



yarck rural living subdivision: 6540 maroondah hwy, yarck

town planning submission prepared on behalf of kervale investments pty ltd

by hansen partnership pty ltd

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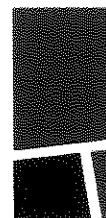
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1 introduction

Hansen Partnership Pty Ltd has been engaged by Kervale Investments Pty Ltd to prepare a planning permit application in support of a rural living subdivision.

This report assesses the application to develop a rural living subdivision of land to the east of Yarck, under the relevant provisions of the Murrindindi Shire Planning Scheme. The submission outlines the following:

- The planning history of the site;
- The existing site context and surrounding environs;
- Details of the proposed development;
- An assessment of the proposal in the context of the Victorian Planning Provision's and the Murrindindi Shire Planning Scheme; and
- Details of the key planning considerations that support the subdivision of the subject site.

2 background

rezoning

A combined planning permit application and rezoning submission was originally lodged with Council in 2002. Stage 1 of the development related to land zoned Township Zone. Stage 2 related to rural zoned land. A permit has been granted for Stage 1, where the subdivision has been constructed, all lots have been sold and a number of houses have been built.

The initial proposal for the Stage 2 subdivision of the land to be zoned Rural Living was for 25 lots, ranging in size from 2.2 hectares to 11.2 hectares. Council supported the proposed rezoning of the land to a Rural Living Zone (average of 6 hectares and a minimum of 4 hectares) and placed it on exhibition as part of Amendment C14 to the Murrindindi Planning Scheme.

The gazettal of Amendment C14 on 26 July 2006 formally rezoned the subject site to a Rural Living Zone (RLZ).

subdivision application

In December 2006, a permit application for an 18 lot subdivision was lodged by Hansen Partnership (on behalf of Yarck Development Pty Ltd) for allotments ranging between 4.0 and 11.86 hectares. On 25 September 2007 Council issued Permit 2006/255 which allowed for the 18 lot subdivision subject to thirty-six conditions.

It is noted that Condition 2 of Planning Permit 2006/255 states:



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This permit shall expire if the plan of subdivision hereby permitted is not certified within two (2) years if the date hereof or any extension of such period, the Responsible Authority may allow in writing an application made before or within three months after such expiry.

The plan of subdivision was not certified within two years of 25 September 2006 and there was no application lodged with Council within the three months after the permit expired.

Current planning application

The owner of the land now seeks to pursue the previous subdivision however, this will require the lodgement of a new application as detailed in this planning report.

The current permit application seeks approval for an 18 lot subdivision that is very similar to the subdivision approved under Planning Permit (2006/255) dated 25 September 2007. There are no changes to the road alignment however there are slight changes to some of the allotments. Table 1 below shows these changes. Lots 1, 2, 10, 12 and 16 are not listed as the size of these lots has not changed. The unchanged lots range between 4.0 and 9.9 hectares in size.

Lot Number	Allotment Size: Permit 2006/255:	Allotment Size: Current Permit Application	Difference in Lot Size +/-
3	5.28 ha	5.01 ha	- 0.27 ha
4	4.35 ha	4.4 ha	+ 0.05 ha
5	4.128 ha	4.4 ha	+ 0.272 ha
6	11.16 ha	11.3 ha	+ 0.14 ha
7	10.82 ha	10.6 ha	- 0.22 ha
8	5.65 ha	5.4 ha	- 0.25 ha
9	4.393 ha	4.2 ha	- 0.193 ha
11	6.042 ha	6.1 ha	+ 0.580 ha
13	6.544 ha	6.6 ha	+ 0.560 ha
14	5.29 ha	5.0 ha	- 0.29 ha
15	4.233 ha	4.4 ha	+ 0.167 ha
17	6.228 ha	5.7 ha	- 0.528 ha
18	8.0 ha	8.1 ha	+ 0.1 ha



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table 1: allotment comparison - permit 2006/255 and current application

While there are minor changes to the above allotments, there is sufficient area for appropriate building envelopes. This is evidenced by the fact that each lot is a minimum of 4 hectares in size. Permit conditions would further ensure that any new dwelling or outbuilding is setback a reasonable distance from roads and/or abutting lots.

The current planning permit application seeks the approval of a subdivision in accordance with the Rural Living Zone (RLZ) and the Murrindindi Shire Rural Living Development Guidelines.

3 subject site and environs

3.1 subject site

The subject site is located to the east of the Yarck township on the south side of Wrights Road and extends from the railway line to Wrights Lane 1.6 kilometres to the east. The land has a total area of around 111.75 hectares. Yarck is a small rural township located on the Maroondah Highway, 14 kilometres from Alexandra and 25 kilometres from Yea – refer to Figure 1.

The subject site is currently occupied by farmland which is used for the purpose of cattle grazing and pastures – refer to Figure 2.



figure 1 - locality map

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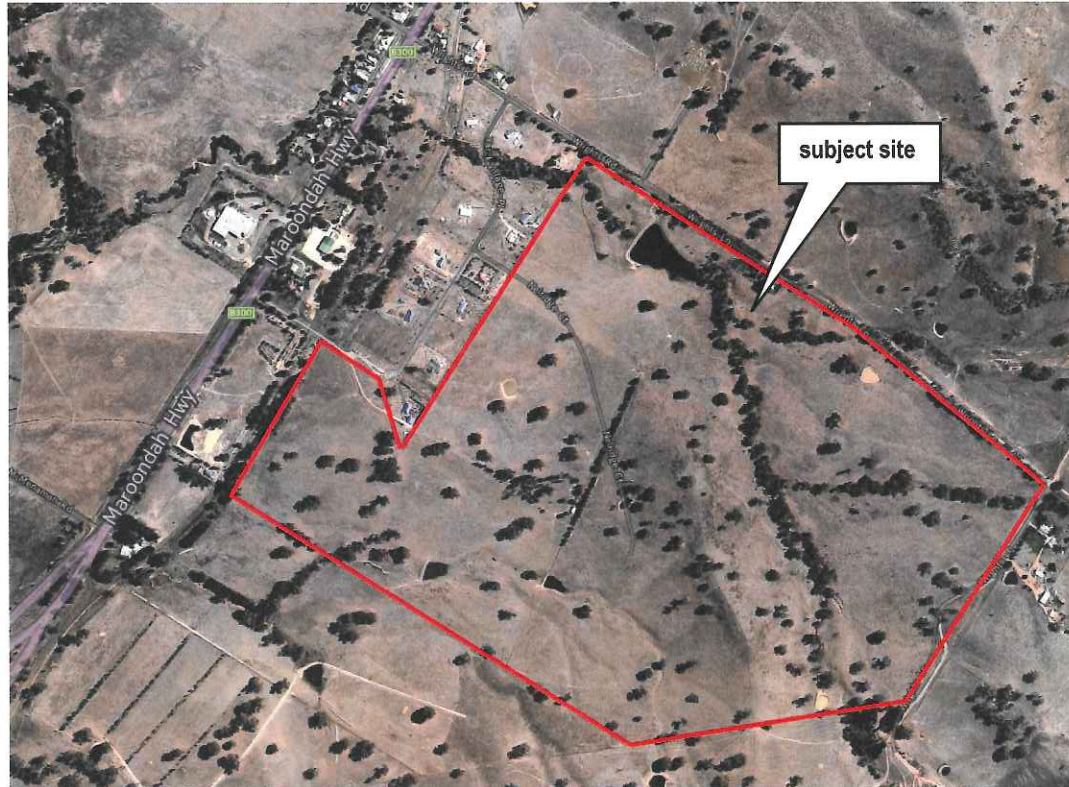


figure 2 – aerial map

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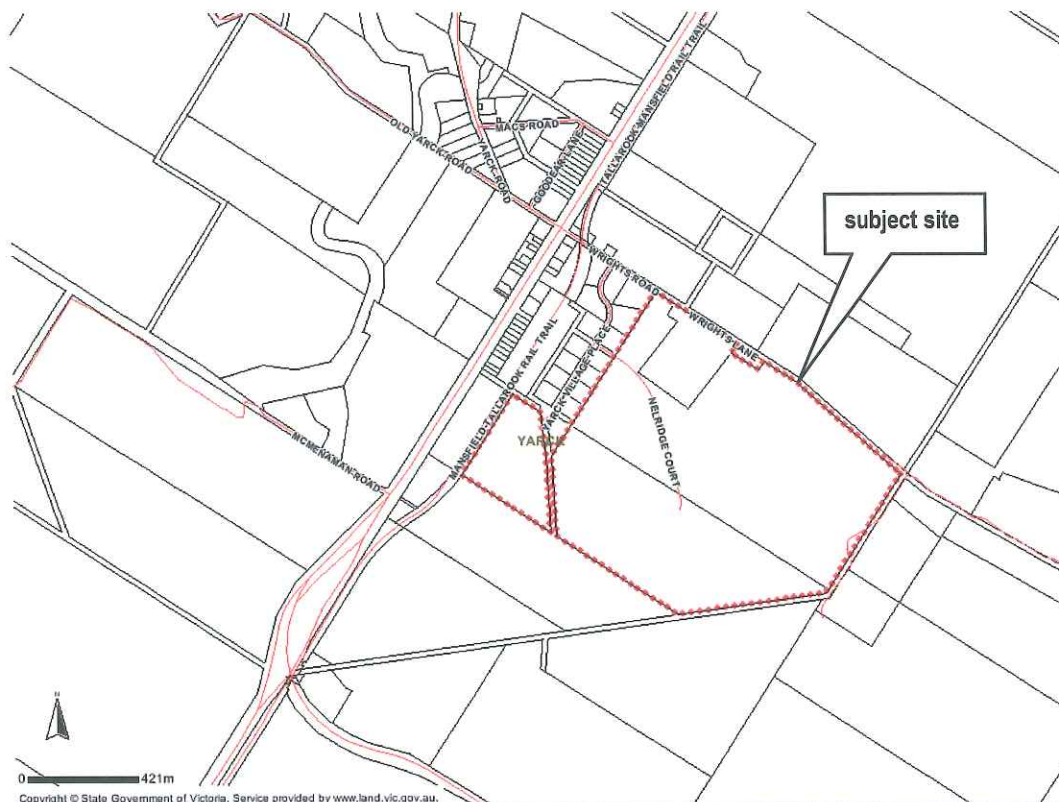


figure 3 - cadastral map

The subject site can be described as follows:

- Crown Allotment 8A and part of Crown Allotments 8, 9 and 9A (Certificate of Title Volume 8508 Folio 993) (note that part of this title is within the Township Zone); and
- Part Crown Allotment 9A (Certificate of Title Volume 8186 Folio 706).

Copies of all titles are included in Appendix 1.

existing subdivision pattern

The subject land is a large parcel of 111.75 hectares that is irregular in shape. It extends from the Township Zoned land in the west, along the southern side of Wrights Road to Wrights Lane in the east. The subject property includes all land within this general area other than a small lot of 0.49 hectares that exists mid way along the south side of Wrights Road. This allotment is occupied by a single dwelling.

The subdivision pattern of the wider locality consists of smaller residential allotments of land, clustered around Yarck along Maroondah Highway to the west, with rural land parcels of varying size surrounding on the remaining sides.



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adjoining land

Adjoining land to the north, east and south is similar to the subject site in that it consists of modified rural land, where there is limited vegetation and is used for farmland grazing. Two farmhouses exist on the east side of Wrights Lane that runs along the eastern boundary of the land. A cemetery reserve exists some 190 metres to the north of Wrights Road.

topography

The subject land is located on the eastern side of the Home Creek valley. Home Creek exists to the west of the township of Yarck. All drainage from the subject site drains west into Home Creek.

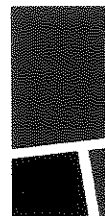
The photos included in Appendix 2 provide a clear overview and visual representation of the topography of the site. Additionally the site analysis plan prepared as part of the application documentation details the topographic features of the site, consisting of the following elements:

- Relatively flat areas across the western parts of the site immediately adjacent to the eastern edge of the Yarck Township.
- Gently sloping areas that rise up towards the main ridge that exists in the south-east part of the site. More gentle upward slopes also exist towards Wrights Lane that forms the eastern boundary of the site.
- The central section of the site contains a prominent ridgeline that runs towards the south-east corner of the property. Slopes leading up to the ridge are quite steep, being greater than 12% and in some cases exceeding 20%.
- The main ridge slopes down to a well defined water course in the northern part of the property, and to less defined drainage lines to the south. Excellent views over the Home Creek Valley are available from the top of the ridge, which is some 60 metres above the valley floor.
- Two lesser and more gentle ridge forms exist in the north-eastern part of the site. Localised high points exist to the rear sections of the property which provide attractive views across the site itself.
- The most significant gully feature existing on the land is that to the north of the main ridge. That is a clearly defined creek which includes considerable remnant native vegetation along its alignment. That gully has a number of branches in the north-east part of the site. The landform in the area is gently undulating. Drainage lines and remnant vegetation provide a particularly attractive landscape in those parts of the property.
- Other gully forms existing on the site are little more than ill defined drainage lines and overland flow paths.

vegetation

The property has a long history of grazing. It has been extensively cleared and improved pasture has been established throughout. No vegetation protection overlays affect the land.

The site analysis plan which includes an aerial photograph as the base layer shows the location of remnant trees on the property. There are remnant trees scattered throughout the property, most are



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concentrated along watercourses and drainage lines. They provide an attractive landscaped appearance to the property.

All roads, access tracks, house sites and effluent beds have been designed and sited in order to avoid and minimise the loss of existing trees. The locations of individual and stands of existing trees formed a key consideration with the proposed subdivision layout, to ensure there would be no unnecessary loss of trees and associated vegetation. Accordingly as it is likely that the subdivision can be undertaken without the loss of any trees from the site, no application is made at this time for tree removal.

access

Wrights Road runs along the entire northern boundary of the site and Wrights Lane runs along the eastern boundary. These roads have been formed and have a gravel surface and will provide direct access to the proposed lots that front these roads. Refer to photographs 8 & 9 in Appendix 2. Discussions with Council will assist to resolve the appropriate treatment of these roads.

Access to the allotments within the central parts of the site will be via the proposed new access (cul-de-sac), which would connect with Yarck Village Place. It is intended for this new access road to be an asphalt sealed roadway. Refer to photographs 1, 2 and 10 in Appendix 2. It is worthwhile highlighting that Yarck Village Place was established as part of the subdivision of the Township Zoned land. This early subdivision was stage 1 of a 2 staged process, where the current application forming stage 2.

water resources

The site analysis plan shows existing watercourse, drainage lines and nominates the locations of 7 existing dams located on the subject land. These existing dams are to be retained as part of the proposed subdivision, being located on proposed allotments 3, 6, 11, 14 & 18. It should be specifically noted that no new dams are proposed as part of the subdivision application. It is anticipated that appropriately sized water storage tanks will be utilised for allotments 1, 2, 4, 5, 8, 9, 10, 12 and may also be utilised by the remaining allotments on an as need basis.

drainage

As can be seen from the site analysis plan and photos in Appendix 2, the land has gentle to steep slopes in parts and contains a pattern of well defined water courses and drainage lines that service 7 existing dams located on the site. Apart from the clearly defined water courses and drainage lines, there are shallow overland flow paths that do not cut through the landscape. In terms of the wider locality drainage flows towards Homes Creek to the west.

3.2 environs

Yarck is a small rural township on the Maroondah Highway 6 kilometres to the north of the intersection of the Goulburn Valley Highway and Maroondah Highway. It is approximately 14 kilometres from Alexandra and 25 kilometres from Yea.

Being located on the Maroondah Highway, which is the main route between Melbourne and Lake Eildon and the Mt Buller snowfields, the town has as highway service centre role.



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Services, facilities and major activities existing in Yarck include: a general store and petrol station, hotel, café, antique shop, CFA, tea rooms, two industrial operations, a church; and a fruit and vegetables store.

The proposed subdivision will provide an added stimulus to the local community of Yarck by generating population growth and economic activity. In a time when population decline in rural areas and townships is leading to reduced services and facilities, the proposed subdivision has the opportunity to further establish Yarck as an attractive location for rural living.

4 the proposal

The proposed stage subdivision of land to the east of Yarck is based on a detailed land capability assessment.

This submission is in support of a rural living subdivision of the subject land into 18 allotments. The 18 allotments would range in size from 4.0 hectares to 11.16 hectares, with an average allotment size of 6.128 hectares. As stated previously the proposal does not involve any changes to the road alignment.

It is proposed to stage the site's subdivision as follows:

- Stage 1 – Allotments 1 and 2;
- Stage 2 – Allotments 3-12; and
- Stage 3 – Allotments 13-18.

Refer to Appendix 4 for a plan of the proposed subdivision.

5 the planning context

Clause 65 identifies the relevant decision guidelines that the Responsible Authority must consider as appropriate. The following are relevant to the proposed development:

- The matters set out in Section 60 of the Act;
- The State Planning Policy Framework and the Local Planning Policy Framework including the Municipal Strategic Statement and the local planning policies;
- The purpose of the zone, overlay and other provisions;
- Any matter required to be considered in the zone, overlay or other provision;
- The orderly planning of the area; and
- The effect on the amenity of the area.

These matters form the framework of the following sections of this submission.



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5.1 state planning policy framework

The following provisions of the State Planning Policy Framework (SPPF) are relevant to this application:

- Clause 11 – Settlement
- Clause 13 – Environmental Risks
- Clause 14 – Natural Resource Management
- Clause 15 – Built Environment and Heritage
- Clause 16 – Housing
- Clause 19 – Infrastructure

CLAUSE 11 – SETTLEMENT

The following objectives of Clause 11 are considered relevant to this application:

"To ensure a sufficient supply of land is available for residential, commercial, retail, industrial, recreational, institutional and other community uses; and

To facilitate the orderly development of urban areas".

CLAUSE 13 – ENVIRONMENTAL RISKS

The following objectives of Clause 13 are considered relevant to this application:

"To minimise the impact of salinity and rising watertables on land uses, buildings and infrastructure in rural and urban areas and areas of environmental significance and reduce salt loads in rivers; and

To assist to strengthen community resilience to bushfire."

CLAUSE 14 – NATURAL RESOURCE MANAGEMENT

The following objective of Clause 14 is considered relevant to this application:

"To assist the protection and, where possible, restoration of catchments, waterways, water bodies, groundwater, and the marine environment."

CLAUSE 15 – BUILT ENVIRONMENT AND HERITAGE

The following objective of Clause 15 is considered relevant to this application:

"To encourage land use and development that is consistent with the efficient use of energy and the minimisation of greenhouse gas emissions".



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CLAUSE 16 – HOUSING

The following objective of Clause 16 is considered relevant to this application:

“To identify land suitable for rural living and rural residential development.”

CLAUSE 19 – INFRASTRUCTURE

The following objectives of Clause 19 are considered relevant to this application:

“To plan for the provision of water supply, sewerage and drainage services that efficiently and effectively meet State and community needs and protect the environment; and

To avoid, minimise and generate less waste to reduce damage to the environment caused by waste, pollution, land degradation and unsustainable waste practices”.

5.2 local planning policy framework

The following provisions of the Local Planning Policy Framework (LPPF) are relevant to this application:

- Clause 21.01 – Murrindindi Shire Profile
- Clause 21.02 – Municipal Vision
- Clause 21.03 – Issues Affecting the Shire
- Clause 21.09 – Other Township Strategies

CLAUSE 21.02 – MUNICIPAL VISION

Relevant to the proposed development are the following matters relating to the municipal vision:

“Supporting the development of the Shire based on sustainable land management and resource utilisation practices;

Ensuring that the use and development of land is based on its capability to support development; and

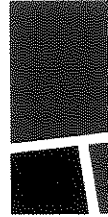
Consolidate and focus development within and in proximity to townships to improve and utilise existing infrastructure and community facilities.

CLAUSE 21.03 – ISSUES AFFECTING THE SHIRE

Relevant to the proposed development are the following key issues affecting future development over the next 10-15 years:

“Proximity to Melbourne: Development pressures as a consequence of the proximity of the shire with the metropolitan area;

Settlement and infrastructure: The pollution of the environment, due to the lack of infrastructure provided to the smaller settlements and their proximity to drainage lines; and



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Rural residential development: Demand for rural residential development opportunities in proximity to settlements, including low density residential opportunities adjacent to townships with reticulated water and rural living opportunities nearby established townships”.

CLAUSE 21.09 – OTHER TOWNSHIP STRATEGIES

Strategies and objectives of Clause 21.09 are considered to be relevant to this application:

“Provide Rural Living zone opportunities in proximity to the established townships of Buxton and Yarck; and

Provide net environmental benefit and sustainable outcomes through the subdivision and development of land zoned Rural Living.”

The actions to allow the implantation of the relevant strategies and objectives of Clause 21.09 include:

“Applying the Rural Living Zone with a minimum and average subdivision sizes of 4 and 6 hectares to the north of the Buxton township and southeast and northwest of the Yarck township; and

Using the Rural Living Development Guidelines, Murrindindi Shire, March 2004 to provide sustainable rural living subdivision, design and development that implements the Goulburn Broken Regional Catchment Strategy, November 2003.”

5.2.1 local planning policies

The following Local Planning Policies is relevant to this application:

- Clause 22.01 – Agriculture and Rural Land
- Clause 22.03-2 – Effluent Disposal and Water Quality

CLAUSE 22.01 – AGRICULTURAL AND RURAL LAND

The following objective of Clause 22.01 is considered relevant to this application:

“To ensure all subdivision, use and development in the Rural Living Zone and consistent with the Rural Living Development Guidelines, Murrindindi Shire, March 2004; and

Development and subdivision of rural land needs to take into account the constraints and opportunities provided by the site and the infrastructure and servicing requirements of the development”.

CLAUSE 22.03-2 – EFFLUENT DISPOSAL AND WATER QUALITY

The following objectives of Clause 22.03-2 are considered relevant to this application:



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“Ensure water quality is not affected by development;

Prevent the discharge of effluent off site;

Ensure that the density of effluent disposal systems is suitable to the soil type and topography of the site; and

Provide for alternative effluent disposal systems, such as package treatment plants.”

5.3 land use zoning

The subject site is zoned as a Rural Living Zone, with no overlays affecting the site.

CLAUSE 35.03 – RURAL LIVING ZONE

Clause 35.03 of the Murrindindi Planning Scheme establishes the purpose of the RLZ as follows:

“To implement the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies;

To provide for residential use in a rural environment;

To provide for agricultural land uses which do not adversely affect the amenity of surrounding land uses;

To protect and enhance the natural resources, biodiversity and landscape and heritage values of the area; and

To encourage use and development of land based on comprehensive and sustainable land management practices and infrastructure provision.”

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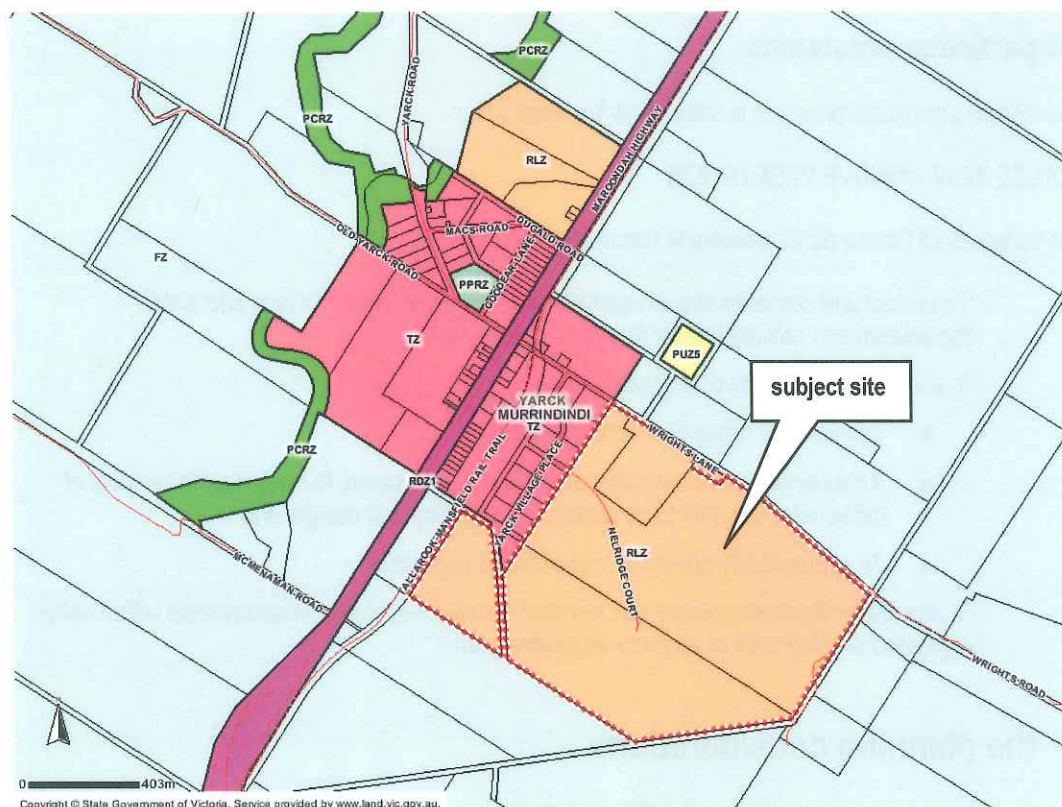


figure 4 - zoning map

In accordance with the Rural Living Zone it is noted that subdivision of land requires planning approval. It is further noted that the relevant Schedule to the Rural Living Zone nominates that any application for subdivision is subject to a minimum subdivision area of 4 hectares minimum subdivision size, with an average subdivision size of 6 hectares.

With respect of the use of the land, it is noted that a planning permit is not required to use the land for the purpose of a dwelling provided that there is only 1 dwelling on a lot, the allotment meets the minimum size requirements of the zone and conditions are met relating to emergency vehicle access, waste water disposal, water supply and electricity.

It is further noted that if a dwelling does not require planning approval for the use (i.e.: a section 1: permit not required use), that the building and works associated with the development of a dwelling would also not require planning approval, subject to a number of setback criteria.



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5.4 particular provisions

The following particular provision is relevant to this application:

CLAUSE 52.17 – NATIVE VEGETATION

The purposes of Clause 52.27 relevant to this application include:

“To protect and conserve native vegetation to reduce the impact of land and water degradation and provide habitat for plants and animals.

To achieve the following objectives:

- *To avoid the removal of native vegetation;*
- *If the removal of native vegetation cannot be avoided, to minimise the removal of native vegetation through appropriate planning and design; and*
- *To appropriately offset the loss of native vegetation.*

To provide for the management and removal of native vegetation in accordance with a native vegetation precinct plan or property vegetation plan.”

6 the planning considerations

Based on the provisions of the Murrindindi Planning Scheme and the decision guidelines of Clause 65, the following are believed to be the key considerations relevant to the proposed development of the subject site.

6.1 assessment against the municipal strategic statement

Murrindindi's vision as outlined in its municipal strategic statement (MSS) is:

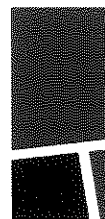
“...to create a sense of community by pursuing and facilitating economic development, improvement to the quality of living, and by being recognised as a best practice service provided. Moving forward.” (21.02)

The MSS identifies the following objective (among others) in achieving this vision:

“Consolidate and focus development into townships to improve and utilise existing infrastructure and community facilities.”

The proposed subdivision is consistent with this objective as it will focus development into and around the existing township of Yarck. This presents the opportunity to support the widest possible range of community services and facilities for the community of Yarck.

Of the other policies contained within Council's MSS that which is most relevant to the subdivision of land within the Township Zone is contained in Clause 21.09, which refers to: *“Other Township*



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Strategies”. That policy relates to unsewered townships throughout the municipality. It has been generated to manage pollution to the Goulburn Broken catchment from townships that do not have reticulated sewerage infrastructure, or from situations in which residential lots are of an inadequate size to accommodate on-site effluent disposal.

Specifically in relation to Yarck the policy includes the following objectives:

“Provide Rural Living zone opportunities in proximity to the established townships of Buxton and Yarck.

Provide net environmental benefit and sustainable outcomes through the subdivision and development of land zoned Rural Living.”

Clearly the proposal is consistent with the above objectives particularly as vegetation removal is to be minimised whilst each proposed allotment can accommodate on-site effluent disposal as demonstrated by the land capability assessment undertaken by Paul Williams (see Appendix 4).

6.2 assessment against local planning policies

In addition to its MSS, Council's Planning Scheme includes more detailed Local Policies in Clause 22.

rural living policy

Clause 22.01-1 *“Rural Living”* requires that all subdivisions within the Rural Living Zone are consistent with the *Rural Living Development Guidelines, Murrindindi Shire, March Shire 2004*. The proposal is assessed against these guidelines later within this report.

rural siting and design guidelines

Clause 22.01-2 of the Murrindindi Planning Scheme contains a local policy namely the *“Rural Siting and Design Guidelines”* that applies to the subdivision and development of rural land. As the subject site is zoned Rural Living Zone, which is essentially a residential zone, the policy matters of Clause 22.01-2 do not apply to the subject site.

water infrastructure for rural area

Clause 22.01-3 of the Murrindindi Planning Scheme contains the *“Water Infrastructure for Rural Areas”* local policy that applies to the provision of an adequate water supply for rural developments. As the subject site is zoned Rural Living Zone, which is essentially a residential zone, the policy matters of Clause 22.01-3 do not apply to the subject site.

house lot excision

Clause 22.01-4 of the Murrindindi Planning Scheme contains the *“House Lot Excision”* local policy. This policy is not relevant to the subject land as it only applies to land within the Farming Zone.

high quality agricultural land



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Clause 22.01-5 of the Murrindindi Planning Scheme contains the “*High Quality Agricultural Land*” local policy. This policy is not relevant to the subject land as it only applies to land within the Environmental Significance Overlay.

urban areas

Clause 22.03-1 of the Murrindindi Planning Scheme contains the “*Urban Areas*” local policy. As this local policy refers to land within urban or township zones, this clause does not apply to subject land.

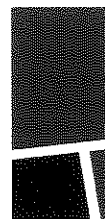
effluent disposal and water quality

Clause 22.03-2 of the Murrindindi Planning Scheme contains the “*Effluent Disposal and Water Quality*” local policy and applies to all development that cannot be serviced by reticulated sewerage. As relevant to the subject proposal, this policy includes the following statements:

- *“All effluent disposal systems, effluent and irrigation fields should be located at least 100 metres from any designated watercourse. This setback can be reduced when topographic constraints would prevent the discharge of waste water to a watercourse.*
- *Clearance of vegetation should not be permitted within 20 metres of a designated waterway without consent from the relevant water authority.*
- *Package treatment plants and other alternative methods of waste water treatment that recycle waste water for use in domestic gardens and irrigated areas should be considered when appropriate. Certification that the proposed systems are licensed to operate in Victoria should be provided.*
- *Topographic maps, detailing areas that can be irrigated without discharging waste water from the site, should be provided with each application.*
- *Septic tanks and other forms of waste water treatment should clearly demonstrate that it will neither increase the peak discharge, volume of discharge or quality of discharge to a watercourse.*
- *Soil tests for each allotment under 4000 square metres in area should be provided with a report certifying that the proposed density of septic tanks within the area should not overload the natural environment with effluent and lead to pollution of watercourses or other properties.*
- *Design and location of septic tanks is appropriate to the site and environmental characteristics of the allotment.*
- *Topographic maps be prepared detailing absorption areas that can be used for the disposal of effluent and should not result in the discharge of waste water from the site.”*

With respect of on site effluent disposal, a detailed land capability assessment has been prepared by Paul Williams, refer to Appendix 4. That report identified four soil units applying throughout the site (see Drawing No. 1):

- *Unit A – Truncated alluvial plain with slopes of between 2% and 4.5%.*
- *Unit B – Colluvial fans and lower slopes grading at 4.5% to less than 12%.*
- *Unit C – Slopes of up to 20%.*



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- *Unit D – Slopes of in excess of 20%.*
- *Unit E – Linear drainage depressions and wetlands.*

The land capability assessment notes the following:

- The proposed lots 1-18 at Wrights Road, Yarck are suitable for sustainable on-site effluent disposal;
- Field testing has revealed that on-site effluent disposal is rational and sustainable;
- Effluent should be treated to at least the 20/30 standard and distributed by subsurface irrigation;
- The irrigation area satisfies the requirements of SEPPs (waters of Victoria) in that the effluent irrigation system should not have any detrimental impact on the beneficial use of surface waters or groundwater; and
- The available area is not limiting and increases in effluent volume are possible.

To address a selected requirement of Clause 22.03-2, it is considered that the requirement for a 100 metre setback from watercourse is arbitrary and excessive. It is considerably greater than the setback required by the *EPA Code of Practice – Septic Tanks*. The Code of Practice identifies a 60m setback to any surface water including perennial and ephemeral streams, with a proviso that that distance may be halved for disposal via 20/30 standard irrigation methods. The plan associated with the land capability assessment nominates a 60 metre buffer zone from surface waters on allotments 11, 13, 15 & 16, which is consistent with the EPA code of practice. It was noted that in the previous Planning Permit (2006/255) that the 60m distance was accepted as an appropriate buffer.

Likewise in relation to recommendations for the capability of the land to adequately accommodate on site effluent disposal Paul William's report noted: *"Our capability assessment has shown that at least one rational and sustainable on-site effluent disposal method (20/30/30/10ii standard irrigation) is appropriate for the proposed development, subject to specific design criteria"*.

Accordingly from the land capability assessment report it is clear that the property has the ability to accommodate the necessary effluent treatment facilities to ensure no environmental issues arise.

natural resource management

Clause 22.04 of the Murrindindi Planning Scheme contains the *"Natural Resource Management"* local policy. Clause 22.04 includes policies in relation to:

- Catchment management and landcare;
- Use and development of land for conservation purposes;
- Remnant vegetation and grasses; and
- Dams.

It is considered that the subdivision of the land will not substantially disturb existing vegetation patterns or soil conditions. It is noted that the previous application for subdivision was acceptable with the appropriate conditions. As per this application the necessary conditions will be included on any planning permit issued regarding matters such as protection from soil erosion during construction, stormwater



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drainage from dwellings and from other buildings and roads, effluent disposal etc. Adequate management and construction techniques exist to ensure that the proposed development will not unreasonably impact on the environment.

6.3 assessment against particular provisions

clause 52.17 native vegetation

In providing an assessment of the proposal against the provision of the Native Vegetation policy at Clause 52.17, it is highlighted that the land is largely cleared grazing land with a scattering of remnant vegetation, especially along water courses such as the creek that runs through the northern and eastern parts of the property.

The purpose of Clause 52.17 is listed as being:

“To protect and conserve native vegetation to reduce the impact of land and water degradation and provide habitat for plants and animals.

To achieve the following objectives:

- *To avoid the removal of native vegetation.*
- *If the removal of native vegetation cannot be avoided, to minimise the removal of native vegetation through appropriate planning and design.*
- *To appropriately offset the loss of native vegetation.*

To provide for the management and removal of native vegetation in accordance with a native vegetation precinct plan or property vegetation plan.”

As highlighted earlier within the report, it is likely that it will be possible to undertake the proposed subdivision with no vegetation removal being required. The subdivision of the land can occur with minimal impact on existing trees on the property, which are seen as an attractive feature that should be retained for the benefit of future residents. Accordingly the proposal is clearly consistent with the purpose and objectives of the Native Vegetation clause.

6.4 assessment against the rural living development guidelines

The *Rural Living Development Guidelines Murrindindi Shire, March 2004* were prepared to assist in the use, subdivision and development of land within the Rural Living Zone (RLZ). Broadly the guidelines have goals relating to environmental, social and economic outcomes, and contains 11 Guidelines relating to development proposals. These 11 guidelines are assessed in detail below.

guideline 1: biodiversity

Firstly it is noted that no vegetation protection overlays affect the land.

At the time of the original staged subdivision and combined planning scheme amendment application in 2002, a workshop was held at Council offices in June 2002. Discussions with the then Department of Natural Resources and Environment (DNRE) indicated that it was not necessary to commission a flora



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assessment for the purpose of the rezoning request and planning permit application to subdivide. On this basis a biodiversity study has not been specifically commissioned at this point in time.

Although the land has been extensively modified to establish the land for pasture, the site analysis plan includes the location of existing remnant trees, that are scattered throughout the property. As is illustrated on the plan most are concentrated along watercourses and drainage lines. The trees which remain in the property provide an attractive rural landscaped appearance.

With the concentration of trees along water courses such as the creek that runs through the northern and eastern parts of the site, the subdivision of the land can occur with minimal impact on existing trees and vegetation on the property. As such all roads, access tracks, house sites and effluent beds can be located to avoid and minimise the loss of existing trees.

In order to improve the biodiversity of the site, the design response plan details the location of notional re-planting of the site in the form of trees and vegetation that can be implemented within existing stands of trees located along overland drainage lines. This would have the effect of creating biodiversity corridors that can link into other stands external to the site. Indicative planting to create additional biodiversity corridors is also shown along the steepest sections of the northern facing ridge and along the southern boundary of the site in design response plan prepared by hansen. Planting in this form is appropriate and would improve biodiversity, associated water quality and would control slope stability and erosion of the steepest sections of the land.

These proposed measures broadly conform with the objectives and performance measures of Guideline 1.

guideline 2: water quality

The proposed subdivision is specifically based on a land capability assessment for on-site effluent disposal. This was conducted by Paul Williams in October, 2006, refer to Appendix 3. The report notes that with respect of groundwater that none was encountered in any of the boreholes, however, seasonally occurring perched groundwater can be expected.

The full details and recommendations of the land capability assessment regarding on site effluent disposal has already been addressed and covered in Section 6.2 of this report under the heading: '*effluent disposal and water quality*'. However to recap, from the land capability assessment report it is clear that the property has the ability to accommodate the necessary effluent treatment facilities to ensure no environmental issues arise.

Further, as covered at Guideline 1, there is the ability to retain and revegetate riparian corridors on site which will have an implication regarding the improvement of water quality for the site.

These proposed measures broadly conform with the objectives and performance measures of Guideline 2.



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guideline 3: erosion and soil

The varied and undulating topography of the site has been described in detail in Section 3.1 of this report and therefore does not need repetition here. However with respect of erosion and soil, how the proposed subdivision addresses the topographic features of the site is of particular importance.

As is illustrated on the design response plan, the boundary alignments of the proposed allotments have been designed around the topographic features of the land to ensure the potential for soil erosion is minimised. Particular reference is made to the steep slopes located to the northern side of the main ridge of the property. Within this area the subdivision layout has been aligned to locate the rear boundaries of allotments 7, 8, 9, 14, 17 & 18 at the base of the steepest section of land. By utilising this layout it avoids the need for roads across the steepest sections of the site and by default requires the potential housing sites to be located on more even sections of the proposed allotments. The design response plan likewise illustrates the potential to revegetate the steepest sections of the northern facing ridge to enable slope stability and erosion to be controlled.

Beyond the issue of the subdivision layout having been designed around the opportunities and constraints of the site, it is acknowledged that any further cut and fill required on individual allotments (for dwelling sites etc), will need to be appropriately managed to prevent erosion and sedimentation of watercourses. This is considered to be a specific issue that can be controlled by permit condition and does not require detailed information at this stage of the subdivision proposal.

Broadly the proposal conforms with the objectives and performance measures of Guideline 3.

guideline 4: pest plants and animals

During discussions with Mr Nigel Waterhouse of the Department of Sustainability and Environment (DSE) in November 2006 he outlined a number of potential issues with pest plants on the site. These included the potential existence of *English Broom* which could be spread by machinery during any road construction etc. He also mentioned the possibility of *Blackberry* plants existing along drainage lines on the site, *Patterson's Curse* towards the eastern end of the site and *St John's wort* within the roadside reserve. Mr Waterhouse advised that whilst any development on the site should be wary of these issues, he noted that none were of too much concern and could be appropriately controlled by way of permit condition.

Accordingly the proposal conforms with the objectives and performance measures of guideline 4: pest plants and animals.

guideline 5: rural landscapes and significant ridgelines

Primarily this guideline is concerned with the appropriate siting of buildings away from significant ridgelines in order to protect views from major roads and townships.

Firstly it is acknowledged that the subject site accommodates a rolling and undulating topographic land surface towards the eastern section of the site. Additionally the site features a hill top point towards the south-eastern section, which forms part of a localised ridgeline. From this high point within the site, the land slope falls away to the southern boundary, forming a single gully drainage line. Likewise from this highpoint, the land falls more gently to the northern end of the site forming a number of shallow overland



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drainage lines. Beyond the external boundaries of the site the topography of the wider locality continues to rise to the east, containing a number of prominent elevation ridges within the region. As such the ridgeline and elevated sections of the subject site are in actual fact the lower foothills of the more highly elevated sections of land located further to the east.

With regard to a number of competing issues contained within the Rural Living Development Guidelines, it is noted that a balance needs to be achieved between locating effluent treatment zones away from low points of a site, locating buildings away from the highest points and managing erosion by minimising activity on the steepest sections of the land. As already highlighted the proposed subdivision layout has taken into account the elevated areas and the gullies, with the proposed boundary lines being located so as to orientate the proposed effluent treatment zones away from gullies and drainage lines. Likewise buildings are not proposed on slopes greater than 15%.

Whilst some of the proposed building envelopes (allotments 7, 8 and 9), will be located along the main ridgeline of the site, it however is not the main ridgeline feature within the wider locality. Therefore when the proposed building envelopes should be considered in the wider context of the locality in which they would not result in building forms that intrude into the skyline. Therefore the proposed siting will allow views of the surrounding landscape whilst allowing the building forms to nestle within the wider landscape of the locality.

In addition, the ridgeline of the subject site is not a significant feature when viewed from the Yarck township, nor is it visible from any major roads, for example, Maroondah Highway. As the main ridgeline is located in excess of 1 kilometre from the edge of Maroondah Highway, coupled with the extent of significant trees and vegetation located within the road reserves, it is not visible from this roadway.

In addressing a number of competing interests with regard to boundary alignments and locations of effluent treatment zones, it is considered that the proposed locations of building envelopes would address and respect the existing landscape qualities of hills and ridgelines within the locality and therefore meet the objectives and performance measures of the guideline 5: rural landscapes and significant ridgelines.

guideline 6: agriculture and rural land conflict

This particular guideline is primarily concerned with ensuring that any new agricultural activity within the Rural Living Zone (RLZ) is compatible with rural living objectives. As such Guideline 6 and rural land conflict is not to the current application as the proposal does not encompass any agricultural activity.

guideline 7: roads and infrastructure

The principal aim of Guideline 7 is to provide sealed roads for access to new developments and for internal roads within subdivisions and to minimise the number of access points to new developments to ensure significant areas of native vegetation are retained.

To this end the proposal incorporates a new access road that will provide access from Yarck Village Place. Photograph 10 in Appendix 2 illustrates this access point. The new access road (cul-de-sac) is intended to be asphalt sealed roadway and will provide access to allotments 3 – 12. Allotment 1 & 2 will be accessed from the southern extension of Yarck Village Place, whilst allotments 13 – 18 will be accessed from Wrights Road/ Wrights Lane. With respect of the unsealed sections of road with an



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abuttal to the subject site discussions will be convened with Council to determine appropriate standards for their potential upgrade.

The advantage of the proposal for a central roadway servicing the majority of the allotments is that it significantly reduces the number of access points to the land, with a limited number of crossovers proposed for the remaining allotments along the entire length of Wrights Road/ Wrights Lane. The proposed access layout is consistent with the objective of guideline 7 as it provides sealed road access and avoids native vegetation removal from the roadside reserve. Although the exact locations of the individual crossovers required for allotments 1, 2 and 13–18, are not shown, these will be able to be sited so as to avoid tree removal. We note that the new access road was seen as an appropriate design in the previous layout and supported through the issue of planning permit (2006/255)

Accordingly the proposal broadly conforms with the objectives and performance measures of Guideline 7.

guideline 8: dams

Currently there are 7 existing dams located across the subject land. These existing dams are to be retained as part of the proposed subdivision, being allocated to a number of the proposed allotments. Beyond the retention of the existing dams the current application for the subdivision of the land does not include any additional dams on the 18 proposed allotments, therefore guideline 8 is not relevant to the subject subdivision proposal as it is primarily concerned with the construction of new dams.

However with regard to provision of adequate water supply for all of the proposed allotments, those with dams can be supplemented with water tanks as required, whilst those allotments without benefit of a dam, would be reliant on water tanks for the provision of their water supply.

The objectives and performance measures of guideline 8: dams as applicable to the subject proposal are adequately addressed by the development.

guideline 9: on site wastewater management

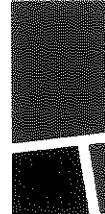
As the findings of the report have been discussed in detail at Section 6.2 of this report, they are not repeated here. Nevertheless the land capability assessment for on-site effluent disposal that has been undertaken unequivocally establishes that effluent can be satisfactorily disposed of on site without any adverse impacts on water quality. Further to this end, the individual effluent disposal systems that will be provided on each of the allotments at a later date are required to gain the approval of the Murrindindi Shire Council.

Accordingly the objectives and performance measures of Guideline 9 are adequately addressed by the proposal.

guideline 10: subdivision

Protection of significant ridgelines and rural landscapes

The site contains a relative high point towards the south-eastern part of the site. This creates a single significant ridgeline which gently falls towards the southern boundary of the site. As discussed in detail



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within the section for Guideline 5, the proposed subdivision and associated building envelopes would respect the existing landscape qualities of hills and ridgelines within the locality.

Respect existing drainage lines, watercourses and dams

The plan provided with the land capability assessment report indicates that all proposed building envelopes and effluent treatment zones are adequately setback from the existing water bodies and drainage lines on the site. In those areas where there are water courses/ bodies in close proximity, the plan indicates that they comply with a 60 metre buffer distance, which is consistent with the EPA code of practice for septic tank systems.

Road access to all lots will also be setback sufficiently from these areas. It is acknowledged the siting of access to a number of roads would be located over existing shallow overland drainage lines however these can be appropriately managed through a combination of gravel all-weather roadways with culvert pipes and additional vegetation and tree planting. Additionally the vegetation planting in such areas will ensure the biodiversity levels on site are improved.

Respect existing vegetation

The land capability assessment indicates that most of the site is vegetated with dense pasture grasses and isolated *eucalyptus* species. The design response plan recognises the canopy vegetation on the site and illustrates that roadways and proposed building envelopes have been appropriately setback from these areas. Accordingly any tree removal as part of the subdivision proposal can likely be avoided in total.

Soil capability

The design response is the result of collaboration between Hansen Partnership Pty Ltd, Paul Williams & Associates Pty Ltd, and Rodney Aujard & Associates. The land capability assessment prepared by Paul Williams & Associates concludes that on-site effluent disposal is rational and sustainable and that the irrigation area satisfies the requirements of SEPPs (waters of Victoria) in that the effluent irrigation system should not have any detrimental impact on the beneficial use of surface waters or groundwater. In regards to future development, the report notes that the available area is not limiting and increases in effluent volume above 1400 litres/day are possible.

Prevailing wind patterns

The design response plan recognises prevailing winds will occur from the north and south and has accordingly proposed most building envelopes in locations which are offered protection from ridgelines. Those building envelopes proposed close to ridgelines will be offered protection from existing vegetation and the more steeply elevated landforms within the wider surrounding locality.

View lines

The design response plan indicates that some proposed building envelopes will be located along the main ridgeline on the site. These however will not be unduly prominent within the surrounding area because this is only a localised ridgeline and is considerably lower than surrounding ridgelines. This will ensure buildings do not intrude into skyline views as the surrounding topography will dominate views



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beyond and above buildings along this ridgeline. In addition the ridgeline is not a prominent feature from vantage points within the Yarck township and along Maroondah Highway.

Building and effluent disposal envelopes

- *Building envelopes must identify areas for future dwellings and associated buildings that provide setbacks from adjoining land, waterways, ridgelines and other significant features.*

The design response plan indicates that all proposed building envelopes and most effluent treatment zones are adequately setback from the existing water bodies and drainage lines on the site. The proposed building envelopes are appropriately setback from adjoining lots and although some buildings are sited along the localised ridgeline, the topography of the surrounding area will ensure views of these buildings are limited in the context of the wider locality.

Performance measures

- *Discourage lots that are 'battle axe' in design*
- *Vary allotment sizes to suit site constraints*

All of the proposed allotments avoid the typical 'battle axe' design, however it is acknowledged that lot 6 could be construed as a shape similar to this design. It is noted however that the relevant performance measure 'discourages' this configuration, indicating there is some allowance for discretion which is considered appropriate in this case given the design response has had full regard for the site analysis and configures the allotments accordingly.

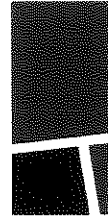
In an attempt to manage the number of access points to each allotment, the proposal provides shared access road to Lots 2-12, and subsequently Lot 6 has had to take on an irregular shape to accommodate vehicular access from the road. Nevertheless it is clearly not atypical of a 'battle axe' design given the site has a secondary frontage to Yarck Village Place. We note this layout was previously accepted by Council given the issue of the previous Planning Permit (2005/255).

Furthermore, the design response has achieved the second performance measure by providing a variation in lot sizes across the proposed subdivision ranging from 4.0 to 11.1 hectares. Accordingly the proposal subdivision size and layout is considered to be an appropriate response.

As is illustrated above, the objectives and performance measures of Guideline 10 are broadly met with regard to the proposed development.

guideline 11: dwellings, building and works

This guideline is concerned with the development of dwellings within the Rural Living Zone, but only when a planning permit is required. Accordingly it is noted that in a Rural Living Zone a planning permit is not normally required to construct a dwelling. However Clause 35.03-4 of the zone includes a number of situations in which a planning permit is required (i.e. if a dwelling is proposed within 20 metres of a road; within 5 metres of a property boundary, 100 metres from a dwelling). Given the size of the lots proposed, flexibility is sought to enable future purchasers to choose the type and design of dwelling to be developed within the nominated building envelopes.



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The above setback requirements will apply and any proposed contravention will provide Council with the opportunity to assess the merits of each individual proposal. However as no dwellings are proposed as part of the subdivision application Guideline 11 is not relevant to the consideration of the current proposal.

7 conclusion

It is submitted that the proposal is consistent with the matters set out in Clause 65 of the Murrindindi Planning Scheme as detailed throughout this report, including the relevant policies and provisions of the SPPF, the LPPF (including the MSS) and the Rural Living Development Guidelines Murrindindi Shire, March 2004 for the following reasons:

- This subdivision application is the same as the previous 18 lot subdivision approved under Planning Permit (2006/255) with the exception of some minor changes in size of the lots as explained in the 'background' section of this report.
- The proposed subdivision will provide population growth and economic activity that will assist in supporting and enhancing community and commercial facilities in Yarck.
- The land abuts the township of Yarck and will be broadly integrated with the adjacent land within the Township zone.
- The proposal is consistent with relevant planning policy context of the Murrindindi Planning Scheme including Council's Rural Living Development Guidelines Murrindindi Shire, March 2004. This is further demonstrated by the previous issue of Planning Permit (2006/255).
- A land capability assessment has been undertaken and all lots have been designed to ensure effluent treatment zones are appropriately located.
- The land has previously been used as grazing land. Remnant vegetation is scattered across the property and predominantly along creek lines. Subdivision can occur with very little if any tree loss and allowing for improved biodiversity and planting along creek lines.
- The land is elevated in parts and provides excellent views of the Homes Creek Valley, and is extremely attractive for rural living purposes.

It is therefore respectfully requested that Council support the application through the issue of a planning permit.

hansen partnership Pty Ltd

July 2013

hansen

rural living subdivision, yarck design response

legend

site boundary



allotment boundaries



buildings



building envelopes



effluent exclusion zones



sealed roads



proposed sealed roads



unsealed roads



existing trees



potential revegetation
corridors



waterbodies



drainage lines



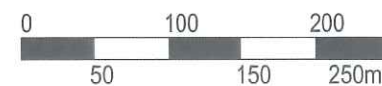
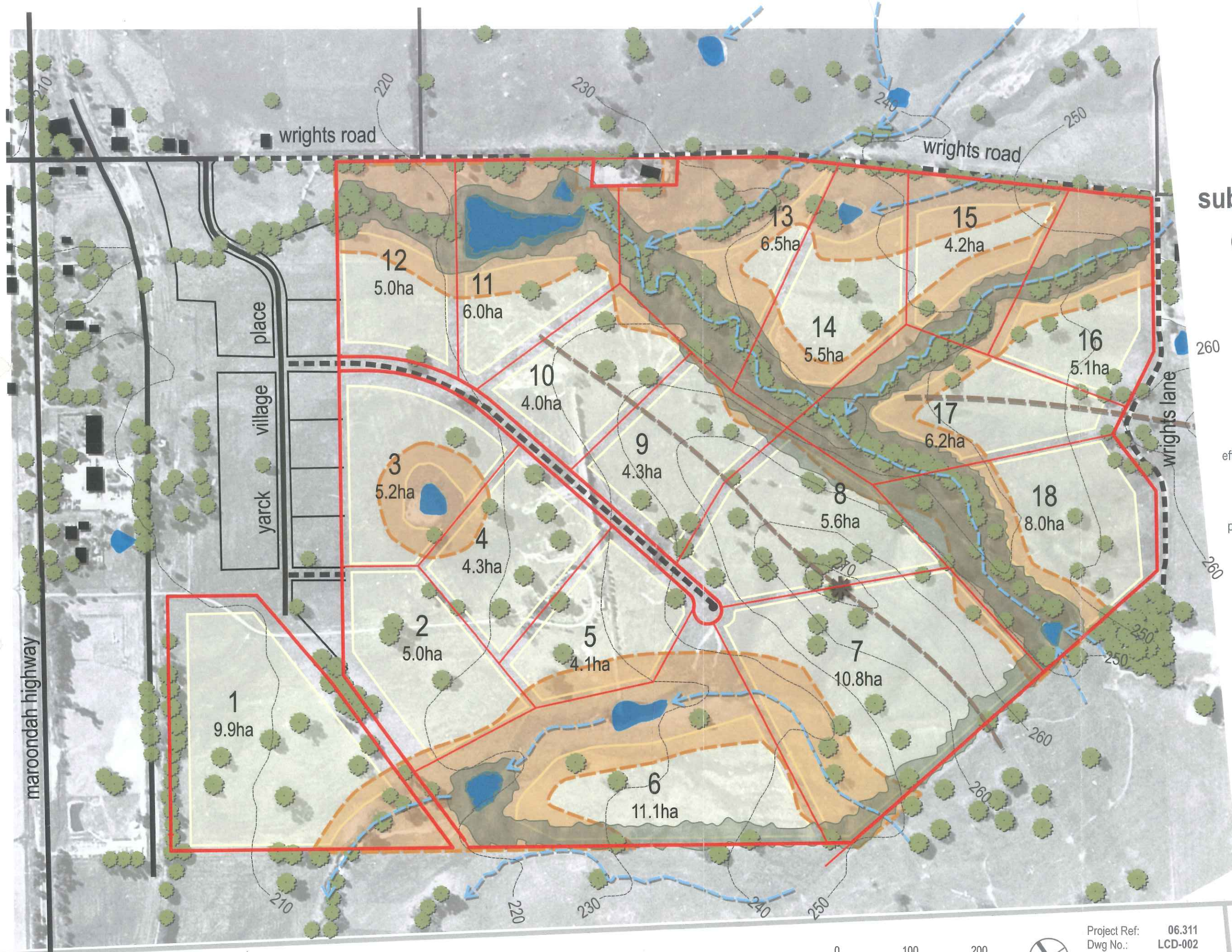
ridge lines



relative high points



contours at
10m intervals



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Revision: B

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DRAFT BRIEF
YEA STRUCTURE PLAN
MURRINDINDI SHIRE COUNCIL

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1. Introduction

Overview and structure plan area:

A structure plan for the Yea township and its immediate environs will provide a long term strategic framework for the future land use, development and infrastructure provision of the township area. The area affected by the structure plan is the established Yea township and environs.

There is a need to provide overall land use and development directions through a structure plan exercise. This plan will consider various forms of residential use (residential, low density residential and rural living options). Recommendations for the residential use and development of land will be balanced in the context of the town, available services and the level of ultimate anticipated population and housing needs.

This structure plan will not assess and make recommendations for rural land. The plan will however consider rural living and lifestyle issues in the vicinity of the Yea township and make any recommendations for the Low Density Residential and Rural Living Zones.

The Yea township:

The Yea township is located on the Goulburn Valley Highway, with both the Melba Highway and Whittlesea – Yea Road extending south from the town. The Yea township is located approximately 100 kilometres northeast of metropolitan Melbourne. Yea township is located 65 kilometres east of Seymour and 85 kilometres west of Mansfield.

The Yea township is surrounded by farming land, which is primarily used for cattle grazing. The Yea River runs through the Yea township, creating some flooding in the vicinity of the river. The Yea River flows into the Goulburn River which lies to the north of the Yea township.

Yea has a full range of community and physical infrastructure and well established commercial, residential and community uses and roles. In addition to servicing an established agricultural sector, Yea has an important tourism role in servicing an expanding tourism industry in the area and in servicing the passing tourism trade to areas such as Mt Buller.

Given the relative location of Yea to metropolitan Melbourne and Seymour, it is likely that the town will experience continued growth in population and dwellings. The DPCD Towns in Time 2011 series gives the population, household and dwelling information for the Yea township. The total population at the 2011 Census was 1,087, up from 1,009 at the 2006 Census, representing an annual population growth rate of 1.5%. There were 603 total dwellings at the 2011 Census, up from 547 at the 2006 Census, representing an annual growth rate for dwellings of 2%. At the 2011 Census, 41% of households were single person (up from 39% at the 2006 Census) with 31% of households being two person (down from 35% at the 2006 Census).

Regional context of Yea:

The Goulburn Valley Highway provides ready access between Yea and Seymour to the west or metropolitan Melbourne via the Hume Freeway. Train services on the Melbourne – Sydney railway line are available at Seymour, providing easy train access to metropolitan Melbourne. The Melba Highway and Whittlesea – Yea Road also provide convenient access from the Yea township to metropolitan Melbourne to the southwest.

Yea's location provides an opportunity to live in the town and commute to Seymour for work or shopping. The town's location also allows relatively easy access to Melbourne for higher order services and leisure activities. Whilst too far north of metropolitan Melbourne to play a role as a commuting 'dormitory' area for people working full time in Melbourne, Yea's location does provide an opportunity to live in the town and commute part-time to Melbourne for work.

The Yea township has significant potential to accommodate expanded population growth. The town's potential land availability, existing infrastructure and attractive settings make it an ideal location for provision of an expanded range of residential development at various densities.

The Regional Growth Plan for the Hume Region has recently been adopted by the state government. The growth plan provides a framework to facilitate settlement and economic growth in the region. The growth plan identifies Yea as a 'moderate growth location' in the Lower Hume future urban growth plan. A structure plan for Yea could implement Council's position in its submission to the Growth Plan that Yea offers a quality living environment and has significant residential and economic growth opportunities.

2. Plan objectives and tasks

The overall objectives of this plan are to:

- Prepare a structure plan outlining a strategic framework for the future land use, development and servicing of the Yea township and environs.
- Allow for the future expansion and diversification of the Yea township, including the provision of a range of residential and rural living lifestyle options and developments.
- Consider land capability and the availability of services in the development of future strategies for land use and development in the Yea township and environs.
- Assess, maintain and enhance the role, functions and character of the Yea township.
- Provide the strategic justification for any changes to policy directions and planning controls in the Murrindindi Planning Scheme in accordance with Minister's Direction No 11, *Strategic Assessment of Amendments* and Practice Note 46, *Strategic Assessment Guidelines*.

Project objectives are to be achieved through the following tasks:

Technical assessment:

- Review existing data on the land capability of the Yea township and environs, including drainage / flooding, land capability for effluent disposal, soil type, topography, presence of native vegetation, landscape significance, agricultural quality and general environmental hazard.
- Prepare demand and supply information for residential and rural residential / rural living land use options.
- Review existing mapping indicating physical infrastructure, including roads, drainage, sewerage / effluent disposal, water supply and all other township services, noting where services may be extended to.

Strategic assessment:

- Strategic assessment of land use and development issues and needs affecting the Yea township and environs, including residential trends and growth needs.
- Assessment of relevant state, regional, local planning, environmental and economic strategies, policies and information that affect land use planning and development in the Yea township.
- Outline a preferred strategy and framework plan for various land uses in the Yea township and environs, including residential and rural residential / rural living uses and the protection of the Yea Saleyards precinct.
- Outline needs for future services, infrastructure, local road networks and recreational linkages, based on identified land use strategies and directions.

Murrindindi Planning Scheme:

- Assess the relevance, implications and needs for the Yea township and environs in the current Murrindindi Planning Scheme and four year monitoring review report (2013) for the scheme.
- Make recommendations for strategy and policy changes in the Murrindindi Planning Scheme Local Planning Policy Framework that affect the Yea township and environs (these recommendations are to be in the form of proposed wording and format for inclusion in an amendment to the Murrindindi Planning Scheme).
- Make recommendations for zones, overlays and other controls in the Murrindindi Planning Scheme that affect the Yea township and environs (these recommendations are to be in the form of clearly marked plans showing zone changes, and exact wording and format of zone schedules for inclusion in an amendment to the Murrindindi Planning Scheme).

3. Consultation

Murrindindi Shire Council views consultation with interest groups, agencies and the community as an important part of this structure plan. The following minimum consultation should occur as part of this plan:

- Department of Transport, Planning and Local Infrastructure (DTPLI).

- Water, catchment and flooding policy / service agencies applying to the Yea township and environs (Goulburn Valley Water, Goulburn-Murray Water and Goulburn Broken Catchment Management Authority).
- Other technical and service agencies applying to the Yea township (VicRoads, DEPI, CFA, electricity / telecommunications).
- Yea landowners and general community.

Consultation must include:

- At least one information session for landowners and the general public.
- At least one media release on the plan to be published in the Yea Chronicle.
- A briefing with the Murrindindi Shire Council at both draft and final stages of the plan

The consultant is to specifically document the details and findings of the consultation program in both the draft and final *Yea Structure Plan*.

4. Timeframe

The *Yea Structure Plan* is to be completed and delivered to the Murrindindi Shire Council by July 2014.

Specific plan milestones and required timelines for the plan are:

Milestone	Completion Date
Commencement of plan	December 2013
Background research and analysis	December 2013 / January 2014
Workshop with Council staff and Councillors	February 2014
Key stakeholder consultation with community, industry and agencies	February/March 2014
Finalisation of draft plan	April 2014
Council endorse draft plan for formal public consultation	May 2014
Submissions from public consultation to be considered by Council	June / July 2014
Completion and approval of final plan	July 2014

Once completed, Murrindindi Shire Council will consider the final *Yea Township Structure Plan* for adoption. Following adoption by Council, plan recommendations will be implemented through an amendment to the Murrindindi Planning Scheme and any other actions as considered appropriate by Murrindindi Shire Council.

5. Budget

The total budget for the plan is \$20,000.

Payments for any specialist work associated with the plan will follow the acceptance of and be subject to the approval of the works by the Project Manager.

6. Project management

Matt Parsons, Manager Development and Environmental Services, is the Project Manager for this plan and is the primary contact for the ongoing preparation of the project.

7. Information to be provided by Murrindindi Shire Council

Murrindindi Shire Council will make all relevant information and documents available to the consultant to assist in the preparation of the plan. Relevant information and documents include:

- Building and lot statistics, outlining rates of development and lot vacancies.
- Murrindindi Planning Scheme and relevant planning scheme amendment panel reports and VCAT decisions.
- *Murrindindi Shire Capability Analysis and Environmental Values*, Centre for Land Protection Research, August 2002.
- *Murrindindi Shire Council Plan, 2013 – 2018*.
- *Rural Residential Study, Murrindindi Shire*, Habitat Planning and Murrindindi Shire, March 2004.
- *Yea Flood Study*, Goulburn Broken Catchment Management Authority, 1996.
- *Yea High Street Heritage Guidelines*, Context, December 2008.
- *Yea Urban Design Framework*, Urban Enterprise Pty Ltd, August 2003.

8. Tasks to be undertaken by Murrindindi Shire Council

Murrindindi Shire Council will undertake the following tasks to assist the consultant with the preparation of the structure plan:

- Summary and assessment of all agency, landowner and community consultation.
- Building and lot analysis and mapping.
- GIS base mapping.

- Administrative tasks to support all consultation.

9. Structure Plan material to be delivered

The consultant must deliver:

1. Three (3) hard copies of the draft *Yea Structure Plan*.
2. Three (3) hard copies of the final *Yea Structure Plan*.
3. An electronic version of the draft and final report suitable for:
 - Reproduction on the Murrindindi Shire Council website;
 - Inclusion into a Microsoft office based system.
5. Original maps and plans produced in this plan.

10. Consultant experience

Consultants should demonstrate a broad range of experience and skills in the following fields:

1. General strategic planning.
2. Familiarity with the Victoria Planning Provisions, use of municipal planning schemes and general statutory planning skills.
3. Physical infrastructure planning.
4. Community and agency consultation skills and management techniques.
5. Balancing various issues, development of initiatives and problem solving in land use planning and economic development.
6. Excellent report writing and presentation skills, including the ability to meet strict timelines.

11. Responding to this brief

A response to this brief must address the following issues:

1. A statement of the consultant understanding of the brief.
2. An outline of the methodology to be used, including community and agency consultation.
3. A description of tasks to be completed, including a breakdown that itemises components of the study.
4. A project timetable.
5. A statement of the consultant's expertise relevant to this plan.
6. A resume of staff to be used in the project including qualifications and experience in similar projects.
7. The total fee for the project, including a breakdown by task, allocated staff for each task and charges per hour.
8. Ensure responses have addressed the following evaluation criteria.

12. Evaluation criteria

Representatives of the Murrindindi Shire Council will evaluate quotations and conduct interviews with prospective consultants, as required.

Assessment of consultants will be based on the following criteria:

1. Demonstrated understanding of the project's aims, objectives, anticipated outcomes and other result areas.
2. Demonstrated capacity to undertake the required work in terms of personnel and resources and ability to complete the work within the stated time frames.
3. Skills and experience of key personnel who would be assigned to the project.
4. Apportioned costs and indicative breakdown for each task.
5. Value of resources expended by Murrindindi Shire Council.

13. Conditions of engagement

Conditions of engagement include:

1. Terms for payment of fees will be agreed as listed in this brief with the consultant prior to engagement.
2. Fees for the plan will include the cost of all services provided by the consultant and all out of pocket expenses incurred by the consultant.
3. Any variation to this brief will be agreed between Murrindindi Shire Council and the consultant subsequent to engagement or if changes are required during the project, prior to such work being undertaken by the consultant.
4. The *Yea Structure Plan* and all background documentation will be the property of Murrindindi Shire Council and will remain strictly confidential until released by Council.
5. The consultant will accept an offer of engagement by means of signing an agreement with the Council to provide professional services in accordance with this brief and the agreed fee.
6. All intellectual property (including copyright) associated with this project is the property of Murrindindi Shire Council.
7. The consultant, its employees or agents must not disclose or make public any information or material acquired or produced in connection with or by the performance of the consulting service without prior approval in writing by Murrindindi Shire Council.
8. Murrindindi Shire Council retains the right to terminate the contract in the case of unsatisfactory performance by the consultant, including exceedingly late delivery (ie more than 4 weeks after the agreed date where there are no extenuating circumstances) and failure to address agreed tasks.

14. Other tasks

Murrindindi Shire Council may negotiate other tasks not outlined in this brief with the successful consultant. Additional tasks may include additional consultation, reports to Council, preparation of an amendment to the Murrindindi Planning Scheme to implement the recommended findings of the *Yea Structure Plan*,

additional tasks associated with a planning scheme amendment, representations to the Department of Transport, Planning and Local Infrastructure (DTPLI) or other departments or groups, and reports or presentation for a planning panel.

Additional tasks may be negotiated at the consultant's applicable rate or other negotiated rate.

15. Contact

For further information about this plan, contact:

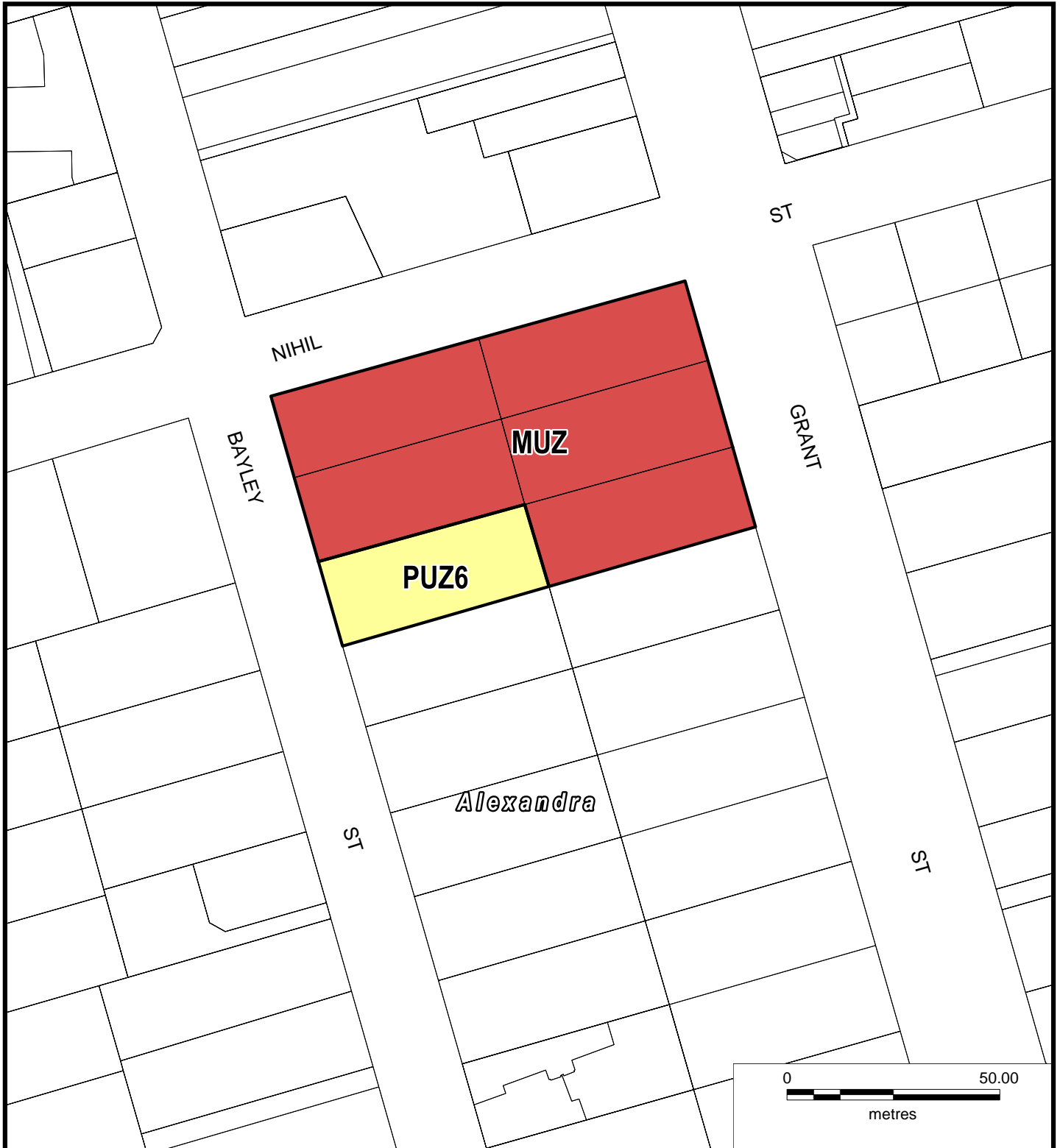
Matt Parsons, Manager Development and Environmental Services
Murrindindi Shire Council
PO Box 138
ALEXANDRA VIC 3722

Email: mparsons@murrindindi.vic.gov.au

Telephone: 0407 509 809 or 0357 720 369

MURRINDINDI PLANNING SCHEME

LOCAL PROVISION

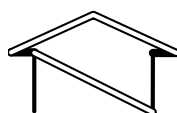


LEGEND

MUZ	MIXED USE ZONE
PUZ6	PUBLIC USE ZONE 6 - LOCAL GOVERNMENT

Part of Planning Scheme Map 11

AMENDMENT C50



Planning and Environment Act 1987

MURRINDINDI PLANNING SCHEME

AMENDMENT C50

EXPLANATORY REPORT

Who is the planning authority?

This amendment has been prepared by the Murrindindi Shire, which is the planning authority for this amendment.

Land affected by the amendment

The amendment affects 114 – 116 Grant Street and 47 – 51 Bayley Street, Alexandra, being land south of Nihil Street at the southern end of the existing Alexandra commercial centre.

What the amendment does

The amendment proposes to rezone 114 – 116 Grant Street, 47 – 49 Bayley Street and the eastern section of 51 Bayley Street from Residential 1 to Mixed Use and the western section of 51 Bayley Street from Residential 1 to Public Use 6 (Local Government).

The amendment proposes to make the following changes to the Murrindindi Planning Scheme:

- Amend Map No 11 to rezone 114 – 116 Grant Street, 47 – 49 Bayley Street and the eastern section of 51 Bayley Street from Residential 1 to Mixed Use and the western section of 51 Bayley Street from Residential 1 to Public Use 6 (Local Government).
- Amend Clause 21.07, Serviced township strategies, to note the limited expansion of the Alexandra commercial centre south of Nihil Street, west of Grant Street and east of Bayley Street for mixed commercial and residential use.

Strategic assessment of the amendment

Why is the amendment required?

The proposed rezoning of 114 – 116 Grant Street, 47 – 49 Bayley Street and eastern section of 51 Bayley Street to Mixed Use is required to:

- Reflect the existing mixed commercial and residential uses of these parcels of land, with a recently vacated medical centre, existing veterinary surgery, two residences and car park.
- Facilitate small extension to the Alexandra commercial centre at the southern end of the centre.
- Provide for an expanded range of future residential and commercial uses than the existing Residential 1 Zone to complement the adjoining commercial centre.
- Link the Alexandra commercial centre to the former tyre centre at 118 Grant Street (which is zoned Commercial 2).

The rezoning of the western section of 51 Bayley Street from Residential 1 to Public Use 6 (Local Government) will provide for the ongoing existing ownership and use of the land for local government purposes (senior citizen's centre).

How does the amendment implement the objectives of planning in Victoria?

The amendment will allow for the fair, reasonable and orderly planning for the site through future application and permit process in accordance with the site specific framework and the Murrindindi Planning Scheme. The amendment implements the objectives of planning in Victoria as outlined in Section 4 of the *Planning and Environment Act 1987* through:

- Providing for the fair, orderly, economic and sustainable use and development of land.
- Balance the present and future interests of all Victorians.
- Ensuring sound, strategic planning and co-ordinated action at State, regional and municipal levels.
- Enabling land use and development planning and policy to be easily integrated with environmental, social, economic, conservation and resource management policies at State, regional and municipal levels.
- Facilitating development that achieves the objectives of planning in Victoria and planning objectives set up in planning schemes.
- Ensure that the effects on the environment are considered and provide for explicit consideration of social and economic effects when decisions are made about the use and development of land.

How does the amendment address the environmental effects and any relevant social and economic effects?

The amendment will have no significant effect on the environment or the environment on the use or development envisaged in the amendment. The land affected by the amendment is modified urban land that does not have remnant native vegetation or other significant environmental features or risks.

Overall, the amendment is expected to have positive social and economic benefits for landowners, Murrindindi Shire Council and the general community. Positive social and economic effects will accrue from the amendment through:

- Provision of further mixed use and commercial land that may be used to generate employment and economic activity for the Alexandra township.
- Correction of zoning to best recognise the public ownership of use of a section of the land (western section of 51 Bayley Street).

Does the amendment address relevant bushfire risk?

The site is located within an existing urban area and is highly unlikely to be subject to substantial bushfire risk. The site is not affected by the proposed Bushfire Management overlay. Future development will need to comply with relevant building regulations for fire rating requirements.

Does the amendment comply with the requirements of any Minister's Direction applicable to the amendment?

The amendment complies with all Minister's Directions under Section 12 of the Planning and Environment Act 1987. Specifically, the amendment has considered and complies with the following Ministerial Directions:

- Ministerial Direction 11, *Strategic Assessment of Amendments*: The amendment has been strategically assessed and justified in accordance with this direction.

- Ministerial Direction No. 15, *The Planning Scheme Amendment Process*: All process requirements to be met under the direction have been considered and met in the preparation of the amendment.
- Ministerial Direction on the Form and Content of Planning Schemes under section 7(5) of the Act.

No other Minister's Direction is directly affected by the amendment.

How does the amendment support or implement the State Planning Policy Framework and any adopted State policy?

The amendment complies with and implements the State Planning Policy Framework of the Murrindindi Planning Scheme. In particular, the amendment implements:

Clause 11, Settlement:

- 11.02, Urban Growth.
- 11.05 Regional Development.

Clause 16, Housing:

- 16.01, Residential Development:

Clause 16.01-1, Integrated Housing:

Objective:

To promote a housing market that meets community needs.

Clause 16.01-1, Integrated Housing:

Objective:

To locate new housing in or close to activity centres and employment corridors and at other strategic redevelopment sites that offer good access to services and transport.

Clause 17, Economic Development:

- 17.01 Commercial:

Clause 17.01-1, Business:

Objective:

To encourage development which meet the communities' needs for retail, entertainment, office and other commercial services and provides net community benefit in relation to accessibility, efficient infrastructure use and the aggregation and sustainability of commercial facilities.

How does the amendment support or implement the Local Planning Policy Framework, and specifically the Municipal Strategic Statement?

The amendment complies with and implements the Local Planning Policy Framework of the Murrindindi Planning Scheme. In particular, the amendment implements:

Clause 21.07, Serviced Township Strategies:

- The amendment complies with the Alexandra framework plan in Clause 21.07-3, Strategies and objectives.
- The amendment will amend the existing strategy to consolidate commercial development within the Bayley Street, Myrtle Street and Nihil Street precinct to provide for a small extension to the centre to the south.

In addition to meeting the local planning policy framework of the Murrindindi Planning Scheme, the proposed rezoning meets the directions of the adopted *Alexandra Urban Design Framework*, Urban Enterprise Pty Ltd, November 2005, to promote further commercial and economic activity and further redevelop and vitalise the Grant Street precinct.

Does the amendment make proper use of the Victoria Planning Provisions?

The amendment makes proper use of the Victorian Planning Provisions, in this case the utilisation of the Mixed Use Zone. The Mixed Use Zone is considered the best option for 114 – 116 Grant Street, 47 – 51 Bayley Street and the eastern section of 51 Bayley Street as it is effectively a residential zone providing maximum flexibility for future land use and development and is less restrictive than the Commercial 1 Zone (the zoning of the Alexandra commercial area), which requires a planning permit for a dwelling. The Mixed Use Zone allows various uses without a planning permit, including a dwelling, an office up to 250 square metres in area, a shop up to 150 square metres in area and food and drink premises up to 150 square metres in area.

The Public Use 6 (Local Government) Zone is the appropriate zone to reflect the ownership and use of the western section of 51 Bayley Street for local government purposes (senior citizen's centre) for Murrindindi Shire. The application of the PUZ6 to the land is consistent with and implements Planning Practice Note 2, *Public Land Zones*, October 2013. This rezoning is required to provide recognition, flexibility and specific controls for the public use of the land.

How does the amendment address the views of any relevant agency?

Murrindindi Shire, as owner of 51 Bayley Street, was consulted in the preparation of the amendment, requesting that the land be rezoned to Public Use 6 (Local Government). The views of other relevant agencies will be sought through the amendment exhibition process.

Does the amendment address relevant requirements of the Transport Integration Act 2010?

Is the amendment likely to have a significant impact on the transport system, as defined by section 3 of the Transport Integration Act 2010?

The amendment is not considered to have a significant impact on the transport system.

Are there any applicable statements of policy principles prepared under section 22 of the Transport Integration Act 2010?

There are no statements of policy principles applicable under section 22 of the *Transport Integration Act 2010*.

Resource and administrative costs

What impact will the new planning provisions have on the resource and administrative costs of the responsible authority?

The amendment will not have any detrimental effect on resource and administrative costs. Many potential future uses would not require a planning permit, with most development requiring a permit. Any future application would be considered on its merits and would not adversely impact on resource and administrative costs.

Where you may inspect this Amendment

The amendment is available for public inspection, free of charge, during office hours at the following places:

Murrindindi Shire Council
Perkins Street
Alexandra 3714

Murrindindi Shire Council
Website: msc@murrindindi.vic.gov.au

Department of Planning and Community Development Web site:
www.dpcd.vic.gov.au/planning/publicinspection

The amendment can also be inspected free of charge at the Department of Transport, Planning, and Local Infrastructure website at <http://www.dpcd.vic.gov.au/planning/publicinspection>.

Submissions

Any person who may be affected by the amendment may make a submission to the planning authority. Submissions about the amendment must be received by 201.

A submission must be sent to:

Murrindindi Shire Council
PO Box 138
ALEXANDRA, VIC, 3714

Panel hearing dates

In accordance with clause 4(2) of Ministerial Direction No.15 the following panel hearing dates have been set for this amendment:

- directions hearing: [insert directions hearing date]
- panel hearing: [insert panel hearing date]

Title: Special Charge Scheme for Infrastructure Works
Type: Council
File No: 52/01/05
Date Adopted: To be inserted once adopted

Next Review Date: November 2016

1. Purpose

This policy will aim to achieve an equitable and consistent approach to the implementation and administration of Special Charge Schemes undertaken by Murrindindi Shire Council pursuant to Section 163 of the *Local Government Act 1989*.

2. Council Plan

The Murrindindi Shire Council Plan 2013 -2017 is a major strategic document for Council. It identifies strategic objectives to be met by the organisation during the life of the plan.

The Council Plan strategic objectives that relate to this policy include:

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

Under Our Environment – Strategic objective: ‘We will use resources more efficiently and effectively’.

Under Our Environment – Strategic objective: ‘We will apply a whole of life approach to the management and maintenance of Council’s assets’.

3. Rationale

Section 163 of the Act is intended to enable a Council to recover the cost of capital works from property owners where those works will be of a special benefit to them.

This policy will guide Council and its residents to develop appropriate local Infrastructure to suit the community’s specific needs and will ensure fairness and equity in the imposition of a Special Charge.

Infrastructure constructed through the implementation of a Special Charge Scheme will benefit the community by reducing the environmental, social and economic impact in conjunction with improved accessibility in the community. Council will also accumulate safer and more permanent Infrastructure.

4. Scope

The scope of this policy relates to the development of physical Infrastructure such as, but not limited to, roads, kerb and channel, footpaths and drainage throughout the Shire where it is considered that the construction of such works will be of special benefit to those who would be required to pay a Special Charge, in accordance with Section 163 of the Act.

5. Definitions

Special Charge Scheme - a special rate or charge or combination of both only for the purpose of defraying any expense or repaying (with interest) any advance made to or debt incurred or loan raised by the Council in relation to the performance of a function or the exercise of a power of the Council.

Liability- where Council considers the performance of a function or the exercise of a power of the Council is of special benefit to any person .

Special Benefit - the benefit, resulting from the proposed infrastructure work that is additional to or greater than the benefit to other properties in the broader community.

Community Benefit - where the works or services will provide a tangible and direct benefit to people in the broader community

6. Policy

The guiding principles of this policy will include the following:

- Consideration of all relevant circumstances will be properly defined, considered and taken into account when Special Charge Schemes are reported to Council for adoption;
- Opportunities to maximise community participation and consultation will be undertaken to ensure fairness and equity;
- Any imposition of Special Charges and the apportionment of costs on the basis of total benefits, including special benefits and community benefits, for the persons included in the Special Charge Scheme will be applied ensuring fairness and equity;
- Resources of Council are used to best meet the needs of the local community;
- Council will implement this policy within the legislative framework and the procedure for implementing Special Charge Schemes; Council will ensure transparency, accountability and consistency in all decision making;
- A Special Charge Scheme will only proceed where there is 60% or more support from affected property owners;
- The decision of Council to declare a Special Charge and to contribute to a Special Charge Scheme is (subject to any requirements in the Act to the contrary) entirely a matter for the discretion of Council, to be exercised as Council sees fit and subject to Council resolution;
- The extent of works for a street construction scheme must be acceptable to Council.

7. Procedure for establishing a Special Charge Scheme

The following section sets out the process to be followed for the initiation of a Special Charge Scheme to ensure that they are completed in accordance with the Act and within appropriate timeframes and budget.

Preliminary Steps - Initiation

A Special Charge Scheme investigation will normally be initiated through a request from landowners, although a scheme may also be initiated by Council officers for Council approval to address maintenance or renewal requirements.

To ensure effective use of Council resources the initiation of an investigation and consultation process for a proposed scheme requires demonstrated support of landowners by a significant number of property owners who would be liable to contribute to a proposed scheme. This is required to be made in writing to Council.

After this is received Council will gauge support for a scheme through the conduct of a survey of the property owners who will be affected by any proposal. This survey along with accompanying information will include the following information:

- Outline of what a special charge scheme is and how it works.
- Relevant information on environmental and amenity issues.
- Outline of what the concerns are with the proposed area requiring a scheme and why a Special Charge Scheme is being investigated.
- Details of how the consultation process works.
- An estimated cost range for each property and payment options.
- A questionnaire will be included, requesting owners to vote on whether or not they support the scheme. A nil response will be treated as a 'no' vote.
- Advice that in order for the scheme to proceed a minimum of 60% support is required from affected property owners.

To ensure that all property owners involved in the scheme have ample opportunity to participate in the process, any property owner who does not return the questionnaire will be sent a second letter by registered mail.

First Report to Council

A first report is presented to the Council outlining the proposed Scheme. The report will detail the proposed works, estimated costs of the whole project as well as individual costs to each property and any applicable Council contribution. The report will include the outcome of preliminary consultation with the property owners including a summary of comments made on the questionnaire.

Subject to the response received from the property owners demonstrating a 60% or greater support for the project, the officers would seek resolution from Council to proceed with its Intention to Declare the Scheme and initiate the requirements under the Local Government Act.

If support for the scheme is less than 60% the report will seek a resolution as to whether or not to proceed with further consultation.

Factors to be considered will include:

- The level of support based on the questionnaire
- The seriousness of the existing problem.
- Impact of non construction.
- The benefits the scheme would deliver to directly affected residents and the community
- The extent of complaints regarding the area.
- Any required Council contribution.

Council Resolves to Proceed

If Council resolve its Intention to Declare a Special Charge, Council will give public notice of its intention at least 28 days before making a formal declaration. Public notices will be placed in a newspaper or newspapers that have been chosen by Council and which circulate generally throughout the Shire.

The notice will include

- An outline of the proposed declaration, and
- the date on which it is proposed to make the declaration, and

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- advise that copies of the proposed declaration are available for inspection at Council offices and on Council's website for at least 28 days after the publication of the notice.

Council will send a copy of the notice to all property owners who are liable to pay the Special Charge within 3 working days of the notice being published. This notice will invite submissions under Section 223 of the Act.

Right to Object

Where Council will recover more than two thirds of total cost, any person required to pay the special charge is entitled to exercise the right of objection. Where this additional objection process is applicable the public notice will also include:

- Which persons have a right to object to the proposed declaration, and
- How those persons may object, and
- That the objections must be lodged in writing within 28 days of the publishment of the notice.

Council cannot proceed to make the proposed declaration if objections are received from the majority of affected property owners.

Second Report to Council

A second report is presented to the Council. The report will detail the outcome of submissions (if any) that are received and whether any further consultation has been held with the property owners and discuss if there have been any changes made to the proposal.

Subject to the consideration of submissions received (if any), the officers would seek resolution from Council to adopt, modify or abandon the scheme.

Council cannot declare a Scheme if changes are required that increase the liability of any person unless:

- the alteration is made in response to a submission or objection in response to the proposed declaration; or
- the increase in the liability of any person does not exceed 10%.

Council Resolves not to Proceed

If, for any reason, Council resolves not to proceed, a moratorium of three years on instigating another similar proposal for a scheme will apply.

Final report to Council

If Council has resolved to adopt the scheme a final report is presented to Council with a recommendation from officers to proceed with the declaration of Special Charge Scheme.

Council Resolves to Declare a Special Charge Scheme

If Council resolves to formally declare the scheme, the special charge is levied by Council sending a notice to all property owners who are liable to pay the levy.

Appeal Process

Such notice will also advise the property owners of their rights to apply to the Victorian Civil and Administrative Tribunal (VCAT) for a review of Council's decision for the imposition of the special charge.

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Any person who makes an application to VCAT must make such application within 28 days of the date of issue of the notice referred to above.

If the matter is referred to VCAT, the outcome of the hearing will be reported to Council for consideration. Council will notify all contributors of the VCAT determination and any Council resolution resulting from the report.

8. Apportionment of costs for Special Charge Schemes.

Cost Apportionment Principles for Road Construction

The calculation of the maximum total levy for a Special Charge Scheme must comply with Section 163(2), (2A) and (2B) of the Act and the Guidelines made by the Minister for Local Government pursuant to Section 163(2C) of the Act.

For the purposes of this policy the following sections relate to:

- Benefit Unit -75% based on benefit-each property deemed to receive equal benefit
- Amenity-25% based on frontage a property has to the scheme
- Easement Drainage.

Apportionment of 75% of Road construction cost on the basis of Benefit Unit

A property derives special benefit through having its road constructed. This benefit may be made up of issues including reduction in dust, better/smooth access, reduced vehicle operating costs, environmental benefits and control of storm water runoff from the road. This benefit is not necessarily related to a property's dimensions, so the concept of Benefit Unit is used as follows:

- All properties whether developed or otherwise, to which direct access may reasonably be obtained by means of the streets to be constructed shall be apportioned one (1) Benefit Unit.
- All properties that have a sideage or rearage to the scheme shall be apportioned one half (0.5) of a Benefit Unit.
- Units or dual occupancies that have a frontage to the scheme shall be apportioned 0.6 of a Benefit Unit.
- Units or dual occupancies that have a sideage to the scheme shall be apportioned 0.3 of a Benefit Unit.
- The Benefit Unit for properties, where there is already a section of constructed road in front of the property, will be based on a percentage of constructed road versus unconstructed road.
- For properties which are considered to have subdivisional potential where the owners have demonstrated an intention to subdivide by applying for a planning permit either prior to or during the scheme process up to the reconciliation stage, these properties will be apportioned an extra Benefit Unit for each additional property for the purpose of being "fair and equitable" in regards to the special benefit that these properties will receive.

Apportionment of 25% of the Road Construction Cost on the Basis of Amenity

The benefit that a property receives from road construction varies to some extent with the exposure that it has to the road. For example, a property with a very long frontage has more exposure to the dust problem from a gravel road and, therefore, is considered to receive more benefit from construction of the road than does a differently shaped property that has a relatively small frontage. This difference in relative benefit is not generally proportional to the difference in dimensions between properties, which is why only 25 percent of the total cost of

road construction is apportioned on this basis. The concept of Amenity Unit is outlined as follows:

- All properties fronting the scheme will be apportioned one (1) Amenity Unit per metre of frontage for that property.
- All properties with a sideage to the scheme will be apportioned one half (0.5) Amenity Unit per metre of sideage for that property.
- All properties with a rearage to the scheme will be apportioned one half (0.5) Amenity Unit per metre of rearage for that property.

Apportionment of Easement Drainage Cost

In the case of typical new easement drain installation, the full cost of the work is to be charged to property owners. The cost is to be equally shared between the properties on the high side of the drain where the legal point of discharge is to the new drain and properties on the low side that receive protection by the drain. This is consistent with the principle that upper and lower landowners receive equal benefit. The cost is to be based on total area of the properties with consideration being given to all relevant matters, including the natural slope of the land and the resulting flow paths.

9. Council Contribution

Council may consider a contribution where the works or services will provide tangible and direct benefits to the broader community (Community Benefit), other than those landowners determined as being liable for the special rate or charge.

Council will consider its own contributions towards a scheme where, as example, the following instances apply:

- The cost of providing works to a standard higher than that normally required for that particular asset, e.g. wider street or indented parking.
- The proportion attributed to community benefit, e.g. impact of through traffic or upstream flows.
- The proportion attributed to any Council land that abuts the works, e.g. adjacent public open spaces, road reserve or community facilities.

Council is not required to levy a special rate or charge on any or every property that will receive a special benefit. A property with a special benefit may be excluded from the scheme for any of the following reasons:

- Council is unable to levy a special rate or charge on the property,
- The owner of the property has already contributed to the costs of the works through a development levy,
- Council considers that there are particular advantages for the municipality in excluding the property from the scheme,
- Council considers that the special benefits for the property are marginal and would not warrant including the property in the scheme, or
- Any other reason that the Council considers appropriate.

10. Tender and Construction of Works

Council will develop construction plans, specifications and contract documentation and will be the overall Project Manager of the Special Charge Scheme finalised.

Procurement of a contractor shall be in accordance with Councils Procurement Policy.

Upon awarding a contract for the construction works, the affected property owners will be advised in writing of the starting date for the works including the contact details of the project supervisor.

11. Finalisation of Scheme

When the works are complete, and within 6 months of final payment for the works, a reconciliation of the scheme costs will be prepared for signing by the Chief Executive Officer and include the following:

- That the works are complete and the costs finalised; and
- a comparison of estimated budget and final costs; and
- where any variation has occurred, the detail of such variation; and
- final apportioned liabilities.

If cost variations are equal to or greater than 10% then public notice is required to be given and affected persons may make a submission with consequential review rights to the VCAT.

12. Payment for Scheme

Payment notifications together with an instalment notice will be sent to all contributors advising of final costs.

Contributors can pay their charge in one lump sum, or in quarterly instalments over a specified period of no less than 4 years. Council may, at its discretion, allow instalments to be paid over a ten year period.

Where a resident chooses to pay their apportioned cost by way of instalments, interest (in arrears) will apply at a rate no greater than that published in accordance with section 172 of the Local Government Act 1989.

Contributors experiencing financial hardship may apply to Council for an alternative method of payment in accordance with the provisions of section 171 of the Local Government Act 1989.

13. Supporting Documents

- Local Government Act 1989
- Ministerial Guidelines September 2004
- Murrindindi Shire Council Procurement Policy
- Infrastructure Design Manual

14. Related Policies

Asset Management Policy

15. Governance

The General Manager Infrastructure and Development Services will oversee the implementation of this policy.

16 Portfolio and/or Riding Councillor Input

Infrastructure & Waste Portfolio Councillor Magner

17.

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Responsible Officer

Manager Infrastructure Assets

18. Human Rights Charter

This policy has been developed with consideration of the requirements under the Charter of Human Rights and Responsibilities.

DRAFT

	2013/2014 Capital Works Program	Est. Commence	Revised Commence	Est. Completion	Revised Completion	Comment
Works now complete						
1	Big River Bridge			Complete		
2	Breakaway Bridge			Complete		
3	Buxton Drainage Study			Complete		
4	Kinglake Lions Park -CFA access			Complete		
5	Marysville Drainage			Complete		
6	Pioneer Reserve BBQ Shelter & Toilets			Complete		
7	Playground Renewal Total			Complete		
8	Renewal & Major Patching- Break 'O Day Road			Complete		
9	Rotary Park Cable Bridge			Complete		
10	Toolangi & Castella Central Park			Complete		
11	Toolangi All Purpose Track			Complete		
12	Toponga Bridge (1)			Complete		
13	Toponga Bridge (2)			Complete		
Works currently under construction						
14	1000 Hands Project Marysville			Oct-13	Dec-13	Minor works only involving sealing of grout held over due to wet conditions.
15	Allendale Road Bridge			Dec-13		Prefabrication of components completed , on site works to start within the next month weather permitting
16	Buxton Streetscape			Jun-14		Carpark works to be completed outside Hall
17	Footpaths - Kinglake Walking Path			Jun-14		Environmental assesments currently underway.
18	Gallipoli Park Pavilion - Rebuild			Oct-13	Dec-13	Carpark works to be completed
19	Gallipoli Park Stage 2			Dec-13	Jun-14	Balance of works at skatepark precinct.
20	Marysville Community Centre Fit Out			Nov-13	Jan-14	Grant aquittal to be completed
21	Marysville Community Centre Carpark			Nov-13	Nov-13	Minor works only remaining, practical completion achieved.
22	Marysville Heart			Nov-13		Minor works to be completed with MCC carpark project
23	Marysville Retirement Village - Rebuild			Dec-13		Only minor works to be completed
24	Marysville Town Amenity Project			Dec-13		Minor works to be completed with MCC carpark project
25	Narbethong Reserve			Nov-13		Grant aquittal to be completed
26	Y Water Centre			Mar-14		Works underway and on program.
27	Yea Railway Station Roofing repairs			Dec-13		Roofing is complete, some sundry works still to do (painting gutter etc)
28	Yea Shire Hall - Construction Program			Jan-14		Works underway and on program.
Works at Planning/Design						
29	Access Compliance	Aug-13		Apr-14		Projects being identified and scoped
30	Aerial Photography	Jul-13		Jun-14		Order for photo's has been placed
31	Aitkin Crescent Public Conveniences Renewal	Aug-13		Apr-14		Scoping
32	Alexandra & Yea Township Street Bins Upgrade	Aug-13		Jun-14		Scoping
33	Alexandra Landfill Weighbridge	Sep-13		Jun-14		Scoping
34	Resealing program	Aug-13		Jan-14		Preparation works underway, program is being reviewd by contractor
35	Bon Street Channel Renewal	Aug-13		Apr-14		Specification Complete, ready to tender

	2013/2014 Capital Works Program	Est. Commence	Revised Commence	Est. Completion	Revised Completion	Comment
36	Bridge Renewal Program	Aug-13		Jun-14		Works being identified by bridge crews.
37	Bus Shelters Program	Aug-13		Jun-14		Priorities currently being assessed
38	Creightons Creek Road Rehabilitation	Aug-13		Jun-14		Scoping and design
39	Disability Compliance	Sep-13		Jun-14		Scoping
40	Drainage Upgrade	Sep-13		Jun-14		Minor works as trouble spots are identified.
41	Eildon Township Project	Aug-13		Jun-15		Costing for grant submission preparation
42	Electronic Document Management System	Aug-13		Jun-14		Underway & Ongoing
43	Fleet Renewal	Aug-13		Jun-14		Underway & Ongoing
44	Footpath Missing Links- Downey, Darwin and Webster	Aug-13		Mar-14		RFQ's under evaluation for survey & design
45	Footpath Renewal	Aug-13		May-14		Procurement process
46	Ghin Ghin Bridge Replacement	Aug-13		Jun-15		RFQ's under evaluation for survey, geotech, cultural heritage, flora and fauna studies
47	Grant Street Renewal	Aug-13		Apr-14		Investigating options
48	Gravel Road Resheeting Program	Aug-13		May-14		Crushing tender awarded
49	Green Street Special Charges Scheme	Aug-13		Jun-14		Specification Complete, ready to tender
50	Kerb Renewal Station Street	Sep-13		Mar-14		Procurement process
51	Kinglake Memorial Park- Drainage	Aug-13		Jan-14		Costing for grant submission preparation
52	Kinglake Ranges Arts History Walk	Aug-13		Jun-15		PCG/PRG design worksops underway
53	Library Bookstock	Aug-13		Jun-14		Underway & ongoing
54	Safer Roads Program (Jerusalem Creek Road signage)	Jul-13		Mar-14		Project almost complete, all orders placed, 95% works done
55	Murrindindi Shire Council Offices Remodelling	Aug-13		Nov-13		Contractor engaged, works to commence.
56	Myrtle & Cooper Street Roundabout	Aug-13		Jun-14		Detailed design received, awaiting vicroads approval
57	Network Expansion- Alexandra drainage and Glenburn Rd.	Oct-13		Jun-14		Out to tender
58	PC Renewal	Aug-13		Jun-14		Ongoing
59	Plant & Machinery Renewal	Aug-13		Jun-14		Ongoing
60	Pool Equipment Replacement Program	Aug-13		Jun-14		Awaiting Sport Recreation Victoria CFFP announcement regarding Seasonal Pool Application, expected early December.
61	Pool Furniture Replacement	Aug-13		Jun-14		Awaiting Sport Recreation Victoria CFFP announcement regarding Seasonal Pool Application, expected early December.
62	Public Convenience upgrade-Yark Kinglake,Eildon	Aug-13		Jun-14		Scoping
63	RV Dump Sites	Sep-13		Jun-14		RFQ for landscaping & design component
64	Shoulder Resheeting Program	Aug-13		Jan-14		Ongoing
65	Station & Perkins Street Intersection Upgrade	Aug-13		Jun-14		Detailed design
66	Street Light Retrofit	Aug-13		Jun-14		Procurement process for planning and project management services.
67	Webster Street Missing Link	Aug-13		Mar-14		Procurement process
68	Yarck Streetscape	Sep-13		Jun-14		Concept designs received for comment
69	Yea Community Shed	Aug-13		May-14		Procurement plan / detail specification
70	Yea Drainage Study initiatives	Aug-13		Jun-14		Out to tender
71	Community Spaces Project (Halls Project)	Sep-13		Jun-15		Costing for grant submission preparation
72	Yea Saleyard Holding Pen	Sep-13		Apr-14		Scoping, possibly deffer for 2014/2015 CWP

	2013/2014 Capital Works Program	Est. Commence	Revised Commence	Est. Completion	Revised Completion	Comment
73	Yea Saleyard Renewal Works	Sep-13		Jun-14		Scoping, possibly deffer for 2014/2015 CWP
74	Yea Shire Hall Clock Tower Renewal	Aug-13		Feb-14		Scoping
75	Yea Swimming Pool Refurbishment Stage 1	Jul-13		Jun-14		Condition investigation complete. Concept design is underway.
76	Taggerty Community Project	Oct-13		Jun-15		PRG confirmed, first meeting in November
77	Vegetation Offset Program	Oct-13		Jun-14		Offsets strategy proposal has been prepared and costed, and is sitting with the Department of Environment and Primary Industries for approval
78	Yea Recreation Reserve	Dec-13		Jun-14		Scoping
79	Disabled Parking Allocations Kinglake, Yea	Oct-13		Jun-14		Kinglake design complete, Yea is underway
80	Alexandra Senior Citizens - Floor Coverings and window furnishings.	Dec-13		Mar-14		Quotes received, additional toilet compliance works needed before floor coverings can be installed
Works to commence						
81	CJ Dennis Memorial Hall-entry renewal	Nov-13	Feb-14	Jun-14		Program start date re assed to suit current resourcing
82	Flood mitigation study, Stevensons River, Rubicon	Dec-13		Jun-14		
83	Glenwood Drive Intersection Improvement	Dec-13		Jun-14		
84	Kinglake Community Centre Kitchenette Upgrade	Nov-13	Feb-14	Jun-14		Program start date re assed to suit current resourcing
85	Kinglake Services Centre- external painting	Oct-13	Feb-14	Jun-14		Program start date re assed to suit current resourcing
86	Stormwater Quality Program	Dec-13	Feb-14	Jun-14		Program start date re assed to suit current resourcing
87	Topsie Gully Road	Jan-14		Jun-14		
88	UGFM Air Con	Dec-13		Jun-14		



Murrindindi Shire Council

Instruments of Delegation

Section 86 Committees of Management

Instrument of Delegation

In exercise of the power conferred by section 86(3) of the *Local Government Act* 1989, the Murrindindi Shire Council delegates to ***Buxton Recreation Reserve (Special) Committee of Management*** the powers, duties and functions set out in the Schedule and declares that:

1. The Committee shall consist of the following **seven (7)** voting members:

Seven (7) Community Representatives

One (1) Murrindindi Shire Council Councillor or Representative (non-voting)

2. Committee meeting quorum shall be half plus one of the voting membership
3. Committee members who are not Councillors are exempt from submitting a register of interest return pursuant to Section 81(2A) of the *Local Government Act* 1989
4. This Instrument of Delegation is authorised by a resolution of Council passed on **27 November 2013** and

4.1 the delegation:

- 4.1.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
- 4.1.2 remains in force until varied or revoked;
- 4.1.3 is subject to any conditions and limitations set out in points 1 to 5 and in the Schedule; and
- 4.1.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and

4.2 the delegate must not determine an issue, take an action or do an act or thing:

- 4.2.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council; or

- 4.2.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
 - (a) policy; or
 - (b) strategic plan adopted by Council; or
- 4.2.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of section 98(1)(a)-(f) (inclusive) of the Act or otherwise; or
- 4.2.4 if the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.

DATED this day of 2013

THE COMMON SEAL OF THE MURRINDINDI)
SHIRE COUNCIL was hereunto affixed in the)
presence of:)

Chief Executive Officer

Councillor

SCHEDULE

Powers Delegated under the *Local Government Act 1989*

Column 1	Column 2	Column 3	Column 4	Column 5
Provision	Delegation	Delegate	Date	Conditions and Limitations
Part 1A Section 3c (2a - c)	Duty to promote and undertake research in all matters associated with the planning, marketing and management of the activities of the Buxton Recreation Reserve to promote use.	Buxton Recreation Reserve Committee of Management	27 November 2013	Subject to approval of Council and in accordance with controls specified in the Governance Manual.
Part 1A Section 3c (2a - c)	Duty to ensure resources are used efficiently and effectively and services are provided to best meet the needs of the local community;	Buxton Recreation Reserve Committee of Management	27 November 2013	
Part 1A Section 3c (2e)	To ensure that the facilities and the activities of the Buxton Recreation Reserve are accessible and equitable	Buxton Recreation Reserve Committee of Management	27 November 2013	
Section 140(1)(a)	Duty to ensure financial records of the transactions and affairs of the Committee of Management are kept in accordance with the regulation set by the <i>Local Government Act 1989</i> and any other relevant legislation	Buxton Recreation Reserve Committee of Management	27 November 2013	

Column 1	Column 2	Column 3	Column 4	Column 5
Provision	Delegation	Delegate	Date	Conditions and Limitations
Section 140(1)(b)	Duty to ensure that the financial records will sufficiently explain the financial operations and financial position of the Committee of Management	Buxton Recreation Reserve Committee of Management	27 November 2013	
Section 140(2)(a)	Duty to ensure that moneys due are properly collected.	Buxton Recreation Reserve Committee of Management	27 November 2013	
Section 140(2)(b)	Duty to make security arrangements for money collected.	Buxton Recreation Reserve Committee of Management	27 November 2013	
Section 140(2)(c)	Duty to authorise expenditure correctly and expend money correctly.	Buxton Recreation Reserve Committee of Management	27 November 2013	
Section 140(2)(d)	Duty to protect and control assets in the Buxton Recreation Reserve	Buxton Recreation Reserve Committee of Management	27 November 2013	
Section 140(2)(e)	Duty to ensure that all liabilities incurred by the Committee are properly authorised.	Buxton Recreation Reserve Committee of Management	27 November 2013	Limit \$5,000.00 per transaction
Section 140(2)(f)	Duty to operate efficiently and economically and to avoid waste and extravagance.	Buxton Recreation Reserve Committee of Management	27 November 2013	

Column 1	Column 2	Column 3	Column 4	Column 5
Provision	Delegation	Delegate	Date	Conditions and Limitations
Section 141	Duty to retain and apply on behalf of Council any monies received from hire fees associated with the management of the facility, and apply such monies to the maintenance and operation of the Facility and any other expenses incurred by the Buxton Recreation Reserve Committee of Management in its management of the Facility.	Buxton Recreation Reserve Committee of Management	27 November 2013	Limit \$5,000.00 per transaction
Section 131 (1a-c)	Duty to prepare an annual report of operations and an annual financial statement.	Buxton Recreation Reserve Committee of Management	27 November 2013	Presented as part of the Annual General Meeting process

Powers Delegated by the Murrindindi Shire Council

Delegation	Delegate	Date	Conditions and Limitations
Duty to be responsible for the management and control of the Buxton Recreation Reserve that shall include the reserve and all buildings and surrounds relevant thereto. The boundaries are shown on the map attached thereto.	Buxton Recreation Reserve Committee of Management	27 November 2013	

Delegation	Delegate	Date	Conditions and Limitations
Duty to develop, approve, repeal and alter policies, procedures and rules necessary for the proper management of Buxton Recreation Reserve having regard to the objectives of the Committee and Council policy. Where Regulations are in force in respect of any Reserve being a Crown Land Reserve the Committee shall enforce and comply with such Regulations.	Buxton Recreation Reserve Committee of Management	27 November 2013	
Duty to be responsible for the routine maintenance and day to day operations of the reserve unless otherwise agreed by Council	Buxton Recreation Reserve Committee of Management	27 November 2013	
Duty to determine and collect the appropriate fees necessary for the effective management of the Buxton Recreation Reserve	Buxton Recreation Reserve Committee of Management	27 November 2013	
Duty to invite, receive and expend fees, donations, grants and endowments for furtherance of its objectives	Buxton Recreation Reserve Committee of Management	27 November 2013	Limit \$5,000.00 per transaction All grants for building and specified works are to be approved by Council prior to application by the Committee of Management

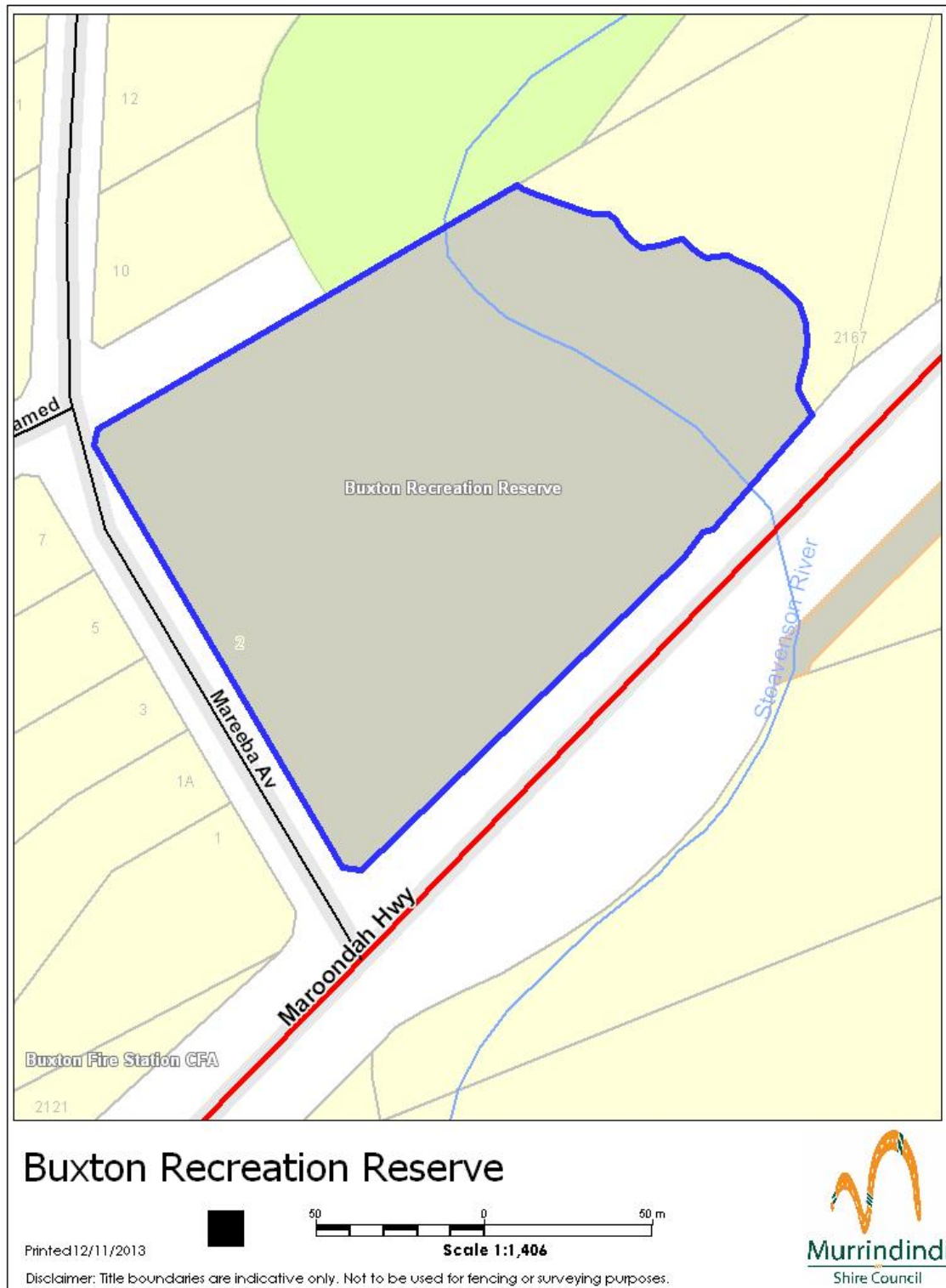
Delegation	Delegate	Date	Conditions and Limitations
Duty to hold or sponsor functions, stalls and other fundraising means, within the constraints of the budget to enhance the objectives of the Committee, with the written approval of Council.	Buxton Recreation Reserve Committee of Management	27 November 2013	
Duty to enter into agreements on behalf of the Council with casual hirers of the Buxton Recreation Reserve in accordance with any conditions of hire	Buxton Recreation Reserve Committee of Management	27 November 2013	
Duty to ensure awareness and compliance with Council's Local Laws and policies, State and Federal Laws, safety Acts and Regulations and report to Council any breaches. Ensure that all users of the facility also adhere.	Buxton Recreation Reserve Committee of Management	27 November 2013	
Open and operate a bank account in the name of Buxton Recreation Reserve Committee of Management to exercise powers and functions delegated by this instrument.	Buxton Recreation Reserve Committee of Management	27 November 2013	

Powers Excluded by the Murrindindi Shire Council and under the *Local Government Act 1989*

Column 1	Column 2	Column 3	Column 4	Column 5
Provision	Power Excluded	Delegate	Date	Conditions and Limitations
Section 86(4)(c)	Committee of Management cannot borrow money	Buxton Recreation Reserve Committee of Management	27 November 2013	
Section 86(4)(d)	Committee of Management cannot enter into contracts exceeding \$5,000	Buxton Recreation Reserve Committee of Management	27 November 2013	Committee of Management can seek Council's permission to enter into a contract higher than \$5,000
Section 86(4)(e)	Committee of Management cannot incur any expenditure exceeding \$5,000 in a single transaction	Buxton Recreation Reserve Committee of Management	27 November 2013	
	Committee of Management cannot carry out, or permit to be carried out, any act which would or would be likely to render Council's insurance policies invalid	Buxton Recreation Reserve Committee of Management	27 November 2013	
	Committee of Management cannot make any alterations or additions to the Facility or Reserve without the written approval of Council	Buxton Recreation Reserve Committee of Management	27 November 2013	Written approval be sought prior to seeking any statutory approvals (e.g. building permit, planning permit)

AREA OF DELEGATION

The Murrindindi Shire Council has resolved in accordance with Section 86 of the *Local Government Act 1989*, to appoint a Special Committee control and manage the Buxton Recreation Reserve situated at 2 Mareeba Ave Buxton, and contained in Certificates of Title, Volume (10193,8953) Folio (303,368)



Instrument of Delegation

In exercise of the power conferred by section 86(3) of the *Local Government Act* 1989, the Murrindindi Shire Council delegates to ***CJ Dennis & Castella Public Hall Reserve (Special) Committee of Management*** the powers, duties and functions set out in the Schedule and declares that:

1. The Committee shall consist of the following **seven (7)** voting members:

Seven (7) Community Representatives

One (1) Murrindindi Shire Council Councillor or Representative (non-voting)

2. Committee meeting quorum shall be half plus one of the voting membership
3. Committee members who are not Councillors are exempt from submitting a register of interest return pursuant to Section 81(2A) of the *Local Government Act* 1989
4. This Instrument of Delegation is authorised by a resolution of Council passed on **27 November 2013** and

4.1 the delegation:

- 4.1.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
- 4.1.2 remains in force until varied or revoked;
- 4.1.3 is subject to any conditions and limitations set out in points 1 to 5 and in the Schedule; and
- 4.1.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and

4.2 the delegate must not determine an issue, take an action or do an act or thing:

- 4.2.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council; or

- 4.2.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
- (a) policy; or
- (b) strategic plan adopted by Council; or
- 4.2.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of section 98(1)(a)-(f) (inclusive) of the Act or otherwise; or
- 4.2.4 if the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.

DATED this day of 2013

THE COMMON SEAL OF THE MURRINDINDI)
SHIRE COUNCIL was hereunto affixed in the)
presence of:)

Chief Executive Officer

Councillor

SCHEDULE

Powers Delegated under the *Local Government Act 1989*

Column 1	Column 2	Column 3	Column 4	Column 5
Provision	Delegation	Delegate	Date	Conditions and Limitations
Part 1A Section 3c (2a - c)	Duty to promote and undertake research in all matters associated with the planning, marketing and management of the activities of the CJ Dennis & Castella Public Hall Reserve to promote use.	CJ Dennis & Castella Public Hall Reserve Committee of Management	27 November 2013	Subject to approval of Council and in accordance with controls specified in the Governance Manual.
Part 1A Section 3c (2a - c)	Duty to ensure resources are used efficiently and effectively and services are provided to best meet the needs of the local community;	CJ Dennis & Castella Public Hall Reserve Committee of Management	27 November 2013	
Part 1A Section 3c (2e)	To ensure that the facilities and the activities of the CJ Dennis & Castella Public Hall Reserve are accessible and equitable	CJ Dennis & Castella Public Hall Reserve Committee of Management	27 November 2013	
Section 140(1)(a)	Duty to ensure financial records of the transactions and affairs of the Committee of Management are kept in accordance with the regulation set by the <i>Local Government Act 1989</i> and any other relevant legislation	CJ Dennis & Castella Public Hall Reserve Committee of Management	27 November 2013	

Column 1	Column 2	Column 3	Column 4	Column 5
Provision	Delegation	Delegate	Date	Conditions and Limitations
Section 140(1)(b)	Duty to ensure that the financial records will sufficiently explain the financial operations and financial position of the Committee of Management	CJ Dennis & Castella Public Hall Reserve Committee of Management	27 November 2013	
Section 140(2)(a)	Duty to ensure that moneys due are properly collected.	CJ Dennis & Castella Public Hall Reserve Committee of Management	27 November 2013	
Section 140(2)(b)	Duty to make security arrangements for money collected.	CJ Dennis & Castella Public Hall Reserve Committee of Management	27 November 2013	
Section 140(2)(c)	Duty to authorise expenditure correctly and expend money correctly.	CJ Dennis & Castella Public Hall Reserve Committee of Management	27 November 2013	
Section 140(2)(d)	Duty to protect and control assets in the CJ Dennis & Castella Public Hall Reserve	CJ Dennis & Castella Public Hall Reserve Committee of Management	27 November 2013	
Section 140(2)(e)	Duty to ensure that all liabilities incurred by the Committee are properly authorised.	CJ Dennis & Castella Public Hall Reserve Committee of Management	27 November 2013	Limit \$5,000.00 per transaction
Section 140(2)(f)	Duty to operate efficiently and economically and to avoid waste and extravagance.	CJ Dennis & Castella Public Hall Reserve Committee of Management	27 November 2013	

Column 1	Column 2	Column 3	Column 4	Column 5
Provision	Delegation	Delegate	Date	Conditions and Limitations
Section 141	Duty to retain and apply on behalf of Council any monies received from hire fees associated with the management of the facility, and apply such monies to the maintenance and operation of the Facility and any other expenses incurred by the CJ Dennis & Castella Public Hall Reserve Committee of Management in its management of the Facility.	CJ Dennis & Castella Public Hall Reserve Committee of Management	27 November 2013	Limit \$5,000.00 per transaction
Section 131 (1a-c)	Duty to prepare an annual report of operations and an annual financial statement.	CJ Dennis & Castella Public Hall Reserve Committee of Management	27 November 2013	Presented as part of the Annual General Meeting process

Powers Delegated by the Murrindindi Shire Council

Delegation	Delegate	Date	Conditions and Limitations
Duty to be responsible for the management and control of the CJ Dennis & Castella Public Hall Reserve that shall include the reserve and all buildings and surrounds relevant thereto. The boundaries are shown on the map attached thereto.	CJ Dennis & Castella Public Hall Reserve Committee of Management	27 November 2013	

Delegation	Delegate	Date	Conditions and Limitations
Duty to develop, approve, repeal and alter policies, procedures and rules necessary for the proper management of CJ Dennis & Castella Public Hall Reserve having regard to the objectives of the Committee and Council policy. Where Regulations are in force in respect of any Reserve being a Crown Land Reserve the Committee shall enforce and comply with such Regulations.	CJ Dennis & Castella Public Hall Reserve Committee of Management	27 November 2013	
Duty to be responsible for the routine maintenance and day to day operations of the reserve unless otherwise agreed by Council	CJ Dennis & Castella Public Hall Reserve Committee of Management	27 November 2013	
Duty to determine and collect the appropriate fees necessary for the effective management of the CJ Dennis & Castella Public Hall Reserve	CJ Dennis & Castella Public Hall Reserve Committee of Management	27 November 2013	
Duty to invite, receive and expend fees, donations, grants and endowments for furtherance of its objectives	CJ Dennis & Castella Public Hall Reserve Committee of Management	27 November 2013	Limit \$5,000.00 per transaction All grants for building and specified works are to be approved by Council prior to application by the Committee of Management

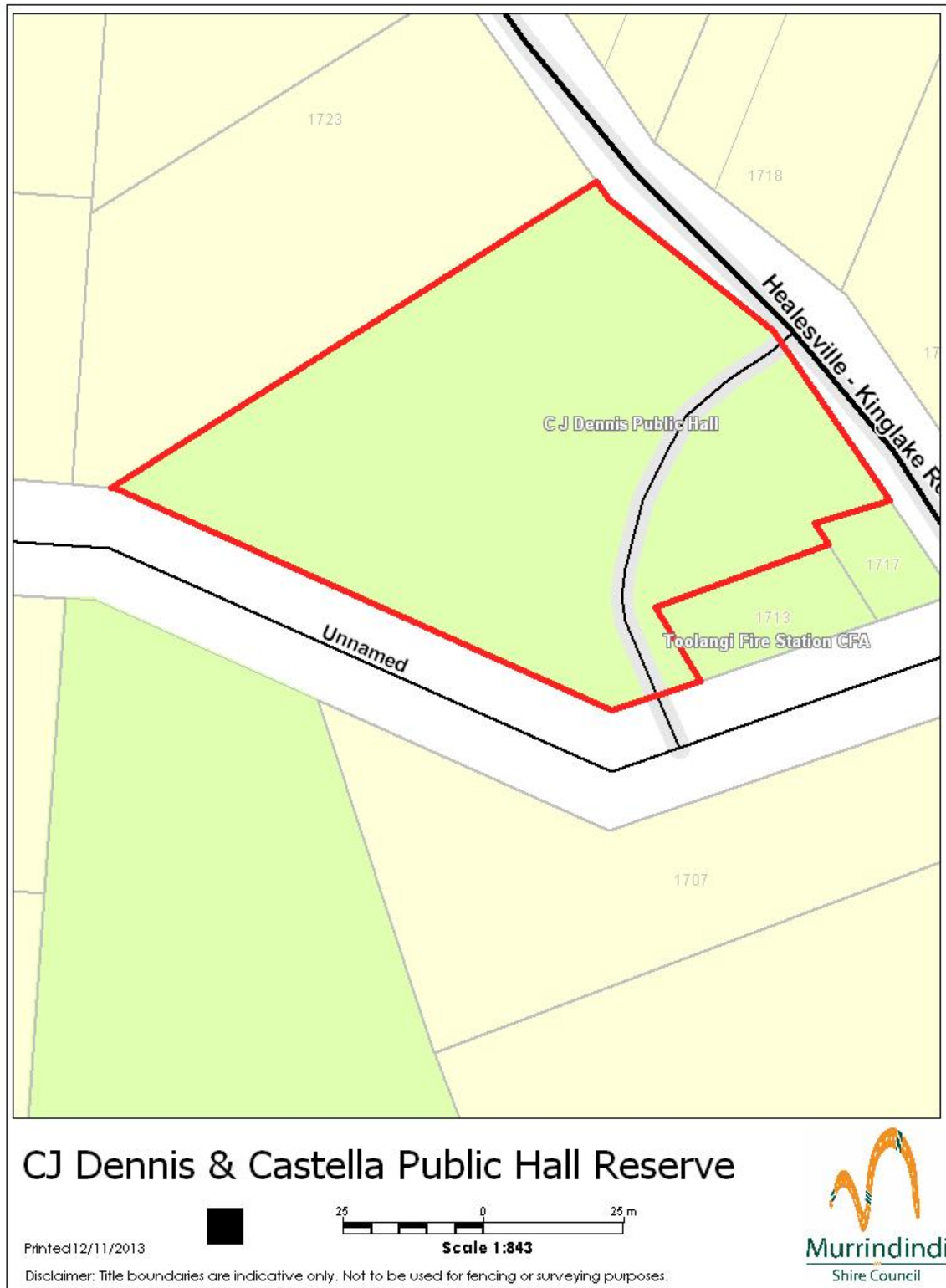
Delegation	Delegate	Date	Conditions and Limitations
Duty to hold or sponsor functions, stalls and other fundraising means, within the constraints of the budget to enhance the objectives of the Committee, with the written approval of Council.	CJ Dennis & Castella Public Hall Reserve Committee of Management	27 November 2013	
Duty to enter into agreements on behalf of the Council with casual hirers of the CJ Dennis & Castella Public Hall Reserve in accordance with any conditions of hire	CJ Dennis & Castella Public Hall Reserve Committee of Management	27 November 2013	
Duty to ensure awareness and compliance with Council's Local Laws and policies, State and Federal Laws, safety Acts and Regulations and report to Council any breaches. Ensure that all users of the facility also adhere.	CJ Dennis & Castella Public Hall Reserve Committee of Management	27 November 2013	
Open and operate a bank account in the name of CJ Dennis & Castella Public Hall Reserve Committee of Management to exercise powers and functions delegated by this instrument.	CJ Dennis & Castella Public Hall Reserve Committee of Management	27 November 2013	

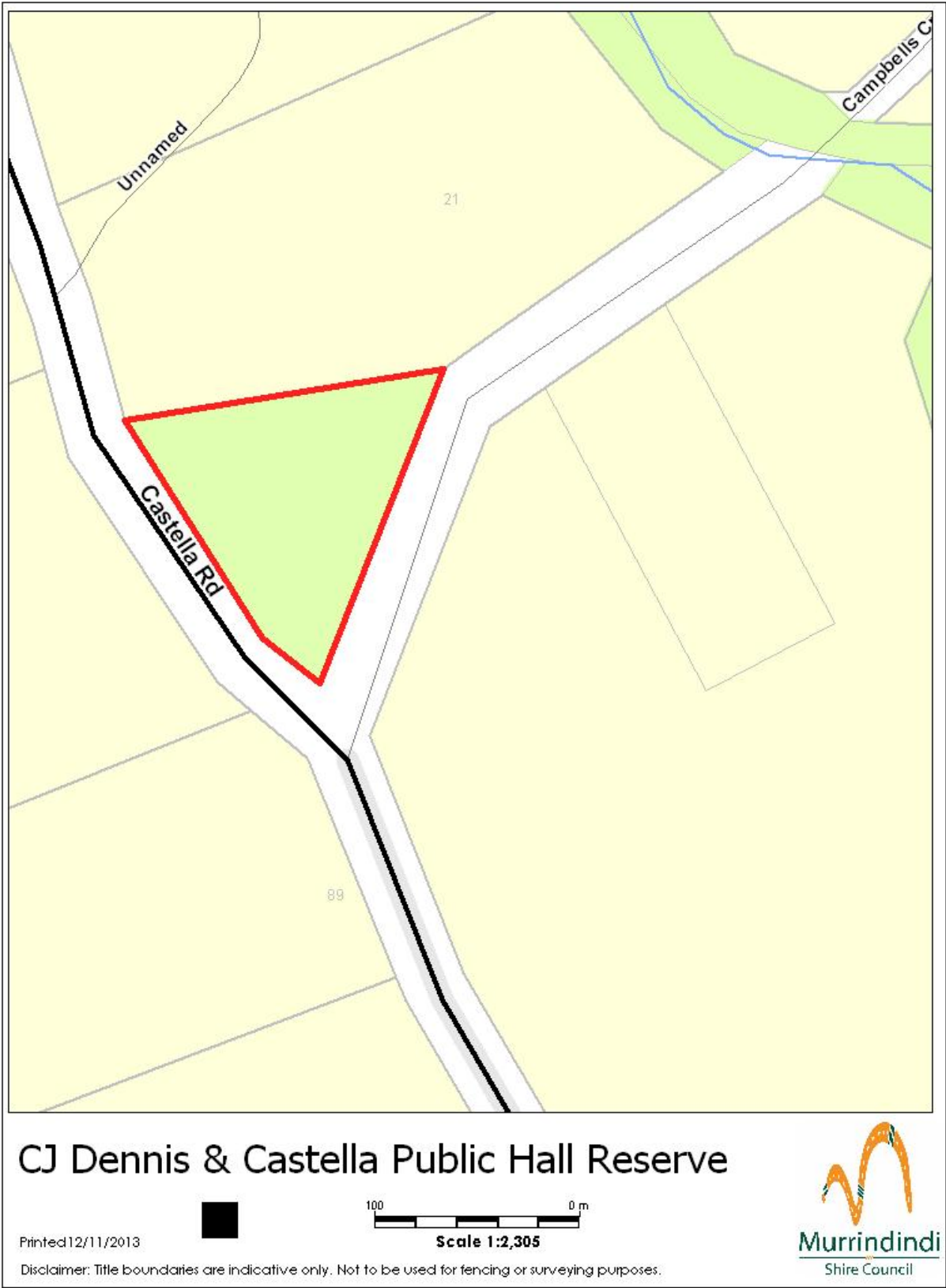
Powers Excluded by the Murrindindi Shire Council and under the *Local Government Act 1989*

Column 1	Column 2	Column 3	Column 4	Column 5
Provision	Power Excluded	Delegate	Date	Conditions and Limitations
Section 86(4)(c)	Committee of Management cannot borrow money	CJ Dennis & Castella Public Hall Reserve Committee of Management	27 November 2013	
Section 86(4)(d)	Committee of Management cannot enter into contracts exceeding \$5,000	CJ Dennis & Castella Public Hall Reserve Committee of Management	27 November 2013	Committee of Management can seek Council's permission to enter into a contract higher than \$5,000
Section 86(4)(e)	Committee of Management cannot incur any expenditure exceeding \$5,000 in a single transaction	CJ Dennis & Castella Public Hall Reserve Committee of Management	27 November 2013	
	Committee of Management cannot carry out, or permit to be carried out, any act which would or would be likely to render Council's insurance policies invalid	CJ Dennis & Castella Public Hall Reserve Committee of Management	27 November 2013	
	Committee of Management cannot make any alterations or additions to the Facility or Reserve without the written approval of Council	CJ Dennis & Castella Public Hall Reserve Committee of Management	27 November 2013	Written approval be sought prior to seeking any statutory approvals (e.g. building permit, planning permit)

AREA OF DELEGATION

The Murrindindi Shire Council has resolved in accordance with Section 86 of the Local Government Act 1989, to appoint a Special Committee to control and manage the C J Dennis & Castella Public Hall Reserves situated at 1717 Healesville–Kinglake Road Toolangi and 110 Castella Road Castella, and contained in Certificates of Title, Part of reserve numbers (RS04215, RS08029) & Parcel numbers (P181279, P181439)





Instrument of Delegation

In exercise of the power conferred by section 86(3) of the *Local Government Act 1989*, the Murrindindi Shire Council delegates to ***Eildon Alliance Boat Ramp (Special) Committee of Management*** the powers, duties and functions set out in the Schedule and declares that:

1. The Committee shall consist of the following **seven (7)** voting members:

Seven (7) Community Representatives

One (1) Maintenance Representative (non-voting)

One (1) Murrindindi Shire Council Councillor or Representative (non-voting)

2. Committee meeting quorum shall be half plus one of the voting membership
3. Committee members who are not Councillors are exempt from submitting a register of interest return pursuant to Section 81(2A) of the Local Government Act 1989
4. This Instrument of Delegation is authorised by a resolution of Council passed on **27 November 2013** and

4.1 the delegation:

- 4.1.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
- 4.1.2 remains in force until varied or revoked;
- 4.1.3 is subject to any conditions and limitations set out in points 1 to 5 and in the Schedule; and
- 4.1.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and

4.2 the delegate must not determine an issue, take an action or do an act or thing:

- 4.2.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council; or

- 4.2.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
- (a) policy; or
 - (b) strategic plan adopted by Council; or
- 4.2.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of section 98(1)(a)-(f) (inclusive) of the Act or otherwise; or
- 4.2.4 if the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.

DATED this day of 2013

THE COMMON SEAL OF THE MURRINDINDI)
SHIRE COUNCIL was hereunto affixed in the)
presence of:)

Chief Executive Officer

Councillor

SCHEDULE

Powers Delegated under the *Local Government Act 1989*

Column 1	Column 2	Column 3	Column 4	Column 5
Provision	Delegation	Delegate	Date	Conditions and Limitations
Part 1A Section 3c (2a - c)	Duty to promote and undertake research in all matters associated with the planning, marketing and management of the activities of the Eildon Alliance Boat Ramp to promote use.	Eildon Alliance Boat Ramp Committee of Management	27 November 2013	Subject to approval of Council and in accordance with controls specified in the Governance Manual.
Part 1A Section 3c (2a - c)	Duty to ensure resources are used efficiently and effectively and services are provided to best meet the needs of the local community;	Eildon Alliance Boat Ramp Committee of Management	27 November 2013	
Part 1A Section 3c (2e)	To ensure that the facilities and the activities of the Eildon Alliance Boat Ramp are accessible and equitable	Eildon Alliance Boat Ramp Committee of Management	27 November 2013	
Section 140(1)(a)	Duty to ensure financial records of the transactions and affairs of the Committee of Management are kept in accordance with the regulation set by the <i>Local Government Act 1989</i> and any other relevant legislation	Eildon Alliance Boat Ramp Committee of Management	27 November 2013	

Column 1	Column 2	Column 3	Column 4	Column 5
Provision	Delegation	Delegate	Date	Conditions and Limitations
Section 140(1)(b)	Duty to ensure that the financial records will sufficiently explain the financial operations and financial position of the Committee of Management	Eildon Alliance Boat Ramp Committee of Management	27 November 2013	
Section 140(2)(a)	Duty to ensure that moneys due are properly collected.	Eildon Alliance Boat Ramp Committee of Management	27 November 2013	
Section 140(2)(b)	Duty to make security arrangements for money collected.	Eildon Alliance Boat Ramp Committee of Management	27 November 2013	
Section 140(2)(c)	Duty to authorise expenditure correctly and expend money correctly.	Eildon Alliance Boat Ramp Committee of Management	27 November 2013	
Section 140(2)(d)	Duty to protect and control assets in the Eildon Alliance Boat Ramp	Eildon Alliance Boat Ramp Committee of Management	27 November 2013	
Section 140(2)(e)	Duty to ensure that all liabilities incurred by the Committee are properly authorised.	Eildon Alliance Boat Ramp Committee of Management	27 November 2013	Limit \$5,000.00 per transaction
Section 140(2)(f)	Duty to operate efficiently and economically and to avoid waste and extravagance.	Eildon Alliance Boat Ramp Committee of Management	27 November 2013	

Column 1	Column 2	Column 3	Column 4	Column 5
Provision	Delegation	Delegate	Date	Conditions and Limitations
Section 141	Duty to retain and apply on behalf of Council any monies received from hire fees associated with the management of the facility, and apply such monies to the maintenance and operation of the Facility and any other expenses incurred by the Eildon Alliance Boat Ramp Committee of Management in its management of the Facility.	Eildon Alliance Boat Ramp Committee of Management	27 November 2013	Limit \$5,000.00 per transaction
Section 131 (1a-c)	Duty to prepare an annual report of operations and an annual financial statement.	Eildon Alliance Boat Ramp Committee of Management	27 November 2013	Presented as part of the Annual General Meeting process

Powers Delegated by the Murrindindi Shire Council

Delegation	Delegate	Date	Conditions and Limitations
Duty to be responsible for the management and control of the Eildon Alliance Boat Ramp that shall include the reserve and all buildings and surrounds relevant thereto. The boundaries are shown on the map attached thereto.	Eildon Alliance Boat Ramp Committee of Management	27 November 2013	

Delegation	Delegate	Date	Conditions and Limitations
Duty to develop, approve, repeal and alter policies, procedures and rules necessary for the proper management of Eildon Alliance Boat Ramp having regard to the objectives of the Committee and Council policy. Where Regulations are in force in respect of any Reserve being a Crown Land Reserve the Committee shall enforce and comply with such Regulations.	Eildon Alliance Boat Ramp Committee of Management	27 November 2013	
Duty to be responsible for the routine maintenance and day to day operations of the reserve unless otherwise agreed by Council	Eildon Alliance Boat Ramp Committee of Management	27 November 2013	
Duty to determine and collect the appropriate fees necessary for the effective management of the Eildon Alliance Boat Ramp	Eildon Alliance Boat Ramp Committee of Management	27 November 2013	
Duty to invite, receive and expend fees, donations, grants and endowments for furtherance of its objectives	Eildon Alliance Boat Ramp Committee of Management	27 November 2013	Limit \$5,000.00 per transaction All grants for building and specified works are to be approved by Council prior to application by the Committee of Management

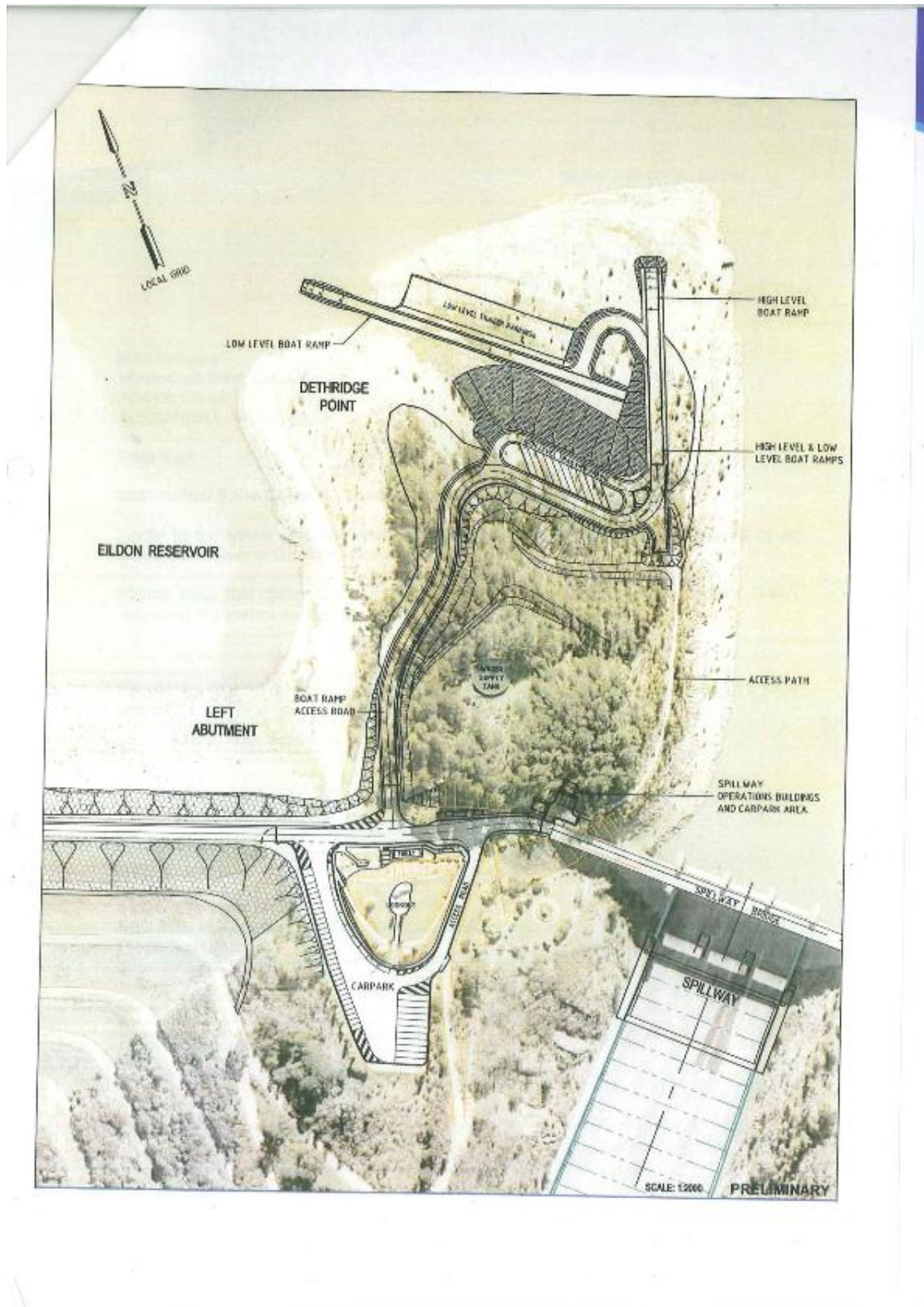
Delegation	Delegate	Date	Conditions and Limitations
Duty to hold or sponsor functions, stalls and other fundraising means, within the constraints of the budget to enhance the objectives of the Committee, with the written approval of Council.	Eildon Alliance Boat Ramp Committee of Management	27 November 2013	
Duty to enter into agreements on behalf of the Council with casual hirers of the Eildon Alliance Boat Ramp in accordance with any conditions of hire	Eildon Alliance Boat Ramp Committee of Management	27 November 2013	
Duty to ensure awareness and compliance with Council's Local Laws and policies, State and Federal Laws, safety Acts and Regulations and report to Council any breaches. Ensure that all users of the facility also adhere.	Eildon Alliance Boat Ramp Committee of Management	27 November 2013	
Open and operate a bank account in the name of Eildon Alliance Boat Ramp Committee of Management to exercise powers and functions delegated by this instrument.	Eildon Alliance Boat Ramp Committee of Management	27 November 2013	

Powers Excluded by the Murrindindi Shire Council and under the *Local Government Act 1989*

Column 1	Column 2	Column 3	Column 4	Column 5
Provision	Power Excluded	Delegate	Date	Conditions and Limitations
Section 86(4)(c)	Committee of Management cannot borrow money	Eildon Alliance Boat Ramp Committee of Management	27 November 2013	
Section 86(4)(d)	Committee of Management cannot enter into contracts exceeding \$5,000	Eildon Alliance Boat Ramp Committee of Management	27 November 2013	Committee of Management can seek Council's permission to enter into a contract higher than \$5,000
Section 86(4)(e)	Committee of Management cannot incur any expenditure exceeding \$5,000 in a single transaction	Eildon Alliance Boat Ramp Committee of Management	27 November 2013	
	Committee of Management cannot carry out, or permit to be carried out, any act which would or would be likely to render Council's insurance policies invalid	Eildon Alliance Boat Ramp Committee of Management	27 November 2013	
	Committee of Management cannot make any alterations or additions to the Facility or Reserve without the written approval of Council	Eildon Alliance Boat Ramp Committee of Management	27 November 2013	Written approval be sought prior to seeking any statutory approvals (e.g. building permit, planning permit)

AREA OF DELEGATION

The Murrindindi Shire Council has resolved in accordance with Section 86 of the Local Government Act 1989, to appoint a Special Committee to control and manage the Eildon Alliance Boat Ramp and associated Facilities contained in the Occupation Licence with Goulburn Murray Water..



Instrument of Delegation

In exercise of the power conferred by section 86(3) of the *Local Government Act* 1989, the Murrindindi Shire Council delegates to ***Eildon Community Resource Centre (Special) Committee of Management*** the powers, duties and functions set out in the Schedule and declares that:

1. The Committee shall consist of the following **seven (7)** voting members:

Seven (7) Community Representatives

One (1) Murrindindi Shire Council Councillor or Representative (non-voting)
2. Committee meeting quorum shall be half plus one of the voting membership
3. Committee members who are not Councillors are exempt from submitting a register of interest return pursuant to Section 81(2A) of the *Local Government Act* 1989
4. This Instrument of Delegation is authorised by a resolution of Council passed on **27 November 2013** and
 - 4.1 the delegation:
 - 4.1.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - 4.1.2 remains in force until varied or revoked;
 - 4.1.3 is subject to any conditions and limitations set out in points 1 to 5 and in the Schedule; and
 - 4.1.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
 - 4.2 the delegate must not determine an issue, take an action or do an act or thing:
 - 4.2.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council; or

- 4.2.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
 - (a) policy; or
 - (b) strategic plan adopted by Council; or
- 4.2.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of section 98(1)(a)-(f) (inclusive) of the Act or otherwise; or
- 4.2.4 if the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.

DATED this day of 2013

THE COMMON SEAL OF THE MURRINDINDI)
SHIRE COUNCIL was hereunto affixed in the)
presence of:)

Chief Executive Officer

Councillor

SCHEDULE

Powers Delegated under the *Local Government Act 1989*

Column 1	Column 2	Column 3	Column 4	Column 5
Provision	Delegation	Delegate	Date	Conditions and Limitations
Part 1A Section 3c (2a - c)	Duty to promote and undertake research in all matters associated with the planning, marketing and management of the activities of the Eildon Community Resource Centre to promote use.	Eildon Community Resource Centre Committee of Management	27 November 2013	Subject to approval of Council and in accordance with controls specified in the Governance Manual.
Part 1A Section 3c (2a - c)	Duty to ensure resources are used efficiently and effectively and services are provided to best meet the needs of the local community;	Eildon Community Resource Centre Committee of Management	27 November 2013	
Part 1A Section 3c (2e)	To ensure that the facilities and the activities of the Eildon Community Resource Centre are accessible and equitable	Eildon Community Resource Centre Committee of Management	27 November 2013	
Section 140(1)(a)	Duty to ensure financial records of the transactions and affairs of the Committee of Management are kept in accordance with the regulation set by the <i>Local Government Act 1989</i> and any other relevant legislation	Eildon Community Resource Centre Committee of Management	27 November 2013	

Column 1	Column 2	Column 3	Column 4	Column 5
Provision	Delegation	Delegate	Date	Conditions and Limitations
Section 140(1)(b)	Duty to ensure that the financial records will sufficiently explain the financial operations and financial position of the Committee of Management	Eildon Community Resource Centre Committee of Management	27 November 2013	
Section 140(2)(a)	Duty to ensure that moneys due are properly collected.	Eildon Community Resource Centre Committee of Management	27 November 2013	
Section 140(2)(b)	Duty to make security arrangements for money collected.	Eildon Community Resource Centre Committee of Management	27 November 2013	
Section 140(2)(c)	Duty to authorise expenditure correctly and expend money correctly.	Eildon Community Resource Centre Committee of Management	27 November 2013	
Section 140(2)(d)	Duty to protect and control assets in the Eildon Community Resource Centre	Eildon Community Resource Centre Committee of Management	27 November 2013	
Section 140(2)(e)	Duty to ensure that all liabilities incurred by the Committee are properly authorised.	Eildon Community Resource Centre Committee of Management	27 November 2013	Limit \$5,000.00 per transaction
Section 140(2)(f)	Duty to operate efficiently and economically and to avoid waste and extravagance.	Eildon Community Resource Centre Committee of Management	27 November 2013	

Column 1	Column 2	Column 3	Column 4	Column 5
Provision	Delegation	Delegate	Date	Conditions and Limitations
Section 141	Duty to retain and apply on behalf of Council any monies received from hire fees associated with the management of the facility, and apply such monies to the maintenance and operation of the Facility and any other expenses incurred by the Eildon Community Resource Centre Committee of Management in its management of the Facility.	Eildon Community Resource Centre Committee of Management	27 November 2013	Limit \$5,000.00 per transaction
Section 131 (1a-c)	Duty to prepare an annual report of operations and an annual financial statement.	Eildon Community Resource Centre Committee of Management	27 November 2013	Presented as part of the Annual General Meeting process

Powers Delegated by the Murrindindi Shire Council

Delegation	Delegate	Date	Conditions and Limitations
Duty to be responsible for the management and control of the Eildon Community Resource Centre that shall include the reserve and all buildings and surrounds relevant thereto. The boundaries are shown on the map attached thereto.	Eildon Community Resource Centre Committee of Management	27 November 2013	

Delegation	Delegate	Date	Conditions and Limitations
Duty to develop, approve, repeal and alter policies, procedures and rules necessary for the proper management of Eildon Community Resource Centre having regard to the objectives of the Committee and Council policy. Where Regulations are in force in respect of any Reserve being a Crown Land Reserve the Committee shall enforce and comply with such Regulations.	Eildon Community Resource Centre Committee of Management	27 November 2013	
Duty to be responsible for the routine maintenance and day to day operations of the reserve unless otherwise agreed by Council	Eildon Community Resource Centre Committee of Management	27 November 2013	
Duty to determine and collect the appropriate fees necessary for the effective management of the Eildon Community Resource Centre	Eildon Community Resource Centre Committee of Management	27 November 2013	
Duty to invite, receive and expend fees, donations, grants and endowments for furtherance of its objectives	Eildon Community Resource Centre Committee of Management	27 November 2013	Limit \$5,000.00 per transaction All grants for building and specified works are to be approved by Council prior to application by the Committee of Management

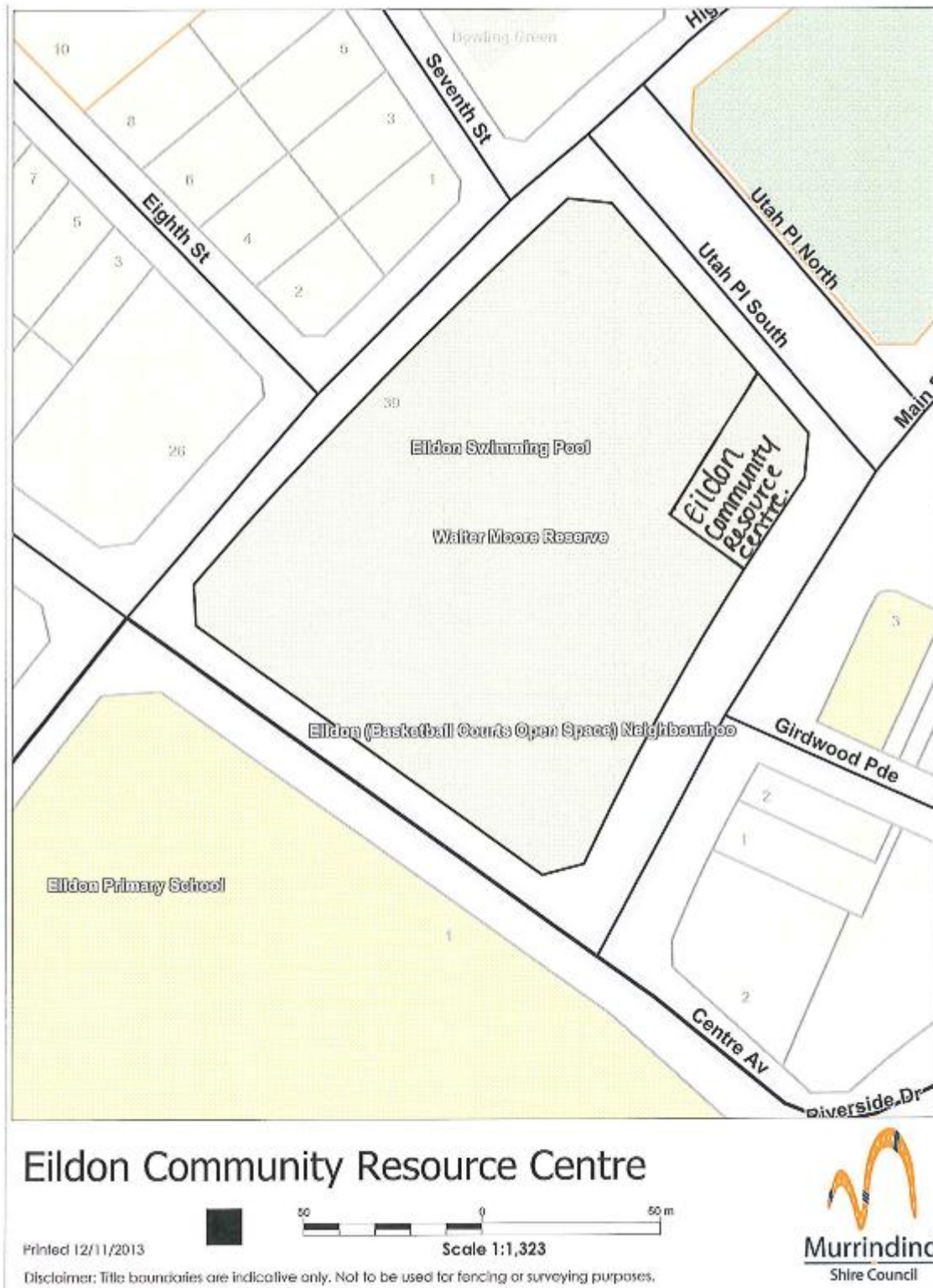
Delegation	Delegate	Date	Conditions and Limitations
Duty to hold or sponsor functions, stalls and other fundraising means, within the constraints of the budget to enhance the objectives of the Committee, with the written approval of Council.	Eildon Community Resource Centre Committee of Management	27 November 2013	
Duty to enter into agreements on behalf of the Council with casual hirers of the Eildon Community Resource Centre in accordance with any conditions of hire	Eildon Community Resource Centre Committee of Management	27 November 2013	
Duty to ensure awareness and compliance with Council's Local Laws and policies, State and Federal Laws, safety Acts and Regulations and report to Council any breaches. Ensure that all users of the facility also adhere.	Eildon Community Resource Centre Committee of Management	27 November 2013	
Open and operate a bank account in the name of Eildon Community Resource Centre Committee of Management to exercise powers and functions delegated by this instrument.	Eildon Community Resource Centre Committee of Management	27 November 2013	

Powers Excluded by the Murrindindi Shire Council and under the *Local Government Act 1989*

Column 1	Column 2	Column 3	Column 4	Column 5
Provision	Power Excluded	Delegate	Date	Conditions and Limitations
Section 86(4)(c)	Committee of Management cannot borrow money	Eildon Community Resource Centre Committee of Management	27 November 2013	
Section 86(4)(d)	Committee of Management cannot enter into contracts exceeding \$5,000	Eildon Community Resource Centre Committee of Management	27 November 2013	Committee of Management can seek Council's permission to enter into a contract higher than \$5,000
Section 86(4)(e)	Committee of Management cannot incur any expenditure exceeding \$5,000 in a single transaction	Eildon Community Resource Centre Committee of Management	27 November 2013	
	Committee of Management cannot carry out, or permit to be carried out, any act which would or would be likely to render Council's insurance policies invalid	Eildon Community Resource Centre Committee of Management	27 November 2013	
	Committee of Management cannot make any alterations or additions to the Facility or Reserve without the written approval of Council	Eildon Community Resource Centre Committee of Management	27 November 2013	Written approval be sought prior to seeking any statutory approvals (e.g. building permit, planning permit)

AREA OF DELEGATION

The Murrindindi Shire Council has resolved in accordance with Section 86 of the Local Government Act 1989, to appoint a Special Committee to control and manage the Eildon Community Resource Centre situated as part of 39 High Street, Eildon and contained in Parcel (1465)



Instrument of Delegation

In exercise of the power conferred by section 86(3) of the *Local Government Act* 1989, the Murrindindi Shire Council delegates to ***Friends of Yea Railway (Special) Committee of Management*** the powers, duties and functions set out in the Schedule and declares that:

1. The Committee shall consist of the following **eight (8)** voting members:

Five (5) Community Representatives

One (1) Yea Country Market User Group Representative

One (1) Yea Rotary Club User Group Representative

One (1) UGFM User Group Representative

One (1) Murrindindi Shire Council Councillor or Representative (non-voting)

2. Committee meeting quorum shall be half plus one of the voting membership
3. Committee members who are not Councillors are exempt from submitting a register of interest return pursuant to Section 81(2A) of the Local Government Act 1989
4. This Instrument of Delegation is authorised by a resolution of Council passed on **27 November 2013** and

4.1 the delegation:

- 4.1.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
- 4.1.2 remains in force until varied or revoked;
- 4.1.3 is subject to any conditions and limitations set out in points 1 to 5 and in the Schedule; and
- 4.1.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and

4.2 the delegate must not determine an issue, take an action or do an act or thing:

- 4.2.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council; or

- 4.2.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
 - (a) policy; or
 - (b) strategic plan adopted by Council; or
- 4.2.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of section 98(1)(a)-(f) (inclusive) of the Act or otherwise; or
- 4.2.4 if the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.

DATED this day of 2013

THE COMMON SEAL OF THE MURRINDINDI)
SHIRE COUNCIL was hereunto affixed in the)
presence of:)

Chief Executive Officer

Councillor

SCHEDULE

Powers Delegated under the *Local Government Act 1989*

Column 1	Column 2	Column 3	Column 4	Column 5
Provision	Delegation	Delegate	Date	Conditions and Limitations
Part 1A Section 3c (2a - c)	Duty to promote and undertake research in all matters associated with the planning, marketing and management of the activities of the Yea Railway Reserve to promote use.	Friends of Yea Railway Committee of Management	27 November 2013	Subject to approval of Council and in accordance with controls specified in the Governance Manual.
Part 1A Section 3c (2a - c)	Duty to ensure resources are used efficiently and effectively and services are provided to best meet the needs of the local community;	Friends of Yea Railway Committee of Management	27 November 2013	
Part 1A Section 3c (2e)	To ensure that the facilities and the activities of the Yea Railway Reserve are accessible and equitable	Friends of Yea Railway Committee of Management	27 November 2013	
Section 140(1)(a)	Duty to ensure financial records of the transactions and affairs of the Committee of Management are kept in accordance with the regulation set by the <i>Local Government Act 1989</i> and any other relevant legislation	Friends of Yea Railway Committee of Management	27 November 2013	

Column 1	Column 2	Column 3	Column 4	Column 5
Provision	Delegation	Delegate	Date	Conditions and Limitations
Section 140(1)(b)	Duty to ensure that the financial records will sufficiently explain the financial operations and financial position of the Committee of Management	Friends of Yea Railway Committee of Management	27 November 2013	
Section 140(2)(a)	Duty to ensure that moneys due are properly collected.	Friends of Yea Railway Committee of Management	27 November 2013	
Section 140(2)(b)	Duty to make security arrangements for money collected.	Friends of Yea Railway Committee of Management	27 November 2013	
Section 140(2)(c)	Duty to authorise expenditure correctly and expend money correctly.	Friends of Yea Railway Committee of Management	27 November 2013	
Section 140(2)(d)	Duty to protect and control assets in the Yea Railway Reserve	Friends of Yea Railway Committee of Management	27 November 2013	
Section 140(2)(e)	Duty to ensure that all liabilities incurred by the Committee are properly authorised.	Friends of Yea Railway Committee of Management	27 November 2013	Limit \$5,000.00 per transaction
Section 140(2)(f)	Duty to operate efficiently and economically and to avoid waste and extravagance.	Friends of Yea Railway Committee of Management	27 November 2013	

Column 1	Column 2	Column 3	Column 4	Column 5
Provision	Delegation	Delegate	Date	Conditions and Limitations
Section 141	Duty to retain and apply on behalf of Council any monies received from hire fees associated with the management of the facility, and apply such monies to the maintenance and operation of the Facility and any other expenses incurred by the Friends of Yea Railway Committee of Management in its management of the Facility.	Friends of Yea Railway Committee of Management	27 November 2013	Limit \$5,000.00 per transaction
Section 131 (1a-c)	Duty to prepare an annual report of operations and an annual financial statement.	Friends of Yea Railway Committee of Management	27 November 2013	Presented as part of the Annual General Meeting process

Powers Delegated by the Murrindindi Shire Council

Delegation	Delegate	Date	Conditions and Limitations
Duty to be responsible for the management and control of the Yea Railway Reserve that shall include the reserve and all buildings and surrounds relevant thereto. The boundaries are shown on the map attached thereto.	Friends of Yea Railway Committee of Management	27 November 2013	

Delegation	Delegate	Date	Conditions and Limitations
Duty to develop, approve, repeal and alter policies, procedures and rules necessary for the proper management of Yea Railway Reserve having regard to the objectives of the Committee and Council policy. Where Regulations are in force in respect of any Reserve being a Crown Land Reserve the Committee shall enforce and comply with such Regulations.	Friends of Yea Railway Committee of Management	27 November 2013	
Duty to be responsible for the routine maintenance and day to day operations of the reserve unless otherwise agreed by Council	Friends of Yea Railway Committee of Management	27 November 2013	
Duty to determine and collect the appropriate fees necessary for the effective management of the Yea Railway Reserve	Friends of Yea Railway Committee of Management	27 November 2013	
Duty to invite, receive and expend fees, donations, grants and endowments for furtherance of its objectives	Friends of Yea Railway Committee of Management	27 November 2013	Limit \$5,000.00 per transaction All grants for building and specified works are to be approved by Council prior to application by the Committee of Management

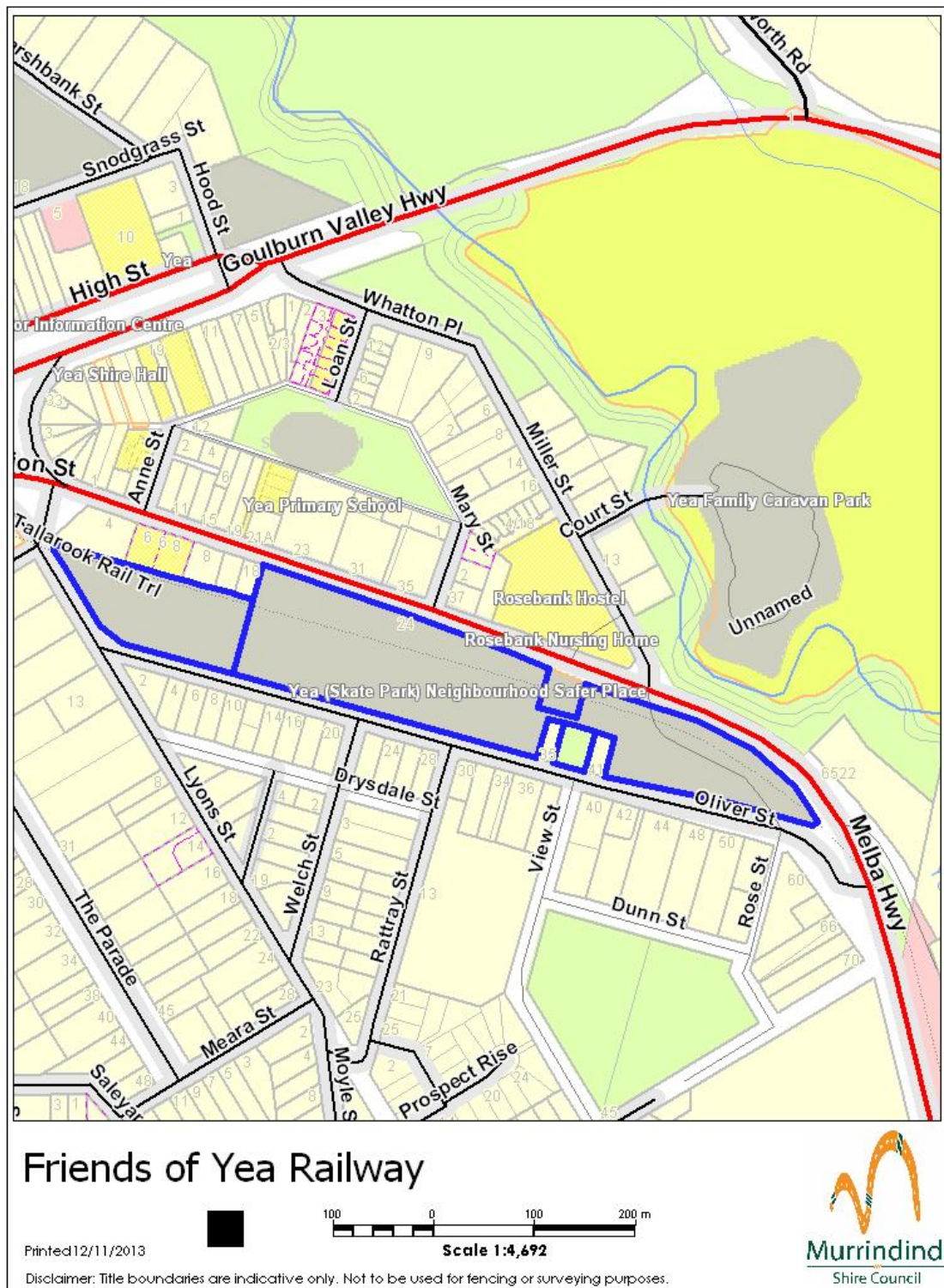
Delegation	Delegate	Date	Conditions and Limitations
Duty to hold or sponsor functions, stalls and other fundraising means, within the constraints of the budget to enhance the objectives of the Committee, with the written approval of Council.	Friends of Yea Railway Committee of Management	27 November 2013	
Duty to enter into agreements on behalf of the Council with casual hirers of the Yea Railway Reserve in accordance with any conditions of hire	Friends of Yea Railway Committee of Management	27 November 2013	
Duty to ensure awareness and compliance with Council's Local Laws and policies, State and Federal Laws, safety Acts and Regulations and report to Council any breaches. Ensure that all users of the facility also adhere.	Friends of Yea Railway Committee of Management	27 November 2013	
Open and operate a bank account in the name of Friends of Yea Railway Committee of Management to exercise powers and functions delegated by this instrument.	Friends of Yea Railway Committee of Management	27 November 2013	

Powers Excluded by the Murrindindi Shire Council and under the *Local Government Act 1989*

Column 1	Column 2	Column 3	Column 4	Column 5
Provision	Power Excluded	Delegate	Date	Conditions and Limitations
Section 86(4)(c)	Committee of Management cannot borrow money	Friends of Yea Railway Committee of Management	27 November 2013	
Section 86(4)(d)	Committee of Management cannot enter into contracts exceeding \$5,000	Friends of Yea Railway Committee of Management	27 November 2013	Committee of Management can seek Council's permission to enter into a contract higher than \$5,000
Section 86(4)(e)	Committee of Management cannot incur any expenditure exceeding \$5,000 in a single transaction	Friends of Yea Railway Committee of Management	27 November 2013	
	Committee of Management cannot carry out, or permit to be carried out, any act which would or would be likely to render Council's insurance policies invalid	Friends of Yea Railway Committee of Management	27 November 2013	
	Committee of Management cannot make any alterations or additions to the Facility or Reserve without the written approval of Council	Friends of Yea Railway Committee of Management	27 November 2013	Written approval be sought prior to seeking any statutory approvals (e.g. building permit, planning permit)

AREA OF DELEGATION

The Murrindindi Shire Council has resolved in accordance with Section 86 of the Local Government Act 1989, to appoint a Special Committee to control and manage the Friends of the Yea Railway situated at Yea Railway Reserve and contained in Certificates of Title on Yea Railway land from Melba Highway to Lyons Street, Part of reserve number (RS17055) Part of parcel number (P368186).



Instrument of Delegation

In exercise of the power conferred by section 86(3) of the *Local Government Act* 1989, the Murrindindi Shire Council delegates to ***Gallipoli Park Precinct (Special) Committee of Management*** the powers, duties and functions set out in the Schedule and declares that:

1. The Committee shall consist of the following **nine (9)** voting members:

Six (6) Community Representatives

One (1) Murrindindi Shire Councillor or Representative

One (1) Alexandra District Hospital Representative

One (1) Marysville Primary School (DEECD) Representative

One (1) Murrindindi Shire Council Representative (non- voting)

2. Committee meeting quorum shall be half plus one of the voting membership
3. Committee members who are not Councillors are exempt from submitting a register of interest return pursuant to Section 81(2A) of the Local Government Act 1989
4. This Instrument of Delegation is authorised by a resolution of Council passed on **27 November 2013** and

4.1 the delegation:

- 4.1.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
- 4.1.2 remains in force until varied or revoked;
- 4.1.3 is subject to any conditions and limitations set out in points 1 to 5 and in the Schedule; and
- 4.1.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and

4.2 the delegate must not determine an issue, take an action or do an act or thing:

- 4.2.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council; or

- 4.2.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
- (a) policy; or
 - (b) strategic plan adopted by Council; or
- 4.2.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of section 98(1)(a)-(f) (inclusive) of the Act or otherwise; or
- 4.2.4 if the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.

DATED this day of 2013

THE COMMON SEAL OF THE MURRINDINDI)
SHIRE COUNCIL was hereunto affixed in the)
presence of:)

Chief Executive Officer

Councillor

SCHEDULE

Powers Delegated under the *Local Government Act 1989*

Column 1	Column 2	Column 3	Column 4	Column 5
Provision	Delegation	Delegate	Date	Conditions and Limitations
Part 1A Section 3c (2a - c)	Duty to promote and undertake research in all matters associated with the planning, marketing and management of the activities of the Gallipoli Park Precinct to promote use.	Gallipoli Park Precinct Committee of Management	27 November 2013	Subject to approval of Council and in accordance with controls specified in the Governance Manual.
Part 1A Section 3c (2a - c)	Duty to ensure resources are used efficiently and effectively and services are provided to best meet the needs of the local community;	Gallipoli Park Precinct Committee of Management	27 November 2013	
Part 1A Section 3c (2e)	To ensure that the facilities and the activities of the Gallipoli Park Precinct are accessible and equitable	Gallipoli Park Precinct Committee of Management	27 November 2013	
Section 140(1)(a)	Duty to ensure financial records of the transactions and affairs of the Committee of Management are kept in accordance with the regulation set by the <i>Local Government Act 1989</i> and any other relevant legislation	Gallipoli Park Precinct Committee of Management	27 November 2013	

Column 1	Column 2	Column 3	Column 4	Column 5
Provision	Delegation	Delegate	Date	Conditions and Limitations
Section 140(1)(b)	Duty to ensure that the financial records will sufficiently explain the financial operations and financial position of the Committee of Management	Gallipoli Park Precinct Committee of Management	27 November 2013	
Section 140(2)(a)	Duty to ensure that moneys due are properly collected.	Gallipoli Park Precinct Committee of Management	27 November 2013	
Section 140(2)(b)	Duty to make security arrangements for money collected.	Gallipoli Park Precinct Committee of Management	27 November 2013	
Section 140(2)(c)	Duty to authorise expenditure correctly and expend money correctly.	Gallipoli Park Precinct Committee of Management	27 November 2013	
Section 140(2)(d)	Duty to protect and control assets in the Gallipoli Park Precinct	Gallipoli Park Precinct Committee of Management	27 November 2013	
Section 140(2)(e)	Duty to ensure that all liabilities incurred by the Committee are properly authorised.	Gallipoli Park Precinct Committee of Management	27 November 2013	Limit \$5,000.00 per transaction
Section 140(2)(f)	Duty to operate efficiently and economically and to avoid waste and extravagance.	Gallipoli Park Precinct Committee of Management	27 November 2013	

Column 1	Column 2	Column 3	Column 4	Column 5
Provision	Delegation	Delegate	Date	Conditions and Limitations
Section 141	Duty to retain and apply on behalf of Council any monies received from hire fees associated with the management of the facility, and apply such monies to the maintenance and operation of the Facility and any other expenses incurred by the Gallipoli Park Precinct Committee of Management in its management of the Facility.	Gallipoli Park Precinct Committee of Management	27 November 2013	Limit \$5,000.00 per transaction
Section 131 (1a-c)	Duty to prepare an annual report of operations and an annual financial statement.	Gallipoli Park Precinct Committee of Management	27 November 2013	Presented as part of the Annual General Meeting process

Powers Delegated by the Murrindindi Shire Council

Delegation	Delegate	Date	Conditions and Limitations
Duty to be responsible for the management and control of the Gallipoli Park Precinct that shall include the reserve and all buildings and surrounds relevant thereto. The boundaries are shown on the map attached thereto.	Gallipoli Park Precinct Committee of Management	27 November 2013	

Delegation	Delegate	Date	Conditions and Limitations
Duty to develop, approve, repeal and alter policies, procedures and rules necessary for the proper management of Gallipoli Park Precinct having regard to the objectives of the Committee and Council policy. Where Regulations are in force in respect of any Reserve being a Crown Land Reserve the Committee shall enforce and comply with such Regulations.	Gallipoli Park Precinct Committee of Management	27 November 2013	
Duty to be responsible for the routine maintenance and day to day operations of the reserve unless otherwise agreed by Council	Gallipoli Park Precinct Committee of Management	27 November 2013	
Duty to determine and collect the appropriate fees necessary for the effective management of the Gallipoli Park Precinct	Gallipoli Park Precinct Committee of Management	27 November 2013	
Duty to invite, receive and expend fees, donations, grants and endowments for furtherance of its objectives	Gallipoli Park Precinct Committee of Management	27 November 2013	Limit \$5,000.00 per transaction All grants for building and specified works are to be approved by Council prior to application by the Committee of Management

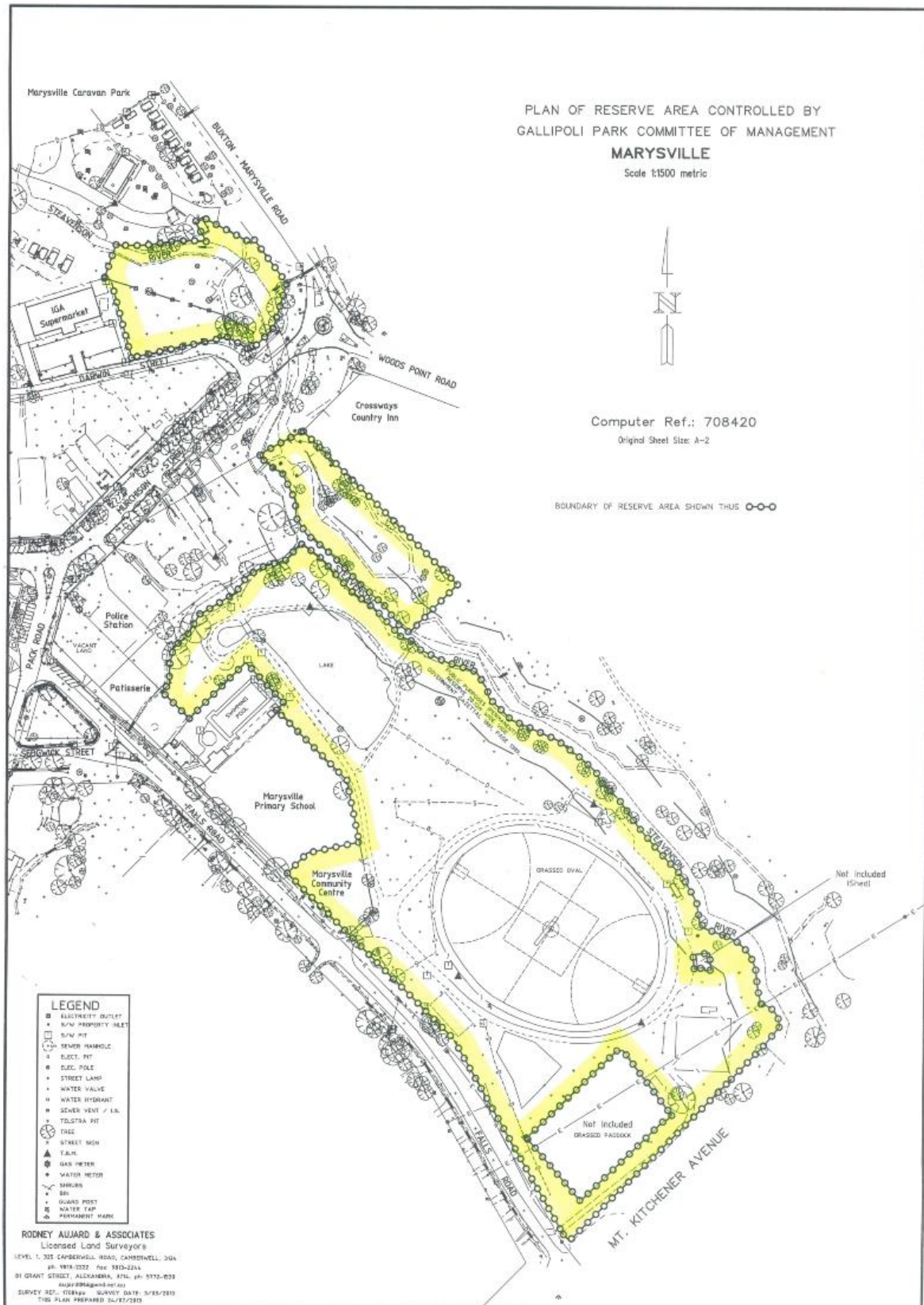
Delegation	Delegate	Date	Conditions and Limitations
Duty to hold or sponsor functions, stalls and other fundraising means, within the constraints of the budget to enhance the objectives of the Committee, with the written approval of Council.	Gallipoli Park Precinct Committee of Management	27 November 2013	
Duty to enter into agreements on behalf of the Council with casual hirers of the Gallipoli Park Precinct in accordance with any conditions of hire	Gallipoli Park Precinct Committee of Management	27 November 2013	
Duty to ensure awareness and compliance with Council's Local Laws and policies, State and Federal Laws, safety Acts and Regulations and report to Council any breaches. Ensure that all users of the facility also adhere.	Gallipoli Park Precinct Committee of Management	27 November 2013	
Open and operate a bank account in the name of Gallipoli Park Precinct Committee of Management to exercise powers and functions delegated by this instrument.	Gallipoli Park Precinct Committee of Management	27 November 2013	

Powers Excluded by the Murrindindi Shire Council and under the *Local Government Act 1989*

Column 1	Column 2	Column 3	Column 4	Column 5
Provision	Power Excluded	Delegate	Date	Conditions and Limitations
Section 86(4)(c)	Committee of Management cannot borrow money	Gallipoli Park Precinct Committee of Management	27 November 2013	
Section 86(4)(d)	Committee of Management cannot enter into contracts exceeding \$5,000	Gallipoli Park Precinct Committee of Management	27 November 2013	Committee of Management can seek Council's permission to enter into a contract higher than \$5,000
Section 86(4)(e)	Committee of Management cannot incur any expenditure exceeding \$5,000 in a single transaction	Gallipoli Park Precinct Committee of Management	27 November 2013	
	Committee of Management cannot carry out, or permit to be carried out, any act which would or would be likely to render Council's insurance policies invalid	Gallipoli Park Precinct Committee of Management	27 November 2013	
	Committee of Management cannot make any alterations or additions to the Facility or Reserve without the written approval of Council	Gallipoli Park Precinct Committee of Management	27 November 2013	Written approval be sought prior to seeking any statutory approvals (e.g. building permit, planning permit)

AREA OF DELEGATION

The Murrindindi Shire Council has resolved in accordance with Section 86 of the *Local Government Act 1989*, to appoint a Special Committee to control and manage the Gallipoli Park Precinct being Part of Crown Land reserved for public purposes in the Township of Marysville and known as Gallipoli Park. (Ref: 0902868, P181831 & P181827)



Instrument of Delegation

In exercise of the power conferred by section 86(3) of the *Local Government Act* 1989, the Murrindindi Shire Council delegates to ***Glenburn Community Centre (Special) Committee of Management*** the powers, duties and functions set out in the Schedule and declares that:

1. The Committee shall consist of the following **seven (7)** voting members:

Three (3) Community Representatives

One (1) Book Nook User Group Representative

One (1) Book Club User Group Representative

One (1) CFA User Group Representative

One (1) Craft User Group Representative

One (1) Murrindindi Shire Council Councillor or Representative (non-voting)

2. Committee meeting quorum shall be half plus one of the voting membership
3. Committee members who are not Councillors are exempt from submitting a register of interest return pursuant to Section 81(2A) of the Local Government Act 1989
4. This Instrument of Delegation is authorised by a resolution of Council passed on **27 November 2013** and

4.1 the delegation:

- 4.1.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
- 4.1.2 remains in force until varied or revoked;
- 4.1.3 is subject to any conditions and limitations set out in points 1 to 5 and in the Schedule; and
- 4.1.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and

4.2 the delegate must not determine an issue, take an action or do an act or thing:

- 4.2.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council; or

- 4.2.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
- (a) policy; or
 - (b) strategic plan adopted by Council; or
- 4.2.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of section 98(1)(a)-(f) (inclusive) of the Act or otherwise; or
- 4.2.4 if the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.

DATED this day of 2013

THE COMMON SEAL OF THE MURRINDINDI)
SHIRE COUNCIL was hereunto affixed in the)
presence of:)

Chief Executive Officer

Councillor

SCHEDULE

Powers Delegated under the *Local Government Act 1989*

Column 1	Column 2	Column 3	Column 4	Column 5
Provision	Delegation	Delegate	Date	Conditions and Limitations
Part 1A Section 3c (2a - c)	Duty to promote and undertake research in all matters associated with the planning, marketing and management of the activities of the Glenburn Community Centre to promote use.	Glenburn Community Centre Committee of Management	27 November 2013	Subject to approval of Council and in accordance with controls specified in the Governance Manual.
Part 1A Section 3c (2a - c)	Duty to ensure resources are used efficiently and effectively and services are provided to best meet the needs of the local community;	Glenburn Community Centre Committee of Management	27 November 2013	
Part 1A Section 3c (2e)	To ensure that the facilities and the activities of the Glenburn Community Centre are accessible and equitable	Glenburn Community Centre Committee of Management	27 November 2013	
Section 140(1)(a)	Duty to ensure financial records of the transactions and affairs of the Committee of Management are kept in accordance with the regulation set by the <i>Local Government Act 1989</i> and any other relevant legislation	Glenburn Community Centre Committee of Management	27 November 2013	

Column 1	Column 2	Column 3	Column 4	Column 5
Provision	Delegation	Delegate	Date	Conditions and Limitations
Section 140(1)(b)	Duty to ensure that the financial records will sufficiently explain the financial operations and financial position of the Committee of Management	Glenburn Community Centre Committee of Management	27 November 2013	
Section 140(2)(a)	Duty to ensure that moneys due are properly collected.	Glenburn Community Centre Committee of Management	27 November 2013	
Section 140(2)(b)	Duty to make security arrangements for money collected.	Glenburn Community Centre Committee of Management	27 November 2013	
Section 140(2)(c)	Duty to authorise expenditure correctly and expend money correctly.	Glenburn Community Centre Committee of Management	27 November 2013	
Section 140(2)(d)	Duty to protect and control assets in the Glenburn Community Centre	Glenburn Community Centre Committee of Management	27 November 2013	
Section 140(2)(e)	Duty to ensure that all liabilities incurred by the Committee are properly authorised.	Glenburn Community Centre Committee of Management	27 November 2013	Limit \$5,000.00 per transaction
Section 140(2)(f)	Duty to operate efficiently and economically and to avoid waste and extravagance.	Glenburn Community Centre Committee of Management	27 November 2013	

Column 1	Column 2	Column 3	Column 4	Column 5
Provision	Delegation	Delegate	Date	Conditions and Limitations
Section 141	Duty to retain and apply on behalf of Council any monies received from hire fees associated with the management of the facility, and apply such monies to the maintenance and operation of the Facility and any other expenses incurred by the Glenburn Community Centre Committee of Management in its management of the Facility.	Glenburn Community Centre Committee of Management	27 November 2013	Limit \$5,000.00 per transaction
Section 131 (1a-c)	Duty to prepare an annual report of operations and an annual financial statement.	Glenburn Community Centre Committee of Management	27 November 2013	Presented as part of the Annual General Meeting process

Powers Delegated by the Murrindindi Shire Council

Delegation	Delegate	Date	Conditions and Limitations
Duty to be responsible for the management and control of the Glenburn Community Centre that shall include the reserve and all buildings and surrounds relevant thereto. The boundaries are shown on the map attached thereto.	Glenburn Community Centre Committee of Management	27 November 2013	

Delegation	Delegate	Date	Conditions and Limitations
Duty to develop, approve, repeal and alter policies, procedures and rules necessary for the proper management of Glenburn Community Centre having regard to the objectives of the Committee and Council policy. Where Regulations are in force in respect of any Reserve being a Crown Land Reserve the Committee shall enforce and comply with such Regulations.	Glenburn Community Centre Committee of Management	27 November 2013	
Duty to be responsible for the routine maintenance and day to day operations of the reserve unless otherwise agreed by Council	Glenburn Community Centre Committee of Management	27 November 2013	
Duty to determine and collect the appropriate fees necessary for the effective management of the Glenburn Community Centre	Glenburn Community Centre Committee of Management	27 November 2013	
Duty to invite, receive and expend fees, donations, grants and endowments for furtherance of its objectives	Glenburn Community Centre Committee of Management	27 November 2013	Limit \$5,000.00 per transaction All grants for building and specified works are to be approved by Council prior to application by the Committee of Management

Delegation	Delegate	Date	Conditions and Limitations
Duty to hold or sponsor functions, stalls and other fundraising means, within the constraints of the budget to enhance the objectives of the Committee, with the written approval of Council.	Glenburn Community Centre Committee of Management	27 November 2013	
Duty to enter into agreements on behalf of the Council with casual hirers of the Glenburn Community Centre in accordance with any conditions of hire	Glenburn Community Centre Committee of Management	27 November 2013	
Duty to ensure awareness and compliance with Council's Local Laws and policies, State and Federal Laws, safety Acts and Regulations and report to Council any breaches. Ensure that all users of the facility also adhere.	Glenburn Community Centre Committee of Management	27 November 2013	
Open and operate a bank account in the name of Glenburn Community Centre Committee of Management to exercise powers and functions delegated by this instrument.	Glenburn Community Centre Committee of Management	27 November 2013	

Powers Excluded by the Murrindindi Shire Council and under the *Local Government Act 1989*

Column 1	Column 2	Column 3	Column 4	Column 5
Provision	Power Excluded	Delegate	Date	Conditions and Limitations
Section 86(4)(c)	Committee of Management cannot borrow money	Glenburn Community Centre Committee of Management	27 November 2013	
Section 86(4)(d)	Committee of Management cannot enter into contracts exceeding \$5,000	Glenburn Community Centre Committee of Management	27 November 2013	Committee of Management can seek Council's permission to enter into a contract higher than \$5,000
Section 86(4)(e)	Committee of Management cannot incur any expenditure exceeding \$5,000 in a single transaction	Glenburn Community Centre Committee of Management	27 November 2013	
	Committee of Management cannot carry out, or permit to be carried out, any act which would or would be likely to render Council's insurance policies invalid	Glenburn Community Centre Committee of Management	27 November 2013	
	Committee of Management cannot make any alterations or additions to the Facility or Reserve without the written approval of Council	Glenburn Community Centre Committee of Management	27 November 2013	Written approval be sought prior to seeking any statutory approvals (e.g. building permit, planning permit)

AREA OF DELEGATION

The Murrindindi Shire Council has resolved in accordance with Section 86 of the Local Government Act 1989, to appoint a Special Committee to control and manage the Glenburn Community Centre situated at 3873 Melba Highway Glenburn and contained in Certificates of Title, Volume (2756) Folio (551084).



Instrument of Delegation

In exercise of the power conferred by section 86(3) of the *Local Government Act 1989*, the Murrindindi Shire Council delegates to ***Kinglake Community Centre (Special) Committee of Management*** the powers, duties and functions set out in the Schedule and declares that:

1. The Committee shall consist of the following **seven (7)** voting members:

Two (2) Community Representatives

Two (2) Kinglake Senior Citizens Club User Group Representative

One (1) Kinglake Basketball Association User Group Representative

One (1) Craft Guild User Group Representative

One (1) Stadium User Group Representative

One (1) Murrindindi Shire Council Councillor or Representative (non-voting)

2. Committee meeting quorum shall be half plus one of the voting membership
3. Committee members who are not Councillors are exempt from submitting a register of interest return pursuant to Section 81(2A) of the Local Government Act 1989
4. This Instrument of Delegation is authorised by a resolution of Council passed on **27 November 2013** and

4.1 the delegation:

- 4.1.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
- 4.1.2 remains in force until varied or revoked;
- 4.1.3 is subject to any conditions and limitations set out in points 1 to 5 and in the Schedule; and
- 4.1.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and

4.2 the delegate must not determine an issue, take an action or do an act or thing:

- 4.2.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council; or

- 4.2.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
 - (a) policy; or
 - (b) strategic plan adopted by Council; or
- 4.2.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of section 98(1)(a)-(f) (inclusive) of the Act or otherwise; or
- 4.2.4 if the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.

DATED this day of 2013

THE COMMON SEAL OF THE MURRINDINDI)
SHIRE COUNCIL was hereunto affixed in the)
presence of:)

Chief Executive Officer

Councillor

SCHEDULE

Powers Delegated under the *Local Government Act 1989*

Column 1	Column 2	Column 3	Column 4	Column 5
Provision	Delegation	Delegate	Date	Conditions and Limitations
Part 1A Section 3c (2a - c)	Duty to promote and undertake research in all matters associated with the planning, marketing and management of the activities of the Kinglake Community Centre to promote use.	Kinglake Community Centre Committee of Management	27 November 2013	Subject to approval of Council and in accordance with controls specified in the Governance Manual.
Part 1A Section 3c (2a - c)	Duty to ensure resources are used efficiently and effectively and services are provided to best meet the needs of the local community;	Kinglake Community Centre Committee of Management	27 November 2013	
Part 1A Section 3c (2e)	To ensure that the facilities and the activities of the Kinglake Community Centre are accessible and equitable	Kinglake Community Centre Committee of Management	27 November 2013	
Section 140(1)(a)	Duty to ensure financial records of the transactions and affairs of the Committee of Management are kept in accordance with the regulation set by the <i>Local Government Act 1989</i> and any other relevant legislation	Kinglake Community Centre Committee of Management	27 November 2013	

Column 1	Column 2	Column 3	Column 4	Column 5
Provision	Delegation	Delegate	Date	Conditions and Limitations
Section 140(1)(b)	Duty to ensure that the financial records will sufficiently explain the financial operations and financial position of the Committee of Management	Kinglake Community Centre Committee of Management	27 November 2013	
Section 140(2)(a)	Duty to ensure that moneys due are properly collected.	Kinglake Community Centre Committee of Management	27 November 2013	
Section 140(2)(b)	Duty to make security arrangements for money collected.	Kinglake Community Centre Committee of Management	27 November 2013	
Section 140(2)(c)	Duty to authorise expenditure correctly and expend money correctly.	Kinglake Community Centre Committee of Management	27 November 2013	
Section 140(2)(d)	Duty to protect and control assets in the Kinglake Community Centre	Kinglake Community Centre Committee of Management	27 November 2013	
Section 140(2)(e)	Duty to ensure that all liabilities incurred by the Committee are properly authorised.	Kinglake Community Centre Committee of Management	27 November 2013	Limit \$5,000.00 per transaction
Section 140(2)(f)	Duty to operate efficiently and economically and to avoid waste and extravagance.	Kinglake Community Centre Committee of Management	27 November 2013	

Column 1	Column 2	Column 3	Column 4	Column 5
Provision	Delegation	Delegate	Date	Conditions and Limitations
Section 141	Duty to retain and apply on behalf of Council any monies received from hire fees associated with the management of the facility, and apply such monies to the maintenance and operation of the Facility and any other expenses incurred by the Kinglake Community Centre Committee of Management in its management of the Facility.	Kinglake Community Centre Committee of Management	27 November 2013	Limit \$5,000.00 per transaction
Section 131 (1a-c)	Duty to prepare an annual report of operations and an annual financial statement.	Kinglake Community Centre Committee of Management	27 November 2013	Presented as part of the Annual General Meeting process

Powers Delegated by the Murrindindi Shire Council

Delegation	Delegate	Date	Conditions and Limitations
Duty to be responsible for the management and control of the Kinglake Community Centre that shall include the reserve and all buildings and surrounds relevant thereto. The boundaries are shown on the map attached thereto.	Kinglake Community Centre Committee of Management	27 November 2013	

Delegation	Delegate	Date	Conditions and Limitations
Duty to develop, approve, repeal and alter policies, procedures and rules necessary for the proper management of Kinglake Community Centre having regard to the objectives of the Committee and Council policy. Where Regulations are in force in respect of any Reserve being a Crown Land Reserve the Committee shall enforce and comply with such Regulations.	Kinglake Community Centre Committee of Management	27 November 2013	
Duty to be responsible for the routine maintenance and day to day operations of the reserve unless otherwise agreed by Council	Kinglake Community Centre Committee of Management	27 November 2013	
Duty to determine and collect the appropriate fees necessary for the effective management of the Kinglake Community Centre	Kinglake Community Centre Committee of Management	27 November 2013	
Duty to invite, receive and expend fees, donations, grants and endowments for furtherance of its objectives	Kinglake Community Centre Committee of Management	27 November 2013	Limit \$5,000.00 per transaction All grants for building and specified works are to be approved by Council prior to application by the Committee of Management

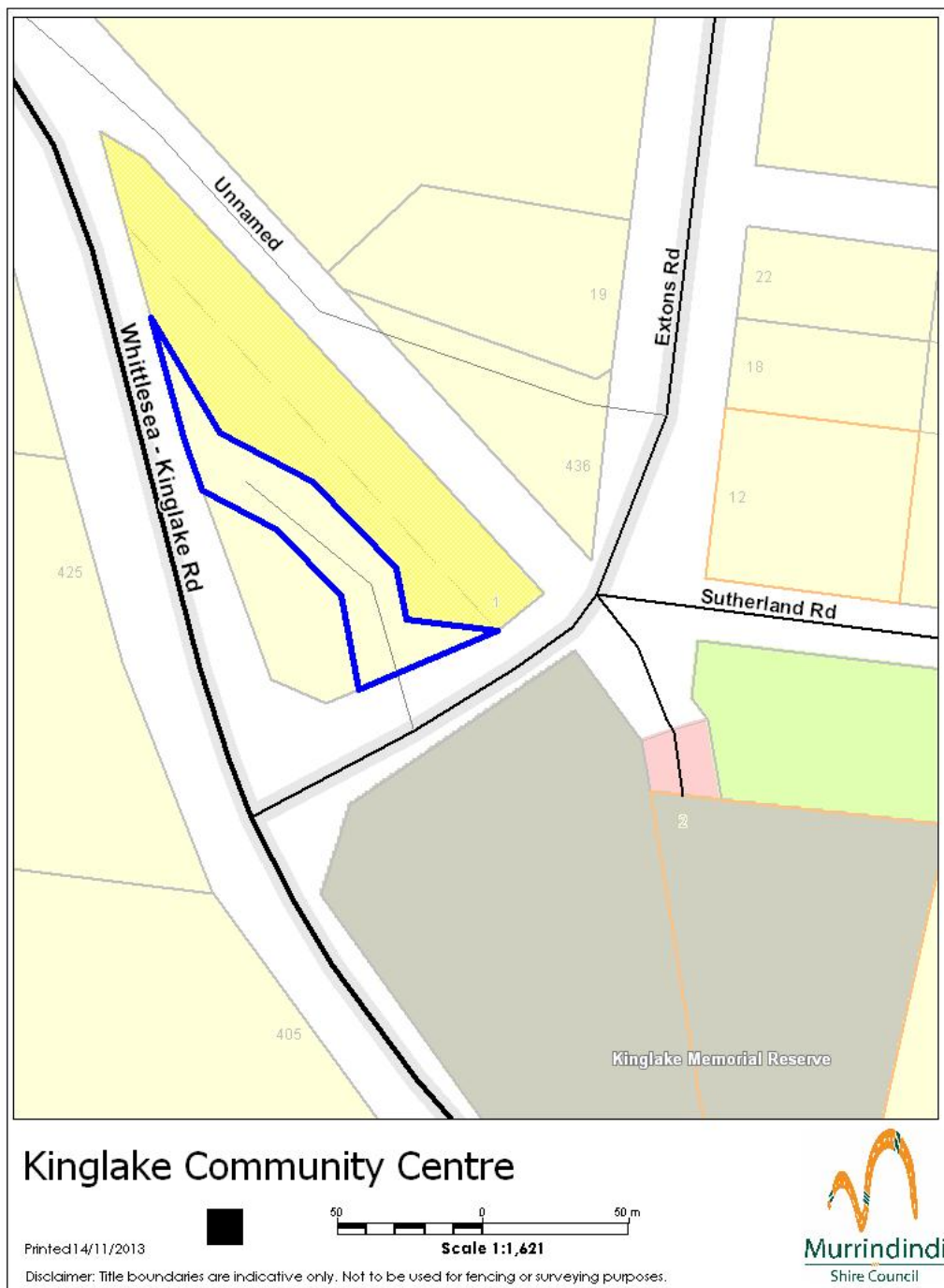
Delegation	Delegate	Date	Conditions and Limitations
Duty to hold or sponsor functions, stalls and other fundraising means, within the constraints of the budget to enhance the objectives of the Committee, with the written approval of Council.	Kinglake Community Centre Committee of Management	27 November 2013	
Duty to enter into agreements on behalf of the Council with casual hirers of the Kinglake Community Centre in accordance with any conditions of hire	Kinglake Community Centre Committee of Management	27 November 2013	
Duty to ensure awareness and compliance with Council's Local Laws and policies, State and Federal Laws, safety Acts and Regulations and report to Council any breaches. Ensure that all users of the facility also adhere.	Kinglake Community Centre Committee of Management	27 November 2013	
Open and operate a bank account in the name of Kinglake Community Centre Committee of Management to exercise powers and functions delegated by this instrument.	Kinglake Community Centre Committee of Management	27 November 2013	

Powers Excluded by the Murrindindi Shire Council and under the *Local Government Act 1989*

Column 1	Column 2	Column 3	Column 4	Column 5
Provision	Power Excluded	Delegate	Date	Conditions and Limitations
Section 86(4)(c)	Committee of Management cannot borrow money	Kinglake Community Centre Committee of Management	27 November 2013	
Section 86(4)(d)	Committee of Management cannot enter into contracts exceeding \$5,000	Kinglake Community Centre Committee of Management	27 November 2013	Committee of Management can seek Council's permission to enter into a contract higher than \$5,000
Section 86(4)(e)	Committee of Management cannot incur any expenditure exceeding \$5,000 in a single transaction	Kinglake Community Centre Committee of Management	27 November 2013	
	Committee of Management cannot carry out, or permit to be carried out, any act which would or would be likely to render Council's insurance policies invalid	Kinglake Community Centre Committee of Management	27 November 2013	
	Committee of Management cannot make any alterations or additions to the Facility or Reserve without the written approval of Council	Kinglake Community Centre Committee of Management	27 November 2013	Written approval be sought prior to seeking any statutory approvals (e.g. building permit, planning permit)

AREA OF DELEGATION

The Murrindindi Shire Council has resolved in accordance with Section 86 of the Local Government Act 1989, to appoint a Special Committee to control and manage the Kinglake Community Centre situated at 1A Extons Road, Kinglake Central and contained in Certificates of Title, Volume (7660) Folio (058), Volume (6209) Folio (1241195, 362,871854), Volume (9511) Folio (337), Volume (9488) Folio (768), Volume (9533) Folio (815)



Instrument of Delegation

In exercise of the power conferred by section 86(3) of the *Local Government Act 1989*, the Murrindindi Shire Council delegates to ***Kinglake Memorial Reserve (Special) Committee of Management*** the powers, duties and functions set out in the Schedule and declares that:

1. The Committee shall consist of the following **seven (7)** voting members:

Three (3) Community Representatives

One (1) Kinglake Cricket Club User Group Representative

One (1) Kinglake Football Netball User Group Representative

One (1) Kinglake Ranges Tennis Club User Group Representative

One (1) Kinglake Scout Group User Group Representative

One (1) Murrindindi Shire Council Councillor or Representative (non-voting)

2. Committee meeting quorum shall be half plus one of the voting membership
3. Committee members who are not Councillors are exempt from submitting a register of interest return pursuant to Section 81(2A) of the Local Government Act 1989
4. This Instrument of Delegation is authorised by a resolution of Council passed on **27 November 2013** and

4.1 the delegation:

- 4.1.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
- 4.1.2 remains in force until varied or revoked;
- 4.1.3 is subject to any conditions and limitations set out in points 1 to 5 and in the Schedule; and
- 4.1.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and

4.2 the delegate must not determine an issue, take an action or do an act or thing:

- 4.2.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council; or

- 4.2.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
 - (a) policy; or
 - (b) strategic plan adopted by Council; or
- 4.2.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of section 98(1)(a)-(f) (inclusive) of the Act or otherwise; or
- 4.2.4 if the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.

DATED this day of 2013

THE COMMON SEAL OF THE MURRINDINDI)
SHIRE COUNCIL was hereunto affixed in the)
presence of:)

Chief Executive Officer

Councillor

SCHEDULE

Powers Delegated under the *Local Government Act 1989*

Column 1	Column 2	Column 3	Column 4	Column 5
Provision	Delegation	Delegate	Date	Conditions and Limitations
Part 1A Section 3c (2a - c)	Duty to promote and undertake research in all matters associated with the planning, marketing and management of the activities of the Kinglake Memorial Reserve to promote use.	Kinglake Memorial Reserve Committee of Management	27 November 2013	Subject to approval of Council and in accordance with controls specified in the Governance Manual.
Part 1A Section 3c (2a - c)	Duty to ensure resources are used efficiently and effectively and services are provided to best meet the needs of the local community;	Kinglake Memorial Reserve Committee of Management	27 November 2013	
Part 1A Section 3c (2e)	To ensure that the facilities and the activities of the Kinglake Memorial Reserve are accessible and equitable	Kinglake Memorial Reserve Committee of Management	27 November 2013	
Section 140(1)(a)	Duty to ensure financial records of the transactions and affairs of the Committee of Management are kept in accordance with the regulation set by the <i>Local Government Act 1989</i> and any other relevant legislation	Kinglake Memorial Reserve Committee of Management	27 November 2013	

Column 1	Column 2	Column 3	Column 4	Column 5
Provision	Delegation	Delegate	Date	Conditions and Limitations
Section 140(1)(b)	Duty to ensure that the financial records will sufficiently explain the financial operations and financial position of the Committee of Management	Kinglake Memorial Reserve Committee of Management	27 November 2013	
Section 140(2)(a)	Duty to ensure that moneys due are properly collected.	Kinglake Memorial Reserve Committee of Management	27 November 2013	
Section 140(2)(b)	Duty to make security arrangements for money collected.	Kinglake Memorial Reserve Committee of Management	27 November 2013	
Section 140(2)(c)	Duty to authorise expenditure correctly and expend money correctly.	Kinglake Memorial Reserve Committee of Management	27 November 2013	
Section 140(2)(d)	Duty to protect and control assets in the Kinglake Memorial Reserve	Kinglake Memorial Reserve Committee of Management	27 November 2013	
Section 140(2)(e)	Duty to ensure that all liabilities incurred by the Committee are properly authorised.	Kinglake Memorial Reserve Committee of Management	27 November 2013	Limit \$5,000.00 per transaction
Section 140(2)(f)	Duty to operate efficiently and economically and to avoid waste and extravagance.	Kinglake Memorial Reserve Committee of Management	27 November 2013	

Column 1	Column 2	Column 3	Column 4	Column 5
Provision	Delegation	Delegate	Date	Conditions and Limitations
Section 141	Duty to retain and apply on behalf of Council any monies received from hire fees associated with the management of the facility, and apply such monies to the maintenance and operation of the Facility and any other expenses incurred by the Kinglake Memorial Reserve Committee of Management in its management of the Facility.	Kinglake Memorial Reserve Committee of Management	27 November 2013	Limit \$5,000.00 per transaction
Section 131 (1a-c)	Duty to prepare an annual report of operations and an annual financial statement.	Kinglake Memorial Reserve Committee of Management	27 November 2013	Presented as part of the Annual General Meeting process

Powers Delegated by the Murrindindi Shire Council

Delegation	Delegate	Date	Conditions and Limitations
Duty to be responsible for the management and control of the Kinglake Memorial Reserve that shall include the reserve and all buildings and surrounds relevant thereto. The boundaries are shown on the map attached thereto.	Kinglake Memorial Reserve Committee of Management	27 November 2013	

Delegation	Delegate	Date	Conditions and Limitations
Duty to develop, approve, repeal and alter policies, procedures and rules necessary for the proper management of Kinglake Memorial Reserve having regard to the objectives of the Committee and Council policy. Where Regulations are in force in respect of any Reserve being a Crown Land Reserve the Committee shall enforce and comply with such Regulations.	Kinglake Memorial Reserve Committee of Management	27 November 2013	
Duty to be responsible for the routine maintenance and day to day operations of the reserve unless otherwise agreed by Council	Kinglake Memorial Reserve Committee of Management	27 November 2013	
Duty to determine and collect the appropriate fees necessary for the effective management of the Kinglake Memorial Reserve	Kinglake Memorial Reserve Committee of Management	27 November 2013	
Duty to invite, receive and expend fees, donations, grants and endowments for furtherance of its objectives	Kinglake Memorial Reserve Committee of Management	27 November 2013	Limit \$5,000.00 per transaction All grants for building and specified works are to be approved by Council prior to application by the Committee of Management

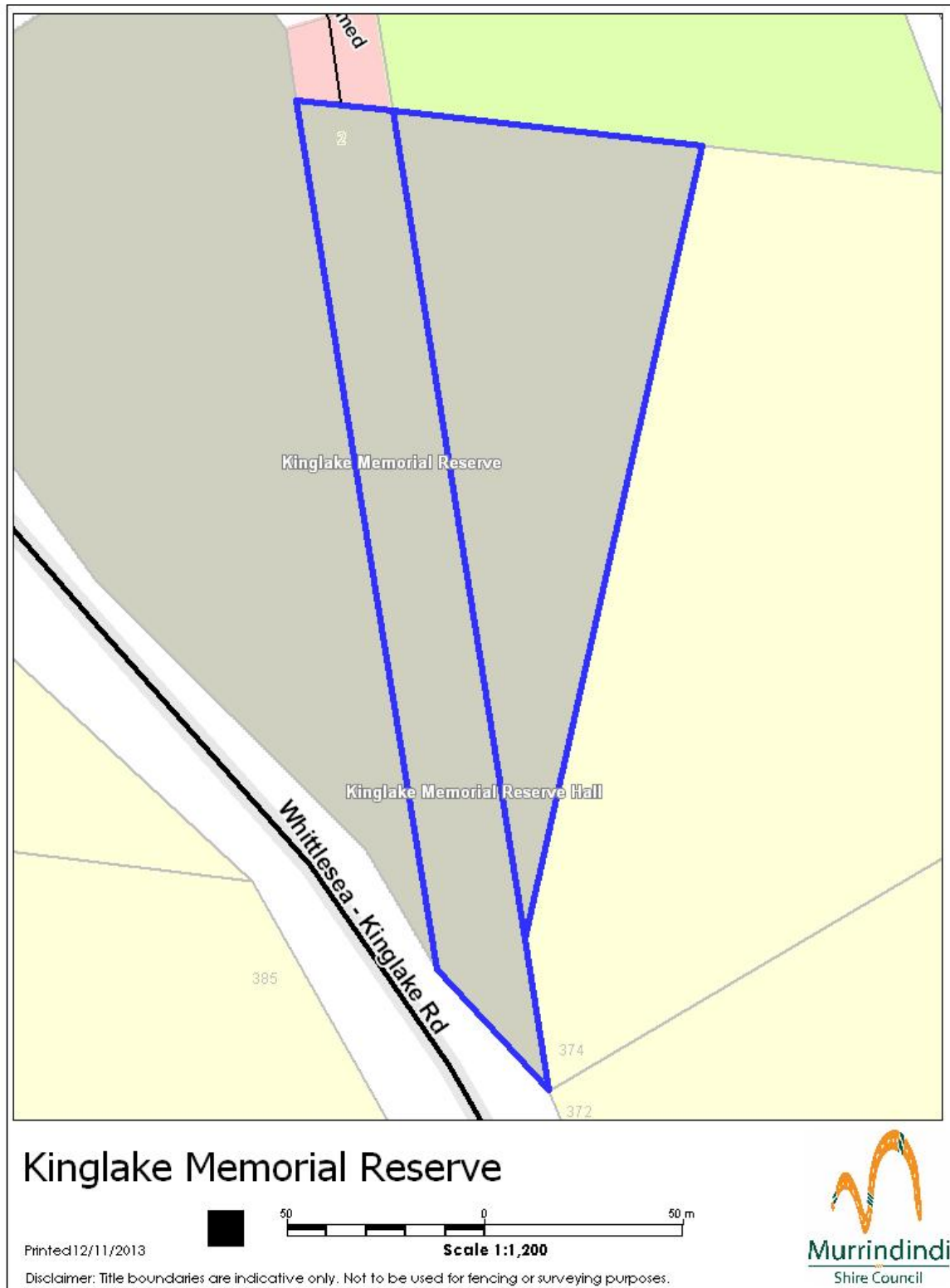
Delegation	Delegate	Date	Conditions and Limitations
Duty to hold or sponsor functions, stalls and other fundraising means, within the constraints of the budget to enhance the objectives of the Committee, with the written approval of Council.	Kinglake Memorial Reserve Committee of Management	27 November 2013	
Duty to enter into agreements on behalf of the Council with casual hirers of the Kinglake Memorial Reserve in accordance with any conditions of hire	Kinglake Memorial Reserve Committee of Management	27 November 2013	
Duty to ensure awareness and compliance with Council's Local Laws and policies, State and Federal Laws, safety Acts and Regulations and report to Council any breaches. Ensure that all users of the facility also adhere.	Kinglake Memorial Reserve Committee of Management	27 November 2013	
Open and operate a bank account in the name of Kinglake Memorial Reserve Committee of Management to exercise powers and functions delegated by this instrument.	Kinglake Memorial Reserve Committee of Management	27 November 2013	

Powers Excluded by the Murrindindi Shire Council and under the *Local Government Act 1989*

Column 1	Column 2	Column 3	Column 4	Column 5
Provision	Power Excluded	Delegate	Date	Conditions and Limitations
Section 86(4)(c)	Committee of Management cannot borrow money	Kinglake Memorial Reserve Committee of Management	27 November 2013	
Section 86(4)(d)	Committee of Management cannot enter into contracts exceeding \$5,000	Kinglake Memorial Reserve Committee of Management	27 November 2013	Committee of Management can seek Council's permission to enter into a contract higher than \$5,000
Section 86(4)(e)	Committee of Management cannot incur any expenditure exceeding \$5,000 in a single transaction	Kinglake Memorial Reserve Committee of Management	27 November 2013	
	Committee of Management cannot carry out, or permit to be carried out, any act which would or would be likely to render Council's insurance policies invalid	Kinglake Memorial Reserve Committee of Management	27 November 2013	
	Committee of Management cannot make any alterations or additions to the Facility or Reserve without the written approval of Council	Kinglake Memorial Reserve Committee of Management	27 November 2013	Written approval be sought prior to seeking any statutory approvals (e.g. building permit, planning permit)

AREA OF DELEGATION

The Murrindindi Shire Council has resolved in accordance with Section 86 of the Local Government Act 1989, to appoint a Special Committee to control and manage the Kinglake Memorial Reserve situated at 2 Extons Road and contained in Certificates of Title, Volume (9533,8060) Folio (815,873)



Instrument of Delegation

In exercise of the power conferred by section 86(3) of the *Local Government Act 1989*, the Murrindindi Shire Council delegates to ***Mt Pleasant Reserve (Special) Committee of Management*** the powers, duties and functions set out in the Schedule and declares that:

1. The Committee shall consist of the following **seven (7)** voting members:

Two (2) Community Representatives

One (1) Upper Goulburn Field Naturalists User Group Representative (plus proxy)

One (1) Trust For Nature User Group Representative

One (1) Department of Environment and Primary Industries User Group Representative

One (1) Parks Victoria User Group Representative (plus proxy)

One (1) Landcare User Group Representative (plus proxy)

One (1) Murrindindi Shire Council Councillor or Representative (non-voting)

2. Committee meeting quorum shall be half plus one of the voting membership
3. Committee members who are not Councillors are exempt from submitting a register of interest return pursuant to Section 81(2A) of the *Local Government Act 1989*
4. This Instrument of Delegation is authorised by a resolution of Council passed on **27 November 2013** and

4.1 the delegation:

- 4.1.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
- 4.1.2 remains in force until varied or revoked;
- 4.1.3 is subject to any conditions and limitations set out in points 1 to 5 and in the Schedule; and
- 4.1.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and

4.2 the delegate must not determine an issue, take an action or do an act or thing:

- 4.2.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council; or

- 4.2.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
 - (a) policy; or
 - (b) strategic plan adopted by Council; or
- 4.2.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of section 98(1)(a)-(f) (inclusive) of the Act or otherwise; or
- 4.2.4 if the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.

DATED this day of 2013

THE COMMON SEAL OF THE MURRINDINDI)
SHIRE COUNCIL was hereunto affixed in the)
presence of:)

Chief Executive Officer

Councillor

SCHEDULE

Powers Delegated under the *Local Government Act 1989*

Column 1	Column 2	Column 3	Column 4	Column 5
Provision	Delegation	Delegate	Date	Conditions and Limitations
Part 1A Section 3c (2a - c)	Duty to promote and undertake research in all matters associated with the planning, marketing and management of the activities of the Mt Pleasant Reserve to promote use.	Mt Pleasant Reserve Committee of Management	27 November 2013	Subject to approval of Council and in accordance with controls specified in the Governance Manual.
Part 1A Section 3c (2a - c)	Duty to ensure resources are used efficiently and effectively and services are provided to best meet the needs of the local community;	Mt Pleasant Reserve Committee of Management	27 November 2013	
Part 1A Section 3c (2e)	To ensure that the facilities and the activities of the Mt Pleasant Reserve are accessible and equitable	Mt Pleasant Reserve Committee of Management	27 November 2013	
Section 140(1)(a)	Duty to ensure financial records of the transactions and affairs of the Committee of Management are kept in accordance with the regulation set by the <i>Local Government Act 1989</i> and any other relevant legislation	Mt Pleasant Reserve Committee of Management	27 November 2013	

Column 1	Column 2	Column 3	Column 4	Column 5
Provision	Delegation	Delegate	Date	Conditions and Limitations
Section 140(1)(b)	Duty to ensure that the financial records will sufficiently explain the financial operations and financial position of the Committee of Management	Mt Pleasant Reserve Committee of Management	27 November 2013	
Section 140(2)(a)	Duty to ensure that moneys due are properly collected.	Mt Pleasant Reserve Committee of Management	27 November 2013	
Section 140(2)(b)	Duty to make security arrangements for money collected.	Mt Pleasant Reserve Committee of Management	27 November 2013	
Section 140(2)(c)	Duty to authorise expenditure correctly and expend money correctly.	Mt Pleasant Reserve Committee of Management	27 November 2013	
Section 140(2)(d)	Duty to protect and control assets in the Mt Pleasant Reserve	Mt Pleasant Reserve Committee of Management	27 November 2013	
Section 140(2)(e)	Duty to ensure that all liabilities incurred by the Committee are properly authorised.	Mt Pleasant Reserve Committee of Management	27 November 2013	Limit \$5,000.00 per transaction
Section 140(2)(f)	Duty to operate efficiently and economically and to avoid waste and extravagance.	Mt Pleasant Reserve Committee of Management	27 November 2013	

Column 1	Column 2	Column 3	Column 4	Column 5
Provision	Delegation	Delegate	Date	Conditions and Limitations
Section 141	Duty to retain and apply on behalf of Council any monies received from hire fees associated with the management of the facility, and apply such monies to the maintenance and operation of the Facility and any other expenses incurred by the Mt Pleasant Reserve Committee of Management in its management of the Facility.	Mt Pleasant Reserve Committee of Management	27 November 2013	Limit \$5,000.00 per transaction
Section 131 (1a-c)	Duty to prepare an annual report of operations and an annual financial statement.	Mt Pleasant Reserve Committee of Management	27 November 2013	Presented as part of the Annual General Meeting process

Powers Delegated by the Murrindindi Shire Council

Delegation	Delegate	Date	Conditions and Limitations
Duty to be responsible for the management and control of the Mt Pleasant Reserve that shall include the reserve and all buildings and surrounds relevant thereto. The boundaries are shown on the map attached thereto.	Mt Pleasant Reserve Committee of Management	27 November 2013	

Delegation	Delegate	Date	Conditions and Limitations
Duty to develop, approve, repeal and alter policies, procedures and rules necessary for the proper management of Mt Pleasant Reserve having regard to the objectives of the Committee and Council policy. Where Regulations are in force in respect of any Reserve being a Crown Land Reserve the Committee shall enforce and comply with such Regulations.	Mt Pleasant Reserve Committee of Management	27 November 2013	
Duty to be responsible for the routine maintenance and day to day operations of the reserve unless otherwise agreed by Council	Mt Pleasant Reserve Committee of Management	27 November 2013	
Duty to determine and collect the appropriate fees necessary for the effective management of the Mt Pleasant Reserve	Mt Pleasant Reserve Committee of Management	27 November 2013	
Duty to invite, receive and expend fees, donations, grants and endowments for furtherance of its objectives	Mt Pleasant Reserve Committee of Management	27 November 2013	Limit \$5,000.00 per transaction All grants for building and specified works are to be approved by Council prior to application by the Committee of Management

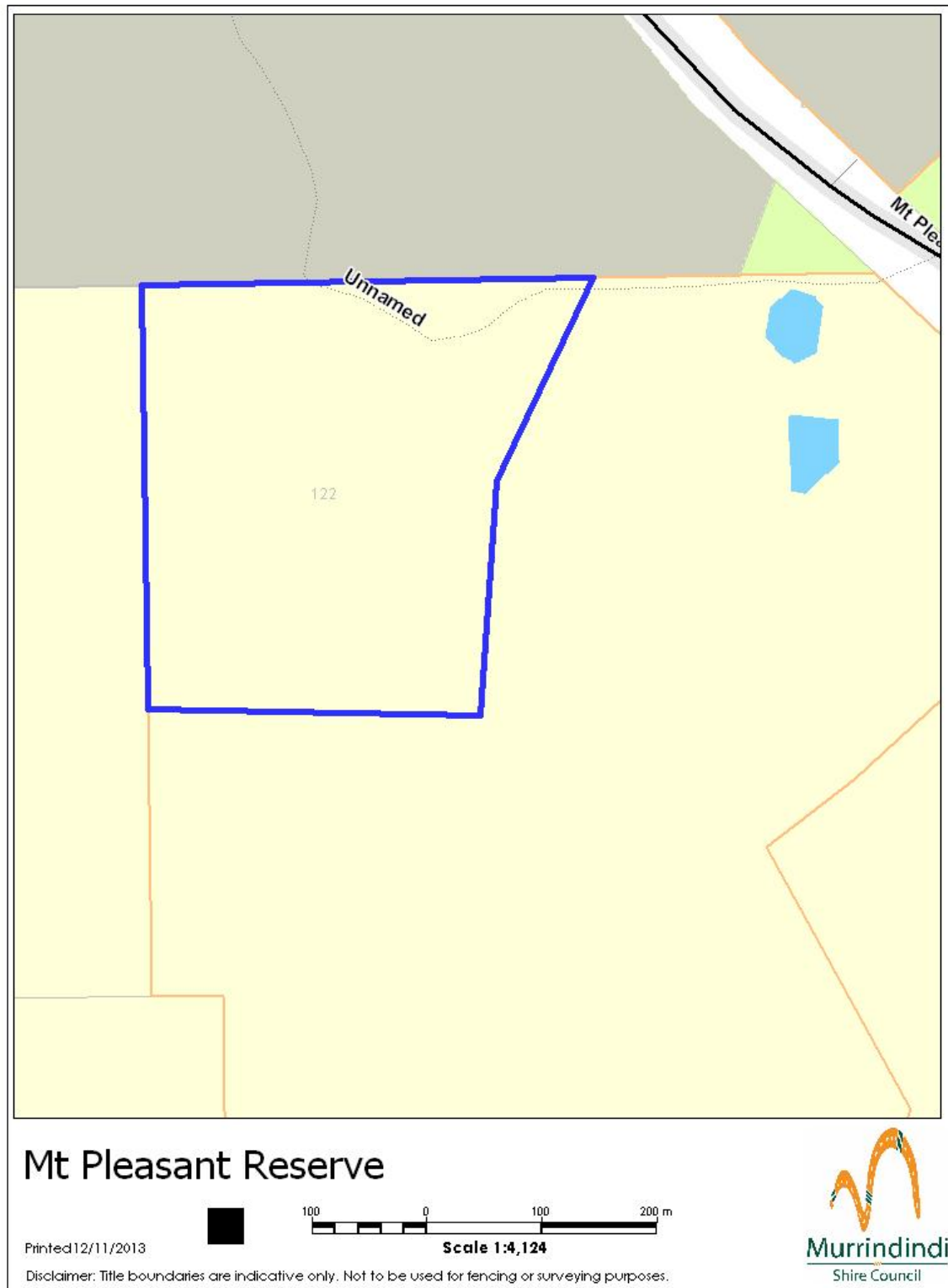
Delegation	Delegate	Date	Conditions and Limitations
Duty to hold or sponsor functions, stalls and other fundraising means, within the constraints of the budget to enhance the objectives of the Committee, with the written approval of Council.	Mt Pleasant Reserve Committee of Management	27 November 2013	
Duty to enter into agreements on behalf of the Council with casual hirers of the Mt Pleasant Reserve in accordance with any conditions of hire	Mt Pleasant Reserve Committee of Management	27 November 2013	
Duty to ensure awareness and compliance with Council's Local Laws and policies, State and Federal Laws, safety Acts and Regulations and report to Council any breaches. Ensure that all users of the facility also adhere.	Mt Pleasant Reserve Committee of Management	27 November 2013	
Open and operate a bank account in the name of Mt Pleasant Reserve Committee of Management to exercise powers and functions delegated by this instrument.	Mt Pleasant Reserve Committee of Management	27 November 2013	

Powers Excluded by the Murrindindi Shire Council and under the *Local Government Act 1989*

Column 1	Column 2	Column 3	Column 4	Column 5
Provision	Power Excluded	Delegate	Date	Conditions and Limitations
Section 86(4)(c)	Committee of Management cannot borrow money	Mt Pleasant Reserve Committee of Management	27 November 2013	
Section 86(4)(d)	Committee of Management cannot enter into contracts exceeding \$5,000	Mt Pleasant Reserve Committee of Management	27 November 2013	Committee of Management can seek Council's permission to enter into a contract higher than \$5,000
Section 86(4)(e)	Committee of Management cannot incur any expenditure exceeding \$5,000 in a single transaction	Mt Pleasant Reserve Committee of Management	27 November 2013	
	Committee of Management cannot carry out, or permit to be carried out, any act which would or would be likely to render Council's insurance policies invalid	Mt Pleasant Reserve Committee of Management	27 November 2013	
	Committee of Management cannot make any alterations or additions to the Facility or Reserve without the written approval of Council	Mt Pleasant Reserve Committee of Management	27 November 2013	Written approval be sought prior to seeking any statutory approvals (e.g. building permit, planning permit)

AREA OF DELEGATION

The Murrindindi Shire Council has resolved in accordance with Section 86 of the Local Government Act 1989, to appoint a Special Committee to control and manage the Mt Pleasant Reserve situated at 122 Mt Pleasant Road Alexandra and contained in Certificates of Title, Crown Allotment 4A Parish Alexandra



Instrument of Delegation

In exercise of the power conferred by section 86(3) of the *Local Government Act 1989*, the Murrindindi Shire Council delegates to ***Strath Creek Reserves & Hall (Special) Committee of Management*** the powers, duties and functions set out in the Schedule and declares that:

1. The Committee shall consist of the following **seven (7)** voting members:

Four (4) Community Representatives

One (1) Strath Creek Progress Association User Group Representative

One (1) Strath Creek Tennis Club User Group Representative

One (1) Strath Creek Landcare User Group Representative

One (1) Murrindindi Shire Council Councillor or Representative (non-voting)

2. Committee meeting quorum shall be half plus one of the voting membership
3. Committee members who are not Councillors are exempt from submitting a register of interest return pursuant to Section 81(2A) of the *Local Government Act 1989*
4. This Instrument of Delegation is authorised by a resolution of Council passed on **27 November 2013** and

4.1 the delegation:

- 4.1.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
- 4.1.2 remains in force until varied or revoked;
- 4.1.3 is subject to any conditions and limitations set out in points 1 to 5 and in the Schedule; and
- 4.1.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and

4.2 the delegate must not determine an issue, take an action or do an act or thing:

- 4.2.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council; or

- 4.2.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
- (a) policy; or
 - (b) strategic plan adopted by Council; or
- 4.2.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of section 98(1)(a)-(f) (inclusive) of the Act or otherwise; or
- 4.2.4 if the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.

DATED this day of 2013

THE COMMON SEAL OF THE MURRINDINDI)
SHIRE COUNCIL was hereunto affixed in the)
presence of:)

Chief Executive Officer

Councillor

SCHEDULE

Powers Delegated under the *Local Government Act 1989*

Column 1	Column 2	Column 3	Column 4	Column 5
Provision	Delegation	Delegate	Date	Conditions and Limitations
Part 1A Section 3c (2a - c)	Duty to promote and undertake research in all matters associated with the planning, marketing and management of the activities of the Strath Creek Reserves & Hall to promote use.	Strath Creek Reserves & Hall Committee of Management	27 November 2013	Subject to approval of Council and in accordance with controls specified in the Governance Manual.
Part 1A Section 3c (2a - c)	Duty to ensure resources are used efficiently and effectively and services are provided to best meet the needs of the local community;	Strath Creek Reserves & Hall Committee of Management	27 November 2013	
Part 1A Section 3c (2e)	To ensure that the facilities and the activities of the Strath Creek Reserves & Hall are accessible and equitable	Strath Creek Reserves & Hall Committee of Management	27 November 2013	
Section 140(1)(a)	Duty to ensure financial records of the transactions and affairs of the Committee of Management are kept in accordance with the regulation set by the <i>Local Government Act 1989</i> and any other relevant legislation	Strath Creek Reserves & Hall Committee of Management	27 November 2013	

Column 1	Column 2	Column 3	Column 4	Column 5
Provision	Delegation	Delegate	Date	Conditions and Limitations
Section 140(1)(b)	Duty to ensure that the financial records will sufficiently explain the financial operations and financial position of the Committee of Management	Strath Creek Reserves & Hall Committee of Management	27 November 2013	
Section 140(2)(a)	Duty to ensure that moneys due are properly collected.	Strath Creek Reserves & Hall Committee of Management	27 November 2013	
Section 140(2)(b)	Duty to make security arrangements for money collected.	Strath Creek Reserves & Hall Committee of Management	27 November 2013	
Section 140(2)(c)	Duty to authorise expenditure correctly and expend money correctly.	Strath Creek Reserves & Hall Committee of Management	27 November 2013	
Section 140(2)(d)	Duty to protect and control assets in the Strath Creek Reserves & Hall	Strath Creek Reserves & Hall Committee of Management	27 November 2013	
Section 140(2)(e)	Duty to ensure that all liabilities incurred by the Committee are properly authorised.	Strath Creek Reserves & Hall Committee of Management	27 November 2013	Limit \$5,000.00 per transaction
Section 140(2)(f)	Duty to operate efficiently and economically and to avoid waste and extravagance.	Strath Creek Reserves & Hall Committee of Management	27 November 2013	

Column 1	Column 2	Column 3	Column 4	Column 5
Provision	Delegation	Delegate	Date	Conditions and Limitations
Section 141	Duty to retain and apply on behalf of Council any monies received from hire fees associated with the management of the facility, and apply such monies to the maintenance and operation of the Facility and any other expenses incurred by the Strath Creek Reserves & Hall Committee of Management in its management of the Facility.	Strath Creek Reserves & Hall Committee of Management	27 November 2013	Limit \$5,000.00 per transaction
Section 131 (1a-c)	Duty to prepare an annual report of operations and an annual financial statement.	Strath Creek Reserves & Hall Committee of Management	27 November 2013	Presented as part of the Annual General Meeting process

Powers Delegated by the Murrindindi Shire Council

Delegation	Delegate	Date	Conditions and Limitations
Duty to be responsible for the management and control of the Strath Creek Reserves & Hall that shall include the reserve and all buildings and surrounds relevant thereto. The boundaries are shown on the map attached thereto.	Strath Creek Reserves & Hall Committee of Management	27 November 2013	

Delegation	Delegate	Date	Conditions and Limitations
Duty to develop, approve, repeal and alter policies, procedures and rules necessary for the proper management of Strath Creek Reserves & Hall having regard to the objectives of the Committee and Council policy. Where Regulations are in force in respect of any Reserve being a Crown Land Reserve the Committee shall enforce and comply with such Regulations.	Strath Creek Reserves & Hall Committee of Management	27 November 2013	
Duty to be responsible for the routine maintenance and day to day operations of the reserve unless otherwise agreed by Council	Strath Creek Reserves & Hall Committee of Management	27 November 2013	
Duty to determine and collect the appropriate fees necessary for the effective management of the Strath Creek Reserves & Hall	Strath Creek Reserves & Hall Committee of Management	27 November 2013	
Duty to invite, receive and expend fees, donations, grants and endowments for furtherance of its objectives	Strath Creek Reserves & Hall Committee of Management	27 November 2013	Limit \$5,000.00 per transaction All grants for building and specified works are to be approved by Council prior to application by the Committee of Management

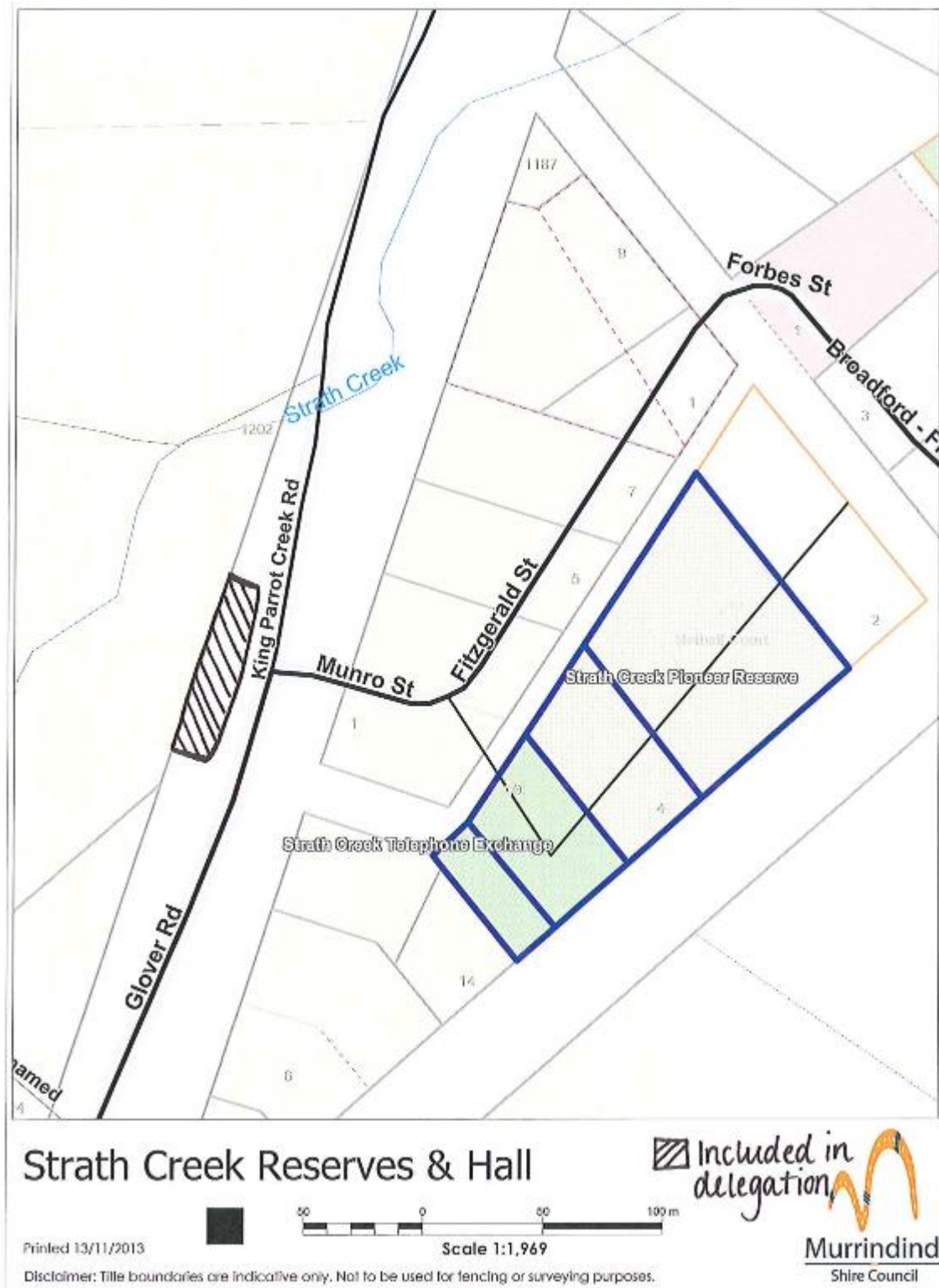
Delegation	Delegate	Date	Conditions and Limitations
Duty to hold or sponsor functions, stalls and other fundraising means, within the constraints of the budget to enhance the objectives of the Committee, with the written approval of Council.	Strath Creek Reserves & Hall Committee of Management	27 November 2013	
Duty to enter into agreements on behalf of the Council with casual hirers of the Strath Creek Reserves & Hall in accordance with any conditions of hire	Strath Creek Reserves & Hall Committee of Management	27 November 2013	
Duty to ensure awareness and compliance with Council's Local Laws and policies, State and Federal Laws, safety Acts and Regulations and report to Council any breaches. Ensure that all users of the facility also adhere.	Strath Creek Reserves & Hall Committee of Management	27 November 2013	
Open and operate a bank account in the name of Strath Creek Reserves & Hall Committee of Management to exercise powers and functions delegated by this instrument.	Strath Creek Reserves & Hall Committee of Management	27 November 2013	

Powers Excluded by the Murrindindi Shire Council and under the *Local Government Act 1989*

Column 1	Column 2	Column 3	Column 4	Column 5
Provision	Power Excluded	Delegate	Date	Conditions and Limitations
Section 86(4)(c)	Committee of Management cannot borrow money	Strath Creek Reserves & Hall Committee of Management	27 November 2013	
Section 86(4)(d)	Committee of Management cannot enter into contracts exceeding \$5,000	Strath Creek Reserves & Hall Committee of Management	27 November 2013	Committee of Management can seek Council's permission to enter into a contract higher than \$5,000
Section 86(4)(e)	Committee of Management cannot incur any expenditure exceeding \$5,000 in a single transaction	Strath Creek Reserves & Hall Committee of Management	27 November 2013	
	Committee of Management cannot carry out, or permit to be carried out, any act which would or would be likely to render Council's insurance policies invalid	Strath Creek Reserves & Hall Committee of Management	27 November 2013	
	Committee of Management cannot make any alterations or additions to the Facility or Reserve without the written approval of Council	Strath Creek Reserves & Hall Committee of Management	27 November 2013	Written approval be sought prior to seeking any statutory approvals (e.g. building permit, planning permit)

AREA OF DELEGATION

The Murrindindi Shire Council has resolved in accordance with Section 86 of the *Local Government Act 1989*, to appoint a Special Committee to control and manage the Strath Creek Pioneer Reserve, Strath Creek Hall Reserve and Vic Road Reserve Broadford-Flowerdale Road, Strath Creek situated at 4 Ferguson Street, 10 Ferguson Street and Broadford – Flowerdale Road and contained in Certificates of Title, Crown Allotment 2A-C PP5739 and Reserve number 0902296.



Instrument of Delegation

In exercise of the power conferred by section 86(3) of the *Local Government Act 1989*, the Murrindindi Shire Council delegates to ***Yea Pioneer Reserve (Special) Committee of Management*** the powers, duties and functions set out in the Schedule and declares that:

1. The Committee shall consist of the following **seven (7)** voting members:

One (1) Community Representatives

One (1) Yea Scout Group User Group Representative

One (1) Tai Chi User Group Representative

One (1) U3A User Group Representative

One (1) Garden Club User Group Representative

One (1) Power Pals User Group Representative

One (1) Playgroup User Group Representative

One (1) Murrindindi Shire Council Councillor or Representative (non-voting)

2. Committee meeting quorum shall be half plus one of the voting membership
3. Committee members who are not Councillors are exempt from submitting a register of interest return pursuant to Section 81(2A) of the Local Government Act 1989
4. This Instrument of Delegation is authorised by a resolution of Council passed on **27 November 2013** and

4.1 the delegation:

- 4.1.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
- 4.1.2 remains in force until varied or revoked;
- 4.1.3 is subject to any conditions and limitations set out in points 1 to 5 and in the Schedule; and
- 4.1.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and

SCHEDULE

Powers Delegated under the *Local Government Act 1989*

Column 1	Column 2	Column 3	Column 4	Column 5
Provision	Delegation	Delegate	Date	Conditions and Limitations
Part 1A Section 3c (2a - c)	Duty to promote and undertake research in all matters associated with the planning, marketing and management of the activities of the Yea Pioneer Reserve to promote use.	Yea Pioneer Reserve Committee of Management	27 November 2013	Subject to approval of Council and in accordance with controls specified in the Governance Manual.
Part 1A Section 3c (2a - c)	Duty to ensure resources are used efficiently and effectively and services are provided to best meet the needs of the local community;	Yea Pioneer Reserve Committee of Management	27 November 2013	
Part 1A Section 3c (2e)	To ensure that the facilities and the activities of the Yea Pioneer Reserve are accessible and equitable	Yea Pioneer Reserve Committee of Management	27 November 2013	
Section 140(1)(a)	Duty to ensure financial records of the transactions and affairs of the Committee of Management are kept in accordance with the regulation set by the <i>Local Government Act 1989</i> and any other relevant legislation	Yea Pioneer Reserve Committee of Management	27 November 2013	

Column 1	Column 2	Column 3	Column 4	Column 5
Provision	Delegation	Delegate	Date	Conditions and Limitations
Section 140(1)(b)	Duty to ensure that the financial records will sufficiently explain the financial operations and financial position of the Committee of Management	Yea Pioneer Reserve Committee of Management	27 November 2013	
Section 140(2)(a)	Duty to ensure that moneys due are properly collected.	Yea Pioneer Reserve Committee of Management	27 November 2013	
Section 140(2)(b)	Duty to make security arrangements for money collected.	Yea Pioneer Reserve Committee of Management	27 November 2013	
Section 140(2)(c)	Duty to authorise expenditure correctly and expend money correctly.	Yea Pioneer Reserve Committee of Management	27 November 2013	
Section 140(2)(d)	Duty to protect and control assets in the Yea Pioneer Reserve	Yea Pioneer Reserve Committee of Management	27 November 2013	
Section 140(2)(e)	Duty to ensure that all liabilities incurred by the Committee are properly authorised.	Yea Pioneer Reserve Committee of Management	27 November 2013	Limit \$5,000.00 per transaction
Section 140(2)(f)	Duty to operate efficiently and economically and to avoid waste and extravagance.	Yea Pioneer Reserve Committee of Management	27 November 2013	

Column 1	Column 2	Column 3	Column 4	Column 5
Provision	Delegation	Delegate	Date	Conditions and Limitations
Section 141	Duty to retain and apply on behalf of Council any monies received from hire fees associated with the management of the facility, and apply such monies to the maintenance and operation of the Facility and any other expenses incurred by the Yea Pioneer Reserve Committee of Management in its management of the Facility.	Yea Pioneer Reserve Committee of Management	27 November 2013	Limit \$5,000.00 per transaction
Section 131 (1a-c)	Duty to prepare an annual report of operations and an annual financial statement.	Yea Pioneer Reserve Committee of Management	27 November 2013	Presented as part of the Annual General Meeting process

Powers Delegated by the Murrindindi Shire Council

Delegation	Delegate	Date	Conditions and Limitations
Duty to be responsible for the management and control of the Yea Pioneer Reserve that shall include the reserve and all buildings and surrounds relevant thereto. The boundaries are shown on the map attached thereto.	Yea Pioneer Reserve Committee of Management	27 November 2013	

Delegation	Delegate	Date	Conditions and Limitations
Duty to develop, approve, repeal and alter policies, procedures and rules necessary for the proper management of Yea Pioneer Reserve having regard to the objectives of the Committee and Council policy. Where Regulations are in force in respect of any Reserve being a Crown Land Reserve the Committee shall enforce and comply with such Regulations.	Yea Pioneer Reserve Committee of Management	27 November 2013	
Duty to be responsible for the routine maintenance and day to day operations of the reserve unless otherwise agreed by Council	Yea Pioneer Reserve Committee of Management	27 November 2013	
Duty to determine and collect the appropriate fees necessary for the effective management of the Yea Pioneer Reserve	Yea Pioneer Reserve Committee of Management	27 November 2013	
Duty to invite, receive and expend fees, donations, grants and endowments for furtherance of its objectives	Yea Pioneer Reserve Committee of Management	27 November 2013	Limit \$5,000.00 per transaction All grants for building and specified works are to be approved by Council prior to application by the Committee of Management

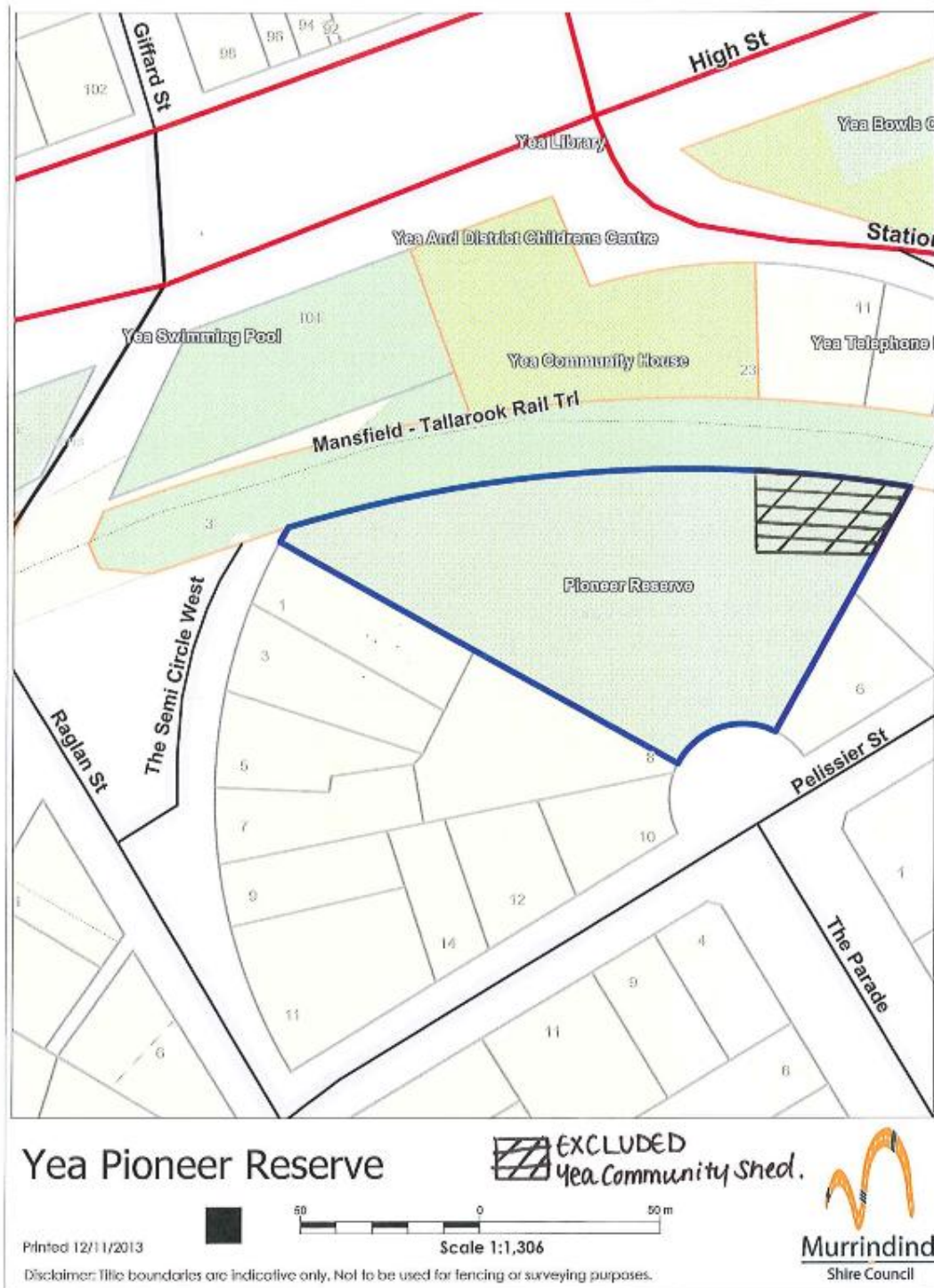
Delegation	Delegate	Date	Conditions and Limitations
Duty to hold or sponsor functions, stalls and other fundraising means, within the constraints of the budget to enhance the objectives of the Committee, with the written approval of Council.	Yea Pioneer Reserve Committee of Management	27 November 2013	
Duty to enter into agreements on behalf of the Council with casual hirers of the Yea Pioneer Reserve in accordance with any conditions of hire	Yea Pioneer Reserve Committee of Management	27 November 2013	
Duty to ensure awareness and compliance with Council's Local Laws and policies, State and Federal Laws, safety Acts and Regulations and report to Council any breaches. Ensure that all users of the facility also adhere.	Yea Pioneer Reserve Committee of Management	27 November 2013	
Open and operate a bank account in the name of Yea Pioneer Reserve Committee of Management to exercise powers and functions delegated by this instrument.	Yea Pioneer Reserve Committee of Management	27 November 2013	

Powers Excluded by the Murrindindi Shire Council and under the *Local Government Act 1989*

Column 1	Column 2	Column 3	Column 4	Column 5
Provision	Power Excluded	Delegate	Date	Conditions and Limitations
Section 86(4)(c)	Committee of Management cannot borrow money	Yea Pioneer Reserve Committee of Management	27 November 2013	
Section 86(4)(d)	Committee of Management cannot enter into contracts exceeding \$5,000	Yea Pioneer Reserve Committee of Management	27 November 2013	Committee of Management can seek Council's permission to enter into a contract higher than \$5,000
Section 86(4)(e)	Committee of Management cannot incur any expenditure exceeding \$5,000 in a single transaction	Yea Pioneer Reserve Committee of Management	27 November 2013	
	Committee of Management cannot carry out, or permit to be carried out, any act which would or would be likely to render Council's insurance policies invalid	Yea Pioneer Reserve Committee of Management	27 November 2013	
	Committee of Management cannot make any alterations or additions to the Facility or Reserve without the written approval of Council	Yea Pioneer Reserve Committee of Management	27 November 2013	Written approval be sought prior to seeking any statutory approvals (e.g. building permit, planning permit)

AREA OF DELEGATION

The Murrindindi Shire Council has resolved in accordance with Section 86 of the Local Government Act 1989, to appoint a Special Committee to control and manage the Yea Pioneer Reserve situated at Semi Circle Yea and contained in Certificates of Title, Crown Allotment 3, Section 12 – P180818 Recreation Reserve 0902641. Includes the old Primary School Building, excludes the Community Shed footprint. .



Instrument of Delegation

In exercise of the power conferred by section 86(3) of the *Local Government Act* 1989, the Murrindindi Shire Council delegates to ***Yea Saleyards (Special) Committee of Management*** the powers, duties and functions set out in the Schedule and declares that:

1. The Committee shall consist of the following **eight (8)** voting members:

Two (2) Community Representatives

One (1) Livestock Transport Representative

Three (3) District Farming Representatives

Two (2) Yea Livestock Representative

One (1) Maintenance Co-ordinator (non-voting)

One (1) Murrindindi Shire Council Officer (non-voting)

One (1) Murrindindi Shire Council Councillor or Representative (non-voting)

2. Committee meeting quorum shall be half plus one of the voting membership
3. Committee members who are not Councillors are exempt from submitting a register of interest return pursuant to Section 81(2A) of the Local Government Act 1989
4. This Instrument of Delegation is authorised by a resolution of Council passed on **27 November 2013** and

4.1 the delegation:

- 4.1.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
- 4.1.2 remains in force until varied or revoked;
- 4.1.3 is subject to any conditions and limitations set out in points 1 to 5 and in the Schedule; and
- 4.1.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and

4.2 the delegate must not determine an issue, take an action or do an act or thing:

- 4.2.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council; or
- 4.2.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
 - (a) policy; or
 - (b) strategic plan adopted by Council; or
- 4.2.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of section 98(1)(a)-(f) (inclusive) of the Act or otherwise; or
- 4.2.4 if the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.

DATED this day of 2013

THE COMMON SEAL OF THE MURRINDINDI)
SHIRE COUNCIL was hereunto affixed in the)
presence of:)

Chief Executive Officer

Councillor

SCHEDULE

Powers Delegated under the *Local Government Act 1989*

Column 1	Column 2	Column 3	Column 4	Column 5
Provision	Delegation	Delegate	Date	Conditions and Limitations
Part 1A Section 3c (2a - c)	Duty to promote and undertake research in all matters associated with the planning, marketing and management of the activities of the Yea Saleyards to promote use.	Yea Saleyards Committee of Management	27 November 2013	Subject to approval of Council and in accordance with controls specified in the Governance Manual.
Part 1A Section 3c (2a - c)	Duty to ensure resources are used efficiently and effectively and services are provided to best meet the needs of the local community;	Yea Saleyards Committee of Management	27 November 2013	
Part 1A Section 3c (2e)	To ensure that the facilities and the activities of the Yea Saleyards are accessible and equitable	Yea Saleyards Committee of Management	27 November 2013	
Section 140(1)(a)	Duty to ensure financial records of the transactions and affairs of the Committee of Management are kept in accordance with the regulation set by the <i>Local Government Act 1989</i> and any other relevant legislation	Yea Saleyards Committee of Management	27 November 2013	

Column 1	Column 2	Column 3	Column 4	Column 5
Provision	Delegation	Delegate	Date	Conditions and Limitations
Section 140(1)(b)	Duty to ensure that the financial records will sufficiently explain the financial operations and financial position of the Committee of Management	Yea Saleyards Committee of Management	27 November 2013	
Section 140(2)(a)	Duty to ensure that moneys due are properly collected.	Yea Saleyards Committee of Management	27 November 2013	
Section 140(2)(b)	Duty to make security arrangements for money collected.	Yea Saleyards Committee of Management	27 November 2013	
Section 140(2)(c)	Duty to authorise expenditure correctly and expend money correctly.	Yea Saleyards Committee of Management	27 November 2013	
Section 140(2)(d)	Duty to protect and control assets in the Yea Saleyards	Yea Saleyards Committee of Management	27 November 2013	
Section 140(2)(e)	Duty to ensure that all liabilities incurred by the Committee are properly authorised.	Yea Saleyards Committee of Management	27 November 2013	Limit \$5,000.00 per transaction
Section 140(2)(f)	Duty to operate efficiently and economically and to avoid waste and extravagance.	Yea Saleyards Committee of Management	27 November 2013	

Column 1	Column 2	Column 3	Column 4	Column 5
Provision	Delegation	Delegate	Date	Conditions and Limitations
Section 141	Duty to retain and apply on behalf of Council any monies received from hire fees associated with the management of the facility, and apply such monies to the maintenance and operation of the Facility and any other expenses incurred by the Yea Saleyards Committee of Management in its management of the Facility.	Yea Saleyards Committee of Management	27 November 2013	Limit \$5,000.00 per transaction
Section 131 (1a-c)	Duty to prepare an annual report of operations and an annual financial statement.	Yea Saleyards Committee of Management	27 November 2013	Presented as part of the Annual General Meeting process

Powers Delegated by the Murrindindi Shire Council

Delegation	Delegate	Date	Conditions and Limitations
Duty to be responsible for the management and control of the Yea Saleyards that shall include the reserve and all buildings and surrounds relevant thereto. The boundaries are shown on the map attached thereto.	Yea Saleyards Committee of Management	27 November 2013	

Delegation	Delegate	Date	Conditions and Limitations
Duty to develop, approve, repeal and alter policies, procedures and rules necessary for the proper management of Yea Saleyards having regard to the objectives of the Committee and Council policy. Where Regulations are in force in respect of any Reserve being a Crown Land Reserve the Committee shall enforce and comply with such Regulations.	Yea Saleyards Committee of Management	27 November 2013	
Duty to be responsible for the routine maintenance and day to day operations of the reserve unless otherwise agreed by Council	Yea Saleyards Committee of Management	27 November 2013	
Duty to determine and collect the appropriate fees necessary for the effective management of the Yea Saleyards	Yea Saleyards Committee of Management	27 November 2013	
Duty to invite, receive and expend fees, donations, grants and endowments for furtherance of its objectives	Yea Saleyards Committee of Management	27 November 2013	Limit \$5,000.00 per transaction All grants for building and specified works are to be approved by Council prior to application by the Committee of Management

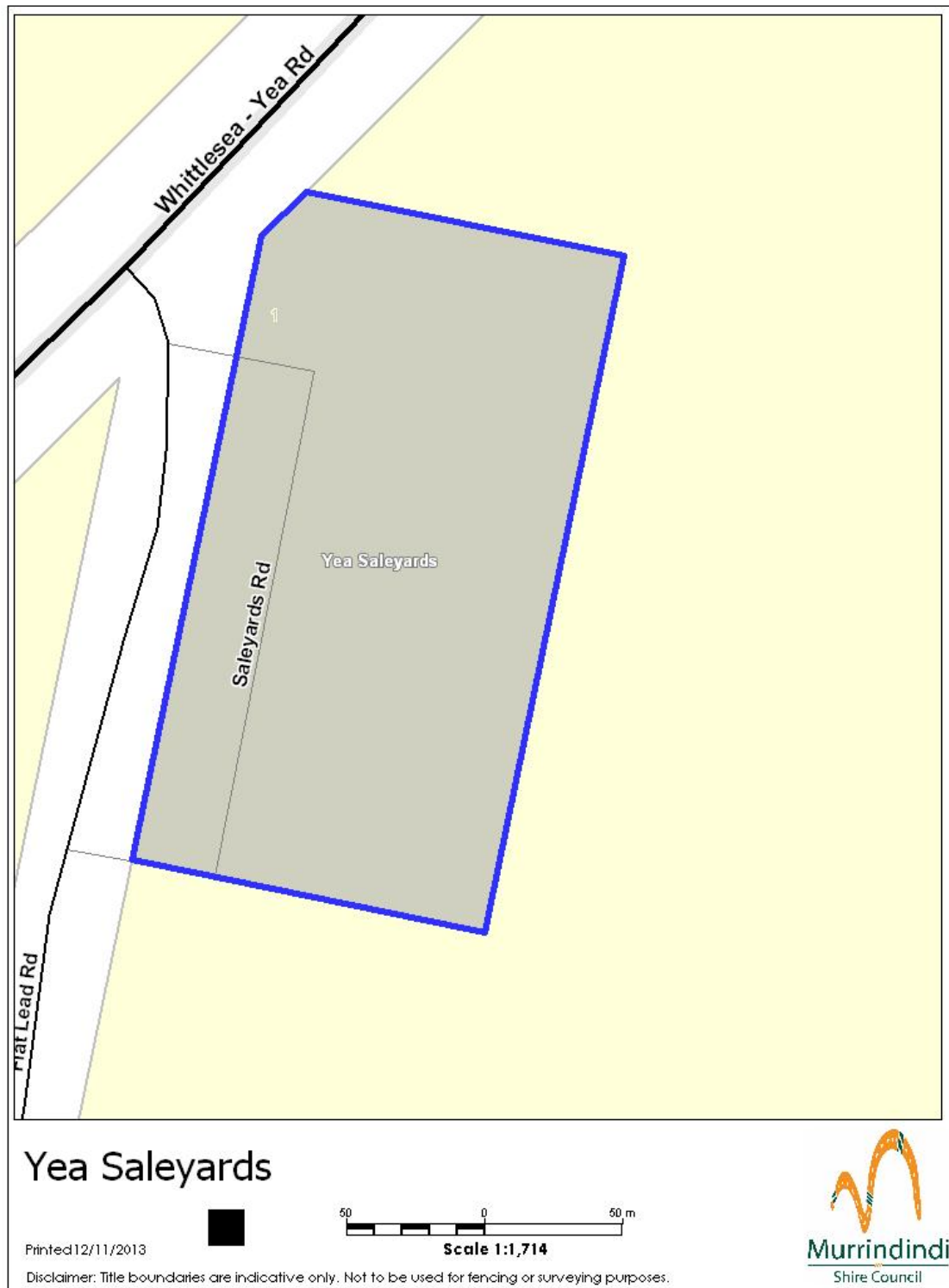
Delegation	Delegate	Date	Conditions and Limitations
Duty to hold or sponsor functions, stalls and other fundraising means, within the constraints of the budget to enhance the objectives of the Committee, with the written approval of Council.	Yea Saleyards Committee of Management	27 November 2013	
Duty to enter into agreements on behalf of the Council with casual hirers of the Yea Saleyards in accordance with any conditions of hire	Yea Saleyards Committee of Management	27 November 2013	
Duty to ensure awareness and compliance with Council's Local Laws and policies, State and Federal Laws, safety Acts and Regulations and report to Council any breaches. Ensure that all users of the facility also adhere.	Yea Saleyards Committee of Management	27 November 2013	
Open and operate a bank account in the name of Yea Saleyards Committee of Management to exercise powers and functions delegated by this instrument.	Yea Saleyards Committee of Management	27 November 2013	

Powers Excluded by the Murrindindi Shire Council and under the *Local Government Act 1989*

Column 1	Column 2	Column 3	Column 4	Column 5
Provision	Power Excluded	Delegate	Date	Conditions and Limitations
Section 86(4)(c)	Committee of Management cannot borrow money	Yea Saleyards Committee of Management	27 November 2013	
Section 86(4)(d)	Committee of Management cannot enter into contracts exceeding \$5,000	Yea Saleyards Committee of Management	27 November 2013	Committee of Management can seek Council's permission to enter into a contract higher than \$5,000
Section 86(4)(e)	Committee of Management cannot incur any expenditure exceeding \$5,000 in a single transaction	Yea Saleyards Committee of Management	27 November 2013	
	Committee of Management cannot carry out, or permit to be carried out, any act which would or would be likely to render Council's insurance policies invalid	Yea Saleyards Committee of Management	27 November 2013	
	Committee of Management cannot make any alterations or additions to the Facility or Reserve without the written approval of Council	Yea Saleyards Committee of Management	27 November 2013	Written approval be sought prior to seeking any statutory approvals (e.g. building permit, planning permit)

AREA OF DELEGATION

The Murrindindi Shire Council has resolved in accordance with Section 86 of the Local Government Act 1989, to appoint a Special Committee to control and manage the Yea Saleyards situated at 1 Flat Lead Road Yea and contained in Certificates of Title, Volume (10155) Folio (036) or Crown description. .



Instrument of Delegation

In exercise of the power conferred by section 86(3) of the *Local Government Act 1989*, the Murrindindi Shire Council delegates to ***Yea Showgrounds & Recreation Reserve (Special) Committee of Management*** the powers, duties and functions set out in the Schedule and declares that:

1. The Committee shall consist of the following **seven (7)** voting members:

Two (2) Community Representatives
One (1) Yea Tennis Club User Group Representative (plus proxy)
One (1) Yea Tennis Club User Group Representative (plus proxy)
One (1) Yea Show Committee User Group Representative (plus proxy)
One (1) Yea Cricket Club User Group Representative (plus proxy)
One (1) Yea Red Cross User Group Representative (plus proxy)

One (1) Murrindindi Shire Council Councillor or Representative (non-voting)
2. Committee meeting quorum shall be half plus one of the voting membership
3. Committee members who are not Councillors are exempt from submitting a register of interest return pursuant to Section 81(2A) of the Local Government Act 1989
4. This Instrument of Delegation is authorised by a resolution of Council passed on **27 November 2013** and
 - 4.1 the delegation:
 - 4.1.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - 4.1.2 remains in force until varied or revoked;
 - 4.1.3 is subject to any conditions and limitations set out in points 1 to 5 and in the Schedule; and
 - 4.1.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
 - 4.2 the delegate must not determine an issue, take an action or do an act or thing:
 - 4.2.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council; or

- 4.2.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
 - (a) policy; or
 - (b) strategic plan adopted by Council; or
- 4.2.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of section 98(1)(a)-(f) (inclusive) of the Act or otherwise; or
- 4.2.4 if the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.

DATED this day of 2013

THE COMMON SEAL OF THE MURRINDINDI)
SHIRE COUNCIL was hereunto affixed in the)
presence of:)

Chief Executive Officer

Councillor

SCHEDULE

Powers Delegated under the *Local Government Act 1989*

Column 1	Column 2	Column 3	Column 4	Column 5
Provision	Delegation	Delegate	Date	Conditions and Limitations
Part 1A Section 3c (2a - c)	Duty to promote and undertake research in all matters associated with the planning, marketing and management of the activities of the Yea Showgrounds & Recreation Reserve to promote use.	Yea Showgrounds & Recreation Reserve Committee of Management	27 November 2013	Subject to approval of Council and in accordance with controls specified in the Governance Manual.
Part 1A Section 3c (2a - c)	Duty to ensure resources are used efficiently and effectively and services are provided to best meet the needs of the local community;	Yea Showgrounds & Recreation Reserve Committee of Management	27 November 2013	
Part 1A Section 3c (2e)	To ensure that the facilities and the activities of the Yea Showgrounds & Recreation Reserve are accessible and equitable	Yea Showgrounds & Recreation Reserve Committee of Management	27 November 2013	
Section 140(1)(a)	Duty to ensure financial records of the transactions and affairs of the Committee of Management are kept in accordance with the regulation set by the <i>Local Government Act 1989</i> and any other relevant legislation	Yea Showgrounds & Recreation Reserve Committee of Management	27 November 2013	

Column 1	Column 2	Column 3	Column 4	Column 5
Provision	Delegation	Delegate	Date	Conditions and Limitations
Section 140(1)(b)	Duty to ensure that the financial records will sufficiently explain the financial operations and financial position of the Committee of Management	Yea Showgrounds & Recreation Reserve Committee of Management	27 November 2013	
Section 140(2)(a)	Duty to ensure that moneys due are properly collected.	Yea Showgrounds & Recreation Reserve Committee of Management	27 November 2013	
Section 140(2)(b)	Duty to make security arrangements for money collected.	Yea Showgrounds & Recreation Reserve Committee of Management	27 November 2013	
Section 140(2)(c)	Duty to authorise expenditure correctly and expend money correctly.	Yea Showgrounds & Recreation Reserve Committee of Management	27 November 2013	
Section 140(2)(d)	Duty to protect and control assets in the Yea Showgrounds & Recreation Reserve	Yea Showgrounds & Recreation Reserve Committee of Management	27 November 2013	
Section 140(2)(e)	Duty to ensure that all liabilities incurred by the Committee are properly authorised.	Yea Showgrounds & Recreation Reserve Committee of Management	27 November 2013	Limit \$5,000.00 per transaction
Section 140(2)(f)	Duty to operate efficiently and economically and to avoid waste and extravagance.	Yea Showgrounds & Recreation Reserve Committee of Management	27 November 2013	

Column 1	Column 2	Column 3	Column 4	Column 5
Provision	Delegation	Delegate	Date	Conditions and Limitations
Section 141	Duty to retain and apply on behalf of Council any monies received from hire fees associated with the management of the facility, and apply such monies to the maintenance and operation of the Facility and any other expenses incurred by the Yea Showgrounds & Recreation Reserve Committee of Management in its management of the Facility.	Yea Showgrounds & Recreation Reserve Committee of Management	27 November 2013	Limit \$5,000.00 per transaction
Section 131 (1a-c)	Duty to prepare an annual report of operations and an annual financial statement.	Yea Showgrounds & Recreation Reserve Committee of Management	27 November 2013	Presented as part of the Annual General Meeting process

Powers Delegated by the Murrindindi Shire Council

Delegation	Delegate	Date	Conditions and Limitations
Duty to be responsible for the management and control of the Yea Showgrounds & Recreation Reserve that shall include the reserve and all buildings and surrounds relevant thereto. The boundaries are shown on the map attached thereto.	Yea Showgrounds & Recreation Reserve Committee of Management	27 November 2013	

Delegation	Delegate	Date	Conditions and Limitations
Duty to develop, approve, repeal and alter policies, procedures and rules necessary for the proper management of Yea Showgrounds & Recreation Reserve having regard to the objectives of the Committee and Council policy. Where Regulations are in force in respect of any Reserve being a Crown Land Reserve the Committee shall enforce and comply with such Regulations.	Yea Showgrounds & Recreation Reserve Committee of Management	27 November 2013	
Duty to be responsible for the routine maintenance and day to day operations of the reserve unless otherwise agreed by Council	Yea Showgrounds & Recreation Reserve Committee of Management	27 November 2013	
Duty to determine and collect the appropriate fees necessary for the effective management of the Yea Showgrounds & Recreation Reserve	Yea Showgrounds & Recreation Reserve Committee of Management	27 November 2013	
Duty to invite, receive and expend fees, donations, grants and endowments for furtherance of its objectives	Yea Showgrounds & Recreation Reserve Committee of Management	27 November 2013	Limit \$5,000.00 per transaction All grants for building and specified works are to be approved by Council prior to application by the Committee of Management

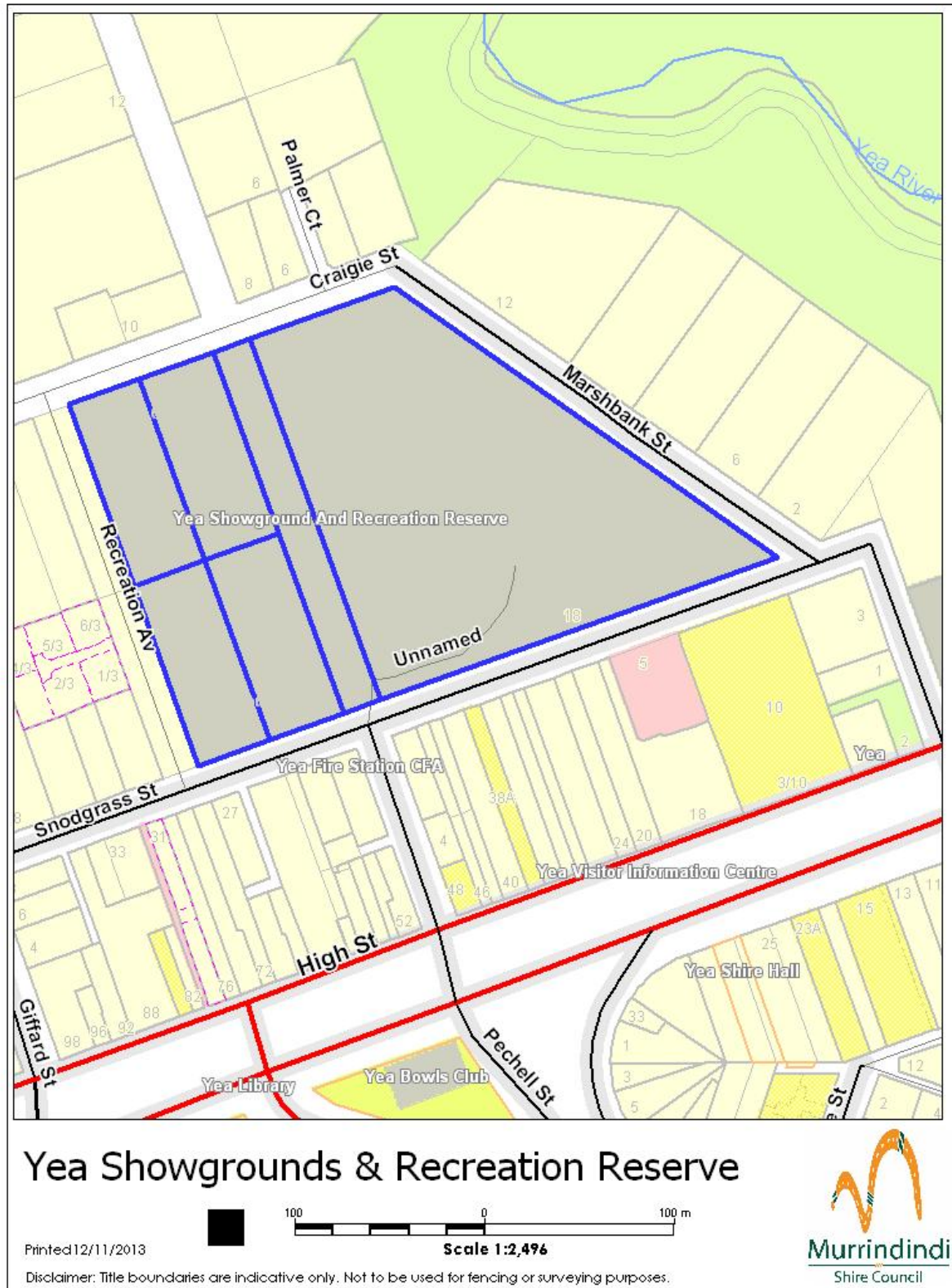
Delegation	Delegate	Date	Conditions and Limitations
Duty to hold or sponsor functions, stalls and other fundraising means, within the constraints of the budget to enhance the objectives of the Committee, with the written approval of Council.	Yea Showgrounds & Recreation Reserve Committee of Management	27 November 2013	
Duty to enter into agreements on behalf of the Council with casual hirers of the Yea Showgrounds & Recreation Reserve in accordance with any conditions of hire	Yea Showgrounds & Recreation Reserve Committee of Management	27 November 2013	
Duty to ensure awareness and compliance with Council's Local Laws and policies, State and Federal Laws, safety Acts and Regulations and report to Council any breaches. Ensure that all users of the facility also adhere.	Yea Showgrounds & Recreation Reserve Committee of Management	27 November 2013	
Open and operate a bank account in the name of Yea Showgrounds & Recreation Reserve Committee of Management to exercise powers and functions delegated by this instrument.	Yea Showgrounds & Recreation Reserve Committee of Management	27 November 2013	

Powers Excluded by the Murrindindi Shire Council and under the *Local Government Act 1989*

Column 1	Column 2	Column 3	Column 4	Column 5
Provision	Power Excluded	Delegate	Date	Conditions and Limitations
Section 86(4)(c)	Committee of Management cannot borrow money	Yea Showgrounds & Recreation Reserve Committee of Management	27 November 2013	
Section 86(4)(d)	Committee of Management cannot enter into contracts exceeding \$5,000	Yea Showgrounds & Recreation Reserve Committee of Management	27 November 2013	Committee of Management can seek Council's permission to enter into a contract higher than \$5,000
Section 86(4)(e)	Committee of Management cannot incur any expenditure exceeding \$5,000 in a single transaction	Yea Showgrounds & Recreation Reserve Committee of Management	27 November 2013	
	Committee of Management cannot carry out, or permit to be carried out, any act which would or would be likely to render Council's insurance policies invalid	Yea Showgrounds & Recreation Reserve Committee of Management	27 November 2013	
	Committee of Management cannot make any alterations or additions to the Facility or Reserve without the written approval of Council	Yea Showgrounds & Recreation Reserve Committee of Management	27 November 2013	Written approval be sought prior to seeking any statutory approvals (e.g. building permit, planning permit)

AREA OF DELEGATION

The Murrindindi Shire Council has resolved in accordance with Section 86 of the Local Government Act 1989, to appoint a Special Committee to control and manage the Yea Showgrounds & Recreation Reserve situated at Snodgrass Street Yea and contained in Certificates of Title, Volume (5709,163) Folio (114171,533) and contained in Reserve number (0902222) and Parcel number (P180832)



Instrument of Delegation

In exercise of the power conferred by section 86(3) of the *Local Government Act* 1989, the Murrindindi Shire Council delegates to ***Yea Wetlands (Special) Committee of Management*** the powers, duties and functions set out in the Schedule and declares that:

1. The Committee shall consist of the following **ten (10)** voting members:

Ten (10) Community Representatives

****Five (5) Community Representatives will be elected each alternative year***

One (1) Murrindindi Shire Council Councillor or Representative (non-voting)

2. Committee meeting quorum shall be half plus one of the voting membership
3. Committee members who are not Councillors are exempt from submitting a register of interest return pursuant to Section 81(2A) of the *Local Government Act* 1989
4. This Instrument of Delegation is authorised by a resolution of Council passed on **27 November 2013** and

4.1 the delegation:

- 4.1.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
- 4.1.2 remains in force until varied or revoked;
- 4.1.3 is subject to any conditions and limitations set out in points 1 to 5 and in the Schedule; and
- 4.1.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and

4.2 the delegate must not determine an issue, take an action or do an act or thing:

- 4.2.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council; or

- 4.2.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
 - (a) policy; or
 - (b) strategic plan adopted by Council; or
- 4.2.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of section 98(1)(a)-(f) (inclusive) of the Act or otherwise; or
- 4.2.4 if the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.

DATED this day of 2013

THE COMMON SEAL OF THE MURRINDINDI)
SHIRE COUNCIL was hereunto affixed in the)
presence of:)

Chief Executive Officer

Councillor

SCHEDULE

Powers Delegated under the *Local Government Act 1989*

Column 1	Column 2	Column 3	Column 4	Column 5
Provision	Delegation	Delegate	Date	Conditions and Limitations
Part 1A Section 3c (2a - c)	Duty to promote and undertake research in all matters associated with the planning, marketing and management of the activities of the Yea Wetlands to promote use.	Yea Wetlands Committee of Management	27 November 2013	Subject to approval of Council and in accordance with controls specified in the Governance Manual.
Part 1A Section 3c (2a - c)	Duty to ensure resources are used efficiently and effectively and services are provided to best meet the needs of the local community;	Yea Wetlands Committee of Management	27 November 2013	
Part 1A Section 3c (2e)	To ensure that the facilities and the activities of the Yea Wetlands are accessible and equitable	Yea Wetlands Committee of Management	27 November 2013	
Section 140(1)(a)	Duty to ensure financial records of the transactions and affairs of the Committee of Management are kept in accordance with the regulation set by the <i>Local Government Act 1989</i> and any other relevant legislation	Yea Wetlands Committee of Management	27 November 2013	

Column 1	Column 2	Column 3	Column 4	Column 5
Provision	Delegation	Delegate	Date	Conditions and Limitations
Section 140(1)(b)	Duty to ensure that the financial records will sufficiently explain the financial operations and financial position of the Committee of Management	Yea Wetlands Committee of Management	27 November 2013	
Section 140(2)(a)	Duty to ensure that moneys due are properly collected.	Yea Wetlands Committee of Management	27 November 2013	
Section 140(2)(b)	Duty to make security arrangements for money collected.	Yea Wetlands Committee of Management	27 November 2013	
Section 140(2)(c)	Duty to authorise expenditure correctly and expend money correctly.	Yea Wetlands Committee of Management	27 November 2013	
Section 140(2)(d)	Duty to protect and control assets in the Yea Wetlands	Yea Wetlands Committee of Management	27 November 2013	
Section 140(2)(e)	Duty to ensure that all liabilities incurred by the Committee are properly authorised.	Yea Wetlands Committee of Management	27 November 2013	Limit \$5,000.00 per transaction
Section 140(2)(f)	Duty to operate efficiently and economically and to avoid waste and extravagance.	Yea Wetlands Committee of Management	27 November 2013	

Column 1	Column 2	Column 3	Column 4	Column 5
Provision	Delegation	Delegate	Date	Conditions and Limitations
Section 141	Duty to retain and apply on behalf of Council any monies received from hire fees associated with the management of the facility, and apply such monies to the maintenance and operation of the Facility and any other expenses incurred by the Yea Wetlands Committee of Management in its management of the Facility.	Yea Wetlands Committee of Management	27 November 2013	Limit \$5,000.00 per transaction
Section 131 (1a-c)	Duty to prepare an annual report of operations and an annual financial statement.	Yea Wetlands Committee of Management	27 November 2013	Presented as part of the Annual General Meeting process

Powers Delegated by the Murrindindi Shire Council

Delegation	Delegate	Date	Conditions and Limitations
Duty to be responsible for the management and control of the Yea Wetlands that shall include the reserve and all buildings and surrounds relevant thereto. The boundaries are shown on the map attached thereto.	Yea Wetlands Committee of Management	27 November 2013	

Delegation	Delegate	Date	Conditions and Limitations
Duty to develop, approve, repeal and alter policies, procedures and rules necessary for the proper management of Yea Wetlands having regard to the objectives of the Committee and Council policy. Where Regulations are in force in respect of any Reserve being a Crown Land Reserve the Committee shall enforce and comply with such Regulations.	Yea Wetlands Committee of Management	27 November 2013	
Duty to be responsible for the routine maintenance and day to day operations of the reserve unless otherwise agreed by Council	Yea Wetlands Committee of Management	27 November 2013	
Duty to determine and collect the appropriate fees necessary for the effective management of the Yea Wetlands	Yea Wetlands Committee of Management	27 November 2013	
Duty to invite, receive and expend fees, donations, grants and endowments for furtherance of its objectives	Yea Wetlands Committee of Management	27 November 2013	Limit \$5,000.00 per transaction All grants for building and specified works are to be approved by Council prior to application by the Committee of Management

Delegation	Delegate	Date	Conditions and Limitations
Duty to hold or sponsor functions, stalls and other fundraising means, within the constraints of the budget to enhance the objectives of the Committee, with the written approval of Council.	Yea Wetlands Committee of Management	27 November 2013	
Duty to enter into agreements on behalf of the Council with casual hirers of the Yea Wetlands in accordance with any conditions of hire	Yea Wetlands Committee of Management	27 November 2013	
Duty to ensure awareness and compliance with Council's Local Laws and policies, State and Federal Laws, safety Acts and Regulations and report to Council any breaches. Ensure that all users of the facility also adhere.	Yea Wetlands Committee of Management	27 November 2013	
Open and operate a bank account in the name of Yea Wetlands Committee of Management to exercise powers and functions delegated by this instrument.	Yea Wetlands Committee of Management	27 November 2013	

Powers Excluded by the Murrindindi Shire Council and under the *Local Government Act 1989*

Column 1	Column 2	Column 3	Column 4	Column 5
Provision	Power Excluded	Delegate	Date	Conditions and Limitations
Section 86(4)(c)	Committee of Management cannot borrow money	Yea Wetlands Committee of Management	27 November 2013	
Section 86(4)(d)	Committee of Management cannot enter into contracts exceeding \$5,000	Yea Wetlands Committee of Management	27 November 2013	Committee of Management can seek Council's permission to enter into a contract higher than \$5,000
Section 86(4)(e)	Committee of Management cannot incur any expenditure exceeding \$5,000 in a single transaction	Yea Wetlands Committee of Management	27 November 2013	
	Committee of Management cannot carry out, or permit to be carried out, any act which would or would be likely to render Council's insurance policies invalid	Yea Wetlands Committee of Management	27 November 2013	
	Committee of Management cannot make any alterations or additions to the Facility or Reserve without the written approval of Council	Yea Wetlands Committee of Management	27 November 2013	Written approval be sought prior to seeking any statutory approvals (e.g. building permit, planning permit)

AREA OF DELEGATION

The Murrindindi Shire Council has resolved in accordance with Section 86 of the Local Government Act 1989, to appoint a Special Committee to control and manage the Yea Wetlands situated at Goulburn Valley Hwy and contained in Certificates of Title. Part of Reserves, 0902650, 0902667 and Parcel numbers P180471, P180830.



Committee of Management

Governance Manual



The Murrindindi Shire Council values the important role that Committees of Management have in assisting Council in the ongoing management and improvement of Council's facilities. As managers of community facilities the Committees have various obligations to minimise risks to the public and to the physical assets on their facility.

The Committee of Management Governance Manual and associated templates have been developed to assist people who have been appointed to a Section 86 Committee of Management to ensure good practices, consistent and effective management of Murrindindi Shire Council facilities.

The community is a Committee of Management's main client group. A good relationship with the community is an important part of ensuring that a facility is used, enjoyed, appreciated and developed by all.

HOW TO USE THIS MANUAL

This manual is a reference for all Committee of Management members, all members should have a copy and a copy should be on hand at all meetings. This manual outlines the statutory requirements and provides assistance in all areas of governance.

Dear Committee Members

Murrindindi Shire Council has a huge network of volunteers who give selflessly of their time, expertise and energy to provide and develop community resources. A large part of this network is involved with the management of community facilities, reserves and halls across our Shire.

To assist you in your role as a volunteer, Council has produced the Committee of Management Governance Manual.

It has been prepared to assist community volunteers who have been appointed to a Committee of Management. These Committees manage reserves and facilities on behalf of a State or Local Government authority and have the responsibility to improve and maintain the areas under their control.

You will find a section of useful forms and templates to assist with your administrative tasks. Because of the varied functions of Committees in Murrindindi Shire, sections of the information contained in this booklet may not apply to some Committees. Nevertheless I am sure you will find it helpful.

Please do not hesitate to contact Murrindindi Shire Council should you require any assistance or if you have any suggestions for future publications of this book.

Thank you for your efforts on behalf of the community.

Margaret Abbey
CHIEF EXECUTIVE OFFICER

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1. APPLICATION OF MANUAL

This Governance Manual has been adopted by the Murrindindi Shire Council (Council) for the guidance of:

- Bollygum Park Reserve Committee of Management
- Buxton Recreation Reserve Committee of Management
- CJ Dennis & Castella Public Hall Reserve Committee of Management
- Eildon Alliance Boat Ramp Committee of Management
- Friends of Yea Railway Committee of Management
- Gallipoli Park Precinct Committee of Management
- Glenburn Community Centre Committee of Management
- Eildon Community Resource Centre Committee of Management
- Kinglake Community Centre Committee of Management
- Kinglake Memorial Reserve Committee of Management
- Mt Pleasant Reserve Committee of Management
- Strath Creek Reserves & Hall Committee of Management
- Thornton Recreation Reserve & Hall Committee of Management
- Yea Pioneer Reserve Committee of Management
- Yea Saleyards Committee of Management
- Yea Showgrounds & Recreation Reserve Committee of Management
- Yea Wetlands Committee of Management

2. DEFINITIONS

“Act” means the *Local Government Act 1989*;

“Committee” means the Special Committee established by the Council under section 86 of the Act and named in the Instrument of Delegation;

“Council” means the Murrindindi Shire Council

“Facility” means the reserve / property and/or buildings as defined by the Instrument of Delegation

“Instrument” means the Instrument of Delegation, which is the power and authority delegated to a Committee by Council to manage the facility

3. EXERCISE OF POWERS

Murrindindi Shire Council by Instrument of Delegation delegates any of its functions, duties or powers under section 86 of the Act to “Special Committees” of Council (Section 86 Committees of Management).

This means that:

- Lawful actions of the Committees of Management are in effect actions of the Council.
- Special Committees do not need to be incorporated under any other mechanism.
- Committees are protected by insurance applicable to Council.

Refer to the section 86 Committee of Management Instrument of Delegation and Schedule document for more information. The Committee will have a signed and sealed copy that is a legally binding agreement between the Committee and Council.

4. RELATIONSHIP BETWEEN COUNCIL AND COMMITTEES

Murrindindi Shire Council is committed to playing an important role in the ongoing guidance, support, training development and success of Committees. Providing up to date information to Committees, responding to requests and questions are key roles Council can play in ensuring the Committee can operate effectively and efficiently.

The Coordinator Governance should be Committees first point of contact with Murrindindi Shire Council:

Tara Carter
Coordinator Governance
Murrindindi Shire Council
PO Box 138
Alexandra VIC 3714
tcarter@murrindindi.vic.gov.au
(03) 5772 0347

5. FUNCTIONS AND RESPONSIBILITIES

Key roles and functions required of the Committee are, but not limited to:

- Control, manage and maintain the land and facilities in an efficient and effective manner, in the best interests of the Council, residents and users of the facilities within the boundaries specified in the Instrument of Delegation
- To maintain the highest level of co-operation between the Council, the Committee and the local community
- Publicise and promote interest in the facility
- Put in place procedures, rules and conditions of use necessary for the proper management of the facility;
- These procedures, rules and conditions of use must be consistent with the objectives of the Committee stated in the Instrument of Delegation, these Guidelines and any policies of the Council;
- Report any breaches of rules, conditions of use and local laws, which cannot appropriately be dealt with by the Committee, to the Council.
- To convene, or arrange to be convened meetings, seminars, workshop, forums, lectures and other events, which will assist the Committee of attain its objectives
- To resolve conflicts where these occur in the requirements of the community using the Facility;
- ensure compliance with all Acts, regulations and other legal requirements concerning safety at the Facility
- not commit, or permit to be committed, any act which will render the operation of any of the Council's insurance policies invalid;
- ensure that the Facility is kept in a clean condition at all times and is used in a reasonable and lawful manner by organisations and individuals

6. COMMITTEE LEGISLATIVE RESPONSIBILITIES

6.1 The Local Government Act 1989

Section 3D of the Act requires Council to:

(1) A Council is elected to provide leadership for the good governance of the municipal district and the local community.

(2) The role of a Council includes-

- (a) acting as a representative government by taking into account the diverse needs of the local community in decision making;
- (b) providing leadership by establishing strategic objectives and monitoring their achievement;
- (c) maintaining the viability of the Council by ensuring that resources are managed in a responsible and accountable manner;
- (d) advocating the interests of the local community to other communities and governments;
- (e) acting as a responsible partner in government by taking into account the needs of other communities;
- (f) fostering community cohesion and encouraging active participation in civic life.

Section 86 of the Act:

Special Committees of the Council

(1) In addition to any advisory Committees that a Council may establish, a Council may establish one or more special Committees of the following-

- (a) Councillors;
- (b) Council staff;
- (c) other persons;
- (d) any combination of persons referred to in paragraphs (a), (b) and (c).

(2) A Council may appoint members to a special Committee and may at any time remove a member from a special Committee.

(3) Except as provided in subsection (4), a Council may by instrument of delegation, delegate any of its functions, duties or powers under this or any other Act to a special Committee.

(4) A Council cannot delegate to a Committee the following powers-

- (a) this power of delegation;
- (b) to declare a rate or charge;
- (c) to borrow money;

- (d) to enter into contracts for an amount exceeding an amount previously determined by the Council;
- (e) to incur any expenditure exceeding an amount previously determined by the Council;
- (f) any prescribed power.

(5) A Council may require a special Committee to report to the Council at intervals determined by the Council.

(6) The Council must review any delegations to a special Committee in force under this section within the period of 12 months after a general election.

Section 77 of the Act - Confidential information

(1) A person who is, or has been, a Councillor or a member of a special Committee, must not release information that the person knows, or should reasonably know, is confidential information.

(2) For the purposes of this section, information is confidential information if-

(a) the information was provided to the Council or a special Committee in relation to a matter considered by the Council or special Committee at a meeting closed to members of the public and the Council or special Committee has not passed a resolution that the information is not confidential; or

(b) the information has been designated as confidential information by a resolution of the Council or a special Committee which specifies the relevant ground or grounds applying under section 89(2) and the Council or special Committee has not passed a resolution that the information is not confidential; or

(c) subject to subsection (3), the information has been designated in writing as confidential information by the Chief Executive Officer specifying the relevant ground or grounds applying under section 89(2) and the Council has not passed a resolution that the information is not confidential.

(3) Confidential information referred to in subsection (2)(c) ceases to be confidential at the expiry of the period of 50 days after the designation is made unless subsection (2)(a) or (2)(b) applies to the information.

6.2 Conflicts of Interest

Under section 77A of the *Local Government Act 1989*, a Committee of Management member is defined as having a “conflict of interest in respect of a matter if the relevant person has a direct interest or indirect interest in the matter”.

Members of Committees of Management may also be a member of a user group with an interest in the responsibilities of the Committees.

Members in this position will naturally act as an intermediary between the Committee and the user group - ensuring that the Committee is aware of the views of the user group and at the same time, giving the user group confidence in the Committee.

However, people in this position should put the interest of the Committee first when they are acting as members of the Committee of Management.

Further information is in section 10.4, 10.5 & 10.6

6.3 Responsibilities of Crown Land Committees of Management

This section addresses the powers and responsibilities of Committees of Management under the *Crown Land (Reserves) Act 1978*. A Committee has the responsibility to:

- manage, improve, maintain and control the land for the purposes for which it is reserved
- report on its finances and other issues as directed by Managing Authority
- maintain records and administer its affairs as a public body
- exercise all such powers, functions and authorities and carry out all such duties as are conferred or imposed on it by any regulations
- carry out works and improvements on the land.

6.4 A Committee's Record Keeping Obligations

Committees of Management have obligations for record keeping including adherence to the Crown Land (Reserves) Act 1978: the Freedom of Information Act 1982, the Public Records Act 1973 and the Information Privacy Act 2000.

6.5 Freedom of Information Act 1982

Under the Freedom of Information Act 1982 (FOI), the community has the right to access documents and other information generated or held by a Committee, whatever form they may be in (electronic, written, email, fax, etc). Documents include:

- correspondence
- minutes of meetings
- financial records
- tenure agreements
- contracts
- employment records

Therefore, it is important that a Committee keeps accurate records, both secretarial and financial.

Any requests for Committee documents under the Freedom of Information Act should be forwarded as soon as possible to Murrindindi Shire Council Freedom of Information Officer for processing. The FOI Officer will consult the Committee before releasing any documents to the public. There is a fee that is set annually and there could be further costs relating to time and copying. Refer to Council's website for the form and further information.

6.6 Public Records Act 1973

Under the Public Record Act 1973, Committees are public bodies as they manage a public asset on behalf of the Minister and or Council, and therefore must store, archive and dispose of certain records in accordance with the Act. Once the records are stored, they are regarded as public information that may be made available to the public but only under the provisions of the FOI Act.

Refer to section 25 for more information

6.7 Information Privacy Act

The Information Privacy Act 2000 requires that Committees handle personal information in a secure and responsible manner and manage in accordance with a set of 10 Information Privacy Principles (IPPs). For further detail regarding the 10 IPPs refer to the web site for Privacy Victoria and the Office of the Victorian Privacy Commissioner.

6.8 The Victorian Ombudsman

The Victorian Ombudsman investigates complaints about administrative action by government agencies and public authorities. Members of the public may complain to the Ombudsman about decisions of Committees. The Ombudsman will consult the Committee and attempt to resolve the complaint.

6.9 Protected Disclosures (formerly Whistleblowers Protection Act 2001)

The *Protected Disclosure Act 2012* requires Council to establish internal processes that facilitate disclosures, effectively manage the receipt of information and provide protection for looking after all parties who may be involved. The *Protected Disclosure Act*, which commenced operation on 10 February 2013, replaces the former *Whistleblowers Protection Act 2001* and amends the *Ombudsman Act 1973*.

The Council does not tolerate improper conduct, nor the taking of reprisals against those who come forward to disclose such conduct. Council recognises and values transparency in its administrative and management practices and supports the making of disclosures that may

reveal improper conduct. Council will take all reasonable steps to protect people who make such disclosures from any detrimental action from reprisal for making the disclosure.

Policy Principles and Application

Council will apply the following fundamental principles in facilitating the appropriate reporting of, and supporting the people involved and managing the process of, disclosure of improper conduct and detrimental action by Councillors or Council officers or agents.

Council officers and agents may report to an appropriate Protected Disclosure Officer or external authority any behaviour that violates any law, rule or regulation or represents corrupt or improper conduct (including bribery), mismanagement of resources, or is a danger to public health or safety. Council will not tolerate improper conduct by Councillors or Council officers or agents, nor the taking of reprisals against those who come forward to disclose such conduct. Council recognises the value of transparency and accountability in its administrative and management practices, and supports the making of disclosures that reveal corrupt or improper conduct (including bribery), conduct involving a substantial mismanagement of public resources, or conduct involving a substantial risk to public health and safety or the environment.

Council will take all reasonable steps to protect people who make such disclosures from any detrimental action in reprisal for making the disclosure. It will afford natural justice to all parties including the person who is the subject of the disclosure. The only method of making a protected disclosure relating to a Councillor is to the Ombudsman or IBAC.

What is a protected disclosure?

Where a person believes there are reasonable grounds to support that a Councillor or Council officer or agent is engaging in improper action or detrimental action, that person may report the conduct (protected disclosure) to the appropriate person or entity and be assured of confidentiality and protection from reprisal as a result of making the protected disclosure.

Who can make a protected disclosure?

A protected disclosure can be made where a person who has reasonable grounds for believing that improper or corrupt conduct or detrimental action has occurred.

How to make a disclosure

A protected disclosure may be made even if the person making the disclosure cannot identify the person or the body about whom they are making the disclosure. A protected disclosure can be made:

- In writing;
- In person;
- By telephone; or
- By email.

Disclosures may be made anonymously.

They should be addressed to:

Protected Disclosure Officer

Murrindindi Shire Council

PO Box 138, Alexandra VIC 3714

6.10 Community Local Law 2012

Pursuant to Section 119(2) of the *Local Government Act 1989*, it is advised that Murrindindi Shire Council, at its meeting on 24 September 2012, adopted its Community Local Law, 2012.

The Community Local Law 2012 sets out the Local laws enforced by the Murrindindi Shire Council to encourage peace, order, a healthy and safe environment for all people within the municipality.

Areas covered by (but not limited to) the Community Local Law 2012 are:

- Animals
- Land & General Amenity
- Consumption of Alcohol in Public Places & Townships
- Open Air Burning

Committees of Management must abide by the laws outlined in the Community Local Law 2012 and ensure that users of the facility abide by the laws as well.

Refer to Council's website for the Community Local Law 2012 document.

http://www.murrindindi.vic.gov.au/Your_Council/Local_Laws

7. GOVERNANCE AND GOOD MANAGEMENT PRACTICE

7.1 Starting a New Committee

At its first meeting the Committee should elect a Chairperson. Office bearers should also be elected, recorded in the minutes **(Form 3)** and the secretary should inform the Council of these details.

Each Committee needs:

- a Chairperson
- a Secretary
- a Treasurer

Larger Committees may also need a deputy Chairperson, assistant secretary and assistant treasurer; smaller Committees may combine the secretary and treasurer into one person. A Committee can appoint other office bearers if it wishes e.g. media spokesperson, community liaison. It is good practice for the role of Chairperson and treasurer to be held by different Committee members from an audit viewpoint.

7.2 Committee Decisions

Matters being discussed at meetings are usually determined by a majority of votes of the members present. If there is an equality of votes the Chairperson may exercise a second or casting vote to resolve the matter.

7.3 Handing Over To a New Committee

The existing Committee has a responsibility to hand over to the incoming Committee; some of these responsibilities include the following:

The outgoing treasurer should:

- balance the books and have them verified
- provide copies of any business plans and financial reports prepared over the Committee's term
- advise the incoming Committee of any committed funds
- organise the changeover of bank account details
- advise the Australian Taxation Office of the incoming Committee's contact details, if applicable
- advise service providers (e.g. gas and water) of the incoming Committee's contact details, and
- hand over the books to the incoming Committee

The outgoing secretary should:

- hand over all correspondence, including the minute books and all copies of these guidelines
- provide copies of all management plans or statements, and corresponding performance reports, prepared by the Committee over its term
- provide all details to the incoming Committee of any contracts (e.g. leases, licences or any other contracts for services), and
- hand over employment details and staff contracts
- notify Council of new officer bearers and Committee membership

The outgoing Chairperson should ensure that the handover is completed in a timely and professional manner, and that the incoming Committee is adequately briefed.

The incoming Committee members should familiarise themselves with:

- their responsibilities, both as Committee and as individual Committee members by reading these guidelines, and
- the particulars of the facility they have been appointed to manage including, if necessary, reviewing and updating the management plan or management statement.

New Committee members are not formally appointed until approved by Council.

7.4 Early Ending of a Committee's Term

There are some circumstances under which a Committee may wish, or be forced, to relinquish its management responsibility before its term ends. Also, the Council may revoke a Committee's appointment at any time and either assume direct responsibility for the facility's management or appoint a new Committee.

A Committee may resign because of the inability of its members to work together, or perhaps because its duties have become unnecessary (e.g. a public hall in a remote area that is no longer in demand). If the resignation is not related to the need or use of the facility, the Council will appoint a new Committee. The resigned Committee should undertake handover procedures.

If there is no longer a need for a Committee of Management for the facility, the outgoing Committee will need to wind up its affairs before disbanding.

When this has been completed – the Council will resume direct responsibility for the facility and all its assets, including decisions on the disposal of any assets.

7.5 Dealing with Public Complaints

At some stage a Committee may receive a complaint from a member of the public about something it did or did not do. Most of these complaints will be resolved fairly easily and to everyone's satisfaction. Remember that the complaint, decisions, actions of the Committee in response and whether the person was satisfied with the outcome should be recorded.

For problems that prove tougher to resolve, in the first instance the Committee should contact the Councillor appointed to the Committee.

Committees need to be aware that sometimes members of the public may take their concerns to Council, DEPI, their Member of Parliament or the Ombudsman if they feel that a Committee has not dealt with them adequately.

7.6 Dealing with the Media

The Committee shall not issue any media releases relating to funding announcements without the approval of Council, or media releases critical of Council. For assistance relating to dealing with the media the Committee should contact the Coordinator Governance.

8. MEMBERSHIP

The membership of the Committee is determined by the Instrument of Delegation set by Council in consultation with the Committee.

Members will be appointed for a period of three (3) years (but may be removed by the Council at any time). A member of the Committee shall be eligible for re-election or re-nomination at the expiration of his or her period of office.

A member of the Committee may resign his/her position at any time.

The Council has resolved to exempt members of the Committee who are not Councillors from the obligation to submit returns of interest

8.1 Attending Meetings

Committee members are expected to attend all meetings, but illness, family crisis or other good reasons may result in absences. The Chair, secretary or other office bearer should be contacted to tender apologies, which will be recorded in the minutes **(Forms 3 & 4)**. It is important that apologies are tendered and accepted by the Committee. Any member's position on a Committee can become vacant if they are absent from three (3) consecutive meetings.

8.2 Nomination of Membership

Community Representatives

Upon advice from the Secretary the Council shall call for expressions of interest for the appointment of community representatives to the Committee by giving public notice in a local newspaper not less than two (2) weeks prior to Annual General Meeting or Special Meeting convened for the election of a member.

Candidates for appointment must lodge in writing their expression of interest by way of process outlined by the Committee.

User groups outlined as part of the Committee membership shall recommend their appointment directly to the Committee. User Groups can further nominate a proxy representative

Eligibility as a candidate includes:

- Are over 18 years of age
- Are not insolvent (unable to pay debts as they become due and payable);
- Have not been convicted of any indictable offence (a serious crime that is tried by a judge);
- Have not been convicted of fraud (convicted by a court of obtaining of material advantage by unfair or wrongful means or an intentional dishonest act done with the purpose of deceiving);
- Have not committed any other act or omission that might render or be seen to render them unfit for them to be a member of the Committee of Management; and
- Nominees to the Committee of Management should not have criminal convictions, financial or taxation dealings that might render or be seen to render them unfit for office.

Recommendations for Appointment

The Committee shall accept expressions of interest and nominate preferred members as part of an Annual General Meeting or Special Meeting and recommend to the Council persons for appointment to the Committee as a Community Representative or as a User Group Representative.

The Council must make all formal appointments of members to the Committee by way of resolution at an Ordinary or Special Meeting of Council.

The Council may in its absolute discretion, decline to appoint to the Committee any person who has been nominated or recommended for appointment. In such an event, the Council shall inform the Committee of the reasons for its decision.

8.3 Dealing with Resignations

There are two common types of resignations: a resignation of an office bearer who will remain on the Committee; and a resignation of a member who will leave the Committee.

Members who decide to resign and leave the Committee should aim to give reasonable notice so that a new member can be recruited, if necessary.

The resigning Chairperson needs to submit their resignation in writing to the Committee. The Committee then decides on a replacement Chairperson and records its decision.

To resign from any other officer bearer position, but not from the Committee, resignation from the position in writing to the Committee must be submitted. The Committee must accept and record the resignation in the minutes **(Form 3)**. The Committee may elect another member to fill that position. Council must approve new representatives.

In all cases a resigning member must hand over all Committee records to the Committee of Management.

8.4 New Members

The incoming Committee members must familiarise themselves with:

- Their responsibilities, both as a Committee and as individual Committee members by reading this Governance Manual
- The particulars of the facility they have been appointed to manage including, if necessary, reviewing and updating the management plan or management statement; and

8.5 Councillor Delegates

Council will elect Councillors as delegates to sit on the Committees as non-voting members at the Special Council Meeting held in October each year. It is the responsibility of the Committee to notify Councillors of meetings scheduled through contacting the Coordinator Governance.

9. ROLES AND RESPONSIBILITIES

The Committee at each Annual General Meeting shall elect the following office bearers:

- Chairperson (President)
- Deputy Chairperson (Vice President)
- Secretary
- Treasurer

9.1 The Chairperson

Every Committee of Management must have an appointed member as Chairperson.

The key responsibility of a Chairperson is facilitating the operations of the Committee.

The Chairperson is the leader of the formal meeting, and as such is responsible for maintaining order, the conduct of business, for ensuring that procedures adopted are correct - and for the whole tone of the meeting.

The main responsibilities are:

- To provide co-ordination, guidance and leadership to ensure the successful functioning of the Committee
- To represent the Committee in the public domain
- To ensure the administrative and other tasks from meetings are carried out
- To chair all meetings of the Committee.
- To act as the liaison person between the Committee and the Council.
- To arrange for an annual report **(Form 7)** of the Committee to be prepared for presentation at the Annual General Meeting and to Council.

Specifically during meetings the Chairperson is responsible for ensuring:

- Meetings are correctly convened
- A quorum is present for all decisions
- Meeting decisions are properly recorded in the minutes **(Forms 3 & 4)**
- The agenda is adhered to
- That the motions and amendments are unambiguous and otherwise in order.
- All members are given the opportunity to speak.
- The maintaining of order
- The business of the meeting is conducted
- Voting rights
- A casting vote when necessary.
- The announcement of the result of all votes is clear.
- The management of discussion and avoid members dominating to the exclusion of others.

In the absence of the Chairperson or the deputy Chairperson, the Committee shall elect another person to chair the meeting.

The Chairperson may vote on any motion considered by the meeting and in the event of a tied vote, the Chairperson may exercise a second or casting vote.

9.2 The Secretary

The secretary is usually responsible for the administration associated with the meeting.

The duties of the secretary include: -

- Arranges the meeting
- Prepares and sends out the agenda **(Form 2)**
- Arranges for inwards and outwards correspondence
- Maintaining all records and correspondence
- Receiving all incoming correspondence and bringing it to the attention of the Committee
- Writing and dispatching all outwards correspondence required by the Committee
- Keeping Committee members properly informed by sending them notices of meetings **(Form 5)**, agendas **(Form 2)**, copies of correspondence, reports, etc as required
- Liaising with the Chairperson between meetings so that the business of the Committee is attended to and, in consultation with the Chairperson, to call extraordinary meetings as required.
- Prepares the minutes **(Forms 3 & 4)** of the previous meeting to be available and other relevant documents such as discussion papers.
- Takes notes that will enable clear and accurate minutes to be written up.
- Writes up the minutes **(Forms 3 & 4)**.
- Carries out the follow-up action which arises from the business of the meeting e.g. arranges correspondence.
- Arranges Annual General Meetings.

9.3 The Treasurer

The treasurer is responsible for keeping the Committee's financial records in good order.

The treasurer's duties include:

- Maintaining a bank account in the name of the Committee (signatories to the account should be the Chairperson, the secretary and the treasurer, with any two to sign)
- Recording and banking money received
- Paying accounts as authorised by the Committee
- Keeping all invoices, receipts, cheque butts, bank statements etc for audit purposes
- Ensures that accurate records of all transactions are maintained.
- Assists the Committee in the preparation of the annual budget.
- Preparing an annual financial report **(Form 8)** based on financial year (e.g. 1 July 2009 – 30 June 2010)
- Prepares and presents financial reports **(Form 8)** for Committee meetings.

- Reporting at each Committee meeting current details on bank balances, transaction since the previous report, the Committee's current financial position and any other information that the Committee may require
- Arranges the audit of financial statements.
- Treasurers of Section 86 Special Committees are required to complete the Format of Accounts Form **(Form 1)** annually and submit it to the Council by August each year.
- Treasurers of Incorporated bodies need to comply with the requirements of the Incorporation Act.
- Treasurers of Committees managing Crown Land Reserves need to comply with requirements of the Department of Environment & Primary Industries

9.4 Committee Members Who Are Not Office Bearers

Non-office bearing members' duties include:

- Actively participating in Committee activities and business
- Managing the facility, including preparation and implementation of management plans, financial plans and business plans and subsequent reporting against those plans
- Attending all Committee meetings and participating in decision making
- Bringing to the Committee's attention any identified problems or issues.

9.5 Non-Members as Office Bearers

Committees of Management may find it useful to appoint someone who is not a Committee member, but has relevant skills, to undertake particular tasks such as bookkeeping and secretarial work. In some cases this will be a volunteer, in other cases the Committee may engage a local accountant or bank manager to keep the books and act as the Committee's custodian.

9.6 Code of Conduct

Members of delegated Committees are bound by the intent and scope of Council's Code of Conduct. Committee members are required to act appropriately in their role to ensure that public resources are used prudently for the public interest and as representatives of Murrindindi Shire Council. This includes, acting in good faith, with integrity, exercising impartiality, treating others with respect and exercising due care and diligence when conducting their Committee role.

Refer to Appendix 1. Murrindindi Shire Council Code of Conduct

10. MEETING PROCEDURES

The Committee shall comply with Council's Local Law Governance

See Council's website http://www.murrindindi.vic.gov.au/Your_Council/Local_Laws

10.1 Meeting Schedule

Each Committee is free to decide meeting times and schedules. Committees should be meeting as often as necessary to ensure good management of the facility. **Council requires that the Committee meet at minimum quarterly on such dates that the Chairperson or Committee determines.**

10.2 Quorum

A quorum is the minimum number of members of the Committee of Management who must be present in order for the Committee to make decisions (a majority) (half the membership + 1).

If, thirty minutes (or some other time generally agreed by the Committee as appropriate) after the start of the meeting a quorum has not been obtained, the Chairperson will decide to:

- postpone the meeting, or
- conduct the scheduled business of the Committee, but refer all decisions and motions to a subsequent meeting when a quorum is present for reconsideration and/or ratification

If, at any time during the meeting a quorum cannot be maintained, the Chairperson will decide to:

- close the meeting and refer any unfinished business to a subsequent meeting, or
- continue to conduct the scheduled business of the Committee, but refer all decisions and motions made with no quorum present to a subsequent meeting when a quorum is present for reconsideration and/or ratification.

10.3 Meetings Open / Closed Session

The Committee must ensure that its meetings are open to members of the public as required by Section 89(1) of the Local Government Act 1989. Therefore, visitors should be able to attend meetings if they wish. They can take part in discussions only at the invitation of the Chairperson, and cannot propose motions or vote.

The Committee may resolve that a meeting be closed to members of the public under Section 89(2) of the Local government Act 1989 if the meeting is discussing any of the following:

- personnel matters
- the personal hardship of any resident or ratepayer
- industrial matters
- contractual matters
- proposed developments

- legal advice
- matters affecting the security of Council property
- any other matters which the Committee considers would prejudice the Council or any person; or
- a resolution to close the meeting to members of the public.

If the Committee resolves to close a meeting to the public, the reason must be recorded in the minutes of the meeting **(Forms 3 & 4)**.

10.4 Conflicts of Interest

A 'conflict of interest' is when a person has to make a decision on an issue in which they have – or are perceived to have – a personal interest or benefit in a specific outcome. The conflicts can often be based around financial matters (pecuniary interest) such as contracts or the terms and conditions of a rental or tenure arrangement. For example, a local builder on a Committee of Management would have a pecuniary interest in any building contracts let by the Committee for which he or she had tendered.

A conflict could be interest based; for example, a Committee member who is a member of the local football club would have a conflict of interest in a decision to lease part of the facility to the football club.

A simple way to manage this problem is to excuse the affected Committee members from discussion and voting on issues where they have a conflict of interest. Often, people will leave the room once they have declared their conflict. However, this is not always practical, particularly since it could mean that the Committee no longer has a majority of voting members present (a quorum).

The key factors in dealing with conflicts of interest are to:

1. Acknowledge that they exist
2. Be open and transparent in managing them both within and outside the Committee

10.5 Keeping Good Conflict of Interest Records

Keeping good public records is crucial for a Committee being regarded as open and transparent in managing conflicts of interest.

The Committee minutes **(Forms 3 & 4)** must record how conflicts of interest were handled. For example, a Committee member who is a builder declares he has a conflict of interest on the next agenda item, a building contract to be discussed.

The minutes must record:

- what the conflict was
- if the Committee member left the room (at what time he left/returned and at what stage of the discussion)
- the result of the discussion and the decision made

Private interest should not be confused with specialist knowledge, which is not a conflict of interest. For example, a member who is a builder, but who is not tendering for a job, would have useful specialist knowledge.

10.6 Working through a conflict

If in attendance of the meeting make full disclosure of the nature of their interest immediately prior to the matter being considered

While the matter is being discussed and before a vote is taken remove themselves from the meeting room, advise the Chairperson what they are doing and remain outside until the vote is completed

If not in attendance then advise the Chairperson in writing disclosing the nature of the interest. All declarations of conflicts of interest must be recorded in the minutes of the meeting and if in writing must be forwarded to Council for recording

Generally, a Committee member with a conflict of interest will not take part in discussion or voting on that particular issue. However, to maintain a quorum the member(s) may have to take part.

Listed below is what should be recorded when members with declared conflicts of interest must take part in the discussion and decision making:

- The decision in the minutes
- Which members have a conflict and what they are
- How each member voted
- Why the Committee believes it has made the most appropriate decision

If in attendance of the meeting make full disclosure of the nature of their interest immediately prior to the matter being considered

10.7 Voting

One method of voting is a show of hands. The Chairperson calls first for those in favour of a motion and then for those opposed to a motion, the motion is determined by the majority vote and then declares the result to the meeting. In the event of a tied vote the Chairperson may exercise a casting vote. Unless otherwise prohibited by the Act, each member of the Committee present must vote;

11. ORDINARY MEETING

11.1 Meeting Schedule

A Committee can decide its meeting schedule at the start of each year, or determine at the end of each meeting when and where the next one will be held. Committees should be meeting as often as necessary to ensure good management of the facility. **Council requires that the Committee meet at minimum quarterly on such dates that the Chairperson or Committee determines.**

A good way to remind Committee members about a coming meeting is to circulate the minutes of the last meeting, plus agenda and any other papers, about a week before the meeting date.

Plus progress reports on any works being done, maintenance plan/report and risk and safety management report.

11.2 Notice of the Meeting

A notice of meeting (**Form 5**), typically incorporated with the agenda (**Form 2**), is circulated to Committee members at least two days, and preferable a week before the meeting. It is good management practice to advertise meetings to the public allowing them to attend or address the Committee if they wish.

Refer to Form 5- Notice of Meeting Advert Template

11.3 Agenda

Prior to any meeting an agenda is prepared. The agenda is a short document that sets out the business to be dealt with at the meeting. Please refer to **Form 2 – Agenda Template.**

Usually the secretary, in consultation with the Chairperson, prepares the agenda, but all Committee members can nominate items of business to be included on the meeting agenda.

A typical agenda includes some or all of the following:

- Details of time and place of meeting (Notice of Meeting)
- List of all members, and any non members invited to attend
- Apologies
- Conflicts of Interest (crucial inclusion)
- Minutes of the previous meeting
- Correspondence inwards
- Correspondence outwards
- Reports
 - secretary's report
 - treasurer's report
 - maintenance report
 - risk and safety
- General business

Please refer to Form 2 for the Agenda Template

When circulating the agenda, the minutes of the previous meeting and any reports to be considered at the meeting are usually attached.

At the start of the meeting the Chairperson usually asks (a) if there are other items of business that any member wishes to be added to the agenda, and (b) if any member wishes to change the order of the agenda. The addition of new items at the meeting is generally acceptable, but if those items are contentious and/or some members are absent from the meeting, the meeting may decide to refer such items to a subsequent meeting of the Committee.

11.4 Chairperson duties

The Chairperson shall take the chair at all meetings at which he or she is present.

11.5 Addressing the Meeting

For more formally run Committees, all Committee members addressing the meeting must direct their remarks through the Chairperson. A Committee member addressing the meeting shall not be interrupted by any other member, except that the Chairperson has the right to provide any direction to the member regarding the conduct of that address (appropriate language, length of time taken, etc).

11.6 Making Decisions/Motions

Each decision of the Committee should be made by a formal vote, even if everyone agrees and recorded in the minutes **(Forms 3 & 4)**.

Decisions are made by passing motions. Any Committee member may move a motion and the Chairperson accepts the motion for consideration. This could be as simple as:

"I move that the Treasurer's report be accepted," Bill Smith moves.

"I second that motion," says Mary Black.

The Chairperson says: "All in favour." (counts six raised hands) "All against." (counts no raised hands) "the motion is carried."

The minutes **(Forms 3 & 4)** will record the wording of the motion, who moved it, who seconded it, whether it was CARRIED or LOST.

For Example:

MOTION:

"That the Treasurer's report be accepted as presented"

BS/MB

CARRIED

Committees may have motions that are more complicated and contentious arising from their discussions on how to proceed with a project or manage their facility. In such cases, it may be useful for the motion to be written down and read out or circulated prior to voting so that everyone is clear about what is being decided.

If a vote is tied, the person in the chair has a second or casting vote.

A Committee can only make decisions (i.e. move and pass motions) if a quorum of its membership is at the meeting.

Any decision of the Committee, which the Committee does not have delegated power to implement, cannot be implemented until approved by the Council.

11.7 Minutes

Minutes are a formal, written record of a meeting and must be kept for all meetings of the Committee. At a minimum the minutes should record:

- Time the meeting started and finished
- Location of the meeting
- Names of the Committee members present
- Apologies received
- Conflicts of Interest declared
- List of all items of business considered
- Exact wording of any motions moved, including the name of the mover and seconders, and the mover and seconder of any amendments to the motion
- Results of consideration of any motions carried, lost, withdrawn, lapsed, amended
- Details of any questions taken on notice
- Details of any deputations made to the Committee, or any guest speakers

Refer to Form 3 – General Meeting Minute Template

The minutes should enable a Committee member not present at the meeting to be informed of all actions and decision arising and the reasons for those actions and decisions.

Every page of the minutes should be numbered, and bear the date of the meeting.

Minutes are a permanent record of the Committee's decisions and proceedings. The secretary should keep a minute book that will be passed on to the incoming secretary at the end of the Committee's term. In the longer term the minute books must be stored and archived in accordance with the Public Records Act because Committees of Management are public bodies

The minutes of a meeting should be endorsed by the following meeting as being a true and accurate record. The motion endorsing the minutes of a previous meeting should only be moved and seconded by members who actually attended.

Upon ratification of the previous meeting's minutes, the Chairperson should sign the minutes. Once endorsed by the signing of the Chairperson, they should not be altered.

All meeting minutes need to be submitted to Council's Coordinator Governance within twenty one (21) days of the meeting.

12. THE ANNUAL GENERAL MEETING (AGM)

The AGM is the public meeting where the Committee reports to its community. The AGM is to be held between 1 July and 30 October each year.

Refer to Form 4 – Annual General Meeting Minute Template

12.1 Notice of AGM

The Secretary shall notify Council a minimum of four (4) weeks prior to the date of the Annual General Meeting so that Council can advertise the date by way of a notice in the public notices section of the local newspaper circulating in the area for the two (2) weeks prior.

Refer to Form 5 - Notice of Meeting Advert Template

Please fill in this template and submit to the Coordinator Governance

12.2 Order of Business

The AGM includes:

- Receive and confirm the minutes (**Form 4**) of the previous AGM
- Receive an Annual Report (**Form 7**) that includes the Chairpersons report of the Committee's activities, operations and usage of the facility for the previous 12 months
- Receive the Treasurers report of the past 12 months including Annual Financial Report (**Form 8**), Format of Accounts (**Form 1**), Bank Statement and Bank Reconciliation (**Form 9**) for end of financial year
- Receive a proposed budget for the year ahead
- Receive an outline of the Committee's proposed activities for the next 12 months, which may also include seeking the community's approval of those plans.
- Councillor in attendance takes the Chair for the;
 - Election of Committee members – recommendation to go to Council for appointment. Recommended members remain non-voting until endorsed by Council.
 - Election of office bearers
- Set meeting schedule for the following year

Attendees can ask questions of the Committee (only in the time set aside in the meeting to do so), but it is not a forum for taking motions from the floor or voting on proposals. These actions can only be undertaken by Committee members and any such business should be held over to the next regular meeting.

12.3 Duties of the Secretary

Prior to the AGM:

- Notify Coordinator Governance, Murrindindi Shire Council four (4) weeks prior to the date of the meeting – including date, time, location and a contact person
- Notify Coordinator Governance of any Community Representative positions up for nomination and advise the process the Committee has agreed upon for nomination
- Distribute information and nomination forms on request
- Ensure the annual report **(Form 7)** is complete and available for inspection at the meeting
- Ensure that all the necessary equipment is available for the meeting including nomination forms, attendance sheet, whiteboard, etc;
- Bring all nominations received prior to the meeting; and
- In conjunction with the Chairperson, prepare a meeting agenda **(Form 2)** for distribution at the meeting

The outgoing Secretary should:

- Hand over all correspondence, including minute books and all copies of this manual
- Provide copies of all management plans or statements, and corresponding performance reports, prepared by the Committee over its term;
- Provide all details to the incoming Committee of any contracts (e.g. leases, licenses or any other contracts for services)

12.4 Duties of the Chairperson/President

Prior to the election, the Chairperson/President shall:

- State the purpose of the meeting which is to elect recommended candidates to form a Committee of Management for a 3 year period commencing on a particular date and annually to elect executive office bearers to the Committee for the following 12 months;
- Clearly identify the facility over which the Committee of Management is to be appointed and clearly define the “community of interest” for those present;
- Detail the number of Committee members being sought;
- Nominate the Committee members who will be responsible for presenting the reports to the meeting, providing a brief summary, and answering any questions. (Usually the Treasurer presents any financial reports, and the Chairperson/President presents any performance or management reports, but any Committee member may be nominated);
- Describe how the meeting will be conducted, and the process for the election
- Hand over to the Councillor present to be the Chairperson conducting the election of nominated members

The Chairperson/President shall be responsible for ensuring that all reporting requirements are submitted/lodged with Council within 21 days of holding the AGM.

The outgoing Chairperson should:

- Ensure that the handover is completed in a timely and professional manner, and that the incoming Committee is adequately briefed.

12.5 Duties of the Treasurer

Prior to the AGM

- Ensure the Format of Accounts Form **(Form 1)**, Financial Report **(Form 8)**, Bank Statement and Reconciliation **(Form 9)** are ready for inspection at the meeting

The outgoing Treasurer should:

- Balance the books and have them audited
- Provide copies of any business plans and financial reports prepared over the Committees term
- Advise the incoming Committee of any committed funds
- Organise the changeover of bank account signatory details
- Advise the Australian Taxation Office of the incoming Committees contact details
- Advise service providers (e.g. gas, electricity and water) of the incoming Committees contact details; and
- Hand over the books to the incoming Committee.

12.6 The Election of Members and Roles

The Chairperson / Councillor will declare all positions vacant. Unless the procedures of the Committee otherwise provide, voting must be by show of hands.

The duties of the outgoing Chairperson, Secretary or Councillor are:

- Declare positions vacant from the specified date
- List all nominations received prior to the meeting for the relevant Committee positions
- Call for additional nominations (if applicable) for the relevant Committee positions
- Verify the eligibility of all nominations
- After a reasonable interval, declare nominations closed
- If the number of candidates is less than the number of vacancies, declare all candidates as the successful recommended candidates;
- If the number of candidates exceeds the number of vacancies, announce that an election will be held and give details on how it will be conducted. For example, each eligible voter can only cast one vote for one candidate;
- Check that all persons wishing to vote are eligible, and have signed the attendance sheet;

NOTE: New Committee members are not formally appointed until endorsed by the Murrindindi Shire Council and cannot conduct Committee business until endorsed.

If an ordinary meeting with the new Committee follows the AGM then the newly recommended members cannot vote as part of the meeting as they are not official members of the Committee until endorsed by Council. This is also relevant for any meeting held until Council endorses membership.

13. SPECIAL MEETINGS

The Chairperson/President may call a special meeting by giving notice to all Committee members in the manner prescribed hereunder or shall call a special meeting forthwith upon receiving from any three (3) members of the Committee a written request that such a meeting be so called. The notice by the Chairperson/president or the request by the three (3) Committee Members shall contain a statement of the purpose of the meeting. The meeting will be held on such date and time as fixed by the Chairperson/President.

In cases where the Chairperson calls a meeting in response to a request, the meeting shall be held within 21 days of receiving such request. The Chairperson shall arrange for two (2) clear days notice of the meeting to be given to all Committee members in writing. No other business shall be transacted at that meeting except that specified in the Notice.

14. FINANCIAL MANAGEMENT

Keeping track of financial records is a key task of the Committee. It is essential for keeping Council, the Community and user groups informed about the financial sustainability of the facility.

The Committee's financial year shall commence on 1 July in each year and end on 30 June in the following year.

The Committee shall ensure that the financial decisions do not affect the integrity of the Council's budget.

14.1 General Financial Record Keeping

To ensure they make proper and complete financial reports **(Form 8)**, Committees are urged to maintain suitable records. The Australian Taxations Office (ATO) provides two good resources to assists:

- How to keep your business records (NAT 3029)
- ‘E-Record’, an easy to use electronic package of worksheets on which to build financial records (NAT 3043)

Other resources are available at website address www.ourcommunity.com.au.

Also note examples of the suggested format at the rear of the handbook - ‘Forms’, Tab No 1.

14.2 Bookkeeping and Accounting

Methodical bookkeeping is essential to good financial management. If the books are properly kept then there is a clear record of all receipts and payments and of the funds available to the Committee.

Money received should be banked regularly - at least weekly - and all payments and receipts must be recorded promptly. All expenses are to be paid by cheque.

14.3 Bank Account

The Committee shall open and operate a bank account entitled “Name of Committee”.

14.4 Annual and Quarterly Accounts

Annual Financial Reporting – as part of the AGM process, must include:

- Annual financial report **(Form 8)** based on financial year (e.g. 1 July 2013 – 30 June 2014)
- Section 86 of Shire Special Committees are required to complete the Format of Accounts Form **(Form 1)** annually and submit it to the Council.
- End of Financial Year bank statement
- Financial Year Bank Reconciliation **(Form 9)**

Quarterly Financial Reporting to Council must include

- Bank statements
- Financial summary report **(Form 8)**
- Report to the Committee meetings current financial position, transactions since the last Committee meeting and details regarding the bank balance

14.6 Format of Accounts

Each year Council will request Special Committees of Council to complete a Format of Accounts form. This form is provided in the Forms section of this handbook **(Form 1)**

14.7 Revenue and Spending

The Committee shall have the power, on behalf of the Council, to raise funds, solicit and receive donations and secure government grants, in accordance with the objectives of the Committee, policies of Council and the budget, subject to the consent of the Council.

Revenue received by a Committee must be directed to activities associated with the facility. The Committee may pay from funds received the cost of minor maintenance, contents insurance, electricity, water charges or gas used, petty cash and secretarial expenses as the Committee determines.

Committees are not required to spend all revenue in the year it is received and it is quite wise to carry forward some funds into the next year. It is also acceptable if a Committee has planned for a large development in the next few years to accumulate the funds required for it (e.g. major renovations). Expenditure will be limited to improvements on the facility and by the instrument of delegation.

It is strongly recommended that Committees do not carry excessive funds for no foreseeable purpose. Crown land reserves AND Council owned reserves are public assets and funds should be spent on maintaining or enhancing the facility.

14.8 GST

The Committee by definition under the Local Government Act is part of Council. The Australian Tax Office has ruled that the Committee cannot have a separate ABN or separate registration for GST. The Committee must use Council's ABN 83 600 647 004 when issuing tax invoices for hire/use of facilities. A statement of quarterly income and expenditure has to be forwarded to Council each quarter ending September, December, March and June. The statement must be submitted Council by the 7th Day following the close of the month to enable Council to include the details in the Council return to the Tax Office.

When sending the return, if money is owed, a cheque must be forwarded to Council with the return. When money is due from Council, the money will be paid to the Committee within 30 days of Council receiving the return.

GST Reporting Form – Under development (will be made available for Committees of Management)

14.9 Contracts

Committees can enter into contracts that are directly related to the management of the facility under the delegation of \$5000 for services or for goods.

It is good practice that Committees call for quotations for the contract. The decision to tender should be determined by the value of the contract and adhere to Murrindindi Shire Council's procurement policy. Contact the Coordinator Governance for assistance with the process.

The Committee when entering into contracts should at all time ensure:

- They achieve value for money
- open and fair competition for all potential providers
- operates with professional integrity
- clear and consistent specifications and documentation to all
- make and record decisions in a clear and transparent manner

The Committee is not empowered to enter into tender agreements, contracts or agreements valued over \$5,000 or make any alterations without Council's consent.

Contracts for services under \$75 per payment can be entered into with parties that do not have an ABN as outlined in the Pay As You Go Legislation.

If a member of the Committee will financially benefit directly or indirectly from a contract entered into by the Committee then at the time of the decision the member is required to declare a conflict of interest and remove themselves from the decision making process.

14.10 Receiving Money

Whenever the Committee receives money, a receipt should be issued. A carbon duplicate book should be used to record all receipts. This is a practical safeguard against the possibility of error or disagreement. There may be times when issuing individual receipts is not feasible. For example, if the Committee is organising a fund raising event or calculating entry fees, it would be impractical to write out a receipt for every person. Two members of the Committee, preferably not the Treasurer should be responsible for collecting and accounting the money prior to handing to the Treasurer. One receipt should then be written for the total amount.

14.11 Fees

Fees must be used responsibly and:

- should be in line with similar rates in the area so that the maximum public benefit is gained for use of a public asset; and
- should not use the advantage of lower overheads associated with Crown land/or Council to the disadvantage of competing activities on private land.

If normal rates do not seem appropriate, reasonable fees for the purpose must be set. For example non-profit community groups may receive a discount rate. 'Similar rates' are defined as fees and are on a par with the general rates operating in your area at the time.

As part of the Annual General Meeting the Committee must set facility fees.

14.12 Raffles / Fundraising

To enable your Committee to legally run a raffle to fundraise you must have registered your Committee with the Victorian Commission for Gambling Regulation (VCGR) as a 'declared community or charitable organisation'.

The requirements for running a raffle under the VCGR guidelines are outlined in the attachment and including specific details relating to prize pool and further permit requirements.

Further information is available at the following website: www.vcgr.vic.gov.au

14.13 Community Grants Program:

Council's Community Grants program offers grant opportunities for individuals and Community groups of up to \$5,000. Applications are assessed during February, May and September each year.

Further information and applications forms are available on Council's website at www.murrindindi.vic.gov.au

14.14 Paying Money

Payments should be made by cheque, crossed not negotiable, and signed by two authorised members of the Committee. As each cheque is drawn the paper work detailing the expenditure should be retained and filed in cheque number order. If there is no paper work then a cheque voucher should be drawn up giving the details of the payment i.e. payee, amount, date, cheque number and what the payment is for.

14.15 Honorariums

Committees of Management must not pay honorariums. If a minor fee is to be collected for services rendered to the Committee of Management then the person should be paid as part of the normal contract process.

Committee members may be reimbursed for out-of-pocket expenses approved by the committee but cannot receive honorariums. No member of the Committee of Management should be receiving payment from the Committee for their contribution to the running of the Committee of Management. For example; as the secretary or treasurer.

Refer to section 14.9 for further information and options

14.16 Cash Book

The cashbook is the principal book of accounts. One section is for money received with varying number of columns to detail all the major areas of income. The second section is for expenditure, again with a number of columns to detail all the major areas of expenditure. Books with varying numbers of columns are available through newsagents or stationers. All cashbooks should now have a separate column for recording GST receipts and payments.

Money Received

From the receipt book enter the details to the cashbook with the money going into the amount and detail column. For ease of balancing to your bank statement a second amount column marked bank can be kept and the total banked each day added into this column. At the end of each month add the analysis columns and balance the totals to the total banked.

Payments

As with money received there is a bank column and several analysis columns. Enter the amount of each cheque drawn in the bank column as well as in the relevant analysis column. At the end of each month total the analysis columns and balance the totals with the bank column. The monthly totals should be added progressively month by month until after twelve months the totals are available for the yearly financial return.

14.17 Bank Reconciliation

Arrange with your bank for a statement to be forwarded to the Treasurer every month. Verify the entries. When submitting a Bank Statement to Council the Committee also need to attach a Bank Reconciliation

Refer to Form 9 – Reconciliation Template

14.18 Petty cash

This is a matter for each Committee to decide if they want to have and if so how much. Petty cash should only be used for minor items. Reimbursement must be by cheque with the details of what was purchased from petty cash recorded against the cheque voucher.

14.19 Cash on Premises

The Committee should develop a cash handling procedure and ensure all of the users of the facility are aware of the procedure. Only communicate this process to authorised officers of the user groups and keep knowledge of the process to a minimum.

If cash goes missing from your facility or a break in occurs Council must be notified within 24 hours or on the next working day.

14.20 Financial Controls

The Committee as a whole, not just the Treasurer, is responsible for the financial affairs of the organisation. The Committee must see monthly reports of income and expenditure and must approve of all expenses paid, or to be paid, for the month.

Authorisation

The Instrument of Delegation will determine authorisation limits. The Committee should set definite limits on expenditure and on the persons authorised to purchase under the delegation limit of \$5,000

The Treasurer may be authorised by the Committee to pay regular accounts or spend funds up to an agreed limit. Large expenditure should be discussed at a Committee meeting and be agreed upon by the majority.

Cheque Signing

The cheque account shall require two people to sign each cheque. This should be arranged by having three Committee Members signatures registered with the bank, with any two to sign each cheque.

Cheques should always be crossed, marked not negotiable and the details entered before being signed.

14.21 Auditing

The term audited accounts means that the financial records of the organisation have been independently checked, by a person with recognised accounting qualifications, as being a true and accurate record of the financial operations and position of the Committee at that time.

An auditor will confirm the correctness of your records and provide useful advice on accounting practices. The Committee's financial records should be maintained to a standard that will allow auditing. Council can audit the Committees records at any stage.

If the income of the Committee in any give financial year is **greater than \$10,000** (excludes Council's Community Grants program) the accounts shall be audited to the satisfaction of Council, and the Committee shall meet all of the costs associated therewith and an Auditors Certificate submitted as part of the Annual Financial Statement.

The Auditor will need to be provided with:

- The books of account, consisting of the cash books written up and balanced for the year, and journals and ledgers if these records are maintained;
- Bank statements for the whole year
- Copies of deposit slips and cheque butts;
- Receipt books containing the duplicates of receipts issued as well as cancelled original receipts.
- The Auditor also needs to sight unused receipt books;
- Vouchers for payments made, which should be placed in cheque number order;
- Access to 'paid' cheques from the Committees bankers – unless receipts have been obtained for all payments made;
- A copy of the minute book to enable the Auditor to review approvals for major items of income and expenditure;
- A copy of the last audited statements of account;
- The financial statements for the year now being subjected to audit, together with all supporting working papers; and
- Any other records or evidence the auditor may request.

14.22 Developing a Budget

The Committee should as the year-end approaches give serious consideration to producing a budget for the following year and present this at the AGM. This can easily be carried out by looking at the income and expenditure pattern for the current year. Add to that any extra works/services that the Committee would like to see in place and determine the overall estimated expenditure.

Once the expenditure is set then the Committee can look at the options available to fund the expenditure. Remember that inflation will have an effect on the cost of services and an allowance should be built into each item to cover the likely increased cost.

14.23 Borrowing Money

Under section 84(4) of the Local Government Act 1989 the Committee CANNOT borrow money, including the issue of debentures and promissory notes.

14.24 Water and Sewerage

A Committee will be invoiced for the use of any water and sewerage services for its facility this includes both service and usage charges.

14.25 Council Rates

Under the *Local Government Act 1989*, Crown land used exclusively for public or municipal purposes is non-ratable. This exempts many Committees from Council rates. However, the definition of “public purpose” usually includes unrestricted public access. Limiting public access to your facility in any way may make it subject to rates.

Areas that are leased (e.g. kiosks, clubhouses) are subject to council rates. However, land a Committee has licensed may not be subject to rates depending on the purpose and the extent of public access. If leased or licensed land does become subject to rates, the lessee or licensee is responsible for payment. This should be specified in the lease or license documents.

14.26 Waste Collection

A Committee is responsible for any fees and charges related to waste collection. Please contact Council's Coordinator Governance if you require any further information regarding contracts for waste collection.

14.27 Bushfire Services Levy

Council can enforce payment of the Bushfire Services Levy to a Committee of Management if the legislation allows. Applications for Council to pay the charge on behalf of the Committee of Management can be made on financial grounds to the Coordinator Governance, Murrindindi Shire Council.

15. FACILITY MANAGEMENT

15.1 Power to Manage a Facility

The main guiding principle for managing a public facility is the use and enjoyment for all. This needs to be balanced with the need to protect and maintain the facility, its natural features and its assets.

15.2 Allocating and Controlling Use

If all or part of the facility requires protection, a Committee may control its use by limiting numbers and types of users, physical access, of the times and conditions of use and access. For example, a reserve for conservation purposes may need to limit public access to areas of the reserve undergoing re-vegetation.

Rules (regulations) and pricing (fees) are two effective mechanisms to allocate and regulate use.

15.3 Delegation

A Committee cannot delegate its powers to any other body, but it can establish sub Committees to consider certain matters. These sub-Committees may be either standing Committees with on-going functions (e.g. finance sub-Committee) or working groups for a particular task (e.g. spring planting sub-Committee).

Sub-Committees have no power in their own right. Their recommendations must be brought back to a full Committee for consideration and resolution.

15.4 Maintaining the Facility

The Committee of Management is required to maintain the facility. The Committee must:

- Keep the facility clean
- Ensure waste is disposed of appropriately
- Must immediately notify Council of any maintenance issues **(Form 10)** that arise
- Ensure that any damage caused is repaired immediately

As a general rule, the day to day operational maintenance of facilities is the responsibility of the Committee of Management. Larger significant structural capital works are to be negotiated with Council and incorporated into Council budget process during October and November each year.

The Committee must adhere with any Council Policies in regards to the ongoing maintenance of facilities.

Refer to Form 10 – Maintenance Request

Refer to Form 11 – Facility Condition Checklist

15.5 Asset Management

As part of its financial records, a Committee is strongly urged to maintain an asset register with details of all assets it owns or manages including buildings and facilities. The register should contain:

- description of each asset
- the date it was purchased
- as estimate of its value

Each year, the assets value should be adjusted to reflect depreciation (for physical assets such as buildings, equipment, and stock).

In most cases Council will have the physical assets recorded in their books. It is encouraged that the Committee of Management and relevant user groups keep a list of their contents/assets as well.

15.6 Management Documents

The management of facilities should be planned, rather than ad hoc, to help achieve the best possible outcomes. Committees are strongly recommended to prepare a management plan or works schedule with a corresponding business plan or annual budget in consultation with Murrindindi Shire Council and Department of Sustainability, where required, so that plans remain consistent with the aims of the local community. The benefit of these documents is that they provide a context for financial expenditure to which every member has agreed, and they draw together the big picture of what the Committee wants to achieve. A management plan will strengthen any application for grant funds.

Management document may include:

- **A management plan / management statement**, which outlines the Committee's aspirations for the use and development of the facility over its term of office. It details what the Committee intends to do to maintain the facility.
- **A business plan**, which outlines how the Committee will implement its management plan. It details what actions the Committee will need to take – employ staff, enter into leases or licenses, seek grant money, etc. – over its term to achieve its objectives.
- **A financial plan**, which details the income and expenditure needed to achieve the management plan. It is often incorporated into the business plan
- **Community Consultation** – to assist the Committee in deciding if a community consultation process is required.

Visit <http://ourcommunity.com.au/> for templates and advice

16. CAPITAL WORKS

The Committee:

- Must not carry out or authorise any capital works, extensions or additions which materially alter the buildings or surrounds of the facility without prior approval from the Council
- Upon Council's approval can enter into contracts for capital works, extensions and additions for amount not exceeding \$5,000.00
- Is encouraged to investigate and make recommendations in writing to the Council on the development of future capital works and the provision of future facilities and amenities for the facility
- Must consult with organisations who use the facility as part of the development of said recommendations

17. FACILITY HIRE & USE

The Committee is responsible for entering into agreements with casual hirers of the facilities in accordance with the conditions of hire developed by the Committee and to ensure that users of the facility comply with conditions set for the care, protection and management of the facilities set out in policies of the Committee and the Council's Local Laws and policies. Committees must ensure that users of the facility make good any wilful or accidental damage caused during use.

Refer to Form 12 - Facility Hire Agreement

17.1 Hiring Agreements

Committees should establish a hiring agreement that a casual or regular hirer must adhere to.

Items that should be considered in the hiring agreement are, but not limited to:

- Deposits
- Cancellation policy
- Cleaning responsibilities
- Damage
 - Any damage to the facilities must be reported immediately to the Committee of Management contact. Users must supply details of how the damage was caused so that it can be determined who will be responsible for paying for the repair or replacement to Council property.
- Keys or access
- Alarms in place
- Vehicles, parking, access
- Breach of conditions

Refer to Form 12 - Facility Hire Agreement

17.2 Hire Agreement & Liability Insurance for Casual Users

A Facility Hire Agreement Template (**Form 12**) has been developed to be used by Committees of Management if they wish. This form is to be used when hiring the facility to a casual hirer.

It is important to note that an insurance policy can be sold to individuals or groups, for non-profit making activities, that do not have existing public liability insurance and is not intended to provide cover for festivals, sporting type activities, rock concerts/performances or hirers involved in a profit making activity where an admission fee is charged.

The hirer will be required to pay the \$250 excess should a claim be lodged.

There is no cover for commercial entities that hire the facility for monetary gain. There is however cover to commercial entities where there is no monetary gain.

A casual hirer is someone who is hiring the facility for a one-off function or use, i.e. Birthday or anniversary party or the like. A \$30 policy is available for Public Liability through Council.

Refer to **Form 13 - Public Liability Hirer Insurance**

In this way:-

- A clear understanding of the terms and conditions of hiring and the rights of each party is established.
- Issues relating to occupiers liability and insurance are covered.
- Community property is maintained in good condition.

Any private persons who wish to hire the facility on a regular basis must provide evidence of Public Liability Insurance cover in the form of a certificate of currency in an amount of at least \$5M, although \$10M is preferable.

17.4 Regular Users

A regular user is a sporting club or other group who uses the facility every week for a portion of the year, or the whole year.

The Committee of Management must notify Council of any regular users and the terms of use. Council will enter into a Lease or Licence for exclusive use, seasonal use or non exclusive use.

Most regular users have insurance provided by their Association.

18. INSURANCE

Committees have a duty to ensure that claims are minimised through the use of risk management should an incident occur. Committees must use the Murrindindi Shire reporting procedures (**Form 14 &15**). Murrindindi Shire Council's insurance program covers the insurance needs of Committees of Management in regard to:

- Public liability insurance cover for injury or loss to third parties (on Council Land)
- Professional indemnity insurance cover for Committees of Management and their volunteers (cover extends to registered volunteers and Committee members when engaged in voluntary activities organised or authorized by or under the control of Council.
- Personal accident insurance cover, which applies when a Committee member or volunteer is engaged in voluntary activities organised or authorized by or under the control of Council. (this excludes out of pocket medical expenses)
- Asset/Property cover for damage to Council managed/insured buildings (\$2500.00 excess applies - payable by the Committee of management)

Refer to Form 14 &15 - Incident Report Form

18.1 Public Liability & Risk Management

In today's society the number and value of claims from members of the public arising from personal injury or property damage is increasing. As a result the cost of purchasing public liability insurance continues to increase. It is prudent to seek to contain these costs by minimising incidents through risk management.

Committees' responsibilities as managers of Crown Land reserves and Council reserves for public liability insurance policy are to:

- Maintain documented risk management programs for the facility
- Avoid or minimise situations that may give rise to a claim
- Control and record any incident that may lead to a claim being made (**Form 14 &15**), and
- Prepare for a claim to be made resulting from an incident no matter how remote it may seem.
- Report all property damage/maintenance issues that may contribute to a claim

In the event of any incident, Committees are required to follow Councils' incident and claims procedures as detailed below.

- Report all incidents accidents or property losses to Councils, Coordinator Governance as soon as possible (**Form 14 &15**).
- Property losses that are not reported in a timely manner can be denied by Councils insurer.

- All incidents that are potential claims need to be handled sensitively and as soon as possible after they occur.
- A detailed investigation will be carried out by Council.

In all cases where a member of the public is injured or has property damaged:

- Action needs to be taken to minimize the chance of any further incidents by securing unsafe areas or facilities
- First aid and medical care should be provided immediately and prompt and proper care provided to any injured person

18.2 Liability Claim Procedures

All Public Liability claims should be forwarded directly to Council's Coordinator Governance

18.2.1 *How and when claims are made*

Committees of Management may be notified about incidents and potential claims from a variety of sources, such as direct contact from:

- the injured party or property owner or their respective agent
- police, ambulance or emergency service personnel
- media item
- legal representative or injured part of property owner, or
- observation of incident by Committee member or staff

Notification is usually by telephone or letter. In some instances, the first time the Committee of Management becomes aware of such an incident is when legal action has already commenced.

18.2.2 *What to do on notification?*

Contact Councils Coordinator Governance

Upon notification in writing or verbal:

- (a) Make a note of how the letter or claim arrived – by mail or hand delivered. If by hand, who delivered it?
- (b) Do not make any remarks or comments about the incident to any person who delivered the letter or claim.
- (c) Do not reply to any letter or claim.

Send the letter or claim and relevant incident report (**Form 14 & 15**), including any names of witnesses and any notes or photos relating to the incident to Murrindindi Shire Council, Coordinator Governance

Refer to **(Form 14 &15)** - Incident Report

If confronted by an angry or upset person it is important not to take their comments personally, and to:

- remain calm
- treat the person politely
- take notes about what they are saying
- do not admit responsibility for any incident
- ask the person to submit the claim in writing to Murrindindi Shire Council
- contact Murrindindi Shire Council, Coordinator Governance about the incident **(Form 14 &15)**, and follow the course of action recommended.

It is most important that you remain calm, listen to the concerns and treat the person politely. Assure the person that Murrindindi Shire Council will contact them in relation to their claim/concerns.

18.2.3 *What not to do on notification*

Whether the notification is in writing or verbally, to help reduce the likelihood of unnecessary claims being made, there are a number of things that should not occur:

- **Do not** admit responsibility for any incident. But do show empathy for the injured party.
- **Do not** offer to pay any medical or other expenses. But do call an ambulance if needed.
- **Do not** agree that any equipment or facilities were faulty.
- **Do not** blame other Committee members, employees of other parties.
- **Do not** argue or discuss the cause of the incident with the injured person or witnesses.
- **Do not** conduct the investigation or fill out the incident report form in the presence of the injured person
- **Do not** discuss the incident at any time with any person other than Councils Coordinator Governance
- **Do not** discuss the incident with the media.

18.2.4 *Incident and claim report*

The Committee's responsibility is to provide the facts of the incident and report them to Council NOT to make a decision on the validity or otherwise of the claim or potential claim. The Committee should immediately seek assistance from Murrindindi Shire Council

It is essential that as much information as possible is gathered as early as possible. The longer the time lapse between the incident and the investigation the less likely it is that information will be available or accurate. It is important that a report is made of potential as well as notified claims because a claim may not arise until many years after an incident occurred.

The two main reasons for conducting an investigation are to:

1. determine the facts so that Murrindindi Shire Council can consider whether there is a liability at law or not, or whether the incident relates to another authority or person; and
2. Identify the cause of the incident so that measures can be taken to ensure there is no recurrence.

18.2.5 *Under no circumstances admit liability.*

The admission of liability can, in some circumstances, void the insurance policy. One can be empathetic with an injured person, but must be careful that any conversation is not misunderstood as an acceptance of liability.

Reports of any investigation undertaken by the Committee on Councils behalf should be put in writing. It is recommended that the Incident Report Form be used **(Form 14 &15)**.

The use of a standard form ensures that necessary information is gathered in a logical fashion and that a record of the investigation is maintained.

Where any incident occurs, it should be reported immediately by telephone to Murrindindi Shire Council, Coordinator Governance followed by a written report.

18.3 Other Important Information

Where new information or witnesses are found (at any time after the incident) notify Council's Coordinator Governance as soon as possible.

18.4 Third party users of Crown land reserves

Murrindindi Shire Council's public liability insurance policy does not extend to indemnify third party users of Crown land and Council facilities against claims from other users of the facility. This includes casual hirers and users, long-term users and tenants.

Incidents that occur on Crown land are ultimately the responsibility of the Crown. Council may in some instances provide assistance in reporting and investigating such incidents.

Individual user groups need to provide evidence to the Committee of Management of appropriate public liability and participant insurance cover (where applicable).

18.5 Hire Agreements & Insurance

It is essential that Council and its Committees are protected from the liability and negligence claims that may arise from the use of Council property.

18.5.1 Regular Users

The Committee shall require each organisation which rents or uses the facility to:

- (a) Arrange and maintain insurance policies for any contents which they store at the Facility;
- (b) Arrange and maintain public liability insurance policies in which indemnity must be given to the Council, Committee, Councillors, Committee Members and Officers of the Council; and to submit a "Certificate of Currency" for each insurance policy and forward copies of all certificates to Council

18.5.2 Casual Hirers

Casual Hire Public Liability cover is available from Council for a fee. This can be used for one of hire for certain functions.

- (a) This cover does not extend to sporting events or events where admission is charged
- (b) Council facilities the right to not extend cover to hires
- (c) Cover is only extended when the appropriate fee has been received by Council and
- (d) The hirer has received an acknowledgment from Council
- (e) Cover is granted to the hirer on the basis of the information that is provided by the hirer, should this information be found to be incorrect in the event of a claim the claim will be denied

Refer to **Form 13 - Public Liability Hirer Insurance**

18.6 Building (Property) Insurance

Report all property damage, storm, flood damage, theft or any other type of property damage to Council as soon as possible. Council's insurer can deny claims that are not reported in a timely manner.

Council has insurance which covers all buildings under its management within the Shire. The excess on this building insurance is \$2,500 of which your Committee is responsible in the event of an insurance claim on this insurance. If you have contents insured by the Council, the same excess applies.

It is recommended by the Council that user groups obtain their own contents insurance.

In the event of a claim being made, if the Committee can prove financial hardship, then the Council may assist financially. If this is the case, the Committee will need to write to the Council, providing copies of recent financial statements, to seek reimbursement for some or all of the insurance excess.

19 EXCLUSIONS

Committees should be aware that there are some activities that are not covered by Council's insurance, or require an extension of Council's insurance to cover. These include festivals, markets, fireworks, etc. If your Committee is considering holding an activity, or hiring the facility for an activity that may be excluded from Council's insurance - please contact the Council for confirmation. Council Officers will be happy to assist with advice and information if further insurance is required for any activities.

20 RISK MANAGEMENT

A 'risk' is the chance of something occurring that has the potential to cause loss, damage or injury. 'Risk management' involves identifying risks and taking precautionary measures to minimize the chance that a particular event will occur.

Risk management is setting in place practices and processes that enable risks to be identified, minimized and dealt with. Risk management seeks to minimize the impact of undesirable events, without discouraging appropriate risk taking and initiative.

Cutting long grass at the start of the summer is a common example of risk management. Risk management can be both a task and an opportunity. For example, reducing grasses at the start of summer by issuing short-term grazing licenses reduces a risk and generates revenue.

Committees are strongly urged to undertake a formal risk assessment (**Form 16**), develop a risk management plan and conduct an annual review. It is better to plan for risks than to think about them after something has gone wrong.

The Committee of Management is required to:

- Ensure users are aware of the location of emergency exits and fire protection equipment and emergency response procedures.
- On a quarterly basis, complete a Facility Condition Checklist (**Form 11**) retain a copy and send a copy to the Council. This will identify the condition of the facility and highlight any problems.
- Advise the Council immediately of an incident likely to give rise to:
 - Injury to any person
 - Damage to any property associated with the facilities (damage may be to the facilities or other parties)
- A Hazard, Incident or injury report form should be used to record the details (**Form 14 & 15**).
- Refer any public liability insurance claimants directly to Council's Co-ordinator Administration

20.1 How do Committees Undertake Risk Management?

Risk management by Committees of Management is a six-step process that is undertaken for each potential risk identified on their facility. This section seeks to guide a Committee through the process.

The six steps are:

1. Identification of risk
2. Assessment of likelihood of event occurring and consequence
3. Identification and assessment of risk control methods
4. Ranking all risks
5. Treating all risks
6. Monitoring and review

The Assessment and management of risks should be an ongoing process, not a 'once a year' event.

20.2 Identification of Risk

There are many ways to identify risks including checklists, judgments based on experience, records, expert opinion etc. Risks can be identified and grouped in categories. For example, in the category of financial risks, Committees may identify specific risks such as loss of revenue, fraud, and borrowing

A list of risk categories has been developed to assist Committees identify the risks appropriate to their operations –

The aim of the risk identification process is to generate a comprehensive list of events that might affect the Committee's operation or objectives. These risks are then considered in more detail to identify the potential impact of each risk. The identification process should be broad, so that all possible risks, no matter how small are considered.

Refer to (Form 16) - Hazard Identification, Risk Assessment & Control

20.3 Assessment of Likelihood of Event Occurring and Consequence

Once a Committee has identified all its risks, each of these risks should be rated in terms of the likelihood of an event occurring, from eliminated to certain. Refer to form 6 above.

Each identified risk should then be rated in terms of the **consequence** of it occurring, from minor to catastrophic.

20.4 Identification and Assessment of Risk Controls

Typically, formal controls are already in place to manage risks. For example, financial risks are controlled by the Committee's system for handling all finances – an annual budget is prepared, finances are recorded by an accountant and audited annually.

Controls for each of the identified risk categorized need to be identified and assessed so risks can be ranked in order of importance.

The table below illustrates typical risk control methods. It is illustrative only, not comprehensive.

20.5 Risk Control Methods

RISK CATEGORY	RISK CONTROL METHOD
General Management	<ul style="list-style-type: none"> - Business plan prepared and approved - Annual review and reporting
Financial	<ul style="list-style-type: none"> - Financial plan prepared and approved - Annual review and reporting - Annual budget preparation and auditing - All expenditure above to be approved at Committee meeting
Asset management	<ul style="list-style-type: none"> - Asset register prepared and annually reviewed - Funds reserved annually for maintenance - Insurance for all assets reviewed and updated annually - Notify council of all assets
Liability	<ul style="list-style-type: none"> - Safety audit of facility and all equipment undertaken and recorded - Program for reducing hazards and potential liabilities prepared - Annual review
Service Delivery	<ul style="list-style-type: none"> - Minimum of 4 Committee meetings per year
Technology	<ul style="list-style-type: none"> - Regular back of up computer files - Disaster recovery program in place

20.6 Monitoring and Review

Ongoing review is required to ensure that risk management plans remain relevant. Methods of review can include:

- Self assessment
- Physical inspections
- Checking and monitoring success of actions and the extent to which the risk remains
- audit and reassessment of risk to achieving the Committee's objectives.

20.7 Risk Categories

The list is not exhaustive, nor do all categories apply to all Committees. It should be used as a guide for Committees of Management to determine the specific risks within each risk category that are relevant to their operations.

RISK CATEGORY	EXAMPLES OF SPECIFIC RISKS	RISK OF:_____
General Management: (Risks associated with a Committee's general management of the facility)	* Business planning * Contract management * Projects Implementation	- not completing, or not completing to an adequate standard, required management and business plans - not adequately managing contracts - not adequately implementing projects
Financial: (Risks associated with financial management or transactions)	* Borrowing, lending and credit * Loss of revenue * Fraud * Monitoring of grants	- not being able to obtain credit, or repay loans - losing one or more sources of revenue - the Committee funds being used fraudulently - grants not being adequately monitored and reported
Asset management: (Risks associated with management or maintenance of physical assets, buildings or equipment)	* Maintenance of assets * Use of assets * Portable plant and equipment * Natural hazard	- not maintaining assets to the adequate or expected standard - not managing the use of assets adequately to ensure the protection of both the asset and users - damage to assets by natural elements such as windstorm, flood, earthquake, etc
Liability: (Risks associated with legal action against CoM or it's members)	* Public Liability * Professional indemnity * Inaccurate public information, etc	- an accident, injury or death leading to a claim - Committee members or staff giving advice that leads to an accident, injury or loss

<p>Service Delivery: (Risks associated with the provision of CoM services)</p>	<ul style="list-style-type: none"> * Community Services * Reserve purpose services * Suppliers/tenants * Communication 	<ul style="list-style-type: none"> - not delivering the uses or services expected by the community - not delivering the services expected by the reserve purpose (eg; recreation) - suppliers/tenants not delivering
<p>Compliance: (Risks associated with non-compliance with Acts and Regulations)</p>	<ul style="list-style-type: none"> * Legislative compliance, eg. GST, OHS, Trade Practices, Building Regulations * Breach of fiduciary duty * Tendering impropriety * Government financial controls, etc 	<ul style="list-style-type: none"> - acting illegally - not being aware of relevant legislation and related provisions - not keeping up to date with changing requirements - not calling tenders and entering contracts correctly
<p>Change Management: (Risks associated with the processes or consequences of operational changes to CoM management arrangements)</p>	<ul style="list-style-type: none"> * New Committees * New staff 	<ul style="list-style-type: none"> - Committee not acting in accordance with conditions of appointment - a breakdown of CoM management arrangements - loss of staff/Committee skill mix
<p>Environment: (Risks associated with the management and integrity of the built or natural environments)</p>	<ul style="list-style-type: none"> * Pollution – contamination, waste, emissions, etc * Eco-system integrity * Biodiversity 	<ul style="list-style-type: none"> - pollution of the facility - damage to the facilities ecological character - damage to the facilities biodiversity

Personnel: (Risks associated with the safety, occupational health or well-being of CoM staff, volunteers and contractors)	<ul style="list-style-type: none"> * Occupational hygiene * Workplace injury * Hazardous activities * Recruitment 	<ul style="list-style-type: none"> - an accident, injury or loss due to failure to meet OHS requirements - inappropriate recruitments - inability to recruit
Technology: (Risks associated with the security, function or management of technological systems or processes)	<ul style="list-style-type: none"> * IT security * IT capacity * IT failure 	<ul style="list-style-type: none"> - a breach of system security - IT system capacity being inadequate - IT system failing

20.8 Public Safety & Standards

Your Committee must take all reasonable steps to protect the public and take reasonable care to avoid a foreseeable risk of injury to anyone lawfully entering your facility.

This section gives details of the standards that Committees need to maintain to ensure that harmful events are minimized and that when they do occur, it is not because of a Committee's negligence.

The aim of a public safety program is to establish procedures to prevent injury to members of the public or damage to third party property.

20.9 Checklists

The first step for a Committee of Management is developing a public safety program is to check the current safety levels of its facility.

Council's Facility Condition Checklist (**Form 11**) may assist you in keeping record of safety/maintenance issues.

Refer to **Form 11 – Facility Condition Checklist**

20.10 Standards Required

There are many Australian standards available that may have an application to a Committee of Managements' public safety responsibilities. They assist in (a) identifying when a facility is not up to standard and (b) what is required to address this.

Examples of standards that could be of use to Committees include:

- AS1158 – Public Lighting Codes (8 parts)
- AS1470-1986 – Health and Safety at Work – Principles and Practices
- AS1596-1989 – LP Gas – storage and handling
- AS1851 – maintenance of fire protection equipment (16 parts)
- AS1924 – playground equipment for parks, schools and domestic use (2 parts)
- AS1926-1993 – Swimming pool safety
- AS2155-1982 – Guide to sitting and installation and maintenance of equipment
- AS2560-1982 – Guide to sports lighting
- AS2899 – Public information signs
- AS/NZS ISO 31000:2009 – Risk Management

Council can provide copies of these standards if required.

20.11 Maintaining Public Safety Standards

Once a Committee has checked the current safety levels, and undertaken any repairs and improvements as necessary to bring the facility up to the appropriate standard, it needs to maintain that standard. To do that it requires regular inspections, a maintenance program and a system for reporting and remedying faults and defects. This system should be documented as per checklists outlined in 13.3.1.

20.12 Regular Inspection

The purpose of regular inspections is to detect and repair faults and defects before members of the public, employees or volunteers are injured, or the faults and defects cause a more rapid depreciation of the assets and hence higher maintenance and repair costs.

Inspections should be conducted regularly using a checklist. The frequency of inspection will vary with the type, nature and uses of the particular facility. Records should be maintained of the facility to be inspected, including details of each inspection and:

- who undertook the inspection
- the date of inspection
- copies of the checklist
- results of the inspection and any corrective action required, and
- dates the corrective actions were taken and by whom

20.13 Maintenance

A well-documented, regular maintenance schedule should be kept for all facilities.

All facilities should be maintained in a safe condition. Failure to maintain facilities can have greater consequences than not providing them. For example, a stairway that is poorly maintained may be more dangerous than not providing access.

The Committee of Management should ensure that it allows for maintenance costs of facilities in the budget and that adequate provision is made for the increased maintenance requirement as the facility ages.

As a general rule, the day to day operational maintenance of facilities is the responsibility of the Committee of Management. Larger significant structural capital works are to be negotiated with Council and incorporated into Council budget process during October and November each year.

Refer to Form 10 – Maintenance Request

Refer to Form 11 – Facility Condition Checklist

20.14 Fault/Defect Reporting

Faults and defects will be identified as part of the regular inspections, but will also be identified at other times by different people including Committee members, users of the facility and the general public. They may be fixed immediately or may require action by maintenance staff or a contractor.

It is crucial for a Committee to have a system to record faults and defects that are identified outside the regular inspection program and to ensure that any such faults and defects are brought to the notice of the Committee. Such a system should not rely on casual contact or telephone calls but be a written record that includes details such as:

- who identified the fault and defect
- the date it was reported to the Committee, and to which Committee or staff member
- correction action required, and
- dates the corrective actions were taken and by whom.

It is essential that prompt action be taken to investigate a matter and carry out the appropriate repairs. It is particularly difficult to defend a case for liability for injury when the injury has occurred to a member of the public after a specific fault or defect has been reported to a Committee but has not been acted upon.

20.15 When Public Safety Standards Fail

Refer to Section 19 on Insurance for detailed information on liability claim procedures and incident investigation.

20.16 Public Safety in New Facilities

The design and construction of new facilities must meet all necessary safety standards with respect to design, construction, installation and choice of materials. New facilities are an opportunity for Committees to retire older equipment and facilities that generally require more onerous ongoing inspections and maintenance.

These points should be considered at the design stage:

- legal minimum standards as specified in either standards or regulations (e.g. building regulations)
- compliance with any appropriate Australian Standards or safety codes
- any particular emergency or first aid requirements that would be appropriate
- any signage, barriers or supervision required
- needs and abilities of the users, and
- operational experience of the Committee of Management and other operators of similar facilities

Committees involved in the design of facilities should not only refer to all appropriate standards, regulations and legal requirements, but should seek advice from experienced operational personnel of similar facilities about user safety.

In some instances it is a good idea to discuss the proposed facilities with the intended users. For example, in the design of a swimming pool, an indication of safety standards already in use and the level of ability of people who are going to use it would be useful information.

20.17 Some Public Safety Tools

There are several tools that can be used to ensure public safety including signage, established emergency procedures and security systems.

Murrindindi Shire Council Officers are available for advice.

20.18 Signage

Any recommended signage should be organised through Murrindindi Shire Council as Planning Permits and Building Permits may be required for certain signs.

20.19 Emergency Procedures

The requirement for or extent of emergency procedures will obviously vary between facilities and will be based on its facilities and the type of emergency that could arise, e.g. sports grounds, buildings.

Where facilities are provided on a leasing arrangement (e.g. sports ground facilities to sporting clubs) Committee members should ensure that emergency arrangements are provided (for example Emergency Management Plan), such as adequate firefighting equipment, clear exits, standard exit signage, a building floor plan and fire orders in case of fire, and that the users of the facility have considered the need for an appropriate fire and evacuation drill.

Some facilities may already be identified as emergency response facilities.

20.20 Security

A Committee needs to make its facility as safe as possible for all types of users. A facility may meet safety standards for its intended use, but be unsafe for defacto uses that by default it attracts. For example, facilities such as car parks, footpaths, paved areas, etc, can become defacto skateboarding or bicycle rinks. If a person is injured undertaking such activities, even though they are (strictly speaking) trespassing, they can sue the Committee if the injury has been caused by and negligence by the Committee or its members or volunteers.

Similarly, a Committee may unwittingly create what is known as an “attractive nuisance”. For example, a building site or swimming pool could be considered an attraction to any children in the area. Therefore, the Committee has an obligation to ensure that children and others cannot enter the site after hours and injure themselves.

Any community facility that is to be closed for a period should also be secured.

The emphasis on this type of security is not to prevent theft, but to minimize unauthorized use of a facility or area outside supervised times.

20.21 Crisis Management / Disaster Management

If a crisis occurs, the Committee should immediately report the crisis to the appropriate local authorities including Murrindindi Shire Council. A crisis situation could be a major fire, serious injury or death. Murrindindi Shire Council will be able to provide advice and expertise to help manage the crisis.

20.22 Failure to Meet Risk Management Requirements

Failure to meet the risk management requirements may result in Council taking over management of the facility until the issue can be resolved.

Council will make every effort to assist the Committee in achieving the requirements before this outcome takes place.

21 EVENT MANAGEMENT

If you plan to hold an event in the Shire, we can assist with any permits or requirements.

Completing an event enquiry checklist and submit it to council's Events Coordinator to determine whether any permits or requirements are needed by other council departments such as:

- **Local Laws** - road closures, traffic management, permission for public land access, alcohol consumption
- **Planning** - permits to hold an event on private land
- **Environmental Health** - temporary food permits (including alcohol tastings)
- **Building** - permits for temporary structures such as fencing, stages and marquees
- **Engineering** - waste management
- **Murrindindi Construction** - servicing of public toilets
- **Risk & Safety/Insurance** - public Liability Insurance, event management plan, risk assessment **(Form 16)**

You can find the event enquiry checklist on Council's website under "Things to See and Do" "Events – planning and hosting". It is recommended that you submit this checklist as early as possible to ensure that there is enough time to obtain any necessary information or permits before your event takes place.

Contact Council's, Events Coordinator on (03) 5772 0341 or email

kjames@murrindindi.vic.gov.au for more information.

22 VOLUNTEERS

Volunteers and voluntary groups are an invaluable resource to the Council and our community making a significant contribution to the community life. Volunteers contribute to a range of activities including among other areas social community support, emergency services and environmental protection. Through their commitment and energy volunteers can enhance the political, social, economic, environmental and cultural life and enrich the fabric of the local community.

The following points and procedures are in place to ensure that the Committee, Council, the Community and the volunteers all gain from the experience.

- 22.1** The engagement of volunteers to assist Murrindindi Shire Council and Committees of Management will be done in a manner that complies with all relevant Council Policies and associated legislation.
- 22.2** All volunteers will have a nominated Volunteer Supervisor. A detailed procedure manual for volunteers will be maintained to ensure that all aspects of the use of volunteers by Council are managed appropriately. This policy and procedures manual is to be followed by all Volunteer Supervisors (or their nominee) when using volunteers.
- 22.3** The recruitment of volunteers should be on the basis that volunteers can be provided with satisfying and suitable activities and functions, with due consideration being given to the personal preference and motivation of the volunteer
- 22.4** Volunteers will be selected in a non-discriminatory process consistent with EEO and related legislation.
- 22.5** Depending on the role volunteers may be required to undertake a police check, and other screening prior to appointment.
- 22.6** Council reserves the right of refusal and only those volunteers considered most suitable to take on the role available at the time will be placed.
- 22.7** New volunteers will meet their Volunteer Supervisor who will provide volunteers with their contact details.
- 22.8** All volunteers must complete a registration form and provide proof of identity, to ensure that they are covered by Council insurance **(Form 17)**
- 22.9** Volunteers under the age of 18 require additional permissions from parent/guardians to meet requirements for duty of care.
- 22.10** The Volunteer Supervisor is responsible for ensuring that the volunteer registration forms are collected and provided to Council.
- 22.11** Volunteers undertaking an on-going role or activity will be provided with an ID badge administered by Council
- 22.12** Volunteers will be provided with a clear statement of the tasks associated with the volunteer position.
- 22.13** Volunteers will be provided with an induction which includes
- Explanation of their rights and responsibilities and Council's obligations to them.
 - Volunteer information sheet.
 - Demonstration and if required training in the key tasks and activities.
 - Explanation of any OH&S procedures related to the activity
 - Explanation of the volunteer code of conduct.
- 22.14** Volunteers are owed a statutory duty of care under OH&S Act 2004.

- 22.15** A risk assessment (**Form 16**) of any volunteer activity needs to be undertaken prior to a one off activity; or on a regular basis for ongoing volunteer programs.
- 22.16** The Committee's Volunteer Supervisor must organise and sign off the risk assessment of the volunteer activity.
- 22.17** All registered volunteers will be covered by Council personal accident insurance. Volunteers must be a minimum of 16 years old and under 90 years of age to be covered by insurance.
- 22.18** Volunteers driving vehicles will need to provide a copy of their drivers' licence and a copy of comprehensive insurance if driving private vehicles.
- 22.19** Volunteers' personal property is not covered by Council insurance.
- 22.20** Where possible the Committee should provide training to ensure safe and effective practices as well as a means of support and recognition for volunteers and to provide opportunities for their personal development
- 22.21** In instances of misconduct or breaches to the volunteer responsibilities, the Volunteer Supervisor has the right to dismiss the Volunteer. The reasons for termination will be provided to the volunteer.
- 22.22** Volunteers are required to declare anything that may prevent them from fulfilling their volunteer duties eg. Loss of licence.
- 22.23** The record of reasons for termination will be filed on the relevant corporate file and recorded in the database.

The Committee of Management must make sure that the volunteers fill out the volunteer information sheet (**Form 17**) and that they sign in on the day through the Volunteer attendance sheet (**Form 18**).

Both records need to be provided to Council via the Coordinator Governance.

Refer to Form 17 – Volunteer Information Sheet

Refer to Form 18 - Volunteer Attendance Sheet

23 HEALTH REGULATIONS

If your community group or organisation provides food for human consumption you will need to be aware of the changes to The Food Act 1984 (the Act) and the new requirements as at 1 July 2010.

23.1 Setting up a new food premises

When planning to operate a new food premises, consideration should be given to:

- The design and construction of the premise - it must be appropriate for the purpose for which it is to be used, allow effective cleaning, exclude fumes, smoke and other contaminants, and not permit the entry of pests.
- Water supply
- Sewerage and waste water
- Garbage and recycling
- Ventilation
- Lighting
- Storage
- Toilet facilities
- Hand washing facilities

Approval of plans - Council offer pre-registration review of food premises plans.

Please contact the Environmental Health Unit on 03 5772 0333 for further information.

It is the responsibility of the business owner to arrange an inspection of the premises before it is open to the public.

23.2 Registering a food premises

All businesses that handle, pack, prepare and sell food must submit an application to register a food premise. Please contact the Environmental Health Unit to receive the correct form.

Registration commences on the day the business is approved and expires on 31 December each year. Registration fees are set each year and are based on the risk classification of a business.

All relevant fees are set out in the registration form above

23.3 Operating a food premises

Food Safety Plan

All registered food premises that sell unpackaged or refrigerated food must have a food safety plan that shows what steps you and your business are taking to make sure that the food you sell is safe.

For assistance with developing a Food Safety Plan visit www.foodsmart.com.au .

Food Safety Supervisor

Registered food premises must have a qualified food safety supervisor who has:

- A certificate from a registered training organisation.
- The ability to supervise food handling in the food premises
- Authority to supervise food handlers and give directions if unsafe food practices are observed

The following is a list of training providers:

- [CFT Food Safety Training Online](http://online@cft.com.au) Ph: 1300 665 633, email: online@cft.com.au
- CEACA Adult education
Downey Street, Alexandra
Ph: 5772 1238
- Kinglake Ranges Neighbourhood House
6 McMahon's Road, Kinglake
Ph: 5786 1301
- Yea & District Community House
Civic Centre, The Semi Circle, Yea
Ph: 5797 3070

Food Recalls

In the interest of public health, it is sometimes necessary to remove foods from sale, distribution and consumption if they pose a threat to consumers.

If you feel that you have purchased food that is contaminated or are suffering from food poisoning, please contact Council's Environmental Health Unit on 03 5772 0333.

Transferring a food premises

Before purchasing an existing food premises, there are a number of steps to take:

- Arrange a transfer inspection by completing an application for premises inspection and submitting it to council. This will determine whether any works are required on the premises
- Transfer the business into your own name by completing an application to transfer registration of food premises.

Please contact the Environmental Health Unit on 03 5772 0333 to receive the correct form.

24 LIQUOR PERMIT PROCESS

If you are running an event where liquor will be sold and consumed on site you will need a Liquor Licence Permit from Liquor Licensing Victoria and also perhaps a Council permit.

In Summary:

- BYO for consumption on site – requires a permit from Council to consume
- Tasting only (and purchases of take away – unopened) – requires a food permit from Council
- Selling and consuming on site – requires a Liquor Licence and possible a permit from Council to consume

Further details and on line application forms can be sourced from the following website: www.consumer.vic.gov.au or by phoning 1300 650 367.

Information is also available by contacting Council's Law Enforcement Officer, 5772 0333.

25 INTRODUCTION TO THE PUBLIC RECORD OFFICE VICTORIA AND PUBLIC RECORDS ACT 1973

The Public Record Officer Victoria (PROV) is the State's archives authority established under the Public Records Act 1973. It regulates the disposal and management of public records; it also identifies records worthy of preservation as State archives and makes arrangements for their preservation in perpetuity. PROV takes custody of records no longer required for current administration purposes and provides access to records released for public inspection.

The PROV holds records created by government departments and authorities, the State's courts, municipalities, schools, public hospitals and other public authorities e.g. Committees of Management. If your Committee does have records for archive, please liaise with Council's Coordinator Governance.

25.1 Managing Records

The records of a Committee, however old, are public records. Each Committee is required to store and maintain its records in a manner that is consistent with general record management practice. This involves:

- making full and accurate records of the business of its Committee, and
- storing Committee records responsibly in a readily accessible and secure place

Records created by a Committee must be maintained in a way that ensures that they are secure from tampering or inadvertent access while being easily identified, located and retrieved by those permitted to do so.

All vital records of the Committee e.g. minutes, contracts, etc that are essential to its function should be identified and special care taken to prevent their loss or damage. If possible such records should be duplicated and the duplicates stored in a different location to the originals.

25.2 Managing Electronic Records

Any electronic record related to Committee business has the status of a public record. This includes electronic records developed or received by a Committee member or Committee employee relating to Committee business.

25.3 Records Disposal

As part of a Committee's record management function, Committees should identify and transfer or dispose of any records no longer in use.

For assistance with the disposal or transfer of records please contact the Coordinator Governance.

FOR ANY FURTHER INFORMATION PLEASE CONTACT:

Murrindindi Shire Council

Coordinator Governance

Tara Carter

Phone: (03) 5772 0347

tcarter@murrindindi.vic.gov.au

28 Perkins Street, (P.O. Box 138)

Website: www.murrindindi.vic.gov.au

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Ararat Rural City

City of Greater Shepparton

Rural City of Wangaratta

Golden Plains Shire

Hepburn Shire Council

Department of Environment and Primary Industries



Murrindindi Shire Council Code of Conduct

Forward

The Murrindindi Shire Council's Code of Conduct is really an agreement between each of us, as employees of the Council, about the way in which we have chosen to behave in our relationships with each other, and with the wider community.

From an organisational perspective, the Code of Conduct is about gaining a shared understanding of how we can work well together to continually improve our internal relationships and organisational processes to make working for Council more enjoyable, satisfying and productive.

From a community perspective, the Code of Conduct provides a guide to ensure that in all our external dealings and relationships with the public we will carry out our duties and deliver our services responsively, impartially, professionally and with highest level of integrity.

I encourage all staff to continually embrace our shared organisational values and abide by the guidelines for behaviour as outlined in this Code of Conduct. As long as we continue to do this, I am confident that the organisation will continue to improve the delivery of value to all stakeholders.

Margaret Abbey
Chief Executive Officer

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Introduction

Why do we have a code?

This Code of Conduct outlines the standards of behaviour expected of employees of the Murrindindi Shire Council. It is designed to help you understand your responsibilities and obligations and provide guidelines to ensure that Council services are provided with impartiality, integrity, and with discretion.

What are our agreed values and behaviours?

Our behaviour and actions are guided by Council's values.

Honesty and Integrity

For us this means we will be open and truthful in our dealings.

Accountability and Consistency

For us this means we will accept responsibility for our actions and be consistent in the application of our principles, policies and processes.

Innovation and Excellence

For us this means we will consider new ideas, opportunities and better ways of doing things.

Respect and Trust

For us this means we will respect other people and their opinion and we will do as we say we will.

Personal and Professional Behaviour

What is expected of me?

The Victorian Local Government Act 1989 requires all Council officers to:

- (a) act impartially;
- (b) act with integrity including avoiding conflicts of interest;
- (c) accept accountability for results;
- (d) provide responsive service.

More generally it is expected that you:

- Treat all people with whom you have contact in the course of your work fairly, and with respect, courtesy and sensitivity. Be open and honest when making decisions or providing any advice or service. Provide information to which a person is entitled promptly and in an easily understood form. Make sure it is accurate, complete and up to date;
- Perform your duties diligently, impartially and responsively, to the best of your abilities. Wherever possible, be absent from work only with the prior agreement of your manager. Inform your manager of any unexpected absences as soon as possible;
- Observe relevant occupational health and safety requirements and act to remove or bring to the attention of your manager any situation that is, or may be, a hazard;
- Maintain a neat and professional appearance. Where a uniform is required, ensure that it is worn and maintained in a manner suitable for its purpose;
- Be aware of the organisation's values and reflect them in your professional conduct. Where there are not specific rules or directions to inform your actions or behaviour you should base them on our values.

- Ensure you are aware of and comply with Council policies relevant to you and your area of work. All Council Policies are available on Murri or by contacting staff from the Organisational Development Department.

Who is protected from discrimination?

Victorian and Commonwealth Equal Opportunity and anti-discrimination legislation protect people from discrimination on the grounds of their sex, gender identity, sexual orientation, lawful sexual activity, marital, parental, or carer status, pregnancy, breastfeeding, age, physical features, impairment, race, political or religious belief or activity and industrial activity.

You must not discriminate against, harass or bully anyone. Material that is fraudulent, harassing, sexually explicit, profane, obscene, intimidating, defamatory or otherwise unlawful or inappropriate must not be sent by email or other forms of electronic communication or displayed or stored on computer.

If you feel you are the recipient of discriminatory, harassing or bullying behaviour advise your manager, supervisor or the Manager of Organisational Development.

Further information relating to this topic can be found in the following Murrindindi Shire Council Policies:

- Prevention of Bullying and Workplace Violence Policy.
- Equal Employment Opportunity Policy.

Legislative information is provided by the Equal Opportunity Act 1995.

Charter of Human Rights & Responsibilities

The Victorian Charter of Human Rights and Responsibilities Act 2006 protects the human rights of people (not organisations), including their civil and political rights.

Our responsibility in local government is to be aware of our responsibilities under the legislation. We have to make sure that all of our decisions, our policies and written documents give consideration to our responsibilities under the Charter to ensure they do not adversely affect peoples' human rights.

The impetus of the Charter is to build a culture of respect and openness towards others' human rights, rather than just compliance.

Can I consume alcohol or use drugs whilst at work?

Council expects all employees to act responsibly with respect to their alcohol consumption and to adhere, at all times, to laws and legislation relating to the consumption of alcohol and drugs. Alcohol, drugs or other substances must not adversely affect your work performance or conduct. This includes behaviour at official functions where alcohol is served.

You can find out more in our Consumption of Alcohol and Drugs Policy.

What should I do if I am charged with a criminal offence?

Immediately inform your manager if you are charged with a criminal offence punishable by imprisonment. Inform your manager of any criminal offence of which you have been found guilty before or during your employment.

How should I handle Council resources?

Use Council's facilities and equipment including computers, email, internet access and mobile phones for official purposes only, unless your manager has given permission for limited private use. This private use may have been granted to enable you to better manage the balance between your work and private commitments. It will not have been granted to conduct a commercial business.

Further guidance relating to this topic can be found in the following Murrindindi Shire Council Policies:

- E-mail Policy

- Council Vehicle Usage Policy

What are my obligations under the Occupational Health and Safety Act?

Council is committed to providing a work environment that is safe, healthy, non-discriminate and equal for all employees, contractors, customers and the public.

Management is responsible, as far as practicable, for providing a safe and healthy work environment for all employees.

Employees are responsible for the care of their own health and safety and that of fellow employees and the public in the workplace. Employees will comply with safe work practices and are accountable for the Shire's assets in their care and/or control.

If you are aware of a hazard in the workplace please report it using our Hazards, Incidents and Injuries Reporting form. You can find these on Murri or by contacting the Risk and Improvement Coordinator.

Further information relating to this topic can be found in the Murrindindi Shire Council Risk and Safety Policy

Legislative information is provided Occupational Health and Safety Act, 2004

Council and Organisational Relationships

How do I address Council?

You may be requested to present a report to Council relating to your role or a task you are responsible for. While this may be daunting at first, it is important to remember that Councillors are people too.

Your line manager is available to discuss the appropriate manner in which to present to Council. The presentation is likely to be to the relevant Committee meeting, which is generally less formal than Council meetings and allows discussion of the issue.

When presenting to Council you should:

- Address the Chairperson as Chairperson or Madam Chair and the other Councillors addressed as Councillor X.
- Allow the Chair to direct proceedings. All discussion is conducted through the chair.
- Be prepared and know your topic.
- Respond to questions as briefly and concisely as possible. Don't bring in other issues.
- At the end of the presentation wait for the chair to acknowledge the presentation and then you may leave the room.

Dealing with Councillors in the office environment:

You may be approached directly by a Councillor and requested for information, data or to conduct a task. This is OK but remember:

- Requests for information, data or completion of tasks must be cleared with your Manager, General Manager, Executive Director or CEO so that a coordinated and strategic approach is maintained.
- Emails need to be accurate and formal as they may be forwarded by the Councillor to other interested parties and should be treated as formal correspondence.
- Be pleasant, provide facts and develop a relationship with Councillors that is non-biased and professional at all times.
- A good principle to remember is that if information is being provided to one Councillor then it must be made available to all Councillors.

What do I do if I have concerns about improper or corrupt behaviour of an individual connected with Council?

The Council recognises the importance of transparency and accountability in its administrative and management practices and has established procedures to support and protect employees who may wish to disclose improper or corrupt conduct by other Council employees or elected representatives, including conduct involving a substantial mismanagement of public resources, or improper conduct involving a substantial risk to health and safety or the environment.

The procedures, known as Whistleblower Protection, ensure that potential allegations or disclosures are properly investigated, and that individuals making such disclosures are not identified and are protected from any reprisals in relation to their allegations.

Disclosures can be made to the Chief Executive Officer, as the Council's Protected Disclosure Co-ordinator, or the State Ombudsman's Office.

Further information relating to this can be obtained from the CEO office or the Manager Organisational Development.

The matter is covered under the *Victorian Whistleblowers Protection Act 2001*.

Use and release of information

Can I make public comment?

As a member of the community, you have the right to make public comment and enter into public debate on political and social issues.

Public comment includes public speaking engagements, comments on radio and television and expressing views in letters to the newspapers or in books, journals, the internet or other notices where it might be expected that the publication or circulation of the comment would spread to the community at large.

Where you are participating as an employee of Council, your comments must recognise that you are representing Council, therefore your comments must be in line with Council's position.

Employees are authorised to make public comment on matters relating to Council if directed by a committee or community organisation of which the employee is an office bearer.

Employees are to be mindful that at times comment made in a private capacity can be construed as official comment and need therefore to be careful to avoid this occurring.

There are times in which public comment is inappropriate for example when making public comment would compromise your ability to conduct your normal role.

In the event that employees are unsure as to the appropriateness of commenting on issues to the media, the matter should be discussed with the Chief Executive Officer.

How do we give advice?

Only give advice if you are qualified to do so. Take reasonable steps to ensure that the information is accurate, complete and up to date.

Further information relating to this topic can be found in the Murrindindi Shire Council's Risk Management – Giving out of Information Policy.

How should I handle official information?

You must not use or communicate official information for other than official purposes without permission of the Chief Executive Officer (except where such information has already been made officially to the public.) This includes leaking information to the media.

Unless otherwise directed by your supervisor, you must only access information that relates directly to your role. If you are at any time unsure about what information you are authorised to access please check with your manager.

You must not take improper advantage of any information, including commercially sensitive information, gained in the course of your employment. You may disclose official information that is normally given to members of the public seeking that information.

If releasing information under the Victorian Freedom of Information Act 1982, you are protected against legal action under ss. 62-63 of that Act.

Only disclose other official information or documents acquired in the course of your employment when required to do so by law, in the course of duty, when called to give evidence in court, or when proper authority has been given.

Can I accept public speaking engagements?

Obtain the prior approval of your manager before addressing or chairing professional conferences or other public events in your official capacity. Be professional, apolitical and objective.

Pay any fee for any public speaking engagement undertaken in your professional capacity to your employer, unless the Chief Executive Officer has exempted you from this requirement in writing.

How should I treat personal information?

You are expected to respect privacy and become familiar with the Information Privacy Principles in the Information Privacy Act 2000. Only collect, use and disclose personal information that is necessary. Information can only be used for the purpose for which it is collected. Make sure that the information is accurate, complete and up to date. If you come across information in the course of your work it must not be disclosed in any manner other than that which the information was collected for.

Take reasonable steps to protect personal information from misuse and loss, and from unauthorized access, modification or disclosure.

There are a range of procedures that enable people to access their personal information and make changes to it.

Disclosure is guided by:

- Freedom of Information Act 1982
- Murrindindi Shire Council's Policy on Confidentiality and Privacy.

Political Opinions and Activities

Can I be involved in politics in the community?

It is acknowledged that you have a democratic right to be involved in the political life of our community and that you will have your own personal political leanings.

You will be required to maintain total political neutrality in the pursuance of your Council duties at all times.

When you are called upon to report or to assist in the preparation of reports to Council you should at all times refrain from identifying or implying any personal political bias or preference.

Conflict of Interest

How can I avoid a conflict of interest?

Sometimes you may find that your personal interest makes it difficult for you to perform your duties impartially in the public interest. This may happen when there is a reasonable perception that you, your family or close associates could benefit personally from decisions that you take at work. However, where a conflict of interest occurs it should always be resolved in favour of the public interest rather than your own.

You are required to disclose potential conflict of interest to management when dealing in the course of official duties with relatives, close friends or business acquaintances.

It is not possible to define all potential areas of conflict of interest and if you are in doubt as to whether a conflict exists, raise this with the appropriate manager.

Can I accept or grant gifts and favours?

Token gifts or benefits (e.g. chocolates or flowers) from a grateful client may be accepted, provided that there is no possibility that you might or might appear to be compromised in the process. If the gift or benefit is intended to influence decisions about how work is done, contracts let or goods purchased (or perceived as such) it should not be accepted.

Council also recognises that part of its operations conducts activities in the commercial world. As such there may be instances where contributions, donations and entertainment expenses may be offered or incurred as part of the process of “doing business”.

Gift register: Offers of gifts, donations or entertainment expenses, even if declined, must be disclosed to the CEO office where they are recorded on a register, which is available to the public. Further, all invitations to events, donations and sponsorship offers, by external parties must be approved by the CEO.

Marketing and advertising costs that are part of an annual Business Plan which are of a commercial operation of a council unit need not be disclosed.

Can I accept offers of hospitality?

An offer of such a gift should be politely declined and any unsolicited gift be promptly and publicly returned. Gifts may include acceptance of subsidized or free travel or accommodation arrangements from companies supplying goods or services

How can I prevent patronage or favouritism?

You must not use your position to obtain a private benefit for someone else. Family or other personal relationships must not improperly influence your decisions.

Financial Accountability

How should I handle financial matters?

Ensure that in financial matters, including the handling of monies, there is full accountability in relation to any advice or transaction in which you may be involved. If you have financial responsibilities, observe the principles of the relevant financial legislation.

If you are a corporate credit cardholder, comply with the limit set on the value and types of purchases that may be made by you. Never use the credit card for private purchases, cash withdrawals or for expenses that have or will be claimed by any form of allowance. Substantiate all purchases and immediately report any loss, theft or misuse of the credit card. Please read the Corporate Card Policy for more information.

Further information relating to this topic can be found in the Murrindindi Shire Council Corporate Card Policy.

When should I make a disclosure of interest?

All Council employees are encouraged to become familiar with the statutory requirements associated with the declaration of pecuniary interests as described within S77 and S81 of the Local Government Act 1989.

Refer Local Government Act 1989

Outside Employment

Can I engage in additional employment?

Employees are able to engage in additional employment as long as it is not in conflict with their ability to perform their normal duties.

All employees with the Council engaged in external employment must register the details of their employment on their personnel files via their managers upon commencement and as any additional employment situation changes.

As an employee of Council am I able to enter into any contract (other than an employment contract)?

It is not permitted for any employee to enter into any contract (other than an employee contract) or financial arrangements with the Council either directly or through a business in which the employee has an interest.

Employees may not use their position with the Council or the name of the Council to gain any benefit of any kind in their private dealings or arrangements.

What if I have a grievance?

Your right to raise a grievance is addressed in Council's Internal Grievance Resolution Policy, which covers Discrimination, Victimisation, Unfair Treatment, Harassment, Offensive Behaviour and any other matter pertaining to equity, fairness or opportunity.

Council is committed to ensuring that any grievance raised in relation to working conditions and well being at work will be treated seriously, confidentially and sympathetically, and any action taken will be fair and reasonable. For information about grievance resolution, you should speak to your manager or supervisor or one of Council's Grievance Officers.

What should I do once I leave the Murrindindi Shire Council?

Once you have left the Murrindindi Shire Council for other employment or business you must not use confidential information obtained during your employment to advantage your prospective employer or business of disadvantage the Murrindindi Shire Council generally in dealings with others.

Relevant Documents

Council Documents

- Murrindindi Shire Council Enterprise Bargaining Agreement, 2012
- Confidentiality and Privacy Policy
- Consumption of Alcohol and Drugs Policy
- Corporate Card Policy
- Council Vehicle Usage Policy

- Discipline Policy
- Disposal of Council Assets
- E-mail Policy
- Employment and Recruitment Policy
- Equal Employment Opportunity Policy
- Fraud Prevention & control
- Information Privacy
- Internal Grievance Resolution Policy
- Prevention of Bullying Work Place Violence Policy
- Procurement
- Risk and Safety Policy
- Risk Management – Giving out of Information Policy

Legislation

Occupational Health and Safety Act, 1985

Equal Opportunity Act, 2010

Whistleblowers Protection Act 2001

Freedom of Information Act 1982

Local Government Act 1989

Charter of Human Rights and Responsibilities Act 2006



FORMAT OF ACCOUNTS FOR

[Insert name of Committee] COMMITTEE OF MANAGEMENT

Annual Financial Statement for year end 30 June, 20 ____

PREVIOUS YEAR \$		CURRENT YEAR \$
	Bank balance at 1 July 20 ____	
	Plus Income	
	Grants	
	Membership Fees	
	Hire Fees	
	Rental Income	
	Fundraising	
	Interest	
	GST Collected (if applicable)	
	Other*	
	Total Income	
	Less Expenses	
	Electricity/Gas	
	Fundraising	
	Maintenance	
	Telephone	
	GST Paid (if applicable)	
	Other*	
	Total Expenditure	
	Balance as at 30 June 20 ____	
	Bank Statement at 30 June 20 ____	

***Major items over \$500 to be separately listed.**

Details of bank and fixed deposit balances held.

Bank	Branch	Amount

Treasurer’s Name: _____

Contact Number: _____

**PLEASE ATTACH COPIES OF BANK STATEMENTS AND
VERIFICATION
OF FIXED DEPOSIT BALANCES AS AT 30TH JUNE 20 .**

**CAPITAL ITEMS PURCHASED TO BE ADDED TO INSURANCE
REGISTER**

ITEM	DATE	PURCHASE PRICE
1.		
2.		



Agenda for _____
(Insert name of Committee of Management)
Committee of Management

General Meeting / Annual General Meeting Agenda

Date:	Time:	Duration:	Location:
-------	-------	-----------	-----------

Meeting Objective:

No	Item	Who
1	Apologies	
2	Items for Conflict of Interest	
3	Minutes of the previous meeting dated _____	
4	Business arising from minutes dated _____	
5	Inwards Correspondence	
6	Outwards Correspondence	
7	Chairpersons Report Secretary Report	
8	Treasurers Report	
9	General Business	
10	Other General Business	
	Distribute Minutes	
	Next Meeting	
	Close	

Code of Cooperation

1. We start on time and finish on time
2. We all participate and contribute - everyone is given opportunity to voice their opinions
3. We use improvement tools that enhance meeting efficiency and effectiveness
4. We actively listen to what others have to say, seeking first to understand, then to be understood
5. We follow-up on the actions we are assigned responsibility for and complete them on time
6. We give and receive open and honest feedback in a constructive manner
7. We use data to make decisions (whenever possible)
8. We strive to continually improve our meeting process and build time into each agenda for reflection



Minutes for _____
(Insert name of Committee)
Committee of Management

Minutes for General Meeting

Date:	Start Time:	Duration:	Location:												
Meeting Objective:															
Attendees															
Apologies															
No	What	Who													
1	Minutes of the previous meeting dated _____ Motion: That the minutes of the meeting dated _____ be accepted as presented. CARRIED														
2	Items of Conflict of Interest declared														
3	Business arising from minutes dated _____														
4	Inwards Correspondence														
5	Outwards Correspondence														
6	Chairpersons Report, Secretary Report														
7	Treasurers Report														
8	General Business														
9	Other General Business														
10	Distribute Minutes														
11	Next Meeting														
12	Meeting Closed:														
Code of Cooperation <table border="0"> <tr> <td>1. We start on time and finish on time</td> <td>7. We use data to make decisions (whenever possible)</td> </tr> <tr> <td>2. We all participate and contribute - everyone is given opportunity to voice their opinions</td> <td>8. We strive to continually improve our meeting process and build time into each agenda for reflection</td> </tr> <tr> <td>3. We use improvement tools that enhance meeting efficiency and effectiveness</td> <td></td> </tr> <tr> <td>4. We actively listen to what others have to say, seeking first to understand, then to be understood</td> <td></td> </tr> <tr> <td>5. We follow-up on the actions we are assigned responsibility for and complete them on time</td> <td></td> </tr> <tr> <td>6. We give and receive open and honest feedback in a constructive manner</td> <td></td> </tr> </table>				1. We start on time and finish on time	7. We use data to make decisions (whenever possible)	2. We all participate and contribute - everyone is given opportunity to voice their opinions	8. We strive to continually improve our meeting process and build time into each agenda for reflection	3. We use improvement tools that enhance meeting efficiency and effectiveness		4. We actively listen to what others have to say, seeking first to understand, then to be understood		5. We follow-up on the actions we are assigned responsibility for and complete them on time		6. We give and receive open and honest feedback in a constructive manner	
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6. We give and receive open and honest feedback in a constructive manner															



Minutes for _____
(Insert name of Committee)
Committee of Management

Minutes for the Annual General Meeting															
Date:		Start Time:	Duration:												
Attendees															
Apologies															
No	What	Who													
1	Minutes of the previous meeting dated _____ Motion: That the minutes of the meeting dated _____ be accepted as presented.	CARRIED													
2	Items of Conflict of Interest declared														
3	Business arising from minutes dated _____														
4	Chairpersons Report and Annual Report														
5	Treasurers Report including Annual Financial Report, Format of Accounts, Reconciliation and Bank Statement for end of financial year														
6	Proposed Budget for the next financial year														
7	Proposed Activities for the next financial year														
	Councillor takes the Chair and calls for nominations for the community representative positions (if applicable) Community representatives nominated by the Committee of Management:														
9	Councillor declares all positions vacant Election of Office Bearers takes place														
10	Meeting Schedule for following 12 months														
11	Fees and Charges set														
12	Next Meeting														
13	Meeting Closed:														
Code of Cooperation <table border="0"> <tr> <td>1. We start on time and finish on time</td> <td>7. We use data to make decisions (whenever possible)</td> </tr> <tr> <td>2. We all participate and contribute - everyone is given opportunity to voice their opinions</td> <td>8. We strive to continually improve our meeting process and build time into each agenda for reflection</td> </tr> <tr> <td>3. We use improvement tools that enhance meeting efficiency and effectiveness</td> <td></td> </tr> <tr> <td>4. We actively listen to what others have to say, seeking first to understand, then to be understood</td> <td></td> </tr> <tr> <td>5. We follow-up on the actions we are assigned responsibility for and complete them on time</td> <td></td> </tr> <tr> <td>6. We give and receive open and honest feedback in a constructive manner</td> <td></td> </tr> </table>				1. We start on time and finish on time	7. We use data to make decisions (whenever possible)	2. We all participate and contribute - everyone is given opportunity to voice their opinions	8. We strive to continually improve our meeting process and build time into each agenda for reflection	3. We use improvement tools that enhance meeting efficiency and effectiveness		4. We actively listen to what others have to say, seeking first to understand, then to be understood		5. We follow-up on the actions we are assigned responsibility for and complete them on time		6. We give and receive open and honest feedback in a constructive manner	
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6. We give and receive open and honest feedback in a constructive manner															



Minutes for _____
(Insert name of Committee)
Committee of Management

Advertisement/Public Notice



Date:

Contact Person & Phone Number:

Advert:

**(INSERT COMMITTEE NAME) COMMITTEE OF MANAGEMENT
NOTICE OF ANNUAL GENERAL MEETING**

DATE

The (INSERT COMMITTEE NAME) Committee of Management will be holding their General Meeting on (DATE) commencing at (TIME) at the (LOCATION).

All members of the public invited to attend.

For enquiries please contact:

SECTION 86 _____ COMMITTEE OF MANAGEMENT

ANNUAL REPORT

Introduction

Insert description of the facility and or/ reserve and information on the management of the facility / reserve.

Achievements

Insert information about the achievements that the Committee of Management has met for the last financial year, hiring's, asset improvements, volunteer work etc. Achievements for the user groups of the facility / reserve in relation to the facility / reserve.

Future Vision

Describe what the Committee believes the future vision should be for the facility/ reserve (short term and long term)

Financial Report Summary

Insert a summary of the annual financial report, bank reconciliation and the bank statement.

Conclusion

A brief summary of the facility / reserve / Committee of Managements position after the last financial year.



ANNUAL / QUARTERLY FINANCIAL REPORT

[Insert name of Committee]
**COMMITTEE OF
MANAGEMENT**

Financial Report for period _____ to _____

A. Statement of Income and Expenditure

Income Type	Amount
Casual Hire	\$
Regular Users	\$
Fundraising	\$
Grants	\$
OTHER	\$
TOTAL	

Expenditure Type	Amount
Electricity / Gas / Water	\$
Insurance	\$
Cleaning	\$
Audit Fees	\$
Promotion	\$
Events	\$
OTHER	\$
TOTAL	

B. Statement by Principal Accounting Officer (Treasurer)

I certify that the details provided in the Statement of Income and Expenditure are true and correct.

Principal Accounting Officer (Treasurer)

Signature: _____



BANK RECONCILIATION

[Insert name of Committee]
**COMMITTEE OF
MANAGEMENT**

Bank Statement for period _____ to _____

Bank Balance: _____

Cash Book Balance: _____

If there is a difference in the above amounts please provide explanation:

Outstanding Cheques: _____

Outstanding Deposits: _____

Outstanding Payments: _____

Statement by Principal Accounting Officer (Treasurer)

I certify that the details provided in the Bank Reconciliation are true and correct.

Principal Accounting Officer (Treasurer)

Signature: _____

Facility Condition Checklist

Building Name/Address;

Date of this Inspect. ../../.. **Last Inspect.** ../../.. **Next Inspect;** ../../..

Inspector(s) Name(s);

Scope; The prime function of this form for Councils is likely to be for building maintenance planning and budgeting but Section 2 has been added to enable identification of property risk exposures which are not always maintenance related i.e. can arise from malicious acts or unexpected storms. Section 3 has been included to enable basic OH&S and public liability issues to be identified. Although it is expected the Building Maintenance Department or equivalent will be the prime user of this form, there is no reason why occupants could not use it or at least the Property Risk Exposure and Injury/Illness sections of it, particularly at higher risk sites.

Section 1: Maintenance Condition (Wear and Tear)

Item	Condition ✓ or ✗	Remedial Action or Comments Complete if ✗ is entered at "Condition"	Priority High, Med, Low	Compl. Date
Fences/Paths				
External Walls				
Roof/Gutters				
Doors				
Windows				
Drainage				
Internal Walls				
Ceilings				
Electrical				
Plumbing/Gas				
Equipment				
Emerg. Exits				
Emerg. Light.				
Fire Equipm.				
Other.....				

Comments;

Section 2: Property Exposures *(Exposures to malicious/accidental/extreme weather acts)*

2.1 Fire Exposures – Realistic Exposures; public access to combustible materials, excessive vegetation, hazardous/dangerous substances, faulty electrical wiring/overloaded circuits, un-serviced water heaters.

Risk Condition	Action required	Action by;	Due by;	Monit. by	Date Com.
a)					
b)					
c)					

2.2. Security: Burglary/Theft/Vandalism - Realistic Exposures; access to unauthorised areas (eg. under buildings or access to roofs via fences), unsecured locks/doors/windows/skylights, attempted break-in or security systems by passed, portable equipment (e.g. laptops, ride on mowers) or cash visible/accessible to the public.

Risk Condition	Action required	Action by;	Due by;	Monit. by	Date Com.
a)					
b)					
c)					

2.3. Water/Storm - Realistic Exposures; Internal sources: plumbing condition, hot water units-overflow drainage, external sources: floor level at/below ground level, roofing/gutters blocked with vegetation, disconnected to drains, loose roof/wall sheets, downpipes damaged, drains blocked or open and vulnerable to obstructions

Risk Condition	Action required	Action by;	Due by;	Monit. by	Date Com.
a)					
b)					
c)					

Section 3: Injury/Illness Exposures *(e.g. to all occupants/visitors i.e OH&S and public liability)*

Item	Condition ✓ or ✗	Remedial Action or Comments Complete if ✗ is entered at "Condition"	Priority High, Med, Low	Compl. Date
*Slips/falls				
*Manual Handling				
*Ventilation/Lighting				
*Hazardous Matls./ Dang. Goods				
* Emergency Evac.				
*Other				

Lead Inspector Signature;

Date; .././..



Facility Hire Agreement Form - Committees

Hirers Details

Name: _____
Organisation: _____
Address: (postal) _____
Telephone: (Bus) _____ (After Hours) _____

Venue Details

Facility/Reserve? (please specify) _____
Date/s for Hire: _____
Time/s: _____
Purpose of Hiring: _____
Special Requirements (to be approved by Committee) _____
(ie. Removal of chairs, stage etc)

Public Liability Insurance

The hirer is required to have public liability insurance when hiring Council owned / managed facilities.

- ☐ Yes, I/we have public liability insurance and have enclosed a copy of my/our policy.
- ☐ No, I/we do not have public liability insurance and will include an additional \$30.00 with my/our payment for insurance. **(Public Liability Insurance form is also to be completed & returned to Council minimum 2 weeks prior to booking date)**

Council / Committee Use ONLY

(Please attach copy of receipt and/or debtor notice, public liability insurance etc)

Fee Payable: _____ Bond Amount: _____

Paid in advance ☐ Debtor Notice ☐ Receipt # _____

Key #: _____ given to hirer Signed: _____

Date: _____

**Please note: All hire charges, MUST be paid in full prior to the booking date.
(including those with debtor notice issued)**



HIRE CONDITIONS

1. The venue shall be left in a clean and tidy condition.
2. Any damage, untidiness or operating faults, need to be reported to the Committee on the next day of business after use.
3. Keys are to be collected on the day of the function or on the last business day before the function. (Alternative arrangements can be made at the time of booking, if special circumstances exist).
4. Keys are to be returned on the next day of business after the function.
5. Hire fees, bond fees and public liability fees are to be paid **prior** to use. Again, alternative arrangements can be made, if warranted.
6. **The use of adhesive tape, nails, pins, hooks and the like fasteners for affixing decorations or other materials is prohibited, except where such items are affixed to fixtures provided for that purpose.**
7. All appliances, lights and heaters must be turned off and doors locked when vacating the premises.
8. **All equipment is to be returned from where it was removed.**
9. Rubbish that does not fit into bins provided, must be removed by the hirer.
10. **Public Liability Insurance.** The hirer shall, at all times during the term of this agreement, be the holder of a current public liability policy of insurance, which covers it in respect of the activities the subject of the use of Council's facility and be for an amount of at least \$10 million. The said policy shall be effected with an insurer approved by Council. Council reserves the right to request proof of such insurance before the commencement of this hire.
11. The venue is to be vacated by the time specified by the hirer when making the booking, and by no later than 2.00am, unless arrangements have been made.
12. **Liquor Licence.** Where there is a legal requirement to do so, a Liquor Licence must be obtained and a copy provided to Council. The Hirer must ensure the Liquor Licence is clearly displayed whilst hiring the venue.

☐ Yes, I/we have obtained a liquor licence as legally required for my/our function and provided a copy to council.

☐ No, I/we do not require a liquor licence for our function as I/we will not be allowing or serving alcohol.
13. If the Hirer is unfamiliar with the venue or its facilities, lights, heaters etc. He/she should request an orientation tour when collecting the keys. Times for inspections can be obtained from individual Committee Members.

I/We agree to abide by the conditions of use. Furthermore, I/We understand that the cost of repairs, replacement or cleaning, made necessary by my/our use of the facility, may be deducted from the deposit and that I/We will be responsible to pay any deficiency in the deposit in meeting such costs.

Signed: _____ Date: _____

Office use only:

Public Liability Insurance Hirers of Council Facilities

Council can offer limited liability cover to 'Casual' Hirers of Council Owned and Controlled Facilities. Liability Cover \$10 million.

This policy is for casual 'one-off' hiring's and is not for regular users or hirers.
Eg: Hire of Hall for Private Function

Note: Should there be a claim, the hirer will be responsible for excess

Name of Hirer: _____

Address: _____

Facility being Hired: _____

Purpose of Hire: _____

Date(s) _____

Signed: _____

Insurance Fee (Premium) is \$30.00 incl. GST

Date Paid / / Receipt No: _____

Receipt to 50120.5145.1001 – Public Liability Insurance (Inc GST)

Return to: Murrindindi Shire Council
 PO Box 138
 Alexandra 3714



**INCIDENT REPORT FORM - PUBLIC LIABILITY
COMMITTEES OF MANAGEMENT**

**DETAILS OF PERSON INJURED OR WHO EXPERIENCED PROPERTY LOSS /
DAMAGE**

Name: _____ **Sex:** M / F
Address: _____

Phone: _____ **DOB:** ____ / ____ / ____

DETAILS OF INCIDENT

Date: ____ / ____ / ____ **Time:** _____
Location: _____
Photographs taken: Y / N
(If Yes, please attach)

Information regarding the incident

SKETCH OF INCIDENT AREA

Draw sketch plan of area applicable to incident.
Indicate physical features eg roads, buildings, structures, vegetation etc)

IMMEDIATE ACTION TAKEN:

WITNESS INFORMATION:

Witness 1:

Name: _____

Address: _____

Phone: _____

Witness 2 (if applicable):

Name: _____

Address: _____

Phone: _____

OFFICE USE ONLY

COUNCIL OFFICER RECEIVING REPORT / ATTENDING INCIDENT

Name: _____ Position: _____
Phone: _____

Date of notification: ____ / ____ / ____ Time: _____
GIS map reference: _____

INVESTIGATION – Council will conduct investigation and enquiries into incident and possible causes in consultation with the Committee of Management:

Investigation Completed: Y / N

Date	Notes

DETAILS OF SUBSEQUENT COMMUNICATION

DATE	WHO	DETAILS

NAME: _____
POSITION: _____
PHONE: _____
E MAIL: _____
DATE: _____

Murrindindi Shire Council: Hazard, Incident or Injury (HII) Report Form 15

1. Hazard, Incident, or Injury – what type of issue or event is being reported?

- ☐ **Hazard** (no event or accident) ☐ **Incident** (no damage or injury) ☐ **Accident** (damage or injury) ☐ **Illness** (unknown cause)
☐ **Public Safety Issue** ☐ **Contractor Safety Issue** ☐ **Near Miss/Hit Safety Issue** ☐ **Property** (eg. vehicle, plant, building)

2. Personal Details –name and details of person involved in the incident

Name Phone.....
Name of Guardian (if under 18) Phone
Occupation Dept.
Date and time of occurrence Date/...../..... Time am/pm
Date and time reported Date/...../..... Time am/pm
Names of any known witnesses

3.What is the hazard (What happened or what is the problem)?

Description:
.....

3.1 Could this incident result in a significant insurance claim ☐ Yes ☐ No

3.2 Select the option(s) that best describes the cause/nature of the hazard, incident or injury

(If selecting more than one, please indicate the most important using numbers, with number one indicating most important).

- | | | | | |
|---|--|--|---|---|
| <input type="checkbox"/> Fall from a height | <input type="checkbox"/> Slips, trips, falls | <input type="checkbox"/> Hit stationary object | <input type="checkbox"/> Hit by moving object | <input type="checkbox"/> Exposure to noise |
| <input type="checkbox"/> Manual Handling | <input type="checkbox"/> Infection / disease | <input type="checkbox"/> Burns (hot/cold) | <input type="checkbox"/> Contact with animal | <input type="checkbox"/> Chemical contact |
| <input type="checkbox"/> Vehicle accident | <input type="checkbox"/> Plant / Equip failure | <input type="checkbox"/> Fire or explosion | <input type="checkbox"/> Building failure | <input type="checkbox"/> Psychological strain |
| <input type="checkbox"/> Isolated work | <input type="checkbox"/> Verbal Threat | <input type="checkbox"/> Occupational violence | <input type="checkbox"/> Human behaviour | <input type="checkbox"/> Criminal activity |
| <input type="checkbox"/> Inhalation | <input type="checkbox"/> Water Related | <input type="checkbox"/> Near Miss | <input type="checkbox"/> Other (Describe) | |

4. Where has the hazard been identified or did the incident/injury happen? (Describe, including address if possible - and tick a box)

- | | | | | |
|--|--|--------------------------------------|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> Council offices | <input type="checkbox"/> Outdoor | <input type="checkbox"/> Depot | <input type="checkbox"/> Roadway | <input type="checkbox"/> Private home |
| <input type="checkbox"/> Rec Centre / Hall | <input type="checkbox"/> Other business premises | <input type="checkbox"/> M+CH Centre | <input type="checkbox"/> Council pool | <input type="checkbox"/> Other |

Address - if not council property

5. What task was being performed at the time? I.e. describe the sequence of events that lead to the hazard being identified or the incident or injury happening.

.....
.....

6. Was anyone injured? ☐ Yes ☐ No (If more than one person injured please complete separate safety report)

- ☐ Nobody ☐ Employee ☐ Contractor ☐ Client ☐ Other ☐ Public patron

6.1 What level of medical treatment was provided

- ☐ No treatment ☐ First Aid ☐ Ambulance ☐ Doctor ☐ Hospital (in patient)

6.2 What is the nature of the injury?

- | | | | |
|--|---|---|--|
| <input type="checkbox"/> Open wound or cut | <input type="checkbox"/> Burns | <input type="checkbox"/> Respiratory disease (eg. Asthma) | <input type="checkbox"/> Psychological injury |
| <input type="checkbox"/> Infection | <input type="checkbox"/> Poisoning | <input type="checkbox"/> Contusions (Bruise) | <input type="checkbox"/> Dislocations or fractures |
| <input type="checkbox"/> Multiple | <input type="checkbox"/> Dermatitis | <input type="checkbox"/> Sprains or strains | <input type="checkbox"/> Effects of weather |
| <input type="checkbox"/> Eye, ear damage | <input type="checkbox"/> Other or unspecified | | |

6.3 What body parts were affected?

- | | | | | | |
|---|--|--------------------------------|---|--------------------------------|----------------------------------|
| <input type="checkbox"/> Eye | <input type="checkbox"/> Ear | <input type="checkbox"/> Face | <input type="checkbox"/> Head | <input type="checkbox"/> Neck | <input type="checkbox"/> Back |
| <input type="checkbox"/> Trunk (not back) | <input type="checkbox"/> Shoulders | <input type="checkbox"/> Arms | <input type="checkbox"/> Elbows | <input type="checkbox"/> Hands | <input type="checkbox"/> Fingers |
| <input type="checkbox"/> Hips | <input type="checkbox"/> Legs | <input type="checkbox"/> Knees | <input type="checkbox"/> Ankles | <input type="checkbox"/> Feet | <input type="checkbox"/> Toes |
| <input type="checkbox"/> Internal organs | <input type="checkbox"/> Multiple injuries | <input type="checkbox"/> Skin | <input type="checkbox"/> Other or unspecified | | |

Name of Person completing the form:.....

Signature of Person completing the form:.....Date.../.../....

A full-page sheet of white graph paper with a light gray grid pattern. The grid consists of small, uniform squares covering the entire area of the page. There are no margins, text, or other markings on the paper.

PO Box 138, Alexandra VIC 3714

Murrindindi Shire Council: Hazard, Incident or Injury (HII) Report Form 15

Risk Rating is Likelihood x Consequence

Find risk rating figure in Risk Rating Matrix table below and identify risk in Legend table.

7.1.1.4.1 LIKELIHOOD		7.1.1.4.2 CONSEQUENCE				
		(Minor) 1	(Important) 2	(Serious) 3	(Major) 4	(Catastrophic) 5
Eliminated	0	0	0	0	0	0
Unlikely	1	1	2	3	4	5
Possible	2	2	4	6	8	10
Likely	3	3	6	9	12	15
Almost Certain	4	4	8	12	16	20
Certain	5	5	10	15	20	25

Legend

Score	Assessment of Risk	Priority of Action
1-2	LOW	Address or repair if low cost. Schedule for action after other risks have been controlled.
3-7	MEDIUM	Further improvements required: assess feasibility for risk controls; management sign-off required if the risk/s are to be accepted
8-12	HIGH	Risk controls required as soon as possible.
+13	EXTREME	Immediate attention required. Consider shutdown or cessation of process until additional risk controls are implemented.

9. Action

When determining the best action, refer to the hierarchy of control and select a higher-level option wherever possible

The Hierarchy of Control

- Can the hazard be eliminated?
- Can something be substituted to make it safer?
- Can engineering minimise the risks?
- Can administrative measures be used?
- Can personal protective equipment be provided?

Action	Responsible	Do by date	Comment

Murrindindi Shire Council: Hazard, Incident or Injury (HII) Report Form 15

10. Sign Off (All actions have been completed or have been scheduled)

Supervisor Print Name Signature/...../20 Date
HSR Print Name Signature/...../20 Date
Manager Print Name Signature/...../20.... Date

When signed off the Manager sends:

The original to the Risk and Improvement Coordinator ☐

A copy each to the DWG Rep and the person involved ☐

Date/...../.....

RISK ASSESSMENT AND HAZARD IDENTIFICATION FORM

Committee:			Area:		
Location:			Incident Date:	Assessment Date:	
Incident/Project/Event:			Risk Type: (circle the relevant box where assessment is restricted)		
Assessor/s			OHS	Property	Liability/Professional Indemnity

This risk assessment and the controls defined within it are an essential component of the specification and contract. Any proposed changes to the project during construction will not take place without documented re-assessment of risks to ensure no unacceptable risks are introduced.

Description:

.....

Hazards/Exposures (tick or cross all applicable)

Occupational Health and Safety/Public Liability										Property & Other				Contributors (incident Analysis)	
Chemical		Asbestos		Moving Equipment		Electrical		Heat		Arson		Fraud		Accountabilities	
Fumes		Barriers		Guarding		Fluids		Steam		Fire		Advice		Training/ Awareness	
Vapours		Confined Space		Material Storage		Hydraulic		Fire		Storm/Water		Disability Access		Monitor/Supervision	
Fibres		Manual Handling		Slippery Surface		Pneumatic		Water		Security				Design	
Flammable		Working at Heights		Concealed Cables		Thermal		Vibration		Vandalism				Inspection/Maintenance	

Risk Analysis and Controls: (Address all identified Hazards/Risk Areas of Concern. All Contributors should be considered for significant incidents and status documented)

Hazards/Exposures	Injury/Loss Scenarios (how could injury or loss arise?- there may be more than one scenario)	Risk Rating*	Control Measure	Control to be implemented by (or agreed by for Design risk analysis)		Completion Date
				Who	Date	
Hazards/Exposures	Injury/Loss Scenarios (how could injury or loss arise?- there may be more than one scenario)	Risk Rating*	Control Measure	Control to be implemented by (or agreed by for Design risk analysis)		Completion Date:

RISK ASSESSMENT AND HAZARD IDENTIFICATION FORM

	than one scenario)			Who:	Date:	

CONDUCTING A RISK ASSESSMENT AND HAZARD IDENTIFICATION FORM

Step 1: Class of Risk:

The Class of Risk is assessed by considering the **LIKELIHOOD** of an injury or incident occurring and the **CONSEQUENCES** if it does occur.

1a. Likelihood (probability and indicative frequency of exposure)

Descriptor	Rating	Description
Eliminated	0	Risk eliminated
Unlikely	1	May occur, but only in exceptional circumstances
Possible	2	Might occur at some time.
Likely	3	Will probably occur in most circumstances.
Almost certain	4	Is expected to occur in most circumstances.
Certain	5	Is expected to occur in all circumstances.

1b. Rate consequence –

Consequence (likely outcome of exposure)

Descriptor	Rating	Description
Minor	1	No injuries, bruising, temporary rash / irritation, low financial loss. Dealt with by site personnel, no environmental damage.
Important	2	First aid treatment, irritation, burning with withdrawal from exposure, discomfort, nausea, on-site release immediately contained, minor financial loss.
Serious	3	Medical treatment, chemical burn which may heal with treatment, unconsciousness, medium financial loss, some environmental damage.
Major	4	Extensive injuries, permanent disability, major financial loss.
Catastrophic	5	Death, huge financial loss.

1c Risk Rating is Likelihood x Consequence

Find risk rating figure in Risk Rating Matrix table below and identify risk in Legend table.

LIKELIHOOD		CONSEQUENCE				
		(Minor) 1	(Important) 2	(Serious) 3	(Major) 4	(Catastrophic) 5
Eliminated	0	0	0	0	0	0
Unlikely	1	1	2	3	4	5
Possible	2	2	4	6	8	10
Likely	3	3	6	9	12	15
Almost Certain	4	4	8	12	16	20
Certain	5	5	10	15	20	25

1d. Legend

Score	Assessment of Risk	Priority of Action
1-2	LOW	Address or repair if low cost. Schedule for action after other risks have been controlled.
3-7	MEDIUM	Further improvements required: assess feasibility for risk controls; management sign-off required if the risk/s are to be accepted
8-12	HIGH	Risk controls required as soon as possible.
+13	EXTREME	Immediate attention required. Consider shutdown or cessation of process until additional risk controls are implemented.

RISK ASSESSMENT AND HAZARD IDENTIFICATION FORM



Procedure for Registering Volunteers Committees of Management

- Volunteers when registering should read the Volunteer Information Form and understand the insurance issues for volunteers
- Volunteers are to register once only and sign in when in attendance
- Project Manager will need to keep control of who is on site and ensure that the volunteers are recorded in the register



Council Volunteer Registration Form

To be completed by (Council) Volunteers – _____ Committee of Management

Name	<input type="text"/>
Address	<input type="text"/>
Phone No.	<input type="text"/>

Being a Volunteer for the _____ **Committee of Management**

The purpose of the Committee is **Maintain & Develop the Reserve/Hall**

The **Murrindindi Shire Council** offers it's thanks to you for offering your services as a volunteer, for the period up until 30 June.

As a volunteer of Council the following conditions apply:

1. No payment will be made to you by Council.

The task you have volunteered for is: **general maintenance duties, as directed by the _____ Committee of Management.**

2. Only while you are assisting _____ Committee of Council in the abovementioned clearly defined Council business activity, and while your assistance is approved/controlled and/or known by Council, you will be covered for Public Liability Insurance.
3. While acting as a volunteer, a limited personal accident insurance cover will be affected by Council subject to the terms and conditions for the policy.
4. Should any injury occur to you while you are acting as a volunteer of Council you must notify your Works Supervisor immediately, or as soon as practicable.

5. Any incident which occurs in which injury or property damage to other parties may arise must be reported immediately or as soon as practicable to your Works Supervisor.
6. Under the terms of the Occupational Health and Safety Act 1985, you must follow all established practices, procedures and instructions of the _____ Committee of Management which apply to the tasks you have volunteered to perform.
7. You are expected to perform the task you have volunteered to perform with all due care, skill and diligence.
8. Do you have your own transport? ☐ Yes ☐ No
9. Do you have a current driver's licence? ☐ Yes ☐ No
10. Do you have Comprehensive Motor Vehicle Insurance Cover? ☐ Yes ☐ No
11. Do you have any medical condition that may affect your volunteer work? ☐ Yes ☐ No

If yes, please specify:

I confirm that I have read and understand the abovementioned conditions and the information sheet.

Signature: _____

Date: _____

Committee Member: _____

Date: _____

The _____ **Committee of Management on behalf of the Council wishes to thank you for volunteering your valuable time and services.**



Volunteer Information Form

Insurance Issues For Volunteers	
→	Volunteer workers who are registered with the _____ Committee of Management are covered within the terms and conditions of the Murrindindi Shire Council Public Liability Insurance policy for third party personal injury or damage to property caused by an occurrence in connection with the Business of the _____ Committee of Management.
→	This policy doesn't cover volunteers whilst driving their own vehicles. Therefore, the Murrindindi Shire Council strongly recommends that all volunteer staff using private vehicles ensure they are covered by their own comprehensive insurance policy.
→	Volunteers should note that the Murrindindi Shire Council does not pay insurance costs for private vehicles. Murrindindi Shire Council will not cover costs incurred by volunteers driving uninsured vehicles.
→	If volunteers wish to take helpers (eg. Friends or relatives) to assist with volunteer duties, these individuals must also be registered with Murrindindi Shire Council or the _____ Committee of Management to be covered by Public Liability Insurance, refer to Project Manager.
→	Volunteer parents who take children along whilst they, the parents, participate in volunteer work, must be prepared to do so at their own risk. Refer to Project Manager.
→	<p>Please contact the Supervisor for this work or the Secretary of the _____ Committee of Management immediately should any of the following incidents occur while you are volunteering for Council:</p> <ul style="list-style-type: none"> • You suffer any injury. • Any incident occurs in which injury or property damage occurs to other parties (Third Parties).

** Insert name of Committee of Management where blank

[illegible]

Statement A
Murrindindi Shire Council

Income Statement
For the period ended 30 September 2013

	Original Budget 2013/14 \$	Revised Budget 2013/14 \$	YTD Budgets 30/09/2013 \$	YTD Actual 30/09/2013 \$	Variance (unfav) \$	%
Revenue						
Rates & Charges	15,646,386	15,646,386	15,588,457	15,621,902	33,445	0%
Special Charge	108,150	108,150	-	-	-	
Statutory fees and fines	598,470	598,470	122,837	125,145	2,308	2%
User fees	2,055,866	2,055,866	397,486	416,142	18,656	5%
Grants - Recurrent	6,191,607	3,907,317	1,085,769	1,120,912	35,143	3%
Grants - Non-Recurrent	5,665,044	6,145,588	1,412,948	1,455,860	42,912	3%
Contributions - Cash	280,760	285,288	17,852	30,502	12,650	71%
Contributions - Non Cash	-	-	-	-	-	
Reimbursements	116,600	116,600	64,216	173,521	109,305	170%
Other revenue	491,929	491,929	160,627	181,491	20,864	13%
Total Revenue	31,154,812	29,355,594	18,850,192	19,125,474	275,282	1%
Expenses						
Employee Benefits	11,512,716	11,778,007	3,149,779	3,080,778	69,001	2%
Materials and Services	11,191,489	12,639,791	3,055,995	2,401,549	654,446	21%
Depreciation and amortisation	7,797,492	7,797,492	-	-	-	0%
Other Expense	278,591	278,591	43,077	29,110	13,967	32%
Finance Costs (Interest)	335,957	335,957	(47,628)	(46,680)	(948)	2%
Total Expenses	31,116,245	32,829,838	6,201,223	5,464,757	736,466	12%
Net gain(loss) on disposal of property, infrastructure, plant and equipment	-	-	-	336,861	336,861	
Surplus (deficit) for the period	38,567	(3,474,244)	12,648,969	13,997,579	1,348,610	11%
Net gain (loss) on disposal of property, infrastructure, plant & equipment						
Proceeds from Sale of Fixed Assets	351,305	1,425,440	325,514	336,861	11,347	3%
Carrying value of assets sold	351,305	1,425,440	325,514	-	325,514	100%
Total	-	-	-	336,861	336,861	
Total Materials and Contractors						
Utilities	497,794	497,794	104,007	85,115	18,892	18%
Contractors	7,483,579	8,556,451	1,627,571	1,372,800	254,771	16%
Legal Expenses	113,870	113,870	58,076	89,612	(31,536)	-54%
Insurance	525,784	525,784	474,896	453,711	21,185	4%
Materials	1,110,591	1,207,092	344,653	268,032	76,621	22%
Contributions	701,155	701,155	143,473	59,424	84,049	59%
Consultants	758,716	1,037,645	303,319	72,854	230,465	76%
	11,191,489	12,639,791	3,055,995	2,401,549	654,446	21%

Statement A (Alternative Format)
Murrindindi Shire Council

Income Statement
Underlying Operational Result Format
For the period ended 30 September 2013

	Original Budget 2012/13 \$	Revised Budget 2012/13 \$	YTD Budgets 30/09/2013 \$	YTD Actuals 30/09/2013 \$	Variance (unfav) \$	%
Revenue						
Rates & Charges	15,646,386	15,646,386	15,588,457	15,621,902	33,445	0%
Statutory fees and fines	598,470	598,470	122,837	125,145	2,308	2%
User fees	2,055,866	2,055,866	397,486	416,142	18,656	5%
Grants - Recurrent (Operating Only)	6,191,607	3,907,317	1,085,769	1,120,912	35,143	3%
Grants - Non-Recurrent (Operating Only)	1,143,694	1,628,299	112,948	155,860	42,912	38%
Contributions - Cash (Operating Only)	55,760	60,288	7,852	20,502	12,650	161%
Reimbursements	116,600	116,600	64,216	173,521	109,305	170%
Other revenue	491,929	491,929	160,627	181,491	20,864	13%
Total Revenue	26,300,312	24,505,155	17,540,192	17,815,474	275,282	2%
Expenses						
Employee Benefits	11,512,716	11,778,007	3,149,779	3,080,778	69,001	2%
Materials and Services	11,191,489	12,639,791	3,055,995	2,401,549	654,446	21%
Depreciation and amortisation	7,797,492	7,797,492	-	-	-	0%
Other Expense	278,591	278,591	43,077	29,110	13,967	32%
Finance Costs (Interest)	335,957	335,957	(47,628)	(46,680)	(948)	2%
Total Expenses	31,116,245	32,829,838	6,201,223	5,464,757	736,466	12%
Underlying Surplus (deficit) for the period	(4,815,933)	(8,324,683)	11,338,969	12,350,718	1,011,749	-10%
Reconciliation to Income Statement						
Proceeds from Sale of Fixed Assets	351,305	1,425,440	325,514	336,861	11,347	3%
Less Carrying value of assets sold	(351,305)	(1,425,440)	(325,514)	-	325,514	
Capital Grants	4,521,350	4,517,289	1,300,000	1,300,000	-	0%
Capital Contributions	225,000	225,000	10,000	10,000	-	0%
Contributions - Non Cash	-	-	-	-	-	
Contributed Assets	-	-	-	-	-	
Net Movement in Asset Revaluation Reserve	-	-	-	-	-	
Special Charge Rate for Capital Projects	108,150	108,150	-	-	-	
Operating Result as per Income Statement	38,567	(3,474,244)	12,648,969	13,997,579	1,348,610	11%

Statement B
Murrindindi Shire Council

Balance Sheet
as at 30 September 2013

	Original Budget 2013/14 \$	Revised Budget 2013/14 \$	YTD Budget 30/09/2013 \$	Actual 30/09/2013 \$	Variance (unfav) \$	%
Assets						
Current assets						
Cash and cash equivalents	10,142,801	12,180,274	16,229,238	15,455,157	(774,081)	-5%
Trade and other receivables	2,303,066	2,217,727	16,517,855	17,977,630	1,459,775	9%
Accrued Income	50,000	50,000	-	-	-	
Prepayments	170,000	170,000	170,000	103,844	(66,156)	-39%
Inventories	160,000	160,000	160,000	252,271	92,271	58%
Total current assets	12,825,867	14,778,001	33,077,093	33,788,901	711,808	2%
Non current assets						
Property & Plant & Equipment	300,221,709	286,413,385	283,287,887	284,434,719	1,146,832	0%
Receivables	36,450	36,450	36,450	13,372	(23,078)	-63%
Total non-current assets	300,258,159	286,449,835	283,324,337	284,448,090	1,123,754	0%
Total assets	313,084,026	301,227,836	316,401,430	318,236,991	1,835,562	1%
Liabilities						
Current liabilities						
Trade and other payables	2,418,418	2,418,418	1,015,000	1,010,061	4,939	0%
Trust funds and deposits	484,767	484,767	644,767	1,095,394	(450,627)	-70%
Provisions - Employee Entitlements	2,581,434	2,581,434	2,581,434	2,914,368	(332,934)	-13%
Interest-bearing loans and borrowings	898,247	898,247	-	-	-	
Total Current Liabilities	6,382,866	6,382,866	4,241,201	5,019,823	(778,622)	-18%
Non-Current Liabilities						
Provisions - Employee Entitlements	493,835	493,835	493,835	185,452	308,383	62%
Provisions - Other	1,306,463	1,306,463	1,242,002	1,258,765	(16,763)	-1%
Interest-bearing loans and borrowings	2,801,794	2,801,794	4,058,301	4,058,250	51	0%
Total Non Current Liabilities	4,602,092	4,602,092	5,794,138	5,502,467	291,671	5%
TOTAL LIABILITIES	10,984,958	10,984,958	10,035,339	10,522,290	(486,951)	-5%
NET ASSETS	302,099,068	290,242,878	306,366,091	307,714,701	1,348,611	0%
Equity						
Accumulated Surplus	136,571,135	128,524,925	128,766,936	128,766,936	0	0%
Surplus for the Year	38,567	(3,474,244)	12,648,969	13,997,579	1,348,610	11%
Asset Revaluation Reserve	159,819,862	158,200,763	158,200,763	158,200,762	(1)	0%
Other Reserves	5,669,504	6,991,434	6,749,423	6,749,424	1	0%
TOTAL EQUITY	302,099,068	290,242,878	306,366,091	307,714,701	1,348,610	0%

Statement C

Murrindindi Shire Council

Cash Flow Statement

For the period ended 30 September 2013

	Original Budget 2013/14 hardcoded Inflows/ (Outflows) \$	Revised Budget 2013/14 Inflows/ (Outflows) \$	YTD Budget 30/09/2013 Inflows/ (Outflows) \$	Actual 30/09/2013 Inflows/ (Outflows) \$	Variance (unfav) Variance (unfav) \$
Cash Flow From Operating Activities					
Rates & Charges	15,590,702	15,827,789	2,469,732	1,688,130	(781,602)
User charges and other fines	3,432,800	3,461,334	734,355	535,090	(199,265)
Grants	13,356,651	12,200,900	3,646,712	3,465,812	(180,900)
Interest	275,975	289,419	173,113	173,461	348
Net GST Refund/Payment	-	-	-	-	-
Payments to suppliers	(13,040,080)	(13,016,721)	(4,267,411)	(3,630,051)	637,360
Payments to employees	(11,679,591)	(11,797,559)	(3,458,748)	(3,365,197)	93,551
Net cash flow provided by operating activities	7,936,457	6,965,162	(702,247)	(1,132,756)	(430,509)
Cash flow from investing activities					
Payment for property, plant and equipment,infrastructure	(10,254,229)	(13,342,168)	(1,319,252)	(2,140,567)	(821,315)
Proceeds from sale of property, plant and equipment,infrastructure	351,305	1,425,440	325,514	336,861	11,347
Net cash used in investing activities	(9,902,924)	(11,916,728)	(993,738)	(1,803,706)	(809,968)
Cash flows from financing activities					
Trust funds and deposits	(323,077)	(253,534)	(93,485)	357,095	450,581
Finance costs	(275,122)	(290,938)	(15,815)	-	15,815
Proceeds from interest bearing loans and borrowings	500,000	500,000	-	-	-
Repayment of interest bearing loans and borrowings	(858,260)	(858,211)	-	-	-
Net cash provided by (used in) financing activities	(956,459)	(902,683)	(109,300)	357,095	466,395
Net increase/(decrease) in cash and cash equivalents	(2,922,926)	(5,854,249)	(1,805,285)	(2,579,367)	(774,081)
Cash and cash equivalents at the beginning of the financial year	13,065,727	18,034,523	18,034,523	18,034,523	-
Cash and cash equivalents at the end of the financial year	10,142,801	12,180,274	16,229,238	15,455,157	(774,081)
Reconciliation of result from ordinary activities with net cash from operations					
Surplus for the financial year	38,567	(3,474,244)	12,648,969	13,997,579	1,348,610
Depreciation and amortisation	7,797,492	7,797,492	-	-	-
Contributions Non Monetary Assets	-	-	-	-	-
Financing Costs (Cash Portion)	275,122	290,938	15,815	-	(15,815)
(Profit)/loss on disposal of property, plant and equipment,infrastructure	-	-	-	(336,861)	(336,861)
Change in assets and liabilities					-
(Increase)/decrease trade and other receivables	1,481,316	2,381,406	(11,918,722)	(13,355,419)	(1,436,697)
(Increase)/decrease in inventories	-	63,176	63,176	(29,097)	(92,273)
(Increase)/decrease in other current assets	(20,000)	(19,077)	30,923	97,079	66,156
Increase/(decrease) in provisions	(131,831)	23,147	(41,314)	0	41,314
Increase/(decrease) in trade and other payables	(1,504,209)	(97,675)	(1,501,093)	(1,506,032)	(4,939)
Net cash provided by operating activities	7,936,457	6,965,162	(702,247)	(1,132,752)	(430,505)

Statement D
Murrindindi Shire Council
Standard Statement of Capital Works
For the period ended 30 September 2013

	Original Budget	Revised Budget	YTD Budget	Actuals	Budget/ Actual Variance (unfav)	%
	2013/14	2013/14	30/09/2013	30/09/2013		
	\$	\$	\$	\$	\$	
Land	-	-	-	-	-	0%
Buildings	4,920,007	5,313,694	584,013	1,065,165	(481,152)	-82%
Plant , Machinery & Equipment	608,003	1,599,538	116,389	121,290	(4,901)	-4%
Roads & Paths	2,731,865	3,568,067	210,252	206,758	3,494	2%
Bridges	863,283	1,434,519	244,529	563,390	(318,861)	-130%
Stormwater Network	452,000	671,884	103,938	112,080	(8,142)	-8%
Cultural	-	12,614	-	3,917	(3,917)	0%
Furniture, Office Equipment and Software	592,071	650,157	60,131	67,377	(7,246)	-12%
Library Materials	87,000	91,695	-	593	(593)	0%
Works in Progress	-	-	-	-	-	
Total Capital Works	10,254,229	13,342,168	1,319,252	2,140,570	(821,318)	-62%

Represented by:

Renewal	4,501,477	5,780,729	452,937	811,481	(358,544)	-79%
Upgrade	1,164,758	1,412,815	137,028	140,267	(3,239)	-2%
New Assets	4,587,994	6,148,624	729,287	1,188,821	(459,534)	-63%
Total Capital Works	10,254,229	13,342,168	1,319,252	2,140,570	(821,318)	-62%

Property, Infrastructure, Plant and Equipment

movement Reconciliation Worksheet	Original Budget	Revised Budget	YTD Budget	YTD Actual	Variance
	2013/14	2013/14	30/09/2013	30/09/2013	
	\$	\$	\$	\$	\$
Total Capital Works	10,254,229	13,342,168	1,319,252	2,140,570	(821,318)
Impaired assets					-
Asset revaluation movement		0	0	-	0
Depreciation & amortisation	(7,797,492)	(7,797,492)	-	-	-
Written down value of assets sold	(351,305)	(1,425,440)	(325,514)	-	(325,514)
Contributed Assets		0	0	0	
Net movement in property, infrastru	2,105,432	4,119,236	993,738	2,140,570	(1,146,831)
plant and equipment					

Statement E
Murrindindi Shire Council
Reconciliation of Non Discretionary Cash & Reserves
As at 30/09/2013

Cash Flow Statement Reconciliation - Non discretionary Cash Requirements

Required Cash at year End	Original Budget	Revised Budget	YTD Budget	Actual	Budget/ Actual Variance
	2013/14	2013/14	30/09/2013	30/09/2013	
Non discretionary Cash Requirements to be held:					
Reserves		\$	\$	\$	
Account					
070300 Public Open Space Reserve	(383,004)	(404,004)	(379,004)	(379,004)	(0)
070305 Infrastructure Contributions - Parking	(65,480)	(65,480)	(65,480)	(65,480)	-
070312 - Infrastructure Maintenance Reserve 2% Rates	(684,016)	(684,016)	(435,366)	(435,366)	-
070313 - Infra. Maint. New & Expanded Assets (bal. \$1.2m)	(1,500,000)	(1,575,783)	(1,575,783)	(1,575,783)	-
070314 - Infra. Maint. Gifted & Novated Assets - \$920K	-	(920,000)	(920,000)	(920,000)	-
070315 - Defined Benefits Superannuation	(300,000)	(300,000)	-	-	-
070325 Garbage Reserve	(2,470,100)	(2,716,783)	(3,093,242)	(3,093,242)	-
070340 Coster Street Units Reserve	(33,840)	(36,845)	(37,115)	(37,116)	(1)
070345 Shaw Avenue Redevelopment Reserve	(43,752)	(43,752)	(43,752)	(43,752)	-
070355 Alexandra Community Leisure Centr	-	(4,714)	(8,379)	(8,379)	-
070370 Road Maintenance Reserve	(16,044)	(16,044)	(16,044)	(16,044)	-
070420 Yea Saleyards Reserve	(80,322)	(106,176)	(101,011)	(101,011)	-
070430 Alexandra Saleyards Reserve	-	-	-	-	-
070440 Yea Caravan Park Reserve	(12,304)	(16,614)	(18,674)	(18,674)	-
070445 Marysville Caravan Park Reserve	(80,642)	(101,223)	(55,573)	(55,573)	-
070000 Deposits	(293,256)	(293,256)	(293,256)	(488,658)	(195,402)
70041 Provision for Employee Entitlement - A/L 25%	(251,849)	(251,849)	(249,392)	(249,392)	-
070040 Provision for Employee Entitlement LSL (progression to 25% over 4 years)					-
070060 General Trust Accounts	(166,511)	(166,511)	(176,511)	(183,251)	(6,740)
070200 Provision LSL prior to changes in changes to regulations -60500.9910 LSL	(98,377)	(98,377)	(98,377)	(98,377)	-
Quarry Security ANZ	(112,500)	(112,500)	(112,500)	(112,500)	-
VGC				-	-
					-
Total Required Cash	(6,591,997)	(7,913,927)	(7,679,459)	(7,881,602)	(202,143)
					-
Total Available Cash	10,142,801	12,180,274	16,229,238	15,455,157	(774,081)
Surplus/(Deficit)	3,550,804	4,266,347	8,549,779	7,573,554	(976,225)

Title: Service Provision on Code Red Days

Type: Council

File No: "[Insert file number]"

Date Adopted: To be completed later

Next Review Date: To be completed later

Revision History:

Date	Action	Who
Jan- Mar 2013	Consultation with stakeholders Drafted policy	Coordinator HR Manager Communications
October 2013	EMT Review	EMT
November 2013	Staff consultation	Coordinator HR
November 2013	Council Briefing	GM CCS
TBC	Approved	Council

1. Purpose

The purpose of this policy is to outline how Council will respond to a Fire Danger Rating of Code Red in terms of its service provision to the community.

2. Rationale

Fire Danger Ratings, issued by the Bureau of Meteorology in consultation with fire agencies, predict how dangerous a fire would be if one started. A Code Red Rating is the highest level of Fire Danger Rating, where fire behaviour is predicted to be uncontrollable, unpredictable and fast moving. On Code Red Days the Country Fire Authority (CFA) advises people living in high risk bushfire areas to leave the area the night before or early in the morning and to enact their bushfire survival plans. Fire Danger Ratings are usually forecast up to four days in advance enabling some level of preparation.

With the exception of the central urban areas of Yea and Alexandra, the Murrindindi Shire is predominantly classified by the State Government as bushfire prone. Consequently it is anticipated that the public will be on heightened alert on Code Red Days and vigilant for information that assists them in their contingency planning. It is therefore important that information is readily available to the public on Council's preparedness and service availability on such days to aid individual decision making.

Such information is important as it is likely that Council will operate with altered or reduced service levels on Code Red Days for the following reasons:

- The large area within the Shire considered to be of high bushfire risk
- The need to ensure Council's operations do not unintentionally cause a fire to start
- The need to provide for the safety of Council staff and to ensure that the public is not placed in situations of undue risk when travelling to and accessing Council services

- To ensure sufficient staff resources can be re-deployed to emergency response planning functions and, in the event of a fire event, provision of support to fire combating agencies and emergency relief centres
- The likelihood that some staff will take approved leave on Code Red Days to attend to family arrangements and to enact personal bushfire survival plans.

This Policy therefore addresses Council's responsibility to plan and manage for the provision of services and Council information on Code Red Days in order to maximise employee and community safety, whilst ensuring appropriate emergency responses can be enacted as required.

3. Scope

This policy applies to all Councillors, employees, contractors, committees and volunteers engaged in Council Business.

This policy is in operation during the Fire Danger Period as declared by the CFA. The dates of the Fire Danger Period are available from the CFA website and may vary from year to year due to seasonal variation in environmental conditions and rainfall.

The Chief Executive Officer may enact parts of this policy on severe or extreme fire danger days based on advice from the Emergency Management Coordination Group (EMCG)), that includes the Municipal Emergency Resource Coordinator (MERC) from Victoria Police, the Municipal Recovery Manager (MRM) and the Municipal Emergency Resource Officer (MERO).

4. Policy

Customer Service Centres and Libraries

Council will, as far as practicable, maintain access to customer services from the Alexandra, Kinglake and Yea Council offices on Code Red Days. Murrindindi Library services will also, where practicable, operate during normal opening hours at the Alexandra, Kinglake and Yea locations.

Non-essential Travel and Council Meetings

All travel for Council business on Code Red Days involving Councillors, staff, contractors or volunteers will be kept to an absolute minimum. Travel for the delivery of essential services will be subject to manager approval. All non-essential travel and meetings will be suspended.

Consequently, several services that typically involve extensive travel to remote sites or through bushfire prone areas will be suspended. These include all mobile library services and non-essential property inspection services associated with planning, building, health and infrastructure approvals.

Council's local law enforcement services will continue to respond to emergency callouts, where there is imminent danger to human life. All non-essential patrols and inspection services will be temporarily postponed.

Due to the extensive travel that may be required by Council personnel and members of the public, any Ordinary or Special meetings of Council that are scheduled on a Code Red day will be cancelled and re-scheduled. In addition any scheduled meetings of Delegated Committees of Management (S86) or Council appointed Advisory Committees (S87) will also be cancelled and re-scheduled.

Infrastructure Works and Waste Management

In order to minimise the risk of unintentionally starting a fire and to avoid non-essential travel all infrastructure maintenance operations and capital works will be suspended on Code Red Days, with staff enacting emergency standby arrangements. Similarly all transfer stations and the Council's Landfill site will be closed to the public.

Council's kerbside waste and recycling collection service contractors advise that collection services will generally be maintained on Code Red Days, with some services commencing earlier on the day. Collection services would cease in the event of perceived or immediate risk from fire activity.

Recreation, Parks and Pools

The Alexandra and Yea swimming pools will remain open during normal hours of operation on Code Red Days as they are not located in bushfire prone areas. The Eildon and Marysville pools will be closed however due to the increased bushfire risks in these locations and the likelihood of reduced availability of appropriately qualified lifeguards in these areas.

Council managed outdoor recreation reserves, parks and the Great Victorian Rail Trail will remain open, with visitors to these facilities encouraged to be vigilant for fire warning messages.

Community Services

Some Community Services will be suspended or altered on Code Red Days. Family Day Care and In-home Care services will not operate in order to comply with Department of Education and Early Childhood Development (DEECD) directives.

Maternal and Child Health (MCH) Services in Yea and Alexandra will operate as normal subject to staff availability. MCH Services will not operate in other areas including Eildon, Toolangi, Marysville, Kinglake and Flowerdale, due to the travel involved and the elevated bushfire risk in these areas.

Council's Aged and Disability Services will be restricted to essential services on Code Red Days. Council staff will, where possible, contact vulnerable clients informing them of the fire danger and a possible reduction or cessation of services.

Communications

Whilst the above represents Council's intended service levels on Code Red Days it is possible that service levels could change from those listed above at short notice due to the prevailing conditions, the presence of a fire emergency and/or lack of available staff on the day.

Therefore Council will, wherever possible, issue media releases outlining its services available on Code Red Days. Council's website will include a specific banner that will be updated regularly concerning the availability of Council services and Council will utilise the services of UGFM Local Community Radio to issue bulletins where possible.

5. Supporting Documents

- Murrindindi Shire Council and Lake Mountain Alpine Resort Municipal Emergency Management Plan – Section 3.11 – Public Information and Warning.
- Murrindindi Shire Council and Lake Mountain Alpine Report Municipal Fire Management Plan.

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6. **Related Policies**

- Risk and Safety Policy
- Emergency and Defence Services Leave

7. **Governance**

Policy implementation is the responsibility of Departmental Managers until such time as the CEO or EMCG enacts the Municipal Emergency Management Plan (MEMP) and overrides this policy during declared emergencies.

8. **Responsible Officer**

GM, Corporate and Community Services or delegated officer.

9. **Human Rights Charter**

This policy has been developed with consideration of the requirements under the Victorian Charter of Human Rights and Responsibilities.



REPORT ON COUNCIL PLAN 2013-2017

SEPTEMBER 2013

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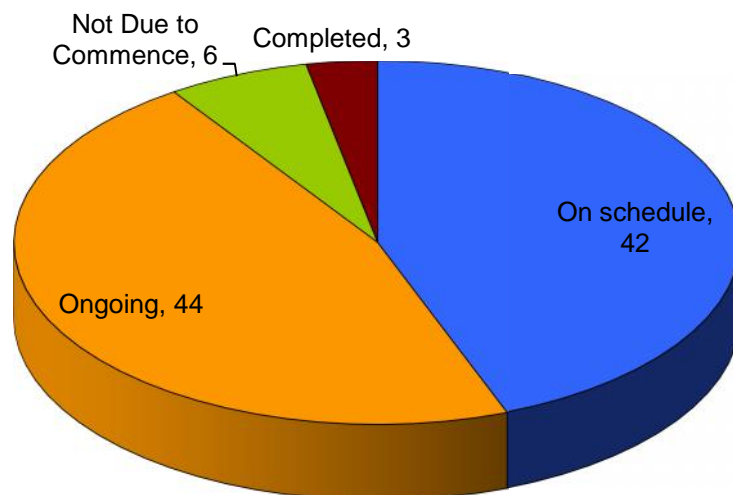
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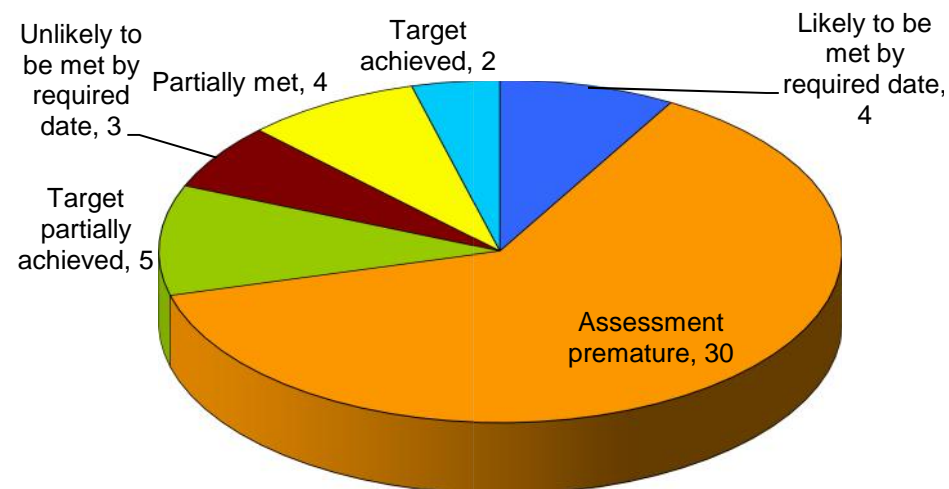
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EXECUTIVE SUMMARY

Council Plan 2013-2017 Year One - ACTIVITY STATUS



Council Plan 2013-2017 - KPI STATUS



Highlights for the Quarter

The Community Services team has prepared in partnership with KU Children's Services a Communications and Social Media strategy. Community stakeholders and Early Years Service providers have been consulted and a draft report has been received for review. A final report is expected in November 2013.

The "Change It Up" youth leadership program was developed and delivered involving 20 young people engaged in a 3 day program to represent the ideas of all of the young people from across the municipality.

A policy has been formed to outline how native vegetation is to be managed for all Council Infrastructure works. In conjunction with this policy Officers have developed a roadside management guide for all Infrastructure Operations staff to assist in the delivery of Council's works program.

The concept of a Shire wide peak business and tourism body (Murrindindi Inc) progressed well in the quarter with significant steps towards incorporation being achieved. A road show of open business forums that took in Thornton, Marysville, Alexandra, Yea and Kinglake were well attended. The steering group expects incorporation to occur before Christmas 2013.

Council has assisted with the establishment of a representative body to assist the Houseboat Industry in maximising its growth and addressing regulatory challenges.

Council has auspiced a grant for the Alexandra Timber Tramways Association to support master planning of the site and surrounds.

Council has supported the establishment of the Rivers and Ranges Community Leadership Program which will support community leaders in their advocacy.

Council continues to advocate for support from the State Government to cover the on-going operating, maintenance and renewal costs associated with the gifted and novated assets as a result of the 2009 fires.

There has been advocacy to the Victorian Government with support from the Hume Local Government Network and the High Country Councils Coalition, for the provision of funding for both the initial capital and the ongoing maintenance of trails.

Council has launched its new Electronic Document Management System, which is being progressively implemented across the organisation to improve paper-based and digital record and information management, increase the overall efficiency of administrative procedures and improve customer service.

OUR COMMUNITY

1.1 Health and Wellbeing - We will advocate for and support the lifelong needs of our community

Strategic indicators	Target	Status	Comments
1.1.1 Implementation of actions in the Municipal Public Health and Wellbeing Plan	Annual completion of actions in Implementation plan	Likely to be met by required date	Work on a variety of actions is progressing as scheduled
1.1.2 Implement Positive Ageing Plan	Annual completion of actions in Implementation plan	Likely to be met by required date	Work on a variety of actions is progressing as scheduled
1.1.3 Implementation of actions from Early Years	Annual completion of actions in Implementation plan	Likely to be met by required date	Work on a variety of actions is progressing as scheduled
1.1.4 Maintenance of accreditation through Community Care Common Standards	Complete by December 2015	Assessment premature	
1.1.5 Development of a Council Recreation and Play Strategy	Complete by December 2015	Assessment premature	

1.1.1 Advocate for and support flexible delivery of early years services

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
1.1.1.1	Undertake feasibility study for integrated early years services	Manager Community Services	30/11/2013	On schedule	The Advancing Country Towns Early Years Feasibility study has been undertaken in partnership with Community Child Care Inc and KU Children's Services. A draft report has been received and the final report is expected in late October 2013.

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
1.1.1.2	Undertake a communications and social media strategy in consultation with service providers for Murrindindi Shire	Manager Community Services	31/12/2013	On schedule	A Communications and Social Media Strategy has been prepared in partnership with KU Children's Services. Community stakeholders and Early Years Service providers have been consulted and a draft report has been received for review. A final report is expected in November 2013.

1.1.2 Promote and deliver effective transition through integrated aged care options

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
1.1.2.1	Advocate for increased flexibility in funding to improve and strengthen older peoples access to social activities in the community	Manager Community Services	31/03/2014	On schedule	Initial discussions have been held with the Department of Health concerning older peoples access to social activities with further discussion planned. An internal review of the Planned Activity Group program has been undertaken to identify capacity to adapt existing programs and activities to improve access to high needs service users. Further conversations are planned with Residential Aged Care Providers in November.

1.1.3 Support older people to remain active and healthy and connected to their community

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
1.1.3.1	Implement initiatives of the Positive Ageing Plan.	Manager Community Services	30/06/2014	On schedule	The Positive Ageing Plan is a collection of actions within the broader Municipal Public Health and Wellbeing Plan. The Plan is due to be adopted by Council in October 2013. Work on a number of activities has progressed including planning for Seniors Week Activities, expansion of the Positive Ageing Advisory Group to include a broader range of Aged Care Service providers, promotion of events and community grants through local networks and supporting projects from service clubs and volunteer agencies through the Community Grants Program. A mentoring program for Older People using the internet has been developed in conjunction with Yea High School students, Yea Community House facilities and Yea District Hospital residents to support engagement and participation in technology.

1.1.4 Strengthen partnerships with service providers to meet the demonstrated health needs of our communities

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
1.1.4.1	Develop and coordinate a health consortium of services across the Murrindindi Shire to support joint	Manager Community	31/12/2013	On schedule	The development of the Health and Wellbeing Consortium is currently in the planning stages. All partners to the Municipal Public Health and

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
	planning and coordinated service provision.	Services			Wellbeing Plan have been involved in the planning stages and have indicated their interest in ongoing involvement in a consortium. This consortium will meet bi-annually as part of ongoing monitoring, review and reporting against the strategies and activities in the Municipal Public Health and Wellbeing Plan. The first meeting of the Health and Wellbeing Consortium is planned for early December 2013.

1.1.5 Actively engage with community health and wellbeing issues through implementation of the Municipal Public Health and Wellbeing Plan.

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
1.1.5.1	Implement initiatives of the Municipal Public Health and Wellbeing Plan in partnership with key stakeholders and service providers	Manager Community Services	30/06/2014	Ongoing	The Municipal Public Health and Wellbeing Plan is scheduled for adoption by Council in October 2013. There are a number of activities that have commenced including the collaboration of Home Based Child Care with stakeholders and other agencies in the ELF reading day, with Council officers providing support organising the event and 30 books suitable for ages 0-12 as prizes. Home Based Child Care is also working closely with agencies such as Family Care/Child First and Berry Street in regards to vulnerable families ensuring

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
					better provision of services. PEEP programs have been delivered in Kinglake, Yea and through a Young Parent's Playgroup (Alexandra Playgroup/Berry Street). Council was represented on the Prevention of Violence Against Women and Children Steering Committee and the Hume Region Local Government Charter Subcommittee and officers are continuing to drive the development of the Children's Services Network and partnerships with stakeholders and agencies.

1.1.6 Work with young people and service providers to identify and respond to youth priorities across their respective communities

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
1.1.6.1	Implement the initiatives of the Murrindindi Youth Strategy	Manager Community Services	30/06/2014	Ongoing	Two Murrindindi Youth Partnership meetings were coordinated during the quarter. Council has actively participated in several working groups including the North East Community Initiative (NECI) Youth Media Program formation. Officers have also been involved in the Murrindindi Training Institute (MTI) Local Strategic Skills Training and Employment Network formation following the development of the Murrindindi Training Needs Analysis. With respect to youth engagement and

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
					participation, work has continued in following up actions from the Kinglake Ranges Co-Gen Youth Forum. Also the Change It Up youth leadership program was developed and delivered, involving 20 young people engaged in a 3 day program with ideas formulated by young people from across the whole of the shire and culminating with 'Pitch Up' and a request for support to the community.

1.1.7 Support participation in a range of sport recreation and leisure activities

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
1.1.7.1	Promote and support the Community Grants Program and other funding sources to strengthen recreation and leisure activities.	Manager Community Services	30/06/2014	Ongoing	There has been one round of the Community Grant Program to date. Council has received 8 applications from community groups seeking assistance. Four of these applications were funded including the Kinglake Ranges Tennis Club Social and Family Tennis Program, the Fawcett Hall Committee to contribute to their Australia Day Celebrations, the Rotary Club of Yea Open Gardens Weekend and the CWA Craft Exhibition. Council officers continue to support Community Groups to prepare and submit their applications, at times advising them to seek alternate funding where appropriate.

1.2 Social Connectedness- We will encourage inclusive, creative and resilient communities

Strategic indicators	Target	Status	Comments
1.2.1 Facilitate an increase in multi-community participation in artistic and cultural events	Measured participation is more than or equal to the Victorian average and support of a minimum of four events per annum	Assessment premature	
1.2.2 Progress the Urban Access Program (pathways and related infrastructure, total identified projects – 101)	50 per cent identified projects completed by 2017	Assessment premature	
1.2.3 Update and progress on the Missing Links program (total projects identified – 29)	Five projects per annum	Assessment premature	
1.2.4 Audit of disability access issues regarding pathways and missing links.	Audit of disability access issues complete by June 2015	Assessment premature	
1.2.5 Number of community network building activities initiated by Council	Two events per annum	Assessment premature	
1.2.6 Promote and acknowledge volunteers	Minimum of One Council initiated event per annum and one Community event initiative in partnership with Council per annum	Assessment premature	
1.2.7 Feasibility study and advocacy plan to governments to improve public and social housing options	Study and Advocacy Plan completed and recommendations implemented by 30 June 2014	Assessment premature	

Strategic indicators	Target	Status	Comments
1.2.8 Community consultation and feasibility study on capacity to establish a new migrant/refugee settlement program	Feasibility study presented to Council subject to community comment	Assessment premature	

1.2.1 Prioritise the activities of Council and engage other stakeholders to improve peoples' access and inclusion

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
1.2.1.1	Develop the Access and Inclusion Action Plan in consultation with the community and key service providers	Manager Community Services	31/12/2013	On schedule	The Access and Inclusion Plan forms part of the Municipal Public Health and Wellbeing Plan, this plan will be adopted by Council in October.
1.2.1.2	Progress priorities of the Urban Access Initiative	Manager Assets & Infrastructure	30/06/2014	Ongoing	Works have been identified in consultation with the Access & Inclusion Committee. Works are currently being prioritised and costed to allow implementation in 2013/2014
1.2.1.3	Progress priorities of the Missing Links program	Manager Assets & Infrastructure	30/06/2014	On schedule	Works currently being planned for implementation in the 2013/2014 financial year include the Kinglake East walking path and the path link at Dame Pattie Menzies Centre to George Street in Alexandra. A path link in Darwin Street, Marysville has been completed.

1.2.2 Ensure access and social connectedness is considered in the planning and development of facilities and infrastructure

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
1.2.2.1	Implement the initiatives of the Municipal Public Health and Wellbeing Plan	Manager Community Services	30/06/2014	Ongoing	The Municipal Public Health and Wellbeing Plan has been completed and due for adoption by Council in October. Several strategies and actions to improve access and inclusion have been progressed to date including an initial audit of Council infrastructure to determine access issues and priorities. This process has been led by the Infrastructure Assets Department in partnership with the Access and Inclusion Committee. Council Officers are also working in partnership with Nexus primary Care, Dame Pattie Menzies Centre Inc. and the Alexandra Traders and Tourism Association to implement the Access Alexandra Project which will focus on assessing and mapping local businesses, car parks and disabled facilities.

1.2.3 Support participation in a wide range of artistic and cultural pursuits

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
1.2.3.1	Enable community groups to coordinate and participate in arts and cultural events through the Community Grants	Manager Community Services	30/06/2014	Ongoing	One Community Grant Program funding round has been held to date, as part of this program the CWA has been assisted with funding to host a Regional

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
	program and other initiatives				CWA Craft event. Council officers are assisting consultants engaged by Regional Development Victoria in their work determining the needs for an arts facility within the Marysville and Triangle area. Council officers have also provided support to a range of community groups in their application for funds to progress arts and cultural activities

1.2.4 Work with communities to build resilience and prepare for future unplanned events

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
1.2.4.1	Maintain a leadership and coordination role in emergency response and recovery planning	Manager Community Services	30/06/2014	Ongoing	The Relief and Recovery Plan has been updated and a review is planned for the document post fire season. Council officers have been actively involved in regional networks and have undertaken a range of training in emergency management. A meeting of local Councils has been organised for October to improve communication and resource sharing. Council officers maintain and update the Vulnerable Persons Register on a regular basis and are working with Red Cross to identify and assess new community members to determine eligibility for addition to the Vulnerable Persons Register.

1.2.5 Support people and groups to work together to strengthen connections and community networks

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
1.2.5.1	Work in partnership with community and service providers to implement initiatives that strengthen neighbourhoods	Manager Community Services	30/06/2014	Ongoing	<p>The Change It Up initiative was implemented during the quarter and was supported by the Alexandra and Yea High Schools, Youth Service Agencies, Yea Community House and community volunteers. A 3 day youth leadership program was delivered to support young people to become active change makers and community participants. The Random Acts of Kindness initiative was also commenced with initial scoping conversations taking place with service providers and the community through the Safe and Caring Community Project.</p> <p>Council officers have also been involved in supporting local Community and Neighbourhood Houses through the Murrindindi Local Learning Network.</p>
1.2.5.2	Explore flexible community transport options	Manager Community Services	30/06/2014	Ongoing	<p>The Internet Training for Older People program has assisted older people with their capacity to navigate creative transport solutions using the internet such as the 'Get me about' and 'Getting There' web based travel and transport resources.</p>

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
					<p>In partnership with Berry Street, the Community Transport Connections Project commenced mapping current community transport resources and bringing providers together to identify areas where a coordinated transport response may be provided. This project is due for completion by June 2014.</p> <p>Council officers also liaised with Community Accessibility to explore the potential to provide transport expert training to key Council officers and community members. Council officers also discussed potential options for Council Community Buses with Community Accessibility and are awaiting a proposal from the organisation that will form part of an overall review of Community Bus services.</p>

1.2.6 Recognise, support and value volunteers

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
1.2.6.1	Work in partnership with key partners to support the coordination of volunteer recruitment and training.	Manager Community Services	30/06/2014	On schedule	<p>Council officers are involved in a partnership with Berry Street and other community service providers to support the Volunteer Coordination Network. Work commenced on preparing a Memorandum of</p>

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
					Understanding and Terms of Reference for the partnership. Council officers also completed relevant checks of volunteers and updated the Council's Volunteer Register during the quarter

1.2.7 Advocate for better access to public and social housing options

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
1.2.7.1	Explore the community need for additional public and social housing options in the Murrindindi Shire and develop and advocacy plan to communicate this need to State and Federal Governments	Manager Community Services	31/12/2013	On schedule	Initial discussions have been held with Department of Human Services and the Rural Housing Network. Advice received to date is that Murrindindi Shire has a higher than State average number of public housing units per capita. Further exploration of demand within the community for public housing will be undertaken in the coming weeks.

1.3 Community Engagement - We will actively engage with our communities to increase participation and community input

Strategic indicators	Target	Status	Comments
1.3.1 Locality based planning process trialled	One locality by December 2014	Assessment premature	
1.3.2 Community perceptions of performance for health and human services	The Community Satisfaction Survey achieves a score in this category that is more than or equal to the indexed mean of 77	Assessment premature	

1.3.1 Trial and evaluate locality-based planning, that involves local communities.

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
1.3.1.1	Explore and implement processes that will support cross departmental and community involvement in locality based planning	Manager Community Services	31/03/2014	Ongoing	Council officers have submitted an application for Resilient Communities Program Funding to develop and trial a model of Community Resilience Committees in three localities across the Shire. The project aims to support communities to build their capacity and resilience in the response, relief and recovery from emergency events through community planning and the support to local community leaders. It is anticipated that the outcome of this application will be known by the end of the year. As part of the project proposal, Council has allocated funding to support the development of a cross functional planning committee to better coordinate community planning. If unsuccessful, Council officers will explore the implementation of a reduced model limited to one location.

OUR ENVIRONMENT

2.1 Conservation of Resources- We will use resources more efficiently and effectively

Strategic indicators	Target	Status	Comments
2.1.1 Our practices show a reduction in the use of energy, waste, paper and water resources	35 per cent diversion of waste from landfill Reduction in paper, paper consumption and reduction in energy and water use	Target partially met	The diversion rate of waste from landfill for the period of July to September was 30.4%. The framework for recording paper, energy and water consumption is expected to be developed by March 2013
2.1.2 Completion of the Waste Management Strategy	Completed by January 2014	Unlikely to be met by require date	The Waste Management Strategy is due for Completion in June 2014. This has been delayed due to key staff being absent.
2.1.3 Implementation of Environment Strategy actions	Implement annual plans for existing actions	Target partially met	Officers have identified and developed an action plan for 2013/2014. Actions include completion of a Roadside Management Plan, an Environmental Communications Plan and a Native Vegetation Offset Policy.

2.1.1 Reduce our corporate footprint by using energy, water and materials more responsibly

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
2.1.1.1	Set up a system that will identify a baseline for corporate resource consumption and enable the organisation to set targets to reduce this	Manager Program Delivery	31/05/2014	On schedule	Officers are currently in the process of recruiting for a temporary grant funded position to lead the development of this system and it is expected that the resource will be available by mid to late

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
	baseline into the future.				November 2013.
2.1.1.2	Design and identify strategies to fund a pilot program for energy improvements in a selection of Council buildings.	Manager Program Delivery	31/12/2013	On schedule	Energy audits have been completed on seven facilities which will form the basis of a design for a program. A plan (which includes a business case) is currently being prepared to guide how this will be implemented. The facilities audited include the Alexandra Shire Offices, Kinglake Community Centre, Alexandra Library, Marysville Community Centre and the Alexandra Shire Hall.

2.1.2 Encourage and recognise environmentally responsible behaviour and practices within Council and across the Murrindindi Shire community

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
2.1.2.1	Liaise with and support community groups leading initiatives aimed at promoting sustainable resource use in households and businesses.	Manager Program Delivery	30/06/2014	Ongoing	The key focus to date has been developing new website content and a number of different fact sheets, and flyers that can provide the public with information around how they can improve their sustainability in the home or business, and better protect the natural environment. These flyers and fact sheets are available on Council's website.

2.1.3 Strengthen Council's capacity to use resources more sustainably by cooperating with the Goulburn Broken Greenhouse Alliance (GBGA) and community networks

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
2.1.3.1	Work closely with the Goulburn Broken Greenhouse Alliance to deliver regionally funded projects that Council can lead, support and/or coordinate across Murrindindi Shire.	Manager Program Delivery	30/06/2014	Ongoing	Officers have been involved in the project planning stages of the Goulburn Broken Regional Street Light Bulk Change Program. This Program is called "Watts Working Better" and will result in over 12,000 80W Mercury Vapour lights from across the region being replaced to energy efficient lighting technology. The Alliance has also prepared a funding proposal on behalf of member councils to the Victorian Adaptation and Sustainability Partnership to assist in developing assessments on how future changes to our regional climate will affect the productivity of our agricultural sector. This project titled "Climate Smart Agriculture" will look at how different agricultural commodities grow in different climate scenarios.

2.1.4 Finalise the Waste Management Strategy that seeks to promote waste minimisation strategies and increase opportunities for recycling and reuse of resources

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
2.1.4.1	Lever support from the Goulburn Valley Regional Waste Management Group to	Manager Program Delivery	30/06/2014	Ongoing	With the support of the Regional Waste Management Group, Council was able to have

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
	improve the way waste is managed across the Murrindindi Shire.				waste audits undertaken of household bins in Alexandra as part of the "Get It Right on Bin Night" campaign. The purpose of the audit was to assess the impact of a media campaign which was conducted in the lead up to the audit, on the behaviour of residents towards recycling. The results of the audit are expected to be released in the December quarter.

2.2 Protection of the Natural Environment - We will protect and enhance the natural environment

Strategic indicators	Target	Status	Comments
2.2.1 Plans, policies and processes to protect the environmental values on Council owned land are developed and continually refined	Annual action plans for managing the environment on Council owned land are implemented	Target partially achieved	Policies and processes for native vegetation management in Council infrastructure works have been developed including a Native Vegetation for Capital Works Policy. Council staff and contractors have received training in managing roadside vegetation. Roadside management plans, guidelines and code of practice also in development to protect municipal roadside conservation values.
2.2.2 Partnerships developed that deliver regionally funded projects across the Murrindindi Shire	Number of partnerships with other organisations developed	Assessment premature	



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Strategic indicators	Target	Status	Comments
2.2.3 Number of communication materials planned and delivered with and/or to agencies, households and business groups	At least one environmental communication activity is held with each group	Target partially achieved	<p>A number of communication materials have been developed including the following;</p> <ul style="list-style-type: none"> - Environment webpage upgraded, - Murrindindi Climate Network Memorandum of Understanding revised and sustainable business program concept explored, - Factsheet and flyers developed on how to manage native vegetation for bushfire planning purposes

2.2.1 Ensure Council operations are managed in a way that minimises impact on the natural environment.

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
2.2.1.1	Develop a policy and process for managing native vegetation in Council's infrastructure works.	Manager Program Delivery	31/03/2014	On schedule	Council officers have developed a policy which outlines how native vegetation is to be managed for all of Council's Infrastructure Works. Officers have also developed a roadside management guide for all Infrastructure Operations staff to assist in the delivery of Council's works program.

2.2.2 Conserve high value sites on Council controlled land and roadside reserves by reducing environmental threats

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
2.2.2.1	Develop a roadside management plan and code of practice for managing environmental values in Council roadside reserves.	Manager Program Delivery	30/06/2014	Ongoing	A draft roadside management plan and code of practice has been developed and is currently undergoing consultation with key stakeholders such as the Murrindindi Environment Advisory Committee and Municipal Fire Management Committee. The Roadside Management Plan is due for completion in early 2014.
2.2.2.2	Implement Council's Roadside Weeds and Pest Animal Control Program.	Manager Program Delivery	30/06/2014	Not Due to Commence	The commencement of weed control works under this program are not due to commence until November.

2.2.3 Encourage property development across the Shire that protects and enhances environmental values

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
2.2.3.1	Develop and deliver an environmental communications strategy that sets out how the Council will communicate with households, businesses and agencies.	Manager Program Delivery	30/06/2014	Completed	The key focus to date has been developing new website content and introducing a number of different fact sheets, and flyers that can provide people with information around how they can improve their sustainability in the home or business and better protect the natural environment.

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2.2.4 Strengthen Council's capacity to work with key agencies that have responsibility to deliver local, regional, state and federal environmental policy and programs

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
2.2.4.1	Continue collaborating with key local Landcare networks, as well as regional, state and federal agencies to identify and deliver environmental projects in Murrindindi.	Manager Program Delivery	30/06/2014	Ongoing	Council has continued to support key environmental projects lead by Committees of Management, Landcare groups, the Murrindindi Climate Network, and also Blackberry Action Groups. This has included: Attendance at meetings and network events as well as administrative support has been provided.

2.3 Planning for Future Growth - We will plan for future growth that is sensitive to the constraints of our natural environment whilst considering development needs

Strategic indicators	Target	Status	Comments
2.3.1 Adoption of environmentally sustainable design principles	Increase in the capacity to implement environmentally sustainable principles into the planning scheme	Assessment premature	
2.3.2 Regular review of municipal emergency management plan	Statutory review conducted by 2015	Assessment premature	
2.3.3 Implementation of ongoing changes to the Murrindindi Planning Scheme (MPS)	Implementation of year one actions	Partially met	Council is engaged in an active ongoing program for implementing changes to the Murrindindi Planning Scheme. A significant number of corrective amendments have occurred, such as minor rezonings of land,

Strategic indicators	Target	Status	Comments
			adjustments to overlay controls and implementation of land use studies. Examples of these include: - Yea Heritage Study, Minor rezonings of parcels of land in Eildon & Alexandra. Undertaken a review of development plans for Yea & Alexandra.
2.3.4 Completion of the Review of the Municipal Strategic Statement (MSS)	Completed by June 2014	Assessment premature	
2.3.5 Advocacy to the State Government regarding the adoption and implementation of the Kinglake, Flowerdale and Toolangi (KFT) Plan and Design Framework	Plan ready for adoption in 2013/2014	Assessment premature	
2.3.6 Strategic and settlement planning adequately addresses bushfire risk and strengthens community resilience	Implementation of bushfire protection measures	Assessment premature	

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2.3.1 Improve the Planning Scheme's capacity to be flexible in responding to growth in a way that balances environmental values and improves the level of safety of our community

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
2.3.1.1	Implement ongoing changes and improvements to the Murrindindi Planning Scheme (MPS), e.g. anomalies, projects and studies, re-zoning and refinements.	Manager Development & Environmental Services,	30/06/2014	On schedule	Council is engaged in an active ongoing program for implementing changes to the Murrindindi Planning Scheme. A significant number of corrective amendments have occurred, such as minor rezoning of land, adjustments to overlay controls and a number of projects and studies.
2.3.1.2	Complete bushfire protection measures within the Murrindindi Planning Scheme (Policy and Bushfire Management Overlay Schedule)	Manager Development & Environmental Services	30/06/2014	On schedule	A Bushfire Policy is complete and currently being reviewed by the Minister for Planning. The schedules to the Bushfire Management Overlay (BMO) have been prepared in anticipation of new BMO Mapping, which is yet to be released by State Government.

2.3.2 Ensure that Council's emergency management planning responds to community safety needs

Code	Responsible	Target	Status	Comment on progress and outcomes
2.3.2	Manager Development & Environmental Services,	30/06/2014	Ongoing	Council officers continue to participate with other Emergency Management Authorities in the implementation of the Municipal Emergency Management Plan and Municipal Fire Management Plan.

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2.3.3 Improve Council and community capacity to respond to the impacts of extreme weather events and longer term climate change

Code	Responsible	Target	Status	Comment on progress and outcomes
2.3.3	General Manager Infrastructure & Development	30/06/2014	Ongoing	Council's Environment officers are developing an Energy Management Plan which will identify initiatives to reduce Council's impact on the environment.

2.3.4 Complete a review of the Municipal Strategic Statement (MSS) to establish future directions that align to the Council Plan

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
2.3.4.1	Complete a review of the Municipal Strategic Statement to establish directions that align to the Council Plan.	Manager Development & Environmental Services	31/03/2014	Not due to commence	The review of the Municipal Strategic Statement is due to begin in January 2014

2.3.5 Promote environmentally sustainable design in future developments to achieve more energy and water efficient outcomes in our built environment

Code	Responsible	Target	Status	Comment on progress and outcomes
2.3.5	Manager Development & Environmental Services	30/06/2014	Ongoing	By enforcing the Building Regulations Council is ensuring that every new development or extension to an existing dwelling addresses sustainable design requirements to achieve a 6 star energy rating.

2.3.6 Review and progress Council's implementation of the Urban Design Frameworks for settlements within the Shire

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
2.3.6.1	Commence implementation of the Kinglake Ranges, Flowerdale and Toolangi Plan and Design Framework	Manager Development & Environmental Services,	31/03/2014	On schedule	<p>The Exhibition of the draft Kinglake, Flowerdale & Toolangi (KFT) Plan was completed in 2011, with an interim consultation report outlining responses to submissions published in July 2011. While Council initially supported the further development of investigation areas for future residential development, the Minister for Planning has advised Council that the investigation areas will not be supported due to high bushfire risk and that development will remain confined to infill development within existing residentially zoned areas. Council has revised the 2011 consultation report based on the Minister's advice and work is progressing to finalise the KFT Plan.</p> <p>Once finalised, the plan will be implemented into the planning scheme.</p>

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2.4 Asset Management - We will apply a whole of life approach to the management and maintenance of Council's assets

Strategic indicators	Target	Status	Comments
2.4.1 Reduction in the infrastructure renewal gap	Reduced annual increase in infrastructure renewal gap	Assessment premature	
2.4.2 Delivery of the capital works program	95 per cent of annual Capital Works Program delivered	Likely to be met by required date	Project planning and design well underway for most projects.
2.4.3 Defined levels of service for maintenance activities	Draft levels of service are implemented December 2013	Assessment premature	

2.4.1 Manage and renew our existing infrastructure assets in a responsible manner.

The asset management plans for all major asset categories are being implemented.

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
2.4.1.1	Develop a policy and process for the transfer of savings from the capital works projects to the infrastructure reserve.	Manager Assets & Infrastructure	31/08/2014	Completed	Officers developed a Capital Works Policy which details how savings from Capital Projects will be managed and this was adopted at the August 2013 Ordinary Council Meeting.
2.4.1.2	Complete the Waste Management Strategy	Manager Program Delivery	30/06/2014	On schedule	Council staff attended industry best practice training in preparation of waste management strategies which will assist in the development of the Murrindindi Waste Management Strategy. The Waste Management Strategy is due for completion in June 2014.

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Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
2.4.1.3	Continue the implementation of the improvement actions from the adopted Asset Management Plans.	Manager Assets & Infrastructure	30/06/2014	Ongoing	Asset Management Improvement actions continue to be implemented
2.4.1.4	Seek infrastructure grants to support future capital works programs to assist in reducing the Infrastructure renewal gap.	Manager Assets & Infrastructure	30/06/2014	Ongoing	A number of grant applications are currently being prepared for Infrastructure renewal projects under the Putting Locals First Program, The Black Spot funding program and Timber Industry Roads Evaluation program

2.4.2 Engage with relevant communities on the development of community infrastructure and services

Code	Responsible	Target	Status	Comment on progress and outcomes
2.4.2	Manager Assets & Infrastructure	30/06/2014	Ongoing	Communities are engaged regularly via a diverse and widely accessible media such as local radio, local papers, community newsletters and publications, direct letter drops/ bulk mail outs, flyers, and group emails.

Project specific engagement has been developed via the creation of project control and project reference groups. These groups comprise of a combination of Council officers and community/business representatives. The Taggerty Community Project, Kinglake Ranges Art History Walk, Y Water Centre, Kinglake East walking path and Yea Shire Hall project all have functioning project reference or control groups.

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2.4.3 Develop and deliver services with consideration of the impacts on the natural environment that meet community needs

Code	Responsible	Target	Status	Comment on progress and outcomes
2.4.3	Manager Program Delivery	30/06/2014	Ongoing	Officers have developed a policy to better manage vegetation where Infrastructure Operations are being undertaken. In addition to this policy various procedures and the Roadside Conservation Booklet is assisting Council to properly consider environmental impacts of operational works.

OUR ECONOMY

3.1 Workforce Development -We will maximise the potential of the local workforce through education, training and employment opportunities

Strategic indicators	Target	Status	Comments
3.1.1 Shire unemployment rate	Equal to or lower than the State average	Assessment premature	
3.1.2 Number of training and/or workforce development initiatives implemented that address needs identified in the Murrindindi Training Needs Analysis 2	Two new initiatives per annum	Partially met	In conjunction with the Murrindindi Training Institute a number of action groups have been formed to deliver the key priority recommendations identified in the Murrindindi Training Needs Study. The first of those has been the creation of the Murrindindi Human Resources Network.

3.1.1 Advocate for and support initiatives to improve post-secondary education opportunities in the Shire, including development of the Murrindindi Training Institute

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
3.1.1.1	Work with MTI to establish a local employer and educator network to integrate local training provision with employment needs	Manager Economic Development	31/03/2013	Completed	The creation of the Local Strategic Skills, Training and Employment Network (LSSTEN) including local business representatives, the Murrindindi Training Institute and Alexandra CEACA, local government representatives and other stakeholders occurred in this quarter. This group have prioritised the key recommendations from the Murrindindi Training Needs Analysis and developed action groups to deliver on the recommendations.

3.1.2 Work closely with the Central Ranges Local Learning and Employment Network (CRLLEN) to improve local workforce development opportunities

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
3.1.2.1	Support CRLLEN in the development of a strategic plan for workforce development, based on the recommendations of the Murrindindi Training Needs Analysis Report 2013	Manager Economic Development	30/06/2014	Not Due to Commence	The Central Ranges Local Learning and Employment Network (CRLLEN) is engaged and active on the Murrindindi Training Institute Board and the LSSTEN. The CRLLEN has identified, with the other stakeholders the need to overcome the tyranny of distance for the network and its action groups by offering to manage a communication mechanism (YAMMER) for the LSSTN. The first

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
					training session on YAMMER has been held and all members in the network have agreed to progress with this concept to enhance communications and the sharing of ideas.

3.2 Improving Business Infrastructure - We will advocate for the provision of infrastructure and services that supports business growth

Strategic indicators	Target	Status	Comments
3.2.1 Number of actions implemented from the Council's Economic Development Strategy and number of actions implemented from the Council's Economic Development Strategy	Four initiatives implemented per annum	Partially met	<p>Progress has been made on a number of items identified in the Economic Development Strategy implementation plan including:</p> <ol style="list-style-type: none"> 1) The imminent registration of Murrindindi Inc as the peak business body across the shire, 2) the launch of the Goulburn River Valley Tourism Holiday Planner (2nd edition) and Smart Phone App, 3) Delivery of a Tender Right workshop for local trades and service businesses; and 4) Further advocacy to the State Government relating to the Toolangi Zipline proposal.

Strategic indicators	Target	Status	Comments
3.2.2 Number of initiatives to improve business infrastructure and service	Two initiatives per annum	Assessment premature	

3.2.1 Support the development and implementation of the Hume ICT (Digital) Strategy and the Hume NBN Business Readiness Plan

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
3.2.1.1	Promote the NBN Small Business Readiness Tool as part of the implementation of the Hume NBN Business Readiness plan	Manager Economic Development	28/02/2014	On schedule	The NBN Business Readiness Diagnostic tool has been trialled and found to be easy to undertake and supported by a range of resources that can be accessed by businesses that complete the diagnostic. Access to this on line business development tool will be promoted in the final Murrindindi News, local media and via the local business and tourism association databases.

3.2.2 Support further growth and development of the Yea Sale Yards subject to the availability of grant and reserve funds

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
3.2.2.1	Develop a business case for the potential lease of additional land to support further enhancement of facilities at the Yea Saleyards for Council's consideration.	Coordinator Procurement	30/06/2014	On schedule	The committee is currently refining the future construction plans which will determine the total land area required and the shape of that land around the existing footprint of the saleyards.

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
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The requirements for holding pens, additional loading ramps, truck parking and truck wash will be key in determining the amount of land required.

3.2.3 Facilitate opportunities to increase utilisation of available industrial land in the Shire

Code	Responsible	Target	Status	Comment on progress and outcomes
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3.2.3	Manager Economic Development	30/06/2014	On Schedule	Council has sold the "old Alexandra Saleyards" site in Shamrock Street Alexandra with a clause in the contract that it must be developed or a buy back clause enabling re-purchase can be triggered. The intent of this clause is to encourage development of the site as opposed to it remaining undeveloped
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Officers are facilitating a process involving property owners in the Binns McCrae Road area in Alexandra to lead to the creation of a plan for development of that site for industrial purposes. Officers have provided advice relating to a potential future use of a site now zoned industrial in Narbethong that should lead to utilisation of that site in the near future.

3.2.4 Advocate to the State Government to broaden the range of business development opportunities in rural settings

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
3.2.4.1	Subject to the outcomes of the State review of Farming Zones, promote business development opportunities that align with agriculture in rural areas	Manager Economic Development	30/06/2014	On schedule	Officers are developing a process to promote the recent changes to the farm zone through local media outlets, with local business and tourism associations and via Murrindindi Incorporated. The changes allow a broader range of uses of land zoned farming, especially as they relate to tourism activities/developments.

3.2.5 In partnership with Mitchell and Mansfield Shire Councils, support initiatives to maximise the economic benefits of the Great Victorian Rail Trail

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
3.2.5.1	Work with Mansfield and Mitchell Council's to finalise, and commence implementation of, the rail trail Integrated Identity, Interpretative and Wayfinding Strategy	Manager Economic Development	31/03/2014	On schedule	Under the guidance of the Project Control Group, work continued to finalise the Integrated Identity, Interpretative and Wayfinding Strategy for the Great Victorian Railtrail. Following final sign off on the name, brand and style guide, development of the website and pocket riders guide progressed to the point where a marketing prospectus was completed and promoted to local businesses.

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
					Two well attended information sessions were held, one in Yea and one in Mansfield, that outlined the opportunities to buy in to the promotional and marketing initiatives and methods to register interest. The prospectus was received well by those in attendance. Further advertising and cold calling to promote the opportunities is being rolled out by the consultants, High Country Collective, charged with the responsibility to complete the strategy and sell the prospectus opportunities to local businesses.

3.3 Investment Attraction - We will support local business retention and growth and attract new business and residential investment to the Shire

Strategic indicators	Target	Status	Comments
3.3.1 Value of new commercial building developments	Three per cent increase per annum	Assessment premature	
3.3.2 Number of investment attraction events/ initiatives delivered	Two per annum	Assessment premature	

3.3.1 Implement a business attraction and investment campaign

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
3.3.1.1	Support the finalisation of the bushfire recovery funded Murrindindi Business Prospectus and commence implementation of a business investment and attraction campaign	Manager Economic Development	30/06/2014	On schedule	The Fire Recovery Unit from Regional Development Victoria is working towards finalisation of financial arrangements with Lake Mountain Alpine Resort (LMAR) regarding LMAR relinquishing and handing over the Business Investment Prospectus project. Once these arrangements have been completed, negotiations between Council and FRU will clarify the scope and timeframes of the project in its new form (i.e. a shire wide project with an expanded steering committee) and see progress to a delivery plan. The Business Investment Prospectus project is the key activity in the investment attraction plan.

3.3.2 Participate in a range of State Government sponsored initiatives that encourage people to Live, Work and Invest in rural and regional Victoria

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
3.3.2.1	Participate in the 2014 Regional Living Expo and associated promotional activities	Manager Economic Development	30/04/2014	On schedule	Plans to participate in the Regional Living Expo from 11 to 13 April 2014 progressed well in the quarter. The decision was taken to once again team up with Mitchell, Mansfield, Benalla and Strathbogie Councils to promote the region as a collective. This will also see the region co-located,

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
					co-branded and with a common theme at the expo as has been the case for the past two expos. Key business people associated with the new shire wide peak business body, Murrindindi Inc, have been invited to join Council officers at the expo to speak with prospective relocators and investor

3.3.3 Support developers through the regulatory requirements of Council

Code	Responsible	Target	Status	Comment on progress and outcomes
3.3.3	Manager Economic Development	30/06/2014	Ongoing	<p>Officers continue to offer pre application meetings for investors to enhance the potential of smooth and timely passage through the various regulatory steps required.</p> <p>These meetings often involve a range of officers from the planning, building, health and infrastructure units of Council. Once developments are underway the offer of facilitated post application meetings are also extended as the need arises.</p> <p>In the quarter, businesses from Marysville, Yarck, Buxton and Alexandra took advantage of this service.</p>

3.3.4 Support the creation of strong economic leadership in the Shire through the development of the Murrindindi Business and Tourism Association

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
3.3.4.1	Facilitate the formal establishment of the Murrindindi Business and Tourism Association	Manager Economic Development	31/12/2013	On schedule	The concept of a shire wide peak business and tourism body (Murrindindi Inc) progressed well in the quarter with significant steps towards

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
					incorporation being achieved. A road show of open business forums that took in Thornton, Marysville, Alexandra, Yea and Kinglake were well attended, in the main, and the Murrindindi Inc idea was discussed at length and supported well. The steering group expects incorporation to occur before Christmas 2013.

3.3.5 Investigate opportunities to attract investment in residential facilities for retiree and aged sectors

Code	Responsible	Target	Status	Comment on progress and outcomes
3.3.5	Manager Economic Development	30/06/2014	Not Due To Commence	Work is expected to begin in January 2014

3.3.6 Continue to engage with businesses and relevant agencies through the Economic Advisory Committee and liaison with key industry associations

Code	Responsible	Target	Status	Comment on progress and outcomes
3.3.3	Manager Economic Development	30/06/2014	Ongoing	As the need arises, local business association representatives, potential investors and government representatives are invited to speak to the Economic Development Advisory committee to inform the committee of future plans and to have the opportunity to engage in dialogue. Plans are underway to see a regular interaction between representatives of Murrindindi Inc and the committee.

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3.3.7 Identify and promote opportunities for growth in housing and business development in and around the Shire's main townships

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
3.3.7.1	Investigate the capacity to expand residential and business investment in and around the Shire's major townships	Manager Economic Development	30/06/2014	On schedule	Officers have begun developing a strategy to "grow the rate base". Part of this strategy will focus on the potential to attract residential and business investment in and around the major (served) towns. An audit of available residential, commercial and industrial land is underway as a way to inform the strategy.

3.4 Tourism Development - We will increase the economic, social and cultural benefits to the Shire of a growing tourism sector

Strategic indicators	Target	Status	Comments
3.4.1 Tourism visitation to the Shire – Goulburn River Valley Tourism (GRVT)	Five per cent per annum increase in day trips	Assessment premature	

3.4.1 Support the initiatives of the GRVT and Marysville and Surrounds Marketing and Events Program to promote visitation to the Shire

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
3.4.1.1	Promote visitation to the Shire through development and distribution of marketing materials and attendance at promotional expos in partnership with	Manager Economic Development	30/06/2014	Ongoing	Officers assisted with proof reading, review and distribution of the 2nd Edition of the regional Holiday Planner that was launched on the 10th of July at Mitchellton Winery, and have ongoing input

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
	GRVT				into the content on the Goulburn River Valley Tourism website and E Newsletter (the online monthly newsletter). Council has also contributed to the production of a regional wine produce brochure aimed at supporting farm gate sales and building/promoting touring options for visitors.

3.4.2 In partnership with GRVT actively encourage investment in, and support development of new tourism product, attractions and accommodation options in the Shire

Code	Responsible	Target	Status	Comment on progress and outcomes
3.4.2	Manager Economic Development	30/06/2014	Ongoing	<p>Council officers are part of a steering committee guiding the process to develop a Destination Management Plan (DMP) for the Goulburn River Valley region. Among other outcomes the DMP process will see finalisation of a product audit and gap analysis as well as an investment attraction plan for tourism based investment opportunities across the GRVT region. Interactions with other Council staff and members of the local business and tourism sectors have begun and business people to recruit for one on one interviews have been identified.</p> <p>These interviews will take place in the second quarter.</p> <p>Outcomes from the DMP will also inform the activities to be undertaken in the Business Investment Prospectus project.</p>

3.4.3 Assess the feasibility of extending the Great Victorian Rail Trail from Alexandra to Eildon

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
3.4.3.1	Complete a feasibility assessment of a Great Victorian Rail Trail link between Alexandra and Eildon	General Manager Infrastructure Services,	30/06/2014	On schedule	A consultant's brief has been prepared and is due for distribution in January 2014

3.4.4 Support event managers in the establishment and delivery of new tourism events across the Shire

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
3.4.4.1	Promote access to tourism event funding through the Marysville and Surrounds Marketing and Events Program	Manager Economic Development	30/06/2014	Ongoing	The timeline for funding in the current round of the Marysville and Surrounds Events program saw applications close in September 2013. Funding support was granted to 13 events. Three of these were community events and the other 10 were larger tourism events. There is one more round of funding available in the program which will close in May 2014. Access to the program is promoted widely through local print media, UGFM and on Council's website among others.

3.4.5 Support the development of the Y Water Centre at Yea Wetlands as a tourism attraction

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
3.4.5.1	Support the establishment of the accredited Visitor Information Centre as part of the Y Water Centre at Yea	Manager Economic Development	30/04/2014	On schedule	Officers have provided support to the Y Water Centre Incorporated body, the Y Water Centre Project Control Group and the Yea Business and

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
	Wetlands				Tourism Association in the development of a plan for accreditation and sustainability of the visitor information centre. The plan includes identifying income streams, developing systems and practices required for accreditation and specific retail plans. It is intended that accreditation will be achieved prior to the opening of the Centre in March 2014.

3.4.6 Develop tourism markets that align with the product strengths of the region (e.g., cycle tourism, equine and picnic racing, nature based tourism)

Code	Responsible	Target	Status	Comment on progress and outcomes
3.4.6	Manager Economic Development	30/04/2014	Ongoing	The key focus for the quarter has been on initiatives relating to the cycle tourism market. Marketing for the Great Victorian Railtrail has included the ongoing work on the name, brand, colour palette and style guide as well as solid progress towards a signage strategy that includes recommendations for business, safety, wayfinding and interpretive signage. The need for interim advertising for the trail has seen promotions under the new name in the GRVT Holiday Planner, creation of an updated brochure and consideration being given to a range of other cycle specific publications and websites.

OUR COUNCIL

4.1 Leadership- We will demonstrate visible leadership and advocacy

Strategic indicators	Target	Status	Comments
4.1.1 Community participation in forums and number of forums held	Delivering a minimum three community forums a year that actively encourage community participation.	Target achieved	Council led three community forums during the quarter
4.1.2 Advocacy to the State and Federal Governments	Advocate on behalf of the community on a minimum of 10 issues a year	Partially met	Council advocated on 6 issues during the quarter
4.1.3 Adoption of the Murrindindi 2030 Vision	Adopting the Murrindindi 2030 Vision by 31 December 2013	Unlikely to be met by required date	Visioning work likely to be completed in March 2014 quarter

4.1.1 Involve community leaders in regular advocacy to State and Federal Governments on local needs and issues

Code	Responsible	Target	Status	Comment on progress and outcomes
4.1.1	Chief Executive Officer	30/06/2014	Ongoing	Council has assisted the establishment of an industry representative's body to assist the Houseboat Industry in maximising its growth and addressing regulatory challenges. Council has auspiced a grant for the Alexandra Timber Tramways Association regarding master planning of its site and surrounds. In addition, Council has supported the establishment of the Rivers and Ranges Community Leadership Program will support community leaders in their advocacy.

4.1.2 Actively develop and implement a long term vision for the Shire of Murrindindi

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
4.1.2.1	Complete the Murrindindi 2030 Vision	Chief Executive Officer	31/03/2014	On schedule	Working groups comprising Councillors and officers have been established, based upon the four themes of People, Community, Place and Opportunity. These working groups have identified a vision for each theme, values and opportunities for improvement along with goals and aspirations to achieve the desired outcomes by 2030. Once this work is completed, a draft document for community consultation will be developed.
4.1.2.2	Develop a long term plan for the implementation of the Murrindindi 2030 Vision	Chief Executive Officer	30/06/2014	On schedule	Once the draft Murrindindi 2030 Vision is prepared, work will commence on the development of a long term implementation plan.

4.1.3 Building community relationships and trust through community forums and engagement

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
4.1.3.1	Building community relationships and trust through community forums and engagement	General Manager Corporate and Community Services	30/06/2014	On schedule	Three community forums were conducted during the quarter. The Taggerty Community Projects Meeting was held in September, where the community received an update on, and provided input into, six community projects in Taggerty. A Tender Right Workshop was held in Alexandra in July which provided an opportunity for local businesses and contractors to learn more about placing tenders for the provision of goods and

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
					services to Council. During September Council's Economic Development team in partnership with local business and tourism associations held forums in Yea, Alexandra, Thornton, Marysville and Kinglake to introduce the concept of Murrindindi Incorporated, a new peak body for businesses within the Murrindindi Shire.

4.1.4 Communicate key Council decisions and strategies to the community in a variety of ways

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
4.1.4.1	Advocate on behalf of the community on a minimum of 10 issues	General Manager Corporate and Community Services	30/06/2014	On schedule	<p>Council continues to advocate for support from the State Government to cover the on-going operating, maintenance and renewal costs associated with the gifted and novated assets as a result of the 2009 fires.</p> <p>Council has also advocated to VicRoads through the Goulburn Valley Municipal Cluster and regional meetings which has led to VicRoads agreeing to work with Council to assess a practicable east-west route between the Melba Highway and Maroondah Highway; and assess the benefits of Variable Message Signs to assist traffic management in emergency situations when the Maroondah Highway is closed.</p>

There has been advocacy to the Victorian Government, with support from the Hume Local Government Network and the High Country Councils Coalition, for the provision of funding for both the initial capital and the ongoing maintenance of trails.

Council with the backing of the Hume Local Government Network has supported the Interface Group of Councils to make representations to the State Government on the Fire Services Property Levy, particularly in relation to the differences between the levies applied to areas within the CFA and MFB districts.

Council has provided its support for the Kinglake Ranges Business Network (KRBN) for funding under the Putting Locals First program to undertake a series of tourism related initiatives across the Kinglake Ranges and the western corridor of the shire.

To further enhance economic opportunities within the shire, Council has supported an application for funding to establish a Fly Fishing Lodge, Guided Eco Experience Tours and a Personal Skills Training development project in the Buxton region.

4.2 Customer Service - We will deliver quality customer outcomes by implementing better ways of doing things

Strategic indicators	Target	Status	Comments
4.2.1 Community perception of performance for customer service	A score of 66 or more in the annual community satisfaction survey	Assessment premature	
4.2.2 Number of business processes implemented	Improving a minimum of five business processes a year	Assessment premature	

4.2.1 Build on our customer service and communications with the community

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
4.2.1.1	Establish an Electronic Customer Service Request System	Manager Customer & Communications	30/06/2014	On schedule	Initial discussions have taken place in relation to establishing an electronic on-line customer request form. Development work will continue over coming months.

4.2.2 Continue to improve our processes to enhance the efficiency and effectiveness of the organisation

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
4.2.2.1	Implement business process improvements related to: Governance, Procurement Roadmap, Electronic Document Management System, Finance Systems, Murrindindi Services Review	General Manager Corporate and Community Services & Manager Business Services	30/06/2014	Ongoing	Work has progressed in reviewing and updating the delegations and governance arrangements associated with Council's Section 86 volunteer-based committees of management. This work is designed to ensure improved compliance with the Local Government Act and to assist these committees to improve governance and administrative practices.



Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
					<p>During the quarter the Council launched its new Electronic Document Management System, which is being progressively implemented across the organisation to improve paper-based and digital record and information management, increase overall efficiency in administrative procedures and improve customer service.</p> <p>Improved value for money associated with Council's procurement processes is being sought through the implementation of several large tender processes to select a panel of approved suppliers across a range of common goods and services used by Council in its operations. Work during this quarter involved the development of specifications that will form the basis of the tenders called.</p>

4.3 Financial Sustainability - We will administer sound financial management practices

Strategic indicators	Target	Status	Comments
4.3.1 Rate base increased by- overall Capital Improved Value and new and quality developable lots	Increasing the shire's Capital Improved Value by 1.5 per cent each year and increasing the number of developable lots across the Shire	Assessment premature	
4.3.2 VAGO (Victorian Auditor-General's Office) overall financial sustainability risk assessment indicator	Ensuring that VAGO (Victorian Auditor-General's Office) overall financial sustainability risk assessment indicators remain in the low category	Target achieved	Result for 2013 indicates that Murrindindi Shire Council has a low risk of financial sustainability concerns
4.3.3 Completion of the review of the Rating Strategy	Completing the review of the Rating Strategy by 31 December 2013	Unlikely to be met by required date	It is likely this work will be completed in the March 2013 quarter.

4.3.1 Growing our rate base through diligent planning

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
4.3.1.1	Develop and coordinate a master plan for growing the rates base	General Manager Corporate and Community Services	30/06/2014	On schedule	Some preliminary work has commenced to identify opportunities to better utilise existing developable land in and around the townships of the Shire. Work to develop the Plan will commence full in the next quarter.

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4.3.2 Provide value money through the delivery of long term financial plans

Code	Responsible	Target	Status	Comment on progress and outcomes
4.3.2	General Manager Corporate and Community Services	30/06/2014	On schedule	Officers commenced a review of the Council's long term financial planning process during the quarter in preparation for the development of the 2014/2015 Budget

4.3.3 Practising responsible grants management and how we access our grants

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
4.3.3.1	Increase capacity to attract grants	General Manager Infrastructure Services	30/06/2014	Ongoing	Following an external recruitment process, the new Grants Coordinator was appointed in late September 2013. The focus of this new role is to build the capacity of community groups and council officers to successfully attract grant funds. Capacity building activities will include individual coaching as well as informal and formal training to develop skills in key grant activities such as developing a strong application, grant administration and paperwork and demonstrating project success in grant acquittals.

4.3.4 Promoting an equitable rating strategy for all ratepayers

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
4.3.4.1	Complete and implement the review of the Rating Strategy	General Manager Corporate and Community Services,	31/03/2014	On schedule	During the quarter the Council explored several options for Council's Rating Strategy which were outlined in the Rating Strategy Review Report compiled by Council's consultants Macroplan in

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Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
		Manager Business Services			February 2013. Further work is being undertaken by officers to model different rating scenarios to assess the impact of potential changes to the distribution of the rate burden across different rating categories

4.4 Staff - We will have engaged and professional staff

Strategic indicators	Target	Status	Comments
4.4.1 Staff Satisfaction	Internal staff satisfaction results to improve year on year and staff sick leave days reduced by 1 per cent per annum	Assessment premature	
4.4.2 Number of staff training days	Staff training days increased by 1 per cent per annum	Assessment premature	
4.4.3 Number of health and safety programs conducted	Providing a minimum of four health and safety programs each year	Assessment premature	

4.4.1 Ensure a healthy and safe workplace for all staff

Code	Responsible	Target	Status	Comment on progress and outcomes
4.4.1	HR Advisor	30/06/2014	Ongoing	The organisation ran a mental health awareness day called "Are You OK" which included fund raising and promotion activities associated with mental health awareness. In addition defibrillators were installed in Yea, Alexandra and Kinglake offices as well as Yea Saleyards and training conducted in their use.

4.4.2 Provide staff training and professional development opportunities

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
4.4.2.1	Develop and implement a training register	HR Advisor	30/06/2014	On schedule	A draft projection of training required across the organisation to June 2013 has been developed. This will need to be updated with the outcomes of training plans which are being compiled as part of the development of annual departmental business plans.
4.4.2.2	Provide staff training and professional development opportunities	HR Advisor	30/06/2014	Ongoing	All staff participated in training concerning the detection and prevention of fraud. In addition several attendance-based and online training opportunities were provided involving individual staff members during the quarter. In total the equivalent of 133 staff training days were undertaken during the quarter.

4.4.3 Provide workforce development and succession planning opportunities.

Code	Responsible	Target	Status	Comment on progress and outcomes
4.4.3	HR Advisor	30/06/2014	On schedule	A Workforce and Development Plan has been prepared and is being considered by Council's management team in order to establish implementation priorities for workforce development to commence in the October to December quarter.