



AGENDA

of the

ORDINARY MEETING OF COUNCIL

To be held on

WEDNESDAY 26 NOVEMBER 2014

in the

NARBETHONG COMMUNITY HALL

606 Maroondah Highway

Narbethong VIC 3778

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

Cr B Magner is unable to attend this meeting and conveyed his apologies.

Recommendation:**That Cr Magner's apologies be accepted.****3. CONFIRMATION OF MINUTES**

➤ Minutes of the Ordinary meeting of Council held on 22 October 2014

Recommendation:**That the Minutes of the Ordinary meeting of Council held on 22 October 2014 be confirmed.**

➤ Minutes of the Special meeting of Council held on 29 October 2014

Recommendation:**That the Minutes of the Special meeting of Council held on 29 October 2014 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

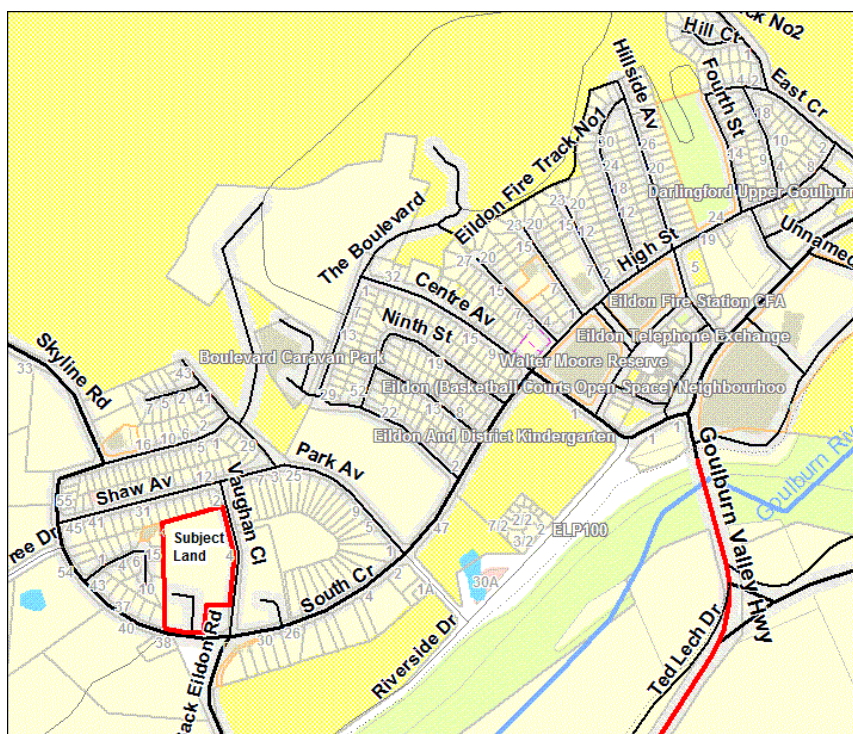
REF: SF/132

6. OFFICER REPORTS

6.1 PROPOSED THIRTY LOT SUBDIVISION, 4 VAUGHAN CLOSE, EILDON

REF: 2014/70
Land: 4 Vaughan Close, Eildon
Proposal: 30 Lot Residential Subdivision
Applicant: SJE Consulting
Zoning: General Residential Zone
Overlays: None
Attachments: Application details and plans (*refer Encl 6.1a and Encl 6.1b*) (aerial photograph and submissions distributed separately)

Locality Plan:



Purpose:

The purpose of this report is to recommend that a Notice of Decision to Grant a Permit be issued for a thirty (30) lot subdivision at 4 Vaughan Close, Eildon.

Recommendation:

That a Notice of Decision to Grant a Permit be issued for thirty (30) lot subdivision at 4 Vaughan Close, Eildon, subject to the following conditions:

- 1 The subdivision must be in accordance with the endorsed plans. These endorsed plans can only be altered or modified with the prior written approval of the Responsible Authority, or to comply with statutory requirements.
- 2 This permit shall expire if all stages of the plan of subdivision hereby permitted are not certified within four (4) years of the date hereof or any extension of such period, the Responsible Authority may allow in writing on an application made before or within six months after such expiry.

- 3 Prior to the commencement of any vegetation removal, works on the subdivision or the certification of the plan of subdivision, the following plans must be submitted to and approved/endorsed by the Responsible Authority:
- Subdivision layout plans showing:
 - the retention of trees marked to be removed along the western boundary of the new road where those trees have been assessed as very high or high retention value in the Greenwood Consulting Preliminary Arboricultural Assessment dated 28 February 2014.
 - sufficient road reserve width to contain services adequately within the verge areas without impacting on footpath construction requirements or vegetation retention.
 - Relocation of the larger lots 18 and 19 to ensure large lots are best sited for long term protection of trees on the site.
 - Endorsed stage plan
 - All required drainage and sewerage easements based on a properly prepared functional layout plan
- 4 The owner of the land must enter into an agreement with:
- A telecommunications network or service provider for the provision of telecommunications services to each lot shown on the endorsed plan in accordance with the provider's requirements and relevant legislation at the time; and
 - A suitably qualified person for the provision of fibre ready telecommunications facilities to each lot shown on the endorsed plan in accordance with any industry specifications or any standards set by the Australian Communications and Media Authority, unless the applicant can demonstrate that the land is in an area where the National Broadband Network will not be provided by optical fibre.
- 5 Before the issue of a Statement of Compliance for any stage of the subdivision under the Subdivision Act 1988, the owner of the land must provide written confirmation from:
- A telecommunications network or service provider that all lots are connected to or are ready for connection to telecommunications services in accordance with the provider's requirements and relevant legislation at the time; and
 - A suitable qualified person that fibre ready telecommunication facilities have been provided in accordance with any industry specifications or any standards set by the Australian Telecommunications and Media Authority, unless the applicant can demonstrate that the land is in an area where the National Broadband Network will not be provided by optical fibre.
- 6 All new powerlines within the subdivision must be underground.
7. Pursuant to Section 18 of the Subdivision Act 1988, the applicant must pay to the Responsible Authority a sum equivalent to 5% of the site value of all land in the subdivision for Public Open Space. This payment shall be made prior to the issue of a Statement of Compliance and may be adjusted in accordance with Section 19 of the Subdivision Act 1988.
- 8 Prior to the issue of a statement of compliance for the relevant staged plan of subdivision, the developer must upgrade Vaughan Street to incorporate earthworks, pavement, sealing, drainage, line-marking, footpath, kerbing, and environmental treatments across the frontage of the lots including the intersection with Shaw Avenue to the north and South Crescent to south, in accordance with plans and specifications submitted to and approved by the responsible authority. Specific details are as follows:
- a) 4 metre wide fully sealed pavement with kerb and channel and vehicular crossings on the west side

- b) 1.5 metre wide FCR shoulder on the east side
- c) concrete footpath on the west side extending the full length of the street
- d) underground drainage
- e) street trees;
- f) underground conduits for water, electricity and telecommunication
- g) appropriate intersection and traffic control measures;
- h) appropriate street lighting and signage;

Pavement widths must be in accordance with the requirements of the Infrastructure Design Manual

- 9 Prior to the issue of a statement of compliance for the relevant staged plan of subdivision, the developer must provide a new subdivision road for its entire length in accordance with Council Infrastructure Design Manual Clause 12 12.3.2 - Table 2
 - a) 6 metre wide fully sealed pavement with kerb and channel and vehicular crossings on both side
 - b) concrete footpath on one side extending the full length of the street
 - c) underground drainage
 - d) street trees;
 - e) underground conduits for water, electricity and telecommunication
 - f) appropriate intersection and traffic control measures;
 - g) appropriate street lighting and signage;
- 10 The developer must provide concrete driveway vehicle crossings to current standards to the satisfaction of the Responsible Authority, and be in accordance with Council's Infrastructure Design Manual Clause 12.9.1 - URBAN VEHICLE CROSSINGS
- 11 Prior to approval of any construction plans associated with the development, a stormwater management plan must be forwarded to and approved by the Responsible Authority. All stormwater drainage must be connected to a approved point of discharge nominated by the relevant authority.
- 12 Prior to the issue of a Statement of Compliance all works constructed or carried out must be in accordance with those plans to the satisfaction of the Responsible Authority
- 13 Before any road, drainage or landscaping works associated with the subdivision start, detailed construction plans to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority. All works constructed or carried out must be in accordance with those plans.
- 14 Prior to the issue of a Statement of Compliance, the applicant or owner must construct road works, drainage and other civil works, in accordance with plans and specifications approved by the Responsible Authority and in accordance with the Infrastructure Design Manual.
- 15 Sediment control measures must be employed throughout the construction stage of the development to the satisfaction of the Responsible Authority.

Before the development starts, a construction management plan must be submitted to and approved by the Responsible Authority.

Management measures are to be in accordance with EPA guidelines for Environment Management, "Doing It Right On Subdivisions" Publication 960, September 2004.

- 16 Prior to the issue of Statement of Compliance, the applicant or developer must submit to the satisfaction of the relevant authority the following:
- (a) an assets statement for each street;
 - (b) 'as constructed' information for the entire work in each development stage detailing information as listed in the council's Infrastructure Design Manual;
 - (c) Payment to the Responsible Authority of an amount up to 2.5% of the actual cost of work, being for costs of the Responsible Authority supervision of the works, as determined by the Responsible Authority;
 - (d) Payment to the Responsible Authority of a engineering design checking fee of an amount up to 0.75% of the value of documented works.
 - (e) Lodgement of a 5% maintenance bond
- All in accordance with Council's Infrastructure Design Manual

Vegetation Removal

- 17 Before vegetation removal commences a revised biodiversity assessment report must be generated and approved that reflects the permitted vegetation removal in accordance with the proposed tree removal plan lodged with the planning permit application and the requirements of condition 3.
- 18 Before vegetation removal commences, the permit holder must advise all persons undertaking the vegetation removal/works on site of all relevant conditions of this permit.
- 19 In order to offset the removal of a number of scattered trees approved as part of this permit, the applicant must provide a native vegetation offset that meets the following requirements, and is in accordance with the *Permitted clearing of native vegetation – Biodiversity assessment guidelines* and the *Native vegetation gain scoring manual*.

General offset

The offset must:

- Contribute the appropriate gain of general biodiversity equivalence units taking into account the amended number of trees to be removed
 - Be located within the Goulburn Broken Catchment Management Authority boundary or Murrindindi Shire Council municipal district
 - Have a strategic biodiversity score taking into account the amended number of trees.
- 20 Before any native vegetation is removed, evidence that an offset has been secured must be provided to the satisfaction of the responsible authority. This offset must meet the offset requirements set out in this permit and be in accordance with the requirements of *Permitted clearing of native vegetation – Biodiversity assessment guidelines* and the *Native vegetation gain scoring manual*. Offset evidence can be either:
- A security agreement, to the required standard, for the offset site or sites, including a 10 year offset management plan.
 - A credit register extract from the Native Vegetation Credit Register.

Goulburn Valley Water

- 21a Payment of a new customer contribution for water supply to the development, such amount being determined by the Corporation at the time of payment.
- 21b Provision of a reticulated water supply and associated construction works to each allotment within the development, at the developer's expense, in accordance with

- standards of construction adopted by and to the satisfaction of the Goulburn Valley Region Water Corporation.
- 21c Payment of a new customer contribution for sewerage services to the development, such amount being determined by the Corporation at the time of payment.
- 21d Provision of reticulated sewerage and associated works to each allotment within the development, at the developer's expense, in accordance with standards of construction adopted by and to the satisfaction of the Goulburn Valley Region Water Corporation.
- 21e Provision of easements in favour of the Goulburn Valley Region Water Corporation over all existing and proposed sewer mains located within private property.
- 21f The operator under this permit shall be obliged to enter into an Agreement with Goulburn Valley Region Water Corporation relating to the design and construction of any sewerage or water works required.
- 21g The plan of subdivision lodged for certification is to be referred to the Goulburn Valley Region Water Corporation pursuant to Section 8(1) of the Subdivision Act 1988.

SP AusNet

- 22 Enter in an agreement with SPI Electricity Pty Ltd for supply of electricity to each lot on the endorsed plan.
- 23 Enter into an agreement with SPI Electricity Pty Ltd for the rearrangement of the existing electricity supply system.
- 24 Enter into an agreement with SPI Electricity Pty Ltd for rearrangement of the points of supply to any existing installations affected by any private electric power line which would cross a boundary created by the subdivision, or by such means as may be agreed by SPI Electricity Pty Ltd.
- 25 Provide easements satisfactory to SPI Electricity Pty Ltd for the purpose of "Power Line" in the favour of "SPI Electricity Pty Ltd" pursuant to Section 88 of the Electricity Industry Act 2000, where easements have not been otherwise provided, for all existing SPI Electricity Pty Ltd electric power lines and for any new power lines required to service the lots on the endorsed plan and/or abutting land.
- 26 Obtain for the use of SPI Electricity Pty Ltd any other easement required to service the lots.
- 27 Adjust the position of any existing SPI Electricity Pty Ltd easement to accord with the position of the electricity line(s) as determined by survey.
- 28 Set aside on the plan of subdivision Reserves for the use SPI Electricity Pty Ltd for electric substations.
- 29 Provide survey plans for any electric substations required by SPI Electricity Pty Ltd and for associated power lines and cables and executes leases for a period of 30 years, at a nominal rental with a right to extend the lease for a further 30 years. SPI Electricity Pty Ltd requires that such leases are to be noted on the title by way of a caveat or notification under Section 88 (2) of the Transfer of Land Act prior to the registration of the plan of subdivision.
- 30 Provide to SPI Electricity Pty Ltd a copy of the plan of subdivision submitted for certification that shows any amendments that have been required.

- 31 Agree to provide alternative electricity supply to the lot owners and/or each lot until such time as permanent supply is available to the development by SPI Electricity Pty Ltd. Individual generators must be provided at each supply point. The generator for temporary supply must be installed in such a manner as to comply with the Electricity Safety Act 1998.
- 32 Ensure that all necessary auditing is completed to the satisfaction of SPI Electricity Pty Ltd to allow the network assets to be safely connected to the distribution network.

CFA

- 33 Hydrants
- 33.1 Operable hydrants, above or below ground must be provided to the satisfaction of CFA.
- 33.2 The maximum distance between these hydrants and the rear of all the building envelopes (or in the absence of the building envelope, the rear of all lots) must be 120m and hydrants must be no more than 200m apart.
- 33.2 Hydrants must be identified as specified in 'Identification of Street Hydrants for Firefighting purposes' available under publications on the Country Fire Authority web site (www.cfa.vic.gov.au)
- 34 Roads
- 34.1 Roads must be constructed to a standard so that they are accessible in all weather conditions and capable of accommodating a vehicle of 15 tonnes for the trafficable road width.
- 34.2 The average grade must be no more than 1 in 7 (14.4%) (8.1 degrees) with a maximum of no more than 1 in 5 (20%) (11.3 degrees) for no more than 50 metres. Dips must have no more than a 1 in 8 (12%) (7.1 degree) entry and exit angle.
- 34.3 Roads must have a minimum trafficable width of:
- 5.5m if parking is prohibited on one or both sides of the road,
 - 7.3m where parking is allowable on both sides of the road.
- 34.4 Roads more than 60m in length from the nearest intersection must have a turning circle with a minimum radius of 8m (including roll-over kerbs if they are provided) T or Y heads of dimensions specified by the CFA may be used as alternatives.

Notation**Consent for works within existing road reserves**

Prior to the commencement of any works on the road reserve a "Consent to Work on Roads" application must be made to the relevant Co-ordinating Road Authority in accordance with the Road Management Act 2004 and associated regulations.

Proposal:

This application is for a planning permit for a 30 lot subdivision of 4 Vaughan Close, Eildon. The subdivision is currently proposed to be completed in two stages, with stage one comprising 9 lots fronting Vaughan Close and ranging in size from 626 to 702 square metres. Stage two comprises the balance of the land into 21 lots ranging from 648 to 1778 square metres and also includes the construction of a new internal road. All lots will front either Vaughan Close or the proposed new internal road with no lots being accessed from South Crescent.

The application includes a neighbourhood and site description and design response as required under Clause 56 of the Murrindindi Planning Scheme, drainage strategy and ecological assessment.

Stage one will require road construction works including footpath, four metre sealed pavement and kerb and channel to the existing road alignment.

Stage 2 will require the construction of the new road including footpath, six metre sealed pavement, kerb and channel and removal of native vegetation.

The Land & Surroundings:

The property is 3.111 hectares and is currently vacant. Residential land is located on the western and northern boundaries with a house boat industry occurring on the land to the east of Vaughan Close. The south boundary is South Crescent with residential land on the south side and Public Use Zoned land abutting the pondage.

The property was formerly owned by Council and sold in 2013 to the current owner who is the applicant for this subdivision.

Council Plan/Strategies:

The application is being assessed in accordance with the Our Environment goal in the Murrindindi Shire Council Plan 2013-2017 and specifically the strategic objective to 'plan for future growth that is sensitive to the constraints of our natural environment whilst considering development needs'.

Referrals:

The application was referred to the statutory referral authorities, being the Country Fire Authority, SP Ausnet and Goulburn Valley Water. All authorities consented with appropriate conditions.

Consultation:

Notice of the application was given to 103 adjoining/nearby landowners, a notice was placed on site and a notice was published in the paper.

Newspaper / Other	Publishing/Consultation Date(s)
<i>Newspaper:</i>	
Alexandra Standard	4/6/2014
<i>Consultation:</i>	
On site public notice on both street frontages	3/6/2014
<i>Mail out:</i>	
103 landowners	23/5/2014

Two objections were received addressing the following issues:

- Purchased their lot off Council and was told the land at 4 Vaughan Close was parkland
- Believes the land was rezoned from park to subdivision
- Trees should be protected
- Cumulative effects of redevelopment should not damage neighbourhood and landscape character

- There will be a detrimental impact and a loss of residential amenity due to the loss of vegetation.
- Employment opportunities are low and therefore a subdivision of this size is not warranted.
- The subdivision is an over-development of the site where there is reduced employment infrastructure.
- There will be an impact on the neighbourhood character, the streetscape and views across this property.

The objections were forwarded to the applicant who provided a response to the concerns raised. This was sent to the objectors. No objections have been withdrawn.

Planning Considerations:

Parkland:

The objectors both commented that they believed the property to be parkland, and that it could not and would not be developed. Although the property was owned by Council, there is no record of this property being a reserve or zoned for public use.

The land is currently zoned General Residential Zone under the Murrindindi Planning Scheme and was previously also a residential zone under the Alexandra Planning Scheme.

There is a proposed condition to address the requirement of public open space, which is to be satisfied by the payment of 5% of the vacant value of the land. This money will be set aside for development of open space in Eildon. The proposed Recreation Strategy that has been scheduled to occur in 2015 will assist in identifying new opportunities for expanded recreational facilities in our major towns.

Vegetation:

The subdivision application requires the removal of 14 trees for the construction of the internal road.

A number of the trees proposed for removal have been valued at either high or very high retention in the preliminary arboricultural assessment carried out as part of this application. These trees are in the vicinity of the proposed new road reserve and it can be difficult to retain vegetation in road reserves due to the need to use roads for services as well as vehicle and pedestrian movements. Nevertheless there is some scope to retain the trees rated at high or very high along the western side of the road reserve as the road boundary can be adjusted where necessary to ensure there is no impact on the tree structure or root system.

Any trees permitted to be removed as part of the subdivision will be required to be offset, through relevant permit conditions. Other trees on the property will be contained within individual lots and generally are capable of being retained on site with a dwelling. This will be a choice by the new owners and removal of the trees on private land after the subdivision has been completed will not require a planning permit.

A slight revision of the lot configuration to relocate lots presently marked as lots 18 and 19 will ensure that these larger lots are in the best locations for ensuring the long term retention of vegetation.

Viability:

The viability of a subdivision and the supply and demand of vacant land is a matter for developers to consider. This land is zoned for residential development and as such, it is appropriate for the land to be subdivided into lot sizes appropriate for housing. The speed at which the new lots are bought and developed will be determined by demand at the time.

Neighbourhood character:

The properties surrounding the subject land have enjoyed the views across this property for a number of years. Views across someone else's property are not a right and should not prevent the subject land from being developed.

The lots are all of a suitable size and range generally from 600 to 800 square metres in area. This is slightly smaller than those in the vicinity but will not impact adversely on the existing neighbourhood character. The existing lots to the north and west are slightly larger and range from 500 to 1000 square metres with most around 800 square metres in area with lots around 1500 square metres in size to the east of Vaughan Close.

Summary:

The subject land is in the General Residential Zone and has been zoned for residential use and potential development for many years. The submitted application has been assessed against Clause 56 (ResCode) of the Murrindindi Planning Scheme and meets the standards and objectives of the clause. Infrastructure requirements are generally in accordance with the Infrastructure Development Manual.

Conclusion:

The application is for a 30 lot subdivision of a parcel of land in the residential area of the Eildon township. The proposal complies with the requirements of the General Residential Zone and Clause 56, Residential Subdivision. The proposal provides for a range of lot sizes and will be provided with relevant infrastructure in accordance with Council and relevant servicing authority requirements.

Legal/Policy Issues:

The application is being assessed in accordance with the requirements of the *Planning and Environment Act 1987* (Vic).

State Planning Policy Framework**15.01-1 Urban Design**

Objective: To create urban environments that are safe, functional and provide good quality environments with a sense of place and cultural identity.

Strategies:

- Promote good urban design to make the environment more liveable and attractive.
- Ensure new development or redevelopment contributes to community and cultural life by improving safety, diversity and choice, the quality of living and working environments, accessibility and inclusiveness and environmental sustainability.

Local Planning Policy Framework**21.07 Serviced Townships Strategies**

Strategies:

- Encourage initiatives that increase the number of permanent residents living in the town.
- Promote initiatives that will encourage retirees to settle in Eildon
- Upgrade and connect existing and proposed new open space in Eildon, including connections between residential areas, the shopping centre and the pondage.
- Implement the strategic directions and recommendations of the Eildon Urban Design Framework, August 2003.

Zoning

32.08 General Residential Zone
Purpose

- To encourage development that respects the neighbourhood character of the area.
- To provide a diversity of housing types and moderate housing growth in locations offering good access to services and transport.

A planning permit is required for the subdivision of land in this zone.

Particular Provisions

56 Residential Subdivision
Purpose:

- To create liveable and sustainable neighbourhoods and urban places with character and identity.
- To achieve residential subdivision outcomes that appropriately respond to the site and its context for:
 - Metropolitan Melbourne growth areas.
 - Infill sites within established residential areas.
 - Regional cities and towns.
- To ensure residential subdivision design appropriately provides for:
 - Policy implementation.
 - Liveable and sustainable communities.
 - Residential lot design.
 - Urban landscape.
 - Access and mobility management.
 - Integrated water management.
 - Site management.
 - Utilities.

6.2 PROPOSED SHED AND CARPORT, 55 HOBANS ROAD, ALEXANDRA

REF: 2014/117

Land: 55 Hobans Road, Alexandra

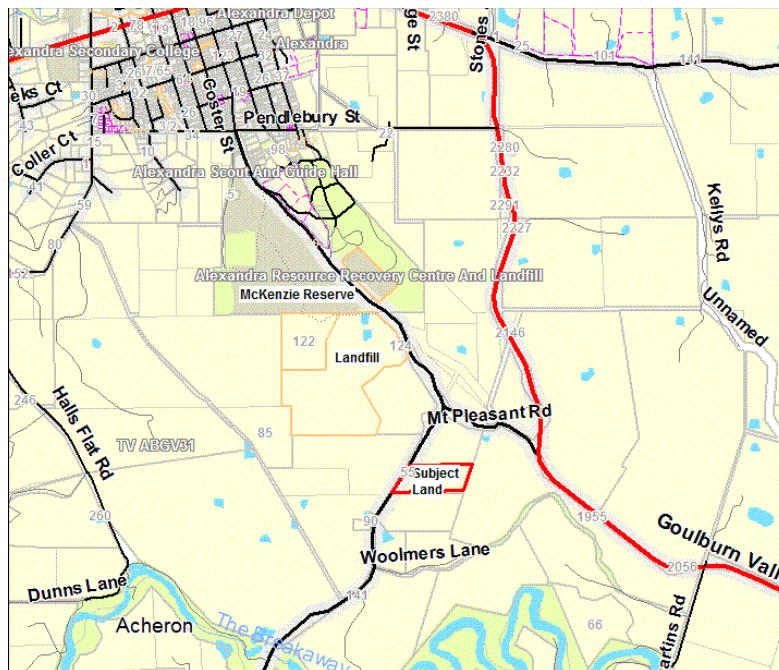
Proposal: Construction of machinery shed and carport

Applicant: Mr J Stephens

Zoning: Rural living

Overlays: None

Attachments: Application details and plans (*refer Encl 6.2*) (aerial photograph and submissions distributed separately)

Locality Plan:**Purpose:**

The purpose of this report is to recommend that a Notice of Decision to Grant a Permit be issued for the development of a machinery shed and carport at 55 Hobans Road, Alexandra.

Recommendation:

That a Notice of Decision to Grant a Permit be issued for the development of a machinery shed and carport at 55 Hobans Road, Alexandra, in accordance with endorsed plans, subject to the following conditions:

1. The layout of the site and the size and type of the proposed buildings and works, including the materials of construction, as shown on the endorsed plan shall not be altered or modified without the consent in writing of the Responsible Authority.
2. This permit shall expire if the development hereby permitted is not completed within two (2) years of the date hereof, or any extension of such period the Responsible Authority may allow in writing. A request for an extension of time may be made before or within 6 months after the permit expiry date, where the development allowed by the permit has not yet commenced, or within 12 months where the development allowed by the permit lawfully commenced before the permit expired.
3. All external cladding including the roof and trims of the building allowed must be coloured or painted in muted shades of green, brown or charcoal, or in a colour approved in writing by the Responsible Authority.
4. The proposed shed must not contain facilities that will allow the building to be used for the purposes of accommodation.
5. The proposed shed must not be used for commercial purposes.
6. Within 3 months of the completion of the machinery shed, the area set aside for landscaping, as shown on the endorsed plan, must be planted with native trees and shrubs. This area must then be maintained to the satisfaction of the Responsible

Authority, and must not be used for any other purpose except with the prior written approval of the Responsible Authority.

Proposal:

This application for planning permit is made for the construction of a machinery shed and carport at 55 Hobans Road, Alexandra. The landowner has had a previous planning permit for the proposed shed, which has expired. Since the expiry of the previous permit allowing the machinery shed, works have been undertaken and the shed is partly constructed. This application has been made to allow the completion of the proposed development.

The machinery shed is proposed to be constructed 6 metres from the northern boundary of the property, 15 metres wide by 7.5 metres deep is to be clad in 'woodland grey' colorbond and is 3.5 metres high at the highest point which is on the northern elevation. The carport is to be 12 metres by 6 metres and is proposed to be located between the existing shed and the dwelling.

Background:

The previous planning permit for a similar building to the shed was also the subject of an objection which was withdrawn subject to conditions in relation to setbacks from the existing power pole and boundary, use of the building for storage only and suitable landscaping.

The owner of the land has recently extended the flat area being used for vehicle turning and imported an amount of concrete fill as batter for these earthworks. This particular portion of land is in the vicinity of the shed but does not form part of the planning permit application for the shed.

The Land & Surroundings:

The land is 8.2 hectares in area with the buildings, and the buildings on the land to the north, being located on a ridge that runs south to north through both properties. The remainder of the land is mainly cleared with a waterway running parallel to the road also east west through the property. Due to the steepness of the land there are limited building options. The land is predominantly used for grazing with a dwelling constructed to lockup and a shed located on the land.

The land to the north and south is also Rural Living with a house on both lots. The land to the east is zoned Farming and is a large lot with no dwellings in the vicinity.

Council Plan/Strategies:

The application is being assessed in accordance with the Our Environment goal in the Murrindindi Shire Council Plan 2013-2017 and specifically the strategic objective to 'plan for future growth that is sensitive to the constraints of our natural environment whilst considering development needs'.

Consultation:

Notice of the application was given to the adjoining landowners. One landowner to the north has lodged an objection in relation to the shed only, based on the following three grounds.

1. The concrete fill needs to be removed
2. The shed should only be used for storage purposes
3. Adequate landscaping with full screening along the northern and western side of the shed.

The applicant has responded to the objection, including a landscaping plan (indicating screening of the shed on the northern side) and undertaking to cover the concrete fill that has been placed on the site. As the matter of the concrete fill is not a planning issue, a condition

requiring the concrete to be covered over or removed cannot be justified and is not included as a condition.

The objectors have stated that they will not withdraw their objection, due to the issue of the concrete fill not being addressed in the permit and the use of the shed not being restricted to storage only.

Planning Considerations:

A planning permit is required for the buildings and works associated with the two proposed structures that will be used in conjunction with the future domestic use of the land and in association with existing farming use.

It is considered that the applicant has provided a satisfactory landscaping plan for screening of the proposed shed. The matter of the concrete fill cannot be conditioned into a planning permit, although the landowner has given an undertaking to cover the concrete fill batter with clean earth at the time of erecting the shed. This proposed action to address concrete fill is considered to be an appropriate measure in this instance.

The application has advised that the shed will likely be used as a workshop for domestic purposes as well as for storage and would not accept a restriction on any use that can be undertaken in the shed. Any commercial use of the building would require a further planning permit.

The house to the north is located a minimum of 80 metres to the north of the proposed shed and there is substantial existing vegetation between the house and the building site

Conclusion:

The issue of amenity has been addressed by a landscaping plan that will be included as a condition in any planning permit. The issue of the unsightly concrete fill is not proposed to be included in a planning permit, but may be satisfactorily addressed by the landowners undertaking to cover it with clean earth at the time of erecting the shed. The planning permit will allow the completion of the development of the land.

Legal/Policy Issues:

Zoning

35.03 Rural Living

The purpose of the rural living zone is to:

- To implement the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.
- To provide for residential use in a rural environment.
- To provide for agricultural land uses which do not adversely affect the amenity of surrounding land uses.
- To protect and enhance the natural resources, biodiversity and landscape and heritage values of the area.
- To encourage use and development of land based on comprehensive and sustainable land management practices and infrastructure provision.

6.3 YEA STRUCTURE PLAN ADOPTION

REF: SF/1438

(Refer Encl 6.3a Exhibited Yea Structure Plan and Encl 6.3b Summary of submissions)

Purpose:

The purpose of this report is to inform Council of submissions to the Yea Structure Plan and recommend to Council that it adopt the plan, subject to changes.

Recommendation:

That Councillors:

1. Note submissions received to the exhibited Yea Structure Plan, as outlined in the attached summary of submissions (Enclosure 6.3b).
2. Adopt the exhibited Yea Structure Plan (Enclosure 6.3a), subject to changes recommended in the attached summary of submissions (Enclosure 6.3b).

Background:

Given the relative location of Yea to metropolitan Melbourne and Seymour, it is likely that the town will experience continued growth in population and dwellings. A structure plan process is a suitable way to investigate the future land use, development and growth potential of the Yea township area for the next 15 year period.

Council commenced a structure plan for the Yea township area in early 2014 to outline a strategic framework for the future land use, development and servicing of the Yea township and environs. Council engaged David Robb, PLANIT Urban Design and Planning, to undertake the plan. The study area for the plan was identified as the Yea township and its environs, identified as a six (6) kilometre radius around the town.

The proposed Yea Structure Plan (Encl 6.3a) was exhibited in August – September 2014 for a period of four weeks. Key new initiatives included in the exhibited Yea Structure Plan were:

Population growth:

- Identification of future population scenarios based on Yea's proximity to Melbourne and Seymour, exploring low, moderate or higher growth scenarios; the plan notes the availability of land and services to accommodate a higher growth scenario in Yea.
- Future serviced urban development to be accommodated within a new township boundary delineated on the plan.

Residential zoning and development:

- Rezoning of North Street residential area from Industrial 1 to General Residential.
- Rezone southern parcel of Industrial 1 land with frontage to Whittlesea-Yea Road to General Residential.
- Residential infill, with more diverse dwelling types and lot sizes encouraged at locations within 400m walking distance of town centre.
- Longer-term southerly expansion of the township on both sides of Whittlesea-Yea Road.

Rural living:

- Encouraging intensification of rural living development closer to Yea township through a reduction in the minimum lot size from 6 hectares to 2 hectares on land to the west in the Racecourse Road area and on land to the northeast in the Killingworth / Carey Road areas.

- Noting the Ewing Wynd subdivision, south of Yea as a 'rural living strategic investigation area', seeking further justification for this proposal.

Business and tourism:

- Consolidate commercial development within the existing Commercial 1 Zone in the town centre, encouraging development of vacant sites and redevelopment opportunities.
- Preparation of a precincts plan, indicating five central precincts, identifying various land use and development initiatives within each precinct.
- Promotion of tourism and facilitation of new tourism related development generally.

Industrial:

- Recommend a buffer around the Yea Saleyards to provide for future expansion of saleyards and complementary activities and provide amenity protection.
- Provide a new industrial area north, east and south of the Yea Saleyards site to accommodate medium to longer term, larger scale industrial growth.

Environment:

- Protection of significant landscapes and vistas surrounding township.
- Identification of a community facilities, recreation and open space plan.

Transport:

- Public transport improvements (including bus terminal) to and from Seymour.
- Identification of transport and traffic initiatives to improve town gateways.
- Facilitate discussions with VicRoads for High Street improvements.

Council Plan/Strategies:

The Yea Structure Plan study is consistent with the Our Environment goal in the Murrindindi Shire Council Plan 2013-2017, specifically in relation to the strategic objectives and directions relating to Planning for Urban Growth and implementing ongoing changes to Murrindindi Planning Scheme.

The plan will develop a future land framework for growth, development and servicing of Yea and its surrounding environs. In addition to commercial, employment and community areas, the plan will consider land opportunities to facilitate future development.

Legal/Policy Issues:

There are no legal issues associated with the proposal. A structure plan will change policy directions for the Yea township area.

Financial/Resources/Risk

Annual financial allocations have been made in the 2013/14 budget to complete a Structure Plan for Yea.

Discussion:

The Hume Region Growth Plan identifies Yea as a 'moderate growth location' in the Lower Hume future urban growth plan. A structure plan for Yea assists in implementing Council's position in its submission to the Growth Plan that Yea offers a quality living environment and has significant residential and economic growth opportunities.

The draft Yea Structure Plan was exhibited for four weeks with (16) submissions being received. A summary of submission received, with discussion and recommendations, is attached (Encl 6.3a). Key issues raised in submissions, with recommendations, are:

- DEPI:

Yea Bushland Reserve, Crown Allotments 4 & 5, Section 29, Township of Yea (south of Hill Street and east of North Street) is part of the Yea Bushland Reserve and should not be noted for future residential use.

Recommendation: Amend the notation for the land from 'Future residential development' to 'Nature park' and rezone the land from Public Use 7 to Public Conservation and Resource.

- DEPI:

General environmental concerns and suggestions.

Recommendation: Include an 'Environment, landscape and open space' section under Sections 5 and 7 to include an outline of general issues such as an assessment and protection of biodiversity and native vegetation and protection of environmental assets.

- Northern end of North Street:

Two private landowners support proposed rezoning of seven existing residential properties to General Residential (GRZ).

Recommendation: Support submissions. Retain exhibited proposal to rezone to GRZ.

- 6 Smith Street:

Private landowner seeks rezoning of land from Farming to Low Density Residential (LDRZ), submitting tentative subdivision plan.

Recommendation: Support submission. Rezone land from Farming to LDRZ.

- Former butter factory, Rattray Street:

Private landowner supports rezoning of former Butter factory building and site from Commercial 2 to Mixed Use.

Recommendation: Support submission. Rezone land from Commercial 2 to Mixed Use.

- 6489 Melba Highway, Yea:

Private landowner seeks rezoning of land from Farming to Low Density Residential (LDRZ), submitting tentative subdivision plan.

Recommendation: Support submission. Rezone land from Farming to LDRZ.

- Ewing Wynd subdivision, Melba Highway:

Private landowner seeks rezoning of land from Farming to Rural Living (RLZ), with a minimum lot size of 2 hectares.

Recommendation: Support submission in part. Rezone land from Farming to RLZ, retaining the existing RLZ subdivision sizes of 4 hectare minimum and 6 hectare average to apply to the land.

- 5610 Yea - Whittlesea Road:

Private landowner seeks rezoning from Farming to Low Density Residential (LDRZ) and Rural Living (RLZ), noting provision 'for future industrial / buffer around the Yea Saleyards'.

Recommendation: Support submission in part. Rezone land from Farming to LDRZ in northwestern section, retaining the 'new industrial area' investigation area to the north, east and south of the saleyards and the notations to 'provide for expansion of saleyards site' and '500 metre saleyards buffer from sensitive uses'.

▪ 29 & 45 Carey Road:

Private landowner seeks extension to the exhibited area of land within the existing Rural Living Zone proposed for a reduction on subdivision size (from 4 hectare minimum and 6 hectare average) to 2 hectares minimum.

Recommendation: Support submission, amending the exhibited Yea Structure Plan to indicate a 2 two hectare subdivision size for the land.

It is considered that the exhibited plan is now appropriate for Council consideration for adoption, subject to the report on submissions (Encl 6.3a) and officer recommendations. Once the structure plan is adopted, its recommendations will be implemented through an amendment to the Murrindindi Planning Scheme, comprising new strategies and policy directions and relevant zoning and overlay changes.

Consultation:

Following a previous informal exhibition in April (including a public meeting), Council resolved at its Ordinary Meeting on 25 June 2014 to exhibit the draft plan for four weeks. Exhibition took place between 11 August – 11 September 2014, including an open forum held at Yea. Sixteen (16) submissions were received, six (6) from agencies, nine (9) from private landholders and a submission from the Yea Saleyards Committee. A summary of submission, with discussion and recommendations, is attached (Encl 6.3b).

Conclusion:

A structure plan for the Yea township and environs will provide a long term strategic framework for the future land use, development, population growth, infrastructure provision, economic and tourism development and environmental protection in the area for the next 15-20 years. The proposed plan provides growth in rural living opportunities and modest growth in residential and low density residential opportunities.

Submissions have been received to the exhibition of the draft plan; most issues raised in submissions are being recommended to Council for inclusion in an adopted structure plan. Once adopted, the plan will be implemented through an amendment to the Murrindindi Planning Scheme.

6.4 PLANNING AND DEVELOPMENT ENGINEERING ACTION PLAN – SEPTEMBER QUARTER

REF: CY14/233

(Refer Encl 6.4 – Planning & Development Engineering Action Plan September Quarter 2014/2015)

Purpose:

This report provides Councillors with a September quarterly update on the Planning and Development Engineering - Action Plan.

Recommendation:

That Council notes the 2014 September Quarterly Planning and Development Engineering Action Plan Report.

Background:

Council's Infrastructure and Development Services Division has identified a number of key actions to address improved performance to customers of these services. An action plan has been developed that focuses on the overarching Council Plan objective to grow the rate base and seeks to implement actions that are more responsive to development industry needs. In consultation with Councillors at a meeting in June 2014 it was agreed to implement quarterly reporting on the progress of the action plan.

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 this action plan. 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:

The action plan has a range of activities that need to be undertaken to address various customer service and promotional issues for the division as follows:

Activity	Description	Action	Timing	Responsible Officers	Status
1. Media Releases	Use of website, local papers and local radio to promote planning, building and infrastructure development, eg publishing monthly planning data, promoting pre-application meetings and development of planning fact sheets.	Develop media/Comms plan with Communications Manager	To be completed by December 2014 Note: The timeline for this item has been revised from mid July.	Manager Development & Environmental Services (MDES) Coordinator Statutory Planning	Commenced
2. Customer Feedback	Random call backs to individuals who have contacted Council to discuss their level of satisfaction with the service received or opportunities to improve.	At least 3 call backs to customers per month.	Monthly	MDES Manager Infrastructure & Development Services (MIDS)	Partially achieved

Activity	Description	Action	Timing	Responsible Officers	Status
3. Promotion of Building Department	Promote the building department and its services to the wider community through media releases and Councils website and local radio.	Develop media/Comms plan with Communication Manager.	To be completed by December 2014	MDES Municipal Building Surveyor (MBS)	Underway
4. Development Forums	Conduct development forums on various planning, building and infrastructure issues.	Four forums to be held in 2014/2015	Quarterly	MDES MIA	On Target
5. Growing the Rate Base Plan	Presentation of the growing the Rate Base Plan to all staff within the Division	Presentation of growing rate base plan to IDS Division.	Presentation in December 2014.	General Manager Corporate and Community Services (GMCCS) MIA MDES	On Target
6. Performance Reporting to Council	Quarterly report to Council on development services and infrastructure actions	Template to be developed by GMIDS.	For reporting in 2014/2015	General Manager Infrastructure & Development Services (GMIDS)	Achieved
7. Investigate cost of infrastructure development	Evaluate infrastructure cost to fund new infrastructure and promote growth	1. Cost modelling to be undertaken with briefing of Council on costs.	To be completed by March 15 Note: Timeline revised from Aug 14	Coordinator Assets & Development Manager Business Services	1.Underway
		2. Council briefing on Infrastructure Design Manual.	Briefing 5/11/2014	MIDS	2.Acheived
8. Training and Development	Customer service training	Develop training plan with Managers and HR Manager for: 1.Customer service training.	Target mid July revised. 1.August 2014	GMIDS	1.Completed
		2.Communication in a regulatory environment.	2. February 2015		2. On Schedule

1. Media Releases

a. *Promoting the monthly planning data through local media.*

The Bushfire Recovery statistics continue to be placed on the Murrindindi Shire Council Webpage. Planning and building monthly permit statistics have not previously been provided to the public, but are attached to this report for reference (refer Encl 6.4). This information will be published on Council's website, allowing improved access to performance reporting and monitoring of planning and building permit activity.

Media releases have been prepared and distributed in relation to the Local Planning Policy Framework (LPPF) review and the Yea Structure Plan.

Engineering responsiveness is also monitored through the internal referral planning permit process.

Projects and studies have been continually promoted throughout the year given the large volume of work being undertaken in this area.

Consultation has commenced with the Manager of Communications, Library and Customer Services in relation to a communication plan outlining the promotional activities of the Planning and Building Unit, which is scheduled for completion in December 2014.

b. *Promotion of pre-application meetings and office attendance in Kinglake on Tuesdays (2 per month)*

Planning and Building staff have continued to attend the Kinglake Office twice a month to be available for customer enquiries, which are promoted through our Kinglake Office staff. Additional office attendances at Kinglake have also been arranged at the request of customers since the implementation of the plan.

The recent changes to the Bushfire Management Overlay with no transitional arrangements have concerned a number of people who are required to re-submit new criteria required by the CFA. This has resulted in a large number of additional meetings with applicants on Bushfire Management Statements to satisfy the CFA.

Pre-application meetings are being promoted to new property owners to discuss planning and building permit processes and to better understand any issues prior to lodgement of applications.

Engineering staff have participated in a number of pre-application meetings on planning permit applications.

c. *Development of Fact Sheets on various topics such as planning permit process, infrastructure requirements and environmental information.*

A large range of information sheets are available for use Council's website and in hardcopy at Council offices. The Planning Unit has commenced a review of all the new Vic Smart fact sheets that have been prepared to streamline planning processes where applicable.

The Infrastructure and Assets department are developing a quick reference guide to costs associated with infrastructure provision associated with residential development.

2. Customer Feedback

Random call backs to individuals who have contacted Council to discuss their level of satisfaction with the service received or opportunities to improve.

The acting General Manager Infrastructure and Development Services has made 6 random calls to customers of engineering services and recorded feedback. Feedback from all 6 calls indicated satisfaction with services received from Council.

The proactive random sampling of applicants is a better indicator of customer satisfaction and a formalised process is under development by the MDES.

3. Promotion of the building department

Promote the building department and its services to the wider community through media releases and Councils website and local radio.

As we approach the summer period, proactive media releases will be targeted at private swimming pool safety, importantly pool fencing requirements, promoting the advice and service offered by the building department.

Council staff continue to speak with developers and building practitioners that do not currently use the municipal service to encourage use of Council's building service. Meetings have occurred with local building trades, including regular contact by phone on building permit matters. 67% of all building permits within the municipality were issued by Council in 2013/14 financial year.

4. Development forums

Develop a schedule of public forums – information sessions - that cover various elements of planning, building and infrastructure development.

One forum has been held in the first quarter of the 2014/15 financial year. This development forum, expanding on the initial presentation to the real estate agent sector was undertaken on 20 October 2014. Representatives from all appropriate departments were in attendance at the forum. A second forum is also being scheduled with Building Practitioners in February 2015, which will include planning and engineering content.

5. Presentation to IDS division of the Growing the Rate Base Plan.

Presentation of the Growing the Rate Base Plan to all staff within the Division to ensure all staff are aware of all the initiatives.

A presentation to IDS staff on the Growing the Rate Base Plan has occurred in the first quarter of the 2014/15 financial year. A further forum is proposed in early 2015, following the appointment of the new GMIDS.

6. Performance reporting to Council

Development of a Quarterly Report to Council which brings together the planning and development statistics and implementation of this plan.

This council report presents to Councillors and the community the first of an ongoing quarterly reporting process.

7. Investigate the cost of Infrastructure Development

Develop cost modelling of infrastructure for new developments (i.e. roads, drainage, footpaths). The purpose of this exercise is to evaluate the cost benefit of Council funding new infrastructure to promote growth.

The development of the cost modelling on infrastructure is programmed to progress this year and a Council briefing on this subject is planned for the January – March 2015 quarter. A briefing to Council on the Infrastructure Design Manual occurred in November 2014.

8. Training and development

Staff undertook customer service training in August 2014, and coordinators have participated in leadership training. Training plans are currently being developed as part of staff appraisal/performance coaching reviews. A component of the training will include communication in a regulatory environment and will be presented to the GMIDS in the third quarter.

Consultation:

The action plan was developed internally. Team members of the division including Coordinators, Management, Executive and two (2) Councillors developed the plan to address a responsive course of action.

Conclusion:

The action plan has a range of activities that need to be undertaken to address various customer service and promotional issues for the Division. The introduction of regular reporting will better inform Councillors and the public of the progress against the actions in the plan.

**6.5 SEPTEMBER QUARTERLY REPORT - CAPITAL WORKS PROGRAM
2014/2015**

REF: 24/03/09

(Refer Encl 6.5 - Capital Works Projects List)

Purpose:

The purpose of this report is to provide Council with the September quarterly update on Council's 2014/2015 Capital Works Program. The report will ensure that Council is advised of the progress of the capital works program.

Recommendation:**That Council:**

1. ***Note the September Quarterly Report-Capital Works Program 2014-2015***
2. ***Endorse the reallocation funds not required for the Alexandra Scout Hall to the Leckie Park Toilet renewal and the Yea Shire Hall Clocktower repairs as detailed in Section 5 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 2014/2015 Capital Works Program. The period of reporting is from 1 July to 31 September 2014.

The 2014/2015 Capital Works Program comprises of those projects endorsed by Council as part of the 2014/2015 capital works budget as well as those projects identified for carry forward from the 2013/2014 program.

Council Plan/Strategies:

This report is consistent with the following strategic objectives of the 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 preparations 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.

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 2014/2015 capital works program generally consists of the completion of carry forwards from the 2013/2014 capital works program, and the initiation of the scoping, planning and design phases of the 2014/2015 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; and an
6. Projects completed in the September quarter
7. Additional project information

1. Budget Vs. Actual (year to date)

- The 2014/2015 revised adopted Capital Works budget is \$12,082,455 which includes \$2,142,559 of carried forward projects.
- As at 30 September 2014, Capital Works are \$50k behind the year to date budget of \$911,623. The largest variances are \$29k in Buildings assets category and \$15k in Plant & Machinery category.

2. Identification of any major variances in income and expenditure

Table 1 provides some comments on the major variances in relation to expenditure per asset category.

Table 1: Major Variance Comments

Asset category	Total Variance	Comments of major variances
Buildings	\$29,000	Expenditure on buildings is running slightly behind expectations with the major items being <ul style="list-style-type: none"> • Y Water Centre \$10k, and • Yea Shire Hall \$13k. The remaining variations are a combination of minor variations across several projects.
Plant Machinery & Equipment	\$15,000	Variance relates to lower purchase price on several vehicles that have been changed over – budgets carried forward from prior year 2013-14.
TOTAL	\$44,000	

3. Major areas of expenditure for the quarter

The major areas of expenditure for the September quarter include:

- Buildings (Y Water Centre) \$280,328
- Plant, Machinery & Equipment \$371,673
- Roads & Paths \$78,776
- Stormwater Network \$88,535

4. Details of projects where physical works are anticipated to commence during the next reporting period of 31 September 2014 to 31 December 2014

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

- Swamp Creek Road culvert repairs
- Alexandra Council Office carpet renewal
- Terip Terip tennis court renewal
- Kinglake Arts History Walk
- Taggerty Community Project
- Gravel Road Resheeting
- Alexandra drainage upgrade
- Yea drainage upgrade

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, gives Council the opportunity to vary the scope of a project if required.

- Scout Hall - Refurbishment work to the Alexandra Scout Hall is on hold and it is not anticipated these works will proceed. As such the \$60,000 budget is identified as works not required in the 2015/2016 capital works program and may be allocated to other renewal projects in accordance with the Capital Works Expenditure Policy.
- Leckie Park Toilets – \$40,000 has been included in the capital works program to upgrade the internal space of the toilet block to achieve compliance with accessibility standards. A further \$40,000 is required in future budget allocations to

renew the external walls and roof of the building. Officers have investigated the feasibility of completely demolishing the existing structure and replacing it with a new, DDA compliant, low maintenance, prefabricated structure. The cost of this option is estimated at \$60,000. Offices will propose that \$20,000 be reallocated to this project from funds not required for the Scout Hall.

- Yea Shire Hall - The Yea Shire Hall clock tower is currently experiencing an accelerated deterioration to the external timber elements due to bird damage. \$13,000 has been included in the current capital works program. Investigations by offices have determined that there are significant additional costs associated with scaffolding and the requirements of the power supply company. These costs have not been confirmed, however, preliminary estimates indicate a further \$15,000 is required to carry out these works. Officers will propose that funds from projects no longer required be re allocated to this project.
- Timber Tramway Museum – This project is on hold until lease arrangements are finalised.
- RV discharge points – A recreational vehicle discharge point has been installed in Yea at the Y Water Discovery Centre. Council officers are consulting the community having identified potential locations at Leckie Park as an alternative to the site originally proposed at the old tennis courts.
- Kinglake East Walking Track - this project has been delayed following officers identifying that the project may have required a ‘Referral of Proposed Action’ under the Federal *Environment Protection and Biodiversity Conservation Act, 1999* following the location of further numbers of the *Pomaderris vacciniifolia* plant. The *Pomaderris vacciniifolia* was recently listed under the Federal Environmental Protection and Biodiversity Conservation Act (EPBC). Due to the newness of this listing it has been difficult to determine the requirement for a permit referral and there have been ongoing delays around receiving a response from the Federal Government. Fortunately on 29 October this year Council finally received a Notice of Decision. The Federal Government have determined that the Kinglake Walking Path and the removal of *Pomaderris.vacciniifolia* to complete the path is NOT a CONTROLLED ACTION and therefore Council need not confer with the Federal Government anymore regarding this issue (EPBC Act). Following this decision officers have been able to seek a further decision from State Government to proceed. It is expected that a decision will be received within the next 4 weeks.

6. Projects completed in the September quarter

- Green Street special charge scheme
- UGFM air conditioning renewal
- Yea community shed
- Yea pioneer reserve drainage
- Playground renewal
- Rotary Park BBQ renewal

7. Additional project information

- Taggerty Community Project – the landscape design plans for the Little River Reserve, Town Park and Hall frontage are now complete. Following a procurement process, landscaping works have been awarded to a local contractor. The physical works commenced during October 2014. The pedestrian bridge design and

construct documentation is now finalised and is expected to be advertised for quotation in November 2014. Construction of the pedestrian bridge and finalisation of the landscaping is programmed to be completed early in the New Year.

- Kinglake Ranges Arts History Walk (KRAHW) – the Project Control Group has undertaken a series of graphic layout development workshops resulting in the finalisation of the historical content, art, and photographic layout. Glass sign panels are currently being manufactured and are expected to be supplied by the end of December 2014. A request for quotation for the preparation of the sites and installation of the panels has been prepared and will be issued in November whilst the panels are being manufactured.
- The Ghin Ghin Bridge pre-design investigations were completed in the 2013/2014 financial year. Council officers in conjunction with specialist consultant GHD, have finalised the design and construction tender documentation. Tender documents are currently being advertised and works are proposed to be awarded in December 2014.
- Swimming pools – Works to the Eildon, Marysville and Alexandra pools as part of the seasonal pools grant is underway. Structural works to the Eildon toddlers and Marysville pool shells and plant rooms is complete. The pools will be open at the normal dates. Works to roof the amenity blocks will be undertaken following pool closure in 2015.

Tender documents for the Yea pool refurbishment are complete and the works are currently being advertised. Works will be programmed to commence immediately following the pool closure in March 2015 in order to achieve completion prior to July 2015.

- Alexandra Landfill – A consult has been engaged to prepare the detailed design and contract for the leachate pond.
- Municipal Offices, Alexandra – an internal PCG has been initiated and officers are liaising with consultants to provide recommendations pertaining to design options for a replacement heating and cooling system
- Alexandra Senior Citizens – officers are currently preparing design documents for works to upgrade the accessibility of the toilets and ensure DDA compliance.
- Resheeting program – Council's Operations Division will be undertaking the resheeting program from November 2014 and complete works by the end of June 2015.
- Reseal program – the list of roads identified for reseal is currently being confirmed via on site inspections. The inspections will be completed and the final list issued to the contractor in November. Reseal works are expected to commence in January.

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 2013/2014 informs Council of the progress and any major variances for each project, and seeks endorsement for budget reallocation in accordance with the Capital Works Expenditure Policy.

6.6 QUARTERLY FINANCIAL REPORT TO 30 SEPTEMBER 2014

REF: 14/38757

(Refer *Encl 6.6a* Quarterly Finance Carry Forwards and *Encl 6.6b* Quarterly Finance Statements A-E)

Purpose:

The report provides the quarterly financial report for the period ending 30 September 2014.

Recommendation:

That Council receives the Quarterly Financial Report to 30 September 2014.

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 Encl 6.6b - Statements A – E*)

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 2014

These five Statements for the first quarter to 30 September 2014 are included in Encl 6.6b. 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 2013-14.

Reconciliation of Budget Adjustments - September 2014 Quarterly Review

	Operating Result Surplus / (Deficit)	Capital Works Budget
Adopted Budget 2014/2015	(278,483)	(9,579,906)
Capital Works Program 2013-14 End of Year Report 27 Aug 2014		
Table 1 - c/fwd with recommendations		(449,302)
Table 2 - carry forwards - committed works		(1,693,114)
Carry forward adjustments	(1,299,915)	-
September Revised Budget 2014/2015	(1,578,398)	(11,722,322)
Summary Operational Carry-forwards - as per attachment		
Special Charge Scheme - Green Street	108,150	
Non Recurrent Grants - Capital & Operating	73,824	
Employee Benefits	(56,930)	
Materials & Service and Other Exp.	(1,424,959)	
Asset Sales MRV \$360k, Land \$120k & Plant \$125k	605,123	
Carrying Amount of Assets Sold	(605,123)	
	(1,299,915)	

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 2013/14 period which shows a forecast budgeted operating surplus of \$2.7m while the actual operating surplus result for 2013/14 was \$4.0m. The turnaround of the current years adopted deficit of (\$278k) to a deficit of (\$1.57m) should be understood with regard to the result of the previous year, with several grant funded projects not completed at year end improving the overall 30 June 2014 operating result and increasing the levels of cash held.

Balance sheet variances from the forecast position 30 June 2014 to actual results as recorded in Council's Annual Report for the year ended 30 June 2014 show these adjustments are funded, with an increase in cash held of \$5.2m, increased Trade & Other Receivables \$2.2m, offset by increase in Liabilities – Trust Funds & Deposits (\$2.5M) and increase in Council Reserves - non-discretionary cash of (\$1.5m). The remaining balance of \$3.4m funds the above carry forwards without impacting the net overall position of Council's adopted 2014-15 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 2013/14, and the Revised Budget 2014/15 as detailed within the attached statements, which also includes all newly approved grant funded projects and all other known variances since budget adoption.

Reconciliation of Budget Adjustments - September 2014 Quarterly Review

	Operating Result Surplus / (Deficit)	Capital Works Budget
September Revised Budget 2014/2015 - with C/fwds	(1,578,398)	(11,722,322)
Rates & Charges - Garbage & Recycling	80,000	
Non Recurrent Grants - Capital	308,133	(308,133)
Non recurrent Grants - Operating	139,858	
Contribution - Capital Projects	47,000	(47,000)
Contribution - Operating Projects	15,000	
Recurrent Grant Funding	(35,169)	
Reimbursements	39,504	
Other Revenue	22,412	
Fees, Fines & User Charges	26,667	
Employee Benefits	(81,400)	
Materials & Service and Other Exp.	(219,122)	
Finance Cost - Interest	41	
Asset Sales MRV \$220k Plant \$18K	3,000	
Carrying Amount of Assets Sold	-	
Reserve Transfer -		(5,000)
September Revised Budget 2014/2015	(1,232,474)	(12,082,455)
from adjustments		
Variance reduced deficit / add Capex	345,924	(360,133)

The original budget operating deficit has been impacted by carry forward adjustments as detailed above projecting a (\$1.57m) operating deficit for 2014-15. With additional grant funding and inclusion of other known budget variances this has now been reduced to a Revised Operating Deficit of (\$1.23m).

Rates and Charges for garbage and recycling has increased revenue of \$80k as a result of additional tenements coming on line over the past 12 months. This additional revenue has been directed to the Waste Reserve.

Non Recurrent Grant Revenue has increased with the addition of funding for the Terip Tennis Courts, Pools projects and the Yea Netball Court upgrade.

Recurrent Grant Funding unfavourable variance of (\$35,169) relates mainly to shortfall in Grants Commission funding of (\$66,236) due to no indexation being applied to the funding pool. This is offset by an \$18,923 increase in funding agreements in Home & Community Care and \$12,144 increase in Public Library Funding.

Reimbursements increase of \$39,504 recognises the approved funding for the administration and collection of the Fire Service Property Levy.

Other Revenue increase of \$22,412 represents an increase in rental for the Yea Caravan Park – for the period January to June 2015 \$17,046 and recoupment of costs \$5,366 associated with discontinuance and sale of Robbins Road Narbethong.

Fees & User Charges have been incremented by \$26,667 with inclusion of user fees for Kinglake Community Centre \$20k and vehicle cost recouped from YRRM \$6.6k extending arrangement from August to December 2014.

The increase in Employee Benefits of \$81.4k is mainly related to increases in grant funding i.e. Municipal Emergency Resourcing Program \$60k, WHGNE Family Violence Project \$18.5k and adjustments for increased funding in Home and Community Care Programs

Materials and Contractors increase of \$219k is offset by increased revenue with key budget movements of \$63k grant funding for Bushfire Memorials, \$39k Fire Service Property Levy funding, Yea Caravan Park – legal expenses \$43k, allowance for General Manager recruitment costs \$25k, Kinglake Community Centre expenses \$19k and other minor variances related to increased revenues.

Balance Sheet (Statement B)

The Balance Sheet – Statement B as at 30 September 2014 shows a major year to date variance in Trade & Other Receivable of \$1.6m which is relating to outstanding claims for Natural Disaster Funded Projects - Storm Events \$1.67m. Meetings have been held with Vic Roads and Department of Treasury and Finance to address this issue. The other major year to date variance of \$2.59m relates to Trust Funds and Deposits, which is mainly Fire Services Property Levy collected but not due for payment until late October. 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 2015 of \$16.1m which is \$1.88m above the original budget for 2014/15 of \$14.2m. The bulk of this relates to the increased level of Reserves \$1.63m with movements detailed in Statement E Reconciliation of Non Discretionary Cash & Reserves, together with an increase of \$169k in discretionary cash. (Original Budget 2014/15 \$3.96m / Revised Budget \$4.13m).

Cash flow (Statement C)

The Cash flow (Statement C) 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 an increase of \$1.05m. The bulk of this adjustment is in grants. *Net cash used in investing activities* (Capital Works) shows an overall increase of (\$1.89m) and *Net cash used in financing activities* (borrowing cost & repayments) has increased by \$2.47m. This includes substantial FSPL funds received in late June 2014 but not required to be remitted to the State Revenue Office until October 2014.

The overall result with the inclusion of the additional cash of \$5.2m held at 30 June 2014, is reflected in the Balance Sheet with the Revised Budget for 2014-15 projecting an increase in cash of \$1.88m.

The other major revised budget variance of \$1.89m relating to Property Plant & Equipment is explained and reconciled with reference to Statement D Capital Works.

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. This is then offset against the level of projected cash at year end. The reconciliation has previously included Council Long Service Leave Liability as required by legislation; however with a change in legislation there is no longer a requirement to keep a separate bank account for this provision.

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

current year 2014/15 reconciliation of \$258,536 is 12.5% of the current Long Service Leave Liability.

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 2014 is provided in Table 1 as follows:

Table 1 – Summary of Income Statement

	YTD	YTD	
	Budget	Actual	Variance
	\$k	\$k	\$k
Revenue	21,136	21,268	132
Expenses	5,557	5,166	391
Surplus	15,579	16,102	523

The Year To Date (YTD) operating result at 30 September 2014 shows income up by \$132k and expenditure down \$391k generating a larger than expected YTD surplus of \$523k or 3% 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		
132	Favourable to budget	
Key Components	Type	Particulars
12	Statutory Fees & Fines	Plan checking & supervision fees favourable against year to date budget. Should provide additional revenue above total annual budget.
83	User Fees	Favourable variance on Waste Disposal Fees at Alexandra Landfill \$67k and \$21k Private Service User fees for Aged and Disability Care.
(20)	Grants - Recurrent	Family Day Care funding \$44k favourable driven by service level demand, offset by unfavourable grant funding (\$74k) for Aged Care Packages. The delay in Package funding is being followed up with the Federal funding body.
(12)	Grants – Non-Recurrent	LGIP (Local Government Infrastructure Program) grant (\$10k) profiled for receipt but not yet due.
68	Other Revenue	Lease rental for \$12k has been received ahead of YTD budget expectations. Interest on Investments favourable \$48k due to higher levels of cash held from unexpended capital works and receipt of Fire Service Property Levy funds held until due to be remitted to the State Revenue Office.

Table 3 – Key Expense component variance

Variance		
\$k		
391	Favourable to Budget	
Key Components:	Type	Particulars
113	Employee Benefits	Year to date saving in Infrastructure Assets due to vacant engineering positions \$56k and spread of saving in Community Services Aged Care \$45k driven by service level demand. Potential savings in Workcover with reduced premium. Amount yet to be quantified and will be provided as part of the December Quarter Review.
279	Materials & Services	Favourable variance mainly relates to <ul style="list-style-type: none"> Insurance year to date savings \$73k Community & Emergency Grants \$8k Swimming Pools \$9k Advertising costs \$8k Facilities Maintenance \$67k, Plant & Fleet (incl. insurance) \$54k, plus Numerous minor variance spread across programs These favourable variances are spread mainly across insurance \$124k, contractors \$55k and materials \$51k. 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.

Capital - Year to Date Review

As at 30 September 2014, Capital Works is \$50k below the year to date budget of \$912k. Statement D, as attached, indicates that across the asset categories, the largest variances are \$29k in Buildings and \$15k in Plant & Machinery.

Table 4 – Summary of Capital Works completed (Financial)

Asset Category	YTD Budget	Actuals	Variance	Complete to
	30/09/2014	30/09/2014	YTD	YTD Budget
	\$'000	\$'000	\$'000	%
Buildings	-	-	-	0%
Buildings	310	280	29	9%
Plant & Machinery	387	372	15	4%
Roads & Paths	76	79	(3)	-4%
Bridges	6	5	1	21%
Footpaths and Cycleways	11	11	0	4%
Drainage	90	89	1	2%
Heritage Assets	-	-	-	0%
Furniture & Equipment	9	9	1	7%
Library Bookstock	23	19	5	20%
Works in Progress	-	-	-	0%
Total Capital Works	912	862	50	5%

Table 5 – Key Capital component variance

Variance		
\$k		
50		Favourable to Budget
Key Components:	Type	Particulars
29	Buildings	Expenditure on buildings is running slightly behind expectations with the major items being <ul style="list-style-type: none"> • Y Water Centre \$10k, and • Yea Shire Hall \$13k. The remaining variations are a combination of minor variations across several projects.
15	Plant Machinery & Equipment	Variance relates to lower purchase price on several vehicles that have been changed over – budgets carried forward from prior year 2013-14.

With minimal Year to Date variance, the capital works program overall appears to be running well as at 30 September 2014.

The overall budget has been increased from \$9.58m to \$12.08m with \$2.14m carry forwards from unexpended capital work projects forecast to be completed by 30 June 2014 (reported to Council 27 August 2014) and the inclusion of several new grant funded capital works projects – listed below.

- Yea Netball Courts \$105,000
- Swimming Pool Rejuvenation \$170,000, and
- Terip Terip Tennis Courts \$ 85,133.

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 2014 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 QUARTERLY COUNCIL PLAN 2013-2017 REPORT TO 30 SEPTEMBER 2014

File No: SF/291

(Refer Encl 6.7 – Council Plan Report 2013-2014 – Year 2 – Quarter One)

Purpose:

This report provides an update on the progress on activities listed in the Council Plan 2013-2017 for the first quarter ending 30 September 2014.

Recommendation:

That the report for the first quarter of the Council Plan 2013-2017 on the status of Year 2 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 2 was adopted by Council at its Ordinary Meeting of 25 June 2014.

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:

Council previously used a reporting software system to conduct quarterly reporting against the Council Plan. Council has decided to perform the reporting through existing software and the contract was not renewed upon expiry in October 2014.

Subsequently the Council Plan 2013-2017 Year 2 Quarterly Reporting will be formatted differently to previous reports to Council.

At the end of the first quarter for year 2 82% of the actions are ongoing or on schedule.

The highlights for the first quarter for year 2 of the Council Plan 2013-2017 were:

- The Change It Up 2014 youth event was delivered on 17-18 September, with 25 young people participating from across the Shire.
- The Waste Management Strategy was adopted in July 2014. Eleven (11) out of the total of twenty seven (27) year 1 actions have been completed including the introduction of bulk recycling bins at Council's Resource Recovery Centres and the development of a joint kerbside collection contract in co-operation with four other councils.
- The Rural Roadside Management Plan and Code of Practice was adopted by Council on the 27 August 2014.

- Development Plans for the Wattle Street and Lawrances Road development areas were adopted by Council in August 2014.
- The Yea Structure Plan was placed on public exhibition in August and September 2014. The Plan outlines the directions for future land use and development for the township.
- A comprehensive review of Council's Municipal Emergency Management Plan has been completed and the Plan was placed on public exhibition in August and September 2014.
- The review of the Municipal Strategic Statement (MSS) was finalised during the quarter which included a full review of the Local Planning Policy Framework (LPPF).
- The draft Kinglake Ranges, Flowerdale and Toolangi Streetscape Masterplan has been prepared, and is to be placed on exhibition in November 2014.
- \$2.2m of Grant funding has been sought to date for projects that will assist in reducing Council's renewal gap, with \$500k confirmed in this quarter. The funding awarded is for revitalising Eildon Town Centre and Ghin Ghin Road Safety Improvements.
- State Government funding has been secured during the quarter for the development of the Alexandra Railway Precinct Master Plan.
- The Alexandra to Eildon trail link feasibility study has progressed and a report will be presented at the December 2014 meeting of Council.
- Council has increased substantially its advocacy efforts with the State Government in seeking funding assistance to help with the shortfall arising from the gifting of new and expanded assets to Council following the 2009 bushfires. This has included direct advocacy to the government and through the media.
- Council also initiated the use of a dedicated Facebook page on Council's advocacy to the State Government concerning the new and gifted assets. The page was designed to provide a new and supplementary two-way communication channel as a means of engaging the community on an issue of considerable importance to the Shire.

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 second quarter of the 2013 -2014 financial year in relation to the implementation of the strategies from the Council Plan.

Conclusion:

The 30 September 2014 report for the Council Plan 2013-2017 reflects the outcomes of the first quarter for year 2 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.

6.8 COMMITTEES OF MANAGEMENT MEMBERSHIP ENDORSEMENT

REF: SF/112, SF/95, SF/120

Purpose:

The purpose of this report is to seek Council's endorsement of the proposed membership for the Friends of Yea Railway, Eildon Alliance Boat Ramp, Yea Saleyards and Buxton Recreation

Reserve Section 86 Committees of Management resulting from the 2014 Annual General Meetings and a special meeting.

Recommendation:

That Council appoints the following individuals to fill the vacant positions on the Section 86 Committees of Management for the allocated term:

Committee of Management	Name	Representative position	Term
Friends of Yea Railway	Deborah Bennett	Community Representative	3 Years
Friends of Yea Railway	Miranda Gill	Community Representative	1 Year
Friends of Yea Railway	Teresa Clue	Community Representative	3 Years
Friends of Yea Railway	Susan Huggins	Community Representative	3 Years
Friends of Yea Railway	Rod Clue	UGFM User Group	2 Years remaining
Friends of Yea Railway	Elaine White	Yea Rotary User Group Representative	2 Years remaining
Friends of Yea Railway	Jan Wealands	Yea Market Representative	2 Years remaining
Eildon Alliance Boat Ramp	Ron Maroney	Community Representative	3 Years
Eildon Alliance Boat Ramp	Michael Sundstrom	Community Representative	3 Years
Eildon Alliance Boat Ramp	Robyn Hewitt	Community Representative	3 Years
Eildon Alliance Boat Ramp	Gary Constantine	Community Representative	3 Years
Eildon Alliance Boat Ramp	Ian McLauchlan	Community Representative	3 Years
Eildon Alliance Boat Ramp	Alex Richards	Community Representative	3 Years
Eildon Alliance Boat Ramp	Tony Keddell	Community Representative	3 Years
Yea Saleyards	Peter Hauser	Livestock Transport Representative	3 years
Yea Saleyards	Chris Pollard	Yea Livestock Representative	3 years
Yea Saleyards	Rick Wills	Yea Livestock Representative	3 Years
Yea Saleyards	David McKenzie	Community Representative	3 Years
Yea Saleyards	Jim Osbourne	Community Representative	3 Years
Yea Saleyards	Duncan Newcomen	District Farming Representative	3 Years
Yea Saleyards	Malcolm White	District Farming Representative	3 Years
Yea Saleyards	Jan Beer	District Farming Representative	3 Years
Buxton Recreation Reserve	Judy Kleiss	Community Representative	3 Years

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 Friends of Yea Railway Committee of Management consists of the following membership:
 Five (5) Community Representatives
 One (1) Yea Country Market User Group Representative

One (1) Yea Rotary Club User Group Representative
One (1) UGFM User Group Representative
One (1) Murrindindi Shire Council Councillor (non-voting)

The Eildon Alliance Boat Ramp Committee of Management consists of the following membership:

Seven (7) Community Representatives
One (1) Maintenance Representative (non-voting)
One (1) Murrindindi Shire Council Councillor (non-voting)

The Yea Saleyards Committee of Management consists of the following membership:

Two (2) Community Representatives
One (1) Livestock Transport Representative
Three (3) District farming Representatives
Two (2) Yea Livestock Representatives
One (1) Murrindindi Shire Council Councillor (non-voting)

The Buxton Recreation Reserve Committee of Management consists of the following membership:

Seven (7) Community Representatives
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 Friends of Yea Railway Committee of Management held its Annual General Meeting on 13 October 2014. The Committee of Management advertised the five Community Representative positions as part of the Annual General Meeting notification. The Committee of Management still has one vacant community representative position.

The Eildon Alliance Boat Ramp Committee of Management held its Annual General Meeting on 13 October 2014. The Committee of Management advertised the seven community representative positions as part of the Annual General Meeting notification.

The Yea Saleyards Committee of Management held its Annual General Meeting on 21 October 2014. The Committee of Management advertised the membership positions as part of the Annual General Meeting notification. The Community Representative positions received three applications for two positions and the District Farming Representative positions received four applications for three positions. All applicants were given a chance to present to those in attendance and a vote was conducted by a show of hands after the applicants had left the room. The Livestock Transport representative position received only one application and the Yea Livestock Representative positions received two applications for two positions.

The Buxton Recreation Reserve Committee of Management held a Special Meeting on 7 October 2014 to fill a vacant position on the Committee of Management following the Annual General Meeting in September. Council resolved to endorse five memberships at its September 2014 Ordinary Meeting of Council. This Committee of Management still has one vacancy.

Consultation:

Council advertised the community representative nomination processes and Annual General Meeting details for two weeks prior to the Committee of Management meetings 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)
Friends of Yea Railway Committee of Management	Yea Chronicle	1 & 8 October 2014
Eildon Alliance Boat Ramp Committee of Management	Alexandra Standard	1 & 8 October 2014
Yea Saleyards Committee of Management	Yea Chronicle	8 & 15 October 2014

Conclusion:

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

6.9 ECONOMIC DEVELOPMENT ADVISORY COMMITTEE MEETING MINUTES

REF: 14/38438

(Refer Encl 6.9 – Economic Development Advisory Committee Meeting Minutes)

The minutes of the Economic Development Advisory Committee meeting held on 11 August 2014 are attached for receiving.

Recommendation:

That the Minutes of the Economic Development Advisory Committee Meeting held on 11 August 2014 be received.

7. SEALING REGISTER

REF: 13/6325

File Reference	Date Seal Affixed	Description of Documents	Signatures of Persons Sealing
CONT 13/5	16 October 2014	Formal Instrument of Agreement for Project Management Services between Murrindindi Shire Council and Point Project Management	Margaret Abbey Margaret Rae

File Reference	Date Seal Affixed	Description of Documents	Signatures of Persons Sealing
SF/861	22 October 2014	Sublease of land known as part of Railway Lot 29 at Alexandra specifically the dates of 25 October 2014 and 4 January 2014 and 28 February 2015 between the hours of 8.00am and 7.00pm for parking of horse floats & access to the racecourse in association with race day activities between VicTrack and Murrindindi Shire Council and Alexandra Race Club Inc.	Margaret Abbey Margaret Rae
SF/806	29 October 2014	Deed of Variation - Murrindindi Shire Council and Ken Adams and Christine Adams re: Section 17D Crown Land (Reserves) Act 1978 Lease (Non Retail) - Marysville Caravan and Holiday Park, Marysville.	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 15 October 2014 to 12 November 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 15 October 2014 to 12 November 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	Councillor Briefing Session
Meeting Date	15 October 2014
Matters discussed	<ol style="list-style-type: none"> 1. Municipal Public Health and Wellbeing Plan – Progress Report 2. 2015-16 Capital Works 3. Non Rateable Properties
Attendees: Councillors – Cr Rae, Cr Kennedy, Cr Challen, Cr Walsh, Cr Derwent, Cr Magner	Staff – M Abbey, J Canny, N McNamara, L Kelly, M Chesworth, A Bond
Conflict of Interest disclosures - Nil	

Meeting Name / Type	Murrindindi Environment Advisory Committee
Meeting Date	16 October 2014
Matters discussed	1. Membership Application Review
Attendees: Councillors – Cr Kennedy	Staff – M Leitinger, Z Stephens
Conflict of Interest disclosures - Nil	

Meeting Name / Type		Pre Council Meeting Discussion		
Meeting Date		22 October 2014		
Matters discussed		1. Adoption of Municipal Emergency Management Plan 2. Community grants Round June to September 2014 3. Yea Saleyards		
Attendees: Councillors – Cr Rae, Cr Kennedy, Cr Challen, Cr Walsh, Cr Derwent		Staff – M Abbey, J Canny, M Leitinger, M Parsons, C Price, M Chesworth, A Bond		
Conflict of Interest disclosures - Yes				
<i>Matter No.</i>	<i>Councillor making disclosure</i>	<i>Was a vote taken?</i>	<i>Did Councillor leave the room?</i>	<i>When? Before / after discussion / vote?</i>
6.3	Cr Walsh	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Before discussion & vote

Meeting Name / Type		Councillor Briefing Session		
Meeting Date		5 November 2014		
Matters discussed		1. Native Vegetation Offsets 2. Planning and Development and Engineering Action Plan 3. Infrastructure Design Manual 4. 2014-15 Fire Season Preparations 5. Great Victorian Rail Trail Link Feasibility Study 6. Funding Advocacy		
Attendees: Councillors – Cr Rae, Cr Kennedy, Cr Challen, Cr Derwent, Cr Walsh		Staff – M Abbey, J Canny, Z Blakeney, M Chesworth, M Parsons, L Kelly, J Rabel, A Bond		
Conflict of Interest disclosures - Nil				

Meeting Name / Type		Economic Development Advisory Committee		
Meeting Date		10 November 2014		
Matters discussed		1. Yea Open Day 2. Growing the Rate Base 3. Yea Business and Tourism Association 4. Business in Kinglake 5. Investment Attraction Projects 6. GRVT Items		
Attendees: Councillors – Cr Rae, Cr Challen, Cr Derwent		Staff – S Curran, B Elkington, M Chesworth, J Blyth Guests – D Knight, B Quilliam		
Conflict of Interest disclosures - Nil				

Meeting Name / Type	Councillor Briefing Session
Meeting Date	12 November 2014
Matters discussed	<ol style="list-style-type: none">1. Yea Cemetery – Concept Design - Draft2. Arts and Culture Policy3. Local government Performance Reporting Framework – First Quarter Report4. Eildon Structure Plan5. Yea Structure Plan6. Residential Subdivision7. Machinery Shed and Carport
Attendees: Councillors – Cr Magner, Cr Walsh, Cr Derwent, Cr Rae, Cr Challen, Cr Kennedy	Staff – M Chesworth, M Parsons, J Canny, E Wyatt, A Bond, G Scale
Conflict of Interest disclosures - Nil	

12. URGENT BUSINESS

13. CONFIDENTIAL ITEMS

In the event that any items be considered in closed session, 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.