



STRATHBOGIE SHIRE COUNCIL

Notice is hereby given that the Ordinary Meeting of the Strathbogie Shire Council will be held on Tuesday 16 December 2014, commencing at 6.00 p.m. at the Euroa Community Conference Centre

Councillors:	Debra Swan (Chair)	(Lake Nagambie Ward)
	Colleen Furlanetto	(Seven Creeks Ward)
	Malcolm Little	(Hughes Creek Ward)
	Alister Purbrick	(Lake Nagambie Ward)
	Patrick Storer	(Honeysuckle Creek Ward)
	Robin Weatherald	(Mt Wombat Ward)
	Graeme (Mick) Williams	(Seven Creeks Ward)

Officers:	Steve Crawcour - Chief Executive Officer
	Roy Hetherington - Director, Asset Services
	David Woodhams - Director, Corporate and Community
	Phil Howard - Director, Sustainable Development

BUSINESS

1. Welcome
2. Acknowledgement of Traditional Land Owners
'In keeping with the spirit of Reconciliation, we acknowledge the traditional custodians of the land on which we are meeting today. We recognise indigenous people, their elders past and present'.
3. Apologies
4. Confirmation of Minutes of the Ordinary Meeting of Council held on Tuesday 18 November 2014 and Special Meetings of Council held on Tuesday 11 and Tuesday 18 November 2014
5. Disclosure of Interests
6. Petitions
7. Reports of Mayor and Councillors and Delegates
8. Public Question Time

9. Reports of Council Officers
 - 9.1 Climate Change
 - 9.2 Infrastructure
 - 9.3 Private Enterprise
 - 9.4 Public Institutions
 - 9.5 Housing and Recreation
 - 9.6 Tourism
 - 9.7 Organisation
10. Notices of Motion
11. Urgent Business
12. Closure of Meeting to the Public to consider matters listed for consideration in accordance with Section 89(2)(h) of the Local Government Act 1989
13. Confirmation of 'Closed Portion' Decision/s



Steve Crawcour
CHIEF EXECUTIVE OFFICER

9 December 2014

NEXT MEETING

The next Ordinary Meeting of the Strathbogie Shire Council is scheduled to be held on Tuesday 17 February 2015, commencing at 6.00 p.m. at the Euroa Community Conference Centre.

Please Note: There is no Ordinary meeting of the Strathbogie Shire Council held in January 2015.

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9. REPORTS

9.7 ORGANISATION

9.7.1 Strathbogie Shire Council Local Law No. 1 – Meeting Procedure (2014)

Author & Department

Director, Corporate and Community / Corporate and Community Directorate

Disclosure of Conflicts of Interest in relation to advice provided in this report

No officer providing advice in relation to this report has a direct or indirect interest, as provided in accordance with the Local Government Act 1989.

Summary

Meeting Procedure Local Law No. 1 (2010) was formally adopted by Council in April 2010. Council requested the Local Law be reviewed even though it does not need to be reviewed until 2020.

RECOMMENDATION

- 1. That Council revoke Local Law No. 1 - Meeting Procedure (2010).**
- 2. That Council adopt Local Law No. 1 – Meeting Procedure (2014)**
- 3. That Council give notice in accordance with Section 119 of the Local Government Act 1989 of the making of Local Law No. 1 – Meeting Procedure (2014) in the Government Gazette and in newspapers generally circulating throughout the Shire.**

Background

Local Law No. 1 was formally adopted by Council in April 2010. The sunset provisions of the Local Government Act 1989 provide for the local law to be operational for 10 years. This would mean that Council does not have to review the local law until 2020. Council did, however, request that the local law be reviewed at this time.

Depending on what Council changes as part of the review will determine whether Council is required to follow the better practice guidelines provided by Local Government Victoria (LGV). If Council either adds a clause or amends a clause, then there is an involved process that Council must follow, including developing a Local Law Community Impact Statement (LLCIS).

Council chose to add and amend clauses, therefore, Council was required to follow best practice guidelines and make a new local law.

9.7.1 Strathbogie Shire Council Local Law No. 1 – Meeting Procedure (2014) (cont.)

In relation to key steps in Local Laws, Best Practice and Local Law Community Impact Statement, Council has undertaken the following processes:

1. Decided to review the Local Law to ensure it meets current expectations;
2. Amend a number of clauses to reflect this;
3. Reviewed neighbouring Council's Local Law;
4. Reviewed compatibility with the Charter of Human Rights and Responsibilities Act 2006;
5. Reviewed compatibility with National Competition Policies; and
6. Has undertaken a Section 223 process seeking submissions on the proposed local law. Government Gazettal occurred on 9 October 2014.

No submissions were received on the draft Meeting Procedure local law. The final phase is for Council to resolve to make Local Law No. 1 – Meeting Procedure (2014) and authorise the Chief Executive Officer to gazette the local law so that Council can then apply the new local law.

As a result of the number amendments required to existing clauses, Council has decided to make a new local law in relation to meeting procedures.

Some minor amendments have been made as a result of changes to the Local Government Act 1989.

Alternative Options

Other courses of action have been considered in relation to this report. The method described is the most efficient that was reviewed.

Risk Management

If the recommendation is adopted by Council, then there are no significant risks associated with this report.

Strategic Links – policy implications and relevance to Council Plan

The officer preparing the report considers the report is consistent with Council Policies, key strategic documents and the Council Plan.

Best Value / National Competition Policy (NCP) / Competition and Consumer Act 2010 (CCA) implications

The report is consistent with Best Value, National Competition Policy and Competition and Consumer Act requirements.

Financial / Budgetary Implications

The recommendation has no capital or recurrent budget considerations.

Economic Implications

The recommendation has no significant economic implications for Council or the broader community.

Environmental / Amenity Implications

Not applicable.

9.7.1 Strathbogie Shire Council Local Law No. 1 – Meeting Procedure (2014) (cont.)

Community Implications

The recommendation has no significant or social implications for Council or the broader community.

Victorian Charter of Human Rights and Responsibilities Act 2006

The recommendation does not limit any human rights under the Victorian Charter of Human Rights and Responsibilities Act 2006.

Legal / Statutory Implications

The officer preparing the report has considered the provisions of the Local Government Act 1989 and Guidelines for Local Laws from the Department of Planning and Community Development.

Consultation

The review has been referred to 4 Assembly of Council meetings and as part of this report, it is recommended to go to public advertising under Section 223 of the Local Government Act 1989.

Attachments

Draft Local Law No. 1 - Meeting Procedure (2014)



Strathbogie Shire Council

Meeting Procedure Local Law No. 1
(2014)

Adopted:
Version: 2

MEETING PROCEDURE LOCAL LAW No 1 2014

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PART 1- PRELIMINARY

BACKGROUND

1. TITLE

This Local Law is the Strathbogie Shire Council Meeting Procedure Law No 1 2014.

2. OBJECTIVES OF THIS LOCAL LAW

The objectives of this Local Law are to:

- (a) provide a mechanism to facilitate the good government of the Council through its formal meeting procedure;
- (b) regulate and control the election of Mayor, any Deputy Mayor and the chairperson of any Special Committees;
- (c) regulate and control the procedures governing the conduct of meetings;
- (d) regulate and control the use of the Council's seal;
- (e) provide for the administration of the Council's powers and functions; and
- (f) provide generally for the peace, order and good government of the municipal district.

3. AUTHORISING PROVISIONS

The Council's power to make this Local Law is contained in sections 5 and 91 and 111 of the Local Government Act 1989.

4. COMMENCEMENT AND AREA OF OPERATION

This Local Law:

- (a) comes into operation on the 2014; and
- (b) operates throughout the municipal district of Council.

5. REVOCATION

This Local Law:

- (a) ceases to operate on the tenth anniversary of its making unless it is replaced before then; and
- (b) revokes Meeting Procedures and Common Seal Local Law No. 1 adopted by Council on 20 April 2010

DEFINITIONS

6. DEFINITIONS

IN THIS LOCAL LAW, UNLESS INCONSISTENT WITH THE CONTEXT:

Absolute Majority of Votes	means at least fifty-one percent of the total number of Councillors entitled to vote.
Act	means the Local Government Act 1989 No 11.
Committee	means an Advisory Committee of Council that is comprised of Councillors, Council Officers and other members elected or nominated by the Council for the purpose of advising and making recommendations to Council.
Authorised Officer	means a Council Officer authorised under section 224 of the Act.
Chief Executive Officer	means the Chief Executive Officer (CEO) of the Council or a Council Officer appointed to act in place of the CEO.
Chair	refers to the Chairperson.
Chairperson	means the person who chairs a meeting of the Council or any Committee of the Council.
Council	means the Strathbogie Shire Council.
Councillor	means a person who is an elected member of the Council.
Council Meeting	includes Ordinary and Special meetings of the Council.
Deputy Mayor	means a Councillor elected by the Council as Deputy Mayor.
Division	means a formal count of those for and those against a motion generally to remove any doubt as to whether the motion is supported or opposed.
Formal Motion	means a motion which relates to a procedural matter only and which is not designed to produce any substantive result but used merely as a formal procedural measure.
In Camera	means any meeting which is closed to the public in which a private activity / conversation is taking place as per the Surveillance Devices Act 1999.
Infringement Notice	means a notice issued for breach of the Meeting Procedure Local Law No. 1 2014 and as prescribed in the Infringement Act 2006 and associated Regulations.
Listening Device	means any device as defined in the Surveillance Devices Act 1999 plus the use of mobile phones with recording facilities.
Lot	is the method of determining which candidate is to be eliminated from a ballot in circumstances where there are an equal number of votes.
Mayor	means the Councillor elected by Council as Mayor.

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Meeting Place	means a place where Council Meetings are held.
Member	refers to a person who is entitled to vote at a meeting of the Council or any Committee of the Council.
Minister	means the Minister responsible for administering the Local Government Act 1989 No 11.
Municipal District of Council	means the municipal district of the Strathbogie Shire as declared by Order in Council.
Penalty Units	means penalty units as prescribed in section 110(2) of the Sentencing Act 1991.
Private Activity	means as defined in the Surveillance Devices Act 1999.
Private Conversation	means as defined in the Surveillance Devices Act 1999.
Quorum	means the minimum number of members of a Council or of a Committee of Council required by this Local Law to be present in order to constitute a valid meeting of the Council or the Committee respectively.
Regulations	means Regulations as made under the Local Government Act 1989 No 11 Section 243 as amended or introduced.
Replica	in relation to the common seal of the Council means any representation which purports to be, looks like or is capable of being mistaken for the common seal whether fixed to or printed on a document or advertisement or sign and includes any use of a symbol.
Resolution	means a decision of Council that has been accepted by a majority of Councillors following a motion that has been voted upon according to the provisions contained in this Local Law.
Special Committee	means a special Committee of Council is elected or appointed by Council pursuant to Section 86 of the Act.
Statutory Meeting	means the meeting of Council to be held immediately after the election of the Council or the Annual Meeting to be held after the 12-month anniversary of the election of the Council pursuant to Clause 8 of this Local Law.
Surveillance Device	means as defined in the Surveillance Devices Act 1999.
Suspension of Standing Orders	means the suspension of the provisions of this Local Law to facilitate full discussion on an issue without formal constraints.

LIMITATIONS

7. MATTERS NOT PROVIDED FOR

Where a situation has not been provided for under this Local Law, the Council may determine the matter by resolution.

PART 2-STATUTORY MEETING

DEFINITION AND PURPOSE

8. STATUTORY MEETING

A special meeting of Council shall be convened by the Chief Executive Officer to determine the items listed under Clause 9 of this Local Law:

- (a) as soon as possible after the declaration of the result of the election, but no later than the 30 November; or
- (b) where the position of Mayor otherwise becomes vacant, as soon as practicable after the vacancy has occurred; and
- (c) at the Council meeting closest to the annual anniversary of the election of the Council.

9. PURPOSE OF STATUTORY MEETING

- (1) The purpose of the statutory meeting is for the Council to:
 - (a) conduct an election for the office of Mayor;
 - (b) determine whether a Deputy Mayor should be elected;
 - (c) to conduct the election for the office of Deputy Mayor if it is determined to appoint a Deputy Mayor;
 - (d) to determine the number and purpose of any Committees;
 - (e) to elect Councillors to each Committee;
 - (f) to elect a Chairperson to each Committee;
 - (g) to determine the date, time and place of Council and Committee meetings; and
 - (h) to nominate the amount of the allowances payable to the Mayor and Councillors.
- (2) The Chief Executive Officer will be the temporary Chairperson of the Statutory Meeting, but will have no voting rights.
- (3) The Chief Executive Officer will also be the Returning Officer for the election of Councillors to the office of Mayor, Deputy Mayor and Committees.

- (4) If a statutory meeting is convened to fill a vacancy for the office of Mayor or Deputy Mayor other than after an election or at the expiration of the term of Mayor or Deputy Mayor, then the only item for decision will be the election for the vacant office.

ELECTION OF MAYOR

10. OFFICE OF MAYOR AND DEPUTY MAYOR

- (1) The office of Mayor and Deputy Mayor (if relevant) shall be for a term of 12 months from the date of the election to that office.
- (2) Subject to clause 10 (3) any Councillor is eligible for the election or re-election to the office of Mayor or Deputy Mayor.
- (3) If the Mayor is unable to attend a Council meeting for any reason:
 - (a) the Deputy Mayor will be acting Chair;
 - (b) if no Deputy Mayor has been elected, an acting Chair shall be elected; and
 - (c) the Chief Executive Officer shall chair any meeting to determine the Chair.

11. NOMINATION PROCEDURE

- (1) The Returning Officer shall invite nominations for the positions that are open for election.

12. ELECTION PROCEDURE

- (1) The Councillors present at the meeting must vote for one candidate by a show of hands conducted by the Returning Officer.
- (2) Where only one nomination is received, that Councillor must be declared elected.
- (3) Where two or more nominations are received, the Councillor with an absolute majority of votes cast will be declared elected.
- (4) Where there are two or more nominations and after the first ballot, no candidate has secured an absolute majority of votes or all votes cast are equally divided between two or more nominees, the Returning Officer shall adhere to the following procedure.
 - (a) the candidate with the fewest number of votes shall be declared to be a defeated candidate;
 - (b) the Councillors must then vote for one of the remaining candidates by further ballot;
 - (c) if one of the remaining candidates receives an absolute majority of the votes then they are duly elected;

- (d) if none of the remaining candidates receives an absolute majority of the votes then the process of eliminating the candidate with the fewest number of votes and voting for the remaining candidates shall be repeated until one candidate receives an absolute majority of votes; and
 - (e) in the event that there are two or more candidates with an equal number of votes then the Returning Officer shall determine the ballot by lot.
- (5) If the Returning Officer is required to conduct an election by lot then the following procedure shall apply:
- (a) the Returning Officer shall procure the same number of pieces of paper, as there are remaining candidates;
 - (b) the Returning Officer shall write onto one of the pieces of paper the word "defeated" and then place all the pieces of paper into a receptacle;
 - (c) the Returning Officer shall then determine the order of drawing the lot by the alphabetical order of the surname of each of the candidates;
 - (d) where the candidate's name commences with the same alphabetical letter then the order shall be determined by the second letter of the surname;
 - (e) if the second letter is identical, then the third letter of the surname;
 - (f) this shall be repeated, if necessary until an order is established;
 - (g) if after drawing the lot there is more than one candidate then the Returning Officer shall call for a vote from each of the Councillors; and
 - (h) if the remaining candidates fail to achieve an absolute majority of the votes then the Returning Officer shall again determine the ballot by lot according to the provisions of this clause.

APPOINTMENT TO COMMITTEES

13. ELECTION FOR DEPUTY MAYOR AND COMMITTEES

- (1) Any election by Council for:
 - (a) Deputy Mayor or acting Chair of a Council meeting; or
 - (b) the membership of any Committeewill follow the same procedure as that for an election of the Mayor.
- (2) The Chairperson of any Special Committee of Council shall be elected by the Council in accordance with this Meeting Procedure.
- (3) Councillors elected to Committees shall be for a term of 12 months from the date of the election or appointment to that Committee.

PART 3 - GENERAL PROVISIONS

COUNCIL MEETING SCHEDULE

14. DATES AND TIMES OF MEETINGS

- (1) Council shall determine the date, time and place of all Council meetings.
- (2) The Chief Executive Officer must ensure that reasonable notice is provided to the public of any Council meeting.
- (3) Wherever possible the notice of the date, time and place of a Council or Committee meeting shall be placed
 - (a) in the Civic Centre, Euroa;
 - (b) in all municipal libraries;
 - (c) in at least one local newspaper that is distributed throughout the municipality; and
 - (d) on Council's Website.

15. COUNCIL MAY ALTER MEETING DATES

The Council may by resolution, change the date, time and place of any Council meeting which has been fixed and must provide reasonable notice of the changes to the public.

16. TIME LIMIT FOR MEETINGS

- (1) Unless Council resolves to the contrary a Council meeting or Committee meeting shall not continue beyond 10.30 pm.
- (2) Any business not reached or dealt with at the time the meeting closes shall be held over until the next Council or Committee meeting however, Council may resolve to extend the meeting by thirty (30) minute intervals, if deemed necessary.
- (3) Any business not dealt with that is adjourned until the next Council or Committee meeting shall be recorded in the minutes of the meeting.

17. SPECIAL COUNCIL MEETING

- (1) The notice necessary to call a meeting in accordance with section 84 of the Act must be delivered to the Chief Executive Officer in sufficient time to enable reasonable notice to be given to Councillors.
- (2) In giving such notice, Councillors should have regard to any need for preparatory investigations to enable the business to be undertaken and shall provide the Chief Executive Officer with notice at least 72 hours prior to a proposed Special Council meeting.

NOTICES FOR MEETINGS

18. NOTICE OF MEETING

- (1) The notice for any meeting must state:
 - (a) the date, time and place of the meeting; and
 - (b) the business to be dealt with at the meeting.
- (2) A notice of meeting and the agenda of the business to be dealt with must be served on every Councillor:
 - (a) for all designated Council or Committee meetings at least 48 hours before the meeting; and
 - (b) for a special Council meeting at least 24 hours before the meeting.
- (3) The notice and agenda must be sent by post, facsimile or otherwise delivered to the address specified by each of the Councillors.
- (4) Notice of an adjourned meeting shall be in writing, but where that is not practicable because time does not permit that to occur, the Chief Executive Officer may provide notice by telephone, facsimile or in person.

19. LEAVE OF ABSENCE

It will not be necessary for a notice of meeting or agenda to be served on any Councillor who has been granted leave of absence, unless the Councillor has requested the Chief Executive Officer in writing to continue to give notice of any meeting to be held during the period of his or her absence.

20. THE CONVENING OR CANCELLATION OF A COUNCIL MEETING

- (1) In the case of an emergency or in other justifiable circumstances, the Chief Executive Officer may call or postpone a meeting of the Council, without the necessity to comply with Clause 15 provided reasonable attempts are made to notify every Councillor.
- (2) The Chief Executive Officer must submit a full written report of the circumstances requiring this action to the next ordinary meeting of the Council.

QUORUMS

21. COUNCIL MEETINGS

The quorum required for all Council meetings will be a majority of the Councillors capable of being elected to the Council.

22. COMMITTEE MEETINGS

The quorum for all Committee meetings will be determined by the Council for each Committee, but in the absence of the Council's determination, the quorum required will be not less than a majority of the members appointed to that Committee.

23. A SPECIAL (EMERGENCY) MEETING

In the case of an emergency where the Chief Executive Officer has acted under clause 20, the quorum for the meeting will be not less than four Councillors.

24. INABILITY TO RAISE A QUORUM

If a quorum is not present within thirty (30) minutes of the scheduled starting time of a meeting:

- (a) the meeting shall be deemed to have lapsed;
- (b) the Mayor must convene another Council or Committee meeting and ensure that the agenda for such meeting is identical to the agenda for the meeting that was deemed to have lapsed; and
- (c) the Chief Executive Officer must give all Councillors notice of the meeting convened by the Mayor.

25. INABILITY TO MAINTAIN A QUORUM

If during any meeting, a quorum cannot be achieved or maintained, the meeting shall lapse and the provisions of Clause 26 shall apply.

CALL OF COUNCIL

26. CALL OF COUNCIL

- (1) If a quorum of Council cannot be formed or maintained due to the absence of Councillors, the Chief Executive Officer shall advise the Minister.
- (2) The Minister or the Chief Executive Officer may require all Councillors to attend a Call of the Council meeting.
- (3) A Call of the Council meeting must be treated as a Special Council meeting.
- (4) The Minister, a person nominated by the Minister or the Chief Executive Officer is entitled to attend and speak at a Call of the Council meeting, which he or she has required the Councillors to attend.
- (5) If a Call of Council has been required, immediately after the opening of the meeting:
 - (a) the Chief Executive Officer must call the name of the Mayor and each Councillor in alphabetical order;
 - (b) each person present must answer his or her name;
 - (c) all excuses for absence must be considered;
 - (d) after each excuse is considered a vote must be taken to determine whether a majority of the Councillors present at the meeting consider the excuse to be reasonable to excuse the Councillor from being present at the meeting; and
 - (e) if a majority of the Councillors determine that the absence of any Councillor is not reasonable the Chief Executive Officer shall advise the Minister.
- (6) If a Councillor does not attend within thirty (30) minutes after the time fixed for a call of the Council meeting or remain at the meeting, the Chief Executive Officer shall advise the Minister in writing.

MINUTES

27. KEEPING OF MINUTES

The Chair is responsible for arranging the taking and keeping of minutes of each meeting of the Council and any Special Committee on behalf of the Council.

28. CONTENTS OF MINUTES

- (1) In taking the minutes of any meeting, the Mayor must arrange the recording of minutes so as to show:
 - (a) the names of Councillors with the Ward they represent and whether they are present, have offered an apology, or are on leave of absence;
 - (b) the names of Officers in official attendance with their organisational title;
 - (c) the name of any other person officially in attendance at the meeting and the organisation they represent or the capacity of their attendance;
 - (d) the arrival and departure times of Councillors, Officers and other official attendees during the course of the meeting, including any temporary departures or arrivals;
 - (e) every motion and amendment moved, including the mover and seconder of any motion or amendment;
 - (f) the outcome of every motion, whether it was put to the vote and the result to indicate whether the motion was carried, lost, withdrawn, lapsed, amended and which motions were voted by secret ballot;
 - (g) procedural motions;
 - (h) where there is division to a motion, record those in favour, those against, and those abstaining from voting;
 - (i) where a valid division is called, a table of the names of every Councillor and the way their vote was cast;
 - (j) when requested by a Councillor, a record of that Councillor's support or opposition for any motion;
 - (k) details of failure to achieve or maintain a quorum and any adjournment, whether as a result or otherwise;
 - (l) details of any question directed or taken upon notice;
 - (m) details of any deputations made to the Council;
 - (n) the time and reason for any adjournment of the meeting or suspension of Standing Orders;
 - (o) disclosure of the declaration and the nature of any conflict of interest of a Councillor declared at or identified to a meeting; and
 - (p) any other matter that the Mayor thinks should be recorded to clarify the intention of the meeting or the reading of the Minutes.

ORDER OF BUSINESS

29. THE ORDER OF BUSINESS

- (1) The order of business of Council meetings will be determined by the Chief Executive Officer and shall generally include:
 1. Welcome;
 2. Acknowledgement of traditional landowners;
 3. Apologies;
 4. Confirmation of the minutes of previous meetings;
 5. Declaration of any Interest and / or Conflict of Interest of any Councillor
 6. Petitions;
 7. Reports of Mayor Councillors and Delegates;
 8. Public question time;
 9. Reports of Council Officers;
 10. Notices of Motion;
 11. Meeting Closure;
 12. Urgent Business.
- (2) The Chief Executive Officer may include any matter on an agenda, which he or she thinks should be considered by the meeting.
- (3) All Councillors shall comply with sections 78 and 79 of the Act by disclosing any conflict and / or pecuniary interest.
- (4) The Chairperson of a Council or Committee meeting shall ask prior to the commencement of any Council business whether any Councillor or Committee member has a pecuniary interest.

CONFIRMATION OF MINUTES

30. CONFIRMATION OF MINUTES

- (1) At every meeting of Council the minutes of the preceding meeting(s) must be dealt with as follows:
 - (a) the Chairperson shall call for a confirmation of the minutes and must ask whether any item is opposed;
 - (b) if no Councillor indicates opposition to the minutes the minutes must be declared to be confirmed;
 - (c) if a Councillor indicates opposition to the minutes he or she must specify the item(s) to which he or she objects;
 - (d) the items objected to must be considered separately and in the order in which they appear in the minutes;
 - (e) there shall be no discussion on the minutes except as to their accuracy as a true record of the meeting;
 - (f) a Councillor who objects to the minutes must move a motion indicating the amendment proposed but shall not speak to the motion;
 - (g) after the motion is presented to Council, the mover of the motion may speak to the motion;
 - (h) when all objections to the minutes have been determined the Chairperson must call for a motion to put to the Council to confirm the minutes or that they be confirmed subject to the amendments;
 - (i) when the minutes have been confirmed, the Chairperson must sign them.
- (2) The minutes must be entered into the minute book and each item in the minute book must be numbered consecutively.
- (3) Unless otherwise resolved or required by law the minutes of any Committee of Council require confirmation by Council before being made available to the public.

NOTICES OF MOTION

31. NOTICE OF MOTION

- (1) The Chairperson cannot accept a notice of motion unless it has been listed on the agenda for the meeting at which it is proposed to be moved.
- (2) A notice of motion must be signed by two Councillors and lodged with the Chief Executive Officer in sufficient time for him or her to include in the next agenda.
- (3) The full text of any such notice of motion must be included on the agenda.
- (4) The Chief Executive Officer must cause all notices of motion to be numbered, dated and entered in the notice of motion book in the order in which they were received.

- (5) Except by leave of Council, each notice of motion before any meeting must be considered in the order in which they were entered in the notice of motion book.
- (6) If either Councillor who has given a notice of motion:
 - (a) is absent from the meeting; or
 - (b) fails to move the motion when called on by the Chairperson, any other Councillor may move the motion.
- (7) If a notice of motion has been given but is not moved at the relevant meeting, the notice of motion lapses.
- (8) A notice of motion before Council shall be determined in accordance with the procedures set out in the section "Motions and Amendments" of this Local Law.

QUESTION TIME

32. QUESTION TIME

- (1) At every ordinary meeting of the Council, a period of 30 minutes shall be allocated to enable any member of the community to direct questions to the Council.
- (2) Sub-clause (1) does not apply during any period when the Council has resolved to close the meeting in respect of a matter under section 69(2) of the Act.
- (3) Questioners must state their names.
- (4)
 - (a) a person may not submit more than two (2) questions at a meeting;
 - (b) Questions are to be written;
 - (c) The Chair will determine whether to extend question time.
- (5) A question will not be addressed to Council if:
 - (a) the question relates to a matter outside the duties, functions and powers of Council;
 - (b) it is defamatory, indecent, abusive, offensive, irrelevant, trivial or objectionable in language or substance; or
 - (c) it is aimed at embarrassing a Councillor or a member of Council staff.
- (6) All questions and answers must be as brief as possible and no discussion shall be allowed other than for the purpose of clarification.
- (7) The Chairperson may nominate a Councillor or Council Officer to answer a question.
- (8) A Councillor or a Council Officer may:
 - (a) require a question to be taken on notice until the next Ordinary Council meeting, at which time the question must be answered; or
 - (b) elect to submit a written answer to the person asking the question.

- (9) If the Council agrees to allow a question to be answered in writing, the Councillor or Council Officer must indicate at that meeting when the answer shall be provided by.
- (10) A Councillor or Council Officer may advise Council that in his or her opinion, the reply to a question should be given in a meeting closed to the public.
- (11) The Councillor or Council Officer must state the reason why the answer should be provided closed to the public.
- (12) Unless Council resolves to the contrary, the reply to the question shall be given but closed to the public.

DEPUTATIONS

33. DEPUTATIONS

- (1) Members of the public can present depositions at designated Committee meetings.
- (2) A person who seeks to make a deputation or presentation shall make a written request to the Chief Executive Officer not less than 72 hours prior to the latest time for delivering the agenda for a Committee hearing.
- (3) A request for a deputation or presentation shall specify the name and address of a person authorised to receive notice on behalf of the deputation.
- (4) The Chief Executive Officer shall determine to which Committee meeting the request shall be referred for consideration.
- (5) The Chief Executive Officer may arrange for a deputation or presentation to meet with a group of Councillors.
- (6) The Council may determine to hear a deputation or presentation at shorter notice as a matter of urgency.

PETITIONS AND PUBLIC SUBMISSIONS

34. PETITIONS

- (1) Unless Council determines to consider it as an item of Urgent Business, no motion may be made on any petition until the next Ordinary meeting of Council after that at which it has been presented.
- (2) It shall be incumbent on every Councillor presenting a petition to acquaint themselves with the contents of the petition and to ascertain that it does not contain language that is disrespectful to Council and the contents do not violate any Local Law.
- (3) The person presenting a petition to Council shall write their name at the beginning of the petition.
- (4) Every petition presented to Council shall:
 - (a) be in the prescribed form as set out in Schedule 2;
 - (b) be in writing, type or print;

- (c) contain the request of the petitioners; and
- (d) be signed by at least one (1) petitioner on every sheet on which it is written.
- (5) Every petition shall be signed by the person whose names are appended to it by their names or marks and except in cases of incapacity or sickness by no one else and the address of every signatory to the petition shall be clearly stated.
- (6) Any signature appearing on a page, which does not bear the wording of the whole of the petition or request, shall not be considered by the Council.
- (7) Every page of a petition or joint letter shall be a single piece of paper and shall not be pasted, stapled or pinned or otherwise affixed to any piece of paper other than another page of the petition or joint letter.
- (8) No person shall inscribe upon a petition or joint letter, a signature purporting to be that of any other person or in the name of any other person. Penalty: 5 Penalty Units.
- (9) A Councillor presenting a petition to Council shall confine themselves to a statement of the persons from whom it comes, of the number of signatures and the material allegations contained in it.

34.A PUBLIC SUBMISSIONS

- (1) Council shall at such time as is allocated by it, hear any person wishing to be heard in respect of their submission to Council under section 223 of the Act.
- (2) Councillors may through the Chair question any submitter in relation to their submission.
- (3) After hearing submissions Council may immediately consider them and any submission made to it in writing or may adjourn its consideration of any such submissions.

REPORTS

35. REPORTS OF COMMITTEES

- (1) The Chairperson of each Committee shall ensure that a Report of the Committee is presented to the Ordinary Meeting of Council following the meeting of the Committee in accordance with the provisions of this Local Law.
- (2) A Report of a Special Committee shall contain:
 - (a) the time, date and place of the meeting;
 - (b) the names of the members of the Committee and other people in attendance;
 - (c) the business of the meeting;
 - (d) the decisions and outcomes of the meeting;
 - (e) the time of the next meeting.
- (3) A Report of an Advisory Committee shall contain:
 - (a) the time, date and place of the meeting;
 - (b) the members of the Committee and other people in attendance;

- (c) the business of the meeting;
- (d) the recommendations that were agreed to;
- (e) the time of the next meeting.

- (4) The procedure for the consideration of Reports from Committees of Council shall be in accordance with clauses 29 and 30 of this Local Law.
- (5) The Chairperson must allow a member of any Committee to speak to the Report or its recommendations if requested to do so.
- (6) A Report from a Special Committee shall be adopted by Council.
- (7) Once a Report of an Advisory Committee has been adopted by the Council, each of the recommendations contained in the Report shall become a resolution of Council.

36. REPORTS OF MAYOR, COUNCILLORS AND COUNCIL DELEGATES

- (1) A delegate of Council is a Councillor who has been appointed by Council to represent Council on another body and is therefore responsible and accountable to Council for their actions as a delegate.
- (2) A delegate of Council to another body may present a report to Council after each meeting of that body is held.
- (3) Council shall receive a written report from a delegate of Council and if so received shall be included on the Agenda for consideration by Council.
- (4) If a delegate gives a verbal report to Council then the duration of a verbal report from a delegate is within the discretion of the Chairperson.

37. REPORTS OF COUNCIL OFFICERS

- (1) Reports from Council Officers shall be included in the Council agenda if the Chief Executive Officer determines.
- (2) A Report from a Council Officer shall not be read in full at any Council meeting unless the Council resolves to the contrary.
- (3) The Chairperson may allow a Council Officer to speak to their report before it is voted on by Council.

URGENT BUSINESS

38. URGENT BUSINESS

- (1) Urgent business can only be admitted by resolution of Council.
- (2) Urgent business must not be admitted as urgent business unless it:
 - (a) relates to or arises out of a matter, which has arisen since distribution of the agenda;
 - (b) is manifestly urgent;
 - (c) is material to a function of Council;
 - (d) requires an urgent Council resolution; or
 - (e) is otherwise determined by the Chief Executive Officer.

VOTING AT COUNCIL MEETINGS

39. HOW DETERMINED

- (1) In determining a question before a meeting of Council, the Chairperson will first call for those in favour of the matter before Council and then those opposed to the matter before Council.
- (2) Unless determined or provided to the contrary, the result of a cast of votes shall be determined by a simple majority of votes.
- (3) The Chairperson shall declare the result of any vote as soon as it has been taken.

40. SILENCE

Voting shall be taken in silence.

41. RECOUNT

The Chairperson may direct that a vote be recounted to satisfy him or herself of the result.

42. BY SHOW OF HANDS

Unless Council resolves otherwise, voting on any matter will be by show of hands.

43. CHAIRPERSON

- (1) The Chairperson is entitled to cast a vote.
- (2) In the event there is an equality of votes and subject to section 90(1)(e) of the Act, the Chairperson shall have a second vote.
- (3) The details of any casting vote shall be recorded in the minutes

44. COMMITTEES

The system of voting at a Committee of Council shall be by show of hands only.

CALLING A DIVISION

45. WHEN A DIVISION PERMITTED

- (1) A division may be requested by any Councillor on any matter.
- (2) The request must be made to the Chairperson either immediately prior to or immediately after the vote has been taken but cannot be requested after the next item of business has commenced.
- (3) A Councillor is not prevented from changing their original vote at the voting on the division.
- (4) Where there is a division to a motion, record those in favour, those against, and those abstaining from voting.

- (5) The voting by division will determine the Council's resolution on the issue.

46. PROCEDURE FOR DIVISION

- (1) When a division is called for, the vote already taken must be treated as a nullity and the division shall decide the motion or amendment.
- (2) Once a division has been requested the Chairperson will call for a show of hands by those Councillors voting in the affirmative and then those Councillors voting in the negative.
- (3) The Chairperson shall state, and the Chief Executive Officer (or the Officer authorised to attend the meeting and take the minutes of the meeting) must record the names of those Councillors voting in the affirmative and those voting in the negative.
- (4) The Chairperson must then declare the result of the vote or division as soon as it is taken.

47. NO DISCUSSION ONCE DECLARED

Once a vote on a motion has been taken, no further discussion relating to the motion will be allowed unless the discussion is:

- (a) for a Councillor to request that their opposition to the motion be recorded in the minutes; or
- (b) where a subsequent notice of motion follows a rescission motion.

ADDRESSING THE COUNCIL

48. ADDRESSING THE COUNCIL

- (1) Except for the Chairperson, any Councillor or person who addresses a Council meeting must direct all remarks through the Chair unless granted an exemption by the Chairperson.
- (2) Any person addressing the Chair should refer to the Chairperson as:
- (a) Madam, Mrs, Ms, or Miss and then Mayor or Deputy Mayor;
- (b) Mr. Mayor or Deputy Mayor;
- (c) Madam, Mrs, Ms, or Miss and then Chairperson; or
- (d) Mr. Chairperson, as the case may be.
- (3) All Councillors, other than the Mayor, should be addressed as Councillor and then the Councillor's surname.
- (4) All Officers should be addressed as Mrs., Ms., Miss or Mr and then the Officer's surname except the Chief Executive Officer who shall be addressed by his or her title.

CONDUCT OF COUNCILLORS

49. PRIORITY OF ADDRESS

In the case of competition for the right to speak, the Chairperson must decide the order in which the Councillors concerned will be heard.

50. CHAIRPERSON'S DUTY TO REJECT

- (1) Any motion, question, statement or amendment which:
 - (a) is defamatory of any Councillor, Council Officer or member of the public; or
 - (b) is objectionable in language or nature; or
 - (c) is outside the powers of the Council; or
 - (d) is not relevant to the item of business on the Agenda and has not been admitted as Urgent Business; or
 - (e) purports to be an amendment but is not;must not be accepted by the Chairperson.
- (2) The Chairperson must call to order any person who:
 - (a) contravenes sub-clause 1; or
 - (b) is disruptive or unruly during a meeting.

51. ORDER WITHDRAWAL OF REMARK

- (1) The Chairperson may require a Councillor to withdraw any remark, which is defamatory, indecent, abusive, offensive, disorderly or objectionable in language, substance or nature.
- (2) A Councillor required to withdraw a remark must do so immediately without qualification or explanation.

CONDUCT OF PUBLIC

52. VISITORS

- (1) Visitors must not interject or take part in debate.
- (2) Silence shall be preserved in the gallery at all times.
- (3) If any visitor is called to order by the Chairperson and again acts in breach of this Local Law, the Chairperson may order that person to be removed from the gallery.

53. CALL TO ORDER

Any person who has been called to order including any Councillor who fails to comply with the Chairperson's direction will be guilty of an offence.
Penalty: 5 Penalty Units.

54. REMOVAL FOR DISRUPTION

The Chairperson has discretion to cause the removal of any person including a Councillor who disrupts any meeting or fails to comply with a direction under the provisions of this Local Law.

55. CHAIRPERSON'S EXERCISE OF AUTHORITY

The Chairperson shall exercise the authority vested in him/her under this Local Law in a manner, which is judicious and consistent with the purposes of this Local Law.

INTERRUPTING OR INTERJECTING A SPEAKER

56. INTERRUPTION, INTERJECTIONS AND RELEVANCE

- (1) A Councillor must not be interrupted except by the Chairperson or upon a point of order.
- (2) If a Councillor is interrupted by the Chairperson or upon a point of order, he or she must remain silent and be seated until the Chairperson has ceased speaking or the point of order has been determined.
- (3) A Councillor shall not digress from the subject matter of the motion or business under discussion.

SUSPENSION OF MEETING PROCEDURE

57. SUSPENSION OF PROCEDURE

- (1) The provisions of this Local Law may be suspended by resolution of the Council.
- (2) The purpose of suspending such provisions is to enable the formalities of the meeting procedure to be temporarily disposed of while an issue is discussed, not to dispense with the processes and protocol of the government of the Council.
- (3) Once the discussion has taken place and before any motions can be put, the resumption of the meeting procedure provisions will be necessary.
- (4) No motion may be accepted by the Chair or be lawfully dealt with during any suspension of the meeting procedure provisions.

OPEN AND IN CAMERA COUNCIL MEETINGS

58. IN CAMERA

- (1) As per Section 89(2) of the Local Government Act, the Council or Special Committee may resolve that the meeting be closed to the members of the public.
- (2) Should a meeting be closed to members of the public, then they shall vacate the meeting place.
- (3) Only the Councillors / Committee members and authorised officers are permitted to remain in the meeting place.
- (4) No listening device may be used whilst the In Camera meeting is in progress.

MOTIONS, ADMENDMENTS AND DEBATING

59. FORM OF MOTION

A motion or amendment must:

- (a) relate to the powers or functions of Council;
- (b) be in writing, if requested by the Chairperson; and
- (c) except in the case of Urgent Business; be relevant to an item of business on the agenda.

60. PROCEDURE FOR A MOTION

The procedure for any motion is-

- (a) the mover must state the motion without speaking to it;
- (b) unless the motion is a formal notice of motion, it must be seconded by a Councillor other than the mover;
- (c) if a motion is not seconded it shall lapse for want of a seconder;
- (d) if the motion is seconded, the Chairperson must ask whether the motion is opposed or if any Councillor wishes to address the motion;
- (e) if there is no opposition or no Councillor has indicated they want to speak to, the motion it must be declared to be carried unanimously without the need for a vote;
- (f) if a Councillor indicates opposition, then the Chairperson must request:
 - (i) the mover to address the Council on the motion; and
 - (ii) any other Councillors for and against the motion to debate in turn;
- (g) the mover of an original motion, which has not been amended, may, once debate has been exhausted, exercise a right of reply to matters raised during debate;
- (h) after the right of reply has been taken, the motion must be immediately put to the vote without any further discussion or debate.

61. MOVING AN AMENDMENT

- (1) No notice need be given of any amendment, however if any Councillor intends to move an amendment it must be done prior to the right of reply.
- (2) The mover or seconder of a motion cannot move an amendment to it.
- (3) A second or subsequent amendment cannot be moved until the immediately preceding amendment is determined.
- (4) A Councillor may address the meeting once on any amendment, whether or not they have spoken to the original motion but debate must be confined to the terms of the amendment.
- (5) A Councillor cannot move more than two (2) amendments in succession.

- (6) If the amended motion is carried, it then becomes the motion before the Chair.
- (7) The original mover of the motion shall retain the right of reply to the amended motion.

62. WITHDRAWAL OF MOTIONS

Before any motion is put to the vote, it may be withdrawn with leave of the Council.

63. CHAIRPERSON MAY SEPARATE MOTIONS

The Chairperson may decide to put any motion to the vote in separate parts.

64. DEBATE MUST BE RELEVANT TO THE MOTION

- (1) Debate must always be relevant to the motion before the Council and if not, the Chairperson may request the speaker to confine debate to the subject motion.
- (2) If after being requested to confine debate to the motion before the Chair, the speaker continues to debate irrelevant matters, the Chairperson may require that the speaker not speak further in respect of the matter then before the Council.

64A. MISCELLANEOUS RULES OF DEBATE

- (1) If a debate is adjourned by motion, then the Councillors who moved the adjournment has the right to speak first when the debate is resumed.
- (2) A Councillor must not be interrupted except by the Chairperson or upon a point of order being taken.
- (3) The Chairperson may speak on any matter under discussion.
- (4) When exercising the right of reply, a Councillor must not introduce fresh matter.
- (5) No resolution may be discussed after it is dealt with, unless the Chairperson allows it.
- (6) The order of proceedings for debate will be:
 - (a) A Councillor may move a recommendation before them and speak to it following a seconder
 - (b) The Councillor that seconds the motion may defer their right of reply until the conclusion of the debate if they wish
 - (c) The Councillors will then be asked who wishes to speak either for or against the recommendation before them
 - (d) The seconder now has the opportunity if they haven't spoken already to have their right of reply
 - (e) The mover then concludes the debate and the recommendation is voted on.

SPEAKING TIMES

65. SPEAKING TIMES

Unless a motion for an extension of time has been carried, the maximum speaking times will be:

- (1) the mover of a motion - five (10) minutes;
- (2) the mover of a motion when exercising their right of reply - four (4) minutes;
- (3) any other Councillor - Five (5) minutes;

66. EXTENSION OF SPEAKING TIME

An extension of speaking time may be granted by resolution of the Council but only one extension is permitted for each speaker on any motion. A motion for an extension of speaking time must be proposed:

- (a) immediately before the speaker commences debate; or
- (b) during the speaker's debate.

FORMAL MOTIONS

67. FORMAL MOTIONS

The following formal motions are recognised under this Local Law –

- (a) adjournment of debate;
- (b) adjournment of meeting; and
- (c) closure of debate

68. ADJOURNMENT OF DEBATE

- (1) Council may resolve to adjourn debate on an item of business.
- (2) The adjournment of debate must not be moved or seconded by the Councillor who moved, seconded or who spoke in favour of the motion before Council or any amendment to it.
- (3) The adjournment of debate shall not be allowed:
 - (a) during the election of a Chairperson; or
 - (b) while a Councillor is speaking.
- (4) The motion of adjournment of the debate may be fully debated and may only be amended as to the time and date of the adjournment.
- (5) The mover of a motion to adjourn debate shall not exercise a right of reply.

69. ADJOURNMENT OF MEETING

- (1) Council may resolve to adjourn a meeting.

- (2) The adjournment of the meeting must not be moved or seconded by a Councillor who has moved, seconded or spoken to the motion before the Council or meeting or any amendment to it.
- (3) The adjournment of the meeting shall not be allowed:
 - (a) during the election of a Chairperson; or
 - (b) while a Councillor is speaking.
- (4) The motion of adjournment of the meeting may be fully debated and may only be amended as to the date and time of the adjourned meeting.
- (5) If the motion is not successful, no further motion for adjournment of the meeting shall be made until the subject under consideration has been determined.

70. CLOSURE OF DEBATE

- (1) A Councillor may move that debate on a matter is closed and the question put to Council for a vote.
- (2) A motion to close debate may be moved:
 - (a) in respect of a motion before the Council;
 - (b) while a Councillor is speaking; and
 - (c) with the leave of the Chairperson.
- (3) A Councillor must not move or second a motion to close debate if he or she has moved, seconded or spoken to the motion before the Council or to any amendment of it.
- (4) The motion to close debate shall not be debated, amended or adjourned.
- (5) If the closure is carried, the motion or amendment in respect of which the closure motion was carried shall be put to the vote without further discussion or amendment.

POINTS OF ORDER

71. CHAIRPERSON TO DECIDE

The Chairperson shall decide all points of order by stating the provision, rule, practice or precedent which he or she considers applicable to the point raised without entering into any discussion or comment.

72. CHAIRPERSON MAY ADJOURN TO CONSIDER

- (1) The Chairperson may adjourn the meeting to consider a point of order otherwise he or she must rule on it as soon as it is raised.
- (2) All other matters before the Council are to be suspended until the point of order is decided.

73. FINAL RULING ON A POINT OF ORDER

- (1) The decision of the Chairperson in respect to a point of order raised will not be open for discussion and will be final and conclusive unless the majority of Councillors present move a motion of dissent.

- (2) A motion of dissent on a point of order must contain the provision, rule, practice or precedent in substitution for the Chairperson's ruling.
- (3) A motion of dissent on a point of order will take precedence over all other business and if carried must be acted on instead of the ruling given by the Chairperson.

74. PROCEDURE FOR POINT OF ORDER

A Councillor raising a point of order must:

- (1) state the point of order; and
- (2) the clause, paragraph or provision constituting the point of order.

75. VALID POINTS OF ORDER

- (1) A point of order may be raised in relation to:
 - (a) a procedural matter;
 - (b) a Councillor who is or appears to be out of order; or
 - (c) any procedure that is in contravention of this Local Law.
- (2) A mere difference of opinion or attempt to contradict a speaker will not be treated as a point of order.

NOTICES OF AMENDMENT OR RESCISSION

76. PROCEDURE

- (1) A Councillor may propose a motion to amend or rescind a decision of the Council provided:
 - (a) the previous motion has not been acted upon; and
 - (b) a notice is delivered to the Chief Executive Officer by the close of business on the day following the meeting at which the decision of Council was made stating:
 - (i) the decision proposed to be amended or rescinded; and
 - (ii) the meeting and date when the decision was made.
- (2) A decision will be deemed to be acted upon once its details have been formally communicated to persons affected by or reliant on the resolution or where a statutory procedure has been carried out as a result of that decision.

77. LISTING NOTICE ON AGENDA

Unless the notice specifies a particular meeting date, the Chief Executive Officer must list the notice of amendment or rescission, and if more than one, in the order they were received, on the next appropriate meeting agenda, together with a report outline.

78. CRITERIA TO AMEND OR RESCIND A MOTION

For a decision of the Council to be amended or rescinded, the motion for amendment or rescission must be carried by a majority of the votes cast.

79. IF LOST

Unless the Council resolves to re-list at a future meeting a notice to amend or rescind which has been lost, a similar motion must not be put before the Council for a period of three months from the date it was last considered.

80. IF NOT MOVED

80.1 If a notice of amendment or rescission is not moved at the meeting for which it is listed, it will lapse.

80.2 A notice of amendment or rescission listed on a meeting agenda may be moved by any Councillor present but cannot be amended.

81. WHEN NOT REQUIRED

A notice of amendment or rescission is not required where the Council wishes to change a previous decision relating to policy of the Council.

82. REGISTER OF NOTICES

The Chief Executive Officer must cause every Notice of Motion or Rescission received to be sequentially numbered and to be maintained in a register.

ADJOURNMENT AND RESUMPTION OF MEETING

83. ADJOURNMENT AND RESUMPTION OF MEETING

(1) The Chairperson or the Council may adjourn any meeting until a time and place to be determined at the time of the adjournment.

(2) For the purpose of stating the time to which the meeting is adjourned, that time may be indicated as at the adjournment or conclusion of another meeting or event.

DISAGREEING WITH THE CHAIRPERSON'S RULING

84. DISAGREEING WITH THE CHAIRPERSONS RULING

(1) A Councillor may move that the meeting disagree with the Chairperson's ruling on a point of order, by moving that the Chairperson's ruling be dissented from.

(2) When a motion in accordance with this clause is moved and seconded, the Chairperson remains in the Chair and maintains her or his right to a second vote.

(3) The Chairperson must invite the mover to state the reasons for his or her dissent and the Chairperson may then reply.

(4) The Chairperson then puts the motion that the Chairperson's ruling be dissented from.

(5) If the vote is in the negative, the meeting proceeds on the basis that the Chairperson's original ruling is upheld.

(6) If the vote is in the affirmative, the Chairperson reverses his or her previous ruling and the meeting proceeds.

(7) The defeat of the Chairperson's ruling is not a motion of censure or no confidence, and should not be regarded as such by the meeting.

CHAIRPERSON ADDRESSING MEETING

85. CHAIRPERSON MAY ADDRESS THE MEETING

- (1) The Chairperson may address a meeting on any matter under discussion, and is not deemed to have left the Chair on such occasions except that the Chairperson may vacate the Chair for the duration of any item under discussion.
- (2) If the Chairperson vacates the Chair pursuant to sub-clause (1), a temporary Chairperson shall be elected by the meeting and shall take the Chair until the item has been disposed of.
- (3) The Chair is encouraged not to debate from the Chair.

COMMON SEAL

86. COUNCIL'S COMMON SEAL

- (1) The Chief Executive Officer must ensure that Council's common seal is kept in safe custody at all times.
- (2) Council's common seal may only be used on the authority of the Council.
- (3) Every document to which the common seal is affixed must be witnessed by the Chief Executive Officer or in the absence of the Chief Executive Officer, the Acting Chief Executive Officer as authorised by Council, the Chairperson and at least one other Councillor.
- (4) Any person who uses Council's common seal without authority is guilty of an offence. Penalty: 10 Penalty Units.
- (5) Any person who uses any replica of Council's seal without authority is guilty of an offence. Penalty: 10 Penalty Units.

87. RECORDING DEVICES

- (1) Council / Committee meetings will be recorded to ensure accuracy of the minutes.
- (2) Relevant signage will be provided, including advising at the beginning of a meeting that meetings are being recorded.
- (3) Only meetings held at the Euroa Community Conference Centre will be recorded.

COMMITTEES OF COUNCIL

88. APPLICATION TO SPECIAL COMMITTEES OF COUNCILLORS ONLY

- (1) If a Council establishes a Special Committee composed solely of Councillors, all of the provisions of this Local Law shall apply with any necessary modification or adaptations.

- (2) For the purpose of the sub-clause (1), a reference in the Local Law to:
 - (a) a Council meeting is to be read as a reference to a meeting of the Special Committee;
 - (b) a Councillor is to be read as a reference to a member of the Special Committee; and
 - (c) the Mayor is to be read as a reference to the Chairperson of the Special Committee.
- (3) If Council resolves to establish a Special Committee composed solely of Councillors:
 - (a) Council may; or
 - (b) that Special Committee may, with the approval of Council;resolve that any provision of this Local Law will or will not apply.

89. APPLICATION TO ADVISORY COMMITTEES

- (1) If Council establishes an Advisory Committee, all of the provisions of this Local Law shall apply with any modifications or adaptations.
- (2) For the purposes of sub-clause (1), a reference in this Local Law to:
 - (a) a Council meeting is to be read as a reference to a meeting of the Advisory Committee;
 - (b) a Councillor is to be read as a reference to a member of the Advisory Committee; and
 - (c) the Mayor is to be read as a reference to the Chairperson of the Advisory Committee.
- (3) If Council resolves to establish an Advisory Committee:
 - (a) Council may; or
 - (b) that Committee may with the approval of Council;resolve that any provision of this Local Law will or will not apply.

ENFORCEMENT AND PENALTIES

90. INFRINGEMENT NOTICES

- (1) An authorised officer may issue an on the spot infringement notice in accordance with the Infringement Act 2006 and associated regulations requirements.
- (2) The fixed penalty in respect of an on the spot infringement is the amount set out in Schedule 1.

91. SERVICE OF NOTICES

- (1) Any infringement notice to be served on or given to a person under this Local Law will be in accordance with the Infringement Act 2006 and associated Regulations and may be served on or given to the person by:
 - (a) delivering the notice to the person;
 - (b) leaving the notice at his or her usual or last known place of residence or business with a person apparently over the age of 16 years and apparently residing or employed at that place; or
 - (c) sending the document by post addressed to the person at his or her last known place of residence or business.
- (2) The relevant authorised officer may withdraw the infringement notice within 28 days after its date by sending a notice to the person on whom the infringement notice was served.
- (3) If the person pays the penalty before the infringement notice is withdrawn, the person is entitled to a refund of the penalty.
- (4) If the person pays the penalty within the time specified in the notice or, if the relevant authorised officer allows, before a summons is served on the person in respect of the infringement, the following provisions apply:
 - (a) further proceedings for an offence are not to be taken against the person; and
 - (b) there is to be no conviction recorded against the person for the infringement.
- (5) A penalty paid under this clause must be applied as if the person who paid it was convicted of the infringement in a Magistrates Court on the information of an authorised relevant person.
- (6) If a person served with an infringement notice has not paid the penalty within the time specified in the notice or any extension of that time or if an infringement notice is not withdrawn proceedings may still be taken or continued to prosecute the alleged.

92. PAYMENT OF PENALTY

- (1) A person issued with an infringement notice may pay the penalty indicated to Strathbogie Shire Council, corner Binney and Bury Streets, Euroa.
- (2) To avoid prosecution, the penalty indicated must be paid within 28 days after the day on which the infringement notice is issued.
- (3) A person issued with an infringement notice is entitled to disregard the notice and defend the prosecution in court.

93. EVIDENCE OF SERVICE

A statutory declaration by a person who has served or given notice in accordance with this Local Law is evidence of the notice having been served or given as described in that declaration.

SCHEDULE 1

MEETING PROCEDURE LOCAL LAW NO 1 2014
PENALTIES FIXED FOR ON THE SPOT INFRINGEMENTS

Local Law Provision	Offence	Penalty \$
34 (8)	Fraudulently signing a petition or joint letter	5 Penalty Units
53	Call to Order - Failing to comply with a direction of the Chair	5 Penalty Units
86 (4)	Using the Common Seal without authority	10 Penalty Units
86 (5)	Using a replica of the Common Seal without authority	10 Penalty Units

9.7.2 Proposed Road Naming – Tenneriffe Road

Author and Department

Director Asset Services / Asset Services Directorate

Disclosure of Conflicts of Interest in relation to advice provided in this report

The author of this report and officers/contractors providing advice in relation to this report do not have a direct or indirect interest, as provided in accordance with the Local Government Act 1989.

Summary

Council at its Special Meeting of November 18, 2014 received submissions made under Section 223 of the Local Government Act in relation to the proposed naming of a new road through privately owned land to provide access to properties at Mount Tenneriffe. The road provides connectivity to a crown land reserve containing a well formed roadway at least up to a dwelling on Crown Allotment 9A (see attached map).

Background

Following Council's decision of September 16, 2014 to give public notice of intention to name the road Tenneriffe Road, five submissions were received. All submitters were against naming the road Tenneriffe Road, proposing the alternative of Tuan (Track or Lane).

The submitters concerns are:

- Potential for increased traffic flow and parking issues
- Mistaken opinion that Mount Tenneriffe can be accessed from this road
- The road ends at a private gateway with little maneuverability for traffic

RECOMMENDATION

That Council resolve to:

- 1. Name the new road Tuan Lane and advise the Registrar of Geographic Names.**
- 2. Advise the following bodies following approval by the Register:**
 - Strathbogrie Shire Council Staff
 - Telstra and Australia Post
 - State and Federal electoral offices
 - Emergency Offices including SES and CFA
 - Electricity, water and gas utilities
 - State Government instrumentalities for planning and transport
- 3. Advise Submitters and other landowners along the road.**
- 4. Install relevant signage.**

9.7.2 Proposed Road Naming – Tenneriffe Road (cont.)

Alternative Options

The author has considered potential alternative courses of action. No feasible alternatives have been identified

Risk Management

The author considers that there are no significant Risk Management factors relating to the report and recommendation.

Strategic Links – policy implications and relevance to Council Plan

The author of this report considers that the report is consistent with Council Policies, key strategic documents and the Council Plan.

Best Value / National Competition Policy (NCP / Competition and Consumer Act 2010 implications

The author of this report considers that the report is consistent with Best Value, National Competition Policy and Competition and Consumer Act 2010 requirements.

Financial / Budgetary Implications

The author of this report considers that the recommendation has no significant capital or recurrent budget considerations.

Economic Implications

The author of this report considers that the recommendation has no significant economic implications for Council or the broader community.

Environmental / Amenity

The author of this report considers that the recommendation has no significant environmental or amenity implications for Council or the broader community.

Community Implications

The author of this report considers that the recommendation has no significant community or social implications for Council or the broader community.

Victorian Charter of Human Rights and Responsibilities Act 2006

The author of this report considers that the recommendation does not limit any human rights under the Victorian Charter of Human Rights and Responsibilities Act 2006.

Legal / Statutory Implications

The author of this report considers that the recommendation has no legal or statutory implications which require the consideration of Council.

Consultation

The author of this report considers that consultation via the Section 223 process was appropriate for the matter under consideration. Council has benefitted from the actions of residents in putting forward the unanimous proposal to name the road "Tuan" Track or Lane. One resident has indicated preference for "Lane" over "Track".

Attachments

Map

9.7.2 Proposed Road Naming – Tenneriffe Road (cont.)



9.7.3 Financial Report – November 2014

Author / Department

Director, Corporate and Community / Corporate and Community Directorate

Disclosure of Interest

No officers providing advice in relation to this report have a direct or indirect interest, as provided in accordance with the Local Government Act 1989.

Summary

Appended to the Agenda is a copy of Council's Financial Report for the period ending 30 November 2014.

The report contains the Standard Income Statement, Balance Sheet, Cash Flow Statement, Statement of Capital Works, and Schedule of Investments.

The operating surplus for the four months period ending 30 November 2014 was \$ 12,587,776. The variance to budget (\$589,115) is detailed in the Financial Overview.

As at 30 November 2014, total capital works was \$ \$1,535,727. This is greater than YTD budget by (\$160,345).

RECOMMENDATION

That the Financial Report for the four months ended 30 November 2014 be noted.

Background

Council considers and notes quarterly Financial Reports in accordance with the Local Government Act 1989 (Act). Under Section 137 and 138 of the Act, Council must establish and maintain a budgeting and reporting framework that is consistent with the principles of sound financial management. This report satisfies those requirements.

Alternative Options

Officers providing advice in relation to this report have considered potential alternative courses of action. No feasible alternatives have been identified as the report is consistent with the Local Government Act 1989 obligations.

Risk Management

Regular Financial Reporting in accordance with the Local Government Act 1989 support Council's focus on Risk Management.

Strategic Links – Policy implications and relevance to Council Plan

The report is consistent with Council Policies, key strategic documents and the Council Plan.

9.7.3 Financial Report – November 2014 (cont.)

Best Value / National Competition Policy (NCP) / Competition and Consumer Act 2010 (CCA) implications

The report is consistent with Best Value, National Competition Policy and Competition and Consumers Act 2010 requirements.

Financial / Budgetary Implications

The attached report, in conjunction with the detailed briefing to Council, considers all Financial and Budgetary implications for the Financial Year ending 30 June 2015.

Economic Implications

The attached report, in conjunction with the detailed briefing to Council, considers all Economic implications for the Financial Year ending 30 June 2015.

Environmental / Amenity Implications

The recommendation in this report has no significant environmental or amenity implications for Council or the broader community.

Community Implications

This report has no significant community or social implications for the Council or the broader community.

Victorian Charter of Human Rights and Responsibilities Act 1006

This report does not limit any human rights under the Victorian Charter of Human Rights and Responsibilities Act 1006.

Legal / Statutory Implications

Consideration and adoption of quarterly Financial reports as per the Local Government Act 1989 ensures Council complies with its Legal and Statutory obligations.

Consultation

The author of this report considers that the matter under consideration did not warrant a community consultation process.

Attachments

November Financial Report

FINANCIAL OVERVIEW - FIVE MONTHS ENDED 30 NOVEMBER 2014

The Financial Overview to 30 November 2014 identifies total revenue \$ 22,776,229 with expenditure \$10,188,453 resulting in a surplus to date of \$12,587,776. The YTD November variation of budget to actual is overall favorable (\$589,115). This is made up of a number of variances that are outlined Income Statement break down below.

In 2014/15 some major projects are being delivered through operating expenditure the details for each will be included for information:

<u>Project</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>
Nagambie Main Street	\$170,000	\$159,174	(\$10,826)
Euroa Conference & Function Centre	\$263,694	\$269,106	\$5,412

Capital works budgeted to 30 November \$1,375,382, achieved expenditure \$1,535,727 resulting in a greater spend than budget of \$160,345.

Comments on specific Capital Work:

Additional items included in capital work program YTD \$15,029 detailed in Capital Management Report attached.

Euroa Memorial Park Redevelopment Project-Honouring our Heroes was not budgeted for in 2014/15 YTD actual \$159,905.

Other Comments on significant projects in budget:

Violet Town Landfill Cap and Closure YTD \$5,420 (this will be funded from provision in Balance Sheet at year end).

Income Statement break down (Fav) / Unfav. Variance for 30 November 2014

Income

<u>Rates</u>	<u>16,609</u>	Expect the supplementary rates raised during the year will cover this variance. Rates Arrears November \$1,694K (13/14 @1,850K) Fire services Property levy raised \$1.4 million as part of rate 2014/15 (13/14 \$1.6million) The FSPL cents in the dollar reduced in 14/15 (funds required to be held in Trust in Balance Sheet - 13/14 uncollected \$80k)
<u>Statutory Fees & Fines</u>	<u>(11,565)</u>	Timing variance for statutory fees
<u>User Fees</u>	<u>(13,107)</u>	Timing variances in delivery of HACC programs and increased road opening permits.
<u>Contributions</u>	<u>(25,704)</u>	Favourable payments towards new infrastructure assets – community contributions and caravan park lease
<u>Grants - Operating Recurrent</u>		
• Fire services Property levy subsidy	<u>(7,857)</u>	Permanent variation received. Higher funding \$22,857 budgeted \$15,000
• HACC	<u>(30,000)</u>	Timing variances in delivery of Community grants including HACC programs, Permanent variation.

<u>Grants – Operating Non Recurrent</u>	<u>(9,000)</u>	Timing variance grant - Destination Plan Goulburn Valley River Tourism
<u>Grants - Capital Recurrent</u>		
• Local Government Infrastructure Program 2011-15	<u>(101,000)</u>	Budgeted \$359,000 favorable variance (Actual \$460,000)
<u>Grants – Capital Non-Recurrent</u>		
• Memorial Park Redevelopment Project	<u>(75,000)</u>	Favourable Memorial Park Redevelopment Project: Grant Non Recurrent Capital: \$75,000 not budgeted.
<u>Other Income</u>	<u>(50,000)</u>	Shared services operations offset by expenditure
<u>Expense</u>		
<u>Employee</u>		
• Employee costs	<u>(219,022)</u>	Timing variance payroll period and HACC program delivery
<u>Contracts and Materials</u>		
• Landfill disposal fees	(52,985)	Timing variance billing
• Annual Maintenance ICT Systems	(40,653)	Maintenance billing timing variance
• Compliance Contract	(44,130)	Timing variance billing
• Fire Prevention	(22,130)	Timing variance
<u>Depreciation</u>	98,942	Variance due to increase in assets value after revaluation 13/14

STRATHBOGIE SHIRE COUNCIL

Profit and Loss Statement 2014/2015

for 5 months ending 30 November 2014

	Adopted Budget 14/15	YTD Budget Nov 2014	YTD Actual Nov 2014	Variance to YTD Budget Nov 2014
REVENUE				
Rates and Charges	16,171,000	16,171,000	16,154,391	(16,609)
Statutory Fees & Fines	270,100	110,167	121,732	11,565
User Fees	1,099,100	448,958	462,065	13,107
Contributions	-	-	25,704	25,704
Grants - Operating Recurrent	6,360,164	3,112,804	3,150,333	37,529
Grants - Operating Non-recurrent	769,000	350,000	359,000	9,000
Grants - Capital Recurrent	2,333,700	1,359,000	1,460,000	101,000
Grants - Capital Non-recurrent	1,256,500	570,000	645,000	75,000
Other Revenue	419,300	338,121	398,004	59,883
Net Gain/Loss on Disposal Assets	(521,100)			-
Proceeds from sale of assets				
Operating Revenue Total	28,157,764	22,460,050	22,776,229	316,179
EXPENDITURE				
Employee	9,427,600	3,885,344	3,666,322	219,022
Contracts, Materials & Services	11,221,300	4,457,673	4,309,506	148,167
Bad and doubtful debts	5,000	2,500	-	2,500
Depreciation	4,735,700	1,973,205	2,072,147	(98,942)
Finance	160,500	66,875	65,113	1,762
Other Expenses	193,300	75,792	75,365	427
WDV Infrastructure Renewed	547,000	-	-	-
	26,290,400	10,461,389	10,188,453	272,936
Surplus/Deficit	1,867,364	11,998,661	12,587,776	(589,115)

STRATHBOGIE SHIRE COUNCIL

Balance Sheet 2014/2015

	Adopted Budget 2014/2015 \$	Actual 'November 2014 \$
<u>Current Assets</u>		
Cash and cash equivalents	4,964,000	11,856,852
Trade and other receivables	1,245,000	10,541,821
Other Assets	184,000	7,908
Inventories	7,000	5,082
Non- current assets for resale	-	-
Total Current Assets	6,400,000	22,411,663
<u>Non-Current Assets</u>		
Financial assets	2,000	2,032
Investments in associates	156,000	223,649
Property, plant and equipment,infrastructure	232,662,000	232,996,211
Total Non-Current Assets	232,820,000	233,221,892
Total Assets	239,220,000	255,633,555
<u>Current Liabilities</u>		
Trade and other payables	468,000	449,874
Trust funds and deposits	503,000	526,220
Fire Services Property Levy	-	1,074,264
Provisions	2,559,000	3,116,869
Interest bearing loans and borrowings	636,000	365,211
Total Current Liabilities	4,166,000	5,532,438
<u>Non-Current Liabilities</u>		
Trust funds and deposits	68,000	67,979
Provisions	581,000	393,471
Interest bearing loans and borrowings	1,017,000	2,119,739
Total Non-Current Liabilities	1,666,000	2,581,189
Total Liabilities	5,832,000	8,113,627
Net Assets	233,388,000	247,519,928
<u>Equity</u>		
Accumulated Surplus	75,748,000	87,332,372
Reserves	157,640,000	160,187,556
Total Equity	233,388,000	247,519,928

STRATHBOGIE SHIRE COUNCIL

**Cash Flow Statement
for 5 Months ended November 2014**

	Adopted Budget Inflows (Outflows)	Nov-14 Inflows (Outflows)
Cash flows from operating activities		
Rates and charges	16,171,000	5,753,078
Statutory fees and fines	271,000	121,732
User fees	1,098,000	2,573,022
Contributions	0	25,704
Grants	10,720,000	5,614,333
Interest	150,000	95,427
Other receipts	269,000	186,756
Net GST refund/overpayment	0	640,545
Payments to suppliers	(11,221,000)	(7,580,418)
Payments to employees (including redundancies)	(9,428,000)	(3,666,322)
Other payments	(193,000)	(75,364)
Total cash outflows from operating activities	7,837,000	3,688,493
Cash flows from Investing activities		
Payments for property, plant and equipment, infrastructure	(9,561,000)	(1,100,895)
Payments for landfill rehabilitation	(525,000)	
Proceeds sales of property, plant and equipment, infrastructure	2,040,000	115,821
Net cash used in Investing activities	(8,046,000)	(985,074)
Cash flows from financing activities		
Finance costs	(160,000)	(65,113)
Trust funds and deposits	-	326,622
Proceeds from Interest bearing loans and borrowings		
Repayment of Interest bearing loans and borrowings	(626,000)	(262,507)
Net cash provided by (used in) financing activities	(786,000)	(998)
Net cash provided by (used in) financing activities		
Net increase (decrease) in cash and cash equivalents	(995,000)	2,702,421
Cash and cash equivalents brought forward	5,959,000	9,154,431
Cash and cash equivalents at end of year/month	4,964,000	11,856,852

Strathbogie Shire Council 2014/2015

Account Details - Investments

End of Month September 2014 Balance Sheet Reports

Investments Split by Bank	%		YTD
	Hold		Actual
ANZ	19%	\$	1,737,298.00
CBA	26%	\$	2,400,000.00
GMCU	21%	\$	2,000,000.00
NAB	34%	\$	3,206,904.00
	100%	\$	9,344,202.00

Strathbogie Shire Council
Capital Account Type
Directorate Details
For Period November 2014

Directorate	Adopted Budget	YTD Budget	YTD Actual	YTD Variance	YTD Budget Variance %
Land	1,158,000	290,682	429,328	(138,646)	86.47%
Buildings - Municipal Properties	2,180,000	617,700	611,255	6,445	-4.02%
Furniture and Equipment (Inc. Info. Servic	190,000	41,000	33,665	7,335	-4.57%
Plant & Machinery	970,000	218,000	217,431	569	-0.35%
Bridge Construction	717,000	127,000	123,432	3,568	-2.23%
Underground Drainage	374,000	0	0	0	0.00%
Waste Management	0	0	10,490	(10,490)	6.54%
Footpaths	105,000	0	2,296	(2,296)	1.43%
Roads	3,787,000	81,000	89,651	(8,651)	5.40%
CAPEXP adjustments since adoption	0	0	15,029	(15,029)	9.37%
Kerb & Channel	80,000	0	3,150	(3,150)	1.96%
Grand Total	\$ 9,561,000	\$ 1,375,382	\$ 1,535,727	-\$ 160,345	100.00%
Asset Renewal	7,079,000	764,700	793,928	-29,228	
Asset Upgrade	1,081,000	476,682	439,232	37,450	
Asset New	1,401,000	134,000	302,567	-168,567	
Report Total :	\$ 9,561,000	\$ 1,375,382	\$ 1,535,727	-\$ 160,345	

**Strathbogie Shire Council
Account Management Report
for year to November 2014 (actuals as at 05 December 14 - 42% of year)**

Capital

	Original Budget	Current Budget	YTD Budget	YTD Actual	YTD On Order	YTD Total Committed	YTD Variance	Rev. Bud. Variance	% Rev Bud
Land									
22001 Euroa Flood Mitigation Works	\$19,000	\$19,000	\$0	\$0	\$0	\$0	\$0	\$19,000	0%
22006 Violet Town Flood Mitigation Works- Stage 2	\$504,000	\$504,000	\$0	\$0	\$0	\$0	\$0	\$504,000	0%
22013 Nagambie Depot Improvements/Rehso	\$0	\$0	\$0	\$0	\$780	\$780	-\$780	-\$780	0%
22015 V/Town Tennis Courts/Netball Drainage	\$10,000	\$10,000	\$682	\$1,912	\$6,800	\$8,712	-\$8,030	\$1,288	87%
22016 Euroa Memorial Park Redevelopment Project - Honouring our Heroes	\$0	\$0	\$0	\$159,905	\$4,856	\$164,761	-\$164,761	-\$164,761	0%
22017 Former Nagambie Depot	\$300,000	\$300,000	\$250,000	\$246,835	\$7,774	\$254,809	-\$4,600	\$45,391	83%
22018 Automatic Weir Gates for Seven Creeks Park	\$20,000	\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000	0%
22019 Automatic Weir Gates Seven Creeks Park	\$180,000	\$180,000	\$0	\$0	\$0	\$0	\$0	\$180,000	0%
22020 Nagambie Drainage - Retention Dam	\$70,000	\$70,000	\$0	\$0	\$0	\$0	\$0	\$70,000	0%
22021 Oak Valley Road Land	\$40,000	\$40,000	\$40,000	\$20,675	\$1,220	\$21,905	\$18,055	\$18,055	55%
22022 Euroa Hotel Campaign	\$15,000	\$15,000	\$0	\$0	\$0	\$0	\$0	\$15,000	0%
Total Land	\$1,158,000	\$1,158,000	\$239,682	\$429,328	\$21,440	\$460,768	-\$160,886	\$728,872	38%

Buildings - Municipal Properties

20038 Euroa Caravan Park Site Development	\$0	\$0	\$0	\$2,089	\$4,880	\$6,969	-\$6,969	-\$6,969	0%
20038 Euroa Caravan Park Site Development	\$455,000	\$455,000	\$330,000	\$328,154	\$1,800	\$329,954	\$46	\$125,046	73%
20042 Violet Town Library Complex	\$0	\$0	\$0	\$86	\$0	\$86	-\$86	-\$86	0%
20045 Nagambie Depot Site restoration	\$0	\$0	\$0	\$500	\$0	\$500	-\$500	-\$500	0%
20047 Violet Town Depot Relocation	\$0	\$0	\$0	\$375	\$0	\$375	-\$375	-\$375	0%
20053 Nagambie High Street Toilets Improvements	\$0	\$0	\$0	\$488	\$0	\$488	-\$488	-\$488	0%
20058 Euroa Community Conference Centre	\$10,000	\$10,000	\$8,000	\$10,063	\$0	\$10,063	-\$2,063	-\$3	101%
20062 Euroa Works Depot - Sewerage	\$39,000	\$39,000	\$0	\$1,050	\$0	\$1,050	-\$1,050	\$37,950	3%
20063 Euroa Band Hall - Roof Lining	\$20,000	\$20,000	\$2,300	\$2,273	\$0	\$2,273	\$27	\$17,727	11%
20084 Euroa Croquet Club Kitchen	\$16,000	\$16,000	\$16,000	\$23,471	\$0	\$23,471	-\$9,471	-\$9,471	159%
20085 Euroa Pre School - Roller Door & PA Door	\$10,000	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000	0%
20085 Violet Town Community Centre - Roor	\$185,000	\$185,000	\$0	\$0	\$0	\$0	\$0	\$185,000	0%
20087 Nagambie Swimming Pool - Office/Kiosk	\$30,000	\$30,000	\$30,000	\$24,509	\$0	\$24,509	\$5,491	\$5,491	82%
20088 Euroa Swimming Pool - Roof Plant Room	\$20,000	\$20,000	\$9,000	\$15,452	\$0	\$15,452	-\$6,492	\$4,508	77%
20089 Euroa Third Age Club - Toilet	\$40,000	\$40,000	\$32,400	\$32,680	\$0	\$32,680	-\$280	\$7,320	82%
20090 Euroa Caravan Park - Caretaker's Cottage Roof	\$25,000	\$25,000	\$0	\$0	\$0	\$0	\$0	\$25,000	0%
20091 Euroa RSL - Painting, Spouting, Render Blkwork	\$25,000	\$25,000	\$25,000	\$20,443	\$0	\$20,443	\$4,557	\$4,557	82%
20092 Avenel Memorial Hall - Stormwater Drains/footings	\$40,000	\$40,000	\$0	\$0	\$0	\$0	\$0	\$40,000	0%
20093 Council Office - Fitout	\$10,000	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000	0%
20094 Waste Transfer Stations	\$275,000	\$275,000	\$0	\$0	\$0	\$0	\$0	\$275,000	0%
20095 Toilets Seven Creeks Park	\$400,000	\$400,000	\$130,000	\$129,412	\$136	\$129,548	\$452	\$270,452	32%
20096 Violet Town Library	\$465,000	\$465,000	\$10,000	\$8,322	\$2,945	\$8,322	\$1,678	\$451,678	2%
20097 Little Theatre relocation: stages 1-4	\$50,000	\$50,000	\$0	\$0	\$0	\$0	\$0	\$50,000	0%
20098 Nagambie Men's Shed	\$10,000	\$10,000	\$10,000	\$1,860	\$0	\$1,860	\$8,140	\$8,140	19%
20099 Seven Creeks Sheet Piling/Sea Wall	\$60,000	\$60,000	\$15,000	\$10,903	\$0	\$10,903	\$4,097	\$49,087	18%
Total Buildings - Municipal Properties	\$2,180,000	\$2,180,000	\$617,700	\$611,255	\$9,762	\$621,017	-\$3,317	\$1,568,745	28%

Furniture and Equipment (Inc. Info. Services)

Information Technology

**Strathbogie Shire Council
Account Management Report
for year to November 2014 (actuals as at 05 December 14 - 42% of year)**

	Original Budget	Current Budget	YTD Budget	YTD Actual	YTD On Order	YTD Total Committed	YTD Variance	Rev. Bud. Variance	% Rev Bud
26012 Hardware Replacement Program	\$150,000	\$150,000	\$32,000	\$25,000	\$25,614	\$50,614	-\$18,614	\$99,366	34%
26033 HACC Minor Grant (grant funded)	\$40,000	\$40,000	\$9,000	\$8,665	\$0	\$8,665	\$335	\$31,335	22%
Total Information Technology	\$190,000	\$190,000	\$41,000	\$33,665	\$25,614	\$59,279	-\$18,279	\$186,335	31%
Total Furniture and Equipment (Inc. Info. Services)	\$190,000	\$190,000	\$41,000	\$33,665	\$25,614	\$59,279	-\$18,279	\$186,335	31%
Plant & Machinery									
26006 Plant Replacement (Strathbogie)	\$620,000	\$620,000	\$125,000	\$124,613	\$0	\$124,613	\$388	\$495,388	20%
26007 Motor Vehicle Fleet Replacement	\$250,000	\$250,000	\$99,000	\$90,818	\$0	\$92,818	\$182	\$257,182	27%
Total Plant & Machinery	\$870,000	\$870,000	\$218,000	\$217,431	\$0	\$217,431	\$569	\$752,569	22%
Bridge Construction									
23005 Mitchelltown Road Bridge	\$0	\$0	\$0	\$1,125	\$0	\$1,125	-\$1,125	-\$1,125	0%
23007 Home Gully Road Bridge Replacement	\$85,000	\$85,000	\$0	\$0	\$0	\$0	\$0	\$85,000	0%
23022 Prairip Road Bridge	\$247,000	\$247,000	\$0	\$0	\$1,540	\$1,540	-\$1,540	\$245,460	1%
23023 Cusack Road Major Culverts	\$21,000	\$21,000	\$0	\$0	\$21,000	\$21,000	-\$21,000	\$0	100%
23024 Kelly's Bridge Creightons Creek Rd	\$119,000	\$119,000	\$0	\$0	\$0	\$0	\$0	\$119,000	0%
23025 Leckies Rd Concrete Bridge	\$122,000	\$122,000	\$122,000	\$122,186	\$0	\$122,186	-\$186	-\$186	100%
23026 Lengwood-Prairip Road Bridge	\$103,000	\$103,000	\$0	\$121,242	\$0	\$121,242	-\$242	\$102,758	0%
23027 Spalling Erosion Protection to Bridges	\$12,000	\$12,000	\$0	\$0	\$0	\$0	\$0	\$12,000	0%
23028 Kerb Guide & Running Deck to Bridges	\$5,000	\$5,000	\$0	\$0	\$0	\$0	\$5,000	\$5,000	0%
Total Bridge Construction	\$717,000	\$717,000	\$127,000	\$123,432	\$22,061	\$146,093	-\$19,093	\$691,008	20%
Underground Drainage									
24007 Neysimble Industrial Area - Scoping	\$43,000	\$43,000	\$0	\$0	\$0	\$0	\$0	\$43,000	0%
24008 Nagambie Industrial Area - Drainage	\$43,000	\$43,000	\$0	\$0	\$0	\$0	\$0	\$43,000	0%
24014 Zoos Road Drainage Improvement	\$15,000	\$15,000	\$0	\$0	\$0	\$0	\$0	\$15,000	0%
24015 Euroa Atkins St Drainage - Stage 2	\$36,000	\$36,000	\$0	\$0	\$0	\$0	\$0	\$36,000	0%
24016 OHS Requirements - Replace Large Pit Lids	\$65,000	\$65,000	\$0	\$0	\$0	\$0	\$0	\$65,000	0%
24017 Violet Town Outfall for Main Drain - Flood Flap & Discharge	\$56,000	\$56,000	\$0	\$0	\$0	\$0	\$0	\$56,000	0%
24018 Mangalore Grant Street - Drainage Improvement	\$20,000	\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000	0%
24019 Open Drain Lime Street	\$25,000	\$25,000	\$0	\$0	\$10,666	\$10,666	-\$10,666	\$14,334	42%
24020 Hughes Creek Outfall Drop Structure Improvements	\$30,000	\$30,000	\$0	\$0	\$2,645	\$2,645	-\$2,645	\$27,355	9%
24021 Zoos Road Drainage Improvement (Upgrade)	\$10,000	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000	0%
24022 Euroa Atkins Street Drainage - Stage 2 (Upgrade)	\$31,000	\$31,000	\$0	\$0	\$0	\$0	\$0	\$31,000	0%
Total Underground Drainage	\$374,000	\$374,000	\$0	\$0	\$13,211	\$13,211	-\$13,211	\$374,000	4%
Waste Management									
27000 Violet Town Landfill Cap and Closure	\$0	\$0	\$0	\$10,490	\$0	\$10,490	-\$10,490	-\$10,490	0%
Total Waste Management	\$0	\$0	\$0	\$10,490	\$0	\$10,490	-\$10,490	-\$10,490	0%
Footpaths									
Asphalt Footpath Renewal Program	\$40,000	\$40,000	\$0	\$0	\$0	\$0	\$0	\$40,000	0%
27011 Asphalt Footpath Renewal Program	\$40,000	\$40,000	\$0	\$0	\$0	\$0	\$0	\$40,000	0%

**Strathbogie Shire Council
Account Management Report
for year to November 2014 (actuals as at 05 December 14 - 42% of year)**

	Original Budget	Current Budget	YTD Budget	YTD Actual	YTD On Order	YTD Total Committed	YTD Variance	Rev. Bud. Variance	% Rev Bud
Total Asphalt Footpath Renewal Program	\$40,000	\$40,000	\$0	\$0	\$0	\$0	\$0	\$40,000	0%
Sealed Footpath Renewal Program	\$25,000	\$25,000	\$0	\$0	\$0	\$0	\$0	\$25,000	0%
27031 Sealed Footpath Renewal Program	\$25,000	\$25,000	\$0	\$0	\$0	\$0	\$0	\$25,000	0%
Total Sealed Footpath Renewal Program	\$25,000	\$25,000	\$0	\$0	\$0	\$0	\$0	\$25,000	0%
Isolated Failures Concrete (Various)	\$30,000	\$30,000	\$0	\$0	\$0	\$0	\$0	\$30,000	0%
27051 Isolated Failures Concrete (Various)	\$30,000	\$30,000	\$0	\$0	\$0	\$0	\$0	\$30,000	0%
Total Isolated Failures Concrete (Various)	\$30,000	\$30,000	\$0	\$0	\$0	\$0	\$0	\$30,000	0%
Minor Missing Link Sections Footpath	\$10,000	\$10,000	\$0	\$2,296	\$0	\$2,296	-\$2,296	\$7,704	23%
27071 Minor Missing Link Sections Footpath	\$10,000	\$10,000	\$0	\$2,296	\$0	\$2,296	-\$2,296	\$7,704	23%
Total Minor Missing Link Sections Footpath	\$10,000	\$10,000	\$0	\$2,296	\$0	\$2,296	-\$2,296	\$7,704	23%
Total Footpaths	\$105,000	\$105,000	\$0	\$2,296	\$0	\$2,296	-\$2,296	\$102,704	2%
Roads									
Roads and Street Resealing									
Reseals - Urban									
Local Government Infrastructure Program	\$0	\$0	\$0	\$314	\$0	\$314	-\$314	-\$314	0%
25031.0142 Blayney Lane Ch 532-795	\$0	\$0	\$0	\$190	\$0	\$190	-\$190	-\$190	0%
25031.0143 Bridge Street Ch 0-126	\$0	\$0	\$0	\$504	\$0	\$504	-\$504	-\$504	0%
Total Local Government Infrastructure Program	\$0	\$0	\$0	\$814	\$0	\$814	-\$814	-\$814	0%
Country Roads & Bridges									
25052 Ewings Road Ch 268 - 352	\$0	\$0	\$0	\$381	\$0	\$381	-\$381	-\$381	0%
25054 Foy Street Ch 228 - 335	\$0	\$0	\$0	\$53	\$0	\$53	-\$53	-\$53	0%
25062 Hixon Street Ch 0 - 132	\$0	\$0	\$0	\$372	\$0	\$372	-\$372	-\$372	0%
25066 Kennedy Street Ch 973 - 770	\$0	\$0	\$0	\$53	\$0	\$53	-\$53	-\$53	0%
25067 Kennedy Street Ch 414 - 473	\$0	\$0	\$0	\$36	\$0	\$36	-\$36	-\$36	0%
25068 Kennedy Street Ch 473 - 515	\$0	\$0	\$0	\$238	\$0	\$238	-\$238	-\$238	0%
25069 Kennedy Street Ch 515 - 573	\$0	\$0	\$0	\$44	\$0	\$44	-\$44	-\$44	0%
25070 Kennedy Street Ch 1147 - 1345	\$0	\$0	\$0	\$44	\$0	\$44	-\$44	-\$44	0%
25071 Kennedy Street Ch 1345 - 1367	\$0	\$0	\$0	\$44	\$0	\$44	-\$44	-\$44	0%
25072 Kennedy Street Ch 1367 - 1590	\$0	\$0	\$0	\$175	\$0	\$175	-\$175	-\$175	0%
25073 Kennedy Street Ch 383 - 414	\$0	\$0	\$0	\$88	\$0	\$88	-\$88	-\$88	0%
25075 Rose Street Ch 308 - 328	\$0	\$0	\$0	\$44	\$0	\$44	-\$44	-\$44	0%
25076 Sutherland Street Ch 179 - 280	\$0	\$0	\$0	\$44	\$0	\$44	-\$44	-\$44	0%
25077 Sutherland Street Ch 0 - 129	\$0	\$0	\$0	\$44	\$0	\$44	-\$44	-\$44	0%
25078 Sutherland Street Ch 300 - 656	\$0	\$0	\$0	\$306	\$0	\$306	-\$306	-\$306	0%
25079 White Street Ch 100 - 129	\$0	\$0	\$0	\$44	\$0	\$44	-\$44	-\$44	0%
25080 White Street Ch 129 - 214	\$0	\$0	\$0	\$263	\$0	\$263	-\$263	-\$263	0%
25081 White Street Ch 229 - 329	\$0	\$0	\$0	\$44	\$0	\$44	-\$44	-\$44	0%
25082 White Street Ch 214 - 229	\$0	\$0	\$0	\$2,357	\$0	\$2,357	-\$2,357	-\$2,357	0%
Total Country Roads & Bridges	\$0	\$0	\$0	\$2,861	\$0	\$2,861	-\$2,861	-\$2,861	0%

**Strathbogie Shire Council
Account Management Report
for year to November 2014 (actuals as at 05 December 14 - 42% of year)**

	Original Budget	Current Budget	YTD Budget	YTD Actual	YTD On Order	YTD Total Committed	YTD Variance	Rev. Bud. Variance	% Rev Bud
Rezeals - Rural									
24999 Revealing Budget	\$1,201,000	\$1,201,000	\$0	\$0	\$0	\$0	\$0	\$1,201,000	0%
25103 Creightons Creek Road Ch 23705 - 24365	\$0	\$0	\$0	\$1,538	\$0	\$1,538	-\$1,538	-\$1,538	0%
25104 Creightons Creek Road Ch 14200 - 14500	\$0	\$0	\$0	\$88	\$0	\$88	-\$88	-\$88	0%
25115 Locksley Nagambie Road Ch 7360 - 8050	\$0	\$0	\$0	\$523	\$0	\$523	-\$523	-\$523	0%
Local Government Infrastructure Program									
25102 Cemetery Road Ch 0 - 1340	\$0	\$0	\$0	\$798	\$0	\$798	-\$798	-\$798	0%
25119 Longwood-Shepparton Road Ch 11910 - 11900	\$0	\$0	\$0	\$680	\$0	\$680	-\$680	-\$680	0%
Total Local Government Infrastructure Program	\$0	\$0	\$0	\$1,478	\$0	\$1,478	-\$1,478	-\$1,478	0%
Country Roads & Bridges									
25004 Arcadia Two Chain Road Ch 6375 - 6625	\$0	\$0	\$0	\$819	\$0	\$819	-\$819	-\$819	0%
25054 Barn Lane Ch 0 - 1215	\$0	\$0	\$0	\$87	\$0	\$87	-\$87	-\$87	0%
25065 Bello Church Road Ch 7425 - 7650	\$0	\$0	\$0	\$438	\$0	\$438	-\$438	-\$438	0%
25066 Bello Church Road Ch 7650 - 7675	\$0	\$0	\$0	\$44	\$0	\$44	-\$44	-\$44	0%
25067 Bello Church Road Ch 7975 - 8015	\$0	\$0	\$0	\$384	\$0	\$384	-\$384	-\$384	0%
25068 Bello Church Road Ch 3150 - 4810	\$0	\$0	\$0	\$632	\$0	\$632	-\$632	-\$632	0%
25069 Boundary Hill Road Ch 1390 - 2365	\$0	\$0	\$0	\$1,333	\$0	\$1,333	-\$1,333	-\$1,333	0%
25100 Boundary Hill Road Ch 2385 - 3040	\$0	\$0	\$0	\$798	\$0	\$798	-\$798	-\$798	0%
25101 Boundary Hill Road Ch 2385 - 2385	\$0	\$0	\$0	\$88	\$0	\$88	-\$88	-\$88	0%
25129 Upton Road Ch 11235 - 11440	\$0	\$0	\$0	\$500	\$0	\$500	-\$500	-\$500	0%
Total Country Roads & Bridges	\$0	\$0	\$0	\$5,532	\$0	\$5,532	-\$5,532	-\$5,532	0%
Total Reveals - Rural	\$1,201,000	\$1,201,000	\$0	\$9,157	\$0	\$9,157	-\$9,157	\$1,291,843	1%
Pavement Rehabilitation Program									
25920 Pavement Rehabilitation Program	\$1,434,000	\$1,434,000	\$0	\$536	\$0	\$536	-\$536	\$1,433,464	0%
25957 Elizabeth St Europa Tree Replacement	\$10,000	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000	0%
25958 Birnie St Railway Pedestrian Crossing	\$20,000	\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000	0%
25959 Mernda Ave private Pavement & Bitumen Seal	\$52,000	\$50,000	\$1,000	\$330	\$0	\$330	\$670	\$69,670	1%
Total Pavement Rehabilitation Program	\$1,514,000	\$1,514,000	\$1,000	\$866	\$0	\$866	\$134	\$1,513,134	0%
Final Seals									
25925 Railway Street Ch 106-215	\$0	\$0	\$0	\$121	\$0	\$121	-\$121	-\$121	0%
25928 Carters Road Ch 5760 - 6570	\$0	\$0	\$0	\$81	\$0	\$81	-\$81	-\$81	0%
25929 Leckies Road Ch 6535-7105	\$0	\$0	\$0	\$44	\$0	\$44	-\$44	-\$44	0%
25930 Leckies Road Ch 4900-6035	\$0	\$0	\$0	\$44	\$0	\$44	-\$44	-\$44	0%
25931 Leckies Road Ch 4830-4900	\$0	\$0	\$0	\$44	\$0	\$44	-\$44	-\$44	0%
25932 Leckies Road Ch 3165-4880	\$0	\$0	\$0	\$27	\$0	\$27	-\$27	-\$27	0%
25933 Leckies Road Ch 1130-2475	\$0	\$0	\$0	\$71	\$0	\$71	-\$71	-\$71	0%
25935 Harrys Creek Road Ch 16750-17200	\$0	\$0	\$0	\$131	\$0	\$131	-\$131	-\$131	0%
25936 Harrys Creek Road Ch 15450-16300	\$0	\$0	\$0	\$131	\$0	\$131	-\$131	-\$131	0%
25937 Galls Gap Road Ch 4820-4840	\$0	\$0	\$0	\$131	\$0	\$131	-\$131	-\$131	0%
25938 Galls Gap Road Ch 4540-4520	\$0	\$0	\$0	\$197	\$0	\$197	-\$197	-\$197	0%
25939 Europa Strathbogie Road Ch 7260-8056	\$0	\$0	\$0	\$88	\$0	\$88	-\$88	-\$88	0%
25940 Cullens Road Ch 1415-3040	\$0	\$0	\$0	\$88	\$0	\$88	-\$88	-\$88	0%
25941 Burrs Avenue Ch 0-184	\$0	\$0	\$0	\$88	\$0	\$88	-\$88	-\$88	0%

**Strathbogie Shire Council
Account Management Report**

for year to November 2014 (actuals as at 05 December 14 - 42% of year)

	Original Budget	Current Budget	YTD Budget	YTD Actual	YTD On Order	YTD Total Committed	YTD Variance	Rev. Bud. Variance	Rev. Bud. %
25942 Pine Lodge Rd - Chainage 0.0km - 0.9120m Total Final Seals	\$0	\$0	\$0	\$68	\$0	\$68	-\$68	-\$68	0%
Total Roads and Street Resealing	\$2,815,000	\$2,815,000	\$1,000	\$14,301	\$0	\$14,301	-\$13,301	\$2,800,699	1%
Road General									
23050 Minor Drainage Works	\$24,900	\$24,900	\$0	\$0	\$0	\$0	\$0	\$24,900	0%
23051 Euroa Garret Rd Drainage Extension	\$80,000	\$80,000	\$80,000	\$75,300	\$952	\$76,252	\$3,748	\$3,748	95%
23053 Violet Town Daisy St Railway Culvert	\$25,000	\$25,000	\$0	\$0	\$0	\$0	\$0	\$25,000	0%
23055 Euroa Ashins Street Drainage	\$80,000	\$80,000	\$0	\$0	\$1,585	\$1,585	-\$1,585	\$78,415	2%
23056 Avaral Drainage (contribution to Developers)	\$15,000	\$15,000	\$0	\$0	\$0	\$0	\$0	\$15,000	0%
23916 Wayfinding Transport Connect grant funded	\$55,100	\$55,100	\$0	\$0	\$0	\$0	\$0	\$55,100	0%
25918 Locksley/Nag Rd Shoulder Pavement widening	\$0	\$0	\$0	\$51	\$0	\$51	-\$51	-\$51	0%
Total Road General	\$281,000	\$281,000	\$80,000	\$75,351	\$2,537	\$77,887	\$2,113	\$205,649	28%
Gravel Resheeting									
25202 Resheeting Program	\$691,000	\$691,000	\$0	\$0	\$0	\$0	\$0	\$691,000	0%
Country Roads & Bridges									
Total Country Roads & Bridges	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
Total Gravel Resheeting	\$691,000	\$691,000	\$0	\$0	\$0	\$0	\$0	\$691,000	0%
Total Roads	\$3,787,000	\$3,787,000	\$81,000	\$89,651	\$2,537	\$92,188	-\$11,188	\$3,697,349	2%
CAPEXP adjustments since adoption									
21101 Plant Replacement Nagambie Depot break-in	\$0	\$0	\$0	\$8,109	\$0	\$8,109	-\$8,109	-\$8,109	0%
20100 Drainage Rowe St Euroa: Design & Scheme Preparation	\$0	\$0	\$0	\$8,920	\$720	\$7,640	-\$7,640	-\$7,640	0%
Buildings - Municipal Properties									
Total Buildings - Municipal Properties	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
Footpaths									
Total Footpaths	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
Total CAPEXP adjustments since adoption	\$0	\$0	\$0	\$15,029	\$720	\$15,749	-\$15,749	-\$15,029	0%
Kerb & Channel									
21000 Kerb & Channel	\$80,000	\$80,000	\$0	\$3,150	\$0	\$3,150	-\$3,150	\$76,850	4%
Total Kerb & Channel	\$80,000	\$80,000	\$0	\$3,150	\$0	\$3,150	-\$3,150	\$76,850	4%
Total Capital	\$9,561,000	\$9,561,000	\$1,375,382	\$1,535,727	\$95,945	\$1,631,673	-\$256,271	\$8,025,273	17%
Grand Total	\$9,561,000	\$9,561,000	\$1,375,382	\$1,535,727	\$334,280	\$1,631,673	-\$256,291	\$8,025,273	17%

STRATHBOGRIE SHIRE COUNCIL OPERATING STATEMENT for year to month end November 2014

	Adopted Budget	Revised Budget	YTD Budget	Year to date	% of Revised Budget
REVENUE					
Governance					
	-\$2,400	-\$2,400	-\$1,000	-\$1,000	41.67%
	-\$2,400	-\$2,400	-\$1,000	-\$1,000	41.67%
Income Sustainable Development					
Sustainable Development - Economic Growth	-\$194,000	-\$194,000	-\$38,816	-\$108,977	56.17%
Human Resources and Risk Management	-\$118,000	-\$118,000	-\$41,665	-\$54,490	46.18%
Community Grants	\$0	\$0	\$0	-\$80,000	0.00%
Community Relations	-\$4,500	-\$4,500	-\$1,875	-\$2,458	54.63%
	-\$316,500	-\$316,500	-\$82,356	-\$245,926	77.70%
Income Corporate and Community					
Libraries and Arts	-\$315,000	-\$315,000	-\$300,000	-\$300,000	95.24%
Financial Services	-\$3,058,528	-\$3,058,528	-\$1,623,839	-\$1,659,348	54.25%
Community Development	-\$1,672,900	-\$1,672,900	-\$685,841	-\$696,712	41.65%
Governance & Statutory Services	-\$240,100	-\$240,100	-\$89,301	-\$89,446	37.25%
	-\$5,286,528	-\$5,286,528	-\$2,698,982	-\$2,745,507	51.93%
Income Asset Services					
Admin Infrastructure and Development	-\$64,900	-\$64,900	-\$48,900	-\$48,949	75.42%
Municipal Properties	-\$332,100	-\$332,100	-\$285,042	-\$282,087	84.94%
Swimming Pools and Beaches	-\$14,100	-\$14,100	\$0	\$0	0.00%
Caravan Park	-\$223,500	-\$223,500	-\$134,050	-\$133,958	59.94%
Emergency Services	-\$583,300	-\$583,300	-\$25,467	-\$25,870	4.44%
Waste Management	-\$218,500	-\$218,500	-\$33,750	-\$46,659	21.35%
Saleyards	-\$200,000	-\$200,000	-\$65,595	-\$54,573	27.29%
Parks and Gardens	-\$243,600	-\$243,600	-\$150,000	-\$150,000	61.58%
Road Maintenance	-\$4,920,336	-\$4,920,336	-\$2,610,820	-\$2,716,067	55.20%
Other Transportation	-\$42,100	-\$42,100	-\$22,500	-\$31,052	73.76%
	-\$6,842,436	-\$6,842,436	-\$3,376,123	-\$3,489,214	50.99%
Rate Revenue					
	-\$16,231,000	-\$16,231,000	-\$16,181,590	-\$16,178,347	99.68%
	-\$16,231,000	-\$16,231,000	-\$16,181,590	-\$16,178,347	99.68%
Gain/Loss on Sale of Assets					
	\$521,100	\$521,100	-\$120,000	-\$115,821	-22.23%
	\$521,100	\$521,100	-\$120,000	-\$115,821	-22.23%
Total Revenue	-\$28,157,764	-\$28,157,764	-\$22,460,050	-\$22,775,813	80.89%
EXPENDITURE					
CEO - Governance and Executive Services					
Governance	\$280,200	\$280,200	\$117,991	\$113,023	40.34%
Executive Services	\$486,700	\$486,700	\$207,125	\$238,044	48.91%
	\$766,900	\$766,900	\$325,116	\$351,067	45.78%
Expenditure Sustainable Development					
Community Relations	\$865,800	\$865,800	\$330,831	\$329,537	38.06%
Human Resources & Risk Management	\$310,000	\$310,000	\$139,275	\$204,310	65.91%
Grants	\$111,600	\$111,600	\$43,258	\$21,548	19.31%
Sustainable Development - Economic Growth	\$1,516,818	\$1,516,818	\$564,592	\$564,180	37.19%
	\$2,804,218	\$2,804,218	\$1,077,956	\$1,119,575	39.92%
Expenditure Corporate and Community					
Administration - Corporate and Comm Development	\$198,500	\$198,500	\$79,024	\$75,992	38.28%
Libraries and Arts	\$262,000	\$262,000	\$128,833	\$123,577	47.17%
Customer Relations Department	\$0	\$0	\$0	\$0	0.00%
ICT	\$1,044,600	\$1,044,600	\$442,448	\$415,991	39.82%
Financial & Administration Services	\$1,406,100	\$1,406,100	\$747,781	\$748,863	53.26%
Governance & Statutory Services	\$840,082	\$840,082	\$305,310	\$237,314	28.25%

STRATHBOGRIE SHIRE COUNCIL OPERATING STATEMENT for year to month end November 2014

	Adopted Budget	Revised Budget	YTD Budget	Year to date	% of Revised Budget
Debt Servicing	\$160,500	\$160,500	\$66,875	\$65,113	40.57%
Community Development	\$2,445,900	\$2,445,900	\$1,055,526	\$966,309	39.51%
Non Strathcon Oncost Recovery	\$0	\$0	\$0	\$232,961	0.00%
Motor Vehicle Oncost Recovery	\$0	\$0	\$0	-\$20,400	0.00%
Expenditure Asset Services	\$6,357,682	\$6,357,682	\$2,825,797	\$2,845,719	44.76%
Admin - Asset Services	\$410,300	\$410,300	\$168,795	\$175,455	42.76%
Asset Services Engineering	\$702,200	\$702,200	\$262,398	\$266,613	37.97%
Asset Services Projects and Works	\$10,519,900	\$10,519,900	\$4,058,742	\$3,696,527	35.14%
Depreciation	\$4,729,200	\$4,729,200	\$1,742,583	\$1,733,498	36.66%
	\$16,361,600	\$16,361,600	\$6,232,519	\$6,872,092	35.89%
Total Expenditure	\$26,290,400	\$26,290,400	\$10,461,389	\$10,188,453	38.75%
CAPITAL					
Land					
	\$1,158,000	\$1,158,000	\$290,682	\$429,328	37.07%
	\$1,158,000	\$1,158,000	\$290,682	\$429,328	37.07%
Buildings - Municipal Properties					
	\$2,180,000	\$2,180,000	\$617,700	\$611,255	28.04%
	\$2,180,000	\$2,180,000	\$617,700	\$611,255	28.04%
Furniture and Equipment (Inc. Info. Services)					
Information Technology	\$190,000	\$190,000	\$41,000	\$33,665	17.72%
	\$190,000	\$190,000	\$41,000	\$33,665	17.72%
Plant & Machinery					
	\$970,000	\$970,000	\$218,000	\$217,431	22.42%
	\$970,000	\$970,000	\$218,000	\$217,431	22.42%
Bridge Construction					
	\$717,000	\$717,000	\$127,000	\$123,432	17.22%
	\$717,000	\$717,000	\$127,000	\$123,432	17.22%
Underground Drainage					
	\$374,000	\$374,000	\$0	\$0	0.00%
	\$374,000	\$374,000	\$0	\$0	0.00%
Waste Management					
	\$0	\$0	\$0	\$10,490	0.00%
	\$0	\$0	\$0	\$10,490	0.00%
Footpaths					
Asphalt Footpath Renewal Program	\$40,000	\$40,000	\$0	\$0	0.00%
Sealed Footpath Renewal Program	\$25,000	\$25,000	\$0	\$0	0.00%
Isolated Failures Concrete (Various)	\$30,000	\$30,000	\$0	\$0	0.00%
Minor Missing Link Sections Footpath	\$10,000	\$10,000	\$0	\$2,296	-22.96%
	\$105,000	\$105,000	\$0	\$2,296	2.19%
Roads					
Roads and Street Resealing	\$2,815,000	\$2,815,000	\$1,000	\$14,301	0.51%
Road General	\$281,000	\$281,000	\$80,000	\$75,351	26.82%
Gravel Resheeting	\$691,000	\$691,000	\$0	\$0	0.00%
	\$3,787,000	\$3,787,000	\$81,000	\$89,651	2.37%
CAPEXP adjustments since adoption					
Buildings - Municipal Properties	\$0	\$0	\$0	\$15,029	0.00%
Footpaths	\$0	\$0	\$0	\$0	0.00%
	\$0	\$0	\$0	\$15,029	0.00%
Kerb & Channel					
	\$80,000	\$80,000	\$0	\$3,150	3.94%
	\$80,000	\$80,000	\$0	\$3,150	3.94%

STRATHBOGIE SHIRE COUNCIL
OPERATING STATEMENT
for year to month end November 2014

	Adopted Budget	Revised Budget	YTD Budget	Year to date	% of Revised Budget
Total Capital	\$9,561,000	\$9,561,000	\$1,375,382	\$1,535,727	16.06%
OPERATING (SURPLUS) / DEFICIT	\$7,693,636	\$7,693,636	-\$10,623,280	-\$11,051,633	

9.7.4 Documents for Signing and Sealing

Documents are submitted for Council signing and sealing.

The details are as follows and are also included in Council's Seal Register:-

DOCUMENT DESCRIPTION	DOC. ID	NO. OF COPIES
Deed of Agreement between Strathbogie Shire Council and Primal Surfacing Pty Ltd for 2014/2015 Reseal Program	74884	2

RECOMMENDATION

That the Documents be signed and affixed with the Common Seal of Strathbogie Shire Council.

9.7.5 Business Management System

The December 2014 Business Management System Report includes reports as follows:-

- Building Department – November 2014 Statistics
- Planning Department – Planning Permit Activity Monthly Responsible Authority Report - October 2014 (*This report will be included in the next Council meeting Agenda*)
- Confirm Customer Enquiry Flow – Report for November 2014
- Actioning of Council Resolutions – Status Report
- Outstanding Actions of Council Resolutions to 30 November 2014
- Review of Council Policies – November / December 2014
- Record of Assemblies of Councillors
- Record of Meetings of Section 86 Committees of Council received in the past month

By reporting on a monthly basis, Council can effectively manage any risks that may arise. The Business Management System will also incorporate Council's corporate goals and objectives.

RECOMMENDATION

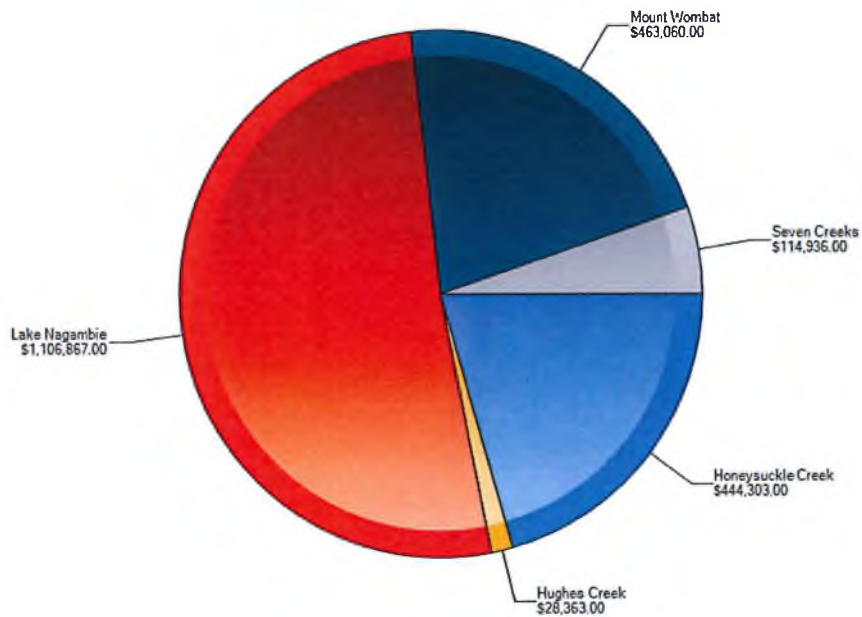
That the report be noted.

BUILDING APPROVALS

NOVEMBER 2014

The value of Building approvals within the Shire of Strathbogie for the month of November totalled **\$2,157,529**.

Expenditure involved largely works in the domestic sector with the majority of permits issued for dwellings and domestic sheds, 28 permits have been issued for the November.



Permit Number	Permit Date	Works	Building Use	Town	Cost Of Works	Ward
2014285/0	5/11/2014	Construction of	Farm Shed	Boho	\$27,200.00	Honeysuckle Creek
2014302/0	19/11/2014	Construction of	Shed	Earlston	\$15,960.00	Honeysuckle Creek
2014309/0	18/11/2014	Relocation of	Dwelling	Violet Town	\$70,000.00	Honeysuckle Creek
2014310/0	25/11/2014	Construction of	Dwelling	Violet Town	\$126,000.00	Honeysuckle Creek
2014312/0	20/11/2014	Construction of	Shed	Violet Town	\$4,427.00	Honeysuckle Creek
2014313/0	26/11/2014	Construction of	Dwelling & Garage	Bono South	\$200,716.00	Honeysuckle Creek
2014278/0	3/11/2014	Alteration to	Restaurant	Avenel	\$3,000.00	Hughes Creek
2014311/0	26/11/2014	Construction of	Carport & Shed	Avenel	\$25,363.00	Hughes Creek
2014277/0	6/11/2014	Construction of	Shed	Goulburn Weir	\$31,700.00	Lake Nagambie
2014288/0	3/11/2014	Construction of	Farm Shed	Whroo	\$7,666.00	Lake Nagambie
2014299/0	12/11/2014	Construction of	Dwelling & Garage	Nagambie	\$260,720.00	Lake Nagambie
2014300/0	10/11/2014	Construction of	Dwelling & Garage	Nagambie	\$193,460.00	Lake Nagambie
2014305/0	12/11/2014	Construction of	Farm Shed	Baileston	\$60,545.00	Lake Nagambie
2014307/0	11/11/2014	Construction of	Shed	Nagambie	\$9,169.00	Lake Nagambie
2014308/0	26/11/2014	Construction of	Dwelling & Garage	Nagambie	\$285,000.00	Lake Nagambie
2014315/0	20/11/2014	Construction of	Shed	Nagambie	\$13,287.00	Lake Nagambie
2014316/0	24/11/2014	Alteration to	Bank	Nagambie	\$45,320.00	Lake Nagambie
2014317/0	12/11/2014	Construction of	Warehouse	Wahing	\$200,000.00	Lake Nagambie
2014293/0	8/11/2014	Construction of	Toilet Block	Boho South	\$50,000.00	Mount Wombat
2014295/0	7/11/2014	Construction of	Dwelling and Garage	Creightons Creek	\$300,000.00	Mount Wombat
2014304/0	13/11/2014	Construction of	Swimming Pool and Fence	Strathbogrie	\$48,060.00	Mount Wombat
2014318/0	14/11/2014	Extension to	Restaurant, Shed	Strathbogrie	\$65,000.00	Mount Wombat
2014296/0	5/11/2014	Construction of	Shed	Euroa	\$7,563.00	Seven Creeks
2014297/0	7/11/2014	Construction of	Shed	Euroa	\$10,645.00	Seven Creeks
2014298/0	10/11/2014	Extension to	Dwelling	Euroa	\$12,000.00	Seven Creeks
2014301/0	18/11/2014	Construction of	Swimming Pool and Fence	Miepoll	\$37,070.00	Seven Creeks
2014303/0	14/11/2014	Construction of	Verandah	Euroa	\$7,658.00	Seven Creeks
2014314/0	20/11/2014	Construction of	Swimming Pool	Euroa	\$40,000.00	Seven Creeks

**CONFIRM CUSTOMER ENQUIRY FLOW
- REPORT FOR NOVEMBER 2014**

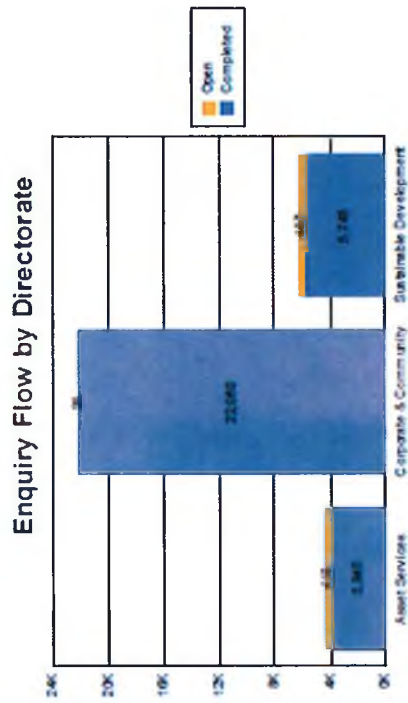
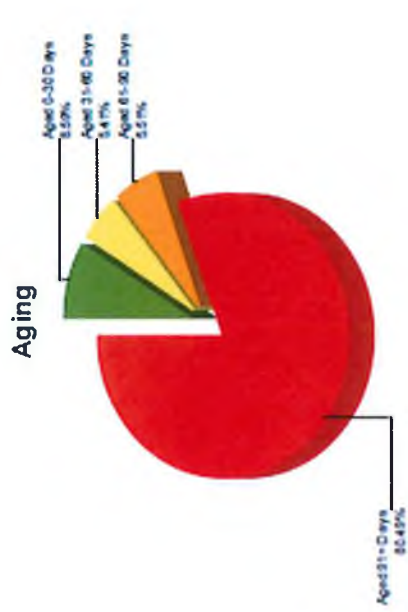


Customer Enquiry Flow

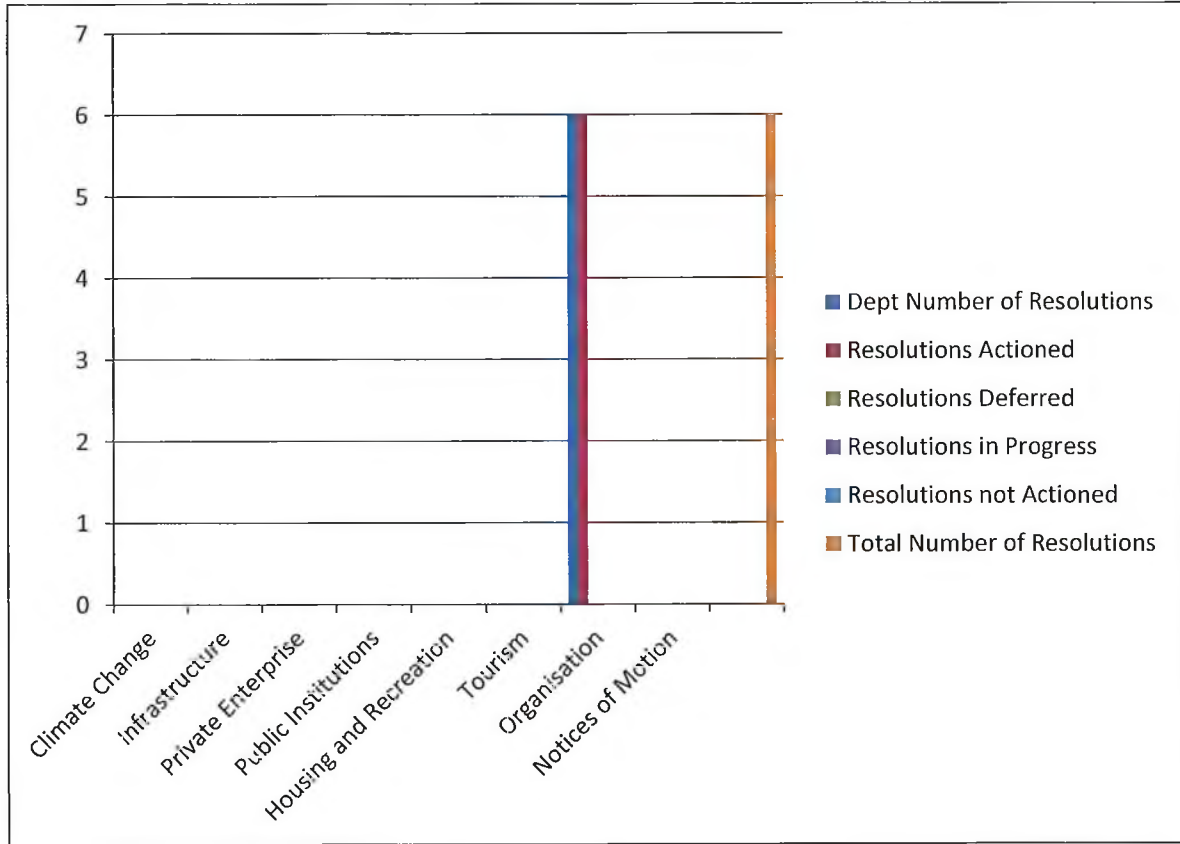
November 2014

Service Type	Logged		Open		November		2014-2015		Aged		Open Outside Intervention	
	Total	Open	Total	Open	November	Logged	2014-2015	Open	0-30	61-90		91+
Corporate & Community	22,088	28	1,929	4	9,498	11	4	21	4	2	1	21
Council Property	720	49	15	7	76	21	7	4	7	4	5	33
Economic Growth	2,524	266	1	1	47	7	1	0	1	0	3	262
Engineering	186	10	0	0	11	0	0	0	0	0	0	4
Footpaths	93	17	2	1	11	5	1	1	1	1	1	14
Parks	145	15	7	3	22	8	3	3	3	3	0	9
Roads	2,580	209	85	29	416	85	29	14	29	14	19	147
Statutory Services	3,147	216	57	16	368	69	16	17	16	17	15	168
Trees	633	117	29	20	83	50	20	10	20	10	8	79
Waste Management	575	16	0	0	29	1	0	0	0	0	0	16
	32,691	943	2,125	81	10,561	257	81	51	81	52	168	759

Corporate & Community	Council Property	Economic Growth	Engineering	Footpaths	Footpaths	Parks	Roads	Statutory Services	Trees	Waste Management
CS Answered	Council Property	Economic Growth	Engineering	Footpaths	Footpaths	Parks	Roads	Statutory Services	Trees	Waste Management
General	Best Control	Planning	Public Art	Public Lighting	Sign	Playground	Emergency Call Out	Animals - Domestic	Animals - Other	Environmental Protection
Home Modifications	Public Art	Sub Divisions	Public Lighting	Sign	State Forest/National Park	Naturalising	Roads	Environmental Health	Fire	Grants
	Sign					Traffic Lights		Incident	Infringement/Review	Local Laws



ACTIONING OF COUNCIL RESOLUTIONS
COUNCIL MEETING – 18 NOVEMBER 2014



**OUTSTANDING ACTIONS OF COUNCIL RESOLUTIONS TO
30 NOVEMBER 2014**

This Report is to advise the Senior Management Team, Councillors and the community of the status of previous Council resolutions which are in progress but are yet to be finalised.

Council Meeting Date	Item No. Description & Recommendation	Action to Date
<i>There are no report resolutions with outstanding actions yet to be finalised</i>		

**REVIEW OF EXISTING COUNCIL POLICIES
AND ADOPTION OF NEW POLICIES**

Period of Review	Policy Name	Policy Number	Outcome
<i>There were no new Policies prepared or Policy reviews in the November / December period</i>			

RECORDS OF ASSEMBLIES OF COUNCILLORS

For period 7 November to 4 December 2014

Record in accordance with sections 77 and 80A(1) of the *Local Government Act 1989*

Note: Details of matters discussed at the meeting that have been designated confidential under section 77 of the Local Government Act 1989 are described in a separate "confidential addendum" that will be reported to the next closed Council meeting]

Name of Meeting: Councillors Forum

Date of Meeting: Tuesday 11 October 2014

Time: 1.00 p.m. – 5.30 p.m.

Attendees:

Councillors

Debra Swan
Colleen Furlanetto
Malcolm Little
Alister Purbrick
Patrick Storer
Robin Weatherald
Graeme Williams

Officer/s

Chief Executive Officer
Director, Asset Services
Director, Corporate and Community
Director, Sustainable Development

Apologies

Matters discussed:

Declarations of Interest

Citizenship Ceremonies

1. Capital Works Update – Executive Manager Assets
2. HACCC Update – briefing by Manager, Community Development
3. Special Council Meeting Agenda Review
4. Assembly of Councillors
 - 4.1 Mayor & Chief Executive Officer Meetings Update / Other
 - 4.2 Councillors Meetings Attendances
 - 4.3 Items requested by Councillors for the following months' workshop
 - 4.4 Violet Town Library Development
 - 4.5 Kelvin View Glare Issue
 - 4.6 Violet Town Library Redevelopment / Garden Issue
 - 4.7 Request for 40km speed limit in Blayney Lane, Nagambie
 - 4.8 Longwood Recreation Reserve Committee – Proposed Road Reserve Improvements
 - 4.9 Black Swamp Lane, Wahring
 - 4.10 International Day of Persons with a Disability – Free Film Screening
 - 4.11 MAV Program – Improve your Charing Skills

- 4.12 Cr Furlanetto
White Ribbon Day Luncheon / Walk
- 4.13 Crs Swan & Furlanetto
Letter of concern with conduct of Mayor, CEO, media liaison officer

5. Special Council Meeting – Mayoral Election

Declaration of Interest/s / Direct or Indirect

Matter No.	Names of Councillor/s who disclosed interest	Did the Councillor/s leave the meeting?
------------	--	---

Record of Assembly of Councillors

Record in accordance with sections 77 and 80A(1) of the *Local Government Act 1989*

Note: Details of matters discussed at the meeting that have been designated confidential under section 77 of the Local Government Act 1989 are described in a separate "confidential addendum" that will be reported to the next closed Council meeting]

Name of Meeting: Councillors Forum

Date of Meeting: Tuesday 18 October 2014

Time: 12.45 p.m. – 7.00 p.m.

Attendees:

Councillors

Debra Swan

Colleen Furlanetto (attended meetings at 2.00 p.m.)

Malcolm Little (absent from meetings between 3.30 p.m. and 5.30 p.m.)

Alister Purbrick

Patrick Storer

Graeme Williams

Officer/s

Chief Executive Officer

Director, Asset Services

Director, Corporate and Community

Director, Sustainable Development (left meetings at 4.45 p.m.)

Apologies

Councillor Robin Weatherald

Matters discussed:

Declarations of Interest

1. Procurement Policy Briefing
2. Budget Workshop
3. Heritage Overlay – briefing by Manager, Sustainable Development
4. Agendas Review
5. Assembly of Councillors
 - 5.1 Mayor & Chief Executive Officer Meetings Update / Other
 - 5.2 Councillors Meetings Attendances
 - 5.3 Items requested by Councillors for the following months' workshop
 - 5.4 Strathbogie Voices – invitation to Mayor and CEO to attend community forums
 - 5.5 Violet Town Bush Nursing Centre Fundraiser
 - 5.6 Victorian Wine Show Dinner – Thursday 20 November 2014 / 3 tickets available
 - 5.7 Procurement Policy – comments from Cr Robin Weatherald
 - 5.8 Planning Permit Enforcement / Alistair Ewart
6. Special Council Meeting – Receiving / Hearing of Submissions to Tenneriffe Road Naming
7. Council Meeting

Declaration of Interest/s / Direct or Indirect

Matter No.	Names of Councillor/s who disclosed interest	Did the Councillor/s leave the meeting?
Item 7 – Closed Portion of Council meeting	Cr Swan	Yes

Record of Assembly of Councillors

Record in accordance with sections 77 and 80A(1) of the *Local Government Act 1989*

Note: Details of matters discussed at the meeting that have been designated confidential under section 77 of the Local Government Act 1989 are described in a separate "confidential addendum" that will be reported to the next closed Council meeting]

Name of Meeting: Councillors Forum

Date of Meeting: Tuesday 25 October 2014

Time: 3.30 p.m. – 5.30 p.m.

Attendees:

Councillors

Debra Swan (attended meetings from 4.25 p.m.)
Malcolm Little
Alister Purbrick
Patrick Storer
Robin Weatherald
Graeme Williams

Officer/s

Chief Executive Officer
Director, Asset Services
Director, Corporate and Community
Economic Development Officer (Item 2)

Apologies

Councillor Colleen Furlanetto
Director, Sustainable Development (on leave)

Matters discussed:

Declarations of Interest

1. Assembly of Councillors
 - 1.1 Mayor & Chief Executive Officer Meetings Update / Other
 - 1.2 Councillors Meetings Attendances
 - 1.3 Items requested by Councillors for the following months' workshop
 - 1.4 High Speed Rail Forum
 - 1.5 Kirwans Bridge Speed Limit – request for 50km speed limit
 - 1.6 Nagambie Action Group Requests
 - 1.7 Cr Robin Weatherald
Sanctuary Bushfire Shelter Official Launch – request to attend
 - 1.8 Cr Purbrick
Adoption of Budget – change to 9 June 2015
2. Australia Day Nominations Briefing
3. Meeting with Strathbogie Voices

Declaration of Interest/s / Direct or Indirect

Matter No.	Names of Councillor/s who disclosed interest	Did the Councillor/s leave the meeting?
Item 2	Cr Storer	No
Item 2	Economic Development Officer	No

Record of Meetings of Section 86 Committees of Council

Minutes of Meetings received in the November / December 2014 Period

Name of Committee	Date of Meeting
Longwood Action Group	23/07/14 (& AGM)
Euroa Third Age Club	25/09/14 23/10/14
Euroa Community Action Group	27/10/14
Euroa Friendlies Oval Committee	28/10/14 (AGM)
Avenel Action Group	13/11/14
Ruffy Community Action Group	06/08/14 (& AGM)

10. NOTICES OF MOTION

11. URGENT BUSINESS

12. CLOSURE OF MEETING TO THE PUBLIC

..... P.M.

CRS -

That Council, in conformance with Section 89(2) of the Local Government Act 1989, resolve to close the meeting to members of the public for the purpose of considering items relating to:-

- Ground(s) under section 89(2):

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

C.P. 1 Australia Day Award Recipients for the 2015 Shire-wide Category Awards

..... P.M.

CRS -

That Council open the meeting to members of the public and resume normal business.

13. CONFIRMATION OF 'CLOSED PORTION' DECISION/S

C.P. 1 Australia Day Award Recipients for the 2015 Shire-wide Category Awards

Due to the determined Recommendation of the above item requiring confidentiality, it will not be recorded in the public component of the meeting.

RECOMMENDATION

CRS

That the decision/s of Council's 'Closed Portion' considerations be confirmed.

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT P.M.

