

ATTACHMENT TO AGENDA ITEM

Ordinary Meeting

19 February 2019

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Assemblies of Councillors

Aerodrome Advisory Committee Meeting 1 November 2018		
Councillors:	Cr Dennis Patterson	
Officers:	Maree Walker Phil Hoare John Lloyd Russell Hardie	
Matter No.	Matters discussed	Councillors Present for Discussion
1	Apologies	Cr Dennis Patterson
2	Actions from Previous Minutes	Cr Dennis Patterson
3&4	Correspondence	Cr Dennis Patterson
5	Terms of Reference Review	Cr Dennis Patterson
6	Aerodrome Maintenance Report	Cr Dennis Patterson
7	Strategic Items – Landing Fee Review, Masterplan, Hangar No 6 Replacement	Cr Dennis Patterson
8	Aerodrome Managers Report – CASA issues, Training, Incident Reporting Process, Process and Manual Update	Cr Dennis Patterson
9	General Business – Maintenance issues	Cr Dennis Patterson
Conflict of Interest Disclosures		
Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the meeting?
	NA	

Assemblies of Councillors

Audit and Risk Management Committee Meeting – 10 September 2018		
Councillors:	Mayor Kim O’Keeffe	
Officers:	Peter Harriott, Chris Teitzel, Matthew Jarvis, Michael Dwyer, Natarlie Phillips	
Matter No.	Matters discussed	Councillors Present for Discussion
1	Apologies	Mayor Kim O’Keeffe
2	Declarations of Conflict of Interest	Mayor Kim O’Keeffe
3	Confirmation of Minutes from Meeting on 28 June 2018	Mayor Kim O’Keeffe
4	GSCC Financial Statements and Performance Statement as at 30 June 2018	Mayor Kim O’Keeffe
Conflict of Interest Disclosures		
Matter No.	List Names of Councillor/s who disclosed conflicts of interest	List whether the Councillor/s left the meeting?
	n/a	

Assemblies of Councillors

Audit and Risk Management Committee Meeting – 28 June 2018		
Councillors:	Mayor Kim O’Keeffe, Cr Chris Hazelman	
Officers:	Peter Harriott, Chris Teitzel, Matthew Jarvis, Zara Canobie, Sharlene Still	
Matter No.	Matters discussed	Councillors Present for Discussion
1	Apologies	Mayor Kim O’Keeffe Cr Chris Hazelman
2	Declarations of Conflict of Interest	Mayor Kim O’Keeffe Cr Chris Hazelman
3	Confirmation of Minutes from Meeting on 09 May 2018	Mayor Kim O’Keeffe Cr Chris Hazelman
4	Action Register Items	Mayor Kim O’Keeffe Cr Chris Hazelman
5	2017/2018 Asset Valuation Review	Mayor Kim O’Keeffe Cr Chris Hazelman
6	2017/2018 Draft Financial Statements as at 30 April 2018	Mayor Kim O’Keeffe Cr Chris Hazelman
7	ARMC Risk and Claims Report	Mayor Kim O’Keeffe Cr Chris Hazelman
8	Risk Team Planner for 2018/19	Mayor Kim O’Keeffe Cr Chris Hazelman
9	CEO’s Report	Mayor Kim O’Keeffe Cr Chris Hazelman
10	Strategic and Operational Risk Registers	Mayor Kim O’Keeffe Cr Chris Hazelman
11	Status of Outstanding Audit Recommendations	Mayor Kim O’Keeffe Cr Chris Hazelman
12	Internal Audit Report on Risk Management Framework	Mayor Kim O’Keeffe Cr Chris Hazelman
13	Strategic Internal Audit Plan – July 2018 to June 2021	Mayor Kim O’Keeffe Cr Chris Hazelman
14	Annual Evaluation of Internal Auditor Performance	Mayor Kim O’Keeffe Cr Chris Hazelman

Conflict of Interest Disclosures		
Matter No.	List Names of Councillor/s who disclosed conflicts of interest	List whether the Councillor/s left the meeting?
	n/a	

Assemblies of Councillors

Audit and Risk Management Committee Meeting – 09 May 2018		
Councillors:	Mayor Kim O’Keeffe	
Officers:	Peter Harriott, Chris Teitzel, Matthew Jarvis, Sharlene Still, Karen Liversidge, Brian Doyle, Greg McKenzie	
Matter No.	Matters discussed	Councillors Present for Discussion
1	Apologies	Mayor Kim O’Keeffe
2	Declarations of Conflict of Interest	Mayor Kim O’Keeffe
3	Confirmation of Minutes from Meeting on 07 th February 2018	Mayor Kim O’Keeffe
4	Action Register Items	Mayor Kim O’Keeffe
5	OH&S Report	Mayor Kim O’Keeffe
6	Financials – 2017/18 Q3 Forecast Review	Mayor Kim O’Keeffe
7	Financials – Shell Financial Statements 2017-18 (Local Government Model Accounts)	Mayor Kim O’Keeffe
8	ARMC Risk and Claims Report	Mayor Kim O’Keeffe
9	Status of Audit Recommendations	Mayor Kim O’Keeffe
10	Strategic and Operational Risk Registers	Mayor Kim O’Keeffe
11	Internal Audit Status Report	Mayor Kim O’Keeffe
12	Internal Audit Report – IT Environment and Controls Audit	Mayor Kim O’Keeffe
13	Internal Audit Report – Credit Card Review	Mayor Kim O’Keeffe
14	External Audit Strategy	Mayor Kim O’Keeffe

15	Update from HIGH Risk Audit Action Owner	Mayor Kim O’Keeffe
16	Review of ARMC Work Planner	Mayor Kim O’Keeffe
17	Legislative Compliance Obligations	Mayor Kim O’Keeffe
Conflict of Interest Disclosures		
Matter No.	List Names of Councillor/s who disclosed conflicts of interest	List whether the Councillor/s left the meeting?
	n/a	

Development Hearings Panel – 9 November 2018		
Councillors:	Cr Dennis Patterson	
Officers:	Colin Kalms, Jonathan Griffin, Andrew Dainton, Sally Edmunds, Taliese Lucas and Steve Bugoss	
Matter No.	Matters discussed	Councillors Present for Discussion
1	Planning Application 2018-151 for 160 Doyles Road, Shepparton seeking permission for a milk tanker parking area.	Cr Patterson
2	Planning Application 2018-249 for 7959 Goulburn Valley Highway, Kialla seeking permission for a liquor license for an indoor play centre.	Cr Patterson
3	Planning Application 2018-194 for 212-226 High Street, Shepparton seeking permission for the erection and display of an electronic promotion sign.	Cr Patterson
4	Planning Application 2015-470/A for 195 Numurkah Road, Shepparton seeking permission for the erection and display of an externally illuminated and electronic major promotion sign.	Cr Patterson
Conflict of Interest Disclosures		
Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the meeting?
	Nil	No

Assemblies of Councillors

Record of Assembly of Councillors

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

Councillor Briefing Session 13 November 2018		
Councillors	Cr Kim O'Keeffe, Cr Seema Abdullah, Cr Dinny Adem, Cr Brue Giovanetti, Cr Chris Hazelman, Cr Dennis Patterson and Cr Fern Summer	
Officers:	Peter Harriott, Geraldine Christou, Phil Hoare, Maree Walker, Kaye Thomson, Matthew Jarvis, Majenta Rose, Jacalyn Turner, Michael Carrafa, Rohan Sali, Sarah Hardwick, James Nolan, Peter Lucarelli, Colin Kalms, Michael MacDonagh, Jon Griffin and Rebecca Good (not all officers were present for all items).	
Matter No.	Matters discussed	Councillors Present for Discussion
1.	October 2018 Monthly Financial Report	Cr O'Keeffe (Chair) Cr Abdullah Cr Adem Cr Giovanetti Cr Hazelman Cr Patterson Cr Summer
2.	2019/2020 Draft Budget SRP Assumptions	Cr O'Keeffe (Chair) Cr Abdullah Cr Adem Cr Giovanetti Cr Hazelman Cr Patterson Cr Summer
3.	China, Hong Kong and Jakarta Delegation Report 2018	Cr O'Keeffe (Chair) Cr Abdullah Cr Adem Cr Giovanetti Cr Hazelman Cr Patterson Cr Summer
4.	Council Plan 2018-19 Quarter 1 Progress Report	Cr O'Keeffe (Chair) Cr Abdullah Cr Giovanetti Cr Hazelman Cr Patterson Cr Summer
5.	Community Satisfaction Survey 2018-19 Quarter 1 report	Cr O'Keeffe (Chair) Cr Abdullah Cr Giovanetti Cr Hazelman Cr Patterson Cr Summer

6.	Legal Matters Summary	Cr O'Keeffe (Chair) Cr Abdullah Cr Giovanetti Cr Hazelman Cr Patterson Cr Summer
7.	Amendment C118 - Shepparton North East Precinct - Panel Report	Cr O'Keeffe (Chair) Cr Abdullah Cr Giovanetti Cr Hazelman Cr Patterson Cr Summer
Conflict of Interest Disclosures		
Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the meeting?
	Nil	

Record of Assembly of Councillors

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

CEO and Councillor Catch up - 13 November 2018		
Councillors	Cr Kim O'Keeffe, Cr Seema Abdullah, Cr Dinny Adem, Cr Brue Giovanetti, Cr Chris Hazelman, Cr Dennis Patterson and Cr Fern Summer	
Officers:	Peter Harriott	
Matter No.	Matters discussed	Councillors Present for Discussion
1.	Facebook	Cr O'Keeffe (Chair) Cr Abdullah Cr Adem Cr Giovanetti Cr Hazelman Cr Patterson Cr Summer
2.	Harvard Course	Cr O'Keeffe (Chair) Cr Abdullah Cr Adem Cr Giovanetti Cr Hazelman Cr Patterson Cr Summer
3.	SAM Project	Cr O'Keeffe (Chair) Cr Abdullah Cr Adem Cr Giovanetti Cr Hazelman Cr Patterson Cr Summer
4.	Shepparton Hotel	Cr O'Keeffe (Chair) Cr Abdullah Cr Adem Cr Giovanetti Cr Hazelman Cr Patterson Cr Summer
5.	Internal Vehicle Procedure	Cr O'Keeffe (Chair) Cr Abdullah Cr Adem Cr Giovanetti Cr Hazelman Cr Patterson Cr Summer

6.	Salaries Reporting	Cr O'Keeffe (Chair) Cr Abdullah Cr Adem Cr Giovanetti Cr Hazelman Cr Patterson Cr Summer
7.	Regional Precinct Project	Cr O'Keeffe (Chair) Cr Abdullah Cr Adem Cr Giovanetti Cr Hazelman Cr Patterson Cr Summer
8.	Cottage	Cr O'Keeffe (Chair) Cr Abdullah Cr Adem Cr Giovanetti Cr Hazelman Cr Patterson Cr Summer
9.	Ford Road B Double Classification	Cr O'Keeffe (Chair) Cr Abdullah Cr Adem Cr Giovanetti Cr Hazelman Cr Patterson Cr Summer
Conflict of Interest Disclosures		
Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the meeting?
	Nil	

Assemblies of Councillors

Heritage Advisory Committee – 1 October 2018		
Councillors:	Cnr Seema Abdullah	
Officers:	Michael MacDonagh	
Matter No.	Matters discussed	Councillors Present for Discussion
	List main meeting items discussed in the meeting	Please list when any Councillor leaves the meeting.
1.	Apologies	Cr Seema Abdullah present
2.	Declarations of Conflict of Interest	Cr Seema Abdullah present
3.	Items to be raised during Agenda Item 12 – General or other business	Cr Seema Abdullah present
4.	Confirmation of Meeting Minutes 3 September 2018	Cr Seema Abdullah present
5.	Appointment of Community Representatives	Cr Seema Abdullah present
6.	Cultural Heritage Awards 2019	Cr Seema Abdullah present
7.	Heritage Open Day 2019	Cr Seema Abdullah present
8.	Information Purposes- Report from Michael MacDonagh	Cr Seema Abdullah present
9.	Information Purposes- Report from Deborah Kemp	Cr Seema Abdullah present
10.	Active Planning Permit Applications within the Heritage Overlay	Cr Seema Abdullah present
11.	Report from subcommittees	Cr Seema Abdullah present
12.	General or Other Business	Cr Seema Abdullah present
Conflict of Interest Disclosures		
Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the meeting?
	Nil	

Assemblies of Councillors

Heritage Advisory Committee – 12 November 2018		
Councillors:	Cnr Seema Abdullah	
Officers:	Grace Docker, Simone Wood & Kate Clarke	
Matter No.	Matters discussed	Councillors Present for Discussion
	List main meeting items discussed in the meeting	Please list when any Councillor leaves the meeting.
1.	Apologies	Cr Seema Abdullah present
2.	Declarations of Conflict of Interest	Cr Seema Abdullah present
3.	Items to be raised during Agenda Item 13 – General or other business	Cr Seema Abdullah present
4.	Confirmation of Meeting Minutes 1 October 2018	Cr Seema Abdullah present
5.	Election of Office Bearers	Cr Seema Abdullah present
6.	Sub-Committee Memberships	Cr Seema Abdullah present
7.	Cultural Heritage Awards 2019	Cr Seema Abdullah present
8.	Heritage Open Day 2019	Cr Seema Abdullah present
9.	Information Purposes- Report from Grace Docker	Cr Seema Abdullah present
10.	Information Purposes- Report from Deborah Kemp	Cr Seema Abdullah present
11.	Active Planning Permit Applications within the Heritage Overlay	Cr Seema Abdullah present
12.	Report from Member Organisations	Cr Seema Abdullah present
13.	General or Other Business	Cr Seema Abdullah present
Conflict of Interest Disclosures		
Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the meeting?
	Nil	

Assemblies of Councillors

Best Start Early Years Partnership 18 October 2018		
Councillors:	Councillor Shelley Sutton	
Officers:	Belinda Whitelaw and Sally Rose.	
Matter No.	Matters discussed	Councillors Present for Discussion
	List main meeting items discussed in the meeting	Please list when any Councillor leaves the meeting.
1.	Early Years Reference Group Annual review and Planning for 2019	Councillor Shelley Sutton
2.	AEDC 2018 update – Indigenous profile	Councillor Shelley Sutton
3.	Roll Out of NDIS in Greater Shepparton - InterReach	Councillor Shelley Sutton
4	Partner Spotlight – Inspired carers	Councillor Shelley Sutton
5.	Shepparton Education Plan Update	Councillor Shelley Sutton
6.	Funding for three year old kindergarten – election promise	Councillor Shelley Sutton
7.	Out of Home care Agreement update	Councillor Shelley Sutton
Conflict of Interest Disclosures		
Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the meeting?
	None	No
HPRM M18/93205	Meeting Minutes	

Record of Assembly of Councillors

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

Councillor Briefing Session 20 November 2018		
Councillors	Cr Kim O’Keeffe, Cr Shelley Sutton, Cr Seema Abdullah, Cr Dinny Adem, Cr Bruce Giovanetti, Cr Chris Hazelman, Cr Dennis Patterson and Cr Fern Summer	
Officers:	Peter Harriott, Geraldine Christou, Maree Walker, Kaye Thomson, Sharlene Still, Larry Freidberg, Marcus Daniel, Craig Thomson, Laurienne Winbanks, Susan Sallabanks, James Nolan, Sally Rose, Craig Exton, John Lloyd, Anthony Nicolaci, Tim Russell, Michael Carrafa and Rebecca Good (not all officers were present for all items).	
Matter No.	Matters discussed	Councillors Present for Discussion
1.	Tender Contract 1876 - Installation and Supply of Photocopier Hardware and Services	Cr O’Keeffe (Chair) Cr Sutton Cr Abdullah Cr Giovanetti Cr Hazelman Cr Patterson
2.	Contract 1862 Professional Veterinary Services	Cr O’Keeffe (Chair) Cr Sutton Cr Abdullah Cr Giovanetti Cr Hazelman Cr Patterson Cr Summer
3.	Know Your Council 2017-18 report	Cr O’Keeffe (Chair) Cr Sutton Cr Abdullah Cr Giovanetti Cr Hazelman Cr Patterson Cr Summer
4.	Mooroopna Education and Activity Centre – Occasional Care	Cr O’Keeffe (Chair) Cr Sutton Cr Abdullah Cr Hazelman Cr Patterson Cr Summer
5.	Award of Contract 1881 - Supply of Landfill Compactor	Cr O’Keeffe (Chair) Cr Sutton Cr Abdullah Cr Hazelman Cr Patterson Cr Summer
6.	Aerodrome Landing Fees	Cr O’Keeffe (Chair) Cr Sutton Cr Abdullah Cr Hazelman Cr Patterson Cr Summer

7.	SpendMapp Presentation 2018	Cr O'Keeffe (Chair) Cr Sutton Cr Abdullah Cr Adem (partial) Cr Hazelman Cr Patterson Cr Summer
Conflict of Interest Disclosures		
Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the meeting?
	Nil	

Assemblies of Councillors

Greater Shepparton Women's Charter Alliance Advisory Committee Monday 26 March 2018		
Councillors:	Cr Seema Abdullah	
Officers:	Kristie Welch, Rachael Duncombe	
Matter No.	Matters discussed	Councillors Present for Discussion
	List main meeting items discussed in the meeting	Please list when any Councillor leaves the meeting.
2	Appointment of Chair and Deputy Chair	Cr Seema Abdullah
6	Media	Cr Seema Abdullah
9	Budget	Cr Seema Abdullah
10	Training and Capacity Building	Cr Seema Abdullah
11	Gender Equity – Strategy and Action Plan	Cr Seema Abdullah
13	International Women's Day Working Group	Cr Seema Abdullah
14	Women's Charter Award 2018	Cr Seema Abdullah
16	GSWCAAC logo/banner/badges	Cr Seema Abdullah
17	Report on Geelong Women's Group	Cr Seema Abdullah
18	Terms of Reference	Cr Seema Abdullah
Conflict of Interest Disclosures		
Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the meeting?

Assemblies of Councillors

Greater Shepparton Women's Charter Alliance Advisory Committee Monday 23 April 2018		
Councillors:	Cr Seema Abdullah	
Officers:	Rachael Duncombe, Joel Board	
Matter No.	Matters discussed	Councillors Present for Discussion
	List main meeting items discussed in the meeting	Please list when any Councillor leaves the meeting.
1	Appointment of Chair and Deputy Chair	Cr Seema Abdullah
5	Correspondence	Cr Seema Abdullah
6	Media	Cr Seema Abdullah
9	Gendered Data Session	Cr Seema Abdullah
11	Terms of Reference	Cr Seema Abdullah
12	Training and Capacity Building	Cr Seema Abdullah
13	Budget Working Group Update	Cr Seema Abdullah
14	International Women's Day Working Group	Cr Seema Abdullah
16	Engagement	Cr Seema Abdullah
17	Guests: Uniting Presentation	Cr Seema Abdullah
	Greater Shepparton Gender Equity Strategy	Cr Seema Abdullah
Conflict of Interest Disclosures		
Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the meeting?

Greater Shepparton Women's Charter Alliance Advisory Committee Monday 28 May 2018		
Councillors:	Cr Seema Abdullah	
Officers:	Amy Jones, Kristie Welch	
Matter No.	Matters discussed	Councillors Present for Discussion
	List main meeting items discussed in the meeting	Please list when any Councillor leaves the meeting.
6	Media	
8	Committee Memberships – new applications	
9	Budget	
10	Terms of Reference	
11	Training and Capacity Building	
13	Participation in Advisory Committee's	
15	Youth Public Speaking	
16	Her Place Museum Project	
17	GSWCAAC 3x3 Action Plan	
18	Advisory Role of GSWCAAC – Current gaps and actions for the future	
19	GSCC Gender Equity Strategy – References to Women's Charter in Strategy	
20	Gender Equity Strategy for Greater Shepparton – formation of Working Group for Draft Recommendations to Council	
Conflict of Interest Disclosures		
Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the meeting?

Assemblies of Councillors

Assemblies of Councillors

Greater Shepparton Women's Charter Advisory Committee Monday 23 July 2018		
Councillors:	Cr Seema Abdullah	
Officers:	Rachael Duncombe, Kristie Welch	
Matter No.	Matters discussed	Councillors Present for Discussion
	List main meeting items discussed in the meeting	Please list when any Councillor leaves the meeting.
7	Committee Memberships – new members	Cr Seema Abdullah
8	Budget	Cr Seema Abdullah
11	Youth Public Speaking	Cr Seema Abdullah
12	3x3 Action Plan Review	Cr Seema Abdullah
13	16 Days of Activism	Cr Seema Abdullah
14	Gender Equity	Cr Seema Abdullah
15	Engagement	Cr Seema Abdullah
16	Her Place Museum Project	Cr Seema Abdullah
Conflict of Interest Disclosures		
Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the meeting?

Assemblies of Councillors

Greater Shepparton Women's Charter Advisory Committee Monday 27 August 2018		
Councillors:	Cr Seema Abdullah	
Officers:	Kristie Welch, Rachael Duncombe	
Matter No.	Matters discussed	Councillors Present for Discussion
	List main meeting items discussed in the meeting	Please list when any Councillor leaves the meeting.
4	Correspondence	Cr Seema Abdullah
8	Budget	Cr Seema Abdullah
9	3x3 Action Plan	Cr Seema Abdullah
13	International Women's Day	Cr Seema Abdullah
14	Women's Award 2019	Cr Seema Abdullah
15	Gender Equality Act (Bill)	Cr Seema Abdullah
16	Council Community Consultation Maude Street Plaza – Community Safety Perceptions	Cr Seema Abdullah
17	Engagement	Cr Seema Abdullah
Conflict of Interest Disclosures		
Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the meeting?

Assemblies of Councillors

Greater Shepparton Women's Charter Advisory Committee Monday 24 September 2018		
Councillors:	Cr Seema Abdullah	
Officers:	Kristie Welch, Joel Board, Sarmed Yassin, Rachael Duncombe	
Matter No.	Matters discussed	Councillors Present for Discussion
	List main meeting items discussed in the meeting	Please list when any Councillor leaves the meeting.
4	Correspondence	Cr Seema Abdullah
7	Committee Memberships	Cr Seema Abdullah
8	Budget	Cr Seema Abdullah
9	16 Days of Activism	Cr Seema Abdullah
11	Youth Public Speaking	Cr Seema Abdullah
12	International Women's Day 2019	Cr Seema Abdullah
13	Women's Award 2019	Cr Seema Abdullah
15	Gender Equality Act	Cr Seema Abdullah
16	Council Community Consultation <ul style="list-style-type: none"> - GSCC Volunteer Strategy 2019-2022 – consultation closes 5th October 2018 - Multicultural Strategy 2019-2022 – Consultation closed 19th October 2018 	Cr Seema Abdullah
Conflict of Interest Disclosures		
Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the meeting?

Development Hearings Panel – 23 November 2018		
Councillors:	Cr Chris Hazelman	
Officers:	Michael MacDonagh, Jonathan Griffin, Braydon Aitken and Steve Bugoss	
Matter No.	Matters discussed	Councillors Present for Discussion
1	Planning Application 2018-10 for 5 Maude Street, Shepparton seeking permission for three (3) lot subdivision, and the construction of three (3) dwellings.	Cr Hazelman
Conflict of Interest Disclosures		
Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the meeting?
	Nil	No

Assemblies of Councillors

Record of Assembly of Councillors

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

Councillor Briefing Session - 27 November 2018		
Councillors	Cr Kim O’Keeffe, Cr Shelley Sutton, Cr Seema Abdullah, Cr Dinny Adem, Cr Bruce Giovanetti, Cr Chris Hazelman, Cr Les Oroszvary, Cr Dennis Patterson and Cr Fern Summer	
Officers:	Peter Harriott, Geraldine Christou, Phil Hoare, Kaye Thomson, Chris Teitzel, Maree Walker, Ifte Hossain, Daryl Chalcraft, Janine Saxon, Colin Kalms, Jason Watts, Amanda Tingay, Bridget Herring, Anthony Nicolaci, Colin Kalms, Grace Docker, Mitchell Stoter, Michael Carrafa, Bonnie McIntosh, Michelle Bertoli, Joel Board, Sarmed Yassin, Chris Widdicombe, Sharlene Still, Natarlie Philips, Matt Innes-Irons, Maree Martin and Rebecca Good (not all officers were present for all items).	
Matter No.	Matters discussed	Councillors Present for Discussion
1.	Review of the Waste and Resource Recovery Management Strategy 2013 -2023	Cr O’Keeffe (Chair) Cr Sutton Cr Abdullah Cr Giovanetti Cr Patterson Cr Summer
2.	Contract 1884 - VicFleet Open Panel SPC Motor Vehicles - SS-01-218	Cr O’Keeffe (Chair) Cr Sutton Cr Abdullah Cr Giovanetti Cr Patterson Cr Summer
3.	Proposed Park Name - Sherwood Park (Archers Field Estate, Mooroopna)	Cr O’Keeffe (Chair) Cr Sutton Cr Abdullah Cr Giovanetti Cr Patterson Cr Summer
4.	Councillor Representation on Committees	Cr O’Keeffe (Chair) Cr Sutton Cr Abdullah Cr Adem Cr Giovanetti Cr Patterson Cr Summer
5.	National Disability Insurance Scheme	Cr O’Keeffe (Chair) Cr Sutton Cr Abdullah (partial) Cr Giovanetti Cr Hazelman Cr Oroszvary (partial) Cr Patterson Cr Summer (partial)

6.	Aerodrome Relocation Study	Cr O'Keeffe (Chair) Cr Sutton Cr Abdullah Cr Giovanetti Cr Hazelman Cr Oroszvary Cr Patterson Cr Summer
7.	Shepparton Railway Pedestrian Overpass and Shared Pathway Linkages	Cr O'Keeffe (Chair) Cr Sutton Cr Abdullah Cr Giovanetti Cr Hazelman Cr Oroszvary Cr Patterson Cr Summer
8.	Draft Volunteer Strategy 2019-2022	Cr O'Keeffe (Chair) Cr Sutton Cr Abdullah (partial) Cr Giovanetti Cr Hazelman Cr Oroszvary Cr Patterson Cr Summer
9.	Report on Cultural Diversity and Inclusion Strategy's Action plan - July 2017 - June 2018	Cr O'Keeffe (Chair) Cr Sutton Cr Giovanetti Cr Hazelman Cr Oroszvary Cr Patterson Cr Summer
10.	Draft Greater Shepparton Multicultural Strategy 2019-2022	Cr O'Keeffe (Chair) Cr Sutton Cr Giovanetti Cr Hazelman Cr Oroszvary Cr Patterson Cr Summer
11.	Maternal and Child Health Service - 2017/2018 report	Cr O'Keeffe (Chair) Cr Sutton Cr Adem (partial) Cr Giovanetti Cr Hazelman Cr Oroszvary Cr Patterson Cr Summer
12.	Shepparton Show Me 2017-2018 Annual Report	Cr O'Keeffe (Chair) Cr Sutton Cr Adem Cr Giovanetti Cr Hazelman Cr Oroszvary Cr Patterson Cr Summer

13.	Audit and Risk Management Committee Independent Member Remuneration	Cr O'Keeffe (Chair) Cr Sutton Cr Adem Cr Giovanetti Cr Hazelman Cr Oroszvary Cr Patterson Cr Summer
14.	Recommendation to appoint new Chairperson to the Audit and Risk Management Committee	Cr O'Keeffe (Chair) Cr Sutton Cr Adem Cr Giovanetti Cr Hazelman Cr Oroszvary Cr Patterson Cr Summer
Conflict of Interest Disclosures		
Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the meeting?
	Nil	

Record of Assembly of Councillors

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

CEO and Councillor Catch up - 27 November 2018		
Councillors	Cr Kim O'Keeffe, Cr Shelley Sutton, Cr Seema Abdullah, Cr Dinny Adem, Cr Bruce Giovanetti, Cr Dennis Patterson and Cr Fern Summer	
Officers:	Peter Harriott	
Matter No.	Matters discussed	Councillors Present for Discussion
1.	State Election	Cr O'Keeffe (Chair) Cr Sutton Cr Abdullah Cr Adem Cr Giovanetti Cr Patterson Cr Summer
2.	Shepparton Hotel	Cr O'Keeffe (Chair) Cr Sutton Cr Abdullah Cr Adem Cr Giovanetti Cr Patterson Cr Summer
3.	Planning Statistics	Cr O'Keeffe (Chair) Cr Sutton Cr Abdullah Cr Adem Cr Giovanetti Cr Patterson Cr Summer
Conflict of Interest Disclosures		
Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the meeting?
	Nil	

Assemblies of Councillors

Heritage Advisory Committee – 4 December 2018		
Councillors:	Seema Abdullah	
Officers:	Grace Docker, Kate Clarke and Simone Wood	
Matter No.	Matters discussed	Councillors Present for Discussion
1.	Apologies	Cr Seema Abdullah
2.	Declarations of Conflicts of Interest	Cr Seema Abdullah
3.	Items to be raised during Agenda Item 12 – General or other Business	Cr Seema Abdullah
4.	Confirmation of Meeting Minutes of 12 November 2018	Cr Seema Abdullah
5.	Draft Heritage Strategy 2019-2023	Cr Seema Abdullah
6.	Cultural Heritage Awards 2019	Cr Seema Abdullah
7.	Heritage Open Day 2019	Cr Seema Abdullah
8.	Information Purposes: Report from Grace Docker	Cr Seema Abdullah
9.	Information Purposes: Report from Deborah Kemp	Cr Seema Abdullah
10.	Update on Planning Permit Applications within the Heritage Overlay	Cr Seema Abdullah
11.	Reports from Sub Committees	Cr Seema Abdullah
12.	General or other Business	Cr Seema Abdullah
Conflict of Interest Disclosures		

MINUTES

Tatura Park Advisory Committee Meeting

Held on Monday 26 November, 6.00PM, Ballantyne Centre Tatura

Attendees: Cr Dinny Adem, Carl Walters (Deputy Chair), Kevin Ryan (Chair), Shaun O'Shannessy, Noel Russell, David Quick, Jeremy Roberts, Rohan Sali (Team Leader Tourism & Events), Kim Taylor (Facilities Bookings Officer – Acting)

Apologies: Mick Taylor, Graeme Drew, Craig Rath, Chantelle Langley

Absent: Cr Fern Summer, Mitch Fox

Item	Description	Action
1.	Welcome / apologies - meeting opened 6.10pm Attendees/apologies as above	
2.	Minutes from previous meeting – 10 th April 2018	
	MOVED: Shaun O'Shannessy SECONDED: David Quick	
3.	Declaration of Conflict of Interest - Nil	
4.	Assemblies of Councillors	
	Explanation given to committee members regarding requirements by Council officers to complete "Assembly of Councillors" form.	
5.	Wilson Hall new air conditioning	
	Jeremy updated the committee on the new air conditioning units installed in Wilson Hall. Each of the air-conditioning units can be individually controlled, scheduled and set to the desired room temperature and will enable flexible heating and cooling providing enhanced comfort for users of the venue. The mechanical installation works were completed on 14 November, on time and within budget by Brett Collins Refrigeration and Air Conditioning.	
6.	Facility Maintenance Update	
	Pot holes around the grounds have been filled. Drainage pits are on a 3 month schedule to be cleaned out with drainage a problem at the venue. Kevin Ryan commented on venue maintenance issues with JR confirming that measures are in place regarding ongoing maintenance schedules. Building Maintenance have purchased replacement for the damaged timber stable doors on stable block 9. The material is a Dotmar product and is a more durable plastic	Facilities team to work with Building Maintenance to upgrade stables, with stable block 9 external completed in time for IDW 2019, if

	material than the current ply wood. The costs to changeover to the Dotmar product are being financed by Building Maintenance out of operational so this is dependent on budget.	possible.
7.	Business Plan	
	Business Plans were distributed to members and noted that feedback is welcome. The Plan is yet to be adopted by Council. Potential queries/feedback – <i>Is Ballantyne Centre lease agreement included in plan?</i> <i>Lease expiry of Caravan Park included in plan?</i>	JR to email Business Plan for feedback.
8.	Fees and Charges Review	
	JR ran through current fees and charges schedule and gained approval for 2019/2020 fees and charges schedule. JR compared Tatura Park fees to Elmore and Werribee, noted that their fees are higher or the same as Tat Park. Members discussed fees and charges for next year, these were recorded and a schedule is attached.	JR to submit Advisory Committee recommendation to Council
9.	Elmore Visit	
	Dates to be approved next meeting.	JR to confirm Elmore Advisory Committee are happy for us to visit.
10.	General Business	
	* Stable maintenance – Contractor list approved at last Council meeting, of which Jonesy is included. * Craig Rath not available on Monday's for meeting. * Tractor operation. Concerns re how drivers are trained and if this is safe. Mick Taylor runs through tractor operation with drivers. Dinny suggested a process and documentation of training be adopted. * Kevin Ryan requested to leave meeting due to conflict of interest of discussion item and he duly left the meeting at 7.20pm. * Discussion regarding naming the outdoor sand arena the "Kevin Gunna Ryan Arena" was had. Consideration for the arena to be generalised as the "Ryan Arena" was had however the request was specific to Gunna. The Committee as a whole agreed to support the idea. Further work to follow.	JR to investigate procedure for operation of Council owned tractor
	Meeting Closed 7.45pm. Next meeting to be held Monday 4 February 2018.	

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Record of Assembly of Councillors

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

Councillor Briefing Session - 4 December 2018		
Councillors	Cr Kim O’Keeffe, Cr Shelley Sutton, Cr Seema Abdullah, Cr Bruce Giovanetti, Cr Chris Hazelman, Cr Dennis Patterson and Cr Fern Summer	
Officers:	Peter Harriott, Phil Hoare, Kaye Thomson, Chris Teitzel, Sonja King, Sara Elnaggar, Craig Exton, Pradeep Rajasekaran, Michael Carrafa and Rebecca Good (not all officers were present for all items).	
Matter No.	Matters discussed	Councillors Present for Discussion
1.	2019 Councillor Communication Plan	Cr O’Keeffe (Chair) Cr Sutton Cr Abdullah Cr Giovanetti Cr Hazelman Cr Patterson Cr Summer
2.	Appointment of Community Member for Saleyards Advisory Committee	Cr O’Keeffe (Chair) Cr Sutton Cr Abdullah Cr Giovanetti Cr Hazelman Cr Patterson Cr Summer
3.	Award of Contract 1877 - Cosgrove 3 Infrastructure and Building Construction works	Cr O’Keeffe (Chair) Cr Sutton Cr Abdullah Cr Giovanetti Cr Hazelman Cr Patterson Cr Summer
4.	Waste Policy	Cr O’Keeffe (Chair) Cr Sutton Cr Abdullah Cr Giovanetti Cr Hazelman Cr Patterson Cr Summer
5.	GV Link Solar Lease - Advertising Intention To Enter Into Lease Agreement	Cr O’Keeffe (Chair) Cr Sutton Cr Abdullah Cr Giovanetti Cr Hazelman Cr Patterson Cr Summer

6.	Instrument of Appointment and Authorisation (Planning and Environment Act 1987)	Cr O'Keeffe (Chair) Cr Sutton Cr Abdullah Cr Giovanetti Cr Hazelman Cr Patterson Cr Summer
Conflict of Interest Disclosures		
Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the meeting?
	Nil	

Record of Assembly of Councillors

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

CEO and Councillor Catch up - 4 December 2018		
Councillors	Cr Kim O’Keeffe, Cr Shelley Sutton, Cr Seema Abdullah Cr Bruce Giovanetti, Cr Dennis Patterson and Cr Fern Summer	
Officers:	Peter Harriott	
Matter No.	Matters discussed	Councillors Present for Discussion
1.	Parking	Cr O’Keeffe (Chair) Cr Sutton Cr Abdullah Cr Giovanetti Cr Hazelman Cr Patterson Cr Summer
2.	Shepparton Art Museum	Cr O’Keeffe (Chair) Cr Sutton Cr Abdullah Cr Giovanetti Cr Hazelman Cr Patterson Cr Summer
3.	Christmas	Cr O’Keeffe (Chair) Cr Sutton Cr Abdullah Cr Giovanetti Cr Hazelman Cr Patterson Cr Summer
4.	Performance Review	Cr O’Keeffe (Chair) Cr Sutton Cr Abdullah Cr Giovanetti Cr Hazelman Cr Patterson Cr Summer
Conflict of Interest Disclosures		
Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the meeting?
	Nil	

Assemblies of Councillors

Greater Shepparton Women's Charter Advisory Committee Monday 26th November 2018		
Councillors:	Cr Seema Abdullah	
Officers:	Kristie Welch Joel Board	
Matter No.	Matters discussed	Councillors Present for Discussion
	List main meeting items discussed in the meeting	Please list when any Councillor leaves the meeting.
3	Review of September meeting minutes	Cr Seema Abdullah
8	Budget	Cr Seema Abdullah
10	3x3 Action Plan	Cr Seema Abdullah
13	International Womens Day 2019	Cr Seema Abdullah
14	Womens Award 2019	Cr Seema Abdullah
Conflict of Interest Disclosures		
Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the meeting?

Assemblies of Councillors

Shepparton Art Museum Advisory Committee Meeting Wednesday 5 December 2018		
Councillors:	Cr Chris Hazelman	
Officers:	Rebecca Coates, Whitney Nankervis	
Matter No.	Matters discussed	Councillors Present for Discussion
1.	Apologies & opening of meeting	Cr Chris Hazelman
2.	Conflict of Interest items on agenda	Cr Chris Hazelman
3.	Acquisitions – Debris Facility	Cr Chris Hazelman
4.	Donations – Damon Moon	Cr Chris Hazelman
5.	SAM 2019 exhibition calendar	Cr Chris Hazelman
6.	Friends of SAM. Report Annual General Meeting held, membership data	Cr Chris Hazelman
7.	Other matter – New SAM	Cr Chris Hazelman
Conflict of Interest Disclosures		
Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the meeting?
	Nil	