



AGENDA
of the
ORDINARY MEETING OF COUNCIL
WEDNESDAY 24 OCTOBER 2018
at
Murrindindi Shire Council
Council Chamber
Perkins Street
Alexandra
6.00 pm

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1. PLEDGE AND RECONCILIATION STATEMENT**2. APOLOGIES AND REQUESTS FOR LEAVE OF ABSENCE****3. COMMUNITY RECOGNITION**

Suspension of standing orders to thank and acknowledge community achievements for the following:

- Speak Up Alexandra

4. DISCLOSURES OF INTEREST OR CONFLICT OF INTEREST**5. CONFIRMATION OF MINUTES**

5.1 Minutes of the Ordinary Meeting of Council held on 26 September 2018.

Officer Recommendation

That the minutes of the Ordinary Meeting of Council held on 26 September 2018 be confirmed.

6. PUBLIC PARTICIPATION TIME

6.1 QUESTIONS OF COUNCIL

6.2 OPEN FORUM

6.3 PETITIONS

7. OUR PLACE

7.1 **PLANNING SCHEME AMENDMENT – INFRASTRUCTURE DESIGN MANUAL**

Attachment(s): *Proposed Planning Scheme Changes (refer Attachment 7.1)*

Purpose

This report recommends that Council support an amendment to the Murrindindi Planning Scheme (MPS). The amendment proposes changes to the Local Planning Policy Framework to further support and clarify the role and purpose of the Infrastructure Design Manual (IDM). The IDM provides guidelines for the design and construction of infrastructure including (among other things) roads, drainage, stormwater, car parking, landscaping, access, earthworks, public lighting and intersection infrastructure.

Officer Recommendation:

That Council consents to a planning scheme amendment proceeding under section 20(4) of the *Planning and Environment Act 1987* to amend the provisions of the Murrindindi Planning Scheme as they relate to the Infrastructure Design Manual (IDM).

Background

The IDM was first initiated in 2004 among a small number of Victorian Regional councils to provide consistent and uniform standards relating to the design of municipal infrastructure. Other councils have since joined the IDM membership including Murrindindi Shire Council (2010). Murrindindi was one of the first councils to introduce the IDM into the planning scheme as a reference document (2012). The IDM is now used by 44 councils across Victoria, however most of these councils have not yet referenced the document within their respective local planning scheme provisions.

In June 2015 the Minister for Planning appointed an Advisory Committee (Infrastructure Design Manual Advisory Committee) to investigate various issues associated with the broader implementation of the IDM across Regional Victoria. The Infrastructure Design Manual Advisory Committee (Committee) found that there was broad support for the IDM and that it was a technically sound document. It recommended that the IDM be included in local planning schemes across Regional Victoria utilising powers under section 20(4) of the *Planning and Environment Act 1987* (the *Act*). The current amendment proposal is an outcome from these recommendations.

The proposed amendment is being facilitated through the Local Government Infrastructure Design Association (the author of the IDM) with the assistance of the Department of Environment, Land, Water and Planning (DELWP). Other Victorian regional councils are supporting the proposed changes and are currently participating in the rollout of the planning scheme amendment considered in this report. To give effect to the amendment across all participating councils it is proposed that the changes occur under section 20(4) of the *Act* via direct approval by the Minister for Planning. As Council has previously adopted the IDP (2010) and included it as a reference document in the MPS (2012), this approval process is supported.

Discussion

Council initially adopted the IDM at its meeting on 27 October 2010 and subsequently made it a reference document in the planning scheme. The further changes now proposed (see *Attachment 7.1*) will assist in providing a better strategic basis for the IDM. It will also ensure that the wording is consistent across all Victorian planning schemes. DELWP has advised that a Council resolution supporting the proposed changes and the Ministerial amendment process is required.

The proposed changes will enable a more consistent approach for developers and provide further certainty around the requirements for the provision of infrastructure.

The proposed amendment has been assessed as consistent with existing State planning policy provisions relating to neighbourhood and subdivision design (Clause 15.01-3), housing (Clause 16), transport (Clause 18) and infrastructure (Clause 19).

Council Plan/Strategies/Policies

The amendment is consistent with the Murrindindi Shire Council Plan 2017-2021 and in particular the following strategic objectives:

- Our Place – ‘we will maintain and enhance places to be attractive and liveable, in balance with our natural environment’ and the strategy ‘through good land use planning enhance the liveability, prosperity and rural character of our Shire’.
- Our Prosperity – ‘in partnership with the community we will promote an environment in which business and community can thrive’.

Relevant Legislation

The proposed amendment will make changes to the Murrindindi Planning Scheme which is administered under the *Planning & Environment Act 1987*.

Financial Implications and Risk

There are no risks associated with this amendment. Statutory fees for planning scheme amendments are prescribed by the *Planning and Environment (Fees) Regulations 2000*. This amendment is being facilitated through DELWP and a recommendation has been made to the Minister that the fees be waived as the proposed changes are consistent with the recommendations of the Committee.

Conflict of Interest

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

Community and Stakeholder Consultation

The recommendation to the Minister for Planning is for the amendment to proceed under section 20(4) of the *Act* meaning that the Minister will consider the adoption and approval of the amendment without further public notification. As the IDM is already referenced in the Murrindindi Planning Scheme and the proposed changes do not substantially introduce new requirements (but rather clarify existing provisions), the proposed amendment process is supported.

8. OUR PEOPLE**8.1 MUNICIPAL PUBLIC HEALTH AND WELLBEING PLAN YEAR 1 PROGRESS REPORT**

Attachment(s): *Health and Wellbeing Plan 2017-2021 – Year 1 Implementation Plan progress report (refer Attachment 8.1a)*
Health and Wellbeing Plan 2017-2021 – Year 2 Implementation Plan (refer Attachment 8.1b)

Purpose

The purpose of this report is to provide Council with an update on the implementation of the Municipal Public Health and Wellbeing Plan and provide information on the year one progress report.

Officer Recommendation

That Council note the progress made in the first year of the Municipal Public Health and Wellbeing Plan 2017-2021 as highlighted in the year one progress report.

Background

The *Public Health and Wellbeing Act 2008* (the *Act*) establishes the statutory role of Councils to 'protect, improve and promote public health and wellbeing within the municipal district'. Under the *Act* it is a statutory requirement of every Council to develop a Municipal Public Health and Wellbeing Plan.

The development of the new Health and Wellbeing Plan for 2017–2021 has focused on aligning health and wellbeing priorities to the Council Plan 2017-2021. This integration drives a focus on health and wellbeing across the Shire and strengthens the mandate for health and wellbeing action. The Health and Wellbeing Plan is developed collaboratively with all Council departments, community advisory groups, organisations, individuals and service providers.

The Health and Wellbeing Plan partnerships with external agencies is concentrated in Our People and one area of Our Place of the Council Plan. This report provides information on the activities completed in year one of the four-year plan in these areas.

Discussion

The Health and Wellbeing Plan year one progress report documents the large volume of work that has been undertaken in the 2017-2018 year to support the Health and Wellbeing of people in living in Murrindindi Shire. A total of 21 external service partners were involved in delivering actions in the first year of the Health and Wellbeing Plan.

The following provides some examples of the outcomes achieved over the past 12 months.

Our People

Strategy 1.1 – Encourage activities and events that celebrate our vibrant, diverse and creative people and communities:

- a large number of events celebrating our diverse communities including International Day of People with a Disability, Seniors Week events including the 90 up Civic Reception and ELF Reading Day. The Murrindindi Shire Council Community Grants Program supported nine community and sporting events
- there was a strong focus on linking young people to performing arts, and a range of other art, cultural and community workshops and activities were delivered
- relationships with local Aboriginal communities were strengthened through Indigenous storytelling, raising awareness of and participating in celebrations of NAIDOC week, Indigenous Art workshops and strengthening service partnerships with Aboriginal Service Co-operatives to improve access to services
- library services ran programs to engage schools including regular visits and book drop off services.

Strategy 1.2 – Work with community and groups to connect, collaborate and plan for our future:

- a range of initiatives have been undertaken by Council and partners to support communities to connect, collaborate and plan for our future including the co-design of the Towards 2030 Community Planning framework.
- activities to support and strengthen community, sport and recreation groups were delivered including grant seeking and writing, governance support and strategic planning
- promoting and encouraging volunteers occurred through volunteer training, the Volunteer Murrindindi website and the celebration of volunteers through thank you events and acknowledgements.

Strategy 1.3 – Work with partner agencies to ensure people of all ages can access the health and community services they need:

- services worked collaboratively to ensure they are accessible and inclusive to all people in the Murrindindi Shire including the development of the Lower Hume Diversity Plan and accessibility audits and ongoing community engagement activities to better understand the needs and priorities of communities
- Aged and Disability Service providers collaborated on a joint project that has resulted in a significant funding bid to develop a collaborative workforce recruitment and training model
- service providers have worked together to deliver information on the Aged Care reform and National Disability Insurance Scheme (NDIS) to the community and build the capacity of the workforce

- a range of programs were delivered focusing on active living and healthy eating including school holiday program activities, the introduction of the RESPOND project and Walk to School programs
- a range of activities to support health and happy children and families were introduced including the Facilitated Playgroup program, community conversations and surveys to support promotion of family and children's services.

Strategy 1.4 – Create a positive environment that supports our young people to grow, participate and be happy:

- there has been a strong focus on collaboration with young people to develop new programs and initiatives including after school activities, holiday programs, and youth development and training activities
- targeted focus groups have been held with young people, service providers and community to support data collection on key issues within the sector.

Strategy 1.5 – Promote opportunities for people of all ages to connect with and be involved in their community:

- Get Fit Get Active initiatives were delivered to support people with a disability to remain physically active
- Council's Access and Inclusion Committee has raised a number of accessibility issues that have been addressed through Council's Capital Works program
- The Speak Up Alexandra Self Advocacy Group has continued to advocate on a range of local access issues and participated in a range of forums to advocate on a broader level
- The Age Friendly Communities project was delivered in partnership with Community and Neighbourhood Houses introducing a large number of new programs for older people across the Shire.

Our Place

Strategy 2.1 – Support recreation opportunities for our residents and visitors that encourage participation and community connections:

- a service review of recreation and open space assets has been conducted by Council
- work has continued with local sporting clubs and groups to improve female friendly change room facilities in Thornton, Alexandra, Yea and Flowerdale recreation reserves
- Valley Sport have undertaken facility inspections to provide advice on grant opportunities to sporting groups and clubs
- Murrindindi Shire's recreation opportunities and natural attractions have been promoted through Council social media pages and the Discover Dindi Instagram and Facebook pages to increase our profile.

The full progress report can be found in *Attachment 8.1a*: Health and Wellbeing Plan 2017-2021 Year 1 Implementation Plan progress report.

The Year 2 Implementation Plan (see *Attachment 8.1b*) has been developed in collaboration with all reporting partners and builds on the work that has been undertaken to date.

Council Plan/Strategies/Policies

This matter is consistent with the Council Plan 2017–2021 strategic objective Our People – 'Together we will celebrate and encourage diverse, caring and connected communities'.

Relevant Legislation

The requirement to develop a Health and Wellbeing Plan is prescribed under the *Public Health and Wellbeing Act 2008* – N. 46 of 2008, version incorporating amendments as at 31 March 2013.

Financial Implications and Risk

The actions outlined in the Health and Wellbeing Plan will be delivered with the current level of Council officer's and financial resources within Council and other agencies.

Conflict of Interest

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

Community and Stakeholder Consultation

The Health and Wellbeing Plan 2017–2021 has been shaped by a number of consultations which took place during 2017 including the 'Have Your Say' community survey and community workshops, community conversations with sport and recreation groups and workshops with partner agencies.

A Health and Wellbeing Consortium (Consortium) has been established to support the implementation of the plan. The Consortium consists of representatives from Council, external service partners and a range of networks and advisory groups.

The Consortium has met to review the progress made in year one and to develop the year two implementation plan. All reporting partners participated in progress reporting against key actions and highlighted any amendments required to the implementation plan.

8.2 COMMUNITY GRANTS PROGRAM ROUND 1 – JUNE TO SEPTEMBER 2018

Attachment(s): *Community Grant Program 2018-19 Round 1 June to September 2018 Summary (refer Attachment 8.2)*

Purpose

This report informs Council of the recommendations made by the Community Grants Assessment Panel (Panel) on applications received in the June to September 2018 round.

Officer Recommendation

That Council endorses the recommendations of the Community Grants Assessment Panel outlined in the following table:

Application	Funding sought	Recommendation
Kinglake Ranges Men's Shed	\$1,500	Supported
Yarck Public Hall Committee	\$4,000	Supported with a cash contribution of \$3,900 and an in kind permit waiver of \$100.
Alexandra Swim Club	\$3,837	Supported in part with a contribution of funding of \$3,000.
Alexandra Bowling Club	\$5,000	Not supported at this time, invitation to reapply in future round pending further information
Eildon Action Inc.	\$3,000	Not supported at this time, further exploration of other funding recommended. Invited to reapply in future round if required

Application	Funding sought	Recommendation
MMTI Programs	\$5,000	Not supported at this time, invitation to reapply in future round pending further information
Yea Golf Club	\$5,000	Not supported at this time, invitation to reapply in future round pending further information

Background

The Community Grants Program (Program) provides the opportunity for community groups and organisations to seek funding to support a range of activities and initiatives. The Program is open to community groups, organisations and service clubs undertaking initiatives based in the Murrindindi Shire. Grant applicants can seek a maximum of \$5,000 funding for projects that meet Council's aims, as outlined in the Council Plan 2017-2021 and the Municipal Public Health and Wellbeing Plan. Applicants are required to make a cash and/or in kind contribution to their project.

There are three grant rounds each financial year. The current round, round 1, was open from June to September 2018.

Applications for the current funding round were assessed by the Panel comprising of the Mayor, Deputy Mayor and the Chief Executive Officer. Applications for \$1,000 or less are assessed and approved by the Panel with a report to Council on its decision. Applications for \$1,001 or more are assessed by the Panel which makes a recommendation to Council.

Discussion

In total seven applications were received from community organisations and groups for the June to September 2018 round. These applications are listed in the attached summary.

The Panel recommended supporting the following three applications:

1. Kinglake Ranges Men's Shed sought funding of \$1,500 to support the installation of grid connected solar panels on the Men's Shed building. The group have attracted a significant State Government grant and are making their own contribution to the project of over \$5,000. The panel congratulated the Kinglake Ranges Men's Shed on their efforts to improve the environmental and economic sustainability of their organisation
2. Yarck Public Hall Committee sought funding of \$4,000 to support the development of a crossover from the street kerb to the existing ramp to provide universal access. The panel agreed to support the application with a cash contribution of \$3,900 and an in kind contribution of \$100 permit waiver. The panel acknowledged the importance of these works to improve access to one of the key community buildings in Yarck
3. Alexandra Swim Club sought funding of \$3,837 to purchase new and replacement aids and equipment for learn to swim and competition activities of the swim club. The panel is aware that this equipment is also used by schools and by Council learn to swim programs and will benefit a broad number of children and young people. The panel agreed to support the application in part with a contribution of \$3,000.

The Panel recommended that the following applications not be supported in this round:

1. Alexandra Bowling Club sought funding of \$5,000 to purchase and apply chemicals to rejuvenate the existing grass green. The panel has requested further information on the environmental impact, storage and occupational health and safety considerations of the chemicals and has invited the club to reapply in future rounds pending this information. Council officers will follow up with the club to support them in developing a report for the panel

2. Eildon Action Inc. sought funding of \$3,000 to rejuvenate 'Mimi-Jane' the first houseboat on Lake Eildon. The historical significance of this project was noted by the panel and they recognised the opportunity for advocacy to the local houseboat industry to support this project and develop community and industry partnerships. Council officers will work with Eildon Action Inc. to explore sponsorship opportunities with the houseboat industry. The group are invited to reapply in future rounds if required
3. MMTI Programs sought funding of \$5,000 to support the Jumpstart Your Health: Residential Health Program. The panel requested further information on the number of people who may participate in the program, including the number of Murrindindi Shire residents to understand the broader community benefit of this activity. Council officers will work with the group to clarify this and the group are invited to reapply in a future grant round pending this information
4. The Yea Golf Club requested funding of \$5,000 to pay for materials to construct a toilet on the Yea Golf Course. The panel requested further information on this project to support a better understanding of the need, project planning and building requirements. Council officers will work with the club to support this and the club are invited to reapply in a future grant round, pending this information.

Council officers will provide feedback to applicants in writing and where necessary will contact them directly to discuss their proposals and provide further detail on Council's decision and any further work required.

Council Plan/Strategies/Policies

This matter is consistent with the Council Plan 2017-2021 strategic objective Our People – 'together we will celebrate and encourage diverse, caring and connected communities'.

This matter is governed by Council's Community Grant Program Policy.

Relevant Legislation

There is no relevant legislation for this matter.

Financial Implications and Risk

The Community Grants budget for the 2018/19 financial year is \$30,000 and this is the first grant round for the year. A total of \$8,400 has been recommended for approval in this round, leaving a budget of \$21,600 to support the following two proposed grant rounds for the year.

Conflict of Interest

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

Community and Stakeholder Consultation

The Community Grant applications are assessed by the Community Grants Assessment Panel.

9. OUR PROSPERITY

10. OUR PROMISE

10.1 QUARTERLY COUNCIL PLAN 2017-2021 PROGRESS SUMMARY – 30 SEPTEMBER 2018

Attachment(s): *Quarterly Council Plan Report July-September 2018 (refer Attachment 10.1)*

Purpose

This report provides the first quarter summary of progress to date in delivering the actions in the Council's Priority Action Plan 2018/19.

Officer Recommendation

That Council receive the quarterly report ending 30 September 2018 on the status of actions from the Priority Action Plan 2018/19.

Background

Council adopted its Council Plan 2017-2021 at the Special Meeting of 21 June 2017. The plan sets out the overall strategic direction of Council over its four-year term based on an extensive community consultation program conducted across the Shire.

At the July 2018 Ordinary Meeting Council adopted the Priority Action Plan 2018/19 which outlines the actions that Council will pursue during the 2018/19 year to continue to implement the four year strategies in the Council Plan.

Both the Council Plan 2017-2021 and the Priority Action Plan 2018/19 are published on Council's website.

A report on progress in implementing the priority actions is provided to Council at the end of each quarter.

Discussion

Attachment 10.1 provides a summary of activity undertaken in the first quarter of the Priority Action Plan 2018/19 for each of the four Strategic Objectives relating to Our People, Our Place, Our Prosperity and Our Promise.

Highlights from the quarter (July to September 2018) include the following:

Our People

- we completed construction on the Marysville Information and Regional Artspace
- our refurbished Mobile Library and Customer Service Van was officially launched at Toolangi by the Member for Northern Victoria, Jaclyn Symes, involving students from Toolangi Primary School
- we worked with community groups to support planning for commemorative events associated with the 10-year anniversary of the 2009 bushfires
- we finalised the Age Friendly Communities project with many new programs initiated under this project continuing by Neighbourhood Houses, including the community meals at Toolangi Community House and Move and Groove at Yea Community House
- we continued to support young people to develop stage performance and event management experience through a range of youth activities, including the development of the Platform Youth Theatre Group, Open Mic nights, Battle of the Bands and the Alexandra Farmstay event.

Our Place

- we completed the Thornton Eildon District Football Netball Clubrooms refurbishment and upgrade

- we commenced the design phase for the Kinglake streetscape in line with the Kinglake Ranges, Flowerdale and Toolangi Plan and Design Framework and secured initial grant funding for the works
- we commenced the provision of free green waste disposal at all Council's Resource and Recovery Centres
- we installed additional flagpoles at all of our Council offices to enable the Aboriginal and Torres Strait Islander flags to be flown
- we partnered with the Upper Goulburn Landcare Network (UGLN) to deliver another successful National Tree Day event.

Our Prosperity

- we continued delivery of the Discover Dindi social media campaign, with continuing growth in followers across our Facebook and Instagram platforms
- we continued working in collaboration with Murrindindi Inc. to deliver two business networking opportunities and workshops across the Shire
- we worked with local business women to canvas ideas for the commencement of a Women's Business Network
- we secured State Government funding of \$150,000 to support work by Goulburn Murray Water, Regional Development Victoria, Mansfield Shire Council and Goulburn River Valley Tourism to progress development opportunities in Eildon
- we worked with Goulburn River Valley Tourism to strengthen our tourism offer by:
 - commencing a regional television campaign
 - reviewing the Cultural Guide – ready for reproduction
 - progressing the Agri-Tourism project.

Our Promise

- we continued in this quarter to advocate to relevant levels of government and other agencies for high priority issues including:
 - support for infrastructure improvements to assist the Eildon Houseboat Industry
 - improvements to the provision of mental health and other support services in the Shire
- we commenced an expansion of our Local Law enforcement/community safety team to strengthen service provision and responsiveness across the Shire
- we launched 'Snap Send Solve' utilising a mobile phone app that makes it easier for our residents and visitors to report issues in the Shire requiring Council action
- we enhanced our geographic mapping technology to improve our ability to locate, monitor and address issues with our infrastructure
- we began online engagement with our community to ensure we have community input in the preparation of the 2019/20 Budget.

Council Plan/Strategies/Policies

This report is consistent with Council's Our Promise strategic objective in the Council Plan 2017-2021 to work in collaboration with our communities to deliver the best possible outcomes in all that we do.

Relevant Legislation

Council has a statutory obligation to prepare and approve a Council Plan in accordance with Section 125 of the *Local Government Act 1989*.

Financial Implications and Risk

The delivery of the Council Plan 2017-2021 is supported by the four-year Strategic Resource Plan and the Annual Budget.

Conflict of Interest

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

Community and Stakeholder Consultation

The actions in the Priority Action Plan 2018/19 have been developed with reference to the priorities identified from the community following the 'Have Your Say' community consultation undertaken in February – April 2017.

10.2 QUARTERLY CAPITAL WORKS REPORT

Attachment(s): *Capital Works Quarterly Report – September (refer Attachment 10.2)*

Purpose

This report provides an update on the 2018/19 Capital Works Program (CWP) for the first quarter of the year ending 30 September 2018.

Officer Recommendation

That Council note the September 2018 Quarterly Report – Capital Works Program 2018/19.

Background

This report is the first quarter report of the CWP. The period of reporting is from 1 July 2018 to 30 September 2018. The CWP is comprised of those projects endorsed by Council as part of the 2018/19 Capital Works budget, projects identified for carry forward from the 2017/18 program and approved projects that have received grant funding during the financial year.

Discussion

Works undertaken during the first quarter of 2018/19 generally consists of the completion of carry forwards from the 2017/18 CWP and the initiation of the scoping, planning, design and tender phases of the 2018/19 CWP.

This report also includes an attachment (*Attachment 10.2*) which indicates the Council 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 – Council 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 Council 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
- Brown – the project has been completed.

Additional information on projects are presented below:

1. major areas of expenditure for the quarter:

-
- Bushfire Memorials - \$49,920
 - Sealed Road – Reseals - \$28,457
 - Gravel Road Sealing Program - \$22,703
 - Flagpoles at Council Offices - \$12,763
 - Footpath Renewal - \$11,818
 - Footpath Missing Links - \$10,120
 - Marysville Tourism and Arts Centre - \$65,220
 - Yea and District Children’s Centre - \$104,059
2. projects that are delayed or other significant issues that have arisen which affect the budget for the project:
- Yea Recreation Change rooms – renewal and upgrade – Council officers have identified a possible grant funding opportunity for additional upgrade works. The current budget allocation for renewal and upgrade have been identified as a Council contribution to support the grant application. The additional works will deliver female friendly amenities for the Yea football and cricket clubs, upgrading out dated male only facilities to modern, accessible, unisex change rooms for home and away teams

Council officers submitted a grant application late July and these works are on hold until the outcomes of this application are known
3. projects where physical works are anticipated to commence during the next reporting period (1 October to 31 December 2018):
- Sealed Roads Program
 - Road Safety Program
 - Marysville Settlers Park Power Heads – Renewal
 - CJ Dennis Memorial Hall – External Refurbishment
 - Alexandra Lawn Tennis Club – Hard Surfacing
 - Leckie Park Storage Shed Extension
 - Strath Creek Playground Shade Structure
 - Switchboard Compliance Works
 - Kinglake Community Centre – Roof and Lighting
4. projects completed in the September quarter:
- Flagpoles at Council Offices
 - Path Program (carry forward)
 - Bollygum Park – Septic Upgrade
 - Marysville Tourism and Arts Centre
 - Yea Saleyards Floor Renewal Works
5. savings - currently there are savings in the following areas:
- Sealed Roads Program - \$222,462
 - Flagpoles at Council Offices - \$14,237

Advice on reallocation of the savings from the flagpole project will be presented in the December quarterly report. Council has previously agreed to reallocate the savings from the

Sealed Roads Program to other roads and bridges projects and further advice will be provided about the details of this.

Council Plan/Strategies/Policies

The CWP is consistent with the Council Plan 2017-2021 Our Promise strategic objectives to work in collaboration with our communities to deliver the best possible outcomes in all that we do. It is also consistent with the Council Plan Strategy to maintain Council's financial sustainability through sound financial and asset management.

Financial Implications and Risk

Timely reporting of financial issues assists in early identification of the need for corrective action or reallocation of budget where required. Reporting of project progress also provides Council and the community with an understanding of when projects will commence and communicates delays if they occur.

Conflict of Interest

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

Community and Stakeholder Consultation

No external consultation has been undertaken in the preparation of this report.

10.3 QUARTERLY FINANCIAL REPORT TO 30 SEPTEMBER 2018

This report will be presented as an addendum.

Attachment(s): *1st Qtr Financial Report – (refer Attachment 10.3)*

Purpose

The report provides the quarterly financial report for the period ending 30 September 2018.

Officer Recommendation

That Council receives the Quarterly Financial Report to 30 September 2018.

Background

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

Council has 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 in each of the four prescribed Standard Statements (refer *Attachment 10.3 - Statements A – D*)

These four Standard Statements are:

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

It is important to note that these Standard Statements are based upon public sector financial reporting, the key principle of which is that 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, another principle of public sector reporting is that carry forward adjustments need to be made.

Discussion

Annual Council Budget

The draft quarterly financial statements that are attached to this report detail Council's financial position as of 30 September 2018, a record of all financial activity that occurred in the first three months of the 2018/19 financial year. It should be noted that one of the first priorities in preparing the statements in the first quarter is to appropriately recognise and adjust for the financial impact of all items carried forward from the 2017/18 financial year. This includes items that were budgeted to occur in the 2017/18 financial year that were incomplete or not achieved prior to 30 June 2018, as well as the impact of items that were budgeted to occur from 1 July 2018 onwards, that were in fact recognised in last year's financial statements.

Carry Forward Adjustments to 30 September 2018

The table below is a reconciliation between Council's adopted budget 2018/19 and the adjustments for carry forwards relating to unexpended projects from 2017/18.

Table 1: Carry Forward Adjustments to September 2018

Reconciliation of 2018/19 Revised Budget Adjustments - for September 2018 Review			
		2018/2019	2018/2019
		Operating Result	Capital Works
		Surplus / (Deficit)	Budget
Adopted Budget 2018/2019		1,534	(7,820,038)
Capital Works Program 2017-18 End of Year Report - 22 Aug 2018			
<i>Carry forwards - Tables CF1, CF2 & CF3 - as per reports presented 22 Aug 2018</i>			(2,310,424)
Operational Carry forward adjustments - Leadership Group - 30 Aug 2018			
Bushfire Memorials	85,111		
VGC Grants Commission - 2018/19 paid early	(2,345,797)		
Community Services Funded Programs	(244,068)		
Business Grants Program	(275,375)		
Doing Business Better	(69,923)		
Planning Projects	(54,856)		
Plant & Fleets - sales and trades	112,544		
Environmental Projects - grant funded	(17,437)		
Grant Funding received - not yet expended	(161,992)		
Grant Funding carried forward - projects delayed	201,256	(2,770,537)	
September Revised Budget 2018/2019 - with carry forwards (Deficit)		(2,769,003)	(10,130,462)

The original 2018/19 budget operating surplus has been impacted by carry forward adjustments as summarised above. The resultant deficit should be considered in light of the 2017/18 period which forecasted a budgeted operating deficit of (\$2,099,689), while the actual operating result for 2017/18 was a surplus of \$4,711,688.

The change in the current year's adopted surplus from \$1,534 to a deficit of (\$2,769,003) should be understood with regard to the result of the previous year. The bulk of the variance relates to the advance payment of 2018/19 Victorian Grants Commission (VGC) funding of \$2,345,797 that was paid in advance being received in the last week of June 2018. Several other grant funded projects either advanced or not completed at year end, improved the overall 30 June 2018 operating result and increased the levels of cash held by Council. These project budgets will be expended during 2018/19.

Balance sheet variances from the forecast position 30 June 2018 to actual results as recorded in Council's Annual Report for the year ended 30 June 2018 shows an increase in cash held of \$5.17 million. This is the funding allocated to support the carried forward budget adjustments. 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.

Quarterly Financial Report to 30 September 2018

The four Statements for the first quarter to 30 September 2018 are included in *Attachment 10.3*. 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. A more detailed summary of the minor variances in the operating statement and capital works program is included in this attachment.

Table 2 below is a reconciliation between Table 1, incorporating carry forward of unexpended projects from 2017/18, and the Revised Budget 2018/19 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: September Revised Budget 2018/19 (with Carry Forwards) - next page

		2018/2019	2018/2019
		Operating Result	Capital Works
		Surplus / (Deficit)	Budget
September Revised Budget 2018/2019 - with carry forwards	(Deficit)	(2,769,003)	(10,130,462)
Additional Funding & adjustments:			
Alexandra Depot - Fire Service - Building Reg's Compliance			(80,000)
Yea Saleyards - Scalehouse Ramp			(30,000)
Landfill Leachate Pond - Repairs			(100,000)
Plant Purchase budget adjustments - offset by plant trades		39,340	(39,340)
Garbage & Recycling charges - additional tenements		40,000	
Statutory Planning Fees - forecast increase		110,000	
Interest on Rates		25,000	
Homecare - user fees		(2,500)	
IAG Community Planning Initiative Funding - Contribution		200,000	
Youth Resilience Funding - Contribution		5,000	
Grant Funding			
Family Day Care - increased educators & EFT places	342,234		
Grants Commission - Final Allocation - reduction	(13,777)		
School Crossing Supervisor - additional funding	15,252		
Victorian Bushfire Commemoration Funding - estimate	100,000		
In Home Child Care - service no longer provided	(72,800)		
Facilitated Playgroups Funding - funding adjustment	(21,902)		
HACC Funding Allocation - minor adjustment	9,917	358,924	
Employee Benefits - overall net adjustment - new structure		(27,585)	
Materials & Services			
Family Day Care - increased educators & EFT places	(302,234)		
Rates Office - resourcing	(35,000)		
IAG Community Planning Initiative - funded	(200,000)		
Insurance - Increase in Premium	(25,000)		
Recruitment expenses	(60,000)		
Youth Resilience Funding	(5,000)		
Service Planning Reviews - deferred	35,000		
Tourism Industry Development - reduced	30,000		
Alexandra Playgroup rental cont. - no longer required	8,015		
In Home Child Care - no longer providing service.	66,550		
Facilitated Playgroups Funding - funding adjustment	21,882		
Domestic Wastewater Management Review	(25,000)		
Depot Feasibility Study	(36,000)		
Plant Management consultancy	(50,000)		
Fire Prevention - additional	(30,000)		
Victorian Bushfire Commemoration Funding - estimate	(100,000)		
Communications Strategy	(25,000)		
Corporate Uniforms - staged roll out.	(12,000)		
Waste Management Strategy Review	(40,000)		
Various Organisational Budget adjustments	(38,236)	(822,023)	
September Revised Budget 2018/2019 -	(Deficit)	(2,842,847)	(10,379,802)

The original budget operating deficit has been impacted by carry forward adjustments as detailed above projecting a (\$2,769,003) operating deficit for 2018/19. With additional grant funding and inclusion of other known budget variances this has now been adjusted to a revised operating deficit of (\$2,842,847), an overall increase of (\$73,844).

Council officers have extensively reviewed the available budget, and re-assessed operational priorities for the year. As a result, the re-allocation of resources shown in Table 2 is proposed to fund the new organisational structure and other new and required projects identified since the adoption of the original budget.

Capital additions not included in the original adopted budget or part of the carry forward adjustments included \$80,000 for Fire Service Works at Alexandra Depot to comply with Building Regulations, \$30,000 Yea Saleyards for scale house ramp works to address safety concerns, \$100,000 Alexandra Landfill leachate pond required repairs and \$39,000 Plant purchase budget adjustments (which are offset by revenue from vehicle trade-in's).

Garbage and Recycling have received additional income of \$40,000 related to more tenements coming on line. Planning fees have been projected to generate an additional \$110,000 based on current levels of activity.

Interest on Rates outstanding has been increased due to the higher level of rate debtors outstanding 30 June 2018 carried forward into 2018/19.

Council has received IAG Community Planning Initiative Funding contribution of \$200,000, increasing both revenue and related expenditure budgets.

Family Day Care grant funding \$342,000 and related FDC educator expenditure have been increased in line with additional effective full time placements.

Grant funding for Victorian Bushfire Commemoration Funding has been estimated at \$100,000 and included with the adjustments pending notification & approval of specific funding.

In Home Child Care budgets have been removed as with a change in funding arrangements Council no longer provides this service.

Additional expenditure budgets have been added to cover increase in insurance premiums \$25,000, Resourcing within the Rates Office \$35,000, Senior Officer Recruitment \$60,000 and \$38,000 for various organisational budget adjustments.

Service Planning Reviews have been deferred saving \$35,000 and the Tourism Industry Development Budget has been reduced by \$30,000.

Additional budget allocations have been provided for the following critical projects not funded in the adopted budget. \$25,000 has been provided to complete the Domestic Wastewater Management Review, \$36,000 for Depot Feasibility Study, \$50,000 for Plant Management, \$30,000 for additional Fire Prevention works, \$25,000 for Communications Strategy, \$12,000 for Corporate Uniform – staged roll out and \$40,000 for Waste Management Strategy Review.

It should be noted that the overall net effect on Council's operating deficit to incorporate the adjustments listed above was (\$73,844).

Some of the wages savings identified relate to positions that have been vacant throughout the first quarter, and represent one-off savings. These funds cannot be factored into allocation for the delivery of these actions in future years.

Balance Sheet (Statement B)

The Balance Sheet – Statement B as at 30 September 2018 shows year to date variance with Cash and Cash Equivalents unfavourable variance of (\$847,450) directly related to the year to date variance in Trade and Other Receivable \$952,646 – with Rate Debtors still above budgeted estimates due to higher level of outstanding rate debtors carried forward from 30 June 2018.

The overall revised budget position shows the projected level of cash as at 30 June 2019 of \$29 million which is \$0.87 million above the original budget for 2018/19 of \$28.13 million. The bulk of this relates to the increased level of Council Reserve funds and carry forward of funds from a better than expected result in 2017/18.

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 \$0.70 million. The bulk of this adjustment is in grants received in advance 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 \$2.80 million and net cash used in financing activities (mainly Trust and Deposits) has increased by \$0.19 million.

The overall result with the inclusion of the additional cash of \$5.17 million held at 30 June 2018 is reflected in the Balance Sheet with the Revised Budget for 2018/19 projecting an increase in cash of \$0.87 million.

Non-Discretionary Cash and 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. This is then offset against the level of projected cash at year end.

Councillor Expenses (GST Exclusive):

As agreed in the Councillor Reimbursement Policy that was adopted by Council at its February 2017 Ordinary Meeting, the following table details Councillor expenses for the three-month period ending 30 September 2018.

Table 3: Councillor Expenses

Councillor	Councillor Allowance	Mobile Phone	Training & Professional Development	Accomm. & Travel	Total
Cr C Bisset	\$22,061.32	\$327.27	\$0.00	\$0.00	\$22,388.59
Cr S McAulay	\$7,384.32	\$327.27	\$0.00	\$698.78	\$8,410.37
Cr J Ashe	\$7,384.32	\$327.27	\$0.00	\$0.00	\$7,711.59
Cr R Bowles	\$7,384.32	\$327.27	\$0.00	\$0.00	\$7,711.59
Cr L Dunscombe	\$7,384.32	\$327.27	\$0.00	\$1,092.05	\$8,803.64
Cr E Lording	\$7,384.32	\$327.27	\$0.00	\$817.07	\$8,528.66
Cr M Rae	\$7,384.32	\$327.27	\$0.00	\$0.00	\$7,711.59
Subtotal	\$66,367.24	\$2,290.89	\$0.00	\$2,607.90	\$71,266.03

It should be noted that accommodation and travel costs include the reimbursement of the claims which a Councillor may choose to submit for travelling to Council meetings, briefings and other functions which they attend in their capacity as a Councillor. Where a Councillor's residence is greater than 50 kilometres from the location of a Council meeting they may also claim the statutory remote area allowance.

It should also be noted that Councillors can elect for part of their allowance to be deducted for superannuation purposes.

Council Plan/Strategies/Policies

This report, in relation to the Annual Budget and quarterly financial reporting, is consistent with the Council Plan 2017-2021 strategy under Our Promise to maintain Council's financial sustainability through sound financial and asset management practices.

Relevant Legislation

The *Local Government Act 1989* (the Act) 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 Implications and 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.

Conflict of Interest

There are no declared conflicts of interest by Council officers in the preparation of this report.

Community and Stakeholder Consultation

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

10.4 INSTRUMENTS OF DELEGATION, APPOINTMENTS AND AUTHORISATIONS

Attachment(s): *S5. Delegation from Council to the Chief Executive Officer (refer Attachment 10.4a)*
 S6. Delegation from Council to members of Council staff (refer Attachment 10.4b)
 S11A. Instrument of Appointment & Authorisation (Planning and Environment Act 1987) (refer Attachment 10.4c)

Purpose

The purpose of this report is to seek Council's adoption of the Delegations to the Chief Executive Officer and staff, and Appointment and Authorisations of staff and others under the prescribed legislation.

Officer Recommendation

In the exercise of the powers conferred by section 98(1) of the *Local Government Act 1989* (the *Act*) and the other legislation referred to in the attached instrument of delegation (instrument), Murrindindi Shire Council (Council) resolves that:

- 1. there be delegated to the person holding the position, acting in or performing the duties of Chief Executive Officer the powers, duties and functions set out in the attached *Instrument of Delegation to the Chief Executive Officer (Attachment 10.4a)*, subject to the conditions and limitations specified in that Instrument**
- 2. the instrument comes into force immediately the common seal of Council is affixed to the instrument**
- 3. on the coming into force of the instrument all previous delegations to the Chief Executive Officer are revoked**
- 4. the duties and functions set out in the instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt**
- 5. it is noted that the instrument includes a power of delegation to members of Council staff, in accordance with section 98(3) of the *Act*.**

In the exercise of the powers conferred by section 98(1) of the *Local Government Act 1989* (the *Act*) and the other legislation referred to in the attached instrument of delegation (instrument), Murrindindi Shire Council (Council) resolves that:

1. **there be delegated to the members of Council staff holding, acting in or performing the duties of the officers or positions referred to in the attached *Instrument of Delegation to members of Council staff (Attachment 10.4b)*, the powers, duties and functions set out in that instrument, subject to the conditions and limitations specified in that Instrument**
2. **the instrument comes into force immediately the common seal of Council is affixed to the instrument**
3. **on the coming into force of the instrument all previous delegations to members of Council staff (other than the Chief Executive Officer) are revoked**
4. **the duties and functions set out in the instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.**

In the exercise of the powers conferred by section 224 of the *Local Government Act 1989* (the *Act*) and the other legislation referred to in the attached instrument of appointment and authorisation (the instrument), Murrindindi Shire Council (Council) resolves that:

1. **the members of Council staff referred to in the Instrument of Appointment & Authorisation (*Planning and Environment Act 1987*) (*Attachment 10.4c*) be appointed and authorised as set out in the instrument.**
2. **the instrument comes into force immediately the common seal of Council is affixed to the instrument, and remains in force until Council determines to vary or revoke it.**

Background

Council is a legal entity comprised of its members (the seven Councillors). Its decision making power exists only as a group through resolution not as singular Councillors. Most decisions are not required to be made at a Council level therefore the Council must entrust some of the decision making power to others, this is done through delegations and authorisations.

Council officers undertake a thorough review annually of all of the delegated powers to ensure that legislation, staff and role changes are reflected.

This review reflects the recent structure changes, staff changes and an effort to ensure that staff are adequately delegated to provide efficient and effective service. In particular, this review recommends some additional delegations to staff in relation to the *Planning and Environment Act* and the *Road Management Act*.

Discussion

Under section 98(1) of the *Local Government Act 1989* (the *Act*) Council can delegate its powers to others. This is documented using the following delegations:

- S5. Delegation from Council to the Chief Executive Officer (*Attachment 10.4a*)
- S6. Delegation from Council to members of Council staff (*Attachment 10.4b*)

Instruments of Appointment and Authorisations allow Council to authorise or appoint a person to a particular statutory position. Under the *Planning and Environment Act 1987* an employee of Council can only be authorised by Council, this is done through the following:

- S11A. Instrument of Appointment & Authorisation (*Planning and Environment Act 1987*) (*Attachment 10.4c*)

The primary difference between delegations and authorisations are that Council can delegate powers pursuant to the *Act* to a position and the person who holds that position undertakes those powers on Council's behalf (as the delegate). Instruments of Appointment & Authorisations are where Council appoints others to specific statutory roles under the relevant Act's and therefore it

is the specified individual that is then authorised to undertake the powers and not simply acting as a delegate of Council.

Council Plan/Strategies/Policies

This report is consistent with the strategic objective in the Council Plan 2017-2021 to work in collaboration with our communities to deliver the best possible outcomes in all that we do.

Relevant Legislation

The Local Government Act 1989 section 98(1) provides for Council to delegate its powers to others. The instruments cover various pieces of legislation and Council's responsibilities.

Financial Implications and Risk

Effective and efficient functioning of Local Government would not be possible without formal delegations to officers.

Conflict of Interest

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

Community and Stakeholder Consultation

No external consultation is required in the preparation of Delegations and Authorisations

11. NOTICES OF MOTIONS**12. MATTERS DEFERRED FROM PREVIOUS MEETING****13. URGENT BUSINESS****14. COUNCILLOR AND PORTFOLIO REPORTS**

14.1 CR MARGARET RAE - LAND USE PLANNING PORTFOLIO

14.2 CR JACKIE ASHE – ECONOMIC DEVELOPMENT PORTFOLIO

14.3 CR ERIC LORDING - INFRASTRUCTURE AND WASTE PORTFOLIO

14.4 CR LEIGH DUNSCOMBE - CORPORATE AND CUSTOMER SERVICES PORTFOLIO

14.5 CR REBECCA BOWLES - NATURAL ENVIRONMENT AND CLIMATE CHANGE PORTFOLIO

14.6 CR SANDICE MCAULAY - COMMUNITY SERVICES PORTFOLIO

14.7 CR CHARLOTTE BISSET – MAYORAL REPORT**15. CHIEF EXECUTIVE OFFICER REPORT****16. ASSEMBLIES OF COUNCILLORS****Purpose**

This report presents the records of assemblies of Councillors for 26 September 2018 to 10 October 2018, 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 September 2018 to 10 October 2018.

Background

In accordance with Section 80A of the *Act*, written assemblies of Councillors are to be reported at an Ordinary 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 assemblies 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 26 September 2018 to 10 October 2018:

Meeting Name/Type	Council Pre-Meet
Meeting Date:	26 September 2018
Matters Discussed:	<ol style="list-style-type: none"> 1. Response to Petition – Proposed Speed Zone Changes to Eildon 2. 2 Lot Subdivision – 35 Watsons Road Kinglake West 3. Multi Purpose Facility – 85 National Park Road, Pheasant Creek 4. Removal of Library Overdue Fines for Children's Items 5. Approval of Annual Financial Statements 2017/18
Councillor Attendees:	Cr S McAulay, Cr L Dunscombe, Cr R Bowles, Cr J Ashe, Cr M Rae, Cr E Lording
Council Officer Attendees	C Lloyd, M Chesworth, S McConnell, J Canny, K Girvan, J Rabel
Conflict of Interest Disclosures:	Nil

Meeting Name/Type	Councillor Briefing
Meeting Date:	3 October 2018
Matters Discussed:	<ol style="list-style-type: none"> 1. Kinglake Ranges Rotary Club Proposal – 1A Aitkin Crescent, Kinglake 2. Planning Scheme Amendment – Infrastructure Design Manual 3. Goulburn River Valley Tourism Presentation to Council 4. Communications, Tourism and Events Strategies

Councillor Attendees:	Cr S McAulay, Cr L Dunscombe, Cr R Bowles, Cr J Ashe, Cr M Rae, Cr E Lording
Council Officer Attendees	C Lloyd, M Chesworth, S McConnell, D Jackson, G Taylor, S Brown, J Rabel
Conflict of Interest Disclosures: Nil	

Meeting Name/Type	Briefing
Meeting Date:	10 October 2018
Matters Discussed:	<ol style="list-style-type: none"> 1. Quarterly Capital Works Report 2. Community Planning Framework 3. Municipal Public Health and Wellbeing Plan Year 1 Progress Report 4. Council Youth Leadership Pilot Program 5. Budget Submissions – Summary Discussion 6. MAV State Council Motions
Councillor Attendees:	Cr C Bisset, Cr S McAulay, Cr L Dunscombe, Cr R Bowles, Cr J Ashe, Cr M Rae, Cr E Lording
Council Officer Attendees	C Lloyd, M Chesworth, S McConnell, C Lintott, N McNamara, S Coller, I Ellis
Conflict of Interest Disclosures: Nil	

Council Plan/Strategies/Policies

This matter is consistent with the Council Plan 2017-2017 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 assemblies of Councillors tables listed above.

17. SEALING REGISTER

File Reference	Date Seal Affixed	Description of Documents	Signatures of Persons Sealing
CONT18/6	8 October 2018	Formal Instrument of Agreement between Murrindindi Shire Council and Fineblade Pty Ltd for Plant Hire Panel Contract	Craig Lloyd Cr Sandice McAulay

Officer Recommendation

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