December quarter will see a fully integrated Activity Report.

### 6.3 MUNICIPAL FIRE MANAGEMENT PLAN

REF: 15/58047

Attachment: Draft Municipal Fire management Plan (*refer Attachment 6.3 – application details (TRIM 15/4777)*)

***Purpose:***

To present Council with the proposed draft of the Murrindindi Shire Council and Lake Mountain Alpine Resort Municipal Fire Management Plan (MFMP) for endorsement.

***Officer Recommendation:***

**That Council endorse the draft Murrindindi Shire Council and Lake Mountain Alpine resort Municipal Fire management Plan as presented.**

***Background:***

The Municipal Fire Management Plan was previously adopted by Council in 2012 (item 8.1.2, 17 December 2012) although Council is required to formally review the MFMP every 3 years under the CFA Act.

***Council Plan/Strategies:***

The reviewed MFMP is consistent with strategies identified in the Murrindindi Shire Council Plan 2013-2017 as follows;

- 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 fire prevention planning are prescribed in the *Council Fire Authority Act 1958* (Vic) ('CFA Act') and the *Emergency Management Act 1986* (Vic) ('EM Act').

***Financial/Resources/Risk***

Council has a recurrent operating budget to coordinate and administer fire prevention activities across the municipality. The Integrated Fire Management Planning framework, used in the preparation of the MFMP, provides an improved strategic platform for the setting of Municipal Fire Management Plan priorities.

***Discussion:***

The original iteration of this plan focused on the bushfire risk to the Shire. The current review of the plan has incorporated structural fire and hazardous material incidents and recognises the extensive work already undertaken in fire management across the municipality.

The MFMP uses the Community Emergency Risk Assessment (CERA) consequence table, risk assessment matrix and likelihood matrix to assess the risk of structural fire and hazardous material incidents. The state bushfire tables which were used to analyse the risk of bushfire to the shire in the first iteration of the MFMP are not applicable to either structural fire or hazardous material incidents.

Once assessed, the structural fire risks in the MFMP were then ranked, with those with risks to human life taking precedence. The risks included (but are not limited to);

- The risk of structural fire in Eildon
- The risk of structural fire to residential properties across Murrindindi Shire

- The risk to houseboats on Lake Eildon from structural fire
- The risk of structural fire impacting infrastructure at Lake Mountain Alpine Resort
- Risk to commercial properties from structural fire
- The Risk that people may not be able to travel due to a road closure for a hazardous material spill or accident.

Treatments or procedures that tackle these risks directly were then assembled from all of the relevant agencies in the Municipality (see Risk Management Strategy, Section 5.3). An Action Plan (Section 5.4) was then developed to identify any gaps in the treatment of fire risk and to outline any new treatments to the identified risks that may be planned.

The MFMP is designed to chart and coordinate the implementation of measures in use across the municipality designed to minimise the occurrence and mitigate the effects of bushfires, structural fires and hazmat incidents. It also seeks to identify the need for adopting or developing new activities, processes and policies, and communicating this need to the relevant responsible authority.

In doing so it takes into consideration all aspects of fire management;

- Prevention – Regulatory and physical measures to ensure that emergencies are prevented, or their effects mitigated
- Preparedness – Arrangements to ensure that in the event of an emergency occurring all those resources and services that are needed to cope with the effects of the event can be efficiently mobilised and deployed
- Response – Actions taken in anticipation of, during and immediately after an emergency, to ensure its effects are minimised and that people affected are given immediate relief and support
- Recovery – The coordinated process of supporting emergency affected communities in the reconstruction of the physical infrastructure and restoration of emotional, social, economic and physical wellbeing.

The draft MFMP represents a major rewrite of the plan which will apply for a three (3) year period to November 2018 with annual reviews during this time. The sections of the MFMP which have been amended to accommodate the changes in this review are;

- Section 1 Introduction
- Section 3.1.3 Natural Environment
- Section 3.3 Structural Fire and Hazardous Material Incident Risk
- Section 5.2.2 Structural Fire Risk Assessment
- Section 5.3.2 Risk Management Strategy – Structural Fire
- Section 5.4 Action Plan
- Appendix 1 Consequence and Likelihood Tables
- Appendix 3 Environmental Scan Maps and Data
- Appendix 8 Fuel Reduced Corridors, Fire Access Tracks and Priority Access Roads

Both the Municipal Fire Management Planning Committee (MFMP) and the Municipal Emergency Management Planning Committee (MEMPC) in separate meetings on 24 September 2015 endorsed the revised MFMP.

**Consultation:**

The Municipal Fire Management Planning Committee (MFMP) and the Municipal Emergency Management Planning Committee (MEMPC) have both endorsed the draft MFMP.

**Conclusion:**

The Murrindindi Shire Council and Lake Mountain Alpine Resort MFMP reviews the major fire risks to the Murrindindi Shire and Lake Mountain Alpine Resort areas. This iteration of the MFMP includes examination of the risk of both structural fire and bushfire and also hazardous material incidents. The review of the MFMP satisfies Council's statutory obligations and aligns with Council Plan strategies.

**6.4 SEPTEMBER QUARTERLY REPORT – CAPITAL WORKS PROGRAM 2015/2016**

REF: 15/57719

Attachment: Infrastructure Capital Works Progress Report (*refer Attachment 6.4* – application details (TRIM 15/57719))

**Purpose:**

The purpose of this report is to provide Council with the September quarterly update on Council's 2015/2016 Capital Works Program. The report will ensure that Council is advised of the progress of the Capital Works Program.

**Officer Recommendation:****That Council:**

- 1. Note the September Quarterly Report – Capital Works Program 2015/2016**
- 2. Endorse the reallocation of funds from the Yea Railway Reserve public conveniences to the refurbishment works on the main public convenience block at High Street Yea as detailed in Section 4 of this report**
- 3. Endorse the reallocation of funds from the Playground Equipment Program to the Yea Recreation Reserve – Multi Purpose Court as detailed in Section 4 of this report**

**Background:**

At the Ordinary Council Meeting on 23 July 2012, Council resolved that a Quarterly report on the progress and financial status of the Capital Works Program be incorporated in Council's regular reporting cycle.

This report represents the first quarter report of the 2015/2016 Capital Works Program. The period of reporting is from 1 July, 2015 to 30 September, 2015.

The 2015/2016 Capital Works Program comprises of those projects endorsed by Council as part of the 2015/2016 Capital works budget as well as those project identified for carry forward from the 2015/2015 program.

**Council Plan/Strategies:**

Council Plan 2013-2017:

- Our Economy – Strategic objective: 'We will advocate for the provision of infrastructure and services that support business growth'
- Our Environment – Strategic objective: 'We will use resources more efficiently and effectively'
- Our Environment – Strategic objective: 'We will apply a whole of life approach to the management and maintenance of Council's assets'

**Legal/Policy Issues:**

Council is obliged to prepare a budget annually. The preparation of a detailed Capital Works Program informs and significantly impacts on the budget.

**Financial/Resources/Risk**

There is a risk that Council may not invest enough in the replacement of infrastructure to maintain services reasonably required by the community. The preparation of a Ten Year Capital Improvement Plan seeks to mitigate this risk by informing Council of the financial impacts of investment in capital replacement.

The consequence of an insufficient capital investment in replacement is a widening infrastructure gap. The adoption of a Ten Year Capital Improvement Plan provides Council with the ability to manage the infrastructure renewal gap by identifying the level of investment and/or the level of asset rationalisation required.

Timely reporting of financial issues assists in early identification of the need to reallocate costs where required. Reporting of project progress also provides Council and the community with an understanding of when projects will commence and will communicate any delays if they occur.

**Discussion:**

Works undertaken during the first quarter of the 2015/2016 capital works program generally consists of the completion of carry forwards from the 2014/2015 capital works program, and the initiation of the scoping, planning and design phases of the 2015/2016 capital works projects.

The September Quarterly Capital Works Program report provides commentary on the following features of the program:

1. Budget Vs. Actual
2. Identification of any major variances in income and expenditure
3. Major areas of expenditure for the quarter being reported on
4. Details of projects where physical works are anticipated to commence during the next reporting period
5. Details of the projects that are delayed or other significant issues that have arisen which affect the budget for the project. This reporting, if done in a timely manner, removes the element of surprise and gives Council the opportunity to vary the scope of a project if required
6. Projects completed in the September quarter
7. Additional project information

**1. Budget Vs. Actual (year to date)**

- As at 30 September 2015, the 2015/2016 revised adopted Capital Works budget is \$11,948,612 which includes \$3,615,625 of carried forward projects and an additional \$684,950 R2R funding
- As at 30 September 2015, Capital Works are \$5k ahead of the year to date budget of \$766,219. There are no major variances.

**2. Major areas of expenditure for the quarter being reported on**

The major areas of expenditure for the September quarter include:

- Swimming Pools \$322,784
- Bridges \$255,468
- Footpaths Missing Links \$62,890
- Yea Railway Station Building Conservation Works \$44,400
- Drainage \$20,100

### **3. Details of projects where physical works are anticipated to commence during the next reporting period of 1 October, 2015 to 31 December, 2015.**

Physical works which are anticipated to commence in the next reporting period includes:

- Alexandra Library render repairs/painting
- Alexandra and Eildon Swimming Pools – Installation of roof to amenities
- Yarck Rejuvenating Village Hub
- Kinglake Art History Walk
- Eildon Bowls Club accessible works
- Yea Civic Centre Precinct Works
- Marysville Cricket Nets

### **4. Details of the projects that are delayed or other significant issues that have arisen which affect the budget for the project. This reporting, if done in a timely manner, gives Council the opportunity to vary the scope of a project if required.**

This report also includes an attachment (Attachment 6.4) which indicates the officer's level of confidence in projects being completed within the current financial year using a traffic light system. The colours shown highlight the following:

- Green - officers are confident that the project will be delivered within the current financial year
- Yellow – there is a medium risk that there may be a delay in delivery due to issues outside of officer's control
- Red – there is a high risk that delivery will not occur within the current financial year for reasons as outlined
- Blue - the project has been assessed and is no longer required

Following is further information concerning some of the projects associated with this attachment.

#### **Yea Station Park Toilets**

Officers have undertaken pre construction investigation and determined that these toilets are not constructed in a manner that lends itself to an extension. The extension will require almost a complete rebuild and will be in excess of the current budget allocation. Officers propose that the \$35,000 budget allocation be reallocated to the main toilet block in Yea to allow for a more extensive renovation and upgrade, in particular, allowing for inclusion of disabled use facilities and upgrades to partitions and tiling which will reduce maintenance and renewal costs.

#### **Playground Equipment Program**

There is a proposal to undertake a strategic review of our Recreational Facilities and this will include a total review of Council's playgrounds. Until this review is completed it is recommended that no playground upgrade works are undertaken. As a result the \$20,000 budget allocation will not be required in the 2015/2016 year and it is proposed that this funding be reallocated to the Yea Recreation Reserve Multi Purpose Court as detailed below.

#### **Yea Recreation Reserve – Multi Purpose Court**

This project was carried forward as the funding provided under the Sport Recreation Victoria (SRV) grant was not sufficient to complete the works. Officers have since reviewed and reduced the scope of work in consultation with the Yea Football, Netball and Tennis Clubs and the funding body. This has resulted in a significantly reduced project cost; however, there remains a funding shortfall of \$16,492.



The current funding allocation is as follows:

SRV Grant funding	\$73,000
Community Group Contribution (Football, Netball and Tennis Club)	\$27,000
In Kind Contribution (Local Contractors)	\$ 4,500
Council Contribution	<u>\$ 5,000</u>
Total Cash Budget	\$109,500
Project Cost (confirmed by quotations)	<u>\$125,992</u>
Shortfall	\$ 16,492

Officers will propose that \$20,000 currently allocated to playground equipment which is no longer required be reallocated to this project to allow the works to be undertaken. \$3,508 will be allowed for contingencies.

#### **Timber Tramway Museum – Renewal**

This project will be postponed as it is currently awaiting the completion of the master plan which will provide future direction for any renewal works. It is proposed that funds are carried forward to the next financial year.

#### **Vegetation Project**

A service level agreement was under negotiation with the Department of Economic Development, Jobs, Transport and Resources (DEDJTR), designed to fulfil Council's pre 2006 native vegetation offset requirements, however DEDJTR has since reduced their offer of assistance. Council Officers are now pursuing other options with the Upper Goulburn Landcare Network. It is unlikely planting will be able to occur before 30 June, 2016.

### **5. Projects Completed In The September Quarter**

- Ghin Ghin Bridge
- Terip Terip Pavilion – External Painting
- Kinglake East Path extension

### **6. Additional Project Information**

- Eildon Bowls Club – Construction works have been awarded and these works commenced on 24 October
- Yea Shire Hall – Officers have sought quotations from various contractors in order to obtain a method and reasonable costing to undertake what is considered to be minor but necessary repairs to the clock tower following bird damage. The close location to high voltage power lines and the requirement for hoarding and extensive scaffolding has resulted in a poor response from contractors who advise that the actual works are minor however the preliminary costs are extremely high. Quotations received indicate that the budget allocation of approximately \$70,000 will be required of which the majority will be allocated to preliminary works including scaffolding, hoarding and power shutdown. It is proposed that these works are delayed until funding for additional works such as external painting can be obtained which will make the preliminary works more cost effective.

- Alexandra Depot – Expansion Open Shed/Main Shed Concrete – These works are for the supply and installation of a new open span shed and the completion of concreting to an existing shed. These works are required to improve the shedding capacity of the depot buildings as present housing of equipment is limited. Currently, approximately 50% of plant and machinery is stored outdoors which has a detrimental effect on lifespan and maintenance costs. In addition, the existing wide span shed has only 50% of the floor concreted and this project will enable this concrete to be extended to the entire shed enabling greater ease of machinery maintenance and improved working conditions. The original project initiative also included an allowance for the construction of three offices within the existing shed which will allow for the refitting of the existing office to create a meeting room and a larger lunch room for staff. Current facilities are undersized and there are no areas available to conduct meetings other than the staff lunch room. Although the original scope presented to Councillors did not include these offices, this work will be completed with the current budget allocation.
- Landfill Leachate – An initial design has been completed and forwarded for review to an independent EPA auditor. The auditor has subsequently responded with some initial requests for clarification, which the consultant is now responding to. It is anticipated that the tender for these works will be advertised in November, with the works to commence early in the New Year and it is expected to be completed within the financial year, however due to the various environmental factors involved in this project, delays are possible.
- Sealed Road Program - This is subject to a separate report on the Agenda which also identifies the potential to bring forward bridge renewal works into the financial year. Confirmation of the actual works brought forward will be provided in the second quarter report.

**Consultation:**

The September Quarter Capital Works report has been developed with the respective officers and consultant project managers responsible for finance and the delivery of the capital works program

**Conclusion:**

The reporting on the capital works program at the first quarter of the year for 2015/2016 informs Council of the progress any major variances for each project, and seeks endorsement for the budget reallocation in accordance with the Capital Works Expenditure Policy.

**6.5 QUARTERLY COUNCIL PLAN 2013-2017 REPORT TO 30 SEPTEMBER 2015**

File No: SF/291

Attachment: Council Plan Report Year Three – Quarter One (*refer Attachment 6.5 – application details (TRIM 15/58006)*)

**Purpose:**

This report provides an update on the progress on year three activities listed in the Council Plan 2013-2017 for the first quarter ending 30 September 2015.

**Officer Recommendation:**

**That the report for the first quarter of the Council Plan 2013-2017 on the status of Year Three Council Plan activities be received.**

**Background:**

The Council Plan for the period 2013-2017 was adopted by Council at its Ordinary Meeting of 26 June 2013 in accordance with Section 125 of the *Local Government Act 1989*. The annual review was conducted and the Council Plan 2013-2017 Year 3 was adopted by Council at its Ordinary Meeting of 27 May 2015.

**Council Plan/Strategies:**

The Council Plan is the key planning document which translates Council's obligations under the *Local Government Act 1989* into strategies and actions. Specifically the plan:

- guides Council's strategic direction
- identifies Council priorities and strategic indicators
- contributes to the development of the annual budget for the next four years

The Council Plan is a key document for local community groups, residents, investors, and other levels of government who play a vital role in helping the Council delivery on its commitments. It sets out what we expect to achieve over a four year period and guides the allocation of finances through the Strategic Resource Plan.

**Legal/Policy Issues:**

Council is obliged under the *Local Government Act 1989* to review its Council Plan on an annual basis.

**Financial/Resources/Risk**

The Council Plan, in particular the Strategic Resource Plan, includes Council's long term financial plan and its implementation is supported by the Annual Budget.

**Discussion:**

The first quarter progress report on year three actions of the Council Plan 2013-2017 is contained in Attachment 6.5.

At the end of the first quarter 2% of activities for the year were complete and 89% of actions were progressing without delays. 9% of actions were not yet scheduled to commence, with expected outcomes able to be reported on by the end of the second quarter.

In addition to its strategic activities, 8% of Council's determined Key Performance Indicators ('KPI's') have been achieved by the end of the first quarter. A further 69% of KPIs have been classified as likely to be achieved in the 2015-16 year, with an additional 21% of KPIs either unable to yet be measured or assessment would be premature after only one quarter of the financial year. Only 2% of KPIs are currently classified as unlikely to be achieved.

The highlights for the first quarter include the following:

- An Integrated Early Years Steering Group was established to progress the development of integrated early years services in Alexandra
- A submission to the Community Sport Infrastructure Fund has been completed to supplement Council funding to undertake the Recreation and Open Space plan in partnership with community
- There has been a reduction of 21% in paper consumption at the Alexandra offices of Council compared to the same period in 2014
- The upgrade of all Council public street lighting to energy efficient T5 systems has now been completed

- Plans for the redevelopment of the Taylor Bay Bin Compound were completed in conjunction with the local Taylor Bay community
- The Municipal Fire Management Plan was updated to include structural fire and hazardous material incidents and was endorsed by both the Municipal Fire Management Planning Committee and the Municipal Emergency Management Planning Committee
- Council adopted amendment C54 (Murrindindi Planning Scheme Review) to the Murrindindi Planning Scheme in July which will ensure Council's strategic policy framework in the Scheme is updated to reflect current and future land planning and development needs
- Additional grant funding has been received for the renewal of Council's road network through the Federal Government's Road to Recovery program
- An application for State funding to support the reintroduction of the Murrindindi Business Awards was successful and negotiations began with Murrindindi Inc. and a contractor to develop the process and deliver the awards
- Five consultation sessions were held with Community Groups and Service Providers to consult on the Municipal Relief and Recovery Plan (two sessions in Kinglake and sessions in Eildon, Yea and Marysville)
- Council finalised its Annual Report for 2014/15 during the quarter which incorporated the requirements of the new Local Government Performance Reporting Framework

**Consultation:**

Community consultation is undertaken in relation to individual projects and activities identified in the Council Plan. This report provides the opportunity for Council to promote its achievements for the first quarter of the 2015-16 financial year in relation to the implementation of the strategies from the Council Plan.

**Conclusion:**

The 30 September 2015 report for the Council Plan 2013-2017 reflects the outcomes of the first quarter for year three of this Council Plan. The majority of activities are on schedule, ongoing or target likely to be achieved reflecting a strong commitment by Council to meet the requirements set by the Council Plan.

**6.6 QUARTERLY FINANCIAL REPORT TO 30 SEPTEMBER 2015**

REF: 15/58238 FY1-03

Attachment: BUS SERV Qtr Report Attachment (*refer Attachment 6.6* – application details (TRIM 15/58208))

**Purpose:**

The report provides the quarterly financial report for the period ending 30 September 2015.

**Officer Recommendation:**

**That Council receives the Quarterly Financial Report to 30 September 2015.**

**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 theme which has a strategic objective of delivering 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 four Budgeted Standard Statements of:

- Budgeted Comprehensive Income Statement
- Budgeted Balance Sheet (incorporating Changes in Equity)
- Budgeted Statement of Cash Flow
- Budgeted Statement of Capital Works

These four Standard Statements are replicated in the quarterly financial report that is presented to Council (*refer Attachment 6.6 - Statements A – D*)

It is important to note that these Standard Statements are based upon public sector financial reporting, the key principle 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 another principle of public sector reporting is that carry forward adjustments need to be made.

### **Quarterly Financial Report to 30 September 2015**

These four Statements for the first quarter to 30 September 2015 are included in *Attachment 6.6*. These statements provide the first opportunity to detail the impacts of the final carried forward items from both a capital and operating perspective from the previous year.

The table below is a reconciliation between Council's Adopted Budget and the Revised Budget figures within the enclosed Statements which include carry forward of unexpended projects from 2014-15.

Reconciliation of Budget Adjustments - September 2015 Quarterly Review		
	Operating Result	Capital Works
	Surplus / (Deficit)	Budget
<b>Adopted Budget 2015/2016</b>	<b>(1,614,389)</b>	<b>(7,516,619)</b>
<b>Capital Works Program 2014-15 End of Year Report 26 Aug 2015</b>		
Table 1 - c/fwd with recommendations		(375,608)
Table 2 - carry forwards - committed works		(3,240,017)
Carry forward adjustments	(2,794,973)	-
<b>September Revised Budget 2015/2016</b>	<b>(4,409,362)</b>	<b>(11,132,244)</b>
<b>Summary Operational Carry-forwards - as per attachment</b>		
Contributions - Cash	42,000	
Non Recurrent Grants - Capital & Operating	683,884	
Grants - Recurrent - Grants Commission	(2,158,655)	
Employee Benefits	(154,018)	
Materials & Service and Other Exp.	(1,146,290)	
Asset Sales MRV \$360k, Land \$310k & Plant \$52k	722,141	
Carrying Amount of Assets Sold	(784,035)	
	<b>(2,794,973)</b>	

The original budget operating Surplus has been impacted by carry forward adjustments as summarised above. The resultant deficit should be considered in the light of the 2014/15 period which shows a forecast budgeted operating surplus of \$97k while the actual operating surplus result for 2014/15 was \$4,957k. The turnaround of the current years adopted deficit of (\$1,614k) to a deficit of (\$4,409k) should be understood with regard to the result of the previous year, with several grant funded projects not completed at year end, part 2015-16 Grants Commission paid in advance, increase in Reserve Funds \$675k above forecast, improving the overall 30 June 2015 operating result and increasing the levels of cash held.

Balance sheet variances from the forecast position 30 June 2015 to actual results as recorded in Council's Annual Report for the year ended 30 June 2015 show these adjustments are funded, with an increase in cash held of \$7.60m, offset by decrease in Trade & Receivable (\$0.21m), increase in Liabilities (\$0.24m) and increase in Council Reserves - non-discretionary cash of (\$0.68m). The remaining balance of \$6.47m funds the above carry forwards without impacting the net overall position of Council's adopted 2015-16 Budget.

As part of Council Quarterly Reviews an alternative view of the Income Statement, Statement A, has been provided showing Council's 'underlying result', which is the net surplus or deficit adjusted for capital grants, contribution to capital projects, and other once off adjustments. This is a measure of financial sustainability of a Council as it is not impacted by non-recurring items of income or expenditure which can often mask the operating result.

The table below is a reconciliation between Council's Revised Budget, incorporating carry forward of unexpended projects from 2014/15, and the Revised Budget 2015/16 as detailed within the attached statements, which also includes all newly approved grant funded projects and all other known variances since budget adoption.

<b>September Revised Budget 2015/2016 - with C/fwds</b>	<b>(4,409,362)</b>	<b>(11,132,244)</b>
VGC Grants Commission - adjustment final allocation	(71,297)	
Recurrent Grants - Capital ( R2R) - additional funding	684,950	(684,950)
Advancing Country Towns - transfer to capital projects	196,603	(196,603)
Yea Community House - Melbourne Water Funds		(7,184)
Additional Contribution - Eildon Bowling / Marysville Nets	24,750	(24,750)
Organisational Review - Infrastructure & Development	(254,029)	-
Community Services - revised budgets - savings 2015-16	90,317	
Bi Elections net costs 2015-16	(28,362)	
Finance Cost - Interest savings - loan not drawn 2014-15	28,795	
Depreciation re-forecast - new valuations 30/06/2015	(365,565)	
Carrying Amount of Assets Sales - new values 30/06/2015	602,153	
Reserve Transfer - N&G Assets - 2 new vehicles		(99,484)
<b>September Revised Budget 2015/2016</b>	<b>(3,501,047)</b>	<b>(12,145,215)</b>
<b>from adjustments</b>		
Variance reduced deficit / add Capex	908,315	(1,012,971)

The original budget operating deficit has been impacted by carry forward adjustments as detailed above projecting a (\$4.41m) operating deficit for 2015-16. With additional grant funding and inclusion of other known budget variances this has now been reduced to a Revised Operating Deficit of (\$3.50m).

Victorian Grants Commission final funding allocation has seen an overall reduction of (\$71,297) in funding for 2015-16.

Recurrent Grant Revenue has increased with additional Roads to Recovery Funding of \$684,950 which has a corresponding increased to Council Capital Works program.

Advancing Country Towns grants funded program has allocated funding of \$196,603 to projects for Eildon Trail Stage 1 \$50,000, Rail Trail & Alexandra Township link \$16,603 and Eildon Streetscape Rejuvenation \$130,000 which have been moved from operating to capital expenditure.

Funding from Melbourne Water previously transferred to Council from Yea Community House \$7,184, was missed off the carry forward listing and has been added as a project for completion.

Addition contributions from Eildon Bowling Club \$20,000 and for Marysville Cricket Training Nets \$4,750, have also increased to total project budget for these projects.

Additional grant funding and contributions have been approved for the following projects, which have corresponding expenditure budgets which provide no affect on the operating result. Rural Council Victoria Conference \$118,000, Doing Business Better Stage 1 \$140,000, HACC Growth funding \$61,785, Roadside Weed & Pest Control \$28,862, Alexandra Railway Precinct \$31,850, School Crossing Supervisor Funding \$4,823 and Library Funding \$3,590.

The Organisational Review of the Infrastructure & Development Services Department has seen accumulated cost of (\$254,029), all paid within the current 2015-16 Financial Year. At the time of compiling this report, Council officers were undertaking a review of all year to date savings from vacant position in addition to forecasting revised costing for the new structure, which should provide some offsetting savings. These will be adjusted as part of the December 2015 Quarterly review.

A major review of the Community Service Department budgets has identified several area of either reduced expenditure or additional revenue resulting in overall savings of \$90,317. These savings are spread over Home & Community Care \$53,522, Social Support \$23,300 and Maternal & Child Health Services \$13,495.

By-election expenditure and revenue for vacant Councillor positions has been included with net costs of (\$28,362).

Council has contracted the provision of Municipal Building Surveyors Services for a neighbouring Council with reimbursement of costs for the remainder of 2015-16 totalling \$64,500.

Finance Costs – interest on loans has a saving of \$28,795 as a result of not drawing down the \$500,000 loan in 2014-15. In addition as part of the annual repayments for this loan there has been a reduction of \$37,774 in principal repayments in 2015-16.

As at 30 June 2015 Council undertook a complete revaluation of all land and building for accounting purposes. This has led to a re-assessment of the annual depreciation charges for 2015-16 which have increased by (\$365,565).

The revaluation has also impacted on the carrying value of assets listed to be sold in the 2015-16 financial year, with a significant reduction in the written down value of these assets in particular the Kinglake RAC, which now has a carrying value closer to the estimated sale value. This adjustment has reduced the operating deficit by \$602,153.



**Balance Sheet (Statement B)**

The Balance Sheet – Statement B as at 30 September 2015 shows minimal year to date variance with Cash & Cash Equivalents favourable variance of \$733k directly related to the year to date operating surplus variance as presented within the Income Statement.

Property Plant & Equipment variance 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 2016 of \$20.87m which is \$0.97m above the original budget for 2015/16 of \$19.9m. The bulk of this relates to the increased level of Reserves \$0.489m with movements detailed in Statement E Reconciliation of Non Discretionary Cash & Reserves, together with an increase of \$0.365m in discretionary cash (Original Budget 2015/16 \$6.89m / Revised Budget \$7.25m).

**Cash flow Statement (Statement C)**

This statement provides a more holistic picture and reports the important information on Council's cash inflows and outflows. The *Net cash flow from operating activities* line in the Cash Flow Statement (a cash view of the operating statement) shows from the revised budget a decrease of \$2.49m. The bulk of this adjustment is in grants and payments to suppliers relating to carry forwards & new grant funded projects. *Net cash used in investing activities* (Capital Works) shows an overall increase of (\$3.90m) and *Net cash used in financing activities* (mainly Trust & Deposits) has increased by (\$0.24m).

The overall result with the inclusion of the additional cash of \$7.63m held at 30 June 2015, is reflected in the Balance Sheet with the Revised Budget for 2015-16 projecting an increase in cash of \$0.97m.

**Non Discretionary Cash & Council Reserves (Statement E)**

Included as part of this report is an additional 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 and 18.75% of the current Long Service Leave Liability (moving towards 25% by 30 June 2017). This is then offset against the level of projected cash at year end.

**Operating – Year to Date 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 30 September 2015 is provided in Table 1 as follows:

Table 1 – Summary of Income Statement

	YTD	YTD	
	Budget	Actual	Variance
	\$k	\$k	\$k
<b>Revenue</b>	20,743	20,746	<b>3</b>
<b>Expenses</b>	6,205	5,503	<b>702</b>
<b>Surplus</b>	<b>14,538</b>	<b>15,243</b>	<b>705</b>

The Year To Date (YTD) operating result at 30 September 2015 shows income up by \$3k and expenditure down \$702k generating a larger than expected YTD surplus of \$705k or 5% 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		
	Favourable to budget	
Key Components	Type	Particulars
72	Rates & Charges	Favourable year to date variance on Rates from supplementary valuations \$41k, plus additional Waste charges for Garbage \$24k and Recycling \$6k.
(48)	User Fees	Unfavourable variance on Aged & Disability (\$34k) and slightly behind year to date revenue for Alexandra & Kinglake Community Centres (\$7k).
(34)	Grants - Recurrent	Aged Care Package funding unfavourable – CACP (\$20k) & EACH (\$13k) – with substantial carry forward from prior year & introduction of Consumer Directed Care have some vacant packages in the first quarter.
(15)	Other Revenue	Year to date unfavourable variance of (\$15K) spread across Lease rentals (\$8K) interest income (\$3K) and various other minor income lines.
25	Proceeds from Sale of Assets	Better than projected trade on vehicle changeovers plus sale without replacement of Manager Communications & Customer Services Vehicle.

Table 3 – Key Expense component variance

Variance		
\$k		
702	Favourable to Budget	
Key Components:	Type	Particulars
285	Employee Benefits	Year to date saving across organisation due to vacant positions, long service leave or in the Community Services area driven by service level demand. Favourable variance relate to; <ul style="list-style-type: none"> <li>• Business Services \$39k ( includes Workcover)</li> <li>• CEO – long service leave \$12K</li> <li>• Development Services \$43k</li> <li>• Infrastructure Operations \$35k, and</li> <li>• Community Service \$131k</li> </ul> Potential savings in Workcover with reduced premium. Amount yet to be quantified and will be provided as part of the December Quarter Review.
413	Materials & Services	Favourable variance mainly relate to; <ul style="list-style-type: none"> <li>• Business Services (mainly insurance) \$41k</li> <li>• Facilities Maintenance \$68k,</li> <li>• Infrastructure Maintenance \$151k</li> <li>• Plant &amp; Fleet (incl. insurance) \$136k, plus</li> </ul>

		<ul style="list-style-type: none"> <li>Numerous minor variance spread across programs</li> </ul> <p>These favourable variances are spread across contractors \$202k, consultants \$45k, insurance \$77k and materials \$52k.</p> <p>It should be noted these are year to date variances to budget and not forecast savings as most budgets are predicted to come on line by year end.</p>
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**Capital - Year to Date Review**

As at 30 September 2015, Capital Works is \$18k below the year to date budget of \$1,098k. Statement D, as attached, indicates that across the asset categories, the largest variances are (\$15k) in Buildings and \$41k in Plant & Machinery.

Table 4 – Summary of Capital Works completed (Financial)

Asset Category	YTD Budget	Actuals	Variance	Complete to
	30/09/15	30/09/15	YTD	YTD Budget
	\$'000	\$'000	\$'000	%
Buildings	-	-	-	0%
Buildings	404	419	(15)	-4%
Plant & Machinery	267	227	41	15%
Roads & Paths	13	16	(3)	-21%
Bridges	252	256	(4)	-1%
Footpaths and Cycleways	74	75	(1)	-1%
Drainage	20	21	(1)	-6%
Heritage Assets	-	-	-	0%
Furniture & Equipment	36	36	0	1%
Library Bookstock	32	31	1	2%
Works in Progress	-	-	-	0%
<b>Total Capital Works</b>	<b>1,098</b>	<b>1,080</b>	<b>18</b>	<b>2%</b>

Table 5 – Key Capital component variance

Variance		
\$k		
	Favourable	to
Key Components:	Type	Particulars
(15)	Buildings	<p>Expenditure on buildings is running slightly ahead of expectations with the major item being</p> <ul style="list-style-type: none"> <li>Yea Swimming Pool Upgrade (\$13k)</li> </ul> <p>The remaining variations are a combination of minor variations across several projects.</p>
41	Plant Machinery & Equipment	<p>Variance relates to lower purchase price on several vehicles that have been changed over – budgets carried forward from prior year 2014-15.</p>

With minimal Year to Date variance, the capital works program overall appears to be running well as at 30 September 2015. The overall budget has been increased from \$7.52m to \$12.15m with \$3.62m carry forwards from unexpended capital work projects forecast to be completed by 30 June 2015 (reported to Council 26 August 2015) and the inclusion of several new grant funded capital works projects – listed below:

- Road to Recovery funded projects \$684,950
- Eildon Bowling Club – increased cont. \$ 20,000
- Marysville Cricket Nets – increased cont \$ 4,750
- Yea Community Shed (Melb Water Funds) \$ 7,184
- Advancing Country Town – capital projects \$196,603 and
- Vehicle Purchases – New & Gifted Assets \$ 99,484 – from reserve.

Further details by category can be found in Statement D.

**Consultation:**

The Local Government Act requires that Councils give public notice of their annual review of the Council Plan (which includes the Strategic Resource Plan) and also its Annual Budget. All submissions received by Council must be considered, in accordance with section 223 of the Act.

**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 September 2015 quarter has been largely in line with the total budget. Council remains in a favourable cash position despite the challenges that it faces.

## 6.7 GENDER EQUITY STATEMENT OF COMMITMENT

REF: 15/58307

Attachment: Murrindindi Shire Council PVAWC Statement of Commitment (*refer Attachment 6.7 – application details (TRIM 15/56121)*)

**Purpose:**

The purpose of this report is to inform Council on the work undertaken to support the Hume Region Prevention of Violence against Women and Children Strategy and to present a Gender Equity Statement of Commitment for adoption.

**Officer Recommendation:**

**That Council adopt the Murrindindi Shire Council Gender Equity Statement of Commitment.**

**Background:**

Local Councils are key institutions with whom individuals, families, organisations and communities interact and they play an important role in influencing local cultural and social structures. Adherence by Councils to the principles of gender equity leads to ethical decision making and generally supports good governance practices. To this end Councils have a role to promote gender equity in their services and undertakings to the broader community.

Research has shown that the absence of equal and respectful relationships between men and women at the individual, community and societal levels have negative consequences and are the most significant determinants leading to violence against women.

Prevention of violence against women and children aims at preventing violence before it occurs. This means changing attitudes and behaviours that promote rigid gender stereotypes and an unequal balance of power. Vic Health recommends promoting equal and respectful relations between men and women, and non-violent social norms as primary preventions of violence against women.

In Australia this year, two women have been killed every week at the hands of an intimate partner, ex-partner or family member. In Victoria, the cost of violence against women to the economy was estimated at \$3.4 billion in 2008/09. For Victorian women aged between 15 and 45, violence from an intimate partner contributes to more ill health than any other preventable risk factor, including smoking, alcohol, poor diet and physical inactivity.

In January 2013, Women's Health Goulburn North East was successful in obtaining the 'Reducing Violence Against Women and Children' grant funding from the Department of Justice. Murrindindi Shire Council was a founding member of the steering committee developed to unite the stakeholders of the Hume region in developing a regional strategy in the prevention of violence against women.

The Hume Region Preventing Violence Against Women and Children Regional Strategy 2013-2017 resulted through the work of this steering committee and Council's participation was endorsed by Council's Executive Management Team. As part of the strategy a Hume Region Charter was developed, alongside additional web-based resources.

Council's involvement in the strategy has included undertaking a gender equity audit of the organisation and the drafting of a statement of commitment to gender equity and respectful relationships for Council's consideration and adoption.

***Council Plan/Strategies:***

This strategy is consistent with the Municipal Health and Wellbeing Plan 2013 – 2017 strategic objective of Keeping People well – We will work with sector partners to ensure quality counselling services and support programs are accessible to individuals and families. The plan highlights one way we can do this is to play an active role in implementing the Hume Region's PVAWC strategy.

The strategy is also consistent with the Council Plan 2013-2017 – We will have engaged and professional staff. The gender equity audit builds on a framework of a healthy and safe work environment.

***Legal/Policy Issues:***

Council policy and procedures are currently informed and bound by State and Federal Anti Discrimination Acts, Equal Opportunity Act, and The Victorian Charter of Human Rights and responsibilities.

***Financial/Resources/Risk***

Adopting a Gender Equity statement of commitment does not have any financial or risk implications. Research shows that advocating respectful relationships between men and women will have positive effects in the work place.

***Discussion:***

The Gender Audit of the organisation occurred between August 2014 and May 2015 and involved a pre audit staff survey to ascertain staff perception of gender equity prior to a full survey of the organisation. Survey responses were collated externally by Women's Health Goulburn North East.

Under the framework of the audit process, the survey assessed the organisation across four domains. Council scored above the average mark in all domains with some areas for improvement through further education of staff and a review of procedures and processes.

Several actions have been identified to build on their strong base. These include ensuring the principles of gender equity are incorporated into planned reviews of Council's project management system and external forms and templates. Internal recruitment and induction procedures will also be further enhanced to promote principles of gender equity. Continued staff awareness raising and training in gender equity will also be promoted. A follow-up survey is planned to evaluate the effectiveness of these initiatives.

Undertaking the gender audit as part of the Hume Region Prevention of Violence against Women and Children has provided Council with the opportunity to promote gender equity in local government and in the broader community.

A public statement of commitment to gender equity and respectful relationships, adapted from Courageous Conversations Charter has been developed for consideration by Council. The statement of commitment is based on a series of principles which supports Council's Health and Wellbeing plan. A draft copy of the statement is provided in the attachment.

Publicly endorsing a gender equity statement of commitment reflects council values and sends a message to the community that Murrindindi Shire Council supports building respectful, equitable relationships as a key foundation to the health and wellbeing of communities. The current media profile of domestic violence makes this an important statement for Council to make to demonstrate leadership in the community.

Celebrating the prevention work being done by Local Government in the Hume region under the Hume Region Prevention of Violence Against Women and Children Strategy has been highlighted as a way to complete the project. The International 16 Days of Activism has been chosen as an avenue to do this. The 16 Days of Activism begins on 25 November 2015 on International Day for the Elimination of Violence Against Women and ends on 10 December 2015, International Human Rights Day. These two dates highlight that violence against women and children is a human rights abuse.

As part of the Preventing Violence Against Women and Children Strategy, Murrindindi Shire Council has been invited by the steering committee to participate in the 16 Days of Activism, along with other Local Governments in the Hume region. The Mayor and CEO have been involved in an interview that will be promoted broadly as part of this initiative

**Consultation:**

A working party made up of representatives from different departments across Council was formed to support the audit process and a focus group was formed to examine the results of the audit and to assist in the development of an action plan.

Throughout the internal audit staff education resources were developed including newsletters and posters and updates on the intranet aiming to inform staff on gender equity issues and maintain engagement in the project.

There has been no community consultation on this issue to date.

**Conclusion:**

Murrindindi Shire Council has worked collaboratively with other Local Governments and service providers to develop and implement the Hume Region Preventing Violence Against Women and Children Strategy 2013-2017. Adopting a Murrindindi Shire Council Gender Equity Statement of Commitment builds on this work.

**7. SEALING REGISTER**

REF: 13/6325

<b><i>File Reference</i></b>	<b><i>Date Seal Affixed</i></b>	<b><i>Description of Documents</i></b>	<b><i>Signatures of Persons Sealing</i></b>
CONT 15/4	6 November 2015	Formal Instrument of Agreement between Murrindindi Shire Council and Evergreen Civil Pty Ltd for Kinglake Ranges Heritage Trail	Margaret Abbey Margaret Rae

***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****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: CY15/110

***Purpose:***

This report presents the records of assemblies of Councillors for 21 October 2015 to 11 November 2015, 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 21 October 2015 to 11 November 2015.**

***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:***

<b>Meeting Name / Type</b>	Councillor Briefing Session
<b>Meeting Date</b>	21 October 2015
<b>Matters discussed</b>	<ol style="list-style-type: none"> <li>1. Castella Quarry</li> <li>2. Saleyards Fees Review</li> <li>3. Cost of Infrastructure Development</li> <li>4. Landfill Capital Works Schedule</li> </ol>
<b>Attendees:</b> Councillors – Cr Walsh, Cr Rae, Cr Healy, Cr Kennedy, Cr Challen, Cr Lording	Staff – M Chesworth, E Wyatt, K Girvan, A Bond, J Canny, L Kelly
<b>Conflict of Interest disclosures - Nil</b>	

<b>Meeting Name / Type</b>	Council Pre-Meeting
<b>Meeting Date</b>	28 October 2015
<b>Matters discussed</b>	<ol style="list-style-type: none"> <li>1. Castella Quarry</li> <li>2. Community Grants</li> <li>3. Gaming Policy</li> <li>4. KFT Streetscape Policy</li> <li>5. Amendment C55</li> <li>6. Notice of Motion</li> </ol>
<b>Attendees:</b> Councillors - Cr Rae, Cr Kennedy, Cr Challen, Cr Healy, Cr Lording, Cr Derwent, Cr Walsh	Staff – M Abbey, E Wyatt, K Girvan, S Brown, A Bond, M Chesworth
<b>Disclosures – Pre-Apprehension of Bias</b>	



<b>Matter No.</b>	<b>Councillor making disclosure</b>	<b>Was a vote taken?</b>	<b>Did Officer leave the room?</b>	<b>When? Before / after discussion / vote?</b>
Item 6	Cr Lording	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Before discussion

<b>Meeting Name / Type</b>	Councillor Briefing Session
<b>Meeting Date</b>	4 November 2015
<b>Matters discussed</b>	<ol style="list-style-type: none"> <li>1. September Quarterly Report – Capital Works Program</li> <li>2. 2016-17 Capital Works Briefing No. 1</li> <li>3. Hume Region Prevention of Violence Against Women &amp; Children</li> <li>4. Yea Caravan Park</li> </ol>
<b>Attendees:</b> Councillors - Cr Rae, Cr Kennedy, Cr Challen, Cr Walsh, Cr Lording, Cr Healy	Staff – M Abbey, M Chesworth, E Wyatt, J Canny, C Lintott, L Kelly, N McNamara
<b>Conflict of Interest disclosures - Nil</b>	

<b>Meeting Name / Type</b>	Councillor Briefing Session
<b>Meeting Date</b>	11 November 2015
<b>Matters discussed</b>	<ol style="list-style-type: none"> <li>1. Planning Application – Penleigh &amp; Essendon Grammar</li> <li>2. Holmesglen Extension of Use Permit Amendment</li> <li>3. Development Services Department Activity Report</li> <li>4. Community Bus Review</li> <li>5. Great Forest National Park</li> <li>6. Municipal Fire Management Plan Statutory Review</li> <li>7. Fire Season Preparation</li> </ol>
<b>Attendees:</b> Councillors - Cr Rae, Cr Kennedy, Cr Challen, Cr Lording, Cr Walsh, Cr Healy, Cr Derwent	Staff – M Abbey, E Wyatt, S Brown, M Crane, N McNamara, M Leitinger, C Price
<b>Conflict of Interest disclosures - Nil</b>	

## **12.            URGENT BUSINESS**

## **13.            CONFIDENTIAL ITEMS**

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

- Appointment of Contractors For The Provision Of General Building Maintenance And Minor Improvements
- Tender 15/28 Murrindindi Shire 2015/2016 Sealed Roads Program

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.