



AGENDA  
of the  
ORDINARY MEETING OF COUNCIL  
To be held on  
WEDNESDAY 16 DECEMBER 2015  
in the  
ALEXANDRA COUNCIL CHAMBERS  
commencing at  
6.00 pm

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

REF: SF/306

**3. CONFIRMATION OF MINUTES**

➤ Minutes of the Ordinary meeting of Council held on 25 November 2015

***Officer Recommendation:*****That the Minutes of the Ordinary meeting of Council held on 25 November 2015 be confirmed.****4. DISCLOSURES OF INTEREST OR CONFLICT OF INTEREST**

REF: SF/783

**5. PUBLIC PARTICIPATION TIME****5.1 QUESTIONS OF COUNCIL****5.2 OPEN FORUM**

REF: SF/130

**5.3 PETITIONERS SPEAKING TO PETITIONS**

REF: SF/132

**6. OFFICER REPORTS****6.1 AUDIT COMMITTEE 2015 ANNUAL REPORT**

REF: 14/42190

Attachment: Audit Committee Annual Report 2015 (*refer Attachment 6.1 – TRIM 15/63816*)***Purpose:***

The purpose of this report is to provide Council with the Annual Report of Audit Committee activities, as received from the Chair of the Audit Committee, Mr. Ian McKaskill.

**Officer Recommendation:**

**That the Audit Committee Annual Report prepared by the Audit Committee Chair (Mr. Ian McKaskill), as enclosed, be received by Council for the 2015 calendar year.**

**Background:**

The Audit Committee, as an Advisory Committee to Council, is responsible to Council for the provision of advice and recommendations on matters relevant to its Charter in order that Council's decisions may be appropriately facilitated.

**Council Plan/Strategies:**

The Audit Committee report is consistent with the 2013-2017 Council Plan Goal under 'Our Council' to provide strategic leadership and effective governance that supports the aspirations of our community.

**Legal/Policy /Financial/Resources/Risk Issues:**

An Annual Report to Council is one of the requirements per *Section 2(o) of the Charter of the Audit Committee*.

**Financial/Resources/Risk:**

There are no financial implications with presentation of the Audit Committee Annual Report.

**Discussion:**

Presentation of the Audit Committee Annual Report, as per Attachment 6.1, is an annual reporting requirement to Council as specified in the Charter of the Audit Committee. The report, as detailed in the enclosure, provides a summary of activities during the 2015 calendar year.

In the presentation of the annual report to Council, the Chairperson of the Audit Committee highlighted the following activities that had been discussed during 2015:

- Quarterly Financial Reviews
- Review of Annual Budget and Council Plan
- Review and recommendation for approval of the Financial Statements for FY2015
- Review of Risk Register
- Review of a number of policy and other guidance documents
- Review of Local Government Performance Framework
- Review of legislative changes that may affect the operations of the Council
- Review of Excessive Annual Leave
- Review of Long Service Leave
- Review of Internal Audit Reports and Management Responses
- Review of the performance of the internal audit function
- Discussion with External Auditor and reviews of Audit Strategy and Final Management Letter; and
- Review of the ESC – Draft Report on Rate Capping and Variation Framework and the Council's formal response.

**Conclusion:**

The Annual Report on the activities conducted by the Audit Committee provides Council with assurance as to its effectiveness as an advisory committee and to meeting its prime objective to assist Council with meeting its financial and fiduciary responsibilities.

**7. SEALING REGISTER**

REF: 13/6325

<b><i>File Reference</i></b>	<b><i>Date Seal Affixed</i></b>	<b><i>Description of Documents</i></b>	<b><i>Signatures of Persons Sealing</i></b>
CONT 15/18	2 December 2015	Formal Instrument of Agreement between Murrindindi Shire Council and Jay Williams Electrical Pty Ltd for Provision of General Building Maintenance and Minor Improvement Works - Preferred Suppliers Electrical	Margaret Abbey Margaret Rae
CONT 15/21	2 December 2015	Formal Instrument of Agreement between Murrindindi Shire Council and Shane Best Painter for Provision of General Building Maintenance and Minor Improvement Works - Preferred Suppliers - Painting	Margaret Abbey Margaret Rae
CONT 15/18	2 December 2015	Formal Instrument of Agreement between Murrindindi Shire Council and E-Tec Pty Ltd for Provision of General Building Maintenance and Minor Improvement Works - Preferred Suppliers Electrical	Margaret Abbey Margaret Rae
CONT 15/23	2 December 2015	Formal Instrument of Agreement between Murrindindi Shire Council and Alexandra Windscreens & Glass for Provision of General Building Maintenance and Minor Improvement Works - Preferred Suppliers - Glazing	Margaret Abbey Margaret Rae
CONT 15/22	2 December 2015	Formal Instrument of Agreement between Murrindindi Shire Council and Trevor Carns for Provision of General Building Maintenance and Minor Improvement Works - Preferred Suppliers - General Maintenance	Margaret Abbey Margaret Rae
CONT 15/19	2 December 2015	Formal Instrument of Agreement between Murrindindi Shire Council and A & C Wood Plumbing for Provision of General Building Maintenance and Minor Improvement Works - Preferred Suppliers - Plumbing	Margaret Abbey Margaret Rae

***Recommendation:***

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

**8. COUNCILLOR PORTFOLIO REPORTS****8.1 LAND USE PLANNING PORTFOLIO****8.2 ECONOMIC DEVELOPMENT PORTFOLIO**

**8.3 INFRASTRUCTURE AND WASTE PORTFOLIO****8.4 COMMUNITY SERVICES PORTFOLIO****8.5 CORPORATE SERVICES PORTFOLIO****8.6 NATURAL ENVIRONMENT & CLIMATE CHANGE PORTFOLIO****8.7 MAYOR AND DELEGATED COMMITTEE REPORTS****8.8 GENERAL BUSINESS****9. MATTERS DEFERRED FROM PREVIOUS MEETING****10. MOTIONS FOR WHICH NOTICE HAS PREVIOUSLY BEEN GIVEN****11. ASSEMBLIES OF COUNCILLORS**

REF: CY15/110

***Purpose:***

This report presents the records of assemblies of Councillors for 18 November 2015 to 9 December 2015, for Council to note in accordance with Section 80A of the *Local Government Act 1989 (the Act)*.

***Officer Recommendation:***

**That Council receives and notes the record of assemblies of Councillors for 18 November 2015 to 9 December 2015.**

***Background:***

In accordance with Section 80A of *the Act*, written assemblies of Councillors are to be reported at an Ordinary Council Meeting of the Council.

An assembly of Councillors includes advisory committees, where one or more Councillors were present, along with planned or scheduled meetings involving at least half of the Councillors and a Council Officer.

A Councillor who has a conflict of interest at an assembly of Councillors, must disclose the conflict of interest, and leave the meeting while the matter is being discussed.

A written record is required to be kept of every assembly of Councillors, including the names of all Councillors and staff at the meeting, a list of the matters considered, any conflict of interest disclosed by a Councillor, and whether a Councillor who disclosed a conflict left the meeting.

**Summary:**

<b>Meeting Name / Type</b>	Councillor Briefing Session	
<b>Meeting Date</b>	18 November 2015	
<b>Matters discussed</b>	<ol style="list-style-type: none"> <li>1. Review of the Local Government Act – Presentation by Dr Andrew Hollows, VLGA</li> <li>2. Review of the Local Government Act – Councillor Workshop</li> <li>3. Capital Works Briefing</li> </ol>	
<b>Attendees:</b> Councillors – Cr Walsh, Cr Rae, Cr Healy, Cr Kennedy, Cr Challen	Staff –M Chesworth, E Wyatt, J Canny, L Kelly	
<b>Conflict of Interest disclosures - Nil</b>		

<b>Meeting Name / Type</b>	Economic Development Advisory Committee	
<b>Meeting Date</b>	23 November 2015	
<b>Matters discussed</b>	<ol style="list-style-type: none"> <li>1. Pheasant Creek industrial area</li> <li>2. Agri business in the Kinglake Ranges – opportunities and challenges</li> <li>3. Kinglake Pub</li> <li>4. Proposed airfield</li> <li>5. Doing Business Better progress</li> </ol>	
<b>Attendees:</b> Councillors – Cr Walsh, Cr Rae, Cr Kennedy	Staff –E Wyatt, B Elkington, S Brown	
<b>Conflict of Interest disclosures - Nil</b>		

<b>Meeting Name / Type</b>	Council Pre-Meeting	
<b>Meeting Date</b>	25 November 2015	
<b>Matters discussed</b>	<ol style="list-style-type: none"> <li>1. Holmesglen Place of Assembly Amendment</li> <li>2. Quarterly financial report to 30 September 2015</li> <li>3. Appointment of Contracts for the Provision of General Building Maintenance and Minor Improvements</li> <li>4. Tender for Sealed Roads Program</li> <li>5. Service Provision on Code Red Days Policy</li> </ol>	
<b>Attendees:</b> Councillors - Cr Rae, Cr Kennedy, Cr Challen, Cr Walsh, Cr Lording, Cr Healy, Cr Derwent	Staff – M Abbey, E Wyatt, M Chesworth, J Canny, C Lintott, A Bond	
<b>Conflict of Interest disclosures – Nil</b>		

<b>Meeting Name / Type</b>	Councillor Briefing Session	
<b>Meeting Date</b>	2 December 2015	
<b>Matters discussed</b>	<ol style="list-style-type: none"> <li>1. Aged and Disability Services Review</li> <li>2. Planning Matter – Halls Flat Road</li> <li>3. Traffic Measure - Yea</li> <li>4. Know Your Council Website</li> <li>5. Capital Works Draft 2016 – 2017</li> <li>6. Draft Budget 2016-2017</li> </ol>	

	7. Review of Local Government Act
<b>Attendees:</b> Councillors - Cr Rae, Cr Kennedy, Cr Challen, Cr Walsh, Cr Healy	Staff – M Abbey, M Chesworth, E Wyatt, N McNamara, K Girvan, S Brown, J Canny, L Kelly, A Bond
<b>Conflict of Interest disclosures - Nil</b>	

<b>Meeting Name / Type</b>	Murrindindi Environment Advisory Committee
<b>Meeting Date</b>	8 December 2015
<b>Matters discussed</b>	<ol style="list-style-type: none"> <li>1. Yea Wetlands Fire Management Plan</li> <li>2. Upper Goulburn Network projects</li> <li>3. Roadside Weed Control</li> <li>4. Environment Strategy update</li> <li>5. Pre-2006 Native Vegetation offsets update</li> <li>6. Great Forest National Park</li> <li>7. Murray Darling Constraints Management Plan</li> </ol>
<b>Attendees:</b> Councillors - Cr Walsh	Staff – E Wyatt, M Leitinger, H Bradbury
<b>Conflict of Interest disclosures - Nil</b>	

<b>Meeting Name / Type</b>	Councillor Briefing Session
<b>Meeting Date</b>	9 December 2015
<b>Matters discussed</b>	<ol style="list-style-type: none"> <li>1. Marysville Arts and Tourism Centre</li> <li>2. Variable Message Signs</li> <li>3. Procurement Policy 2015-2016 Review</li> <li>4. Remplan Economic Profile</li> <li>5. Business Development – Strategic Context</li> <li>6. Grant Priorities Plan – 2014-2017</li> <li>7. Murrindindi Business Investment Prospectus</li> <li>8. Dangerous Dog Declaration</li> </ol>
<b>Attendees:</b> Councillors - Cr Rae, Cr Kennedy, Cr Challen, Cr Lording, Cr Walsh, Cr Healy, Cr Derwent	Staff – M Abbey, E Wyatt, M Chesworth, S Brown, N McNamara, M Leitinger, J Canny, A Bond, A Vogt, S Keith
<b>Conflict of Interest disclosures - Nil</b>	

## **12. URGENT BUSINESS**

## **13. CONFIDENTIAL ITEMS**

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

- Tender 15/32 – Landfill Leachate Carting and Disposal
- Dangerous Dog Declaration
- Aged and Disability Services Review

The meeting is to be closed to members of the public as the discussion of this item is confidential pursuant to (Section 89(2)(h) of the *Local Government Act 1989*) - any other matter which the Council or special committee considers would prejudice the Council or any person.