



## MINUTES

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

The meeting commenced at 4:30 PM.

**PRESENT** John Tanner AM – Chair Administrator  
Suzanna Sheed – Administrator  
Graeme Emonson – Administrator

**IN ATTENDANCE:** Josh Lewis Acting Chief Executive Officer  
Damien Burton Acting Director Infrastructure Services  
Janet Martin Director Sustainable Communities  
Amanda Chadwick A/Director Corporate Governance & Performance  
Matt Jarvis Chief Financial Officer  
Nancy Mustica Senior Governance Officer  
Deidre Andrews Acting Manager Sustainability  
Andrew Bohn Project Manager

### 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 – 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, 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**

Chair Administrator Tanner requests a leave of absence from 14 – 18 August 2023.

**MOTION**

ADMINISTRATORS GRAEME EMONSON / SUZANNA SHEED

That Chair Administrator Tanner's leave of absence be granted from 14 – 18 August 2023.

(CARRIED)

**MOTION**

ADMINISTRATORS SUZANNA SHEED / GRAEME EMONSON

That Administrator Graeme Emonson be appointed as chair from 14 – 18 August 2023.

(CARRIED)

**5. DISCLOSURE OF CONFLICTS OF INTEREST**

Nil

**SUSPENSION OF STANDING ORDERS**

ADMINISTRATORS GRAEME EMONSON / SUZANNA SHEED

That standing orders be suspended.

(CARRIED)

Presentation of certificates to Order of Australia Medal recipients.

Mr Francis Wallace

Mr Leo Powell

**RESUMPTION OF STANDING ORDERS**

ADMINISTRATORS SUZANNA SHEED / GRAEME EMONSON

That Standing Orders be resumed.

(CARRIED)

## 6. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

### MOTION:

ADMINISTRATORS SUZANNA SHEED / GRAEME EMONSON

"That the minutes of the Scheduled Council Meeting held on Wednesday, 28 June 2023 and the minutes of the Unscheduled Meeting of Council held on Tuesday, 18 July 2023, as presented, be confirmed."

(CARRIED)

## 5. CHAIR ADMINISTRATOR ADDRESS

Moira Shire Council Chair of the Panel of Administrators John Tanner AM gave a short opening address to the meeting, highlighting several important events and acknowledgments.

He and the other members of the Panel of Administrators Suzanna Sheed and Dr. Graeme Emonson PPSM presented Certificates of Acknowledge on behalf of the Council to Cobram's Francis Wallace and Yarrawonga's Leo Powell for receiving an Order of Australia Media (OAM) during the King's birthday Honours List. Mr. Wallace was recognized for his service to the community through a range of roles, including with Moira FoodShare, Invergordon Football Club and Invergordon Fruit Growers Corporation. He was previously honoured with the Citizen of Distinction Award from the Rotary Club of Cobram in 2011.

Mr. Powell was recognised for his service to the Moira Shire community and, in particular, his contribution to the Moira FoodShare, as well as being named Yarrawonga's top citizen in 2016 by the Moira Shire Council in recognition of his list of volunteering services, ranging from the Yarrawonga Neighbourhood House, to the Tarrawonga Mulwala Mixed Probus, the Yarrawonga Primary School and other community services as well as to the Mulwala Football Netball Club social club where he was president for 10 years.

Mr. Tanner also highlighted the number of Rotary and Lions Club events he and other Administrators attended during the important Presidential change-over proceedings of the clubs. He paid tribute to the 'stand-out' services the clubs provide in the Shire and the work and contributions they make to local communities.

With Barmah community meeting on flood recovery, Mr. Tanner stressed the importance of the Barmah meeting to addressing the issues of the floods and their management. The issues covered levee systems, drainage, sandbagging and the lack of engagement with local people as well as communication. He guaranteed the Council's commitment to greater communication in the future to ensure the 'community's voice' was heard and advice shared in decision-making and initiatives.

Mr. Tanner also pointed out that despite the cancellation of the Commonwealth Games, the Shire should be proud that the Tri-state games would be held here for the second time. The Games will be held in Cobram and Barooga from November 12 to 17 this year.

The Games provide people with a significant/profound disability from Victoria, New South Wales and South Australia to come together annually to compete in sporting activities and competition. There will be a main-street parade of the participants and their helpers in Cobram as part of the celebrations.

However, like all events it needs support. Mr. Tanner called on the community to 'spread the word' on the Games and to come together to volunteer and assist with the activities to ensure their success.

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## 6. DIRECTOR REPORTS

### Mr Josh Lewis – Acting Chief Executive Officer

#### Numurkah Flood Mitigation

Earlier this month the Numurkah Flood Mitigation Implementation Committee again came together to be updated on this important project.

Native vegetation impact and cultural heritage assessments are well underway and Council strives to achieve an ambitious target of commencing construction on Stage 1 of the project this financial year.

I extend my thanks to the Implementation Committee for their continued diligence and commitment to project and look forward to engaging with the Numurkah Community more broadly in the near future to explore preferred landscaping treatments to areas of the levee.

#### Development Approvals

Council continues to process large number of development applications and it is fantastic to see continued investment in Moira.

Council staff are currently exploring ways in which we can streamline the development approvals process and improve communication – it is expected that we will start to see the benefit of this work as of August 2023 which is expected to provide assurance and certainty to developers along with encouraging further development across the municipality.

#### Road Safety – Risky Behaviour

At the end of this month Council will have the opportunity to meet with the Hon. Melissa Horne MP, Minister for Roads and Road Safety as we strive for ever improving road safety throughout the municipality, working collaboratively with State Government and all related authorities. A focus of this discussion will be improvements to the intersection on Labuan Road with the Murray Valley highway along with positioning Moira Shire as a leader of road safety for local government.

Concerningly, Council has collected data which has shown that road users of Moira Shire are engaging in risky behaviours that undoubtedly place the safety of all road users at risk. I stress that this is deliberate decision making where individuals are choosing to save a few seconds in travel time in lieu of proper road use, thus risking not only their own life, but the lives of others.

This must stop.

I therefore implore all road users of the need to abide by the road rules and do everything possible in keeping our Community safe out there on the roads.

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

#### Recruitment

During June, Council advertised nine positions and appointed three new employees including an Administration Support Officer in the Building and Planning area, and a Leading Hand and Municipal Labourer in the Operations Department.

Two staff members exited the organisation during June.

#### Customer Experience

During June call volumes decreased by almost 20% with our Customer Experience Officers managing over 3,300 incoming telephone calls through our Call Centre. Council staff entered over 3,800 new customer enquiries and requests for service.

Council are also currently refreshing our Customer Service Charter and Business Standards with a view to continuously improve our service delivery.

### **Insurance Renewal**

Council recently renewed the Insurance Membership Scheme with Civic Risk Mutual which not only provides access to competitive insurance renewal arrangements but provides the opportunity for Council to participate in a range of membership benefits including risk management protection and risk management support.

The focus of this support is the sharing of knowledge, experience and training to reduce risk. Funding and Study Assistance Grants are available through the scheme as well as a professional development program.

### **Mr Matt Jarvis - Chief Financial Officer**

#### **Moira Business Hub Mentoring Program Feedback**

The latest round of the business mentoring program in partnership with Moira Shire Council's Economic Development Team and Mark Bloodworth from Lifeblood Performance has come to a close. The program works with local businesses to identify common pain points and remove barriers to growth. Feedback received from a participant in the recent round of business mentoring noted a direct improvement in their management style, their staff's motivation and the overall profitability of their business.

#### **Startup/Shakeup & Click Regions Program**

Moira Shire Council's Economic Development team and North East Victoria's Startup Shakeup and Click Region communities, have partnered together to bring Moira Shire businesses a range of in-person and online business development programs during the year.

A number of workshops have already been held on topics such as social media strategies, business development insights, strategies and plans for growth and website functions and search engine optimisation. The next event is an online workshop on cashflow and understanding its importance to businesses. This online event is for tomorrow Thursday 27 July between 12pm and 1pm. Bookings are essential. To register, go to the Council website and search for 'startup'.

#### **Economic Development Project Fund**

Four grants to the total of \$25,000 were awarded to Moira Shire businesses as part of the Economic Development Project Fund. This grant program is designed to fund initiatives and infrastructure that increase employment by supporting local businesses within the municipality to grow and expand.

Examples of initiatives funded include the purchase of a commercial oven to increase the business' capability to produce food for day to day sales but also the emerging catering market, the purchase of an additional hoist to allow a business to employ a local mechanic and a power upgrade to enable a business to relocate to a new facility in order to sustain growth and expand the business.

### **Ms Janet Martin – Director Sustainable Communities**

#### **Tourism**

The feedback from tourism and retail operators is that Dollar Discovery Weekend was a great way to generate activity during what is the slowest time of year in this region. The sun shone and more than 60 businesses offered bargains.

The new Murray Farm Gate brochure has been released and is available at Visitor Information Centres and Visitor Information Points. In Tourism Marketing, we supported over 60 businesses

in the last month, reaching almost 11,000 people on Instagram and 200,000 on Facebook. Our paid digital advertisements engaged over 33,000 people.

### **Safety and Amenity Unit**

Council is seeking an enthusiastic and friendly Animal Management and Local laws Officer. This position is full time for a period of 2 years. Currently there are 594 overdue animal registrations, which were due on 10 April 2023. Pet owners are encouraged to pay their overdue animal registration or advise Council in writing if their pet's circumstances have changed. Council continues to receive numerous surrendered animals. Owners are encouraged to address behavioural problems.

### **Sustainability**

The Sustainability and Council's Green Teams are running a Plastic-free July morning tea on Thursday 27 July 2023 and we encourage members of the community to do the same. The 2023 Rural Tree Scheme currently has 71 interested participants ordering nearly 8,000 trees to be planted in 2024.

Staff have installed (interpretive signage) at the Glass and Organics drop-off points at Council's Resource Recovery Centres, which are soon to be known as Resource Recovery Centres as we move into a circular economy focus. At Cobram landfill what is known as Cell 9, a receptacle which can take landfill, is now complete and operational.

### **Community Wellbeing**

3 community organisations were funded a total of \$2,235 through the Community Strengthening Grants program in June. A Flood Recovery and Guidance session was held for the Barmah and surrounding communities on Sunday 23 July 2023. Services in attendance include ERV, SES, CFA, VicPol, GBCMA, GM Water and others.

Environmental health are up to date with mandatory assessments and Strathmerton Community Planning renewal is underway. To date there has been two community sessions held at the Mail Box Café with over 120 people participating in the process, and also a pop up session targeting young people that has seen 40 local youth complete the survey.

### **Mr Damien Burton – Acting Director of Infrastructure Services**

#### **Flood recovery – Infrastructure**

Full road inspection completed and defect log has been established.

Approximately \$20m of repair works has been identified.

Works have commenced on some of the priority roads, further pending claim approval.

Reconstruction funding is available over next 2 years.

Some roads in Lower Moira are back under water after recent weather.

#### **Numurkah Flood Mitigation**

Final detail design pending CHMP and Native Vegetation assessment

Community Consultation on landscape options for Rose Gardens and broader project – Likely Sept.

Construction stage 1 target early 2024.

### **Operations**

Reseal program – Programmed works commenced mid-July 2023, across the region aligned to the programme schedule.

Re-sheeting – Programmed works – have also resumed as weather conditions improve and ground stabilises – Booth road is expected to be completed early August 2023.

Routine Maintenance – Programmed works - Sealed and unsealed roads -

**Planning**

Planning Permit Activity Reporting indicates our Service Standard (required timeframes) improved by approximately 30% to 62.87% from FY2021/22 to FY2022/23, with indicators of further improvement for FY2023/24.

Average processing days to determination is 103.5 days compared to the Regional average of 127 days and the State average of 136.5 days.

Over the same period determinations have exceeded applications received. This is a reversal of the previous 2 year's trends indicators.

The Planning Department continues to evaluate process improvements and clear the backlog of applications.

The efforts of the Planning Department over this recent period is commendable as they strive for excellence in customer service.

**7. PUBLIC QUESTION TIME**

<b>Summarised Question</b>	<b>Response</b>
Can the shire waive all or part of the Yarrowonga Gala Ball \$650 cost of hall hire of the Numurkah hall?	Council seeks to fairly recover the costs of providing facilities and services from users through its fees and charges. Unfortunately the Eligibility for Waiver of Council Fees and Charges Policy does not apply to Community Managed Facilities including the Numurkah Hall.
Can council please advise the dollar (\$) amount of "cost shifting from State Government" they estimate they incurred in 2022/23 Financial Year?	<p>It is not possible to accurately quantify the dollar amount of cost shifting in the 2022-2023 year. 'Cost shifting' is a constant funding pressure faced by councils and occurs when Federal and State programs transfer service responsibilities to local government with insufficient funding or grants which do not keep pace with delivery costs.</p> <p>The Victorian State Upper House in May announced an inquiry into Local Government Finances which will examine councils capacity to deliver statutory obligations such as planning, environmental health, domestic animal management, school crossing supervision and strategic planning within the confines of prescribed fees and rate capping.</p>
I would like to know why the rezoning in 2010 of Green Palms in Ritchies Road from a Residential Village to a Caravan Park negates the requirement of the VIC Roads requirement for the developer to put in a right-hand turn lane for inbound traffic.	<p>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>
How is Moira Shire Council going to use government community grants to improve animal welfare in this community and also help improve standards to the companion pet act ?	We welcome applications for Community Grants that would benefit animals and also the owners of pets and animals in our community. We encourage people to go onto our website to look at the guidelines for applications for our community grants. People can reach out for assistance if there are particular standards they wish to improve through their application, to tailor the focus of their activities.



FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 10.1.1  
(INDUSTRY DEVELOPMENT OFFICER,  
LONNIE ODWYER)  
(FINANCE MANAGER, BEAU MITTNER)

## NUMURKAH CARAVAN PARK LEASE

### Executive Summary

Subject to Council and Ministerial approval, agreement has been reached between the parties on the terms of a new lease of the Numurkah Caravan Park. Matters which have been successfully negotiated to give clarity to the terms of agreement include responsibility for maintenance and trees, increased development obligations and the capital works spend to be performed over the term of the lease.

### MOTION

ADMINISTRATORS GRAEME EMONSON / SUZANNA SHEED

That item 10.1.1 Numurkah Caravan Park Lease be deferred until the August 2023 Scheduled meeting of Council to allow further refinement and consideration of the proposed lease agreement.

(CARRIED)

FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 10.1.2  
(PROCUREMENT OFFICER, LISA KNIGHT)  
(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 Chief Executive Officer (CEO) to award contracts up to the value of \$350,000.

This report lists all contracts awarded under the CEO delegation for the period 1 April 2023 – 30 June 2023.

### MOTION

ADMINISTRATORS SUZANNA SHEED / GRAEME EMONSON

That Council note the quarterly report for contracts awarded under delegation.

(CARRIED)

FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 10.1.3  
(PROCUREMENT OFFICER, LISA KNIGHT)  
(FINANCE MANAGER BEAU MITTNER)

**C010/23 - TRANSFER STATION SITE REHABILITATION - STRATHMERTON,  
TUNGAMAH AND YARRAWONGA**

**Executive Summary**

Moira Shire Council invited submissions from suitably qualified and experienced A-Class asbestos contractors to undertake the excavation and haulage of soil contaminated with asbestos from the Strathmerton, Tungamah and Yarrowonga Transfer Stations to a suitably licensed disposal site.

**MOTION**

ADMINISTRATORS GRAEME EMONSON / SUZANNA SHEED

That Council:

1. Award contract C010/23 – Transfer Station Site Rehabilitation – for the excavation and haulage of soil contaminated with asbestos from the Strathmerton, Tungamah and Yarrowonga sites to a suitably licensed disposal site, to tender applicant, Enviropacific Services Limited at a contract value of \$385,584.36 (excluding GST).
2. Authorise the Chief Executive Officer to sign and seal the contract documents.

(CARRIED)

FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 10.2.1  
(SENIOR GOVERNANCE OFFICER, NANCY  
MUSTICA)  
(ACTING DIRECTOR CORPORATE  
GOVERNANCE AND PERFORMANCE,  
AMANDA CHADWICK)

**COMMUNITY ENGAGEMENT - MOIRA SHIRE COUNCIL COMMUNITY AMENITY  
LOCAL LAW 2023**

**Executive Summary**

This report seeks Council's endorsement to commence community engagement on the draft Moira Shire Council Community Amenity Local Law 2023.

The power to create a new local law is defined by sections 73 & 74 of the *Local Government Act 2020* (the Act). The community consultation aspect is defined by Council's Community Engagement Policy. The current Local Law will cease in November 2023.

An internal review was conducted with various stakeholders and with the assistance of Macquarie Lawyers Council Officers would like the draft Moira Shire Council Community Amenity Local Law 2023 be made available to the public for consultation.

Once approval is granted the draft Local Law will be made available to view via our website and in our Service Centers for a minimum of 21 days. Council will engage with the community through a variety of the consultation activities to ensure adequate feedback before the proposed Moira Shire Council Community Amenity Local Law is considered for adoption at the scheduled meeting of Council in October 2023.

**MOTION**

ADMINISTRATORS GRAEME EMONSON / SUZANNA SHEED

That Council supports the commencement of a community consultation program on the draft Moira Shire Council Community Amenity Local Law 2023 in accordance with Section 73 of the Local Government Act 2020 and our Community Engagement Policy, subject to the following amendments:

Inclusion of a definition of reserves being included in the definitions section:

Update section 3.7(b) Use of Reserves to include 'other than a dog'

Update section 2.13(b) to remove 'being used by children'

Update section 2.13 to include a subsection (C) stating 'where a recreation vehicle is being used by a minor under the age of 18 years, the parent, guardian or person in charge of that minor must apply for and obtain a permit on their behalf'.

(CARRIED)

FILE NO: F13/493  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 10.2.2  
(SENIOR GOVERNANCE OFFICER, NANCY  
MUSTICA)  
(ACTING DIRECTOR CORPORATE  
GOVERNANCE AND PERFORMANCE,  
AMANDA CHADWICK)

## AUDIT & RISK COMMITTEE MEETING MINUTES 11 MAY 2023

### Executive Summary

The Audit & Risk Committee (the Committee) is an independent advisory Committee to Council. The primary objective of the Committee is to assist Council in the effective conduct of its responsibilities for financial reporting, management of risks and maintaining a reliable system of internal controls.

In accordance with the Audit & Risk Committee Charter, the minutes of the Audit & Risk Committee held on 11 May 2023 are attached.

The following reports were considered by the committee:

- VAGO Audit Strategy Memorandum and Interim Management Letter 30 June 2023
- Risk Register Report
- Fraud Risk Register Report
- Policy Register – Quarterly update
- Major Projects/Incidents and Legal Proceedings
- Internal Audit Report – Budgeting
- Status of Capital Works Carried Forward
- Quarterly Budget Review – March 2023
- Quarterly Claims Management Report – March 2023
- OHS Status Report
- Strategic Internal Audit Program Status Update.

The key recommendations from the Audit & Risk Committee is to refer these matters to Council for consideration and endorsement.

### MOTION

ADMINISTRATORS SUZANNA SHEED / GRAEME EMONSON

That Council:

1. Accepts the minutes of the Audit & Risk Committee meeting held on 11 May 2023; and
2. Note the recommendations contained within the reports.

(CARRIED)

FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 10.2.3  
(SENIOR GOVERNANCE OFFICER, NANCY  
MUSTICA)  
(ACTING DIRECTOR CORPORATE  
GOVERNANCE AND PERFORMANCE,  
AMANDA CHADWICK)

**APPOINTMENT OF ADMINISTRATORS TO MOIRA SHIRE COUNCIL CEO  
EMPLOYMENT AND REMUNERATION ADVISORY COMMITTEE**

**Executive Summary**

This report seeks Council approval to appoint Administrator Suzanna Sheed and Administrator Graeme Emonson PSM to the Moira Shire Council CEO Employment and Remuneration Committee. Chair Administrator John Tanner was appointed on 30 March 2023.

Section 45 of the *Local Government Act 2020* (the Act), requires Council to develop and keep in force a Chief Executive Officer Employment and Remuneration Policy to provide guidance and direction to the CEO Employment and Remuneration Advisory Committee that is comprised of Council representatives and an Independent Member.

**MOTION**

ADMINISTRATORS JOHN TANNER / SUZANNA SHEED

That Council appoint Administrator Suzanna Sheed and Administrator Graeme Emonson PSM to the Moira Shire Council CEO Employment and Remuneration Advisory Committee.

(CARRIED)

FILE NO: F769  
1. A WELCOMING AND INCLUSIVE PLACE

ITEM NO: 10.3.1  
(TEAM LEADER BUSINESS SUPPORT,  
COMMUNITY SERVICE DELIVERY, NATALIE  
MCDONALD)  
(ACTING DIRECTOR SUSTAINABLE  
COMMUNITIES JANET MARTIN)

## FLOOD RECOVERY UPDATE

### Executive Summary

In October 2022, a significant rainfall event occurred across the Goulburn/Broken Catchment from Wednesday 12 to Friday 14 October, with 48 hours rainfall total exceeding 200mm in some areas which caused widespread flooding. This resulted in the October 2022 Flood event experienced in the Moira shire.

The impacts of this event are expected to be long-lasting, affecting not only our physical infrastructure but also the social and economic well-being of our communities.

Moira Shire Council's Flood recovery team are working to support communities to successfully deal with the impacts of the flood event and by doing so, help build resilience and preparedness for future events.

### MOTION

ADMINISTRATORS GRAEME EMONSON / SUZANNA SHEED

That Council endorse the activities of the Flood Recovery Team, specifically the:

- The development of the Moira Shire Council Flood Recovery and Resilience Plan (and Action Plan);
- Flood and Disaster Recovery Survey;
- De-brief report to be completed by consultant;
- Flood Recovery and Resilience Community Grants; and
- Delivery of a range of Community Events.

(CARRIED)

FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 10.3.2  
(ACTING DIRECTOR SUSTAINABLE  
COMMUNITIES, JANET MARTIN)  
(ACTING CHIEF EXECUTIVE OFFICER,  
JOSHUA LEWIS)

## YARRAWONGA TOWN HALL REFURBISHMENT COMMITTEE - TERMS OF REFERENCE

### Executive Summary

The refurbishment and development of the Yarrawonga Town Hall and Library Precinct is a project that has run over several years. An Advisory Committee was established in 2018 for the Town Hall and Library Precinct that had a term of two years and has now lapsed several years ago.

As construction on the section of this Precinct that will function as a Library is underway, the focus is now on finalising the design and plans for the refurbishment of the Town Hall section. This includes the adjacent newly constructed spaces that will work with the historical Town Hall section of this precinct.

It is considered timely to create a Yarrawonga Town Hall Precinct Design Advisory Group with a focus on gathering a range of views to ensure that this facility (and spaces within) can be designed to be used by a broad range of groups over the lifetime of this Precinct. The Library section of the Precinct will not be within the scope of this Advisory Group as it is already under construction, as mentioned above. This is after considerable input to design from Goulburn Valley Libraries (GVL), who run the Library Service as well as other groups.

The attached Draft Terms of Reference have been circulated to senior staff and ELT members and suggested edits/comments included to create this version.

### MOTION

ADMINISTRATORS SUZANNA SHEED / GRAEME EMONSON

That Council:

1. Approve the Yarrawonga Town Hall Precinct Design Advisory Group – Terms of Reference, subject to the following amendments:

- Include consistent reference to the Advisory Group title
- Update section 4.1 (i) to refer to section 4.4 instead of 4.3
- Update section 4.1 (iii) to include 'Yarrawonga' in reference to the secondary colleges
- Remove section 5.2 in relation to the CEO having direct management of the Group
- Update section 8.5 to increase the Group meeting quorum to 50%
- Update section 9.1 to remove reference to 'August'.

2. Authorise the CEO to seek expressions of interest to fulfil the committee membership, to be later endorsed by Council.

(CARRIED)



FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 10.3.3  
(TEAM LEADER COMMUNITY AND  
RECREATIONAL DEVELOPMENT, CORRENE  
COOPER)  
(ACTING CHIEF EXECUTIVE OFFICER,  
JOSHUA LEWIS)

## YARRAWONGA MULTISPORT STADIUM FUND-RAISING COMMITTEE - TERMS OF REFERENCE

### Executive Summary

The purpose of the Yarrowonga Multisports Stadium Fundraising Committee is to assist Moira Shire Council through the planning, implementation and coordination of all fundraising activities to contribute to the development of the Yarrowonga Multisports Stadium.

### MOTION

ADMINISTRATORS GRAEME EMONSON / SUZANNA SHEED

That Council:

1. Approve the Terms of Reference of the Yarrowonga Multisports Stadium Fundraising Committee, subject to the following amendments:

Update the definition of Fundraising Committee to remove reference to the CEO  
Clarify that approval to appoint members will rest with Council, under section 4.2  
Update section 8.5 to increase the Committee meeting quorum to 50%.

2. Authorise the CEO to advertise for expressions of interest to fulfill the Committee membership, to be later endorsed by Council.

(CARRIED)

FILE NO:  
1. A WELCOMING AND INCLUSIVE PLACE

ITEM NO: 10.4.1  
(MANAGER CONSTRUCTION AND ASSETS,  
SCOTT CRAMER)  
(ACTING CHIEF EXECUTIVE OFFICER  
JOSHUA LEWIS)

## YARRAWONGA MULTISPORT STADIUM TOTAL PROJECT COST ESTIMATE

### Executive Summary

The Yarrowonga Multisport Stadium project is an inspirational initiative aimed at developing a state-of-the-art sporting facility in the town of Yarrowonga. The project aims to address the growing demand for high-quality sporting infrastructure and provide a versatile space for various sporting associations and recreational activities.

Moira Shire Council's strongly supports and recognizes the importance of this facility and has worked tirelessly to secure funding partners.

Moira Shire Funding partners include, the Federal Government – Community Development Grant Program with a contribution of \$3.3 million, Victorian Government - Better Indoor Stadium Fund \$2 million, the extreme generosity of a community fund raising campaign of \$750,000 delivered over a five-year period, and with the Moira Shire Council contributing the remainder of the project costings.

The existing Retardation Basin 5 captures the current drainage infrastructure for the Yarrowonga West communities and is at its maximum capacity. The upgrade of this infrastructure will ensure capacity availability for the community and future development.

### MOTION

ADMINISTRATORS SUZANNA SHEED / GRAEME EMONSON

That Council:

1. Note: an independent quantity survey for the Yarrowonga Multisport Stadium was completed in July 2023, with a projected construction cost of \$16.5 million with a construction methodology of construct only.
2. Note: A key component of this development is the upgrade of the existing Retardation Basin Stage 5 within the FY2024/25 budgeted capex programme. The Retardation Basin Stage 5 upgrade will commence construction be delivered in the first quarter of the FY2024/25 project schedule.

(CARRIED)

FILE NO:  
4. CUSTOMER FOCUSED AND RESPONSIVE

ITEM NO: 10.4.2  
(TEAM LEADER COMMUNITY AND  
RECREATIONAL DEVELOPMENT, CORRENE  
COOPER)  
(ACTING CHIEF EXECUTIVE OFFICER  
JOSHUA LEWIS)

## MOIRA SHIRE MEMORIALS AND PLAQUES POLICY

### Executive Summary

The current Moira Shire Memorials and Plaques Policy was adopted in October 2018, with a review date of October 2022.

The review process has been undertaken and a revised draft policy was developed for community consultation from 9th February to 10th March 2023. The Draft policy was then amended accordingly.

Additionally, the application and approval process has been streamlined to provide an improved experience for applicants.

### MOTION

ADMINISTRATORS GRAEME EMONSON / SUZANNA SHEED

That Council adopt the Moira Shire Memorials and Plaques Policy, subject to the following amendments:

Under the Assessment Section;

Update that final determination will be made by the CEO rather than the Manager of Parks, Recreation and Facilities; and

Remove the final paragraph in relation to unsuccessful applications being reviewed by the CEO.

(CARRIED)

FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 11.1.1  
(ACTING DIRECTOR CORPORATE  
GOVERNANCE AND PERFORMANCE,  
AMANDA CHADWICK)  
(ACTING CHIEF EXECUTIVE OFFICER,  
JOSHUA LEWIS)

## INDUCTION PROGRAM FOR NEW PANEL OF ADMINISTRATORS

### Executive Summary

The purpose of this report is to provide information regarding the induction program undertaken with the new Panel of Administrators.

Section 32 of the Local Government Act 2020 and Section 6 of the Local Government (Governance and Integrity) Regulations 2020 prescribes the matters to be addressed in an induction training program. The induction program was adapted for the Panel of Administrators to cover the following:

- The role of Council;
- The role of the Chair and Administrators;
- The role of the Chief Executive Officer;
- Any practices, protocols and policies in relation to the interaction between the Panel and members of Council staff;
- Overarching governance principles including the Governance Rules;
- The standards of conduct;
- Misconduct, serious misconduct and gross misconduct;
- The internal arbitration process;
- Engagement and reconciliation with traditional owners;
- Any other matters relating to governance and integrity which the Chief Executive Officer has determined should be addressed.

### MOTION

ADMINISTRATORS SUZANNA SHEED / GRAEME EMONSON

That Council note the induction program undertaken by the Governance Team with the new Panel of Administrators.

(CARRIED)

**FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE**

**ITEM NO: 11.1.2  
(ENVIRONMENTAL SUSTAINABILITY  
OFFICER - BIODIVERSITY, DEIDRE  
ANDREWS)  
(ACTING CHIEF EXECUTIVE OFFICER  
JOSHUA LEWIS)**

**GOULBURN BROKEN CATCHMENT MANAGEMENT AUTHORITY PARTNERSHIP  
AGREEMENT 2022-2027**

**Executive Summary**

The Department of Energy, Environment and Climate Action, Catchment Management Authorities and other catchment management partners are committed to working together to improve the management of land, water and biodiversity resources across Victoria.

The purpose of the Goulburn Broken Catchment Partnership Agreement is to strengthen coordination, collaboration and accountability, reduce duplication and provide clarity on roles and responsibilities between key catchment management partners.

**MOTION**

ADMINISTRATORS GRAEME EMONSON / SUZANNA SHEED

That Council endorse Moira Shire Council's commitment to the Goulburn Broken Catchment Management Authority Partnership Agreement 2022-2027 – signed by Acting CEO Josh Lewis 9/06/2023.

(CARRIED)

FILE NO:  
3. A CLEAN GREEN ENVIRONMENT

ITEM NO: 11.2.1  
(ACTING MANAGER - SUSTAINABILITY  
DEIDRE ANDREWS)  
(ACTING CHIEF EXECUTIVE OFFICER  
JOSHUA LEWIS)

## ASBESTOS INVESTIGATION AND REMEDIATION

### Executive Summary

This report constitutes one of a monthly update to the Administrators as to the investigation into the historical illegal dumping of asbestos containing materials (ACM) on Council land.

The independent investigator appointed by Council, Mr Brett Warfield from Warfield and Associates, is currently undertaking his investigation. Mr Warfield has also been given the remit of recommending preventative measures for Council so that such events do not recur in the future, such that Council has far improved systems, processes and preventative measures.

The vast majority (approximately 1600 cubic metres) of the asbestos under investigation is at Tungamah. It is noted that smaller amounts have also been identified at Strathmerton and Yarrowonga, approximately ten cubic metres for each site. It is, however, stressed that any amount of asbestos is unacceptable and we take all asbestos dumped on our property seriously.

The smaller amounts at Strathmerton and Yarrowonga Transfer Stations are likely to be through a community source as opposed to the mounds at Tungamah which are under investigation, with more information on this illegal dumping outlined in the recent Commission of Inquiry.

We encourage the community to be diligent in checking the materials that they deposit at our Landfill and Transfer Stations, no matter how small, particularly mixed with or obscured by other materials.

All three sites will be included in the remediation works to be commenced within the next month.

An interim report from the Investigator is currently being prepared and more work by the Investigator will follow thereafter, with the aim being to have the investigation finalised by mid-August.

The volume of information and material the investigator has needed to analyse has been notable and more than originally anticipated. While this is time intensive it is also positive; people have been forthcoming to the investigator and a range of information has been provided to Warfield and Associates.

Council's Request for Tender for the required remediation works closed on 7 June 2023. This has now been evaluated and appointment of the contractor will be considered by Council at the July Scheduled Council meeting.

The remediation works can now be undertaken due to the investigator having examined the sites and gleaned all information he can from them in situ.

The three Administrators have been briefed by senior Council Officers and the Investigator, Mr Warfield, following from an earlier briefing to the CEO and (then) independent Administrator.

**FILE NO:  
3. A CLEAN GREEN ENVIRONMENT**

**ITEM NO: 11.2.1  
(ENVIRONMENTAL SUSTAINABILITY  
OFFICER - BIODIVERSITY, DEIDRE  
ANDREWS)  
(ACTING CHIEF EXECUTIVE OFFICER  
JOSHUA LEWIS)**

**ASBESTOS INVESTIGATION AND REMEDIATION (cont'd)**

**MOTION**

ADMINISTRATORS SUZANNA SHEED / GRAEME EMONSON

That Council note the information provided in relation to the current Asbestos investigation.

(CARRIED)

FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 11.3.1  
(MR, PHILLIP HOARE)  
(ACTING DIRECTOR INFRASTRUCTURE  
SERVICES DAMIEN BURTON)

## NUMURKAH FLOOD MITIGATION PLAN

### Executive Summary

The purpose of this report is to provide an update on the implementation of the Numurkah Floodplain Management Plan. In particular, the report focuses on progress of Stage 1 of the Numurkah Floodplain Management Plan which entails the northern levy.

Construction of stage 1 is scheduled to commence early 2024.

Current activities include:

1. completion of the detailed design
2. final cost estimates
3. completion of a Cultural Heritage Management Plan
4. Native Vegetation assessment.

The project team, planning department and implementation steering committee have worked together to develop final arrangements for stage 1 and respond to concerns regarding various aspects of the project raised by community members including impacts of proposed developments in south Numurkah relating to the levee project.

Key next steps include

1. obtaining the required approvals including planning permits
2. community consultation on landscaping and levee treatment types through the Rose Gardens and other prominent locations
3. submission to Council for consideration to procuring contractors to undertake the works.

Funding for Stage 1 is \$3.176m (\$2.382m grant + \$794k Moira). Construction work is likely to span 2023/24 and 2024/25 financial years.

### MOTION

ADMINISTRATORS GRAEME EMONSON / SUZANNA SHEED

That Council note the update on the implementation of the Numurkah Floodplain Management Plan as presented to the panel.

(CARRIED)

12. ACTION OFFICERS LIST - NIL

13. NOTICES OF MOTION - NIL

14. PETITIONS AND JOINT LETTERS - NIL



FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 14.1  
(ASSISTANT TO DIRECTOR OF  
INFRASTRUCTURE SERVICE, ROBYN  
BONADDIO)  
(ACTING CHIEF EXECUTIVE OFFICER,  
JOSHUA LEWIS)

**AUTHORISATION OF USE OF COUNCIL'S COMMON SEAL**

**MOTION**

ADMINISTRATORS SUZANNA SHEED / GRAEME EMONSON

That Council authorise the Chief Executive Officer to sign and seal the following 173 Agreements:

- 71 and 113 Mitchell Avenue Invergordon;
- Section 173 Agreement - Silverwoods - Murray Valley Highway, Yarrawonga - Stage S98, S99 and S100.

(CARRIED)

**FILE NO: VARIOUS**

**ITEM NO: 15**

**GENERAL BUSINESS**

Nil

**MEETING CLOSE: 6.16PM**