

ORDINARY COUNCIL MEETING MINUTES – 13 DECEMBER 2011

Mission Statement:

***To support and develop a sustainable, thriving and resilient Community
through leadership and partnership.***

TO BE HELD: Tuesday 13 December 2011 at 3pm

LOCATION: Memorial Hall, Chiltern

REQUIRED TO ATTEND: Councillors: Senior Management/Officers

Larry Goldsworthy – Mayor

Brendan McGrath – CEO

Peter Croucher – Deputy Mayor

Andre M Kompler

Ali Pockley

Mark Florence

Bernard Gaffney

Greg Pinkerton

Vic Issell

Roberta Baker

Barbara Murdoch

David Koren

Peter Graham

Jo Riley

APOLOGIES: Nil.

Vision Statement:

INDIGO – A great place to live, work and visit.

TABLE OF CONTENTS

| | | |
|-------------|-----------------------------------------------------------------------------------------------------|-----------|
| 1.0 | WELCOME | 3 |
| 2.0 | OPENING PRAYER & ACKNOWLEDGEMENT OF THE TRADITIONAL OWNERS OF THE LAND..... | 3 |
| 3.0 | APOLOGIES AND LEAVE OF ABSENCE | 3 |
| 4.0 | DECLARATION OF CONFLICT OF INTEREST | 3 |
| 5.0 | OPEN FORUM | 3 |
| 6.0 | CONDOLENCES..... | 4 |
| 7.0 | CONFIRMATION OF MINUTES FROM PREVIOUS MEETING – 8 NOVEMBER 2011 & 29 NOVEMBER 2011 | 4 |
| 8.0 | BUSINESS ARISING FROM PREVIOUS MINUTES | 4 |
| 9.0 | DEPUTATIONS AND PETITIONS | 4 |
| 10.0 | CORPORATE SERVICES..... | 5 |
| 10.1 | FINANCE REPORT – OCTOBER 2010..... | 5 |
| 10.2 | FRAUD PREVENTION & CONTROL POLICY | 6 |
| 10.3 | TENDER FOR THE PROVISION OF ELECTORAL SERVICES – 2012 ELECTION VOTING METHOD.. | 9 |
| 10.4 | COUNCIL OFFICE ACCOMMODATION - CAPITAL EVALUATION | 16 |
| 11.0 | SUSTAINABLE COMMUNITIES..... | 18 |
| 11.1 | HUME REGIONAL GROWTH PLAN (RGP) | 18 |
| 11.2 | PLANNING PERMIT APPLICATION PP11-0151..... | 20 |
| 11.3 | BEECHWORTH AFTER SCHOOL CARE PROGRAM..... | 27 |
| 12.0 | MAJOR PROJECTS AND PROGRAMS..... | 30 |
| 12.1 | BEECHWORTH LANEWAY CROSSEOVERS..... | 30 |
| 12.2 | INFRASTRUCTURE DESIGN MANUAL..... | 33 |
| 12.3 | CREATION OF EASEMENT ON PRIVATE LANE AT POLMEAR LANE BEECHWORTH | 36 |
| 13.0 | GOVERNANCE | 39 |
| 13.1 | FUNDING THROUGH MAYOR & COUNCILLOR DISCRETIONARY FUND | 39 |
| 13.2 | ADVISORY AND COMMITTEES OF MANAGEMENT REPORTS | 41 |
| 13.3 | SALE OF LATROBE UNIVERSITY SITE, BEECHWORTH | 43 |
| 13.4 | COUNCIL OFFICE ACCOMMODATION | 46 |
| 14.0 | NOTICES OF MOTION | 51 |
| 14.1 | BUSINESS SIGNAGE GUIDELINES | 51 |
| 14.2 | INDIGO SHIRE ECONOMIC DEVELOPMENT STRATEGY | 53 |
| 15.0 | COMMITTEE AND DELEGATES REPORTS (ALL ARE FOR INFORMATION ONLY)..... | 55 |
| 15.1 | CR GOLDSWORTHY – MAYOR | 55 |
| 15.2 | CR CROUCHER – DEPUTY MAYOR..... | 56 |
| 15.3 | CR GRAHAM | 58 |
| 15.4 | CR GAFFNEY | 59 |
| 15.5 | CR POCKLEY | 61 |
| 15.6 | CR ISSELL | 63 |
| 15.7 | CR MURDOCH | 64 |
| 16.0 | GENERAL BUSINESS..... | 66 |
| 17.0 | CONFIDENTIAL | 67 |

1.0 WELCOME

The Mayor welcomed all those in attendance.

2.0 OPENING PRAYER & ACKNOWLEDGEMENT OF THE TRADITIONAL OWNERS OF THE LAND

Cr Murdoch read the opening prayer and acknowledged the traditional owners of the land.
Cr Peter Croucher introduced Junior Councillor, Jasmin Hymus from the Chiltern Primary School.

3.0 APOLOGIES AND LEAVE OF ABSENCE

Nil.

4.0 DECLARATION OF CONFLICT OF INTEREST

Nil.

5.0 OPEN FORUM

The following questions were raised by Mr Don Chambers. A detailed written response will be sent to Mr Chambers.

1. What progress is being made in the rehabilitation of the closed Land Fills at Rutherglen, Chiltern and Beechworth and if progress is being made at what cost?

Also is the Victorian Government providing substantial support towards the rehabilitation?
2. Last week the Environment Protection, Heritage Council announced a Consultative Regulatory Impact Statement (CRIS) Process with regards to improving Recycling and Reducing Litter across Australia.

One of the matters to be considered is a Container Deposit System of which the Victorian Environment Minister favours.

What is Councils position on the various items in the CRIS, and should CDL be introduced what cost impact will this have on Rate Payers through our Recycling Charges?
3. You are aware that the Committee of Management has been working to restore the Gold Battery, why is it that Council is telling an unpaid group of people to hurry up without in my view sufficient support from Council, when it was Council that placed the obstacles in the Committee's endeavours in the first place?
4. Some time ago I requested that the 80km sign in Barkly St be moved to the western side of the old rail crossing, Councils response was that they needed to work with Vic Roads on this matter and would come back to me. Why has there been no response please?
5. Some months ago I requested of Council a decision regarding the installation of Signs promoting the "Do the Right Thing" message and also promoting Rutherglen as a Sustainable Community.

ORDINARY COUNCIL MEETING MINUTES – 13 DECEMBER 2011

6. What is the latest position regarding who is responsible for weeds and pest animals on roadsides please?

Joy Lee congratulated Council for the works done over the past 12 months and wished all a very happy and safe Christmas.

6.0 CONDOLENCES

Cr Graham acknowledged condolences for Mr Hec Francis, a long term resident of Rutherglen, who passed away last week.

7.0 CONFIRMATION OF MINUTES FROM PREVIOUS MEETING – 8 NOVEMBER 2011 & 29 NOVEMBER 2011

Moved: Cr Pockley
Seconded: Cr Murdoch

That the minutes from 8 November 2011 Council Meeting be confirmed.

Unanimously Carried

8.0 BUSINESS ARISING FROM PREVIOUS MINUTES

Cr Gaffney raised Item 9.0 Deputations and Petitions. A petition was lodged by the Stanley Rural Community Inc and Cr Gaffney requested he be provided with a copy of the response.

9.0 DEPUTATIONS AND PETITIONS

Nil.

10.0 CORPORATE SERVICES

10.1 FINANCE REPORT – OCTOBER 2010

File No: 11/2773 – Frank Bonacci – Finance Manager

For Information

This finance report covers the first four months of the 2011/12 financial year to the 31 October 2011. At the end of September 2011, all budget managers provided revised year end forecast for the remainder of the 2011/12 financial year and the Year to Date (YTD) financial figures contained within this report compare against the YTD forecasts provided at that September review.

In addition the YTD budget variances reported last month as at 30th September, additional Year to Date (YTD) key points to note are:

The Operating position is \$3.6k unfavourable to the September quarter forecast on a YTD basis. Income is \$62k favourable on a YTD basis versus the September forecast. This is mainly due to:

Un-forecast quarry material sales during October of \$49k

Un-forecast developer contributions during October of \$28k

Un-forecast workcover reimbursements of \$8k

The above income items were offset by the timing delay of grant income (\$28k) forecast for October much of which was received during November.

Expenses are \$66k unfavourable on a YTD basis versus the September forecast. This mainly due to:

Contract payments are \$49k over forecast due mainly to timing of tree management costs (\$33k) and road patching (\$10k)

Employee costs are \$20k over forecast which is predominately due to the commencement of the new provision to cater for potential future defined benefit superannuation calls

Other Expenses were \$10k over forecast and are made up from many small amounts spread across the whole organisations

Organisational profit & loss and individual business unit details as at 31st October are contained within the attached reports. As previously agreed with Council, an Exception Report will only be provided along with quarterly finance reports therefore no Exception Report is included in this months Finance report.

Council's Cash position as at the 31st October 2011 is \$4.5 million. This compares with a cash position of \$4.6 million for the same period last year. Details of how these funds are invested are contained within the attached Cash & Investment Report as at 31 October 2011.

The YTD Capital works spend as at the 31 October 2011 is \$2.2 million which compares favourably with the same period last year and indicates that we are on track for another year of high capital works completion rates.

Attachments:

Profit and Loss Report to October 2011

Department By Business Unit Report for October 2011

Cash & Investment Report as at 30 October 2011

ORDINARY COUNCIL MEETING MINUTES – 13 DECEMBER 2011**10.2 FRAUD PREVENTION & CONTROL POLICY****File No: 09/635 – Jo Riley – Manager Governance & Risk****For Decision****Moved: Cr Pockley
Seconded: Cr Croucher****That Council adopt the attached Fraud Prevention & Control Policy.****Unanimously Carried****RECOMMENDATION****That Council adopt the attached Fraud Prevention & Control Policy.****INTRODUCTION**

Council does not currently have a Policy specifically relating to fraud risk. The topic is covered by the Risk Management Policy adopted in 2007 (which is currently under review in conjunction with our Risk Management Strategy) and is covered in Council's Code of Conduct and Ethical Behaviour Handbook.

This new Policy will provide Council with a stronger framework to address any instances of fraud. It will also create a greater awareness of what constitutes fraud through the communication and education process that will accompany the Policy roll out.

The Audit Committee endorsed the Policy at its October meeting after consideration of recommendations made by Council's insurers during its last audit in March 2011, and recommended it go to Council.

BACKGROUND

Fraud poses a significant risk to any organisation and therefore Council has a duty to ensure that there are relevant and sufficient measures in place for the prevention, detection and control of fraud.

Council's Audit Committee is responsible for monitoring and overseeing the implementation of fraud prevention and minimisation procedures. The operational implementation however is the responsibility of the Senior Management Group together with establishing and maintaining effective internal controls that provide security and accountability for the resources entrusted to Council.

ORDINARY COUNCIL MEETING MINUTES – 13 DECEMBER 2011

The Policy demonstrates Council's commitment to the prevention, deterrence, detection and investigation of all forms of fraud. It is designed to protect public money and assets and to protect the integrity, security and reputation of the Council, its officers and the services it provides. Council encourages and promotes a culture in which fraud is not tolerated and where all fraudulent activities once identified or legitimately suspected are reported, investigated and resolved in a timely and fair manner.

The Policy applies to all Councillors, employees, volunteers, contractors and consultants of Indigo Shire Council.

KEY IMPLICATIONS

The Policy sets out:

- the various categories and types of fraud;
- the roles and responsibilities of management and employees;
- fraud prevention strategies that have been, or will be implemented as part of this Policy;
- examples of prevention controls; and
- examples of fraud risks and symptoms.

RISK MANAGEMENT

Part 4.0 of the Policy which covers Fraud Prevention & Control outlines strategies to deal with instances of fraud by either measures currently in place or those that have been identified to be implemented as a result of the Policy.

FINANCIAL IMPLICATIONS

A solid prevention program will assist with protection of Council financial resources.

POLICY IMPLICATIONS

If adopted this Policy will provide Council with a framework to prevent, detect and control fraud which does not currently exist in a dedicated formal Policy document.

A comprehensive Fraud Prevention & Control Procedure has also been developed in conjunction with this Policy detailing the identification, reporting and investigation process.

COMMUNICATION

Once adopted the Fraud Prevention & Control Policy will be communicated to all parties and will accompany a fraud training course sent to staff for completion via Council's online Learning Seat program. Learning Seat will record the completion of this course and this will allow an audit trail of training completion by staff members

Fraud awareness education programs have been developed and included in the induction training program for all new employees as well as an ongoing awareness program to identify issues of fraud and bring them to the attention of employees. In addition, fraud awareness and prevention provisions have been included in employee contracts, employee induction, contract documentation, service agreements and other processes where employee conduct is involved.



ORDINARY COUNCIL MEETING MINUTES – 13 DECEMBER 2011

CONCLUSION

Adoption of the Fraud Prevention & Control Policy will strengthen practices that Council has implemented to deal with the issues associated with fraud.

Attachment:
Fraud Prevention & Control Policy

ORDINARY COUNCIL MEETING MINUTES – 13 DECEMBER 2011

**10.3 TENDER FOR THE PROVISION OF ELECTORAL SERVICES – 2012 ELECTION
VOTING METHOD**

File No: 11/2384 – Jo- Ann Riley – Manager Governance & Risk

For Decision

| | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| <p>Moved: Cr Graham Seconded: Cr Pockley</p> <p>That Council adopt the same voting method as that used in the 2008 general election for the 2012 general election (being by postal vote).</p> <p style="text-align: right;">Carried</p> | |
| For: | Against: |
| Cr Goldsworthy | Cr Issell |
| Cr Croucher | |
| Cr Pockley | |
| Cr Gaffney | |
| Cr Graham | |
| Cr Murdoch | |

RECOMMENDATION

That Council adopt the same voting method as that used in the 2008 general election for the 2012 general election (being by postal vote).

INTRODUCTION

In accordance with Section 41A of the Local Government Act 1989, Councils are required, at least 8 months before the election date to make a decision to retain the voting method used in the previous general election or to change it.

As the general election for 2012 is 27 October, the latest this decision can be taken is the end of February. However the Municipal Association of Victoria (“MAV”) has recommended that the matter be considered by the end of 2011.

As a result of the Council Briefing on 29 November, 2011 it was requested this matter be brought to the next Ordinary Council Meeting for decision.

BACKGROUND

The voting method for the general election in 2008 was by postal vote. Early indications from the MAV are that of the 48 Councils that have returned their tender documentation for the 2012 general elections 44 have nominated postal voting.

ORDINARY COUNCIL MEETING MINUTES – 13 DECEMBER 2011

We have also received advice from Local Government Victoria that based on the elections held in 2008 where Councils used the method of attendance voting, there were a lower number of informal votes received, voting attendance numbers were lower but the cost of holding the election were substantially higher. The following data is based on information recorded by the VEC from the 2008 elections:-

| | Postal Voting | Attendance Voting |
|--------------------|---------------|-------------------|
| Informal Voting | 3.75% | 9.9% |
| Participation Rate | 75.96% | 70.03% |

Anecdotally, we can assume that a similar outcome would result in 2012.

The following provides an outline of the variation in timelines for postal vs. attendance voting (with some consistencies in the administration process).

Postal Election Timeline – Close of Voting to Final Result

Friday, 26 October (from 6pm)

The Returning Officer will complete processing of all replacement votes received in the election office on Friday and generate a report to identify any envelopes where both the original ballot pack and a replacement pack appear to have been returned for the same voter.

The relevant ballot paper envelopes are located and dealt with by the Returning Officer in accordance with Regulations 102-104. No extraction can take place until these processes are complete.

A balance figure is established in preparation for the extraction of ballot papers.

Checking Unenrolled Declarations

Declarations made by unenrolled voters will be checked progressively during the voting period and completed on Friday, 26 October. The Returning Officer will require access to an authorised Council Officer to determine the entitlement of unenrolled declarations relating to the Council's voters list.

Once the Council Officer has checked the declarations, the Returning Officer will forward those for which entitlement cannot be determined to the VEC's Electoral Enrolment Branch for further checking. The VEC has a team of staff experienced in the complex rules for this process. The VEC's enrolment register contains all the current and historical information required to accurately determine EC list voters' entitlements.

If a voter is claiming to vote for a different municipality than that to which he or she is coded on the enrolment register, VEC staff will carry out all necessary checks to determine the accuracy of the coding. This will ensure that the voter is correctly enrolled in a municipality. This checking procedure may require further contact with the authorised Council Officer.

Saturday, 27 October

Teams of counting staff will remove the flaps containing the voter details from the ballot paper envelopes to be included in the count, open the ballot paper envelopes and extract the ballot papers in the presence of any scrutineers. The ballot papers are tallied to ensure that all ballot papers have been extracted from the envelopes.

ORDINARY COUNCIL MEETING MINUTES – 13 DECEMBER 2011

Council may be required to provide additional accommodation for the opening, extraction and counting of ballot papers.

Manual Counts

Where the count is to be conducted manually, ballot papers are then sorted to first preferences and informal, and counted to give first-preference results.

Computer Counts

Where the count is to be conducted by computer, ballot papers are batched into 50s in preparation for data entry. Any obvious informal ballot papers are removed during this process; other informal ballot papers will be identified during data entry. It is expected that batching would be completed on Saturday afternoon. Ballot paper batches will then be sealed and secured for transport to the computer count venue.

The VEC will establish the computer infrastructure required for the conduct of the computer counts at each of the identified computer count sites (Wodonga in 2008).

Sunday 28 October – Friday, 2 November

Manual Counts (preferential)

Where no candidate receives an absolute majority of first preference results, a preference distribution will take place.

The Returning Officer will appoint sufficient experienced staff to form one or more counting teams to distribute preferences. The number of teams required will depend on the number of preference counts to be conducted. A trained election official will be appointed as team leader for each counting team.

Results for manual preferential counts will be displayed on the VEC's website at the completion of first preference counts for each ward, and then again if a preference distribution is required, at the end of the distribution.

Computer Counts (proportional representation)

The number of data entry operators required for each computer count site will be determined after nominations close. For larger counts it is anticipated that teams of 25 data entry operators will be engaged for the count. Data entry operators will be supervised by trained computer count team leaders and a number of trained computer count supervisors for each count team at each venue.

The timetable for data entry of ballot papers for each election will be determined after the close of nominations when the number of candidates and uncontested elections is known.

The VEC estimates that based on the current expected number of computer counts, approximately 36 hours will be required to complete all computer counts.

Data entry may commence for some computer counts on Saturday 27 October but it is anticipated that most larger counts will not commence data entry until Sunday 28 October at the earliest. It is expected that all computer counts will be completed by Friday, 2 November at the latest. Candidates and Councils will be advised on the proposed counting timetable after the close of nominations.

ORDINARY COUNCIL MEETING MINUTES – 13 DECEMBER 2011

The team leader will establish an area within the count centre to allow the Returning Officer to recheck all informal ballot papers. Ballot papers initially deemed to be informal that are later confirmed as formal will be returned to data entry.

Results will be calculated for each Council at the completion of data entry. Distribution reports that detail the count will be distributed as soon as possible after the completion of each result calculation. Results will be displayed on the VEC website as soon as possible after the completion of all counts for a particular Council.

Attendance Elections – Timeline – Close of Voting to Final Result

Saturday, 27 October

Count of Ballot Papers at Voting Centres

Voting centre staff will commence the count of first preferences and informal votes following the close of voting. The results will be telephoned immediately to the Returning Officer after counting is completed. Ballot papers will be sealed in security boxes at the voting centres and will be delivered to the election office on election night.

Count of Postal and Early Votes

The preliminary scrutiny of postal votes (signature checks) will take place in the election office on election day and may commence prior to election day if very large numbers of postal votes have been issued. The count of postal and early votes will take place in the election office from 6pm on election night.

Sunday, 28 October – Friday, 2 November

Checking Unenrolled Declarations

In 2008 the VEC moved the checking of unenrolled declarations for attendance elections to the Sunday morning after election day. This was a very successful strategy compared with conducting the activity on election night, which often involved extremely late nights for VEC and Council staff checking these declarations.

The VEC is proposing to commence this process for 2012 at 8am on Sunday, 28.

Trained VEC staff will attend each attendance election office to check unenrolled declarations. VEC staff will have access to the Electoral Enrolment Register for this purpose.

Once checked against the enrolment register, the Returning Officer will deliver declarations for further checking against the Chief Executive Officer's voters list to an authorised Council Officer. The Returning Officer will need access to an authorised Council Officer from 8.30am on Sunday, 28 October for this purpose.

Count of Absent and Unenrolled Votes

Absent votes from each voting centre will be reconciled and amalgamated in the election office on Sunday morning, then counted. Unenrolled votes will also be counted after the checking of entitlement has been completed.

ORDINARY COUNCIL MEETING MINUTES – 13 DECEMBER 2011

Manual Preference Distributions (preferential counts)

Where no candidate receives an absolute majority of first preference votes following the counting on election night, a preference distribution must be conducted.

Prior to commencing a preference count, all first preference ballot papers must be fully rechecked for formality, correct sorting and counting. Rechecks will take place on Sunday morning, commencing at 9am. Some preference distributions for smaller Councils will commence on Sunday afternoon, but most will begin at 9am on Monday morning and it is expected that all will be completed on that day.

Results for manual preferential counts will be displayed on the VEC's website at the completion of first preference counts, then again if a preference distribution is required, at the end of the distribution.

Computer Counts (proportional representation)

For the 2012 computer counts for attendance elections the VEC will batch ballot papers by voting centre or parcel of votes to enable reconciliation throughout the count process. Ballot papers within each parcel of votes will be batched into 50s in preparation for data. Any obvious informed ballot papers will be identified during data entry. It is expected that batching would be completed on Saturday afternoon. Ballot paper batches will then be sealed and secured for transport to the computer count venue.

The VEC will establish the computer infrastructure required for the conduct of the computer counts at each of the identified computer count sites. Some sites may have the space and facilities to conduct simultaneous counts across two or more rooms.

The number of data entry operators required for each computer count site will be determined after nominations close. For larger counts it is anticipated that teams of 25 data entry operators will be engaged for the count. Data entry operators will be supervised by trained computer count team leaders and a number of trained computer count supervisors for each count team at each venue.

The timetable for data entry of ballot papers for each election will be determined after the close of nominations when the number of candidates and uncontested elections is known.

The VEC estimates that based on the current expected number of computer counts, approximately 36 hours will be required to complete all computer counts.

Where required the VEC will run two 8 hour shifts each day, for each team at each venue until all computer counts are complete for that venue with a fresh team operating each shift.

It is anticipated that data entry will not commence until Monday, 29 October at the earliest. It is expected that all computer counts will be completed by Friday, 2 November at the latest. Candidates and Councils will be advised on the proposed counting timetable after the close of nominations.

The team leader will establish an area within the count centre to allow the Returning Officer to recheck all informal ballot papers. Ballot papers initially deemed to be informal that are later confirmed as formal will be returned for data entry to the same voting centre or parcel of votes.

Results will be calculated for each Council at the completion of data entry for that Council.

ORDINARY COUNCIL MEETING MINUTES – 13 DECEMBER 2011

Distribution reports that detail the count will be distributed as soon as possible after the completion of each result calculation. Results will be displayed on the VEC website as soon as possible after the completion of all counts for a particular Council.

Declaration of the Result

It is expected that VEC Returning Officers will complete all declarations by Friday, 2 November. This will be in line with the 2008 elections.

By early April 2012, following the completion of all representation reviews the VEC will be in a better position to provide councils with a broad estimate of their proposed counting plan. A more accurate estimate will be provided after the close of nominations when the dimensions of each count are known.

The VEC advises Returning Officers to allow a minimum of 2 hours between the completion of a manual count and the conduct of the declaration. For computerised PR counts, a minimum of 2 hours should be allowed between completion of the count and the declaration for small counts, and a minimum of 4 hours for larger counts.

This allows reasonable time for candidates to consider distribution reports and decide if they wish to request a recount. The Returning Officer will advise candidates at the completion of the count if the proposed declaration time needs to be extended to allow for this requirement. Once the declaration takes place, the only avenue to request a recount is by application to the MET – a situation that is best to avoid if possible.

KEY IMPLICATIONS

Address the following implications if applicable:

- Legislative – Nil.
- Regulatory – Nil.
- Environmental – Nil.

RISK MANAGEMENT

Nil.

FINANCIAL IMPLICATIONS

The cost of the VEC conducting the general election in 2008 on Council's behalf was approximately \$87,000-.

At the time of writing this Report, due to the relevant MAV staff being on leave, the Report author was unable to obtain an estimate of the financial comparisons of attendance voting vs postal voting. As this information may greatly impact the voting method decision, it will be sent through as soon as possible and hopefully before the December Council Meeting to enable an informed decision.

As addressed in the background information, anecdotal advice received is that the election costs based on postal voting would be substantially less than those using the attendance voting method.

POLICY IMPLICATIONS

Nil.

COMMUNICATION

Once the method of voting for the 2012 general elections is adopted, the MAV will be advised accordingly.

CONCLUSION

Based on the information above and the successful conduct of the elections in 2008, it is recommended that the preferred voting method for the 2012 general elections be by postal vote.

10.4 COUNCIL OFFICE ACCOMMODATION - CAPITAL EVALUATION**Greg Pinkerton – General Manager Corporate Services****For Information****Moved: Cr Croucher
Seconded: Cr Graham****That Council note the attached capital works evaluation forms.****Unanimously Carried****RECOMMENDATION****That Council note the attached capital works evaluation forms.****INTRODUCTION**

This report presents two capital works evaluation documents to council for their information. These documents relate to the office accommodation project. Because two separate detailed independent reports were previously commissioned for the office accommodation project these internal documents were not prepared as part of the office evaluation process. This is not in keeping with the recently adopted Capital Works Prioritisation and Evaluation policy and therefore the Finance Committee has requested that these documents be prepared.

BACKGROUND

In the last Finance Committee meeting held on 2 November 2011 there was a discussion relating to the capital works prioritisation and business case process. During this discussion it was identified that the capital works prioritisation and evaluation process had not yet been completed in relation to the council office accommodation project.

The “Capital Works Prioritisation and Evaluation” policy states that a business case will be provided for projects with a capital cost of \$100,000 or more. In the case of the office project council staff had not provided these documents to council, but had instead commissioned two external studies into the options and costs. These two external reports have already been presented to council for consideration.

After discussing this matter, the following motion was passed by the finance committee;

That Council complete a business case for the office project and that this business case be brought to the December Council meeting for information. Moved Cr Murdoch, seconded Cr Gaffney.

KEY IMPLICATIONS

Presentation of this paperwork will satisfy the requirements of the Capital Works Prioritisation and Evaluation policy.

Because council were presented with significantly more detailed and specific independent advice relating to this project, the capital works prioritisation and business case forms do not add any new information to this subject other than the internal prioritisation rating of the project (a score of 8.8 out of 10).

It is however an ideal test of the Capital Works Prioritisation and Evaluation policy in relation to very large infrastructure projects. The process of completing these forms in relation to this project has confirmed that the two specially commissioned reports into the office accommodation question are a much more appropriate evaluation process for this particular project. However this particular capital project is in excess of \$100,000 and therefore policy dictates the preparation of these documents.

RISK MANAGEMENT

The most significant risk of this process is that non-completion of these forms would breach the Capital Works Prioritisation and Evaluation policy, leading to a reputational risk created by policy non-compliance.

The risk assessment of the above results in a risk rating of “very low” because the council has already been provided with much more detailed advice from 2 independent reports on the subject of office accommodation.

FINANCIAL IMPLICATIONS

The cost of completing this evaluation process and business case was limited to council staff time.

COMMUNICATION

Because these forms do not add any significant new insights beyond the information that has already been supplied is suggested that presentation to council (and therefore being made a public document) will be sufficient communication.

CONCLUSION

These forms now fulfil the requirement of the Capital Works Prioritisation and Evaluation policy in relation to the office accommodation project. As mentioned, it does not provide any significant additional information that was not apparent from the already published reports however it is important that this step be followed as a matter of consistency and process.

Attachments:
Capital Works Proposal and Preliminary Evaluation Form
Capital Works Prioritisation and Evaluation Form

11.0 SUSTAINABLE COMMUNITIES

11.1 HUME REGIONAL GROWTH PLAN (RGP)

File No: 11/2834 – Ian Scholes – Manager Planning & Sustainable Development

For Decision

Moved: Cr Croucher
Seconded: Cr Murdoch

That Council acknowledges the importance of the Hume Regional Growth Plan as a long term strategic land use strategy and that the progress report on the Growth Plan process be received and noted.

Unanimously Carried

RECOMMENDATION

That Council acknowledges the importance of the Hume Regional Growth Plan as a long term strategic land use strategy and that the progress report on the Growth Plan process be received and noted.

INTRODUCTION

The Department of Planning and Community Development (DPCD) are co-ordinating the preparation of seven Regional Growth Plans (RGP) across Victoria. The work will take approximately 18 months and commenced, in the Hume Region, in April 2011. The plan is a collaborative effort between DPCD and Councils and, for the Hume Region, is based on the directions and themes established by the Hume Strategy for Sustainable Communities (HSSC) 2010–2020 document. The HSSC was prepared in July 2010. The RGP is intended to provide a broad strategic land use plan for each region with detailed growth area frameworks for key urban growth centres. DPCD have provided a progress report on the project. This is an attachment to the agenda.

BACKGROUND

The July 2011 letter to Councils CEO from the Executive Director, DPCD sets out the background for this work.:

“Regional Growth Plans will include a broad strategic land use plan with more detailed growth area frameworks for key urban growth centres. They will provide land use direction for accommodating settlement change – including residential and employment needs, industrial, commercial, agricultural and rural activities, while identifying key regional, economic and cultural resources to be preserved, maintained or developed. Once endorsed by State Government and regional councils, they will also assist in future infrastructure and service planning for regional Victoria, and be implemented in part through planning schemes.

ORDINARY COUNCIL MEETING MINUTES – 13 DECEMBER 2011

The program will be supported by DPCD and it is intended to be an equal partnership with regional councils and inclusive of key agencies. In support of this the Minister has approved an establishment grant of \$100,000 for each sub-region which will allow initial work to commence. DPCD will make arrangements with a council in each sub-region to auspice and administer the grant on behalf of each sub-region.”

KEY IMPLICATIONS

The Government have advised that RGP's will be a significant document guiding future development decisions for the State. Council will need to ensure that the RGP reflects our positions on the future of the Indigo Shire and it is fortunate that this project is occurring at the same time as our own 2030 strategy.

FINANCIAL/POLICY/RISK IMPLICATIONS

This is a progress report on the early stages of the project.

CONCLUSION

The RGP is a long term strategic planning document for the region. It will be important in guiding future growth and development in the region. Council staff are actively involved with the project team from DPCD and further progress reports will be provided as the project proceeds.

Attachment:
Hume RGP Project Update Report October 2011

ORDINARY COUNCIL MEETING MINUTES – 13 DECEMBER 2011

11.2 PLANNING PERMIT APPLICATION PP11-0151

File No: PP11-0151 – Bridie Guy – Town Planner

For Decision

Moved: Cr Graham
Seconded: Cr Murdoch

That Council resolve to issue a notice of decision subject to conditions outlined in Attachment D for Planning Permit Application PP11-0151 to allow development of Lot 6, PS081949, 10 Herbert Street Rutherglen for the purposes of two additional dwellings.

Unanimously Carried

RECOMMENDATION

That Council resolve to issue a notice of decision subject to conditions outlined in Attachment D for Planning Permit Application PP11-0151 to allow development of Lot 6, PS081949, 10 Herbert Street Rutherglen for the purposes of two additional dwellings.

BACKGROUND

Date Application Lodged: 11/08/2011
Purpose: Residential
Subject Site Land Area: 869m²
Current Use of Subject: Residential (Single dwelling)
Site:
Surrounding Land Use: Residential
Surrounding Land Zoning: Residential

PROPOSAL

To develop the land for the purposes of two additional dwellings at 10 Herbert Street Rutherglen. The subject land is a long narrow block of 869m² containing an existing dwelling. The application proposes to construct two, two bedroom units behind the existing dwelling, utilising existing access via Herbert Street.

ZONING AND OVERLAY CONTROLS

Residential 1 Zone, no overlays.

PLANNING AND ENVIRONMENT ACT 1987 – SECT 60

It is noted that this area of Rutherglen is of a significantly higher density than most residential areas throughout the Shire. However, the construction of an additional two dwellings is unlikely to have any significant social and economic effects of the use or development for which the application is made.

INDIGO PLANNING SCHEME- STATE PLANNING POLICY

15.01-1 Urban design

Objective

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

Strategies

Ensure new development or redevelopment contributes to community and cultural life by improving safety, diversity and choice, the quality of living and working environments, accessibility and inclusiveness and environmental sustainability.

15.01-5 Cultural identity and neighbourhood character

Objective

To recognise and protect cultural identity, neighbourhood character and sense of place.

Strategies

Ensure development responds and contributes to existing sense of place and cultural identity.

15.02-1 Energy and resource efficiency

Objective

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

Strategies

Promote consolidation of urban development and integration of land use and transport. Support low energy forms of transport such as walking and cycling.

16.01-1 Integrated housing

Strategies

Increase the supply of housing in existing urban areas by facilitating increased housing yield in appropriate locations, including under-utilised urban land. Ensure housing developments are integrated with infrastructure and services, whether they are located in existing suburbs, growth areas or regional towns.

16.01-2 Location of residential development

Objective

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

Strategies

Encourage higher density housing development on sites that are well located in relation to activity centres, employment corridors and public transport. Ensure an adequate supply of redevelopment opportunities within the established urban area to reduce the pressure for fringe development. Facilitate residential development that is cost-effective in infrastructure provision and use, energy efficient, incorporates water efficient design principles and encourages public transport use. Identify opportunities for increased residential densities to help consolidate urban areas.

16.01-4 Housing diversity

Objective

To provide for a range of housing types to meet increasingly diverse needs.

Strategies

Ensure housing stock matches changing demand by widening housing choice, particularly in the middle and outer suburbs.

Encourage the development of well-designed medium-density housing which:

- Respects the neighbourhood character.
- Improves housing choice.
- Makes better use of existing infrastructure.
- Improves energy efficiency of housing.

Support opportunities for a wide range of income groups to choose housing in well serviced locations. Ensure planning for growth areas provides for a mix of housing types and higher housing densities in and around activity centres.

16.01-5 Housing affordability

Objective

To deliver more affordable housing closer to jobs, transport and services.

Strategies

Improve housing affordability by:

Encouraging a significant proportion of new development, including development at activity centres and strategic redevelopment sites to be affordable for households on low to moderate incomes.

Increase the supply of well-located affordable housing by:

- Facilitating a mix of private, affordable and social housing in activity centres, strategic redevelopment sites.

LOCAL PLANNING POLICY FRAMEWORK

21.01-1 State and regional context

21.01-2 Population

21.01-3 Settlement and infrastructure

21.02 KEY ISSUES

Settlement and infrastructure

- The range of opportunities provided within the Shire for alternative residential lifestyles (both urban and rural) to those offered by nearby Albury -Wodonga and/or Wangaratta.
- The need for augmentation of infrastructure in all urban areas to lessen environmental degradation, in particular water quality, secure water supplies, provide adequate sewerage and retard and treat stormwater.
- The need to encourage population growth to take place in the towns serviced by reticulated infrastructure to maximise existing infrastructure investment.
- This will create focussed demand for infrastructure improvement as well as improving and extending the range of goods, services, amenities and job opportunities within towns.
- The corresponding issue of the need to contain urban development within townships until land supply is reduced to ten years.

21.03-1 Vision and strategic framework

- Beechworth and Rutherglen - Wahgunyah have the greatest capacity to house future population growth in terms of existing infrastructure and service provision.

ORDINARY COUNCIL MEETING MINUTES – 13 DECEMBER 2011

- All towns are able to share the projected population increase over the next 15 years depending on infrastructure augmentation.
- The small townships will continue to play important local service roles as well as commuter roles to Albury -Wodonga and other centres.

21.04-1-2 Rutherglen

Its accessibility to Albury Wodonga makes it attractive from a commuter aspect for employment. Rutherglen's proximity to Corowa's sporting facilities and the Murray River combine with Rutherglen's wine industry to provide a comprehensive tourist product that attracts people from across the state and region. The Municipal Strategic Statement of the Indigo Planning Scheme states that based on current rates of development, a land supply of less than 15 years has been set aside for residential development in Rutherglen.

PARTICULAR PROVISIONS

55 Two or More Dwellings on a Lot and Residential Buildings (see appendix B)

GENERAL PROVISIONS

Nil.

REFERENCE AND INCORPORATED DOCUMENTS

Nil.

REFERRAL AUTHORITIES

The application was referred to Council's Assets Department for comment on access and stormwater drainage.

PUBLIC NOTICE

The application was advertised to adjoining owners and occupiers and a notice was posted on-site.

DISCUSSION

Four objections were received and objections have been mapped on a locality plan (see appendix C)

Summary of objections:

- Overlooking
- Visitor's car parking to lead to further traffic congestion
- Noise
- Stormwater drainage
- Cumulative impact of unit developments
- Increased traffic flows
- Safety
- Small lot size for scope of development

ORDINARY COUNCIL MEETING MINUTES – 13 DECEMBER 2011

- Property values

Focus meeting:

A focus meeting was held at Rutherglen Council Chambers on 17 November at 6pm.

Attendees included a representative of the applicant, the objectors, Council officers and a Councillor.

The applicant advised that Common Equity Housing Limited (CEHL) had identified this block as the most appropriate for additional units to be constructed due to the size of the allotment. The purpose of these units was to provide housing for tenants who wished to 'downsize' into more compact living arrangements. The applicant advised the units were designed so as to have as little impact as possible on the surrounding residents, including, maintaining a single dwelling frontage to the street.

Objectors expressed a view that the proposed development may not contribute to a positive neighbourhood environment and cited examples of some difficulties experienced. This view cannot be considered as part of the assessment of the planning permit process, however the applicant representative advised that Common Equity Housing Limited (CEHL) is an affordable housing co-operative and that prospective tenants must abide by CEHL values, which included good neighbourly conduct.

Other concerns were amenity issues including the headlights of vehicles from the existing dwelling at 10 Herbert Street shining in the bedroom of 5-7 Herbert Street.

Concerns were also raised about the need for the proposed housing when there are 13 units for sale within the street and 16 for sale within 250m. The Victorian Planning legislation does not provide for consideration of 'need' in assessment of applications.

The applicant advised that CEHL had identified this site as the most appropriate for their proposal.

Drainage problems were identified as an issue and these were discussed. The existing dwelling floods 8 Herbert Street during periods of high rainfall. There is a history of flooding around Soles Street. Cr Graham advised that there had been a drainage works program in Soles Street about 18 months ago.

Drainage plans were discussed. Plans prepared by the applicant's engineer proposed three junction pits and a sump pit to hold stormwater run-off and release it slowly into the drainage system. The use of the easement adjoining to the south was proposed to be utilised. Council's engineer assessed the drainage plans submitted by the applicant and found that given the high percentage of impervious surfaces on the site, and the proposed use being a series of rental properties, there is a risk of the system not being maintained and peak storm events needing increased capacity to that shown in the plans. There is no existing drainage within Herbert Street as such this would need to be constructed as part of the development. There is scope for drainage to be piped from 10 Herbert Street via the existing drainage easement to the south of the subject land into the existing system in Soles Street. The applicant would need to submit plans and demonstrate that this is a viable option and the 1:100 year flood levels could be provided for. Existing drainage should also be upgraded so as not to impact on adjoining landholders.

Objections discussed:

- Overlooking can be mitigated by the fence of 1.9m detailed in plans.
- There is no provision in the Planning Scheme to assess visitor's car parking. Standard B16 under Clause 55.03-11 covers the parking provision objectives which requires two car spaces to be provided for every three bedroom dwelling (one of which is undercover) and one car space for every two bedroom dwelling. The proposal complies with these requirements.
- The Residential 1 Zone provides for Residential Development and Clause 55.04-8 considers Noise impacts objectives. Noise sensitive rooms and secluded private open spaces of new dwellings and residential buildings should take account of noise sources on immediately adjacent properties. The objection relates to noise of a particular type of resident and pets of residents who may inhabit the proposed dwellings. The Planning Scheme does not discriminate and provides for the protection of the amenity of existing residents and any future residents through Clause 55.04. Noise concerns should be considered through the design response to address the requirements of Clause 55.04-8. The proposed design of the development is unlikely to produce any detrimental noise sources and there is unlikely to be any detrimental noise sources from existing development which will impact upon the proposed development. Unreasonable noise sources from pets can be directed to Council's ranger and from residents, to the local police.
- Council's Development Engineer requires stormwater run-off to be at pre-development rates. Plans must be submitted which will reflect this to the satisfaction of Council's Development Engineer.
- There are 19 unit developments in the vicinity and residents expressed concerns that there were already too many. The Planning Scheme has a performance-based assessment of multiple dwellings on an allotment. There is scope in the Planning Scheme to consider the number of dwellings on an allotment, however, not to consider the number of dwellings in an area.
- The cumulative impact of traffic flows on an area can be considered. Herbert Street is kerbed and guttered and has a 6.8m seal. Under Table C1 Design of roads and neighbourhood streets of 56.06-8 Lot access objective, the road could be considered an Access Place which is characterised by a carriageway width of 5.5m with parking on one side of the street. An Access Place has a target speed of 15km/hr and traffic volume of 300 to 1000 vehicles per day (vpd). There are 35 existing dwellings with access via Herbert Street and the curvilinear street which connects Herbert and William Street, which are likely to provide access to dwellings via Herbert and William Streets. While vehicle movements per dwelling per day will vary depending on the age and situation of the residents, namely a greater number of movements per day for families and a lesser number per day for elderly residents, an estimate of 10 vehicle movements per dwelling per day would be a mean number. For 35 dwellings, this would be 350vpd. The standard this road has the capacity to accommodate up to 1000vpd and therefore could easily accommodate an additional two dwellings.
- As a small residential street, a speed limit sign is not erected. Common sense prevails for vehicles navigating street where there are parked vehicles on one side of the street and pedestrians are on the street. An additional two dwellings is unlikely to impact on the safety of residents.

ORDINARY COUNCIL MEETING MINUTES – 13 DECEMBER 2011

- The multiple-unit development can provide separately for each dwelling in accordance with Clause 55 of the Indigo Planning Scheme.
- There is no scope to consider property values in the Planning Scheme or the Planning and Environment Act.

CONCLUSION

The application complies with State and local policy including the Municipal Strategic Statement. The design of the units minimise impacts on surrounding residents and is sympathetic to the existing neighbourhood character. Conditions can mitigate any drainage concerns in ensuring the stormwater drainage remains at pre-development rates. Initial drainage plans submitted to Council's Development Engineer were assessed however this did not propose the best alternative. Further plans will be required to be submitted to and assessed by Council's Development Engineer.

Attachments:

- a) Locality Plan
- b) Clause 55 Assessment
- c) Map of objections
- d) Draft permit conditions
- e) Floor and elevation plans

ORDINARY COUNCIL MEETING MINUTES – 13 DECEMBER 2011**11.3 BEECHWORTH AFTER SCHOOL CARE PROGRAM****File No: 09/99 – David Koren – Manager Community Planning****For Decision****Moved: Cr Issell
Seconded: Cr Murdoch**

That Council supports the development and expansion of early years services throughout the Shire to meet community need and therefore endorses the cancelation of Council's Beechworth After School Care Program licence and supports the Beechworth Primary School's application to obtain the licence to run the Program effective from Term 1 in 2012.

Unanimously Carried**RECOMMENDATION**

That Council supports the development and expansion of early years services throughout the Shire to meet community need and therefore endorses the cancelation of the Beechworth After School Care Program licence and supports the Beechworth Primary Schools application to run the Program effective from Term 1 in 2012.

INTRODUCTION

Council currently holds a licence to operate an after school care program at the Beechworth Primary School. There has been community interest to extend the Program to include a before school care and vacation care program. In 2010 Council commenced negotiations with the Beechworth Primary School with an aim for the school to operate the Program and extend it to meet community demand.

This report recommends that Council cancels its existing licence to operate an after school care program and continues to support the School to be licensed to operate a before, after and vacation care program for Beechworth.

BACKGROUND

Council has been operating the Beechworth After School Care Program for over 10 years. It is the only out of school hours care program that Council operates with all other programs within the Shire primarily being managed by local schools.

Over the years the Program has experienced varying levels of support from the community. In 2006, following several years of very low attendance, Council made a decision to close the Program. This decision resulted in the community forming an Advisory Committee and making a commitment to promote and support the Program to keep it going. Since that time attendances at the Program have been very strong and the Program has not been at risk of closure.

ORDINARY COUNCIL MEETING MINUTES – 13 DECEMBER 2011

Council only holds a license to operate an after school care program. There has been community interest for some time to extend the Program to include a before school care and vacation care program. Council and the school conducted a joint survey of the school community which supported the communities desire for the extended program.

In late 2010 Council commenced negotiations with the Beechworth Primary School with an aim for the school to operate the Program and extend it to meet community demand ie be licensed to also operate a before school and vacation care program. It was considered that the School were well placed to deliver the Program for the following reasons:

The Program and staff would have access to “on site” support

The School has the capacity to extend the Program to before school and vacation care

The activities the School could run at the Program would be aligned to the educational direction of the School

The School has access to additional resources such as material and equipment for art, craft, drama and sporting activities etc

The School has greater access to families using the service and potential new clients through weekly newsletters, the school council and other school activities/events

The negotiations with the School were initially slow and it was not until early to mid 2011 that the School fully committed to the process and commenced gathering the information and documentation required to apply for a licence.

The School, with ongoing support from Council, are now in a position to apply for a licence to operate the extended Program. Subject to approval from the Department of Education and Early Childhood Development (DEECD) and Council’s endorsement through this report, the School will be able to provide an after school care program from Term 1 in 2012. The School has indicated that, once staff were comfortable and familiar with operating the after school care program, they would be able to commence operating the before school and vacation care programs.

KEY IMPLICATIONS

The School is well placed to deliver a strong out of school hours program to meet community need for the reasons detailed above.

Based on anecdotal evidence and the general knowledge in the community that the School may be managing the Program in the future, it is anticipated that there will be minimal negative feedback regarding this decision. However, it will be important for Council to communicate the reasoning behind the decision to the local community and be available to discuss any concerns which may be raised.

There will be some implications for existing staff as, in effect, the Council run Program will be cancelled and Program staff will no longer be required. This has been communicated with existing staff and Council will ensure all legal obligations will be met in regards to the finalisation of the Program.

There are some minor financial implications which are detailed in the report below.

ORDINARY COUNCIL MEETING MINUTES – 13 DECEMBER 2011

Not all towns across the Shire have out of school hours care available for school aged children and Council officers will begin a process to review the actual situation in each town and facilitate an assessment of demand and delivery options to ensure community needs can be addressed.

RISK MANAGEMENT

There may be some risk that the School run Program does not meet community expectations, particularly if the School makes a decision not to extend the Program to before school and vacation care. If this occurs there may be community pressure on Council to address this issue. This risk is considered to be minimal and can be addressed if it arises.

FINANCIAL IMPLICATIONS

The Beechworth After School Care Program has a 2011/2012 Council budget allocation of (\$4,114). The Program is running roughly to budget at this stage of the year. If the recommendation is endorsed and the Council run Program finishes at the end of 2011, it is anticipated that the budgeted “profit” of \$4,114 for 2011/2012 would be roughly in the order of \$2,000 ie a negative impact on Council’s budget of around \$2,100. Future Council budgets would not include the annual “profit” of around \$4,000 from the Program.

POLICY IMPLICATIONS

Although Council is potentially reducing the services it directly provides, it is anticipated that the proposed new service to be delivered by the School will be extended to meet the communities growing needs.

This direction is supported by the Council Plan OBJECTIVE: 4.5 Advocate for ancillary services to those provided by Council.

COMMUNICATION

There is general knowledge in the Beechworth community that the School may be managing the Program in the future. However, it is important for Council to formally communicate the reasoning behind the decision through its normal communication methods. Council will also be writing to all families currently using the service advising them of the decision.

CONCLUSION

The Beechworth After School Care Program has been managed by Council for over ten years. The community have been advocating for the Program to be extended to include a before school and vacation care program. It is considered that the best option to ultimately deliver these services is for the Beechworth Primary School to apply for a licence with the aim to commence the new arrangement in Term 1 2012.

12.0 MAJOR PROJECTS AND PROGRAMS

12.1 BEECHWORTH LANEWAY CROSSOVERS

File No: 11/1915 – Jim Redmond – Project Officer Operations

For Decision

Moved: Cr Graham
Seconded: Cr Pockley

That Council endorse the acceptability of the treated walkway surface achieved in Camp Street, Beechworth for application to the balance of cobblestone crossings in Beechworth with the exception of the laneway next to the CFA building.

Unanimously Carried

RECOMMENDATION

That Council endorse the acceptability of the treated walkway surface achieved in Camp Street, Beechworth for application to the balance of cobblestone crossings in Beechworth.

INTRODUCTION

There are five individual locations with cobblestone laneway crossings around the Beechworth town centre. A number of minor injuries have been reported in the past relating in one way or another to the surface quality of the crossings, especially effecting pedestrians with sight or movement restrictions, and those using wheeled walkers or scooters.

BACKGROUND

Council passed a resolution in September 2010 to relay a strip of 1.8m wide footpath (to approach current standards) over the cobblestone laneway adjacent to the entry to Workways to improve access.

This was done in the following months and the representatives of stakeholder groups attended a site inspection to review the end result. The first trial was not acceptable.

Subsequent to the stakeholder site meeting, a revised specification was prepared with a view doing one last rework of the trial area.

This second trial was done by a stonemason and the method was to lift and relay existing stones to minimise the joint spacings, place 'best faces' uppermost and refill the joints as needed to improve the uniformity of surface level. The secondary aim was to maintain the characteristics and style of the crossing to keep the heritage aesthetic of the Beechworth streetscape. A further range of surface preparations had been considered and trialled on test surfaces however none of the methods seemed to tick all of the boxes as far as safety and aesthetics.

ORDINARY COUNCIL MEETING MINUTES – 13 DECEMBER 2011

Quotes were sought from suitably qualified stonemasons who attended the site and received advice on the work required and the standard to be met. Two quotes were received of similar cost (approx. \$3,500) and a selection was made. Both quotes had included comments that compliance with the appropriate Australian standard would be difficult to reach and that the proposed work, despite best efforts would probably still not meet it, but could improve the existing surface. The mason required access to the small quantities of similar granite that was stocked at the Yackandandah depot because as the stones were lifted and dressed, there would be stones unfit for re-use and as gaps were closed more stones would be required. Before the work was carried out, a personal letter drop was conducted to explain the proposed work to 11 businesses in the immediate vicinity of the crossing. No positive or negative comments were received as a result. The work was completed after some breaking of a sub-surface boulder.

RISK MANAGEMENT

The most apparent risks are the *Disability Discrimination Act* requirements for access and the scope for surface level and surface unevenness to contribute to fall by the visually impaired, people with wheelie walkers / prams, catching of heeled shoes etc. There is the possibility that someone could be injured as a result of traversing the laneway surface with the surface composition being a factor in the fall and/or injury. This has been managed to date by consultation with interested persons, with Planning officers, Major Projects & Programs staff, and Heritage experts to mitigate the risk while keeping an important street characteristic.

FINANCIAL IMPLICATIONS

Allowance of up to \$16,000 in total has been made in the current Capital Works Program to treat the existing cobblestone crossings.

COMMUNICATION

After consultation with heritage consultants, the Indigo Disability Advisory Committee, Planning officers, Councillors, Major Projects and Programs staff, and individual residents including an on-site meeting on 28 July 2011, it was determined that there was still a distance to go to reach a quality of surface that enabled a safer, smoother access while retaining the characteristics of the streetscape.

Following the stonework, all of the parties originally involved in the consultation were asked to visit the site and to comment on the finished state of the work from the viewpoint of improved access. Comments were received by email from several persons and all comments were positive or neutral with no negative comments recorded. Some of those comments are attached herein.

- “I’ve inspected the site and am confident that the streetscape objectives have been met. I cannot comment on the access improvement, but I would comment that the Australian Standards could not have been met with the use of the existing or available paving stones without significant machine work.”
- “Certainly it was a great improvement on the previous condition of that section of driveway and does not appear to have compromised the heritage value...”
- “I was impressed with the compromise and certainly felt it was an improvement. I watched prams negotiate the alleyway with no difficulty at all. The transition was smooth without hesitation or difficulty for the mothers involved. I agree with Ali and feel that Deb and the disability group need to give input.”

ORDINARY COUNCIL MEETING MINUTES – 13 DECEMBER 2011

- “Had a look yesterday. Here is some feedback:
 - 1.8 m area is much better for walking on.
 - Some of the stones are still uneven, but felt OK when I walked over with my eyes closed (to simulate vision impairment)
 - The test will be feedback from the mobility aid users in Beechworth.”
- “Had a bo-peep while at the Celtic Festival – looks fine to me.”
- “Had a look myself yesterday – looks pretty good to me. Bounced over it a couple of times on my scooter and didn’t have any problems.”
- “We travelled to Beechworth to look at the work carried out on the cobblestone crossing. Sticks are used to aid his mobility and I asked him to walk across the area several times to see if there was any improvement in :
 - The surface – previously stones were raised and uneven
 - Fill in between the stones – previously there were large gaps where the tips on his walking sticks would become wedged.His responses to the above are as follows:
 - Surface is smooth without any major raised areas on the stones
 - Fill and stones are now level, therefore reducing the opportunities for his sticks to become wedged into the gapsHis comments are: ‘Great job, area is much improved and I feel much safer walking over it. “

There has been no recorded feedback from visitors to Beechworth or local business owners.

CONCLUSION

The result would appear to be sufficient for the crossing that was completed and the best compromise outcome that can be expected short of replacing the 1.8m walk strips with smooth concrete. A decision would need to be made to determine if the other crossings are to be similarly treated.

Attachments:
Previous Council report - 14 September 2010, with attachments
Council Resolution of 14 September 2010.

ORDINARY COUNCIL MEETING MINUTES – 13 DECEMBER 2011

12.2 INFRASTRUCTURE DESIGN MANUAL

Brad Dinsdale - Manager Project Delivery

For Decision

| | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| <p>Moved: Cr Gaffney Seconded: Cr Pockley</p> <p>That Council defer this matter to the next Council Meeting and be briefed in the interim.</p> <p style="text-align: right;">Carried</p> | |
| For: | Against: |
| Cr Goldsworthy | Cr Graham |
| Cr Croucher | |
| Cr Gaffney | |
| Cr Murdoch | |
| Cr Pockley | |
| Cr Issell | |

RECOMMENDATION

That Council adopt in principal the Infrastructure Design Manual subject to a period of consultation with key shire stakeholders.

INTRODUCTION

The Infrastructure Design Manual (IDM) is a document utilised by Victorian Regional and Rural Councils for the setting of engineering standards for development and subdivisions. The Major Projects and Programs Department is responsible for this role within Council. This function is often subject to dispute between Council and developers over the engineering standards and the accuracy of the wording and appropriateness of the development conditions. It is believed that this document will reduce the frequency of these disputes and improve the standard of engineering infrastructure that ultimately becomes the responsibility of Council.

BACKGROUND

The IDM was originally prepared by the cities of Greater Bendigo and Greater Shepparton and the Shire of Campaspe. Their joint initiative was one that recognised the benefits of municipalities working together towards consistent requirements and standards for the design and development of infrastructure. The first version of the IDM came into use in October 2007. The manual is a living document and is revised and amended from time to time. A version 4 is currently in draft form.

The benefits derived from having a common IDM across municipalities are:

- Sharing financial and human resources to produce an Infrastructure Design Manual that will satisfy the requirements of each of the municipalities

ORDINARY COUNCIL MEETING MINUTES – 13 DECEMBER 2011

- Developing more consistency amongst design requirements for Consultants and developers working in the participating municipalities
- Providing a better defence at the Victorian Civil Appeals Tribunal (VCAT) when the design requirements have been developed and adopted by a number of municipalities
- Sharing of ideas and practices helps the municipalities to adopt the best practice of each
- Clearly documenting Indigo Shire Council's requirements for the design and development of infrastructure

KEY IMPLICATIONS

- **Legislative**
The IDM is not currently identified in any Victorian Government Legislation including the Indigo Shire Planning Scheme. The IDM would be a support document for meeting the requirements of *Clause 56 of the Planning Scheme (subdivision site and context description and design response)*. The IDM would also assist officers in meeting the requirements of the *Subdivision Act 1988, Part 3*
- **Regulatory**
The IDM is not currently identified in any Victorian Government regulations.
- **Environment**
The IDM sets out objectives and requirements to be met by consultants and contractors engaged by the developer for environmental management during construction to ensure all appropriate steps are taken to minimise any detrimental impact on the environment.

The IDM encourages environmentally sustainable landscape design to conserve water and energy and reduce waste. Water sensitive urban design is required to be incorporated into urban drainage design.

RISK MANAGEMENT

The adoption of the IDM will mitigate risk related to the specification, construction, and approval of engineering infrastructure for development within Indigo Shire Council. It is anticipated that with a more consistent set of standards and guidance for Council Development Engineers will result in a reduction of disputes between developers and Council.

FINANCIAL IMPLICATIONS

The financial implications of the adoption of the IDM are an annual maintenance fee of \$2,000 and a joining fee of \$4,000 paid to the IDM Group. The adoption of the IDM will reduce the financial cost to Council by reducing the requirement to spend time updating design standards and standard drawings. There is also the benefits of more consistent design standards and conditions for Consultants and Developers reducing the time spent by Council planning and engineering staff in the preparation of planning permits.

ORDINARY COUNCIL MEETING MINUTES – 13 DECEMBER 2011

POLICY IMPLICATIONS

Policy implications will require revision and updating of current engineering design standards and standard drawings. The revision of Indigo Shire Council's adopted road hierarchy standards will be necessary. This revision will make road standards consistent with Ausroads guidelines. Ausroads Guidelines is the standard adopted by Vic Roads and municipalities across Australia.

COMMUNICATION

Prior to adoption of the IDM, a consultation process will be undertaken with key internal and external stakeholders.

CONCLUSION

The adoption 'in principle' of the Infrastructure Design Manual will allow for the Major Projects and Programs Department to undertake further meetings with the IDM Group and consultation with key stakeholders with the view to moving towards formal adoption of the Infrastructure Design Manual.

Attachment:
Infrastructure Design Manual

ORDINARY COUNCIL MEETING MINUTES – 13 DECEMBER 2011

12.3 CREATION OF EASEMENT ON PRIVATE LANE AT POLMEAR LANE BEECHWORTH

File No: 11/1915 – Paul McLachlan – Project Engineer

For Decision

Moved: Cr Pockley
Seconded: Cr Croucher

That Council:

- 1. Approve the Creation of Easement on La Trobe land under section 45 of the Transfer of Land Act, in accordance with the attached survey document; and**
- 2. Authorise the CEO to sign and apply the common seal to relevant Transfer of Land documents.**

Unanimously Carried

RECOMMENDATION

That Council:

- 1. Approve the Creation of Easement on La Trobe land under section 45 of the Transfer of Land Act, in accordance with the attached survey document; and**
- 2. Authorise the CEO to sign and apply the common seal to relevant Transfer of Land documents.**

INTRODUCTION

To reduce the maintenance cost and improve access at Polmear Lane, Beechworth, a new drain is required which will run from the road reserve into private, La Trobe lane. This new drain is required to be covered by a drainage easement on title.

It is proposed to create the drainage easement, by agreement, under Section 45 of the Transfer of Land Act 1958. A survey has been prepared and our Solicitor is preparing the transfer documentation.

BACKGROUND

Following the major flooding events in Beechworth in late 2010, the Major Projects and Programs Department has reviewed the drainage assets throughout Beechworth.

One work item arising from this review is at the corner of Polmear Lane and Fletcher Road in Beechworth. At this location, water is diverted from its natural gully within La-Trobe land via a service road into the road reserve. There is an existing culvert which sends the water along Polmear Lane and during heavy rainfall, this damages the table drain and causes access and maintenance problems along the laneway.

ORDINARY COUNCIL MEETING MINUTES – 13 DECEMBER 2011

The proposed solution was to redirect the water back onto La Trobe lane via a new 450mm diameter pipe which discharges within La Trobe lane, diverting the collected water back into its natural flow path. The pipe needs to extend outside the road reserve and into the private land to achieve the desired fall for the drain, and so to cover the asset, a Drainage Easement is required.

La Trobe have agreed on 23 September 2011 for Council to create an easement on La Trobe land provided Council pay any legal or surveying fees. This was agreed to and the survey has been completed and is attached. The relevant easement is E-1.

KEY IMPLICATIONS

- Transfer of Land Act 1958

Under Section 45 of the Transfer of Land Act 1958, a land owner (in this case La Trobe) may transfer an interest in land through registration with the Titles Office.

45. Form of transfer

(1) A registered proprietor may transfer his estate or interest in land by an instrument in an appropriate approved form.

RISK MANAGEMENT

The creation of easement will allow Council to manage its risk with respect to this drainage infrastructure. The easement will allow Council to maintain, inspect, and upgrade the drain as required, and precludes the landowner, or any future landowner, from damaging/altering the drain without Council approval.

The location is currently un-used grazing land owned by La Trobe. It is classified as Farming Zone, so any development that might impact on the easement at this location, including subdivision, would require a planning permit.

FINANCIAL IMPLICATIONS

The costs for the survey and legal costs are being paid for via the Beechworth Stormwater Drainage Capital Works Project.

The costs for survey is \$1,360 (ex GST), and the legal costs for the preparation of the transfer of land documentation are not expected to exceed \$2,500 (including legal costs incurred by La Trobe University).

Total financial costs expected are \$3,910.

COMMUNICATION

Ongoing discussion and negotiation with La Trobe University's Commercial Department since 9 September 2011 have resulted in a good relationship, with all parties working together to achieve the best outcome.

ORDINARY COUNCIL MEETING MINUTES – 13 DECEMBER 2011

Drainage works have been committed to a local resident on 11 July 2011, in addressing concerns about the state of Polmear Lane, amongst other concerns.

CONCLUSION

It is recommended that Council approve the Creation of Easement on La Trobe land under section 45 of the Transfer of Land Act, in accordance with the attached survey document, and that Council authorise the CEO to execute relevant Transfer of Land documents.

Attachment:
Plan of Creation of Easement – Polmear Lane Beechworth, Vol. 10314 Fol. 879

ORDINARY COUNCIL MEETING MINUTES – 13 DECEMBER 2011

13.0 GOVERNANCE

13.1 FUNDING THROUGH MAYOR & COUNCILLOR DISCRETIONARY FUND

Brendan McGrath – Chief Executive Officer

For Decision

| | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| <p>Moved: Cr Graham Seconded: Cr Croucher</p> <p>That Council:</p> <ol style="list-style-type: none"> 1. Adopt the “Funding through Mayor & Councillor Discretionary Fund” Policy. 2. Authorise the Mayor to grant up to \$500 plus GST, in consultation with the CEO, for application(s) received. 3. That the Policy state that the Councillors should be advised when funds are used. <p style="text-align: right;">Carried</p> | |
| For: | Against: |
| Cr Goldsworthy | Cr Gaffney |
| Cr Croucher | Cr Issell |
| Cr Pockley | |
| Cr Graham | |
| Cr Murdoch | |

| | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| <p>Moved: Cr Gaffney Seconded: Cr Issell</p> <p>That item 1 and 2 remain the same and all grants from the mayor and councillor discretionary fund be disclosed as an agenda item so that it can be brought before council so that we can ensure transparency and accountability.</p> <p style="text-align: right;">Lost</p> | |
| For: | Against: |
| Cr Gaffney | Cr Goldsworthy |
| Cr Issell | Cr Croucher |
| Cr Murdoch | Cr Pockley |
| | Cr Graham |

RECOMMENDATION

That Council:

- 1. Adopt the “Funding through Mayor & Councillor Discretionary Fund” Policy.**
- 2. Authorise the Mayor to grant up to \$500 plus GST, in consultation with the CEO, for application(s) received.**

ORDINARY COUNCIL MEETING MINUTES – 13 DECEMBER 2011

INTRODUCTION

Council has a discretionary Budget for requests for funding which are not considered to be covered by other funding sources.

Council receives numerous applications for funding and/or sponsorship from students, residents, community groups and businesses throughout the year. A policy has been formed to create a consistent structure in the way Council considers these applications.

BACKGROUND

Council receives many funding and/or sponsorship applications per year. Some applications are clear and precise in their requirements, and some require further information and investigation – guidelines for applicants and Council would be beneficial in this instance.

Currently there are no formal guidelines to determine if, how, when the applications should be approved.

KEY IMPLICATIONS

It is important that a framework exists to ensure consistent and transparent consideration of requests for financial assistance through the Mayor & Councillor Discretionary Fund.

RISK MANAGEMENT

There are not considered to be any significant risks associated with the adoption and administration of this policy.

FINANCIAL IMPLICATIONS

The current budget allocation for the Mayor & Councillor Discretionary Fund is \$10,500. It is not considered that the implementation of a formalised policy for approving funding and/or sponsorship applications would have any impact on this budget allocation.

POLICY IMPLICATIONS

As outlined above, no formal Policy exists for these applications. The adoption of one will ensure clarity and transparency in the distribution of these funds.

COMMUNICATION

If the “Mayor & Councillor Discretionary Fund” Policy is adopted it will be communicated internally to all staff and also placed on our website for reference and use by the community.

CONCLUSION

If the “Mayor & Councillor Discretionary Fund” Policy will provide much needed structure, consistency and guidelines that Council can follow when approving applications that are received throughout the year.

ORDINARY COUNCIL MEETING MINUTES – 13 DECEMBER 2011

13.2 ADVISORY AND COMMITTEES OF MANAGEMENT REPORTS

File No: 09/1177 & 09/1770 – Jo Riley - Manager Governance & Risk

For Information

1. The following Advisory Committee Minutes have been received since the last Ordinary Council Meeting. Note: all Minutes listed below are unconfirmed unless specified.

| COMMITTEE | DATE OF MEETING |
|-----------------------------------------------------|-----------------|
| Audit Committee | 17 October 2011 |
| Burke Museum & Historic Precinct Advisory Committee | Nil |
| Environmental Advisory Committee | Nil |
| Finance Committee | Nil |
| Indigo Arts & Cultural Advisory Committee | Nil |
| Indigo Heritage Advisory Committee | Nil |
| Indigo Shire Disability Advisory Committee | Nil |
| Indigo Shire Grants & Awards Advisory Committee | Nil |
| Indigo Tourism Advisory Committee | 7 October 2011 |

| COMMITTEE | RESOLUTION | MOVED | SECONDED |
|-------------------------------------------|--------------------------------------------------------------------------------|---------------|-------------|
| Audit Committee Meeting | That the minutes of the Audit Committee meeting 18 July 2011 be confirmed. | Frank Burfitt | Cr Gaffney |
| Indigo Tourism Advisory Committee Meeting | Kevin Mayhew be elected chair. | Cr Gaffney | Bill Bell |
| Indigo Tourism Advisory Committee Meeting | Cr Gaffney be elected deputy chair | Cr Croucher | Peter Meade |
| Indigo Tourism Advisory Committee Meeting | That Deed of Delegation be amended to include a skills-based member from NEVTB | Cr Gaffney | Bill Bell |

2. The following Assembly of Councillors records have been received since the last Ordinary Council Meeting.

| COMMITTEE | DATE OF MEETING |
|-------------------------------------------|-----------------|
| Indigo Tourism Advisory Committee Meeting | 7 October 2011 |



ORDINARY COUNCIL MEETING MINUTES – 13 DECEMBER 2011

Attachments:

Minutes – Audit Committee – 17 October 2011

Minutes – Indigo Tourism Advisory Committee – 7 October 2011

Assembly of Councillors Record – Indigo Tourism Advisory Committee Meeting – 7 October 2011

ORDINARY COUNCIL MEETING MINUTES – 13 DECEMBER 2011**13.3 SALE OF LATROBE UNIVERSITY SITE, BEECHWORTH****File No: 09/690 – Brendan McGrath – Chief Executive Officer****For Decision****Moved: Cr Issell
Seconded: Cr Pockley****That Council advise both Latrobe University and the Government Land Monitor that it is not in a position to acquire ownership of the former May Day Hills, Latrobe University site in Beechworth.****Unanimously Carried****RECOMMENDATION****That Council advise both Latrobe University and the Government Land Monitor that it is not in a position to acquire ownership of the former May Day Hills, Latrobe University site in Beechworth.****INTRODUCTION**

In February 2011, it was announced by Latrobe University that they would be closing the Beechworth site by the end of June 2011. Since that time, Council has worked closely with the University to try and influence the process of sale to ensure a good community outcome and a return of an important economic driver to the region.

BACKGROUND

The former May Day Hills, Latrobe University Beechworth site closed for business at the end of June 2011. This meant that around 11 permanent staff and up to 50 casual staff lost employment and an estimated \$500,000 per year was lost to local contractors and suppliers. Since that time Council has been involved in a community consultation process lead by Latrobe to try and determine potential future uses of the site and important criteria for Latrobe to consider when they sell the site.

Latrobe University has a requirement to consult with a State Government Department - the Government Land Monitor around terms of any sale and for a variety of reasons Latrobe have been unable to finalise this portion of their procedural requirements and proceed to sale, for several months. Please refer to the attached correspondence received from Latrobe University, seeking Council's consideration of the possibility of acquisition of the University's Beechworth Campus.

Importantly, this has meant that apart from some limited community use, the site has been closed and secured for some months and that the conference, restaurant and accommodation side of the business has ceased and is becoming evermore difficult to resurrect at some point in the future.

ORDINARY COUNCIL MEETING MINUTES – 13 DECEMBER 2011

We know from anecdotal evidence that there are interested parties who have indicated that they would be interested in buying the site but they have been unable at this stage to undertake any due diligence process because the records that normally form part of a sale process have not yet been made available by Latrobe University.

Latrobe advise that the Government Land Monitor is ensuring that the prospect of transferring the property to a Government or local government agency for public functions is fully explored. Such an outcome could see the property zoned for public use rather than the usual requirement to rezone the property for an optimal economic use. Latrobe's position, which Council supports, is that a thorough expression of interest process would help uncover likely buyers and potential future uses and that we could then work collaboratively to zone the site to something that better suited that purpose.

KEY IMPLICATIONS

As outlined above, one of the worrying aspects in relation to the lack of progress on this important initiative, is that as time goes on, it becomes increasingly difficult for any future buyer to resurrect various commercial elements of the site. Also, despite strong commitment from Latrobe towards security and maintenance of the site, it becomes more likely over time that vandalism may become an issue, and the general appearance of the property is more likely to become compromised. Latrobe advised that the Government Land Monitor has acknowledged that as part of the process there appears to be no other Government Department which has any interest in the site, however has asked that Council confirm it has no interest in acquiring ownership of the site.

Latrobe advise that, once this is done, it should enable them to finalise the process with the Government Land Monitor and progress to getting the property on the market.

FINANCIAL IMPLICATIONS

Whilst Council has not been advised formally of the value of the site, or of the costs associated with running of the site, we estimate through various discussions and reports to the press that the site is likely to be worth in the order of several million dollars, and that, in the past, it has cost several hundred thousand dollars per year to maintain the grounds and buildings. Such transactions from a state agency and local authority are required to be conducted at not less than market value (for use as a public purpose) assessed by the Valuer-General. There are, as everyone is aware, both gardens and buildings within the site, that enjoy the benefit of significant heritage protection and those protections bring with them significant obligations for maintenance.

It has generally been this Council's position that it would be beyond our financial capacity and our expertise to purchase and operate or develop a site of this value, operated at that sort of cost, and that this is largely beyond our expertise.

POLICY IMPLICATIONS

There are no specific policy implications relating to this matter, however it would be consistent with our Council Plan to play a strong advocacy role to try and have this matter satisfactorily resolved for the benefit of our community.

ORDINARY COUNCIL MEETING MINUTES – 13 DECEMBER 2011COMMUNICATION

Council has participated in active consultation with the community which has been publicised as well as arranging Latrobe to present to a recent Community Forum with more than 100 people in attendance.

As this matter continues to unfold we would have a key role to play in ensuring that the community is kept advised on where the process is up to.

CONCLUSION

Council should consider the merits of taking on the responsibility of ownership of operation and/or sale of this site and advise Latrobe and the Government Land Monitor accordingly to enable the process to be finalised.

Attachment:
Letter from Latrobe University dated 1 December 2011
- Proposed Divestment of Former Beechworth Campus

13.4 COUNCIL OFFICE ACCOMMODATION

File No: 09/1075 - Brendan McGrath – Chief Executive Officer

For Information

INTRODUCTION

This report is provided as a result of the report which was submitted to the September 2011 Meeting and provides an update on the tender for professional services to date, as well as setting out the way forward.

BACKGROUND

At the September 2011 Council Meeting, Council resolved:

That Council:

1. Allocate a maximum of \$4.5M across the 2012/2013, 2013/2014 years for this project, including the \$2,133,175 Local Government Infrastructure Funding from the State Government.
2. Authorise Officers to go to tender for professional services to commence the detailed design phase, based on option 5 of the report.
3. Investigate costs and options associated with temporary office accommodation during any relocation of staff during upgrades.
4. Receive a report detailing the outcome of 2 and 3 above.
5. Designate this Council Report, the Kwong Report and Suters Report as being publicly available.

This report provides information on where the tender for professional services is up to and the timelines that we anticipate applying to this work.

Expressions of Interest for design services were advertised in The Age, The Border Mail, and The Ovens and Murray Advertiser on 14 October 2011, and a compulsory briefing meeting was held in Yackandandah to talk through the process with those intending to express interest, with submissions closing on 31 October 2011.

As a result of this process, nine Expressions of Interest were received.

ORDINARY COUNCIL MEETING MINUTES – 13 DECEMBER 2011

| | Firm | Attended briefing of 24 October |
|---|-----------------------------------------|---------------------------------|
| 1 | Marc Dixon & Leo Belci | Yes |
| 2 | Jovaras Westland Partnership | Yes |
| 3 | Indi Architects | Yes |
| 4 | Gregory Burgess Architects | Yes |
| 5 | Whitefield McQueen Irwin Alsop | Yes |
| 6 | Rob Picket Design & Pat Twohill Designs | Yes |
| 7 | Simpson Architects | Yes |
| 8 | Brandrick | Yes |
| 9 | k20 Architects | No |

One submission was received after the closing date, being that from k20 Architects.

The evaluations were carried out by Mark Florence - General Manager Sustainable Communities, Andre Kompler - General Manager Major Projects and Programs, and Robert Bon – a Consulting Engineer and Project Manager.

Submissions were assessed in accordance with the criteria below.

| Evaluation Criteria | Weighting (%) |
|--------------------------------------------------------------------------|----------------------|
| Project team, experience and capability | 20 |
| Previous performance in relation to time, cost, quality | 20 |
| Claims & risk history | 5 |
| Cost planning record | 15 |
| Resources and availability to tender and commence services in early 2012 | 15 |
| Hourly Services rates | 10 |
| Local / North East Victoria content percentage | 15 |

Following the evaluation and application of weighting, the firms were ranked in the following order.

ORDINARY COUNCIL MEETING MINUTES – 13 DECEMBER 2011

| Rank | Firm |
|------|-----------------------------------------|
| 1 | Jovaras Westland Partnership |
| 1 | Rob Picket Design & Pat Twohill Designs |
| 3 | Whitefield McQueen Irwin Alsop |
| 4 | Indi Architects |
| 5 | Brandrick |
| 6 | Gregory Burgess Architects |
| 7 | Simpson Architects |
| 8 | Marc Dixon & Leo Belci |
| 9 | k20 Architects |

Based on that review, the following three companies have been invited to tender:

| Rank | Firm |
|------|-----------------------------------------|
| 1 | Jovaras Westland Partnership |
| 2 | Rob Picket Design & Pat Twohill Designs |
| 3 | Whitefield McQueen Irwin Alsop |

Tenders closed on 7 December 2011, and each of those tenderers presented to the Project Steering Committee on Friday 9 December 2011, with the evaluation of those tenders completed shortly after that.

Given that the budget for professional services is \$300,000 and that this amount is in the current year's capital works allocation, and that this amount is well under the CEO's financial delegation of \$500,000, it is anticipated that once the evaluation process is complete, the architectural design team will be appointed this side of Christmas and commence work immediately when they return in the new year.

Temporary Office Accommodation

The other part of the September 2011 resolution was in relation to the temporary office accommodation.

There are a number of alternatives which are currently being explored in relation to accommodation. Once consideration of these alternatives has been completed a report will be bought back to Council early in 2012 to provide some advice on how we intend to accommodate staff and ensure continuity of Council services across the next couple of years.

ORDINARY COUNCIL MEETING MINUTES – 13 DECEMBER 2011

KEY IMPLICATIONS

In terms of keeping this project moving forward and ensuring that our successful rate of capital works completion is maintained, we aim to appoint architects pre-christmas and get them started early in the new year to enable as much of the design work as possible to be carried out prior to June 2012.

The specification for the design works have made provision for community consultation on the proposed design, to ensure that the community has suitable opportunity to have input into the appearance of these important civic buildings. Councillors will also have the opportunity to do the same.

On various occasions over the last several years, it has been discussed that should a redevelopment of the Yackandandah site be made, that we make attempt to make provision for a small branch library for Yackandandah to replace what is a fairly basic and inadequate library service.

In line with these discussions we have had several meetings with the State Government department responsible for libraries and have made an application for Funding under the Living Libraries Program to provide for approximately 210m² of library space. This would be incorporated into the reception and customer service areas of the Council building rather than being a separate space. It would be intended that the new spaces would include some meeting rooms, amenities, some quiet working areas, book collections, computer facilities and other relevant technology and that it could be run jointly from Council's customer service area.

Significantly, this would mean we would go from quite a minor, mobile service to the community having access to library services 38 hours per week, that is, when the Council is open for business.

We have made application for \$234,000 of State Government funding, which would be available in addition to the \$4.5m. allocated by Council, taking the available Budget to \$4.734m.

FINANCIAL IMPLICATIONS

The September 2011 resolution was that Council allocate a maximum of \$4.5m. across 2012/13 and 2014 years and that we include the \$2,133,175 local government infrastructure funding from the State Government towards this.

In relation to this funding, we have requested that we be paid \$1,066,787.50 in the current financial year, and \$1,066,787.50 in the 2012/13 financial year. This request has been approved and we expect the first of these payments to be made to us shortly.

As advised in the September 2011 Report, provisions for the balance have been made in our forward four year program 2012/13 and 2013/14 for the remaining funds required. The payment by the State Government in this year and next year will ensure from a cash flow perspective, that there are no issues around cash flow.

Council's adopted budget of \$4.5m. will become \$4.734m. if our funding application for the inclusion of a library at Yackandandah is successful. A decision on this application is expected prior to Christmas.

ORDINARY COUNCIL MEETING MINUTES – 13 DECEMBER 2011POLICY IMPLICATIONS

The current Council Plan provides for the resolution of Council's Office Accommodation Strategy, and the decision in September 2011 essentially affected this and we are in the process of carrying out that resolution.

COMMUNICATION

Steering Committee for this project is made up of the CEO, three General Managers, the Finance Manager, the Manager of Planning and Council's Communication Manager. This will enable effective communication of the progress of this project, with both staff and the community as it progresses.

CONCLUSION

This report intends to provide a summary of where we are up to with the design of these important assets and the proposed way forward.

ORDINARY COUNCIL MEETING MINUTES – 13 DECEMBER 2011

14.0 NOTICES OF MOTION

14.1 BUSINESS SIGNAGE GUIDELINES

| | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| <p>Moved: Cr Pockley Seconded: Cr Murdoch</p> <p>That the current Business Signage Guidelines as adopted with amendments at the September Council meeting, be amended to read:</p> <p>1. That in the case of company logos, the requirement for upper case lettering is to be maintained.</p> | |
| Lost | |
| For: | Against: |
| Cr Goldsworthy | Cr Issell |
| Cr Pockley | Cr Gaffney |
| Cr Murdoch | Cr Graham |
| | Cr Croucher |

Cr Gaffney requested his point of order be minuted which was that this was an amendment rather than a motion, and given it was an amendment no closing by the mover should be allowed. The Chair ruled this was a notice of motion not an amendment.

TAKE NOTICE that at a meeting of Council to be held on Tuesday, 13th December 2011 I intend to move the following motion:

| |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>That the current Business Signage Guidelines as adopted with amendments at the September Council meeting, be amended to read:</p> <p>1. That in the case of company logos, the requirement for upper case lettering is to be maintained.</p> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Explanatory comment (if required):

| |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>This notice of motion, in essence, amends the notice of motion passed in the September 2011 Council Meeting by one small point only: the retention of company logos in upper case.</p> <p>The ramifications of making this change were clearly far more long-reaching than I had believed, and with subsequent discussions with business owners in the Shire, residents, heritage advisors and Council officers, I believe that to give full rein to both upper and lower case in this instance, will undo a great deal of good work and good will that has gone on so far in helping retain the heritage look and feel of our beautiful towns. There are many examples of where this has been done, and the watering down of the overall look of towns is very clear to see.</p> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|



ORDINARY COUNCIL MEETING MINUTES – 13 DECEMBER 2011

I do not wish to undermine work that has previously been undertaken by Council officers in ensuring that logos on buildings are within the Business “Signage Guidelines.

It is interesting to note that Echuca is basing its own business signage regulations on Indigo Shire’s as Campaspe Shire looks at the overall changes to their town’s signage and the potential for tightening up on their regulations.

I also believe that when you ask your community for its opinion on something, that you should take heed of it. In this instance, we have not and I have received condemnation for not having done so. It is a good lesson to learn.

Cr Ali Pockley

Signature:

Date: 22/11/11

ORDINARY COUNCIL MEETING MINUTES – 13 DECEMBER 2011

14.2 INDIGO SHIRE ECONOMIC DEVELOPMENT STRATEGY

| | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| <p>Moved: Cr Gaffney Seconded: Cr Croucher</p> <p>That the Indigo Shire Economic Development Strategy include an Economic Development Advisory Committee. This committee will be inclusive of the current Indigo Shire Tourism Advisory Committee.</p> | |
| Carried | |
| For: | Against: |
| Cr Croucher | Cr Graham |
| Cr Pockley | Cr Issell |
| Cr Gaffney | Cr Goldsworthy |
| Cr Murdoch | |

TAKE NOTICE that at a meeting of Council to be held on 13 December 2011 I intend to move the following motion:

That;

The Indigo Shire Economic Development Strategy include an Economic Development Advisory Committee. This committee will be inclusive of the current Indigo Shire Tourism Advisory Committee.

Explanatory comment (if required):

Tourism is the life blood of this shire and the economic benefit can never be underestimated. In the tourism industry this Shire is performing well against ever increasing competition.

Our large industries some of which rely on our agriculture sector need to be recognised and supported as major contributors to our society. We need them to be viable and competitive. Uncle Toby’s – Murray Goulburn – Lucas Mill – Unimin - The Winemakers of Rutherglen – The Agriculture Sector – The Health Sector – The Gaol - to name just a few, need to grow and provide more employment opportunities for our community.

The current Indigo Tourism Advisory Committee comprise of:

- The President Beechworth Chamber of Commerce and Industry INC
- The President Yackandandah Chamber of Commerce
- The President Chiltern Tourism and Economic Development INC
- Member of the Executive of Destination Rutherglen
- Three skilled based members with experience in marketing

ORDINARY COUNCIL MEETING MINUTES – 13 DECEMBER 2011

- Manager of Indigo Shire Tourism
- Two Councillors

This new committee will include the Indigo Shire Manager of Economic Development and will have the ability to second leaders of business to advise the committee.

To have a separate committee will mean double dipping for a number of members who have successful business's to attend to.

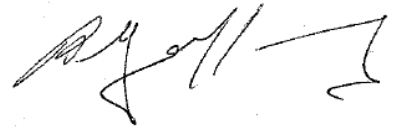
This committee will meet bi-monthly with all advice and meeting minutes forwarded to Council.

The name of the new committee will be decided.

This committee will maintain a balanced approach to economic growth within this shire.

Cr Bernard Gaffney

Signature:



Date: Monday 5 December 2011

15.0 COMMITTEE AND DELEGATES REPORTS (ALL ARE FOR INFORMATION ONLY)

15.1 CR GOLDSWORTHY – MAYOR

| DATE | TIME | FUNCTION/EVENT | LOCATION |
|--------|---------|--------------------------------------------------------------|--------------|
| 2-Nov | 4pm | Finance Committee Meeting | Beechworth |
| 8-Nov | 2pm | Council Briefing Meeting | Kergunyah |
| | 3pm | Council Meeting | Kergunyah |
| | 6.30pm | Community Forum | Kergunyah |
| 10-Nov | 8am | Timber Towns Victoria meeting | Myrtleford |
| 11-Nov | 10.30am | Remembrance Day Service | Beechworth |
| 13-Nov | 10am | 2011 Volunteers Expo | Rutherglen |
| 15-Nov | 3pm | Asset Management Training | Yackandandah |
| 17-Nov | 5.30pm | Municipal Emergency Management Planning Committee meeting | Rutherglen |
| 22-Nov | 4pm | Council Briefing Meeting | Beechworth |
| | 7.30pm | Municipal Fire Prevention Committee meeting | Yackandandah |
| 23-Nov | 7.30pm | Municipal Fire Prevention Committee meeting | Rutherglen |
| 24-Nov | 4pm | Indigo Heritage Advisory Committee meeting | Chiltern |
| 27-Nov | 12.30pm | Dedication of Beechworth Chinese Memorial | Beechworth |
| | 2pm | Movember Celebration, Baarmutha Park | Beechworth |
| 28-Nov | 4pm | Announcement of winners of the 2030 short story competition | Beechworth |
| 29-Nov | 4pm | Special Council Meeting followed by Council Briefing Meeting | Yackandandah |

ORDINARY COUNCIL MEETING MINUTES – 13 DECEMBER 2011

15.2 CR CROUCHER – DEPUTY MAYOR

| DATE | TIME | FUNCTION/EVENT | LOCATION |
|--------|---------|-----------------------------------------------------------|---------------|
| 1-Nov | 10am | Kiewa CWA meeting re: U3A | Tangambalanga |
| 2-Nov | 12pm | Beechworth community meal | Beechworth |
| | 1pm | Official launch of Farm Safety is Fun DVD | Beechworth |
| 3-Nov | 10.30am | Upper Murray Regional Library meeting | Yackandandah |
| | 3pm | Upper Murray Regional Library meeting | Holbrook |
| | 6pm | Official opening of 2030 Vision Exhibition | Yackandandah |
| 6-Nov | 11am | Lions Club function | Barooga |
| 7-Nov | 4pm | Upper Murray Regional Library meeting | Wodonga |
| 8-Nov | 9.30am | Early Years meeting | Yackandandah |
| | 2pm | Council Briefing Meeting | Kergunyah |
| | 3pm | Council Meeting | Kergunyah |
| | 6.30pm | Community Forum | Kergunyah |
| 9-Nov | 1.30pm | Upper Murray Regional Library meeting | Tallangatta |
| 10-Nov | 10am | Junior Council meeting | Middle Indigo |
| 11-Nov | 10am | Chiltern Primary School opening | Chiltern |
| | 12pm | Indigo 2030 Project business luncheon | Rutherglen |
| 13-Nov | 10am | 2011 Volunteers Expo | Rutherglen |
| 14-Nov | 10.30am | Upper Murray Regional Library visit | Tumbarumba |
| | 5.30pm | 2030 community champions report back | Yackandandah |
| 15-Nov | 11am | Upper Murray Regional Library visit | Urana |
| 16-Nov | 1pm | Upper Murray Regional Library visit | Wodonga |
| | 7pm | Kiewa/Sandy Creek Football Club annual general meeting | Tangambalanga |
| 17-Nov | 12.30pm | Rostrum | Albury |
| | 3.30pm | Upper Murray Regional Library visit | Corowa |
| | 5.30pm | Municipal Emergency Management Planning Committee meeting | Rutherglen |

ORDINARY COUNCIL MEETING MINUTES – 13 DECEMBER 2011

| | | | |
|--------|--------|--------------------------------------------------------------|---------------|
| 18-Nov | 12pm | Yackandandah community meal | Yackandandah |
| 21-Nov | 3pm | Lions Club Youth of the Year presentation | Tallangatta |
| 22-Nov | 3.30pm | Chinese banners viewing | Beechworth |
| 23-Nov | 4.30pm | Border Trust Showcase | Albury |
| | 7pm | Sandy Creek Community Strengthening meeting | Sandy Creek |
| 28-Nov | 10am | Upper Murray Regional Library meeting with CEO | Wodonga |
| | 12pm | Chiltern community meal | Chiltern |
| | 4pm | Announcement of winners of the 2030 short story competition | Beechworth |
| | 7pm | School Council | Tangambalanga |
| 29-Nov | 9.30am | Upper Murray Regional Library meeting | Wodonga |
| | 4pm | Special Council Meeting followed by Council Briefing Meeting | Yackandandah |

ORDINARY COUNCIL MEETING MINUTES – 13 DECEMBER 2011

15.3 CR GRAHAM

| DATE | TIME | FUNCTION/EVENT | LOCATION |
|-----------|---------|--------------------------------------------------------------|--------------|
| 4-Nov | 9.30am | Murray Darling Association meeting | Holbrook |
| 8-Nov | 2pm | Council Briefing meeting | Kergunyah |
| | 3pm | Council meeting | Kergunyah |
| | 6.30pm | Community forum | Kergunyah |
| 9-Nov | 4.30pm | Rural Housing annual general meeting | Wodonga |
| 10-Nov | 9.30am | nevRwaste general meeting | Wangaratta |
| 11-Nov | 11am | Remembrance Day service | Rutherglen |
| 13-Nov | 7.30am | Farmers market | Rutherglen |
| | 10.30am | Volunteers Expo | Rutherglen |
| 15-Nov | All day | Veterans Affairs meeting | Melbourne |
| 16-Nov | 7pm | Lions District Governor's visit | Rutherglen |
| 17-Nov | 6pm | Planning Focus meeting | Rutherglen |
| 20-Nov | 7am | Lions Club charity golf day | Rutherglen |
| 21-25 Nov | All day | Veterans Affairs meeting | Melbourne |
| 29-Nov | 4pm | Special Council Meeting followed by Council Briefing Meeting | Yackandandah |
| 30-Nov | 11am | Official opening of Men's Shed | Beechworth |

ORDINARY COUNCIL MEETING MINUTES – 13 DECEMBER 2011

15.4 CR GAFFNEY

| DATE | TIME | FUNCTION/EVENT | LOCATION |
|--------|---------|----------------------------------------------------------------------------------------------|--------------|
| 2-Nov | 4pm | Finance meeting | Beechworth |
| 3-Nov | 9am | Rutherglen Wine Board meeting | Rutherglen |
| | 4pm | Planning meeting | Beechworth |
| | 6pm | Official opening of 2030 Vision Exhibition | Yackandandah |
| 5-Nov | 9am | Meet with members of Stanley Rural Community Inc | Stanley |
| | 10am | Farmers Market | Beechworth |
| | 1pm | Celtic Festival | Beechworth |
| | 5pm | Presentation at Stanley Proclamation Day Anniversary | Stanley |
| 6-Nov | 11am | Celtic Festival | Beechworth |
| | 2pm | Official opening of the newly constructed rotunda/store shed/toilet at Yackandandah Cemetery | Yackandandah |
| 7-Nov | 7pm | Indigo North Health annual general meeting | Rutherglen |
| 8-Nov | 2pm | Council Briefing meeting | Kergunyah |
| | 3pm | Council meeting | Kergunyah |
| | 6.30pm | Community forum | Kergunyah |
| 13-Nov | 9am | Rutherglen Farmers Market | Rutherglen |
| 15-Nov | 3pm | Asset Management training | Yackandandah |
| 16-Nov | 6.30pm | Rutherglen Rotary Business dinner | Rutherglen |
| 17-Nov | 10.30am | Farewell morning tea for Alice Gratton | Beechworth |
| | 12.30pm | Rostrum | Albury |
| | 6pm | Beechworth Health Service annual general meeting | Beechworth |
| 20-Nov | 10am | Chiltern garage sale | Chiltern |
| 21-Nov | 11am | Buy Local prize presentation | Beechworth |
| | 7pm | Lions Club "Voice of Youth" competition | Tallangatta |

ORDINARY COUNCIL MEETING MINUTES – 13 DECEMBER 2011

| | | | |
|--------|--------|--------------------------------------------------------------|--------------|
| 22-Nov | 9.30am | Risk Management workshop | Beechworth |
| | 3.30pm | Chinese banners viewing | Beechworth |
| | 4pm | Council Briefing Meeting | Beechworth |
| 23-Nov | | Wooragee Neighbourhood Watch meeting | Beechworth |
| 24-Nov | 1pm | Inspect block at 11 Loch Street, Beechworth | Beechworth |
| 25-Nov | 9am | Planning meeting re: Bilson Street, Beechworth | Beechworth |
| | 6pm | Wooragee Landcare annual general meeting | Wooragee |
| 29-Nov | 4pm | Special Council Meeting followed by Council Briefing Meeting | Yackandandah |
| 30-Nov | 11am | Official opening of Men's Shed | Beechworth |

ORDINARY COUNCIL MEETING MINUTES – 13 DECEMBER 2011

15.5 CR POCKLEY

| DATE | TIME | FUNCTION/EVENT | LOCATION |
|-----------|---------|-----------------------------------------------------------------------------------------------|---------------|
| 2-Nov | 12pm | Beechworth community meal | Beechworth |
| | 1pm | Official launch of Farm Safety is Fun DVD | Beechworth |
| 3-Nov | 12.30pm | Rostrum | Albury |
| | 6pm | Official opening of 2030 Vision Exhibition | Yackandandah |
| | 7pm | Yackandandah Community Education Network annual general meeting | Yackandandah |
| 4-Nov | 7.30pm | Celtic Festival – Beechworth Singers Concert | Beechworth |
| 6-Nov | 5pm | Kerferd Oration meeting | Beechworth |
| 7-Nov | 10am | Weekly meeting with CEO | Beechworth |
| | 11am | Meeting with Terry Walsh re: dedication of Beechworth Chinese memorial | Beechworth |
| 8-Nov | 2pm | Council Briefing meeting | Kergunyah |
| | 3pm | Council meeting | Kergunyah |
| | 6.30pm | Community forum | Kergunyah |
| 9-Nov | 5.45pm | Arts & Cultural Advisory Group meeting | Chiltern |
| 10-Nov | 10am | Junior Council meeting | Middle Indigo |
| | 4pm | Environmental Advisory Group out of session group meeting | Wooragee |
| 11-Nov | 10am | Chiltern Primary School – opening of new building | Chiltern |
| | 12pm | Indigo 2030 Project Business luncheon | Rutherglen |
| 12-Nov | 1pm | NE Australian Local Government Women's Association forum – "Think Women for Local Government" | Euroa |
| 13-Nov | 10am | 2011 Volunteers Expo | Rutherglen |
| | 2pm | Book Launch at Chiltern Athenaeum | Chiltern |
| 14-Nov | 10am | Weekly meeting with CEO | Beechworth |
| | 5.30pm | 2030 community champions report back | Yackandandah |
| 16-18 Nov | All day | Australian Local Government National Local Roads & Transport Congress | Mount Gambier |

ORDINARY COUNCIL MEETING MINUTES – 13 DECEMBER 2011

| DATE | TIME | FUNCTION/EVENT | LOCATION |
|--------|---------|--------------------------------------------------------------|--------------|
| 20-Nov | 7.00pm | Environmental Film Festival | Yackandandah |
| 21-Nov | 10am | Beechworth Health Service meeting | Yackandandah |
| | 12pm | Meeting with resident | Beechworth |
| 22-Nov | 7pm | Burke Museum Committee meeting | Beechworth |
| 23-Nov | 4.30pm | Border Trust Showcase | Albury |
| 24-Nov | 4pm | Indigo Heritage Advisory Committee meeting | Chiltern |
| 27-Nov | 12.30pm | Dedication of Beechworth Cemetery's new Chinese Memorial | Beechworth |
| 28-Nov | 10am | Weekly meeting with CEO | Beechworth |
| | 4pm | Announcement of winners of the 2030 short story competition | Beechworth |
| 29-Nov | 4pm | Special Council Meeting followed by Council Briefing Meeting | Yackandandah |

ORDINARY COUNCIL MEETING MINUTES – 13 DECEMBER 2011

15.6 CR ISSELL

| DATE | TIME | FUNCTION/EVENT | LOCATION |
|-----------|---------|------------------------------------------------------------------------------|--------------|
| 3-Nov | 6pm | Official opening of 2030 Vision Exhibition | Yackandandah |
| 4-Nov | 6pm | Celtic Festival dinner | Beechworth |
| 5-Nov | 1.30pm | Celtic Parade | Beechworth |
| 5-Nov | 8pm | Celtic Concert | Beechworth |
| 6-Nov | 2pm | New Rotunda Opening, Yack Cemetery | Yackandandah |
| 6-Nov | 5pm | Review of Kerferd Oration | Beechworth |
| 8-Nov | 2pm | Council Briefing meeting | Kergunyah |
| | 3pm | Council meeting | Kergunyah |
| | 6.30pm | Community forum | Kergunyah |
| 10-Nov | 4pm | Peak Oil forum | Wooragee |
| 10-Nov | 7pm | Harvest Festival Info Session | Beechworth |
| 11-Nov | 10.30am | Remembrance Day service | Beechworth |
| 13-Nov | 11am | Volunteer Expo | Rutherglen |
| 13-Nov | 2pm | Book Launch, Athenaeum | Chiltern |
| 17-19 Nov | All day | Essential Councillor Retreat 2011 | Torquay |
| 20-Nov | 2pm | Sustainability Film Festival | Yackandandah |
| 21-Nov | 12.30pm | Murray Arts Executive Meeting | Albury |
| 22-Nov | 10am | Roundtable on the impact of the carbon pricing mechanism on Local Government | Albury |
| 22-Nov | 4pm | Albury Wodonga Regional Foodshare launch | Wodonga |
| 28-Nov | 4pm | Announcement of winners of the 2030 short story competition | Beechworth |
| 28-Nov | 5pm | 2030 Vision Strategic Planning meeting | Beechworth |
| 29-Nov | 4pm | Special Council Meeting followed by Council Briefing Meeting | Yackandandah |

15.7 CR MURDOCH

| DATE | TIME | FUNCTION/EVENT | LOCATION |
|--------|---------|----------------------------------------------------------------------------------------------|---------------|
| 2-Nov | 1pm | Launch of 'Farm Safety' DVD | Beechworth |
| | 4pm | Finance Committee meeting | Beechworth |
| 3-Nov | 6pm | Official opening of 2030 Vision Exhibition | Yackandandah |
| 4-Nov | 3.30pm | Middle Indigo School Fete | Middle Indigo |
| | 5.30pm | Glenview Fete | Rutherglen |
| 5-Nov | 9am | Beechworth Farmers Market, Celtic Festival, Rotary Market | Beechworth |
| 6-Nov | 11am | Yackandandah billy cart races | Yackandandah |
| | 2pm | Official opening of the newly constructed rotunda/store shed/toilet at Yackandandah Cemetery | Yackandandah |
| 7-Nov | 6.30pm | Indigo North Health annual general meeting | Rutherglen |
| 8-Nov | 2pm | Council Briefing Meeting | Kergunyah |
| | 3pm | Council Meeting | Kergunyah |
| | 6.30pm | Community Forum | Kergunyah |
| 11-Nov | 10am | Chiltern Primary School opening | Chiltern |
| | 12pm | Indigo 2030 Project business luncheon | Rutherglen |
| | 7pm | Chiltern Lions Junior Clappers play | Chiltern |
| 12-Nov | 1pm | North East Australian Local Government Women's Association meeting | Strathgobogie |
| 13-Nov | 9am | Chiltern Lions Youth of the Year | Chiltern |
| | 2pm | Chiltern Past and Present Book Launch | Chiltern |
| 14-Nov | 6pm | 2030 Vision feedback session | Yackandandah |
| 15-Nov | 9am | Risk Management workshop | Beechworth |
| | 3pm | Asset Management training | Yackandandah |
| 16-Nov | 6.30pm | Rutherglen Rotary business dinner | Rutherglen |
| 17-Nov | 10.30am | Alice Gratton's farewell morning tea | Beechworth |
| | 6pm | Beechworth Health Service annual general meeting | Beechworth |

ORDINARY COUNCIL MEETING MINUTES – 13 DECEMBER 2011

| | | | |
|--------|--------|--------------------------------------------------------------|--------------|
| 20-Nov | 9am | Chiltern garage sale | Chiltern |
| | 7pm | Yackandandah Environmental film festival | Yackandandah |
| 22-Nov | 3.30pm | Chinese banners viewing | Beechworth |
| | 4pm | Council Briefing Meeting | Beechworth |
| 28-Nov | 4pm | Announcement of winners of the 2030 short story competition | Beechworth |
| 29-Nov | 4pm | Special Council Meeting followed by Council Briefing Meeting | Yackandandah |

ORDINARY COUNCIL MEETING MINUTES – 13 DECEMBER 2011**16.0 GENERAL BUSINESS**

| Councillor | Item | Responsible Officer |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| Cr Peter Graham | Cr Graham questioned when the Beechworth Echoes of History film will be back in operation. Greg Pinkerton to confirm for Councillors. | Greg Pinkerton |
| Cr Peter Croucher | Cr Croucher raised concerns from local residents regarding deteriorating signs within the shire. Brendan McGrath advised that new signs will be erected next year. | Ron Sneddon |

Meeting concluded at 5.10pm

**Next meeting: Tuesday 14 February 2012 at 3pm
Stanley Hall, Stanley**



ORDINARY COUNCIL MEETING MINUTES – 13 DECEMBER 2011

INDIGO SHIRE COUNCIL

17.0 CONFIDENTIAL

Nil.