



## MINUTES

**SCHEDULED MEETING OF COUNCIL HELD AT COBRAM  
CIVIC CENTRE, PUNT ROAD COBRAM VIC 3644,  
WEDNESDAY 26 APRIL 2023**

The meeting commenced at 4:30 PM

**PRESENT** John Tanner – Chair Independent Administrator  
Josh Lewis - Acting Chief Executive Officer

**IN ATTENDANCE:** Matt Jarvis Chief Financial Officer  
Amanda Chadwick A/Director Corporate Governance & Performance  
Graham Henderson A/Director Infrastructure Services  
Janet Martin Director Sustainable Communities  
Beau Mittner Manager Finance  
Nancy Mustica Senior Governance Officer

### RECORDING

Consistent with section 13.3 of our Governance Rules, Council officers have been authorised to record the public session of this meeting using an audio recording device.

### LIVE STREAMING

Council meetings will now be lived streamed to allow those interested in viewing proceedings greater access to Council decisions and debate, without attending the meeting in person.

### 1. WELCOME CALLING TO ORDER – JOSH LEWIS ACTING CEO

### 2. PRAYER

Almighty God we humbly ask you to guide our deliberations for the welfare and benefit of the Moira Shire and its people whom we serve.

Amen

### 3. ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

We, the Moira Shire Council, would like to acknowledge the traditional owners of the land upon which we meet and pay our respects to their Elders both past and present.

### 4. APOLOGIES / LEAVE OF ABSENCE

Nil

### 5. DISCLOSURE OF CONFLICTS OF INTEREST

Nil

### **Tribute and Minute Silence**

Administrator John Tanner AM lead a tribute followed by a minute silence for those who lost their lives in the tragic accident at the intersection of Murray Valley Highway and Labuan Road Strathmerton.

### **6. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

#### **MOTION:**

"That the minutes of the Scheduled Council Meeting held on Wednesday, 22 March 2023 and the minutes of the Unscheduled Meeting of Council held on Thursday, 30 March 2023, as prepared, be adopted."

(CARRIED)

### **7. ADMINISTRATOR ADDRESS**

Report tabled and attached to the minutes.

### **8. DIRECTOR REPORTS**

#### **Amanda Chadwick - Acting Director of Corporate, Governance and Performance**

##### **Recruitment**

During March, Council advertised seven vacant positions and appointed nine new employees, including a school based trainee in our Operations Department.

##### **MAV Insurance**

Council would like to make a correction to the statement within the minutes of the Audit and Risk Committee Meeting tabled at the December 2022 Council meeting report and wish to clarify that the MAV is a not a competitive Insurance Provider to Civic Risk Mutual.

##### **Public Sector Commissioner Gender Equality Visit**

Council staff were privileged to hear from Dr Niki Vincent, Public Sector Gender Equality Commissioner who visited the area in March and spoke the Senior Leadership Team and representatives from the Gender Equality Diversity and Inclusion Committee about the Gender Equality Act, the role of the Commissioner and the opportunities for local government in implementing their Gender Equality Action Plans and Gender Impact Assessments.

##### **IDAHOBIT Day**

May 17th is international day against LGBTQIA+ Discrimination and Council will again be recognising IDAHOBIT Day which is the International Day against Homophobia, Biphobia and Transphobia by raising a Rainbow Flag at the service centres in Cobram and Yarrowonga.

##### **Competency Framework**

The Executive Leadership Team recently adopted the Moira Competency Framework that is a powerful tool that will help Moira Shire Council to improve performance, foster employee development, and create a culture of continuous improvement.

##### **IT Projects**

Our IT team have been busy with the recent transition to Office 365 and also continue to progress the improvement project to streamline our building and planning processes.

**Customer Experience**

During March call volumes remained steady with our Customer Experience Officers managing over 3,800 incoming telephone calls through our Call Centre. Council staff entered over 5,000 new customer enquiries and requests for service.

**Matt Jarvis - Chief Financial Officer**

**Cobram ANZ Branch Closure**

Late last year it was announced the ANZ branch in Cobram would be closing. The Acting CEO has since written to Shayne Elliot, the CEO of ANZ, requesting that the Cobram branch not close, or at least remain open for three more years, to enable digital connectivity to improve across the Shire, so that online banking will be more reliable.

Unfortunately the response from ANZ advised the branch closures announced in 2022, including Cobram, are now in the final stages, and will proceed as the ANZ considers delaying these closures would be more disruptive to its customers and staff.

**Inquiry into bank closures in regional Australia**

Such bank closures coincide with Council having recently made a submission to the Federal Parliament Rural and Regional Affairs and Transport References Committee’s Inquiry into bank closures in regional Australia.

The inquiry was established in February this year to look at the impacts of branch closures in regional Australia, as well as the process banks are following to close branches and the reasons being given.

Moira Shire’s submission addressed such items as the negative economic and welfare impacts of bank closures on our community and the poor quality of fixed and mobile connectivity services in many places across the Shire limiting the potential for online banking services.

The Inquiry is due to be completed by 1 December 2023.

**Janet Martin - Director Sustainable Communities**

**Community Wellbeing and Health**

**Maternal and Child Health – Birth Notifications Received:**

	2021	2022	2023
	March	March	March
Cobram	6	10	7
Nathalia	3	0	4
Numurkah	8	7	10
Strathmerton	1	5	2
Yarrawonga	7	10	18
<b>Total Birth Notifications</b>	<b>25</b>	<b>32</b>	<b>41</b>

**Active Clients in Programs:**

	2021	2022	2023
	March	March	March
Enhanced MCH	30	54	97
Sleep and Settling	15	10	17

**Immunisation Statistics:**

	<b>2021</b>	<b>2022</b>	<b>2023</b>
	<b>March</b>	<b>March</b>	<b>March</b>
Infants	57	59	85
Students	644	488	501
Adults			16
Staff		1	1
<b>Total Clients</b>	<b>701</b>	<b>548</b>	<b>603</b>
<b>Total Encounters</b>	<b>1134</b>	<b>887</b>	<b>1013</b>

**Community Strengthening Grants**

- COVID Recovery – Nil
- Quick Response, up to \$1,000 – 3 grants, totalling \$1,330
- Quick Response, up to \$5,000 – 1 grant, totalling \$4,396

The Major Grant application report is due to be presented to Council today (26 April 2023).

**Flood Recovery**

A draft Flood Recovery Plan has been developed and has been circulated internally for feedback.

**All Abilities Access and Inclusion Plan**

A draft Plan has been developed and community consultation will commence in May. Community members, service providers and stakeholders will be able to provide feedback via:

- Council's website
- Attending a community drop in session
- Contacting a Council Officer via phone or email

Details will be confirmed in coming days and then advertised via Council's website and social media platforms, in local papers and via emails.

**Events and Activities**

- Live4Life Launches were held at eight secondary schools school – about 400 students participated across the launches.

**Tourism**

It has been a great month for tourism with many of our towns packed with visitors and bustling with excitement over school holidays and Easter.

Our Visitor Information Services team have been very busy actively engaging with the many visitors across the region. Including all the Easter Markets, the River Beaches Festival in Cobram and The EC Griffith Cup last weekend in Yarrawonga.

Looking now to our quieter months, the Tourism Winter Marketing Campaign has been underway for almost a month now. This targeted campaign is running on Facebook, Instagram and Google, promoting a number accommodation deals across the region to encourage visitation during the cooler part of the year.

We are also planning our Dollar Discovery Weekend, with over 58 businesses signed up to offer \$1 deals in July. We're encouraging all residents to get involved in what is a great celebration of our local business community.

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## **Safety and Amenity Unit**

During the Fire danger period Council issued 273 Fire Prevention Notices to properties that were deemed a fire risk.

The CFA declared on 3 April 2023 that the Fire Danger period for Moira Shire had concluded. Residents are encouraged to contact CFA to register any future planned burn offs.

Animal registrations renewal notices have been sent out. Pet owners are encouraged to pay their renewal, which was due on 10 April 2023.

Council has received 41 surrendered dogs and cats since the start of the year. Pet owners are encouraged to address any behavioural problems as they arise and to consider desexing their pet to avoid any unwanted litters.

## **Sustainability**

### **Asbestos Investigation**

- Council has engaged a forensic investigator to undertake a thorough investigation of matters relating to asbestos as outlined in the Commission of Inquiry Report. This investigator will be on site at a number of our locations as well as undertaking broader research and investigation over the next couple of months. We have broadened the remit to be both investigative as to past incidents/occurrences as well as advising us on future best practice to ensure we are managing all risk and preventing future occurrences.

### **Other Key Achievements**

- EV Charging Station at Federation Park, Cobram commissioned and utilised
- Department of Transport and Planning agreed to work with Moira Shire Council and Dutch Thunder Wildlife Rescue & Rehabilitation to install awareness signage for wildlife
- Cell 9 works completed at Cobram Landfill
- Tungamah Transfer Station clean up permits submitted (Planning)
- Transfer station Toolbox meetings continue on a regular basis
- Roadside pest plant and animal control works continue, including mapping of new areas post-flood event
- Goulburn Broken Partnership Team Meeting
- DEECA Natural Environment Program Meeting – Planning
- Over 200kg of fluorescent tubes (6-months' worth) were collected for recycling
- over 40 entries have been received for the Active in Nature Competition with over 50% being from Cobram's Quinns Island
- Transfer station upgrades construction complete at Numurkah, Nathalia & Cobram – signage and bin installation planned for May. Construction works commenced at Barmah, St James, Yabba and Strathmerton.

### **Top Priorities**

- Rural Tree Scheme EOI for 2023
- Western Composting tour with Cobram Garden Club and a tour planned for Council waste staff and transfer station operators
- Application to SV for Circular Economy Household Education Fund Round 3 – Resale shops at Cobram and Numurkah and Tele-handler.

### **Upcoming Areas of Focus**

- Rural Tree Scheme, 2022 – participants can collect plants as of May
- Clean up at Tungamah transfer station
- Moira Waste Information App having an update; including a new calendar on Council's website
- Transfer Station Upgrade – at construction stage (8) sites. Glass and organic bins with signage and hard stands inclusive of engagement plan.

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**Graham Henderson – Acting Director of Infrastructure Services**

**Operations**

Works include:

- Shoulder maintenance grading in the eastern half of the municipality.
- Maintenance grading of unsealed roads is progressing across the municipality.
- Treatment of edge drops on sealed road shoulders.
- Replacement of culverts on rural roads is continuing and expect to finish this year's program by end of May.
- Shoulder strengthening works for the widening of the sealed pavement of Loofs Road has commenced and is due to finish by next week weather permitting.
- Sandmount Road Pavement Rehabilitation works between Hendys Road and Lorenzs Road is due to finish next with the road being sealed end of this week. This will see the road reopen to traffic next week.
- In Numurkah, Olivia Court pavement reconstruction works is due to be completed by next week.
- The intersection improvement works at the Numurkah Rd / Hendys Rd/ Sandmount Rd is now completed and the intersection reopen to traffic. These works were undertaken by Department of Transport on behalf of Council. Works to commence this week to replace the existing south side footpath in Punt Road, Cobram between Station St and Sydney Street.

Challenges:

- Wet weather over the Easter Holiday Period has impacted delivery of works by causing delays in works being completed.

**Planning**

There was an increase in the number of Planning Permit applications received in March. The Planning Team is continuing to process around 50% of applications within the sixty day timeframe as they continue to work through a backlog of older applications.

**Building**

The Building Department have continued to have a busy month, Building Applications continue to be steadily received, with the on flow of mandatory building inspections of which over 126 inspection have been carried out for the month March, keeping the Department busy.

Over 500 reminder letters were sent out to owners of swimming pools and spas who are due to have their certificate of compliance for the safety barrier lodged with Council by 1 June 2023

The Building Application for Stage 2 of the Library project was approved.

**Parks, Recreation and Facilities**

Works Include:

- Thompson's Beach toilets have been refurbished
- Wunghnu Toilet block – new drop in design, landscaping still to be completed
- New cleaning contractor – transition has been good, cleaning quality has improved
- Yarrowonga Splash Park in the final stages of completion – looking at mid-May
- EC Griffith Cup – Jet boat races on Lake Mulwala – clean up after the event
- Yarrowonga Yacht Club regatta – this coming weekend
- Flood recovery works on 3 ovals Tungamah, Katamatite & Strathmerton (Verti-draining)

Challenges:

- Ongoing shortage of staff numbers
- Advertising for staff and lack of applicants or the qualifications of them.
- Weather conditions starting to change
- Allocating time off for staff that have high annual leave balances

Meetings of Note:

- North East Water meeting to discuss water issues at Yarrawonga Showgrounds

**9. PUBLIC QUESTION TIME**

Summarised Question	Response
<p>1. The development plan that was originally approved (21/12/2009) for the property now known as Green Palms required the installation of construction of a right hand turning lane, and of a <u>public</u> pedestrian link between the village and the existing off road shared path along the Cobram - Koonoomoo Road as per VICRoads. When will these permit conditions and others I have not raised here be enforced?</p>	<p>1. Planning Permit TP0900205 was issued on the 15<sup>th</sup> January 2010 and subsequently amended on the 30<sup>th</sup> June 2011 by changing the use from residential village to camping and caravan park.</p> <p>The permit has been reviewed and there is no requirement for the provision of a right hand turning lane.</p> <p>The permit required an agreement to be entered into under Section 173 of the Planning &amp; Environment Act 1987 to provide for “a road and pedestrian/cycle network that provides efficient access to adjoining residential areas, community facilities, business areas and open space.”</p> <p>It is noted that a pedestrian link has been provided from the site directly east to the public network at the Cobram-Koonoomoo Road.</p>
<p>2. Given Councils commitment to environmental sustainability I would like to know why the residents of Green Palms and Oasis homes are only provided with a single rubbish bin each and are unable to separate their general waste and recycling like other Council residents?</p>	<p>2. As both Green Palms and Oasis Village are rated as a commercial business, kerbside bins are not a mandatory service. If the property is on a collection route (which they both are), they have the option of arranging a kerbside collection service through Council.</p> <p>This is up to the property owner. If residents are requesting a recycling service, they will need to contact their property manager/owner.</p> <p>Council are more than happy to offer this service to the residents of Oasis Village and Green Palms at the request of the property owner. Please note: an annual charge for a 204lt kerbside recycling bin is \$130.40, which is collected fortnightly.</p>
<p>The Library Redevelopment Project on the Town Hall Site started with an estimated cost of \$2.8 million in 2018 and is now likely to cost in excess of \$8 million. The Initial Living Libraries Grant was tied to upgrading an existing building. This project</p>	<p>The Yarrawonga Library development is a high priority project for Moira Shire Council. The site is locked in and there has been significant work already undertaken with a number of specialists and experts including the lead</p>

<p>has been mismanaged and lacks community users input into the design for the Town Hall upgrade. Can the builders and architects contracts be re-negotiated allowing the Living Libraries Grant funding be used to upgrade and extend the current Yarrowonga Library by adding a second level and building over the car park as suggested by members of the community &amp; a former Councillor in 2019? Thus, saving the Moira Shire Council from wasting millions of dollars.</p>	<p>Architect.</p> <p>A range of funding sources are being utilised in the design and construction of this facility and Council is working with the funding providers to ensure funding is appropriated through the design and construction process in the correct way. The budget reflects the significance of this public resource and the nature of the environs/site in Yarrowonga.</p>
<p>1. What's the purpose of this site (library) and what functions should it fulfil?</p> <p>2. Will Council agree to hold a public meeting in the Yarrowonga Town Hall to explain the "Library" project status to the wider community, and answer questions from the floor?</p>	<p>1. Information about the scope and nature of the library, and the functions it will house, have been made available and over the engagement in the next stage of delivery more will be provided.</p> <p>2. Council is unable to hold any meetings in the Town Hall due to safety restrictions. Council would be breaching laws to do so.</p>
<p>1. Will Council now convene a Public Meeting to rectify this prior to proceeding any further with the Library Project?</p> <p>2. Where are the tables, chairs &amp; all the equipment from the Yarrowonga Community Hall?</p>	<p>1. Council will undertake engagement for the remainder of the project regarding the Library and Town Hall projects which will include a range of forums for members of the public/community targeting present and future/potential user groups. More information will be provided by Council as the engagement is arranged.</p> <p>2. Service-able equipment from all Council facilities is utilised in a central pool of resources and future Council facilities are resourced accordingly.</p>
<p>1. Can the Yarrowonga Residents meet with the architects on the Library/Town Hall site before their presentation? so that user groups can explain again what they require to make the project work for the community.</p> <p>2. What would it cost to cancel the whole project and start again? maybe even a green field site with room to expand and showcase a decent Library, not one poked in a corner with no outdoor space or parking.</p>	<p>1. The session that Council is facilitating with the Project Architect will involve a discussion such that the needs of a range of users can be addressed. Noting that this session will be one of a number of forthcoming engagements about the Library/Town Hall site.</p> <p>2. Council is committed to constructing a Library on the current site. There are contractual obligations and significant work has already been undertaken. While there will be opportunity for further engagement unfortunately the site is not part of this scope.</p>

**MOTION**

That council change the order of business and consider item 10.1.2 Quarterly Budget Review – March 2023 first followed by item 10.1.1.

(CARRIED)



FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 11.1.1  
(FINANCIAL ACCOUNTANT, ANDREW  
WILSON)  
(CHIEF FINANCE OFFICER, MATT JARVIS)

## QUARTERLY BUDGET REVIEW - MARCH 2023

### Executive Summary

The October 2022 flood event continues to have an impact on Council's accounts. In addition to \$1 million Council Flood Support funding already provided by the Victorian Government. Council has made its first claim under the Disaster Recovery Funding Arrangements, it is expected a further two claims will be made prior to 30 June 2023. The financial impact of asset (road) reconstruction and other community recovery activities are being assessed.

### **Income Statement**

There has been a decrease in the forecast budget surplus from \$2.96 million in the Adopted December 2022 Quarterly Forecast to a surplus of \$0.82 million in the Proposed March 2023 Quarterly Forecast. The main impact has been the reduction of Capital Grant income due to delays in completing grant funded projects and the corresponding deferral of the income received until such time that Council has satisfied the performance obligations contained in the funding agreement.

### **Balance Sheet**

The Balance Sheet of Council continues to remain in a financially health position with current assets 2.4 times current liabilities. Strong reserves are set aside to pay for the \$21.14 million dollars of budgeted capital works for 2022/23.

### **Cash Flow**

The cash position of Council continues to remain strong. As at 31 March, Council held \$59.3 million in Cash and Term Deposits.

### **Capital Expenditure**

The proposed capital works forecast for March 2023 is \$21.14 million compared to the Adopted December 2022 Quarterly Forecast of \$25.71 million. Year to date spend at the end of March 2023 is \$9.9 million with a further \$12.11 million in outstanding commitments.

### The Administrator adopted the Motion

That the Council:

1. Adopt the forecasts for the 2022/23 financial year contained in the March 2023 Quarterly Budget Review; and
2. Note the Environment Upgrade Agreements quarterly performance report.

(CARRIED)

FILE NO: F21/395  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 11.1.2  
(FINANCE MANAGER, BEAU MITTNER)  
(CHIEF FINANCE OFFICER, MATT JARVIS)

## MOIRA SHIRE COUNCIL DRAFT BUDGET 2023/24

### Executive Summary

This report requests Council's approval to seek community feedback on the Draft 2023/24 Budget.

If approved,

- The Draft 2023/24 Budget will be available for public inspection at Council Service Centres and on council's website from **Thursday 27 April 2023**.
- Members of the community will be invited to view and provide feedback on the Draft 2023/24 Budget by **Friday 19 May 2023**.
- Council will consider any feedback before considering a recommendation to adopt the 2023/24 Budget with or without amendments at the Scheduled Council Meeting to be held on **Wednesday 28 June 2023**.

The timelines will ensure Council fulfils its obligation to adopt the Annual Budget by 30 June 2023, in accordance with the *Local Government Act 2020*.

### The Administrator adopted the Motion

That Council:

1. Accept the Draft 2023/24 Budget.
2. Authorise the commencement of the community feedback process for the Draft 2023/24 Budget and in doing so:
  - Receive community feedback until Friday 19 May 2023; and
  - Consider adoption of the 2023/24 Budget at the scheduled Council meeting 4.30pm on Wednesday 28 June 2023 with or without amendment.

(CARRIED)

FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 11.1.3  
(FINANCE MANAGER, BEAU MITTNER)  
(CHIEF FINANCE OFFICER, MATT JARVIS)

## CONTRACTS AWARDED UNDER DELEGATION REPORT

### Executive Summary

Council's *Instrument of Delegation to the Chief Executive Officer* was adopted on 27 October 2021 which provides a delegation to the CEO to award contracts up to the value of \$350,000.

The Procurement Policy (adopted 27 October 2021) requires purchases between \$150,001 (exc GST) and \$350,000 (exc GST) to follow an advertised RFQ (Request for Quote) process.

This report lists all contracts awarded under delegation for the first quarter of the 2022/2023 financial year.

In accordance with Section 108 of the *Local Government Act 2020*, Council adopted a Procurement Policy ('Policy') on 27 October 2021. One of the Policy's objectives is to achieve an outcome of 'High standards of probity, transparency, accountability and risk management'.

Council's Instrument of Delegation to the Chief Executive Officer was also adopted on 27 October 2021 which confirms a delegation to the CEO to award contracts up to the value of \$350,000.

Appendix A of the Policy requires purchases between \$150,001 (exc GST) and \$350,000 (exc GST) to follow an advertised RFQ (Request For Quote) process.

The below table lists the contracts awarded under delegation since 1 July 2022 to 31 March 2023.

Contract No.	Contract Details	Value exclusive of GST	Awarded to
C018/22	Construction of Shared Footpath Murray Valley Highway Yarrowonga	\$145,884.15	O'Loughlin Excavation July 2022
C006/22	Provision of Security Services for Council Buildings & Assets in Cobram and Yarrowonga	\$25,218.78 p.a.	Premier Protection Services (Australia) Pty Ltd
C012/22	EV Charger Station Supply & Installation – Federation Park Cobram	\$50,729.99	Cobram Electrical & Data Pty Ltd
C021/22	Workplace Health & Wellbeing Program (3 years)	\$230,880	Align Work Health Pty Ltd
C022/22	Supply and Delivery of One (1) Backhoe Loader	\$209,000	JCB Ballarat
C023/22	Supply and Deliver of One (1) 3m3 Extra Cab Tip Truck	\$122,541.07	Daimler Trucks Laverton
C028/22	Kerb & Channel and Footpath Works, Bolts Road, Yarrowonga	\$286,395.33	Miller Pipe & Civil Pty Ltd

### The Administrator adopted the Motion

That Council note the report on contracts awarded under delegation for the first three quarters of the 2022/2023 financial year.

(CARRIED)

FILE NO: F13/771  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 11.1.4  
(PROPERTY ADMINISTRATION OFFICER,  
LYNDA TINKER)  
(CHIEF FINANCE OFFICER, MATT JARVIS)

## RECOVERY OF UNPAID COUNCIL RATES AND CHARGES

### Executive Summary

It is recommended that legal proceedings commence to sell 5 properties as detailed in the body of this report for the purpose of recovering unpaid Council rates and charges in accordance with Section 181 of the *Local Government Act 1989* and Section 114 of the *Local Government Act 2020*.

All other avenues of collection have been exhausted; the use of Section 181 of the Act is considered a last resort.

Often communication by Council of the intention to sell generates payment of the rates avoiding the sale of property from occurring.

### The Administrator adopted the Motion

That Council approve the commencement of legal proceedings in accordance with Section 181 of the *Local Government Act 1989* and Section 114 of the *Local Government Act 2020* on five properties detailed within this report.

(CARRIED)

FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 11.2.1  
(SENIOR GOVERNANCE OFFICER, NANCY  
MUSTICA)  
(ACTING DIRECTOR CORPORATE  
GOVERNANCE AND PERFORMANCE,  
AMANDA CHADWICK)

## APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER

### Executive Summary

Moira Shire Council's Chief Executive Officer (CEO) is currently on extended leave and as a result Council is required by the *Local Government Act 2020* to appoint an Acting Chief Executive Officer. It is recommended that Council extends the current Acting CEO arrangement with Joshua Lewis until 31 May 2023.

### The Administrator adopted the Motion

That Council appoint Joshua Lewis as the Acting Chief Executive Officer of Moira Shire Council from 29 April 2023 to 31 May 2023.

(CARRIED)

**FILE NO:**  
**1. A WELCOMING AND INCLUSIVE PLACE**

**ITEM NO: 11.3.1**  
**(CASUAL ADMINISTRATION SUPPORT OFFICER, MELODIE HAWKINS)**  
**(ACTING DIRECTOR SUSTAINABLE COMMUNITIES JANET MARTIN)**

**COMMUNITY STRENGTHENING GRANTS PROGRAM - MAJOR GRANTS - ROUND 1 - 2022/23**

**Executive Summary**

The 2022/23 Community Strengthening Grants (CSG) program has a total budget of \$185,000 and is offered via five streams:

1. Major up to \$10,000 (up to two rounds per annum);
2. Quick Response up to \$1,000 (always open);
3. Quick Response up to \$5,000 (always open)
4. Coronavirus Community Recovery Grants up to \$2,500 (one round); and
5. Triennial Grants

To date we have currently distributed a total of \$49,475 through the CSG program. Details of allocations are as follows:

<b>Stream</b>	<b>Applications Received</b>	<b>Successful Applications</b>	<b>Amount Allocated</b>
Major*	1	1	\$11,000
Quick Response	24	18	\$33,490
Coronavirus Community Recovery	5	2	\$4,985
<b>Total</b>	<b>30</b>	<b>21</b>	<b>\$49,475</b>

*\*Council approved in previous financial year, however due to internal delays the payment was not made until this financial year.*

Round One of the 2022/23 CSG Major Grant rounds was open for applications via Smarty Grants between January and March 2022. Council received 11 applications in this current round. Seven of the applications passed the pre-eligibility stage and progressed to assessment. Following assessment, seven are recommended for funding at a total cost of \$48,363.

**The Administrator adopted the Motion**

That Council fund seven projects totalling \$48,363 under the Community Strengthening Grants Program - Major Grants - Round 1 - 2022/23.

(CARRIED)

FILE NO:  
3. A CLEAN GREEN ENVIRONMENT

ITEM NO: 11.3.2  
(COORDINATOR WASTE MANAGEMENT  
SERVICES, RAY TREVORAH)  
(ACTING DIRECTOR SUSTAINABLE  
COMMUNITIES JANET MARTIN)

## WASTE SERVICES COLLECTIVE HUME TENDER AWARD

### Executive Summary

This process relates to Council's participation (via MOU) in the "Resource Recovery Collective – Hume", a regional collaborative tender for waste, recycling and resource recovery services. It seeks Council's endorsement of the recommendations from the appointed tender evaluation panel. All services will be for an initial 7.5 year period, with an option to extend for a further 7.5 years.

North East and Goulburn Valley Waste and Resource Recovery Groups (NE&GVWRRG) jointly sponsored and facilitated a collaborative tender process to procure kerbside collection and processing services of general waste, commingled recyclables, organics and glass for Local Government Councils and Alpine Resort Management Boards (Participants) within their respective Regions.

The Project is known as the Resource Recovery Collective – Hume (Project). On 1 July 2022 the Waste and Resource Recovery Groups transferred to DELWP as part of Recycling Victoria and therefore DELWP maintained sponsorship and continuity of the project. Council representatives attended and participated in meetings and were active members of the evaluation of the tenders.

The evaluation weightings had been agreed prior to tender release, published to the market in the tender invitation and recorded in the Evaluation Plan. The weightings applied differed slightly between Collections and Processing/Disposal services as per the table below, however price remained at 30% for both

### The Administrator adopted the Motion

That Council:

1. Award the schedule of rates contracts to the following contractors as per the Collaborative Procurement Evaluation process for an initial term of 7.5years with the option to extend for a further 7.5years

Vendor	Service
Cleanaway	Kerbside Collection
Cleanaway (Albury)	Comingles Recycle Processing
Western Composting	FOGO Processing Services (Food Organics Garden Organics)
Cleanaway (Albury)	Glass Processing

2. Authorise the Chief Executive Officer to enter into negotiations with the preferred contractors and to sign and seal the contract documents and to approve contract extensions within the provisions of the contracts.

(CARRIED)

**11. ACTION OFFICERS LIST**

NIL

**12. NOTICES OF MOTION**

NIL

**13. PETITIONS AND JOINT LETTERS**

NIL

**14. COUNCIL SEAL**

NIL



**FILE NO: VARIOUS**

**ITEM NO:**

**URGENT BUSINESS**

Nil

**15. MEETING CLOSE: 5.46 PM**

# 45-day Administrator Report to Moira Shire Council

**From: John Tanner AM, Administrator**

**Date: 26 April 2023**

## Preamble

I table this report as a high-level record and observation of my first 45 days as Administrator of the Moira Shire Council. My appointment to the position was on 10 March, 2023 for a period of ninety (90) days or until such time as a panel of administrators was appointed for the Council, whichever occurs earlier.

The terms and conditions of the appointment are fixed by the Minister for Local Government in accordance with section 7(e) of the *Local Government (Moira Shire Council) Act 2023*.

## Introduction

It has been my privilege to work with the Council staff and with many Moira residents across most of the Shire over the past 45 days in my role as Administrator. This role, in effect, is that of the Mayor and the Councillors who were replaced under an Act of Parliament on 10 March, 2023.

As I said in taking up the position, my focus has been on two specific areas -

- ensuring Council services are delivered effectively, and
- the health and wellbeing of staff.

I have been committed also to strengthening engagement and relationships between the community and the Council. This is in line with the recommendations of the Commission of Inquiry into the Council and also the Council's Plan for 2021-2025, which seeks to provide the framework to support Council decisions on budget allocation and service delivery.

My resolve to embark on these commitments is also founded on the annual Local Government Community Satisfaction Survey of all councils across the State which highlights that the perception of Moira Shire Council, and its services is at an all-time low. The latest 2023 figures, which are yet to be published, show a further decline on the 2022 figures against a steady decline over the past 10 years, most notably since 2021. Of particular concern to me were the declines in all nine (9) performance measures, including consultation engagement, customer service, Council direction, overall performance and value for money.

These results and other factors highlight there is a lot to be done. However, I'm buoyed by my observations that the Council will have the capabilities with its staff and their many initiatives to not only address them, but to make significant changes.

This is why, I have approached my role with the purpose of establishing a 'reset' period until the Panel of Administrators for the Council is appointed by the Victorian government in June.

It is my desire to ensure my period lays down the foundations for the Panel to effectively carry out its duties in framing the council (i.e., services and its people) as one of the best in the State in readiness for the 2028 Council elections; in effect, a 'rebranding of what and how we do things.'

It is also important to note that throughout this period I have been ably assisted by Acting Chief Executive Officer Joshua Lewis, who was seconded from his role as Director of Infrastructure Services.

On a final note, I also wish to record my personal condolences to the families involved in the fatal collision at Strathmerton on 20 April. This has been the worst road incident experienced in the Shire. All measures will now be undertaken by the Council to assist the families affected by the collision, as well as to ensure improvements are made as a priority to this intersection on the Murray Valley Highway to make it as safe as possible to travellers.

### **Focus on staff**

As with any change, a focus on staff and their wellbeing is an essential priority. The staff have not only had to work through the findings and recommendations of the Commission of Inquiry into the Shire's operations, but also on ensuring that Council services are not compromised.

To this end, I have now met with the majority of our staff in all areas of our operations and listened to their key needs to enhance their roles and our services. I commend them on the way they are approaching their tasks and on the dedication of a number of them to ensuring support services are there to assist any of their fellow-employees with their wellbeing. A highlight of this engagement has been the identification of 39 staff who have reached key service milestones in their employment, ranging from five (5) years to 25 years. Certificates of services and appreciation will be presented to them at a key staff function on Thursday 27 April, 2023.

The staff have also identified important needs and improvement to their roles. These are now being assessed for integration into their work and the Council's operations. It cannot be overemphasised that no employee can operate effectively and efficient without having strong and supportive management processes in place, as well as the confidence of being able to 'speak up' and be 'listened to' in carrying out their roles.

Complementing this 'improvement approach' is a 'competence framework' based on the Council's Values. This will be introduced in the near future. As a result of the Commission of Inquiry we will also continue to review all aspects of the organisation with the aim of providing better outcomes for our operations.

These initiatives will not only enhance the wellbeing and efficiency of the Council's internal operations, but also provide the means by which the administration communicates which behaviours are required, valued, recognized and rewarded by staff. They will ensure staff, in general, have a common understanding of the Council's values and expected excellent performance behaviours.

### **Meeting the community**

Outside the internal operations, I have also focussed on an external engagement initiative, seeking to meet as many community leaders and community groups as possible.

This has extended to the media via media releases and interviews to ensure the broader community understands my commitment to 'getting on with the job' and the focus on 'continuity of shire business operations and decision making'. The interviews and media coverage have included the Numurkah Leader, the Cobram Courier, the Yarrawonga Chronicle, the Central Murray Informer, Shepparton Advertiser and Shepparton News, as well as ABC radio (Shepparton)

The community engagement initiative also has been based on the principle of listening and making commitments to address the issues that have been raised in an open, transparent and accountable manner. Being 'customer focussed and responsive' can only be achieved if we have 'transparent and accountable' governance.

From these meetings we have established a program to not only seek to 'reset' our operations, but also 'reignite' them to achieve outcomes in consultation with relevant stakeholders. I have now had more than 20 meetings and have every confidence in the success of strategy on which I have embarked.

[Below is a number of key community advocacy initiatives on which meetings have been held as part of Meeting the Community program.]

### **Focus on community.**

As with all communities, there are significant initiatives which the Shire faces. All of them have an effect on residents, whether small or large, and many involve engagement with local and Ministerial parliamentarians and relevant government departments and agencies. Amongst these have been:

- Numurkah Flood Mitigation Implementation Plan – update presented to community meeting and subsequent meetings with community members on development initiatives.
- Yarrawonga Multisport Stadium - plans to build a two-court multi-use indoor sports stadium with the Yarrawonga-Mulwala Basketball Association.
- Murray River Group of Councils on water allocations and the effects of the last year's floods.
- Hazardous waste (asbestos) recovery plan – The Shire's plans to detect and eliminate traces of asbestos fragments from the Yarrawonga Transfer Station and potentially other stations.
- Community strengthening grants program – Round 1 of the Major Grants focussed on giving community organisations an opportunity to apply for funding for Arts and Culture, Community Events, Equipment, Environmental Sustainability, Health Promotion and Tourism.
- Strathmerton Community Steering Committee - Strathmerton Recreation Reserve - on progress for the construction of a pathway around the reserve.
- Cobram Willows Caravan Park – seeking connection to the town's sewerage system via a decision by Goulburn Valley Water.
- Other meetings have included those with Goulburn Valley Libraries Board, Goulburn Valley Community Leadership Academy (Fairley Leadership Program), Yarrawonga Community Action Group, Yarrawonga Mulwala Business Tourism, Yarrawonga Aquatic and Recreation Club, the Alexandra Park Club of Yarrawonga, Yarrawonga District Health, NCN Health (Nathalia, Cobram, Numurkah) (Ms Jacque Phillips, CEO).
- Meetings with the office of the Department of Local Government, the office of the Minister for Local Government (Hon Melissa Horne MP), Federal member for Nicholls (Sam Birrell MP), State member for Shepparton (Ms Kim O'Keefe), State member for Ovens Valley (Tim McCurdy MP), WorkSafe and IBAC.

### **Council meetings**

The effectiveness of the Council's performance rests with decisions by Council itself. As my role is 'the Council', I have made a commitment to maintain the Council's meeting dates to ensure decisions are made and initiatives activated. This commitment will be for all the scheduled Council meetings for the year.

The first Council meeting was held on 22 March and the second, an unscheduled meeting, on 30 March. The latter meeting was principally to ensure that various governance matters were in line with the function and operations of Council.

### **Conclusions**

I would firstly like to thank the Executive Team and the Senior Leadership Team of the Council for their support and assistance during this period. Secondly, my thanks extends to all the staff who have made me welcomed and been forthright in sharing their views with me on how to enhance the operations of Council, the administration and their roles.

As with any organisation which has gone through change, there is a lot of work to be done. This said, the administration is now focussed on enhancing its commitments to effectively delivering Council services and their roles in ensuring this is done efficiently.

The Council is seeking to be the best in Victoria. I believe this can be achieved within the period of Administration with the new operations budget and the strategic objectives of being customer focussed and response, as well as transparent and accountable.

On a final note, I would like to recognise the significance of Anzac Day to the municipality and the commemorative ceremonies which have been held throughout the Shire. The sacrifice of servicemen and women is deeply etched in this community, as it is with all communities in Australia, especially those in regional areas. It was my privilege to have been invited to participate in some of the ceremonies, as it was with other members of the administration, in paying our respects to all those who have served and those who gave their lives.