



# GANNAWARRA

## *Shire Council*

**Wednesday, 15 November 2017**

**7:00pm**

**Sir John Gorton Library, Kerang**

## **AGENDA**

### **Ordinary Council Meeting**

**Order Of Business**

<b>1</b>	<b>Acknowledgement of Country .....</b>	<b>3</b>
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	Nil	
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	Nil	
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	Nil	

## 1 ACKNOWLEDGEMENT OF COUNTRY

I would like to take this time to acknowledge the Traditional Custodians of the land, and pay my respect to elders both past and present

## 2 OPENING DECLARATION

We, the Councillors of the Shire of Gannawarra, declare that we will undertake the duties of the office of Councillor, in the best interests of our community, and faithfully, and impartially, carry out the functions, powers, authorities and discretions vested in us, to the best of our skill and judgement.

## 3 APOLOGIES AND LEAVE OF ABSENCE

## 4 CONFIRMATION OF MINUTES

Ordinary Meeting - 24 October 2017

Special Meeting - 8 November 2017

## 5 DECLARATION OF CONFLICT OF INTEREST

The *Local Government Amendment (Councillor Conduct and Other Matters) Act 2008*.

A Councillor, member of a special committee, or member of Council staff has a conflict of interest in a matter if he or she has a *direct interest* or an *indirect interest* in that matter.

A person has a direct interest in a matter if there is a likelihood that the benefits, obligations, opportunities or circumstances of the person would be directly altered if the matter is decided in a particular way. This includes where there is a likelihood that the person will receive a direct benefit or loss that can be measured in financial terms or that the residential amenity of the person will be directly affected if the matter is decided in a particular way.

A person has an indirect interest in a matter if the person has:

- a close association in the matter because a family member, a relative or a member of their household has a direct or indirect interest in the matter
- an indirect financial interest in the matter
- a conflicting duty – although there are circumstances where a person does not have a indirect interest because of a conflicting duty
- received an ‘applicable gift’
- become an interested party in the matter by initiating civil proceedings or becoming a party to civil proceedings in relation to the matter.

### ***Disclosure of conflict of interest***

If a Councillor or member of a special committee has a conflict of interest in a matter which is to be or is likely to be considered at a meeting of the Council or special committee, the Councillor or member must:

- if he or she will be present at the meeting, make a full disclosure of that interest by advising of the class and nature of the interest to either –

- the Council or special committee immediately before the matter is considered at the meeting, *or*
- in writing to the Chief Executive Officer (CEO). Where the disclosure is made to the CEO in writing, the Councillor or member need only disclose the class of interest to the meeting, immediately before the matter is considered.
- if he or she will not be present at the meeting, make a full disclosure to the CEO or Chairperson of the meeting, in writing, of the class and nature of the interest. If a Chairperson is given a written disclosure, he or she must give the written disclosure to the CEO.
- The CEO must keep written disclosures in a secure place for 3 years after the date the Councillor or member of the special committee who made the disclosure ceases to be a Councillor or member, and destroy the written disclosure when the 3 year period expires.
- While the matter is being considered or any vote taken, the Councillor or member of a special committee with the conflict of interest must leave the room and notify the Mayor or Chairperson of the special committee he or she is doing so. The Mayor or Chairperson must notify the Councillor or member that he or she may return to the room after consideration of the matter and all votes have been cast.
- A CEO or Chairperson of a special committee must record in the minutes of the meeting the declaration of the conflict of interest, the class of the interest and, if the Councillor or member has disclosed the nature of the interest to the meeting, the nature of the interest.
- A failure by a Councillor or member to comply with section 79 of the Act may result in a penalty of up to 100 penalty units and disqualification under section 29(2) of the Act.

## 6 QUESTION TIME

*Question Time at Council meetings enables an opportunity for members of the public in the gallery to address questions to the Council of the Shire of Gannawarra.*

### QUESTIONS FROM THE GALLERY

- All questions are to be directed to the Chair.
- Members of the public may ask questions from the gallery and should provide their name (and organisation if relevant) at the beginning of their questions.
- There is a maximum number of 3 questions of up to 2 minutes each.
- Chair will respond or refer to Councillor or CEO.
- Sometimes a Councillor/officer may indicate that they require further time to research an answer. In this case, the answer will be provided in writing generally within 10 days.
- Where a question cannot be answered on the spot, the person is asked to write out their questions on a form provided to enable an accurate response to be prepared.
- Questions will be answered at the meeting, or later in writing, unless the Chairperson has determined that the relevant question relates to:
  - Personal matters
  - The personal hardship of any resident or ratepayers
  - Industrial matters
  - Contractual matters
  - Proposed developments
  - Legal advice

- Matters affecting the security of council property
  - An issue outside the Gannawarra Shire Council core business
  - Or any other matter which the Council considers would prejudice it or any person
  - A matter which may disadvantage the Council or any other person
  - Is defamatory, indecent, abusive or objectionable in language or substance
  - Is repetitive of a question already answered (whether at the same or an earlier meeting)
  - Is asked to embarrass an officer or another Councillor
- 
- No debate or discussion of questions or answers shall be permitted and all questions and answers shall be as brief as possible.

## **7 ASSEMBLY OF COUNCILLORS**

### **7.1 ASSEMBLY OF COUNCILLORS 19 OCTOBER, 2017 TO 15 NOVEMBER, 2017**

**Author:** Eric Braslis, CEO

**Authoriser:** Eric Braslis, CEO

**Attachments:**     **1     Assembly Of Councillors Record Form - 23 October 2017**  
                              **2     Assembly of Councillors Record Form - 8 November 2017**

#### **RECOMMENDATION**

**That Council notes the records of Assembly of Councillors from 19 October, 2017 to 15 November, 2017.**

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#### **EXECUTIVE SUMMARY**

To present to Council written records of Assembly of Councillors in accordance with section 80A of the *Local Government Act 1989*.

#### **DECLARATIONS OF CONFLICT OF INTEREST**

In accordance with Section 80B of the Local Government Act 1989, the Officer preparing this report declares no conflict of interest in regards to this matter.

#### **COUNCIL PLAN**

*Council Plan 2017-2021:* Good Governance and a Healthy Organisation.

#### **BACKGROUND INFORMATION**

In accordance with Section 80A of the *Local Government Act 1989* a written record of assembly of councillors must be reported at an ordinary Council meeting and minuted as soon as practicable.

The record must include:

1. The names of all Councillors and members of council staff attending
2. The matters considered
3. Any conflict of interest disclosures made by a councillor attending
4. Whether a Councillor who has disclosed a conflict of interest left the assembly.

#### **CONSULTATION**

Consultation with Councillors and staff has occurred to ensure the accuracy of the Assemblies of Councillors records.

#### **CONCLUSION**

To ensure compliance with Section 76A of the *Local Government Act 1989* it is recommended that Council note the Assemblies of Councillors records as outlined in this report.



## Assembly of Councillors Record Form

<b>Date:</b>	Monday, 23 October 2017
<b>Time:</b>	5:30pm - 7.30pm
<b>Location:</b>	Kerang
<b>In Attendance: (Councillors)</b>	Cr Brian Gibson, Cr Mark Arians, Cr Jodie Basile, Cr Lorraine Learmonth and Cr Steve Tasker
<b>Apologies</b>	Cr Sonia Wright, Cr Charlie Gillingham
<b>In Attendance: (Officers)</b>	Eric Braslis, Geoff Rollinson, Tom O'Reilly, Roger Griffiths
<b>Matters Discussed:</b>	<p>Presentation and Tour:</p> <ul style="list-style-type: none"> <li>Kilter Representatives - Cullen Gunn, Mike Nevile and Brendan Watson</li> </ul> <p>Economic Development Update</p>
<b>Conflict of Interest Disclosures (Councillors)</b>	Nil
<b>Conflict of Interest Disclosures (Officers)</b>	Nil
<b>Completed By:</b>	Eric Braslis – Chief Executive Officer



## Assembly of Councillors Record Form

<b>Date:</b>	Wednesday, 8 November 2017
<b>Time:</b>	10am - 4.30pm
<b>Location:</b>	Kerang
<b>In Attendance: (Councillors)</b>	Cr Brian Gibson, Cr Mark Arians, Cr Jodie Basile, Cr Charlie Gillingham, Cr Lorraine Learmonth, Cr Steve Tasker, Cr Sonia Wright
<b>Apologies</b>	Nil
<b>In Attendance: (Officers)</b>	Eric Braslis, Geoff Rollinson, Tom O'Reilly, Narelle O'Donoghue, Katrina Thorne, Stevie Pearce, Peter Bergman, Alissa Harrower, Adam Cooper, Sid Hutchinson, Brent Heitbaum
<b>Matters Discussed:</b>	<p>Presentation :</p> <ul style="list-style-type: none"> <li>Community Members</li> <li>Dunstan's Manufacturing – Craig Miller</li> </ul> <p>Community Grants Program 2017/18          Communications and Engagement Strategy – 12 month review          Arbovirus Plan          Gannawarra Planning Scheme Amendment C42 - Mapping Anomalies          Council Policy Review          Kerbside Green Waste - Quambatook and Leitchville          2018 Citizenship Ceremony Dates          Proposed Councillor Meeting Dates and Times for 2018          Councillor Committee Memberships 2017/18          Quarterly Financial Report – Quarter Ending 30 September 2017          Arts and Culture update          Caravan Park Renewals          Customer Service Charter – Quarterly Report          Council contributions to Barham Transfer Station          Waterway rule - Gunbower Creek –Schedule 73          Bulk Solar Installations          Kerbside Green Waste - Quambatook and Leitchville          Planning for Sustainable Animal Industries          Victorian Planning Provisions reforms          2017/18 Capital Works Program - Update          Proposed 2017/18 Budget Timetable          Cash Reserves          Update on town entry progress          Cohuna Aquatics          Christmas Decorations</p>
<b>Conflict of Interest Disclosures (Councillors)</b>	Nil
<b>Conflict of Interest Disclosures (Officers)</b>	Nil
<b>Completed By:</b>	Eric Braslis – Chief Executive Officer



## **8 BUSINESS REPORTS FOR DECISION**

### **8.1 COMMUNITY GRANTS PROGRAM 2017/18**

**Author:** Katrina Thorne, Community Development Officer

**Authoriser:** Narelle O'Donoghue, Manager Community Health

**Attachments:** 1 Revised Community Grant guidelines 2017

#### **RECOMMENDATION**

**That Council:**

- 1. Approve the revised Community Grant Program guidelines, as attached.**
  - 2. Proceed with the purchase, implementation and annual evaluation of the SmartyGrants online Grant Management system with Our Community at a cost of \$7,500 per year.**
  - 3. Approve to advertise the Community Grants program for applications in February 2018 and then in August 2018.**
  - 4. Approve that for the 2017/18 funding round advertised in February 2018, that project acquittals be required by 30 June 2019.**
- 

#### **EXECUTIVE SUMMARY**

To review and provide a revised framework for the Council Community Grants Program that aligns with the recently adopted 2017 – 2021 Council Plan and Community Profiles.

#### **BACKGROUND**

Council's Community Grants program has been operating in its current format for four years, and has delivered over \$386,000 in funding to community groups and organisations to undertake activities, programs and projects identified within the previous Integrated Community Plan and Council Plan 2013 - 2017 which contributed to the sustainability and long-term benefit of the Gannawarra Shire and its community.

#### **POLICY CONTEXT**

2017 – 2021 Council Plan Focus Area 4: Good Governance and a Healthy Organisation, priority action under 'Engagement'

- Review the Community Grants program
- Support the community's capacity to prepare funding applications

#### **DISCUSSION**

The revised program proposes to offer two categories:

- Community Support
- Events

Following the discussion paper presented to Council in August 2017, Council staff understood that attracting tourism and supporting events was a priority for Council. This is also identified within the 2017 – 2021 Council Plan. Therefore a separate category specifically addressing this priority has been developed. The Events category covers Community Events, Minor Events and Major Events.

Council has an existing adopted budget of \$90,000 allocated to the Community Grants Program.

Year One of the reviewed framework proposes the following breakdown of this budget allocation:

SmartyGrants fee:	\$7,500
Community category:	\$64,500
Events category:	\$18,000
TOTAL	\$90,000

### **Community Support category**

The Community Support category aims to deliver projects, programs and activities that benefit the residents of Gannawarra Shire and align with Council priorities and strategic directions. The suggested inclusions for this category align with the Council Plan priorities and cover areas such as recreation and leisure, arts and culture, youth, seniors, diversity and inclusion, and healthy communities.

### **Events category**

The aim of the Events category is to encourage and assist the development and implementation of events across the municipality.

This framework allows groups, over the four years of the current Council term, to build capacity, patronage and sustainability for local events. This supports Council's long term aspiration to support the development of new events, the enhancement of existing events, and to build community capacity in event delivery, both financially and logistically.

### **Review of Community Grants Guidelines**

The major changes made as part of this review are outlined below:

- Clearer articulation of eligibility exclusions.
- Projects must be completed within the financial year that they are provided, unless an extension of time approved for exceptional circumstances by Council.
- Community Grants Program to be offered annually (August), but for 2017/18 financial year it will be February 2018 (due to the review process not completed at this time).
- Alignment with the 2017 – 2021 Council Plan vision and priority areas.
- Groups are required to provide matching cash funding or in-kind at a ratio of \$1:\$1.
- Ensuring continued flexibility and simplicity of the Community Grants Program for applicants.
- Recommendation to purchase and implement the SmartyGrants online portal program to administer the Community Grants program (see Business Case section further in this report).

The aim of reviewing and revising the Community Grants Program and the associated guidelines was to provide an improved framework to better reflect and address the priorities in the 2017 –

2021 Council Plan, have clearer eligibility criteria offering equality and accessibility to groups across the municipality and to better articulate exclusions. By continuing with an open 'community' category it remains a simple, straightforward process for applicants, which history tells us is required, as grant writing capacity in groups across the municipality is varied.

Council officers will continue to work with community groups to assist in building grant writing capacity.

### **Business Case for using an online Grants Management Process**

The administration of the Community Grants Program is currently a manual process. This is a lengthy and inefficient process for both Council and applicants. Council previously had a dedicated Grants Officer who administered the Community Grants Program. Currently there is no specific resource dedicated to grants, rather it is incorporated as part of a wider team structure within the Community Engagement team. During the process of the Community Grants (from pre-planning, to advertising, through to assessment and recommendations and advising applicants) it takes a dedicated staff resource 8-12 week process.

Through a process of review, the following areas of concern have been identified:

- A slow, cumbersome paper based application and acquittal process which involves hours of data entry.
- Management of the grants process via a spreadsheet, often leading to data integrity and version control issues.
- Copious amounts of paper wastage with the photocopying of applications and assessment.
- Because of the high administration load, Community Engagement staff spend more time on administration than actually doing their core work of supporting the community. It is estimated that staff spend up to 300 hours on administration for the duration of the program.
- Although the process has been improved on over the past years, there is still an inability and confidence to easily extract information for reporting in a timely and coordinated manner.
- An inability to easily undertake multi-year analysis to determine the longer-term program effectiveness.

In summary, operational inefficiencies are being experienced with the current process which impacts the ability to address longer term strategic community objectives and productivity.

A Grants Management system will address some of the issues and provide improvements in the following areas:

- Strategy and planning
- Information and knowledge
- Community and market focus
- Process management, improvement and innovation
- Success and sustainability.

A cost analysis undertaken by Council officers provided an indication of the cost savings of utilising SmartyGrants. Between the areas of application, assessment, award, acquittals and reporting, Council could potentially save over \$5,000 annually by utilising an online grants management

system. In addition to the savings, it would ensure better strategic direction and assurance that documentation and audit requirements are accessible as required.

Implementing the SmartyGrants online portal, a cloud based grants administration software, is a cost effective option to support our community to access funding. If preferred, Council can review this arrangement annually when setting the budget. SmartyGrants provides support and features for every stage of the grant process and is a system commonly used across various state governments and other agencies. The system provides enhanced risk management and governance security for Council by providing industry-leading benchmarks and best practice in grants administration. The system also allows for more robust data capture of applications and removes the risk associated with manual processing of applications and acquittals.

Council staff have conducted research into various options available, and believe that the Smarty Grants system would assist Council to improve our operational efficiency including:

- Enabling online grant applications (allows applicants to complete, save, edit, lodge and retain access to applications via a web browser).
- Integrated online communication with grantees (e.g. notifications).
- The ability to undertake online assessment of grant applications.
- Online grant acquittal.
- Greater flexibility in data management for reporting purposes.

SmartyGrants operates on a sliding scale pricing schedule and we only pay for what we put through the system. Based on our annual grants distribution of \$90,000, our annual fee will be \$12,000. Or, if we take the SmartyGrants fee out of our approved budget and proceed with a grants distribution of \$78,000 (\$90,000 budget - \$12,000 fee = \$78,000 for grant distribution) the annual fee reduces to \$7,500.

This fee provides Council with:

- A 12 months subscription to SmartyGrants.
- All upgrades and improvements over the 12 months.
- Unlimited access to the SmartyGrants service line (via email or phone) for grant managers, assessors and applicants for technical issues. (Monday to Friday business hours).
- Unlimited access to video tutorials and online help documentation.
- Branding the SmartyGrants site with our own corporate branding so that our application forms matches our existing corporate “look and feel”.
- 1 days training (either face to face or online).

If we decide that SmartyGrants fails to meet our needs, we can discontinue our subscription at the end of 12 months.

## CONSULTATION

Councillors were presented with a discussion paper in August 2017 advising that this review was being undertaken and an initial proposal for the revised framework. Following this discussion, Council officers have liaised with various departments within Council, including arts and culture, community care, infrastructure and community health. All areas are supportive of a revised framework to better reflect the current focus of Council and align with the 2017 – 2021 Council Plan.

Council officers have consulted with other local governments who use the SmartyGrants program and the feedback has been positive. Locally, Mildura Rural City Council utilise the SmartyGrants program. It is also known that all except one metro council use the online program for their grant administration.

### **CONFLICT OF INTEREST**

In accordance with Section 80B of the Local Government Act, the Officer preparing this report declares no conflict of interest in regards to this matter.

### **CONCLUSION**

The Community Grants Program provides an avenue for the local community to access funding support for projects, events, programs and activities across the municipality. The Community Grants program needs to remain simple and accessible for the community.

Feedback from Council, which is also reflected in the 2017 – 2021 Council Plan, shows that support and assistance with local events is a priority. A specific events category has been provided in the revised Community Grants program.

A more general Community Support category has been retained which will deliver projects, programs and activities that benefit the residents of Gannawarra Shire Council and align with Council priorities and strategic directions. Council officers will continue to focus on developing and building capacity of the community in their grant writing skills.

Council officers recommend this revised framework for endorsement, approval to purchase and implement the SmartyGrants online system and seek to advertise the 2017/18 round of Community Grants in February 2018.



# COMMUNITY GRANTS PROGRAM

## GUIDELINES 2017 – 2021 (PROPOSED)

Through its **Community Grants Program**, Council provides the opportunity for financial support for groups and organisations to undertake projects, events, programs and activities identified within their Community Profile and/or Council's Plan 2017 - 2021 which will contribute to the municipality and support Council's vision to build upon our strengths of people, place and pride to inspire a positive future together.

These GUIDELINES will assist applicants to develop their application, and understand the process once applications are submitted.

### How to develop your application

- Read these guidelines (also available from Council's Customer Service Centres or by visiting [www.gannawarra.vic.gov.au](http://www.gannawarra.vic.gov.au))
- Discuss your project with a Council's Community Engagement Team
- If eligible under the guidelines, begin your application via the online Grants Portal (*insert website*)
- Write your application as though no-one knows about your project, provide detail and information
- Review your application and how it links with the relevant Community Profile and Council Plan 2017 - 2021 (*copies of this document is available on Council's website or by contacting Council on 03 5450 9333*)
- Obtain quotes (if required) and complete budget, making sure income equals expenditure and in-kind income is offset by in-kind expenses
- Attach copies of relevant quotes and any written pledges of donated material/equipment
- Submit your application via the online Grants Portal (*insert website*)

### How much can I apply for?

- The Community Grants Program provides two categories:
  - **Community Support**, funding up to \$5000 per application
  - **Events**
    - Community Events (up to \$500 per application)
    - Minor Events (up to \$2000 per application)
    - Major Events (up to \$5000 per application)
- *For more information on what can be funded see 'What will be funded?' section below*
- Groups/organisations may only submit ONE application per funding round (*please note, applicants will be unable to apply for further rounds of funding until their project acquittal has been received and approved by Council*)
- Applicants are required to provide match cash funding or in-kind value at a ratio of \$1:\$1 for their application

### What will be funded?

**Community Support**, funding up to \$5000 per application

**Aim:** To deliver projects, events, programs and activities that benefit the residents of Gannawarra Shire Council and align with council priorities and strategic directions.

### This could include:

- Purchase of equipment or materials
- Programs supporting the development of the group, providing opportunities to share skills and encourage participation
- Programs that address access issues for people with disabilities, cultural and linguistically diverse backgrounds and disadvantaged groups
- Programs that improve social connectedness and/or physical or mental health, and provide access to recreation and leisure opportunities for all ages, particularly youth
- Programs and activities that contribute to strengthening communities within the Gannawarra Shire Council and create new opportunities for community participation in social, learning and civic activities
- Programs that encourage volunteering and achieve a range of practical outcomes that directly benefit



- volunteers by making their work easier, safer and more enjoyable
- Projects which help protect and restore the natural environment and include projects that build community appreciation and knowledge
- Projects that support our historical past and the development of arts and culture initiatives

Projects, events, programs and activities that can demonstrate contributing to the Gannawarra Shire Council Plan 2017 – 2021, or assist in achieving the outcomes of the Community Profiles will be weighted more favourably in the assessment process.

Successful funding in this round does not imply ongoing funding. Groups should always work towards a sustainable funding model for ongoing projects.

#### **Events**

Community Events (up to \$500): to support community events including one-off celebrations that generate community participation in the Gannawarra Shire Council

Minor Events (up to \$2000): to assist in conducting events which generate tourism activity

Major Events (up to \$5000): to assist in conducting special events which generate significant tourism activity and provide an increased public profile for the Gannawarra Shire Council

This event funding aims to encourage and assist the development and implementation of events that:

- Show the ability to have strong economic benefit and encourage visitation to the region
- Promote and encourage community participation across all sectors of the community
- Strengthen and develop community skills
- Celebrate diversity
- Reduce the isolation of individuals and groups within a community
- Are innovative, creative and inclusive celebrations of community
- Are inclusive and accessible to all members of the community, including youth and older persons
- Demonstrate partnerships with other local groups and individuals

Successful funding through the event category does not imply ongoing funding. Groups should always work towards a sustainable funding model for ongoing events.

#### **Am I eligible?**

The Gannawarra Shire Council invites applications from not-for-profit organisations or groups who meet the following criteria:

- Incorporated organisations/groups or those auspiced by an incorporated body
- Organisations/groups who have a limited capacity to raise funds
- Organisations/groups located within the Gannawarra Shire Council area and who primarily serve residents of the Gannawarra Shire Council
- Organisations/groups that are located outside the Gannawarra Shire Council who provide a service that primarily impacts upon Gannawarra Shire Council residents (evidence of this service may be required by external groups, organisations and individuals)
- Applicants previously funded by Council, who have satisfactorily fulfilled previous requirements regarding financial accountability and reporting
- Schools are ineligible to apply
- Applications for the purposes of State Government leverage are ineligible

#### **Essential Criteria**

Applicants must demonstrate that the project meets one or more of the following essential criteria:

- Address priority projects/actions from the Council Plan 2017 – 2021 and/or the Community Profiles
- Fosters ongoing community development which increases skills, knowledge and awareness, and engages community members in meaningful participation and involvement in community life
- Projects which are sustainable (i.e. without Council support) and create long-term benefits for the community
- Innovative or new projects, especially those which are based on partnerships and collaboration



- Projects that engage a wide cross-section of the local community and those that can also reflect the diversity of interests of the people of Gannawarra Shire

**Projects and initiatives we are unable to fund**

The following proposed funding purposes are **INELIGIBLE**:

- Activities, programs or projects with the objective of making financial profit, i.e. commercial businesses
- Projects considered to be a primary role and responsibility of another level of government
  - For example, if your application is for purchasing a uniform for your sports club, you should attempt to apply for the Sporting Uniforms program through Sport and Recreation Victoria prior to approaching Council's Community Grants.
- Recurrent operating or maintenance costs for day-to-day operations of the organisation/group
  - For example, Council's Community Grants is unable to fund applications to assist clubs to pay operational functions such as power or water bills
- Salaries, where the salary forms part of the organisation's usual responsibility (not including instructor or tuition fees)
- Projects which have already been completed or for costs that have already been expended
  - For example, Council's Community Grants is unable to fund projects that have already commenced. This includes any on-ground preparation works that may not strictly be what the funding is for, i.e. digging up foundations when the funding is for the actual installation of drainage.
- Projects that are clearly a duplication of an existing service, program, project or event
- Travelling allowances
  - Council's Community Grant is unable to fund petrol costs, bus hire etc
- Projects which have a political or religious purpose and objective
- Projects that are deemed to be inappropriate and offensive
- Commercial activities
- Prize money
- Multiple/recurrent applications from community group/organisation
  - For example, Council's Community Grants program cannot fund the same thing from the same group year after year i.e. new tennis balls every year for a tennis club
- Projects or activities that benefit a single person only
  - Applications for Council's Community Grants must show a broad benefit to the community, and also link in with the Council Plan 2017 – 2021 and/or Community Profiles.
- You receive funding for the project through another Council program/sponsorship
- You wish to fund computer products for administration use that does not contribute directly to the grant program
- You wish to fund the replacement of consumable items and/or equipment (i.e. carpet, curtains etc)
- Your organisation supports or the intended purpose of your project promotes gambling or alcohol, drugs, or tobacco use

**Do I need a permit?**

- Applicants need to be aware that certain projects may trigger the requirement for a permit or multiple permits from Council or other organisations (e.g. land managers) prior to commencing any works.
- Early consultation will assist the applicant in determining a more accurate cost of a project.

**How do applications get assessed?**

- After discussing your application with Council, applicants submit a completed application
- Community Grant application is received
- Council officers assess applications against Eligibility Criteria and make recommendations
- If applications are deemed eligible, they are presented to Council for a final decision at an Ordinary Council meeting

**Notes:**

- Meeting the Eligibility Criteria is not a guarantee of funding. **The decision made by Council is final.**





- Applications that reflect priority projects identified within the *Council Plan 2017 - 2021* and/or the *Community Profiles* will be highly regarded. Over time it is expected that most applications for Council's Community Grants Program will include activities that are part of one of these Plans.
- All applicants will be notified of the outcome of their application within 8 weeks of its receipt at Council.
- Council will not be responsible for any expenses incurred as a result of an applicant's anticipation of successful funding.

**How do I apply?**

- Council's Community Grants Program opens for applications annually
- The Program will be advertised in local media and on Council's Facebook Page and website.
- Potential applicants can visit Council's website for a copy of the guidelines, view the Council Plan 2017 – 2021 and Community Profiles, obtain assistance with preparing your application or for information relating to the assessment process.
- Completed applications must be lodged via the online grants portal *(insert website)*.

**What happens if my application is successful?**

- Applicants will be notified within 8 weeks of the submission date
- Successful applicants will be required to sign a Funding Agreement, which outlines the conditions under which the grant will be made available.
- Funded projects are to be completed within the financial year that it is awarded, unless an extension of time approved for exceptional circumstances by Council
- Successful applicants will need to acknowledge council's support. For example, an official Gannawarra Shire Council logo must be used on any promotional material or at any official events associated with the activity and on any produced literature.
- Successful applicants will need to submit an acquittal to report on how the grant was spent.

**Further information**

If you require any further information, or need clarification on anything listed in these guidelines, please contact Council on telephone 03 5450 9333 or via email [council@gannawarra.vic.gov.au](mailto:council@gannawarra.vic.gov.au).

**How to complete the Application Form**

*(may need changing depending on how the SmartyGrants forms can be set up – TBC)*

**Applicant Details**

- This information will be used in all Council correspondence relating to the funding application
- If applying for funding through an auspice organisation, please provide the name of the organisation in the section provided

**Bank Details**

- This section **MUST** be completed prior to submitting your application
- Should your application be successful the funding amount will be deposited directly into your bank account
- The appointed Treasurer or Public Officer of the organisation should know whether your group has a registered ABN. If so, please enter the ABN on the line provided.
- To see if your organisation is registered for GST, you can either check with your Treasurer or Public Officer, or refer to the website [www.abr.business.gov.au](http://www.abr.business.gov.au) for assistance

**Project Details**

- The Project Name will be used in all Council correspondence relating to the funding application. It will be the identifying name of your project. Please keep the Project Name short.
- The Project Summary should outline in 50 words or less what your project will do and/or achieve.
- Ideally, your application should address priorities in the **Council Plan 2017 - 2021 and/or Community Profiles**. Copies of these plans can be accessed on Council's website [www.gannawarra.vic.gov.au](http://www.gannawarra.vic.gov.au) or by contacting Council on 03 5450 9333.



- Describe the wider community benefit of your project. To assist, ask yourself these questions:
  - Why is your project a good idea?
  - What made you think of it?
  - What will it achieve?
  - Was your project identified as a priority in your Community Plan?

## Budget

### • Income

- *Amount requested from Council's Community Grants program*  
Amount of money you are requesting from Gannawarra Shire Council.
- *Cash contribution from your organisation*  
Amount of money your group is contributing to the project, whether it be from membership fees, previous fundraising, entry fees, etc. Applicants are required to match the requested grant funding amount at a ratio of \$1:\$1 either with cash or in-kind value
- *Funding from other sources*  
Any cash donation or cash sponsorship your organisation has received for this project from external sources, i.e. State Government, local business sponsorship etc
- *In-kind/voluntary support*  
Donations of goods and services (ask the business or individual to place a dollar value on their donation to enable an accurate costing).  
Volunteer time is also counted as in-kind support. This is costed at \$25 per hour per volunteer. In-kind must be balanced out in expenditure as well as in the income. In-kind support cannot exceed 25% of the grant amount.

### • Expenditure

This side of the budget is a comprehensive list of all the costs associated with the project. It could include:

- |                  |                           |
|------------------|---------------------------|
| • Equipment hire | • Postage                 |
| • Venue hire     | • Equipment purchase      |
| • Materials      | • Permit/application fees |
| • Printing       | • Advertising             |

Please indicate with an asterix (\*) where the grant money would be specifically expended. What are you going to spend the grant money on? Failure to do this may render your application ineligible.

### • Quotes

If you are asking for funding to cover the purchase of equipment or to have works done, please obtain quotes to substantiate your figures. Be aware that service providers may vary their quote between putting in this application and when works take place or equipment is purchased. Under these circumstances, the applicant will be responsible for covering the cost of any shortfall.

**Please note that the total income of the budget must equal the total expenditure of the budget.**

### Assessment Criteria

This section requires applicants to indicate how your project addresses the following assessment criteria: Why? How? Who? What?. Each section is weighted as part of the assessment criteria.

Some suggested questions have been provided to assist in the completion of these sections.

#### Why? (30%)

- Why do you want to do this project?
- What circumstances and demand have created ideas for this project?
- Does it link with the Council Plan 2017 - 2021 and Community Profiles?



**How? (20%)**

- How will you deliver the project?
- How will the project be managed now and into the future?
- Will the project be an innovative and creative response to the identified needs?
- How much will it cost and how will you pay for it?
- How has the community been or will be involved in the project?

**Who? (10%)**

- Who will be involved in the project?
- Who will manage the project?
- Who are the partners (if any)? Have there been letters of support provided?
- Describe any voluntary or in-kind contributions?

**What? (40%)**

- What will the project achieve?
- How will it increase or maintain the use of the facility (if relevant)?
- To what extent will it increase people's involvement and participation?

**Declaration**

Please make sure that the Declaration has been signed. An exception to this is if the form is submitted electronically, in which case the person's name and the date must be on the form.

DRAFT

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**8.2 ARBOVIRUS PLAN - ADOPTION**

**Author:** Narelle O'Donoghue, Manager Community Health  
**Authoriser:** Narelle O'Donoghue, Manager Community Health  
**Attachments:** 1 Gannawarra Arbovirus Plan (under separate cover)

**RECOMMENDATION**

**That Council:**

- 1. Note that the Gannawarra Municipal Emergency Management Committee has endorsed the Arbovirus Plan.**
  - 2. Adopt the Gannawarra Shire Arbovirus Plan, as attached.**
- 

**EXECUTIVE SUMMARY**

The Emergency Management Act 1986 (Vic) requires a municipal council to have arrangements in place to prevent, respond to and recover from any emergencies that could occur in the municipality.

In Victoria, a potential or realised outbreak of arbovirus disease caused by mosquitoes constitutes an emergency under the Emergency Management Act 1986 with the Department of Health and Human Services having the overall responsibility for the coordination of activities across Victoria.

The Department of Health and Human Services has the legislated power to direct councils to take action to protect public health. In addition, Part 4 of the *Public Health and Wellbeing Regulations 2009* empowers the Department of Health and Human Services and councils as their agents to direct owners and occupiers of land to carry out measures to reduce the incidence of mosquito breeding in order to prevent mosquito borne diseases.

The *Framework for Mosquito Management in Victoria 2004* outlines a coordinated approach to the prevention, preparation and management of arbovirus disease with a focus on the partnership approach between local and state government, and the community.

To reduce the risk of arbovirus disease, the Department of Health and Human Services provides funding to select councils for the surveillance and management of vector mosquito breeding sites. It also supports educational activities and materials to inform communities and encourage personal and household mosquito control measures.

The Gannawarra Arbovirus Plan provides a framework for Council to meet its emergency management and other legislative obligations and ensure that a plan is in place to mitigate the risk of arbovirus disease on the community. The plan will become a sub-plan of the Gannawarra Municipal Emergency Management Plan.

**BACKGROUND**

Viruses transmitted by mosquitoes are known as arboviruses. There are four arboviruses that pose a risk to human health in Victoria: Murray Valley Encephalitis, Ross River, Barmah Forest and West Nile Kunjin strain.

Both Ross River and Barmah Forest virus disease are considered endemic throughout Victoria with cases notified every year; both can be debilitating but not fatal. Murray Valley Encephalitis poses the greatest risk to life. Major outbreaks of Murray Valley Encephalitis have occurred in Victoria in 1918, 1951, 1956 and 1974. The 1974 outbreak was particularly devastating to the North West region of Victoria both in terms of fatalities, life-long disabilities, and cost to tourism. During the 1974 outbreak, 58 cases were recorded, 13 died, 13 were left with permanent disabilities, and the remainder made a full recovery.

Disease notifications of Ross River Virus disease and Barmah Forest Virus disease across the Gannawarra Shire occur annually. The last human cases of Murray Valley Encephalitis occurred in 1974. Murray Valley Encephalitis was however detected in the Kerang Sentinel Chicken flock in 2011 and 2012.

Mosquitoes predominately breed in warm, stagnant water and are therefore most prolific over the spring and summer months. Local conditions of wetlands, irrigation and drainage management, rainfall and temperature are important determinants of mosquito numbers.

In addition to causing disease, mosquitoes are a considerable nuisance. Pain and annoyance caused by mosquito bites can have a negative impact on community wellbeing and enjoyment.

There are a number of risk factors for arbovirus disease existing across the Gannawarra Shire. As a floodplain, the land is low and flat. The risk of riverine flooding is high as is the spread of floodwater. As floodwaters recede, shallow water remains and becomes trapped in lower depressions throughout the Gannawarra Shire, its swamps and wetland systems. Stormwater and irrigation runoff can also sit for significant periods of time.

Waterways and forests are home to waterbirds and popular locations for outdoor recreation including fishing, camping, canoeing, water-sports, cycling and bushwalking. Recreation and tourism into the mosquito breeding habitat increases the risk.

In addition, there are a number of RAMSAR listed wetlands within Gannawarra that are significant environmental areas for bird breeding and part of the international migratory bird routes. Migratory birds can be carriers of mosquito borne flaviviruses (Murray Valley Encephalitis and Kunjin Virus). Local forests are also habitat for a range of native animals including macropods (kangaroos and wallabies) that are known hosts for mosquito borne alphaviruses (Ross River Virus and Barmah Forest Virus).

The area covered by the Gannawarra Shire has participated in the Victorian Arbovirus Disease Management and Control Program since its inception in 1975 following the Murray Valley Encephalitis outbreak.

The arbovirus program includes surveillance activities to monitor mosquito numbers and to test mosquitoes for viruses, control methods to reduce mosquito numbers and community education

to reduce the risk of contracting disease through mosquito bites. Typically, the program runs from November to late March, dependant on weather conditions and mosquito population patterns.

While Gannawarra Shire Council has had a long history of involvement in the annual Arbovirus Disease Management and Control Program, this is the first time a specific Arbovirus Plan has been developed.

The 2016 floods prompted the implementation of an Enhanced Arbovirus Control and Management Program across Victoria by the Department of Health and Human Services in response to an outbreak of Ross River Virus disease and potential for human cases of Murray Valley Encephalitis. The implementation and maintenance of an Arbovirus Plan was a requirement of Council under this Enhanced Control Program.

Furthermore, the Gannawarra Community Emergency Risk Management process identifies Arbovirus disease as a risk and involvement in the annual Arbovirus Disease Management and Control Program and the development of an Arbovirus Plan is an important way to mitigate this risk.

The aim of this Arbovirus Plan is to provide guidance on mosquito surveillance, control and community awareness initiatives to minimise the incidence of arbovirus illness and disease to the community. Implementation of this Arbovirus Plan will:

- Ensure that health information and support is available to the community.
- Increase the understanding and capacity of the community to minimise the risk of mosquito borne disease.
- Manage a mosquito borne disease outbreak effectively.
- Influence long term changes to improve community health and wellbeing by minimising mosquito breeding in the environment.

This will be achieved by:

- Undertaking strategies and actions to implement an annual integrated mosquito management and control program and community education initiatives.
- Forming partnerships with other levels of government and local agencies to improve mosquito management across the Gannawarra Shire.

## **POLICY CONTEXT**

Council Plan 2017-2021 – Strong Healthy Communities: Ensure our communities are welcoming, inclusive and safe for all.

The implementation of Council's Arbovirus Plan also forms part of Council's obligations under various pieces of legislation, including:

- *Emergency Management Act 1986*: requires Council to have arrangements in place to prevent, respond to and recover from any emergencies that could occur in the municipality.
- *Public Health and Wellbeing Act 2008*: states that Council's function is to 'seek to protect, improve and promote public health and wellbeing within the municipal district.'
- *Local Government Act 1989*: outlines the responsibility of Council to protect public health in emergencies.

**DISCUSSION**

Municipal emergency management plans document roles, responsibilities and actions relevant to emergency prevention, preparedness, response and recovery. Plans also assist in maximising the positive impact of response and recovery activities and reducing the likelihood of avoidable negative outcomes on the community.

The Gannawarra Arbovirus Plan contains a number of different parts and contact lists that are reviewed by the Gannawarra Municipal Emergency Management Committee prior to each summer season.

The Gannawarra Shire Arbovirus Program is managed by Council's Manager Community Health with on-ground works coordinated jointly by Council's Manager Community Health and Local Laws Team Leader. This is done in close consultation with a range of other Council staff, the Municipal Emergency Resource Officer and Municipal Recovery Manager.

The plan has a clear aim of reducing illness and deaths at a local level caused by mosquito borne disease. To achieve this aim takes a partnership approach between Council, state government agencies and the community.

**CONSULTATION**

Communication has occurred with Council staff and other agencies involved in the delivery of the annual Gannawarra Arbovirus Management and Control Program:

- Department of Health and Human Services
- Department of Economic Development, Jobs, Transport and Resources
- Parks Victoria

Furthermore, a presentation was provided at the Gannawarra Resilience Network meeting held in August and the draft plan was endorsed for presentation to Council by the Gannawarra Municipal Emergency Management Committee which consists of all emergency services at a meeting held on 2 November 2017.

**CONFLICT OF INTEREST**

In accordance with Section 80B of the Local Government Act, the Officer preparing this report declares no conflict of interest in regards to this matter.

**CONCLUSION**

The area now covered by the Gannawarra Shire has been part of the Victorian Arbovirus Disease Management and Control Program since the inception of the statewide program following the 1974 outbreak of Murray Valley Encephalitis.

The Gannawarra Arbovirus Plan documents clearly defined strategies based on the statewide program and provides the local context for the management and control of arbovirus disease. The plan is particularly focused on reducing the incidence of illness and disease over the spring and summer months, based on seasonal conditions and other risks present in the environment.

The plan has a clear process in place to ensure that it is continually reviewed and updated and that its effect is maintained in future years.

### 8.3 COUNCIL POLICY REVIEW

<b>Author:</b>	<b>Alissa Harrower, Governance and Compliance Coordinator</b>
<b>Authoriser:</b>	<b>Tom O'Reilly, Director Corporate Services</b>
<b>Attachments:</b>	<b>1 Policy No. 045 - Mystic Park Cemetery Trust</b>
	<b>2 Policy No. 133 - Appointment of Acting Chief Executive Officer</b>

#### RECOMMENDATION

That Council endorse the following policies:

- Policy No. 045 – Mystic Park Cemetery Trust
- Policy No. 133 – Appointment of Acting Chief Executive Officer

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#### EXECUTIVE SUMMARY

Council Officers undertake regular reviews of Council policies to ensure they are up to date and reflective of current practices. The following policy has recently been reviewed: Policy No. 045 – Mystic Park Cemetery Trust.

This report also introduces the following new Council Policy which has been developed to provide clear guidance on the provisions that apply to the appointment of a person as Acting Chief Executive Officer: Policy No. 133 – Appointment of Acting Chief Executive Officer.

#### BACKGROUND

Council Officers undertake regular reviews of Council policies to ensure compliance with relevant legislation and that they are reflective of current practice. Council policies are reviewed as needed, however most policies must be reviewed within either 12 months or two years of a Council Election. Reviewed policies are presented to Council for endorsement, or repealed if it has been determined that the policy is no longer required. At times, Councillors and Council Officers may identify the need for a new policy to document provisions and/or Council's position on a specific matter.

#### POLICY CONTEXT

Council Policy No. 127 – Compliance

#### DISCUSSION

Policy No	Policy Name	Comments
045	Mystic Park Cemetery Trust	Changes to Council Policy 045 reflect minor title changes as outlined. The removal of point 1.2 and the reference to no reserving of grave sites ensures compliance with the Cemeteries and Crematoria Regulations.



133	Appointment of Acting Chief Executive Officer	The purpose of this new Policy is to provide clear guidance on the provisions that apply to the appointment of a person as Acting Chief Executive Officer.
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**CONSULTATION**

Council's Executive Leadership and Management Teams have been involved in the review of these policies.

**CONFLICT OF INTEREST**

In accordance with Section 80B of the Local Government Act, the Officer preparing this report declares no conflict of interest in regards to this matter.

**CONCLUSION**

This report addresses the recently reviewed Policy No. 045 and new Policy No. 133 for the consideration of Council to ensure compliance with relevant legislation and that they are reflective of current practice.



# Mystic Park Cemetery Trust

## COUNCIL POLICY NO. 045

### 1. POLICY

- 1.1 ~~That Gannawarra Shire Councillors be appointed Mystic Park Cemetery Trust Members.~~
- 1.2 ~~That signatories for the Mystic Park Cemetery Trust common seal be any two Trustees Trust Members.~~
- 1.2 ~~That the land fees payable be retained by Council and that the amount of grave fee and interment fee be retained by the Lions Club of Lake Charm/Mystic Park.~~
- 1.3 That the sites at the Mystic Park Cemetery be allocated on the following basis:
  - every second grave site only be used as per the Mystic Park Cemetery Plan
  - non-denominational allocation of grave sites
  - ~~no reserving of grave sites except in cases of adjoining sites for family members~~
  - all graves (name identification) on the concrete beam shall be in the form of 'Granite Desk Top' design. No off beam works will be permitted.

### 2. POLICY REVIEW

Council will review this policy as required but always within two years after a general election of the Council. At the time of review, this policy was compliant with the *Victorian Charter of Human Rights and Responsibilities Act 2006*.

### 3. FURTHER INFORMATION

Members of the public may inspect all Council policies at Gannawarra Shire Council's Kerang and Cohuna office or online at [www.gannawarra.vic.gov.au](http://www.gannawarra.vic.gov.au).

Any enquiries in relation to this policy should be directed to the ~~Continuous Improvement Officer Governance and Compliance Coordinator~~ on (03) 5450 9333.

Records – Recind No. 14/00439

Records – Altus No. 3.000518

Originally adopted: 12/03/1996

Reviewed: 13/11/2002

Reviewed: 24/10/2007

Reviewed: 17/11/2010

Reviewed: 20/01/2016

Reviewed: 15/11/2017

To be reviewed 2022

Minute Book Reference: 372

Minute Book Reference: 2455

Minute Book Reference: 6164

Minute Book Reference: 8382

Minute Book Reference: 12345

Minute Book Reference:



# Appointment of Acting Chief Executive Officer

## COUNCIL POLICY NO. 133

### 1. POLICY PURPOSE

The purpose of this policy is to provide clear guidance on the provisions that apply to the appointment of a person as Acting Chief Executive Officer (Acting CEO) and allows for the approval of the Chief Executive Officer (CEO) personal leave, long service leave, annual leave or other extended absences.

### 2. POLICY

The requirement for a Council to appoint a natural person to be its CEO is prescribed under section 94 of the *Local Government Act 1989* (the Act). Whilst not explicit in the Act, relevant provisions under section 94 are considered to also apply to the appointment of a person as Acting CEO.

#### 2.1 Appointment of a person as Acting CEO

Senior officers only, as defined in the Act, will be appointed as Acting CEO under the terms of this policy.

The appointment of a current senior officer employee of Council to the role of Acting CEO for a period greater than four weeks must be by Council resolution

The appointment of a current senior officer employee of Council to the role of Acting CEO for a period not exceeding four weeks will be made by the CEO under delegated authority (Instrument of Delegation – Council to CEO) or by Council resolution.

The appointment of a person who is not a current employee of Council as Acting or Interim CEO must be by Council resolution.

#### 2.2 Periods of Leave

If the period of leave is five days or less, then the CEO may make the appointment under delegation.

If the period of leave is more than five days and less than four weeks, then the CEO is expected to liaise with the Mayor prior to making the appointment under delegation.

If the period of leave is to exceed four weeks in a continuous period, then Council should appoint the Acting CEO by resolution. Council may appoint to the position of Acting CEO -

- a Council Director;
- a suitably experienced and qualified individual as a short term contract during extended periods of absence of the CEO.



### 2.3 Chief Executive Officer Leave Approval

An application for annual leave, long service leave, personal leave or an extended absence is to be approved by the Mayor on behalf of Council.

## 3. POLICY REVIEW

Council will review the Appointment of Acting Chief Executive Officer policy as required but always within twelve months after a general election of the Council.

At the time of review, this policy was compliant with the *Victorian Charter of Human Rights and Responsibilities Act* 2006.

## 4. FURTHER INFORMATION

Members of the public may inspect all Council policies at Gannawarra Shire Council's Kerang and Cohuna offices or online at [www.gannawarra.vic.gov.au](http://www.gannawarra.vic.gov.au).

Any enquiries in relation to this policy should be directed to the Manager Governance on (03) 5450 9333.

Records –No.  
Originally adopted xx/xx/2017  
To be reviewed

Minute Book Reference:  
2021



**8.4 2018 CITIZENSHIP CEREMONY DATES**

**Author:** Eric Braslis, CEO

**Authoriser:** Eric Braslis, CEO

**Attachments:** Nil

**RECOMMENDATION**

**That Council adopt the following dates for the 2018 Citizenship Ceremonies; Friday 26 January, Tuesday 10 April, Tuesday 10 July and Tuesday 9 October.**

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**EXECUTIVE SUMMARY**

To present to Council the proposed dates for Australian Citizenship Ceremonies to be held in 2018.

**BACKGROUND**

Citizenship ceremonies fulfil legal requirements prescribed by the Australian Citizenship Act 2007 and the Australian Citizenship Regulations 2007. They are conducted by a presiding officer, usually the Mayor, Deputy Mayor or Chief Executive Officer, under the authority of the Minister for Immigration and Border Protection.

**POLICY CONTEXT**

Council Plan 2017-2021: Connectivity – Increase in the percentage of community members who feel connected.

**DISCUSSION**

Each year Council is required to set a schedule of ceremony dates and provide this schedule to the Department of Immigration and Border Protection as soon as possible, usually three to six months in advance. Council are also encouraged to avoid Parliamentary Sitting dates to allow for elected representatives from all three tiers of government to attend throughout the year. The ceremonies for all dates other than Australia Day will be at 5:30pm.

**CONSULTATION**

No formal consultation has been undertaken; however public notice will be given of the schedule.

**CONFLICT OF INTEREST**

In accordance with Section 80B of the Local Government Act, the Officer preparing this report declares no conflict of interest in regards to this matter.

**CONCLUSION**

Citizenship ceremonies are public ceremonial occasions which provide an important opportunity to formally welcome new citizens as full members of the Australian community and are formal occasions conducted with dignity, respect and due ceremony. The 4 ceremonies will ensure that we provide this opportunity for our community throughout the year to become Australian Citizens.

**8.5 PROPOSED COUNCILLOR MEETING DATES AND TIMES FOR 2018****Author:** Eric Braslis, CEO**Authoriser:** Eric Braslis, CEO**Attachments:** 1 Proposed meeting dates and time**RECOMMENDATION**

**That Council** adopt the attached listing for the 2018 Ordinary Council meetings.

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**EXECUTIVE SUMMARY**

To present to Council the proposed Council meeting dates, times and locations for 2018.

**BACKGROUND**

Each year Council nominates a calendar of dates for the Ordinary Council Meetings. Council meetings have typically been held on the third Wednesday of each month, except for June where it is the 4<sup>th</sup> Wednesday of the month as it coincides with the National General Assembly in Canberra. Council has in the past varied its times from 7pm in summer and 5:30pm in winter. So as to provide more certainty for Councillors, staff and the community, it has been suggested that all Council meetings start at a consistent time of 6:30 pm.

While the Council Chambers in Kerang remain the principle location for Council meetings, Council has also held meetings in other locations in the municipality. Although this opportunity allows for residents of Cohuna, Koondrook and Quambatook to attend more easily, in the past the attendance has been poor. As Kerang is centrally located for all of the Shire, it may be more appropriate to host all Council meetings at the one facility, and Councillors will be encouraged to attend the monthly Progress meetings within their Wards, along with the CEO, and that twice a year the all Councillors will attend a particular meeting. In 2018, Councillors will attend Murrabit and Macorna Progress meeting in April/May and August/September.

**CONSULTATION**

Consultation has occurred with Councillors and Executives at a recent Council Briefing Session which also took into consideration previous community feedback and meeting attendance over the past few years.

**CONFLICT OF INTEREST**

In accordance with Section 80B of the *Local Government Act* 1989, the Officer preparing this report declares no conflict of interest in regards to this matter.

**CONCLUSION**

For Council to agree on the proposed dates, times and locations for the Ordinary Council Meetings for 2018.



## Ordinary Council Meeting Dates for 2018

Month	All Meetings to be held at 6.30pm Kerang Council Chambers
January	No Meeting
February	Wednesday 21
March	Wednesday 21
April	Wednesday 18
May	Wednesday 16
June	Wednesday 27
July	Wednesday 18
August	Wednesday 15
September	Wednesday 19
October	Wednesday 17
November	Wednesday 21
December	Wednesday 19

Note: June Council Meeting is one week later due to the National General Assembly Conference

**8.6 COUNCILLOR COMMITTEE MEMBERSHIPS 2017/18****Author:** Eric Braslis, CEO**Authoriser:** Eric Braslis, CEO**Attachments:** 1 Councillor Committees 2017/18**RECOMMENDATION**

**That Council adopt the list of Councillor Committee memberships as attached to this report.**

---

**EXECUTIVE SUMMARY**

To present to Council the proposed Committee memberships for representation by Councillors of the Gannawarra Shire Council.

**BACKGROUND**

Each year Council nominates Councillors to represent Council on various Committees within and external to our Municipality. This allows Councillors to pursue an area in which they have an interest and/or some expertise and to use this knowledge to enhance their contribution to Committees on which they serve.

**POLICY CONTEXT**

Council Plan 2017-2021: Good Governance and a Healthy Organisation

**CONSULTATION**

Councillors have been consulted on the committees in which they may have a particular interest and these are reflected in the attached tables.

**CONFLICT OF INTEREST**

In accordance with Section 80B of the Local Government Act, the Officer preparing this report declares no Conflict of Interest in regards to this matter.

**CONCLUSION**

Active representation on Council committee's is an important and rewarding function of Council.



<b>COUNCIL COMMITTEES 2017/18</b>	
<b>Committee</b>	<b>Councillor</b>
Loddon Mallee Waste and Resource Recovery Group	Cr Learmonth
Central Victorian Greenhouse Alliance	Cr Wright
MMLLEN	Cr Arians
CCLLEN	Cr Learmonth
Municipal Fire Management Planning Committee	Cr Tasker
Municipal Emergency Management Planning Committee	Cr Gibson
MAV	Cr Basile
Audit Committee x 2	Mayor, Cr Gillingham
Murray River Group of Councils	Mayor
Loddon Campaspe Councils	Mayor

**8.7 QUARTERLY FINANCIAL REPORT - QUARTER ENDING 30 SEPTEMBER 2017**

**Author:** Sid Hutchinson, Manager Finance

**Authoriser:** Tom O'Reilly, Director Corporate Services

**Attachments:** 1 Financial Report for the Period Ended 30 September 2017

**RECOMMENDATION**

**That Council receive the report outlining the 2017/2018 quarterly budget review as at 30 September 2017.**

---

**EXECUTIVE SUMMARY**

At 30 September 2017 Council is showing an underlying surplus of \$9.494 million which is higher than the year to date budget by \$0.329 million. Operating income has a favourable variance of \$525k and expenditure an unfavourable variance of \$195k for the period ending 30 September 2017. The majority of this additional \$525k of income has resulted from Council undertaking a significant amount of chargeable works; particularly in the area of gravel supply. Although the cost of supply of gravel is reflected in expenditure being higher than budget; Council has achieved a net positive return of some \$166K from chargeable works for the first quarter of this financial year.

The budgeted underlying deficit of \$1.355 million for the full 2017/18 year is estimated to decrease by \$89,500 giving a forecast underlying deficit of \$1.265 million by year end. There are a number of reasons for this change and these are detailed in the attachment as a 'Summary of Permanent Adjustments'. Officers will be reviewing all income and expenditure over the balance of the financial year to identify any potential savings.

Council's Capital Works program is progressing as scheduled. The capital budget for 2017/2018 is \$9.834 million which includes budgeted new works and budgeted carried forward works. At the end of September an amount of \$1.184 million had been spent on budgeted works with an additional amount of \$494k on order and awaiting delivery, giving a total spend of \$1.678 million for the first quarter of the financial year.

**BACKGROUND**

Council undertakes a review of the current year budget as at 30 September, 31 December and 31 March each year to ensure that the forecast results as at 30 June are achievable. To keep Council better informed the current year budget is reviewed on a quarterly basis. The review takes the format of previous quarterly reports with an emphasis being placed on permanent budget adjustments.

Budgets and forecasts are required to be regularly reviewed to ensure that the basis for the estimate is reasonable and takes into account all variables. This review has been comprehensive and will assist staff in the preparation of the forthcoming budget. Every effort is made to continually improve the degree of precision in estimating the scheduling of work and the timing of activities. This is straightforward in some areas and not in others; hence a degree of uncertainty will always be present both in scheduled works and activities and in emergency or unplanned activities.

**POLICY CONTEXT**

Council Plan 2017-2021: Good Governance and a Healthy Organisation

**DISCUSSION**

The table below highlights the key changes identified as a result of the comprehensive quarterly budget review between the 2017/2018 adopted Budget and the operating result for the period ended 30 September 2017:

	Budget \$'000	Actual \$'000	Variance \$'000	
Operating Income YTD	15,078	15,603	525	Favourable
Operating Expenditure YTD	(5,913)	(6,108)	195	Unfavourable
Underlying Surplus (Deficit) YTD	9,165	9,494	329	Favourable
Surplus (Deficit) YTD	9,165	9,494	329	Favourable

An analysis of Capital works has been included in the detailed report for information purposes.

**CONSULTATION**

**COUNCIL OFFICERS WITH RESPONSIBILITY FOR LINE BUDGETS. THE SEPTEMBER QUARTERLY FINANCIAL REPORT WILL BE PRESENTED AT THE NEXT MEETING OF COUNCIL'S INTERNAL AUDIT COMMITTEE.****CONFLICT OF INTEREST**

In accordance with Section 80B of the Local Government Act, the Officer preparing this report declares no conflict of interest in regards to this matter.

**CONCLUSION**

Council is showing an overall positive result for the first quarter of the financial year and forecasts a full year underlying surplus higher than the budgeted. During the remainder of the year officers will endeavour to identify further savings in order to improve Council's financial position.




**Financial Report for the**  
**Quarter Ending**  
**30 September 2017**



GANNAWARRA  
*Shire Council*

**Comprehensive Income Statement**  
**For the period 1 July to 30 September 2017**

	Note	Budget to 30 September 2017 \$	Actual to 30 September 2017 \$	Variance to 30 September 2017 \$	Budget to 30 June 2018	Forecast to 30 June 2018 \$	Variance to 30 June 2018
<b>Income</b>							
Rates and charges	1	12,174,293	12,203,017	28,724	12,182,944	12,182,944	-
Statutory fees and fines	2	65,893	78,295	12,402	398,911	398,911	-
User fees	3	571,843	1,049,464	477,621	2,265,246	2,765,246	500,000
Grants operating	4	1,724,664	1,790,382	65,718	8,681,254	8,694,493	13,240
Contributions and donations	5	17,640	1,365	(16,275)	25,693	25,693	-
Reimbursements	6	382,640	399,616	16,976	977,998	977,998	-
Sale of assets	7	209,988	21,772	(188,216)	717,613	537,613	(180,000)
Cost of assets sold	7	(163,241)	(24,378)	138,863	(471,622)	(331,622)	140,000
Interest earned	8	30,842	27,116	(3,726)	162,438	162,438	-
Other income	9	63,219	56,058	(7,161)	256,328	256,328	-
<b>Total income</b>		<b>15,077,781</b>	<b>15,602,707</b>	<b>524,926</b>	<b>25,196,803</b>	<b>25,670,042</b>	<b>473,240</b>
<b>Expenses</b>							
Employee Direct Costs	10	(2,357,473)	(2,328,649)	28,824	(9,896,963)	(9,896,963)	-
Internal Allocations	11	103,142	106,529	3,387	92,590	92,590	-
Employee Super and Workcover	12	(381,299)	(360,344)	20,955	(1,127,363)	(1,127,363)	-
Employee Expenses Other	13	(4,400)	(6,864)	(2,464)	(126,413)	(126,413)	-
Operational Materials	14	(332,049)	(583,323)	(251,274)	(1,372,076)	(1,623,576)	(251,500)
Operational Services	15	(691,097)	(765,860)	(74,763)	(5,617,151)	(5,749,391)	(132,240)
Plant Operating Costs	16	(130,346)	(138,472)	(8,126)	(356,705)	(356,705)	-
Utilities	17	(206,536)	(192,535)	14,001	(813,558)	(813,558)	-
Corporate Expenses	18	(377,865)	(351,906)	25,959	(1,062,287)	(1,062,287)	-
Conferences and meetings	19	(50,293)	(23,599)	26,694	(206,832)	(206,832)	-
Bad and doubtful debts	20	-	176	176	-	-	-
Borrowing costs	21	(8,862)	(8,862)	(0)	(46,613)	(46,613)	-
Depreciation	22	(1,399,441)	(1,393,433)	6,008	(5,597,817)	(5,597,817)	-
Other expenses	23	(76,273)	(61,086)	15,187	(420,220)	(420,220)	-
<b>Total expenses</b>		<b>(5,912,792)</b>	<b>(6,108,229)</b>	<b>(195,436)</b>	<b>(26,551,408)</b>	<b>(26,935,148)</b>	<b>(383,740)</b>
<b>Underlying Surplus/(deficit)</b>		<b>9,164,989</b>	<b>9,494,478</b>	<b>329,490</b>	<b>(1,354,605)</b>	<b>(1,265,106)</b>	<b>89,500</b>
Grants capital and major projects	24	-	-	-	1,384,700	1,384,700	-
Contributions - non monetary assets		-	-	-	-	-	-
Capital contributions - other sources	25	-	-	-	453,000	453,000	-
<b>Surplus/(deficit) for the year</b>		<b>9,164,989</b>	<b>9,494,478</b>	<b>329,490</b>	<b>483,095</b>	<b>572,594</b>	<b>89,500</b>

Favourable greater than 10%   
Constant between plus or minus 10%   
Unfavourable less than 10% 

**Overall Result**

At 30 September 2017 Council is showing an underlying surplus of \$9.494 million this is greater than the budgeted surplus for the same period by \$0.329 million. Income has a favourable variance of \$525k and expenditure an unfavourable variance of \$195k. The underlying deficit of \$1.355 million in the budget is forecast to decrease by \$90 giving an underlying deficit of \$1.265 million.

Summary of Permanent Adjustments:				
<b>Income</b>				
<b>Note</b>				
<b>3</b>	<b>User fees</b>	500,000		
	3.1 Chargeable works undertaken by Council in excess of budgeted amount.			500,000
				<b>500,000</b>
<b>4</b>	<b>Grants - Operating</b>	Favourable	13,240	
	4.1 Funding received to prepare Council's disability action plan.			13,240
				<b>13,240</b>
<b>7</b>	<b>Sale of Assets</b>	Unfavourable	180,000	
	7.1 Proceeds for sale of Sleepy Lane property received in previous financial year.			(180,000)
	7.2 Cost of sale of Sleepy Lane property expensed in previous financial year (Cost of asset).			140,000
				<b>(40,000)</b>
<b>Total Income Adjustments</b>				<b>473,240</b>
<b>Expenses</b>				
<b>14</b>	<b>Operational materials</b>	Unfavourable	(14,500)	
	14.1 Expenditure HACC-minor capital funding received 2016/2017 not yet expended			(14,500)
	14.2 Supply of gravel for chargeable works undertaken by Council in excess of budgeted amount.			(237,000)
				<b>(251,500)</b>
<b>15</b>	<b>Operational services</b>	Unfavourable	(33,240)	
	15.1 Expenditure to undertake Council's disability action plan.			(33,240)
	15.2 Cartage contractors for the supply of gravel for chargeable works undertaken by Council.			(99,000)
				<b>(132,240)</b>
<b>Total Expense Adjustments</b>				<b>(383,740)</b>
<b>Total Variation - Budget to Forecast</b>				<b>89,500</b>

**Balance Sheet**  
**As at 30 September 2017**

	Year to Date
	\$
<b>Assets</b>	
<b>Current assets</b>	
Cash and cash equivalents	1,214,508
Trade and other receivables	13,429,542
Financial assets	6,807,132
Inventories	418,054
Non-current assets classified as held for sale	665,901
Other assets	-
<b>Total current assets</b>	<b>22,535,137</b>
<b>Non-current assets</b>	
Property, infrastructure, plant and equipment	187,277,796
<b>Total non-current assets</b>	<b>187,277,796</b>
<b>Total assets</b>	<b>209,812,933</b>
<b>Liabilities</b>	
<b>Current liabilities</b>	
Trade and other payables	1,898,092
Trust funds and deposits	166,504
Provisions	2,653,516
Interest-bearing loans and borrowings	61,066
<b>Total current liabilities</b>	<b>4,779,178</b>
<b>Non-current liabilities</b>	
Provisions	1,116,329
Interest-bearing loans and borrowings	665,635
<b>Total non-current liabilities</b>	<b>1,781,964</b>
<b>Total liabilities</b>	<b>6,561,142</b>
<b>Net Assets</b>	<b>203,251,791</b>
<b>Equity</b>	
Accumulated surplus	85,826,573
Reserves	117,425,218
<b>Total Equity</b>	<b>203,251,791</b>

**Capital Works**  
**Quarter Ended 30 September 2017**

<b>Project</b>	<b>YTD Actuals</b>	<b>Hard Commitments</b>	<b>Total Expenditure</b>	<b>Adopted Budget</b>	<b>Forecast - Total Project Cost</b>
<b>Land Improvements</b>					
Bendigo Road irrigation			-	110,000	110,000
Town entry signage	1,144	1,237	2,381	25,000	25,000
Wellington Street tree avenue extension			-	46,000	46,000
Promotional infrastructure	2,361	1,289	3,650	50,000	50,000
Planter boxes and BBQ surrounds			-	10,000	10,000
Southern levee acquisition			-	80,000	80,000
<b>Building improvements</b>					
Patchell Plaza roof			-	35,000	35,000
Patchell Plaza heating, ventilation & airconditioning			-	25,000	25,000
Leitchville pre-school upgrade			-	195,000	195,000
Bulk solar installations			-	120,000	120,000
<b>Plant, Machinery and Equipment</b>					
Light plant replacement	147,662	60,023	207,685	430,000	430,000
Heavy plant replacement	111,676		111,676	895,000	895,000
<b>Computers and Telecommunications</b>					
Information technology replacement program	59,904		59,904	220,000	220,000
Desert OH & S software			-	50,000	50,000
<b>Library Books</b>					
Books purchases	25,321	47,310	72,631	93,000	93,000
<b>Roads</b>					
Sealed road rehabilitation			-	1,000,000	1,000,000
Roads Rehabilitation Program R2R			-	-	-
Bitumen road reseals	4,860		4,860	835,000	835,000
Gravel re-sheeting program	118,019	20,160	138,179	1,010,000	1,010,000
Road management			-	200,000	200,000
Local Roads to Market	16,753	-	16,753	125,000	125,000
Fire access roads	14,686	8,182	22,868	23,000	23,000
<b>Total Footpaths and Cycleways</b>					
Footpath replacement program	2,557		2,557	100,000	100,000
Footpath Shadforth Street extension			-	27,000	27,000
Kerb replacement program			-	150,000	150,000
Tracks and trails			-	50,000	50,000
<b>Drainage</b>					
Drainage renewal Quambatook			-	30,000	30,000
Quambatook township flood mitigation			-	500,000	500,000
Koondrook stormwater drainage			-	60,000	60,000
<b>Recreational, Leisure and Community Facilities</b>					
Swimming pool renewal program	66,563	3,820	70,383	125,000	125,000
McCann Crescent playground			-	26,000	26,000
Sport, recreation and leisure program			-	250,000	250,000
Koondrook Nature Based Tourism Hub			-	1,200,000	1,200,000
<b>Waste Management</b>					
Old Kerang landfill capping			-	120,000	120,000
Transfer station upgrade			-	72,000	72,000
Cell 3 completion - Denyers			-	120,000	120,000



**Capital Works**  
**Quarter Ended 30 September 2017**

Project	YTD Actuals	Hard Commitments	Total Expenditure	Adopted Budget	Forecast - Total Project Cost
<b>Parks, Open Space and Streetscapes</b>					
Atkinson Park toilets forecourt			-	12,000	12,000
Apex Park Cohuna toilets			-	180,000	180,000
Lakes and waterways master plan preparation			-	70,000	70,000
Kerang Lakes foreshore development			-	30,000	30,000
Quambatook River Street Precinct	-	92	500	408	
<b>Other Infrastructure</b>					
Cohuna Caravan Park hydrants (stage 3 of 4)	51,199		51,199	75,000	75,000
Koondrook Caravan Park stage 2 (Roads and drainage)			-	350,000	350,000
<b>Unbudgeted Projects</b>					
Mayoral Chains	-	5,867	5,867	-	5,867
					-
					-
<b>Carry Over Projects</b>					
Business systems software	45,140	-	45,140	50,000	50,000
Cobden Street Quambatook	22,390	3,510	25,900		25,900
Vine Street Pump	15,340	-	15,340		15,340
Major Plant Purchases		291,007	291,007	300,000	300,000
Boating Safety Upgrades	42,000	-	42,000		42,000
Cohuna Recreation Reserve female facilities	16,113	-	16,113	10,000	16,113
Kerang Swimming Pool Irrigation Upgrade	1,914	7,020	8,934		8,934
Kerang CBD streetscape	418,019	44,470	462,488	350,000	462,488
					-
	<b>1,183,527</b>	<b>494,395</b>	<b>1,677,923</b>	<b>9,834,000</b>	<b>10,050,643</b>

**Overall Result**

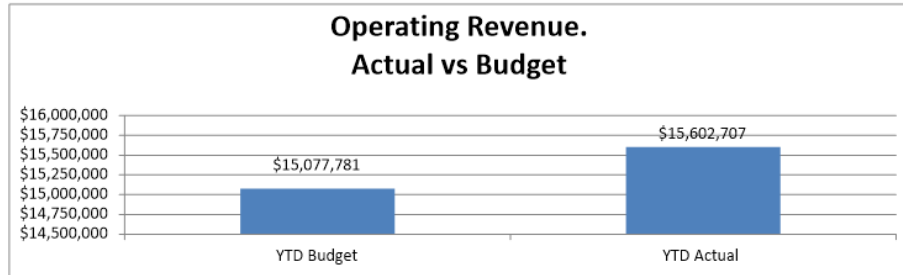
Council's Capital Works program is progressing as scheduled. The capital budget for 2017/2018 is \$9.834m - this includes budgeted new works and budgeted carried forward works. At the end of September an amount of \$1.678 million had been spent.

**FINANCIAL OVERVIEW**

	Year to Date		
	YTD Budget	YTD Actual	Variance
Total income	\$15,077,781	\$15,602,707	\$524,926
Total expenses	(\$5,912,792)	(\$6,108,229)	(\$195,436)
Underlying Surplus/(deficit)	\$9,164,989	\$9,494,478	\$329,490

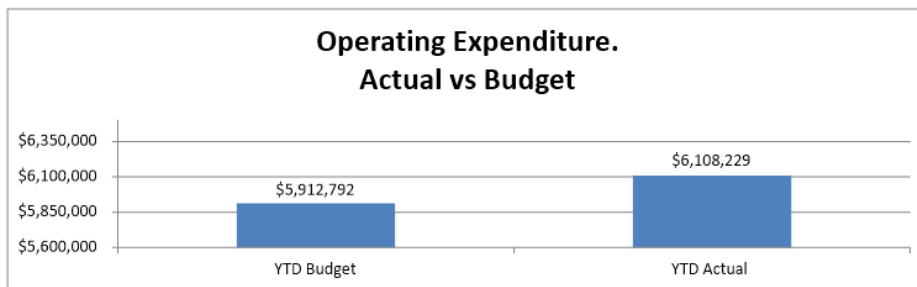
Abbreviations: YTD - Year to date EOY - End of year FY - Full year

**Operating Revenue:**



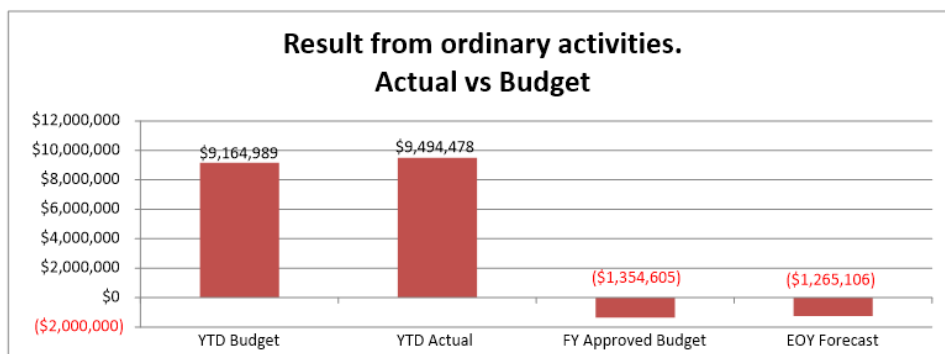
To date there is a favourable variance of \$525k.

**Operating Expenditure:**



To date there is an unfavourable variance of \$195k.

**Result from ordinary activities:**

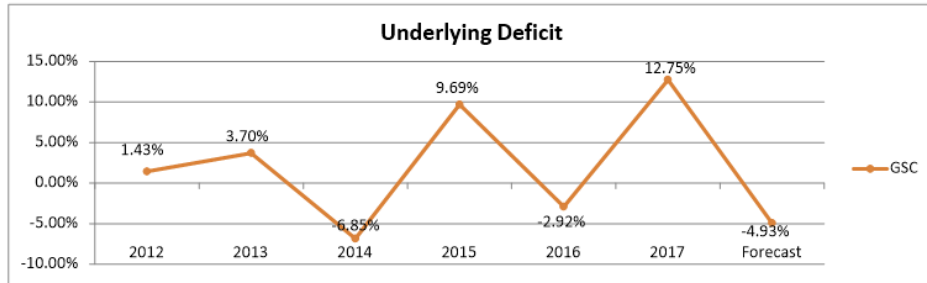


A favourable year to date result has been achieved.

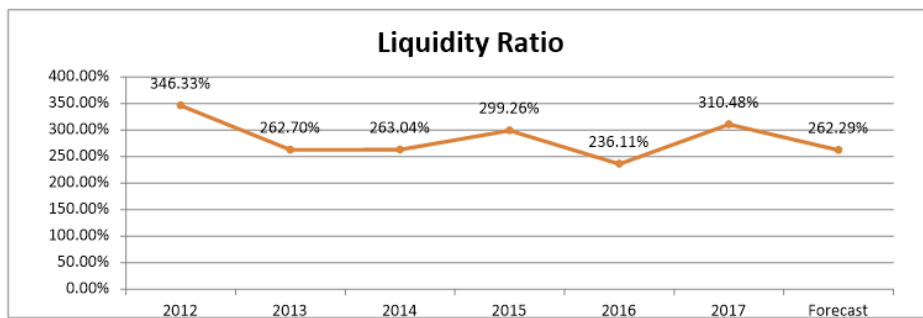
Abbreviations: YTD - Year to date FY - Full year EOY - End of year

## Financial Ratios

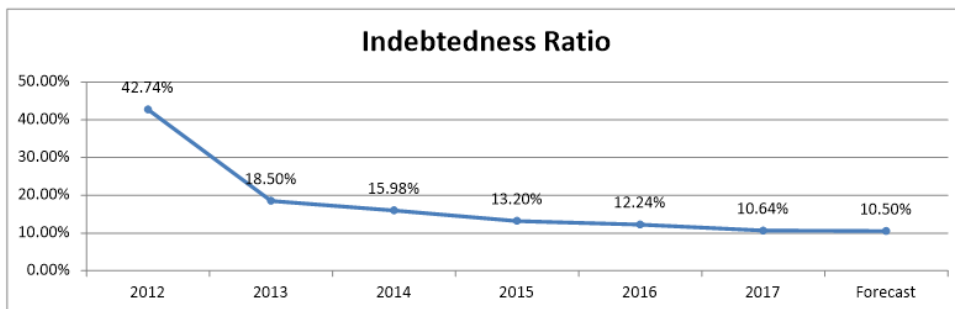
### Financial Sustainability:



*Underlying surplus(deficit):* An indicator of the sustainable operating result required to enable Council to continue to provide core services and meet its objectives. The underlying deficit removes Non-Recurrent Capital grants from the surplus and reflects Council's ability to fund its operating expenditure out of all other operating income. A shift in the level of operating grants leads to a material change in the underlying deficit.



*Liquidity ratio:* Measures the level of Council's current assets to meet its current liabilities. A ratio higher than 100% indicates current assets being greater than current liabilities.



*Indebtedness Ratio:* Measures Council's non-current liabilities as a percentage of Council own source income.

**8.8 APPOINTMENT OF AN ACTING CEO**

**Author:** Eric Braslis, CEO

**Authoriser:** Eric Braslis, CEO

**Attachments:** Nil

**RECOMMENDATION**

**That Council appoint Mr. Tom O'Reilly as the Acting CEO from close of business 8 December 2017 for a period of no longer than 12 months, or until such time a permanent appointment is made.**

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**EXECUTIVE SUMMARY**

For Council to determine the appointment of an interim Acting CEO from close of business on 8 December, for a period of no longer than 12 months, or until such time a permanent appointment is made.

**BACKGROUND**

With the resignation of Eric Braslis as Councils CEO, Council at its meeting of 24 October, resolved to commence a recruitment process. That process is currently underway, however as Mr Braslis will finish on 8 December, interim arrangements need to be put in place.

**POLICY CONTEXT**

Under the Local Government Act, Council must appoint a CEO. With the pending departure of Eric Braslis, Council has the option to;

1. Appoint an existing staff member as the Acting CEO from close of business 8 December for a period of no longer than 12 months, or until such time a permanent appointment is made.

OR

2. Seek to engage a suitably qualified individual to undertake the Acting CEO on an interim arrangement for a period of no longer than 12 months, or until such time a permanent appointment is made.

**DISCUSSION**

Quotes and CV's have been sought from an external agency, to give Councillors and indication of the costs, skills and experience of suitable candidates should the Council choose to seek and external interim arrangement. A copy of the quote and CV has been separately provided to all Councillors at a Councillor briefing.

**CONSULTATION**

Councillors have been briefed and have had the opportunity to discuss and consider the options available for the interim CEO arrangements

**CONFLICT OF INTEREST**

No conflicts have been identified.

**CONCLUSION**

That an Acting CEO be appointed by the Council prior to the existing CEO's departure on 8 December.

**9 INFORMATION REPORTS**

Nil

**10 URGENT ITEMS****11 NOTICES OF MOTION**

Nil

**12 DELEGATES REPORTS****12.1 DELEGATES REPORT - 25 OCTOBER, 2017 TO 15 NOVEMBER, 2017**

**Author:** Allison Peace, Administration Assistant - Chief Executive Office

**Authoriser:** Eric Braslis, CEO

**Attachments:** Nil

**EXECUTIVE SUMMARY**

Delegate Reports from 25 October, 2017 to 15 November, 2017

**Cr Brian Gibson**

25 Oct	Seniors Festival High Tea – Kerang Kerang Progress Association Meeting
26 Oct	Children's Week Event – Cohuna
27 Oct	Walk to School – Kerang Primary School Lions District 201 V6 – Civic Reception – Koondrook
02 Nov	Gannawarra MEMPC Meeting – Kerang
04 Nov	Attend Murrabit Market 40 <sup>th</sup> Anniversary official ceremony
07 Nov	Melbourne Cup Luncheon - Kerang
09 Nov	Attend NCCMA Regional Roundtable Meeting - Kerang
11 Nov	Beyond the Battle Part 1 - Cohuna

**Cr Mark Arians**

25 Oct	Meeting – Kerang Progress Association
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**Cr Jodie Basile**

01 Nov	Early Years Board meeting – Leitchville
04 Nov	Attend Murrabit Market 40 <sup>th</sup> Anniversary official ceremony
07 Nov	Melbourne Cup Luncheon - Kerang

Cr Charlie Gillingham

04 Nov Attend Murrabit Market 40<sup>th</sup> Anniversary official ceremony  
09 Nov Attend NCCMA Regional Roundtable Meeting - Kerang

Cr Lorraine Learmonth

25 Oct Seniors Festival High Tea – Kerang  
26 Oct Children’s Week Event – Cohuna  
27 Oct Lions District 201 V6 – Civic Reception - Koondrook  
30 Oct CCLLEN Board Meeting - Echuca  
03 Nov LLWRRG Board Meeting – Melbourne  
04 Nov Attend Murrabit Market 40<sup>th</sup> Anniversary official ceremony  
10 Nov Cohuna and District Hospital AGM  
11 Nov Beyond the Battle Part 1 - Cohuna

Cr Steve Tasker

27 Oct Lions District 201 V6 – Civic Reception – Koondrook  
04 Nov Attend Murrabit Market 40<sup>th</sup> Anniversary official ceremony  
14 Nov Koondrook Development Committee Meeting

Cr Sonia Wright

26 Oct Children’s Week Event – Cohuna  
27 Oct Lions District 201 V6 – Civic Reception – Koondrook  
01 Nov Leitchville Progress Association meeting  
03 Nov Big Cohuna Festival – Opening speech

This table represents attendances by two or more Councillors at the following Council functions:

Function Attended	Councillor (✓)						
	Gibson	Arians	Basile	Gillingham	Learmonth	Tasker	Wright
CEO Recruitment Meeting (7 Nov)	✓	✓	✓	✓	✓	✓	✓
Special Council Meeting (8 Nov)	✓	✓	✓	✓	✓	✓	✓
Council Briefing Meeting (8 Nov)	✓	✓	✓	✓	✓	✓	✓
Ordinary Council Meeting (28 June)	✓	✓	✓	✓	✓	✓	✓

LoA = Leave of Absence

A = Apology

# **13 CONFIDENTIAL ITEMS**

Nil