



MINUTES

**SCHEDULED MEETING OF COUNCIL HELD AT COBRAM
CIVIC CENTRE, PUNT ROAD COBRAM VIC 3644,
WEDNESDAY 23 MARCH 2022**

The meeting commenced at 6.00 PM

PRESENT Councillor Libro Mustica (Mayor)
Councillor Peter Lawless (Deputy Mayor)
Councillor John Beitzel
Councillor Julie Brooks
Councillor Ed Cox
Councillor Peter Elliot
Councillor Peter Lawless
Councillor Wayne Limbrick
Councillor Peter Mansfield

IN ATTENDANCE: Josh Lewis Director Infrastructure Services
Sally Rice Director Sustainable Communities
Brant Doyle Director Corporate Governance and Performance
Bobby Brook Executive Assistant to Mayor and Councillors

RECORDING

Consistent with section 12.3 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 – DIRECTOR CORPORATE GOVERNANCE AND PERFORMANCE

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

Read by the Mayor

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.

Read by the Mayor

4. APOLOGIES / LEAVE OF ABSENCE

Nil

5. DECLARATION UNDER ACTS, REGULATIONS, CODES OR LOCAL LAWS

Nil

6. DISCLOSURE OF CONFLICTS OF INTEREST

Nil

Cr Heather arrived at the meeting at 6:01 PM

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

MOTION:

CRS ED COX / JULIE BROOKS

"That the minutes of the Scheduled Council Meeting held on Wednesday, 23 February 2022, as prepared, be confirmed."

(CARRIED)

8. OFFICERS REPORTS

Corporate Governance and Performance

Since the beginning of February, we have managed 17 recruitment vacancies including the Civil Engineering student internship program, and the Chief Financial Officer position, along with various casual opportunities. We also welcomed five new employees including three casual municipal labourers, a temporary full time Team Leader of Waste Management Services and a Casual Customer Experience Officer.

Council has registered a team of six employees to undertake the 2022 Australasian Management Challenge. The Management Challenge is a simulation-based team building, learning and networking program using real local government themes and senior management team challenges, in a unique, fast paced 'pressure cooker' environment. The challenge itself takes place in May, however, the team of aspiring senior leaders have been meeting with their mentor, Director Infrastructure Services, Josh Lewis, to work through and prepare for the challenge.

The pandemic continued to create workforce issues for Council; however, we continue to try to mitigate this risk with casual recruitment. We had 23 staff off work, during February, isolating, due to COVID-19. For the financial year, COVID leave has cost Council just over \$50,000. We have continued to recruit for casual opportunities, to provide back up to our workforce. For the month of February 2022, the Council's call centre received 3,638 total calls, up 25% from the previous month, with first point of contact resolution up 14% on last month to 49% with calls being able to be resolved by first point of contact. The customer experience team received just under 4,000 customer requests via the call centre and online

As we strive to be a customer focused and responsive council, we are currently trialling an extension of hours to the service centre, which will see Council open at 8am on a Thursday and from 9 till 12 on a Saturday morning. This is in response to what the community have told us, by being more available, in particular to those who work full time, and may not be able to access face to face service during our standard hours Monday to Friday.

The trial is initially for a four-week period, to determine the demand, which will then allow us to make an informed decision regarding service centre hours going forward.

As part of our requirement to comply with the Gender Equality Act 2020, Council Officers have drafted the Gender Equality Action Plan and have circulated to all staff for consultation. We are on track to complete and submit the Action Plan to the Gender Equality Commission by 31 March.

Infrastructure Services

It's been great to see events occurring throughout the municipality as restrictions associated with the Covid-19 pandemic continue to ease.

Of note is the upcoming ANZAC Day events - Council has been working closely with many of the RSL Clubs in preparing for these events, which in many instances haven't been able to occur over the past 2 years.

Council will be considering the recommendations of the Numurkah Flood Mitigation Implementation Committee this evening – I would like to personally thank the Committee for their efforts and contribution in progressing the Numurkah Levee project.

Covid-19 continues to impact Councils' resources along with its contractors and suppliers.

It is expected that there will be further slippage in relation to the delivery of the capital works program, however all avenues continue to be explored in bridging the gap. Council is currently reviewing payments made under its annual supply contracts in considering the substantial increases in fuel costs.

This is front of mind for many in our community given the size of our municipality, however certainly Council desires to be fair in appropriately compensating its contractors. Council has delivered approximately \$13.5m of capital works, with a further \$11.7m having been committed.

Projects recently completed which I'd like to highlight include:

- The Strathmerton and Katamatite netball courts
- Cobram Punt Road kindergarten
- Tungamah recreation reserve change rooms

Sustainable Communities

Council has recently completed a project known as Bridging the Gap.

This project provides insights into digital access across the Shire. In particular:

- the demand for digital services from businesses;
- the availability of services;
- the service performance those businesses receive; and
- the future plans of service providers.

The report concludes with a number of options and recommendations for improving digital services for businesses within the Shire which the Economic Development Team are now working on.

Further to my report last month, I can advise that episode 1 of the locally produced travel program known as 'Our Magnificent Moira' will be aired on the Seven and Prime Networks, channel 7TWO on 0830 Saturday March 26.

It is very likely that episode 2 will screen the following Saturday April 2 0830 Saturday 2 April again on 7TWO

Council has been working closely with the Department of Health regarding recent local incidence of Japanese encephalitis to date this has involved increasing surveillance activities across the Shire and stepping up laval observation and baiting.

Council has partnered with the health services and Parks Victoria to develop some communications materials to be distributed widely within the region.

This information has been picked up and used widely including radio interviews and promotion of the key messages at events held across the Shire over the recent long weekend.

These communications efforts will continue over the school holiday and Easter period.

On Over the month of March council has been seeking the community's thoughts on the Lake Numurkah Master Plan. Details of the analysis and opportunities are available on Council's website as is a survey that we are encouraging people to complete in order to share their thoughts.

If you have not done so already please jump on line before the end of March or alternatively call Council on 0358 719 222.

Friday 11 March meetings were held with the Yarrawonga Town Hall Precinct and Library Project Community Reference Group and the Yarrawonga Library Project Steering Committee.

Progress updates for the project were provided at these meetings. Then these meetings commenced discussion about the next important stage for these committees which is to think about how the various spaces on the site may operate and how the community will interact with the entire precinct.

9. COUNCILLORS REPORTS

Cr Mansfield reported on his attendance at two Murray Darling Basin Association Meetings.

Cr Heather reported on her involvement in the Lake Rowan history recording and the success of the Yarrawonga Show & Shine and Food Truck Festival.

Cr Wayne Limbrick reported on his attendance at the Goulbourn Valley Waste and Resource Management Meeting, the Environment Sustainability Advisory Committee Meeting, the launch of the Numurkah Rotary Fundraising for a disability access bus and the successful Numurkah Art Show.

Cr Elliot reported his attendance at the Yarrawonga CWA International Women's Day Event and the Clean Up Australia Day in Bundalong.

Cr Brooks reported on her attendance at the Cobram CWA International Women's Day Event and being a guest speaker for a World Day of Prayer Event.

10. PUBLIC QUESTION TIME

Summarised Question	Response
With the re enhancement of the Yarrawonga Town Hall, we were shocked to hear that air conditioning hasn't been planned with the upgrade while it is closed. Will Council set funds in this year's estimates for Air Conditioning in the Yarrawonga Town Hall?	The addition of air conditioning of the Yarrawonga Town Hall has never been included in the scope for the new library, events and performance precinct. Heating and cooling of the actual town hall auditorium is in itself a significant project given the size of the hall and the fly tower which is not air tight or insulated. Previous estimates indicate that to heat and cool the Yarrawonga Town Hall efficiently would cost in the vicinity of \$300,000.

11. OFFICER REPORTS FOR DETERMINATION

**FILE NO: F13/503
5. TRANSPARENT AND ACCOUNTABLE
GOVERNANCE**

**ITEM NO: 11.1.1
(SENIOR GOVERNANCE OFFICER,
MARGARET HINCK)
(ACTING DIRECTOR CORPORATE
GOVERNANCE AND PERFORMANCE
BRANT DOYLE)**

ASSEMBLIES OF COUNCILLORS FEBRUARY 2022

Executive Summary

The purpose of this report is to detail the Assemblies of Councillors held in February 2022. These records provide transparency in councils decision making process, in line with Council's commitment to the principles for public transparency and Council's Public Transparency Policy.

MOTION

CRS ED COX / PETER LAWLESS

That Council receive and note the record of Assemblies of Councillors for February 2022.

(CARRIED)

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

ITEM NO: 11.1.2
(SENIOR GOVERNANCE OFFICER, NANCY
MUSTICA)
(ACTING DIRECTOR CORPORATE
GOVERNANCE AND PERFORMANCE
BRANT DOYLE)

AUDIT & RISK COMMITTEE MEETING MINUTES 10 FEBRUARY 2022

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 10 February 2022 are attached:

The following reports were considered by the committee:

- WHS Status Report – December 2021 Quarter
- Quarterly Claims Management Report - December 2021
- Quarterly Budget Review – December 2021
- Use of Council Purchasing Cards for Period 1 January 2021 to 31 December 2021
- Fraud Risk Register Report
- Risk Register Report
- Internal Audit Report – Strategic & Service Level Planning
- Internal Audit Report – Grant Management
- Internal Audit Report – Past Issues Review
- Internal Audit Action Status Report
- Audit & Risk Committee Biannual Report
- Major Projects/incidents and Legal Proceedings

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

MOTION

CRS ED COX / WAYNE LIMBRICK

That Council:

1. Accepts the minutes of the Audit & Risk Committee meeting held on 10 February 2022
2. Endorse the recommendations contained within the reports.

(CARRIED)

FILE NO: F
1. A WELCOMING AND INCLUSIVE PLACE

ITEM NO: 11.2.1
(COMMUNITY DEVELOPMENT OFFICER,
HOLLIE BARNES)
(DIRECTOR SUSTAINABLE COMMUNITIES
SALLY RICE)

DISABILITY ADVISORY COMMITTEE (DAC) REFORM

Executive Summary

Council's Disability Advisory Committee (DAC) includes representatives from relevant disability, community and health organisations, community members, Councilors and a Council Officer.

The role of the DAC is to provide expert and personal advice on accessibility issues to ensure that appropriate consultation and participation occurs on key strategy and capital projects and that Council effectively advocates for a more accessible and inclusive community. While Council is mandated through legislation to have Disability Action Plan it is not required to have a DAC, however this Committee is integral to ensuring Council delivers on Council Plan Pillar 1: *A Welcoming and Inclusive Place*.

In preparation for the development of Council's new Disability Action Plan a wider role for the DAC in leading this work has been identified. Review of the current Terms of Reference (TOR), structure and function of the Committee determined that current operational arrangements restrict the efficacy of this Committee in a variety of ways.

In response, the TOR has been reviewed and re-drafted. This has been informed by arrangements in other municipalities and in discussion and agreement with the existing DAC membership. They are universally supportive of the changes proposed and are cognisant that implementation will mean that current membership will be spilled mid appointment term. The new TOR provides for inclusive, flexible and accessible operational arrangements to maximise opportunity for achievement of beneficial outcomes to community. The new TOR allows for a greater scope of organisations, service providers and community members to contribute to the committee within areas of specific interest and requirements for information to be presented in clear accessible formats. The new TOR also allows for a blended meeting structure of face-to-face and virtual meetings, to ensure that transport is not a barrier for committee members.

Once the new operational arrangements are in place, nominations will be sought to form a new All Abilities Advisory Committee (AAAC). This report recommends that Council note the proposed changes, rescind the existing DAC TOR, rescind current membership and thank these members for their service.

MOTION

CRS JULIE BROOKS / PETER ELLIOTT

That Council:

1. Note the proposed changes to the Disability Advisory Committee (DAC) including the new Terms of Reference and renaming of the Committee to the All Abilities Advisory Committee (AAAC).
2. Rescind Terms of Reference and current membership of DAC.
3. Thank current DAC members for their service.
4. Delegate authority to the CEO to approve the new Terms of Reference for this Committee and manage membership as required.

(CARRIED)

FILE NO: 000.000.000
5. TRANSPARENT AND ACCOUNTABLE
GOVERNANCE

ITEM NO: 11.3.1
(EXECUTIVE ASSISTANT TO CEO, ROBYN
BONADDIO)
(DIRECTOR INFRASTRUCTURE SERVICES,
JOSHUA LEWIS)

NUMURKAH FLOOD MITIGATION SCHEME

Executive Summary

At the 15 December 2021 Scheduled Council Meeting, Council resolved to:

1. supports the State Government's application to the Federal Government's National Flood Mitigation Infrastructure Program for funding for Stage 1 of the Numurkah flood mitigation project,
2. commits to delivering the project on behalf of the State Government, and,
3. appoints Cr Wayne Limbrick to the Chair of the Numurkah Flood Mitigation Project Steering Committee.

Following this Council resolution the Numurkah Flood Mitigation Project Committee met on the 10th of March and endorsed the updated modelling Stage 1 of the Numurkah flood mitigation project.

MOTION

CRS WAYNE LIMBRICK / JOHN BEITZEL

That Council:

1. Notes the updated flood modelling for the Numurkah flood mitigation project, along with its endorsement by the Numurkah Flood Mitigation Project Committee.
2. Notes the 3 stage implementation plan proposed by the Numurkah Flood Mitigation Project Committee.
3. Continues to support the State Government's application to the Federal Government's National Flood Mitigation Infrastructure Program for funding for Stage 1 of the Numurkah flood mitigation project,
4. Commits to delivering the project on behalf of the State Government.

(CARRIED)

FILE NO: 000.000.000
5. TRANSPARENT AND ACCOUNTABLE
GOVERNANCE

ITEM NO: 12,13,14,15, 16

STANDARD AGENDA ITEMS

12. OFFICER REPORTS FOR INFORMATION

NIL

13. ACTION OFFICERS LIST

NIL

14. NOTICES OF MOTION

NIL

15. PETITIONS AND JOINT LETTERS

Cr Cox tabled a petition regarding an unsealed section of Wunghnu Road from Katamatite Road to Labuan Road and a petition to improve the condition of the off-road parking at Wunghnu.

16. COUNCIL SEAL

NIL

FILE NO: VARIOUS

ITEM NO: Error! Reference source not found.

GENERAL BUSINESS

Nil

FILE NO: VARIOUS

ITEM NO: 18

MEETING CLOSE

The Mayor Cr Libro Mustica stated: This now concludes our Council meeting, for those watching via live stream.

On behalf of Council I would like to thank our community for participating in our meeting.

Stay safe and good night.

18. CLOSE OF MEETING: 6:41 PM