MINUTES

ORDINARY MEETING OF COUNCIL HELD AT WUNGHNU, RECREATION RESERVE BUILDING, MONDAY 17 MARCH 2014

The meeting commenced at 6.00 pm.

PRESENT	Councillor Peter Mansfield (Mayor)	
	Councillor Kevin Bourke	
	Councillor Gary Cleveland	
	Councillor Ed Cox	
	Councillor Brian Keenan	
	Councillor Don McPhee	
	Councillor Marie Martin	
	Councillor Alex Monk	
IN ATTENDANCE:	Peter Bertolus	Acting Chief Executive Officer
	Bruce Connolly	Acting Director Community
	Alison Coe	Director Corporate Governance
	Rick Devlin	Manager Operations

1. CALLING TO ORDER - CEO

2. PRAYER

Almighty God we humbly ask you to guide our deliberations for the welfare and benefit of the Moira Shire and its people whom we serve.

Amen

3. ACKNOWLEDGEMENT OF COUNTRY

We, the Moira Shire Council, would like to acknowledge the traditional owners of the land upon which we meet and pay our respects to their Elders both past and present.

Opening statements from Council Mayor Peter Mansfield

Attendance by Local Government Victoria

"Moira Shire Council met today with Nick Foa, head of the Department for Local Government to discuss governance and councillor conduct concerns raised by the previous Minister at her recent meeting with Moira Shire Council Mayor and Acting-CEO.

The meeting was very constructive and identified a number of ways Council and Councillors can improve the governance processes at the Shire. Our goal is to make the Moira Shire the ideal place to live, work, visit and invest. Good governance is vital to investor and community confidence in our leadership. I am confident that after today's discussions we are on the right track.

It was important for the wider community to know that the Minister did not signal concerns with the operational or financial management of the Council.

Late next month we will take our draft 2014/15 budget out for public consultation and this will clearly demonstrate the steps we have taken to improve our financial position and deliver value for money services to our ratepayers

Appointment of a new CEO in coming weeks will mark a further step forward.

The appointment will end nearly 6 months of temporary arrangements and will provide some further certainty for everyone especially staff.

Welcome of special guests

“I would like to welcome special guests Laurie and Denise Kennedy who, representing the committee of management for the Wunghnu Recreation reserve and the Wunghnu community have assisted greatly in recent bushfire recovery and in preparation for this evenings meeting.

I’d also like to thank the Allan Marshall and he 4 Wheel Drive Club members for their assistance provided following the floods and the recent fires.’

4. APOLOGIES & REQUESTS FOR LEAVE OF ABSENCE

Cr Wendy Buck requested a leave of absence from 6 March 2014 to 20 March 2014. This was minuted at the 17 February 2014 Ordinary meeting.

5. DECLARATION UNDER ACTS, REGULATIONS, CODES OR LOCAL LAWS

Nil

6. DECLARATION OF ANY INTEREST OR CONFLICT OF INTEREST

Cr Alex Monk declared an indirect conflict of interest for item 9.2.2 Small Grants Scheme – January Round 2013/14 as Cnr monk is on the baord of Cobram District Health.

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

MOTION:

CRS BRIAN KEENAN / ALEX MONK

"That the minutes of the Ordinary Council Meeting held on Monday, 17 February 2014, as prepared and circulated, be confirmed."

(CARRIED)

8. COUNCILLOR REPORTS

NIL

9. OFFICER REPORTS FOR DETERMINATION

9.1 CORPORATE GOVERNANCE

	YARRAWONGA CARAVAN PARK - RENEWAL OF LEASE	6
9.1.1	FINANCIAL POSITION REPORT AS AT 28 FEBRUARY 2014	12
9.1.2	NON SUBMISSION OF REGISTER OF INTEREST RETURNS	19

9.1.3 COUNCIL PLAN 2013/14 FEBRUARY 2014 MONTHLY REVIEW 22

9.1.4 NEW GOULBURN VALLEY LOCAL GOVERNMENT WASTE FORUM 65

9.2 COMMUNITY

9.2.1 SECTION 86 COMMITTEE OF MANAGEMENT REPRESENTATIVE APPOINTMENTS - AMENDMENTS 67

9.2.2 SMALL GRANTS SCHEME - JANUARY ROUND 2013/14 70

9.2.3 DELEGATION TO APPOINT THE CHIEF EXECUTIVE OFFICER 74

9.3 SHIRE DEVELOPMENT AND LIVEABILITY

NIL

10. OFFICER REPORTS FOR INFORMATION AND DECISION

10.1 CORPORATE GOVERNANCE

10.1.1 ASSEMBLIES OF COUNCILLORS 77

10.2 COMMUNITY

NIL

10.3 SHIRE DEVELOPMENT AND LIVEABILITY

10.3.1 BUILDING AND PLANNING PERMIT ACTIVITY REPORTS 84

11. ACTION OFFICERS LIST

11.1 ACTION OFFICERS LIST 91

12. NOTICES OF MOTION

NIL

13. PETITIONS AND JOINT LETTERS

NIL

14. COUNCIL SEAL

NIL

15. GENERAL BUSINESS 99

16. QUESTIONS FROM PUBLIC GALLERY 100

17. STANDING ORDERS 103

18. CONFIDENTIAL BUSINESS

19. CONFIDENTIAL ACTION OFFICERS LIST

20. URGENT OR GENERAL CONFIDENTIAL BUSINESS

21. CLOSE OF MEETING

PETER BERTOLUS
ACTING CHIEF EXECUTIVE OFFICER

SUSPENSION OF STANDING ORDERS

CRS KEVIN BOURKE / DON MCPHEE

That standing orders be suspended.

(CARRIED)

FILE NO: 100.01.0001 3. OUR COMMUNICATIONS AND PROCESSES	ITEM NO: (ACTING DIRECTOR, COMMUNITY , BRUCE CONNOLLY) (ACTING, CHIEF EXECUTIVE OFFICER, PETER BERTOLUS)

YARRAWONGA CARAVAN PARK - RENEWAL OF LEASE

1. Executive Summary

This report was moved from the March Confidential meeting agenda to the Ordinary meeting agenda for reasons of transparency. The figure hidden from this report is for reasons of commercial in confidence. This figure is included in a report to be considered by Council at its April meeting as part of the Confidential agenda.

Council is the Lessor for four caravan parks. Each caravan park is leased to a private, commercial operator who is responsible for the day to day operation and management of the park and to provide ongoing services to the community in accordance with their lease. Council's asset maintenance role is provided in each of the lease documents.

The four Caravan Parks are:

- Yarrawonga Caravan Park
- Barmah Caravan Park
- Cobram Caravan Park
- Numurkah Caravan Park

Three caravan parks (Yarrawonga, Barmah and Numurkah) are situated on Crown Land and are leased in accordance with section 17D of the Crown Land Act 1978. Council acts as the Committee of Management over the Crown Land and as Lessor to the caravan park Lessees. The remaining park, Cobram, is located on Council owned land.

In the same way as privately owned caravan parks, lessees are responsible for the registration and operation of the caravan parks in accordance with the Residential Tenancies Act 1997 and the Residential Tenancies (Caravan Parks and Moveable Dwellings Registrations and Standards) Regulations 2010.

The lease for the Yarrawonga Caravan Park is due to expire on the 1st November 2015 and Council needs to consider the appropriate course of action immediately. The leases for the remaining caravan parks are not due for renewal in the near future and will be subject to separate reports.

Council has two options for the Yarrawonga Caravan Park at this time:

1. Direct that an open tender process be implemented in accordance with Clause 5.3.2 of the State Government's Leasing Policy for Crown Land in Victoria 2010, which states:

> "**5.3.2 Allocating leases in a fair and equitable manner**
>
> ***New leases:*** A competitive selection process will apply to the leasing of Crown land. This may be conducted through a formal lease tender process, expression of interest process or other means approved by the Minister.
>
> The selection of tenants through a competitive selection process is particularly relevant to commercial leasing. A competitive process improves probity, and is better able to address conflicts of interest (real or perceived) and transparency in the decision-making process. It also provides an opportunity for interested parties to compete for a lease (the closed nature of direct negotiations creates a perception that private interests could influence or be seen to influence the outcome of a selection process).

FILE NO: 100.01.0001 **3. OUR COMMUNICATIONS AND PROCESSES**	**ITEM NO:** (**ACTING DIRECTOR, COMMUNITY , BRUCE CONNOLLY**) (**ACTING, CHIEF EXECUTIVE OFFICER, PETER BERTOLUS**)

YARRAWONGA CARAVAN PARK - RENEWAL OF LEASE (cont'd)

There are special circumstances where it may be impractical to use a competitive process and direct negotiations are an acceptable way to achieve an outcome which serves the community interest (see below).Land managers should fully examine whether a direct negotiation process is the most suitable course of action and explore the alternatives before seeking Ministerial approval to negotiate directly with a proponent.
Regardless of whether a competitive or direct negotiation lease allocation process is used, it must be fair, open and impartial.

Renewal of lease to incumbent tenants: A proposal to grant a new lease to an incumbent tenant may be considered by the Minister subject to the same considerations as a new lease. Generally, proposals to issue a new lease to an incumbent tenant will not be considered until at least 50% of the term of the lease has expired.
Any further term of lease to an incumbent tenant will be through the grant of a new lease. A variation of lease cannot be used to extend the term of a lease to an incumbent tenant.

Ministerial approval: The final decision to allocate a lease through a direct negotiation process instead of a competitive allocation process rests with the Minister at the time of the AiP to lease. The Minister may require as a condition of the AiP that the Crown land manager or the proponent undertake a public notification process of the intention to negotiate directly."

2. Seek approval from the Minister for Environment and Climate Change to continue to negotiate with the existing Committee of Management. This process to date has included numerous meetings to discuss a future lease, which included a request for detailed information to enable to Council to make an informed decision. However, the Committee failed to provide the requested information by the due date;

It should be noted that whichever option is selected Council must first make a recommendation to the Minister for Environment and Climate Change and the Minister will determine the process to be used to award a new lease and the Terms and Conditions of that lease.

2. Discussion

The Yarrawonga Caravan Park is situated on Crown Land for which Council is the appointed Land Manager under the Crown Land (Reserves) Act 1978. Council leases the park to a Committee of Management, which in turn, has a contract in place with the park manager for the daily operation of the park.

The Committee is a separately incorporated body not empowered or controlled by Council except as far as the lease allows and consists of community members not appointed by Council.

The lease between Council and the Committee of Management commenced 1 November 1994 for a 21 year term, until 1 November 2015. Council receives rental income of [redacted] from the caravan park lease which contain periodical opportunities for rental reviews.

The caravan park is located on land which has some potential to increase the number of tenable sites. Maintenance requirements are expected to remain largely reactive, however, a structural inspection and condition audit of the buildings would provide the information to develop a long term strategic maintenance and capital renewal program for the future.

FILE NO: 100.01.0001 **3. OUR COMMUNICATIONS AND PROCESSES**	**ITEM NO:** (**ACTING DIRECTOR, COMMUNITY , BRUCE CONNOLLY**) (**ACTING, CHIEF EXECUTIVE OFFICER, PETER BERTOLUS**)

YARRAWONGA CARAVAN PARK - RENEWAL OF LEASE (cont'd)

Options for Council
Options in relation to the Yarrawonga Caravan Park include:

- Market testing for a tenant and enter into a new lease;
- Negotiate a new lease with the incumbent tenant;
- Direct management by Council using council staff;
- Direct management by Council using a contracted manager;
- Resign as Land Manager.

All Crown Land Parks
Council may consider the ramifications of resigning as the Land Manager over the parks located on Crown Land. However, it is likely that this will lead directly to the closure of the parks if the Department of Environment and Primary Industry ('DEPI') does not itself assume the role of lessor or finds another suitable body to act in this role.

Historically, DEPI has not been prepared to appoint entities or organisations other than Councils or other government departments as Land Managers. DEPI itself directly manages large areas of Crown Land which do not involve the management of any built infrastructure other than what is related to the preservation and maintenance of native bushland areas and forest reserves.

Should Council seek to directly manage and operate any of the parks located on Crown Land there will be a significant cost to purchase or re-establish infrastructure belonging to the tenants.

3. Financial Implications

There are no financial implications for Council in the current budget period.

4. Community Consultation

There has been no community consultation conducted in the preparation of this briefing report.

5. Internal Consultation

This report has been compiled by the Assets Executive and Executive Manager Business and Innovation.

6. Legislative / Policy Implications

The issues relating to the operation, management and leasing of caravan parks is governed by numerous pieces of legislation including:

Crown Land (Reserves) Act 1978
Local Government Act 1989
Residential Tenancies Act 1997
DEPI Leasing Policy for Crown Land 2010

7. Environmental Sustainability

There is no environmental impact

8. Conflict of Interest Considerations

There are no known Officer conflicts of interests to declare.

FILE NO: 100.01.0001 **3. OUR COMMUNICATIONS AND PROCESSES**	**ITEM NO:** (**ACTING DIRECTOR, COMMUNITY , BRUCE CONNOLLY**) (**ACTING, CHIEF EXECUTIVE OFFICER, PETER BERTOLUS**)

YARRAWONGA CARAVAN PARK - RENEWAL OF LEASE (cont'd)

9. Conclusion

While Council has the opportunity to consider the numerous options for management of the Yarrawonga Caravan Park, the process to select a lessee must be approved by the Minister for Environment and Climate Change.

It is recommended that Council seek approval from the Minister to conduct an open and transparent tender process in accordance with the Leasing Policy for Crown Land 2010.

Attachments

Nil

RECOMMENDATION

That Council approach the Minister with a view of gaining the permission of the Minister to extend the lease with the current operators of the Yarrawonga Holiday Park for a period to be determined

MOTION

CRS ED COX / DON MCPHEE

That Council approach the Minister with a view of gaining the permission of the Minister to extend the lease with the current operators of the Yarrawonga Holiday Park for a period to be determined

(CARRIED)

Cr Alex Monk called for a division.

FOR	**AGAINST**
Cr Bourke	
Cr Cleveland	
Cr Cox	
Cr Keenan	
Cr Mansfield	
Cr Martin	
Cr McPhee	
Cr Monk	

(CARRIED)

RESUMPTION OF MEETING

CRS BRIAN KEENAN / KEVIN BOURKE

FILE NO: 100.01.0001 **3. OUR COMMUNICATIONS AND PROCESSES**	**ITEM NO:** (**ACTING DIRECTOR, COMMUNITY , BRUCE CONNOLLY**) (**ACTING, CHIEF EXECUTIVE OFFICER, PETER BERTOLUS**)

YARRAWONGA CARAVAN PARK - RENEWAL OF LEASE (cont'd)

That the Meeting be resumed.

(CARRIED)

SUSPENSION OF STANDING ORDERS

CRS ED COX / BRIAN KEENAN

That standing orders be suspended for 5 minutes to enable those wishing to leave from the first report to do so.

(CARRIED)

RESUMPTION OF MEETING

CRS BRIAN KEENAN / KEVIN BOURKE

That the Meeting be resumed.

(CARRIED)

As a result of the first report being put whilst standing orders were suspended, the Yarrawonga Holiday Park report was re put.

RECOMMENDATION

That Council approach the Minister with a view of gaining the permission of the Minister to extend the lease with the current operators of the Yarrawonga Holiday Park for a period to be determined

MOTION

CRS ED COX / DON MCPHEE

That Council approach the Minister with a view of gaining the permission of the Minister to extend the lease with the current operators of the Yarrawonga Holiday Park for a period to be determined

(CARRIED)

Cr Alex Monk called for a division.

FOR	**AGAINST**
Cr Bourke	
Cr Cleveland	
Cr Cox	
Cr Keenan	

FILE NO: 100.01.0001 **3. OUR COMMUNICATIONS AND PROCESSES**	**ITEM NO:** (**ACTING DIRECTOR, COMMUNITY , BRUCE CONNOLLY**) (**ACTING, CHIEF EXECUTIVE OFFICER, PETER BERTOLUS**)

YARRAWONGA CARAVAN PARK - RENEWAL OF LEASE (cont'd)

Cr Mansfield
Cr Martin
Cr McPhee
Cr Monk

(CARRIED

FILE NO: 180.11.0002 **3. OUR COMMUNICATIONS AND PROCESSES**	**ITEM NO: 9.1.1** (**ASSISTANT FINANCIAL ACCOUNTANT, KAY MORGAN**) (**DIRECTOR CORPORATE GOVERNANCE, ALISON COE**)

FINANCIAL POSITION REPORT AS AT 28 FEBRUARY 2014

1. Executive Summary

Highlights:

- Financial position as at 28 February 2014 is sound due to collection of 3rd instalment of rates and receipt of Grants Commission funding of $1.2M.

- Sundry debtors and infringement balances continue to be well managed with $0.71 million outstanding. This debt includes an amount > 90 days of $198,000 for sale of land due for payment in November 2014.

- Flood Recovery activity is drawing to a close but Wunghnu fires expenditure will be incurred in the next few months, but with only $35,000 to be paid by Council and the balance refunded as emergency management.

Lowlights:

- Rate objections processed to date have resulted in a CIV decrease of $4.81M which also reduced the property rate charges to be collected.

2. Discussion

Notes to Executive Summary Dashboard (Per attachment):

In most instances, Council is on track against its major indicators with the 90 day and >90 days debtors and capital projects highlighted as on track to meet their targets. As at 28 February 2014:

FILE NO: 180.11.0002
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.1
(ASSISTANT FINANCIAL ACCOUNTANT, KAY MORGAN)
(DIRECTOR CORPORATE GOVERNANCE, ALISON COE)

FINANCIAL POSITION REPORT AS AT 28 FEBRUARY 2014 (cont'd)

Executive Summary Dashboard

- On target
- On track to meet target
- below target

- ⇧ Performance Improving
- ⇩ Performance Declining
- ⇔ Performance Staying about the same

Rate Collection

General Rates & Charges	Feb-13	Feb-14	Rank	Progress
Arrears carried forward	1,251,064	1,310,464	On target	⇧
Total rates to be collected (amount levied)	22,211,499	29,168,983	On target	⇧
Collection to date	14,007,280	19,680,933	On target	⇧
No. of rateable assessments	16,909	17,063	On target	⇧
Rateable Valuation C.I.V	4,723,785	4,764,726	On target	⇔
Supplementary rate increase since adopted budget	386,231	-173,274	On track to meet target	⇔
Fire Services Levy				
Fire Services Levied	0	3,544,021	On target	⇧
Fire Services Collected	0	2,066,468	On target	
Supplementary Fire Services	0	1,974	On target	

Debtors

	Jan-14	Feb-14	Rank	Progress
Current	492,989	488,533	On target	⇧
30 Days	69,414	5,629	On target	⇧
60 Days	8,571	174	On target	⇧
90 Days	14,328	4,741	On target	⇧
> 90 Days	213,645	213,357	On track to meet target	⇧
	798,949	**712,434**		

Special Rate Debtors

	Feb-13	Feb-14	Rank	Progress
Principal Outstanding	53,834	49,199	On target	⇔
Interest Outstanding	1,893	1,312	On target	⇔
Total	**55,728**	**50,511**	On target	⇔

Infringements

	Jan-14	Feb-14	Rank	Progress
Infringement Balance Outstanding	120,392	129,831	On target	⇧

Capital Expenditure

	Budget	Actuals	Rank	Progress
Capital Projects for 2013/2014	10,105,873	5,668,083	On track to meet target	⇧
Total	**10,105,873**	**5,668,083**		

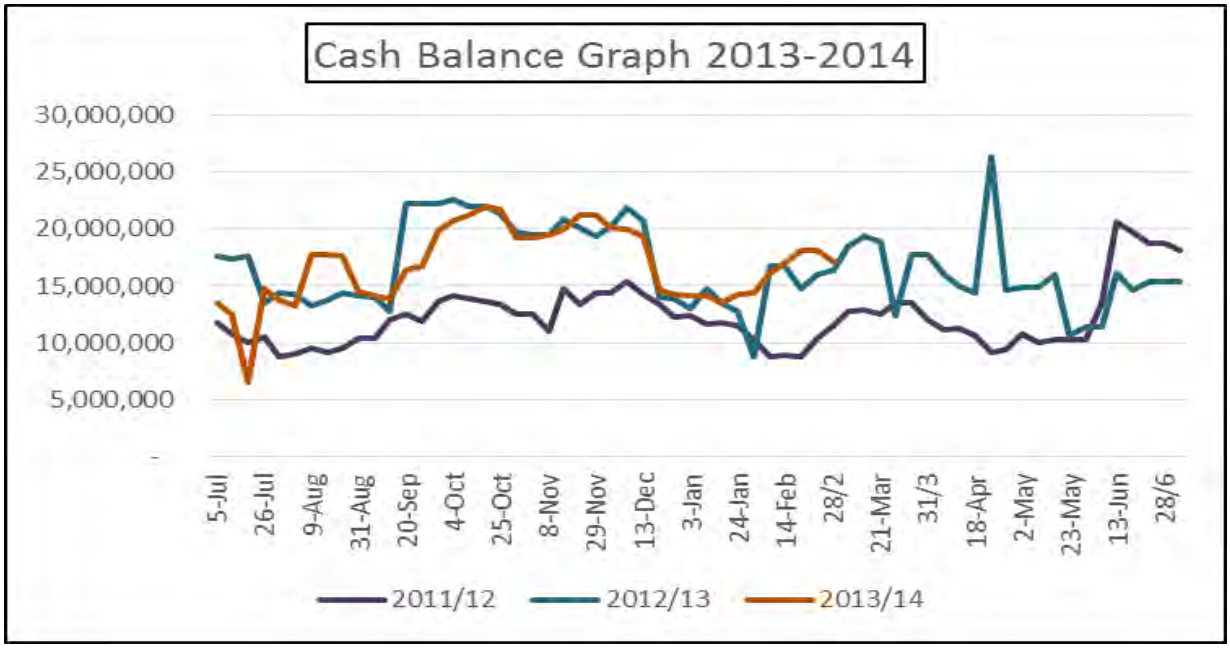
Summary Income Statement

FILE NO: 180.11.0002 3. OUR COMMUNICATIONS AND PROCESSES	ITEM NO: 9.1.1 (ASSISTANT FINANCIAL ACCOUNTANT, KAY MORGAN) (DIRECTOR CORPORATE GOVERNANCE, ALISON COE)

FINANCIAL POSITION REPORT AS AT 28 FEBRUARY 2014 (cont'd)

February 2014

Summary Income Statement	Current Year Adopted Budget 2013/2014 $	Approved Forecast as at 28 February 2014	Actuals to date as at 28 February 2014 (less Disaster Recovery)
INCOME			
Operating	(39,418,483)	(40,958,383)	(38,009,541)
Capital	(4,901,431)	(5,835,142)	(3,439,960)
	(44,319,914)	(46,793,525)	(41,449,501)
EXPENSES			
Operating	48,296,652	48,218,399	29,723,781
OPERATING (SURPLUS)/DEFICIT	3,976,738	1,424,874	(11,725,720)



Councils Cash Position as at 28 February 2014 is sound at $17.16 M due mostly to receipt of 3rd instalment of rates revenue and Grants commission funding of $1.2M being received.

FILE NO: 180.11.0002
3. OUR COMMUNICATIONS AND PROCESSES

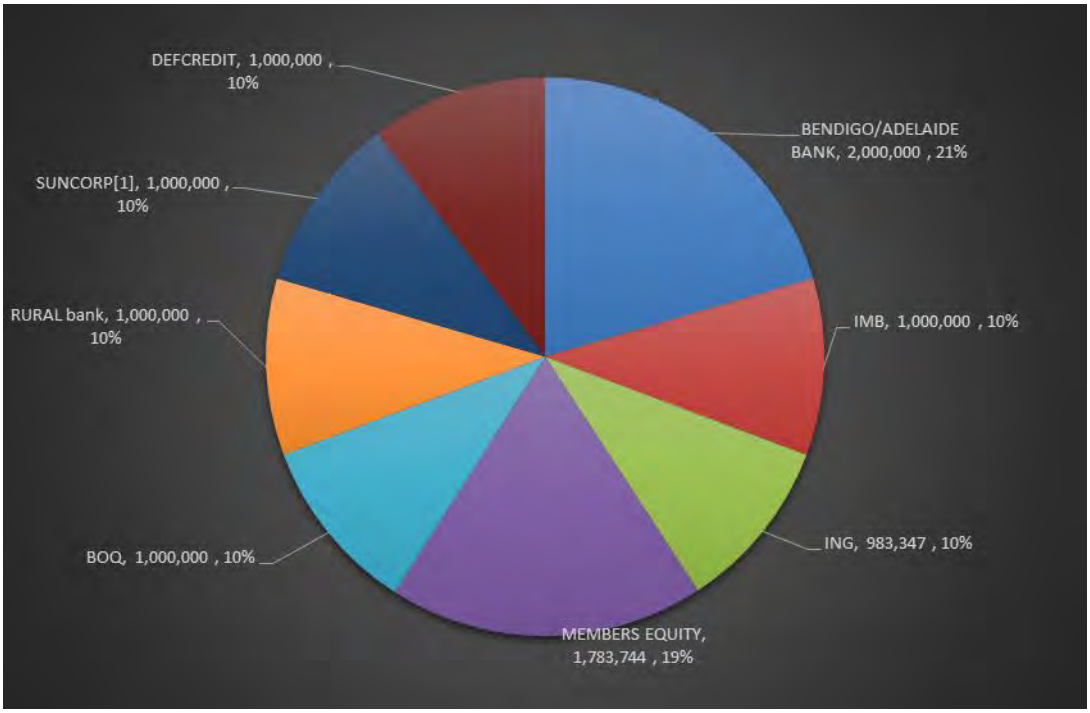
ITEM NO: 9.1.1
(ASSISTANT FINANCIAL ACCOUNTANT, KAY MORGAN)
(DIRECTOR CORPORATE GOVERNANCE, ALISON COE)

FINANCIAL POSITION REPORT AS AT 28 FEBRUARY 2014 (cont'd)

Current Investments as at 28 February 2014

Bank	Deposit amount
BENDIGO/ADELAIDE BANK	2,000,000
IMB	1,000,000
ING	983,347
MEMBERS EQUITY	1,783,744
BOQ	1,000,000
RURAL bank	1,000,000
SUNCORP[1]	1,000,000
DEFCREDIT	1,000,000
Grand Total	**9,767,091**

Active Investment Spread as at 28 February 2014



FILE NO: 180.11.0002
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.1
(ASSISTANT FINANCIAL ACCOUNTANT, KAY MORGAN)
(DIRECTOR CORPORATE GOVERNANCE, ALISON COE)

FINANCIAL POSITION REPORT AS AT 28 FEBRUARY 2014 (cont'd)

Capital Expenditure

(Figures and explanation as provided by Infrastructure & Planning Team)

Project completion	Budget 2013/2014	YTD actuals 2013/2014	Forecast Budget December
Capital Projects	10,105,873	5,668,083	10,434,440
Grand Total	**10,105,873**	**5,668,083**	**10,434,440**

CAPITAL WORKS SNAPSHOT – END FEBRUARY 2014

Master Account	Current Year Adopted Budget Incl Oncosts	31 Dec Budget Review Incl Oncosts	YTD Actuals	% Complete	Comments
Expenditure					
04250 - Capital Works to Assets	577,500	577,500	-		
04251 - Furniture Fittings & Other Equipment					
04252 - Plant & Equipment	1,003,600	1,003,860	693,063	69%	
04253 - Land Improvements	1,062,400	794,002	320,029	40%	Kennedy & Federation Parks deferred to 2014/15
04254 - Playground Equipment					
04256 - Land	1,431,800	1,020,000	253,172	25%	Budget to be increased to cover new tender ($2.2M)
04257 - Building Capital Works	1,332,531	2,054,382	904,170	44%	
04258 - Road Capital Works	3,827,797	4,121,537	3,106,509	75%	
04260 - Bridges	200,000	30,001	(0)	0%	Deferred to 2014/15
04261 - Kerb & Channel Works	200,000	287,572	190,353	66%	
04262 - Footpath Capital Works	63,669	54,276	3,111	6%	Minor works
04263 - Drainage Capital Works	406,576	476,000	187,103	39%	Drainage strategies to be completed soon for Yarrawonga & Numurkah
04264 - Other Assets	0	15,310	10,574	69%	
Expenditure Total	**10,105,873**	**10,434,440**	**5,668,083**	**54%**	**Year to date completed**
Income					
01550 - Plant Disposal Proceeds Income	0	0	(145,700)		
02200 - Capital Projects Income	(4,901,431)	(5,835,142)	(3,294,260)		
Income Total	**(4,901,431)**	**(5,835,142)**	**(3,439,960)**		
Total	**5,204,442**	**4,599,298**	**2,228,123**		

TOTAL WORKS COMMITTED: 66 % OVERALL ($1,206,690 COMMITMENTS)

FILE NO: 180.11.0002 3. OUR COMMUNICATIONS AND PROCESSES	ITEM NO: 9.1.1 (ASSISTANT FINANCIAL ACCOUNTANT, KAY MORGAN) (DIRECTOR CORPORATE GOVERNANCE, ALISON COE)

FINANCIAL POSITION REPORT AS AT 28 FEBRUARY 2014 (cont'd)

3. Financial Implications

There are no financial implications outside of the normal quarterly review.

4. Community Consultation

The following members of staff were consulted:

Directors, Corporate Governance;

Executive Engineer;

Acting Executive Manager, Assets & Construction

Finance Manager;

Finance Analyst;

Team Leader Revenue, Property and Valuation Services

Corporate Management Team

5. Internal Consultation

Council's Financial Position Report is provided on a monthly basis for public viewing in accordance with Council's open and transparent governance policy.

6. Legislative / Policy Implications

The report complies with:

- the Local Government Act S.136; and
- Council's Budget and Financial Reporting Policy.
- The 2013/14 to 2016/17 Council Plan Strategic Goal 4 and Strategic Resource Plan

7. Environmental Sustainability

Council's sound financial position continues to allow Council to implement and maintain its environmental projects.

8. Conflict of Interest Considerations

There are no officer conflict of interest issues to consider within this report.

9. Conclusion

Council is in a good underlying financial position as at 28 February 2014 and will continue to be, provided capital income, capital expenditure and operational growth are managed prudently.

Attachments

Nil

RECOMMENDATION

That Council receives and notes the Financial Position Report as at 28 February 2014.

FILE NO: 180.11.0002 **3. OUR COMMUNICATIONS AND PROCESSES**	**ITEM NO: 9.1.1** (**ASSISTANT FINANCIAL ACCOUNTANT, KAY MORGAN**) (**DIRECTOR CORPORATE GOVERNANCE, ALISON COE**)

FINANCIAL POSITION REPORT AS AT 28 FEBRUARY 2014 (cont'd)

MOTION

CRS ED COX / ALEX MONK

That Council receives and notes the Financial Position Report as at 28 February 2014.

(CARRIED)

FILE NO: F13/2557 **3. OUR COMMUNICATIONS AND PROCESSES**	**ITEM NO: 9.1.2** (**GOVERNANCE RECORDS OFFICER, MARGARET HINCK**) (**DIRECTOR CORPORATE GOVERNANCE, ALISON COE**)

NON SUBMISSION OF REGISTER OF INTEREST RETURNS

1. Executive Summary

Under the *Local Government Act* 1989 ("the Act"), Council must maintain a Register of Interests for Councillors, Members of Special Committees and Nominated Officers selected by the Chief Executive Officer.

Register of Interest Returns must be lodged twice a year, within 40 days of 30 June and 31 December. New committee members are required to complete a Primary Return within 30 days of becoming a member, following which the above ongoing timeframe applies for an Ordinary Return.

Council may exempt a member of a special committee, who is not a Councillor, from the requirement to submit a Register of Interest Return. Council previously resolved to exempt members of all Special Committees who are not Councillors from the requirement of submitting a Register of Interest return, with the exception of members of the Cobram and Yarrawonga Saleyards Committees of Management. Following a report to Council on 24 June 2013, Council further resolved to exempt members of all Special Committees who are not Councillors from the requirement to submit a Register of Interest return, with the exception of members of the following Committees which are considered to have significant financial responsibilities, effective from 1 October 2013, the date the current 4 year term of appointment commenced.

- Cobram Saleyards Committee of Management;
- Cobram Showgrounds Apex Reserve Committee of Management;
- Nathalia Showgrounds Reserve Committee of Management;
- Numurkah Showgrounds Reserve Committee of Management; and
- Yarrawonga Showgrounds/Victoria Park Committee of Management

Since the report to Council on the 24 June 2013 the Yarrawonga and Cobram Saleyards Committee of Management has been dissolved. Five members from the Showgrounds Committees of Management have not lodged their forms, two from Numurkah Showgrounds Reserve and one member from each of the Cobram Showgrounds Apex Reserve, Nathalia Showgrounds Reserve and Yarrawonga Showgrounds/Victoria Park Committees of Management.

It is recommended that Council suspend the five committee members from their Section 86 Committee of Management advising them in writing of their suspension also advising if their outstanding Returns are lodged within 14 days from date of the letter they would be reinstated if not they would be terminated from the Committee.

2. Discussion

A Register of Interest Primary Return for October 2013 was sent to each member of the Cobram Showgrounds Apex Reserve, Nathalia Showgrounds Reserve, Numurkah Showgrounds Reserve and Yarrawonga Showgrounds/Victoria Park Committees of Management on 7 October 2013 requesting that the Register of Interest Return be completed and returned to Council in the Reply Paid Envelope provided by 30 October 2013.

Whilst followed up by officers with those committees, as a reminder, correspondence was sent on 28 October 2013 to those committee members' who had not lodged the completed return. A further reminder was also sent on 26 November 2013 requesting the return be submitted, in this correspondence advice was also included that a report would be presented to Council recommending their removal from the relevant Committee of Management if their outstanding return was not received by Council.

FILE NO: F13/2557 **3. OUR COMMUNICATIONS AND PROCESSES**	**ITEM NO: 9.1.2** (**GOVERNANCE RECORDS OFFICER, MARGARET HINCK**) (**DIRECTOR CORPORATE GOVERNANCE, ALISON COE**)

NON SUBMISSION OF REGISTER OF INTEREST RETURNS (cont'd)

As at close of business on 8 February 2014 seven returns remained outstanding. Correspondence was sent on 9 February, informing the seven members that a Register of Interest Return was now required for January 2014 and also that the outstanding return for October 2013 was required to be lodged by 7 February.

Coincidentally, each of these committees had scheduled meetings in the last week of February and first week of March where this matter was to be raised.

Committee members were also advised that a Council report had been scheduled for the March Council meeting.

One of the outstanding returns has been received, one member had resigned from the relevant Committee however to date there are five returns still outstanding and it is recommended that Council suspend the five committee members with the option of reinstating them if their outstanding returns are lodged within a required timeframe if not they would be terminated from their relevant Section 86 Committee of Management.

3. Financial Implications

There are no financial implications associated with this report.

4. Community Consultation

There are no community consultations associated with this report.

5. Internal Consultation

The Director Corporate Governance has been kept informed of developments with this issue.

6. Legislative / Policy Implications

Council's statutory obligations under the *Local Government Act 1989* have been considered in the content of this report.

7. Environmental Sustainability

There are no environmental implications associated with this report.

8. Conflict of Interest Considerations

There are no council officer conflict of interest issues to consider within this report.

9. Conclusion

To adhere with Council's statutory obligations, it is recommended that the appointment of the five members who have outstanding Register of Interest Returns, be suspended with the option of reinstating them if their outstanding returns are lodged within a 14 day timeframe if not they would be terminated from their relevant Section 86 Committee of Management.

Attachments

Nil

RECOMMENDATION

FILE NO: F13/2557 **3. OUR COMMUNICATIONS AND PROCESSES**	**ITEM NO: 9.1.2** (**GOVERNANCE RECORDS OFFICER, MARGARET HINCK**) (**DIRECTOR CORPORATE GOVERNANCE, ALISON COE**)

NON SUBMISSION OF REGISTER OF INTEREST RETURNS (cont'd)

That:

1. Council suspend the five Committee Members from their Section 86 Committee of Management advising them in writing of their suspension and,

2. Advise those committee members that if their outstanding Returns are lodged within 14 days from date of the letter they would be reinstated and if not they would be terminated from the Committee

MOTION

CRS ALEX MONK / ED COX

That:

1. Council suspend the five Committee Members from their Section 86 Committee of Management advising them in writing of their suspension and,

2. Advise those committee members that if their outstanding Returns are lodged within 14 days from date of the letter they would be reinstated and if not they would be terminated from the Committee

(CARRIED)

FILE NO: 120.02.0001 3. OUR COMMUNICATIONS AND PROCESSES	ITEM NO: 9.1.3 (MANAGER CORPORATE GOVERNANCE, DAVID BOOTH) (DIRECTOR CORPORATE GOVERNANCE, ALISON COE)

COUNCIL PLAN 2013/14 FEBRUARY 2014 MONTHLY REVIEW

1. Executive Summary

In accordance with the requirements of the Local Government Act 1989, a quarterly report is required to be presented to Council detailing the progress against the Council Plan in that reporting period. Quarterly reports against the 2013/14 to 2016/17 Council Plan have previously been provided as part of the agenda papers for the October 2013 and February 2014 Ordinary Council Meeting.

This report continues the commitment to exceed this minimum requirement and report monthly against the Council Plan ensuring a more regular review and raised awareness of Councils progress throughout the reporting period to 30 June 2014.

This report contains details of the Key Performance Indicators (KPIs) contained within the adopted 2013-14 to 2016/17 Council Plan as at 31 December 2014. Each of the 118 identified KPIs are on target. More detail on these KPIs is included in **Attachment 1.**

A number of the identified Key Performance Indicators relate to the results of the Department of Planning and Community Development (DPCD)'s Annual Community Satisfaction Survey. The results of this Survey is not released until July 2014. Subsequently the results from this Survey are not able to be reported until 2014.

2. Discussion

Council identified a number of Key Performance Indicators for inclusion in the Council Plan.

These KPIs form the base of the Council Plan and are KPIs which have been identified by the Victorian Auditor Generals Office (VAGO) as core KPIs which will be compulsorily reported against from 2014. The identified KPIs reflect the 'core business' of Council and it is anticipated that further KPIs will be added to the Council plan as they are identified moving forward.

3. Financial Implications

This report contains no financial implications.

4. Community Consultation

Community consultation is achieved through the publishing of this report as part of Councils Agenda and also its placement on Councils website.

5. Internal Consultation

Internal consultation has been achieved through the Director of Corporate Governance, Manager of Governance, Management team and officers responsible for updating individual actions culminating in the overall review by the Corporate Management Team.

6. Legislative / Policy Implications

This report is in compliance with legislative requirements relating to progress reporting on objectives contained within the current Council Plan.

7. Environmental Sustainability

The report contains no environmental implications.

FILE NO: 120.02.0001 **3. OUR COMMUNICATIONS AND PROCESSES**	**ITEM NO: 9.1.3** (**MANAGER CORPORATE GOVERNANCE, DAVID BOOTH**) (**DIRECTOR CORPORATE GOVERNANCE, ALISON COE**)

COUNCIL PLAN 2013/14 FEBRUARY 2014 MONTHLY REVIEW (cont'd)

8. Conflict of Interest Considerations

There are no identified conflicts of interest with staff responsible for the compilation of this report.

9. Conclusion

This report provides an update on progress in relation in achieving the objectives of the Council Plan as at 28 February 2014.

Attachments

1 Council Plan Progress Report

RECOMMENDATION

That Council receive and note the Council Plan December progress report for the period ending 28 February 2014 in relation to the adopted 2013/14 to 2016/17 Council Plan.

MOTION

CRS ALEX MONK / BRIAN KEENAN

That Council receive and note the Council Plan December progress report for the period ending 28 February 2014 in relation to the adopted 2013/14 to 2016/17 Council Plan.

(CARRIED)

FILE NO: 120.02.0001
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.3
(MANAGER CORPORATE GOVERNANCE, DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE, ALISON COE)

COUNCIL PLAN 2013/14 FEBRUARY 2014 MONTHLY REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan Progress Report

Strategic Goal 1. ENVIRONMENT

Strategy : 1.1 Strengthen Moira's focus on the environment, environmental health and sustainability agendas by building on innovation, leading practice, education and communication for the community;

Performance Measures	*Target*	*Risk*	*Progress -28 February 2014*	*Comments*	*Department*
1.1.1 Annual residential waste generation (kilograms) for recycling, landfill & green waste: * Per Capital * Per residential assessment	* Less than 600 Kilograms per capita * 1000 kilograms per residential assessment	Medium	On Target	The Annual report submitted by Resource GV which includes these calculations are typically received by Council in May of each year. No issues Noted	Environment/ Operations

Strategy : 1.2 Environmental Health

Performance Measures	*Target*	*Risk*	*Progress -28 February 2014*	*Comments*	*Department*
1.2.1 Percentage community satisfaction (index score) with waste management	65%	Medium	On Target	Reported Annually	Environment/ Operations

FILE NO: 120.02.0001
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.3
(MANAGER CORPORATE GOVERNANCE, DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE, ALISON COE)

COUNCIL PLAN 2013/14 FEBRUARY 2014 MONTHLY REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan Progress Report

Strategy : 1.3 Natural Resource Management > Environmental Sustainability programs and services

Performance Measures	*Target*	*Risk*	*Progress -28 February 2014*	*Comments*	*Department*
1.3.1 Implement the Environment Sustainability Strategy and report it to Council in a timely manner	* Host 4 Advisory Committee meetings * Facilitate 6 educational activities	Med	On Target	Presented to the South Yarrawonga Landcare Group on environmental sustainability initiatives with in Council and how the ESS is utilised as a working document. Participated in the "Sustainable Urban Practitioner Work Shop at CERS in Brunswick. This was hosted by Moreland Energy Foundation. Initial National Tree campaign support work completed (letters, supplier contact) Municipal Catchment Coordinator partnership agreement renewed for 2013-14. Participated in September and December meetings. Ongoing liaison maintained with Coordinator. • Participated in three Conservation Management Network (CMN) meetings. Provided technical support for programs and activities such as woodlands management, weed management and community engagement. Assisted with planning and delivery of a field day attended by 67 people. In partnership with Goulburn Broken CMA and Broken Boosey CMN Council is hosting an environmental works crew for	Environment

FILE NO: 120.02.0001 **3. OUR COMMUNICATIONS AND PROCESSES**	**ITEM NO: 9.1.3** (**MANAGER CORPORATE GOVERNANCE, DAVID BOOTH**) (**DIRECTOR CORPORATE GOVERNANCE, ALISON COE**)

COUNCIL PLAN 2013/14 FEBRUARY 2014 MONTHLY REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan Progress Report

				10 months funded by the Fruit Industry Employment Program (State Government). The crew are undertaking weed control, revegetation, rubbish removal and other works on creek reserves and Council reserves in the areas of Numurkah, Nathalia, Katamatite and Wunghnu. This partnership, the works planning and crew are being coordinated by Council's Natural Resources Officer. • Coordinated three Goulburn Broken Local Government Biodiversity Reference Group (GBLGBRG) meetings. • Attended proposed native vegetation regulation reform training provided by Department of Primary Industries and Environment in August 2013. Provided briefings to Planning team meetings, providing updates and assistance as new information becomes available. • Coordinated a scoping study for a regional native vegetation offset scheme (consistent with native vegetation regulation reforms, Hume Regional Growth Strategy action and Goulburn Broken Biodiversity and Catchment Strategies). • Participating in the Steering Committee for the Goulburn Broken Natural Resource Management Climate Change project on behalf of the GBLGBRG. The project will provide tools to integrate climate change adaption into implementation of the Goulburn

FILE NO: 120.02.0001 **3. OUR COMMUNICATIONS AND PROCESSES**	**ITEM NO: 9.1.3** **(MANAGER CORPORATE GOVERNANCE, DAVID BOOTH)** **(DIRECTOR CORPORATE GOVERNANCE, ALISON COE)**

COUNCIL PLAN 2013/14 FEBRUARY 2014 MONTHLY REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan Progress Report

				Broken Regional Catchment Strategy and assist Local Government strategic planning. Attended a development workshop and committee meetings, reviewed reports for the project, liaison with GBLGBRG. • Provided technical support and led outings for a Field Naturalists conference in Numurkah attended by 120 people. Promoted Goulburn Broken Biodiversity Spring events (website etc). Hosted successful Biodiversity Spring event at Kinnairds Wetland (news article Numurkah Leader 9 October). • Supported development of the 2014 CMN biodiversity calendars. Around 2,500 were distributed in Moira Shire. The calendar features photos of local features submitted by the community. • Participating in a review of Goulburn Broken Revegetation Guide.

FILE NO: 120.02.0001
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.3
(MANAGER CORPORATE GOVERNANCE, DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE, ALISON COE)

COUNCIL PLAN 2013/14 FEBRUARY 2014 MONTHLY REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan Progress Report

Strategy : 1.4 Comply with legislative and regulatory obligations

Performance Measures	*Target*	*Risk*	*Progress -28 February 2014*	*Comments*	*Department*
1.4.1 Compliance with EPA landfill requirements	80%	High	On Target	No Non Compliances Noted. Contract for Cobram Landfill awarded. Yarrawonga postponed due to no budget	Operations
1.4.2 Respond to native vegetation referrals within 30 days	100% referrals processed	High		• 201 NRM referrals and requests processed to end of January. Technical advice and support provided for implementation of RWPMP. Priority areas were identified, quotes sourced and a work schedule developed. Held a contractor induction meeting to discuss works plan and mapping. Works commenced early 2014 with roads Zone 1 completed by the end of January. Zone 2 completed end of February. Maintaining ongoing liaison with contractor and monitoring progress.	Environment

FILE NO: 120.02.0001
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.3
(MANAGER CORPORATE GOVERNANCE, DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE, ALISON COE)

COUNCIL PLAN 2013/14 FEBRUARY 2014 MONTHLY REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan Progress Report

Strategic Goal 1. ENVIRONMENT

Strategy : 1.5 Lead and support Council and the community in moving towards and adopting sustainable energy options, programs and services and reducing its own environmental footprint

Performance Measures	*Target*	*Risk*	*Progress -28 February 2014*	*Comments*	*Department*
1.5.1 Lead by example in preparing for and adapting to a more variable climate	100% of new or upgraded Council buildings exceed the six star rating	Med	On Target	Continuing to facilitate the coordination of Councils utility accounts. The collation of all electricity accounts into the AGL contract is progressing; an additional 5 accounts have been moved into the contract. Initial ESD inspection data for the Barmah Heritage Centre has been collated and will form part of a budget consideration for an energy efficient upgrade. CEEP WWB project is progressing according to plane with the change to LED street lights now approved and budgeted for.	Environment
1.5.2 Increase Councils uptake and renewable energy	Implement 100% of all renewable energy business cases demonstrating a feasible return on investment	Med	On Target	Data collection will be improved especially for electricity consumption with the collation of Council electricity accounts into one retailer. Improved waste data collection processes will further support accurate measurement of councils environmental foot print.	Environment

FILE NO: 120.02.0001
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.3
(MANAGER CORPORATE GOVERNANCE, DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE, ALISON COE)

COUNCIL PLAN 2013/14 FEBRUARY 2014 MONTHLY REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan Progress Report

Strategy : 1.6 Reduce the environmental impacts of Council and use the communities natural resources efficiently, and protect vulnerable elements of the environment

Performance Measures	*Target*	*Risk*	*Progress -28 February 2014*	*Comments*	*Department*
1.6.1 Maintain or decrease environmental footprint	Councils emissions < 5000 TC02 e per annum	High	On Target	Two Advisory Committee meetings have been held to date. A review of the Advisory Committee TOR and membership is completed. The Environmental Management Plan review produced a draft which was provided for Advisory Committee comment. Comments were considered and a final draft produced for endorsement at the March meeting. Weed control, revegetation maintenance and habitat enhancement programs are being implemented. Undertaking urgent post fire recovery works and planning for rehabilitation works. Monitoring programs are being maintained. Post fire monitoring is being planned in collaboration with GBCMA Participating in the Wetlands Working Group and sought their input to EMP review. • Participated in training to identify and manage Seasonally Herbaceous Wetlands, a Critically Endangered vegetation community listed and protected under Federal legislation (this vegetation community is represented at Kinnairds Wetland).	Environment

FILE NO: 120.02.0001
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.3
(MANAGER CORPORATE GOVERNANCE, DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE, ALISON COE)

COUNCIL PLAN 2013/14 FEBRUARY 2014 MONTHLY REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan Progress Report

Strategy : 1.6 Reduce the environmental impacts of Council and use the communities natural resources efficiently, and protect vulnerable elements of the environment

Performance Measures	*Target*	*Risk*	*Progress -28 February 2014*	*Comments*	*Department*
1.6.2 Waste Diversion from Landfill, calculated as the proportion of the overall kerbside waste stream that is recycled (includes paper, bottles and green waste) instead of being disposed to landfill	53%	Med	On Target	Working with new Team Leader Waste to increase diversions from Waste streams	Environment/ Operations

Strategy : 1.7 Develop a Green Waste Strategy

Performance Measures	*Target*	*Risk*	*Progress -28 February 2014*	*Comments*	*Department*
1.7.1Develop 1 Green Waste Strategy	100%	High	On Target	Strategy 100% developed including a detailed implementation Strategy Community engagement undertaken through extensive media and promotional campaign including mail outs, radio interviews and newsletter articles An organic waste service prepared for implementation at the beginning of the 2014/15 FY	Environment/ Operations

FILE NO: 120.02.0001
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.3
(MANAGER CORPORATE GOVERNANCE, DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE, ALISON COE)

COUNCIL PLAN 2013/14 FEBRUARY 2014 MONTHLY REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan Progress Report

Strategic Goal 2. COMMUNITY

Strategy : 2 Continue to plan, deliver and improve the quality, accessibility and relevance of community services, to ensure they meet current and future needs of all the demo graphic groups in Moira Shire

Performance Measures	*Target*	*Risk*	*Progress -28 February 2014*	*Comments*	*Department*
2.1. The Disability Action Plan be implemented and reported to Council in a timely manner	Host four Advisory Committees	Medium	On Target	A Disability Action Plan was adopted by Council at its May Ordinary Council meeting. International Day for People with a Disability events went well with over 200 attendees at events across the Shire The Disability Advisory Committee has met 5 times over this financial year. CMT approved for Council to participate in the assessment to become a Communication Accessible organisation.	Community Development
2.1.2The Positive Ageing Strategy be reviewed and report to Council in a timely manner	Complete strategy review	Low	On target	Quote has been received and work will commence in January 2014. Report on Active Ageing Advisory group went to CMT in December, this will be investigated further. Meeting with consultant early March to commence review of strategy	Community Development

FILE NO: 120.02.0001 **3. OUR COMMUNICATIONS AND PROCESSES**	**ITEM NO: 9.1.3** **(MANAGER CORPORATE GOVERNANCE, DAVID BOOTH)** **(DIRECTOR CORPORATE GOVERNANCE, ALISON COE)**

COUNCIL PLAN 2013/14 FEBRUARY 2014 MONTHLY REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan Progress Report

Strategy : 2 Continue to plan, deliver and improve the quality, accessibility and relevance of community services, to ensure they meet current and future needs of all the demo graphic groups in Moira Shire

Performance Measures	*Target*	*Risk*	*Progress -28 February 2014*	*Comments*	*Department*
2..1.3 Continue to provide immunisation services within Moira	* Deliver an immunisation service in all 8 Secondary schools and the four main centres within Moira * 40% of Childhood Infant Immunisations delivered by Councils service	High	On target	Immunisation schedules are set for the year. Infant sessions are held in Cobram, Nathalia, Numurkah, Tungamah and Yarrawonga. The third and final round of vaccinations was completed for secondary schools in September 2013. As of June 2013 Council are delivering 44.8% of childhood immunisations within Moira Shire. Next update to be provided February 2014.	Community Services
2.1.4 Number of families participating in Parental Early Education Partnership (PEEP) support program	Increase the number of PEEP pro- grams operating from 1 (Cobram) to 2 (Cobram and Numurkah)	Low	On target	Planning has commenced for PEEP programs to be conducted from January 2014. Program to be delivered in Cobram and Yarrawonga as Numurkah is already serviced.	Maternal and Child Health

FILE NO: 120.02.0001
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.3
(MANAGER CORPORATE GOVERNANCE, DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE, ALISON COE)

COUNCIL PLAN 2013/14 FEBRUARY 2014 MONTHLY REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan Progress Report

Strategy : 2 Continue to plan, deliver and improve the quality, accessibility and relevance of community services, to ensure they meet current and future needs of all the demo graphic groups in Moira Shire

Performance Measures	*Target*	*Risk*	*Progress -28 February 2014*	*Comments*	*Department*
2.1.5 Provide youth focused social and sporting events	Host six events throughout the Shire	Medium	On target	Secondary College students participated in Kool Skools recording in July. Battle of the Bands was held at Yarroweyah Town Hall on 23 August 2013, with approximately 300 attending. Skateboarding Australia workshop was held in Yarrawonga on 19 October 2013 with 13 enrolled which is highest number to date. Open Mic event was held at Cobram Show on 26 October 2013 with 10 acts performing during the day. FreeZa event held at Strathmerton Skate Park on 16 November 2013. 100 people attended throughout the day and utilised free jumping castle, sausage sizzle and skating workshops.	Sport, Recreation and Youth
2.1.6 Engage with local youth	Host four Junior Council Meetings per year	Host four Junior Council Meetings per year	On target	Junior Council meeting held in Numurkah on 13 August 2013. Junior Council Celebration held 15 October 2013. The celebration was conducted at Thomson's Beach in a semi-formal format with great feedback from participants with the change from the formal sit down dinner. Well attended by parents and Councillors. First meeting for 2014 held at Ulupna Island on 25 February 2014,. Next meeting 29 April 2014.	Sport, Recreation and Youth

FILE NO: 120.02.0001
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.3
(MANAGER CORPORATE GOVERNANCE, DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE, ALISON COE)

COUNCIL PLAN 2013/14 FEBRUARY 2014 MONTHLY REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan Progress Report

Strategic Goal 2. COMMUNITY

Strategy : 2.2 Facilitate Maternal and Child Health and wellbeing

Performance Measures	*Target*	*Risk*	*Progress -28 February 2014*	*Comments*	*Department*
2.2.1 Proportion of infants born that receive primary immunisations	90%	Medium	On target	In June 2013 93.51% of infants born are receiving primary immunisations (up to 15months of age). Next update to be provided January 2014.	Maternal and Child Health
2.2.2. Percentage participation of Children in the 3.5 year old maternal and child health check *No visits attended	No. visits No. records	Medium	Below target	Total number of 3.5yo visits conducted in February 2014 was 16, with a total of 33 in this age frame enrolled, 48%	Maternal and Child Health
2.2.4 Percentage participation of Children in Maternal and Child Health.	Meet or exceed state average of 85%	Medium	Below target	February Statistics: Home Visit - 96% 2 week -86% 4 week - 94% 8 week -97% 4 months - 90% 8 months - 87% 12 months -72% 18 months -69% 2 years 65% 3.5 years - 5948% Average - 85.8% An additional 140 consults outside of Key Appointments were completed that are not included in these statistics.	Maternal and Child Health

FILE NO: 120.02.0001
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.3
(MANAGER CORPORATE GOVERNANCE, DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE, ALISON COE)

COUNCIL PLAN 2013/14 FEBRUARY 2014 MONTHLY REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan Progress Report

Strategy : 2.2 Facilitate Maternal and Child Health and wellbeing

Performance Measures	*Target*	*Risk*	*Progress -28 February 2014*	*Comments*	*Department*
2.2.5 Key Age and Stage check up	Meet or exceed state average of 85%	Medium	Below target	As above	Maternal and Child Health
2.2. 6 Participation satisfaction with Moira Maternal and Child Health Service	95%	Medium	On target	Currently developing a survey that enables these results to be collated.	Maternal and Child Health
2.2.7 Operate a Family Day Care service within Moira Shire	Maintain at least 15 educators that provide Family Day Care	Low	On target	18 educators registered in February 2014, with 16 working. Promotional activities to recruit educators have had a positive response with 2 new Educators currently in the process of registering.	Family Day Care

Strategy : 2.3 Maintain and enhance community health and wellbeing through high quality service provision and partnerships to meet the needs of the broader community

Performance Measures	*Target*	*Risk*	*Progress -28 February 2014*	*Comments*	*Department*
2.3.1 The Municipal Public Health and Wellbeing Plan be implemented and reported to Council in a timely manner	Host four meetings with relevant stakeholders to monitor MPHWP	Medium	On target	Plan was adopted at the November Council meeting. The Steering Committee will hold its last meeting on Monday 2 December with this being the third meeting for 2013. Meeting in December cancelled due to number of apologies received. First steering committee meeting has been held, good attendance and productive meeting	Community Development

FILE NO: 120.02.0001
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.3
(MANAGER CORPORATE GOVERNANCE, DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE, ALISON COE)

COUNCIL PLAN 2013/14 FEBRUARY 2014 MONTHLY REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan Progress Report

Performance Measures	*Target*	*Risk*	*Progress -28 February 2014*	*Comments*	*Department*
2.3.2 Continue to support Moira HealthCare Alliance (MHA) in the delivery of HACC Services	Council is an active participant on the Board of Moira Healthcare Alliance (100% meetings Councillor representative or delegate) Annual presentation by MHA to Council	low	On target	Councils Director of Corporate Governance and a Councillor attend monthly Moira Healthcare Alliance board meetings.	Community Development
Strategy : 2.4 Identify, develop and action community safety initiatives ad- dressing real and perceived safety issues					
Performance Measures	*Target*	*Risk*	*Progress -28 February 2014*	*Comments*	*Department*
2.4.1 Support the Moira Shire Safety Committee through facilitating meetings involving all relevant stakeholder	Host four Safety Committee meetings per year	Low	On target	Local Safety Committee meetings are scheduled based on calendar year. This year meetings will be held across the four major towns on 04 February, 01 April, 03 June, 05 August, 07 October.	Community Development

FILE NO: 120.02.0001
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.3
(MANAGER CORPORATE GOVERNANCE, DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE, ALISON COE)

COUNCIL PLAN 2013/14 FEBRUARY 2014 MONTHLY REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan Progress Report

Strategy : 2.5 Improve community engagement, participation and effectiveness by facilitating community involvement in decision making processes

Performance Measures	*Target*	*Risk*	*Progress -28 February 2014*	*Comments*	*Department*
2.5.1 Maintain and strengthen the community volunteer base	* 22 townships within Moira meet to deliver on their Community Action Plan * Deliver two volunteer skills based workshops	Medium	On target	Community Development Officers attended 14 meetings during February. Community Coordinators, and project task groups on project priorities identified in Community Action Plans. Community Resource Plans are being developed with Numurkah now underway.	Community Development

Strategy : 2.6 Provide quality facilities, open spaces and programs to increase participation and cater for the communities needs and interests

Performance Measures	*Target*	*Risk*	*Progress -28 February 2014*	*Comments*	*Department*
2.6.1 Deliver Community Assistance and Small Grants Program	100% uptake of grant program	Low	On target	The January Small Grants Scheme has closed with 21 projects recommended for funding at a total of $38,400. Report with recommendations has been submitted for March Council Meeting.	Community Development
2.6.2 In partnership with the community and contracts proactively manage Councils community facilities	Increase the patronage of Council owned aquatic facilities to over 65,000 per year. 100% of Councils community facilities recorded usage and statistics	Medium	On target	67,721 - Next update to be provided June 2014.	Community Development

FILE NO: 120.02.0001
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.3
(MANAGER CORPORATE GOVERNANCE, DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE, ALISON COE)

COUNCIL PLAN 2013/14 FEBRUARY 2014 MONTHLY REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan Progress Report

Performance Measures	*Target*	*Risk*	*Progress -28 February 2014*	*Comments*	*Department*
2.6.3 Monthly audit scores of Parks measuring the quality, appearance and maintenance performance of public open space areas	Number of complaints received 20< per annum	Low	On target	There were no complaints received during February regarding the appearance and maintenance of public open spaces. A total of four complaints have been received for 2013/14 financial year.	Operations
Strategy : 2.7 Recognise and enhance Moira's diverse cultural and indigenous heritage through events and programs supporting the arts, traditions and history					
Performance Measures	*Target*	*Risk*	*Progress -28 February 2014*	*Comments*	*Department*
2.7.1 Multicultural Action Plan is reported to Council in a timely manner	Establish one new multicultural advisory committee * Review new multicultural action plan and deliver on two priorities	Medium	On target	At its December meeting the committee selected two strategies from the Multicultural Action Plan for implementation. Planning is currently underway for activities to take place during Cultural Diversity Week.	Community Development
2.7.2 Maintain the sustainable relationship with the local indigenous committee through the development and support of social inclusion projects	Establish one community garden in Barmah	Medium	On target	The ACE network in conjunction with Yenbena is developing a Horticulture Certificate 1 to be delivered at Yenbena utilising the community garden.	Community Development

FILE NO: 120.02.0001
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.3
(MANAGER CORPORATE GOVERNANCE, DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE, ALISON COE)

COUNCIL PLAN 2013/14 FEBRUARY 2014 MONTHLY REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan Progress Report

Strategic Goal 2. COMMUNITY

Strategy : 2.7 Recognise and enhance Moira's diverse cultural and indigenous heritage through events and programs supporting the arts, traditions and history

Performance Measures	*Target*	*Risk*	*Progress -28 February 2014*	*Comments*	*Department*
2.7. 3 Develop Moira Shire Arts and Culture Board	* One board implemented * One Strategy implemented * One Strategic Plan implemented	Medium	On target	Response from MAC Inc. Chair sent to CEO and Council regarding Council motion request. MAC Inc. board were satisfied with their processes, structure and guidelines after review. Drafted the Funding Agreement between Moira Shire and Moira Arts and Culture Inc. for signing.	Community Development
2.7. 4 Develop a 3 year Arts and Culture Strategic Plan to steer Arts and Culture development and programs across Moira.	* Subject to funding * 10 Community Arts projects funded * In partnership host 8 community arts programs * Run four skill development workshops for the art community * Total attendance for all events 4120	Medium	On target	28 attendees from Moira Shire communities participated in the Regional Arts Victoria RAF Grant writing workshop held on 8 February in Cobram. 14 Arts and Culture Small Grants applications were received by 28 February 2014. Assessment of these will be on 11 March 2014. Deborah Mills has been contracted to deliver the Community Strategic Planning workshop on 10 May 2014 from 9.30 - 4pm in Cobram. Deborah will also do a presentation to CMT and Councillors on 9 May 2014 from 4-5pm. Submitted an Arts Victoria Sculpture Fund application for completion of phase 2 of the Yarrawonga Sculpture project.	Community Development

FILE NO: 120.02.0001
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.3
(MANAGER CORPORATE GOVERNANCE, DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE, ALISON COE)

COUNCIL PLAN 2013/14 FEBRUARY 2014 MONTHLY REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan Progress Report

Strategy : 2.8 Emergency Management

Performance Measures	*Target*	*Risk*	*Progress -28 February 2014*	*Comments*	*Department*
2.8.1 The Municipal Emergency Management Plan be implemented and reported to Council in a timely manner	100% compliance with Emergency Management Victoria requirements	Med	On Target	The final audit of MEMP has been deferred for 6 months pending a reformat of the plan to include the latest requirements set out and recommended in the guidelines - Emergency Management Manual Victoria. The new format will include a risk assessment completed by using the newly released Community Emergency Risk Assessment (CERA) process	Environment

Strategy: 2.9 Protect the Safety and Amenity for the Community

Performance Measures	*Target*	*Risk*	*Progress -28 February 2014*	*Comments*	*Department*
2.9.1 The Domestic Animal Management Plan be implemented and reported to Council in a timely manner	Domestic Animal Management Plan 100% compliant with the Victorian Government requirements	Med	On Target	Six dogs and six kittens were rehoused in February. Seven dogs have been accepted into adoption program and are awaiting collection.	Safety and Amenity
2.9.2Respond to complaints received regarding to Moira Shire Local Laws	100% responses processed	Med	On Target	Officers continue to attend to complaints received from the public in a timely manner. All requests received to date have been assigned to an action officer and responded to within the required timeframe	Safety and Amenity

FILE NO: 120.02.0001
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.3
(MANAGER CORPORATE GOVERNANCE, DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE, ALISON COE)

COUNCIL PLAN 2013/14 FEBRUARY 2014 MONTHLY REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan Progress Report

Strategy: 2.10: Regulation and Public Safety

Performance Measures	*Target*	*Risk*	*Progress -28 February 2014*	*Comments*	*Department*
2.10.1 Attend and undertake inspections at market and Agricultural Show venues within the Shire	100% venues inspected	Med	On Target	No markets/fetes inspected this month due to absence of Team Leader and consequently EHO's extra workload. Numurkah Lake Market and Cobram Lions Market will be inspected in March.	Environmental Health
2.10.2 Respond to nuisance complaints and report to Council annually the nature and frequency of nuisance complaints	100% applications processed	Med	On Target	Complaints are attended to as they are received.	Environmental Health
2.10 3 Process all applications for septic tank installations	100% applications processed	High	On Target	All applications are allocated to each officer in their particular area and are processed as quickly as possible.	Environmental Health
2.10.4 Number of registered premises receiving one full compliance assessment annually in accordance with the Health and Food Acts	100%	Med	On Target	These inspections have not commenced. Due to Team Leader being absent for some months, EHO's are only able to concentrate on completing their statutory requirements eg inspecting every food premises once per annum. When the Team Leader resumes duties, these inspections will be carried out.	Environmental Health
2.10.5 All registered premises inspected prior to the renewal of their registration including compliance enforcements as needed	100% premises inspected	High	On Target	All Food Premises have been inspected for this renewal period.	Environmental Health

FILE NO: 120.02.0001
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.3
(MANAGER CORPORATE GOVERNANCE, DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE, ALISON COE)

COUNCIL PLAN 2013/14 FEBRUARY 2014 MONTHLY REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan Progress Report

Strategic Goal 3. DEVELOPMENT (LIVEABILITY)

Strategy: 3 .1 Land use, planning and building

Performance Measures	*Target*	*Risk*	*Progress -28 February 2014*	*Comments*	*Department*
3.1.1 Percentage of building permits determined within 30 days	100%	Medium	On target	On Target	Planning and Building
3.1.2 Number of planning applications: * Received * Decided	Maintain 2012/13 statistics	Low	On target	Total number of planning applications received during the reporting period were 25 and decided were 27	Planning and Building
3. 1 3 Number decisions appealed to VCAT	Maintain 2012/13 statistics	Low	On target	One VCAT appeal lodged during the reporting period	Planning and Building
3.1.4 Percentage of planning applications decided during year by: * Council * Officers under delegations	Maintain 2012/13 statistics	Low	On target	Breakdown of statistics to be calculated at end of financial year	Planning and Building

Strategy3:.2 Development and Planning

Performance Measures	*Target*	*Risk*	*Progress -28 February 2014*	*Comments*	*Department*
3.2.1 Percentage of planning applications processed within 60 days statutory timeframes	95%	Medium	Below target	81.5% (staffing and complexity of applications)	Planning and Building
3.2.2 Median processing days (gross) for planning applications	80% gross days	Low	On target	Achieved	Planning and Building

FILE NO: 120.02.0001
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.3
(MANAGER CORPORATE GOVERNANCE, DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE, ALISON COE)

COUNCIL PLAN 2013/14 FEBRUARY 2014 MONTHLY REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan Progress Report

Performance Measures	*Target*	*Risk*	*Progress -28 February 2014*	*Comments*	*Department*
3.2.3 Percentage of appeals deter- mined by VCAT in favour of Council	50%	Low	On target	100% to date	Planning and Building
3.2.4 Community satisfaction ratings for performance compared to similar councils: * Town Planning * Planning and Building permits approvals	55%	Medium	On target	Rating to be collated at the end of the financial year	Planning and Building
Strategy: 3.3 Community Inclusion					
Performance Measures	*Target*	*Risk*	*Progress -28 February 2014*	*Comments*	*Department*
3.3.1 Number of Groups applied for Community Grants	>60	Low	On target	To date in the 2013/14 financial year we have undertaken two of the three grant rounds. Council received 33 grant applications for the Community Assistance Grants Scheme. Council approved to fund 15 of these projects totalling $119,640. Council received 40 grant applications for the August Small Grants Scheme. Council approved to fund 20 of these projects totalling $39,100. Council received 37 applications totalling $68,550 for funding. A report has been submitted in Council's March	Community Development
3.3.2 Value of recurrent grants provided to the Moira Shire	$5,000,000	Medium	On target	Recurrent Funding has commenced for the 2013/14 financial year.	Community Development

FILE NO: 120.02.0001
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.3
(MANAGER CORPORATE GOVERNANCE, DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE, ALISON COE)

COUNCIL PLAN 2013/14 FEBRUARY 2014 MONTHLY REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan Progress Report

Strategy 3. 4 : Tourism, that Council provides accredited visitor Services in Yarrawonga, Cobram, Numurkah and Nathalia

Performance Measures	*Target*	*Risk*	*Progress -28 February 2014*	*Comments*	*Department*
3.4.1 Visitor attendance numbers at Information Centres; Yarrawonga, Cobram, Numurkah, Nathalia	**Yarrawonga** 2013:85000 2014:90000 **Cobram** 2013: 72000 2014: 78000 **Numurkah** 2013: 6000 2014: 6600 **Nathalia** 2013:10000 2014:13000	Low	On target		Tourism
3.4..2 Service standards in the Visitor Information Centres through mystery shopper audits	84%	Low	Not yet started	With the cessation of Sun Country on the Murray this action will be reviewed under the new structure	Tourism
3.4.3 Develop a three year (2013 to 2016) Destination Management Plan in consultation with Moira Shire Council and the community	That the Sun Country on the Murray Inc. 3 Year Destination Management Plan Action Items are completed and progress reports presented to Council on an annual basis	Medium	Complete	A new 3 year Plan has been developed. Consultation with Local Tourism Association members in Yarrawonga, Cobram, Numurkah and Nathalia as well as a strategic workshop with Councillors was undertaken before adoption of the plan by the Sun Country on the Murray Board.	Tourism

FILE NO: 120.02.0001
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.3
(MANAGER CORPORATE GOVERNANCE, DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE, ALISON COE)

COUNCIL PLAN 2013/14 FEBRUARY 2014 MONTHLY REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan Progress Report

Performance Measures	*Target*	*Risk*	*Progress -28 February 2014*	*Comments*	*Department*
3.4.4 Sun Country on the Murray develops Annual Business and Marketing Plans	* That the actions outlined in the Sun Country on the Murray Annual Business and Marketing Plans are completed and reported to Council in a timely manner. * Sun Country on the Murray must address at least 80% of the action items in the plan	High	Not yet started	With the cessation of Sun Country on the Murray this action will be reviewed under the new structure	Tourism
35.15 Sun Country on the Murray partners with Local Tourism Associations and individual businesses in the promotion and marketing of the region	That Sun Country on the Murray Inc. sources financial contributions from the industry that represents 25% of annual income	Medium	Not yet started	With the cessation of Sun Country on the Murray this action will be reviewed under the new structure	Tourism
3.5.2 Sun Country on the Murray con- ducts the ongoing familiarisation program for tourism staff and tourism ambassadors (volunteers)	Familiarisations tours are under- taken at least 4 times a year. Staff participate at least twice. Volunteers participate at least once	Low	Not yet started	With the cessation of Sun Country on the Murray this action will be reviewed under the new structure	Tourism
3.5.3 Sun Country on the Murray conducts industry training opportunities	At least three training/forum opportunities are offered annually	Low	Not yet started	With the cessation of Sun Country on the Murray this action will be reviewed under the new structure	Tourism

FILE NO: 120.02.0001
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.3
(MANAGER CORPORATE GOVERNANCE, DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE, ALISON COE)

COUNCIL PLAN 2013/14 FEBRUARY 2014 MONTHLY REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan Progress Report

Strategy3.6 :: Library Services

Performance Measures	*Target*	*Risk*	*Progress -28 February 2014*	*Comments*	*Department*
3.6.1 Percentage of residents who are active borrowers	* 30% * 70,000 visits * 100,000 website visits	Medium	On target	Based on 2011 census population of 28,435, 30% of residents are active members of library service as at November 2013. Update to be provided in March 2014.	Community Development

Strategy 3.7: Support and Promote participation in Council's training and development initiatives for local businesses by delivering a comprehensive training program

Performance Measures	*Target*	*Risk*	*Progress -28 February 2014*	*Comments*	*Department*
3.7.1 Number of participants in Council's training activities	400	Low	55% 262 participants year to date	Tourism Expo – 38 Bus Plan – 9 Business Plan Program - 12 EDS Consultation w/shops - 45 Business Scholarship - 13 StreetLife - 125 (across Moira/Campaspe/Shepparton) On-Line Strategy - 20	Economic Development
3.7.2 Percentage of users/businesses satisfied with training and support initiatives for local businesses	0.8	Low	95%	Data sourced from an exit survey from training conducted.	Economic Development

FILE NO: 120.02.0001
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.3
(MANAGER CORPORATE GOVERNANCE, DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE, ALISON COE)

COUNCIL PLAN 2013/14 FEBRUARY 2014 MONTHLY REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan Progress Report

Strategy3. 8 : Investment Attraction					
Performance Measures	*Target*	*Risk*	*Progress -28 February 2014*	*Comments*	*Department*
3.8.1 Level of support to businesses investing/considering investment in Moira Shire	50 Investors	Medium	70% 35 Businesses	Varying degrees of interest across these businesses. Increasing interest by local investors/ business developers	Economic Development
Strategy3.9 : Business Roundtables with businesses and Councillors					
Performance Measures	Target	Risk	*Progress -28 February 2014*	*Comments*	Department
3.9.1 Conduct roundtables in key towns for 2013/14	Four round tables	Low	50% 2 Round tables held to this time.	1st - 15 businesses participated 2nd - 35 businesses participated	Economic Development
Strategy3.10: Strategic Alliances					
Performance Measures	Target	Risk	*Progress -28 February 2014*	*Comments*	Department
3.10.1 Develop strategic alliances with key government and business agencies and organisations	* 6 Government * 10 business	Low	90% 7 Government and 8 business alliances created	Government - DBI, RDV, DEPI, Invest Victoria, EPA, CASA, ABARES, Austrade, Business - VECCI, EDA, Murray Dairy, VPAGA, Fruit Growers Victoria, Riverine Plains, Dairy Australia,	Economic Development

FILE NO: 120.02.0001
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.3
(MANAGER CORPORATE GOVERNANCE, DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE, ALISON COE)

COUNCIL PLAN 2013/14 FEBRUARY 2014 MONTHLY REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan Progress Report

Strategy3.11: Commercial Development

Performance Measures	Target	Risk	*Progress -28 February 2014*	*Comments*	Department
3.11.1 Assess the potential for commercial development of Council controlled assets	6 Assessments	Medium	66%	Assessments completed for the Yarrawonga Aerodrome and Yarrawonga Caravan Park Truck washes at Cobram and Yarrawonga CBA completed	Economic Development

Strategy3.12: Upkeep of Council Assets

Performance Measures	*Target*	*Risk*	*Progress -28 February 2014*	*Comments*	*Department*
3.12.1 Percentage of graffiti removed from Council owned assets within 48 hours of notification	95%	Medium	50%	There were no requests received for graffiti removal during February. A total of 14 requests for the removal of graffiti have been received in the 2013/14 financial year.	Operations

FILE NO: 120.02.0001
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.3
(MANAGER CORPORATE GOVERNANCE, DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE, ALISON COE)

COUNCIL PLAN 2013/14 FEBRUARY 2014 MONTHLY REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan Progress Report

Strategic Goal 4. ORGANISATION

Strategy 4:1 INFORMATION SERVICES Efficiency and service delivery to support business processes and information sharing reduced costs and increase service effectiveness

Performance Measures	*Target*	*Risk*	*Progress -28 February 2014*	*Comments*	*Department*
4.1.1 100% completion of IT Strategy	100% completion of IT strategy	Medium	On Target	7 of 7 projects underway. Aerial photography - Delivery expected early Feb. Telephone system upgrade - Project team will be put together to determine requirements and develop specification Implementation 13/14 will consist of extension of current system as required. Replacement system expected 14/15 Maternal and Child Health software upgrade - on hold due to State Government development project. Wireless install - survey complete. Currently obtaining quotes Mobile computing - see 4.1.3 for update Intranet development underway. WCAG requirements for website - project team established and developing specification for website changes required. Mobile website - resources assigned and quotes received.	Information Technology

FILE NO: 120.02.0001
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.3
(MANAGER CORPORATE GOVERNANCE, DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE, ALISON COE)

COUNCIL PLAN 2013/14 FEBRUARY 2014 MONTHLY REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan Progress Report

Performance Measures	*Target*	*Risk*	*Progress -28 February 2014*	*Comments*	*Department*
4.1.2 Improve data quality and work flow between building, property and planning areas through a fully integrated IT platform (CIVICA) ensuring easy electronic retrieval of key/important information	100% completion if CIVICA implementation	Medium	On Target	Meeting with Civica early Feb to discuss requirements and book required works.	Information Technology/ Building and Planning
4.1.3 Develop and implement mobile computing technologies	80%	Low	On Target	Finalising quotes for provision of internal wireless (will enable hot desking, mobile data downloads from Council systems not Telstra network).	Information Technology
Strategy 4.1 INFORMATION SERVICES Efficiency and service delivery to support business processes and information sharing reduced costs and increase service effectiveness					
Performance Measures	*Target*	*Risk*	*Progress -28 February 2014*	*Comments*	*Department*
4.1.4 Upgrade the human resources and payroll technology to improve functionality	100% implementation of payroll, HR modules and kiosk	Medium	On Target	HR works underway. Project scheduled for completion July 14.	Information Technology/ Human Resources

FILE NO: 120.02.0001
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.3
(MANAGER CORPORATE GOVERNANCE, DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE, ALISON COE)

COUNCIL PLAN 2013/14 FEBRUARY 2014 MONTHLY REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan Progress Report

Performance Measures	*Target*	*Risk*	*Progress -28 February 2014*	*Comments*	*Department*
Strategy 4.2 HUMAN RESOURCES Ensure Council's workforce is skilled, responsive, has high job satisfaction and is capable of providing quality customer orientated services and programs to Moira's communities and ratepayers.					
4.2.1 Develop practical policies and procedures and staff training program reflecting legislative, regulative and staff requirements	As required	Low	On Target	Progressing well and currently in draft format. People Plan (Organisational Development Strategy) includes the Learning & Development strategy with the redevelopment of orientation program and manager/leadership training.	Human Resources
4.2.2 Develop an Organisational Development Strategy to ensure the sustainability of the organisation	100% development and implementation of Strategy and training program				Human Resources
4.2.3 Develop and implement integrated Performance Management System	100% development and implementation of system	Low	On Target	Development of strategy has commenced and HR are scoping from best practice models. On track to meet target.	Human Resources
4.2.4 Develop and deliver Stage 2 of Organisation Review	100% complete	Low	Completed	All positions within Stage 2 of restructure have been filled.	Human Resources
4.2.5 Staff Performance reviews completed	100% complete	Low	On Target	The new performance review system commenced. Will be utilising human resources technology to improve process.	Human Resources

FILE NO: 120.02.0001
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.3
(MANAGER CORPORATE GOVERNANCE, DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE, ALISON COE)

COUNCIL PLAN 2013/14 FEBRUARY 2014 MONTHLY REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan Progress Report

Strategy 4.3 Ensure a safe workplace for all employees by embedding new Occupational Health and Safety (OHS) policies and procedures, OHS training and development programs

Performance Measures	*Target*	*Risk*	*Progress -28 February 2014*	*Comments*	*Department*
4.3.1 Number of workplace/site OHS inspections undertaken	100%	Medium		No workplace inspections	Human Resources
4.3.2 WorkCover Indicative Performance Rate	<1.0	Medium		<1.0	Human Resources
4.3.3 WorkSafe Insurance Premium Rate	<1.8	Medium		<1.8	Human Resources

Strategy 4.3 Ensure a safe workplace for all employees by embedding new Occupational Health and Safety (OHS) policies and procedures, OHS training and development programs

Performance Measures	*Target*	*Risk*	*Progress -28 February 2014*	*Comments*	*Department*
4.3.4 Lost Time Injury Frequency Rate	100%	Medium		This rate is calculated at the end of the reporting period.	Human Resources

FILE NO: 120.02.0001
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.3
(MANAGER CORPORATE GOVERNANCE, DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE, ALISON COE)

COUNCIL PLAN 2013/14 FEBRUARY 2014 MONTHLY REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan Progress Report

Strategy 4.4 FINANCIALMANAGEMENT Ensure Council plans and resources, records and budget systems are maintained and managed sustainably

Performance Measures	*Target*	*Risk*	*Progress -28 February 2014*	*Comments*	*Department*
4.4.1Prepare the Annual Budget and Strategic Resource Plan in line with statutory requirements and within a financial sustainability framework for consideration by Council by 30 June 2013	100%	High	complete	Annual budget, incorporating Strategic Resource Plan adopted by Council 24 June 2013.	Finance

Strategy 4.5 Provide customer-focused financial management processes, budget systems and valuation practices in accordance with professional standards and legislative requirements

Performance Measures	*Target*	*Risk*	*Progress -28 February 2014*	*Comments*	*Department*
4.5.1 Attain VAGO financial ratios as part of annual budget process	100%	High	complete	VAGO Indebtedness ratio calculated at 43.36% for the 2012 2013 financial year.	Finance
4.5.2 Complete the Annual Financial Statements for the year ended 30 June 2013 with full audit clearance by the legislated time frame	100%	High	complete	Annual Financial Statements have been audited and have been forwarded to VAGO as part of preparations of the 2012 2013 Annual Report.	Finance
4.5.3 Budgeted adjusted working capital ratio or as per the 2012-13 adopted budget	100%	High	on target	Forecast budget to be adjusted at next review.	Finance

FILE NO: 120.02.0001
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.3
(MANAGER CORPORATE GOVERNANCE, DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE, ALISON COE)

COUNCIL PLAN 2013/14 FEBRUARY 2014 MONTHLY REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan Progress Report

Strategy 4.6 Rates Revenue Generation

Performance Measures	*Target*	*Risk*	*Progress -28 February 2014*	*Comments*	*Department*
4.6.1 $M collected	$25.327M	High	on target	Includes Rates raised of $22.96M	Finance
4.6.2 Rating strategy to be delivered as per legislative requirements	Development and Delivery of 1 Rating Strategy	High	complete	Rating strategy adopted by Council in April 2013.	Finance

Strategy 4.7 COMMUNICATIONS AND ENGAGEMENT Improve Council information, accessibility through effective use of communication and media and ensure services are continuing to meet community expectations and demonstrating a culture of engagement

Performance Measures	*Target*	*Risk*	*Progress -28 February 2014*	*Comments*	*Department*
4.7.1 DPCD Customer Service Survey/ Moira Internal Survey	75%	Low	On target	Field work has commenced. Final report available May-June 2014	Governance
4.7. 2 Deliver effective, timely communication of Council services, activities and scope future needs and methods through Communication Strategy	Communications and engagement Strategy delivered	Medium	On target	Preliminary reviews complete. First draft in development.	Governance

FILE NO: 120.02.0001
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.3
(MANAGER CORPORATE GOVERNANCE, DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE, ALISON COE)

COUNCIL PLAN 2013/14 FEBRUARY 2014 MONTHLY REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan Progress Report

Strategy 4.8 Provide snapshots of community views on emerging issues by establishing a community 'pulse' email panel of 1,000 - 2,000 people with an interest in Moira

Performance Measures	*Target*	*Risk*	*Progress -28 February 2014*	*Comments*	*Department*
4.8.1 Number of members on the community 'pulse' email panel	>1,000	Low	Not yet started	Deferred pending implementation of social media strategy	Governance

Strategy 4.9 Encourage higher levels of young people's engagement in Council's activities through enhanced targeted communication via social media

Performance Measures	*Target*	*Risk*	*Progress -28 February 2014*	*Comments*	*Department*
4.9.1 Website quality and accessibility assessed through independent user survey	70%	Low	On Target	In progress	Governance
4.9.2 Develop and implement integrated Communications Strategy focusing on electronic communications, publications	1 strategy 100% completed	Low	Social media strategy 70% complete.	MSC on track to have social media presence supported by relevant policies and procedures by July 2014	Governance

FILE NO: 120.02.0001
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.3
(MANAGER CORPORATE GOVERNANCE, DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE, ALISON COE)

COUNCIL PLAN 2013/14 FEBRUARY 2014 MONTHLY REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan Progress Report

Strategy 4.10 CUSTOMER SERVICES Ensure excellent customer service by reducing the waiting time for ratepayers and other community members to councils customer centres and services

Performance Measures	*Target*	*Risk*	*Progress -28 February 2014*	*Comments*	*Department*
4.10.1 Average time after-hours callers wait before their call is answered	<25 seconds	Medium	On Target	Systems being established to capture this information.	Governance

Strategy 4.10 CUSTOMER SERVICES Ensure excellent customer service by reducing the waiting time for ratepayers and other community members to councils customer centres and services

Performance Measures	*Target*	*Risk*	*Progress -28 February 2014*	*Comments*	*Department*
4.10.2 Percentage of customer service enquiries resolved on first call	85%	Medium	On Target	Systems being established to capture this information.	Governance
4.10.3 Percentage satisfaction of after- hours callers with the quality of information and service received	70%	Low	On Target	Systems being established to capture this information.	Governance
4.10.4 Customer service responsiveness assessed through external and internal user surveys	90%	Medium	On Target	Survey field work underway.	Governance

FILE NO: 120.02.0001
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.3
(MANAGER CORPORATE GOVERNANCE, DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE, ALISON COE)

COUNCIL PLAN 2013/14 FEBRUARY 2014 MONTHLY REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan Progress Report

Strategic Goal 5. INFRASTRUCTURE

Strategy 5: CAPITAL WORKS In support of services delivered to our communities, undertake our annual capital works program including:

- Roads
- Drains studies/plans
- Building
- Park & gardens
- Footpaths
- Kerbs and channels

Performance Measures	*Target*	*Risk*	*Progress -28 February 2014*	*Comments*	*Department*
5.1 Percentage of completed capital works infrastructure projects completed at the conclusion of the financial year (based on number of projects)	95%	Low	On Target	Measure to be calculated at the end of the financial year.	Infrastructure Planning and Design
5.1.2 Civic Mutual Plus (Overall score) compliance with Road Management Plan	80%	Medium	On Target	To be taken from the annual audit that Civic Mutual will conduct later in the financial year	Infrastructure Planning and Design

Strategy 5.2 ASSET MANAGEMENT

Performance Measures	*Target*	*Risk*	*Progress -28 February 2014*	*Comments*	*Department*
5.2.1 Percentage of Council assets at intervention level (MAV STEP PROGRAM)Composite (roads, bridges & pathways, buildings & Drains)	70%	Low	On Target	Measure to be calculated at the end of the financial year.	Asset Management

FILE NO: 120.02.0001
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.3
(MANAGER CORPORATE GOVERNANCE, DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE, ALISON COE)

COUNCIL PLAN 2013/14 FEBRUARY 2014 MONTHLY REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan Progress Report

Strategy 5.3 ASSET RENEWALS

Performance Measures	*Target*	*Risk*	*Progress -28 February 2014*	*Comments*	*Department*
5.3.1 Condition based renewal gap - $ spent on renewal divided by what $ were required to be spent for period *MAV STEP program)> Composite (roads, bridges and pathways, buildings & drains	65%	High	On Target	Renewal works being carried out in accordance with available budget. MAV Step program being revitalised.	Operations
5.3.2 Local Roads renewed	* 6% resurfaced as % of total sealed network * 0.5% Reconstructed total sealed road network. (Asset reconstructed when reaching level8) * Re-sheeted as 5% of total gravel road network	High	On Target	*Resurfacing works for the 2013/14 financial year have been completed with a total of 56kms resurfaced. *Resheeting works have been completed for 2013 with further works planned for May and June 2014. 45 kilometres of road (53 road sections) have been re-sheeted from July to October 2013, which is 69% of the works programmed for the financial year. *The 2013 Shoulder Resheeting program was completed on the 20 December 2013 with 13.6kms (27.2km both sides) of road shoulders resheeted.	Operations
5.3.3 Community satisfaction (index score) with conditions & maintenance of municipal roads, streets, footpaths (CSS)	85%	Low	On Target	This measure is calculated at the end of the financial year.	Infrastructure / Asset Management / Operations

FILE NO: 120.02.0001
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.3
(MANAGER CORPORATE GOVERNANCE, DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE, ALISON COE)

COUNCIL PLAN 2013/14 FEBRUARY 2014 MONTHLY REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan Progress Report

Strategy 5.4 FACILITIES AND AMENITY MANAGEMENT

Performance Measures	*Target*	*Risk*	*Progress -28 February 2014*	*Comments*	*Department*
5.4.1 Civic Mutual Plus overall score for management of sporting reserves	>50	Medium	On target	Results for 2013 show a score of 69, an increase against the average for Large Rural Shires, which was 67. Update to be provided in 2014.	Community Development
5.4.2 Community satisfaction (index score) with: * Recreational facilities * Appearance of public areas	Number of complaints <20	Low	On target	Council has received no complaints to date. Monthly contract meetings are held with the contractor to discuss any issues.	Community Development/ Operations

FILE NO: 120.02.0001
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.3
(MANAGER CORPORATE GOVERNANCE, DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE, ALISON COE)

COUNCIL PLAN 2013/14 FEBRUARY 2014 MONTHLY REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan Progress Report

Strategic Goal 6. GOVERNANCE

Strategy 6.1 Ensure responsible resource management and ongoing adherence to good governance by ensuring completion of the annual internal audit plan

Performance Measures	*Target*	*Risk*	*Progress -28 February 2014*	*Comments*	*Department*
6.1.1 Percentage completion for annual internal Audit plan	100%	Medium	On Target	2013/2014 Internal Audit Plan consists of an Inventory Management Audit and a Long Term Viability Audit. The Inventory management Audit was conducted in October 2013 and a Contracts Audit in January 2014. The Long Term Viability Audit is yet to be confirmed.	Governance
6.1.2 Percentage completion of all scheduled external audits	100%	High	On Target	The Independent Audit of 2012/2013 financial and performance statements was completed and signed off by the Victorian Auditor General's Office (VAGO) on 23 October 2013. These audit reports were included as part of the 2012/13 Annual Report and presented to Council at its ordinary meeting on 18 November 2013.	Governance

FILE NO: 120.02.0001
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.3
(MANAGER CORPORATE GOVERNANCE, DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE, ALISON COE)

COUNCIL PLAN 2013/14 FEBRUARY 2014 MONTHLY REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan Progress Report

Strategy 6.2: Enhance Councils management of electronic records in line with Public Records Office requirements (revising archiving procedures and provide ongoing user training and system improvements)

Performance Measures	*Target*	*Risk*	*Progress -28 February 2014*	*Comments*	*Department*
6.2.1 Percentage of electronic management systems actions completed within service charter timeframes	95%	Low	On Target	Reporting frameworks from TRIM on service delivery timeframes is currently being finalised.	Governance
6.2.2Instruments of Delegation to Council staff renewed biannually and updated upon receipt of legal advice	100%	High	On Target	Instruments from Council to the CEO and to Council Staff have been reviewed following legal advice and completion of the organisational restructure. Report on reviewed instruments was adopted at the 18 November Council meeting. Sub Delegations of CEO to Staff was signed by the CEO in February.	Governance

Strategy 6.3: Enhancing Councils management and response times processing FOI requests are met

Performance Measures	*Target*	*Risk*	*Progress -28 February 2014*	*Comments*	*Department*
6.3.1 Percentage of Freedom of Information Requests responded to within prescribed timeframes	100%	Medium	On Target	Two (2) Freedom of Information request received and a response provided within the prescribed timeframe.	Governance

FILE NO: 120.02.0001 **3. OUR COMMUNICATIONS AND PROCESSES**	**ITEM NO: 9.1.3** **(MANAGER CORPORATE GOVERNANCE, DAVID BOOTH)** **(DIRECTOR CORPORATE GOVERNANCE, ALISON COE)**

COUNCIL PLAN 2013/14 FEBRUARY 2014 MONTHLY REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan Progress Report

Strategy 6.4 : Ensure strategic and operational risks are appropriately managed to protect Council and the com- munity by updating and implementing Council's Risk Management Strategy

Performance Measures	*Target*	*Risk*	*Progress -28 February 2014*	*Comments*	*Department*
6.4.1 Percentage completion of Risk Management Framework (7 elements)	100%	Medium	On Target	The 7 elements of the Victorian Government Risk Management Framework are well established in Council's operations. Review and refinement of these elements are ongoing.	Governance
6.4.2 Quarterly updating of Councils Risk Management Register presented to the Audit Committee/ Council	Quarterly (4) per annum	High	On Target	Councils Risk Management Register was updated and reported to the Internal Audit committee of 25 July 2013 and 30 January 2014. Minutes from these Internal Audit committee meeting were reported to Council at subsequent Ordinary meetings.	Governance

FILE NO: 120.02.0001
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.3
(MANAGER CORPORATE GOVERNANCE, DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE, ALISON COE)

COUNCIL PLAN 2013/14 FEBRUARY 2014 MONTHLY REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan Progress Report

Strategy 6.5: Prepare Council's Annual Report 2012-13 as an accurate and transparent record of the year and submit to the Minister for Local Government by 30 September 2013

Performance Measures	*Target*	*Risk*	*Progress -28 February 2014*	*Comments*	*Department*
6.5. Annual Report presented to Council by 30 September 2013	1 Report to Council by 30 September 2013	High	Complete	The 2012/13 Annual report was included in the November Ordinary meeting agenda and noted by Council. A copy has been forwarded to the Minister, distributed to service centres and made available on Council's website.	Governance
6.5.2 Annual Report to Minister for Local Government by 30 September 2013	1 Annual Report completed & delivered by 30 September 2013	High	Complete	The Moira Shire 2012/13 Annual Report was lodged with Minister for Local Government on 25 October 2013. Council noted the 2012/13 Annual Report at its ordinary meeting on 18 November 2013. The 30 September 2013 deadline was not met.	Governance

FILE NO: 14/10176 **2. OUR ENVIRONMENT AND LIFESTYLE**	**ITEM NO: 9.1.4** (**EXECUTIVE SUPPORT OFFICER, ELIZABETH COX**) (**DIRECTOR CORPORATE GOVERNANCE, ALISON COE**)

NEW GOULBURN VALLEY LOCAL GOVERNMENT WASTE FORUM

1. Executive Summary

That Council nominate a Moira Shire councillor as the council's representative on the Goulburn Valley Local Government Waste Forum.

Subject to parliamentary approval, the current Goulburn Valley waste region will transition to a new Goulburn Valley Waste and Resource Recovery Region (WRRR).

The WRRR will have a board of eight directors, appointed by the Governor in Council on the Minister for Environment and Climate Change recommendation.

2. Discussion

The Local Government Waste Forum will be established in each new WRR, consisting of one representative from each council in the region. Each forum will:

- Develop procedures for, and nominate, the four persons to be the representatives of councils for appointment as directors of each WRRG board; and
- Enable consultation between the new WRRG and councils, and advice to group boards on matters and issues affecting councils in waste management and resource recovery.

Only councillors who are their council's Forum representative can be considered for nomination as a local government director on a WRRG board.

3. Financial Implications

The Councillor will be reimbursed for motor vehicle expenses as in accordance with the *Victorian Local Government Act 1989* as per s75(1) of the Act.

4. Community Consultation

No community consultation was required.

5. Internal Consultation

Information was provided to the Councillors to review.

6. Legislative / Policy Implications

Victorian Local Government Act 1989

7. Environmental Sustainability

Moira Shire Council is committed to bring about positive change in the way in which we view and manage waste. This approach aims to make our waste management practices as environmentally sound and sustainable as possible.

8. Conflict of Interest Considerations

There is no conflict of interests to be considered, unless declared.

9. Conclusion

That Council nominate a Moira Shire Council councillor (insert Councillor's name) as Moira Shire Council's representative on the new Goulburn Valley Local Government Waste Forum.

FILE NO: 14/10176 **2. OUR ENVIRONMENT AND LIFESTYLE**	**ITEM NO: 9.1.4** (**EXECUTIVE SUPPORT OFFICER, ELIZABETH COX**) (**DIRECTOR CORPORATE GOVERNANCE, ALISON COE**)

NEW GOULBURN VALLEY LOCAL GOVERNMENT WASTE FORUM (cont'd)

Attachments

Nil

RECOMMENDATION

That:

1. Council nominate Moira Shire Council Councillor Wendy Buck as Moira Shire Council's representative on the Goulburn Valley Local Government Waste Forum.

MOTION

CRS KEVIN BOURKE / DON MCPHEE

That:

1. Council nominate Moira Shire Council Councillor Wendy Buck as Moira Shire Council's representative on the Goulburn Valley Local Government Waste Forum.

(CARRIED)

FILE NO: F13/25 2. OUR ENVIRONMENT AND LIFESTYLE	ITEM NO: 9.2.1 (ADMINISTRATION SUPPORT OFFICER - S86 COMMITTEES (HOME BASE), FIONA MULQUINEY) (ACTING DIRECTOR, COMMUNITY , BRUCE CONNOLLY)

SECTION 86 COMMITTEE OF MANAGEMENT REPRESENTATIVE APPOINTMENTS - AMENDMENTS

Attachments

Nil

RECOMMENDATION

That Council:

1. Rescind the appointments of the following persons representing Community and/or User Groups on the Special Committee of Management, as indicated, for the four (4) year term which commenced 1 October 2013 and concludes on 30 September 2017.

Committee of Management	User Group	First Name	Last Name
Katamatite Recreation Reserve	Katamatite Netball Club	Jenny	Skehan
Yarrawonga Showgrounds Reserve / Victoria Park	Equestrian Users	Donna	Knuckey

2. Approve the appointments of the following persons representing Community and/or User Groups, on the Special Committee of Management, as indicated, for the remaining period of the four (4) year term which commenced on 1 October 2013 and concludes on 30 September 2017.

Committee of Management	User Group	First Name	Last Name
Cobram Scott Reserve	Cobram Football Netball Club	Sharra	Beasley
Katamatite Recreation Reserve	Katamatite Netball Club	Peter	Hodge

3. Write and thank outgoing Committee of Management members.

1. Executive Summary

At Council's meeting held 16 September 2013, Council, in exercise of the powers conferred by sections 86 of the *Local Government Act* 1989 (the Act), resolved to appoint persons as Community or User Group representatives on various Special Committees, for the four (4) year period which commenced on 1 October 2013 and concludes on 30 September 2017.

Even though representatives are initially appointed for a period of four years, should they wish to relinquish their position, they are not obliged to remain on the Committee for the entire period, and a replacement representative would be appointed.

2. Discussion

It is expected that, during the four (4) year term, individuals who represent the Community and/or User Groups on the Committee of Management will change.

Some User Groups feel it is more appropriate to change their representative on a regular basis, annually for example. Also the situations of individuals may change, requiring their appointment to be rescinded, thus requiring another individual to be appointed as a replacement.

FILE NO: F13/25 **2. OUR ENVIRONMENT AND LIFESTYLE**	**ITEM NO: 9.2.1** (**ADMINISTRATION SUPPORT OFFICER - S86 COMMITTEES (HOME BASE), FIONA MULQUINEY**) (**ACTING DIRECTOR, COMMUNITY , BRUCE CONNOLLY**)

SECTION 86 COMMITTEE OF MANAGEMENT REPRESENTATIVE APPOINTMENTS - AMENDMENTS (cont'd)

Also, it is important to have representation on the Committee of Management from those user groups who utilise the facility, as such the composition may change.

Detailed below are any amendments to the current composition and/or Community or User Group representation for those Committees of Management specified.

Cobram Scott Reserve
Sharra Beasley has nominated as a Cobram Football Netball Club representative.

Katamatite Recreation Reserve
Peter Hodge has been nominated to replace Jenny Skehan as a Katamatite Netball Club representative.

Yarrawonga Showgrounds Reserve / Victoria Park
Donna Knuckey has resigned as the Equestrian Users representative, a replacement representative has not been nominated.

3. Financial Implications

There are no financial implications to consider within this report.

4. Community Consultation

As the Section 86 Committees are in essence an extension of Council and are managing the facilities on behalf of Council, it is important for Council to maintain an appropriate balance of representation from user groups and the community and also maintain an accurate and up to date database of representatives on each of the Committees of Management.

To ensure the accuracy of the database, it is essential that each Committee advise Council when changes are required to individual representatives and also to user group representation. When changes do occur, a Council resolution is required.

5. Internal Consultation

Council Officers are aware of the amendments

6. Legislative / Policy Implications

There are no legislative / policy implications to consider within this report.

7. Environmental Sustainability

There are no environmental implications to consider within this report.

8. Conflict of Interest Considerations

There are no officer conflict of interest issues to consider within this report.

9. Conclusion

As part of Councils efforts to ensure that interested and appropriate person(s) and user groups be appointed to the Section 86 Committees, it is recommended that the proposed amendments to the current composition and/or Community or User Group representation for those Committees of Management specified, be approved.

FILE NO: F13/25 **2. OUR ENVIRONMENT AND LIFESTYLE**	**ITEM NO: 9.2.1** (**ADMINISTRATION SUPPORT OFFICER - S86 COMMITTEES (HOME BASE), FIONA MULQUINEY**) (**ACTING DIRECTOR, COMMUNITY , BRUCE CONNOLLY**)

SECTION 86 COMMITTEE OF MANAGEMENT REPRESENTATIVE APPOINTMENTS - AMENDMENTS (cont'd)

MOTION

CRS ED COX / MARIE MARTIN

That Council:

1. Rescind the appointments of the following persons representing Community and/or User Groups on the Special Committee of Management, as indicated, for the four (4) year term which commenced 1 October 2013 and concludes on 30 September 2017.

Committee of Management	User Group	First Name	Last Name
Katamatite Recreation Reserve	Katamatite Netball Club	Jenny	Skehan
Yarrawonga Showgrounds Reserve / Victoria Park	Equestrian Users	Donna	Knuckey

2. Approve the appointments of the following persons representing Community and/or User Groups, on the Special Committee of Management, as indicated, for the remaining period of the four (4) year term which commenced on 1 October 2013 and concludes on 30 September 2017.

Committee of Management	User Group	First Name	Last Name
Cobram Scott Reserve	Cobram Football Netball Club	Sharra	Beasley
Katamatite Recreation Reserve	Katamatite Netball Club	Peter	Hodge

3. Write and thank outgoing Committee of Management members.

(CARRIED)

FILE NO: F13/00082 1. OUR COMMUNITIES	ITEM NO: 9.2.2 (COMMUNITY DEVELOPMENT OFFICER, DULCE ALEXANDRINO) (ACTING DIRECTOR, COMMUNITY , BRUCE CONNOLLY)

SMALL GRANTS SCHEME - JANUARY ROUND 2013/14

1. Executive Summary

Council received 37 applications totalling $68,555.37 in requested funding for the Small Grants Scheme January 2013/14 Round.

The Grant Review Panel carefully reviewed all applications according to the selection criteria. The panel consisted of the following Council officers:

- Acting Team Leader Community Development;
- Team Leader Community Facilities Recreation & Youth;
- Team Leader Community Services;
- Administration Support Officer – Community Facilities Recreation & Youth and
- Business Support Officer – Community Development

The review panel has recommended the funding of 21 projects under the Small Grants Scheme January Round 2013/14.

2. Discussion

The following 21 community projects are recommended for Small Grants funded by the Grants Review Panel:

Organisation	Project	Amount
Katamatite Netball Club Inc.	Player & spectator seating project	$2,500.00
St James Hall CoM	St James Hall Renovation	$2,500.00
St James Recreation Reserve (St James Bowls Club)	Replacement of the player / spectator seating	$2,500.00
Yarrawonga Anglican Parish - St Cuthberts Yarrawonga	Upgrade Anglican Church Hall Kitchen	$2,500.00
JC Lowe Oval Reserve CoM	Replacement of balcony seating at Dempsey Pavilion	$2,500.00
Cobram District Pony Club	Kitchen Fitout - Lining of Walls	$2,500.00
Yarrawonga / Mulwala Mens Shed Inc.	Installation of 2 air-conditioners and water in new workshop	$2,500.00
Numurkah Agricultural & Pastoral Society Inc.	Refurbishment & painting of concrete floor in Findlay Pavilion	$2,460.00
Waaia Recreation Reserve CoM	Main kitchen storage room upgrade	$2,000.00
Nathalia Young Farmers Club	Storage Cupboard	$2,000.00
Western Moira Tourism	Setting with wheelchair access	$2,000.00
Strathmerton Public Hall CoM	Upgrade Car Parking	$1,940.00
Picola Bowling Club	Picola Bowls Ground Surround Improvement	$1,800.00
Tungamah Recreation Reserve CoM	Chair replacement and restock	$1,700.00
Strathmerton Football Club	Installation of Defibrillator	$1,600.00
Cobram District Health Ladies Auxiliary	Purchase of equipment for Irvin House Nursing Home Cobram	$1,460.00
Kaarimba Public Hall Inc.	Overhead fans installed in Hall	$1,090.00
Cobram Soccer Club	Soccer benches, soccer nets and first aid trainer	$800.00

FILE NO: F13/00082 1. OUR COMMUNITIES	ITEM NO: 9.2.2 (COMMUNITY DEVELOPMENT OFFICER, DULCE ALEXANDRINO) (ACTING DIRECTOR, COMMUNITY , BRUCE CONNOLLY)

SMALL GRANTS SCHEME - JANUARY ROUND 2013/14 (cont'd)

	bag	
Numurkah Community Learning Centre Inc.	Community Garden	$800.00
YNH Services	Promoting Community Information	$700.00
Country Womens Association Victoria Inc - Yarrawonga & Border Branch	Upgrade of Switchboard	$550.00
	TOTAL	**$38,400.00**

One application has been referred to the Arts & Cultural Officer for consideration under the new Arts & Cultural funding program and another application has been referred to the Events funding program.

3. Financial Implications

Council has allocated $80,000.00 to the Small Grants Scheme in 2013/14 which comprises of two rounds of $40,000.00. This is the second round with $38,400.00 being allocated.

4. Community Consultation

Throughout the application advertising period, Council officers assisted potential applicants with their applications as requested.

Following Council's adoption of this report, all applicants will be notified by letter of the outcome of their application and those unsuccessful are encouraged to contact Community Development Officers for feedback on their application.

5. Internal Consultation

Internal consultation has taken place with the grant review panel meetings. Separate to these meetings, officers who have regular contact with applicants or those who can provide relevant technical advice regarding projects were contacted for feedback.

6. Legislative / Policy Implications

The small grants applications have been assessed in accordance with the Moira Shire community grants policy and guidelines.

7. Environmental Sustainability

Moira Shire's community grants program aims to support wide range of diverse projects. Where appropriate, the grant review panel ensure that projects consider environmentally sustainable options when scoping projects.

8. Conflict of Interest Considerations

There are no council officer conflict of interest issues relating to the projects recommended for funding.

9. Conclusion

The review panel has recommended the funding of 21 projects from the Small Grants Scheme January Round 2013/14.

Attachments

Nil

FILE NO: F13/00082
1. OUR COMMUNITIES

ITEM NO: 9.2.2
(**COMMUNITY DEVELOPMENT OFFICER, DULCE ALEXANDRINO**)
(**ACTING DIRECTOR, COMMUNITY , BRUCE CONNOLLY**)

SMALL GRANTS SCHEME - JANUARY ROUND 2013/14 (cont'd)

Cr Alex Monk declared a conflict of interest and left the room at 6.28PM.

RECOMMENDATION

That Council:

1. approve for funding, the following projects under the Small Grants Scheme January Round 2013/14; and

Organisation	Project	Amount
Katamatite Netball Club Inc.	Player & spectator seating project	$2,500.00
St James Hall CoM	St James Hall Renovation	$2,500.00
St James Recreation Reserve (St James Bowls Club)	Replacement of the player / spectator seating	$2,500.00
Yarrawonga Anglican Parish - St Cuthberts Yarrawonga	Upgrade Anglican Church Hall Kitchen	$2,500.00
JC Lowe Oval Reserve CoM	Replacement of balcony seating at Dempsey Pavilion	$2,500.00
Cobram District Pony Club	Kitchen Fitout - Lining of Walls	$2,500.00
Yarrawonga / Mulwala Mens Shed Inc.	Installation of 2 air-conditioners and water in new workshop	$2,500.00
Numurkah Agricultural & Pastoral Society Inc.	Refurbishment & painting of concrete floor in Findlay Pavilion	$2,460.00
Waaia Recreation Reserve CoM	Main kitchen storage room upgrade	$2,000.00
Nathalia Young Farmers Club	Storage Cupboard	$2,000.00
Western Moira Tourism	Setting with wheelchair access	$2,000.00
Strathmerton Public Hall CoM	Upgrade Car Parking	$1,940.00
Picola Bowling Club	Picola Bowls Ground Surround Improvement	$1,800.00
Tungamah Recreation Reserve CoM	Chair replacement and restock	$1,700.00
Strathmerton Football Club	Installation of Defibrillator	$1,600.00
Cobram District Health Ladies Auxiliary	Purchase of equipment for Irvin House Nursing Home Cobram	$1,460.00
Kaarimba Public Hall Inc.	Overhead fans installed in Hall	$1,090.00
Cobram Soccer Club	Soccer benches, soccer nets and first aid trainer bag	$800.00
Numurkah Community Learning Centre Inc.	Community Garden	$800.00
YNH Services	Promoting Community Information	$700.00
Country Womens Association Victoria Inc - Yarrawonga & Border Branch	Upgrade of Switchboard	$550.00
	TOTAL	**$38,400.00**

2. notify all successful and unsuccessful applicants of the outcome of their application.

FILE NO: F13/00082
1. OUR COMMUNITIES

ITEM NO: 9.2.2
(**COMMUNITY DEVELOPMENT OFFICER, DULCE ALEXANDRINO**)
(**ACTING DIRECTOR, COMMUNITY , BRUCE CONNOLLY**)

SMALL GRANTS SCHEME - JANUARY ROUND 2013/14 (cont'd)

MOTION

CRS DON MCPHEE / BRIAN KEENAN

That Council:

1. approve for funding, the following projects under the Small Grants Scheme January Round 2013/14; and

Organisation	Project	Amount
Katamatite Netball Club Inc.	Player & spectator seating project	$2,500.00
St James Hall CoM	St James Hall Renovation	$2,500.00
St James Recreation Reserve (St James Bowls Club)	Replacement of the player / spectator seating	$2,500.00
Yarrawonga Anglican Parish - St Cuthberts Yarrawonga	Upgrade Anglican Church Hall Kitchen	$2,500.00
JC Lowe Oval Reserve CoM	Replacement of balcony seating at Dempsey Pavilion	$2,500.00
Cobram District Pony Club	Kitchen Fitout - Lining of Walls	$2,500.00
Yarrawonga / Mulwala Mens Shed Inc.	Installation of 2 air-conditioners and water in new workshop	$2,500.00
Numurkah Agricultural & Pastoral Society Inc.	Refurbishment & painting of concrete floor in Findlay Pavilion	$2,460.00
Waaia Recreation Reserve CoM	Main kitchen storage room upgrade	$2,000.00
Nathalia Young Farmers Club	Storage Cupboard	$2,000.00
Western Moira Tourism	Setting with wheelchair access	$2,000.00
Strathmerton Public Hall CoM	Upgrade Car Parking	$1,940.00
Picola Bowling Club	Picola Bowls Ground Surround Improvement	$1,800.00
Tungamah Recreation Reserve CoM	Chair replacement and restock	$1,700.00
Strathmerton Football Club	Installation of Defibrillator	$1,600.00
Cobram District Health Ladies Auxiliary	Purchase of equipment for Irvin House Nursing Home Cobram	$1,460.00
Kaarimba Public Hall Inc.	Overhead fans installed in Hall	$1,090.00
Cobram Soccer Club	Soccer benches, soccer nets and first aid trainer bag	$800.00
Numurkah Community Learning Centre Inc.	Community Garden	$800.00
YNH Services	Promoting Community Information	$700.00
Country Womens Association Victoria Inc - Yarrawonga & Border Branch	Upgrade of Switchboard	$550.00
	TOTAL	**$38,400.00**

2. notify all successful and unsuccessful applicants of the outcome of their application.

(CARRIED)

Cr Alex Monk returned at 6.30PM.

FILE NO: Q015/14 **3. OUR COMMUNICATIONS AND PROCESSES**	**ITEM NO: 9.2.3** (**MANAGER CORPORATE GOVERNANCE, DAVID BOOTH**) (**ACTING, CHIEF EXECUTIVE OFFICER, PETER BERTOLUS**)

DELEGATION TO APPOINT THE CHIEF EXECUTIVE OFFICER

1. Executive Summary

Council has previously, as part of the confidential agenda of Council's ordinary meeting of 18 November 2013, appointed Jo Fisher and Associates to assist in the recruitment of a new Chief Executive Officer for Moira Shire Council.

Prior to any subsequent appointment of a Chief Executive Officer, Council must resolve to delegate the power to appoint to either the Council or a special committee of Council.

This report recommends to delegate "the Council", comprising all nine (9) Councillors to appoint the new Chief Executive Officer.

2. Discussion

Following the early termination of the employment contract of the previous Chief Executive Officer, Mr Gary Arnold, a process to recruit a new Chief Executive Officer was initiated in November 2013.

Section 94 of the Local Government Act states;

> *The Chief Executive Officer*
>
> *(1) A Council must appoint a natural person to be its Chief Executive Officer.*
> *(1A) The Council must make a permanent appointment to the position of Chief Executive Officer as soon as is reasonably practicable after a vacancy in the position occurs.*
>
> *(2) The Chief Executive Officer is a member of Council staff.*
>
> *(3) A Council may only appoint a person to be its Chief Executive Officer after it has invited applications for the position in a notice in a newspaper circulating generally throughout Victoria and has considered all applications received by it that comply with the conditions specified in the notice.*

Jo Fisher and Associates were engaged in November 2013 to assist Council with the recruitment of and negotiation with a new Chief Executive Officer for Moira Shire Council.

Prior to any appointment, Council needs to formally delegate the power to appoint to either the Council or a Special Committee of the Council.

Such is the importance of the appointment of a Chief Executive Officer, it is recommended that all nine (9) Councillors be nominated to appoint the successful candidate.

Once appointed under this delegation, the new Chief Executive Officer can then be announced to the community. It is proposed that this be carried out at a Special Meeting of Council, the time of which is yet to be determined.

3. Financial Implications

The remuneration of the Chief Executive Officer is negotiated between the Council and the successful candidate. The remuneration package will consider community expectation as well as be guided by remuneration packages of comparable Councils.

FILE NO: Q015/14 3. OUR COMMUNICATIONS AND PROCESSES	ITEM NO: 9.2.3 (MANAGER CORPORATE GOVERNANCE, DAVID BOOTH) (ACTING, CHIEF EXECUTIVE OFFICER, PETER BERTOLUS)

DELEGATION TO APPOINT THE CHIEF EXECUTIVE OFFICER (cont'd)

4. Community Consultation

There has been no community consultation undertaken in preparation of this report.

5. Internal Consultation

Council has previously engaged Jo Fisher and Associates to assist with the recruitment of a Chief Executive Officer. This has included negotiation of a remuneration package with the preferred candidate.

Council has also sought advice from its lawyers, Russell Kennedy on the appropriateness of the remuneration package offered as part of negotiations.

6. Legislative / Policy Implications

Recommendations in this report have been guided by the local Government Act 1989.

In addition, Guidance Notes produced by local Government Victoria have also been used in developing this report and its recommendations.

7. Environmental Sustainability

There are no environmental sustainability considerations associated with this report.

8. Conflict of Interest Considerations

There are no officer conflict of interest considerations associated with this report.

9. Conclusion

Following the termination of the employment contract of former Chief Executive Officer Mr Gary Arnold in October 2013, the process to recruit a new Chief Executive Officer commenced in November 2013 with the appointment of Jo Fisher and Associates.

In anticipation of the appointment of a Chief Executive Officer, Council must resolve to delegate the power to appoint this position.

This report recommends that "the Council", comprising all nine (9) Councillors be delegated this power.

Attachments

Nil

Peter Bertolus declared a conflict of interest and left the room at 6.31PM.

RECOMMENDATION

That:

1. Council delegate the appointment of the Chief Executive Officer to a special committee comprising all nine (9) councillors.

MOTION

FILE NO: Q015/14 **3. OUR COMMUNICATIONS AND PROCESSES**	**ITEM NO: 9.2.3** (**MANAGER CORPORATE GOVERNANCE, DAVID BOOTH**) (**ACTING, CHIEF EXECUTIVE OFFICER, PETER BERTOLUS**)

DELEGATION TO APPOINT THE CHIEF EXECUTIVE OFFICER (cont'd)

CRS ED COX / MARIE MARTIN

That:

1. Council delegate the appointment of the Chief Executive Officer to a special committee comprising all nine (9) councillors.

(CARRIED)

Peter Bertolus returned at 6.33PM.

FILE NO: 120.16.0001 3. OUR COMMUNICATIONS AND PROCESSES	ITEM NO: 10.1.1 (GOVERNANCE RECORDS OFFICER, MARGARET HINCK) (DIRECTOR CORPORATE GOVERNANCE, ALISON COE)

ASSEMBLIES OF COUNCILLORS

1. Executive Summary

The records of the Assembly of Councillors reported during the month of February 2014 are attached to this report.

Inclusion of the attached records of Assembly of Councillors in the Council agenda, and incorporation into the Minutes ensures Council meets its statutory obligations under section 80A of the Local Government Act 1989 (the Act).

2. Discussion

An Assembly of Councillors is defined under Division 1A – Conduct and interests in section 76AA of the Act:

> ***assembly of Councillors*** (however titled) means a meeting of an advisory committee of the Council, if at least one Councillor is present, or a planned or scheduled meeting of at least half of the Councillors and one member of Council staff which considers matters that are intended or likely to be -
>
> (a) the subject of a decision of the Council; or
>
> (b) subject to the exercise of a function, duty or power of the Council that has been delegated to a person or committee—
>
> but does not include a meeting of the Council, a special committee of the Council, an audit committee established under section 139, a club, association, peak body, political party or other organisation.

Section 80A of the Act requires the Chief Executive Officer to ensure that a written record of an assembly of Councillors is reported to an ordinary meeting of the Council as soon as practicable. The written record must include whether a Councillor who has disclosed a conflict of interest leaves the assembly.

Section 80A(1) requires that a record is kept of:

(a) the names of all Councillors and members of Council staff attending;

(b) the matters considered;

(c) any conflict of interest disclosures made by a Councillor attending under subsection (3); and

(d) whether a Councillor who has disclosed a conflict of interest as required by subsection (3) leaves the assembly.

3. Financial Implications

There are no financial implications with this report.

4. Community Consultation

The community are able to access written records of assemblies of Councillors.

5. Internal Consultation

There are no internal consultations associated with this report.

6. Legislative / Policy Implications

This report complies with the requirements under the *Local Government Act 1989*.

FILE NO: 120.16.0001 3. OUR COMMUNICATIONS AND PROCESSES	ITEM NO: 10.1.1 (GOVERNANCE RECORDS OFFICER, MARGARET HINCK) (DIRECTOR CORPORATE GOVERNANCE, ALISON COE)

ASSEMBLIES OF COUNCILLORS (cont'd)

7. Environmental Implications

There are no environmental implications with this report.

8. Conflict of Interest Considerations

There are no council officer conflict of interest issues to consider within this report.

9. Conclusion

The Assembly of Councillors records attached to this report are a true and accurate record of all assemblies of Councillors reported during February 2014. Their recording into the Council Minutes ensures Council meets its statutory obligations under section 80A of the Act.

Attachments

1 Attachment 3 February
2 Attachment 5 February
3 Attachment 17 February
4 Attachment 20 February
5 Attachment 25 February

RECOMMENDATION

That Council receive and note the attached Records of Assembly of Councillors.

MOTION

CRS BRIAN KEENAN / DON MCPHEE

That Council receive and note the attached Records of Assembly of Councillors.

(CARRIED)

FILE NO: 120.16.0001 **3. OUR COMMUNICATIONS AND PROCESSES**	**ITEM NO: 10.1.1** **(GOVERNANCE RECORDS OFFICER, MARGARET HINCK)** **(DIRECTOR CORPORATE GOVERNANCE, ALISON COE)**

ASSEMBLIES OF COUNCILLORS (cont'd)

ATTACHMENT No [1] - Attachment 3 February

MoiraShire
ENRICHING LIFE ON THE MURRAY
MOIRA SHIRE ON THE MURRAY

RECORD OF ASSEMBLY OF COUNCILLORS

Date held	3 February 2014	
Name of meeting	Council Briefing	
Councillors attending	Councillors Brian Keenan, Kevin Bourke, Wendy Buck, Gary Cleveland, Ed Cox, Peter Mansfield, Marie Martin, Don McPhee, Alex Monk	
Council staff attending	Acting Chief Executive Officer, Peter Bertolus Director Corporate Governance, Alison Coe Acting Director Community, Bruce Connolly Acting Director Shire Development and Liveability, Mark Foord Manager Governance, David Booth	
Matters discussed		
1. Silverwoods Development - Peter Bozzo and Daniel Smith, Lotus Living 2. Replacement of Shepparton Irrigation Groundwater Management Plan - Matt Hudson GM Water 3. Goulburn Broken Catchment Management Authority - Joint services 4. Council's Membership 5. Follow up Strategic Planning Day		
Conflict of Interest Disclosures (indicate below if Nil or complete details)		
Matter No.	Councillor	Did Councillor leave meeting
Nil		

FILE NO: 120.16.0001 **3. OUR COMMUNICATIONS AND PROCESSES**	**ITEM NO: 10.1.1** **(GOVERNANCE RECORDS OFFICER, MARGARET HINCK)** **(DIRECTOR CORPORATE GOVERNANCE, ALISON COE)**

ASSEMBLIES OF COUNCILLORS (cont'd)

ATTACHMENT No [2] - Attachment 5 February

MoiraShire
ENRICHING LIFE ON THE MURRAY
MOIRA SHIRE ON THE MURRAY

RECORD OF ASSEMBLY OF COUNCILLORS

Date held	5 February 2014
Name of meeting	Moira Shire Local Safety Committee Meeting
Councillors attending	Councillor Kevin Bourke
Council staff attending	Youth Development Officer, Maryanne Ryan Youth Trainee, Erin Walmsley
Matters discussed	
1. Business Arising from Previous Minutes 2. Police Statistics 3. Youth Issues 4. General Business - Police busy due to extreme weather - Drive way at hospital - Traffic lights ODwyer Street - Neighbourhood Watch newsletter - Tree maintenance	
Conflict of Interest Disclosures (indicate below if Nil or complete details)	
Nil	

FILE NO: 120.16.0001 **3. OUR COMMUNICATIONS AND PROCESSES**	**ITEM NO: 10.1.1** **(GOVERNANCE RECORDS OFFICER, MARGARET HINCK)** **(DIRECTOR CORPORATE GOVERNANCE, ALISON COE)**

ASSEMBLIES OF COUNCILLORS (cont'd)

ATTACHMENT No [3] - Attachment 17 February

MoiraShire
ENRICHING LIFE ON THE MURRAY
MOIRA SHIRE ON THE MURRAY

RECORD OF ASSEMBLY OF COUNCILLORS

Date held	17 February 2014
Name of meeting	Council Briefing
Councillors attending	Councillors Brian Keenan, Kevin Bourke, Wendy Buck (left at 1PM and returned at 3.26PM), Gary Cleveland, Ed Cox, Peter Mansfield, Marie Martin, Alex Monk
Council staff attending	Acting Chief Executive Officer, Peter Bertolus Director Corporate Governance, Alison Coe Acting Director Community, Bruce Connolly Acting Director Shire Development and Liveability, Mark Foord Manager Governance, David Booth

Matters discussed

1. Numurkah Historical Society
2. Bush Fire update
3. Free Waste Day - Presentation by Sally Rice and John Mangan
4. Presentation by Kevin Crow and Don Collie: Federation Park
5. Councillor Portfolio Protocols
6. Tourism update - Bruce Connolly
7. Agenda Review:

- Financial Position Report as at 31 January 2014
- Quarterly Budget Review - December 2013
- Review of Delegations to The Chief Executive Officer and Council Staff
- Appointment and Authorisation of Council Officers Under the Planning and Environment Act 1987
- Council Plan 2013/14 December Quarterly Review
- 2013 Numurkah Agricultural & Pastoral Society Show Day Public Holiday Request
- New Melville Street Numurkah Pedestrian Crossing
- Waste Day 2014 (In Conjunction With Clean Up Australia Day)
- Planning Permit Application 52013488 - 22 Lot Subdivision - 15 Pyke Street and 26 Francis Elliott Court Bundalong
- Disused Channel Land, Cobram
- Planning Permit Application 52013758 for a General Liquor Licence at 7419a Murray Valley Highway Bundalong.
- Application for Temporary Limited Liquor Licence - Bundalong Tavern, 7419 Murray Valley Highway, Bundalong

Conflict of Interest Disclosures (indicate below if Nil or complete details)

Matter No.	Councillor	Did Councillor leave meeting
Nil		

FILE NO: 120.16.0001 **3. OUR COMMUNICATIONS AND PROCESSES**	**ITEM NO: 10.1.1** **(GOVERNANCE RECORDS OFFICER, MARGARET HINCK)** **(DIRECTOR CORPORATE GOVERNANCE, ALISON COE)**

ASSEMBLIES OF COUNCILLORS (cont'd)

ATTACHMENT No [4] - Attachment 20 February

MoiraShire
ENRICHING LIFE ON THE MURRAY
MOIRA SHIRE ON THE MURRAY

RECORD OF ASSEMBLY OF COUNCILLORS

Date held	20 February 2014
Name of meeting	Disability Advisory Committee
Councillors attending	Councillor Don McPhee
Council staff attending	Community Services Team Leader, Kim Fitzgerald Community Services Officer, Hayley O'Loughlin
Matters discussed	
1. Accessibility challenge in Numurkah 2. Communication Accessibility in Moira Shire Council	
Conflict of Interest Disclosures (indicate below if Nil or complete details)	
Nil	

FILE NO: 120.16.0001 **3. OUR COMMUNICATIONS AND PROCESSES**	**ITEM NO: 10.1.1** **(GOVERNANCE RECORDS OFFICER, MARGARET HINCK)** **(DIRECTOR CORPORATE GOVERNANCE, ALISON COE)**

ASSEMBLIES OF COUNCILLORS (cont'd)

ATTACHMENT No [5] - Attachment 25 February

MoiraShire
ENRICHING LIFE ON THE MURRAY
MOIRA SHIRE ON THE MURRAY

RECORD OF ASSEMBLY OF COUNCILLORS

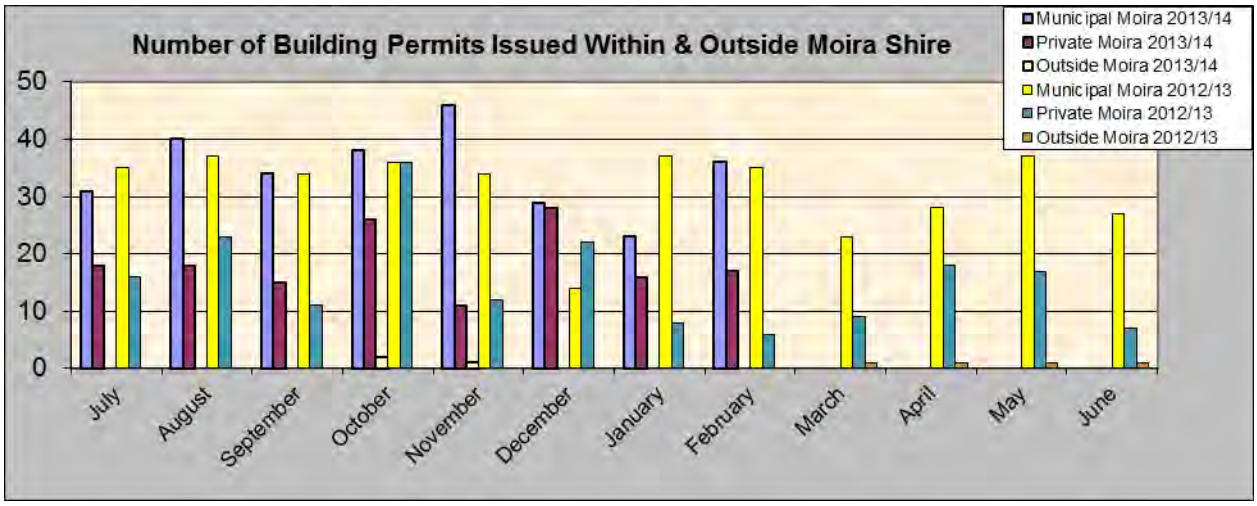
Date held	25 February 2014
Name of meeting	Moira Shire Junior Council Meeting
Councillors attending	Councillors Ed Cox, Alex Monk, Garry Cleveland
Council staff attending	Youth Development Officer, Hollie Barnes Youth Development Officer, Maryanne Ryan Youth Trainee, Erin Walmsley Administration Support Officer, Sharon Nye
Matters discussed	
- Get to know you activities / Planning future meetings - Youth & Town issues - Anthony Bordett – Mission Australia – brief introduction - Activities	
Conflict of Interest Disclosures (indicate below if Nil or complete details)	
Nil	

FILE NO: 250.08.0004 3. OUR COMMUNICATIONS AND PROCESSES	ITEM NO: 10.3.1 (ADMINISTRATION SUPPORT OFFICER, AMANDA MATHERS) (ACTING DIRECTOR, DEVELOPMENT AND LIVEABILITY , MARK FOORD)

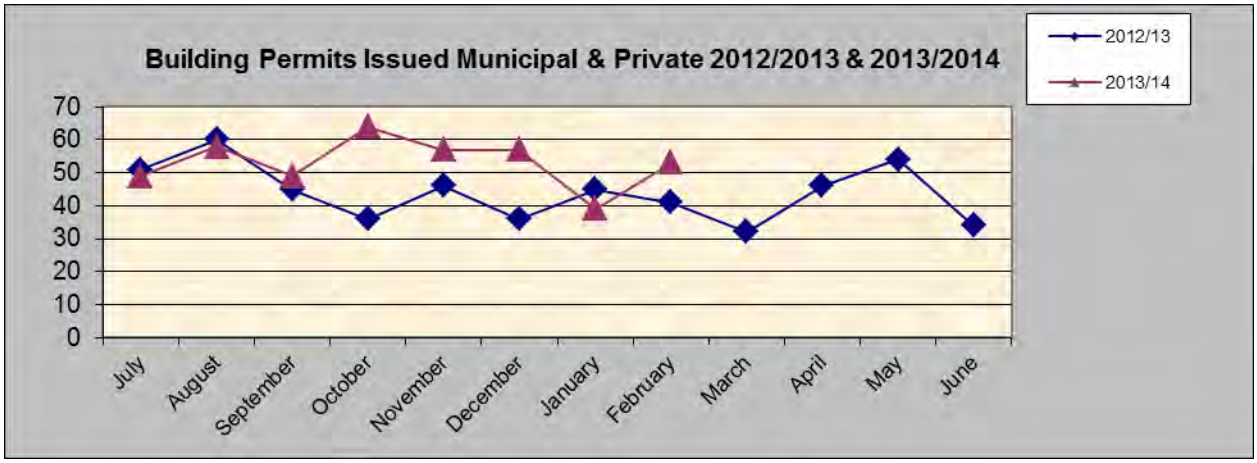
BUILDING AND PLANNING PERMIT ACTIVITY REPORTS

Building Permits

For the period of 1 to 28 February 2014, Fifty Three (53) building permits were issued to the value of $5,659,763.00.

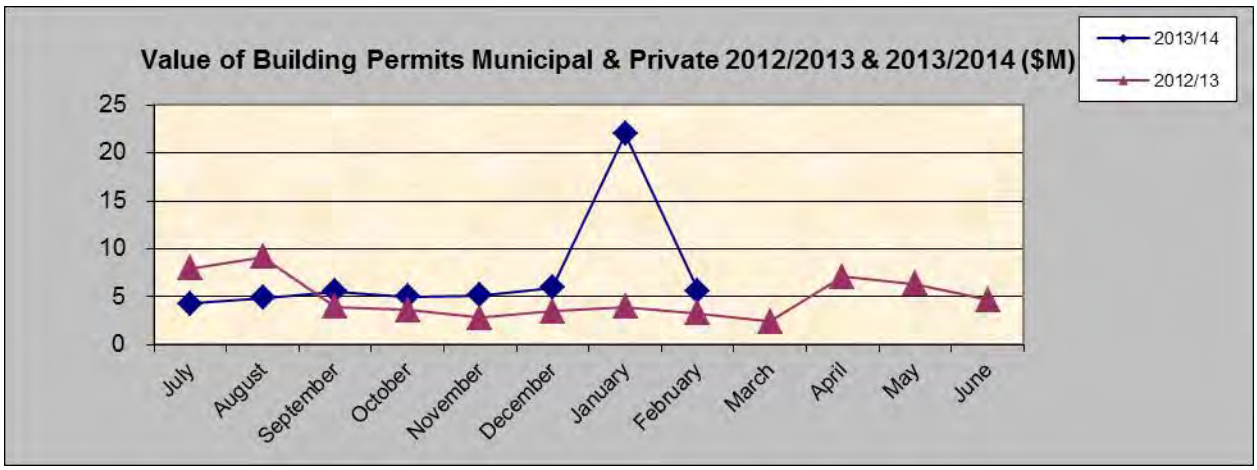


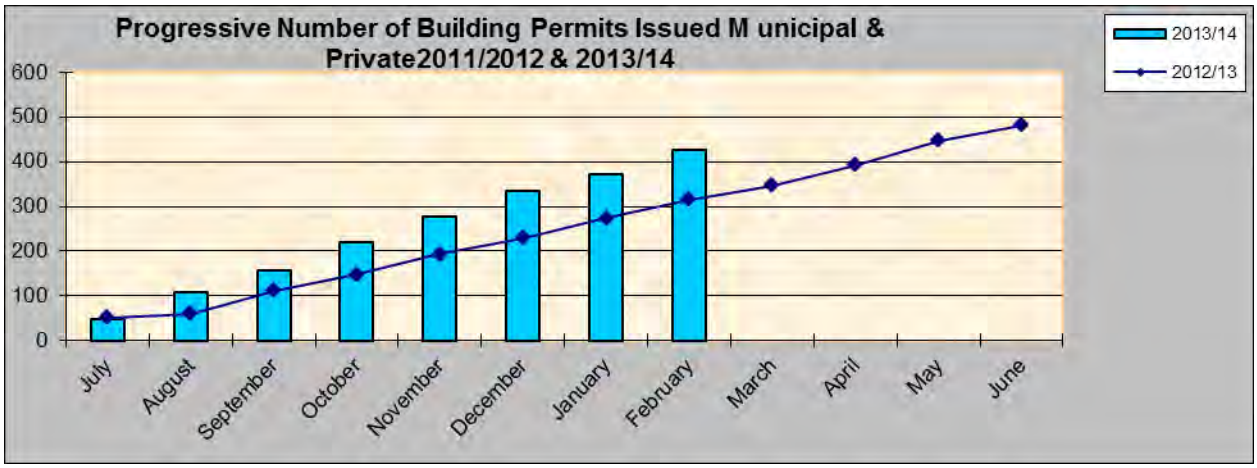
No building permits were issued outside Moira Shire during these months. Applications for building permits outside Shire boundaries vary.

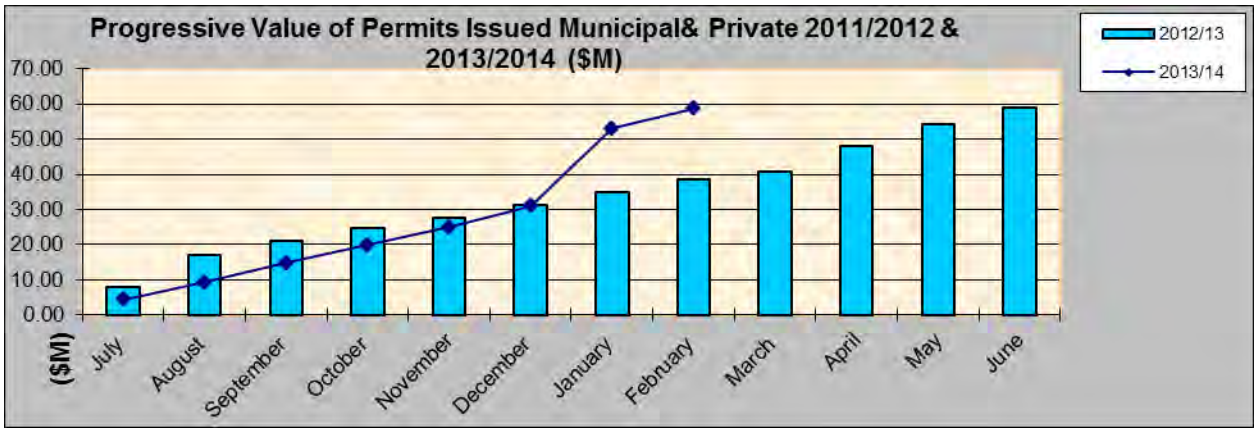


FILE NO: 250.08.0004 3. OUR COMMUNICATIONS AND PROCESSES	ITEM NO: 10.3.1 (ADMINISTRATION SUPPORT OFFICER, AMANDA MATHERS) (ACTING DIRECTOR, DEVELOPMENT AND LIVEABILITY , MARK FOORD)

BUILDING AND PLANNING PERMIT ACTIVITY REPORTS (cont'd)

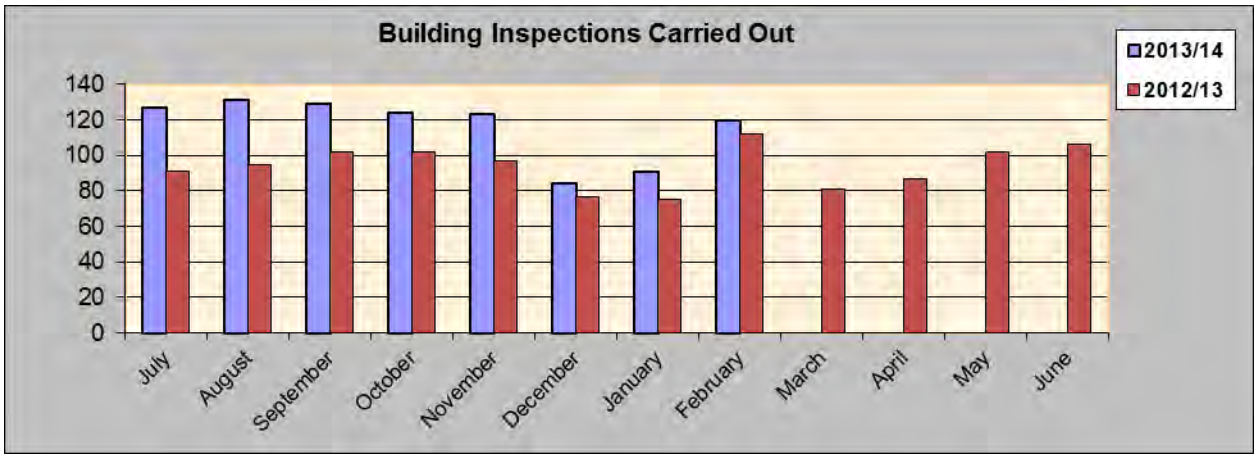






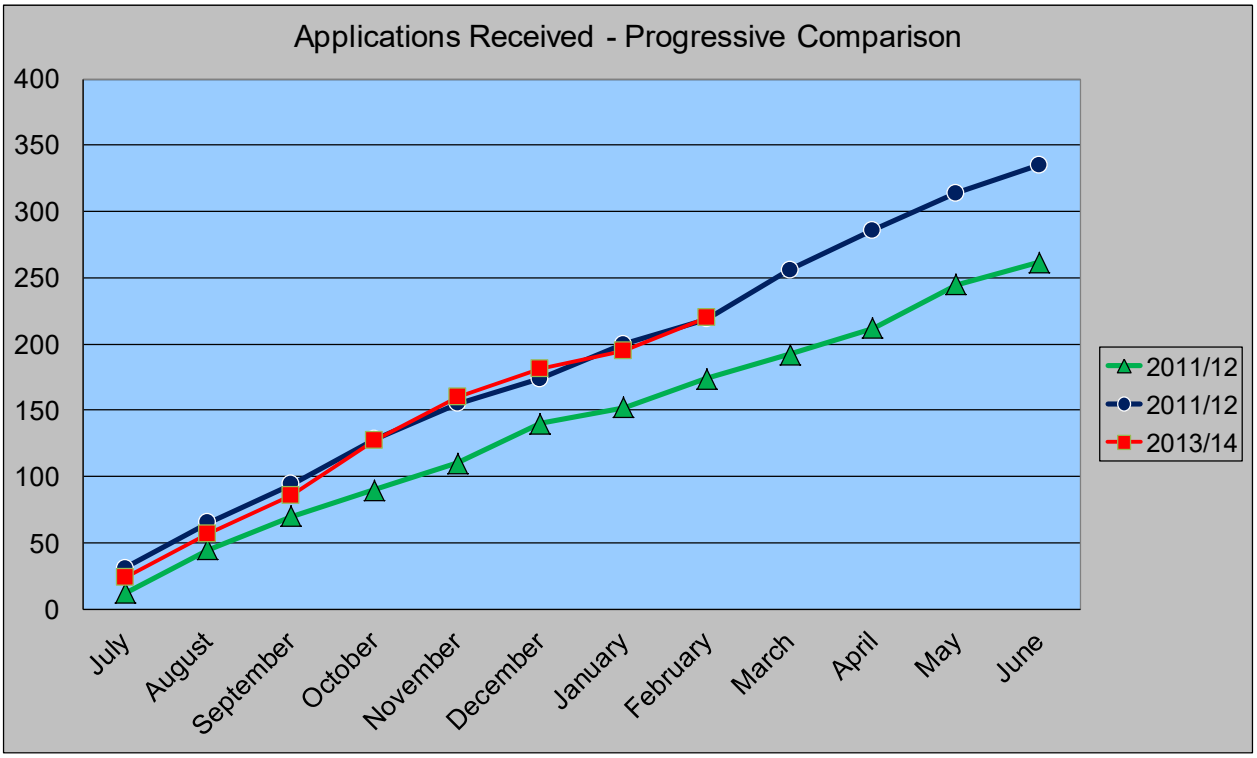
FILE NO: 250.08.0004 3. OUR COMMUNICATIONS AND PROCESSES	ITEM NO: 10.3.1 (ADMINISTRATION SUPPORT OFFICER, AMANDA MATHERS) (ACTING DIRECTOR, DEVELOPMENT AND LIVEABILITY , MARK FOORD)

BUILDING AND PLANNING PERMIT ACTIVITY REPORTS (cont'd)



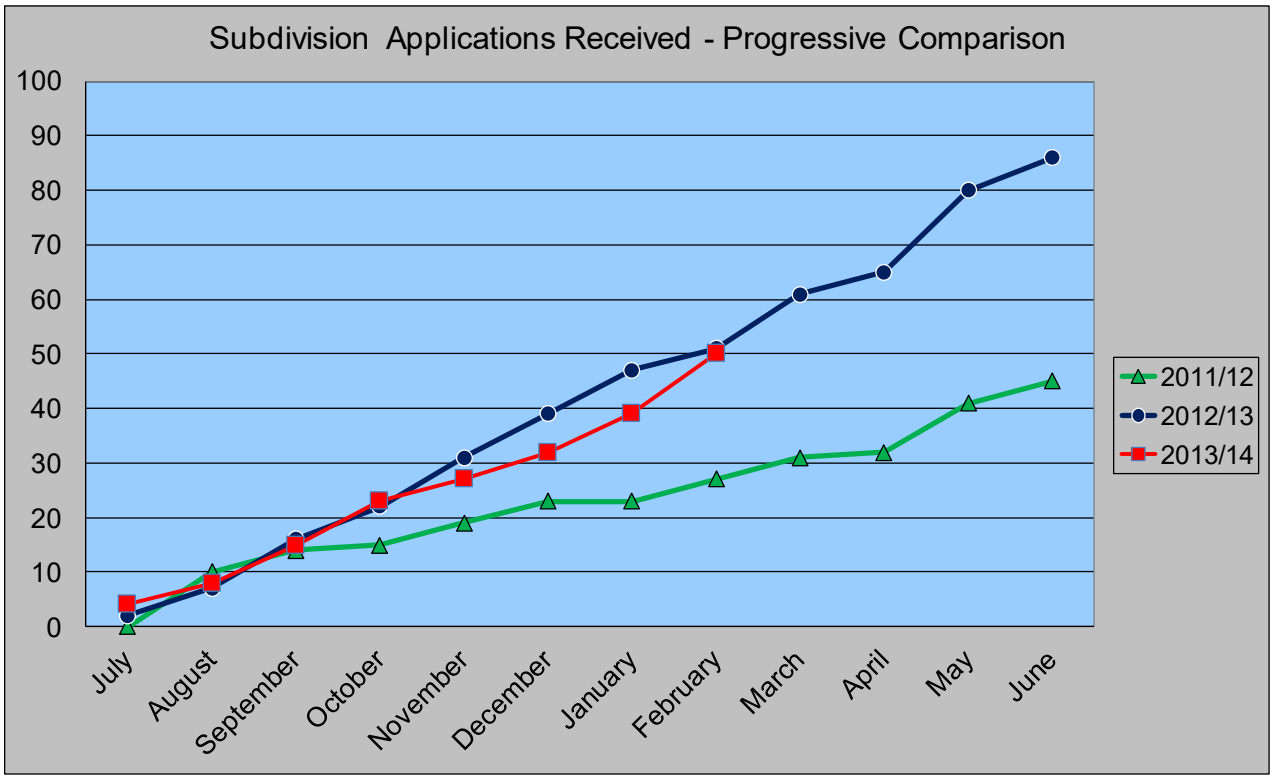
Planning Permits

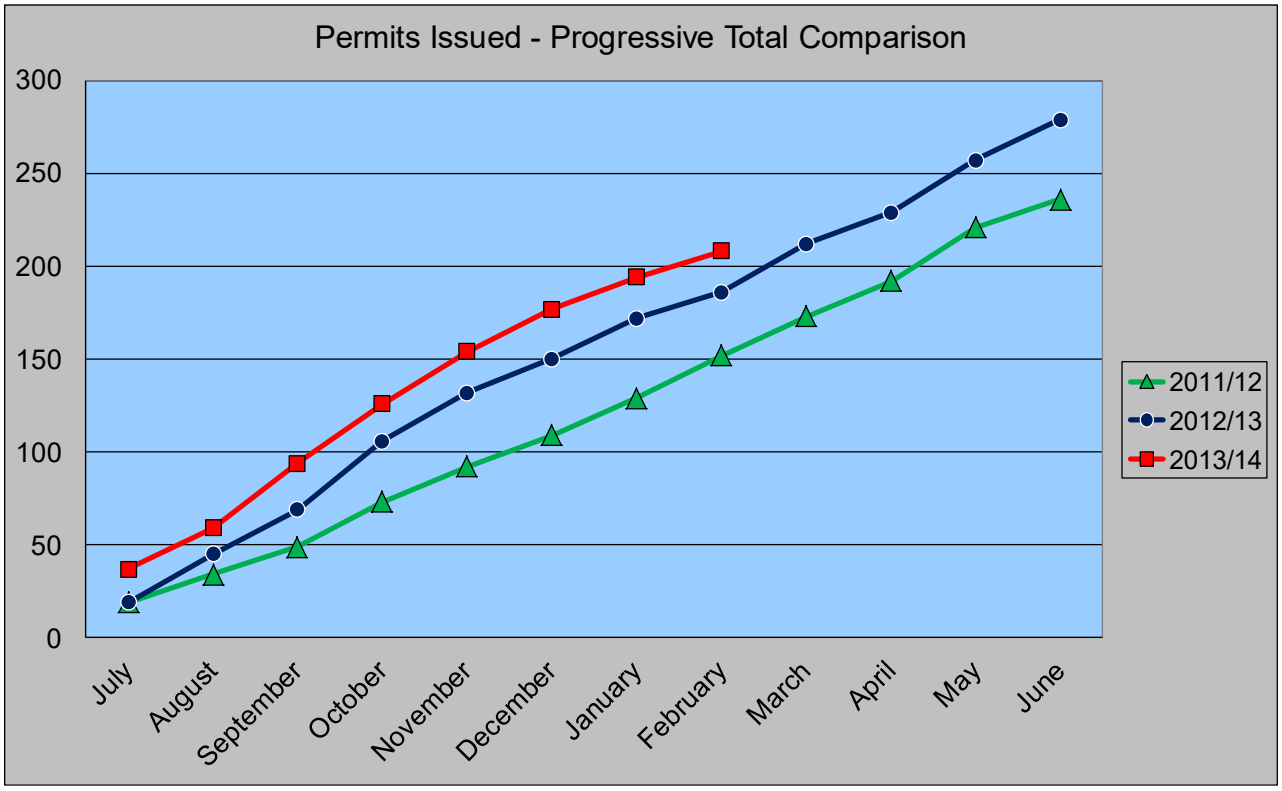
In February 2014, fourteen (14) planning permits were issued to the value of $1,573,551.00 and applications received for the month totalled twenty-five (25).



FILE NO: 250.08.0004 3. OUR COMMUNICATIONS AND PROCESSES	ITEM NO: 10.3.1 (ADMINISTRATION SUPPORT OFFICER, AMANDA MATHERS) (ACTING DIRECTOR, DEVELOPMENT AND LIVEABILITY , MARK FOORD)

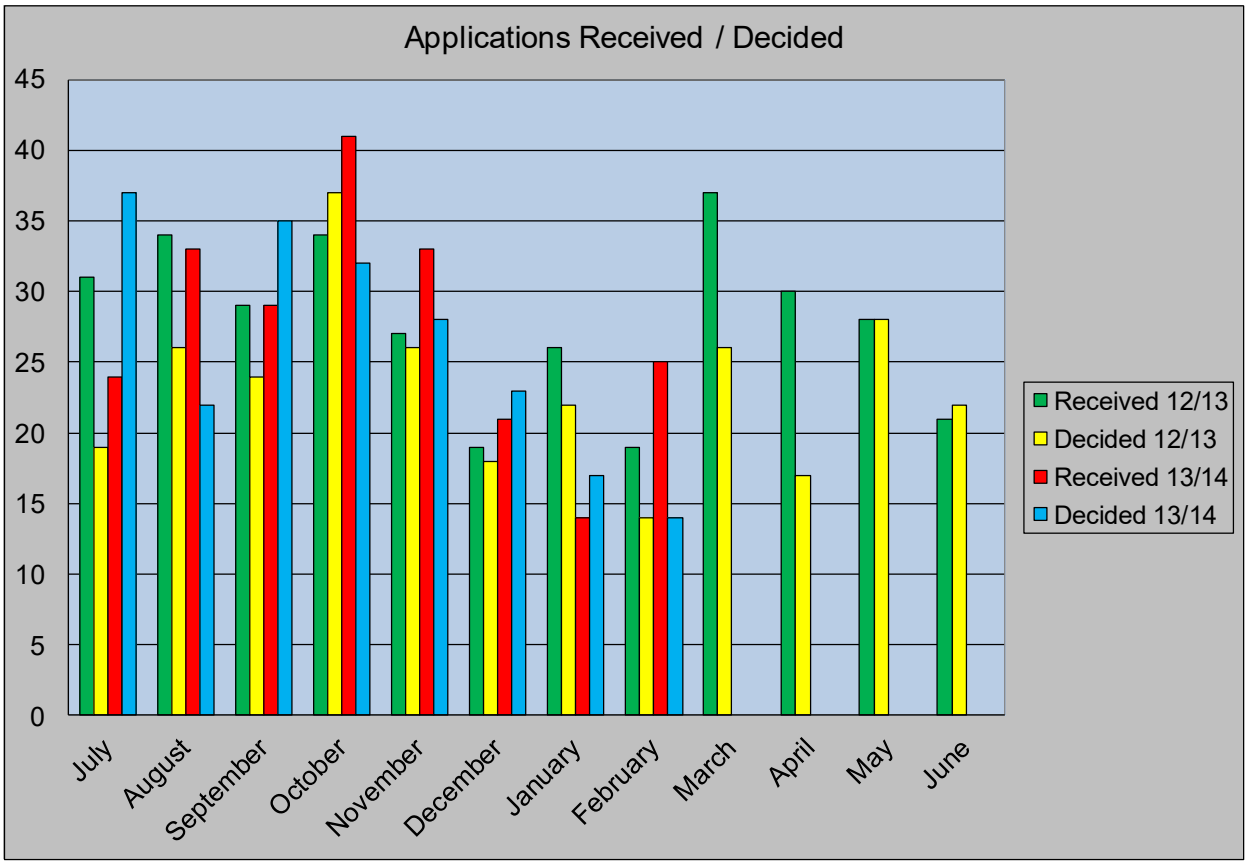
BUILDING AND PLANNING PERMIT ACTIVITY REPORTS (cont'd)





FILE NO: 250.08.0004 3. OUR COMMUNICATIONS AND PROCESSES	ITEM NO: 10.3.1 (ADMINISTRATION SUPPORT OFFICER, AMANDA MATHERS) (ACTING DIRECTOR, DEVELOPMENT AND LIVEABILITY , MARK FOORD)

BUILDING AND PLANNING PERMIT ACTIVITY REPORTS (cont'd)



Attachments

1 Planning Permits Issued

RECOMMENDATION

That Council receive and note the combined Building and Planning Permit Activity Reports for the month of February 2014.

MOTION

CRS ALEX MONK / GARY CLEVELAND

That Council receive and note the combined Building and Planning Permit Activity Reports for the month of February 2014.

(CARRIED)

FILE NO: 250.08.0004 3. OUR COMMUNICATIONS AND PROCESSES	ITEM NO: 10.3.1 (ADMINISTRATION SUPPORT OFFICER, AMANDA MATHERS) (ACTING DIRECTOR, DEVELOPMENT AND LIVEABILITY , MARK FOORD)

BUILDING AND PLANNING PERMIT ACTIVITY REPORTS (cont'd)

ATTACHMENT No [1] - Planning Permits Issued

MOIRA SHIRE ON THE MURRAY

Planning Permits issued - February 2014

Appl. No.	Date Received	Property Address	Use or Development	Date of Decision	Estimated Cost of Proposed Works
005.2013.00000698.001	10/10/2013	468 McPhails RD BUNDALONG	Use & Development of Land for a Dwelling	5/02/2014	$ 250,000
005.2013.00000705.001	11/10/2013	264 Baxters DR WAAIA	Re-subdivision of land from three (3) lots into two (2) lots	25/02/2014	$ 0
005.2013.00000861.001	3/12/2013	689 Murray RD PICOLA	Earthworks - Whole Farm Plan)	20/02/2014	$ 351,469
005.2013.00000874.001	5/12/2013	9 Acacia ST YARRAWONGA	Use & Development of the land for a Gymnasium	19/02/2014	$ 30,000
005.2013.00000882.001	9/12/2013	Mills RD NARING	Earthworks associated with the Construction of the Muckatah 2/3P Commu	24/02/2014	$ 180,000
005.2013.00000904.001	18/12/2013	196 Berrys RD KATUNGA	Buildings & Works - Machinery Shed	4/02/2014	$ 25,000
005.2013.00000907.001	17/12/2013	51 Piper ST YARRAWONGA	Change of Use - Home Occupation (Beauty Salon)	6/02/2014	$ 10,000
005.2013.00000914.001	23/12/2013	2896 Murray Valley HWY YIELIMA	Subdivision - Excision of Dwelling	10/02/2014	$ 0
005.2014.00000003.001	9/01/2014	9A McColl ST BATHUMI	Buildings & Works - Patio	12/02/2014	$ 9,870
005.2014.00000007.001	10/01/2014	268 Connell RD BURRAMINE	Replacement Dwelling	17/02/2014	$ 250,000
005.2014.00000032.001	29/01/2014	7 Shell CL YARRAWONGA	Buildings & Works - Dwelling	4/02/2014	$ 366,312

FILE NO: 250.08.0004
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 10.3.1
(ADMINISTRATION SUPPORT OFFICER, AMANDA MATHERS)
(ACTING DIRECTOR, DEVELOPMENT AND LIVEABILITY , MARK FOORD)

BUILDING AND PLANNING PERMIT ACTIVITY REPORTS (cont'd)

ATTACHMENT No [1] - Planning Permits Issued

Appl. No.	Date Received	Property Address	Use or Development	Date of Decision	Estimated Cost of Proposed Works
005.2014.00000033.001	29/01/2014	57 Anchorage WY YARRAWONGA	Buildings & Works - Swimming Pool	13/02/2014	$ 53,000
005.2014.00000054.001	3/02/2014	30 Reedys RD BURRAMINE	Buildings & Works - Patio	11/02/2014	$ 9,900
005.2014.00000065.001	7/02/2014	250 Macarthur RD YARROWEYAH	Buildings & Works - Swimming Pool	25/02/2014	$ 38,000

Applications Decided: 14
Permits Approved under Delegation (APPD): 14
Notice of Decision to Approve (AAPC): 0
Notice of Decision to Refuse (APPR): 0

Total Estimated Value of Works: **$ 1,573,551.00**

FILE NO: 100.01.0001 3. OUR COMMUNICATIONS AND PROCESSES	ITEM NO: 11.1 (PERSONAL ASSISTANT TO CEO, ROBYN BONADDIO) (DIRECTOR CORPORATE GOVERNANCE, ALISON COE)

ACTION OFFICERS LIST

Attachments

1 Action Officers List March 2014

RECOMMENDATION

That Council receive and note the Action Officers List.

MOTION

CRS ALEX MONK / DON MCPHEE

That Council receive and note the Action Officers List.

(CARRIED)

FILE NO: 100.01.0001
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 11.1
(PERSONAL ASSISTANT TO CEO, ROBYN BONADDIO)
(DIRECTOR CORPORATE GOVERNANCE, ALISON COE)

ACTION OFFICERS LIST (cont'd)

ATTACHMENT No [1] - Action Officers List March 2014

ACTION OFFICERS LIST – MARCH 2014

Meeting		Subject
Ordinary Council Meeting 17 February 2014	(INF) Community	Municipal Flood Emergency Plan

MOTION

CRS ED COX / KEVIN BOURKE

That Council:

1. Accept the Municipal Flood Emergency Plan as a draft document
2. Provide the opportunity for members of the community to make a submission regarding the proposed Municipal Flood Emergency Plan in February / March 2014 under Section 223 of the Local Government Act 1989
3. Publish a notice in respect of the Section 223 process of the Local Government Act in the Yarrawonga Chronicle, Cobram Courier, Strathmerton Standard, Numurkah Leader, Redgum Courier and Shepparton News, these newspapers being those that circulate most widely across Moira Shire.
4. Conduct public information sessions in partnership with VicSES and GBCMA in Yarrawonga, Cobram, Numurkah and Nathalia during the section 223 process period.
5. Consider any submissions received up until 5:00pm on 28 March 2014
6. Appoint a Committee of the Council (whole of Council) to consider submissions and hear any person who wishes to be heard in support of their submission
7. Hear submissions on 14 April 2014 at the Cobram Civic Centre
   Authorise the Chief Executive Officer, or his delegate, to administer the Section 223 process, arrange times, places and dates for meetings, arrange for notices to be placed in newspapers and to carry out other administrative functions to enable the Council to carry out the Section 223 process

(CARRIED)

ACTIVITY
Section 223 process is underway.
Copies of the MFEP distributed to service centres.
Copy posted to Councils website and community groups advised
Copies available on request

1

FILE NO: 100.01.0001
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 11.1
(PERSONAL ASSISTANT TO CEO, ROBYN BONADDIO)
(DIRECTOR CORPORATE GOVERNANCE, ALISON COE)

ACTION OFFICERS LIST (cont'd)

ATTACHMENT No [1] - Action Officers List March 2014

ACTION OFFICERS LIST – MARCH 2014

Meeting		Subject
Ordinary Council Meeting 17 February 2014	(DET) Shire Development and Liveability	Disused Channel land, Cobram

MOTION

CRS GARY CLEVELAND / ED COX

That:

1. Council authorise the Chief Executive Officer to purchase the disused channel land in Cobram, adjacent to Punt Road, as offered by Goulburn Murray Water for the sum of $45,000. The land being known as Lot 1 on TP880739 Volume 8269 Folio 631.
2. An additional $45,000 be added to the Cobram Library project to meet the cost of the land purchase.
3. Council authorise the Chief Executive Officer to affix the Council Seal to the Contract of Sale, transfer documents and any other documents necessary to realise the purchase of the land.

(CARRIED)

ACTIVITY
Goulburn Murray Water have been asked for settlement terms

Ordinary Council Meeting 17 February 2014	(DET) Community	New Melville Street Numurkah Pedestrian Crossing

MOTION
CRS MARIE MARTIN / KEVIN BOURKE

That:

1. Council construct a new pedestrian crossing mid-block between Quinn and Saxton Streets Numurkah with funds provided through the Vic Roads "Black spot" program.
2. Council recognises the interest shown by the local community as reflected in the large number of respondents to the consultation programme.
3. Council welcome the flexibility shown by Vic Roads who have allowed Council to use unexpended funding to deliver this important facility.

(CARRIED)

ACTIVITY
Infrastructure Planning under taking detail design work.

FILE NO: 100.01.0001
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 11.1
(PERSONAL ASSISTANT TO CEO, ROBYN BONADDIO)
(DIRECTOR CORPORATE GOVERNANCE, ALISON COE)

ACTION OFFICERS LIST (cont'd)

ATTACHMENT No [1] - Action Officers List March 2014

ACTION OFFICERS LIST – MARCH 2014

Meeting	Section	Subject
Ordinary Council Meeting 17 February 2014	(DET) Community	2013 Numurkah Agricultural & pastoral Society Show Day Public Holiday Request

MOTION

CRS MARIE MARTIN / KEVIN BOURKE

That Council in accordance with section 8A of the *Public Holidays Act 1993*, request the Minister to declare a full day public holiday within the Numurkah district, as defined on the attached map, on Wednesday 22 October 2014 for the Numurkah Show as a substitute public holiday for the appointed Melbourne Cup Day holiday in 2014. (The Numurkah district is defined by the Numurkah Agricultural and Pastoral Society Inc as the area within the Shire boundaries prior to amalgamation.)

(CARRIED)

ACTIVITY
Letter sent to the Minister for Innovation, Services and Small Business requesting approval for the show day

Meeting	Section	Subject
Ordinary Council Meeting 17 February 2014	General Business	

MOTION

CRS MARIE MARTIN / WENDY BUCK

That Council investigate:
1. If the separation between tyre stacks at Numurkah make them impassable
2. If more tyres have been delivered and unloaded
3. Have there been any changes to the operation and management of the business.

(CARRIED)

ACTIVITY
Councillors have received a memo update on the Numurkah tyres as well as the answers to the questions raised.

FILE NO: 100.01.0001
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 11.1
(PERSONAL ASSISTANT TO CEO, ROBYN BONADDIO)
(DIRECTOR CORPORATE GOVERNANCE, ALISON COE)

ACTION OFFICERS LIST (cont'd)

ATTACHMENT No [1] - Action Officers List March 2014

ACTION OFFICERS LIST – MARCH 2014

Meeting	Section	Subject
Ordinary Council Meeting 09 December 2013	(DET) Shire Development and Liveability	Cobram Library

MOTION

CRS GARY CLEVELAND / MARIE MARTIN

That:

1. Council approve the Cobram Civic Centre as the location for the new Cobram Library/Community Hub.
2. Authorise Council Officers to seek the services of a suitably qualified Architect to undertake the detailed design of a multiple staged 'Civic Centre Precinct' in order to meet with the projected future needs of the community, with Stage 1 of the project being a new Library facility and associated works.

(CARRIED)

ACTIVITY

Specification being developed, quotes to be received.

4

FILE NO: 100.01.0001 3. OUR COMMUNICATIONS AND PROCESSES	ITEM NO: 11.1 (PERSONAL ASSISTANT TO CEO, ROBYN BONADDIO) (DIRECTOR CORPORATE GOVERNANCE, ALISON COE)

ACTION OFFICERS LIST (cont'd)

ATTACHMENT No [1] - Action Officers List March 2014

ACTION OFFICERS LIST – MARCH 2014

Meeting	Subject
Ordinary Council Meeting 18 November 2013	Naming of unnamed roads, Green Palms Village, Cobram

MOTION

CRS ALEX MONK / GARY CLEVELAND
That Council:

1. Consider the adoption of the following interim names listed below for the streets within Green Palms Village, Cobram:
   - Savanna Street;
   - Green Palms Drive;
   - Andre Street;
   - Laila Street;
   - Areca Court;
   - Atherton Street;
   - Caranday Court; and
   - Jasper Street.
2. place advertisements in local papers seeking comments within 30 days regarding the adoption of the interim names under Section 223 of the Local Government Act 1989;
3. write to all residents of Green Palms Village advising them of the proposed road names seeking comments within 30 days;
4. appoint a Committee of the Council, (whole of Council) to consider submissions and hear any person who wishes to be heard in support of their submission on the proposed naming of these roads;
5. give approval to the Chief Executive officer to administer the Section 223 process;
6. will hear submissions on a date, time and place as set by the Chief Executive Officer;
7. if no objections are received following the Section 223 process, adopt the names listed above for submission to the Office of Geographic Names.

(CARRIED)

COMPLETED
Letter to residents has been drafted and will be sent w/e 29/11/13. Road naming will be advertised 4/12/13.

5

FILE NO: 100.01.0001
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 11.1
(PERSONAL ASSISTANT TO CEO, ROBYN BONADDIO)
(DIRECTOR CORPORATE GOVERNANCE, ALISON COE)

ACTION OFFICERS LIST (cont'd)

ATTACHMENT No [1] - Action Officers List March 2014

ACTION OFFICERS LIST – MARCH 2014

Meeting	Subject
Ordinary Council Meeting 24 June 2013	Lease to National Broadband Network - Strathmerton

MOTION

That Council:
1. Resolve to enter into a lease with the National Broadband Network Company to occupy part of the telecommunications tower and land located at 44 Station St Cobram.
2. Authorise the Chief Executive Officer to sign and seal the lease documents.

(CARRIED)

ACTIVITY
NBN Co, DSE and Strathmerton Golf Club advised of council resolution. Awaiting draft lease to be prepared.

Meeting	Subject
Ordinary Council Meeting 20 May 2013	Lease to National Broadband Network Cobram

MOTION

That Council:
1. Resolve to enter into a lease with the National Broadband Network Company to occupy part of the telecommunications tower and land located at 44 Station St Cobram.
2. Authorise the Chief Executive Officer to sign and seal the lease documents .(CARRIED)

ACTIVITY
NBN Co advised of Council approval. Awaiting lease document.

Meeting	Subject
Ordinary Council Meeting 17 September 2012	Bus Terminus - old Railway Station precinct

MOTION

That Council:
1. Explore feasibility of establishing a bus terminus and lighted car parking area near the old railway station precinct; and
2. Seek funding from the appropriate authority for a sided bus shelter at corner of Orr and Belmore Streets to protect people from the weather.(CARRIED)

ACTIVITY
The area available at the old Railway Station will be dependent upon the option and alignment that VicRoads adopt for the new bridge at Yarrawonga. Current indications are that there will be no space available to develop the site.

FILE NO: 100.01.0001 3. OUR COMMUNICATIONS AND PROCESSES	ITEM NO: 11.1 (PERSONAL ASSISTANT TO CEO, ROBYN BONADDIO) (DIRECTOR CORPORATE GOVERNANCE, ALISON COE)

ACTION OFFICERS LIST (cont'd)

ATTACHMENT No [1] - Action Officers List March 2014

ACTION OFFICERS LIST – MARCH 2014

Meeting	Subject
Ordinary Council Meeting 12 December 2011	Local Law 2007 Meeting Procedure
MOTION That Council review the Local Law 2007 Meeting Procedure. (CARRIED)	
ACTIVITY Currently awaiting legal advice following which a report will be submitted to Council.	
Meeting	**Subject**
Ordinary Council Meeting 20 June 2011	RV Friendly Shire
MOTION That Council endorse the establishment of a Community Stakeholder Steering Committee to explore the adoption of a RV friendly position and set a timeframe of 12 months for the Committee to develop a RV Friendly implementation Framework and Plan (CARRIED)	
ACTIVITY Report for Terms of Reference Working Group went to Council Briefing 4 February 2013. In the process of establishing the working group, using the agreed Terms of Reference.	
Meeting	**Subject**
Ordinary Council Meeting 10 December 2012	Transfer Station operating hours
MOTION That a review of Transfer Station operating hours be undertaken and presented to Council. (CARRIED)	
ACTIVITY A report to Council will be presented after the 2012/2013 Financial year yearly review.	

7

FILE NO: VARIOUS	ITEM NO: 15

GENERAL BUSINESS

Clause 62 of Council's "Meeting Procedures Local Law 2007 (No 1 of 2007) states:

62. Urgent or general business

1. Business which has not been listed on a meeting agenda may only be raised as urgent or general business if the majority of Councillors are present and it is agreed to by a resolution of the Council.

2. Notwithstanding sub-clause (1), if all Councillors are not present, the Chairperson may rule the matter is of urgency and accept an urgency motion to deal with the business which has not been listed on the meeting agenda.

3. An urgency motion can be moved without notice.

4. Only the mover of an urgency motion may speak to the motion before it is put

MOTION

CRS MARIE MARTIN / KEVIN BOURKE

I move a motion that Moira Shire Council supports the Bangerang in their efforts to re-affirm and celebrate their cultural identity by their application for Dual Registered Party Status.

(CARRIED)

Cr Alex Monk called for a division.

FOR	AGAINST
Cr Bourke	
Cr Cleveland	
Cr Cox	
Cr Keenan	
Cr Mansfield	
Cr Martin	
Cr McPhee	
Cr Monk	

(CARRIED)

Moira Shire supports and encourages the growth in awareness and the celebration of our shared and rich cultural heritage. A quote from an interview in 2004 with Kevin Atkinson JNR, Cultural Officer for the Bangerang Cultural Centre highlights this: "Aboriginal culture is a part of Australian culture and we're all Australians, so it's a part of theirs too."

Through acknowledgement of traditional Aboriginal ownership of the land at the beginning of official ceremonies throughout the Shire, we recognise Aboriginal heritage as a pivotal foundation stone in our history.
Recently, the Bangerang were successful in receiving a state grant from the Minister for Aboriginal Affairs, the Hon Jeanette Powell, to reapply for Dual Registered Aboriginal Party Status over their traditional lands This event was attend by Federal, State and local government.

FILE NO: VARIOUS	ITEM NO: 16

QUESTIONS FROM THE PUBLIC GALLERY

Clause 63 of Council's "Meeting Procedures Local Law 2007 (No. 1 of 2007) states:
63. Question Time

1. At every ordinary meeting of the Council a maximum of 30 minutes may be allocated to enable members of the public to submit questions to Council.
2. The time allocated may be extended by unanimous resolution of Council.
3. Sub-clause (1) does not apply during any period when the Council has resolved to close a meeting in respect of a matter under section 89 (2) of the Act.
4. To assist the accurate recording of minutes and addressing any questions that may require written response or follow up, the Chief Executive Officer may require questions to be submitted in writing on a form approved or permitted by Council.

   No person may submit more than two (2) questions at any one (1) meeting.

   The Chairperson or member of Council staff nominated by the Chairperson may read a question to those present.

No question must be so read unless:

(a) the person asking the same is in the gallery at the time it is due to be read; and
(b) the person asking the question reads the same when called upon by the Chairperson to do so.

A question may be disallowed by the Chairperson if it:

(a) relates to a matter outside the duties, functions and powers of Council;
(b) is defamatory, indecent, abusive, offensive, irrelevant, trivial or objectionable in language or substance;
(c) deals with a subject matter already answered;
(d) is aimed at embarrassing a Councillor or a member of Council staff;
(e) relates to personnel matters;
(f) relates to the personal hardship of any resident or ratepayer;
(g) relates to industrial matters;
(h) relates to contractual matters;
(i) relates to proposed developments;
(j) relates to legal advice;
(k) relates to matters affecting the security of Council property; or
(l) relates to any other matter which Council considers would prejudice Council or any person.

All questions and answers must be as brief as possible, and no discussion may be allowed other than for the purposes of clarification.

The Chairperson may request a Councillor or member of Council staff to respond, if possible, to the question.

A Councillor or member of Council staff may require a question to be put on notice until the next Ordinary meeting, at which time the question must be answered, or elect to submit a written answer to the person asking the question.

A Councillor or member of Council staff may advise Council that it is his or her opinion that the reply to a question should be given in a meeting closed to members of the public . The Councillor or member of Council staff must state briefly the reason why to reply should be so given and, unless Council resolves to the contrary the reply to such question must be so given.

FILE NO: VARIOUS	ITEM NO: 16

QUESTIONS FROM THE PUBLIC GALLERY

1.1 **Laurie Kennedy: Wunghnu**

Question: Can the toilet block near the creek in Wunghnu be updated and include a disabled toilet? The toilet block has not been updated since amalgamation.

Answer: Mayor, Cr Peter Mansfield – I will take your question on board.

1.2 **Laurie Kennedy: Wunghnu**

Question: Could a walking track be established between Wunghnu and Numurkah? Funding has been underway and they currently have $10,000 to contribute towards the program. A similar walking track to between Yarrawonga and Peechelba.

Answer: Mayor, Cr Peter Mansfield – I will take your question on board.

1.3 **Laurie Kennedy: Wunghnu**

Question: Is it possible to use the Wunghnu Recreation Reserve building has the site for the temporary Numurkah Hospital?

Answer: Mayor, Cr Peter Mansfield – I will take your questions on board.

1.4 **John Lycett: Numurkah**

Question: What are we doing about the tyre situation in Numurkah? There is meant to be vehicle gap between the tyres but there isn't.

Answer: Acting Chief Executive Officer, Peter Bertolus stated: Council has sought enforcement orders to apply a fire prevention notice. CFA has the authority to enforce the notice, however Council does not. Council is taking the enforcement to the Supreme Court. A meeting has been held with the Municipal Association Victoria.

1.5 **John Lycett: Numurkah**

Question: Are you aware that the tyre property is pumping water out of the drainage channel and into storage that has previously contained fuel?

Answer: Acting Chief Executive Officer, Peter Bertolus stated: We are aware that they are pumping water into storage containers that have contained fuel. It is part of the VCAT Action. There emergency plan includes the use of the water from the storage tanks and does not comply with the regulations.

1.6 **Dianne Hill: Numurkah**

Question: What happened 3 and half years ago when this planning permit was allowed? Why were residents not given the opportunity to voice their concerns about this property development? Who is responsible for letting the planning permit for the tyre site through as it wasn't a decision of Council? Who is going to pay the cost?

Answer: Mayor, Cr Peter Mansfield: We are sympathetic towards those that are affected by the current situation but we are attempting to have the matter resolved through the legal system.

Acting Chief Executive Officer, Peter Bertolus stated: It was through delegation that this decision was made. We cannot answer questions regarding employees. We

FILE NO: VARIOUS	ITEM NO: 16

QUESTIONS FROM THE PUBLIC GALLERY

are trying to fix the current issue and make sure it doesn't happen again.

1.7 **Coral Davis: Numurkah**

Question: Is there anything in place if a fire does occur?

Answer: Acting Chief Executive Officer, Peter Bertolus stated: An emergency plan is being developed in-conjunction with Greater Shepparton City Council. Moira Shire Council is the secondary agent when it comes to emergency management. Council provides support but is not the frontline agency.

1.8 **Laurie Kennedy: Wunghnu**

Question: Is there any opportunity for local elderly residents to access firewood for the recent bushfires?

Answer: Mayor, Cr Peter Mansfield – I will take your question on board.

1.9 **Laurie Kennedy: Wunghnu**

Question: Has any provision been made since the flood two years ago in regards to Lake Wunghnu? Wunghnu Recreation Reserve was significantly impacted upon by the floods, in particular water coming from the East of the railway line?

Answer: Acting Chief Executive Officer, Peter Bertolus stated: I will take your question on notice.

FILE NO: VARIOUS	ITEM NO: 17

STANDING ORDERS

RECOMMENDATION

That standing orders be suspended for 10 minutes.

MOTION

CRS ED COX / BRIAN KEENAN

That standing orders be suspended for 10 minutes.

(CARRIED)

RECOMMENDATION

That standing orders be resumed.

MOTION

CRS ED COX / KEVIN BOURKE

That standing orders be resumed.

(CARRIED)

RECOMMENDATION

That pursuant to Section 89(2) of the Local Government Act, 1989, this meeting of Council be closed to members of the public in order for Council to discuss contractual, industrial and any other matters which the Council or Special Committee considers would prejudice the Council or any person.

MOTION

CRS KEVIN BOURKE / DON MCPHEE

That pursuant to Section 89(2) of the Local Government Act, 1989, this meeting of Council be closed to members of the public in order for Council to discuss contractual, industrial and any other matters which the Council or Special Committee considers would prejudice the Council or any person.

(CARRIED)

FILE NO: VARIOUS	ITEM NO: 17

STANDING ORDERS

RECOMMENDATION

That pursuant to Section 89(2) of the Local Government Act 1989, Council resolve to resume the Ordinary meeting.

MOTION

CRS KEVIN BOURKE / DON MCPHEE

That pursuant to Section 89(2) of the Local Government Act 1989, Council resolve to resume the Ordinary meeting.

(CARRIED)

RECOMMENDATION

That the recommendations of the "Closed" Meeting of Council with regard to contractual, industrial and any other matters which the Council or Special Committee considers would prejudice the Council or any person be adopted.

MOTION

CRS ALEX MONK / BRIAN KEENAN

That the recommendations of the "Closed" Meeting of Council with regard to contractual, industrial and any other matters which the Council or Special Committee considers would prejudice the Council or any person be adopted.

(CARRIED)