



**WELLINGTON**

SHIRE COUNCIL

*The Heart of Gippsland*

## **Council Meeting Agenda**

**Meeting to be held at**

**Wellington Centre - Council Chambers**

**Foster Street, Sale**

**Tuesday 3 April 2018, commencing at 3pm**

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# ORDINARY MEETING OF COUNCIL – 3 APRIL 2018

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## Council Meeting Information

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*Members of the public who are not in attendance at the Council meeting but who wish to communicate with the Council via the webcasting chat room should lodge their questions or comments early in the meeting to ensure that their submissions can be dealt with at the end of the meeting.*

*Please could gallery visitors and Councillors ensure that mobile phones and other electronic devices are turned off or in silent mode for the duration of the meeting.*



## **A - PROCEDURAL**



### **STATEMENT OF ACKNOWLEDGEMENT**

***“We acknowledge the traditional custodians  
of this land the Gunaikurnai people,  
and pay respects to their elders past and present”***



### **PRAYER**

***“Almighty God, we ask your blessing upon the Wellington  
Shire Council, its Councillors, officers, staff and their families.***

***We pray for your guidance in our decisions so that the  
true good of the Wellington Shire Council may result to  
the benefit of all residents and community groups.”***

***Amen***



## **A - PROCEDURAL**

### **A4 CONFIRMATION OF MINUTES OF PREVIOUS COUNCIL MEETING/S**

**ITEM A4**

**ADOPTION OF MINUTES OF PREVIOUS MEETING/S**

ACTION OFFICER:

GENERAL MANAGER CORPORATE SERVICES

DATE:

3 APRIL 2018

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**OBJECTIVE**

To adopt the minutes of the Ordinary Council Meeting of 20 March 2018.

**PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY**

**RECOMMENDATION**

*That Council adopt the minutes and resolutions of the Ordinary Council Meeting of 20 March 2018.*

**CONFLICT OF INTEREST**

No staff and/or contractors involved in the compilation of this report have declared a Conflict of Interest.



## **A - PROCEDURAL**

### **A5 BUSINESS ARISING FROM PREVIOUS MEETING/S**



## **A - PROCEDURAL**

### **A6 ACCEPTANCE OF LATE ITEMS**



## **A - PROCEDURAL**

### **A7 NOTICE/S OF MOTION**



## **A - PROCEDURAL**

### **A8 RECEIVING OF PETITIONS OR JOINT LETTERS**

**ITEM A8(1)**

**OUTSTANDING PETITIONS**

ACTION OFFICER

GOVERNANCE

DATE:

3 APRIL 2018

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ITEM	FROM MEETING	COMMENTS	ACTION BY
NIL			



## **A - PROCEDURAL**

### **A9 INVITED ADDRESSES, PRESENTATIONS OR ACKNOWLEDGEMENTS**



## **A - PROCEDURAL**

### **A10 QUESTIONS ON NOTICE**



# B –REPORT

# DELEGATES



## C1 - REPORT

# CHIEF EXECUTIVE OFFICER



## C2 - REPORT

# GENERAL MANAGER CORPORATE SERVICES

**ITEM C2.1****ASSEMBLY OF COUNCILLORS**

DIVISION:

CORPORATE SERVICES

ACTION OFFICER:

GENERAL MANAGER CORPORATE SERVICES

DATE:

3 APRIL 2018

IMPACTS									
Financial	Communication	Legislative	Council Policy	Council Plan	Resources & Staff	Community	Environmental	Engagement	Risk Management

**OBJECTIVE**

To report on all assembly of Councillor records received for the period 6 March 2018 to 27 March 2018.

**PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY****RECOMMENDATION**

***That Council note and receive the attached Assembly of Councillor records for the period 6 March 2018 to 27 March 2018.***

**BACKGROUND**

Section 80A of the *Local Government Act 1989* requires a written record be kept of all assemblies of Councillors, stating the names of all Councillors and Council staff attending, the matters considered and any conflict of interest disclosures made by a Councillor. These records must be reported, as soon as practicable, at an ordinary meeting of the Council and recorded in the minutes.

Below is a summary of all assembly of Councillor records received for the period 6 March 2018 to 27 March 2018.

<b>Assembly of Councillors summary of reports received for the period 6 March 2018 to 27 March 2018.</b>		
<b>Date</b>	<b>Matters considered</b>	<b>Councillors and officers in attendance</b>
20 March 2018	IT / Diary Meeting	Cr Bye, Cr Hall, Cr Hole, Cr McCubbin, Cr Maher, Cr Ripper, Cr Rossetti, Cr Stephens David Morcom, Chief Executive Officer Julie Baker, Acting Executive Assistant CEO Unit Damian Norkus, ICT Operations Officer
20 March 2018	Age Friendly Project Recycling Crisis Update 2018/19 Budget Review (including Audit Committee) Development Division Update (Verbal) Crown Land Caravan Park Lease Renewals Sale Motorcycle Track Budget Advocacy (Verbal) Planning Scheme Amendment C99 Discussion North Sale Development Plan	Cr Bye, Cr Hall, Cr Hole, Cr McCubbin, Cr Maher, Cr Ripper, Cr Rossetti, Cr Stephens Karen McLennan, Manager Community Wellbeing (Item 1) Leanne Wishart, Rural Access Project Coordinator (Item 1) Sam Forbes, Community Committees & Age Friendly Officer (Item 1) Tim Rowe, Manager Natural Environment & Parks (Item 2) Samantha Nock, Coordinator Waste & Sustainability (Item 2) Ian Carroll, Manager Corporate Finance (Item 3) Joshua Clydesdale, Manager Land Use Planning (Item 4, 8 & 9) John Traa, Coordinator Statutory Planning (Item 4) Vanessa Ebsworth, Manager Municipal Services (Item 4) Barry Nicholl, Municipal Building Surveyor (Item 4) Paul Johnson, Manager Business Development (Item 4 & 5) Daniel Gall, Coordinator Commercial Facilities Management (Item 5) Bodye Darvill, Coordinator Community Committees (Item 6) Mark Benfield, Coordinator Community Facilities Planning (Item 6) Karen McLennan, Manager Community Wellbeing (Item 6) Barry Hearsey, Coordinator Strategic Planning (Item 8 & 9) Ben Proctor, Strategic Planner (Item 8)

## **OPTIONS**

Council has the following options:

1. Note and receive the attached assembly of Councillors records; or
2. Not receive the attached assembly of Councillors records.

## **PROPOSAL**

That Council note and receive the attached assembly of Councillors records during the period 6 March 2018 to 27 March 2018.

## **CONFLICT OF INTEREST**

No staff and/or contractors involved in the compilation of this report have declared a Conflict of Interest.

## **LEGISLATIVE IMPACT**

The reporting of written records of assemblies of Councillors to the Council in the prescribed format complies with Section 80A of the *Local Government Act 1989*.

## **COUNCIL PLAN IMPACT**

The Council Plan 2017-21 Theme 6 Organisational states the following strategic objective and related strategy:

### Strategic Objective 6.3

*"Maintain a well governed, transparent, high performing, ethical and accountable organisation."*

### Strategy 6.3.3

*"Ensure sound governance processes that result in responsive, ethical, transparent and accountable decision making."*

This report supports the above Council Plan strategic objective and strategy.

## ASSEMBLY OF COUNCILLORS

1. **DATE OF MEETING:** 20 March 2018

2. **ATTENDEES**

**Councillors:**

Name	In attendance (tick)		Name	In attendance (tick)	
	Yes	No		Yes	No
Cr Crossley		✓	Cr McCubbin	✓	
Cr Hall	✓		Cr Bye	✓	
Cr Maher	✓		Cr Rossetti	✓	
Cr Stephens	✓		Cr Hole	✓	
Cr Ripper	✓				

**Officers In Attendance:**

Name	In attendance (tick)		Name	In attendance (tick)	
	Yes	No		Yes	No
D Morcom, CEO	✓		G Butler, GMC&C	✓	
C Hastie, GMB&NE		✓	J Websdale, GMD	✓	
A Skipitaris, GMCS		✓			

**Others in attendance: (list names and item in attendance for)**

Name	Item No.	Name	Item No.
Damian Norkus	1		
Julie Baker	1		

3. **Matters/Items considered at the meeting (list):**

1. IT/Diary Meeting - Councillors

4. **Conflict of Interest disclosures made by Councillors:**

Nil

## ASSEMBLY OF COUNCILLORS

1. **DATE OF MEETING:** 20 March 2018

2. **ATTENDEES**

**Councillors:**

Name	In attendance (tick)		Name	In attendance (tick)	
	Yes	No		Yes	No
Cr Bye	✓		Cr Maher	✓	
Cr Crossley		✓	Cr Ripper	✓	
Cr Hall	✓		Cr Rossetti	✓	
Cr Hole	✓		Cr Stephens	✓	
Cr McCubbin	✓				

Name	In attendance (tick)		Name	In attendance (tick)	
	Yes	No		Yes	No
D Morcom, CEO <i>(items 1-3 only)</i>	✓		G Butler, GMC&C	✓	
C Hastie, GMB&NE	✓		J Websdale, GMD	✓	
A Skipitaris, GMCS	✓				

Others in attendance: (list names and item in attendance for)	Item No.
Karen McLennan, Leanne Wishart, Sam Forbes	1
Tim Rowe, Samantha Nock	2
Ian Carrol, Joel Churchill <i>(Risk &amp; Audit Committee)</i>	3
Joshua Clydesdale, John Traa, Vanessa Ebsworth, Paul Johnson, Daniel Gall	4
Paul Johnson, Daniel Gall, Denis Murphy	5
Bodye Darvill, Karen McLennan, Mark Benfield	6
John Websdale	7
Joshua Clydesdale, Barry Hearsey, Ben Proctor	8
Joshua Clydesdale, Barry Hearsey	9

3. **Matters/Items considered at the meeting (list):**

1. Age Friendly Project
2. Recycling Crisis Update
3. 2018/19 Budget Review *(Including Audit Committee)*
4. Development Division Update Planning, Building and Business Development
5. Crown Land Caravan Park Lease Renewals
6. Sale Motorcycle Track
7. Budget Advocacy
8. Planning Scheme Amendment C99 Discussion
9. North Sale Development Plan

4. **Conflict of Interest disclosures made by Councillors:**

Nil

**ITEM C2.2****APPROVAL OF REVISED AUDIT & RISK COMMITTEE CHARTER**

DIVISION: CORPORATE SERVICES  
 ACTION OFFICER: GENERAL MANAGER CORPORATE SERVICES  
 DATE: 3 APRIL 2018

IMPACTS									
Financial	Communication	Legislative	Council Policy	Council Plan	Resources & Staff	Community	Environmental	Engagement	Risk Management
		✓		✓					✓

**OBJECTIVE**

For Council to approve the revised Charter, Terms of Reference and List of Duties and Responsibilities of Council's Audit & Risk Committee, as detailed in the attached document.

**PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY**

**RECOMMENDATION**

***That Council approve the revised Charter, Terms of Reference and List of Duties and Responsibilities of Council's Audit & Risk Committee, as detailed in the attached document.***

**BACKGROUND**

Council maintains an Audit & Risk Committee in accordance with Section 139 of the *Local Government Act 1989*. The Audit & Risk Committee is an independent advisory Committee to Council and its primary objective is to assist Council in the effective conduct of its responsibilities for financial reporting, management of risk, maintaining a reliable system of internal controls and facilitating the organisation's ethical development.

As per section 4(b) of the Audit & Risk Committee Terms of Reference (ToR), the Committee is required to review its Charter and ToR annually.

At the Committee meeting held on 26 February 2018 the Committee resolved to recommend to Council that it approve the following changes to the Charter, ToR and List of Duties and Responsibilities, as detailed in the attached document with marked changes:

- An amendment to clause 20 of the List of Duties and Responsibilities that would see the Committee evaluating its own performance twice a year, in May and November, rather than once a year.
- New clause (21) which is a recommendation from the Victorian Auditor General's report 'Audit Committee Governance' which was tabled in Parliament in August 2016 concerning conflicts of interest for outsourced internal audit providers who perform other consultancy work for Council.
- Very minor formatting changes

## **OPTIONS**

Council has the following options:

1. Approve the revised Charter, Terms of Reference and List of Duties and Responsibilities of Council's Audit & Risk Committee; or
2. Approve the revised Charter, Terms of Reference and List of Duties and Responsibilities of Council's Audit & Risk Committee with further amendments; or
3. Request further review of the revised Charter, Terms of Reference and List of Duties and Responsibilities of Council's Audit & Risk Committee for consideration at a future Council meeting.

## **PROPOSAL**

To approve the revised Charter, Terms of Reference and List of Duties and Responsibilities of Council's Audit & Risk Committee as detailed in the attached document.

## **CONFLICT OF INTEREST**

No staff and/or contractors involved in the compilation of this report have declared a Conflict of Interest.

## **LEGISLATIVE IMPACT**

The *Local Government Act 1989*, section 139(1) requires Council to establish an audit committee. Council's Audit & Risk Committee is an Advisory Committee to Council and operates within the Terms of Reference and Charter adopted by Council.

This report complies with the legislative requirements and the Audit & Risk Committee Terms of Reference requirements.

## **COUNCIL PLAN IMPACT**

The Council Plan 2017–2021 Theme 6 Organisational states the following strategic objective and related strategy:

Strategic Objective

*"Maintain a well governed, transparent, high performing, ethical and accountable organisation."*

Strategy 6.3.3

*"Ensure sound governance processes that result in responsive, ethical, transparent and accountable decision making."*

This report supports the above Council Plan strategic objective and strategy.

## **RISK MANAGEMENT IMPACT**

The Audit & Risk Committee Charter identifies the management of risk as one of the primary objectives of the Audit & Risk Committee. The Audit & Risk Committee monitors the risk exposure of Council by determining if management has appropriate risk management processes and adequate management information systems in place.



# AUDIT & RISK COMMITTEE

## CHARTER

Reviewed December 2016

The Wellington Shire Council maintains an Audit & Risk Committee in accordance with Section 139 of the *Local Government Act 1989*.

The Audit & Risk Committee is an independent advisory Committee to Council. The primary objective of the Audit & Risk Committee is to assist Council in the effective conduct of its responsibilities for financial reporting and performance, management of risk, information services governance, maintaining a reliable system of internal controls and facilitating the organisation's ethical development.

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

As part of Council's governance obligations to its community, Council has constituted an Audit & Risk Committee to facilitate:

- the enhancement of the credibility and objectivity of internal and external financial reporting and performance;
- effective management of financial and other risks and the protection of Council assets;
- compliance with laws and regulations as well as use of best practice guidelines;
- the effectiveness of the internal audit function;
- the provision of an effective means of communication between the external auditor, internal audit, management and the Council.

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# AUDIT & RISK COMMITTEE

## TERMS OF REFERENCE

### 1 General

- (a) The Audit & Risk Committee is a formally appointed committee of the Council and is responsible to that body. The Audit & Risk Committee does not have executive powers or authority to implement actions in areas over which management has responsibility and does not have any delegated financial responsibility. The Audit & Risk Committee does not have any management functions and is therefore independent of management.

The Committee's role is to report to Council and provide appropriate advice and recommendations on matters relevant to its Charter in order to facilitate decision-making by Council in relation to the discharge of its responsibilities.

### 2 Membership

- (a) The Audit & Risk Committee will comprise of two Councillors, and three external independent persons with suitable knowledge and experience, all appointed by Council for periods varying to a maximum term of 3 years. External members may be re-appointed for subsequent terms, following a public advertising process in accordance with 2 (b). A quorum shall be 3. The Chairperson shall be an external independent person and the Chairman's term will overlap the term of appointed Councillors to ensure continuity. The Chief Executive Officer should be required and entitled to attend all Audit & Risk Committee meetings.

External independent persons will have senior business or financial management/reporting knowledge and experience, and be conversant with the financial and other reporting requirements. The evaluation of potential members will be undertaken by the Mayor and Chief Executive Officer taking account of the experience of candidates and their likely ability to apply appropriate analytical and strategic management skills, and a recommendation for appointment put to Council.

- (b) Appointments of external persons shall be made by Council by way of a public advertisement and be for a maximum term of three years. The terms of the appointment should be arranged to ensure an orderly rotation and continuity of membership despite changes to Council's elected representatives.
- (c) If the Council proposes to remove a member of the Committee, it must give written notice to the member of its intention to do so and provide that member with the opportunity to be heard at a Council meeting which is open to the public, if that member so requests.
- (d) Remuneration will be paid to each independent member of the Committee (the basis may be an annual fee, with an additional amount paid to the Chairperson or a set fee per meeting, or another basis as appropriate).

- (e) The Chairperson shall be appointed from the external members of the Committee by the Audit & Risk Committee subject to Council's approval. In the absence of the appointed Chairperson from a meeting, the meeting will appoint an acting Chairperson from the external members present.
- (f) Other members of Council or Council staff and the internal auditor (whether a member of staff or contractor) may be invited to attend at the discretion of the Committee to advise and provide information when required.
- (g) Representatives of the external auditor should be invited to attend at the discretion of the Committee but **must** attend meetings considering the draft annual financial report and results of the external audit.
- (h) Council shall provide secretarial and administrative support to the Committee.

### **3 Meetings**

- (a) Process  
The Committee shall meet at least quarterly (e.g. in August to review the draft annual financial accounts and consider the initial report of the external auditor, in November to review the final results of the annual audit, in February to review the progress of the internal audit program and any interim reports from the external auditor, and in May to review the current year and determine the next financial year annual internal audit program). Additional meetings may be convened at the discretion of the Chairperson, at the written request of an independent member, or any of the member Councillors.
- (b) Declaration of Conflicts of Interest  
Declaration of Conflicts of Interest will be in accordance with the requirements of the *Local Government Act 1989*.
- (c) Closure of Meetings to the Public  
In accordance with Section 89(2) of the *Local Government Act 1989*.

### **4 Planning**

- (a) The Committee will develop an annual work plan.
- (b) The Committee will review the Charter and Terms of Reference annually.

### **5 Reporting**

- (a) The Audit & Risk Committee shall after every meeting forward the minutes of that meeting to the next practical ordinary meeting of the Council, including a report explaining any specific recommendations and key outcomes.
- (b) The Committee shall report annually to the Council summarising the activities of the Committee during the previous financial year.
- (c) The Chairperson may require any report prepared by the Audit & Risk Committee to be listed on the agenda for the next practical ordinary meeting of the Council.

# AUDIT & RISK COMMITTEE

## LIST OF DUTIES AND RESPONSIBILITIES

- (a) The following are the duties and responsibilities of the Audit & Risk Committee in pursuing its Charter:
- (1) To review the scope of the internal audit plan and programme and the effectiveness of the function. This review should consider whether, over a period of years the internal audit plan systematically addresses:
    - internal controls over significant areas of risk, including non-financial management control systems;
    - internal controls over revenue, expenditure, assets and liability processes;
    - the efficiency, effectiveness and economy of significant Council programmes; and
    - compliance with regulations, policies, best practice guidelines, instructions and contractual arrangements.
  - (2) Review the appropriateness of special internal audit assignments undertaken by internal audit at the request of Council or Chief Executive Officer.
  - (3) Review the level of resources allocated to internal audit and the scope of its authority.
  - (4) Review reports of internal audit and the extent to which Council and management react to matters raised by internal audit, by monitoring the implementation of recommendations made by internal audit.
  - (5) Facilitate liaison between the internal and external auditor to promote compatibility, to the extent appropriate, between their audit programmes.
  - (6) Critically analyse and follow up any internal or external audit report that raises significant issues relating to risk management, internal control, financial reporting and other accountability or governance issues, and any other matters relevant under the Committee's terms of reference. Review management's response to, and actions taken as a result of the issues raised.
  - (7) Monitor the risk exposure of Council by determining if management has appropriate risk management processes and adequate management information systems.
  - (8) Review the process for the identification, nature, extent and reasonableness of related party transactions .
  - (9) Review Council's draft annual financial report, focusing on:
    - accounting policies and practices;

- changes to accounting policies and practices;
  - the process used in making significant accounting estimates;
  - significant adjustments to the financial report (if any) arising from the audit process;
  - compliance with accounting standards and other reporting requirements;
  - significant variances from prior years.
- (10) Annually, make a recommendation to Council on the fairness of the annual financial statements. Review any significant changes that may arise subsequent to any such recommendation but before the financial statements are signed.
- (11) Discuss with the external auditor the scope of the audit and the planning of the audit.
- (12) Discuss with the external auditor issues arising from the audit, including any management letter issued by the auditor and the resolution of such matters.
- (13) Review the annual performance statement and make a relevant recommendation to Council.
- (14) Review issues relating to national competition policy, financial reporting by Council business units and comparative performance indicators.
- (15) Identify and refer specific projects or investigations deemed necessary through the Chief Executive Officer, the internal auditor and the Council if appropriate with reports on any such matters to be reviewed by the Audit & Risk Committee including any incidents of fraud or suspected fraud.
- (16) Monitor the progress of any major legal issues facing the Council.
- (17) Address issues brought to the attention of the Committee, including responding to requests from Council for advice that are within the parameters of the Committee's terms of reference.
- (18) Monitor compliance with other "non-accounting" legislated policies (e.g. EEO, OH&S etc).
- (19) The Audit & Risk Committee in conjunction with Council and the Chief Executive Officer should develop the Committee's performance indicators.
- (20) The Audit & Risk Committee will complete an bi-annual evaluation of the Committee's performance at the May and November meetings.
- (21) Should there be a conflict of interest for outsourced internal audit providers who perform other consultancy work for the Council, the issue will be brought before the Audit & Risk Committee for deliberation.
- (b) The Audit & Risk Committee, through the Chief Executive Officer and following authorisation from the Council, and within the scope of its responsibilities, may seek information or obtain expert advice on matters of concern.

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## C3 - REPORT

# GENERAL MANAGER DEVELOPMENT



## C4 - REPORT

# GENERAL MANAGER BUILT AND NATURAL ENVIRONMENT



## C5 - REPORT

# GENERAL MANAGER COMMUNITY AND CULTURE

**ITEM C5.1****BRIAGOLONG RECREATION RESERVE S86 COMMITTEE OF MANAGEMENT MINUTES**

DIVISION: COMMUNITY AND CULTURE  
 ACTION OFFICER: MANAGER COMMUNITY WELLBEING  
 DATE: 3 APRIL 2018

IMPACTS									
Financial	Communication	Legislative	Council Policy	Council Plan	Resources & Staff	Community	Environmental	Engagement	Risk Management
		✓	✓	✓				✓	

**OBJECTIVE**

For Council to receive the minutes from the Briagolong Recreation Reserve Committee of Management’s General Meeting held on 12 February 2018, including financial statement.

**PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY**

RECOMMENDATION
<i>That Council receive the minutes from the Briagolong Recreation Reserve Committee of Management’s General Meeting held on 12 February 2018 including financial statement.</i>

**BACKGROUND**

The Briagolong Recreation Reserve Committee of Management is a Special Committee of Council under Section 86 of the *Local Government Act 1989* and operates within the provisions of a Council approved Instrument of Delegation.

The objectives of the Special Committee are:

- To manage, operate and maintain the Briagolong Recreation Reserve for the community in an efficient, effective and practical manner.
- To undertake activities designed to protect, promote, utilise and develop the Briagolong Recreation Reserve for the use and enjoyment of the local community in line with Council policy and relevant Council strategic documents.
- To keep the Council informed on the operations, improvements and advancements of the Briagolong Recreation Reserve by forwarding copies of all minutes of all ordinary and extraordinary meetings and the Annual Report.
- To set, maintain and collect appropriate user charges.
- To ensure that the Briagolong Recreation Reserve’s capital assets are adequately maintained.
- To provide advice to Council on matters relating to the Briagolong Recreation Reserve.

As provided under the Committee’s Instrument of Delegation the minutes of all meetings are to be presented to Council and highlight the day to day activities being undertaken by the Committee.

Conflict of Interest: It was noted that conflicts of interest were called for at the commencement of the Ordinary Meetings, with no conflicts being declared.

## **OPTIONS**

Council has the following options:

1. Receive the minutes from the Briagolong Recreation Reserve Committee of Management's General Meeting held on 12 February 2018, including financial statement; or
2. Seek further information to be considered at a future Council meeting.

## **PROPOSAL**

That Council receive the minutes from the Briagolong Recreation Reserve Committee of Management's General Meeting held on 12 February 2018, including financial statement.

## **CONFLICT OF INTEREST**

No staff and/or contractors involved in the compilation of this report have declared a Conflict of Interest.

## **LEGISLATIVE IMPACT**

This report is in accordance with Section 91(4) of the *Local Government Act 1989*.

## **COUNCIL POLICY IMPACT**

This report is in accordance with Council Policy 5.3.2 which establishes a framework for the guidance of Council in relation to the roles and responsibilities of Committees.

## **COUNCIL PLAN IMPACT**

The Council Plan 2017-21 Theme 2 Services and Infrastructure states the following strategic objective and related strategy:

Strategic Objectives 2.2

*Council assets are responsibly, socially, economically and sustainably managed.*

Strategy 2.2.2

*Ensure that community facilities within the municipality continue to meet the expectations and service needs of all current and future residents.*

## **ENGAGEMENT IMPACT**

Meetings held by the Briagolong Recreation Reserve Committee of Management are open to the public.

# BRIAGOLONG RECREATION RESERVE Special Committee of Council

## MINUTES

[12/2/2018]

### Briagolong Recreation Reserve

Meeting Opened Time: 7.38pm

#### 1. Present / Apologies

Name	Title	Representing	Present / Apology
Carmel Ripper	Councillor	WSC	Present
Denis Murphy	Chairperson	Cricket Club	Present
Maree May	Secretary	Cricket Club	Present
Vanessa Randle	Treasurer	Tennis Club	Present
Darren Randle		Community Representative	Present
Megan Lee		Community Representative	Apology
Tracey Binger		Tennis Club	Present
Tracey Ryan		Pony Club	Present
Josh Harry		Community Representative	Present
Kylie Wright		Community Representative	Apology
Michael Pleydell		Community Representative	Present
Jenny Elliott		Pony Club	Present
Sharn Arnlizark		Football Club	Present

Quorum Achieved? Yes

#### 2. Declaration of Conflicts of Interest.

No conflicts of interest.

#### 3. Confirmation of Minutes of Previous Meeting (note any corrections)

**Moved:** Maree May    **Seconded:** Denis Murphy

**CARRIED**

**Chairperson to sign and date previous minutes to be filed by Secretary**

#### 4. Business Arising from Previous Minutes

Irrigator more photos it is with the insurer.

Point post to be fixed by cricket club this week.

Darren to chase up fencing quotes.

## **5. Correspondence In**

Nomination from Melissa Conway for membership on behalf of the junior football club.

## **6. Correspondence Out – date previous minutes sent to Council**

Nil.

## **7. Reports**

Nil.

### **7.1 Chairperson's Report**

Nil.

### **7.2 Treasurer's Report**

Please find attached.

### **7.3 User Group Reports**

**8. Pony Club** Had a good rally yesterday, the kitchen was not clean and empty bottles were left on the grass. Next rally is on the 4<sup>th</sup> March.

**9. Tennis** Great trip to Melbourne and also need more information for the LVA grant as the company who have been contacted want \$880 to do a quote. The light tower needs repairing at the courts where the cash box is.

**10. Football Club** Have the rego night happening on the Wed 14<sup>th</sup>, Football club to field Auskick, U10, U12 and U14's. AGM postponed until 26<sup>th</sup> Feb. Training to start 28<sup>th</sup> Feb or 7<sup>th</sup> March first game 22<sup>nd</sup> April and Auskick also starts the same week Wed 18<sup>th</sup> April.

**11. Cricket Club** Season going well 3rds need to win rest of games to make finals and 4ths and A grade will not. Under 14s will make finals. President apologized for the state of the rooms.

**12. Community Report** May be market on the 11<sup>th</sup> March.

### **Facility report**

Tennis club to repair light cover door.

**13. Volunteers-** No update.

**14. OHS / Risk / Facility Fault Report** No update.

**15. New Rules of the Committee to be endorsed by Council-** No update

## **16. General Business**

December 2018 all memberships positions need to be renewed and the AGM is in October. We might need to change either of these or get nominations before the AGM. Darren to ask Bode about this.

Discuss fee structure, Vanessa will work out the running costs for the Rec reserve to be discussed at next meeting.

Tracey Ryan to use some of the piles of dirt around oval.

Darren to get a quote for vegetation removal around the oval.

Denis invited to pony club meeting on the 27<sup>th</sup> February.

**17. Next Meeting**

**March 12<sup>th</sup> 2018.**

**Meeting Closed Time: 8.28pm**

**These minutes are:**

**Confirmed as true and correct on .....**  
**Date**

**Or**

**Corrections have been made and noted at the meeting on .....**  
**Date**

**Chairperson Signature.....**

## Treasurers Report for meeting held February 12th 2018

Reconciled Statement for January 31 2018

Cash at Bank as at 31/12/2017 32,837.09

### Income:

#### January

WSC GST Return	132.53	
		132.53

### Payments:

#### January

Energy Australia - facilities \$724.33 / Pump shed \$352.83	1087.06	
Carmodys Fuel	53.01	
		1,140.07

Reconciled Bank Balance to date 31,829.55

#### *unpresented chq's & deposits*

Sale Water Specialists	117.92	
		117.92

closing balance of accounts to date 31,711.63

#### Cheques to be authorised

CFA - extinguisher inspections	95.70	
		95.70

Balance Remaining to date... 31,615.93

#### *correspondence:*

All 2017/18 Rent invoices e-mailed or handed to club treasurers

**BENDIGO ACCOUNT - Balance 31/01/2018 - \$17,250**

**ITEM C5.2****CAMERON SPORTING COMPLEX S86 COMMITTEE OF MANAGEMENT MINUTES**

DIVISION: COMMUNITY AND CULTURE  
 ACTION OFFICER: MANAGER COMMUNITY WELLBEING  
 DATE: 3 APRIL 2018

IMPACTS									
Financial	Communication	Legislative	Council Policy	Council Plan	Resources & Staff	Community	Environmental	Engagement	Risk Management
		✓	✓	✓				✓	

**OBJECTIVE**

For Council to receive the minutes from the Cameron Sporting Complex Committee of Management’s General Meeting held on 14 November 2017 and the October, November and January financial statements.

**PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY**

**RECOMMENDATION**

*That Council receive the minutes from the Cameron Sporting Complex Committee of Management’s General Meeting held on 14 November 2017 and the October, November and January financial statements.*

**BACKGROUND**

The Cameron Sporting Complex Committee of Management is a Special Committee of Council under Section 86 of the *Local Government Act 1989* and operates within the provisions of a Council approved Instrument of Delegation.

The objectives of the Special Committee are:

- To manage, operate and maintain the Cameron Sporting Complex for the community in an efficient, effective and practical manner.
- To undertake activities designed to protect, promote, utilise and develop the Cameron Sporting Complex for the use and enjoyment of the local community in line with Council policy and relevant Council strategic documents.
- To keep the Council informed on the operations, improvements and advancements of the Cameron Sporting Complex by forwarding copies of all minutes of all ordinary and extraordinary meetings and the Annual Report.
- To set, maintain and collect appropriate user charges.
- To ensure that the Cameron Sporting Complex’s capital assets are adequately maintained.
- To provide advice to Council on matters relating to the Cameron Sporting Complex.

As provided under the Committee’s Instrument of Delegation the minutes of all meetings are to be presented to Council and highlight the day to day activities being undertaken by the Committee.

Conflict of Interest: It was noted that conflicts of interest were called for at the commencement of the Ordinary Meeting, with no conflicts being declared.

## **OPTIONS**

Council has the following options:

1. Receive the minutes from the Cameron Sporting Complex Committee of Management's General Meeting held on 14 November 2017 and the October, November and January financial statements; or
2. Seek further information to be considered at a future Council Meeting.

## **PROPOSAL**

That Council receive the minutes from the Cameron Sporting Complex Committee of Management's General Meeting held on 14 November 2017 and the October, November and January financial statements.

## **CONFLICT OF INTEREST**

No staff and/or contractors involved in the compilation of this report have declared a Conflict of Interest.

## **LEGISLATIVE IMPACT**

This report is in accordance with Section 91(4) of the *Local Government Act 1989*.

## **COUNCIL POLICY IMPACT**

This report is in accordance with Council Policy 5.3.2 which establishes a framework for the guidance of Council in relation to the roles and responsibilities of Committees.

## **COUNCIL PLAN IMPACT**

The Council Plan 2017-21 Theme 2 Services and Infrastructure states the following strategic objective and related strategy:

Strategic Objective 2.2

*Council assets are responsibly, socially, economically and sustainably managed.*

Strategy 2.2.2

*Ensure that community facilities within the municipality continue to meet the expectations and service needs of all current and future residents.*

## **ENGAGEMENT IMPACT**

Meetings held by the Cameron Sporting Complex Committee of Management are open to the public.



## Special Committee of Council MINUTES

MEETING DATE 14<sup>th</sup> November 2017, 7.00pm  
Cameron Sporting Complex

Meeting Opened Time: 7:04pm

### 1. Present / Apologies

Name	Title	Representing	Present / Apology
Malcolm Hole	Councillor		*
Peter Anderson	Chairperson	Community	*
Prue Berry	Vice Chairperson	Maffra Gymnastics	*
Pat Weatherley	Secretary	Maffra Junior Football	*
Anna Gaw	Treasurer	Community	*
Brad Spinner		Community	*
Tracy Cameron		Community	*
Timothy Kemp		Community	*
Drew Allman		Maffra Cricket	*
Yvonne Higgins		Maffra Basketball	*
Bronwyn Hillbrich		Maffra Hockey	

Quorum Achieved?      Yes

Declaration of Conflicts of Interest:      Nil

### 2. Confirmation of Minutes of Previous Meeting (note any corrections)

Moved:    A. Gaw                      Seconded:              Y.Higgins              CARRIED

Chairperson to sign and date previous minutes to be filed by Secretary

### 3. Business Arising from Previous Minutes

NIL

### 4. Correspondence In:

- Confirmation of Andrew Allman's appointment to the committee from WSC

- Letter from WSC stating they have no objection to the shed being built by the Maffra Cricket Club
- Email from Karen McLennan WSC stating that an arborist is looking into the trees at the stadium and the hockey oval
- Letter from Maffra Cricket Club regarding use of stadium oval.  
Motion: Committee agreed that we contact the user and that he moves his personal training to the North Eastern Grounds which are not used by any of the user groups:  
Moved: Tracey Cameron 2<sup>nd</sup>: Brad Spinner  
Motion Carried

5. Correspondence Out :

- Email to WSC seeking assistance in removing the trees at the stadium and the hockey ground

6. Reports

6.1 Chairperson's Report: Nil

6.2 Treasurer's Report: As tabled

Moved A. GAW 2<sup>nd</sup>: T. Cameron

6.3 User Group Reports

Gymnastics

- Nil

Basketball

- Korumburra tournament : u12 boys won, u10 boys r/up
- Moe tournament u12 boys won
- CBL season Men won 4 lost 3 Women won 3 lost none

Hockey

Nil

Junior Football

Nil

Cricket

- Seniors and Juniors all going well

7. Volunteers

8. OHS / Risk / Facility Fault Report

9. New Rules of the Committee to be endorsed by Council

10. General Business:

- Malcolm: council still keen to proceed with stadium extensions.
- Drew: Water: Tank to be installed shortly, will be filled with rain water until pipe line completed
- Cricket club has lodged permit for shed with EGBP
- Brad: Essential services manual updated
- Pat: Special meeting to be held in coming weeks working on our strategy for the stadium extensions. Pat will circulate dates/times to work in with user groups.

11. Next Meeting Thursday 16<sup>th</sup> February 2018

Meeting Closed Time: 7.26pm

These minutes are:

Confirmed as true and correct on ..... *15<sup>th</sup> February 2018* .....  
Date

Or

Corrections have been made and noted at the meeting on .....  
Date

Chairperson Signature.....  


**CAMERON SPORTING COMPLEX - COMMITTEE OF MANAGEMENT**  
**FINANCIAL STATEMENT - MONTH ENDED 31ST OCTOBER 2017**

**CHEQUE ACCOUNT**  
**RECEIPTS**

	OCTOBER	Y.T.D.
Wellington Shire:		
Maintenance Grant		\$ 46,531.00
Audit Works		\$ 3,105.00
Reimburse Water		
Reimbursements:		
Basketball Association	\$ 1,600.16	\$ 4,195.93
Gymnastics	\$ 1,101.65	\$ 2,215.30
Rentals:		
Maffra Junior Football Club		
Maffra Hockey Club		
Maffra Cricket Club		
Schools		
Miscellaneous Rentals		\$ 200.00
Other Income:		
Miscellaneous		
GST Reimbursement	\$ 861.84	\$ 1,476.71
GST Collected on Receipts	\$ 270.18	\$ 971.61
Bank Interest		
Transfers:		
From Investment Acc	\$ 4,000.00	\$ 4,000.00
From Term Deposit		

**PAYMENTS**

	OCTOBER	Y.T.D.
Electricity -		\$ 1,738.32
Reserve:		
Gippsland Water	\$ 1,617.95	\$ 1,617.95
Origin	\$ 56.83	\$ 114.42
Stadium:		
Origin	\$ 547.63	\$ 1,273.44
Mowing Contract:	\$ 1,835.68	\$ 7,253.18
Contract Cleaning:	\$ 2,637.22	\$ 5,574.16
Maintenance:		
Stadium		\$ 2,818.59
Reserve/Pavilion	\$ 64.00	\$ 4,714.00
Miscellaneous:		
Rubbish Collection	\$ 367.50	\$ 1,630.50
Toilet Supplies	\$ 261.16	\$ 261.16
Audit Costs		\$ 300.00
Sundries:		
PO Box Rental		
Postage		\$ 36.36
Materials		
Equipment		
Bank Charges		
Other Expenses:		
GST on Expenses	\$ 577.00	\$ 2,571.42
GST to Shire		\$ 206.03
Transfer:		
To Investment Account		\$ 10,000.00
Term Deposit		\$ 30,000.00

<b>Total Receipts</b>	<b>\$ 7,833.83</b>	<b>\$ 62,695.55</b>	<b>Total Payments</b>	<b>\$ 7,964.97</b>	<b>\$ 70,109.53</b>
<b>Balance 1st July 2017</b>		<b>\$ 10,775.83</b>	<b>Balance 31st October 2017</b>		<b>\$ 3,361.85</b>
<b>Total</b>		<b>\$ 73,471.38</b>	<b>Total</b>		<b>\$ 73,471.38</b>

**Bank Reconciliation**

Balance as per Bank Statement (copy attached)	\$ 3,361.85
Less un-presented cheques	
Cheque No. 0	

Balance as at 31st October 2017 \$ 3,361.85

**SAVINGS ACCOUNT**

**RECEIPTS**

	OCTOBER	Y.T.D.
Interest	\$ 0.71	\$ 2.39
Transfers In		\$ 10,000.00
<b>Total Receipts</b>	<b>\$ 0.71</b>	<b>\$ 10,002.39</b>
Balance 1st July 2017		\$ 12,073.96
<b>Total</b>		<b>\$ 22,076.35</b>

Bank Reconciliation  
Passbook Balance as at 31st October 2017

**PAYMENTS**

	OCTOBER	Y.T.D.
Bank Charges		
Transfers Out	\$ 4,000.00	\$ 4,000.00
<b>Total Payments</b>	<b>\$ 4,000.00</b>	<b>\$ 4,000.00</b>
Balance 31st October 2017		\$ 18,076.35
<b>Total</b>		<b>\$ 22,076.35</b>

\$ 18,076.35

**TERM DEPOSIT RECEIPTS**

	OCTOBER	Y.T.D.
Interest		\$ 208.94
Transfers In		\$ 30,000.00
<b>Total Receipts</b>	<b>\$ -</b>	<b>\$ 30,208.94</b>
Balance 1st July 2017		\$ 40,611.07
<b>Total</b>		<b>\$ 70,820.01</b>

Bank Reconciliation  
Term Deposit Balance as at 31st October 2017  
\$ -

**PAYMENTS**

	OCTOBER	Y.T.D.
Bank Charges		
Transfers Out		
<b>Total Payments</b>	<b>\$ -</b>	<b>\$ -</b>
Balance 31st October 2017		\$ 70,820.91
<b>Total</b>		<b>\$ 70,820.91</b>

\$ 70,820.91

**ACCOUNT SUMMARY**

Cheque Account	\$ 3,361.85
Savings Passbook	\$ 18,076.35
Term Deposit	\$ 70,820.91
<b>TOTAL 31st October 2017</b>	<b>\$ 92,259.11</b>

**CAMERON SPORTING COMPLEX - COMMITTEE OF MANAGEMENT**  
**FINANCIAL STATEMENT - MONTH ENDED 30th NOVEMBER 2017**

**CHEQUE ACCOUNT**  
**RECEIPTS**

	NOVEMBER	Y.T.D.
<b>Wellington Shire:</b>		
Maintenance Grant		\$ 46,531.00
Audit Works		\$ 3,105.00
Reimburse Water		
<b>Reimbursements:</b>		
Basketball Association		\$ 4,195.93
Gymnastics		\$ 2,215.30
<b>Rentals:</b>		
Maffra Junior Football Club		
Maffra Hockey Club		
Maffra Cricket Club		
Schools		
Miscellaneous Rentals		\$ 200.00
<b>Other Income:</b>		
Miscellaneous		
GST Reimbursement	\$ 306.82	\$ 1,783.53
GST Collected on Receipts		\$ 971.61
Bank Interest		
<b>Transfers:</b>		
From Investment Acc	\$ 8,000.00	\$ 12,000.00
From Term Deposit		

**PAYMENTS**

	NOVEMBER	Y.T.D.
<b>Electricity - Reserve:</b>		\$ 1,738.32
Gippsland Water Origin		\$ 1,617.95
		\$ 114.42
<b>Stadium:</b>		
Origin		\$ 1,273.44
<b>Mowing Contract:</b>	\$ 3,671.36	\$ 10,924.54
<b>Contract Cleaning:</b>	\$ 1,677.30	\$ 7,251.46
<b>Maintenance:</b>		
Stadium	\$ 1,227.28	\$ 4,045.87
Reserve/Pavilion	\$ 1,890.00	\$ 6,604.00
<b>Miscellaneous:</b>		
Rubbish Collection	\$ 420.00	\$ 2,050.50
Toilet Supplies	\$ 172.30	\$ 433.46
Audit Costs		\$ 300.00
<b>Sundries:</b>		
PO Box Rental		
Postage		\$ 36.36
Materials		
Equipment		
Bank Charges	\$ 1.40	\$ 1.40
<b>Other Expenses:</b>		
GST on Expenses	\$ 905.82	\$ 3,477.24
GST to Shire		\$ 206.03
<b>Transfer:</b>		
To Investment Account		\$ 10,000.00
Term Deposit		\$ 30,000.00

<b>Total Receipts</b>	<b>\$ 8,306.82</b>	<b>\$ 71,002.37</b>
<b>Balance 1st July 2017</b>		<b>\$ 10,775.83</b>
<b>Total</b>		<b>\$ 81,778.20</b>

<b>Total Payments</b>	<b>\$ 9,965.46</b>	<b>\$ 80,074.99</b>
<b>Balance 30th November 2017</b>		<b>\$ 1,703.21</b>
<b>Total</b>		<b>\$ 81,778.20</b>

**Bank Reconciliation**

Balance as per Bank Statement (copy attached)		\$ 7,091.71
Less unrepresented cheques		
Cheque No. 1759	\$ 1,121.66	
1760	\$ 55.00	
1761	\$ 173.34	
1762	\$ 4,038.50	

**Balance as at 30th November 2017**

\$ 5,388.50  
\$ 1,703.21

---

**SAVINGS ACCOUNT  
RECEIPTS**

	NOVEMBER	Y.T.D.
Interest	\$ 0.83	\$ 3.22
Transfers In		\$ 10,000.00
<b>Total Receipts</b>	<b>\$ 0.83</b>	<b>\$ 10,003.22</b>
<b>Balance 1st July 2017</b>		<b>\$ 12,073.96</b>
<b>Total</b>		<b>\$ 22,077.18</b>

**PAYMENTS**

	NOVEMBER	Y.T.D.
Bank Charges		
Transfers Out	\$ 8,000.00	\$ 12,000.00
<b>Total Payments</b>	<b>\$ 8,000.00</b>	<b>\$ 12,000.00</b>
<b>Balance 30th November 2017</b>		<b>\$ 10,077.18</b>
<b>Total</b>		<b>\$ 22,077.18</b>

**Bank Reconciliation**

Passbook Balance as at 30th November 2017

\$ 10,077.18

---

**TERM DEPOSIT  
RECEIPTS**

	NOVEMBER	Y.T.D.
Interest		\$ 208.94
Transfers In		\$ 30,000.00
<b>Total Receipts</b>	<b>\$ -</b>	<b>\$ 30,208.94</b>
<b>Balance 1st July 2017</b>		<b>\$ 40,611.07</b>
<b>Total</b>		<b>\$ 70,820.01</b>

**PAYMENTS**

	NOVEMBER	Y.T.D.
Bank Charges		
Transfers Out		
<b>Total Payments</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Balance 30th November 2017</b>		<b>\$ 70,820.91</b>
<b>Total</b>		<b>\$ 70,820.91</b>

**Bank Reconciliation**Term Deposit Balance as at 30th November 2017  
\$ -\$ 70,820.91

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**ACCOUNT SUMMARY**

Cheque Account	\$ 1,703.21
Savings Passbook	\$ 10,077.18
Term Deposit	\$ 70,820.91
<b>TOTAL 30th November 2017</b>	<b>\$ 82,601.30</b>

**CAMERON SPORTING COMPLEX - COMMITTEE OF MANAGEMENT**  
**FINANCIAL STATEMENT - MONTH ENDED 31ST JANUARY 2018**

**CHEQUE ACCOUNT**  
**RECEIPTS**

	JANUARY	Y.T.D.
<b>Wellington Shire:</b>		
Maintenance Grant		\$ 46,531.00
Audit Works		\$ 3,105.00
Reimburse Water		
<b>Reimbursements:</b>		
Basketball Association	\$ 1,362.36	\$ 10,797.25
Gymnastics	\$ 367.45	\$ 5,166.98
<b>Rentals:</b>		
Maffra Junior Football Club		
Maffra Hockey Club		
Maffra Cricket Club		\$ 6,615.00
Schools		
Miscellaneous Rentals		\$ 200.00
<b>Other Income:</b>		
Miscellaneous		
GST Reimbursement		\$ 2,689.35
GST Collected on Receipts	\$ 172.97	\$ 2,588.39
Bank Interest		
<b>Transfers:</b>		
From Investment Acc		\$ 12,000.00
From Term Deposit		

**PAYMENTS**

	JANUARY	Y.T.D.
<b>Electricity - Reserve:</b>		\$ 5,972.26
Gippsland Water		\$ 1,617.95
Origin		\$ 185.77
<b>Stadium:</b>		
Origin		\$ 1,413.51
<b>Mowing Contract:</b>	\$ 1,835.68	\$ 12,760.22
<b>Contract Cleaning:</b>	\$ 1,834.59	\$ 12,615.25
<b>Maintenance:</b>		
Stadium		\$ 4,045.87
Reserve/Pavilion		\$ 6,604.00
<b>Miscellaneous:</b>		
Rubbish Collection	\$ 315.00	\$ 2,680.50
Toilet Supplies		\$ 650.56
Audit Costs		\$ 300.00
<b>Sundries:</b>		
PO Box Rental		
Postage		\$ 36.36
Materials		
Equipment		
Bank Charges		\$ 1.40
<b>Other Expenses:</b>		
GST on Expenses	\$ 398.53	\$ 4,726.45
GST to Shire		\$ 206.03
<b>Transfer:</b>		
To Investment Account		\$ 10,000.00
Term Deposit		\$ 30,000.00

<b>Total Receipts</b>	<b>\$ 1,902.78</b>	<b>\$ 89,692.97</b>	<b>Total Payments</b>	<b>\$ 4,383.80</b>	<b>\$ 93,816.13</b>
<b>Balance 1st July 2017</b>		<b>\$ 10,775.83</b>	<b>Balance 31st January 2018</b>		<b>\$ 6,652.67</b>
<b>Total</b>		<b>\$ 100,468.80</b>	<b>Total</b>		<b>\$ 100,468.80</b>

**Bank Reconciliation**

Balance as per Bank Statement (copy attached)	\$ 6,652.67
Less unrepresented cheques	
Cheque No.	\$ -

**Balance as at 31st January 2018**

\$ -  
\$ 6,652.67

**SAVINGS ACCOUNT  
RECEIPTS**

	JANUARY	Y.T.D.
Interest	\$ 0.43	\$ 4.32
Transfers In		\$ 10,000.00
<b>Total Receipts</b>	<b>\$ 0.43</b>	<b>\$ 10,004.32</b>
Balance 1st July 2017		\$ 12,073.96
<b>Total</b>		<b>\$ 22,078.28</b>

**Bank Reconciliation**  
Passbook Balance as at 31st January 2018

**PAYMENTS**

	JANUARY	Y.T.D.
Bank Charges		
Transfers Out		\$ 12,000.00
<b>Total Payments</b>	<b>\$ -</b>	<b>\$ 12,000.00</b>
Balance 31st January 2018		\$ 10,078.28
<b>Total</b>		<b>\$ 22,078.28</b>

\$ 10,078.28

**TERM DEPOSIT  
RECEIPTS**

	JANUARY	Y.T.D.
Interest		\$ 570.12
Transfers In		\$ 30,000.00
<b>Total Receipts</b>	<b>\$ -</b>	<b>\$ 30,570.12</b>
Balance 1st July 2017		\$ 40,611.07
<b>Total</b>		<b>\$ 71,181.19</b>

**Bank Reconciliation**  
Term Deposit Balance as at 31st January 2018  
\$ -

**PAYMENTS**

	JANUARY	Y.T.D.
Bank Charges		
Transfers Out		
<b>Total Payments</b>	<b>\$ -</b>	<b>\$ -</b>
Balance 31st January 2018		\$ 71,181.19
<b>Total</b>		<b>\$ 71,181.19</b>

\$ 71,181.19

**ACCOUNT SUMMARY**

Cheque Account	\$ 6,652.67
Savings Passbook	\$ 10,078.28
Term Deposit	\$ 71,181.19
<b>TOTAL 31st January 2018</b>	<b><u>\$ 87,912.14</u></b>



## D. URGENT BUSINESS



## E. FURTHER GALLERY AND CHAT ROOM COMMENTS

*Gallery comments are an opportunity for members of the public to raise any particular matter they wish. This allows those in the gallery to speak directly to councillors but is not a forum designed for open discussion or debate. We will listen respectfully to what you have to say and make the commitment that the Mayor will respond to you in writing within one week if required, and a copy of that response will be circulated to all councillors.*

*This is not a forum for members of the public to lodge complaints against individuals, including councillors and staff, particularly as that individual gets no public right of reply to any matter raised. We take complaints seriously, and in line with the guidance from the Victorian Ombudsman and the local Government Inspectorate, we request that any specific complaint against an individual be put in writing. This way, your concern can be properly dealt with while ensuring fairness to all parties concerned.*

*If you wish to speak, we remind you that this part of the meeting is being recorded and broadcast on our website. Council's official Minutes will record that you have spoken to Council and the subject you spoke to Council about but will not record specific comments. We ask you to state your name in full, where you are from, and you have three minutes*



**F. CONFIDENTIAL ATTACHMENT/S**

**F. CONFIDENTIAL ATTACHMENT/S**



## G. IN CLOSED SESSION

# G. IN CLOSED SESSION

### COUNCILLOR

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

- a) personnel matters*
- b) the personal hardship of any resident or ratepayer*
- c) industrial matters*
- d) contractual matters*
- e) proposed developments*
- f) legal advice*
- g) matters affecting the security of Council property*
- h) any other matter which the Council or special committee considers would prejudice the Council or any person*

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IN CLOSED SESSION

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### COUNCILLOR

*That Council move into open session and ratify the decision made in closed session.*