



AGENDA
of the
SCHEDULED MEETING OF COUNCIL
Wednesday 26 May 2021
at
Murrindindi Shire Council
Council Chambers
Yea
The Semi Circle
6:00 PM

Audio recordings of all Council meetings are taken by Council's Governance Officers and published on Council's website (Resolution of Council 23 January 2019)

1 PLEDGE AND RECONCILIATION STATEMENT.....	3
2 APOLOGIES AND REQUEST FOR LEAVE OF ABSENCE	3
3 COMMUNITY RECOGNITION.....	3
4 DISCLOSURES OF INTEREST OR CONFLICT OF INTEREST	3
5 CONFIRMATION OF MINUTES	3
6 PETITIONS	3
7 PUBLIC PARTICIPATION.....	3
7.1 Open Forum.....	3
7.2 Questions of Council.....	3
8 OUR PLACE.....	3
9 OUR PEOPLE.....	3
9.1 Child Safe Policy.....	3
10 OUR PROSPERITY	5
11 OUR PROMISE.....	5
11.1 Audit and Risk Committee Confirmation of Minutes.....	5
11.2 Review of the Audit and Risk Committee Charter	5
11.3 Mayoral and Councillor Allowances - for Public Submission.....	6
11.4 CONT21/7 - Supply and Delivery - Tandem Drive Tipper 26T GVM Truck - Tender Evaluation.....	8
11.5 CONT21/10 - Mary and Anne Street, Yea - Sealing Upgrade - Contract Award.....	10
12 NOTICES OF MOTIONS	13
13 MATTERS DEFERRED FROM PREVIOUS MEETING	13
14 URGENT BUSINESS.....	13
15 COUNCILLOR REPORTS.....	13
15.1 Cr Karine Haslam	13
15.2 Cr Ilona Gerencser	13
15.3 Cr Eric Lording	13
15.4 Cr John Walsh.....	13
15.5 Cr Damien Gallagher.....	13
15.6 Cr Sue Carpenter	13
15.7 Cr Sandice McAulay - Mayoral Report.....	13

16 CHIEF EXECUTIVE OFFICER REPORT	13
17 ASSEMBLIES OF COUNCILLORS	13
18 SEALING REGISTER.....	15
19 CONFIDENTIAL ITEMS	15

1 PLEDGE AND RECONCILIATION STATEMENT**2 APOLOGIES AND REQUEST FOR LEAVE OF ABSENCE****3 COMMUNITY RECOGNITION****4 DISCLOSURES OF INTEREST OR CONFLICT OF INTEREST****5 CONFIRMATION OF MINUTES**

5.1 Minutes of the Scheduled Meeting of Council held on 28 April 2021.

Officer Recommendation

That Council confirm the minutes of the 28 April 2021 Scheduled Meeting of Council.

6 PETITIONS**7 PUBLIC PARTICIPATION****7.1 Open Forum****7.2 Questions of Council****8 OUR PLACE****9 OUR PEOPLE****9.1 Child Safe Policy****Attachment(s):**

1. Child Safe Policy - DRAFT - April 2021 [9.1.1 - 9 pages]

Purpose

This report presents Council with the draft revised Murrindindi Shire Council Child Safe Policy (attached) for adoption.

Officer recommendation

That Council adopt the Murrindindi Shire Council Child Safe Policy.

Background

In January 2018 Council adopted its first Child Safe Policy (Policy) which is now due for review.

In the past decade federal and state investigations have established the responsibility for all organisations working with children to prevent and appropriately respond to child abuse. These investigations included:

- *The Royal Commission into Institutional Responses to Child Sexual Abuse*, and the;
- Victorian Government's *Betrayal of Trust: Inquiry into the Handling of Child Abuse by Religious and Other Non-Government Organisations*.

In response legislative changes were made to the *Child Wellbeing and Safety Amendment (Child Safe Standards) Act 2015* which require organisations to:

- Create a workplace culture that promotes and fosters child safety
- Report any concerns regarding the safety of children
- Promote and engender the participation and empowerment of children.

Legislative changes also increased expectations of the community for organisations to respond to suspected child sexual abuse.

Discussion

In the wake of the above-mentioned changes, community understanding and expectations around child safety have become more sophisticated, and our policy and actions should reflect that.

The revised policy more clearly articulates Council's position and the actions it will take to protect children from harm. This includes outlining the expectations of staff and leaders including governance arrangements, defining the role of the Child Safe Officer, and clarifying reporting and investigating processes.

A key consideration has been clarifying the responsibility for implementing and monitoring the Child Safe Policy. While some service areas of Council have expertise in child wellbeing; given the impact across the whole organisation, including managing strategic risk inherent in this space, governance, and broad employee skill development, it requires supports and oversight from across the business.

Some key actions include:

- Ensuring all Working with Children Checks are reviewed annually as a minimum to ensure they are still current
- Ensuring frontline staff are trained on recognising and responding to abuse
- Ensure staff investigating child safety complaints are provided training/support
- Developing a child safe incident reporting form and clear reporting process
- Developing and displaying child friendly versions of our policy/commitment
- Ensuring our Management and Discipline Policy reflects our child safe responsibilities.

An implementation plan has been developed to support our transition to the new policy and will be operationalised by the working group as identified in the policy.

Council Plan/Strategies/Policies

This report supports the *Council Plan 2017-2021 Our People* strategy to "create a positive environment that supports our young people to grow, participate and be happy".

Relevant Legislation

Child Wellbeing and Safety Amendment (Child Safe Standards) Act 2015

Worker Screening Act (Vic) 2020

Crimes Amendment (Protection of Children) Act 2014.

Financial Implications and Risk

This revised policy includes increased training for staff, provision for internal investigations, enhanced governance requiring additional staff time to mitigate financial and reputational risk to Council.

Conflict of Interest

There are no declared conflicts of interest by Council officers in relation to this report.

Community and Stakeholder Consultation

No external community or stakeholder consultation was required for this matter.

10 OUR PROSPERITY**11 OUR PROMISE****11.1 Audit and Risk Committee Confirmation of Minutes**

Attachment(s):

1. 2021-05-13 Audit and Risk Committee Minutes [11.1.1 - 26 pages]

Purpose

The purpose of this report is to present the minutes of the 13 May 2021 Audit and Risk Committee Meeting to Council for noting.

Officer Recommendation

That Council receive and note the minutes of the 13 May 2021 Audit and Risk Committee Meeting as enclosed in Attachment 11.1.1.

11.2 Review of the Audit and Risk Committee Charter

Attachment(s):

1. Audit and Risk Committee Charter May 2021 Review [11.2.1 - 12 pages]

Purpose

The purpose of this report is to seek Council's adoption of the Murrindindi Shire Council Audit and Risk Committee Charter, which has been revised as part of the annual review undertaken by the Audit and Risk Committee.

Officer Recommendation

That Council adopt the revised Murrindindi Shire Council Audit and Risk Charter as contained in Attachment 11.2.1.

Background

The Audit and Risk Committee (the Committee) is established by Council in accordance with the *Local Government Act 2020*. Council at its 22 July 2020 Ordinary Meeting adopted the Audit and Risk Committee Charter. Annually the Committee reviews the Charter and proposes any recommended changes to Council for adoption.

Discussion

The Committee at its 13 May 2021 meeting reviewed the Charter. Two recommendations for change were proposed:

1. That Council have the discretion to directly appoint an independent member for a second three-year term without going through a public recruitment process.
2. That the recruitment and appointment of all committee members takes into account gender equity.

Both of these changes are reflected in Section 3.1 of the attached Charter.

The first of the changes allows for Council to recognise where an independent member is providing great value to the Committee and if it were thought to be disingenuous to go to the public market to recruit, the Council may directly appoint that member for a further three-year term.

The *Gender Equality Act 2020* has required significant change and is applicable to Local Government. In its review of the Charter, the Committee agreed that gender balance should be a consideration in deciding the Committee's membership. The Committee Charter has now been reviewed to reflect this priority.

Council Plan/Strategies/Policies

This report supports the *Council Plan 2017-2021 Our Promise* strategic objective to "we will all work in collaboration with our communities to deliver the best possible outcomes in all that we do".

Relevant Legislation

The *Local Government Act 2020* requires the establishment and annual review of the Audit and Risk Committee's Charter.

Financial Implications and Risk

There are no financial and risk implications for this report and recommendation.

Conflict of Interest

There are no declared conflicts of interest by Council officers in relation to this report.

Community and Stakeholder Consultation

The Audit and Risk Committee considered the proposed revised Charter as part of the 13 May 2021 Committee meeting.

11.3 Mayoral and Councillor Allowances - for Public Submission

Attachment(s): Nil.

Purpose

The purpose of this report is to enable Councillors to consider the Mayoral and Councillors' allowances and initiate a public consultation process.

Officer Recommendation

That Council:

- 1. adopt the Mayoral Allowance of \$62,884 plus 10% superannuation equivalent and the Councillor Allowance of \$21,049 plus 10% superannuation for the purpose of community consultation**
- 2. release the proposed Mayoral and Councillor allowance rates to the community for a 28 day period of consultation in accordance with Councils Community Engagement Policy and section 223 of the *Local Government Act 1989*.**

Background

An important reform of the *Local Government Act 2020* is the transfer of responsibilities in determining mayoral, deputy mayoral and councillor allowances to the Victorian Independent Remuneration Tribunal (the Remuneration Tribunal).

However, until the Remuneration Tribunal makes its first determination on allowances, the allowance framework under the *Local Government Act 1989* (1989 Act) continues to apply.

Under section 74(1) of the 1989 Act, councils must review and determine the level of mayoral and councillor allowances within six months of a general election or by 30 June, whichever is later. Council must allow for community submissions under section 223 of the *Local Government Act 1989* as part of the review process.

Discussion

The Victorian Government sets upper and lower limits for allowances paid to Councillors and Mayors. For the purpose of these allowance limits, councils are divided into three categories based upon the income and population of each council. Murrindindi is a Category 1 Council for the determination of allowances. Councillors are entitled to receive remuneration in the form of a councillor allowance. Mayors are entitled to receive a higher allowance.

The Category 1 schedule is as follows:

	-----Range-----	
Councillor	\$8,833	\$21,049
Mayor:	a maximum of \$62,884	

Section 73B of the 1989 Act provides for annual adjustments to the allowance levels set by Council. These adjustments are decided by the Minister for Local Government, after having regard to movements in the levels of remuneration of Victorian Statutory and Executive Officers. Under section 73B(5) of the Act, a Council must increase allowances in accordance with the adjustment factor specified in the *Victoria Government Gazette* notice published by the Minister.

Councillor and Mayoral allowances are also subject to the addition of the equivalent of the Superannuation Guarantee Contribution (currently 9.5%). Councillors receiving this amount can decide whether or not to pay this amount into superannuation. From 1 July 2021 this will increase to 10%.

In addition to the annual allowance Councillors are entitled to reimbursement of expenses as per the Councillor Expenses and Support Policy, including the entitlement to remote area travel allowance.

Currently the Councillor allowance rate is set at the top of the Category 1 range, this was resolved upon by the previous Council in accordance with the *1989 Act*. It is proposed that the allowance rate remain the same until such time as the Remuneration Tribunal is established or if there is a CPI adjustment made by the relevant Minister.

Council Plan/Strategies/Policies

This report supports the *Council Plan 2017-2021 Our Promise* strategic objective to “we will all work in collaboration with our communities to deliver the best possible outcomes in all that we do”.

Relevant Legislation

Under section 39 of the *Local Government Act 2020* the Mayor, Deputy Mayor and Councillors are entitled to receive from the Council an allowance in accordance with a determination of the Victorian Independent Remuneration Tribunal. Until such time as a determination is made the *Local Government Act 1989* section 73B, 74 to 74B apply.

Financial Implications and Risk

The Minister for Local Government reviews the limits and ranges of the Mayoral and Councillor allowances and determined the current levels under Section 73B of the Act, the Minister reviewed the rate in 2020.

Conflict of Interest

There are no declared conflicts of interest by Council officers in relation to this report.

Community and Stakeholder Consultation

Public submissions in relation to Council's initial allowance determination are to be invited under section 223 of the *Local Government Act 1989* and in accordance with Council's Community Engagement Policy adopted under the *Local Government Act 2020*.

It is proposed that Council undertake a consultation period of 28 days effective from 27 May 2021. Submissions will be sought, and submitters will be given the opportunity to present to Council at its Scheduled Meeting of 23 June 2021.

The opportunity to provide a submission will be advertised in the following newspapers:

- Alexandra Standard
- Yea Chronicle
- Marysville Triangle
- The Local Paper.

The submission process will be advertised on Council's website. Community engagement will be facilitated through Council's online engagement platform "Dindi - in the Loop".

11.4 CONT21/7 - Supply and Delivery - Tandem Drive Tipper 26T GVM Truck - Tender Evaluation

Attachment(s):

1. CONF Tender - CONT21/7 - Supply and Delivery - Tandem Drive Tipper 26T GVM Truck - Tender Evaluation (distributed to Councillor separately) [11.4.1 - 4 pages]

Purpose

This report provides the results of a tender process to appoint a supplier for CONT21/7 - Supply and Delivery – Tandem Drive Tipper 26T GVM Truck.

Officer Recommendation

That Council:

1. **Accept the tender from Tender 1 and award CONT21/7 – Supply and Delivery – Tandem Drive Tipper 26T GVM Truck for the lump sum price of \$225,500.00 (Incl GST).**
2. **Release the name of Tender 1 into the Minutes of the Scheduled Meeting of the 26 May 2021.**

Background

A new tipper truck is required to replace a similar plant (Plant 3344) which is due for replacement as part of Council's approved plant replacement program.

The specification is for a cab chassis with at least 26.0 T GVM capacity, with a tipper body of approximately 10 cubic metre capacity. (Note: tipper body width x length x height, can vary.)

Discussion

Tenders were sought from the MAV Procurement Panel via the National Procurement Networks (NPN04-13) under their Trucks Panel.

The tender for these works closed 29 March, 2021 at 3.00pm. At the close of tender, submissions were received from two tenderers with one tenderer providing three proposals.

Council's Procurement Policy requires that all tenders be evaluated by a tender evaluation committee (Committee). The Committee responsible for evaluating this tender comprised of:

- Plant & Fleet Officer

- Coordinator Roads & Parks Maintenance
- Team Leader – Unsealed Roads
- Plant Operator – Unsealed Roads.

Tenders were assessed against the following criteria:

- Price – 50%
- Capacity to Deliver – 25%
- Capability to Deliver – 10%
- Relevant Experience – 15%.

All submissions were assessed for compliance prior to evaluating. The Committee deemed all submissions compliant. Each submission was then evaluated to consider the suppliers ability to meet the requirements of the contract. Tenders were assessed with particular attention to the evaluation criteria requirements.

Tenders who were able to meet the specification requirements, were able to supply within a reasonable timeframe and offer original manufacturers equipment with dealer support in Melbourne or regional Victoria, were then shortlisted and evaluated further.

A detailed evaluation of the tenders is provided as a confidential attachment to this report.

Based on the analysis undertaken, the Committee recommend Tender 1 be awarded Contract 21/7 for the Supply and Delivery – Tandem Drive Tipper 26T GVM Truck.

Council Plan/Strategies/Policies

This report supports the *Council Plan 2017-2021 Our Promise* strategy to “maintain Council’s financial sustainability through sound financial and asset management”.

Relevant Legislation

Council sought tender prices for this supply through Municipal Association of Victoria (MAV) – National Procurement Networks (NPN04-13) contract arrangements. These procurement arrangements are carried out in accordance with section 186(5)(c) of the *Local Government Act 1989* which provides approval for Council to enter into a contract made available by the Municipal Association of Victoria for the purchase of trucks.

Financial Implications and Risk

The total approved annual revised budget for 2020/2021 for the major plant replacement program is \$2,067,015.50 (incl. GST) (\$1,879,105 excl. GST)

The total project cost is \$225,500.00 (incl. GST).

The tender price of \$225,500.00 (incl. on road costs and GST) (\$204,999.80 excl. GST and on road costs) for this tipper truck is within the overall program budget. The remaining budget is to fund other approved plant replacements identified for the 2020/2021 program.

Conflict of Interest

There are no declared conflicts of interest by Council officers in relation to this report.

Community and Stakeholder Consultation

No external community was required for this matter. Internal staff were consulted on the final specification.

11.5 CONT21/10 - Mary and Anne Street, Yea - Sealing Upgrade – Tender Evaluation

Attachment(s):

1. CONF Tender - CONT21/10 – Mary and Anne Street, Yea – Sealing Upgrade – Tender Evaluation (distributed to Councillor separately) [11.5.1 - 7 pages]

Purpose

This report provides the results of a tender process to appoint a contractor for CONT21/10 - Mary and Anne Street Yea – Sealing Upgrade.

Officer Recommendation

That Council:

- 1. Accept the tender from Tenderer 1 and award CONT21/10 - Mary and Anne Street Yea – Sealing Upgrade for the lump sum price of \$341,783.53 (incl. GST) to complete the required works, including completing the separable drainage and kerb & channel portions.**
- 2. Approve the allocation of \$21,070.17 (incl. GST) as a contingency amount to be used in the delivery of this contract as detailed in this report.**
- 3. Release the name of Tender 1 into the Minutes of the Scheduled Meeting of the 26 May 2021.**

Background

Mary and Anne Streets are partially unsealed roads located behind the Yea Primary School. The unsealed sections have some existing drainage and limited kerb and channel. This project aims to seal and upgrade these unsealed sections to more appropriately match the function and service level required of an urban access road in accordance with Council's Road Asset Management Plan. Although Council has other unsealed urban access roads, this one is of particular importance as it services access around the Yea Primary school.

The works will include earthworks to adjust the road levels and increase the existing pavement thickness, drainage works to adapt and expand the existing drainage infrastructure and asphalt works. Kerb and channel works, as well as modification to the existing underground drainage, have also been included as a separable portion. Four street trees have been identified as being potentially impacted by the planned earthworks. The impact upon these trees will be monitored by Council's arborist. If their removal becomes necessary, replanting will occur once the works are completed. The tree species will be nominated by Council's arborist and Parks and Gardens team to be in keeping with the neighbourhood amenity of the area.

This project is part of the State Government's Local Roads and Community Infrastructure (LRCI) scheme with a budget of \$220,000. Some of this budget has been utilised on the necessary design and geotechnical investigation of the site as detailed in the costings below.

Discussion

The request for tender was advertised from 20 April, 2021 in the following publications:

- Alexandra Standard
- Yea Chronicle
- Marysville Triangle
- Council's Tendersearch Portal.

The tender specification was prepared by Council officers using detailed plans and schedules of quantities prepared by an external survey and design group.

Prior to the tender process, the estimates received indicated a shortfall of available funds to deliver the full scope of the project. As such, the kerb and channel elements and associated drainage modifications were included as part of a separable portion which was priced separately

in the tender. Some drainage would be required regardless, however this would be varied depending on kerb or table drains being the primary element. This was done in order to provide options to award a limited portion of the works should funding not be available to address the shortfall in the grant received under the LRCI funding.

Council's Procurement Policy requires that all tenders be evaluated by a tender evaluation committee (Committee). The Committee responsible for evaluating this tender comprised of:

- Capital Works Engineer
- Coordinator Project Delivery
- Capital Works Officer.

All tenders were assessed against the following criteria:

- Price – 50%
- Capacity to Deliver (Resources and Equipment) - 20%
- Capability to Deliver (OH&S, systems, insurance) - Pass/Fail
- Understanding of the Requirement – 20%
- Relevant Experience – 10%.

All submissions were assessed for compliance prior to evaluating. The Committee deemed all submissions compliant. Each submission was then evaluated to consider the suppliers ability to meet the requirements of the contract including their ability to deliver the works by the required timeline. Tenders were assessed with particular attention to the evaluation criteria requirements.

Tenders who were able to meet the required response times, demonstrated a sound understanding of the requirement, provided evidence of relevant experience and OHS including emergency management, were then shortlisted and evaluated further.

During the course of the evaluation of submitted tenders, it quickly became apparent that there would be a significant benefit if the full scope of the project is delivered rather than delivery the essential components only at this stage and delivering the separable portions when funding becomes available at a future year. If the full project as scoped is delivered, the upgrades to these roads would be completed. With the kerb and channel drainage works (separable portions) included, the pavement will be protected for water entry thus preventing early pavement deterioration as well as reducing future maintenance costs.

Furthermore, if only the essential components were awarded, Council would have increased cost in maintaining the existing open table drains and there are also safety concerns for pedestrians crossing the drains to gain access to the school. If at a later date the drainage and kerb works were undertaken, this would also require the removal of sections of the new pavement, new site establishment and traffic management costs as well as an adjustment to the newly installed drainage infrastructure.

In summary, it is a far better outcome for the community to deliver the full scope of the project if fully funded.

A detailed evaluation of the tenders is provided as a confidential attachment to this report.

Based on the analysis undertaken, the Committee recommend that Tenderer 1 be awarded Contract 21/10 - Mary and Anne Street Yea – Sealing Upgrade for the lump sum price of \$341,783.53 (inc. GST).

Council Plan/Strategies/Policies

This report supports the *Council Plan 2017-2021 Our Promise* strategy to “maintain Council’s financial sustainability through sound financial and asset management”.

Relevant Legislation

The procurement process for these works was carried out in accordance with Council's Procurement Policy and Section 186 of the *Local Government Act 1989*.

Financial Implications and Risk

The total Local Roads and Community Infrastructure grant budget for the sealing upgrade work on Mary and Anne Streets is \$220,000 (ex. GST) (\$242,000 incl. GST).

The project cost is summarised below:

Item	Cost (excl. GST)	Cost (incl. GST)
Survey and Design (completed)	\$18,924.00	\$20,816.40
Tender Price (includes separable portions)	\$310,712.30	\$341,783.53
Contingencies	\$19,154.70	\$21,070.17
Total Project Cost	\$348,791.00	\$383,670.10

An allowance of \$19,154.70 (excl. GST) (\$21,070.17 incl. GST) for contingencies is proposed to cover any latent conditions that may be experienced for this type of project. Given the completed detailed designs along with the geotechnical investigation and due diligence completed prior to the release of the request for tender Council officers are confident the above contingency, along with the provisional quantity items included in the contract will be enough to cover any remaining unknowns in the construction process.

Below is a budget comparison between the project cost and the project budget.

Project	Total Budget	Total Project Cost	Variance
Mary and Anne Street (excl. GST)	\$220,000	\$348,791.00	-\$128,791.00
Mary and Anne Street (incl. GST)	\$242,000	\$383,670.10	-\$141,670.10

In order to cover the identified shortfall in the project budget as above and allow for the inclusion of the separable portions, savings have been identified in the following projects. By reallocating these savings to this project there will be sufficient funds to deliver the full scope for CONT21/10 – Mary and Anne Street Yea – Sealing Upgrade.

Project	Total Savings Available per Project (excl. GST)	Savings proposed to be reallocated for this project (excl. GST)
Kinglake Memorial Tennis Courts (LRCI 2)	\$14,991.00	\$14,991.00
Yea Railway Reserve Spinner (LRCI 1)	\$2,800.00	\$2,800.00
RSA – Gordons Bridge Road (LRCI 1)	\$10,000.00	\$10,000.00
Buxton Lighting (LRCI 1)	\$6,000.00	\$6,000.00
Marysville Swimming Pool Renewal Works (Council)	\$139,000.00	\$95,000.00
Total (excl. GST)	\$172,791.00	\$128,791.00
Total (incl. GST)	\$190,070.10	\$141,670.10

The breakdown of the proposed budget, after the reallocation of these savings, is shown below

Project (after proposed reallocation of savings)	Council Contribution (excl. GST)	Local Roads and Community Infrastructure (LRCI) Scheme Contribution (excl. GST)	Total (excl. GST)
Sealing Upgrade – Mary and Anne Street Yea	\$95,000.00	\$253,791.00	\$348,791.00

Conflict of Interest

There are no declared conflicts of interest by Council officers in relation to this report.

Community and Stakeholder Consultation

No external community or stakeholder consultation was required for this matter.

12 NOTICES OF MOTIONS**13 MATTERS DEFERRED FROM PREVIOUS MEETING****14 URGENT BUSINESS****15 COUNCILLOR REPORTS****15.1 Cr Karine Haslam****15.2 Cr Ilona Gerencser****15.3 Cr Eric Lording****15.4 Cr John Walsh****15.5 Cr Damien Gallagher****15.6 Cr Sue Carpenter****15.7 Cr Sandice McAulay - Mayoral Report****16 CHIEF EXECUTIVE OFFICER REPORT****17 ASSEMBLIES OF COUNCILLORS****Purpose**

This report presents the records of assemblies of Councillors for 28 April 2021 to 19 May 2021, 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 26 April 2021 to 21 May 2021.

Background

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

Discussion

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.

The following summary details are for 28 April 2021 to 19 May 2021:

Meeting Name/Type	Council Pre-Meet
Meeting Date:	28 April 2021
Matters Discussed:	<ol style="list-style-type: none"> 1. Toolangi Forest Discovery Centre 2. Draft Waste & Resource Recovery Strategy 2030 3. Emergency Management Policy 4. Grants and Contributions Program – Monthly allocations 5. Grants and Contributions Policy Review 6. 2021/22 Draft Annual Budget 7. Revenue and Rates Plan 2021-24 8. Quarterly Council Plan 2017-2021 9. Quarterly Capital Works Report – 31 March 2021 10. CONT21/5 – Marysville Swimming Pool Vinyl Liner Installation – Tender Evaluation 11. CONT20/34 – Eildon Reserves Splash & Skate Park – Principal Design – Tender Evaluation.
Councillor Attendees:	Cr S Carpenter, Cr D Gallagher, Cr I Gerencser, Cr K Haslam, Cr E Lording, Cr S McAulay, Cr J Walsh
Council Officer Attendees:	M Chesworth, S Brown, V Albicini, M Kearney, T Carter, C Fraser
Conflict of Interest Disclosures: Nil.	

Meeting Name/Type	Briefing Session
Meeting Date:	12 May 2021
Matters Discussed:	<ol style="list-style-type: none"> 1. Darren Bell and Logging Contractors 2. Murrindindi Climate Network Inc 3. 2030Yea 4. Swimming Pool Season Update 5. Child Safe Policy 6. Family Day Care Service Update 7. Visitor Information Services Update.
Councillor Attendees:	Cr S Carpenter, Cr D Gallagher, Cr K Haslam, Cr E Lording, Cr S McAulay, Cr J Walsh
Council Officer Attendees:	M Chesworth, S Brown, V Albicini, M Kearney, S Coller, J Carey, S Porter, M Thomas
Conflict of Interest Disclosures: Nil.	

Meeting Name/Type		Workshop Session		
Meeting Date:		19 May 2021		
Matters Discussed:		<ol style="list-style-type: none"> 1. MAV State Council Motions 2. Shaping our Future review and progress 3. Aged and Disability Service Transition update 4. Capital Works Monthly Report 5. CONT21/7 – Tip Truck Contract 6. CONT21/10 – Mary and Anne Street Yea – Contract 7. Alexandra Landfill 8. Yea Resource Recovery Centre 		
Councillor Attendees:		Cr S Carpenter, Cr D Gallagher, Cr K Haslam, Cr E Lording, Cr S McAulay, Cr J Walsh		
Council Officer Attendees:		M Chesworth, M Kearney, S Coller, A Paix, A Langley, C Lintott, B Bryne		
Conflict of Interest Disclosures: Yes				
Matter No.	Councillor making disclosure	Was a vote taken?	Did the Councillor leave the room?	When? Before or after discussion?
1.	Cr D Gallagher	No	Yes	Before

Council Plan/Strategies/Policies

This matter is consistent with the *Council Plan 2017-2021 Our Promise* strategy to 'expand our communication'.

Relevant Legislation

For full details of Council's requirement for assemblies of Councillors, refer to Section 80A of the *Local Government Act 1989*.

Financial Implications and Risk

There are no financial or risk implications.

Conflict of Interest

Any conflicts of interest are noted in the assembly of Councillors tables listed above.

18 SEALING REGISTER

File Reference	Date Seal Affixed	Description of Documents	Signatures of Persons Sealing
SF/2978	28 April 2021	Section 17D Crown Land (Reserves) Act 1978 Lease (Non Retail) between Murrindindi Shire Council and Marysville Saddle Tramps Inc.	Michael Chesworth Cr Sandice McAulay
SF/3950	30 April 2021	Confidential Senior Officer Contract of Employment between Murrindindi Shire Council and Chief Executive Officer.	Cr Sandice McAulay
21/35486	3 May 2021	Agreement made pursuant to Section 173 of the Planning and Environment Act 1987 between Murrindindi Shire Council and Edward Dean Norris and Lynette Jean Norris for Land: 59 Halls Flat Road, Alexandra Victoria 3714.	Michael Chesworth

Officer Recommendation

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