



AGENDA  
of the  
ORDINARY MEETING OF COUNCIL  
To be held on  
WEDNESDAY 27 AUGUST 2014  
in the  
ALEXANDRA COUNCIL CHAMBERS  
commencing at  
6.00 pm

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

TRIM: SF/306

**3. CONFIRMATION OF MINUTES**

- Minutes of the Ordinary meeting of Council held 23 July 2014

**Recommendation:****That the Minutes of the Ordinary meeting of Council held 23 July 2014 be confirmed.**

- Minutes of the Special meeting of Council held 6 August 2014.

**Recommendation:****That the Minutes of the Special meeting of Council held 6 August 2014 be confirmed.****4. DISCLOSURES OF INTEREST OR CONFLICT OF INTEREST**

TRIM: SF/783

**5. PUBLIC PARTICIPATION TIME**

Prior to Questions of Council, there will be a brief presentation to Mr David Wakefield, a member of the Murrindindi Environment Advisory Committee.

**5.1 QUESTIONS OF COUNCIL****5.2 OPEN FORUM**

TRIM: SF/130

**5.3 PETITIONERS SPEAKING TO PETITIONS**

TRIM: SF/132

## **6. OFFICER REPORTS**

### **6.1 DEVELOPMENT PLAN – WATTLE STREET, ALEXANDRA**

REF: 14/24155 (File No: 58/07/12-16)

Refer Encl 6.1a – Development Plan (text), Encl 6.1b Development Plan (Fig 2 plan), Encl 6.1c – Development Plan (Figure 3 plan) and Encl 6.1d Wattle Street, Alexandra - Summary of submissions)

#### ***Purpose:***

The purpose of this report is to recommend that the Wattle Street, Alexandra Development Plan be approved, subject to changes.

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

**That the Wattle Street, Alexandra Development Plan (Enclosures 6.1a, 6.1b and 6.1c) be approved, subject to changes recommended in this report and the summary of submissions (Enclosure 6.1d).**

#### ***Background:***

Council received funding through the Department of Transport, Planning and Local Infrastructure (DTPLI) for a review of the Development Plan Overlay (DPO) and expired development plans. Revision of the expired Wattle Street, Alexandra and Lawrances Road, Yea development plans were an important part of the review as both plans were approved in 2001 and had since expired.

The subject land is zoned General Residential under the Murrindindi Planning Scheme, with the Development Plan Overlay (DPO) also applying. The DPO requires that prior to the approval of any development for individual parcels of land, an overall development plan be approved to guide the coordination of subdivision, servicing and development for the overall area.

Meetings for the draft revised plans were held in early 2013, with draft plans being exhibited 'informally' for landowner comment in late 2013. Plans were amended to incorporate landowner comments, with plans then being formally exhibited in April / May 2014. This report outlines key points raised in submissions received to the formal exhibition of this development plan.

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

The development plan review is consistent with the Our Environment goal in the Council Plan 2013-2017 specifically in relation to the following strategic objective:

- *Implement ongoing changes and improvements to the Murrindindi Planning Scheme.*

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

There are no particular legal or policy issues associated with the proposed development plan.

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

While Council initially received DTPLI 'Flying Squad' funding to undertake a development plan review and the drafting of this initial development plan, additional Council staff resources have been required to complete the development of the plan.

#### ***Discussion:***

There were a number of submissions received as a result of the public exhibition for the development plan. A summary of submissions is attached as *Enclosure 6.1d* to this report and outline the main issues raised, each with an officer response / recommendation. All officer recommendations have been incorporated into the attached development plans (report and plans) proposed for approval. All of the following issues have been addressed and met as far

as possible, except for the drainage issue raised by a private submitter being met in part only, which is discussed later in this section.

▪ **Services:**

Goulburn Valley Water:

- Land can be serviced with water, subject to design and servicing.

Proposed response:

- Clarify infrastructure requirements with future development, including pro-rata contribution towards reticulated water infrastructure upgrading.

▪ **Drainage and waterways:**

Goulburn Broken Catchment Management Authority:

- A significant drainage line traverses the north-west corner of the subject land, adjacent to Wattle Street;
- A minimum setback of 20 metres from property boundaries to the top of the bank of the waterway is appropriate.

Private submission:

- Additional subdivision and development in the northwestern section of the land will add to current drainage runoff and flooding.

Proposed response:

- Include a performance measure to specifically require a minimum building setback of 30 metres from any designated waterway;
- Add a detailed performance measure for drainage to be fully assessed and provided based on water sensitive urban design principles;
- Add a detailed performance measure for drainage easements to be incorporated into layout and design options for drainage in the northwestern section of the land to either flow under the Goulburn Valley Highway to the north and / or comprise onsite storage and treatment, then flow to the northwest along two existing drainage lines.

▪ **Landscape and native vegetation:**

Department Environment Primary Industries (DEPI):

- Enhance and outline protection measures for remnant native vegetation;
- Give proper reference to vegetation guidelines.

Proposed response:

- Replace previous reference to the Victorian Native Vegetation Framework with the *Permitted clearing of native vegetation - Biodiversity assessment guidelines*, DEPI, September 2013;
- Add a performance measure to require an identification of native vegetation, with protection measures being formalised and / or assessment of losses and potential offsets undertaken.

**Officers have also proposed some additional changes to the plan and these include the following:**

- Several minor changes to improve the format and minor content of plan text and plans;
- Add performance measures to encourage environmentally sustainable design and protect natural landscape features;
- Allow a planning permit to be granted for an interim subdivision to create one additional lot for the purpose of an existing dwelling or an interim lot of 4 hectares or greater.

One private submitter has expressed concern regarding potential effects of excess and peak drainage flow to private properties to the northwest. Council's Infrastructure Assets Department considers that drainage may be satisfactorily provided for future development, including for the detailed subdivision plan for 45 lots in the northwestern section of the plan (proposed to form part of the plan; see Figure 3 on *Attachment 6.1c*). Further detailed drainage assessment will

be required as part of future applications for planning permit, providing future drainage through either new drainage provision to the north or through onsite storage and pre-treatment of drainage prior to discharge into the existing drainage lines to the northwest.

It is considered likely that drainage may be more feasibly and cost efficiently provided through onsite storage and discharge into the existing drainage lines to the northwest. This onsite storage and discharge on the parcel of land in the north-west may require some land being dedicated for use as a drainage reserve and will be subject to detailed design at any future application for planning permit stage.

The attached draft development plan report and plans include the changes proposed to the plan, as outlined in the attached summary of submissions.

**Consultation:**

Consultation for the draft plan has been undertaken through an initial meeting of landowners in early 2013, an informal exhibition in late 2013 and a formal exhibition in April this year. Eight (8) submissions were made to the recent exhibition, with three (3) received from private landowners, and five (5) from agencies / departments. A summary of submissions, with recommendations, is attached.

**Conclusion:**

The proposed development plan will provide guidance for landowners, Council and service authorities in identifying the appropriate layout, subdivision and development for the land. Approval of the plan will provide certainty for the future layout and development of the land for residential purposes. It is recommended that the development plan be approved, subject to changes outlined in the attached summary of submissions.

## **6.2 DEVELOPMENT PLAN - LAWRAENCES ROAD, YEA**

REF: 14/24160 (File No: 58/07/12-18)

(Refer *Encl 6.2a* – Lawrences Road, Yea - Proposed Plan (text), *Encl 6.2b* Proposed Plan (Figure 2), *Encl 6.2c* – Lawrences Road, Yea Summary of submissions)

**Purpose:**

The purpose of this report is to recommend that the Lawrences Road, Yea Development Plan be approved, subject to changes.

**Recommendation:**

**That the Lawrences Road, Yea Development Plan (text and plan) be approved, subject to changes recommended in this report and the summary of submissions (Enclosure 6.2c).**

**Background:**

Council received funding through the Department of Transport, Planning and Local Infrastructure (DTPLI) for a review of the Development Plan Overlay (DPO) and expired development plans. Revision of the expired Wattle Street, Alexandra and Lawrences Road, Yea development plans were an important part of the review as both plans were approved in 2001 and have now expired.

The land is already zoned General Residential under the Murrindindi Planning Scheme, with the Development Plan Overlay also applying. The DPO requires that prior to the approval of any development for individual parcels of land, an overall development plan be approved to guide the coordination of subdivision, servicing and development for the overall area.

Meetings for the draft revised plans were held in early 2013, with draft plans being exhibited 'informally' for landowner comment in late 2013. Plans were amended to incorporate landowner comments, with plans then being formally exhibited in April / May 2014. This briefing note reports on submissions received to this formal exhibition.

**Council Plan/Strategies:**

The development plan review is consistent with the Our Environment goal in the Council Plan 2013-2017 specifically in relation to the following strategic objective:

- *Implement ongoing changes and improvements to the Murrindindi Planning Scheme.*

**Legal/Policy Issues:**

There are no particular legal or policy issues associated with the proposed development plan.

**Financial/Resources/Risk**

While Council initially received DTPLI 'Flying Squad' funding to undertake a development plan review and the drafting of this initial development plan, additional Council staff resources have been required to complete the development of the plan.

**Discussion:**

There were a number of submissions received as a result of the public exhibition for the development plan. A summary of submissions is attached as Enclosure 6.2c to this report and outline the following main issues raised to the exhibited plan, each with an officer response / recommendation. All officer recommendations have been incorporated into the attached development plans (report and plans) proposed for approval. All of the following issues have been addressed and met as far as possible.

▪ **Services:**

Goulburn Valley Water:

- Land can be serviced with water, subject to design and servicing.

Proposed response:

- Clarify infrastructure requirements with future development, including pro-rata contribution towards reticulated water infrastructure upgrading.

▪ **Drainage and waterways:**

Goulburn Broken Catchment Management Authority:

- A minimum setback of 30 metres from Boundary Creek and 20 metres from property boundaries to the top of the bank of the waterway is appropriate.

Proposed response:

- Include a performance measure to specifically require a minimum building setback of 30 metres from any designated waterway;
- Add a detailed performance measure for drainage to be fully assessed and provided based on water sensitive urban design principles.

▪ **Landscape and native vegetation:**

Department Environment Primary Industries (DEPI):

- Enhance and outline protection measures for remnant native vegetation;
- Give proper reference to vegetation guidelines.

Proposed response:

- Replace previous reference to the Victorian Native Vegetation Framework with the *Permitted clearing of native vegetation - Biodiversity assessment guidelines*, DEPI, September 2013;
- Add a performance measure to require an identification of native vegetation, with protection measures being formalised and / or assessment of losses and potential offsets undertaken.

▪ **Additional officer suggestions:**

- Several minor changes to improve the format and minor content of plan text and plans;
- Add performance measures to encourage environmentally sustainable design and protect natural landscape features;
- Allow a planning permit to be granted for an interim subdivision to create one additional lot for the purpose of an existing dwelling.

One private submitter previously expressed in the informal exhibition the need for mapping to properly represent private land adjoining Boundary Creek. It is understood that this landowner may be expressing concern regarding a proposed future public open space link extending along the western edge of Boundary Creek to Racecourse Road. This space would provide a linear link for a future pedestrian / bike path, linking Racecourse Road with the southern extent of the development plan. The link was previously indicated in the expired 2001 development plan for the area, provides an essential recreation and access linkage through the area and meets Council's recreational objectives. The proposed linkage should be retained and would only be implemented through any future subdivision of this parcel of land, the land forming the required recreational contribution for residential subdivision.

The attached draft development plan report and plans include the changes proposed to the plan, as outlined in the attached summary of submissions.

**Consultation:**

Consultation for the draft plan has been undertaken through an initial meeting of landowners in early 2013, an informal exhibition in late 2013 and a formal exhibition in April this year. Five (5) submissions were made to the recent exhibition, all from agencies / departments. Two (2) submissions were previously received to the informal exhibition and are summarised again under the summary of submissions. This summary of submissions, with recommendations, is attached.

**Conclusion:**

The proposed development plan will provide guidance for landowners, Council and service authorities in identifying the appropriate layout, subdivision and development for the land. Approval of the plan will provide certainty for the future layout and development of the land for residential purposes. It is recommended that the development plan be approved, subject to changes outlined in the attached summary of submissions.

## **6.3 RURAL ROADSIDE MANAGEMENT PLAN**

REF: 14/23773

(Refer *Encl 6.3a* – RRMP Submissions Table, *Encl 6.3b* - Rural Roadside Management Plan 2014-2018, *Encl 6.3c* - RRMP Draft Implementation Plan 2014-2018 and *Encl 6.4d* - Rural Roadside Management Guidelines)

**Purpose:**

The purpose of this report is to present the amended Draft Rural Roadside Management Plan in response to feedback from the community, including a summary of the submissions from the public exhibition period.

**Recommendation:**

**That Council:**

1. **Adopts the Rural Roadside Management Plan and Rural Roadside Management Guidelines; and**



## **2. Notes the Rural Roadside Implementation Plan.**

### ***Background:***

Councillors have previously been briefed on the range of issues associated with rural roadside management and the need to adopt a plan that brings all these issues into an easily understood and practical format that helps stakeholders understand how to manage them. The draft Rural Roadside Management Plan was developed for this purpose.

Councillors have also had a presentation on the supporting documents to guide implementation of the Rural Roadside Management Plan. Documents included the Draft Rural Roadside Management Plan including a four year Implementation Plan; a set of Rural Roadside Management Guidelines (for broader application across the Shire); and a Code of Practice (for Council's maintenance and construction activities).

The draft Rural Roadside Management Plan and the Rural Roadside Management Guidelines were advertised for public comment and submissions closed on 23 July 2014. The Implementation Plan and Code of Practice were not released for public comment due to the operational nature of these documents.

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

The Council Plan 2013-17 addresses the need for a Rural Roadside Management Plan through its priority 'Our Environment', its strategic objective: 'We will protect and enhance the natural environment', and its ensuing action: "Develop a roadside management plan and code of practice for managing environmental values in Council roadside reserves".

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

There is a wide range of legislation governing how roadsides should be managed. Relevant legislation is listed in Appendix 1 to the draft Rural Roadside Management Plan. Council has an endorsed Environment Policy which commits Council to protecting and enhancing its natural environment specifically on Council controlled land.

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

The draft Rural Roadside Management Plan requires Council led infrastructure works to comply with an internal Roadside Code of Practice. Whilst not a document included for general distribution, the Code of Practice can be provided as a resource for further information if a customer requests it.

A set of Roadside Management Guidelines will be published as a public resource. The aim of this resource is to provide information to community on roadsides, and encourage the adoption of best practice behaviour when managing roadside frontages.

There is a risk that community perceives these resources as mandatory policy, so the release of the Plan will need some careful messaging to ensure the intent is correctly understood.

### ***Discussion:***

The Murrindindi Shire Council Rural Roadside Management Plan addresses the lack of clear definition, understanding and agreement internally across Council departments and externally among the wider community about how municipal roadsides should be managed in rural areas.

The Plan articulates the roles, legal duties and responsibilities of Council, property owners and other agencies. It also articulates Council's expectations and requirements.

The Plan also outlines Council's approach to rural roadside management which is captured by a set of rural roadside management principles and aims. These are:

#### Rural Roadside Management Principles:

- The biodiversity, cultural and broader landscape values on roadsides are important to protect because they provide a rich and vibrant environment appreciated by all people living and visiting Murrindindi.
- Activities that occur in roadsides (such as fuel reduction works, road safety works, utility maintenance, agricultural activities and recreation) must be appropriately balanced with conserving environmental values.
- Any impacts of Council and third party-led construction and maintenance works must be minimised through proper planning, budgeting and management.

To address these principles, Council aims to manage rural roadsides in the following way:

- Manage fire risk through a considered and sensitive approach to fuel load reduction.
- Maintain the function of rural roads as a safe and reliable corridor for traffic movement.
- Preserve and enhance flora and fauna habitat.
- Manage the impact of recreation, agriculture, and asset maintenance and construction activities in roadside environments.
- Ensure Council, other agencies and property owners meet their legislative responsibilities.
- Promote the range of values provided by roadsides to the community through engagement and education.
- Monitor the effectiveness of the Rural Roadside Management Plan and its associated guidelines and Code of Practice.

The Rural Roadside Management Plan also includes a set of twelve standards to be achieved in relation to managing rural roadside activities.

The Implementation Plan has been developed to ensure that Council staff, other agencies and the community adopt these standards for rural roadside management and work together to achieve the aims of Council's Rural Roadside Management Plan. The Rural Roadside Management Guidelines (for community and Council) and the Code of Practice (for Council only) are resources to assist stakeholders in this task.

This Implementation Plan will be reviewed in line with the Rural Roadside Management Plan's strategic review process. A key component of this review will be to assess how rural roadside management is fairing against the aims of the Plan.

The draft Rural Roadside Management Plan and Rural Roadside Management Guidelines were made available for public comment over a four week period from 2 July to 23 July 2014. These documents were available on Council's website, and hard copies could be viewed at service centres.

Feedback on the Draft Rural Roadside Management Plan and Guidelines was received from five (5) Murrindindi Shire community members, and from one (1) agency.

The feedback received raised a number of general themes. These include:

- Punctuation, grammar and heading corrections.
- The need to address/reference the impact of recreational activities in roadside environments and the consequences in relation to habitat loss.
- Improved clarity in definitions for rural and urban roadsides.

- Fuel loads on roadsides specifically cleaning up windrows of fallen timber post extreme weather events.
- Illegal and/or inappropriate firewood collection on roadsides and the consequences in relation to habitat loss.
- Impacts on roadsides by timber harvesting contractors and the consequences in relation to habitat loss.
- Positive commentary in relation to Council's Roadside Weed and Pest Animal Control Program.
- Inconsistency in roadside signage and the need to improve it.
- Litter problems on roadsides especially around the Alexandra Landfill and other Resource Recovery Centres.
- Behavioural attitudes towards roadsides environments.

Council officers have reviewed each submission and provided a response in the table appended to this report. In addition, Council officers have refined the document based on internal discussions during the public exhibition period. This has resulted in revisions to existing content and insertion of new content to the Rural Roadside Management Plan and the Rural Roadside Management Guidelines. A summary of the changes include:

- Given the document a time frame and review process.
- Revised existing and added new standards to the Rural Roadside Management Plan.
- Added guidelines for heritage and seed collection in the Rural Roadside Management Guidelines.

#### **Consultation:**

A community and agency workshop was held in April 2013. Over 25 people attended the workshop including representatives from the CFA, Goulburn Valley Water, SP Ausnet, VicRoads, Department of Environment and Primary Industries, Upper Goulburn Landcare Network, Upper Goulburn Field Naturalists, Mount Pleasant Reserve Committee of Management, Yea Tourism and Business Association and the Murrindindi Environment Advisory Committee. The workshop was facilitated by RMCG consulting a specialist natural resource management consultancy.

Meetings were also held as part of an informal consultation process between April 2013 and January 2014 with the CFA, the Municipal Fire Management Committee and the Murrindindi Environment Advisory Committee. Feedback during this time has helped develop the respective documents (i.e. Rural Roadside Management Plan, the Implementation Plan, the Guidelines and Code of Practice).

The draft Rural Roadside Management Plan and Rural Roadside Management Guidelines were made available for public comment over a four week period. The table below summarises the key consultation to date.

<b>Newspaper / Other</b>	<b>Publishing Date(s)</b>
<b><i>Newspaper:</i></b>	
The Alexandra and Eildon Standard	25/06/14 02/07/14 16/07/14
Yea Chronicle	25/06/14 02/07/14

<b>Newspaper / Other</b>	<b>Publishing Date(s)</b>
	16/07/14
North Central Review	24/06/14 1/07/14 8/07/14 15/07/14
Marysville Triangle	27/06/14 04/07/14 18/07/14
<b>Consultation:</b>	
Internal Workshop	3 April 2013
External Workshop	15 May 2013

**Conclusion:**

The Murrindindi Shire Council Rural Roadside Management Plan will enable Council to continually improve the way it manages municipal roadsides in partnership with the wider community and other organisations. The Plan brings together a topic that is filled with different objectives, interests, legislation, policies and programs. It does this by bringing all the issues together into an easily understood and practical format providing clear statements around roles, responsibilities, expectations, and a set of standards to be achieved.

**6.4 QUARTERLY COUNCIL PLAN 2013-2017 REPORT – FINAL QUARTER**

REF: SF/291

(Refer Encl 6.4 Report on Council Plan 2013-2017 Final Quarter)

**Purpose:**

The purpose of this report is to provide the final status of the Year One activities in the Council Plan 2013-2017.

**Recommendation:**

**That the report for the final quarter of the Council Plan 2013-2017 on the status of Year One 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 Council Plan 2013-2017 is reviewed annually and Council resolved to endorse the first year review of the Plan 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:***

The following results were achieved in Year One of the Council Plan 2013-2017, ending 30 June 2014:

- 58 activities were completed
- 18 activities were not completed by the due date and have been delayed
- 1 activity was withdrawn.

Highlights for Year One (2013/2014) included the following achievements:

**Our Community highlights for 2013-2014:**

- A Communications and Social Media Strategy has been completed in consultation with early year's service providers across the Murrindindi Shire. A final report has been received and work has progressed to implement a range of recommendations including the continuation of the Murrindindi Children's Network, hosting professional development forums and the development of a website for the Murrindindi Children's Network.
- A Social Connection project developed in collaboration between Council, Alexandra District Hospital and residential aged care providers successfully gained State Government funding of \$25,000. The 'Breaking Down the Barriers' project aims to encourage greater connection of aged care residents and community members across a range of facilities by creating a community choir. A project manager has been engaged and is working closely with all project partners, community and residential aged care residents to progress the initiative.
- Council has provided three rounds of Community and Emergency Grant funding during the year. Within this time a total of 16 applications were received and 9 were successful in their bid for grant funding. The application form and process has been reviewed and streamlined to provide greater clarity and access to community groups applying for funding. Recreation and leisure activities that were supported included family tennis programs, local art, craft and history exhibitions, Koori Kid School engagement initiative, equipment to support environmental community education activities and open garden programs.
- Organisations which were successful in their application to the Community Facility Funding Program grants for 2014/15 were notified by Sports Recreation Victoria. These included the Terip Terip Recreation Reserve Tennis Club, for a multipurpose court resurfacing project, and the seasonal pool rejuvenation projects for Eildon, Alexandra and Marysville Swimming Pools
- The Access Alexandra project was completed involving access audits of 22 local traders and a number of council owned facilities. The project resulted in 16 traders achieving an 'Access Friendly' accreditation and the production of a disability access map for Alexandra, launched on the 8 April. The Advisory Group initiated a process to prioritise

public infrastructure works to support disability access and align with future council budgeting cycles.

- Youth led FReeZA events were undertaken to support youth participation in cultural events including pool parties in Alexandra and Yea.
- The Muso Magic project delivered in partnership with Mitchell and Strathbogie Shire Council's FReeZA programs was delivered successfully for the second year. Fifteen young people from Yea High School participated in a two-day song writing and choreography workshop that culminated in a youtube posted track titled "SHOUT".
- As part of Council's Transport Innovations Program, Council supported the provision of Internet training for older adult's project aimed to improve older peoples' access to and knowledge of transport and travel assistance available on the internet. Several training sessions were conducted across Alexandra, Yea and Kinglake, reaching 59 community members. The extension of Internet training for older people in Yea, Alexandra and Toolangi has been successful via the Neighbourhood Houses. Program development and promotion support has enabled well attended and diverse program content to suit all participant requirements.

#### **Our Environment highlights for 2013-2014:**

- Council has revised the existing Memorandum of Understanding with the Murrindindi Climate Network (MCN), a key group promoting sustainable business and living in Murrindindi Shire. The intention of the MOU is to assist in the implementation of initiatives aimed at supporting sustainable resource use in households, schools and businesses. Council has liaised with and supported the MCN implement a range of initiatives including the Green Business Assessment Program, the Community Garden and a The Tree Project.
- The Watts Working Better Project is a project that will result in over 500 80W Mercury Vapour lights being replaced in Murrindindi Shire with energy efficient lighting technology. Council has worked closely with the Alliance to support the development, and implementation stages of the Project. Key achievements include the ongoing participation in working groups and steering committees to oversee the project's communications strategy and regional procurement process. The regional procurement process has resulted in the purchase of lights and hardware, and engagement of an installer.
- An organisation policy, aimed at protecting and appropriately managing native vegetation (and broader environmental impacts) in Council's infrastructure works has been adopted and clearly sets out requirements which must be considered in the various stages including the planning, development and delivery of the project.
- Murrindindi Shire Council has prepared schedules for the Bushfire Management Overlay (BMO), to support the BMO mapping changes prepared by the Department of Transport, Planning and Local Infrastructure. Consent has been given to the Minister for Planning to prepare and approve an amendment.
- The shared resource between Mitchell and Murrindindi Shire Councils for a Emergency Management Fire Coordinator has assisted in ensuring Council's emergency management responsibilities are better aligned with state and regional objectives. A comprehensive review of Council's Municipal Emergency Management Plan has occurred, and is scheduled for public exhibition in the first quarter of 2014/2015. Council officers continue to participate with other Emergency Management Authorities in the implementation of the Municipal Emergency Management Plan and Municipal Fire Management Plan priorities.
- Council formally adopted the Kinglake Ranges, Flowerdale and Toolangi Plan and Design Framework and the Implementation Strategy on 26 February 2014. The

implementation of the KFT into the Murrindindi Planning Scheme is to be funded through the Department of Transport, Planning and Local Infrastructure. Council officers are now in the process of preparing the Kinglake Ranges, Flowerdale and Toolangi Streetscape Masterplan to implement one of the actions out of the adopted document.

- Officers have developed a Capital Works Policy which details how savings from Capital Projects will be managed and this was adopted at the August 2013 Ordinary Council Meeting. The policy is operational and is being applied to relevant projects.

#### **Our Economy highlights for 2013-2014:**

- Council endorsed the Yea Saleyards Strategic Business Plan at its Ordinary Meeting on 25 June 2014. The Yea Saleyards Business Plan charts a course for the development and management of the Yea saleyards over the next ten years. The plan contains capital improvements that are required for the future development of the saleyards business.
- The Murrindindi Shire was well represented at the Regional Victoria Living Expo held on 11 to 13 April 2014 with a range of local business people and Councillors taking up the opportunity to be involved. Two local real estate agents and the new VIBE Hotel and Conference Centre took advantage of the opportunity to be represented on the shared industry stand with VIBE undertaking both business promotions and staff recruitment. Over 8,000 people attended the Expo with almost 500 Murrindindi showbags/promotional kits being given to prospective tree changers, with forty "hot leads" being followed up post event.
- Following a series of business forums in 2012 - 2013, canvassing the need for and concept of an umbrella business body, a shire wide peak business and tourism organisation called, Murrindindi Inc, was incorporated in February 2014. The organisation evolved from and is driven by key representatives from the local business and tourism associations from across the Shire and has been strongly supported by Council. An action plan for the association was developed and endorsed by the inaugural Board and work got underway to promote the role of the association.
- A key focus for Murrindindi Inc for the first half of 2014 was delivery of phase 1 of the Disaster Ready Business project being undertaken in partnership with Council as the auspice. State government funding was secured and support for the project was sought from and re-affirmed by Tourism Victoria and the State Emergency Service. The concept of a business development and disaster ready accreditation process was developed and a plan to road test the idea with businesses and other key stakeholders in the second half of 2014 was created.
- Agreement on and signing of the Murrindindi Visitor Information Centres Memorandum of Understanding in April was an example of the strong collaboration and shared vision between Council and the local business and tourism associations.
- Following a series of workshops, industry forums, one on one interview and Council feedback sessions, the Goulburn River Valley Tourism Destination Management Plan (DMP) was completed and launched in May. The DMP sets out ten strategic development themes and twelve priority (catalyst) projects. Many of these have direct relevance to Murrindindi with four of the catalyst projects being within the shire including:
  - A Marysville Spa and wellness facility
  - Product development and potential expansion of the Great Victorian Rail Trail
  - Lake Eildon waterfront development opportunities
  - Toolangi zipline/canopy tour

The recommendations in the DMP give guidance to and form the basis of future investment and development opportunities for tourism product, attractions and accommodation across Murrindindi and the broader region. To this end the Murrindindi

Investment Prospectus will include, not only the various catalyst projects but a number of sub regional opportunities identified in the DMP as well.

- 20 local events were successful in gaining funding to the value of \$146,500 including, but not limited to, the Yea Arts Carnivale, The Eildon Big Fish Challenge, the Granite Grind, Marysville Australia Day Parade and Celebrations, Marysville Region Really Long Lunch and the Alexandra Truck Ute and Rod Show. Funding from the events program also lead to the delivery of an image library audit and photo shoot and support for a Murrindindi wide events audit.
- The Great Victorian Railtrail strategy was completed and promotion of the trail began via the new website, DL brochure and pocket riders guide. A professional service agreement between the rail trail marketing committee and Mansfield-Mt Buller Regional Tourism Association to deliver a range of trail specific promotional, visitor servicing and industry development initiatives was established.

#### **Our Council highlights for 2013-2014:**

- Council advocated on a range of issues during the year including:
  - The development of a structure plan for Eildon township and surrounds to support further development opportunities.
  - With the Metropolitan Planning Authority for assistance in the development of the Eildon and Yea Structure Plans.
  - Logging in the Royston Range and supported VicForests in a community information session and other community engagement activities.
  - For improved mobile phone communications across the shire
  - Participated in an Indi working group supporting Federal Member Cathy McGowan in her advocacy for improved coverage as well as with local members of parliament and with neighbouring Councils.
  - To both local members and the Minister for Local Government for financial assistance for Council to assist with the financial impacts of the gifted and novated assets.
  - Supporting the outdoor education sector regarding the reduction in fees to the Murrindindi Training Institute and in support to the Central Ranges Local Learning and Employment Networks.
  - Support for the Municipal Association of Victoria in its advocacy with respect to the freezing of the indexing of the Federal Assistance Grants and also concerning the reduction in funding for community services.
- Council undertook a range of Community forums during the year including Taggerty Community Projects meetings, Tender Right workshop in Alexandra, forums in Yea, Alexandra, Thornton, Kinglake and Marysville to introduce the new business peak body Murrindindi Incorporated. The Health and Wellbeing Consortium was established to support the implementation of the Municipal Public Health and Wellbeing Plan. A forum was held in Yea to seek interest in volunteering for the new Y Water Centre and forums were held in Yea and Alexandra to get input into the development of the Goulburn River Valley's Tourism Destination Management Plan.
- During the year Council completed a review of its officer delegations and a review of the Governance Local Law was completed. These reviews have resulted in improvements to governance practices and provided operational efficiencies.
- The roll-out of the new Governance Manual providing all the necessary resources for Council's Section 86 committees was completed in the June quarter in 2014. All S86



Committees have now been formally inducted to this process and are reporting back to Council in accordance with the new governance procedures.

- Council officers completed Phase One of Council's new Electronic Document Management System, which has been progressively implemented across the organisation to improve paper-based and digital record and information management, increase overall efficiency in administrative procedures and improve customer service. By 30 June 2014, nearly 40,000 documents had been electronically uploaded to the new system.
- Council completed its review of the Council's long term financial plan during the June quarter as a part of the 2014/2015 Budget process and review of the Council Plan and Strategic Resource Plan, in accordance with the new Local Government Reporting Framework that is to be introduced for the 2014/15 financial year. The Council Plan Review and Strategic Resource Plan that incorporates the 10-year long term financial plan were adopted by Council at the Ordinary Council Meeting in June 2014.
- Council delivered seven employee health and well being programs over the year covering topics relating to physical and mental health from an organisational and personal perspective. These included:
  - "Are you OK? Program
  - "Walk the Block" and a pedometer challenge
  - participation in a corporate triathlon
  - driver safety awareness training
  - First Aid training and CPR updates
- A number of organisational systems were updated to improve health and well being including the retraining of the Risk and Safety representatives and emergency control staff, as well as the installation of defibrillators (with training in their use) for the 3 main council offices. Other activities included the influenza immunisation program offered to all staff, regular healthy eating updates in newsletters, and the biannual review of the risk register. Indicators including a reduction in reported health and safety incidents in the workplace from 47 in 2012/13 to 36 in 2013/14. The number of hazards reported increased from 7 to 17 reflecting an increased focus on reporting potential problems before they occur.

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

**Conclusion:**

The final Year One report for the Council Plan 2013-2017 reflects the outcomes of the fourth quarter and highlights from the entire year for this Council Plan. A large proportion of the activities were completed.

## **6.5 CAPITAL WORKS PROGRAM 2013/2014 END OF YEAR REPORT**

REF: 14/24158 (File No: 24/03/09)

(Refer Encl 6.5 – Final Quarterly Report 2014 Carry Forward list)

**Purpose:**

This report is to provide Council with the final update on the 2013/2014 Capital Works Program. The report will seek to advise Council of the final end of year financial status compared to budget allocations.

**Recommendation:**

**That Council:**

1. **Note the End of Year Report – Capital Works Program 2013/14**
2. **Endorse the reallocation of savings and unspent funds recommended in Table 1 within the report.**
3. **Note the projects in Table 2 that were not completed but are now complete or being completed.**
4. **Note savings and unspent funds to the value of \$140,401 from the Capital Works Program to be returned to the Infrastructure Reserve in accordance with Councils Capital Works Expenditure Policy.**

**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 reflects the overall performance of the 2013/2014 Capital Works Program.

**Council Plan/Strategies:**

Council Plan 2013-2017

1. Our Economy – Strategic objective: 'We will administer sound financial and management practices'.
2. 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. Unspent funds or project savings will be reassessed in line with future capital works requirements and reported to Council for approval.

**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:**

The end of financial year Capital Works Program report provides commentary on the following features of the program:

1. Budget Vs. Actual.
2. Details of the projects that were delayed or other significant developments that have arisen affecting the budget for the project or program delivery.
3. List of projects to be carried forward to 2014/2015 including recommendations for proposed reallocation of funds in accordance with the Capital Works Expenditure Policy.

The 2013/2014 Capital Works Program expenditure is 80% of the adopted budget. This represents a significant increase on expenditure when compared with the 2012/2013 year where 68% of the program was expended.

Improved program delivery has been a key focus of the Capital Works team and this represents a great improvement.

The component of expenditure on the infrastructure program (i.e. excluding items such as Plant and Machinery, Electronic Document Management System and Library book stock) was \$7,045,272. This represents 83% of the revised annual budget of \$8,476,217. However when adjusted to account for savings and works not scheduled for completion within the year, the percentage of expenditure on scheduled works is 90% of the revised annual budget allocation.

\$2,142,416 of the revised budget allocation for 2013/2014 is recommended for carry forward. Included in this amount is the infrastructure component of \$1,336,216 which is significantly less than the \$3,041,165 carried forward for infrastructure in the previous year.

This Council report will outline issues which affected program delivery and will identify those projects which will need to carry forward into the next year's program.

**1. Budget Vs. Actual (end of year)**

- The 2013/2014 revised adopted Capital Works budget is \$10,724,642
- Final year expenditure for the 2013/2014 was \$8,573,033
- Variance on Year is \$2,151,609
- Recommended for carry forward \$2,142,416
- Savings or unspent funds returned to reserve \$140,401

**2. Developments that have arisen affecting the budget for the project.****Yea Drainage Study**

This study identified the works required to address the drainage shortfalls in Yea. The study was broken into three main stages known as Area 1, Area 2 and Area 3.

Based on estimated costs received by consultants, the budget allocation allowed for the implementation of works to Areas 1 and 2 only. The estimated cost of these works was \$250,000 with funds being sourced from \$150,000 grant funding (LGIP) and \$100,000 Council contribution.

The works were procured for \$175,459 with consultants fees of \$24,626. This is significantly less than the estimate and provided a saving of \$49,916. It is proposed that these funds be allocated to allow Area 3 (Mary Street adjacent to the Yea Primary School) to be undertaken at a cost estimated at \$50,000. The completion of the first two Areas was delayed due to the inclement weather incurred during May and June, however for these two areas, the works were completed in July 2014.

#### **Alexandra Landfill and Resource Recovery Centres**

Expenditure was deferred due to the need to finalise the Landfill Capital Improvement Plan which outlines the capital expansion priorities over the next ten years. In 2013/2014, during the budget preparations, officers presented a review of capital expenditure for the landfill and Resource Recovery Centres (BN 880). The remaining unspent budget of \$98,427 will be returned to the Waste Reserve for reallocation.

#### **Taggerty Community Project and Kinglake Ranges Art History Walk**

Both these projects are fully grant funded and are planned to be delivered over the 2014/15 year. Funds allocated in the 2013/2014 year for design and preliminary works were not fully spent and will be carried forward. Both projects will be delivered within the timelines of the funding agreement, being 31 May 2015 for Taggerty Community Project and 30 July 2015 for Kinglake Ranges Art History Walk. An additional \$131,208 is carried forward for the Taggerty Community Project which are grant funds received in the 2013/2014 year and not included in the 2013/2014 budget.

#### **Bridge Component Renewal**

\$200,000 of grant funding was allocated for initial design and investigation works for the replacement Ghin Ghin Bridge. A saving of \$98,000 was realised on these works. A further \$110,000 of Council funding allowed for bridge renewal across the shire was not spent. Therefore the amount of \$208,000 is proposed to be carried forward to contribute to the funding of the Ghin Ghin Bridge replacement in the 2014/2015 year. The estimated costs for the Ghin Ghin Bridge replacement are in the order of \$2.5 million dollars. A combination of Country Roads and Bridges Funding of \$1 million dollars and Council contributions currently make up the funding for the replacement. Officers will be seeking to submit a funding application to the Bridge Renewal Program to offset some of this cost. An application will be submitted by the 28 August 2014.

#### **Flood Mitigation Buxton**

Flood mitigation works were deferred awaiting completion of the Goulburn Broken Catchment Management Authority (CMA) flood study and subsequent works approvals. Only minor works were approved and could be completed. \$46,000 is proposed to be carried forward to undertake the flood mitigation work to be identified in the study in the 2014/2015 year. It is expected that the study will be undertaken early in the 2014/2015 year by the CMA following the approval of funding to the CMA announced in July 2014.

#### **Alexandra Drainage Study Initiatives**

Works were not undertaken due to issues relating to the performance and default of the consultant engaged to carry out the design works. This work was required to obtain approval from the controlling road authority. The consultant's default and subsequent liquidation required that this work be completed by Council officers. Approvals were obtained in May 2014. Grant funding for this project of \$173,000 will be carried forward to allow works to be undertaken in the first half of the 2014/2014 year.

#### **Kinglake East Walking Track**

This project has been delayed following officers identifying that the project may require a 'Referral of Proposed Action' under the Federal *Environment Protection and Biodiversity Conservation Act*, 1999 following the location of further numbers of the *Pomaderris*

*vaccinifolia* plant. The *Pomaderris vaccinifolia* was recently listed under the Federal Environmental Protection and Biodiversity Conservation Act. Due to the newness of this listing, officers are still determining the requirement for a permit referral and are currently awaiting confirmation from Federal Department of Environment. In anticipation that a permit will be required, officers have prepared a proposed translocation action plan. It is expected that, once submitted, the required action will take a minimum of 30 days for Federal approval.

As a result of the planning approval constraints around the translocation of the *Pomaderris vaccinifolia* officers have rescheduled the commencement of the path construction to late October 2014 for a completion prior to the Christmas period. This will remain subject to any further planning constraints around native vegetation.

Consultation with the contractor engaged to undertake construction of the path has confirmed that no additional costs will be incurred due to the delay in commencement.

### **RV Discharge Points**

The recreational vehicle discharge point for to be located in Yea at the site of the Y Water Centre has been installed in conjunction with the civil works to be completed by August 2014.

The point to be located in Leckie Park Alexandra has been postponed as officers undertake further consultation with community members.

### **Various Building Access Compliance**

\$43,886 was allocated to undertake works to meet compliance with accessibility requirements in building across the shire. The Access and Inclusion Committee (AIC) undertook to work with Council officers to identify and prioritise access compliance issues. Works were not identified and prioritised in time to allow completion in the 2014/2015 year. Subject to Council approval these funds will be carried forward and are proposed to be allocated to the access compliance issues at the Eildon Bowling Club. These include toilet disability upgrade and installation of an access ramp to the bowling greens and have been prioritised by the AIC.

The Eildon Bowling Club has twice applied for grant funding for the works outlined above without success. The Club has agreed to provide a minimum of \$10,000 funding towards the project.

### **Plant and Machinery**

Plant variance is due to the delay in the delivery of a number of vehicles and the finalisation of the evaluation of a number of major plant tenders. However all plant and fleet have now been delivered or ordered with the exception of the Bin Utility replacement and the Book Mobile improvements.

The Bin Utility delivery was delayed following inability of supplier to complete the order. This required an alternate vehicle to be sourced. It is expected this vehicle will be ordered in October 2014.

The Book Mobile repairs will be undertaken over several weeks to minimise disruption to the service and expected to be completed prior to the end of the calendar year.

### Library Book stock

The shortfall in expenditure for library books was due to a supply problem experienced by Yarra Plenty Regional Library Service from one of their contracted book sellers. Although Council had placed an order for the books covering this expenditure, the failure to supply was not identified with sufficient time to enable the matter to be resolved by Yarra Plenty Library Service prior to the end of the financial year. It is proposed that the order be re-issued to purchase these outstanding books. Steps have been put in place to remove the risk, as far as possible, of this supply issue recurring without sufficient notice to Council.

### 3. Carried forwards

Attached to this Council Report are three tables as follows:

- **Table 1** is a list of projects from the 2014/2015 Capital Works Program that:
  - have savings or unspent funds of \$499,302 that are not committed, or
  - have not been delivered within the financial year and will not proceed

The table includes the recommendations for reallocation in accordance with Councils Capital Works Expenditure Policy as follow:

Project	Recommendation
Drainage Study Initiatives - Yea Project	Carry forward the project saving of \$49,915 for allocation to complete Area 3 of Yea Drainage initiative works.
Various Buildings Access Compliance	Carry forward unspent funds of \$43,886 and allocate to building access compliance works at Eildon Bowling Club.
Bridge / Component Renewal	Carry forward \$208,022 of unspent funds and allocate to renewal of Ghin Ghin Road Bridge
Flood Mitigation Buxton	Carry forward \$46,800 of unspent funds to undertake mitigation works on completion of study.
Yarck Streetscape	Carry forward \$2,354 of unspent funds for implementation of project subject to grant funding.

- **Table 2** is a list of projects to the value of \$1,693,114 that were not completed in the financial year that are now complete or will be completed as follows:

Project	Current Status
Essential Safety Services System	Funds committed for completion August 2014
Yea Shire Hall - Upgrade	Complete
Yea Community Shed - Pipeline Funding	Complete
Public Conveniences - Renewal	Complete
Y Water Centre	Funds committed for completion August 2014
Alexandra Drainage Study Initiatives	Design work commenced for completion of construction 2014/2015 Grant funding.
Kinglake Ranges Art History Walk	Grant funds committed for completion 2014/2015
Kinglake East Walking Track	\$180,542 committed. Works commenced but delayed due to environmental issues. Grant funded.
Taggerty Community Project	Grant funds committed for completion 2014/2015

Project	Current Status
Green Street Construction	Funds committed for completion August 2014.
Kerb Renewal Bon Street	Complete
RV Discharge Points	Funds committed works in Yea complete, Alexandra subject to further community consultation and completion prior to December 2014.
Road Safety-Williams Lane	Funds committed for completion September 2014
Plant and Machinery	Plant variance due to the delay in the delivery of a number of vehicles and the finalisation of the evaluation of a number of major plant tenders. All funds are committed.
Electronic Document Management System	Remaining funds committed to final roll out of project due for completion by June 2015.
Library Bookstock	Problems incurred with service agreement which delayed purchase. Books to be purchased 2014/2015.

- **Table 3** is a list of projects with the recommendation that \$140,101 of unspent funds is returned to reserve as follows:

Project	Recommendation
Natural Disasters/Insurance	Return funds of \$16,859 to infrastructure reserve.
Landfill and Recovery Centre	Return funds of \$98,427 to waste reserve
Minor cost saving on Infrastructure projects	Return funds of \$25,115 to infrastructure reserve.

**Consultation:**

The June End of Year Capital Works report has been developed with the respective officers responsible for finance and the delivery of the capital works program.

Project Control Groups and/or Project Reference Groups were formed for the following projects:

- Kinglake East Walking Track
- Taggerty Community Project
- Kinglake Ranges Art History Walk
- Yea Shire Hall Refurbishment
- Y Water Centre

**Conclusion:**

The reporting on the capital works program at the end of the financial year for 2013/2014 informs Council of the progress and any major variances for each project, the recommended carry forwards and seeks endorsement for budget reallocation in accordance with the Capital Works Expenditure Policy.

This report also demonstrates a significant improvement in the delivery of the program over the previous year.

**6.6 YEA WETLANDS COMMITTEE OF MANAGEMENT MEMBERSHIP**

File No: SF/752

***Purpose:***

This purpose of this report is to seek Council's endorsement of the proposed membership for the Yea Wetlands Section 86 Committee of Management resulting from the 2014 Annual General Meeting.

***Recommendation:***

**That Council appoints the following individuals to fill the vacant positions on the Yea Wetlands Section 86 Committee of Management:**

**For a two year term -**

1. **Bob Glenister**
2. **Bernadette Franklin**
3. **Amanda Hard**
4. **Ron Litjens**
5. **Kate Hawkins**

**For a one year term –**

1. **Judy Watts**

***Background:***

The Yea Wetlands Committee of Management is delegated under section 86 of the Local Government Act, 1989 to manage the Yea Wetlands Reserve on behalf of Council.

Section 86 Committees of Management must hold a public nomination process to propose membership to Council. The Yea Wetlands Committee of Management membership comprises ten (10) community members with five (5) positions elected each alternate year.

***Council Plan/Strategies:***

Consistent with the Council Plan 2013-2017 goal – 'Our Council' – to provide effective governance that supports the aspirations of our community.

***Legal/Policy Issues:***

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

***Financial/Resources/Risk***

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

***Discussion:***

The Yea Wetlands Committee of Management held their Annual General Meeting (AGM) on 5 August 2014. The Committee of Management called for nominations to five (5) community representative positions elected for two years and due to a resignation one (1) position for one year.

The following individuals were nominated to fill the vacant Committee positions at the AGM, for Council endorsement:



For a two year term -

1. Bob Glenister
2. Bernadette Franklin
3. Amanda Hard
4. Ron Litjens
5. Kate Hawkins

For a one year term –

1. Judy Watts

**Consultation:**

Council advertised the community representative nomination process and Annual General Meeting for two week prior to the meeting in the Yea Chronicle. This process adheres with the regulations in the Committee of Management Governance Manual.

Newspaper / Other	Publishing Date(s)
<i>Newspaper:</i>	
<i>Yea Chronicle</i>	23 July and 30 July 2014

**Conclusion:**

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

**6.7 MURRINDINDI ENVIRONMENT ADVISORY COMMITTEE TERMS OF REFERENCE**

File No: 14/24114

(Refer Enclosure 6.7 – MEAC Terms of Reference)

**Purpose:**

The purpose of this report is to seek Council's endorsement for a new Terms of Reference for the Murrindindi Environment Advisory Committee (MEAC).

**Recommendation:**

**That Council endorses the reviewed Terms of Reference for the Murrindindi Environment Advisory Committee as attached as Enclosure 6.7**

**Background:**

In 2006, Murrindindi Shire Council resolved to establish the Murrindindi Environment Advisory Committee (MEAC) to inform decision-making by Council in relation to environmental management issues and sustainability within the Murrindindi Shire. The MEAC Terms of Reference were last reviewed in December 2010 and are scheduled for review every three years.

To facilitate this process a strategic planning workshop was held on 8 April 2014. The purpose of the workshop was to review the key purpose and future direction of MEAC. The review focused on the role and responsibilities of MEAC, its strengths and weaknesses and opportunities to improve the way the Committee functions.

The outcomes of the review include a revision of the existing MEAC Terms of Reference and the development of an action plan for the Committee. Key issues and opportunities are summarised in this report.

***Council Plan/Strategies:***

The Murrindindi Environment Advisory Committee plays a role in the governance of the Council's Environment Strategy 2011 – 2015.

***Legal/Policy Issues:***

The Murrindindi Environment Advisory Committee plays a role in the governance of the Council's Environment Policy 2008.

***Financial/Resources/Risk***

The administration of the Murrindindi Environment Advisory Committee is funded within existing resources.

***Discussion:***

On 8 April 2014 the Murrindindi Environment Advisory Committee examined its key purpose and future direction. Anne Leadbeater, from Anne Leadbeater Consulting facilitated a strategic planning workshop. The format included:

- Reflecting on the work and successes of MEAC
- A vision for the future i.e. identifying a shared purpose and goals
- Mapping connections and stakeholders
- 'The Sky's the Limit' i.e. identifying and prioritising future opportunities
- Identifying additional key stakeholders to engage
- Revisiting the old terms of reference and discussing membership

Overall, the key recommendations from the strategic planning workshop are to:

- Improve the brand and recognition of MEAC within the organisation and community.
- Provide more clarity in the role of the MEAC.
- Replace vacancies in the Committee's membership through a public advertisement process.

The workshop outcomes also informed a review of the Terms of Reference for the Committee.

Key changes recommended to the Terms of Reference include:

- Headings and structure of the document.
- Reviewed objective for the Committee.
- Added in a definition of the Committee's role.
- Reviewed the responsibilities/functions of the Committee.
- Included a section on expectations of Committee members.
- Proposed to change the membership of Committee from two Councillors to the Councillor holding the Natural Environment and Climate Change Portfolio.
- Included a section for Committee procedures.
- Changed the selection panel for electing membership of Portfolio Councillor, the General Manager Infrastructure and Development Services and Coordinator Environmental Programs.
- Added in a process for a quorum.
- Articulated voting rules relating to a quorum.

- Whilst still formally holding Councillor membership to the Natural Environment and Climate Change Portfolio, allowance made for other Councillors to attend the MEAC meetings on topics of interest.

In relation to the next steps, once endorsed officers will call an Expression of Interest on positions and a new chair will also be elected.

**Consultation:**

Murrindindi Environment Advisory Committee has been engaged throughout the review process.

**Conclusion:**

The Murrindindi Environment Advisory Committee is an important governance structure for the Council's Environment Policy and Strategy. The Committee is a critical source of knowledge and expertise helping to inform decision making by the Council. It is important that the Committee continues to operate in such a role supporting the Council meet its environmental management responsibilities.

## **6.8 SOCIAL MEDIA POLICY**

File No: SF/405

(Refer Encl 6.8 – Draft Social Media Policy).

**Purpose:**

The purpose of this report is to seek Council's adoption of the Social Media Policy.

**Recommendation:**

**That Council formally adopt the Social Media Policy as contained in Enclosure 6.8.**

**Background:**

Council has been considering the use of social media for some time and has committed to launch a Facebook page in August 2014 aimed at enhancing the reach of its advocacy message and to gauge community view's regarding strategies for dealing with Council's future financial sustainability.

As part of Council's rollout of social media, a policy has been prepared for Council's consideration that guides Council's staff and Councillors on the appropriate use social media applications (Enclosure 1).

**Council Plan/Strategies:**

This report relates to two annual actions in the Council Plan 2013-2017 under the Our Council Goal:

1. Continue to provide opportunities for community input and engagement; and
2. Investigate the utility of social media for Council as a communications and engagement tool.

**Legal/Policy Issues:**

Council must operate in the social media realm as it would with its other business processes including by adhering to relevant legislation and regulations. This includes ensuring compliance with for example the *Records Management Act*, *Information Privacy Principles*, *Freedom of Information Act* and the *Local Government Act*.

The acceptable use of social media within Council is regulated by other laws, regulations and Council policies, including

- Confidentiality and Privacy Policy
- Complaints Resolution Policy
- Customer Service Policy
- Employee Conduct Policy
- Election Caretaker Policy
- Council Staff Code of Conduct
- Prevention of Bullying and Occupational Violence
- Communications policy
- Conflict of Interest policy
- Councillor Code of Conduct

***Financial/Resources/Risk***

There is a range of risks attached to the rollout of social media for Council:

Council will take on social media as an additional rather than a replacement method of communication without any extra staffing or financial resources. As a 24 hour/7 day a week platform, Council will need to monitor carefully the impact of this extra activity on its human resources. As with all organisations which use social media, Council will need to manage risks to its reputation, which include potential misuse of the platforms. Council's policy and protocols will mitigate these risks to Council. Council will also need to ensure relevant staff are conversant with social media use; how Council intends to engage in the social media sphere and work to identify skills gaps which might limit rollout of social media within the organisation.

***Discussion:***

Used well, social media is a valuable tool to reach rapidly expanding online communities. It provides another vehicle for Council to use in its communication, engagement and collaboration with the community of Murrindindi Shire and other stakeholders, which will supplement and enhance existing mainstream channels of communication. It also provides an advocacy tool for Council in pursuing its priorities.

Social Media will also be useful in reaching communities within the Shire which do not have ready access to weekly papers and those communities which operate primarily in the online sphere.

The Social Media Policy (refer *Encl 6.8*) provides parameters and guidance which will govern Council's use of social media in carrying out Council business and in relation to private use of social media which has a bearing on Council business.

The policy applies to all social media, which is defined as any form of electronic communication through which users share information, ideas, personal messages, images or video. The policy applies at all times and to all places where social media is used to communicate in digital form any issue which reflects a view on Council business or services, Council's role, Councillors or Council employees ("Representatives of Council"). This policy does not apply to private use of social media, where no reference is made or could be perceived to have been made, to Murrindindi Shire Council.

A protocol document governing delegations, usage and practices relating to social media will be developed and will guide both the rollout and scope of Council's social media use. These will set out what representatives of Council should do when engaging on social media platforms and acts which are prohibited and how to report breaches of Council policy which occur in the use of social media.

In summary, prohibited behaviours or content on social media in the policy include anything which would be prohibited by law, regulation or policy in any other context. The same rules of conduct which apply within Council apply when using social media. Users should be aware that disciplinary action might result from breaches of policies governing conduct which occur in the use of social media.

The policy notes that Council's normal customer service standards apply when using social media and Council representatives must ensure that they discuss only publicly available information, are accurate, helpful, informative and courteous, including to those who express criticisms and correct any errors or misleading information as soon as possible.

The Policy also notes that Social media is another communication channel through which customer requests and complaints can be made. Council will endeavour to treat issues, requests and comments delivered through social media platforms as if they were inwards correspondence, noting that it might not always be clear that this is the case.

The policy also notes that Councillors might wish to use social media to promote their activities to the communities within their Wards. The policy does not seek to unduly limit such usage, but highlights particular obligations and issues which arise relating to Councillor code of conduct, confidentiality, conflict of interest, authorisation and the election caretaker period.

Subject to Council's formal adoption of the Policy it is planned to bring Council's Funding Advocacy Facebook page online in August 2014.

***Consultation:***

While there has been no formal community consultation, Council is aware that sections of the community have expressed an interest in engaging with Council via social media. In addition, Council has had and will continue to have discussions with other local councils which already use social media to learn from their experiences.

***Conclusion:***

Council's decision to engage with social media is a positive and necessary one. While it carries some risks, it will prove a valuable tool for Council in engaging with the community. This is particularly relevant in the context of Council's ongoing funding advocacy activities, where social media will assist Council in seeking community views on the options under consideration and in pursuing assistance from the Victorian Government.

**7. SEALING REGISTER**

File: 13/6325

<b><i>File Reference</i></b>	<b><i>Date Seal Affixed</i></b>	<b><i>Description of Documents</i></b>	<b><i>Signatures of Persons Sealing</i></b>
CONT 13/8	28 July 2014	Formal Instrument of Agreement for Quarry Products between Murrindindi Shire Council and Lima South Quarry Pty Ltd	Margaret Abbey Margaret Rae
SF/860	28 July 2014	Section 17D Crown Land (Reserves) Act 1978 Lease (Non Retail) between Murrindindi Shire Council and Upper Goulburn Community Radio Inc for Yea Railway Reserve Building	Margaret Abbey Margaret Rae

<b>File Reference</b>	<b>Date Seal Affixed</b>	<b>Description of Documents</b>	<b>Signatures of Persons Sealing</b>
CONT 13/5	31 July 2014	Formal Instrument of Agreement for Project Management Services between Murrindindi Shire Council and Blue Visions Management Pty Ltd	Margaret Abbey Margaret Rae
CONT 13/5	31 July 2014	Formal Instrument of Agreement for Project Management Services between Murrindindi Shire Council and Young Lehmann Project Services Pty Ltd	Margaret Abbey Margaret Rae
CONT 14/7	11 August 2014	Formal Instrument of Agreement for Meals on Wheels - Provision of Meal Services between Murrindindi Shire Council and Darlingford Upper Goulburn Nursing Home Inc	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 27 July 2014 to 13 August 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 27 July 2014 to 13 August 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:**

<b>Meeting Name / Type</b>		Pre Council Meeting Discussion		
<b>Meeting Date</b>		27 July 2014		
<b>Matters discussed</b>		<ol style="list-style-type: none"> <li>1. Thornton (Rubicon Hotel) Gaming Machine Application</li> <li>2. Yea Caravan Park</li> <li>3. Response to Victorian Government regarding Financial Support for New and Expanded Assets</li> <li>4. Municipal Emergency Management Plan</li> <li>5. Rates &amp; Charges Abandoned</li> <li>6. Community Facility Funding Program – Grant Application</li> </ol>		
<b>Attendees:</b> Councillors – Cr Rae, Cr Challen, Cr Derwent, Cr Kennedy, Cr Magner, Cr Walsh		Staff – T Johnson, M Chesworth, K Martin, A Bond, M Parsons, M Leitinger, J Rabel		
<b>Conflict of Interest disclosures - Yes</b>				
<b>Matter No.</b>	<b>Councillor making disclosure</b>	<b>Was a vote taken?</b>	<b>Did Councillor leave the room?</b>	<b>When? Before / after discussion / vote?</b>
1.	Cr Challen	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Before

<b>Meeting Name / Type</b>	Councillor Briefing Session
<b>Meeting Date</b>	6 August 2014
<b>Matters discussed</b>	<ol style="list-style-type: none"> <li>1. Great Victorian Rail Trail Link – Feasibility Study</li> <li>2. Yea Saleyards Committee of Management Membership Selection Criteria</li> <li>3. Community Planning Initiative</li> <li>4. Bushfire Management Overlay</li> <li>5. New and Expanded Assts Media Campaign Update</li> </ol>
<b>Attendees:</b> Councillors – Cr Rae, Cr Kennedy, Cr Challen, Cr Magner, Cr Derwent	Staff – M Abbey, M Chesworth, T Johnson, J Canny, M Ellis, N McNamara, M Parsons, G Scale
<b>Conflict of Interest disclosures - Nil</b>	

<b>Meeting Name / Type</b>	Economic Development Advisory Committee
<b>Meeting Date</b>	11 August 2014
<b>Matters discussed</b>	<ol style="list-style-type: none"> <li>1. Growing the Rate Base</li> <li>2. MSTEP Program Review</li> <li>3. Investment Attraction Projects</li> <li>4. VTIC – Local Government Health Check</li> </ol>
<b>Attendees:</b> Councillors – Cr Rae, Cr Challen	Staff – M Abbey, B Elkington, L Wallace
<b>Conflict of Interest disclosures - Nil</b>	

<b>Meeting Name / Type</b>	Councillor Briefing Session
<b>Meeting Date</b>	13 August 2014
<b>Matters discussed</b>	<ol style="list-style-type: none"> <li>1. Council Social Media Presence</li> <li>2. New and Expanded Assets Media</li> <li>3. End of Yea Capital Works Program</li> <li>4. Murrindindi Environment Advisory Committee</li> <li>5. Development Plan Alexandra</li> <li>6. Development Plan Yea</li> <li>7. Differential Rates</li> </ol>
<b>Attendees:</b> Councillors – Cr Rae, Cr Kennedy, Cr Magner, Cr Derwent, Cr Challen	Staff – M Abbey, M Chesworth, T Johnson, J Rabel, J Canny, Z Blakeney, A Bond, M Parsons, G Scale, L Kelly
<b>Conflict of Interest disclosures - Nil</b>	

## **12. URGENT BUSINESS**

## **13. CONFIDENTIAL ITEMS**

Should any items need to be considered in closed session, the meeting will be closed to members of the public 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.