

Summary Community Grants Program Applications and Assessment Panel Recommendations - June to October 2016

No	Org/Club	Project Name/Brief Description	Project Value	Amount Requested	Previous Grant?	Assessment Panel comments and Recommendation
1	Rotary Club of Alexandra for Alexandra District 150 th Committee	<p>The Rotary Club of Alexandra is leading the planning and delivery of the celebration of the 150th anniversary of the founding of the district.</p> <p>The aim of the celebration is to educate the district about its past, celebrate its future and build community connection for wellbeing, resilience, and cultural and economic vitality.</p> <p>A range of community events are being planned as part of the celebrations. The Club is seeking Council support to host a historical display by Alexandra Historical Society and for the promotion and advertising of the event.</p>	\$109,390	\$4,976	No	The Assessment Panel recommends funding the project for \$976 for the historical display and not for the full amount sought.
2	Speak Up Alexandra and More Murals	<p>This project will be completed through a partnership between the Speak Up Alexandra Self Advocacy group and More Murals. They are seeking to undertake a digital art project to be shown in March 2017 that includes two elements.</p> <ol style="list-style-type: none"> 1. Digital graffiti – development and projection of images providing disability awareness messages onto buildings (specifically, Alexandra Shire Hall and Alexandra Library facades). 2. Outdoor slide show – projections of a series of images onto the Perkins Street side of the Town Hall. These will show Alexandra (specifically, Grant Street) as it has evolved over the past 150 years. <p>The group is seeking a community grant to pay for the digital graffiti workshop and preparation of the artwork for projection. The grant is also sought to pay for the services of the projectionist and technical assistant and required equipment for all three sites.</p>	\$10,275	\$4,800	No	The Assessment Panel recommends funding this application of \$4800.
3	Y Water Centre Association Inc.	<p>The Y Water Centre Association manages the Y Water Discovery Centre (YWDC), an accredited Visitor Information Centre in Yea with 50 volunteers on the roster. The group is interested in progressing the uncompleted landscaping of the YWDC including creation of an amphitheatre looking out onto the wetlands enabling a more functional and sustainable use of the area for visitors and educational tours and groups.</p> <p>They are seeking a community grant to pay for materials, plants and equipment required for the completion of the project including rocks for the garden and plant hire (excavator / backhoe).</p>	\$10,005	\$5,000	No	The Assessment Panel recommended deferring consideration of this application to the next funding round to provide an opportunity for the applicant provide further information relating to the total project stages, timelines and other funding options.
4	Euroa Arboretum	<p>The Euroa Arboretum are a not for profit group providing environmental services to landholders, environmental education programs to kinder, schools, landholders and professional development. They work to support land care groups in the local area. The group are working in partnership with Upper Goulburn Land care Network to undertake an educational package for small landholders on sustainable land management. A 76 page booklet on land management considerations for small properties has been developed in partnership with local land care groups. .</p> <p>Murrindindi Shire has been identified as stage 1 of a pilot project including a mail out of the booklet to residents and owners of landholdings from 2 – 40 hectares. In addition to the booklet, they will run a 5 part workshop series for small landholders during March and April 2017 across the Murrindindi Shire.</p> <p>The group are seeking a community grant to pay for the postage of the booklet to relevant Murrindindi Shire properties, marketing of the Healthy Hectares course and a contribution to venue hire and catering costs for the training courses to assist in keeping the participants fees affordable.</p>	\$50,750	\$5,000	No	The Assessment Panel recommends funding this application of \$5,000.

Title:	Portfolio Councillor Policy
Type:	Council
Adopted:	27 May 2015
Review:	27 May 2017
File No:	SF/491
Attachments:	Nil

1. Purpose

Murrindindi Shire Council has established the Portfolio Councillor system. The purpose of this Policy is to articulate the role and support to be provided to Portfolio Councillors.

2. Rationale

With the appointment of Portfolio Councillors, it is desirable that the objectives of establishing these roles and the support that will be provided to Councillors is articulated.

3. Scope

This policy applies to Portfolio Councillors and Council officers who have a responsibility in ensuring that the Portfolio Councillor is kept informed on key matters relating to their area of portfolio responsibility.

Currently there are six portfolios covering the following areas:

- Land Use Planning
- Economic Development
- Corporate and Customer Services
- Community Services
- Natural Environment and Climate Change
- Infrastructure and Waste

Portfolio Councillors are appointed at the Special Meeting held each year. In order to enable Councillors to gain a broader experience of Portfolio roles, Councillors will generally not represent a portfolio for more than two years.

The role of the Portfolio Councillor recognises that the day to day management and direction of staff in implementing Council policy and strategy remains the responsibility of the relevant General Manager. Good governance identifies that the authority of councillors can only be exercised when they meet formally as Council at a properly constituted Council meeting. Outside the Council meeting, individual councillors have no authority.

4. Definitions

N/A

Portfolio Councillor

5. Policy

5.1 Objectives of the Portfolio Councillor system

The objectives of establishing a Portfolio Councillor system are:

- To enable Councillors to have a greater understanding and input to strategic and policy development on portfolio issues. This facilitates the active and regular engagement of Councillors in major planning, projects and services related to the portfolio.
- To enable Councillors to advocate and “Champion” on strategic and policy issues to Council and the community.
- To enable the briefing of other Councillors on specialist areas by the Portfolio Councillor.
- To assist Councillors develop the fullest possible understanding of matters being put to the Council, through the Portfolio Councillor leading discussion of relevant items.

5.2 Portfolio Councillor’s duties

The role of the Portfolio Councillor will include:

- Advocating on strategic and policy issues to Council and the community.
- Briefing of other Councillors on specialist areas through specific workshops or presentation of reports.
- Represent Council on local, regional or state bodies of relevance to the portfolio.
- Act as the spokesperson of Council on matters relating to the Portfolio, including, quotes in Media Releases and speaking on Radio and Television as required.
- Where there is a relevant Council Committee to be the nominated chair for that committee, unless legislative provisions provide otherwise.

5.3 Support provided to Portfolio Councillors

Support to Portfolio Councillors to enable them to fulfil this role will be provided through:

- A designated General Manager being appointed as the primary contact for the Portfolio Councillor.
- Induction by the General Manager, and other relevant staff or organisations, in relation to the key issues affecting the portfolio.
- The designated General Manager will initiate regular meetings with the Portfolio Councillor, and other officers where relevant, to keep them briefed on issues (not less than bi monthly) and at other times necessary for the Portfolio Councillor to fulfil their role.
- Facilitating the participation of the Portfolio Councillor in relevant committees
- The provision of memberships, publications, training and/or conference attendance where appropriate to enable to Portfolio Councillor to be informed on issues relevant to their portfolio.

5.4 Reporting of Portfolio Councillors

Council will enable the Portfolio Councillor to report on matters that are relevant to their portfolio by:

- Presentation of minutes and recommendations of Committees that are related to their portfolio at the Ordinary Meeting of Council.
- Presenting a written report on their portfolio issues at the Ordinary Meeting of Council.
- Leading discussion at Councillor Briefing Sessions on matters relevant to their portfolio.
- Leading discussion in the development and annual review of the Council Plan.

6. Related Policies, Strategies and Legislation

Local Government Act, 1989
Governance Local Law No. 2, 2014
Councillor Code of Conduct

Responsible Officer: Chief Executive Officer
27 May 2015
TRIM Reference: SF/491

7. Council Plan

There is a Strategy in the Council Plan 2013-2017 under the Our Council Goal to communicate key Council decisions and strategies to the community in a variety of ways.

8. Management and Review

This Policy will be implemented by members of the Executive Management Team and monitored by the Chief Executive Officer.

This Policy will be reviewed by Council in February 2017.

9. Consultation

Review of this Policy has been conducted by the Executive Management Team and Councillors.

10. Human Rights Charter

This policy has been developed with consideration of the requirements under the Charter of Human Rights and Responsibilities.

COUNCILLOR REPRESENTATIVE LIST 2016-2017



COUNCIL COMMITTEES	
Committee Name	2016-2017
Audit Advisory Committee	Cr C Bisset Cr S McAulay Cr L Dunscombe
Chief Executive Officer Performance Review Sub-Committee	All Councillors
Economic Development Advisory Committee	Cr C Bisset Cr S McAulay Cr J Ashe
Friends of Yea Shire Hall Advisory Committee	Cr R Bowles
Kinglake Community Centre Advisory Committee	Cr L Dunscombe
Municipal Emergency Management Planning Committee	Cr S McAulay
Murrindindi Environment Advisory Committee	Cr R Bowles

SECTION 86 COMMITTEES OF MANAGEMENT	
Committee Name	2016-2017
Buxton Recreation Reserve Committee of Management	Cr S McAulay
CJ Dennis & Castella Public Hall Reserve Committee of Management	Cr L Dunscombe
Eildon Alliance Boat Ramp Committee of Management	Cr J Ashe
Eildon Community Resource Centre Committee of Management	Cr J Ashe
Friends of Yea Railway Committee of Management	Cr R Bowles
Gallipoli Park Precinct Committee of Management	Cr S McAulay
Glenburn Community Centre Committee of Management	Cr E Lording
Kinglake Memorial Reserve Committee of Management	Cr L Dunscombe
Mount Pleasant Reserve Committee of Management	Cr M Rae
Strath Creek Reserves & Hall Committee of Management	Cr R Bowles
Thornton Recreation Reserve and Hall Committee of Management (<i>in recess</i>)	Cr J Ashe
Yea Pioneer Reserve Committee of Management	Cr R Bowles
Yea Saleyards Committee of Management	Cr C Bisset Cr R Bowles (Alternate)
Yea Showgrounds & Recreation Reserve Committee of Management	Cr R Bowles
Yea Wetlands Committee of Management	Cr R Bowles

COUNCILLOR REPRESENTATIVE LIST 2016-2017



EXTERNAL COMMITTEES	
Committee Name	2016-2017
Department of Environment, Land, Water & Planning (DELWP) Committees of Management	
Alexandra Racecourse & Recreation Reserve Committee of Management	Cr M Rae
Alexandra Showgrounds & Recreation Reserve Committee of Management	Cr M Rae
Flowerdale Community Hall Reserve Committee Inc	Cr E Lording
Murrindindi Scenic Reserve Committee of Management	Cr C Bisset
Steavenson Falls Scenic Reserve Committee of Management	Cr S McAulay
Other	
Central Ranges Local Learning & Employment Network (CRLLEN)	Cr J Ashe
Goulburn River Valley Tourism Board	Cr J Ashe
Goulburn Valley Waste & Resource Recovery Local Government Forum	Cr E Lording Cr L Dunscombe (Alternate)
Municipal Association of Victoria (MAV)	Cr C Bisset
Peri Urban Group of Rural Councils	Cr R Bowles Cr M Rae (Alternate)
Timber Towns Victoria	Cr R Bowles
Workspace Australia Board	Cr J Ashe
Goulburn Valley Waste and Recovery Group Board - Director	

TRUST	
Trust Name	2016-2017
Yea Cemetery Trust	All Councillors

Murrindindi Shire Council Policy

Title: Councillor Reimbursement Policy
Type: Council
File No: SF/103
Document No: 14/71
Date Adopted: 22 January 2014
Next Review Date: February 2017

Revision History:

Date	Action	Who
November 2012	Reviewed Policy Adopted	Council
January 2014	Reviewed Policy Adopted	Council

1. Purpose

To establish the expense entitlements for a Councillor in relation to:

- reimbursement or pre payment of out of pocket expenses incurred while performing duties as a Councillor,
- support entitlements that will be provided to Councillors to allow them to effectively carry out their duties, and
- support available to Councillors for upgrading their skills during their term of office.

2. Rationale

This policy gives a broad overview of how Council can provide assistance to its Councillors in carrying out their functions. It cannot prescribe for every possible situation that may arise.

The *Local Government Act 1989* (Section 75) provides for the reimbursement of out of pocket expenses incurred while performing the duties as a Councillor.

In addition, Mayoral and Councillor allowances are provided separately to the reimbursement of expenses and the costs of facilities/resource support.

As well as legislation, there is an information guide issued by the Victorian Government that outlines the entitlements and support to be provided to Mayors and Councillors.

The basic test that will be applied to determine whether or not an expense is lawfully incurred is whether the expenditure is necessary because it is supplemental or incidental to or consequent on the exercise of Council functions. Where these criteria are satisfied and a Councillor has incurred an out of pocket expense they will be reimbursed by Council.

3. Scope

The scope of this policy includes any matter relating to the reimbursement of Councillor related expenses and Councillor allowances.

3.1 Mayoral and Councillor Allowances

Mayoral and Councillor allowances, including an amount equivalent to the superannuation

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guarantee under Commonwealth taxation legislation, are to be paid to the Councillors monthly in advance at the rate which will be determined at the initial Special Council meeting.

Council will provide Councillors within two weeks of the end of each financial year, a breakdown of allowances and reimbursements received during the previous financial year. It is important to note that the Mayoral and Councillor allowances are considered taxable incomes and that Council does not make any tax instalments (PAYG) on behalf of the Councillor. As such Councillors will need to seek independent advice from an Accountant / Financial Advisor in relation to their taxation requirements and not from officers.

3.2 Travel

Travelling expenses will be paid to Councillors at the rate specified by the Victorian Local Authorities Award 2001, under the following circumstances:

- To attend Ordinary and Special Council Meetings and meetings of Committees of Council.
- To attend formal briefing sessions and civic or ceremonial functions convened by the Council or Mayor.
- To attend meetings scheduled by Council or the Mayor.
- To attend meetings necessary for the Councillor to exercise a delegation given by Council.
- To attend a meeting, function or other official role attended as a representative of the Council or Mayor.
- To attend meetings of a group, organisation or Statutory Body to which the Councillor has been appointed Council delegate. The reimbursement by Council is to be diminished by however much the body pays travelling expenses directly.
- To attend to inspect a street, property or area (or to discuss with any person) any matter affecting or affected by the Council, and/or in order to carry out activities in the capacity of a Councillor.
- To attend meetings of any Council appointed committee or any incorporated charity or community organisation, as a representative of the Council.
- To attend meetings or to participate in delegations or deputations to which the Councillor has been appointed as a representative by Council, the Chief Executive Officer or Mayor.
- When Councillors are travelling interstate, the mode of transport is to be determined on the advice of the Chief Executive Officer based on the most cost effective form of transport.

Councillors can seek reimbursement of toll charges and car parking fees associated with attending meetings or functions on behalf of Council.

3.3 Remote Area Allowance

Council will pay the Remote Area Allowance in accordance with the Government Gazette of 29 March 2001. The allowance is for circumstances when a Councillor (including a Mayor) normally resides more than 50 kilometres by the shortest possible practicable road distance, from an ordinary, special

or committee meeting of the Council or any municipal or community functions which have been authorised by Council resolution for the Councillor to attend.

A Councillor may decline to accept the Remote Area Allowance by advising the Chief Executive Officer in writing at any time.

3.4 Professional Development

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Councillors may have the opportunity to attend conferences, training courses and other events.

Where Councillors nominate to attend events they should provide details of the event, the benefit to Council of attendance and the cost of attendance.

Where domestic travel is undertaken and a Council vehicle is not available for use a Councillor may claim the cost of public transport or the use of their private vehicle to the event. Where interstate or overseas travel is undertaken the travel arrangements, including air fares and accommodation bookings, will be made by Council on behalf of the Councillor.

Councillors must ensure that:

- Any private travel associated with Council related travel is identified and paid for by the Councillor.
- They have any required passports, visas, travel insurance, vaccinations, etc.

Reasonable costs associated with attendance at conferences, training or other events, such as food and beverage cost, communication expenses (telephone, fax, internet) and the like, may be claimed. Councillors are responsible for any expenditure related to their partner attending a conference, training or other events with them, except in such cases where Council has invited a Councillor's partner to attend an event with the Councillor.

Where Councillors are paid a fee for presenting at a conference or other events the fee will be paid into Council's general revenue.

3.5 Family Care Expenses

- Expenses for bona fide child care services (for children being cared for up to the age of 14 years) will be paid or reimbursed by Council, if claimed, when a Councillor attends:
- Meetings of the Council or its Committees.
- Meetings, briefing sessions and civic or ceremonial functions convened by the Mayor, the Council or the Chief Executive Officer.
- Meetings arising as a result of a Councillor being appointed by the Council to an external body or committee except where the body itself reimburses relevant child care expenses incurred by the Councillor.
- A meeting, function, or other official role as a representative of the Mayor or Council.
- The offices, to discuss with the Mayor, other Councillors or Officers any matter relating to Council. This may relate to Ward or Committee responsibilities or areas of focus or specialisation.
- Conferences or study tours, training sessions and seminars in capacity as a Councillor.
- Other Civic related engagements where the payment of child care has been pre-approved by the Mayor.

Recognised child care expenses consist of reasonable hourly fees, agency booking fees (if applicable) and reasonable associated travelling expenses. Fees are generally payable per hour or part of an hour subject to any minimum period which is part of the care provider's usual terms.

Reasonable child care fees will be determined as not exceeding reasonable prevailing child care market rates. The Chief Executive Officer may determine reasonable market rates. Child care costs are not eligible for payment or reimbursement if paid to a person who normally or regularly lives with the Councillor, except where a live-in (professional) helper such as a nanny is required to work extra time at extra expenses because of the Councillor's duties.

Child care expense payment or reimbursement claims should be submitted to the Civic services officer and must be accompanied by a receipt from the care provider showing the date and time care was provided and other details nominating the reasons child care was necessary. (e.g.: what Council function/meeting Councillor attended).

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3.6 Communications Equipment

Councillors will be provided with the following equipment to allow them to effectively carry out their duties;

- I-Pad and internet connection
- Mobile phone

Councillors will be responsible for all personal related charges. If Council provided equipment cannot be effectively used, alternative equipment including the use of private equipment may be considered, provided that the use was approved prior to its installation.

Administrative support, including photocopying, for work directly related to the duties of office will be provided through the Chief Executive Officer's office.

3.7 Stationery

The Council shall, upon request, provide Councillors with standard stationery held or obtained generally for the organisation's requirements.

The stationery may include, but not necessarily be limited to: paper, business cards, writing implements, diaries, writing pads, memory sticks, envelopes and the like.

Requests for stationery should be made to the Executive Assistant to the Mayor and Chief Executive Officer.

3.8 Secretarial Services

Limited administrative support is available to Councillors for work directly related to the duties of the office. All support will be coordinated by the Executive Assistant to the Mayor and Chief Executive Officer.

3.9 Protective Clothing

The Council shall provide Councillors with protective clothing as required.

3.10 Meetings and Function Rooms

Subject to availability, meeting/function rooms owned and controlled by Council can be booked by Councillors, free of charge for meetings, interviews and other functions provided they are associated with Council business.

3.11 Procedures for Reimbursement of Councillor Expenses

When a Councillor requires reimbursement of monies expended whilst conducting Council business, provided such expenditure is deemed acceptable under the provisions of this policy, he/she should follow the procedure below.

- Obtain a receipt for any expenditure.
- Complete the Councillors' Expense Reimbursement Form.
- Attach the relevant receipt to the form and forward it to the Chief Executive Officer.
- The claim will be authorised by the appropriate officer.
- The claim will be processed through the Accounts Payable system.

3.12 Exclusions

Any expenses arising from a breach of road, traffic parking or other regulations or laws, will not be reimbursed or funded in any way by Council.

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Claims for expenses, other than those included in the policy, will not be reimbursed, except when they are subject to a Council resolution.

Claims should be lodged monthly with the Chief Executive Officer.

4. Supporting Documents

- Recognition and Support, The Victorian Government’s Policy Statement on Local Government Mayoral and Councillor Allowances and Resources, April 2008.
- Mayor and Councillor Entitlements reimbursement of expenses and provision of resources and facilities support for Victorian Mayors and Councillors November 2008.

5. Related Policies

Councillor Code of Conduct

6. Governance

Implementation of this Policy will be monitored by the Chief Executive Officer.

7. Portfolio and/or Riding Councillor Input

Council adopted this Policy at its Ordinary Meeting held on 23 November 2011. It was reviewed at the Ordinary meeting held on 26 November 2012 and revised at the Ordinary meeting held on 22 January 2014.

8. Responsible Officer

Chief Executive Officer

9. Human Rights Charter

This policy has been developed with consideration of the requirements under the Charter of Human Rights and Responsibilities.

[REDACTED]

From: Eric Lording [REDACTED]
Sent: Tuesday, 15 November 2016 9:15 AM
To: 'Leigh Dunscombe'; 'Charlie Bisset'; 'Jackie Ashe Browning'; 'Margaret'; 'Rebecca Bowles';
sfmcaulay [REDACTED] Margaret Abbey
Subject: Notice of Motion

Notice of Motion for the next Ordinary Meeting.

In order to greatly improve timely communication to the southern sector of the shire, including Strath Creek, Flowerdale, Hazeldene, Kinglake West, Pheasant Creek, Kinglake and surrounds, Toolangi, Castella and Glenburn, it is proposed that all print advertisements and articles issued by the shire be also placed in 'The Local Paper'.

Thanking you,

Eric Lording