

Murrindindi
Shire Council

AGENDA
of the
ORDINARY MEETING OF COUNCIL
to be held on
WEDNESDAY 19 OCTOBER 2016
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 19 September 2016.

Officer Recommendation:**That the Minutes of the Ordinary Meeting of Council held on 19 September 2016 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 QUARTERLY COUNCIL PLAN 2013-2017 REPORT TO 30 SEPTEMBER 2016**

REF: SF/291

Attachment: Council Plan Report Year Four – September 2016 (refer *Attachment 6.1* - TRIM 16/52261)***Purpose:***

This report provides an update on the progress on year four activities listed in the Council Plan 2013-2017 for the first quarter ending on 30 September 2016.

Officer Recommendation:

That the report for the first quarter of the Council Plan 2013-2017 on the status of Year Four Council Plan activities be received.

Background:

The Council Plan for the period 2013-2017 was adopted by Council at its Ordinary Meeting of 26 June 2013 in accordance with Section 125 of the *Local Government Act 1989*. The annual review was conducted and the Council Plan 2013-2017 Year 4 was adopted by Council at its Special Meeting of 3 August 2016.

Council Plan/Strategies:

The Council Plan is the key planning document which translates Council's obligations under the *Local Government Act 1989* into strategies and actions. Specifically the plan:

- Guides Council's strategic direction
- Identifies Council priorities and strategic indicators
- Contributes to the development of the annual budget for the next four years

The Council Plan is a key document for local community groups, residents, investors, and other levels of government who play a vital role in helping the Council deliver on its commitments. It sets out what we expect to achieve over a four year period and guides the allocation of finances through the Strategic Resource Plan.

Legal/Policy Issues:

Council is obliged under the *Local Government Act 1989* to review its Council Plan on an annual basis.

Financial/Resources/Risk:

The Council Plan, in particular the Strategic Resource Plan, includes Council's long term financial plan and its implementation is supported by the Annual Budget.

Discussion:

The first quarter progress report on year four actions of the Council Plan 2013-2017 are contained in *Attachment 6.1*.

At the end of the first quarter 2% of activities for the year were complete and 82% of actions were progressing without delays. 11% of actions were not yet scheduled to commence, with only 2% of activities being reported as experiencing delays and 3% had been withdrawn.

In addition to its strategic activities, 3% of Council's determined Key Performance Indicators (KPIs) have been achieved by the end of the first quarter. A further 64% of KPIs have been classified as likely to be achieved in the 2016-2017 year, with an additional 33% of KPIs either unable to yet be measured or assessment would be premature after only one quarter of the financial year.

The highlights for the first quarter include the following:

- The establishment of the Goulburn Regional Partnership during the quarter has enabled the Chief Executive Officer to advocate to State Government in relation to local issues such as the Murray Darling Basin Constraints Management Strategy, support for agricultural activities and upgrade of telecommunications services
- Council prepared and presented submissions to two Victorian parliamentary inquiries on rate capping and bushfire preparedness and prepared a submission to a third parliamentary inquiry on the control of invasive animals and plants

- Council ran two information sessions (Alexandra and Kinglake) to discuss with the community Council's 2016-17 Draft Annual Budget and Council Plan 2013-2017
- Council has worked in collaboration with Mitchell Shire Council to procure line marking services as a part of Council's road management responsibilities which will provide efficiency improvements and cost savings to both Councils
- Council was successful in its application for \$100,000 to deliver the Age Friendly Communities Project aiming to work with older people to identify ways to improve the liveability of our communities for older people
- Meetings with the Taungurung Clan Aboriginal Corporation have taken place to progress the Early Years Indigenous Language Cards Project which will be delivered through local schools
- Early Years service providers in Alexandra and Yea are currently being supported to access funding through the Children's Facilities Capital Fund grant program to improve service infrastructure
- 34.7% of all waste collected or received by Council was recycled during the quarter
- Council officers have worked with the Goulburn Broken Greenhouse Alliance to develop a regional energy efficiency program for local government building stock to reduce energy consumption and costs
- The PlanSmart app has been developed during the quarter to assist businesses throughout the shire plan for emergencies
- The implementation of an integrated asset management system commenced this quarter which will greatly improve Councils ability to more accurately allocate resources across different asset groups

Consultation:

Community consultation is undertaken in relation to individual projects and activities identified in the Council Plan. This report provides the opportunity for Council to promote its achievements for the first quarter of the 2016-2017 financial year in relation to the implementation of the strategies from the Council Plan.

Conclusion:

The 30 September 2016 report for the Council Plan 2013-2017 reflects the outcomes of the first quarter for year four of this Council Plan. The majority of activities are on schedule, ongoing or target likely to be achieved reflecting a strong commitment by Council to meet the requirements set by the Council Plan.

6.2 QUARTERLY FINANCIAL REPORT TO 30 SEPTEMBER 2016

REF: 16/52454, FY1-03

Attachments: Quarter Report Attachments (refer Attachment 6.2a - TRIM 16/52457)
Quarter Review Operational Carry Forwards (refer Attachment 6.2b – TRIM 16/52844)

Purpose:

The report provides the quarterly financial report for the period ending 30 September 2016.

Officer Recommendation:

That Council receives the Quarterly Financial Report to 30 September 2016.

Background:

Financial governance is important for a Council's good governance because the consequences of failure can be very significant for a Council.

Councillors, sitting as Council, have an overall accountability for the Council's finances. This comes in two ways. Firstly, the Council is required to prepare and periodically review its long term financial plan. This is called the Strategic Resource Plan and forms part of the Council Plan.

Secondly a Council must prepare and adopt the annual budget. The Council must also receive regular financial reporting. As a minimum a Council must receive a quarterly financial report which compares actual and budget revenues and expenses.

The format of the budget is prepared generally in accordance with both the financial regulations affecting local government and the best practice guide for reporting local government budgets.

At the end of the financial year, the draft Annual Financial Report, comprising of the Financial Statements and Performance Statement, are considered by the Audit Advisory Committee and presented to Council prior to them being submitted to the Auditor General.

It is important that the Annual Budget is framed within the Strategic Resource Plan and contributes to achieving the strategic objectives specified in the Council Plan.

To enable the progress of each to be monitored throughout the year, Council receives quarterly reports on the Annual Budget, the Council Plan activities and the Capital Works Program.

Council Plan/Strategies:

This report, in relation to the Annual Budget and quarterly financial reporting, is consistent with the Council Plan 2013-17 Our Council theme which has a strategic objective of delivering visible leadership and advocacy for the community backed by a financially strong organisation. A key strategy objective is to administer sound financial management practices.

Legal/Policy Issues:

The *Local Government Act 1989* requires, under section 126, that a Council must prepare a Strategic Resource Plan for a period of four years.

The *Act* also sets out in section 127 that the Council must prepare a budget for each financial year.

Then, in section 138, the *Act* requires that quarterly financial reports must be presented to Council.

Financial/Resources/Risk:

The financial governance of a Council is an important role for Councillors. The risk of poor financial management can have a significant impact upon the governance of the Council. The financial implications flowing from this quarterly financial review are outlined in this report.

Discussion:**Annual Council Budget**

The Council Budget essentially comprises four components. Firstly it provides a description of the activities and initiatives to be funded in the Annual Budget and how these will contribute to achieving the strategic objectives that are specified in the Council Plan.

Secondly, it describes the various influences which have impacted upon the preparation of the annual Budget. These have included such things as federal and state funding programs, such as Road to Recovery Allocations or costs such as the EPA levies.

Thirdly, it includes an analysis of the budget including the sources of revenue such as rates, user fees and grants as well as key expenditure categories.

Finally it includes an analysis of the cash flow and capital works statements along with the four Budgeted Standard Statements of:

- Budgeted Comprehensive Income Statement
- Budgeted Balance Sheet (incorporating Changes in Equity)
- Budgeted Statement of Cash Flow
- Budgeted Statement of Capital Works

These four Standard Statements are replicated in the quarterly financial report that is presented to Council (refer *Attachment 6.2a* - Statements A to D).

It is important to note that these Standard Statements are based upon public sector financial reporting, the key principle of which the Council is required to account for the revenue in the year that it is received rather than when it is expended. As capital works projects and grant funded programs often extend over one financial year, then another principle of public sector reporting is that carry forward adjustments need to be made.

Carry Forward Adjustments To 30 September 2016

The table below is a reconciliation between Council's Adopted Budget 2016-17 and the adjustments for carry forwards relating to unexpended projects from 2015-16.

Table 1:

Reconciliation of Budget Adjustments - September 2016 Quarterly Review		
	Operating Result	Capital Works
	Surplus / (Deficit)	Budget
Adopted Budget 2016/2017	946	(7,153,893)
Carry forward Capital Works Projects - Council Report 24 Aug 2016		(4,383,137)
Carry forward adjustments - Operational	(1,285,859)	-
September Revised Budget 2016/2017	(1,284,913)	(11,537,030)
Summary Operational Carry-forwards		
Non Recurrent Grants - Capital & Operating	356,527	
Grants - Recurrent - R2R	(156,015)	
Employee Benefits	(13,360)	
Materials & Service and Other Exp.	(1,348,917)	
Carrying Amount of Assets Sold	(124,094)	
	(1,285,859)	

The original 2016-17 budget operating surplus has been impacted by carry forward adjustments as summarised above. The resultant deficit should be considered in light of the 2015-16 period which forecasted a budgeted operating deficit of (\$2,951,000), while the actual operating result for 2015-16 was a surplus of \$657,000.

The turnaround of the current year's adopted surplus of \$1,000 to a deficit of (\$1,285,000) should be understood with regard to the result of the previous year, with several grant funded projects not completed at year end, improving the overall 30 June 2016 operating result and increasing the levels of cash held by Council.

Balance sheet variances from the forecast position 30 June 2016 to actual results as recorded in Council's Annual Report for the year ended 30 June 2016 shows an increase in cash held of \$5.44 million plus an increase in Trade & Other Receivables of \$0.35 million.

With reference to the Cash Flow Statement, this figure is supported by the variance in the forecast cashflows from operating activities of \$3.38 million, cashflows from investing activities (Property Plant & Equipment) of \$2.21 million, and cashflows from investing activities (\$0.15 million) providing the \$5.54 million increased cash held at year end. This additional cash balance funds the above operational & capital carry forwards without impacting the net overall position of Council's adopted 2016-17 Budget.

As part of Council quarterly reviews an alternative view of the income statement, Statement A, has been provided showing Council's "underlying result," which is the net surplus or deficit adjusted for capital grants, contribution to capital projects, and other once off adjustments. This is a measure of financial sustainability of a Council as it is not impacted by non-recurring items of income or expenditure which can often mask the operating result.

Quarterly Financial Report to 30 September 2016

These four statements for the first quarter to 30 September 2016 are included in *Attachment 6.2a*. These statements provide the first opportunity to detail the impacts of the final carried forward items from both a capital and operating perspective from the previous year.

Table 2 below is a reconciliation between Table 1, incorporating carry forward of unexpended projects from 2015-16, and the Revised Budget 2016-17 as detailed within the attached statements, which also includes all newly approved grant funded projects and all other known variances since budget adoption.

Table 2:

	Operating Result	Capital Works
	Surplus / (Deficit)	Budget
September Revised Budget 2016/2017 - with C/fwds	(1,284,913)	(11,537,030)
VGC Grants Commission - adjustment final allocation	6,761	
Yea Saleyards Upgrade - Stage 2 <i>balance from Reserve</i>	363,000	(726,000)
Planning Certificates - no longer issued by Council	(5,381)	
Marysville Tourism & Arts Centre - Design Project	85,000	(85,000)
Public Transport Victoria - Bus Shelter - Tarnpirr Rd Narbethong	8,610	(8,610)
Marysville Caravan Park - increase lease rental \$60K to \$75K.	15,000	
Yea Caravan Park - reduced lease rental budget \$60K to \$25K.	(45,000)	
Asset Management System Implementation (from Infra Reserve)	(95,000)	
Leckie Park Pavilion Expansion GR826	18,125	(18,125)
Finance Cost - Interest savings - loan not drawn 2014-15 or 2015/16 <i>in addition - reduced budgeted principal payments \$57,515</i>	42,764	
September Revised Budget 2016/2017	(891,034)	(12,374,765)
<i>from adjustments</i>		
Variance reduced deficit / add Capex	393,879	(837,735)

The original budget operating deficit has been impacted by carry forward adjustments as detailed above projecting a (\$1.28 million) operating deficit for 2016-17. With additional grant funding and inclusion of other known budget variances, this has now been reduced to a revised operating deficit of (\$891,000).

Victorian Grants Commission final funding allocation has seen an overall increase of \$6,761 in funding for 2016-17.

Non Recurrent Grant Revenue has increased with additional funding of \$363,000 for the Yea Saleyards Upgrade Stage 2 which has increased Council Capital Works program by \$726,000, with the balance of \$363,000 (being the matching funding) to come from Reserve.

Budgeted planning certificate fees of (\$5,381) have been removed as Council is no longer undertaking this function which is now provided by the Minister for Planning (Landata).

The Marysville Tourism & Arts Centre Project grant funding of \$85,000 has been added to Council capital works program, as has the Bus Shelter Tarnpirr Road Narbethong with funding of \$8,610 to be provided by Public Transport Victoria.

Adjustments have been made to lease rental budgets for Marysville Caravan Park increase \$15,000 and Yea Tourist Park decrease of (\$45,000) to reflect current lease arrangements. With respect to the decrease in rental from the Yea Tourist Park, this reflects Council's decision to initially reduce annual rental in recognition of a significant increase in capital expenditure upgrades at the park funded by the new operator.

The implementation of Council's new Asset Management System has been allocated \$95,000 from the Infrastructure maintenance reserve – as per the Council resolution of 27 July 2016.

Additional grant funding of \$18,125 has been provided to Leckie Park which has increased the total project budget for this project.

Finance costs – interest on loans has a saving of \$42,764 as a result of not drawing down the \$500,000 loan in 2015-16. In addition as part of the annual repayments for this loan there has been a reduction of \$57,515 in principal repayments in 2016-17.

Several other minor grants have been added to both the operating income and expenditure including Murrindindi Shire Council Recreation and Open Space Strategies \$30,000, Tech Savvy Seniors – Library Grant \$3,000, Art Youth and RSL Project \$245,000, Children's Services Collective Impact Strategy \$10,000 and Youth Resilience Activities \$10,000.

Balance Sheet (Statement B)

The balance sheet – Statement B as at 30 September 2016 shows minimal year to date variance with cash and cash equivalents favourable variance of \$512,000 directly related to the year to date operating surplus variance as presented within the income statement.

Trade and other receivables year to date variance of \$595,000 relates mainly to timing of rate debtor payments due 30 September 2016 – received by Council after the end of month figures were extracted for reporting. This is offset by a \$435,000 variance relating to non-current assets, which is marginally behind year to date expectations. This primarily relates to delays in the procurement of property, plant and equipment which is referenced in the attached statement of capital works.

The overall revised budget position shows a projected reduced level of cash as at 30 June 2017 of \$22.46 million which is \$0.77 million below the original budget for 2016-17 of \$23.23 million. The bulk of this relates to the unbudgeted purchase of land near the Yea Saleyards in late 2015-16 of \$0.80 million which was not incorporated in the development of Council's original budget for 2016-17.

Cash Flow Statement (Statement C)

This statement provides a more holistic picture and reports the important information on Council's cash inflows and outflows. Net cash flow from operating activities in the cash flow statement (a cash view of the operating statement) shows a decrease of (\$1.08 million). The bulk of this adjustment is in grants and payments to suppliers relating to carry forwards and new grant funded projects. Net cash used in investing activities (capital works) shows an overall increase of (\$4.78 million) and net cash used in financing activities (mainly trust and deposits) has increased by (\$0.36 million).

The overall result with the inclusion of the additional cash of \$5.44 million held at 30 June 2016 is reflected in the balance sheet with the revised budget for 2016-17 projecting a decrease in cash of (\$0.77 million).

Non Discretionary Cash & Council Reserves (Statement E)

Included as part of this report is an additional reconciliation flowing from the cash flow statement of Council's non discretionary cash flow requirements. This reconciliation lists all Council reserves together with funds held as deposits or trust which are required to be refunded, and an allowance for the provision of employee entitlements. This latter provision being a nominal amount of 25% of Council's annual leave liability and 25% of the current long service leave liability by 30 June 2017. This is then offset against the level of projected cash at year end.

Operating – Year to Date Review

Overall the income statement reflects minimal variances in both operating revenue and operating expenditure, with several projects behind anticipated expenditure budgets.

The Year To Date (YTD) summary of the income statement for the period ending 30 September 2016 is provided in Table 3 as follows:

Table 3 – Summary of Income Statement

	YTD	YTD	
	Budget	Actual	Variance
	\$k	\$k	\$k
Revenue	21,850	21,792	(58)
Expenses	5,900	5,201	699
Surplus	15,950	16,592	642

The Year To Date (YTD) operating result at 30 September 2016 shows income down by (\$57,000) and expenditure under budget by \$699,000 generating a larger than expected YTD surplus of \$642,000 or 4% better than the budgeted surplus.

The key components comprising of both revenue and expenses variances are summarised by category in tables 4 and 5 as follows:

Table 4 – Key Revenue Component Variance

Variance		
\$k		
(58)	Unfavourable To Budget	
Key Components	Type	Particulars
11	Rates & Charges	Favourable year to date variance on recycling charges with Taylor Bay increased to full recycling charges for 2016-17.
(144)	User Fees	Unfavourable variance on Aged and Disability (\$38,000) service level demand, waste landfill fees (\$40,000) to be processed after end of month and Yea Saleyards fees (\$45,000) with sales deferred until October/November.
61	Grants - Recurrent	Assessment and Case Management funding favourable \$33,000 and Family Day Care \$28,000 due to increased demand.

Table 5 – Key Expense Component Variance

Variance		
\$k		
699	Favourable To Budget	
Key Components:	Type	Particulars
353	Employee Benefits	<p>Year to date saving across organisation due to vacant positions, some long service leave or in the Community Services area driven by service level demand. Favourable variance relate to:</p> <ul style="list-style-type: none"> • Aged and Disability \$66,000 • Administration \$18,000 • Planning Services \$23,000 • Infrastructure Operations \$156,000 • Waste Management \$14,000 • Youth Service \$13,000 • Numerous minor variance spread across programs
410	Materials & Services	<p>Favourable variance mainly relate to:</p> <ul style="list-style-type: none"> • Business Services (including insurance) \$51,000 • Infrastructure Maintenance \$120,000 • Infrastructure Operations \$245,000 • Numerous minor variance spread across programs <p>These favourable variances are spread across contractors \$239,000, utilities \$36,000, insurance \$22,000, contributions \$26,000 and materials</p>

		<p>\$82,000.</p> <p>It should be noted these are year to date variances to budget and not forecast savings as most budgets are predicted to come on line by year end.</p>
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Capital - Year to Date Review

As at 30 September 2016, capital works is \$356,000 below the YTD budget of \$1,943,000. Statement D, as attached, indicates that across the asset categories, the largest variances are (\$21,000) in buildings, (\$17,000) footpaths and \$401,000 in bridges.

Table 6 – Summary of Capital Works completed (Financial)

Asset Category	YTD Budget	Actuals	Variance	Complete to
	30/09/16	30/09/16	YTD	YTD Budget
	\$'000	\$'000	\$'000	%
Land	-	-	-	0%
Buildings	803	823	(21)	-3%
Plant & Machinery	-	-	-	0%
Roads & Paths	224	237	(13)	-6%
Bridges	769	368	401	52%
Footpaths and Cycleways	105	122	(17)	-16%
Drainage	3	-	3	100%
Heritage Assets	-	-	-	0%
Furniture & Equipment	31	29	3	8%
Library Bookstock	9	8	1	7%
Works in Progress	-	-	-	0%
Total Capital Works	1,943	1,587	356	18%

Table 7 – Key Capital Component Variance

Variance		
\$k		
356	Favourable To Budget	
Key Components:	Type	Particulars
(20)	Buildings	Expenditure on buildings is running slightly ahead of expectations with the major item being: <ul style="list-style-type: none"> • Yea Swimming Pool Upgrade (\$20,000)
401	Bridges	Variance relates to bridge component renewal with budget carry forward works delayed due to the wet weather and high stream flows.
(17)	Footpaths & Cycleways	Variance relates to footpath renewal ahead of schedule.

With minimal YTD variance, the capital works program overall is running well as at 30 September 2016. The overall budget has been increased from \$7.15 million to \$12.37 million with \$4.38 million carry forwards from unexpended capital works projects forecast to be completed by 30 June 2016 (reported to Council 24 August 2016) and the inclusion of several new grant funded capital works projects that are listed below:

- Yea Saleyards Upgrade – Stage 2 \$726,000 (part funded from reserve)
- Marysville Tourism and Arts Centre \$ 85,000
- Bus Shelter Tarnpirr Rd Narbethong \$ 8,610
- Leckie Park Pavilion Expansion \$ 18,125

Further details by category can be found in statement D.

Consultation:

The *Local Government Act 1989 (the Act)* requires that Councils give public notice of their annual review of the Council Plan (which includes the Strategic Resource Plan) and Annual Budget. All submissions received by Council must be considered, in accordance with section 223 of the *Act*.

Conclusion:

Awareness by Councillors of general budgeting and reporting requirements will facilitate the preparation of the Annual Budget and Strategic Resource Plan. Operating performance for the September 2016 quarter has been largely in line with the total budget. Council remains in a favourable cash position despite the challenges that it faces.

6.3 SEPTEMBER QUARTERLY REPORT – CAPITAL WORKS PROGRAM 2016-2017

REF: 16/52052

Attachments: *No. 1 Infrastructure Capital Works Progress Report (refer Attachment 6.3 – TRIM 16/52053)*

Purpose:

The purpose of this report is to provide Council with the September quarterly update on Council's 2016-2017 Capital Works Program. The report will ensure that Council is advised of the progress of the Capital Works Program.

Officer Recommendation:

That Council notes the September Quarterly Report – Capital Works Program 2016-2017.

Background:

This report represents the first quarter report of the 2016-2017 Capital Works Program. The period of reporting is from 1 July 2016 to 30 September 2016.

The 2016-2017 Capital Works Program comprises of those projects endorsed by Council as part of the 2016-2017 capital works budget as well as those projects identified for carry forward from the 2015-2016 program.

Council Plan/Strategies:

This report is consistent with the Council Plan 2013-2017 strategic objectives:

- “We will advocate for the provision of infrastructure and services that support business growth”
- “We will use resources more efficiently and effectively”
- “We will apply a whole of life approach to the management and maintenance of Council’s assets”

Legal/Policy Issues:

Council is obliged to prepare a budget annually. The preparation of a detailed Capital Works Program informs and significantly impacts on the budget.

Financial/Resources/Risk:

There is a risk that Council may not invest enough in the replacement of infrastructure to maintain services reasonably required by the community. The preparation of a Ten Year Capital Improvement Plan seeks to mitigate this risk by informing Council of the financial impacts of investment in capital replacement.

The consequence of an insufficient capital investment in replacement is a widening infrastructure gap. The adoption of a Ten Year Capital Improvement Plan provides Council with the ability to manage the infrastructure renewal gap.

Timely reporting of financial issues assists in early identification of the need to reallocate costs where required. Reporting of project progress also provides Council and the community with an understanding of when projects will commence and will communicate any delays if they occur.

Discussion:

Works undertaken during the first quarter of the 2016-2017 generally consists of the completion of carry forwards from 2015-2016, and the initiation of the scoping, planning and design phases of the 2016-2017 capital works projects.

This report provides commentary on the following features of the program:

1. Major areas of expenditure for the quarter
 2. Details of projects where physical works are anticipated to commence during the next reporting period
 3. Details of the projects that are delayed or other significant issues that have arisen which affect the budget for the project. This reporting, if done in a timely manner, removes the element of surprise and gives Council the opportunity to vary the scope of a project if required
 4. Projects completed in the September quarter
 5. Additional project information
1. Major areas of expenditure for the quarter

The major areas of expenditure for the September quarter include:

- Landfill \$566,500
- Alexandra Shire Office \$30,580
- Alexandra Depot Shed \$72,875
- Eildon Town Centre \$117,642
- Yea Civic Centre Precinct Project \$24,000
- Building Energy Improvements Solar Panels \$17,000
- Alexandra Swimming Pool \$49,492
- Bridge/Component Renewal \$368,000
- Roads \$108,000
- Footpath Renewal \$19,600
- Footpath Missing Links \$61,662
- Eildon Trail Cultural Heritage Plan \$26,500
- Eildon Trail Design \$14,000

2. Details of projects where physical works are anticipated to commence during the next reporting period of 1 October 2016 to 31 December 2016

Physical works which are anticipated to commence in the next reporting period include:

- Leckie Park Pavilion Upgrade
 - Public Conveniences – Settlers Reserve Toilet Block – Renewal Works
 - Marysville Community Centre Car Park Lighting
 - Yea Regional Saleyards Upgrade – Stage 2
 - Alexandra Shire Offices – Toilet Renewal/External Cladding Replacement
 - Alexandra Library – External Repairs and Partial Roof Replacement
3. Details of the projects that are delayed - or other significant issues that have arisen which affect the budget for the project. This reporting, if done in a timely manner, gives Council the opportunity to vary the scope of a project if required.

This report also includes an attachment (*Attachment 6.3*) which indicates the officer's level of confidence in projects being completed within the current financial year using a traffic light system. The colours shown highlight the following:

- Green - officers are confident that the project will be delivered within the current financial year
- Yellow - there is a medium risk that there may be a delay in delivery due to issues outside of officer's control
- Red - there is a high risk that delivery will not occur within the current financial year for reasons as outlined
- Blue - the project has been assessed and is no longer required

Following is further information concerning some of the projects associated with this attachment.

Bridges

As part of the Bridge Renewal and Upgrade Works awarded in the last financial year, Drayton's Bridge, Fairview Road, Kerrisdale was included for component renewal works. The scope of works was based on the initial level 2 audit undertaken on all Councils bridges. Following a more detailed assessment of the bridge condition prior to commencement of works, officers determined that a level 3 engineering report was warranted. Level 3 engineering reports provide a load rating, expected useful life and detailed condition of all components.

The level 3 report determined that the structural integrity of this bridge following the proposed rectification works would enable a lifespan of only a further two years and the load rating could only be maintained at 10 tonne.

Officers will present a report to the November meeting of Council to propose that this bridge be replaced. Due to the saving of \$872,000 from the 2015-2016 capital works program re-allocated to bridge renewal, funds can be allocated from within this program.

4. Projects Completed In The September Quarter
 - Moores Bridge Replacement
 - Alexandra Depot Shed
 - Alexandra Council Chambers – Replacement of Carpet

- Building Energy Improvements Solar Panels
- Alexandra Shire Office – Replacement of Air-conditioning
- High Street, Yea Footpath

Consultation:

The September Quarter Capital Works report has been developed with the respective officers and consultant project managers responsible for finance and the delivery of the capital works program

Conclusion:

The reporting on the Capital Works Program at the first quarter of the year for 2016-2017 informs Council of the progress, any major variances for each project, and seeks endorsement for the budget reallocation in accordance with the Capital Works Expenditure Policy.

6.4 DEVELOPMENT SERVICES QUARTERLY ACTIVITY REPORT TO SEPTEMBER 2016

REF: FY64-04

Purpose:

To provide Council with the July to September 2016 Quarterly Activity Report of the Development Services Department. The report gives an update of the activities undertaken which support the delivery of the Council Plan, and gives key performance indicators in regards to delivery times against statutory requirements.

Officer Recommendation:

That Council note the Quarterly Activity Report – for the Department Development Services for the September Quarter of the 2016-17 Financial Year.

Background:

The Development Services department reports quarterly to demonstrate accountability and responsiveness to our customers.

There are a number of key measurable areas which ensure the services offered are aligned to local development industry needs and expectations.

Council Plan/Strategies:

This report is consistent with the Council Plan 2013-2017 strategy “we will deliver quality customer outcomes through continuous improvement”.

Legal/Policy Issues:

There are no legal issues associated with the quarterly activity report.

Financial/Resources/Risk:

There are no financial costs relating to the preparation of this report.

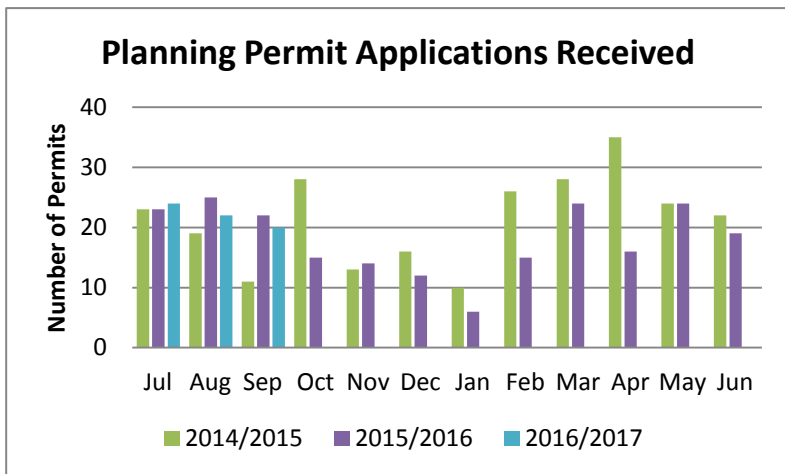
Discussion:

The following tables and descriptions measure departmental performance against industry benchmarks and previous years’ performance. The statistics show that against these performance indicators, the team continues to perform well.

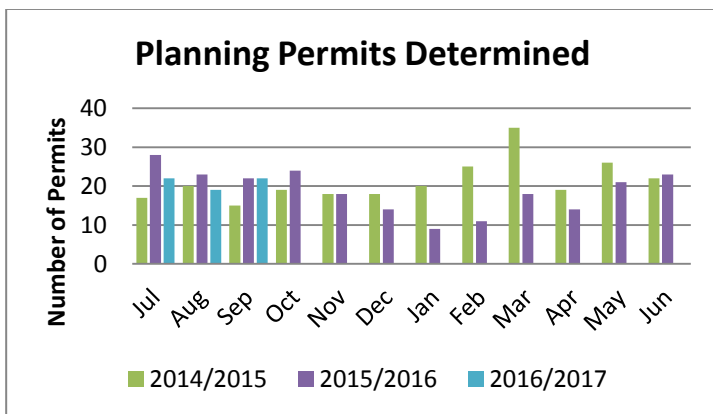
In addition, the statistics can provide an indication of the local economy. While the number of planning permit applications received is tracking well compared to last year, the number of

building permits issued is tracking slowly in this first quarter. There has been an increase in building fees received, however, this is due to two major projects underway within the Shire – the Cathedral Lodge Golf Course (Thornton) and the Yea Country Club refurbishment. There has been a drop in the value of building works (\$3,561,131) comparative to the pro rata quarterly figure (\$4,944,108) for the last financial year despite the inclusion of these two significant projects. The very wet conditions may have been a factor in this statistic; however the next quarter’s results will provide a better indication of the trend.

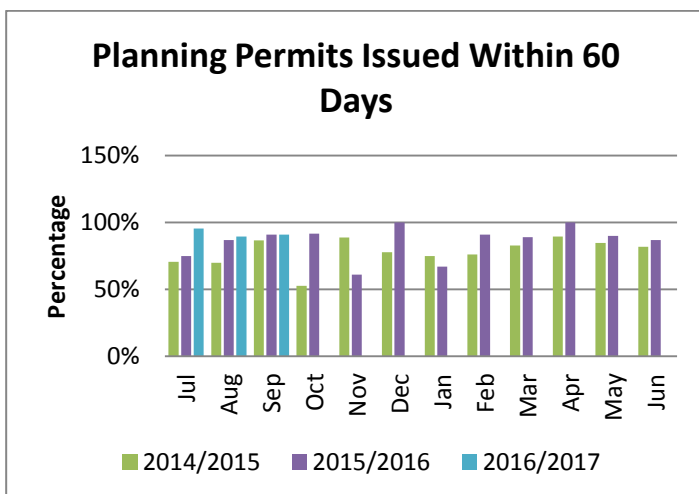
Planning Unit



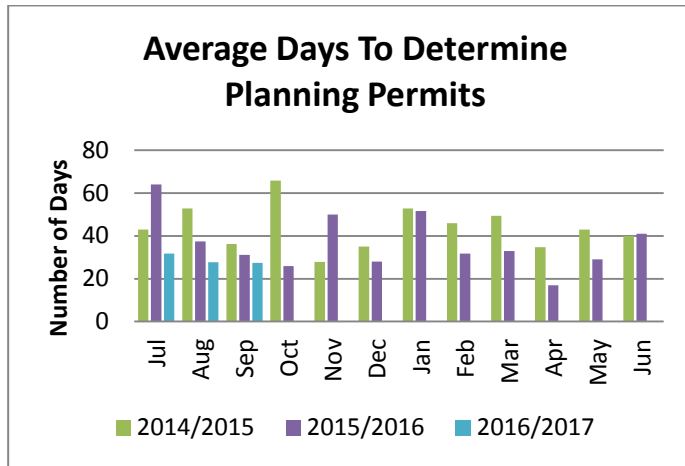
This chart details the number of applications received by month, compared with the previous financial year. The number of applications received includes new planning applications, requests to amend existing planning permits and planning consents. For the 2014-2015 there were a total of 255 applications received, and for the 2015-2016 217 applications were received. Year to date for 2016-2017, 66 applications have been received.



The number of applications determined by month, compared to previous financial years is demonstrated in this chart. The number of applications determined for 2014-2015 was 254 applications determined, and for the 2015-2016 financial year there were 225 applications. Year to date for 2016-2017, 63 applications have been determined.



This chart details the percentage of planning permits issued within 60 days. The statutory time frame to issue permits under the *Planning and Environment Act 1987* is 60 days. In 2014-2015, 78% of permits were issued within the statutory time frame, with 86% of permits issued within the statutory time frame in 2015-2016. For the 2016-2017 financial year to date, 91% of permits were issued within the statutory time frame.



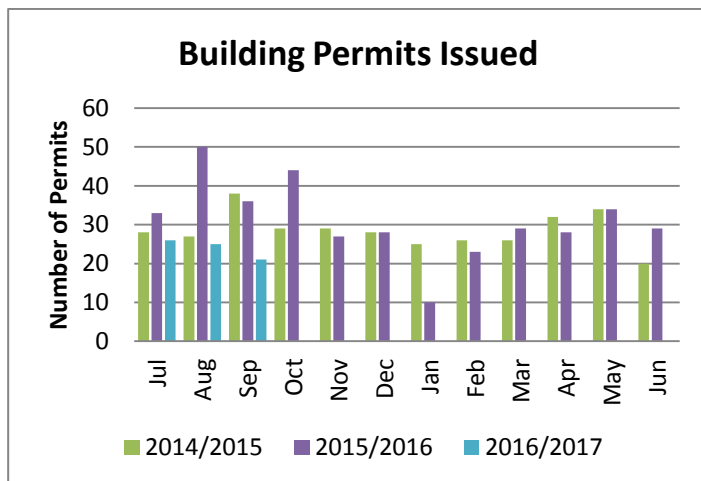
The final planning chart details the average number of days taken to determine planning permits on a month by month basis. This includes officer delegated decisions and decisions of Council. The average number of days to determine planning permits in 2014-2015 was 44 days, with the average number of days for 2015-2016 being 37. For the 2016-2017 financial year to date, the average number of days to determine permits is 29 days.

Benchmarking Comparative Data – Planning Permits

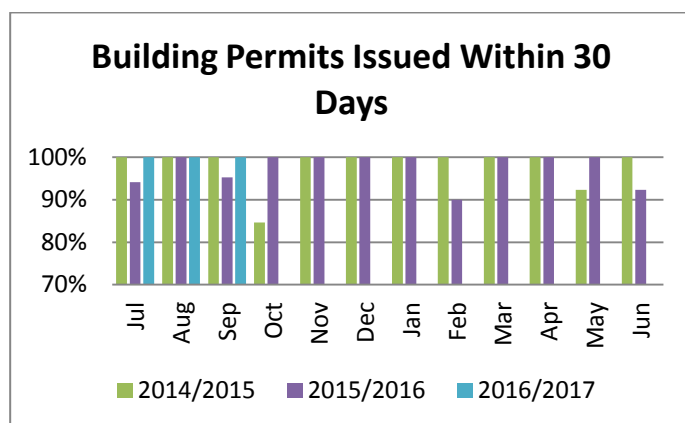
Council is required to report planning permit activity on a monthly basis to the state government, which is then compared against various regions and groups of municipalities within Victoria. The following table provides a brief outline of how Murrindindi Shire Council is performing this financial year to date. There is a small discrepancy in what is registered on the state government website in comparison to actual figures. This is due to a software issue and Council officers have been working to resolve this issue. The figures in the table below reflect the information that is publically available.

Benchmark	MSC	Peri Urban Region	Rural Municipalities	State Wide
Planning permits determined within 60 days (YTD)	91%	73%	76%	64%
Average days to determination (YTD)	39	70	57	76

Building Unit



This chart details the number of building permits issued within Murrindindi Shire, including both municipal and private building surveyor permits. The total for 2014-2015 was 321. For the 2015-2016 year, 371 permits were issued. For the 2016-2017 financial year to date, 72 permits have been issued.



The following chart details the percentage of building permits issue by the municipal building surveyor within the unit's 30 day Key Performance Indicator (KPI) timeframe. The overall percentage of permits issued within 30 days for the 2014-2015 financial year was 98%. For the 2015-2016 year, 98% of permits were issued within 30 days. For the 2016-2017 financial year to date, 100% of permits have been issued within 30 days.

- 33 Municipal Building Surveyor Final Inspection Certificates were issued in this quarter (one of which was associated with Bushfire Recovery)
- 8 Occupancy Certificates were issued in this quarter (none associated with Bushfire Recovery)

Promotional Activities, Participation at Forums & Community Meetings July - September 2106

Media Releases	<ul style="list-style-type: none"> • Councillor industry visit to Kinross Farm and Toolangi Strawberry Runners • Development Services Quarterly Activity Report • Website drop-In sessions and Australia Tourism Data Warehouse opportunity • C59 Amendment – Kinglake Cemetery
Community Consultation/Information	<ul style="list-style-type: none"> • C57 Kinglake West Caravan Park and motel development – drop in session • Business Forum in Eildon – focusing on the draft Eildon Structure Plan
Advocacy	<ul style="list-style-type: none"> • Advocated to Department of Environment, Land, Water and Planning (DELWP) in regards to the rollout of Bushfire Management Overlays • Participation at the reference group for the Victorian Environmental Assessment Council (VEAC) Investigation into Historic Places on Public Land, with the final report released in September

Customer Satisfaction and Feedback

A Customer Service Review has been undertaken (in two parts) during the course of the quarter. The purpose of the review is to gather feedback about the level of service for the Planning and Building Units in an effort to inform a program of continuous improvement for this important aspect of Council service delivery.

A survey was distributed over the counter at the Alexandra office at each interaction between staff and customer. Planning and Building Officers recorded 80 counter enquiries in the period. The survey was voluntary and anonymous. 8 of the 80 surveys were returned and the following describes the responses:

Purpose of your visit	Planning advice/lodgement	Building advice/lodgement	Planning & Building advice/lodgement	Not specified
	13	2	2	1

Did You Receive All of The Information You Needed?		
Yes	No	Comments
16	2	Both "no" responses indicated that follow up information had been arranged

On A Scale of 0 – 10, How Would You Rate The Service? Where 0=Poor and 10=Excellent		Count
1-7		0
8		1
9		6
10		11

Comments
<ul style="list-style-type: none"> • "Great help!" • "Expensive" • "Most helpful" • "Have had several dealings with Council and have found everyone to be fantastic" • "Always have received excellent service both at the counter and on the phone - thank you" • "Good clarification given the enquiry & provided printed material to assist in information & customer thinking/planning" • "Nicole was very supportive and gave many suggestions, best of all to seek professional advice from those who know"

Thirty telephone surveys were conducted on randomly selected files during the quarter and the following questions were asked:

1. Thinking about the initial contact you made, how did you first contact us in regards to this application?
2. How easy was it to make the application?
3. How would you rate the process of assessing your application, in particular the timeliness and communication during the process.
4. Thinking about the outcome of the assessment, were you happy with the outcome? If it wasn't in your favour, did you understand why?
5. On a scale of 1 – 10 how would you rate the overall service you received?

The objective of the survey was to gauge the ease of the transaction, processes, and communication of information.

The results of this survey are being collated and will be reported in the December report to Council, along with recommendations for ensuring continuous improvement for the customer service for the department.

Planning Scheme Amendments

Council carries out regular planning scheme amendments to ensure that its Local Planning Scheme can support desirable planning outcomes and any new policy directions. The following planning scheme amendments are currently underway:

- C57 proposes to rezone land at 1274 Whittlesea-Yea Road, Kinglake West from Rural Living Zone to Township Zone and concurrently approve a planning permit application for a service station, convenience shop, postal agency, food and drink premises and associated car parking and signs. This amendment was exhibited during August. The amendment will proceed to the December 2016 meeting of Council for decision.
- C59 proposes to rezone part of 265 Whittlesea-Kinglake Road, Kinglake from Public Use Zone 7 (PUZ7) – Other, to Public Use Zone 5 (PUZ5) – Cemetery and Crematorium, and to remove the Environmental Significance Overlay Schedule 1 (ESO1) – High Quality Agricultural Land from the subject site. This amendment was exhibited until 8 September 2016. Submissions are being reviewed and it will proceed to the November 2016 meeting of Council for consideration.

Economic Development Update

<p>Events</p>	<p>The Australian Tourism Data Warehouse (ATDW) is a new national platform for digital tourism information in Australia (www.atdw-online.com.au). Officers have worked with Tourism operators and event organisers to ensure over 70% of existing events are now registered on the website.</p> <p>The October – April Calendar of Events brochure commenced in the quarter. This initiative provides a marketing tool for the region and drives visitation. This quarter event data from the ATDW website was utilised as a mechanism to streamline the process for officers and for operators and event organisers.</p> <p>Two events made applications to the Events Funding Program in this quarter (Eildon Big Fish Challenge, and the Marysville Jazz & Blues Weekend) and both events have received support.</p>
<p>Tourism Development</p>	<p>Planning is underway for the Goulburn River Valley Tourism (GRVT) Visitor Information Centre (VIC) Volunteer Famil to be hosted by Murrindindi Shire Council in Yea. This will involve over 100 volunteers from four shires (Murrindindi, Mitchell, Strathbogie and Greater Shepparton), visiting businesses and tourist attractions as part of a broader famil program.</p> <p>A Murrindindi Regional tear off map has been developed and finalised this quarter. The map will be available at VICs, Lake Mountain Alpine Resort and Council offices.</p> <p>The Victorian Tourism Industry Council State Summit (hosted by City of Greater Shepparton) was attended by staff and Cr Kennedy. The summit delivered a mix of professional development sessions, case studies and key note speakers, and provided an insight into what makes a visitor centre an important driver of economic development. It also provided an opportunity to showcase the GRVT region through a food and wine expo presentation.</p>
<p>Business Support</p>	<p><u>Doing Business Better (Stage 1) Update</u> - The Marketing and Events Plan for this business support program has been received and accepted. Twenty three events have been scheduled for the 2016-2017 financial year, culminating with the Business Excellence Awards scheduled for July 2017.</p> <p><u>NBN Rollout</u> – Officers continue to liaise with NBNC0 regarding the rollout of works associated with the delivery of NBN infrastructure. An implementation schedule for next quarter has been received which forecasts delivery of the NBN service for Kinglake, Kinglake Central, Pheasant Creek and Kinglake West in mid October.</p> <p>For up to date rollout information the following web address was made available www.finder.com.au/nbn-tracker/map</p> <p><u>PlanSmart</u> – The implementation plan has been received from Council's</p>

	<p>consultants and the program will be delivered to businesses in the next quarter.</p> <p><u>Climate Smart Agriculture Development (CSAD)</u> - The CSAD steering committee met to develop plans for the rollout of the spatial tool being developed. This included consideration for the process of creating access to the tool via each council's website, maintaining the platform and training Council staff. The plan includes a "go live" date in November 2016.</p> <p><u>Business Investment Attraction</u> – Officers have engaged with potential investors in regards to commercial developments in Kinglake, Marysville, Yarck and at the Yea Saleyards.</p>
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Great Victorian Rail Trail Statistics (GVRT)

Council undertakes a range of activities and projects in support of a healthy tourism sector.

The following tables demonstrate some of the ways Council measures the impact of its efforts. Due to changes in reporting timeframes, some data is not available this quarter (website data, broader rail trail statistics and Visitor Information Centre traffic). These data sets will be available and reported next quarter.

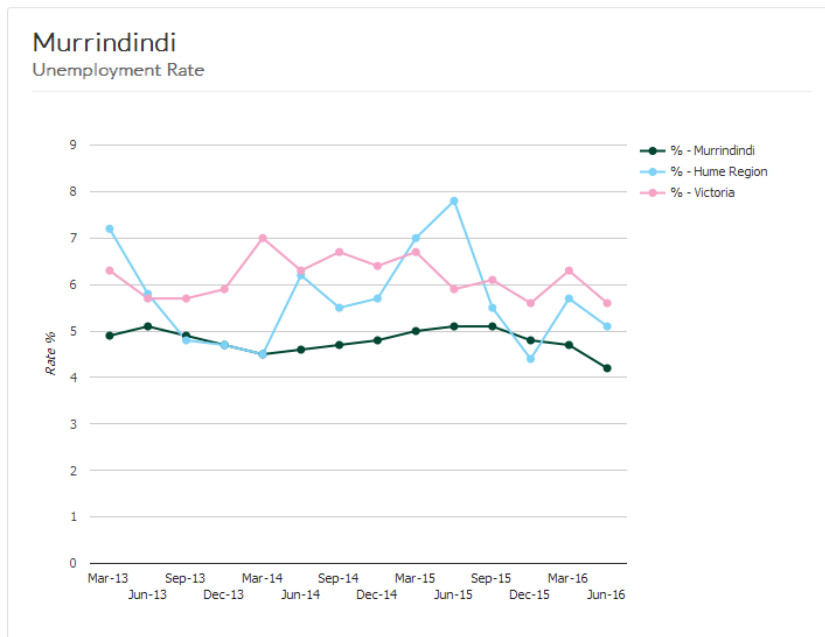
There are some anomalies in the data available. The table below shows that while visitation and usage has shown a small decrease (7%) across all locations, there is a significant change demonstrated at Cheviot Tunnel in September (decrease from 907 in September 2015 to 403 September 2016). The wet weather and flood events have significantly impacted on visitation during the school holiday period.

Counter	Location	Jul-16	Aug-16	Sep-16	
1	Cheviot Tunnel (Yea)	191	400	403	
2	Yarck	198	213	212	
3	Homewood	308	248	420	
4	Eglington Cutting (Alexandra)	226	317	269	
Totals		923	1178	1304	3405

Counter	Location	Jul-15	Aug-15	Sep-15	
1	Cheviot Tunnel (Yea)	325	246	907	
2	Yarck	153	139	**	
3	Homewood	117	180	448	
4	Eglington Cutting (Alexandra)	277	162	515	
Totals		872	727	1870	3469

**The Yarck counter was not working correctly and was fixed in January 2016.

REMPPLAN Data



Updated REMPLAN data demonstrates a drop in an already healthy unemployment rate from 4.7% to 4.2%. This compares favourably to both the Hume region (5.1% for the same period) and for Victoria (5.6% for the same period).

Consultation:

There was no public consultation required in the development of this report.

Conclusion:

The provision of Quarterly Activity Reports will continue to inform Council and the public of the work being carried out by the Development Services Department, and importantly, encourage customer feedback to inform improved performance.

The data from the September quarter shows a continued commitment to high levels of customer service and timeframe awareness.

Available data also shows a relatively stable economy, although some indicators will be monitored closely this quarter, especially in regards to the value of building works; while officers suspect the inclement weather has had a significant impact, only time will tell.

6.5 AUDIT ADVISORY COMMITTEE MEETING MINUTES

REF: 16/53700

Attachments: 2016-09-16 Audit Advisory Committee Meeting Minutes (refer Attachment 6.5 - TRIM 16/48819)

The minutes of the Audit Advisory Committee Meeting held on 16 September 2016 are attached for receiving.

Officer Recommendation:

That the minutes of the Audit Advisory Committee Meeting held on 16 September 2016 be received.

6.6 CONFIRMATION OF AUDIT ADVISORY COMMITTEE CHAIRPERSON

REF: 16/53638

Purpose:

This purpose of this item is to seek Council's endorsement of the election of the Chairperson of Council's Audit Advisory Committee for the next twelve months.

Officer Recommendation:

That Council endorse the election of Ms Michele Sheward as Chairperson of Council's Audit Advisory Committee for the 2016-17 financial year.

Background:

The primary objective of the Audit Advisory Committee is to assist Council in the effective conduct of its responsibilities for financial reporting, management of risk, maintaining a reliable system of internal controls and facilitating the organisation's ethical development.

The Audit Advisory Committee is established to assist the coordination of relevant activities of management, the internal audit function and the external auditor to facilitate achieving overall organisational objectives in an efficient and effective manner.

The Charter of the Audit Advisory Committee is the primary instrument outlining the roles and responsibilities of the Audit Advisory Committee and its committee members.

Ms Michele Sheward was appointed as an independent member of Council's Audit Advisory Committee at the Ordinary Meeting of Council of 27 November 2013. A one (1) year extension to Ms Sheward's term as an independent member was approved by Council at the Ordinary Meeting of Council of 27 January 2016.

Council Plan/Strategies:

This report ensures that in accordance with the Council Plan 2013-2017 goal –“Our Council” – to provide effective governance that supports the aspirations of our community, that Council's Audit Advisory Committee is properly constituted.

Legal/Policy Issues:

Council is required under the Local Government Act 1989 to have an appropriately endorsed Audit Advisory Committee that meets regularly to provide oversight on Council's financial and governance requirements.

As per Section 2c of the Audit Advisory Committee Charter, the Audit Advisory Committee is to “elect the Chair of the committee in the first quarter of each financial year.” “The term of the Chair is to be 12 months, with a maximum of three (3) consecutive years with a break of at least one (1) year.”

As per Section 2g of the Audit Advisory Committee Charter, “The Chairperson shall be appointed from the external members of the committee by the Audit Advisory Committee subject to Council's approval.”

Financial/Resources/Risk:

Council is required to endorse the election of the Chair so that Council's Audit Advisory Committee is appropriately constituted in accordance with legislation and with its charter. The honorarium paid to the independent members of the Audit Advisory Committee is \$2,000.00 per annum.

Discussion:

At the 16 September 2016 Audit Advisory Committee meeting, nominations were sought for the Chairperson of the committee for the next twelve months. Mr Ian McKaskill nominated the incumbent, Ms Michele Sheward, with this nomination being seconded by Cr John Kennedy. The Committee resolved to endorse Ms Sheward as Chairperson subject to the ratification of Council at the October 2016 Ordinary Meeting.

Consultation:

As per the Audit Advisory Committee minutes of 16 September 2016, it was resolved to seek Council endorsement for Ms Sheward to serve as Chairperson for twelve months.

Conclusion:

It is important from a fiduciary and statutory perspective that Council endorses the election of the Chairperson of its Audit Advisory Committee.

7. SEALING REGISTER

REF: 13/6325

File Reference	Date Seal Affixed	Description of Documents	Signatures of Persons Sealing
SF/2587	14 September 2016	Property Transaction Deed - transfer of 18 William Street, Alexandra owned by Murrindindi Shire Council to the Director of Housing	Margaret Abbey Margaret Rae
SF/2273	14 September 2016	Licence Agreement between Alexandra District Health and Murrindindi Shire Council for room rental at the Eildon Campus of Alexandra District Health Community Health building.	Margaret Abbey John Kennedy
CONT 16/19	28 September 2016	Formal Instrument of Agreement between Murrindindi Shire Council and Glen Douglas McMaster for Roadside Slashing Program	Margaret Abbey Margaret Rae
3/2012/48	5 October 2016	Internal Memorandum - Section 173 and Form 21 for Signing - Planning Permit 2012/56 - Subdivision No: 3/2012/48 - Between Murrindindi Shire Council, Sydney Patrick Savage & Christine Savage - Agreement made pursuant to Section 173 of the Planning and Environment Act 1987	Margaret Abbey
D16/13172	5 October 2016	Transfer of Land & Release and Indemnity Agreement re road on plan of subdivision / Break O'Day Road, Glenburn - Transferor, Peter Allan McKenzie - Transferee, Murrindindi Shire Council -	Margaret Abbey Margaret Rae
D16/13018	5 October 2016	Creation of Easement in the name of AusNet Electricity Services re Council property at 174 Grant St, Alexandra	Margaret Abbey Margaret Rae

<i>File Reference</i>	<i>Date Seal Affixed</i>	<i>Description of Documents</i>	<i>Signatures of Persons Sealing</i>
CONT 16/16	5 October 2016	Formal Instrument of Agreement between Murrindindi Shire Council and MKM Constructions for design, supply and installation of roof extension to holding pens at Yea Saleyards	Margaret Abbey Margaret Rae

Officer Recommendation:

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

8. COUNCILLOR PORTFOLIO REPORTS AND PERSONAL STATEMENTS**8.1 LAND USE PLANNING PORTFOLIO**

Cr C Challen:

8.2 ECONOMIC DEVELOPMENT PORTFOLIO

Cr J Kennedy:

8.3 INFRASTRUCTURE AND WASTE PORTFOLIO

Cr E Lording:

8.4 CORPORATE AND CUSTOMER SERVICES PORTFOLIO

Cr C Healy:

8.5 NATURAL ENVIRONMENT & CLIMATE CHANGE PORTFOLIO

Cr J Walsh:

8.6 MAYOR AND DELEGATED COMMITTEE REPORTS

Cr M Rae:

8.7 GENERAL BUSINESS**9. MATTERS DEFERRED FROM PREVIOUS MEETING****10. MOTIONS FOR WHICH NOTICE HAS PREVIOUSLY BEEN GIVEN**

11. ASSEMBLIES OF COUNCILLORS

REF: CY16/118

Purpose:

This report presents the records of assemblies of Councillors for 14 September 2016 to 21 September 2016, 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 14 September 2016 to 21 September 2016.

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:

Meeting Name / Type	Councillor Briefing
Meeting Date	14 September 2016
Matters discussed	<ol style="list-style-type: none"> 1. Mt Baw Baw & Lake Mountain Alpine Resort 2030 Review 2. Planning Matter – Alexandra 3. Yea Saleyards 4. Alexandra Leisure Centre
Attendees: Councillors – Cr Rae, Cr Kennedy, Cr Challen, Cr Lording	Staff – M Abbey, E Wyatt, M Chesworth, J Canny, S Brown, L Wallace, A Bond, C Lintott
Conflict of Interest disclosures - Nil	

Meeting Name / Type	Council Pre-Meeting
Meeting Date	19 September 2016
Matters discussed	<ol style="list-style-type: none"> 1. Planning Application – Flowerdale 2. Planning Application – Taylor Bay 3. Approval of Annual Financial Statements 4. Alexandra Leisure Centre 5. Contract Award – Fire Prevention Roadside Slashing 6. Upgrade of Yea Regional Saleyards
Attendees: Councillors – Cr Rae, Cr Kennedy, Cr Challen, Cr Lording, Cr Healy, Cr Walsh	Staff – M Abbey, M Chesworth, E Wyatt, S Brown, M Crane, M Leitinger, J Canny, A Bond, T Carter
Conflict of Interest disclosures - Nil	

Meeting Name / Type	Councillor Briefing
Meeting Date	21 September 2016
Matters discussed	1. VicRoads Briefing
Attendees: Councillors – Cr Rae, Cr Kennedy, Cr Lording, Cr Healy, Cr Challen, Cr Walsh	Staff – M Abbey, M Chesworth, E Wyatt, J Canny
Conflict of Interest disclosures - Nil	

12. URGENT BUSINESS

13. CONFIDENTIAL ITEMS

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

- Sale of Land, Marysville

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.