

Hepburn

SHIRE COUNCIL

HEPBURN SHIRE COUNCIL ORDINARY MEETING OF COUNCIL MINUTES

TUESDAY 19 JANUARY 2016

DAYLESFORD SENIOR CITIZENS ROOM
VINCENT STREET, DAYLESFORD
6:00PM

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Confirmed at the Ordinary Meeting of Council
held on Tuesday 16 February 2016



Chair, Mayor Cr Neil Newitt

MINUTES

TUESDAY 19 JANUARY 2016

Daylesford Senior Citizens Room
Vincent Street, Daylesford
Commencing 6:00PM

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AARON VAN EGMOND
CHIEF EXECUTIVE OFFICER
19 JANUARY 2016

1. **ACKNOWLEDGEMENT OF TRADITIONAL OWNERS**

We would like to acknowledge we are meeting on Jaara people country, of which members and elders of the Dja Dja Wurrung community and their forebears have been custodians for many centuries.

On this land, the Jaara people have performed age old ceremonies of celebration, initiation and renewal.

We acknowledge their living culture and their unique role in the life of this region.

2. **OPENING OF MEETING**

PRESENT: MAYOR COUNCILLOR NEIL NEWITT, COUNCILLOR SEBASTIAN KLEIN, COUNCILLOR BILL MCCLENAGHAN, COUNCILLOR KATE REDWOOD AM, COUNCILLOR GREG MAY, COUNCILLOR DON HENDERSON, COUNCILLOR PIERRE NICLAS

IN ATTENDANCE: CHIEF EXECUTIVE OFFICER AARON VAN EGMOND, GENERAL MANAGER CORPORATE SERVICES GRANT SCHUSTER, GENERAL MANAGER COMMUNITY SERVICES KATHLEEN BRANNIGAN, ACTING GENERAL MANAGER INFRASTRUCTURE STEVE MILLARD

STATEMENT OF COMMITMENT

“WE THE COUNCILLORS OF HEPBURN SHIRE
DECLARE THAT WE WILL UNDERTAKE ON EVERY OCCASION
TO CARRY OUT OUR DUTIES IN THE BEST INTERESTS
OF THE COMMUNITY
AND THAT OUR CONDUCT SHALL MAINTAIN THE STANDARDS
OF THE CODE OF GOOD GOVERNANCE
SO THAT WE MAY FAITHFULLY REPRESENT
AND UPHOLD THE TRUST PLACED IN THIS COUNCIL BY THE
PEOPLE OF HEPBURN SHIRE”

3. APOLOGIES

Nil

4. DECLARATIONS OF CONFLICTS OF INTEREST

Nil

5. CONFIRMATION OF MINUTES

RECOMMENDATION

That Council confirms the following Minutes (as previously circulated to Councillors) as required under Section 93 (2) of the Local Government Act 1989:

5.1. Ordinary Meeting of Council held on 15 December 2015

MOTION

That Council confirms the following Minutes (as previously circulated to Councillors) as required under Section 93 (2) of the Local Government Act 1989:

5.1. Ordinary Meeting of Council held on 15 December 2015

Moved: Councillor Pierre Niclas

Seconded: Councillor Sebastian Klein

Carried.

6. NOTICES OF MOTION

Nil

7. ITEMS OF URGENT BUSINESS

7.1. MOTION TO HEAR AN URGENT ITEM OF BUSINESS

7.1.1. *That Council hears an item of urgent business.*

Moved: Councillor Kate Redwood AM

Seconded: Councillor Pierre Niclas

Carried.

7.2. ITEM OF URGENT BUSINESS MOTION

That Council

7.2.1. *Writes to the Essential Services Commission stating Council's view that the required 2.5% rate cap for 2016/17 could significantly alter Council's sustainable 10 year financial plan, and therefore advising that Council intends to apply for a higher cap for 2016/17.*

7.2.2. *Requests further information from the officers of the budget implications of the 2.5% rate cap.*

Moved: Councillor Kate Redwood AM

Seconded: Councillor Pierre Niclas

Carried.

Councillor Don Henderson called for a division.

Councillors that voted in favour of the motion: Councillor Sebastian Klein, Councillor Neil Newitt, Councillor Pierre Niclas, Councillor Greg May, Councillor Kate Redwood AM

Councillors that voted against the motion: Councillor Bill McClenaghan, Councillor Don Henderson

8. PRESENTATION OF COUNCILLOR REPORTS

MAYOR'S REPORT

Councillor Neil Newitt, Cameron Ward

Councillors, as we return to business after the Christmas and New Year period, I would extend thanks to those that worked through - continuing to deliver our services to the community.

Our HACC services, maintenance, and compliance people, our volunteers in our VIC's as well as those that responded to emergencies - I would like to acknowledge.

Like the rest of the community, I awoke on the Monday Public holiday after Christmas to the news of the fire that engulfed the Daylesford Secondary College. It came as a shock not to just the current students, parents and teachers but to the community in general. Schools hold many memories, particularly with those that remember learning in the classrooms that were lost - some of the buildings lost dating back 60 years.

In the days prior to Christmas the state government announced it will cap council rate rises to 2.5% for the next financial year.

Although we have worked hard over the term of this council to keep costs in check with an ongoing commitment to 4% rate rises, the State Governments announcement will impact on what we deliver to our communities. We are in a good position through our ongoing focus on efficiencies and managing finances - but there will be challenges ahead.

How it will impact on services, projects etc is yet to be determined.

COUNCILLOR REPORTS

Councillor Sebastian Klein, Coliban Ward

Christmas and the New Year period gives you a chance to reflect on purpose and practice. And as I returned to the daily grind with the VLGA Mayoral Leadership Conference I had cause to think about what our purpose is in local government.

At its best local government is the level of government closest to the community, aiming to conduct its business in concert with community according to their wishes and aspirations. Delivering services to the meet the day to day needs of citizens with passion and altruism, dealing with the local issues as well as the bigger issues like equity, reconciliation, multiculturalism or mitigating climate change.

At its worst councils are often seen to be rats nests of intrigue where self interest, and parochialism reigns supreme, where agendas are driven by a self-preserving

bureaucracy feeding off divided Councillors and communities trying to increase revenue and remuneration at all costs.

I reflected on these absolutes as the Mayors at the conference debated rate capping and particularly how easily the state government won public support for this measure (obviously without implementing similar measures on themselves - despite much greater increases in state government revenue over recent years).

Reality of course lies somewhere between the absolutes - and it is our actions that determine the outcomes and future of our communities. How we act and interact, the degree to which we treat each other and the community with respect and integrity, has consequences on how seriously our best aspirations can be treated.

Long term it also has impact on our capacity to address big issues like planning and development, emergency responses, provision of infrastructure, affordable housing, our part to play in climate change mitigation and economic development.

All of this I had in mind as I looked around at the various communities from here to the Eyre Peninsula, roads ready and rocky, community facilities, main streets and botanic gardens. And I thought about this also finally as I returned home to the second anniversary of the Trentham Sustainability food swap at the Trentham Farmers Market where the proponents of the New Mechanics in Trentham have now achieved over 130 names in support of the project and more than a quarter of the community contribution required for this project.

I also attended the following events:

Victorian Local Governance Association John Jago Awards and end of year break up - the award for community engagement went to the city of Wyndham.

A Trentham CRG meeting

A VLGA board meeting

The VLGA board break up

Councillor Greg May, Creswick Ward

No report provided.

Councillor Bill McClenaghan, Holcombe Ward

Glenlyon hosts the annual Glenlyon New Years Day Sports as a traditional country sporting event. The local community turns out in force, many locals volunteering their time to run the event. So, instead of spending thousands of dollars on event management and publicity, these vital functions happen almost cost free. This is something other signature shire events should take on board if they wish to spend less and make more money. Last year the Sports donated about \$19,000 to worthy

causes like the Daylesford Hospital and the CFA. This year about \$15,000 or \$16,000 will be available to give away; not bad for a one day event in a small country town.

Sadly one of the previous committee members was absent this year having passed away early in 2015. Des Leonard will be remembered as the oval at the Reserve is now named after him and a simple memorial was held on Sports Day this year to honour and remember Des Leonard for all his hard work.

Last Wednesday was a day of Total Fire Ban and you never know where lightning will strike. Whilst travelling northwards along the Blampied – Mollonghip Road, I saw a brilliant flash ahead of me where lightning had struck the ground. As I got closer, smoke and flames appeared as a stiff west wind blew the flames from the ignition point about 120 metres inside a farmer's paddock eastwards towards Langdon's Hill and the Wombat Forest.

This fire bore some similarities to the 2009 Musk Vale fire that devastated parts of southern Daylesford, Musk and later on Coomoora. However, there were three vital factors that saved the day last Wednesday.

Short grass, well eaten down in the paddock.

Short grass, slashed fenceline to fenceline on the Blampied – Mollonghip road reserve that is one of our "strategic fire breaks" and

Very fast action by locals who rang in the fire to 000 and who came with their utes, water trailers and even a private ex CFA fire truck and stamped on that fire so hard and so quickly that it didn't even get across the bitumen road, although a hawthorn bush was badly singed by radiant heat on the eastern side.

My congratulations to Kevin and Frank Stephens and their family members and also to former Councillor David Smith and members of his family, together with members of the Newlyn Dean CFA Brigade that also attended. Here was a terrific example of a rapid local response that averted a potential bushfire disaster on a Total Fire Ban day.

Councillor Kate Redwood AM, Birch Ward

Since my return from the Christmas break my focus has been on the Hepburn Shire Council plans for the 12th Hepburn International Women's Day event to be held on Thursday 10 March 2016.

Mary Delahunty has accepted the invitation to be the keynote speaker. She is well known for her anchor role for the ABC 7.30 Report over many years, and subsequently as Victorian Minister for Education and also for Planning. More recently she has written a number of books of relevance to IWD, notably her account of Prime Minister Julia Gillard's last year in office and the misogyny that she experienced.

The nominations panel has finished its report assessing nominations for the Heather Mutimer Hepburn Honour Roll for Women and this will be considered by the IWD advisory committee tomorrow with recommendations going to the February Council meeting for endorsement.

We are optimistic that Auntie Faye will do the Welcome to Country - a most appropriate Dja Dja Wurung elder - who was very welcome here as part of the official party in her possum skin cloak, when we permanently raised the Aboriginal flag over the Town hall - as apart from her other significant contributions to her community and to women, Auntie Faye was for many years the chair of the Victorian Aboriginal Child Care Agency.

As is our established practice, young women from the Daylesford Secondary College will do short presentations on a topic of their choice concerning the empowerment of women.

Last year Poppy Calleja's photographs of Daylesford women, "What makes me strong...." were exhibited in the Daylesford Town Hall. This year photographs are being taken of women from other towns in the Shire, to be framed and exhibited in the same way with the same caption: "What makes me strong...."

I can also report that the quilt project is alive and well. After a couple of false starts, Francis Greenwood and Claire Gardiner have now championed this project, and will be seeking involvement from whoever is interested in helping stitch the quilt. It will involve transferring the photos of the 40 women now on the Honour Roll onto fabric and incorporating these into the blocks making up the quilt.

Councillor Don Henderson, Creswick Ward

I attended the Christmas lunch at the Creswick Elderly Citizens where I was able to thank a packed venue for their lifetime of service to the community and recognise their ongoing contribution. To many struggling pensioners some of whom have no family and those who cannot afford a Christmas lunch it is their way of celebrating Christmas.

Reverend Rosemary Carter was welcomed to the Creswick and Clunes cluster of the Uniting Church. It was pleasing to see representatives of the Roman Catholic ,Anglican Church of Australia, Salvation Army and even some atheists. Many people from across the area attended including a good contingent from Clunes. I welcomed her on behalf of the Shire.

Like Cr McClenaghan I unfortunately had the experience of hearing many shots and cars revving and upon investigation discovered that thieves has burnt a car in the middle of the bush on a total fire ban day. I just cannot understand the mentality that leads to such anti social behaviour.

Councillor Pierre Niclas, Birch Ward

My report this month is very brief and a little different.

Although I attended various functions in December 2015 representing this Council, one being the presentation of the 2016 Hepburn Shire Young Citizen Award to two young students from DSC being Braden Snape and Sarah Bertoncello.

I was extremely impressed with the passion and commitment shown by all students to their school and their teachers on that night and with the two winners, that said I was shocked and deeply saddened for all the teachers and students when I heard about the terrible fire.

Although I could talk much more about this terrible event, I would like just to say how impressed I was with the resilience and fight-back approach of the teachers and students and their immediate efforts to raise money themselves to get back on their feet.

If you can please help them to be ready for their first day back at school this year that would be fantastic.

RECOMMENDATION

8.1. That Council receives and notes the Mayor's and Councillors' reports.

MOTION

8.1. That Council receives and notes the Mayor's and Councillors' reports.

Moved: Councillor Bill McClenaghan

Seconded: Councillor Don Henderson

Carried.

9. PUBLIC PARTICIPATION TIME

This part of the Ordinary Meeting of Council allows for the tabling of petitions by Councillors and Officers and 30 minutes for the purpose of:

- Responding to questions that have been submitted by members of the community.
- Allowing members of the community to address Council.

Community members are invited to submit written questions to the Chief Executive Officer by 12 noon on the day of the Council Meeting. If you wish to address Council you must provide a brief synopsis of your address in writing to the Chief Executive Officer by 12 noon on the day of the Council Meeting.

Questions received may be taken on notice and responded to later. Likewise, some questions of an operational nature may be responded to through usual administrative procedure. Separate forums and Council processes are provided for deputations or for making submissions to Council.

9.1. PETITIONS

Nil

9.2. QUESTIONS

Question 1: From Mr Graeme Rattray

My question goes back to 2008, when as part of a subdivision for Holcombe Homestead a bitumen road from the end of the bitumen in front of the cemetery and going on for 600 metres around the corner in front of Holcombe.

This was to be part of the requirements for the permit, and it still hasn't been done.

I last asked a question 18 March 2014 and still nothing has been done.

So question 1 is When is this going to be done?

Answered by Mayor Councillor Neil Newitt

As you were aware, back in March 2014 Council advised that we were still seeking part of the payment for the road works from the property owner, which had changed from the original owner who obtained the permit.

Since then, Council has written to the owner again in March 2014 and again in April 2015 requesting the outstanding payment so that the works can be scheduled.

Council will investigate where the project is at and officers will be in touch with you with a detailed response to that position.

Question 2: From Mr Graeme Rattray

I want to know why the Council can ask to waiver of car parking requirements and tree removal as advertised in The Advocate December 16 2015 the Notice for Application for a Planning Permit?

Answered by Mayor Councillor Neil Newitt

Council is the applicant for Planning Permit Application number PA 1074. As applicant, Council has the same rights as any other applicant to seek permits in accordance with the Hepburn Planning Scheme.

In accordance with section 52.06, part (6), of the Hepburn Planning Scheme, Council has sought a permit to reduce the number of car parking spaces required under section 52.06, part (5), and has prepared a Car Parking Demand Assessment in accordance with the Planning Scheme.

In accordance with section 42.01, part (2), of the Hepburn Planning Scheme, Council has sought a permit to remove trees on land within the Environmental Significance Overlay. No waiver in relation to requirements has been sought.

Council has only sought permits that are available to all applicants.

Question 3: From Ms Cate Evans

I have spent too many hours in courts, police stations and hospitals supporting women who have experienced violence to tolerate any acts of violence by men who project their insecurities onto women, both within family networks and wider society. The onus of responsibility is upon women to seek safety and support.

Police have limited powers to intervene, only when physical assault has occurred or an IVO has been sought. But violence does not need to draw blood or leave a mark. Violence is intimidation, threats, harassment and emotional and verbal abuse in order to control, denigrate and oppress. Early intervention strategies educate communities on acceptable and appropriate behaviour, create awareness of men's mental health and ultimately save lives.

Other than representation on the Domestic Violence Against Women Committee, how can Hepburn Shire demonstrate their commitment to early intervention and the prevention of violence against women within their growth and development planning for 2016?

Answered by Mayor Councillor Neil Newitt

Council has taken some positive steps around the prevention of violence against women by incorporating family violence leave in its Enterprise Agreement and establishing a White Ribbon Committee.

The White Ribbon Committee will develop an Action Plan setting out prevention of violence initiatives for Council's consideration and implementation.

The CEO has also made a commitment to become a White Ribbon Ambassador.

Question 4: From Ms Cate Evans

I note Council's Treasury Policy, in anticipation of the introduction of rate capping. Item 4 Borrowing Framework, section 4.3 Long term sustainability of Council, states "the level of borrowing shall be within acceptable prudential limits to ensure long-term sustainability. Council needs to ensure that the amount of borrowing does not exceed these limits, so that debt servicing costs can be met on an ongoing basis without undue impact on future councils and ratepayers.

Section 4.6 Borrowing duration states "assets with an estimated minimum useful life of greater than 10 years, debt should be repaid over ten years" and for "assets with a value of greater than \$5 million, council should consider inter-generational equity issues and give regard to repaying debts over a greater than 10 year period". This all sounds well and good to manage the \$3.6 million Trentham and \$10 million Hepburn Hub projects, so current rate payers don't have to eat two minute noodles off an elaborate dining table until the debts are repaid (metaphorically speaking). However, a simple sustainable option may be to reduce the cost of both hubs and save \$millions in debt repayment.

In light of rate capping, can the Trentham and Hepburn Hub projects have the bells and whistles removed, so to deliver two modest and functional community buildings for residents and council employees?

Answered by Mayor Councillor Neil Newitt

The Hepburn and Trentham Hub projects both aim to cost effectively deliver more and better services to the community.

The benefits of the Hepburn Hub are improving efficiency while delivering more for the community, without raising rates. The year on year cost savings delivered will repay the loan over a 20 year term. Community feedback about the initial Hepburn Hub concept plans has led to a reduction in the size and scale of the building in Concept 02, which is the basis for the detailed design in progress.

Council has allocated \$500,000 of rate revenue towards the Trentham Hub in 2015-16 and is actively pursuing funding for the project. We are currently working with state and federal government to explore all funding options for the Trentham Hub, including a possible staged approach to development. Irrespective of the outcome of these discussions, Council will continue to work with the community to deliver the service outcomes that Trentham needs.

9.3. REQUESTS TO ADDRESS COUNCIL

David McCallum addressed Council in relation to Visitor Information Centre options in Trentham.

10. STATUTORY PLANNING REPORTS

Nil

11. OFFICERS' REPORTS

11.1. MID-YEAR BUDGET REVIEW 2015-2016 GENERAL MANAGER CORPORATE SERVICES

In providing this advice to Council as the Manager Finance and Information Technology, I Trafford Thompson have no interests to disclose in this report.

PURPOSE

The purpose of this report is for Council to conduct a mid-year budget review and adopt the forecast budget for 2015-2016.

BACKGROUND

Council adopted the 2015-2016 Budget at the Ordinary Council Meeting held 16 June 2015. Each year, the adopted budget is reviewed at mid-year to take account of changes to income and expense forecasts that have arisen since the budget was adopted. These changes have been as a result of additional grants, formal advice of budgeted grant allocations, incomplete projects or activities from the previous year, and new or changed priorities that Council is required to address.

ISSUE/DISCUSSION

Council officers have conducted the mid-year budget review by conducting an analysis of year to date results in order to formulate a forecast to 30 June 2015.

The analysis reviewed incomplete projects from the 2014-2015 budget which have been required to carry forward to 2015-2016. Some of these projects were originally estimated in the original 2015-2016 budget and have been adjusted accordingly. Additional programs that require the expenditure of grant funds received in the prior year have been included in the forecast budget.

Budgeted grant income has been updated to represent subsequent information received.

A revised set of financial reports incorporating the income statement, balance sheet, statement of cash flows, statement of capital works and statement of operational projects is included as Attachment 1.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Under Sections 127 and 130 of the *Local Government Act 1989*, Council must prepare and adopt a budget for each financial year. A mid-year budget review supports Council's compliance with Section 136, Principles of sound financial management, in particular 136 (2d) ensure full, accurate and timely disclosure of financial information relating to Council.

FINANCIAL IMPLICATIONS

The mid-year budget review incorporates changes to Council's original 2015-2016 Budget to identify the consolidated financial implications of all known and reported variations.

RISK IMPLICATIONS

The mid-year review is required to assist in decision making, project management and to mitigate the risk of budget allocations being exceeded.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

There are no significant implications as a result of this budget forecast.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The mid-year budget review has been completed with input from officers and Councillors. The mid-year review does not require community engagement under the Local Government Act 1989. The forecast budget will be available to the public via the minutes published on Council's website.

CONCLUSION

The mid-year budget review has been completed which provides Council with improved clarity and confidence in the 2015-2016 operational and project budgets.

OFFICER'S RECOMMENDATION

11.1.1. That Council approves and adopts the forecast budget for the 2015-2016 financial year.

MOTION

11.1.1. That Council approves and adopts the forecast budget for the 2015-2016 financial year.

Moved: Councillor Kate Redwood AM

Seconded: Councillor Pierre Niclas

Carried.

ATTACHMENT 1 - MID-YEAR BUDGET REVIEW 2015-16

Hepburn Shire Council

Comprehensive Income Statement

Forecast for the Year Ending 30 June 2016

	<i>Budget</i> 2015/16	<i>Forecast</i> <i>Budget</i> 2015/16	<i>Variance</i>		
	\$'000	\$'000	\$'000	%	
Income					
Rates and charges	18,039	18,039	-	0%	
Statutory fees and fines	445	445	-	0%	
User fees	733	797	65	9%	1
Grants - operating	4,833	4,869	36	1%	2
Grants - capital	5,811	6,713	901	16%	3
Contributions - monetary	275	220	(55)	-20%	4
Contributions - non monetary	-	218	218	100%	5
Net gain/(loss) on disposal of assets	52	52	-	0%	
Other income	1,512	1,531	19	1%	6
Total income	31,699	32,883	1,184	4%	
Expenses					
Employee costs	10,782	11,165	(383)	-4%	7
Materials and services	9,296	9,415	(119)	-1%	8
Bad and doubtful debts	6	6	-	0%	
Depreciation and amortisation	6,916	6,916	-	0%	
Borrowing costs	271	271	-	0%	
Other expenses	823	806	17	2%	9
Total expenses	28,094	28,579	(485)	-2%	
Surplus/(deficit) for the year	3,606	4,304	699		

1 Swimming pool income to be retained following management of pool operations by Council

2 Additional financial assistance grant (FAG) advised, \$32K. Forecast anticipates prepayment of 2016-2017 FAG as was the case in 2015-2016.

3 Additional capital grant income expected as detailed in the Statement of Capital Works.

4 Trentham sportsground playground replacement community contribution not receivable, offset by reduced expenditure.

5 Works in kind construction of Bathhouse Deck, included in Statement of Capital Works.

6 Unbudgeted rental income for lease of Creswick Hub.

7 Increased employee costs offset by a reduction in other expenses or increase in income (\$291K) or due to a carry forward from 2014-2015 (\$93K)

Swimming Pools (\$158K), offset by user fees \$65K and materials and services \$93K

Municipal Fire & Emergency Management (\$128K) offset from Materials and Services reduction

Advancing County Towns (\$72K) carry forward

Occupational Therapist (\$21K) carry forward

8 Materials and services increased due to operational projects carried forward from 2014-2016, refer attached and the carry forward of maternal and child health commitments. This increase has been reduced by the reclassification of expenses for Swimming Pools \$93K, Municipal Fire & Emergency Management \$128K and contributions reclassified as other expenses.

9 Other expenses increased following reclassification of contributions as other expense from materials and services, and Contributions reclassified as Other expenses (\$54k)

Hepburn Shire Council

Balance Sheet

Forecast as at 30 June 2016

	<i>Budget</i> 2015/16	<i>Forecast</i> <i>Budget</i> 2015/16	<i>Variance</i>	
	\$'000	\$'000	\$'000	%
Assets				
Current assets				
Cash and cash equivalents	8,720	10,814	2,094	24%
Trade and other receivables	2,408	2,094	(314)	-13%
Other financial assets	-	1,313	1,313	100%
Inventories	20	17	(3)	-17%
Other assets	27	68	41	152%
Total current assets	<u>11,175</u>	<u>14,306</u>	<u>3,130</u>	<u>28%</u>
Non-current assets				
Property, infrastructure, plant and equipment	221,580	221,806	226	0%
Intangible assets	770	691	(79)	-10%
Total non-current assets	<u>222,350</u>	<u>222,497</u>	<u>147</u>	<u>0%</u>
Total assets	<u>233,525</u>	<u>236,803</u>	<u>3,278</u>	<u>1%</u>
Liabilities				
Current liabilities				
Trade and other payables	2,656	2,207	449	17%
Trust funds and deposits	1,066	1,473	(407)	-38%
Provisions	2,045	2,025	20	1%
Interest-bearing loans and borrowings	400	375	24	6%
Other Liabilities	18	39	(22)	-121%
Total current liabilities	<u>6,185</u>	<u>6,120</u>	<u>65</u>	<u>1%</u>
Non-current liabilities				
Provisions	509	513	(4)	-1%
Interest-bearing loans and borrowings	2,792	2,317	475	17%
Other Liabilities	145	127	18	12%
Total non-current liabilities	<u>3,446</u>	<u>2,956</u>	<u>490</u>	<u>14%</u>
Total liabilities	<u>9,631</u>	<u>9,077</u>	<u>554</u>	<u>6%</u>
Net assets	<u>223,894</u>	<u>227,726</u>	<u>3,832</u>	<u>2%</u>
Equity				
Accumulated surplus	137,677	141,629	3,952	3%
Reserves	86,216	86,097	(120)	0%
Total Equity	<u>223,894</u>	<u>227,726</u>	<u>3,832</u>	<u>2%</u>

Forecast Balance Sheet variances predominantly represent differences in actual opening balances to budgeted opening balances. In addition, net changes to capital works and increase in surplus from operations are reflected in cash, non-current assets and equity.

Hepburn Shire Council

Statement of Cash Flows

Forecast for the Year Ended 30 June 2016

	<i>Budget</i> 2015/16	<i>Forecast</i> <i>Budget</i> 2015/16	<i>Variance</i>	
	Inflows/ (Outflows) \$'000	Inflows/ (Outflows) \$'000	\$'000	%
Cash flows from operating activities				
Rates and charges	18,039	18,039	-	0%
User fees , statutory fees and fines	1,177	1,242	65	5%
Grants - operating	4,833	4,869	36	1%
Grants - capital	5,811	6,713	901	16%
Contributions - monetary	275	220	(55)	-20%
Interest received	250	250	-	0%
Rent received	926	945	19	2%
Other revenue	329	329	-	0%
Employee costs	(10,683)	(11,066)	(383)	4%
Materials and services	(9,316)	(9,435)	(119)	1%
Other payments	(829)	(812)	17	-2%
Net cash provided by/(used in) operating activities	10,812	11,293	481	4%
Cash flows from investing activities				
Payments for property, infrastructure, plant and equipment	(12,065)	(13,534)	(1,469)	12%
Proceeds from sale of property, infrastructure, plant and equipment	300	300	-	0%
Net cash provided by/(used in) investing activities	(11,765)	(13,234)	(1,469)	12%
Cash flows from financing activities				
Finance costs	(271)	(271)	-	0%
Repayment of borrowings	(413)	(413)	-	0%
Net cash provided by/(used in) financing activities	(684)	(684)	-	0%
Net increase (decrease) in cash and cash equivalents	(1,637)	(2,625)	(988)	60%
Cash and cash equivalents at the beginning of the financial year	10,357	13,439	3,082	30%
Cash and cash equivalents at the end of the financial year	8,720	10,814	2,094	24%

Forecast cashflow variances are as a result of variations described above and opening cash balance.

Heppburn Shire Council Revised Statement of Capital Works 2015-2016

Project Number	Project Name	New/ Renew/ Upgrade	Original Budget	Carry Forward Budget	2015/16 Expenditure		YTD Actual + Commit.	Full Year Budget	Income Budget Variations	YTD Actual	Variation Comments
					Other Budget Variations	Revised Budget					
PROPERTY											
Land Improvements											
000472	Creswick Landfill PANs Response (CAPITAL)	Upgrade	20,000	30,000	-	50,000	9,718	-	-	-	
000549	Town and Shire Road Signage	Upgrade	100,000	-	100,000	3,000	-	-	-	-	
	Total Land		120,000	30,000	-	150,000	12,718				
Buildings											
000465	Multi Purpose Facility - Victoria Park, Daylesford	Upgrade	1,880,000	16,021	-	1,896,021	1,465,761	-	-	785,000	
000497	Trentham Community Hub	New	500,000	-	500,000	-	-	-	-	-	Building Renewal
000514	Creswick Hub	Upgrade	40,000	(23,990)	75,309	91,319	-	-	-	-	
000516	Newlyn Netball Facilities	Upgrade	99,725	(9,883)	89,842	65,004	-	-	-	-	
000550	Clunes RV dump point	New	10,000	-	10,000	-	-	-	-	-	
000551	Heppburn Shire Council Services & Community Hub Construction	Upgrade	250,000	-	250,000	5,015	-	-	-	-	Grant Received
000581	Clunes Town Hall & Court House Project	Renew	-	-	107,800	8,930	-	-	107,800	107,800	
Building improvements											
000287	Building and Structures Renewal Program	Renew	509,450	-	(108,309)	401,141	258,382	-	-	-	\$75K Cres Hub, \$33K Cafe Roof
000466	Basin Reserve Facility Improvements - LGIF	Renew	90,000	9,068	-	99,068	15,404	-	-	-	
000483	Bullarto Community Facilities	Renew	-	22,000	-	22,000	227	-	-	-	
000502	Waste - Social Enterprise	Upgrade	50,000	-	(50,000)	-	-	-	-	-	Operational project
000542	Waste Social Enterprise - Capital	New	-	134,603	50,000	184,603	19,021	-	-	-	
000552	Creswick library fit out	Renew	40,000	-	40,000	39,081	-	-	-	-	
000553	Sustainability Strategy - Towards Zero - Council Assets	Renew	150,000	-	150,000	-	-	-	-	-	
000554	Creswick Honour Roll New Display Wall	Upgrade	2,500	-	2,500	-	-	-	-	-	
000555	Smeaton Community Centre / Bowls Club Deck	Upgrade	70,000	-	70,000	-	-	-	-	35,000	
000585	Bathhouse Deck	Upgrade	-	-	418,000	418,000	-	-	-	200,000	\$200K Grant, \$218K Works in Kind
000586	HMSR Pavilion Cafe Roof Repairs	Renew	-	-	103,000	103,000	-	-	-	70,000	\$70K Grant, \$33 Bldg Renewal
	Total buildings		3,691,675	147,819	595,800	4,435,294	1,968,193			418,000	
	TOTAL PROPERTY		3,811,675	177,819	595,800	4,585,294	1,980,911			595,800	
PLANT AND EQUIPMENT											
Plant, machinery and equipment											
000130	Works Plant And Equipment (CAPITAL)	Renew	695,400	183,700	-	879,100	265,846	-	-	-	
000131	Passenger And Commercial Fleet (CAPITAL)	Renew	154,600	-	154,600	-	-	-	-	-	
Computers and telecommunications											
000495	Portable Inspection Devices	New	25,000	5,308	-	30,308	7,538	-	-	-	
000556	Daylesford and Trentham library IT improvements	New	10,000	-	10,000	5,394	-	-	-	-	
000557	IT Hardware / Technology Renewal Program	Renew	130,000	-	130,000	64,742	-	-	-	-	
000558	IT Application / Software Upgrades	Upgrade	40,000	-	40,000	-	-	-	-	-	
Library books											
000423	Library Collection Renewal	Renew	53,000	15,260	-	68,260	15,260	-	-	-	
	TOTAL PLANT AND EQUIPMENT		1,108,000	204,268	-	1,312,268	358,781			300,000	
INFRASTRUCTURE											
Roads											
000100	Reseals (CAPITAL)	Renew	1,250,000	-	1,250,000	1,143,203	-	-	-	-	
000102	Reseal Preparation (CAPITAL)	Renew	85,000	-	85,000	3,038	-	-	-	-	
000103	Gravel Reseals (CAPITAL)	Renew	600,000	-	600,000	143,690	-	-	-	-	
000411	Pavement Rehabilitation, Formation & Drainage	Renew	1,840,000	-	599,072	1,504,210	-	-	599,072	-	Addit. R2K Grant
000463	Road Safety Improvements	Renew	60,000	-	60,000	12,066	-	-	-	-	
000559	East St Railway Bridge Underpass	Upgrade	750,000	-	750,000	-	-	-	-	-	
000582	Victoria and Suburban Street Clunes	Upgrade	-	-	165,000	160,537	-	-	-	165,000	Blackspot Grant

Hepburn Shire Council Revised Statement of Capital Works 2015-2016

Project Number	Project Name	New/ Renew/ Upgrade	Original Budget	Carry Forward Budget	2015/16 Expenditure	Other Budget Variations	Revised Budget	YTD Actual + Commit.	Full Year Budget	Income Budget Variations	YTD Actual	Variation Comments
000114	Bridge Renewal	Renew	180,000	250,000	-	-	430,000	25,750	-	-	-	-
000112	Footpaths and cycleways	Renew	130,000	-	-	-	130,000	-	-	-	-	-
000316	Wombat Trail Stage 1 (Walking & Cycling Project 15)(CAPITAL)	New	-	-	-	-	-	-	-	3,000	3,000	Final grant % rec'd
000471	Footpath Expansion Program	New	125,000	-	-	-	125,000	-	-	-	-	-
000410	Drainage	Renew	150,000	-	-	-	150,000	115,130	-	-	-	-
000410	Kerb & Channel Rehabilitation (CAPITAL)	Renew	150,000	-	-	-	150,000	115,130	-	-	-	-
000122	Recreational, leisure and community facilities	Renew	50,000	-	-	-	50,000	46,900	-	-	-	-
000311	Playground Equipment Replacement Program (CAPITAL)	Renew	6,649	(6,649)	-	-	-	-	6,649	-	-	-
000414	Hepburn Netball Court Upgrade	Renew	50,000	-	-	-	50,000	-	-	-	-	-
000470	Hard-court Annual Renewal Program	Renew	70,614	24,930	-	-	95,544	20,583	6,361	-	-	-
000509	Netball Court Resurfacing - Creswick - LGIF (CAPITAL)	Renew	20,000	-	-	-	20,000	-	-	-	-	-
000513	Cricket Pitch Renewal Program	Renew	-	-	-	-	-	-	-	10,000	10,000	Final grant % rec'd
000560	Mount Prospect Tennis Courts	New	125,000	-	2,900	-	127,900	127,900	-	-	-	-
000405	Splash Park in Creswick	Upgrade	-	-	-	-	-	-	-	20,000	20,000	Final grant % rec'd
000493	Parks, open space and streetscapes	Upgrade	483,000	8,425	(2,900)	488,525	97,722	140,000	210,000	-	140,000	Final grant % rec'd
000543	Daylesford Streetscape Implementation (CAPITAL)	Upgrade	160,000	-	-	160,000	-	-	60,000	-	-	-
000544	Trentham Streetscape Implementation	Upgrade	180,000	20,000	-	200,000	-	-	90,000	-	60,000	-
000561	Implementation of Streetscape Plans Clunes	Upgrade	40,000	-	-	40,000	14,226	-	-	-	-	-
000562	Daylesford Community Park - Improve Shade and Infrastructure	Upgrade	90,000	-	-	90,000	-	-	40,000	-	-	-
000563	Glenlyon Streetscape construction	Upgrade	150,000	-	-	150,000	-	-	50,000	-	-	-
000564	Hepburn Streetscape construction	Upgrade	500,000	-	(250,000)	250,000	-	-	500,000	(250,000)	-	\$250K Grant
000504	Lake Daylesford Improvements	Other infrastructure	50,000	-	-	50,000	14,648	-	-	-	-	-
TOTAL	H.S. Public Art Appropriation, Maintenance & Replacement	New	7,145,263	296,707	514,072	7,956,041	3,429,603	233,000	2,736,087	547,072	233,000	-
TOTAL	INFRASTRUCTURE		12,064,938	678,794	1,109,872	13,853,603	5,769,295	1,395,800	4,839,812	1,142,872	1,395,800	-
Represented by:												
	New asset expenditure	New	845,000	139,911	52,900	1,037,811	174,501	3,000	200,000	3,000	3,000	-
	Asset renewal expenditure	Renew	6,314,713	498,310	701,563	7,514,585	3,682,443	187,800	1,711,087	786,872	187,800	-
	Asset upgrade/expansion expenditure	Upgrade	4,905,225	40,573	355,409	5,301,207	1,912,351	1,005,000	2,928,725	353,000	1,005,000	-
	Total capital works expenditure		12,064,938	678,794	1,109,872	13,853,603	5,769,295	1,195,800	4,839,812	1,142,872	1,195,800	-

Hepburn Shire Council

Statement of Operational Works 2015-2016

Project	2016 Original BUDGET	Carry Forward	Other Budget Variations	Revised Budget	2016 YTD Actual
000565 - Anderson's Mill Festival Funding	5,000			5,000	-
000487 - Biodiversity Strategy Development	43,864			43,864	23,963
000508 - Develop detailed Bio-energy from waste business case	117,500			117,500	2,400
000150 - Calambeen Park - Dive Tower	104,000			104,000	-
000566 - Calambeen Park Weed Eradication Revegetation Fire Risk Reduc	20,000			20,000	-
000141 - Cameron Court Units Clunes	589,000			589,000	-
000454 - Clunes Farmers Market	6,500			6,500	4,781
000567 - Clydesdale Hall Outdoor Shelter	15,000			15,000	-
000482 - Community Planning Fund	50,000			50,000	-
000568 - Creswick Miss Muddy Event Marketing	5,000			5,000	-
000569 - Creswick Mountain Bike Event Development	10,000			10,000	-
000570 - Dja Dja Wurrung Recognition	15,000			15,000	1,930
000458 - Youth Strategy & Policy	41,000		(19,500)	21,500	21,334
000571 - EPA Enforceable Undertaking - Mount Beckworth	55,000			55,000	-
000572 - Extension of Public WiFi coverage Clunes Creswick Daylesford	15,000			15,000	-
000462 - Hepburn Depot-soil decontamination and rectification (2462)	60,000	26,325		86,325	21,771
000425 - Hepburn Shire Council Services&Community Hub Planning (2425)	115,000	3,080		118,080	12,387
000573 - Hepburn Shire Walking Cycling Guide	10,000			10,000	-
000574 - Implement Eco Dev Strategy and Destination Management Plan	45,000			45,000	-
000481 - Implementation of Waste Strategy (2481)	20,000	76,168		96,168	25,115
000575 - Implementation of Youth Strategy	60,000			60,000	-
000424 - Bulk change energy efficient street lighting	45,000			45,000	-
000374 - Municipal Fire & Emergency Management	248,000			248,000	67,046
000501 - Recreation & Open Space Strategy	40,000			40,000	14,900
000576 - Rolling Asset Inspection Program	30,000			30,000	-
000476 - Staff climate survey	10,000			10,000	-
000577 - Street Decorations Banner Brackets	15,000			15,000	11,740
000578 - Sustainability Strategy - Towards Zero - Community Buildings	40,000			40,000	-
000370 - Tree Risk Mitigation	100,000			100,000	18,648
000579 - Trentham Childcare Facility - Detailed Planning and Design	15,000			15,000	-
000580 - Trentham Sportsground - Playground Replacement	40,000		(20,000)	20,000	-
000388 - HACC Growth and Minor Capital	-	33,876		33,876	156
000412 - Telephony System	-	24,052		24,052	11,387
000178 - Advancing Country Towns	-	160,125		160,125	55,226
000442 - ACT- Clunes Booktown Transformation	-	5,000		5,000	5,000
000453 - Walk To School	-		10,000	10,000	3,777
000474 - Bullarto to Lyonville Rail Trail	-	30,074		30,074	-
000496 - WHBG Master Plan	-	25,000	300	25,300	25,300
000515 - Kingston Avenue Of Honour	-	1,818	1,882	3,700	3,700
000545 - Creswick Service Office and Library Temp Relocation	-		8,250	8,250	8,250
Total Reportable Operating Projects	1,984,864	385,518	(19,068)	2,351,314	338,812

Contrib. to works
Grant rec'd June 15

11.2. POLICY REVIEWS - TREASURY MANAGEMENT INCLUDING INVESTMENT AND BORROWINGS

GENERAL MANAGER CORPORATE SERVICES

In providing this advice to Council as the Manager Finance and Information Technology, I Trafford Thompson have no interests to disclose in this report.

PURPOSE

The purpose of this report is for Council to consider the review of policies 50 (C) - Investments and 65 (C) - Borrowings, and a proposal to combine both policies into Policy 50 (C) - Treasury Management.

BACKGROUND

In accordance with Council's policy review timetable adopted by Council in August 2015, policies 50 (C) and 65 (C) have been reviewed.

ISSUE/DISCUSSION

The Treasury Management policy sets the framework for treasury functions to be followed by authorised officers of Hepburn Shire Council based on sound financial management principles.

The revised policy incorporates objectives to ensure that:

- Sufficient funds are available to meet daily cash requirements and appropriate levels of funds are available at the appropriate time to support Council's strategic objectives;
- Investment decisions are made based on the security of invested funds by limiting Council's exposure to risk, with Council mitigating its exposure to risk while optimising its return on investment of surplus funds;
- Borrowing costs are minimised, with borrowing decisions to consider the optimum time to borrow, taking into account cash requirements, interest rates, loan options and economic conditions;
- All investments and borrowings are made in accordance with the Local Government Act, 1989;
- Effective internal controls exist and are followed to minimise the risk of unauthorised transactions and the misappropriation of Council funds; and
- All transactions are appropriately authorised and documented.

An investment framework has been developed which will provide Council staff with directions and ceilings when making investment decisions. The framework enables a mix of investment options by credit rating and institution. The maximum limit of investments with each credit rating category, measured at the time of placing the investment, is represented in the following table.

Long Term (S&P or equivalent)	Short Term (S&P or equivalent)	Maximum Allocation	Max. Allocation per Institution (% of Portfolio)	Individual Institution Limit
AAA	A-1+	100%	80%	\$12 Million
AA+ to AA-	A-1+	100%	75%	\$10 Million
A+ to A-	A-1	75%	50%	\$7.5 Million
BBB+	A-2	40%	20%	\$2.5 Million

A minimum of three (3) quotations will be obtained whenever an investment is proposed. The quotation that delivers the best value to Council, received before the specified cut-off time, shall be successful, subject to compliance with the investment framework above.

The level of borrowing shall be within acceptable prudential limits to ensure long-term sustainability. All new loans must be approved by Council as part of Council's budget approval process. At the time the funds are to be borrowed, the CEO will accept the most advantageous quote to enable a contract to be produced.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Policy 50 (C) outlines how Council complies with sections contained within Part 7 - Financial Management of the *Local Government Act, 1989*.

FINANCIAL IMPLICATIONS

Compliance with the Treasury Management policy will deliver optimal revenue earnings from investments and the most advantageous loans to Council.

RISK IMPLICATIONS

This policy provides guidance and a framework to reduce Council's risk in financial management practices.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

Policy 50 (C) provides for the consideration of a financial institution's local presence in the Shire, community support credentials and ethics considered in their Charter where appropriate.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

A draft of Policy 50 (C) - Treasury Management was provided to Council's Audit and Risk Advisory Committee at its November 2015 meeting. The Committee recommended that Council adopts the policy.

The policy will be made available to the public via Council's website and available for inspection at Council offices.

CONCLUSION

The proposed revised Policy 50 (C) – Treasury Management incorporates changes to increase the earning potential of Council through investment decisions and assists to deliver sound financial management practices within Council.

OFFICER'S RECOMMENDATION

That Council:

- 11.2.1. Adopts the revised Policy 50 (C) - Treasury Management and makes it available on Council's website and at its service centres in Daylesford, Creswick and Clunes.
- 11.2.2. Rescinds Policy 65 (C) - Borrowings

MOTION

That Council:

- 11.2.1. Adopts the revised Policy 50 (C) - Treasury Management and makes it available on Council's website and at its service centres in Daylesford, Creswick and Clunes.*
- 11.2.2. Rescinds Policy 65 (C) - Borrowings.*

Moved: Councillor Sebastian Klein

Seconded: Councillor Kate Redwood AM

Carried.

ATTACHMENT 2 - POLICY 50 (C) – TREASURY MANAGEMENT

► TREASURY MANAGEMENT POLICY

POLICY NUMBER: 50 (C)

NAME OF POLICY: TREASURY MANAGEMENT POLICY

DATE OF NEXT REVIEW: December 2019

DATE APPROVED: <Insert date adopted by Council>

RESPONSIBLE OFFICER: Manager Finance and Information Technology

REFERENCES: Local Government Act 1989

Best Value Principles

Hepburn Shire Council has the responsibility to provide its ratepayers with best value, with all services provided by Council meeting the expectations in terms of quality and cost. In providing this, all services need to be accessible, responsive to the needs of the community, considerate of the natural environment and subject to continuous improvement.

To achieve the best over life outcome for Council's expenditures, which meets quality and service expectations, there will be periodic review of services against best on offer in both the public and private sectors.

All Council staff members are responsible for supporting best value principles in their normal day to day actions to ensure services are recognised by the community as delivering best value.

► TREASURY MANAGEMENT POLICY

INTRODUCTION

This policy sets the framework for treasury functions to be followed by authorised officers of Hepburn Shire Council based on sound financial management principles.

The policy objectives are to ensure that:

- Sufficient funds are available to meet daily cash requirements and appropriate levels of funds are available at the appropriate time to support Council's strategic objectives;
- Investment activities are transacted to take advantage of the interest earning potential of surplus funds;
- Investment decisions are made based on the security of invested funds by limiting Council's exposure to risk;
- Council mitigates its exposure to risk while optimising its return on investment of surplus funds;
- Borrowing costs are minimised;
- Borrowing decisions consider the optimum time to borrow, taking into account cash requirements, interest rates, loan options and economic conditions;
- Where possible, the structure of the borrowing is appropriate for the nature of the asset being funded;
- All investments and borrowings are made in accordance with the Local Government Act, 1989
- Effective internal controls exist and are followed to minimise the risk of unauthorised transactions and the misappropriation of Council funds;
- All transactions are appropriately authorised and documented.

SCOPE

The policy applies to all investment and borrowing of funds by Hepburn Shire Council.

POLICY

1. Legislative Framework

All investments shall comply with Section 143 of the Local Government Act 1989 (extract below) and relevant regulations and Minister's guidelines.

► TREASURY MANAGEMENT POLICY

- (1) A Council may invest any money-
- (a) in Government securities of the Commonwealth;
 - (b) in securities guaranteed by the Government of Victoria;
 - (c) with an authorised deposit-taking institution;
 - (d) with a financial institution guaranteed by the Government of Victoria;
 - (e) on deposit with an eligible money market dealer within the meaning of the Corporations Act;
 - (f) in any other manner approved by the Minister after consultation with the Treasurer either generally or specifically, to be an authorised manner of investment for the purpose of this sub-section.

All borrowings shall comply with Part 7 Financial Management of the Local Government Act 1989. Part 7 includes Section 144 which provides Councils the power to borrow. S.144(1) states “Subject to the principles of sound financial management, a Council may borrow money to enable the Council to perform the functions and exercise the powers conferred on the Council under this Act or any other Act.”

2. Investment Framework

2.1 Currency

All investments are to be denominated in Australian dollars.

2.2 Authorised investments

Funds are to be invested in accordance with Section 143 of the Local Government Act, Regulations and any directions of the Minister.

The opportunity offered under part (e) is not considered as an authorised investment as it is outside Council acceptable risk level, as are interest rate derivatives or hybrid investments.

2.3 Authorised financial institutions

Investments may be placed with any authorised deposit taking institution, based on their credit rating and in conjunction with Council’s portfolio credit framework. Where appropriate, consideration of the financial

► TREASURY MANAGEMENT POLICY

institution's local presence in the Shire, community support credentials, ethics and actions of the institution to minimise environmental harm shall be given.

2.4 Portfolio credit framework

The maximum limit of investments with each credit rating category, measured at the time of placing the investment, is represented in the following table.

Long Term (S&P or equivalent)	Short Term (S&P or equivalent)	Maximum Allocation	Max. Allocation per Institution (% of Portfolio)	Individual Institution Limit
AAA	A-1+	100%	80%	\$12 Million
AA+ to AA-	A-1+	100%	75%	\$10 Million
A+ to A-	A-1	75%	50%	\$7.5 Million
BBB+	A-2	40%	20%	\$2.5 Million

2.5 Change in credit rating

If the Standard and Poor's (S&P) rating of any of Council investments are downgraded, such that they pose a significant risk to Council, an assessment of risk and financial cost is to be made. If recommended the investment is to be divested within 60 days.

2.6 Form of investment

Any of the following forms of investment are acceptable:

- Bonds
- Debentures
- Term Deposits
- Negotiable Certificates of Deposits & Bank Bills
- Transferable Certificates of Deposit
- Floating Rate Notes & Floating rate Certificates of Deposit
- Cash Deposits

► TREASURY MANAGEMENT POLICY

2.7 Funds available for investment

Funds will be considered as available for investment after sufficient operating and at call funds are held in accounts by administering the following objectives;

- Maintain an average monthly operating bank balance of \$400,000
- Maintain an average monthly at call balance of \$1,500,000

Surplus funds will be invested, in accordance with this policy, to maximise the revenue available to Council.

2.8 Investment duration

The duration of investments will be from 7 days to 5 years. The maximum amount of funds to be invested long term, as an objective, shall be measured to Council's Long Service Leave (LSL) liability plus any notional annualised principal of interest only loans. The balance of investments are to be of short or medium term funds duration.

Definition of Terms

Term	Timeframe	Balance Sheet Classification
At Call	Access within 24 hours	Cash & Cash Equivalents
Short Term	2 to 120 days	Cash & Cash Equivalents
Medium Term	120 days to 365 days	Other Financial Assets
Long term	1 – 5 years	Other Financial Assets

3. Process Guidelines

3.1 Money to be transferred using the general bank account

All investments being placed must be derived from funds transferred from Council's general bank account. On maturity, all investments must be redeemed to Council's general bank account. The interest earned on investments is to be redeemed to Council's general bank account at the time of maturity. Funds may be transferred electronically or via cheque and will be authorised by two officers with authorisation to sign on the general bank account

3.2 Documentation

Investment confirmations will be sought in writing within one day of placing an investment. Confirmations will be checked to ensure accuracy. Any identified discrepancies must be rectified immediately.

3.3 Quotations to be sought

A minimum of three (3) quotations will be obtained on behalf of authorised institutions whenever an investment is proposed. The quotation that delivers the best value to Council, received before the specified cut-off time, shall be successful, subject to compliance with the investment framework above.

3.4 Reporting

Investment activities and results must be reported to the General Manager Corporate Services monthly. All quotations and investment advices are to be retained in Council's corporate record management system.

3.5 Delegation

Authorised officers are permitted to place investments in accordance with this policy. Due consideration must be given to Council's future cash flow requirements with investments placed to maximise best value for Council. The Financial Accountant shall be responsible for;

- Preparing forecast cash flow requirements;
- Actioning the investment or redemption;
- Collating and filing investment documents for each individual transaction.

4. Borrowing Framework

4.1 Currency

All borrowings are to be denominated in Australian dollars.

4.2 Financial management

Borrowing activities will be undertaken in a manner that minimises risk to Council. Council must implement the principles of sound financial management. This includes:

- managing financial risks;

- pursuing spending and rating policies that are consistent with a reasonable degree of stability;
- making decisions of intergenerational equity;
- ensuring the disclosure of financial information

4.3 Long term sustainability of Council

The level of borrowing shall be within acceptable prudential limits to ensure long-term sustainability. Council needs to ensure that the amount of borrowing does not exceed these limits, so that debt servicing costs can be met on an ongoing basis without undue impact on future councils and ratepayers. Council is to refer to specific target ratios set out in its 10 Year Financial Plan when determining the level of borrowings each year.

4.4 Reporting and Monitoring

Details of borrowing ratios will be provided as part of the annual budget documentation together with the trend of these ratios in the long term financial plan. Ratios will be reported annually in Council's Annual Report.

4.5 Loan Approval

All new loans must be approved by Council as part of the Council's budget approval process. At the time the funds are to be borrowed, the CEO will accept the most advantageous quote to enable a contract to be produced.

4.6 Borrowing duration

In normal circumstances borrowing for capital works should have a maximum repayment period as follows:

- For assets with an estimated minimum useful life of 10 years or less, the debt should be repaid within the asset's estimated minimum useful life to Council.
- For assets with an estimated minimum useful life of greater than 10 years, debt should be repaid over 10 years to recognize that after this time, most assets require significant levels of maintenance and/or redevelopment.
- For assets with a value of greater than \$5 million, Council should consider inter-generational equity issues and give regard to

► TREASURY MANAGEMENT POLICY

repaying debts over a greater than 10 year period so that the cost of the asset is spread over different generations of ratepayers.

The repayment period on borrowings for other non recurrent items should have a maximum repayment period of 10 years.

4.7 Borrowing Redemption

When surplus funds exist, the decision to repay borrowings shall be made based on the facts available at the time giving due regard to minimising the overall cost to the Council.

DEFINITIONS

The following terms are referred to in the policy.

Term	Definition
Council	Hepburn Shire Council
Council Staff	Includes permanent and temporary full-time and part-time council employees, and contractors and consultants while engaged by Council.
Authorised Officers	Includes the Chief Executive Officer, General Manager Corporate Services, Manager Finance & IT, Financial Accountant, Manager People and Performance. The CEO has delegated authority to nominate additional authorised officers as necessary.
The Act	<i>Local Government Act 1989</i>
Investment Funds	Surplus funds invested for the purpose of earning additional revenue, excludes operating funds and "at call" funds.
Operating Funds	Funds contained in a cheque or operating account used for daily transaction purposes.
At Call Funds	Cash held in an "At Call" or Cash Deposit Account or similar available for immediate transfer of funds as required.
Authorised deposit taking institution	A body corporate, which is authorised to carry on banking business in Australia under the Banking Act 1959. It will cover banks, building societies, credit unions, etc.

► TREASURY MANAGEMENT POLICY

Term	Definition
Real Time Gross Settlement (RTGS)	Funds transfer systems where transfer of money or securities takes place from one bank to another, not subjected to any waiting period and settled on one to one basis without bundling or netting with any other transaction. Once processed, payments are final and irrevocable.
Standard & Poor's (S&P) Credit Rating	Credit ratings are opinions about credit risk. Standard & Poor's ratings express the agency's opinion about the ability and willingness of an issuer, such as a corporation or state or city government, to meet its financial obligations in full and on time, expressed by a letter-grade rating symbol.
Intergenerational equity	The fairness of the distribution of the costs and benefits of assets when they are utilised by different generations.

FURTHER INFORMATION

Any enquiries about the Treasury Management Policy should be directed to Council's Manager Finance and Information Technology.

IMPLEMENTATION

This policy will be implemented through training and guidelines for relevant Council staff. Tools and training will be provided to support staff to undertake effective treasury management relevant to their role.

The Treasury Management Policy will be available to public via Council's website and to staff via Council's record management system.

REVIEW

The Treasury Management Policy will be reviewed every four years or sooner if required by legislation or organisational changes.

The officer responsible for the review of this policy is the Manager Finance and Information Technology.

ATTACHMENT 3 - REVISED POLICY 44 (C) - FLAGS AND OTHER DISPLAYS
ON COUNCIL PROPERTY

FLAGS AND DISPLAYS ON COUNCIL

▶ PROPERTY POLICY

POLICY NUMBER:	44 (C)
NAME OF POLICY:	FLAGS AND DISPLAYS ON COUNCIL PROPERTY POLICY
DATE OF NEXT REVIEW:	January 2020
DATE APPROVED:	<Insert date adopted by Council>
RESPONSIBLE OFFICER:	General Manager Corporate Services
REFERENCES:	<i>Flags Act 1953</i> <i>Australian Flags</i> (protocols published by the Federal Government)

Best Value Principles

Hepburn Shire Council has the responsibility to provide its ratepayers with best value, with all services provided by Council meeting the expectations in terms of quality and cost. In providing this, all services need to be accessible, responsive to the needs of the community, considerate of the natural environment and subject to continuous improvement.

To achieve the best over life outcome for Council's expenditures, which meets quality and service expectations, there will be periodic review of services against best on offer in both the public and private sectors.

All Council staff members are responsible for supporting best value principles in their normal day to day actions to ensure services are recognised by the community as delivering best value.

FLAGS AND DISPLAYS ON COUNCIL

▶ PROPERTY POLICY

INTRODUCTION

This policy has been prepared to specify locations where Council regularly flies the Australian and Aboriginal flags, and to also set the rules for displaying other flags, banners, special lighting and decorations on Council managed buildings and property.

SCOPE

This policy applies to flag poles managed by Hepburn Shire Council, but excludes those managed by other organisations, such as Returned Service Leagues (RSLs).

The policy also applies to decorations, banners, special lighting and other flags displayed on town halls and civic buildings managed by Council. Other than flagpoles, this policy does not apply displays on road reserves, parks and other open space.

POLICY

1. Regular locations for flying Australian and Aboriginal flags

The Australian and Aboriginal flags will be regularly flown at the following locations where council has a civic presence through its customer service centres:

- Daylesford Town Hall on the roof
- Creswick Hub on the footpath in front of the building
- The Warehouse - Clunes - next to the building in Collins Place fronting Fraser Street

Council will fly these flags in accordance with the *Australian Flags* protocols, with the Australian flag taking the position of 'honour'.

At these locations, Council will light the flags at night to enable 24 hour flying, except during times of replacement or maintenance of flags and poles.

On occasions where a direction or recommendation is received from Federal or State Government, an alternate flag to the Aboriginal Flag will be flown (e.g. the United Nations Flag or the Victorian State Flag). In addition, Council or the Chief Executive Officer may approve an alternate official flag to be flown, such as if a representative of another Country or State visits Council.

FLAGS AND DISPLAYS ON COUNCIL

▶ PROPERTY POLICY

The flags will be flown at half mast in accordance with State and Federal Government directions, or decisions of Council or the Chief Executive Officer, in accordance with the *Australian Flags* protocols.

Council officers in each location are to be delegated by the Chief Executive Officer for the purpose of maintaining flags and raising and lowering them as required.

2. Council meetings

At all ordinary and special meetings of Council, both the Australian and Aboriginal Flags will be displayed behind the councillors or in an alternate suitable location.

3. Other flag poles

Council's approach to other flag poles is:

- Vincent Street, Daylesford - Both official and non-official flags can be flown on the approval of the Chief Executive Officer. Non-official flags for events must be removed within two days of the conclusion of the event.
- Trentham Town Square - Council will not regularly manage the flying of the Australian flag at this location. The Australian flag is able to be flown during the day and brought in at night, with the local Lions Club coordinating the Australia Day event and supported by Council.
- Creswick Town Hall - due to OH&S limitations and a lack of permanent lighting, no flags will be flown from the Creswick Town Hall.
- Clunes Town Hall - due to OH&S limitations and a lack of permanent lighting, no flags will be flown from the Clunes Town Hall.
- Cenotaphs - Responsibility for managing the raising and lowering of flags in cenotaphs in road reserves managed by Council is delegated to the relevant RSL, or equivalent organisation, in the town or locality.

4. Displays including flags, decorations, banners, special lighting

Events supported by Council can display a banner on the fence alongside the front right-hand-side gate or display lighting on the Daylesford Town Hall.

Lighting for charitable causes can be displayed on the Daylesford Town Hall as approved by the CEO.

FLAGS AND DISPLAYS ON COUNCIL

▶ PROPERTY POLICY

A Christmas wreath is to be displayed on the Daylesford Town Hall balcony during December each year.

Events can display banners on Gateway Signs on the entrances to townships by making an application to Council's Events Coordinator.

Temporary flags, banners, special lighting and other decorations may be displayed on light pole banner mounts, or on other Council owned or managed buildings as approved by the CEO. The location of display and length of the display period shall be determined by the CEO and shall take into account the requirements of other events and causes that might wish to display a flag or banner. The CEO will take into consideration the reason for the display, the amenity impacts on public buildings and areas, potential discrimination in messages displayed and any relevant legislative provisions and planning requirements.

Costs of placing and removing banners on light pole banner mounts will be met by the group or organisation putting up the display.

FLAGS AND DISPLAYS ON COUNCIL

▶ PROPERTY POLICY

DEFINITIONS

The following terms are referred to in the policy.

Term	Definition
<i>Australian Flags</i>	Excerpt from the booklet <i>Australian flags – Part 2: The protocols for the appropriate use and the flying of the flag</i> . A publication containing protocols set by the Federal Government for flying flags in accordance with the <i>Flags Act 1953</i> .
Council	Hepburn Shire Council
Non-official flags	Flags representing a local community event, charity days, or celebrations.
Official flags	Flags of countries, states or those formally proclaimed by the Governor General in accordance with the <i>Flags Act 1953</i> .
The Act	<i>Local Government Act 1989</i>

FURTHER INFORMATION

Any enquiries about the Flags and Displays on Council Property Policy should be directed to Council's General Manager Corporate Services.

IMPLEMENTATION

This policy will be available on Council's website and for inspection in its service centres in Daylesford, Creswick and Clunes.

REVIEW

The Flags and Displays on Council Property Policy will be reviewed every four years or sooner if required by legislation or organisational changes.

The officer responsible for the review of this policy is the General Manager Corporate Services.

11.3. REVIEW OF POLICY 44 (C) - FLAGS AND DISPLAYS ON COUNCIL PROPERTY GENERAL MANAGER CORPORATE SERVICES

In providing this advice to Council as the General Manager Corporate Services, I Grant Schuster have no interests to disclose in this report.

PURPOSE

The purpose of this report is for Council to consider adopting a revised Policy 44 (C) - Flags and Displays on Council Property, formerly called the Flags, Banners, Special Lighting and Other Decorations Displayed on Council Managed Buildings Policy.

BACKGROUND

Council deferred the review of policy 44 (C) at its meeting on 15 December 2015, in order to further consider the policy items.

ISSUE/DISCUSSION

Since deferring the matter, the draft policy has been amended to:

- Specify that supported events can put a banner on the front gate and lighting on the Daylesford Town hall only.
- Include the current practices of lighting the Daylesford Town Hall for charity recognition and in accordance with memorandums of understanding for events, and displaying the Christmas wreath each year.
- Not delegate to the CEO the approval of other decorations on the Daylesford Town Hall.

All other changes as proposed in the December version are retained. These include recent changes in facilities, the flying of the Aboriginal flag, and the management of flagpoles across the shire on Council managed land, buildings and properties.

The key points that have been updated in the revised policy are:

- Specific designation of regular locations where both the Australian and Aboriginal flags will be flown.
- Specifying that both the Australian and Aboriginal flags will be flown at Council meetings.
- Specifying the process for flying of an alternate flag to the Aboriginal flag alongside the Australian flag.
- Clarifying CEO approval for other displays (including lighting, banners and decorations) on Council managed buildings.
- Specifying that flags will not be flown on the Clunes or Creswick Town Halls.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Policy 44 (C) outlines how Council complies with the Flags Act 1953 and specifies its approach to flying the Australian and other flags.

FINANCIAL IMPLICATIONS

Upgrade of flag poles at The Warehouse - Clunes will be funded by Council's project for Actions to Recognise Indigenous Australians.

RISK IMPLICATIONS

This policy provides certainty in how Council flies the Australian, Aboriginal and other flags.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

Flying the Australian flag is a symbol of importance to many Australians and it is appropriate the Council flies this at its customer service centres.

Flying the Aboriginal flag alongside the Australian flag provides a significant symbol of unity that contributes to reconciliation.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Internal engagement was undertaken in revising the policy. Previous engagement with the Dja Dja Wurrung Corporation when a second flag pole was placed on the Daylesford Town Hall was supportive of Council flying the Aboriginal flag alongside the Australian flag.

CONCLUSION

The proposed revisions to Policy 44 (C) - Flags and Other Displays on Council Property incorporate changes to increase the recognition of indigenous Australians and reflect current practices with managing flags and other displays on Council property.

OFFICER'S RECOMMENDATION

11.3.1. That Council adopts the revised Policy 44 (C) - Flags and Other Displays on Council Property and makes it available on Council's website and at its service centres in Daylesford, Creswick and Clunes.

MOTION

11.3.1. *That Council adopts the revised Policy 44 (C) - Flags and Other Displays on Council Property and makes it available on Council's website and at its service centres in Daylesford, Creswick and Clunes.*

Moved: Councillor Don Henderson

Seconded: Councillor Bill McClenaghan

Carried.

**11.4. RECORD OF ASSEMBLIES OF COUNCILLORS
GENERAL MANAGER CORPORATE SERVICES**

In providing this advice to Council as the Administration Support Officer, I Tracye Sutton have no interests to disclose in this report.

PURPOSE

The purpose of this report is for Council to receive and note Assemblies of Councillors.

BACKGROUND

The Local Government Act 1989 defines Assembly of Councillors as

...a meeting of an advisory committee of the Council, if at least one Councillor is present, or a planned or scheduled meeting of at least half of the Councillors and one member of Council staff which considers matters that are intended or likely to be

- (a) the subject of a decision of the Council; or*
- (b) subject to the exercise of a function, duty of power of the Council that has been delegated to a person or committee –*

but does not include a meeting of the Council, a special committee of the Council, as audit committee established under Section 139, a club, association, peak body, political party of other organisation.

ISSUE / DISCUSSION

The *Local Government Act 1989* (as amended) requires the record of an Assembly of Councillors to be:

1. reported at an Ordinary Meeting of the Council; and
2. incorporated in the minutes of that Council Meeting.

For this purpose, the following records of Assemblies of Councillors are reported:

Assemblies of Councillors		
Date	Location	Committee Name
16-12-2015	Council Chamber	International Women's Day Committee
15-12-2015	Council Chamber	Councillor/CEO Meeting
15-12-2015	Council Chamber	Pre Council Meeting Briefing
15-12-2015	Council Chamber	Presentation – Wombat Hill Botanic Gardens Landscape Master Plan
2-12-2015	Council Chamber	Councillor Briefing
25-11-2015	Council Chamber	International Women's Day Committee

Please note: due to an administrative oversight the following Conflict of Interest Disclosure was not included previously in the Record of Assembly of Councillors presented to the Ordinary Meeting of Council on 17 November 2015.

The complete record is included in Attachment 5.

Date	Location	Committee Name
20-10-2015	Doug Lindsay Reserve Community Facility	Pre Council Meeting Briefing

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Local Government Act 1989, Section 80A

FINANCIAL IMPLICATIONS

Nil

RISK IMPLICATIONS

There are implications with regards to Council's compliance with the *Local Government Act 1989* (as amended) if written records of Councillor Assemblies are not reported to Council.

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

The inclusion of the attached record of Councillor Assemblies in the Council Agenda and their availability to the public will increase awareness of the activities of Council and could increase community involvement in decision making at Council level.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Using Council's adopted Community Engagement Framework, International Public Participation Consultation, this report presents information via the Council Agenda.

CONCLUSION

Information provided for noting.

OFFICER'S RECOMMENDATION

That Council

- 11.4.1. Receives and notes the Records of Assemblies of Councillors for the 16-12-2015, 15-12-2015, 2-12-2015 and 25-11-2015.
- 11.4.2. Receives the amended Record of Assembly of Councillors from the Pre Council Meeting Briefing for the 20-10-2015.

MOTION

That Council

- 11.4.1. *Receives and notes the Records of Assemblies of Councillors for the 16-12-2015, 15-12-2015, 2-12-2015 and 25-11-2015.*
- 11.4.2. *Receives the amended Record of Assembly of Councillors from the Pre Council Meeting Briefing for the 20-10-2015.*

Moved: Councillor Don Henderson

Seconded: Councillor Kate Redwood AM

Carried.

ATTACHMENT 4 - RECORDS OF ASSEMBLIES OF COUNCILLORS

RECORD OF ASSEMBLY OF COUNCILLORS

This record is required under Section 80A of the *Local Government Act 1989*

Title of Meeting: International Women's Day Committee Meeting

Date: Wednesday 16 December 2015

Time: 4:00pm - 5:00pm

Venue: Council Chamber Daylesford
 Senior Citizens Centre Daylesford
 Other (specify)

Councillors present:

- | | |
|--|---|
| <input type="checkbox"/> Cr Don Henderson | <input type="checkbox"/> Cr Greg May |
| <input checked="" type="checkbox"/> Cr Kate Redwood AM | <input type="checkbox"/> Cr Neil Newitt |
| <input type="checkbox"/> Cr Sebastian Klein | <input type="checkbox"/> Cr Pierre Niclas |
| <input type="checkbox"/> Cr Bill McClenaghan | |

Members of Council Staff present:

- | | |
|---|--|
| <input type="checkbox"/> CEO Aaron van Egmond | <input checked="" type="checkbox"/> Other, please specify: |
| <input type="checkbox"/> GM Corporate Services Grant Schuster | Michelle Collett - EA to the CEO |
| <input type="checkbox"/> GM Community Services Kathleen Brannigan | |
| <input type="checkbox"/> GM Infrastructure Bruce Lucas | |

Conflict of Interest Disclosures:

Councillor Name	Time Left and Returned

Matters Considered:

Agenda Attached

Name and title of Officer responsible for this written record:

- | | |
|---|--|
| <input type="checkbox"/> CEO Aaron van Egmond | <input type="checkbox"/> GM Infrastructure Bruce Lucas |
| <input type="checkbox"/> GM Corporate Services Grant Schuster | <input checked="" type="checkbox"/> Other, please specify: |
| <input type="checkbox"/> GM Community Services Kathleen Brannigan | Michelle Collett - EA to the CEO |

Signature: *um R Collett*

Note: This form **MUST** be completed by the attending Council Officer and returned immediately to Governance Officer for filing.

▶ INTERNATIONAL WOMEN'S DAY - AGENDA

Chair Cr Kate Redwood AM

Date 16 December 2015

Present

Joan Rattray - Committee Member

Mabel Moran - Committee Member

Roma Wiseman - Committee Member

Denise Hanaphy-Shearer - Committee Member

Frances Guerin - Committee Member

Tracye Sutton - HSC, Administration Support Officer

Michelle Collett - HSC, EA to the CEO

Action Recorder: Tracye Sutton

Apologies:

Margie Thomas - Committee Member

Maria Abate - HSC, Communications Officer

	Time	Agenda Item	Presenter
1.	4:00pm	Welcome, meeting opens	Chair
2.	4:05pm	Keynote speaker Confirmation	Chair
3.	4:10pm	Nominations for Women's Honour Roll To be reviewed on Thursday 17th December.	Chair
4.	4:15pm	Welcome to Country Arrangements	Chair
5.	4:20pm	Photo Exhibition	Chair
6.	4:35pm	Quilting Project	Chair
7.	4.45pm	Matters arising	Chair
8.	5:00pm	Close	Chair

RECORD OF ASSEMBLY OF COUNCILLORS

This record is required under Section 80A of the *Local Government Act 1989*

Title of Meeting: Councillor/CEO Meeting
 Date: Tuesday 15 December 2015
 Time: 2:00 pm

Venue: Council Chamber Daylesford
 Senior Citizens Centre Daylesford
 Other (specify) – Clydesdale Hall

Councillors present:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Cr Don Henderson | <input checked="" type="checkbox"/> Cr Greg May |
| <input checked="" type="checkbox"/> Cr Kate Redwood AM | <input checked="" type="checkbox"/> Cr Neil Newitt |
| <input checked="" type="checkbox"/> Cr Sebastian Klein | <input type="checkbox"/> Cr Pierre Niclas |
| <input checked="" type="checkbox"/> Cr Bill McClenaghan | |

Members of Council Staff present:

- | | |
|---|---|
| <input checked="" type="checkbox"/> CEO Aaron van Egmond | <input type="checkbox"/> Other, please specify: |
| <input type="checkbox"/> GM Corporate Services Grant Schuster | |
| <input type="checkbox"/> GM Community Services Kathleen Brannigan | |
| <input type="checkbox"/> GM Infrastructure Bruce Lucas | |

Conflict of Interest Disclosures:

Councillor Name	Time Left and Returned
<i>Cr Kate Redwood</i>	<i>3:38 pm - 3:45 pm</i>

Matters Considered:

Agenda Attached

Name and title of Officer responsible for this written record:

- | | |
|--|---|
| <input checked="" type="checkbox"/> CEO Aaron van Egmond | <input type="checkbox"/> Other, please specify: |
| <input type="checkbox"/> GM Corporate Services Grant Schuster | |
| <input checked="" type="checkbox"/> GM Community Services Kathleen Brannigan | |
| <input type="checkbox"/> GM Infrastructure Bruce Lucas | |

Signature: _____



Note: This form MUST be completed by the attending Council Officer and returned immediately to Governance Officer for filing.

DISCLOSURE OF CONFLICT OF INTEREST

I, Councillor Kate Redwood hereby disclose
a conflict of interest in the following matter Christmas Cheer's request
of \$2000 for Council

This matter is being considered at a meeting of

- Council Meeting
- Councillor Briefing
- Special Committee
- Audit and Risk Advisory Committee
- Assembly of Councillors on 15/12/2015

on

The class of the interest is (tick appropriate box)

- a direct interest
- OR
- an indirect interest (see below)

Please select from the following types of indirect interest:

- Indirect interest - close association (section 78)
- Indirect financial interest (section 78A)
- Indirect interest – conflicting duty (section 78B)
- Indirect interest – applicable gift(s) (section 78C)
- Indirect interest – party to matter (civil proceedings) (section 78D)
- Indirect interest – impact on residential amenity (section 78E)

NB All references to sections are references to sections in the *Local Government Act 1989*.

The nature of the interest is as follows:

My membership of the Christmas Cheer
committee means that I have to
declare an interest in that organisation's
request for funding for Council

Print Name: KATE REDWOOD

Signed: K. Redwood

Date: 15/12/2015

COUNCILLOR & CEO MEETING

Tuesday 15 December 2015

Daylesford Town Hall

2:00PM

PRESENT: Councillors Neil Newitt, Kate Redwood AM, Don Henderson, Greg May, Bill McClenaghan, Sebastian Klein, CEO Aaron van Egmond

CHAIR: Councillor Neil Newitt

APOLOGIES: Councillor Pierre Niclas

No.	Time	Agenda Item	Presenter
1.	2:00PM	Living Libraries Funding	Cr Sebastian Klein
2.		CEO Reappointment	Cr Neil Newitt
3.		Christmas Cheer donation request	Aaron van Egmond
4.			

RECORD OF ASSEMBLY OF COUNCILLORS

This record is required under Section 80A of the *Local Government Act 1989*

Title of Meeting: Pre Council Meeting Briefing
 Date: Tuesday 15 December 2015
 Time: 3:30 pm

Venue: Council Chamber Daylesford
 Senior Citizens Centre Daylesford
 Other (specify)

Councillors present:

Cr Don Henderson
 Cr Greg May
 Cr Kate Redwood AM
 Cr Neil Newitt
 Cr Sebastian Klein
 Cr Pierre Niclas
 Cr Bill McClenaghan

Members of Council Staff present:

CEO Aaron van Egmond
 Other, please specify:
 GM Corporate Services Grant Schuster
 GM Community Services Kathleen Brannigan
 GM Infrastructure Bruce Lucas

Conflict of Interest Disclosures:

Councillor Name	Time Left and Returned
<i>Cr Sebastian Klein</i>	<i>4:54pm - 4:58pm</i>

Matters Considered:

Council Meeting Agenda – Tuesday 15 December 2015

Agenda Attached

Name and title of Officer responsible for this written record:

CEO Aaron van Egmond
 Other, please specify:
 GM Corporate Services Grant Schuster
 GM Community Services Kathleen Brannigan
 GM Infrastructure Bruce Lucas

Signature: *Grant Schuster*

Note: This form MUST be completed by the attending Council Officer and returned immediately to Governance Officer for filing.

DISCLOSURE OF CONFLICT OF INTEREST

I, Councillor Sebastian Klein hereby disclose
a conflict of interest in the following matter Discussion of the Lease over
the Railway line in Trentham as part of the
discussion of Troopath tenders etc

This matter is being considered at a meeting of

- Council Meeting
- Councillor Briefing
- Special Committee
- Audit and Risk Advisory Committee
- Assembly of Councillors

on

The class of the interest is (tick appropriate box)

- a direct interest
- OR
- an indirect interest (see below)

Please select from the following types of indirect interest:

- Indirect interest - close association (section 78)
- Indirect financial interest (section 78A)
- Indirect interest – conflicting duty (section 78B)
- Indirect interest – applicable gift(s) (section 78C)
- Indirect interest – party to matter (civil proceedings) (section 78D)
- Indirect interest – impact on residential amenity (section 78E)

NB All references to sections are references to sections in the Local Government Act 1989.

The nature of the interest is as follows:

I own land adjacent to the
parcel of land that is required to exchange
be exchanged in order for works on
the Demingo rail works to occur.

Print Name: SEBASTIAN KLEIN

Signed: [Signature]

Date: 15-12-15

RECORD OF ASSEMBLY OF COUNCILLORS

This record is required under Section 80A of the *Local Government Act 1989*

Title of Meeting: Presentation by Laidlaw & Laidlaw – Wombat Hill Botanic Gardens Landscape Master Plan

Date: Tuesday 15 December 2015

Time: 11:00am

Venue: Council Chamber Daylesford
 Senior Citizens Centre Daylesford
 Other (specify)

Councillors present:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Cr Don Henderson | <input checked="" type="checkbox"/> Cr Greg May |
| <input checked="" type="checkbox"/> Cr Kate Redwood AM | <input checked="" type="checkbox"/> Cr Neil Newitt |
| <input checked="" type="checkbox"/> Cr Sebastian Klein | <input type="checkbox"/> Cr Pierre Niclas |
| <input type="checkbox"/> Cr Bill McClenaghan | |

Members of Council Staff present:

- | | |
|--|---|
| <input checked="" type="checkbox"/> CEO Aaron van Egmond | <input type="checkbox"/> Other, please specify: |
| <input checked="" type="checkbox"/> GM Corporate Services Grant Schuster | |
| <input checked="" type="checkbox"/> GM Community Services Kathleen Brannigan | |
| <input checked="" type="checkbox"/> GM Infrastructure Bruce Lucas | |

Conflict of Interest Disclosures:

Councillor Name	Time Left and Returned
Nil	

Matters Considered: Wombat Hill Botanic Gardens Master Plan – discussion with Andrew Laidlaw

Agenda Attached

Name and title of Officer responsible for this written record:

- | | |
|--|---|
| <input type="checkbox"/> CEO Aaron van Egmond | <input type="checkbox"/> Other, please specify: |
| <input checked="" type="checkbox"/> GM Corporate Services Grant Schuster | |
| <input type="checkbox"/> GM Community Services Kathleen Brannigan | |
| <input type="checkbox"/> GM Infrastructure Bruce Lucas | |

Grant Schuster

Note: This form **MUST** be completed by the attending Council Officer and returned immediately to Governance Officer for filing.

RECORD OF ASSEMBLY OF COUNCILLORS

This record is required under Section 80A of the Local Government Act 1989

Title of Meeting: Councillor Briefing
Date: Wednesday 2 December 2015
Time: 10:00 am

Venue: Council Chamber Daylesford
 Senior Citizens Centre Daylesford
 Other (specify)

Councillors present:

<input checked="" type="checkbox"/> Cr Don Henderson	<input checked="" type="checkbox"/> Cr Greg May
<input checked="" type="checkbox"/> Cr Kate Redwood AM	<input checked="" type="checkbox"/> Cr Neil Newitt
<input checked="" type="checkbox"/> Cr Sebastian Klein	<input checked="" type="checkbox"/> Cr Pierre Niclas
<input checked="" type="checkbox"/> Cr Bill McClenaghan	

Members of Council Staff present:

<input checked="" type="checkbox"/> CEO Aaron van Egmond	Procurement & Governance Project Officer, Christian Anderson
<input checked="" type="checkbox"/> GM Corporate Services Grant Schuster	Community & Economic Development Project Coordinator, Michael Hynes
<input checked="" type="checkbox"/> GM Community Services Kathleen Brannigan	Economic Development Project Officer, Michelle Schleiger
<input checked="" type="checkbox"/> GM Infrastructure Bruce Lucas	Waste & Projects Officer, Jen Comber
<input checked="" type="checkbox"/> Other, please specify: Manager Planning, Justin Fiddes	<i>Manager Community & Economic Development, Mark Travers</i>
Property Officer, Karen Ratcliffe	
Manager Finance & IT, Trafford Thompson	

Conflict of Interest Disclosures:

Councillor Name	Time Left and Returned
<i>Cr Greg May</i>	<i>10:52am - 11:05am</i>
<i>Cr Bill McClenaghan</i>	<i>2:26pm - 2:40pm</i>

Matters Considered:

Agenda Attached

Name and title of Officer responsible for this written record:

CEO Aaron van Egmond Other, please specify:
 GM Corporate Services Grant Schuster
 GM Community Services Kathleen Brannigan
 GM Infrastructure Bruce Lucas

Signature: *Grant Schuster*

Note: This form MUST be completed by the attending Council Officer and returned immediately to Governance Officer for filing.

CONFIDENTIAL

► COUNCILLOR BRIEFING AGENDA
TUESDAY 8 DECEMBER 2015

Hepburn
SHIRE COUNCIL

Tuesday 8 December 2015
Council Chamber, Daylesford Town Hall
2:00pm – 5:00pm

PRESENT:

Councillors	Neil Newitt, Don Henderson, Sebastian Klein, Greg May, Bill McClenaghan, Pierre Niclas, Kate Redwood AM
Officers	Chief Executive Officer, General Manager Corporate Services, General Manager Community Services, General Manager Infrastructure and other officers as required

CHAIR: Mayor Cr Neil Newitt

APOLOGIES:

No	Time	Agenda Item	Presenter	No
1.	2:00pm	Presentation 2015/16 Mid Year Budget Review	Manager Finance & IT	Page 2
2.	3:00pm	Report Future Use of HMSR Caretaker's Cottage	General Manager Infrastructure	Page 3
3.	3:30pm	Report Review of Flags and Displays on Council Property Policy Attachment 1– Draft Policy 44 (C) – Flags and Displays on Council Property	General Manager Corporate Services	Page 5
	3:45pm	Break		
4.	4:00pm	Presentation Sustainability Strategy Review	Sustainability Officer	Page 11
5.	4:30pm	Presentation Gateway Signage	General Manager Infrastructure	Page 12
6.	5:00pm	Close of Meeting		Page 13

DISCLOSURE OF CONFLICT OF INTEREST

I, Councillor BILL M'CLEENAGHAN hereby disclose
a conflict of interest in the following matter BULLARTO - LYONVILLE
RAIL TRAIL

This matter is being considered at a meeting of

- Council Meeting
- Councillor Briefing
- Special Committee
- Audit and Risk Advisory Committee
- Assembly of Councillors

on WED 02 DEC 15

The class of the interest is (tick appropriate box)

- a direct interest
- OR
- an indirect interest (see below)

Please select from the following types of indirect interest:

- Indirect interest - close association (section 78)
- Indirect financial interest (section 78A)
- Indirect interest – conflicting duty (section 78B)
- Indirect interest – applicable gift(s) (section 78C)
- Indirect interest – party to matter (civil proceedings) (section 78D)
- Indirect interest – impact on residential amenity (section 78E)

NB All references to sections are references to sections in the Local Government Act 1989.

The nature of the interest is as follows:

THIS RAIL TRAIL IS PROPOSED FOR THE OLD
RAILWAY CORRIDOR, PARTLY LEASED TO THE
CENTRAL HIGHLANDS TOURIST RAILWAY. I AM
A DIRECTOR ON THE BOARD OF CHTR

Print Name: BILL M'CLEENAGHAN

Signed: [Signature]

Date: 02 DEC 15

DISCLOSURE OF CONFLICT OF INTEREST

I, Councillor GREG MAY. hereby disclose
a conflict of interest in the following matter PROPOSED NEW LEASE OF THE
NEWLYN COMMUNITY AND SPORTING COMPLEX.

This matter is being considered at a meeting of

- Council Meeting
- Councillor Briefing
- Special Committee
- Audit and Risk Advisory Committee
- Assembly of Councillors

on 2/12/2015

The class of the interest is (tick appropriate box)

- a direct interest
- OR
- an indirect interest (see below)


Please select from the following types of indirect interest:

- Indirect interest - close association (section 78)
- Indirect financial interest (section 78A)
- Indirect interest – conflicting duty (section 78B)
- Indirect interest – applicable gift(s) (section 78C)
- Indirect interest – party to matter (civil proceedings) (section 78D)
- Indirect interest – impact on residential amenity (section 78E)

NB All references to sections are references to sections in the *Local Government Act 1989*.

The nature of the interest is as follows:

SECRETARY OF THE NEWLYN COMMUNITY AND
SPORTING COMPLEX.

Print Name: GREG MAY
Signed: 
Date: 2/12/2015

RECORD OF ASSEMBLY OF COUNCILLORS

This record is required under Section 80A of the *Local Government Act 1989*

Title of Meeting: International Women's Day Committee Meeting
 Date: Wednesday 25 November 2015
 Time: 4:00pm - 5:00pm

Venue: Council Chamber Daylesford
 Senior Citizens Centre Daylesford
 Other (specify)

Councillors present:

- | | |
|--|---|
| <input type="checkbox"/> Cr Don Henderson | <input type="checkbox"/> Cr Greg May |
| <input checked="" type="checkbox"/> Cr Kate Redwood AM | <input type="checkbox"/> Cr Neil Newitt |
| <input type="checkbox"/> Cr Sebastian Klein | <input type="checkbox"/> Cr Pierre Niclas |
| <input type="checkbox"/> Cr Bill McClenaghan | |

Members of Council Staff present:

- | | |
|---|--|
| <input type="checkbox"/> CEO Aaron van Egmond | <input checked="" type="checkbox"/> Other, please specify: |
| <input type="checkbox"/> GM Corporate Services Grant Schuster | Michelle Collett - EA to the CEO |
| <input type="checkbox"/> GM Community Services Kathleen Brannigan | |
| <input type="checkbox"/> GM Infrastructure Bruce Lucas | |

Conflict of Interest Disclosures:

Councillor Name	Time Left and Returned

Matters Considered:

Agenda Attached

Name and title of Officer responsible for this written record:

- | | |
|---|--|
| <input type="checkbox"/> CEO Aaron van Egmond | <input type="checkbox"/> GM Infrastructure Bruce Lucas |
| <input type="checkbox"/> GM Corporate Services Grant Schuster | <input checked="" type="checkbox"/> Other, please specify: |
| <input type="checkbox"/> GM Community Services Kathleen Brannigan | Michelle Collett - EA to the CEO |

Signature:

M R Collett

Note: This form **MUST** be completed by the attending Council Officer and returned immediately to Governance Officer for filing.

▶ INTERNATIONAL WOMEN'S DAY - AGENDA

Chair Cr Kate Redwood AM

Date 25 November 2015

	Time	Agenda Item	Presenter
1.	4:00pm	Welcome, meeting opens	Chair
2.		Follow up on keynote speaker	Chair
3.		Quote for IWD Catering	Chair

ATTACHMENT 5 - AMENDED RECORD OF ASSEMBLIES OF COUNCILLORS

RECORD OF ASSEMBLY OF COUNCILLORS

This record is required under Section 80A of the *Local Government Act 1989*

Title of Meeting: Pre Council Meeting Briefing
 Date: Tuesday 20 October 2015
 Time: 3:30pm

Venue: Council Chamber Daylesford
 Senior Citizens Centre Daylesford
 Other (specify) – *Doug Lindsay Reserve Community Facility, Creswick*

Councillors present:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Cr Don Henderson | <input checked="" type="checkbox"/> Cr Greg May |
| <input checked="" type="checkbox"/> Cr Kate Redwood AM | <input checked="" type="checkbox"/> Cr Neil Newitt |
| <input checked="" type="checkbox"/> Cr Sebastian Klein | <input checked="" type="checkbox"/> Cr Pierre Niclas |
| <input checked="" type="checkbox"/> Cr Bill McClenaghan | |

Members of Council Staff present:

- | | |
|--|--|
| <input checked="" type="checkbox"/> CEO Aaron van Egmond | <input checked="" type="checkbox"/> Other, please specify: |
| <input checked="" type="checkbox"/> GM Corporate Services Grant Schuster | Manager Planning, Justin Fiddes |
| <input checked="" type="checkbox"/> GM Community Services Kathleen Brannigan | Manager Finance & IT, Trafford Thompson |
| <input checked="" type="checkbox"/> GM Infrastructure Bruce Lucas | |

Conflict of Interest Disclosures:

Councillor Name	Time Left and Returned
<i>Cr May</i>	<i>4:40pm - 4:42pm</i>

Matters Considered:

Council Meeting Agenda – Tuesday 20 October 2015

Agenda Attached

Name and title of Officer responsible for this written record:

- | | |
|--|---|
| <input type="checkbox"/> CEO Aaron van Egmond | <input type="checkbox"/> Other, please specify: |
| <input checked="" type="checkbox"/> GM Corporate Services Grant Schuster | |
| <input type="checkbox"/> GM Community Services Kathleen Brannigan | |
| <input type="checkbox"/> GM Infrastructure Bruce Lucas | |

Signature: *Grant Schuster*

Note: This form MUST be completed by the attending Council Officer and returned immediately to Governance Officer for filing.

DISCLOSURE OF CONFLICT OF INTEREST

I, Councillor GREG MAY hereby disclose
a conflict of interest in the following matter RECREATIONAL FACILITY
UPGRADE GRASS APPLICATIONS

This matter is being considered at a meeting of

- Council Meeting
- Councillor Briefing
- Special Committee
- Audit and Risk Advisory Committee
- Assembly of Councillors

on 20/10/2015

The class of the interest is (tick appropriate box)

- a direct interest
- OR
- an indirect interest (see below)

Please select from the following types of indirect interest:

- Indirect interest - close association (section 78)
- Indirect financial interest (section 78A)
- Indirect interest – conflicting duty (section 78B)
- Indirect interest – applicable gift(s) (section 78C)
- Indirect interest – party to matter (civil proceedings) (section 78D)
- Indirect interest – impact on residential amenity (section 78E)

NB All references to sections are references to sections in the *Local Government Act 1989*.

The nature of the interest is as follows:

SECRETARY OF NEWLYN COMMUNITY AND SPORTING
COMPLEX INC.

Print Name: GREG MAY

Signed: Greg May

Date: 20/10/2015

12. COUNCIL SPECIAL COMMITTEES (SECTION 86)

12.1. MINUTES OF SPECIAL COMMITTEES (SECTION 86) GENERAL MANAGER CORPORATE SERVICES

In providing this advice to Council as the Administration Support Officer, I Tracye Sutton have no interests to disclose in this report.

PURPOSE

The purpose of this report is for Council to note the minutes and recommendations from Council's Special Committees (Section 86).

BACKGROUND

Special Committees are established by Council under section 86 of the *Local Government Act 1989* and their function and responsibilities outlined in an Instrument of Delegation. Under the Instruments of Delegation, special committees are required to maintain minutes of meetings held and provide a copy of the minutes to Council for review.

ISSUE/DISCUSSION

Please see listed below the minutes and other reports of Special Committees, as provided by the committees over the past month, for your information:

- Minutes from the Lyonville Hall Special Committee – 15-12-2015
- Minutes from the Lee Medlyn Home of Bottles Special Committee – 9-12-2015

These minutes have been previously provided to Councillors under separate cover.

The following advice has been received by Council and is presented for Council to consider:

The Warehouse-Clunes Special Committee – Resignation

On 19 November 2015 Council received the formal resignation of Ms Sue Orbach-Iles

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Nil

FINANCIAL IMPLICATIONS

Nil

RISK IMPLICATIONS

Nil

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

Nil

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Members of the community are represented on these committees.

CONCLUSION

Minutes and reports have been provided for noting.

OFFICER'S RECOMMENDATION

That Council:

12.1.1. Receives and notes the following minutes of Special Committees (Section 86) which have been distributed under separate cover:

- Minutes from the Lyonville Hall Special Committee – 15-12-2015
- Minutes from the Lee Medlyn Home of Bottles Special Committee 9-12-2015

12.1.2. Accepts the resignation of Ms Sue Orbach-Iles from The Warehouse- Clunes Special Committee and thanks her for her contribution.

MOTION

That Council:

12.1.1. *Receives and notes the following minutes of Special Committees (Section 86) which have been distributed under separate cover:*

- *Minutes from the Lyonville Hall Special Committee – 15-12-2015*
- *Minutes from the Lee Medlyn Home of Bottles Special Committee 9-12-2015*

12.1.2. *Accepts the resignation of Ms Sue Orbach-Iles from The Warehouse-Clunes Special Committee and thanks her for her contribution.*

Moved: Councillor Greg May

Seconded: Councillor Sebastian Klein

Carried.

13. COUNCIL ADVISORY COMMITTEES

13.1. MINUTES OF ADVISORY COMMITTEES GENERAL MANAGER CORPORATE SERVICES

In providing this advice to Council as the Administration Support Officer, I Tracye Sutton have no interests to disclose in this report.

PURPOSE

The purpose of this report is for Council to note the minutes received from Council's Advisory Committees.

BACKGROUND

Advisory Committees are established by Council and their responsibilities outlined in Terms of Reference. Advisory Committees are required to maintain minutes of meetings held and provide a copy of the minutes to Council for review.

ISSUE/DISCUSSION

Please see listed below the minutes and other reports from Advisory Committees, as provided by the Committees

- Minutes Audit & Risk Advisory Committee – 23-11-2015

These minutes have been provided to Councillors under separate cover.

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Nil

FINANCIAL IMPLICATIONS

Nil

RISK IMPLICATIONS

Nil

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

Nil

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Members of the community are represented on these committees.

CONCLUSION

Minutes have been provided for noting.

OFFICER'S RECOMMENDATION

13.1.1. That Council receives and notes minutes of the following Advisory Committees which have been distributed under separate cover:

- Minutes Audit & Risk Advisory Committee – 23-11-2015

MOTION

13.1.1. *That Council receives and notes minutes of the following Advisory Committees which have been distributed under separate cover:*

- *Minutes Audit & Risk Advisory Committee – 23-11-2015*

Moved: Councillor Kate Redwood AM

Seconded: Councillor Sebastian Klein

Carried.

14. CONFIDENTIAL ITEMS

14.1. CLOSURE OF THE MEETING TO THE PUBLIC

That pursuant to the provisions of Section 89(2) of the Local Government Act 1989, the meeting be closed to the public in order to consider:

(d) Contractual matters; and

(h) Any other matter which the Council or special committee considers would prejudice the Council or any person.

RECOMMENDATION

That the meeting be closed to members of the public under Section 89(2) of the Local Government Act 1989, specifically the following sub-sections:

14.1.1. 89(2) (d) Contractual Matters

14.1.2. 89(2)(h) Any other matter which the Council or Special Committee considers would prejudice the Council or any person.

Option to purchase land

MOTION

That the meeting be closed to members of the public under Section 89(2) of the Local Government Act 1989, specifically the following sub-sections:

14.1.1. 89(2) (d) Contractual Matters

14.1.2. 89(2)(h) Any other matter which the Council or Special Committee considers would prejudice the Council or any person.

Option to purchase land

Moved: Councillor Pierre Niclas

Seconded: Councillor Greg May

Carried.

The meeting was closed to the public at 7:17 pm.

15. RE-OPENING OF MEETING TO PUBLIC

RECOMMENDATION

15.1.1. That Council, having considered the confidential items, re-opens the Meeting to members of the public.

MOTION

15.1.1. *That Council, having considered the confidential items, re-opens the Meeting to members of the public.*

Moved: Councillor Sebastian Klein

Seconded: Councillor Don Henderson

Carried.

The meeting was re-opened to the public at 7:34 pm.

16. CLOSE OF MEETING

The meeting was closed at 7:35 pm.
