



AGENDA
of the
ORDINARY MEETING OF COUNCIL
to be held on
WEDNESDAY 28 MAY 2014
in the
ALEXANDRA CHAMBERS
commencing at
6.00 pm

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1. PRAYER & 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 on 23 April 2014

➤ Minutes of the Special meeting of Council held on 30 April 2014

4. DISCLOSURES OF INTEREST OR CONFLICT OF INTEREST

TRIM: SF/783

5. OPEN FORUM

TRIM: SF/130

6. PETITIONS RECEIVED BY COUNCIL

REF: SF/132

6.1 PETITION – ROAD NAMING ISSUE – CLARKS ROAD, YEA

REF: 14/10802 (File No: 52/05/4260)

Purpose:

The purpose of this report is to address the concerns raised in a petition by a number of the residents of what is currently know as Clarks Road, Yea which was received by Council on the 8 April 2014 and tabled at the 23 April Ordinary Council Meeting.

Recommendation:**That Council:**

- 1. Confirms that the correct name of the road outlined in the petition is Clarks Road.**
- 2. Requests that the General Manager Infrastructure and Development Services write to the affected residents and service authorities confirming the road name as Clarks Road.**

Background:

The petition received and tabled by Council at the April 2014 Ordinary Council Meeting outlines resident concerns relating to the name of the current Clarks Road. The petition specifically raises concern of the name “Clarks” and also identified that the name of the road is variously known as “Clarks Road, “Clarkes Road” and “Clark Road”.

The concerns raised detail that the road name at both ends of the road differ with a recently installed name at the western end of the road being "Clark Road" which differs from the eastern end which is "Clarks Road".

They wish that the road name be consistent in signage, historically accurate and reflect common usage and reflect the name Clarks Road in all cases.

This particular road is currently recorded on Council's Road Register as Clarks Road.

Council Plan/Strategies:

The Council Plan 2013-2017 strategies which relate to this report include the following:

Our Economy – Strategic objective: 'We will administer sound financial and management practices'.

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:

Confirmation of the name will be consistent with Councils Public Road Register prepared in accordance with Road Management Act 2004 and associated regulations.

Financial/Resources/Risk

Replacement of an existing street blade has minimal cost impact to Council operational budget and the replacement can be carried out under maintenance.

Discussion:

In investigating this matter the record of the name of this road does vary somewhat which can be seen by the following:

- Victoria VicNames database website has the subject road listed as "Clark Road".
- Review of the historical parish map of Yea indicated that a land owner by the name of "P Clark" had an interest in property along the road
- Council's rate database has properties along this road listed as "Clarkes Road" Yea.
- Council's records for the property files for Yea are addressed as "Clark Road".

However a review of Councils Public Road Register confirms that the road which is the subject of this petition is known as "Clarks Road".

The officer recommendation is that the current displayed name on the street blades of Clark Road is incorrect and not consistent with Council's Public Road Register. Officers recommend that the street blade signage for this road reflect the name Clarks Road.

Once a resolution has been passed reflecting the name rectification Council officers will order new street blades reflecting Clarks Road and inform VicNames that the road should be recorded as Clarks Road. Internal Council records will also be updated to reflect the change.

Council Officers will also write to the petitioners to inform them of the outcome of the Council Meeting.

Consultation:

The Yea and District Historical Society has also provided a letter of support on behalf of the residents supporting the name of "Clarks Road"

Conclusion:

Officer investigation support the use of the name "Clarks Road" consistent with a historical property owner's name for the area and Council's adopted Public Road Register.

7. REPORTS BY ADVISORY COMMITTEES OR SPECIAL COMMITTEES**8. OFFICER REPORTS****8.1 DEVELOPMENT & ENVIRONMENT****8.1.1 Amendment C43 – Heritage Study Implementation**

File No: 58/07/56

(Refer Encl 8.1.1 - Explanatory Report (Full copy of amendment documentation are available separately))

Purpose:

The purpose of this report is to recommend that Council adopts the updated *Murrindindi Shire Heritage Study 2011*; splits Amendment C43 into two parts, with part two to include Rossmoor Private Hospital (former) and Harris House; adopts Amendment C43 (part 1) into the Murrindindi Planning Scheme to implement the Heritage Overlay.

Recommendation:

That having prepared and exhibited Amendment C43 to the Murrindindi Planning Scheme under Section 19 of the *Planning and Environment Act 1987*; and having considered all submissions under Section 22 of the *Planning and Environment Act 1987*, Murrindindi Shire Council resolves to:

- 1. Adopt the updated *Murrindindi Shire Heritage Study 2011*.**
- 2. Split Amendment C43 to the Murrindindi Planning Scheme into two parts, with part one being the bulk of the amendment, and part two containing Harris House and Rossmoor Private Hospital (former) and note Council officers will continue to negotiate with the submitters to try and resolve their concerns.**
- 3. Adopt Amendment C43 (part 1) to the Murrindindi Planning Scheme in accordance with section 29 of the *Planning and Environment Act 1987*, adopting the amendment with changes to include:**
 - a. Amendment of citations to address concerns with accuracy**
 - b. Changing the boundaries of the overlay as it affects the following properties:**
 - i. HO69 – Crossways Country Inn, realigning the polygon with the correct property boundaries.**
 - ii. HO106 – Yea The Parade Precinct, with the removal of 9 Pelissier Street from the precinct area.**
 - iii. HO66 – Kinglake West Uniting Church, changed to be 25 metres wide only**
 - iv. HO82 – Strath Creek Uniting Church, changed to be on 5 Fitzgerald Street only.**

- c. **Minor changes to the Murrindindi Shire HO Permit Exemptions to provide exemptions for bridge works and road maintenance on the Eildon Dam and Oak Avenue in Murchison Street.**
 - d. **Including in the Murrindindi Shire HO Permit Exemptions document for the following properties:**
 - i. **HO47 – Eildon Dam**
 - ii. **HO71 – Oak Avenue in Murchison Street**
 - e. **Combining HO12, Alexandra Courthouse and HO24, former Shire Offices, into one item in the overlay, being HO12.**
 - f. **Amending HO66, Kinglake West Uniting Church, to specify the Cedrus deodar in the tree controls section of the schedule.**
 - g. **Amending HO78, Flowerdale Estate, to specify the correct address in the schedule.**
4. **Submit Amendment C43 (part 1) to the Murrindindi Planning Scheme, together with the prescribed information, to the Minister for Planning in accordance with section 31 of the *Planning and Environment Act 1987*.**
 5. **Advise all submitters to Amendment C43 of Murrindindi Planning Scheme of Council splitting and adoption of the amendment.**

Background:

In 2004 Council began the first stage of the Murrindindi Shire Heritage Study. The study was broken up into three stages, and has been primarily funded through grants provided by Heritage Victoria.

The progress of the study was delayed by the 2009 bushfires. An assessment was done after the fires to determine if any properties needed to be removed from the study. Work was recommenced in January 2011, with the Murrindindi Shire Heritage Study Stage 2 Volume 3: Heritage Place & Precinct Citations Final Revised Report dated November 2011 prepared by Context Pty Ltd and delivered to Council at the end of 2011.

The Heritage Study was then adopted by Council on 27 February 2012. Further adoption of the study is required as there have been changes to the citations as a result of the amendment exhibition process.

Stage 3 has been to implement the recommendations of the Heritage Study and include nominated places in the Heritage Overlay through an amendment to the Murrindindi Planning Scheme. The amendment includes changes to the Local Planning Policy Framework, including the addition of a new Heritage Policy, and the inclusion of a further 81 places, including five new heritage precincts in the Heritage Overlay. The amendment affects approximately 140 properties.

Council Plan/Strategies:

The proposed amendment and development plan are consistent with and implement the *Murrindindi Shire Council Plan 2009 – 2013*. Specifically, the plan addresses the Community Engagement objective in “Our Community”, through actively engaging with our communities to increase participation and community input, and within the priorities under “Our Environment” through the implementation of ongoing changes to the Murrindindi Planning Scheme (MPS).

Legal/Policy Issues:

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

Financial/Resources/Risk

It is considered that the proposed amendment will not create any financial or resources risk or impost to Council. There is a fee payable to the Minister for Planning of \$798 for approving an amendment.

Discussion:

Most of the submissions to the amendment have been in relation to small corrections required to either the citations, small changes to the mapping boundaries for some properties or clarifications in the schedule for the overlay. These changes were sent to Council's heritage consultant, Context Pty Ltd, who investigated these submissions and recommended changes to the documentation where required. No major changes to the amendment documentation are required, due in part to the extensive consultation that has been undertaken since the initial preparation of the study began. Most property owners have been contacted and provided details on the study on numerous occasions and most corrections had been made prior to the initial adoption of the completed study in 2012.

When considering any submissions to an amendment, Council must first attempt to resolve submissions. If submissions are unresolved, they can be referred to an independent panel, appointed by the Minister for Planning. This panel would then hear both submissions from Council and the submitter, and make recommendations. This can be done in one of two ways – either through referring the whole of the amendment to a panel, or by splitting the amendment into two parts. This would be done to keep the part of the amendment with no unresolved issues together, and could then be sent to the Minister for Planning to be put into the Murrindindi Planning Scheme. Council officers would then continue to work on the second part of the amendment, and still be able to refer unresolved submissions to a panel, should that be required, at a later date.

Upon assessment of the 14 submissions it is recommended that 2 properties, being Harris House and Rossmoor Private Hospital (former), be split from the amendment. Council's heritage consultant considered both submissions and maintains that both buildings have significant heritage value and should be protected. Council officers will continue to negotiate with the submitters to try and resolve their concerns, but if they cannot be resolved the two properties should be considered on their merits by a panel.

In order to resolve 12 of the submissions, the following proposed changes should be made to the amendment documentation:

- Amendment of citations to address concerns with accuracy
- Changing the boundaries of the overlay as it affects the following properties:
 - HO69 – Crossways Country Inn, realigning the polygon with the correct property boundaries.
 - HO106 – Yea The Parade Precinct, with the removal of 9 Pelissier Street from the precinct area.
 - HO66 – Kinglake West Uniting Church, changed to be 25 metres wide only
- Minor changes to the *Murrindindi Shire HO Permit Exemptions* to provide exemptions for bridge works and road maintenance on the Eildon Dam and Oak Avenue in Murchison Street.
- Including the *Murrindindi Shire HO Permit Exemptions* document for the following properties:
 - HO47 – Eildon Dam
 - HO71 – Oak Avenue in Murchison Street.
- Combining HO12, Alexandra Courthouse and HO24, former Shire Offices, into one item in the overlay, being HO12.
- Amending HO66, Kinglake West Uniting Church, to specify the *Cedrus deodar* in the tree controls section of the schedule.

Council officers have also found two sites, being the Flowerdale Estate and the Strath Creek Uniting Church, which require small changes for accuracy. The following changes are to be made to the amendment documentation:

- Amendment of citations to address concerns with accuracy
- Changing the boundaries of the overlay as it affects HO82, Strath Creek Uniting Church.
- Changing the address in the schedule for HO78, Flowerdale Estate

When considering the whole of the amendment, and the heritage value of the two places with unresolved submissions, splitting the amendment into two parts, with part two containing Harris House and Rossmoor Private Hospital (former), will provide appropriate protection for the bulk of the places in amendment, while still allowing Council officers an opportunity to attempt to resolve these submissions.

The submissions have been summarised in the following table:

Area of Concern	Submission	Submitter	Discussion	Recommendation
HO69 – Crossways Country Inn	The Inn is actually situated on 4 Woods Point Road, not 4 – 6 Woods Point Road. The map for the proposed overlay should not be on 6 Woods Point Road.	Private Submitter	The boundaries on the mapping includes the dwelling on 6 Woods Point Road, and this is not referred to in the citation, but lists property as 4 – 6 on the citation.	Change the boundaries on the map to cover only the Inn and the log cabins; change the address on the citation and the schedule to be 4 Woods Point Road, Marysville only.
HO59 – Gobur Cemetery	Concerned the Committee of Management not notified	Private Submitter	DEPI (as land owner) was notified of the amendment. Further contact is being made with DHS (as the responsible authority for cemeteries) as to contact details for the COM. Legal notice given. Consultation undertaken post submission with the COM.	No action required.
HO48 – Harrison House (former), 28 Centre Avenue, Eildon.	<ul style="list-style-type: none"> • The citation is largely incorrect. • The overlay will conflict with existing and proposed works. 	Private Submitter	Advice from Context that heritage value is important.	Split HO48 from the rest of the amendment, with HO101 (Rossmoor Private Hospital).
HO106 – Yea The Parade Precinct.	The overlay should apply to 4 The Parade only, and not be applied to 9 Pelissier Street.	Private Submitter	The original streetscape overlay was applied prior to subdivision of 9 Pelissier. An interim HO already applies to 4 The Parade. The HO should be removed from 9 Pelissier Street.	Remove the HO mapping from 9 Pelissier Street.
HO47 – Eildon Dam	The HO includes the bridge over Lake Eildon on the Goulburn Valley Highway, and may	VicRoads	The Murrindindi Shire HO Permit Exemptions document has provided VicRoads with the certainty it needs to	Add the Murrindindi Shire HO Permit Exemptions document to the schedule for HO47.

Area of Concern	Submission	Submitter	Discussion	Recommendation
	affect possible future road/bridge improvements		allow for future works without the need for a permit. The application of the exemptions will have no detrimental impact on the heritage of the site, and will minimise the need for unnecessary permits.	
HO71 – Oak Avenue, Murchison Street, Marysville	The incorporated document is not on this citation, and does not allow for the routine maintenance of the trees.	VicRoads	The Murrindindi Shire HO Permit Exemptions document has provided VicRoads with the certainty it needs to allow for future works without the need for a permit on all the streetscape overlays. The application of the exemptions will have no detrimental impact on the heritage of the site, but will minimise the need for unnecessary permits.	Add the Murrindindi Shire HO Permit Exemptions document to the schedule for HO71.
HO66 – Kinglake West Uniting Church	<ul style="list-style-type: none"> • Some changes required to the citation. • Concerned overlay will limit works on extensions to the building. • Not clear which trees are protected. 	Private Submitter	Submission was forwarded to Context for comments. Discussed with submitter the implications of the overlay on proposed works. Photos of trees taken on the site, were assessed by Context.	Amend tree controls within HO66 to specify the <i>Cedrus deodara</i> is the only tree to be protected as part of the citation. Amend the polygon for HO66 to be 25 metres wide only.
HO12 and HO24 – Alexandra Courthouse and former Shire offices	The property contains both the Post Office and CEACA in a single building, and has been entered in the HO schedule as two (due to different ownerships). The HO should be amended to be one building.	CEACA	The Conservation Management Plan for the site advises that actions by individual owners/managers do not compromise the cultural value of the whole of the building. Entry in the schedule as one building would support this.	Incorporate the two entries into one; amend the mapping and the schedule to put the Alexandra courthouse and former Shire Offices as a single item.
All of Amendment	No objections	GBCMA	N/A	No action required.
All of Amendment	No objections, and should complement and provide guidance for Committees of Management or Local Government who currently manage some of	DEPI	N/A	No action required.

Area of Concern	Submission	Submitter	Discussion	Recommendation
	these sites.			
All of Amendment	The amendment doesn't appear to be increasing the bushfire risk, however the HO has the potential to restrict building construction requirements in respect to bushfire protection measures. In areas at risk from Bushfire this needs to be considered.	CFA	Noted. The planning provisions under Clause 13.05 <i>Bushfire</i> adequately addresses bushfire risk for all planning applications regardless of overlays.	No action required.
All of Amendment	<ul style="list-style-type: none"> • Heritage study too focussed on Alexandra and Yea • Changes requested to the Thematic Environmental History (TEH) • Kinglake West Mechanics Hall not on register. • Kinglake West Primary School not on register. • Former Kinglake Primary School should include the old Oak Tree, old post office and shelter shed. • Lawrey House (117 McMahons Road, Kinglake) not in the proposed HO. 	Private Submitter	<ul style="list-style-type: none"> • Extensive consultation was undertaken with most nominations obtained from the workshops and public nominations post workshops. • The TEH was put together from many sources and was updated after the 2009 bushfires. • KW Mechanical Hall of local interest only, as too altered. • KW Primary School noted as local interest only. • The citation for the Former Kinglake Primary School was checked and does include all outbuildings . • Lawrey House of local interest only. 	No changes proposed for TEH. Further nominations may be provided in a further Heritage Study. No additional places to be added to the proposed HO at this time, as no confirmation or consultation done on the buildings suggested. Advice from Context provided to submitter, who has no further objections to the amendment.
HO39 – Alexandra Main Street Precinct	<ul style="list-style-type: none"> • Interested in age of the building at 81 Grant Street. 	Private Submitter	<ul style="list-style-type: none"> • Confirmation of the age of the building was sought with Context. 	Submission was for interest only, and advice on the age of the building was given back to the submitter.
HO101 – Rossmore Private Hospital (former)	<ul style="list-style-type: none"> • Changes to the building have removed the heritage value. • Changes to ground levels affect the visual impact of the house. • Configuration has changed. 	Private submitter	<ul style="list-style-type: none"> • Alterations to heritage buildings are common. • Significance is local historical, not architectural or aesthetic. 	Split HO101 from the rest of the amendment, with HO48, Harris House.

Area of Concern	Submission	Submitter	Discussion	Recommendation
	<ul style="list-style-type: none"> No original trees remain. Social history important, not the physical building. 			

Consultation:

The amendment was prepared and exhibited, with the exhibition period extending from 7 November 2013 to 17 January 2014. 14 submissions were received. The submissions, and how they have been addressed, have been summarised above.

Newspaper / Other	Publishing Date(s)
Newspaper: Alexandra & Eildon Standard	6 November 2013
Yea Chronicle	6 November 2013
Marysville Triangle	7 November 2013
North Central Review	5 November 2013
Mountain Monthly	November 2013 Edition
Government Gazette	7 November 2013
Consultation:	
Notification to all historical societies	7 November 2013 – 17 January 2014
Mail out:	
Notification to all affected property owners	7 November 2013 – 17 January 2014

Conclusion:

Murrindindi Planning Scheme Amendment C43 affects approximately 140 properties. Fourteen submissions were received, and only two have remained unresolved at time of writing this report. Due to the value of these buildings, it is appropriate that the amendment be split, with part 1 referred to the Minister for Planning to be incorporated into the Murrindindi Planning Scheme, and with council officers undertaking further work with the submitters to attempt to resolve their concerns.

8.2 INFRASTRUCTURE SERVICES**8.2.1 Road Sealing - Pendlebury and Wattle Streets, Alexandra**

REF: 14/10803 (File No: 52/05/120)

(Refer Encl 8.2.1 Proposed Sealing Works Pendlebury and Wattle Streets)

Purpose:

The purpose of this report is to provide Council with an update on the results of the most recent consultation with residents in relation the development of a Special Charge Scheme for the proposed sealing works in Pendlebury and Wattle Streets, Alexandra.

Recommendation:**That Council**

1. **Notes that after preliminary investigation there was less than 60% support for a Special Charge Scheme in Pendlebury and Wattle Streets Alexandra.**
2. **Not proceed with a Special Charge Scheme in Pendlebury and Wattle Streets Alexandra due to a lack of support and that reinvestigation of a scheme not occur within three years in line with Council's Special Charge Scheme Policy.**
3. **Notes that the road sealing works would be required to be undertaken further to the development of the vacant land in Pendlebury Street as a planning condition.**
4. **Considers the sealing of Pendlebury and Wattle Streets, Alexandra within the Ten Year Capital Improvement Plan.**

Background:

Pendlebury Street and Wattle Streets are in Alexandra and both include unsealed sections of road. Enclosure 8.2.2a provides a plan which indicates these unsealed sections. There is a significant amount of land yet to be developed in Pendlebury and Wattle Streets. During the construction of the Alexandra hospital and Ambulance Station sealing works occurred along the southern section of Wattle Street, north of the Ambulance Station.

In November 2013 officers received correspondence from two residents in Myrtle Street relating to a request for dust suppression measures to be taken in sections of Pendlebury and Wattle Streets in Alexandra where these roads are currently unsealed. As part of the correspondence the residents requested that their letter be tabled at a Council Meeting.

At the January 2014 Ordinary Meeting Council resolved that a report come back to Council which would outline the issue and provide a recommendation for Council consideration relating to the dust issues.

A report was presented to the February 2014 Council Meeting where it was resolved to write to all land owners in Pendlebury and Wattle Streets as well as to residents in Wattleview and Myrtle Streets to seek interest in the development of a Special Charge Scheme for the unmade sections of Pendlebury and Wattle Streets, Alexandra.

The resolution also detailed that a further report from the General Manager Infrastructure and Development Services relating to the level of interest in initiating the Special Charge Scheme be brought back to Council.

Officers have provided a comprehensive response to resident enquires relating to dust issues from Pendlebury and Wattle Streets. The following outlines the previous advice:

- Council officers have undertaken traffic counts to understand the traffic volume using these roads in December 2012 and this has determined that vehicle traffic on average was 86 traffic movements per day with speeds averaging 40km per hour peaking to 50km/hour at times. The traffic count noted no significant differences on particular days, for example, on days when the transfer station was open.
- Additional signage was erected to recommend road users drive at lower speeds due to dust.
- Residents were also informed that dust suppression treatments are often quite expensive, often requiring constant repetition and that this would not be an effective option from either a cost or a dust control perspective. Residents were also informed that Council did not currently budget for this activity within the existing road maintenance budget.

- In response to a suggestion from a resident that some sections could be sprayed sealed over the existing unsealed road (without road base preparation) officers responded that this type of treatment would not be a cost effective road maintenance technique. Information was provided that sealing such as that suggested without the appropriate road base preparation can lead to increased maintenance as the spray seal breaks up.
- Residents were also informed that there are requirements for the developers of the land in Pendlebury and Wattle Streets to form the road as part of any future development. Officers did acknowledge that this was a longer term measure and would not provide an immediate response to residents' concerns.

Council Plan/Strategies:

The Council Plan 2013-2017 strategies which relate to this report include the following:

Our Economy – Strategic objective: 'We will administer sound financial and management practices'

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 adopted a Special Charge Scheme Policy in November 2013 which sets out the policy framework and process for initiating a Special Charge Scheme.

Section 163 of the Local Government Act relates to the declaration of Special Charge Schemes and directs Council in the consideration of how Special Charges apply to properties where there is a special benefit in relation to the proposed works.

Financial/Resources/Risk

Officers have estimated that the cost of sealing works in Wattle and Pendlebury, including associated drainage upgrade works which would be required, would be in excess of \$160,000. Final costing would need to be confirmed on the development of a detailed design.

Discussion:

Council officers undertook the preliminary steps to investigate the support of a Special Charge Scheme in line with Council's Special Charge Scheme Policy. This involved writing to residents in Wattle and Pendlebury Streets and also to residents in Wattleview Court and Myrtle Street to seek preliminary interest in the scheme where officers assessed those properties which would receive a special benefit from the proposed works. Officers also provided an overall estimate of cost to residents of \$160,000 for the works and provided a feedback form for residents to indicate their support.

Ten property owners were contacted and were asked to confirm their support or lack of support for the development of a Special Charge Scheme.

The estimate costs of the scheme assumed that the full cost of construction is apportioned across properties which are deemed to receive a special benefit from the road sealing works and that there would not be a Council contribution.

A total of nine responses were received from the mail out, seven of these respondents did not support the development of a Special Charge Scheme. Two respondents did support the development of a Special Charge Scheme. One of the two supporting the scheme did so subject to further information being provided in relation to the proportional cost breakdown per

property and the other only if the Council paid , based on the assumption that council paid for the sealing up to the ambulance station development.

Additional comments and suggestions received outline the following reasons for not supporting the scheme. Officer responses have been provided for each comment:

- Additional signage and a reduction in speed should be considered first as alternative dust suppression measures.
The speed limit is currently 50kph and additional signage has been placed reinforcing "slowdown less dust".
- Alternative routes should be considered and encouraged for large commercial/industrial vehicles. It was suggested that the road be closed to Local Traffic Only.
Closures to local traffic only require further investigation including a traffic study. At this point in time officers don't support the restriction to local traffic due to the location of the Ambulance Station and proximity of the Alexandra hospital as well as the planned future development of this area of Alexandra.
- Dust suppression measures and sealing works are considered Council's responsibility and should be funded through Council's Capital Works budget.
Dust suppression treatments are often quite expensive, often requiring constant repetition and this would not be an effective option from either a cost or a dust control perspective. Residents were also informed that Council did not currently budget for this activity within the existing road maintenance budget.
- The respondents do not feel they would derive a special benefit from the proposed works.
Special benefit is derived from improved access conditions and adjoining amenity condition.
- Dust issues are only an issue on limited occasions during summer.
Noted.
- Property owners are not in a financial position to contribute to the proposed scheme.
Noted.
- Sealing of the proposed sections could increase traffic use and speed in the area.
The speed limit is generally 50kph throughout the township zone.
- Property was not allowed driveway access to Pendlebury Street.
This was as a condition of the previous subdivision planning permit.

The responses received indicate that there is less than 60% support for a Special Charge Scheme and officers note that that the two supporting properties were conditional on receipt of further information on cost apportionment or that Council contributes to the scheme. Given that the preliminary response from residents is to not support a scheme, cost apportionments will not be undertaken.

In relation to assessing the priority of undertaking sealing works, it is the opinion of officers that this is not currently a high priority and that there is provision for the road sealing by way of conditions when the vacant land is developed. Alternatively the road sealing can be considered by Council for inclusion in the Ten Year Capital Improvement Program as part of the annual budget process.

Whilst acknowledging that there is a desire to manage dust issues the officers recommendation will be that given there is less than 60% support for the scheme that a Special Charge Scheme for Wattle and Pendlebury Streets in Alexandra is not progressed.

A resolution of Council to not proceed with a Special Charge Scheme will result in a moratorium of three years being instigated before investigating another similar scheme.

Whilst there is a desire to manage dust issues, there is not sufficient support at this stage to the development of a Special Charge Scheme to fund these proposed sealing works.

Consultation:

Consultation in relation to the preliminary investigation of a special charge scheme for Wattle and Pendlebury Streets in Alexandra involved direct mailing of residents in Pendlebury, Wattle and Myrtle Streets and in Wattleview Court.

Conclusion:

Council officers have consulted with residents deemed to gain a special benefit from the proposed sealing works. The majority of property owners that responded do not support the development of a Special Charge Scheme to undertake the proposed sealing works, therefore the scheme is recommended not to be supported at this point in time.

8.2.2 March Quarter – Capital Works Program 2013/2014

File No: 24/03/09

(Refer *Encl 8.2.2a* Capital Works Program Report and *Encl 8.2.2b* Capital Works Program – William Lane Proposal

Purpose:

This report provides Council with the March quarterly update on Council's 2013/2014 Capital Works Program. This report will ensure that Council is advised of the progress of the capital works program.

Recommendation:

That Council:

1. **Endorses the 2014 March Quarterly Capital Works Report including the following two budget reallocations:**
 - a. **Reallocation of the budget within the Road Safety Program to offset the increase in cost of the intersection upgrade at Station and Perkins Streets Alexandra with the cost savings from the roundabout installation at Myrtle and Cooper Streets Alexandra; and**
 - b. **Reallocation of Country Roads and Bridges Initiative (CRABI) funding from savings in the cost of rehabilitation work on Creightons Creek Road to the Williams Lane intersection realignment in Buxton.**
2. **Notes the location of the RV Dump site for Yea is planned for Hood Street Yea.**

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 third quarter report of the 2013/2014 Capital Works Program. The period of reporting is from 1 January to 31 March 2014.

Council Plan/Strategies:

The information provided in this report is consistent with the following objectives within the Murrindindi Shire Council Plan 2013-2017, as follows:

Our Economy – Strategic objective: ‘We will administer sound financial and management practices’.

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 required to prepare an annual budget; with the Capital Works Program forming a considerable component of 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 third quarter of the 2013/2014 capital works program generally consist of the completion of the planning and design phases for projects and the awarding of and commencement of works.

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

1. Budget Vs. Actual ;
2. Identification of any major variances in income and expenditure;
3. Major areas of expenditure for the quarter being reported on;
4. Details of projects where physical works are anticipated to commence during the next reporting period;
5. Details of the projects that are delayed or other significant issues that have arisen which affect the budget for the project. This reporting, if done in a timely manner, removes the element of surprise and gives Council the opportunity to vary the scope of a project if required;
6. Provides an update on Reconstruction and Recovery projects
7. Advises of projects completed in the March quarter
8. Identifies new projects to be considered for inclusion in the 2013/2015 Capital Works program
9. Any additional project information as required.

1. Budget Vs. Actual (year to date)

- The 2013/2014 revised adopted Capital Works budget is \$10,724,642 which includes \$3,087,939 of carried forward projects
- Variance on Year is \$-38,708 to date
- This also incorporates the capital works projects for Reconstruction and Recovery.

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

Variance		
\$k		
(39)	Unfavourable to Budget	
Key Components:	Type	Particulars
(113)	Roads & Paths	Variance due to projects running ahead of scheduled YTD budgets <ul style="list-style-type: none"> • Gravel Roads –Resheeting (\$126k) and • Road Safety –Disabled Parking \$8k
56	Library Books	Favourable variance due to purchasing running behind scheduled YTD budgets. New arrangements with Yarra Plenty Library Service are in place for 2013-14, and although currently behind it is expected budget will be fully expended by year end.

3. Major areas of expenditure for the quarter being reported on

The major areas of expenditure for the March quarter include:

- Y Water Centre \$88,656
- Yea Shire Hall \$204,013
- Gravel Road Resheeting \$468,423
- Road Resealing \$681,825

4. Details of projects where physical works are anticipated to commence during the next reporting period (March – June)

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

- Shoulder Resheeting
- Bon Street and Green Street drainage and road construction works
- Station & Perkins Streets Intersection Upgrade
- Hospital Precinct roundabout on Myrtle & Cooper Streets
- Landfill weighbridge installation
- Creightons Creek and Topsy Gully Road Rehabilitation
- Footpath renewal in Alexandra and Yea
- RV dumpsite installation at Yea and Alexandra

- Yea wetland pathway (flood rehabilitation – grant funded)
- 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.**

Road Safety Program

The two major projects scheduled to be undertaken as part of this program include the Perkins and Station Street intersection upgrade and the roundabout installation at Myrtle and Cooper Streets. The total budget of these two projects is \$100,000.

The intersection upgrade scheduled to be undertaken has exceeded the budget allowance of \$50,000 by approximately \$25,000. The works required are more costly than originally estimated as detailed investigation and design works determined that additional drainage is required in conjunction with the intersection realignment. The works for the roundabout will cost less than the budgeted amount of \$50,000 and will realise a saving of \$25,000. The original specification detailed full depth excavation of pavement and in situ installation of full depth kerb and channel and concrete infill. On developing the project Council officers investigated a more cost effective solution which involved installing prefabricated kerb. This method of construction involves placing the kerb upon the existing pavement negating the need for excavation and complicated concrete formwork. In addition to cost savings, the time taken to install the prefabricated kerb is also significantly reduced as excavation is no longer required, minimising the need for long term disruption to traffic. This proposal does not compromise the functionality of the roundabout as the performance of the prefabricated kerb is equivalent to the original specification in this application.

The officer recommendation in addressing the budget changes within this program is to offset the increase in cost of the intersection upgrade with the cost savings from the roundabout installation. This would result in no additional cost to the road safety budget allowance with both projects being completed within the overall allowance subject to Council approving the reallocation of cost savings from the roundabout project to the intersection upgrade.

- 6. This section relates to all Reconstruction and Recovery projects and provides a general update.**

The following projects have achieved practical completion;

- 1000 Hands Project Marysville
- Narbethong Reserve
- Buxton Streetscape
- Gallipoli Park Stage 2
- Marysville Community Centre fit out

- 7. Projects completed in the March quarter**

- Buxton Streetscape
- Kinglake Services Centre renewal
- Murrindindi Shire Offices remodelling
- Grant Street road rehabilitation
- Road Resealing program

8. Reallocation of Budget funds

- **Williams Lane intersection realignment- Reallocation of funds.**

The Williams Lane intersection has been the subject of many customer requests which relate to safety concerns at this intersection. Williams Lane in Buxton currently intersects with the Maroondah Highway which is an arterial road managed by VicRoads and is speed limited at 100kph (see *Encl 8.2.2a*).

Council has received correspondence from Victoria Police formally requesting an investigation of the safety concerns relating to the intersection. Victoria Police stated they had also received concerns from residents in the area relating to the perceived danger of this intersection. Specifically the concerns raised relate to the angle of the intersection, the gravel surface and the inadequate sight conditions of vehicles approaching at 100kph with a slow vehicle entering the highway which could result in serious injury or a fatality.

Officers in consultation with VicRoads have inspected the site and agree that the intersection could be made safer. There are also two other informal entries to the highway which motorists are using in an endeavour to enter the highway more safely, however all three entries are considered high risk by Police, VicRoads and Council officers.

The appropriate configuration for the intersection is a realigned T intersection. This is supported by VicRoads who have also committed to contribute all necessary guard railing.

The confirmed cost of this project is \$29,000. The officer recommendation for Council consideration will be a reallocation of Country Roads and Bridges Initiative (CRABI) funding from savings in the cost of rehabilitation work on Creightons Creek Road which has an identified savings of \$40,000. CRABI funding must be expended within the financial year and officers consider this project a high priority which will greatly enhance the safety of road users and therefore an appropriate use of the grant funding. The \$11,000 balance will allow a contingency on the works with the scope to be expanded on Creightons Creek Road if the contingency is not required.

9. Additional project information

- **Kinglake Ranges Art History Walk**

The Project Control & Reference Groups have undertaken a series of project development workshops. The major sites have been confirmed and the signage concept is complete. Artist's workshops will be conducted in the following quarter to design and create the actual sign panels. Building works will occur concurrently to ensure the sites are prepared and ready to have the signs installed upon their completion.

- **Taggerty Community Project**

A concept landscape design plan has been developed and has been presented to the project reference group. The original location of the bridge was approximately 300m upstream of the Taggerty Reserve however following consultation with Department of Environment and Primary Industry (DEPI) the Catchment Management Authority (CMA), and adjacent landholders the preferred bridge location is at the Taggerty Reserve site (see *Encl 8.2.2b*).

This site has been determined to have the lowest impact on surrounding native vegetation and stream banks. The revised route provides a similar length of path and does not increase the cost of the project.

Council and DEPI officers are undertaking to update the grazing lease held by the adjacent landowner to excise the land required to accommodate the bridge and path.

The Taggerty Hall roof replacement has commenced and will be completed by the end of May 2014.

- **RV dumpsites**

Locations for suitable sites have now been assessed and the hardware for the two facilities has been ordered. As previously reported the RV dumpsite for Alexandra will be installed at Leckie Park. A contract is about to be awarded for the installation and works will be complete by mid June.

In relation to the site at Yea two options have been explored. These two options are the Y Water Centre in Hood Street and the Railway Reserve in Station Street.

The site in Railway Reserve, which was proposed to be in Station Street, was found to be unsuitable due to the distance of the proposed RV dump site from existing sewer infrastructure. Sites closer to sewer infrastructure are unsuitable due to the close proximity to the school and the potential vehicle/pedestrian conflict that would ensue, especially during peak school traffic times.

As a result it is recommended that the RV dump site be installed at the Y Water Centre. A design has been developed and subject to Council endorsement works can commence. Completion is expected by the end of June 2014.

- **High Street Yea footpath renewal**

The High Street footpath in Yea, whilst structurally sound, is significantly distressed cosmetically and is affecting the amenity and profile of the adjacent buildings and streetscape.

Council officers have identified this footpath to be a suitable candidate to apply a surface treatment known as 'Spraycrete' rather than fully replace bays of concrete in various locations. Spraycrete is a thin layer of concrete sprayed onto existing concrete to restore the visual amenity of the surface. By treating the footpath in this way it would be possible to restore the north side footpath (from the service station to Foodworks) in a consistent colour and style. This treatment will reduce further maintenance cost on the footpath.

- **Y Water Centre**

Building work on the Y Water Centre has reached Practical Completion and the Certificate of Occupancy and handover of the building is expected before the end of May.

The installation of the interpretive elements is expected to be completed in early July. Although the interpretive element is yet to be installed, the Visitors Information section of the building will be available for Council staff to occupy once the building is handed over. It is expected that this will occur in the first week of June and will also allow for the set up of the centre to occur prior to opening.

Officers have revised the concept design of the proposed additional car parking and RV Dumpsite to be located at the north end of the Y Water Centre site.

This design allows for additional car parking spaces and, with heavy vehicles being kept offsite, reduced the design specification (and cost) of the car parking surface and the car park can be more easily concealed with landscaping.

- **Ghin Ghin Bridge**

The onsite geotechnical testing has been completed with minimum inconvenience to road users. Council officers received no complaints from community members relating to the closure of the bridge during these works.

The geotechnical testing revealed consistent gravelly conditions and did not encounter bed rock or clay. Being a granular material, relatively simple pile foundations will provide for a suitable solution. Receipt of the final geotechnical report will conclude the pre design investigations required to facilitate the design of a replacement structure.

Council officers are in the process of drafting design and construct documentation for the replacement structure.

- **Alexandra Landfill Weighbridge**

Contracts have been let for the supply and installation of the weighbridge and associated works. The footings for the weighbridge have been completed and installation will be completed mid June.

- **Fleet**

The majority of replacement fleet vehicles have been delivered or orders placed except for three vehicles which will be tendered in May 2014.

The first of two bin utilities and the small ride on mower have been delivered. The balance of the major plant replacement items are under a quotation or tender processes except for the second bin trailer which will be required to be deferred due to the unavailability of a suitable cab chassis until early 2014/2015.

Consultation:

The March 2014 Quarterly Capital Works report has been developed with the respective officers responsible for the delivery of the capital works program.

Conclusion:

The introduction of regular / quarterly reporting on the capital works program will better inform Councillors of the progress and major variances for each project. This will have the level of accountability of all officers involved in the development and delivery of the annual capital works program.

8.3 BUSINESS SERVICES

8.3.1 Quarterly Financial Report to 31 March 2014

File No: 10/02/20

(Refer Encl 8.3.1 Quarterly Financial Report to 31 March 2014)

Purpose:

The report provides the quarterly financial report for the period ending 31 March 2014.

Recommendation:

That Council receive the Quarterly Financial Report to 31 March 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 goal which has a strategic objective to deliver 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 March Quarterly Review includes all known adjustments to Councils budget as at 31 March 2014. The revised budget figures as at the 31 March 2014 provide the most accurate projection of the year-end financial outcome. The revised budget figures are important as they provide the starting financial position for the 2014/15 budget.

Table (1) below is a reconciliation which summarises the changes from Council's original operating and capital works budgets through the September, December and now the March budget reviews. The explanation for the September and December adjustments have been

outlined in the previous quarterly reviews presented to Council. The March budget adjustments as identified in points (a)-(g) are explained below.

Table 1 Reconciliation of Budget Adjustments - March 2014 Quarterly Review

	Operating Result Surplus / (Deficit)	Capital Works Budget
Adopted Budget 2013/2014	38,567	(10,254,229)
Carry forward adjustments	(3,512,811)	(3,087,939)
September Revised Budget 2013/2014	(3,474,244)	(13,342,168)
Recurrent & Non Recurrent Grant Funding	784,164	(526,906)
Other Revenue	474,120	
Employee Benefits	(289,801)	
Materials & Service and Other Exp.	(94,913)	(1,195)
Depreciation - recalculation new values	447,870	
December Revised Budget 2013/2014	(2,152,804)	(13,870,269)
(a) New & grant Funded Capital Projects	97,218	(115,031)
(b) Grants / Capital works deferred to the 2014/15 Budget	(980,797)	2,413,484
(c) Adjustments to capital works projects		847,174
(d) Other Grant funding adjustments	129,896	
(e) Net Additional Income	150,445	
(f) Net decrease In Expenditure	355,778	
(g) Net Loss on disposal of Assets	(310,244)	
March Revised Budget 2013/2014	(2,710,508)	(10,724,642)

- (a) New grant funded projects approved and included within the 2013-14 Budget. Table 2 details new grants approved, being Myers Creek Road & Yea Wetlands path reinstatement, whilst Table 3 shows the corresponding increase in the Capital Works budget.
- (b) A number of projects have been identified as being unable to be completed in the 2013/14 year. These projects have been listed as carry forward projects. Details of these projects have been presented to Council as part of the capital works budget for 2014/15 and a summary has also been included below in table 3. Grant income receipt relating to these projects that is expected to be delayed until 2014/15 has been included in table 2.
- (c) Other adjustments to Capital Works project Table 3 – are mostly related to Waste Management – Landfill works of \$556k. These funds will be returned to the Waste reserve. Works totalling \$870k have been included in Council's 2014-15 Budget for waste related capital works projects. The plant replacement program has also been adjusted downwards by \$180k.
- (d) Other grant funding adjustments recognise additional approved operating grant funded projects. The most significant increase is the approval of \$384k being the balance of MAP's Rates shortfall funding. This is in addition to the \$346k MAP's funding carried forward, bringing the total and final MAP's funding of \$730k which is included in Council's 2013/14 Budget. The NDFA Storm Damage – Snob's Creek has been revised downwards by \$350k – this has a corresponding reduction in expenditure budget.

- (e) Expected additional income of \$150k relates mainly to increased user fees at Alexandra Landfill of \$199k, which is offset by reduced fees from the transfer stations. The Drysdale Quarry has reduced sales of \$85k with an offsetting reduction in expenses. Reimbursements have been increased by \$46k, identified as GST that is claimable on the Marysville Retirement Village units rebuild. This amount is now allowable under legislation due to the proposed sale of units. There were also minor up and down adjustments across a number of other items.
- (f) The net decrease in expenditure mostly relates to the \$350k reduction in NDFA expenditure on Storm Damage Snobs Creek Road as discussed above at point (d). Employee benefits reduction in the Chief Executive's office of \$25k & a carry forward of Fire Service Property Levy funding of \$37k are the other most significant items. A number of minor ups and downs in expenditure adjustments have also been made resulting in the net \$356k anticipated decrease in operational expenditure.
- (g) Council has exchanged title (ownership) of the Coster Street Units in Alexandra for outright ownership of the units at the Marysville Retirement Village to enable sale of these units. The adjustment is to write out the carrying amount of these assets.

Table 2 Reconciliation of movement in Grant Funding - March 2014 Quarterly Review

(a) New Grant Funded Projects - Capital

Vic Roads - Myers Creek Road	78,978	
Yea Wetlands Path Re-instatement	18,240	97,218

(d) New Grant Funding - Operating Budgets

Business Investment Prospectus	100,000	
MAP's Balance of Rates Assistance Funding	384,396	
Green Building Program - c/fwd operating	(5,000)	
School Crossing Funding	500	

Budget Adjustments

Storm Damage - Snob Creek - reduced	(350,000)	129,896
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(b) Grants for Capital Projects Carried Forward to 2014-15

Kinglake History Arts Walk	(122,000)	
Taggerty Walking Trail & Township Project	(191,819)	
Vic Roads - Myers Creek Road	(78,978)	
Putting Locals First Program	(588,000)	(980,797)

Table 3 Reconciliation of movement in Capital Works Program - March 2014 Qtr Review***(a) New and Grant Funded Capital Projects***

Myers Creek Road Upgrade	(92,141)
Yea Wetlands Path Re-instatement	(18,240)
Land Purchase - Road Reserve	(4,650)
	(115,031)

(b) Capital Projects Carried Forward in 2014-15 Budget

Furniture & Equipment - IT	46,371
Plant Replacement	253,972
Vegetation Projects	106,000
Pool Capital Equipment	25,000
Kinglake Ranges Art History Walk	250,000
Footpaths Missing Links	26,000
Community Building Projects	110,000
Community Space Projects - PLFP	392,000
Eildon Township Project	392,000
Yea Swimming Pool - LGIP	500,000
Taggerty Walking Trail & Township Project	200,000
Yarck Streetscape	20,000
Myers Creek Road Upgrade	92,141
	2,413,484

(c) Projects not proceeding / Reserve transfers

Waste Management - Landfill works deferred - to Reserve	556,767
Plant Replacement - budget savings / offset by sales	179,922
Yea Saleyards Development - Reserve	33,000
Alexandra Community Leisure Centre - not c/fwd.	75,000
Drainage Trouble Spot - savings	2,485
	847,174

Net adjustment to Capital Works Program 2013-14**3,145,627**

The cash flow (Statement C) provides a more holistic picture and reports the important information on Council's cash inflows and outflows. *Net cash flow from operating activities* line in the Cash Flow Statement (a cash view of the operating statement) shows the revised budget has a minimal decrease of \$159k. *Net cash used in investing activities* (Capital Works) shows an overall decrease of (\$3,166k) relating to the adjustment and deferral of Capital Works to the 2014-15 Budget.

The is also reflected within the overall result in the Balance Sheet with the Revised Budget for 2013-14 projecting an increase in cash of \$3,008k, and reduction in Property Plant & Equipment of (\$3,477k) - which 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 2014 of \$15.8m which is \$5.7m above the original budget for 2013/14 of \$10.1m. The bulk of this relates to the increased level of Reserves \$2.9m, together with an increase of \$2.8m in discretionary cash. (Original Budget 2013/14 \$3.5m / Revised Budget \$6.3m).

It is important to recognise this discretionary cash at year end 30 June 2014 includes funds allocated to the capital works projects identified to be carried forward into 2014-15.

Analysis Quarterly Financial Report Year to Date Variances to 31 March 2014

The budget adjustments as outlined above in Table (1) above have been incorporated into a revised set of Budgeted Standard Statements as at 31 March 2014.

The following Statements for the quarter to 31 March 2014 are included in *Encl 8.3.1*.

- Budgeted Standard Income Statement
- Budgeted Standard Income Statement (Alternative Underlying Result Format)
- Budgeted Standard Balance sheet
- Budgeted Standard Cash Flow Statement
- Budgeted Standard Capital Works Statement
- Budgeted Statement of Investment Reserves

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

Below is a brief analysis of each of the Statements

Standard Income Statement (Statement A)

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 31 March 2014 is provided in Table 4 as follows:

Table 4 – Summary of Income Statement

	YTD	YTD	
	Budget	Actual	Variance
	\$k	\$k	\$k
Revenue	25,061	25,107	46
Expenses	16,848	15,044	1,804
Surplus	8,213	10,063	1,850

The Year To Date (YTD) operating result at 31 March 2014 shows income up by \$46k and expenditure behind \$1,804k generating a larger than expected YTD surplus of \$1,850k or 23% better than the budgeted surplus.

The key components comprising both Revenue and Expenses variances are summarised by category in Tables 5 and 6 as follows:

Table 5 – Key Revenue component variance

Variance		
\$k		
46		Favourable to budget
Key Components	Type	Particulars
42	Rates & Charges	Additional services charges for Garbage & Recycling \$34k and Supplementary Rates \$8k above the 1% budget allowance.
115	User fees	Additional user charges at Alexandra Landfill \$67k and Home Care user charges are favourable by \$47k.
(149)	Grants – Non Recurrent	Unfavourable variance mainly relate primarily to <ul style="list-style-type: none"> • Community Recovery Fund \$32k, • Victorian Bushfire Appeal Fund \$18k, • Community Project Initiative \$92k, and • Kinglake Transfer Station \$5k, The bulk of the variances are either reliant on completion of works or acquittal of claims.
34	Other Revenue	Favourable variance mainly relates to Interest on Rates \$16k resulting from changes in legislation, and unbudgeted lease rental of Council properties of \$13k.

Table 6 – Key Expense component variance

Variance		
\$k		
1,850		Favourable to Budget
Key Components:	Type	Particulars
137	Employee Benefits	Favourable variance mainly relates to <ul style="list-style-type: none"> • Infrastructure maintenance \$61k & • Community Services Programs \$49k It is unlikely these will provide year end savings as the overall budget in infrastructure maintenance is very tight, and favourable variances in Community Services are associated with level of service which are normally offset by reduced revenue – grants and user charges.
941	Materials & Services	Favourable variance mainly relates to the timing of expenditure in the following areas: <ul style="list-style-type: none"> • Infrastructure maintenance \$293k, • Waste Management \$167k, • Quarry - crush \$53k, • Plant – operating \$74k, • Infrastructure Assets \$53k, • Facilities Maintenance \$44k, • MAP's Package \$78k, • Community Liaison \$41k,

Variance		
\$k		
1,850	Favourable to Budget	
Key Components:	Type	Particulars
		<ul style="list-style-type: none"> • Communications & PR \$22k, • Aged & Disability \$43k and • Emergency Management – SES \$20k <p>These favourable variances are spread mainly across contractors \$664k, consultant \$117k and materials \$98k. It should be noted these are year to date variances to budget and not forecast savings as most budgets are predicted to be expended by year end.</p>
731	Net Gain (loss) on disposal of property, infrastructure & equipment.	This favourable variance relates to the timing of the write out of carrying amount of assets sold. Sale of land and trade of motor vehicles have been recorded up to date, however the resulting write out of the carrying amount of the bulk of these assets had not been processed at the reporting date 31 March.

Capital

As at 31 March 2014, Capital Works are (\$39k) above the year to date budget of \$5.414M. Statement D, as attached, indicates that across the asset categories, the largest variances are \$113k in Roads & Paths and \$56k in Library books.

Table 7 – Summary of Capital Works completed (Financial)

Asset Category	YTD Budget 31/03/14 \$'000	Actuals 31/03/14 \$'000	Variance YTD \$'000	Complete to YTD Budget %
Land Under Roads	5	5	-	0%
Buildings	2,195	2,216	(22)	-1%
Plant & Machinery	390	391	(2)	0%
Roads & Paths	1,564	1,678	(113)	-7%
Bridges	836	852	(16)	-2%
Drainage	187	152	35	19%
Heritage Assets	13	9	4	32%
Furniture & Equipment	156	136	20	13%
Library Bookstock	69	13	56	81%
Works in Progress	-	-	-	0%
Total Capital Works	5,414	5,452	(39)	-1%

Table 8 – Key Capital component variance

Variance		
\$k		
(39)	Unfavourable to Budget	
Key Components:	Type	Particulars
(113)	Roads & Paths	Variance due to projects running ahead of scheduled YTD budgets <ul style="list-style-type: none"> Gravel Roads –Resheeting (\$126k) and Road Safety –Disabled Parking \$8k
56	Library Books	Favourable variance due to purchasing running behind scheduled YTD budgets. New arrangements with Yarra Plenty Library Service are in place for 2013-14, and although currently behind it is expected budget will be fully expended by year end.

The overall capital works budget for 2013/14 had been increased from \$10.254m to \$13.870m, with \$3.088m carry forwards from unexpended capital work projects forecast to be completed by 30 June 2013, plus \$528k of additional grant funded projects identified as part of the December 2013 Review.

Council officers have undertaken a complete review of all projects in February 2014 as part of the 2014/15 Budget development, and have re-forecasted projections for the financial year ending 30 June 2014. This has resulted in the deferment and carry forward of several projects totalling \$2.4m as identified previously at table 3 of this report.

Further details by category can be found in *Statement D*.

Balance Sheet (Statement B) & Cash Flow Statement (Statement C)

The Balance Sheet – Statement B as at 31 March 2014 shows a major variance in Trade & Other Receivable of \$1.84m relating to outstanding claims for Natural Disaster Funded Projects being Bushfires \$328k and Storm Events \$1.39m. These claims are currently being finalised through discussions with the appropriate State Government authorities with final values expected to be reflected in the year end accounts of 30 June 2014.

This is also represented as the major variance on the cash flow statement – Statement C with cash flows from Grants showing an unfavourable variance of \$2.0m which also includes the unfavourable variance in Non Recurrent Grants of \$149k from the Income Statement. Discussions are ongoing with Vic Roads & Department of Treasury and Finance to address this issue.

Non Discretionary Cash & Council Reserves (Statement E)

Included as a part of this report is a reconciliation of 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 Trusts – 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's 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. The amount held in investment for this provision was used to repay Council's component of the Vision Superannuation Defined Benefits Unfunded Liability in 2012-13.

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.

Key Financial Ratios

The Victorian Auditor General's Office (VAGO) prepares an annual report on a range of financial indicators for each Council. The Auditor General has late last year forwarded his report which addresses three key indicators.

In 2006-2007 VAGO started publishing separate reports on the results of financial audits for the local government sector. It introduced a traffic light system for reporting on the financial sustainability risk of local Councils and also reporting on each Council individually. Each year VAGO has continued to report on a set of indicators that are outlined below and over that period VAGO has seen an overall improvement in these ratios.

The traffic light system comprises:

Risk Ledger
High risk of short-term and immediate sustainability concerns
Medium risk of long-term sustainability concerns
Low risk of sustainability concerns

Financial Ratios - VAGO Risk Assessment Criteria								
Ratio	Actual	Actual	Actual	Actual	March Revised Budget	5 Year Average		
	2010	2011	2012	2013	2014	2010-2014		
Liquidity (Measures the ability to pay existing liabilities within 12 months) Risk High 0-1 Medium 1.0-1.5 Low Greater than 1.5	2.59	2.28	2.34	3.29	2.74	2.65		
Self Financing (measures the ability to replace assets using cash generated by operations) Risk High <10% Medium 10%-20% Low >20%	22.71%	21.59%	29.20%	33.75%	25.91%	26.63%		
Indebtedness (Shows how well Council can meet debt from own source revenue) Risk High >60% Medium 40%-60% Low <40%	29.03%	27.50%	27.25%	25.04%	22.94%	26.35%		

This indicates that Council has an overall low risk in terms of its financial position, based on the VAGO assessment criteria. However, this does not negate the need for strong financial management nor support from the State Government in relation to the gifted and novated assets as these will have an impact upon the future assessment of these indicators and Council's long term financial sustainability.

Consultation:

There has been no community consultation with respect to the preparation of this quarterly finance report.

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 March 2014 quarter has been largely in line with the total budget. Where revenue has not been achieved corresponding expenditure has not been spent. Council remains in a favourable cash position despite the challenges that it faces.

8.3.2 Conflict of Interest policy

File No: SF/783

(Refer Encl 8.3.2 – Policy – Conflict of Interest)

Purpose:

The purpose of this report is to present the Conflict Of Interest Policy for Council's consideration and adoption.

Recommendation:

That Council adopts the Conflict of Interest Policy contained in Enclosure 8.3.2 to this report.

Background:

It is a requirement under the *Local Government Act 1989* ("the Act") that Councillors, Council Staff, the CEO and contractors declare conflicts of interest. A conflict of interest may arise in the undertaking of delegated roles or tasks and in providing advice to Council. The Conflict of Interest Policy defines the types of conflicts of interest and provides the framework for handling the conflict.

Council Plan/Strategies:

There is an annual action in the Council Plan 2013-2017 under the Our Council Goal to continue to improve our processes to enhance the efficiency and effectiveness of the organisation.

Legal/Policy Issues:

Sections 77 and 78 of the Act define conflicts of interest and the requirement of Councillors, officers and contractors to declare conflicts of interest. This policy provides advice to members of Council as to how to manage any conflict of interest that may arise to ensure that they are not in breach of the Act.

Financial/Resources/Risk

Failure to declare a conflict of interest may have implications for the individual and for Council. It is essential that Council makes Councillors, staff and contractors aware of the requirements and from there the onus falls on the individual to ensure that they declare a conflict of interest.

Discussion:

The Conflict of Interest Policy was developed using the Department of Planning and Community Development guidelines for Councillors, Council Staff and Special Committees. Emphasis was placed on ensuring that examples provided were relevant to members of Council, in particular focusing on living and working in small communities.

This policy is aimed at encouraging Councillors, Council staff, Committee members and contractors to think about the aspects of their lives that could present a conflict of interest with their Council duties, and to increase understanding of how the conflict needs to be declared and handled.

The Policy clearly defines and provides examples for direct interests and indirect interests, including:

- Close Association
- Financial Interest
- Conflicting Duty
- Party to the matter
- Applicable Gift
- Residential amenity.

The policy also outlines the process for declaring a conflict of interest once it is identified by a member of Council. The various exemptions are also detailed.

The pecuniary interest process is incorporated into the Conflict of Interest Policy. Primary and ordinary returns must be submitted biannually by Councillors, nominated officers and non-exempt special committee members.

Consultation:

The development of this Policy has not required consultation with the public.

Conclusion:

The purpose of the Conflict of Interest Policy is to inform Councillors, Council staff, committee members and contractors of their obligation to declare a conflict of interest. The policy interprets the legislation in a relevant and comprehensive manner.

8.4 CHIEF EXECUTIVE OFFICER

8.4.1 Quarterly Council Plan 2013-2017 Report to 31 March 2014

File No: SF/291

(Refer 8.4.1 – Third Quarter Report on Council Plan 2013-2017)

Purpose:

This report provides an update on the progress on activities listed in the Council Plan 2013-2017 for the third quarter ending 31 March 2014.

Recommendation:

That the report for the third 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 will be reviewed annually.

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:

In the first nine months of the Council Plan 2013-2017 the following results have been achieved:

- 11 activities have been completed
- 35 activities are ongoing
- 23 activities are on schedule
- 11 activities have been delayed
- 1 activity was not due to commence until the next quarter
- 1 activity has been deferred.

Highlights for the quarter ending 31 March 2014 include:

In February 2014, Council adopted the Kinglake Flowerdale Toolangi Plan and Design Framework. Also in February the Local Planning Policy Framework bushfire strategies and policy were gazetted as a Ministerial amendment.

In the third quarter Council successfully sought a Flood Recovery Community Infrastructure Fund grant of \$ 18,240 for the Yea Wetlands – 2012 Flood Reinstatement Works project that will renew pathways damaged during the 2012 floods.

The Community Services Department achieved a number of initiatives in the third quarter. These include:

- The final report of the feasibility study of Integrated Early Years services was completed.
- The Access Alexandra project, promoting accessible businesses in Alexandra was completed. Sixteen local businesses in Alexandra received accreditation.
- Organisations which were successful in their application to the Community Facility Funding Program grants for 2014/15 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.
- Youth led FReeZA events were undertaken to support youth participation in cultural events including pool parties in Alexandra and Yea.

The Shire-wide peak business and tourism body (Murrindindi Inc) was incorporated in February and as part of the "growing the rate base" plan, a Real Estate Agents Forum was held in Alexandra in March. The forum was well attended with agents from Marysville, Eildon, Alexandra and Yea in attendance.

Council remained focused in the third quarter on continuing its advocacy with community members in relation to logging in the Royston Range and supported VicForests in a community information session. Council has continued its support for improved mobile phone communications and has participated in an Indi working group supporting Federal Member Cathy McGowan in her advocacy for improved services. Council has also provided support in advocacy for the outdoor education sector regarding the reduction in fees to the Murrindindi Training Institute.

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

Conclusion:

The 31 March 2014 report for the Council Plan 2013-2017 reflects the outcomes of the third quarter for this Council Plan. The majority of activities are on schedule, ongoing or completed reflecting a strong commitment by Council to meet the requirements set by the Council Plan.

8.5 ECONOMIC DEVELOPMENT

8.5.1 Hume Region Significant Tracks and Trails Strategy 2013 - 2022

File No: CY 14/180

Purpose:

The purpose of this report is to enable Council to consider the Hume Region Significant Tracks and Trails Strategy 2013 – 2022 and provide feedback to the Hume Region Local Government Network (HRLGN).

Recommendation:

That Council endorse the draft Hume Region Significant Tracks and Trails Strategy 2013-2022 subject to the amendments outlined in this report.

Background:

The Hume Region Significant Tracks and Trails Strategy (HRSTTS) is one of the actions arising from the Hume Regional Strategy which has been completed and endorsed by all Councils in the Hume region. The HRSTTS will be used to support land managers to promote tourism potential and to seek funding and resources to develop, enhance and upgrade regionally significant tracks and trails in the Hume region.

The development of the Hume Region Significant Tracks and Trails Strategy was overseen by a steering Committee that included a range of stakeholders including Local Government representatives, State Government agencies and community based organisations and user group representatives. There was a local government representative/position on the steering committee from each sub-region. Unfortunately, due to their individual circumstances, neither Mitchell nor Murrindindi Councils could represent the Lower Hume sub-region on the steering committee.

Due to there being some elements of the strategy that were requiring further Council input, the Hume Region Local Government Network, at its meeting on 6 March 2014 resolved to provide Councils with the opportunity to form a response by the next HRLGN meeting.

Council Plan/Strategies:

Under the goal of "Our Economy", in the Council Plan 2013 - 2017, the Tourism Development strategic objective states – We will increase the economic, social and cultural benefits to the Shire of growing the tourism sector. The related strategies include: Develop tourism markets that align with the product strengths of the region (e.g. cycle tourism, equine and picnic racing and nature based tourism).

Also under the goal of "Our Economy", in the Council Plan, the Improving Business Infrastructure strategic objective states – We will advocate for the provision of infrastructure and services that supports business growth. The related strategies include: In partnership with Mitchell and Mansfield Shire Councils, support initiatives to maximise the economic benefits of the Great Victorian Rail Trail.

Legal/Policy Issues:

The Hume Regional Strategy provides the overarching policy directions. When completed, the HRSTTS will provide strategic support to new projects. If potential projects/track and trail developments are not included in the Strategy, it would prove difficult to gain support for them.

Financial/Resources/Risk

Recommendations made regarding track and trail development in the strategy are listed in priority order. It must be noted that these priorities may be reviewed and altered over the next ten years, depending upon a variety of factors, such as the level of community support, available funding, land manager priorities and planning work undertaken to further advance the track/trail.

Discussion:

The HRSTTS is a blueprint for the Hume Region in relation to the development and enhancement of tracks and trails over the next ten years. The land covered by the Strategy encompasses 40,000 square kilometres, managed by 12 Local Government authorities and three Alpine resorts as well as Parks Victoria (PV) and the Department of Environment and Primary Industries (DEPI).

A regionally significant track/trail is defined as one that connects areas of significant natural, cultural or economic importance, is likely to appeal to international visitors and is also likely to attract economic development opportunities as well as social, health and environmental benefits. The Strategy does not focus on local and municipal level tracks and trails, but does acknowledge the importance of connecting regionally significant tracks/trails to these facilities wherever possible to create better linkages.

Ten existing tracks/trails across the Hume Region are considered to be of regional significance. The two tracks/trails identified within the list of ten that cross Murrindindi Shire are the Great Victorian Rail Trail and the Bicentennial National Trail. With the assistance of the consultancy, the steering committee also identified 23 new or upgraded tracks and trails likely to produce the most benefits within the region. Three of those identified fall within Murrindindi and include Lake Mountain to Marysville, Alexandra to Eildon and Alexandra to Rubicon.

Feedback on the strategy to the Hume Region Local Government Network will include three key aspects:

1. That current priorities for Council in relation to the development of tracks and trails within the Shire are based upon the following:
 - Ongoing management and promotion of the existing Great Victorian Rail Trail including implementation of the Marketing and Signage Strategy
 - Undertaking a study which explores the feasibility of an extension of the Great Victorian Rail Trail from Alexandra to Thornton and Eildon, an initiative of the

Advancing Country Towns Program. Identifying this project as a priority should not occur until the outcomes of the feasibility are known.

- Advocacy to the State and Federal Governments in relation to the need for financial assistance, not only for capital but also for management and maintenance responsibilities - in the same manner that road maintenance is supported - to enhance the tourism and economic benefits to the region.
 - Advocacy to State Government authorities to create an environment that is more conducive to private sector investment in complimentary infrastructure/development to encourage increased visitation.
2. Projects to be considered, promoted or removed include:
- Add - consideration of a feasibility for the proposed Giant Trees Trail from Murchison Gap to Snobs Creek via Toolangi, Lake Mountain and Mt Torbreck.
 - Remove - any reference to a proposal for a trail extension or re-creation of a tramway from Alexandra to Rubicon as this is not currently a Council priority.
 - Consider - the growing significance of the Buxton Mountain Bike Trail and the concept of a Great Forest National Park.
3. Other changes/corrections/additions of a general nature to the document that require attention include:
- Factual inaccuracies, for example the statement that “There is a Timber Tramway in Alexandra that runs to the Rubicon Historic Reserve, via Thornton once per month” and the location of Taungurung Park.
 - Spelling errors, in particular those that relate to place names, such as Mt Torbreck and Council names such as Murrindindi.
 - Removal of the reference to the Alexandra to Eildon extension of the Great Victorian Rail Trail as Murrindindi’s number one priority.
 - Provision of more up to date information on horse riding opportunities/infrastructure improvements.
 - Clarity relating to maintenance issues and whole of life costs of tracks and trails.
 - The need for a regional approach to how many trails are to be built and how many users these might attract.
 - Consideration of the need for and costs associated with bike parking facilities/bike racks on trails and in towns.
 - Clarity relating to the extent to which local government and other public sector agencies can allocate resources to attract private sector investment in services associated with tracks and trails.

Consultation:

Extensive consultation was undertaken by Communityvibe to determine the key issues and actions required to advance the development, management and maintenance of the regionally significant tracks and trails in the Hume Region.

Consultation included:

- 40 interviews/workshops with Council, State Government agency and Alpine Resorts staff, user groups, business operators and community members. 154 people participated in this process.

- 536 community surveys and 19 written submissions.

Murrindindi Shire Council officers from the Planning, Assets and Infrastructure, Community Services and Economic Development Departments took part in a consultation session in the early stage of the process, however due to resource availability at the time, were unable to take part in the steering committee. There was limited consultation with officers after that point.

Conclusion:

The Hume Region Significant Tracks and Trails Strategy 2013 – 2022 will provide a blueprint and mechanism for prioritisation for the future development and enhancement of tracks and trails over the next ten years. Council feedback to the process prior to the Strategy being adopted is important in setting the direction for Murrindindi Shire in relation to the track and trail network within our Local Government area and adjacent land.

9. SEALING REGISTER

File: 13/6325

<i>File Reference</i>	<i>Date Seal Affixed</i>	<i>Description of Documents</i>	<i>Signatures of Persons Sealing</i>
24/13/1252	23 April 2014	Works Agreement - 40 and 42 North Street, Yea, between Murrindindi Shire Council and Goulburn Valley Region Water Corporation and Murrindindi Fertilizers Pty Ltd	Margaret Abbey Margaret Rae
24/12/1252	23 April 2014	Agreement made pursuant to Section 173 of the Planning and Environment Act 1987 - Property 40 North Street, Yea, between Murrindindi Shire Council and Murrindindi Fertilizers Pty Ltd	Margaret Abbey Margaret Rae
24/13/1327	7 May 2014	Contract Documents - Civil Infrastructure and Major Building Works (AS4000-1997) - Yea Draining Initiatives LGIP - Contract Number 24/13/1327 Contract Number 24/13/1327	Margaret Abbey Margaret Rae

Recommendation:

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

10. COUNCILLOR PORTFOLIO REPORTS

10.1 LAND USE PLANNING PORTFOLIO

10.2 ECONOMIC DEVELOPMENT PORTFOLIO

10.3 INFRASTRUCTURE AND WASTE PORTFOLIO

10.4 COMMUNITY SERVICES PORTFOLIO**10.5 CORPORATE SERVICES PORTFOLIO****10.6 NATURAL ENVIRONMENT & CLIMATE CHANGE PORTFOLIO****10.7 MAYOR AND DELEGATED COMMITTEE REPORTS****10.8 GENERAL BUSINESS****11. MATTERS DEFERRED FROM PREVIOUS MEETING****12. MOTIONS FOR WHICH NOTICE HAS PREVIOUSLY BEEN GIVEN****13. ASSEMBLIES OF COUNCILLORS**

REF: CY14/117

Purpose:

This report presents the records of assemblies of Councillors for the 16 April 2014 to 16 May 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 16 April 2014 to 16 May 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	16 April 2014	
Matters discussed	<ol style="list-style-type: none"> 1. Victorian Caravan Parks Association 2. General Valuation 2014 3. Peri Urban Group of Rural Councils 4. Yarck House lot Excision 5. Draft Council Plan 6. Community Buses 7. Draft Budget and SRP 	
Attendees: Councillors – Cr Rae, Cr Kennedy, Cr Magner, Cr Walsh, Cr Derwent, Cr Challen	Staff – M Abbey, J Canny, M Parsons, N Stewart, M Chesworth, A Bond, S Mortensen, K Allan, M Crane	
Conflict of Interest disclosures - Nil		

Meeting Name / Type	Pre Council Meeting Discussion	
Meeting Date	23 April 2014	
Matters discussed	<ol style="list-style-type: none"> 1. Revision of Kinglake West Development Plan 2. Tender – Bon and Green Streets 	
Attendees: Councillors – Cr Rae, Cr Walsh, Cr Challen, Cr Magner, Cr Ruhr	Staff – M Abbey, T Johnson, M Chesworth, J Canny, M Parsons, K Girvan	
Conflict of Interest disclosures - Nil		

Meeting Name / Type	Pre Special Meeting of Council Discussion	
Meeting Date	30 April 2014	
Matters discussed	<ol style="list-style-type: none"> 1. Draft Budget 2. Draft Council Plan 	
Attendees: Councillors – Cr Rae, Cr Kennedy, Cr Walsh, Cr Challen, Cr Magner, Cr Ruhr	Staff – M Abbey, T Johnson, M Chesworth, A Bond	
Conflict of Interest disclosures - Nil		

Meeting Name / Type	Councillor Briefing Session	
Meeting Date	7 May 2014	
Matters discussed	<ol style="list-style-type: none"> 1. Planning Application - Eildon 2. Marysville Concept Plan 3. Grant Application – Country Football Netball Associations 4. Waste Management Strategy 	
Attendees: Councillors – Cr Rae, Cr Walsh, Cr Derwent, Cr Magner, Cr Kennedy	Staff – M Abbey, T Johnson, M Leitinger, M Parsons, M Crane, M Chesworth, M Leitinger, J Russell, S James	
Conflict of Interest disclosures - Nil		

Meeting Name / Type	Economic Development Advisory Committee	
Meeting Date	12 May 2014	
Matters discussed	<ol style="list-style-type: none"> 1. GRVT business 2. Growing the Rate Base Plan 3. Visitor Information Centres 	
Attendees: Councillors – Cr Rae, Cr Challen, Cr Derwent	Staff – M Abbey, B Elkington, L Wallace, K Girvan	
Conflict of Interest disclosures - Nil		

Meeting Name / Type	Councillor Briefing Session	
Meeting Date	14 May 2014	
Matters discussed	<ol style="list-style-type: none"> 1. Goulburn River Valley Tourism - DMP 2. Draft Conflict of Interest Policy 3. Kinglake Community Centre S86 Committee of Management 4. March Quarter – Capital Works Program 5. Panel of Tenders 6. Amendment C43 – Submissions 7. Proposed Statewide Planning Policy Framework 	
Attendees: Councillors – Cr Rae, Cr Challen, Cr Kennedy, Cr Walsh	Staff – M Abbey, M Chesworth, T Johnson, B Elkington, L Wallace, A Bond, T Carter, P Valente, M Ellis, M Crane, M Parsons, G Scale	
Conflict of Interest disclosures – Nil		

14. URGENT BUSINESS

15. CONFIDENTIAL ITEMS

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

- **APPOINTMENT OF A PANEL OF PROVIDERS FOR WET PLAN HIRE SERVICES**
- **APPOINTMENT OF A CONTRACTOR FOR THE PROVISION OF BUILDING CLEANING SERVICES**
- **TENDER FOR THE CONSTRUCTION OF THE KINGLAKE EAST WALKING PATH**

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.