



Council Agenda



Date: 15 April 2025

Time: 6:00 pm

Venue: Echuca Civic Centre

2 Heygarth Street Echuca

Photo Left to Right: Cr Tony Marwood, Cr Luke Sharrock, Cr Paul Jarman, Cr Rob Amos, Cr Daniel Mackrell (Mayor), Cr Jessica Mitchell (Deputy Mayor), Cr Zoe Cook, Cr Adrian Weston and Cr John Zobec

Table of Contents

1	Apologies and Requests for Leave of Absence.....	5
1.1	Apologies	5
1.2	Leave of Absence	5
2	Confirmation of Minutes and Attachments.....	5
3	Disclosure of Conflicts of Interest	5
4	Changes to the Order of Business.....	5
5	Public Question Time.....	6
6	Petitions / Joint Letters	6
7	Acknowledgements / Councillor Reports	6
8	Council Decisions	7
8.1	Corporate	7
8.1.1	Policy Management Policy	7
8.1.2	Governance Rules (2025 Review) endorsement for public consultation	19
8.1.3	Tender - Trewin Road Rehabilitation	75
8.1.4	Sale of Land - Former Rochester Childcare property, 35 Mackay Street, Rochester.....	81
8.1.5	Instrument of Appointment & Authorisation	88
8.2	Infrastructure.....	92
8.2.1	New Plant & Fleet Management Policy.....	92
8.2.2	Petition Response: Request to Upgrade Road Infrastructure in Alfred Crescent, Williams and Barwood Streets and Clare Avenue, Lockington	98
8.3	Sustainability	105
8.3.1	Proposed Economic Accord.....	105
8.4	Council Information	109
8.4.1	Notes of Appreciation.....	109
9	Notices of Motion	110
10	Urgent Business	110
11	Confidential Business	111
12	Close Meeting.....	111

For a meeting of the Campaspe Shire Council meeting held on Tuesday 15 April 2025, commencing at 6:00 pm at the Council Chambers, Echuca Civic Centre.

Acknowledgement of Country

The Shire of Campaspe is the traditional lands of the Dja Dja Wurrung, Taungurung and Yorta Yorta Peoples.

We respect and acknowledge their unique Aboriginal cultural heritage and pay our respect to their ancestors, descendants and emerging leaders as the Traditional Owners of this Country.

We acknowledge their living culture and their unique role in the life of this region.

Opening Prayer

We pray to almighty God that our decisions as a Council be in the best interest of the people, culture and the environment of the Shire of Campaspe.

Amen.

Meeting Procedures

Please ensure that all electronic devices are turned off or switched to silent.

Council meetings are broadcast live via the internet. During the meeting, members of the public may be recorded, particularly those speaking to an item. By attending this meeting, you are consenting to the possibility that your image may also be broadcast to the public. Any personal and health information voluntarily disclosed by any person at Council meetings may be broadcast live, held by Council and made available to the public for later viewing.

Those people who have requested to speak to an item will be allowed five minutes to address Council. Speakers will be notified with a bell when there is 60 seconds remaining. Speakers must only speak in relation to the subject stated on their application and shall not debate the issue with Councillors and officers. Councillors are able to ask questions of the speaker on points of clarification.

Speakers are advised that they do not enjoy any special protection from defamation arising from comments made during their presentation to Council and should refrain from voicing defamatory remarks or personal defamatory statements against any individual. Speakers will be treated with respect when addressing Council. I ask that the same respect is extended to Councillors and officers.

1 Apologies and Requests for Leave of Absence

1.1 Apologies

1.2 Leave of Absence

Request for leave of absence Cr Marwood 20 May – 13 July 2025.

RECOMMENDATION

That the leave of absence for Cr Marwood from 20 May – 13 July be granted

2 Confirmation of Minutes and Attachments

RECOMMENDATION

That the Minutes of the Campaspe Shire Council Meeting held on 18 March 2025 be confirmed.

3 Disclosure of Conflicts of Interest

In accordance with Section 130(1)(a) of the *Local Government Act 2020* Councillors are required to disclose any conflict of interest in respect of a matter to be considered at a Council meeting.

4 Changes to the Order of Business

Once an Agenda has been published on the Council website, the Order of Business for that Council Meeting may only be altered as follows: -

- by the CEO prior to the commencement of the Council Meeting following consultation with the Mayor. Where the alteration occurs after the Agenda has been distributed to the public the alteration must be communicated to the Chair to explain the alteration at the Council Meeting under “changes to Order of Business”; or
- by the Chair during the Council Meeting; or
- by Resolution of the Council during the Council Meeting.

A change to the Order of Business after distribution of the Agenda to the public will be recorded in the Minutes of that Council Meeting.

5 Public Question Time

Question time will be available at a Council Meeting, except for an Unscheduled Meeting, to enable members of the public to address questions to Council.

All questions must: -

- be received in writing on either of the prescribed forms as outlined on Council's website; and
- be received no later than 12:00pm (noon) on the day before the Council Meeting.

Please refer to Council's Governance Rules for further information regarding Public Question Time procedures.

6 Petitions / Joint Letters

6.1 Petition Construction of footpath

Petition received relating to:

Construction of footpath from Boothman street to the Northern Highway Echuca.

Petitioner: David Hansen

Signatures: 19

7 Acknowledgements / Councillor Reports

At each Ordinary Meeting, Councillors will have the opportunity to: -

- acknowledge significant community members and events. These may relate to notable achievements by community members and groups, and the offering of condolences to a person who has distinguished service in the local area.
- report on any meetings, conferences or events that they have recently attended; or
- report on any matters or progress in relation to a Delegated Committee they are part of.

The duration of any acknowledgement or report from a Councillor will be limited to two (2) minutes. The CEO must be notified of any acknowledgment or report to be raised by a Councillor at a Council Meeting at least three (3) hours before the commencement of the Council Meeting.

8 Council Decisions

8.1 Corporate

8.1.1 Policy Management Policy

Directorate:	Corporate
Responsible Officer:	Manager Governance and Risk
Manager:	Director Corporate
Attachments:	<ol style="list-style-type: none">1. DRAFT Policy Management Policy - 2025 Review [8.1.1.1 - 4 pages]2. CURRENT Policy Management Policy [8.1.1.2 - 3 pages]
Conflict of Interest:	In accordance with section 130 of the Local Government Act 2020, the officer preparing this report declares no conflict of interest regarding this matter.
Council Plan Reference:	Enablers Governance.

1. PURPOSE

The purpose of this report is to present a review of the Policy Management Policy for Council consideration.

2. RECOMMENDATION

That Council adopt the revised Policy Management Policy as presented.

3. BACKGROUND

Councils are required to make decisions in a lawful and transparent way. These requirements are set out in the Overarching Governance Principles in section 9 of the *Local Government Act 2020* (the Act), particularly:

- (a) Council decisions are to be made and actions taken in accordance with the relevant law;*
- (i) the transparency of Council decisions, actions and information is to be ensured.*

Council also has statutory and common law responsibilities to take into account due process and natural justice when it makes decisions.

One way in which Council meets these requirements is by developing and implementing consistent policies that clearly set out the principles under which decisions will be made. Policies can and do cover every aspect of Council operations and decision-making.

In order to manage this large and diverse portfolio, Council uses a Policy Management framework consisting of:

- Policy Management Policy
- Procedure
- Policy register
- Policy document management system

Under the *Local Government Act 2020*, Council is able to delegate responsibility for many of these policies to the CEO and the administration. The Policy framework currently identifies two main categories of policies, consistent with the way Council has delegated its functions and powers:

- Council Policies – which are required to be adopted by resolution of Council
- Administrative Policies – which can be approved by the CEO.

The two categories can be defined as follows:

Document type	Description
Council Policies	Policies which are: <ul style="list-style-type: none">• required by legislation to be Council Policies• concerned with or significantly affecting the strategic objectives of Council• addressing matters where guidance is needed for both the organisation and the community in respect of Council's position
Administrative Policies	Policies which: <ul style="list-style-type: none">• provide direction to staff on the operational approach to be taken in relation to a particular issue• have an internal focus and can affect the whole or the majority of the organisation• reflect the powers delegated by Council to the CEO and conferred on the CEO by Acts and common law.

In line with the framework, the Policy is presented to the Council for adoption, and the CEO is responsible for ensuring the rest of the framework is kept up to date and reflects the requirements of the Policy.

Previous Council Discussion

The current policy was adopted in February 2023.

4. DISCUSSION

Council has recently undertaken a thorough review of its Council Policy portfolio to ensure policies are up to date and relevant. The review identified some improvement opportunities in the guidance for Council and officers to develop consistent and effective policies.

The Policy Management Policy has been reviewed to ensure the organisation has clear principles under which it will develop, maintain and implement policies.

The proposed changes are intended to facilitate:

- timely review processes
- consistent development of high quality and effective policies

- alignment of policy development with risk management principles and appetite
- improved internal processes for developing and reviewing policies.

Current Status

The Draft Policy Administration Policy is attached as revised. The rationale for changes for is presented below.

Section	Change	Rationale
Purpose	<p>The Policy describes Council's intent to</p> <ul style="list-style-type: none"> • develop policies and procedures to support the strategic objectives of Council • ensure consistency, clarity, transparency and accountability of Council's decision-making and the delivery of services. 	<p>Strengthened to better describe the role of policies in Council decision-making and the broader integrated planning and performance framework, rather than simply an administrative process.</p> <p>Includes procedures, outlining their purpose and the principles to guide them but clearly defining them as the responsibility of the CEO.</p>
Policy statement	Rewritten to clarify the role/purpose of policies, when a policy should be made, and where they sit in the compliance hierarchy.	Previous statement was administrative instructions rather than a policy statement.
	<p>Better description of policies and procedures, including approval level.</p> <p>Clarified administrative changes</p>	<p>Descriptive of principles rather than prescriptive based on current policies. Clearly defines the roles for accountability.</p> <p>Administrative changes definition made clearer and transparency measure added.</p>
	Identifies alignment with risk appetite	Ensures policies are developed in alignment with Council's risk appetite for key risks including Occupational Health and Safety, financial sustainability, and data security
	<p>Describes the principles for reviewing and developing policies and procedures</p> <p>Introduces principles for managing high risk policies and procedures</p>	<p>Provides clarity that a policy is still valid (to the extent allowed by law) if it has passed its review date.</p> <p>Ensures appropriate risk management and audit oversight of relevant policies</p>
Definitions	Shortened definitions	Removed commentary and policy statement from definitions.

5. STAKEHOLDER ENGAGEMENT

Internal consultation:

- Audit and Risk Committee discussion 14 February 2025 (discussion re review and revocation principles)
- ELT Policy Draft – 12 March 2025

Councillors:

- Councillor Briefing – 25 March 2025

External consultation:

Not required.

Community Engagement

Council's Community Engagement Policy identifies the level of community engagement to be undertaken in accordance with the IAP2 framework. The level of community engagement undertaken was:

Inform: Communicate a change, focusing on why, when and how it will happen (Community influence: Nil).

The Community will be informed of the outcome of the Policy review via this meeting and the publication of the Policy on Council's website. The Policy Management Policy is a largely administrative document based around requirements of the Act. As a result there is little scope for community influence. However, the Policy itself reflects the requirement for documents developed under the framework to be compliant with law, including the requirements under the Act regarding the Community Engagement Principles and Public Transparency Principles.

Public Transparency Policy

- The Policy explicitly supports promoting transparency in decision-making when developing Council Policies.
- In accordance with the Public Transparency Policy, the Policy Management Policy will be available on Council's website.

6. LEGISLATIVE CONTEXT

Local Government Act 2020 (Vic).

9 Overarching governance principles and supporting principles

- (a) Council decisions are to be made and actions taken in accordance with the relevant law;
- (i) the transparency of Council decisions, actions and information is to be ensured.

7. FINANCIAL AND OTHER RESOURCE IMPLICATIONS

There are no financial implications associated with the adoption of the Policy.

The Policy itself requires policies to be developed in alignment with Council's risk appetite, which includes a position on financial sustainability.

8. ENVIRONMENTAL IMPLICATIONS

There are no financial implications associated with the adoption of the Policy.

The Policy itself requires policies to be developed in alignment with Council's risk appetite, which includes a position on environmental risks.

9. OPPORTUNITIES AND RISK

Opportunities:

The Policy review provides an opportunity to promote good governance principles across the organisation in the development of policies and procedures.

The Policy provides an opportunity to demonstrate to the community the principles under which decisions are made by Council.

Risk:

Compliance Risk.

Reputation Risk.

The risk is that Council's processes for developing policies and procedures are unclear or not monitored, leading to inconsistent decision-making, loss of public trust and legal and financial exposure.

This risk is mitigated by ensuring the Policy provides clear principles-based guidance that informs the development of framework to support it. The framework also includes requirements to report to the Audit and Risk Committee. Key policies are also captured in Council's external reporting frameworks through to the Victorian Auditor General and Local Government Victoria.

DRAFT Policy Management

2025 Review



Council Policy

Council Policy

Council Policy

Council Policy

Policy Number:	156
Reference:	2975139
Date approved / adopted	
Frequency of review	4 Years
Next review due:	
Policy Owner (by position):	Manager Governance and Risk

1. Purpose

The Policy describes Council's commitment to develop policies and procedures which:

- are compliant with relevant laws, regulations and standards
- support the strategic objectives of Council
- ensure consistency, clarity, transparency and accountability of Council's decision-making and the delivery of services.

2. Scope

This policy applies to the Councillors and employees (including full time, part time, casual employees, agency staff and students), and Community Asset Committees created under Section 65 of the Act. The policy is also applied in the management of contractors, volunteer groups, and consultants of Campaspe Shire Council.

3. Policy Statement

Council is committed ensuring it develops, maintains and reviews appropriate policies which provide the level of direction and good governance required to ensure consistent and transparent decision making across Council functions. Council will undertake policy management and implementation in accordance with the principles set out in this policy.

4. Principles

In developing, maintaining and implementing policies and procedures, Council will:

1. be guided by its policies when making decisions
2. establish and observe a common, consistent and timely process for the development, adoption, review and revocation of policies
3. establish and observe a common standard for the development of policies including the collection of adequate information to support implementation and review
4. effectively maintain Council's policies within Council's electronic document management system (EDMS).

DRAFT POLICY MANAGEMENT 2025 REVIEW

These principles will be implemented through the following.

4.1 Policy and procedure context

Policies and procedures sit within an overall strategic, compliance and performance framework. Policies and procedures will be developed in a way which is:

- compliant with statutory requirements
- compliant with relevant standards to the extent practicable
- in alignment where possible with strategic plans
- taking into account Council's risk appetite.

4.2 When a policy should be created

A policy should be created for any area of the Council's operation where direction or purpose needs to be set in order to conduct Council business.

4.3 The purpose of policies and procedures

4.3.1 Policies are documents which establish Council's agreed intent in relation to the policy subject matter, the principles under which it commits to act, and sufficient guidance to support decision making. A policy may mandate, specify, or prohibit conduct.

4.3.2 A policy is used by Council to:

- improve decision making by providing clarity and consistency
- inform judgements and guide actions
- manage risks and entitlements
- explain why things need to be done or need to change
- fill gaps not covered by legislation or to impose conditions or constraints not defined elsewhere;
- implement legislative requirements.

Policies contain high level information and exclude procedural details or information which is subject to frequent change or other Council processes, such as fees and charges.

4.3.3 Procedures provide detailed information to guide the implementation of the policy intent.

4.3.4 The following categories of documents are covered by this policy, acknowledging the legislated role of Council and the CEO, and delegated functions. Policies may be supported by procedures, guidelines, codes and standards.

Document type	Description	Approval
Council Policies	Policies which are:	Approved by Council*

Council Policy

Council Policy

Council Policy

Council Policy

DRAFT POLICY MANAGEMENT 2025 REVIEW

Document type	Description	Approval
	<ul style="list-style-type: none"> required by legislation to be Council Policies concerned with or significantly impact on the strategic objectives of Council addressing matters where guidance is needed for both the organisation and the community in respect of Council's position 	
Administrative Policies	Policies which: <ul style="list-style-type: none"> provide direction to staff on the operational approach to be taken in relation to a particular issue have an internal focus and can affect the whole or the majority of the organisation 	Approved by CEO
Procedures	Detailed processes to describe how the organisation will undertake activities May be standalone or support a policy.	<ul style="list-style-type: none"> Applies to multiple directorates - Approved by CEO Applies to single directorate – Approved by Director Or as otherwise required by the CEO

* The CEO may make administrative changes without Council approval, but will report any such changes in the next review cycle.

4.4 Policy and procedure development and review

- 4.4.1 Policies should be developed, reviewed and revoked in line with the attached procedure.
- 4.4.2 All policies and procedures will be created with a recommended date of review of no later than four years from adoption, however Council (or CEO for administrative policies) may choose to review a policy at any time.
- 4.4.3 Any Council policy or procedure which is overdue for review nevertheless remains valid and in force in so far as it is not contrary to a law, regulation or other statutory requirement, or is not subject to a sunset clause within the policy.
- 4.4.4 Policies relating to matters identified as high risk in Council's risk register should be reviewed no less frequently than every two years.
- 4.4.5 Notwithstanding that the Audit and Risk Committee may request to review policies and procedures relevant to its Charter, any policy or procedures which substantially consider matters relating to fraud, corruption, financial controls, misconduct or risk management will be referred to the Audit and Risk Committee for feedback prior to consideration for adoption.

DRAFT POLICY MANAGEMENT 2025 REVIEW

5. Definitions

Terms and definitions used in this policy include:

Term	Definition
Administrative Updates	Non-material updates that do not change the intent or effect of the policy or procedure, eg a change to the name of a Council department, a Federal or State Government department, or a minor update to legislation which does not have a material impact.
Guidelines	Provide guidance around implementing policy or complying with the law within which procedural choices may be made.
Policy	An instrument which establishes Council's agreed intent in relation to the subject matter; the principles under which it commits to act; and sufficient guidance to support decision making. A policy may mandate, specify, or prohibit conduct.
Procedure	The specific rules, steps or actions required to apply when implementing a Council action. May be developed to stand alone or support a policy. Includes management directives or rules, inputs, responsibilities, tasks to be completed, outputs and other elements necessary for the understanding and performance of a process.
Standards	Voluntary documents that set out specifications, procedures and guidelines that aim to ensure products, services, and systems are safe, consistent, and reliable.

6. Related legislation, strategies, policies and procedures

Related Legislation:	Local Government Act 2020 Victorian Charter of Human Rights and Responsibilities Act 2006 Gender Equality Act 2020 Victorian Disability Act 2020
Related Strategic Documents, Policies, or Procedures	Council Plan 2021-2025 Campaspe Shire Council Governance Rules Risk Management Framework

7. Attachments

Nil.

Currency: Documents are amended from time to time; therefore, you should not rely on a printed copy being the current version. Please consult the Campaspe Shire Council website to ensure that the version you are using is up to date. This document is available in alternative formats (e.g. larger font) if requested.

Traditional Owners

The Shire of Campaspe is the traditional lands of the Dja Dja Wurrung, Taungurung and Yorta Yorta Peoples. We respect and acknowledge their unique Aboriginal cultural heritage and pay our respect to their ancestors, descendants and emerging leaders as the Traditional Owners of this country. We acknowledge their living culture and their unique role in the life of this region.

Council Policy

Council Policy

Council Policy

Council Policy

Policy Management



1. Purpose

The Policy outlines the steps and actions to be taken in the development of policies to ensure consistency, clarity, transparency and accountability of Council's decision-making processes in the delivery of services.

2. Scope

This policy applies to the Councillors and employees (including full time, part time, casual employees, agency staff and students). The policy is also applied in the management of contractors, volunteer groups, and consultants of Campaspe Shire Council.

3. Policy Statement

3.1. Types of policies developed by Council

Type	Approval	Comment
Council	Council	<p>Policies adopted through resolution of Council. Council policies provide guidance and direction to the administration on the delivery of services to the community. Some Council policies are required by legislation.</p> <p>Common Council policy groupings can include:</p> <ul style="list-style-type: none"> ▪ Council ▪ Economic Development, Tourism and Events ▪ Financial ▪ Local Laws ▪ Nature strip and Trees ▪ Recreation ▪ Roads and Footpaths ▪ Waste and Environment
Administrative	Chief Executive Officer or Executive Leadership Team	<p>Policies introduced by the Chief Executive Officer ('CEO') and/or approved by the Executive Leadership Team ('ELT') that support the work of the CEO providing guidance and direction to Council officers.</p> <p>Common Administrative policy groupings can include:</p> <ul style="list-style-type: none"> ▪ Administrative/Financial ▪ Human Resource ▪ Workplace Health & Safety ▪ Risk Management ▪ Asset Management ▪ Information Technology ▪ Corporate Information and Knowledge ▪ Customer Service ▪ Contracts and Procurement

Policies may be supported by guidelines, codes and procedures which direct organisational action.

Guidance for developing or reviewing Council and Administrative Policies is outlined in the procedure Attachment - Policy Management Flowchart and general operating procedures.

Whilst review schedules are set for both Council and Administrative Policies, Council may at any time elect to review a Council Policy.

4. Principles

The principles supporting this policy are:

1. Create a common, consistent and timely process for the development, adoption, review and revocation of policies.
2. Establish a common standard for the development of policies including the collection of adequate information to support implementation and review.
3. Establish controls for the management and retention of Council's policies within Council's electronic document management system ('EDMS').

5. Definitions

Terms and definitions used in this policy include:

Term	Details
Administrative Updates	If an update to a policy does not materially alter it, such a change may be made administratively and approved by the CEO. Examples include a change to the name of a Council department, a Federal or State Government department, or a minor update to legislation which does not have a material impact. However, any change or update which materially alters a policy must be approved by the Executive Leadership Team or by resolution of Council depending on the policy type.
Guidelines	Set parameters geared to implementing policy or complying with the law within which procedural choices may be made. Guidelines: <ul style="list-style-type: none"> • Are advisory steps. • Must be supportive of laws and corporate policies. • Respond to Council policy and/or laws in a way that reflects Council principles. • Are a way of enhancing efficiency (best-practice and continuous improvement) and alignment (consistency).
Policy	Is a statement of Council's philosophical position on a specific issue. It is a high-level commitment to guide present and future decisions in relation to specific issues, or principles of acceptable behaviour and action. Policies provide the overall framework in which council operates and inform decision making.
Procedures	Set parameters to define the specific rules, steps or actions required to apply or implement a Council or Administrative Policy. Procedures will define management directives or rules, inputs, responsibilities, tasks to be completed, outputs and other elements necessary for the understanding and performance of a process. Procedures: <ul style="list-style-type: none"> • Are mandatory steps (processes, templates etc.). • Must be supportive of laws and corporate policies. • Respond to Council policy and/or laws in a way that reflects Council principles. • Is a way of ensuring uniformity to behaviour across the organisation. • Ensures consistency and continuity of services.

6. Acknowledgements

6.1. Traditional Owners

The Shire of Campaspe is the traditional lands of the Dja Dja Wurrung, Taungurung and Yorta Yorta Peoples. We respect and acknowledge their unique Aboriginal cultural heritage and pay our respect to

their ancestors, descendants and emerging leaders as the Traditional Owners of this country. We acknowledge their living culture and their unique role in the life of this region.

Policy Information

Document Number:	ECM Number when finalised		
Document Type:	Council Policy		
Document Status:	Administrative Review		
Policy Owner (by position):	Manager Governance and Strategy		
Internal Endorsement Required:	ELT		
Final Approval By:	Council		
Date Approved:	21/02/2023		
Evidence of Approval:	Minutes dated: 21/02/2023		
Version	1	Frequency of Review	4 Years
Review Date:	20/02/2027		
Related Legislation:	Local Government Act 2020 Victorian Charter of Human Rights and Responsibilities Act 2006 Gender Equality Act 2020 Victorian Disability Act 2020		
Related Strategic Documents, Policies, or Procedures	Council Plan 2021-2025 Campaspe Shire Council Governance Rules Risk Management Framework – Appendix 3 – Risk Management Procedure		
Attachments:	<i>Policy Management Flowchart</i>		
Date Rescinded:	Click or tap to enter a date. or Not Applicable <input checked="" type="checkbox"/>		

Approval History: Date:	Reason for review
31/03/2023	Adopted 20 November 2018 Minutes Book Reference No 4275 (Item 7.2)
	Revised 18 August 2021 Minutes Book Reference No 6 (Item 9.1)
	Administrative Approved at ELT 26/6/2024 Review

Currency: Documents are amended from time to time; therefore, you should not rely on a printed copy being the current version. Please consult the Campaspe Shire Council website to ensure that the version you are using is up to date. This document is available in alternative formats (e.g. larger font) if requested.

8.1.2 Governance Rules (2025 Review) endorsement for public consultation

Directorate:	Corporate
Responsible Officer:	Manager Governance and Risk
Manager:	Director Corporate
Attachments:	1. Governance Rules Marked up 2025 Review [8.1.2.1 - 48 pages]
Conflict of Interest:	In accordance with section 130 of the Local Government Act 2020, the officer preparing this report declares no conflict of interest regarding this matter.
Council Plan Reference:	Enablers Governance.

1. PURPOSE

The purpose of this report is to present a review of Council's Governance Rules for endorsement for a community engagement process.

2. RECOMMENDATION

That Council:

1. **endorse the Governance Rules – 2025 Review for community feedback;**
2. **require the *Governance Rules – 2025 Review* to be made available for public feedback for a period of not less than four weeks; and**
3. **request the revised Governance Rules be brought to a future meeting of Council for consideration for adoption, with a report summarising the result of the community feedback.**

3. BACKGROUND

A Council's Governance Rules, as required under section 60 of the *Local Government Act 2020* (the Act), set out important democratic processes including:

- Conduct of Council Meetings
- Election of Mayor and Deputy Mayor
- The Election Period Policy
- Procedures for managing conflicts of interest

Councils must develop, adopt and keep in force its Governance Rules. They must provide for a Council to:

- a. consider and make decisions on any matter being considered by the Council fairly and on the merits; and
- b. institute decision making processes to ensure that any person whose rights will be directly affected by a decision of the Council is entitled to communicate their views and have their interests considered.

When a Council wishes to amend its Governance Rules, the Act requires that it must ensure that a process of community engagement is followed.

Previous Council Discussion

Council adopted its Governance Rules in August 2020 and adopted revised versions in August 2022 and April 2023.

4. DISCUSSION

Council has undertaken a review of its Governance Rules (the Rules) to ensure Councillors, the organisation and the Community are provided with as clear direction as possible on the matters addressed in the Rules. The proposed changes address where the Governance Rules are silent but there is a generally agreed convention and include:

- How petitions/joint letters are admitted into a Council Meeting
- Procedure for hearing public submissions.

Other sections have been considered to support better practice in governance and reinforce governance and conduct standards to which Council is committed:

- Order of business
- Rescission motions
- Disorderly conduct.

A small number of changes have been proposed, as follows:

Section	Change	Rationale
2.2.2 Inability to maintain a Quorum due to declared conflicts of interests	No change to Rules , however: Include an appendix that explains the detail from the Act.	Ensures clarity over how to specifically respond in the circumstance where Councillors and members of the public may not be easily able to reference legislation. As legislation is subject to change, incorporating as an appendix ensures binding Rules are not inadvertently at odds with revised law.
2.3.1 Order of Business Listed on an Agenda	Amend: Insert at (2) (j) Notes of Appreciation. Insert after 2.3.5: 2.3.6 Notes of appreciation The Chief Executive Officer may present a report acknowledging	Notes of appreciation added as a specific item - is currently listed under officer reports.

Section	Change	Rationale
	notes of appreciation from the community.	
2.3.8 Petitions/Joint Letters	<p>Amend (7): (7) Petitions and joint letters received by Councillors or member of Council staff must be lodged with the CEO as soon as possible after received for inclusion in the Agenda of a Council Meeting no later than 12pm six business days prior to the date of the Council Meeting at which they are to be considered.</p> <p>Amend (10) (10) Where a petition or joint letter is compliant with these Rules: - (a) it will be tabled included in the agenda for the next available Council Meeting where the Order of Business allows. and that is not less than three business days from receipt of the petition or joint letter. (b) A motion to receive a petition is a procedural motion in accordance with 2.5.20. (i) Council may only resolve to receive the petition or joint letter and refer the matter for a Report or appropriate action as required to the next appropriate Council Meeting, unless the Council agrees to deal with it earlier.”</p> <p>Update procedural motions table to reflect 10(b) above</p> <p>Insert: Every petition and joint letter that has nine or fewer signatures will be forwarded directly to the appropriate member of staff for action as an operational item. The Agenda Minutes of the relevant Council Meeting will</p>	<ul style="list-style-type: none"> Ensures a petition is included in the printed agenda which: <ul style="list-style-type: none"> reflects the role of the CEO in determining if a petition is compliant with the Governance Rules, provides transparent assurance to Councillors and community about how petitions are presented. Clarifies the administrative process for a petition to be introduced to the meeting. Provides consistent administration of actions regarding petitions and reflects the usual Council convention to date. Does not preclude any urgent matters being addressed through Council's normal decision-making processes in the meantime. Although this is current practice, provides assurance of Council's commitment to respond to community concerns. Ensures transparency of process, while protecting the privacy of petitioners in line with the <i>Privacy and Data</i>

Section	Change	Rationale
	include a copy of the petition with personal information redacted and the number of petitioners clearly noted on the front page.	<i>Protection Act 2014</i> . The Minutes will follow the requirements set out elsewhere as for all Council Meeting Agenda attachments.
2.3.9 Public Question Time	<p>Insert between (2) and (3): (e) No question may be dealt with unless the questioner (or a nominated representative) is present at the Scheduled Council Meeting at which the question is to be asked.</p> <p>Add after (6): Only genuine questions are to be considered at a Council Meeting. The CEO has the discretion to exclude preambles and statements submitted with a question where this does not change the meaning of the question.</p>	<ul style="list-style-type: none"> Discourages use of Council processes for external campaigns from outside the Shire which may not be of concern to community members within the Shire. Online participation and a proxy allow for people who are unable to access the meeting in person. Clarifies the role of public questions and distinguishes them from public submissions and debate.
2.3.12 Notice of Rescission	<p>Insert after (1): A motion for rescission is not required where Council wishes to change policy.</p> <p>Insert after 2.5.22 (2) re actioning a motion unless it is the subject of a notice of rescission, providing that deferring implementation of the resolution would not have the effect of depriving the resolution of efficacy.</p>	<ul style="list-style-type: none"> Clarifies that rescission (and all the associated implications) is not applicable to a change in policy. Fills a gap in the governance rule regarding actioning a motion, where a rescission motion has been put forward.
2.4 Addressing the meeting	<p>Insert (7) Any other Council staff to be addressed by their title unless otherwise stipulated by the CEO.</p>	Reinforces Council's position on respect for staff.
2.5.22	<p>Amend: (1) A Resolution, or part thereof, will be considered as having been acted on;</p>	A stronger definition of what "acted on" means which is important when considering the validity of a rescission motion.

Section	Change	Rationale
	<p>(i) if it has been formally communicated to a person whose interests are materially affected by it; or</p> <p>(ii) a statutory process has commenced so as to vest enforceable rights in, or obligations on, Council or any other person.</p>	
<p>2.5.30 Disorderly Conduct</p> <p>2.6.6 Ejection of Disorderly Visitors</p> <p>2.6.7 Chair May Adjourn disorderly meeting</p>	<p>Amend and insert highlighted:</p> <p>(7) If a Councillor has been suspended from a Council Meeting or directed to leave in accordance with sub-rule (4) and refuses to leave the Meeting the Chair may direct the CEO to ask the CEO, an Authorised Officer or a member of Victoria Police to remove the Councillor.</p> <p>Amend and insert highlighted:</p> <p>(1) If a person, other than a Councillor, interjects or is gesticulating offensively during the Council Meeting, the Chair must;</p> <p>(a) direct the person to stop interjecting or gesticulating offensively, advising the person that if they fail to do so they will be removed from the Meeting; and</p> <p>(b) the removal of the person if they continue to interject or gesticulate offensively.</p> <p>(c) In giving effect to a person's removal under sub-rule (1)(b) or material under sub-rule (2), the Chair may direct the CEO to ask the CEO, an Officer or a member of Victoria Police to remove the person, object or material.</p> <p>(2) (a) in giving effect to a person's removal under sub-rule(1)(b) or removing material under sub-rule (2) the Chair may ask the CEO or an Officer to remove the material, or direct the CEO to ask a member of Victoria Police to remove the material.</p> <p>Amend:</p>	<p>Removes CEO and Authorised officers as persons who may remove – Council does not have officers who are authorised to remove persons, and removal of disorderly persons is an unacceptable OHS risk for any member of staff, including the CEO.</p> <p>Satisfies the requirement of the Summary Offences Act in order to enable Victoria Police to act to remove by advising them under what conditions they are authorised to remain on the premises.</p>

Section	Change	Rationale
	(2) Any adjournment is to be done in accordance with rules 2.5.21 and 2.5.323 of these Rules	Incorrect reference.
3. Public Submissions	<p>Insert highlighted:</p> <p>1 (b) a Submitter has made a written request to be heard by Council about an item on the Agenda.</p> <p>Insert after (3)</p> <ol style="list-style-type: none"> Submitters will speak for no longer than 5 minutes. Submitters will provide any printed material which forms part of their submission at the time of their request to submit. No debate or discussion will be permitted other than for the purposes of clarification. 	<ul style="list-style-type: none"> Clarifies the role of public submissions. Ensures consistent management of public submissions. Provides for management of public submissions consistently with Public Question Time Discourages the use of props or introducing inappropriate material into a meeting.

5. STAKEHOLDER ENGAGEMENT

Internal consultation:

- ELT – 12 March 2025

Councillors:

- Councillor Briefing 11 February 2025, 25 March 2025

External consultation:

- Consideration has been given to guidance on Governance Rules from Local Government Victoria.
- Legal review on any proposed changes will be sought prior to presenting a revised Governance Rules for adoption.

Community Engagement

Council's Community Engagement Policy identifies the level of community engagement to be undertaken in accordance with the IAP2 framework. The level of community engagement undertaken was:

Consult: Communicate and seek feedback on a change from those affected and the broader public. Focus on why, when and how it will happen, and how community can provide feedback (Community influence: Feedback may or may not impact final decision).

Council is required under the Act to undertake "a community engagement process" when amending its governance rules.

Many parts of the Governance Rules are informed by statute, common law and administrative standards. Council intends to consult with the community by advertising the availability of the *Governance Rules – 2025 Review* on Council's website, and inviting feedback on the proposed changes. This is consistent with the "Consult" level of engagement in Council's Community Engagement Policy, where feedback may or may not affect the final decision.

Public Transparency Policy

Council's Governance Rules will be made available on its website once adopted, in accordance with its Public Transparency Policy.

6. LEGISLATIVE CONTEXT

Local Government Act 2020 (Vic).

Section 60 - Governance Rules

7. FINANCIAL AND OTHER RESOURCE IMPLICATIONS

There are no financial implications in the consideration of this report. A legal fee will be applicable when the final document is to be considered, which will be met from existing budgets.

8. ENVIRONMENTAL IMPLICATIONS

There are no environmental implications in the consideration of this report.

9. OPPORTUNITIES AND RISK

Opportunities:

Council has the opportunity to clarify aspects of its governance and decision-making through a considered review of its Governance Rules. It also has the opportunity to raise public awareness about Council decision-making and accountability through the community engagement process.

Risk:.

Compliance Risk.

Reputation Risk.

There is a risk that Governance Rules which are not compliant, or clear and consistent, inhibiting fair and transparent decision-making. This may lead to challenges to Council decisions, loss of reputation and legal exposure. Council manages this risk by consulting internally and externally, engaging skilled staff to undertake the review, and seeking an independent legal review on any changes prior to adoption.

There is a risk that the community do not feel engaged in the process of the review of the Governance Rules, leading to reputational damage. Council manages this risk by undertaking an appropriate level of consultation.



CAMPASPE SHIRE COUNCIL GOVERNANCE RULES

DRAFT – 2025 REVIEW



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DRAFT

Contents

1. Governance Overview and Decision Making	5
1.1 Introduction	5
1.2 Definitions.....	5
1.3 Purpose	8
1.4 Decision making	8
2. Meeting Procedure for Council Meetings	9
2.1 Council Meetings and Agendas	9
2.1.1 Date, Time and Place of Council Meetings	9
2.1.2 Unscheduled Meetings.....	9
2.1.3 Notice of Meetings.....	10
2.1.4 Council Meetings Open to the Public and Live Streaming of Meetings	11
2.1.5 Council Meetings Closed to the Public.....	11
2.1.6 Format of Council Meeting.....	12
2.1.7 Attendance via electronic means	12
2.1.8 Technical difficulties	12
2.2 Quorum	14
2.2.1 Requirements.....	14
2.2.2 Inability to maintain a Quorum due to declared conflicts of interests.....	14
2.2.3 Inability to Maintain a Quorum due to abstaining from voting	14
2.3 Business of a Meeting.....	15
2.3.1 Order of Business Listed on an Agenda	15
2.3.2 Changes to the Order of Business	15
2.3.3 Additional Items	16
2.3.4 Leave of Absences and Apologies	16
2.3.5 Councillor acknowledgments and Councillor reports	17
2.3.6 Reports.....	17
2.3.7 Petitions / Joint Letters	17
2.3.8 Public Question Time	1948
2.3.9 Notices of Motion.....	20
2.3.10 Lost Motion.....	21
2.3.11 Lapsed Motion	21
2.3.12 Notice of Rescission.....	2224
2.3.13 Urgent Business.....	22
2.3.14 Time Limit for Meetings	23
2.4 Addressing the Council Meeting	2423
2.5 Council Meeting Procedures	24
2.5.1 Role of the Chair	24
2.5.2 Mayor to take the Chair	24
2.5.3 The Chair's Duties and Discretions	2524
2.5.4 Voting	25
2.5.5 Abstaining from a Vote.....	2625
2.5.6 Casting Vote.....	2625
2.5.7 Recording of Opposition of Motion	2625
2.5.8 Motion to be Read Again.....	26
2.5.9 Division	26
2.5.10 Motions in Writing.....	2726
2.5.11 Moving a Motion	27
2.5.12 Closing the debate (right of reply or summary)	2827
2.5.13 Moving an Amendment	28
2.5.14 Second or Subsequent Amendments.....	29
2.5.15 An Amendment Once Carried	29
2.5.16 Foreshadowing a Motion	29
2.5.17 Separation and Withdrawal of a Motion	3029
2.5.18 Debating a Motion	30
2.5.19 Deferring or Pausing Debate.....	3130
2.5.20 Procedural Motion	3130

2.5.21	Procedural Motion Table	31
2.5.22	When a Resolution has been Acted on	31
2.5.23	Speaking Order and Times	32 ³⁴
2.5.24	Interruptions and Interjections	32
2.5.25	Priority of Address	32
2.5.26	Councillors not to speak twice to same Motion or Amendment	32
2.5.27	Points of Order	33 ³²
2.5.28	Chair to Decide Point of Order	33
2.5.29	Motion of Dissent	33
2.5.30	Disorderly Conduct	34 ³³
2.5.31	Suspension of Standing Orders	34
2.5.32	Adjourning the Meeting	35 ³⁴
2.5.33	Notice for Adjournment of Meeting	35
2.5.34	Lapsed Council Meeting	36 ³⁵
2.5.35	Compliance with Governance Rules	36 ³⁵
2.6	Conduct During Council Meetings	36³⁵
2.6.1	Electronic Devices	36 ³⁵
2.6.2	Behaviour during Council Meetings	36
2.6.3	Criticism of Council Staff	36
2.6.4	Gallery to be Silent	37 ³⁶
2.6.5	Display of Posters, Banners and Placards	37 ³⁶
2.6.6	Ejection of Disorderly Visitors	37 ³⁶
2.6.7	Chair May Adjourn Disorderly Meeting	37
2.7	Joint Council Meetings	38³⁷
2.8	Procedure Not Provided for in These Rules	38³⁷
3.	Public Submissions	38³⁷
4.	Meeting Procedure for committees	39³⁸
4.1	Delegated Committees	39³⁸
4.2	Community Asset Committees	39³⁸
5.	Meeting Records	39
5.1	Minutes	40³⁹
5.2	Confirmation of Minutes	41⁴⁰
6.	Mayor and Deputy Mayor Election Processes	41⁴⁰
6.1	Eligibility	41⁴⁰
6.2	Election of the Mayor and Deputy Mayor (if determined by Council)	41⁴⁰
6.3	Agenda Content	42⁴¹
6.4	Nominations for the Office of Mayor	42⁴¹
6.5	Nominations for the Office of Deputy Mayor	42⁴¹
6.6	Determining the Election of the Mayor and Deputy Mayor	43⁴²
6.7	Acting Mayor	43⁴²
6.8	Ceremonial Mayoral Speech	43⁴²
7.	Election Period Policy	44⁴³
7.1	Election Period Policy	44⁴³
8.	Disclosure of Conflict of Interests	44⁴³
8.1	Obligations	44⁴³
8.2	Councillors and members of Delegated Committees	44⁴³
8.2.1	Procedure at a Council or Delegated Committee Meeting	45 ⁴⁴
8.2.2	Procedure at other meetings organised, hosted or supported by Council	45 ⁴⁴
8.3	Council Staff	46⁴⁵
8.3.1	Procedure for disclosures of conflicts of interest	46 ⁴⁵

Appendix 1 – Election Period Policy
Appendix 2 – Procedural Motion Table
Appendix 3 – Flow Chart of Motions

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OFFICIAL

Authorisation

The Campaspe Shire Council Governance Rules were adopted by Council on 18 April 2023.

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Governance Rules

1. Governance Overview and Decision Making

1.1 Introduction

- (1) These are the Governance Rules of the Campaspe Shire Council ("Council"), made in accordance with section 60 of the Local Government Act 2020 (Vic) ("the Act") and should be read in the context of and in conjunction with the overarching governance principles and the supporting principles specified in sections 9(2) and (3) of the Act.
- (2) These Rules should also be considered in conjunction with: -
 - a) the Councillor Code of Conduct;
 - b) Council's Risk Management Framework; and
 - c) Council's policies.
- (3) These Rules will commence on the date they are adopted by Council as evidenced by a formal Council Resolution and have no cessation date.
- (4) These Rules will be reviewed once every four years or earlier if required.

1.2 Definitions

- (1) In these Governance Rules:

Words and Phrases	Meaning
Abstain	means where a Councillor declines to vote either for or against a Motion. Abstaining can be indicated by either verbally stating that they are abstaining or not raising their hand to vote.
the Act	means the <i>Local Government Act 2020 (Vic)</i> .
Agenda	means a document containing notice of a meeting, a list of business to be transacted at the meeting and can include Business Papers.
Authorised Officer	means a person appointed by Council under section 224 of the <i>Local Government Act 1989</i> .
Business Papers	means the presentation of information on an item of business to be considered and actioned by the Council and includes Reports and communications.
Chair	means the person who chairs a meeting and includes an acting, a temporary or a substitute Chairperson.
CEO	means the Chief Executive Officer appointed by Council (includes an Acting or Interim Chief Executive Officer).
Community Asset Committee	means a Community Asset Committee established under section 65 of the Act.
Council	means Campaspe Shire Council.

Governance Rules

Words and Phrases	Meaning
Council Chamber	means the place where a Council Meeting is held.
Council Meeting	means a meeting of the Council convened in accordance with these Governance Rules and includes a scheduled meeting and Unscheduled Meeting (whether held as face-to-face attendance in a set location or via electronic means (virtual) or in a 'hybrid' or 'parallel' format that mixes in-person and electronic attendance).
Councillor	means a Councillor of Council.
Chair	means the Chairperson of a meeting and includes an acting, temporary or substitute Chairperson.
Customer Service Centre	means Council's physical offices as provided on Council's website.
Delegate	means a member of Council staff to whom powers, functions and duties have been delegated by an instrument of delegation.
Delegated Committee	means a Delegated Committee established under section 63 of the Act.
Delegated Committee Meeting	means a meeting of a Delegated Committee convened in accordance with these Governance Rules and includes a scheduled meeting or Unscheduled Meeting (whether held as face-to-face attendance in a set location or via electronic means (virtual) or in a 'hybrid' or 'parallel' format that mixes in-person and electronic attendance).
Delegate Report	means a Report completed by a Delegate.
Directly Affected	means an individual who will be directly impacted in either a positive or negative way by a decision of Council and in turn will receive or lose a current benefit.
Election Period	means the period that starts at the time that nominations close on nomination day and ends at 6pm on election day.
Hybrid Meeting	means a method of attendance at a meeting whereby attendance is a combination of both in person attendees and attendees attending via electronic means of communication (also includes parallel).
Mayor	means the Mayor of Council elected in accordance with section 25 of the Act.
Minutes	means the record of proceedings of a meeting.
Motion	means a proposal made for the purpose of obtaining a decision or Resolution of Council.
Notice of Motion	means a notice in setting out the text of a Motion.
Notice of Rescission	means a Notice of Motion to rescind a Resolution made by Council.
Order of Business	means the order in which business is listed on the Agenda.

Governance Rules

Words and Phrases	Meaning
Quorum	means, in accordance with section 61(4) of the Act, an absolute majority. In accordance with section 61(7) of the Act, an absolute majority means the number of Councillors which is greater than half the total number of Councillors of a Council.
Report	means a report to Council prepared by an Officer or Delegate with Business Papers.
Requires a Decision	means those business items listed under the Agenda headings of: - <ul style="list-style-type: none"> • Responsible Authority Decisions, • Planning Authority Decisions, • Council Decisions, • Urgent Business, • Notices of Motion.
Resolution	means, in accordance with section 59(1) of the Act: <i>Where a Council is empowered to do any act, matter or thing, the decision to do the act, matter or thing is to be made by a resolution of the Council.</i>
Submitter	means a person or person who represents the interests of a group of people who are, or would be, Directly Affected by the outcome of a business item on the Agenda that Requires a Decision by the Council.
Submission	means information, opinion or submissions being presented by a Submitter for the purposes of being heard by Council.
these Rules	means these Governance Rules.
Unscheduled Meeting	means a meeting of the Council convened for a particular purpose that cannot be dealt with in the annual schedule of Council Meetings set by Council.
Visitor	means any person other than a Councillor or member of Council staff present at a Meeting.
Virtual Meeting	means a meeting whereby the method of attendance by all attendees is via electronic means of communication.
Written or in Writing	means recorded information (includes duplicates, lithographs, photocopies, photographs, facsimiles, printed, handwritten, typed, or emailed).

Governance Rules

1.3 Purpose

- (1) These Rules determine the way in which Council will make decisions in the best interests of the community.
- (2) Council is committed to transparency in decision making.
- (3) In accordance with section 60 of the Act, Council must develop, adopt and keep Governance Rules for or with respect to following:
 - (a) the conduct of Council Meetings and Committee Meetings, including holding such meetings by electronic means of communication;
 - (b) requesting and approval of attendance at Council Meetings and Committee Meetings by electronic means of communication;
 - (c) the form and availability of meeting records;
 - (d) the election of the Mayor and Deputy Mayor;
 - (e) the appointment of an Acting Mayor;
 - (f) procedures for the disclosure of a conflict of interest by a Councillor or member of a Delegated Committee in accordance with section 130 of the Act;
 - (g) the procedures for the disclosure of a conflict of interest by a Councillor under section 131 of the Act;
 - (h) the disclosure of a conflict of interest by a member of Council staff when providing information in respect of a matter within the meaning of section 126(1) of the Act; and
 - (i) the Election Period Policy in accordance with section 69 of the Act.

1.4 Decision making

- (1) In any matter in which a decision must be made by Council (including persons acting with the delegated authority of Council), Council must consider the matter and make a decision:
 - (a) fairly and on the merits;
 - (b) by giving consideration and making a decision which is balanced, ethical and impartial;
 - (c) free from favouritism or self-interest and without regard to irrelevant or unauthorised considerations; and
 - (d) applying due process and adhering to the principals of natural justice in decision making for any person whose rights are affected.
- (2) Without limiting anything in sub-rule (1):
 - (a) before making a decision that will directly affect the rights of a person, Council (including any person acting with the delegated authority of Council) must: -
 - i. identify the person or persons whose rights will be Directly Affected;
 - ii. give notice of the decision which Council must make to such person or persons; and

Governance Rules

- iii. ensure that such person or persons have an opportunity to communicate their views and have their interests considered before the decision is made.
- (b) if a Report to be considered at a Council Meeting concerns subject-matter which will directly affect the rights of a person or persons, the Report must record whether the person has or persons have been provided with an opportunity to communicate their views and have their interests considered.
- (c) if a member of Council staff proposes to make a decision under delegation that will directly affect the rights of a person or persons, the member of Council staff must complete a Report. The Report must record that notice of the decision to be made was given to such person or persons and such person or persons were provided with an opportunity to communicate their view and their interests considered.

2. Meeting Procedure for Council Meetings

2.1 Council Meetings and Agendas

2.1.1 Date, Time and Place of Council Meetings

- (1) At or before the last Council Meeting each calendar year, Council will fix the dates, times and places of Council Meetings for the following calendar year.
- (2) At or before the last Council Meeting each calendar year, Council must fix the date and time for all scheduled Council Meetings for the following calendar year.
- (3) The date, time and place of all Council Meetings are to be made available to the public.
- (4) The CEO, following consultation with the Mayor or Council by Resolution, may change the date, time and place of, or cancel, any Council Meeting which has been fixed and must provide notice of the change to the public.
- (5) For the purpose of sub-rules (3) and (4), notice provided on Council's website is sufficient for providing notice to the public.

2.1.2 Unscheduled Meetings

- (1) An Unscheduled Meeting can only be called in the following ways: -
 - (a) at a Council Meeting, by Council Resolution;
 - (b) by the CEO, following consultation with the Mayor; or
 - (c) by the CEO upon receipt of a written notice requesting an Unscheduled Meeting from the Mayor or three Councillors.
- (2) A written notice or Resolution to call an Unscheduled Meeting must:
 - (a) specify the business to be transacted;
 - (b) specify a time and date for holding the Unscheduled Meeting that is no earlier than three business days after the date of the Resolution or the date the written notice is provided; and

Governance Rules

- (c) specify the format of the Council Meeting which may be in-person, a Virtual Meeting or a Hybrid Meeting.
- (3) The CEO must determine the time and date for the Unscheduled Meeting, giving consideration to:
 - (a) the urgency of the business to be transacted;
 - (b) the availability of Councillors; and
 - (c) a reasonable notice period for a person or persons whose rights or interests may be Directly Affected by the business to be transacted.
- (4) The CEO must arrange for notice of the Unscheduled Meeting in accordance with Rule 2.1.3(10), (11) and (12) of these Rules.
- (5) Only the business specified in the Resolution, written notice, or CEO's Agenda may be considered at an Unscheduled Meeting.

2.1.3 Notice of Meetings

- (1) A notice of a Council Meeting, that is not an Unscheduled Meeting, incorporating or accompanied by an Agenda to be dealt with and any relevant Reports, must be sent electronically to every Councillor for all Council Meetings, at least three business days before the Council Meeting.
- (2) The notice for any Council Meeting, including Unscheduled Meetings, must be sent to each Councillor's Council email address.
- (3) A notice of a Council Meeting will not be sent to a Councillor who has been granted leave of absence unless the Councillor has requested in writing to the CEO to continue to receive such notices during their absence.
- (4) A Councillor who has declared a conflict of interest in a particular matter will not receive any Reports that are not publicly available concerning that particular matter unless approved by the Mayor and CEO.
- (5) An Agenda for each Council Meeting, that is not an Unscheduled Meeting, will be made available on Council's website no less than 48 hours before the Council Meeting.
- (6) A schedule of Council Meetings must be prepared and published that ensures it is available to a broad section of the community, including on Council's website and available from Customer Service Centres.
- (7) Notice of an Unscheduled Meeting must be published on Council's website as soon as practicable after the time and date of the Unscheduled Meeting has been determined and not less than 24 hours before the Unscheduled Meeting.
- (8) A notice of an Unscheduled Meeting, incorporating or accompanied by an Agenda and Reports must be made available to every Councillor at least 48 hours before the Unscheduled Meeting. A period less than 48 hours may be allowed if exceptional circumstances exist.
- (9) An Agenda for an Unscheduled Meeting will be made available on Council's website no less than 24 hours before the Unscheduled Meeting.

Governance Rules

2.1.4 Council Meetings Open to the Public and Live Streaming of Meetings

- (1) In accordance with section 66(1) of the Act, all Council Meetings must be open to the public unless a Resolution is made to close the Council Meeting for one of the circumstances in section 66(2) of the Act.
- (2) All Council Meetings that are open to the public are livestreamed by Council and can be viewed via Council's website.
- (3) Community members may only participate in Council Meetings in accordance with rule 2.3.7 and 3 of these Rules.
- (4) If a Council Meeting is interrupted due to technical difficulties such as loss of audio, visual or livestreaming capabilities, the procedure in rule 2.1.8 of these Rules applies.
- (5) Recordings of Council Meetings will be retained and available to the public for viewing or listening for at least a period of 12 months from the date of the Council Meeting.
- (6) Public Council Meetings are an open forum of statements, questions and answers. Occasionally some things that are said may be regarded as offensive defamatory or contrary to law. In circumstances when statements are made that may fall into these categories the CEO, at their sole discretion, may edit the recorded version of the Council Meeting so as not to cause embarrassment or increase liability exposure to members of the public or Council.
- (7) In circumstances where comments are made that may be considered defamatory, breach copyright, breach privacy or may be considered discriminatory, such comments may be edited from the available recorded version of the Council Meeting.
- (8) Ownership, including ownership of copyright in all material produced by Council, belongs to Council. Anything contained in a livestream, recording or any material produced by Council (including on Council's website) must not be edited, altered, reproduced or published without the permission of Council.
- (9) The livestreaming or recordings of Council Meetings are not the official record of the Council Meeting. The Minutes are the official record of Council Meetings.

2.1.5 Council Meetings Closed to the Public

- (1) Council may resolve that a Council Meeting be closed to the public in accordance with section 66 of the Act if the Council Meeting:
 - (a) is to consider confidential information as defined in the Act;
 - (b) there are security reasons; or
 - (c) it is necessary to do so to enable the Council Meeting to proceed in an orderly manner.
- (2) A Council Meeting closed to the public for reasons in sub-rules (1)(b) and (c) above, will be livestreamed on Council's website.
- (3) If a Council Meeting is closed to the public, the reasons for the closure will be documented in the Minutes of the Council Meeting.

Governance Rules

2.1.6 Format of Council Meeting

- (1) All Council Meetings will be held in-person unless Council, by Resolution, or, the Mayor and CEO agree that a Council Meeting will be held as a Virtual Meeting or Hybrid Meeting.
- (2) Where the Council Meeting is held in person, attendance may be either in person or by electronic means, the Council Meeting then being a Hybrid Meeting.
- (3) Where the Council Meeting is a Virtual Meeting, only attendance via electronic means is allowed.

2.1.7 Attendance via electronic means

- (1) In accordance with section 61(6A) of the Act, a Councillor may attend and be present at a Council Meeting by electronic means.
- (2) Councillors who wish to attend a Council Meeting via electronic means, must advise the Mayor and CEO in writing by 12:00pm (noon) the day of the Council Meeting to allow time for arrangements to be made.
- (3) If a Councillor attending a Council Meeting via electronic means is required to vote on an item, they may do so by either raising a virtual hand or physically raising their hand in view of the camera.
- (4) A member of Council staff required to attend a Council Meeting may also request to attend via electronic means by permission of the CEO.
- (5) It is the responsibility of any person attending a Council Meeting via electronic means to ensure: -
 - (a) that they can be seen and heard;
 - (b) that their electronic capabilities and connection is sufficient; and
 - (c) that their environment is suitable, including privacy when addressing confidential items.
- (4) For clarity, where a Councillor cannot be seen and heard, they will be treated as though they have left the Council Meeting and it will be recorded in the Minutes accordingly pursuant to rule 5.1(3)(o) of these Rules.
- (5) Where a confidential item is being addressed at a Council Meeting, a Councillor attending via electronic means must verbally declare that they are in a secure and confidential setting at the beginning of the confidential items portion of the Council Meeting.

2.1.8 Technical difficulties

- (1) If a Council Meeting's livestreaming or recording capabilities are interrupted due to technical difficulties, the following shall apply: -
 - (a) a Councillor, the CEO or member of Council staff may bring this to the attention of the Chair.
 - (b) the Council Meeting will be adjourned until such a time as the technical difficulties are resolved.
 - (c) if technical difficulties continue for more than 30 minutes, the Council Meeting will be adjourned until a date that is as soon as reasonably practicable and not exceeding 14 days from the time of the adjournment.

Governance Rules

- (d) any decisions or discussions that take place during a time of a loss of audio, visual or livestreaming or recording capabilities are not rendered invalid. On the resumption of the livestreaming and/or recording, the Chair will provide a recap of the decisions made during that time for the purposes of transparency and accuracy of public record.
- (2) If the Chair experiences technical difficulties that result in a loss of connection, the following shall apply: -
 - (a) a Councillor, the CEO or member of Council staff may bring this to the attention of the Deputy Mayor or the CEO.
 - (b) the Deputy Mayor, or if the Deputy Mayor is not present, the CEO will take the Chair and adjourn the Council Meeting until such a time as the disconnected Chair re-establishes connection, who will then rejoin the Council Meeting and resume as Chair.
 - (c) if technical difficulties continue for more than 10 minutes: -
 - i. where the Deputy Mayor is present, the Deputy Mayor will remain Chair and resume the Council Meeting provided a Quorum can still be achieved; or
 - ii. where the Deputy Mayor is not present, the CEO will remain Chair to facilitate the election of another Chair in accordance with rule 2.5.2(3) and (4) of these Rules provided a Quorum can still be achieved.
 - (d) if a Quorum cannot be achieved, the Council Meeting will be adjourned until a date and time that is as soon as reasonably practicable and not exceeding 14 days from the time of the adjournment.
- (3) If a Councillor experiences technical difficulties that result in a loss of connection, the following shall apply: -
 - (a) a Councillor, the CEO or member of Council staff may bring this to the attention of the Chair.
 - (b) the Council Meeting will be adjourned until such a time as the connection is re-established for no longer than 10 minutes.
 - (c) if the connection is unable to be re-established, the Council Meeting shall resume in the absence of that Councillor provided that a Quorum is achieved.
 - (d) if a Quorum cannot be achieved, the Council Meeting will be adjourned until a date that is as soon as reasonably practicable and not exceeding 14 days from the time of the adjournment.
 - (e) if a Councillor voted on a matter but the vote was not captured due to loss of connection, the vote is not counted and that Councillor will be recorded in the Minutes as not present for the vote.
 - (f) if a Councillor re-establishes connection after the Council Meeting has resumed pursuant to sub-rule (c), it is to be treated as though they have returned to the Council Meeting.
- (4) If the CEO, or member of Council staff authorised by the CEO to take Minutes in accordance with rule 5.1(1) of these Rules, experiences technical difficulties that result in a loss of connection the following shall apply: -
 - (a) a Councillor, the CEO or member of Council staff may bring this to the attention of the Chair.
 - (b) the Council Meeting will be adjourned and resumed until such a time as the technical difficulties are resolved or another member of Council staff is authorised to take the Minutes in accordance with rule 5.1(1) of these Rules.
 - (c) if technical difficulties continue for more than 30 minutes, the Council Meeting will be adjourned until a date that is as soon as reasonably practicable and not exceeding 14 days from the time of the adjournment.
- (5) If a member of Council staff or anyone else required to attend a Council Meeting who

Governance Rules

is attending by electronic means, loses connection the following shall apply: -

- (a) a Councillor, the CEO or a member of Council staff may bring this to the attention of the Chair.
 - (b) the Council Meeting will be adjourned until such a time as the connection is re-established for no longer than 10 minutes.
 - (c) if the connection is unable to be re-established, the Council Meeting shall resume and the Chair may use their discretion as to whether or not the loss of connection should result in a further adjournment.
- (6) If technical difficulties for any of the sub-rules above do not result in loss of connection but do result in loss of audio, visual or an interrupted ability to understand the proceedings of the Council Meeting or an interrupted ability to communicate to the Council Meeting effectively, then it shall be treated as a loss of connection.

2.2 Quorum

2.2.1 Requirements

- (1) A Council Meeting cannot commence, resume or continue without an absolute majority of the total number of Councillors holding office being present, forming a Quorum.
- (2) It is noted that pursuant to section 61(5)(e) of the Act, a Councillor present at the Council Meeting who does not vote is taken to have voted against the question.
- (3) It is noted that under section 61(6A) of the Act, for the purposes of a Council Meeting, a Councillor present by electronic means of communication is deemed present for the purposes of a Quorum.
- (4) If a Quorum is not achieved within 30 minutes of the time appointed for the commencement of any Council Meeting, then the Council Meeting is lapsed pursuant to rule 2.5.34 of these Rules.
- (5) If during any Council Meeting a Quorum cannot be maintained, the CEO may adjourn the Council Meeting to a date that is as soon as reasonably practicable and not exceeding 14 days from the time of the adjournment with the exception to the circumstances set out in Rules 2.2.2 and 2.2.3 of these Rules.

2.2.2 Inability to maintain a Quorum due to declared conflicts of interests

- (1) If during any Council Meeting it becomes apparent to the Chair that it will not be possible to maintain a Quorum due to the number of Councillors who have a conflict of interest in a decision in regards to a matter, Council must consider whether the decision can be made in an alternative manner as outlined in section 67(3) of the Act.
- (2) If Council is unable to use an alternative manner, then Council must establish a Delegated Committee to make the decision in accordance with section 67(4) of the Act. [\[See Appendix 4\]](#)

2.2.3 Inability to Maintain a Quorum due to abstaining from voting

- (1) If during any Council Meeting it becomes apparent to the Chair a Quorum cannot be maintained in relation to a Council Decision, due to the number of Councillors that have elected to Abstain from voting and leave the Council Meeting, Council must

Governance Rules

establish a Delegated Committee in accordance with section 63 of the Act to make that decision.

2.3 Business of a Meeting

2.3.1 Order of Business Listed on an Agenda

- (1) The order in which business is listed on the Agenda is determined by the CEO and should be kept consistent where possible.
- (2) Notwithstanding sub-rule (1), generally, the Order of Business will be as follows, with items grouped within their respective directorates where possible: -
 - (a) Open and Welcome
 - (b) Acknowledgement of Country and opening prayer
 - (c) Apologies and Requests for Leave of Absence
 - (d) Confirmation of Minutes and Attachments
 - (e) Disclosure of Conflicts of Interest
 - (f) Changes to the Order of Business
 - (g) Public Question Time
 - (h) Petitions/Joint Letters
 - ~~(i)~~ (i) Acknowledgements/Councillor Reports
 - ~~(j)~~ (i) Notes of Appreciation
 - ~~(j)~~ (k) Council Decisions (including Responsible Authority Decisions, Planning Authority Decisions and Council Information)
 - ~~(k)~~ (l) Notices of Motion (including Notices of Rescission)
 - ~~(l)~~ (m) Urgent Business
 - ~~(m)~~ (n) Confidential Business
 - ~~(n)~~ (o) Close Meeting
- (3) Sub-rule (2) does not preclude the CEO from altering the Order of Business from time to time to enhance the fluent and open process of the government of the Council.
- (4) The CEO may include any other item heading on the Agenda that they believe should be considered by Council after consulting the Mayor.

2.3.2 Changes to the Order of Business

- (1) Once an Agenda has been published on the Council website, the Order of Business for that Council Meeting may only be altered as follows: -
 - a) by the CEO prior to the commencement of the Council Meeting following consultation with the Mayor. Where the alteration occurs after the Agenda has been distributed to the public the alteration must be communicated to the Chair

Governance Rules

to explain the alteration at the Council Meeting under “changes to Order of Business”; or

- b) by the Chair during the Council Meeting; or
- c) by Resolution of the Council during the Council Meeting.

- (2) A change to the Order of Business after distribution of the Agenda to the public will be recorded in the Minutes of that Council Meeting.

2.3.3 Additional Items

- (1) The CEO may approve an additional item for consideration to be included in an Agenda that has already been distributed where:-
 - (a) rule 2.3.13 of these Rules does not apply;
 - (b) the CEO has consulted with the Mayor; and
 - (c) the CEO reasonably believes that there are exceptional circumstances that require inclusion of the item at that Council Meeting.
- (2) Notice must be provided to Councillors of the additional Agenda item including the item content and relevant Report (if applicable) to the Councillor's Council email address as soon as practicable.

2.3.4 Leave of Absences and Apologies

- (1) Where a Councillor has a planned period of leave or absence, that Councillor should apply for a leave of absence by written notification to the Mayor.
- (2) The Mayor will provide any leave of absence request received to the CEO for inclusion in the Agenda of the next Council Meeting.
- (3) A leave of absence not included in an Agenda may still be considered by Council if a written request has been received by the Mayor prior to the Council Meeting.
- (4) Council will not unreasonably withhold its approval of a leave of absence.
- (5) Once the application for leave is tendered, the Council will consider a Motion to grant a leave of absence.
- (6) Where a Councillor has submitted a leave of absence which is approved, then that Councillor will be noted in the Minutes as not present due to leave of absence granted.
- (7) Where a leave of absence has not been approved and a Councillor is unable to attend a Council Meeting, they must notify the CEO of their apology, reason for doing so and request their apology be noted at the Meeting no later than 12:00pm (noon) on the day of the Council Meeting.
- (8) If any apologies for that Council Meeting are tendered by CEO, Council will consider a Motion to accept the apologies. The relevant Councillors will be noted in the Minutes for that Council Meeting as an apology.
- (9) Where a Councillor is not in attendance at a Council Meeting and a leave of absence has not been approved or apology submitted in accordance with these Rules, then that Councillor will be noted in the Minutes for that Council Meeting as absent.

Governance Rules

- (10) In accordance with section 35(1)(e) of the Act, a Councillor will cease to hold the office of Councillor if absent from Council Meetings for a period of four consecutive months without leave being obtained from the Council.

2.3.5 Councillor acknowledgments and Councillor reports

- (1) At each Council Meeting, other than an Unscheduled Meeting, Councillors will have the opportunity to: -
- a) acknowledge significant community members and events. These may relate to notable achievements by community members and groups as well as offering of condolences for a recently deceased person who had provided distinguished service in the local area;
 - b) report on any meetings, conferences or events that they have recently attended; or
 - c) report on any matters or progress in relation to a Delegated Committee they are part of
- (2) The duration of any acknowledgement or report from a Councillor will be limited to two minutes.
- (3) The CEO must be notified of any acknowledgment or report to be raised by a Councillor at a Council Meeting at least three hours before the commencement of the Council Meeting.

2.3.6 Notes of appreciation

The Chief Executive Officer may present a report acknowledging notes of appreciation from the community.

~~2.3.6~~ 2.3.7 Reports

- (1) Reports must not be read out loud in full at any Council Meeting unless Council resolves to the contrary.

~~2.3.7~~ 2.3.8 Petitions / Joint Letters

- (1) For the sake of clarity, a petition and a joint letter have the same meaning and will be treated as being the same by Council.
- (2) Petitions and joint letters are a way for the community to formally bring a matter of concern to Council's attention.
- (3) A petition or joint letter must:
- (a) be in legible and permanent type/writing;
 - (b) identify Council as the recipient;
 - (c) not be defamatory, indecent, abusive or objectionable in language or content;
 - (d) not relate to matters beyond the powers of Council;
 - (e) provide a clear and concise statement identifying the subject matter of the petition;
 - (f) bear the whole of the petition or request, referred to in sub-rule (3)(e), upon each page;

Governance Rules

- (g) consist of single pages of paper and must not be pasted, stapled, pinned or otherwise affixed to any other piece of paper;
 - (h) identify the full name, address and phone number of the person submitting the petition (chief petitioner) or joint letter, together with the name of the organisation/group they represent if the petition or joint letter is submitted on behalf of an organisation or group; and
 - (i) contain the full name, physical address and signature of at least ten (10) people.
- (4) An electronic or online petition must be in accordance with sub-rule (3) of these Governance Rules, except sub-rule (3)(f) and (3)(g).
 - (5) For the purpose of compliance with sub-rule (3)(i) an electronic or online petition, only requires the name and physical address of each person supporting the petition.
 - (6) If no person is nominated or is the obvious intended nominated person pursuant to sub-rule (3)(h), Council may reply to the first signatory which appears on the petition.
 - (7) Petitions and joint letters received by Councillors or member of Council staff must be lodged with the CEO as soon as possible after received no later than 12pm six business days prior to the date of the Council Meeting for inclusion in the Agenda of ~~a Council Meeting~~the meeting, unless;
 - (a) the matter which is the subject of the petition or joint letter has been acted upon within the last 3 months; or
 - (b) the matter which is the subject of the petition or joint letter has a Resolution of the Council within the last 12 months.
 - (8) Any petition or joint letter where sub-rule (7) applies, will receive a response to the nominated contact acknowledging receipt of the petition or joint letter, and advising of the action taken or Council Resolution that has been made in relation to the subject matter of the petition or joint letter.
 - (9) Any petitions or joint letters that the CEO has determined do not comply with these Rules will not be tabled at a Council Meeting.
 - (10) Where a petition or joint letter is compliant with these Rules: -
 - (a) it will be ~~tabled included in the Agenda~~ at the next available Council Meeting where the Order of Business allows in accordance with (7) and that is not less than three business days from receipt of the petition or joint letter.
 - (b) A motion to receive a petition is a procedural motion in accordance with 2.5.20.
 - In a motion to receive a petition or joint letter, Council may only resolve to
 - receive the petition or joint letter and
 - refer the matter for a Report or appropriate action as required to the next appropriate Council Meeting, unless the Council agrees to deal with it earlier."
 - (c) Every petition and joint letter that has nine or less signatures will be forwarded directly to the appropriate member of staff for action as an operational item.
 - (~~b~~)(d) The Agenda of the relevant Council Meeting will include a copy of the petition with personal information redacted and the number of petitioners clearly noted on the front page.
 - (a) The Minutes of the relevant Council Meeting will include a copy of the petition with

Governance Rules

personal information redacted.

2.3.82.3.9 Public Question Time

- (1) Question time will be available at a Council Meeting, except for an Unscheduled Meeting, to enable members of the public to address questions to Council.
- (2) All questions must: -
 - (a) be received in writing on either of the prescribed forms as outlined on Council's website.
 - (b) must be received no later than 12:00pm (noon) on the day before the Council Meeting.

The Chief Executive Officer has discretion to accept public questions in other written formats.
- (3) (e) No question may be dealt with unless the questioner (or a nominated representative) is present at the Scheduled Council Meeting at which the question is to be asked.
- (4) A person submitting a question may request to attend the relevant Council Meeting by electronic means while their question is being read, answered and for any questions. This request must: -
 - (a) be made in writing and include the reason for the request;
 - (b) be submitted by email ~~to~~ or by providing it to one of Council's Customer Service Centres; and
 - (c) include the full name and contact details of the person submitting the request and refer to the question being asked.
- (5) The CEO must advise the person submitting the question if they can attend the Council Meeting electronically and if so, advise of any relevant details.
- (6) A question will only be read to the Council Meeting if the CEO has determined that the question:
 - (a) does not relate to a matter containing confidential information as defined in the Act;
 - (b) does not relate to a matter in respect of which Council has no power to act;
 - (c) is not defamatory, indecent, abusive or objectionable in language or substance;
 - (d) is not a repetition of a question already asked or answered (whether at the same or an earlier Council Meeting); and
 - (e) is not asked to embarrass a Councillor or member of Council staff.
- (7) Only genuine questions are to be considered at a Council Meeting. The CEO has the discretion to exclude preambles and statements submitted with a question where this does not change the meaning of the question.
- (8) If the CEO determines that a question will be read at a Council Meeting then the CEO will: -
 - (a) Read the name of the person who has submitted the question;

Governance Rules

- (b) read the text of the question;
 - (c) either seek a response from the relevant department or member of Council staff prior to the Council Meeting and read the answer provided or, direct that question to be answered by a nominated Councillor or member of Council staff at the Council Meeting.
- (9) If the CEO determines that a question will not be read to the Council Meeting, then the CEO must:
 - (a) advise the person who submitted the question that the question will not be read at the Council Meeting and the reason why; and
 - (b) advise the Councillors of a question received and make the question available to Councillors upon request.
- (10) No debate on or discussion of a question or an answer will be permitted other than for the purposes of clarification.
- (11) A Councillor or member of Council staff nominated to answer a question may:
 - (a) seek clarification of the question from the person who submitted it (if they are in attendance at the Council Meeting);
 - (b) seek the assistance of another person in answering the question; or
 - (c) defer answering the question, so that the answer may be researched, and a written response be provided within 10 working days following the Council Meeting (the question thereby being taken on notice).
- (12) An individual is limited to a maximum of two questions at any one Council Meeting.
- (13) A maximum of two questions may be asked about any single topic at the Council Meeting.
- (14) Question time at a Council Meeting will be limited in duration and will not exceed 30 minutes.
- (15) The question read and answer provided will be included in the Minutes of that Council Meeting.

2.3.92.3.10 Notices of Motion

- (1) A Councillor may submit a Notice of Motion to the CEO for inclusion in the Agenda for a Council Meeting.
- (2) A maximum of three Notices of Motion can be submitted per Councillor per Council Meeting.
- (3) A Notice of Motion must be in writing, dated and signed by the intending mover and lodged with the CEO no later than 12:00 pm (noon) at least 10 business days before the Council Meeting at which it is intended to be considered.
- (4) A Notice of Motion will not be accepted for consideration at an Unscheduled Meeting.
- (5) A Notice of Motion will only be accepted if it:
 - (a) does not relate to a matter in respect of which Council has no power to act;
 - (b) does not substantially change the levels of Council services;

Governance Rules

- (c) does not commit Council to expenditure not identified in the adopted budget and that cannot be accommodated in the adopted budget
 - (d) does not declare a rate or charge;
 - (e) does not establish or amend Council policy;
 - (f) does not commit Council to any contractual arrangement;
 - (g) is not defamatory, indecent, abusive or objectionable in language or substance;
 - (h) provides sufficient detail to ensure the Motion is implementable; and
 - (i) is not against public order or safety.
- (6) A Notice of Motion must include a rationale. The CEO has the discretion to include an Officer comment on any proposed Notice of Motion including Notices of Rescission.
- (7) If a Notice of Motion is considered by the CEO to not meet the requirements of sub-rule (5) the CEO must notify the Councillor who delivered the Notice of Motion of the reasons for that opinion and provide adequate support to the Councillor to structure the Notice of Motion (if possible) to meet the requirements of sub-rule (5).
- (8) A Notice of Motion cannot be accepted by the Chair unless the full text of any such Motion has been listed on the Agenda for the Council Meeting at which it is proposed to be moved.
- (9) Except by leave of the Council, Notices of Motion before a Council Meeting will be considered in the order in which they were received.
- (10) If a Councillor who has given a Notice of Motion is absent from the Council Meeting or fails to move the Motion when called upon by the Chair, any other Councillor may move the Motion.
- (11) If a Councillor proposing the Motion wishes to amend the Notice of Motion, they may do so by first seeking leave of the Council to amend the Notice of Motion, prior to it being seconded.
- (12) Another Councillor can put forward an amendment for consideration, which must be dealt with in accordance with Rules 2.5.12, 2.5.13 and 2.5.14 of these Rules.
- (13) Where a Notice of Motion is approved by the CEO a copy of that Notice of Motion will be distributed by the CEO to all Councillors at the earliest opportunity.
- (14) A Notice of Motion cannot be submitted in relation to a matter that was the subject of a Notice of Rescission within three calendar months of the Notice of Rescission having been considered by Council.

~~2.3.10~~**2.3.11** Lost Motion

- (1) If a Notice of Motion, whether amended or not, is lost, a similar Motion cannot again be put before Council for a period of three calendar months from the date it was lost.

~~2.3.11~~**2.3.12** Lapsed Motion

Governance Rules

- (1) A Notice of Motion lapses where: -
 - (a) the motion is not moved; or
 - (b) the motion is moved but not seconded.
- (2) A lapsed Notice of Motion may be resubmitted with the CEO for consideration pursuant to rule 2.3.9 of these Rules.

~~2.3.12~~ 2.3.13 Notice of Rescission

~~(1)~~ A Councillor may propose a Motion to rescind a decision of Council provided the previous Resolution, the subject of the Notice of Rescission, has not been acted on.

~~(2)~~ A motion for rescission is not required where Council wishes to change policy.

~~(1)~~(3) An actual Notice of Rescission a previous Resolution of Council: -

- (a) must be provided to the CEO by 5.00pm the next business day following the Council Meeting at which the Motion was resolved;
- (b) is deemed to have been withdrawn if not moved at the Council Meeting at which the Notice of Motion to rescind is included in the Agenda; and
- (c) if it is a second or subsequent Notice of Motion to rescind an earlier Resolution, must not be accepted by the CEO until a period of three months has elapsed since the date of the Council Meeting at which the Notice of Motion of rescission was dealt with.

~~(2)~~(4) Once a Notice of Motion to rescind has been received by the CEO, no further action is to be taken on the Resolution that is the subject of the Notice of Motion to rescind.

~~(3)~~(5) Any Councillor providing a Notice of Motion to rescind is required to provide written justification that must include one of the following: -

- (a) that the vote may not have accurately reflected the opinion held by the Council Meeting due to the misunderstanding of the Motion or for some other reason; or
- (b) new information to hand; or
- (c) some vital information has been overlooked.

~~(4)~~(6) A Notice of Motion of rescission must include the written endorsement of at least two other Councillors.

~~(5)~~(7) The CEO will inform the Councillor in writing whether the Notice of Motion of rescission has been accepted or not, and if not, advise the Councillor why not, and then advise the Mayor and the Councillors at the earliest opportunity.

~~(6)~~(8) If the Notice of Motion of rescission has been accepted, it must be listed on the Agenda of the next available Council Meeting.

~~2.3.13~~ 2.3.14 Urgent Business

- (1) If the Agenda for a Council Meeting makes provision for urgent business, business can be admitted as urgent business by Resolution of Council provided that: -

Governance Rules

- (a) it relates to or arises out of a matter which has arisen since distribution of the Agenda;
 - (b) cannot reasonably be deferred to the next Council Meeting as the delay would be detrimental to effect of the decision;
 - (c) it involves a matter of urgency as determined by the CEO; and
 - (d) it is a matter that cannot be addressed through an operational service request process.
- (2) An item of urgent business must not:
- (a) substantially affect the levels of Council service;
 - (b) commit Council to significant expenditure not included in the adopted budget;
 - (c) establish or amend Council policy;
 - (d) commit Council to any contractual arrangement;
 - (e) require, the giving of prior notice in a policy; and
 - (f) has the potential to directly affect a person's rights, for which they should be afforded an opportunity to communicate their views and have their interests considered.
- (3) A Councillor proposing an item of business be admitted as urgent business must lodge it in writing to the CEO no later than 3:00pm on the day of the Council Meeting.
- (4) The CEO will advise the Mayor of any matter they determine appropriate for Council to consider admitting as urgent business.

2.3.142.3.15 Time Limit for Meetings

- (1) A Council Meeting must not continue after three hours from the time it commences unless a majority of Councillors present vote in favour of its extension in accordance with this rule.
- (2) Extensions of a Council Meeting will be in block periods of 30 minutes.
- (3) After the initial 30 minute extension the Council Meeting must not continue unless a majority of Councillors present vote in favour of a further extension.
- (4) A Council Meeting may only be continued for a maximum of two 30 minute extensions.
- (5) In the absence of such extensions as provided for in sub-rules (2) and (3), or in the event there is further business to be transacted at the completion of two extensions, the Council Meeting must be adjourned to a time and date resolved by Council that is as soon as reasonably practicable and within the next 14 days.
- (6) Notwithstanding sub-rule (5), the Chair may seek leave of the Council not to adjourn the Council Meeting, if the Chair reasonably believes the remaining business will take less than 10 minutes to transact.
- (7) If Council did not resolve the date and time under sub-rule (5), the CEO must give such notice to each Councillor, including the remaining business to be considered, within three business days of the adjournment.

Governance Rules

2.4 Addressing the Council Meeting

- (1) Any Councillor or person who addresses a Council Meeting must direct all remarks through the Chair.
- (2) The Chair may address a Council Meeting, however, if the Chair wishes to move any Motion or amendment, they must advise the Council of that intention and vacate the Chair for the duration of the item under discussion.
- (3) Any person addressing the Chair should refer to the Chair as:-
 - (a) Mayor (where the Mayor is the Chair);
 - (b) Chair; or
 - (c) Chairperson.
- (4) The Chair of the Council Meeting may advise the Councillors and staff of their naming preference.
- (5) Councillors must be addressed as "Councillor [surname]".
- ~~(6)~~ The CEO must be addressed as CEO unless otherwise stipulated by the CEO.
- ~~(6)(7)~~ Any other Council staff must be addressed by their title unless otherwise stipulated by the CEO.

2.5 Council Meeting Procedures

2.5.1 Role of the Chair

- (1) The Chair must facilitate an orderly, respectful, transparent and constructive Council Meeting by ensuring that all Councillors have the opportunity to be heard, matters are adequately discussed, Council Meeting procedures are followed, and statutory requirements are adhered to.
- (2) The Chair is an independent leader of Council Meetings and generally does not move or second Motions.
- (3) The Chair will adhere to the specific duties and discretions of the Chair outlined in these Rules.

2.5.2 Mayor to take the Chair

- (1) The Mayor must take the Chair at all Council Meetings at which they are present.
- (2) If the Mayor is not in attendance or vacates the Chair at a Council Meeting (including due to technical difficulties), the Deputy Mayor must take the Chair.
- (3) If the Mayor and Deputy Mayor are not in attendance at a Council Meeting or both have the vacated Chair (including due to technical difficulties), then Council must elect one of the Councillors present as Chair for the Council Meeting.

Governance Rules

- (4) To elect one of the Councillors in accordance with sub-rule (3), the CEO will take the Chair for the purposes of facilitating the election. The election process will be as follows: -
- (a) the CEO will invite nominations for the Chair;
 - (b) any Councillor can be nominated or make a nomination;
 - (c) any Councillor nominated to take the Chair may refuse nomination;
 - (d) if only one Councillor is nominated then that Councillor is elected Chair;
 - (e) if more than one nomination is received then the Councillors shall vote by show of hands and the Councillor with the absolute majority of the votes is elected Chair;
 - (f) if an absolute majority cannot be obtained then the CEO will elect the Chair from the nominated Councillors who received the equal amount of highest votes; and
 - (g) once a Councillor is elected Chair, the CEO will vacate the Chair and the elected Councillor will take the Chair.

2.5.3 The Chair's Duties and Discretions

- (1) In addition to the specific duties and discretions provided in these Rules: -
- (a) The Chair must not accept any Motion, question or statement which is:
 - i) defamatory;
 - ii) objectionable in language or nature;
 - iii) is vague or unclear in its intention;
 - iv) is outside the powers of Council;
 - v) is not relevant to an item of business on the Agenda and has not been admitted as urgent business; or
 - vi) purports to be an amendment but is not.
 - (b) The Chair must call a person to order if the behaviour of that person is disruptive and interferes with the conduct of the business of Council.

2.5.4 Voting

- (1) To determine a Motion that is put before a Council Meeting, the Chair will first call for those voting in favour of the Motion and then those voting against the Motion and will then declare the results to the Council Meeting.
- (2) Voting on any Motion will be by show of hands.
- (3) Except that a Councillor may call a division, Councillors must remain seated in silence while a vote is being taken.
- (4) All Councillors present are required to vote on any matter before Council unless that Councillor has declared a conflict of interest in the item or signified their intention to Abstain from voting on the matter.
- (5) The Chair must declare the result of the vote, including a vote by division if called, as

Governance Rules

soon as it is taken.

- (6) The Chair may direct that the vote be re-counted as often as may be necessary to be satisfied of the result.

2.5.5 Abstaining from a Vote

- (1) A Councillor who chooses to Abstain from a vote will be considered as having voted in the negative pursuant to section 61(5)(e) of the Act.
- (2) Where a Councillor abstained from a vote, it will be noted in Minutes.
- (3) Rule 2.5.5 does not apply where a Councillor doesn't vote due to having a conflict of interest, this is dealt with by rule 8.2 of these Rules.

2.5.6 Casting Vote

- (1) In the event of an equality of votes, the Chair has a casting vote, except in cases where the Act or these Rules determine otherwise.
- (2) If the Chair exercises their casting vote, they must provide an explanation to the Council Meeting as to why they voted in a particular way.

2.5.7 Recording of Opposition of Motion

- (1) Any Councillor may ask that their opposition to a Motion resolved by Council be recorded in the Minutes of that Council Meeting.

2.5.8 Motion to be Read Again

- (1) Before any Motion or amendment is put to the vote, a Councillor may request that the Motion or amendment be read again.
- (2) The Chair, whether requested or not, may also ask the CEO (or other person authorised by the CEO to attend the Council Meeting and take the Minutes) to read the question, Motion or amendment to the Council Meeting before the vote is taken.

2.5.9 Division

- (1) Any Councillor may request a division on any vote.
- (2) The request must be made to the Chair either immediately prior to or immediately after the vote has been taken but cannot be called after the next item of business has commenced.
- (3) For the purpose of sub-rule (2) the next item of business has not commenced until the Chair has named the mover of the next item of business.
- (4) When a division is called in accordance with sub-rule (2), any vote already taken on the item must be set aside and voting in the division will decide the Motion or amendment.
- (5) Where a Councillor has abstained from the vote, they will be recorded as voting against the Motion.

Governance Rules

- (6) When a division is called, the Chair will:
 - (a) advise Councillors that if they abstained from the vote then they will be recorded as voting against the Motion.
 - (b) ask each Councillor wishing to vote in favour of the Motion to indicate their vote by raising a hand and the Chair must then state the names of those Councillors to be recorded in the Minutes; then
 - (c) ask each Councillor wishing to vote against the Motion to indicate their vote by raising a hand and the Chair must then state the names of those Councillors to be recorded in the Minutes; then
 - (d) ask each Councillor abstaining from voting to indicate that they are abstaining by raising a hand and the Chair must then state the names of those Councillors to be recorded in the Minutes; and
 - (e) announce the result of the division.
- (7) No Councillor is prevented from changing their vote when voting on the division. The voting by division will determine the Council's Resolution on the Motion.

2.5.10 Motions in Writing

- (1) All Motions, except procedural Motions, must be submitted in writing.
- (2) A Motion (and therefore a resolution) must be capable of standing alone, that is, a person reading the decision of Council in the Minutes must be able to understand what Council is seeking to achieve without reference to other sources. This usually means it should include specifics about the action to be taken and the details of any other conditions, limitations or other parties to be included when undertaking the action.
- (3) The Chair may adjourn a Council Meeting while a Motion is being written or may request Council to "lay the Motion on the table" (pausing debate), in accordance with rule 2.5.21 of these Rules, until the Motion has been written, allowing the Council Meeting to proceed uninterrupted.
- (4) If debate is paused, a procedural Motion is required to take a Motion from the table (resume debate) in accordance with rule 2.5.21 of these Rules.

2.5.11 Moving a Motion

- (1) The procedure for any Motion is:
 - (a) The Chair calls for a Motion to be put to the Council;
 - (b) The mover must outline the Motion without speaking to it;
 - (c) The Motion must be seconded by a Councillor other than the mover.
 - (d) If the Motion is not seconded, the Motion lapses for want of a seconder.
 - (e) If there is a seconder, then the Chair must call on the mover to speak to the Motion.
 - (f) After the mover has spoken to the Motion, the seconder may also speak to the Motion (or reserve/defer their right to speak to later in the debate).

Governance Rules

- (g) After the seconder has spoken, declined or reserved their right to speak, the Chair must: -
 - i. call on any Councillor who wishes to speak against the Motion; then
 - ii. call on any Councillor who wishes to speak for the Motion; then
 - iii. alternate between for and against until all Councillors wishing to speak for or against the Motion have spoken; then
 - iv. call on any other Councillor who wishes to speak to the Motion; then
 - v. where the seconder has reserved their right to speak, ask the seconder if they wish to speak.

until all Councillors have had the opportunity to speak to the Motion;
- (h) If no Councillor wishes to speak to the Motion, then the Chair must ask the mover if they wish to close in accordance with rule 2.5.12 of these Rules and then put the Motion to a vote.
- (2) A Councillor calling the attention of the Chair to raise a point of order is not regarded as speaking to the Motion.
- (3) A Councillor who moves an amendment to the Motion is not regarded as having spoken to the Motion.

2.5.12 Closing the debate (right of reply or summary)

- (1) Where a Motion has not been amended, once all Councillors have had the opportunity to speak to or debate the Motion, in accordance with rule 2.5.18 of these Rules, the Chair will ask the mover of a Motion if they would like to close debate.
- (2) The closing of debate is: -
 - (a) where at least one Councillor has spoken against the Motion – for the mover to exercise a right of reply to reply to matters raised during the debate; or
 - (b) where no Councillor has spoken against the Motion – for the mover to summarise matters raised relevant to that Motion
- (3) No new material or comments may be raised during the close of debate.
- (4) The mover of the Motion can choose not to close the debate and ask that the Chair take the matter to the vote.

2.5.13 Moving an Amendment

- (1) A Motion, which has been moved and seconded, may be amended by leaving out, inserting or adding words, which must be relevant to the subject of the Motion.
- (2) An amendment to a Motion cannot be negative or substantially contrary to the Motion.
- (3) An amendment may be proposed or seconded by any Councillor, except the mover and seconder of the original Motion.
- (4) If a Councillor proposes an amendment and the original mover and seconder of the Motion both indicate their agreement with the amendment, the amended Motion

Governance Rules

becomes the substantive Motion without debate or vote, and debate of the Motion continues in accordance with rule 2.5.18 of these Rules.

- (5) If a Councillor proposes an amendment to which either the original mover or seconder does not agree, the following will apply;
 - (a) the amendment must be moved and seconded;
 - (b) a Councillor may speak on any amendment once, whether or not they have spoken to the Motion, but debate must be confined to the terms of the amendment;
 - (c) any number of amendments may be proposed to a Motion, but only one amendment may be accepted by the Chair at any one time. No second or subsequent amendment, whether to the Motion or an amendment of it may be taken into consideration until the previous amendment has been dealt with and voted on;
 - (d) if the amendment is carried, the Motion as amended then becomes the Motion before the Council Meeting (known as the substantive Motion);
 - (e) the mover and seconder of the amendment become the mover and seconder of the substantive Motion.
 - (f) debate commences as if a new Motion; and
 - (g) the mover of an amendment does not have a right of reply.
- (6) An amended Motion having been moved and seconded may be adjusted by the minute taker by leaving out, inserting or adding words which must be relevant to the original Motion and framed as to complement it as an intelligible and consistent whole.
- (7) No notice need be given of any amendment.

2.5.14 Second or Subsequent Amendments

- (1) A second or subsequent amendment cannot be moved until the immediately preceding amendment is determined.
- (2) If any Councillor intends to move a second or subsequent amendment, they must give notice of their intention to do so prior to the amendment currently being debated being put to the vote.
- (3) A Councillor cannot move more than two amendments in succession, unless granted leave of Council, see rule 2.5.21 of these Rules.

2.5.15 An Amendment Once Carried

- (1) If an amendment is carried, it becomes the substantive Motion.

2.5.16 Foreshadowing a Motion

- (1) At any time during debate, a Councillor may foreshadow a Motion to inform the Council of their intention to move a Motion at a later stage in the Council Meeting, but this does not extend any special rights to the foreshadowed Motion.
- (2) A foreshadowed Motion may be prefaced with a statement that in the event a

Governance Rules

particular Motion before the Council is resolved in a certain way a Councillor intends to move a Motion.

- (3) A Motion foreshadowed has no procedural standing and is merely a means to assist the flow of the Council Meeting.
- (4) The Minutes of the Council Meeting will not include foreshadowed Motions unless the foreshadowed Motion is subsequently formally moved as a Motion.
- (5) Foreshadowed Motions must relate to the reports in the Council Meeting Agenda. Foreshadowed Motions cannot be made in relation to Notices of Motion dealt with in rule 2.3.1(1)(k) of these Rules.

2.5.17 Separation and Withdrawal of a Motion

- (1) When a Motion or amendment contains more than one part, a Councillor may request the Chair, at any time before a vote is taken, separate the Motion so that: -
 - (a) the Motion is separated into parts where each part is spoken to/debated then voted on separately; or
 - (b) the Motion be spoken to/debated all together and then voted on in parts.
- (1) The Chair may refuse or allow such any request pursuant to sub-rule (1) at their discretion.
- (2) The Chair, at their discretion, may also decide to deal with any Motion in accordance with sub-rules (1)(a) or (b).
- (3) Before any Motion is put to the vote, it may be withdrawn by the leave of the Council, except for a Councillor Notice of Motion, which can only be withdrawn by the submitting Councillor.

2.5.18 Debating a Motion

- (1) Debate must always be relevant to the Motion before the Council, and if not, the Chair must direct the speaker to confine debate to that Motion.
- (2) In the case of a Notice of Motion for rescission, debate must be confined to the grounds of the rescission and not the merits of the original Motion.
- (3) If after being directed to confine debate to the Motion before the Council, the speaker continues to debate irrelevant points, the Chair may disallow the speaker any further comment in respect of the Motion before the Council.
- (4) Every Councillor must be afforded the opportunity to debate a Motion subject to rule 2.5.21 of these Rules.
- (5) A Motion has been sufficiently debated when the views of all Councillors have been represented.
- (6) A Motion has been sufficiently debated if opposing views (where they exist) have been sufficiently put, not so much the number of those who have spoken but whether all minority opposing views have been put.
- (7) Once the views put are representative of the views of all Councillors the debate would be regarded as sufficient.

Governance Rules

- (8) At any time during the debate a Councillor may request through the Chair, that they ask a Councillor, the CEO or an officer directed by the CEO, a question for the purposes of clarification on the item only prior to debate of that item.

2.5.19 Deferring or Pausing Debate

- (1) The deferring or pausing of debate of a Motion is a procedural Motion and must be done in accordance with rule 2.5.21 of these Rules.
- (2) If an item of business is paused for debate, in effect laying a Motion on the table, that item of business must be taken from the table at the same Council Meeting, otherwise the item of business will lapse.
- (3) If an item of business is deferred, the item of business must be placed on the Agenda and included in the Reports of the Council Meeting to which it was deferred. Deferred items of business have priority over any other business except formal business.
- (4) If the procedural Motion to defer the item of business does not include a specific date or Council Meeting, the item of business will automatically lapse from the business of the Council.

2.5.20 Procedural Motion

- (1) A procedural Motion must be moved and seconded.
- (2) Unless otherwise prohibited, and subject to rule 2.5.25, a procedural Motion (other than a Notice of Motion or Notice of Rescission) may be moved at any time and must be dealt with immediately by the Chair.
- (3) A procedural Motion cannot be moved or seconded by the Chair.
- (4) The Chair may reject a procedural Motion if they believe the Motion on which it is proposed has not been sufficiently debated, as outlined in rule 2.5.18(5) and 2.5.18(6) of these Rules.
- (5) Unless otherwise provided, debate on a procedural Motion is not permitted and the mover does not have a right of reply.
- (6) Unless otherwise provided a procedural Motion cannot be amended.

2.5.21 Procedural Motion Table

- (1) Regardless of any other provision in these Rules, a procedural Motion must be dealt with in accordance with the Procedural Motion Table appended as Appendix 2 to Rules.

2.5.22 When a Resolution has been Acted on

- (1) A Resolution, or part thereof, will be considered as having been acted on;
- (i) it has been formally communicated to a person whose interests are materially affected by it; or
- (ii) a statutory process has commenced so as to vest enforceable rights in, or obligations on, Council or any other person.
- ~~(a) once its details have been formally communicated in writing (which includes electronic communications) to either internal or external parties affected by or~~

Governance Rules

~~reliant on the Resolution; or~~

~~(b) – where a statutory procedure has been commenced.~~

- (2) The CEO may initiate action or cause action to be initiated on any Council Resolution, or part thereof, at any time after the Council Meeting at which it was carried unless it is the subject of a notice of rescission, providing that deferring implementation of the resolution would not have the effect of depriving the resolution of efficacy.
- (3) If a Resolution can be broken down into parts and some parts of the Resolution have not been acted on, then any proposed change to the remaining parts is to be treated as an amendment of the Resolution unless the substance of the proposed change is to reverse the Resolution when considered as a whole.

2.5.23 Speaking Order and Times

- (1) If a Motion is moved and seconded, then any Councillor who so desires may speak to the Motion in the order below for the following timeframes, unless granted an extension by Resolution of Council: -
 - (a) a mover of a Motion – five minutes;
 - (b) the seconder of a Motion – three minutes; or reserve their right to speak later;
 - (c) any other Councillor – two minutes;
 - (d) Secunder must exercise or forfeit reserved right (if they had reserved their right to speak later in the debate) – three minutes; and
 - (e) Closure of debate – two minutes
- (2) Once the mover has either closed the debate or forfeited their right to do so, the Motion must be immediately put to a vote without any further discussion or debate.
- (3) An extension of speaking time may be granted to a Councillor at the Chair's discretion.
- (4) Only one extension per Councillor is permitted for each item of business.
- (5) Any extension of speaking time must not exceed two minutes.

2.5.24 Interruptions and Interjections

- (1) A Councillor must not be interrupted except by the Chair or by another Councillor raising a Point of Order.
- (2) If a Councillor is interrupted by the Chair or by another Councillor raising a Point of Order, then they must remain silent until the Councillor raising the Point of Order has been heard and the point of order disposed of.

2.5.25 Priority of Address

- (1) In the case of competition for the right to speak, the Chair must decide the order in which the Councillors will be heard.

2.5.26 Councillors not to speak twice to same Motion or Amendment

Governance Rules

- (1) A Councillor must not speak more than once to the same Motion or amendment, except;
 - (a) As the mover of a Motion closing (exercising a right of reply or summary); or
 - (b) When a Councillor is raising a Point of Order.

2.5.27 Points of Order

- (1) A point of order is taken when a Councillor draws the attention of the Chair to an alleged act, disorder or to a Councillor being out of order.
- (2) A Councillor may raise a point of order by stating "point of order" and briefly the matter which is the subject of the point of order and if related to these Rules by stating the relevant rule or Rules.
- (3) A point of order may be raised in relation to a matter that is:-
 - (a) Contrary to these Rules;
 - (b) Defamatory;
 - (c) Irrelevant;
 - (d) Outside Council's power;
 - (e) Under judicial consideration;
 - (f) Not clearly understood and requires the Chairperson's clarification;
 - (g) Improper, offensive, obscene, ambiguous or obscure; or
 - (h) Personally offensive to a Councillor or other person.
- (4) A Councillor may at any time raise a point of order which will, until disposed of, take precedence over the consideration and decision of every other item of business.
- (5) A Councillor who is addressing the Council must not be interrupted unless called to order at which time they must remain silent until the Councillor raising the point of order has been heard and the point of order disposed of.
- (6) The expression of difference of opinion or to contradict a speaker is not considered a point of order.

2.5.28 Chair to Decide Point of Order

- (1) When called to order, a Councillor must remain silent until the point of order is decided unless they are requested by the Chair to provide an explanation.
- (2) The Chair may temporarily adjourn the Council Meeting to consider a point of order but must otherwise rule upon it as soon as it is raised.
- (3) All matters before the Council are to be suspended until the point of order is decided.
- (4) The decision of the Chair in respect to a Point of Order raised will be final and conclusive unless the majority of Councillors present at the Council Meeting move a Motion of dissent.

2.5.29 Motion of Dissent

Governance Rules

- (1) A Motion of dissent in the Chair's ruling of a point of order must, if seconded, be given priority over all other items of business and a substitute Chair must be elected to preside while the Motion is being considered.
- (2) A substitute Chair for the purposes of sub-rule (1) will be decided in accordance with rules 2.5.2 (2), (3) and (4) of these Rules.
- (3) The substitute Chair will call on the first Chair to provide an explanation for their ruling and must preside over the vote on the first Chair's ruling.
- (4) The ruling must be decided by a majority vote.
- (5) Once the vote has been conducted the initial Chair will preside for the remainder of the Council Meeting.

2.5.30 Disorderly Conduct

- (1) The conduct of Councillors and members of Delegated Committees is governed by the Act and the Councillor Code of Conduct.
- (2) The Chair may call a break in a Council Meeting for either a short time, or to resume another day if the behaviour by Councillors or people in attendance at the Council Meeting are significantly disruptive.
- (3) The break referred to in sub-rule (2) is an adjournment and must be conducted in accordance with rules 2.5.21 and 2.5.33 of these Rules.
- (4) If a Councillor engages in improper or disorderly conduct, or acts in a way that otherwise disrupts the Council Meeting and prevents the conduct of Council business:
 - (a) Council may, by Resolution, suspend that Councillor from a portion of the Council Meeting or from the remainder of the Council Meeting if the Chair has already warned the Councillor to cease that behaviour; or
 - (b) The Mayor, under section 19 of the Act, at a Council Meeting, having previously warned the Councillor to cease that behaviour, may direct a Councillor to leave the Council Meeting for a period of time or the remainder of the Council Meeting.
- (5) When Council suspends a Councillor under sub-rule (4)(a), or the Mayor directs a Councillor to leave the Council Meeting under sub-rule (4)(b), the Councillor will take no active part in the portion of the Council Meeting from which they have been suspended.
- (6) If a Councillor has been directed to leave in accordance with sub-rule (4)(b), the Minutes of the Council Meeting will record the time the Councillor left and if so allowed, the time the Councillor returned to the Council Meeting.
- (7) If a Councillor has been suspended from a Council Meeting or directed to leave in accordance with sub-rule (4) ~~and refuses to leave the meeting~~ the Chair may ~~direct the CEO to ask the CEO, an Authorised Officer or~~ a member of Victoria Police to remove the Councillor.

2.5.31 Suspension of Standing Orders

- (1) Standing orders are the Rules made to govern the procedure at Council Meetings contained in these Rules. The standing orders cover a range of matters including the

Governance Rules

Order of Business, Rules of debate, procedural Motions and election procedures.

- (2) Standing orders can be suspended to facilitate the business of a Council Meeting.
- (3) To temporarily remove the constraints of formal Council Meeting procedure and allow full discussion or clarification of any issues, Council may, by Resolution, suspend standing orders in accordance with the table at rule 2.5.21 of these Rules.
- (4) Suspension of standing orders must not be used purely to dispense with the processes and protocol of the government of Council.
- (5) No Motion can be accepted by the Chair or lawfully be dealt with during any suspension of standing orders, except a Motion to resume standing orders.
- (6) No Motion to suspend standing orders can be accepted by the Chair during a second extension of time for a Council Meeting.

2.5.32 Adjourning the Meeting

- (1) Once a Council Meeting is declared open, the Chair or Council by Resolution may adjourn the Council Meeting:
 - (a) if at any time throughout a Council Meeting a Quorum is lost;
 - (b) if the Council Meeting becomes excessively disorderly and order cannot be restored;
 - (c) to allow for additional information to be presented to a Council Meeting;
 - (d) to give Councillors a comfort break;
 - (e) if the Council Meeting has been in progress for longer than 2 hours;
 - (f) any other situation if the adjournment could aid the process of the Council Meeting.
- (2) A Council Meeting cannot be adjourned for a period exceeding 14 days from the date of the adjournment.
- (3) An appropriate Motion would be:

“That the Council Meeting be adjourned until __ (time the date specified, which does not exceed 14 days)”.

2.5.33 Notice for Adjournment of Meeting

- (1) If a Council Meeting is adjourned, the CEO will ensure that the Agenda for such a Council Meeting is identical to the Agenda for the Council Meeting which was adjourned.
- (2) Except when a Council Meeting is adjourned until later on the same day, the CEO must give all Councillors written notice of a new date for the continuation of the adjourned Council Meeting and every reasonable attempt must be made to advise the public of the new Council Meeting date and time.
- (3) If it is not practical to provide written notice to Councillors because time does not permit that to occur then provided a reasonable attempt is made to contact each Councillor, contact by telephone, electronic medium, or in person will be sufficient.

Governance Rules

2.5.34 Lapsed Council Meeting

- (1) A Council Meeting is deemed to have lapsed if it does not commence and therefore no Resolution can be carried to adjourn the Council Meeting.
- (2) If a Council Meeting lapses, the undisposed business will, unless it has already been disposed of at an Unscheduled Meeting, be included in the Agenda for the next scheduled Council Meeting.
- (3) The business of the lapsed Council Meeting must be dealt with prior to any other business, except formal business, and in the same order as the original Council Meeting Order of Business.

2.5.35 Compliance with Governance Rules

- (1) If during a Council Meeting the CEO becomes aware of any non-compliance with the Council Meeting procedures contained in these Governance Rules or other applicable legislation relating to meeting procedures, the CEO must immediately inform the Chair about the requirement of these Governance Rules or other applicable legislation relating to meeting procedures.
- (2) The Chair must allow the CEO to advise the Council Meeting of any such breach or likely breach of these Governance Rules or other applicable legislation and the Chair must take account of the advice given.

2.6 Conduct During Council Meetings

2.6.1 Electronic Devices

- (1) Any person in attendance at a Council Meeting must ensure that their electronic device is turned off or switched to silent.
- (2) Media representatives must seek prior permission from the CEO to use recording devices during the Council Meeting and/or within the Council Chamber for the purposes of taking photos or providing social media updates.
- (3) Subject to sub-rule (2) the use of recording devices during the Council Meeting and/or within the Council Chamber for the purposes of audio or visual recording is prohibited. Media representatives and members of the public may access the live broadcasting or recording after the Council Meeting via Council's website.

2.6.2 Behaviour during Council Meetings

- (1) Having regard to the role of Councillors under the Act and in the interests of good governance, it is the responsibility of individual Councillors to exhibit good conduct in Council Meetings. Councillors should listen while others are speaking, avoid interrupting, be aware of their body language and use reasonable and temperate language in debates (no matter how contentious the topic may be).

2.6.3 Criticism of Council Staff

- (1) The CEO may address a Council Meeting in respect of any statement made affecting a member of Council staff if that comment is made at a Council Meeting or in the

Governance Rules

media.

2.6.4 Gallery to be Silent

- (1) Visitors must not interject or take part in the debate of any item of business before the Council.
- (2) Silence must be maintained by members of the public in the gallery at all times.

2.6.5 Display of Posters, Banners and Placards

- (1) A person must not display any placards or posters in the Council Chamber or in any building where a Council Meeting is being, or is about to be held, except outside the entrance to the building.
- (2) A poster, banner or placards must not:
 - (a) Display any offensive, indecent, insulting or objectionable item or words; or
 - (b) Obstruct the entrance to the Council Chamber or a building where a Council Meeting is being or is about to be held; or
 - (c) Obstruct the view or physically impede any person.
- (3) The Chair or CEO may order and cause the removal of any poster, banner or placard that is deemed by the Chair or CEO to be objectionable, disrespectful or otherwise inappropriate.

2.6.6 Ejection of Disorderly Visitors

- (1) If a person, other than a Councillor, interjects or is gesticulating offensively during the Council Meeting, the Chair must direct:
 - (a) the person to stop interjecting or gesticulating offensively advising the person that if they fail to do so they will be removed from the Meeting; and
 - (b) the removal of the person if they continue to interject or gesticulate offensively.
 - ~~(b) —In giving effect to a person's removal under sub-rule (1)(b) the Chair may direct the CEO to ask a member of Victoria Police to remove the person.~~
- (2) The Chair may cause the removal of any object or material that is deemed by the Chair to be objectionable or disrespectful.
 - (a) In giving effect to ~~a person's removal under sub-rule (1)(b)~~ or material under sub-rule (2), the Chair may ask the CEO, an Officer or a member of Victoria Police to remove the ~~person~~, object or material.

2.6.7 Chair May Adjourn Disorderly Meeting

- (1) If the Chair is of the opinion that disorder at the Council table or in the gallery makes it desirable to adjourn the Council Meeting, they may adjourn the Council Meeting to a later time on the same day, or to some later day prior to the next Council Meeting, at a time and date and venue to be fixed as they think proper.
- (2) Any adjournment is to be done in accordance with rules 2.5.21 and 2.5.3~~23~~ of these

Governance Rules

Rules.

2.7 Joint Council Meetings

- (1) Council may resolve to participate in a Joint Council Meeting, with other councils, to consider;
 - (a) Collaborative projects;
 - (b) Collaborative procurement; or
 - (c) Emergency Response and Recovery.
- (2) If Council resolves to participate in a Joint Council Meeting, the CEO will agree on the Governance Rules with the participating Councils.
- (3) If Council is the lead Council on a matter to be brought for consideration at a Joint Council Meeting, the Mayor will be nominated to Chair the Joint Council Meeting.
- (4) Consistent information will be provided to Councillors prior to any Joint Council Meeting and every endeavour will be made by the CEO to facilitate a joint briefing.
- (5) A joint briefing may be held electronically.

2.8 Procedure Not Provided for in These Rules

- (1) In all cases not specifically provided by these Rules, Council will decide, by Resolution, the procedure to apply.

3. Public Submissions

- (1) Submissions may be provided to Council from a Submitter where: -
 - (a) Council has called for Submissions in relation to a proposed decision; or
 - (b) a Submitter has made a written request to be heard by Council about an item on the Agenda.
- (2) The CEO will decide if Submissions will be: -
 - (a) heard at a Council Meeting, following consultation with the Mayor;
 - (b) heard at a Council briefing session, following consultation with the Mayor;
 - (c) heard at a meeting or hearing called by the CEO, in which case Councillors will be notified and invited to attend;
 - (d) provided in writing, in which case Councillors will be provided a copy of any such Submission.
- (3) Submissions can only be provided by a person who is or by persons who are affected by the relevant decision of Council.
 - (a) Submitters will speak for no longer than 5 minutes.

Governance Rules

~~(b)~~ Submitters will provide any printed material which forms part of their submission at the time of their request to submit.

~~(a)(c)~~ No debate or discussion will be permitted other than for the purposes of clarification.

~~(3)(4)~~ Where Submissions are being heard in accordance with sub-rule (2)(a), (b) or (c) the CEO, must advise the Submitters of the date, time, venue and protocols that apply.

~~(4)(5)~~ Council must consider all Submissions received prior to consideration of the proposed decision, the subject of the Submission.

4. Meeting Procedure for committees

4.1 Delegated Committees

- (1) Council may establish Delegated Committees in accordance with section 63(1) of the Act.
- (2) If Council establishes a Delegated Committee, these Rules will apply to a Delegated Committee Meeting, with any necessary modifications.
- (3) For the purpose of sub-rule (1):
 - (a) A Council Meeting is to read as a reference to a Delegated Committee Meeting;
 - (b) A Councillor is to be read as a reference to a Member of the Delegated Committee; and
 - (c) A reference to the Mayor is to be read as a reference to the Chair of the Delegated Committee.
- (4) If Council establishes a Delegated Committee, Council may decide which of these Rules will apply to any Delegated Committee by Council Resolution.

4.2 Community Asset Committees

- (1) Council may establish a Community Asset Committee, for the management of a community asset such as a hall or reserve, in accordance with section 65 of the Act.
- (2) A Community Asset Committee must adhere to rules 5.1 and 5.2 of these Rules.
- (3) a Community Asset Committee must act in accordance with its adopted Charter, instrument of delegation from the CEO and any Terms of Reference adopted by Council.

5. Meeting Records

Governance Rules

5.1 Minutes

- (1) The CEO, or a person authorised by the CEO, is responsible for the keeping of Minutes on behalf of Council of each Council Meeting.
- (2) Each item in the Minutes must be clearly headed with a subject title and be consecutively numbered and consecutively page numbered.
- (3) The CEO (or other person authorised by the CEO to take the Minutes) must keep Minutes of each Council Meeting and those Minutes must record:
 - (a) the date, place, time and nature of the Council Meeting;
 - (b) When the Council Meeting was commenced, adjourned, resumed and concluded;
 - (c) the names of Councillors and whether they are present, an apology, or leave of absence or other details as provided;
 - (d) the names of members of Council staff in attendance with their organisational titles;
 - (e) the disclosure of a conflict of interest made by a Councillor in accordance with the Act;
 - (f) arrivals and departure times (including temporary departures) of Councillors during the course of the Council Meeting;
 - (g) each Motion and amendment moved, including the mover and seconder of the Motion;
 - (h) the outcome of every Motion (including procedural Motions) and amendment, that is whether it was put to the vote and the result (namely, carried, lost, withdrawn, lapsed for the want of a seconder, or amended);
 - (i) if a division is called, the names of every Councillor and the way their vote was cast (either for or against);
 - (j) the name of the Councillor who abstained from voting on an item and the Councillor's reason for abstaining;
 - (k) details of a failure to achieve a Quorum and any adjournment whether as a result or otherwise;
 - (l) a summary of any question asked and the response provided as part of public question time;
 - (m) a summary of all committee reports and or deputations made to Council;
 - (n) the time and reason for any adjournment of the Council Meeting or suspension of standing orders;
 - (o) the name of, time and reason for, a Councillor leaving a Council Meeting (including technical difficulties where they are attending by electronic means) and time they returned (if applicable);
 - (p) closure of the Council Meeting to members of the public and the reason for such closure; and

Governance Rules

- (q) any other matter which the CEO deems should be recorded to clarify the intention of the Council Meeting or the reading of the Minutes.

5.2 Confirmation of Minutes

- (1) The Minutes as recorded by the CEO, or person authorised by the CEO to take the Minutes, will be made available as the proposed Minutes to:
 - (a) Councillors, within seven business days of the Council Meeting as they relate; and
 - (b) Members of the public, within nine business days of the Council Meeting as they relate.
- (2) At every Council Meeting the Minutes of the preceding Council Meeting(s) must be dealt with as follows:
 - (a) A Motion moved to confirm the Minutes in the following or substantively similar terms, 'That the Minutes of theMeeting held on 20..... be confirmed.'
 - (b) If a Councillor indicates opposition to the Minutes, the Councillor must specify the particular item or items in the Minutes and after asking any questions to clarify the matter, can only move a Motion to rectify the alleged error(s) in the Minutes by adding the following words to the Motion in sub-rule (2)(a) '...subject to the following alteration(s) '.
- (3) No debate or discussion is permitted on the confirmation of Minutes except as to their accuracy as a record of the proceedings of the Council Meeting to which they relate.
- (4) Once the Minutes are confirmed in their original or amended form, the Minutes must, if practicable be signed by the Chair of the Council Meeting at which they have been confirmed.
- (5) Once Minutes have been signed they are to be uploaded to Council's website and saved to Council's electronic database.

6. Mayor and Deputy Mayor Election Processes

6.1 Eligibility

- (1) Any Councillor is eligible for election or re-election to the office of Mayor or Deputy Mayor.

6.2 Election of the Mayor and Deputy Mayor (if determined by Council)

- (1) A Council Meeting to elect the Mayor and Deputy Mayor (if applicable) must be held:
 -
 - (a) as soon practical after the declaration of the results of a general election of Councillors, being no later than 30 November;
 - (b) as close to the end of the relevant term as is reasonably practicable; or

Governance Rules

- (c) within one month after the office of the Mayor or Deputy Mayor (if applicable) otherwise becomes vacant.
- (2) Council may resolve to establish a position of Deputy Mayor.
- (3) If Council has resolved to establish an office of Deputy Mayor, the Councillors must also elect a Councillor to be the Deputy Mayor during Council Meeting at which the Mayor is to be elected.
- (4) Council must resolve whether the Mayor and Deputy Mayor (if applicable) is to be elected for a 1 or 2 year term prior to the relevant election.
- (5) The CEO will facilitate the election of the Mayor in accordance with the Act and will act as the temporary Chair of that Council Meeting.
- (6) The Mayor becomes the Chair of the Council Meeting once elected by Council and will facilitate the election of the Deputy Mayor in accordance with the Act.

6.3 Agenda Content

- (1) The Agenda for the Council Meeting to elect the Mayor and Deputy Mayor (if applicable): -
 - (a) must include the election of the Mayor;
 - (b) must include the election of the Deputy Mayor (if Council resolves that a Deputy Mayor is to be elected);
 - (c) may include appointments of Council representatives to committees, peak industry bodies, regional and community based organisations; and
 - (d) may include the fixing of the dates, times and locations of all Council Meetings for a 12 month period.

6.4 Nominations for the Office of Mayor

- (1) During the Council Meeting where the election of the Mayor is to occur, the CEO will call for nominations for the position of Mayor and confirm acceptance of the nomination with the nominee.
- (2) Any Councillor nominated may refuse nomination or withdraw at any stage before the voting is finalised.
- (3) If there is only one nomination for the position of Mayor, that person is deemed to be elected Mayor.
- (4) If there is more than one nomination at the Council Meeting, the election of the Mayor will follow rule 6.6 of these Rules.

6.5 Nominations for the Office of Deputy Mayor

- (1) The Mayor will call for nominations for the position of Deputy Mayor and confirm acceptance of the nomination with the nominee.
- (2) Any Councillor nominated may refuse nomination.

Governance Rules

- (3) If there is only one nomination for the position of Deputy Mayor, that person is deemed to be elected Deputy Mayor.
- (4) If there is more than one nomination at the Council Meeting, the election of the Deputy Mayor will follow rule 6.6 of these Rules.

6.6 Determining the Election of the Mayor and Deputy Mayor

- (1) The process to elect the Mayor and Deputy Mayor is:
 - (a) If there is more than one nomination (each of which must be seconded), the Councillors present at the Council Meeting must vote for one of the candidates by a show of hands. In the event of a candidate receiving an absolute majority of the votes, the candidate is declared to have been elected.
 - (b) In the event that no candidate receives an absolute majority of the votes, the candidate with the fewest number of votes is declared to be a defeated candidate. The Councillors present at the Council Meeting must then vote for one of the remaining candidates by a show of hands.
 - (c) If one of the remaining candidates receives an absolute majority of the votes, they are duly elected. If none of the remaining candidates receive an absolute majority of the votes, the process set out in sub-rule (b) must be repeated until one of the candidates receives an absolute majority of the votes. That candidate will then be declared to have been duly elected.
 - (d) If after two further votes are taken neither candidate receives an absolute majority, the Council may resolve to conduct a new election at a later date and time.

6.7 Acting Mayor

- (1) If Council has established an office of Deputy Mayor, the Deputy Mayor must perform the role of the Mayor in accordance with section 21 of the Act.
- (2) If Council has not established an office of Deputy Mayor and;
 - a) the Mayor is unable for any reason to attend a Council Meeting or part of a Council Meeting; or
 - b) the Mayor is incapable of performing the duties of the office of Mayor for any reason, including illness; or
 - c) the office of Mayor is vacant;

Council must appoint a Councillor to be the Acting Mayor in accordance with section 20B of the Act.

6.8 Ceremonial Mayoral Speech

- (1) Upon being elected, the Mayor may make a ceremonial speech to outline the priorities for the year ahead based on the adopted Council Plan for not more than five minutes.

Governance Rules

7. Election Period Policy

7.1 Election Period Policy

- (1) Council's Election Period Policy which is included at Appendix 1, forms part of and is to be read in conjunction with these Rules.
- (2) Council will have in place an Election Period Policy that:
 - (a) Governs decision making during a local Government Election Period, including what may be considered at a Council Meeting;
 - (b) Prohibits the use of Council resources for any election campaign purposes, including Federal, State or Council elections;
 - (c) Sets out the conditions for any community engagement required to be undertaken during an Election Period, including consultations and Civic events;
 - (d) Sets out the requirements for any council publications during a local Government Election Period including the use of Council's website, social media, newsletters and advertising; and
 - (e) Defines role and responsibilities in relation to who is the principle spokesperson for Council is during the Election Period.
- (3) At least once in each Council term and no later than 12 months prior to the commencement of an election period, Council will review its Election Period policy.
- (4) The operation of committees established by Council will be suspended upon the commencement of the Election Period prior to a general Council election and will resume following the election.
- (5) During the Election Period prior to a general Council election, the CEO will not accept any Notices of Motion or Notices of Rescission Motions for consideration and decision at a Council Meeting conducted during the Election Period save for consideration and decisions allowed by the Election Period Policy.

8. Disclosure of Conflict of Interests

8.1 Obligations

- (1) Councillors, members of Delegated Committees and Community Asset Committees and members of Council staff are required to:
 - (a) avoid all situations that may give rise to conflicts of interest;
 - (b) identify any conflicts of interest; and
 - (c) disclose or declare conflicts of interest.

8.2 Councillors and members of Delegated Committees

- (1) Councillors and Members must not participate in discussion or decision making

Governance Rules

on a matter in which they have a conflict of interest.

- (2) Councillors and Members must disclose the conflict of interest to the CEO by providing the disclosure in the form determined by the CEO.
- (3) When disclosing a conflict of interest, the Councillor or Member must clearly state their connection to the matter.
- (4) All disclosures of conflicts of interest will be recorded in the Minutes of a Council Meeting or Committee Meeting.
- (5) Council will maintain a Conflict of Interest Register that will be made available on for inspection at a Council Customer Service Centre upon request.

8.2.1 Procedure at a Council or Delegated Committee Meeting

- (1) At the time indicated in the Agenda, a Councillor with a conflict of interest in an item on the Agenda must indicate they have a conflict of interest by clearly stating;
 - (a) the item for which they have a conflict of interest;
 - (b) whether their conflict of interest is of a general or material nature; and
 - (c) the circumstances that give rise to the conflict of interest.
- (2) Immediately prior to the consideration of the item in which they have a conflict of interest, a Councillor or Member of a Delegated Committee must indicate to the Council Meeting the existence of the conflict of interest and leave the Council Meeting.
- (3) A Councillor who is not present at the designated time in the Agenda for disclosures of conflicts of interest, must disclose their conflict of interest in the manner required for the declaration of conflicts of interest at sub-rule (1) prior to leaving the Council Meeting.
- (4) A Councillor or member of a Delegated Committee who discloses a conflict of interest and leaves a Council Meeting must not communicate with any participants in the Council Meeting while the decision is being made.
- (5) Where the Council Meeting is a Virtual Meeting or Hybrid Meeting, a Councillor or member of a Delegated Committee required to leave the Council Meeting due to a conflict of interest must:
 - (a) deactivate their microphone and camera; or
 - (b) disconnect completely or be removed from the online meeting platform.
- (6) The Chair or CEO will contact the Councillor or Member of the Delegated Committee by other means to notify them to rejoin the Council Meeting.

8.2.2 Procedure at other meetings organised, hosted or supported by Council

- (1) A Councillor who has a conflict of interest must not participate in discussion of matters that will come before Council for a decision, or if a decision will be made by a member of staff acting under delegation.
- (2) At the time indicated on the Agenda, a Councillor with a conflict of interest will indicate the existence of the conflict of interest and the item of business in which the conflict of interest arises.

Governance Rules

- (3) At the time for discussion of that item, the Councillor will leave the discussion and not communicate with any members of the meeting for the duration of the discussion.
- (4) The existence of a conflict of interest will be recorded in the Minutes of the meeting.
- (5) If there are no Minutes kept of the meeting, the conflict of interest will be recorded in a meeting record and provided to the CEO for recording in the register of Conflicts of interest.
- (6) The meeting Minutes or record will also record the duration of the discussion and whether the Councillor left the meeting.

8.3 Council Staff

- (1) Must act in accordance with the Employee Code of Conduct.
- (2) Must not exercise a delegation or make a decision on any matter if they have a conflict of interest.
- (3) May be permitted to provide advice to a decision maker if a conflict of interest exists, subject to the procedure and disclosure provisions at rule 8.3.1 of these Rules.

8.3.1 Procedure for disclosures of conflicts of interest

- (1) Members of Council staff must disclose the existence of all conflicts of interest in writing and in the form determined by the CEO.
- (2) All conflicts of interest disclosed by a member of Council staff will be provided to the Director Corporate for recording in the register of conflicts of interest.
- (3) A member of Council staff who has disclosed a conflict of interest may provide advice to Council or another staff member acting under delegation if;
 - (a) the number and qualifications of other people providing advice regarding the same matter is equal or greater; or
 - (b) the staff member who has disclosed the conflict of interest is the only staff member with expertise in the area; and
 - (c) the CEO determines that the staff member's conflict of interest has not influenced the advice provided; and
 - (d) the existence of the conflict of interest is documented in all advice provided by that staff member and in the case of verbal advice is documented by the decision maker.

Appendix 1 – Election Period Policy
 Appendix 2 – Procedural Motion Table
 Appendix 3 – Flow Chart of Motions
[Appendix 4 – Local Government Act 2020 Section 67](#)

8.1.3 Tender - Trewin Road Rehabilitation

Directorate:	Corporate
Responsible Officer:	Contracts and Procurement Coordinator • Finance
Manager:	Manager Finance and Investment
Attachments:	1. CONFIDENTIAL - C 24056 - Council Report [8.1.3.1 - 3 pages]
Conflict of Interest:	In accordance with section 130 of the Local Government Act 2020, the officer preparing this report declares no conflict of interest regarding this matter.
Council Plan Reference:	Well planned places Ability to travel safely and easily by road and rail.
Other Strategic Context:	Procurement Policy 126

1. PURPOSE

The purpose of this report is to provide the necessary information to enable Council to consider the awarding of Contract C24056 Rural Road Rehabilitation Program No 2 Trewin Road Burnewang and Burramboot.

2. RECOMMENDATION

That Council approve:

- 1. The award of tender C24056 Rural Road Rehabilitation Program No 2 – Trewin Road Burnewang and Burramboot, to the preferred tenderer as proposed in the recommendation section of the confidential attachment to this report;**
- 2. The Chief Executive Officer to execute any documentation or process which may be required to give effect to this resolution of Council;**
- 3. The approval by the Chief Executive Officer of a purchase order to the amount proposed by the preferred tenderer in the confidential attachment to this report;**
- 4. The Chief Executive Officer's authorisation of any variations within the approved budget for this project; and**
- 5. The publishing of the successful tenderer name and contract sum on Council's website.**

3. BACKGROUND

The design of rehabilitation works for various roads across the municipality was undertaken in 2023/24. Construction works are to be completed on a scope-to-budget basis meaning some works will be delivered in 2024/25 and 2025/26.

In this tender the following roads comprise the second group of roads to be rehabilitated in 2024/25:

- Trewin Road – Burramboot; and
- Trewin Road – Burnewang

It is intended that both roads be awarded in the one contract. There was no allowance made in the tender for the roads to be awarded separately.

Previous Council Discussion

Not Applicable

4. DISCUSSION

The sourcing of a preferred contractor for this project was a single stage market approach. A Request for Tender was issued through the Council eProcure portal. Tenderers were invited to submit a tender with a full draft works program, full methodology and a lump sum price (with full pricing breakdown).

The evaluation panel conducted a very thorough assessment process, and final weighted scores identified a preferred tenderer. The preferred tenderer provided confidence for the tender evaluation panel that the work required under this contract would be carried out to the required standard, within budget and within the required timeframe.

5. CONSULTATION

Internal consultation:

- Manager Operations
- Manager Major Projects
- Program Office Manager
- Contract and Procurement Coordinator

External consultation:

- Geotechnical Testing Services
- Heil Engineering Consultants

Community Engagement

Community engagement was not required prior to the tender.

Policies and Related Council Documents

Procurement Policy 126

6. LEGISLATIVE CONTEXT

The *Local Government Act 2020 (Vic)* (the Act) is the enabling legislation for Victorian Councils. Consider this and any other legislation and their context to the report.

Section 9(2)(a) of the Act provides that Council decisions are to be made and actions taken in accordance with the relevant law.

Section 109 of the Act provides that Council must adhere to its Procurement Policy before entering into a contract for the supply of goods and services.

7. FINANCIAL AND OTHER RESOURCE IMPLICATIONS

Section 9(2)(g) of the Act provides that the ongoing financial viability of the Council is to be ensured.

The proposed contract sum is within the approved budget for this project.

8. ENVIRONMENTAL IMPLICATIONS

A Flora and Fauna audit is to be completed as part of this works to ensure minimal damage or disruption along the streetscape and immediate environs.

9. OPPORTUNITIES AND RISK

Risk:

Council has a legislative responsibility to identify and address risk to strategic planning (Section 89(2)(d)) and to mitigate and plan for climate change risks (Section 9(2)(c)).

A significant weather event may delay the completion of this project by the Practical Completion date.

Risk	Likelihood	Consequence	Rating	Mitigation action
Delay to completion	Possible	Moderate	Moderate	Effective management if contract hold points.

10. CONCLUSION

The tender submission, clarification responses and subsequent face-to-face meeting provides confidence that the preferred tenderer has the resources and capacity to undertake the works required and will provide Council with the best value for money solution.

8.1.4 Sale of Land - Former Rochester Childcare property, 35 Mackay Street, Rochester

Directorate:	Corporate and Community
Responsible Officer:	Property Manager and Manager of Community Health
Manager:	Manager Finance and Investment and Manager Community Health
Attachments:	1. Title Search and Plan 35 Mackay Street Rochester [8.1.4.1 - 2 pages]
Conflict of Interest:	In accordance with section 130 of the Local Government Act 2020, the officer preparing this report declares no conflict of interest regarding this matter.
Council Plan Reference:	Resilient protected and healthy natural environment Well managed resources for a sustainable future. Balanced services and infrastructure. The sale of land allows Council to relinquish services and assets that are surplus to, or that no longer meet community need. Responsible Management. Enable the delivery of services, facilities and programs to the community through sound corporate governance and fiscal responsibility. Enablers Property management.
Other Strategic Context:	Council Policies Disposal of Council Property Policy 182 Asset Management Policy 190

1. PURPOSE

The purpose of this report is to seek Council's authorisation to proceed with the disposal of land located at 35 Mackay Street, Rochester (former Rochester and District Childcare Centre), and to affirm that proceeds of the sale are used to partially offset Council's subsidy to the refurbishment of 8-12 Fraser Street Rochester, (building known as Rochester Early Learning).

2. RECOMMENDATION

That Council:

- 1. agree to the disposal of the former Rochester and District Childcare Centre, Lot 1 TP 369179G comprised in Certificate of Title Volume 4628 Folio 459, known as 35 Mackay Street, Rochester by private treaty;**
- 2. note that proceeds of the sale will partially offset costs associated with the retrofitting and refurbishment of the former Rochester Kindergarten to become the new childcare centre, now known as Rochester Early Learning at 8-12 Fraser Street, Rochester;**
- 3. note a further report will be returned to Council for the property, to seek approval to sell when a purchaser is identified; and**
- 4. note any proposed sale will be subject to Section 114 of the Local Government Act 2020.**

3. BACKGROUND

The Rochester and District Childcare Centre (RDCC) sustained significant damage because of the October 2022 flood event. The weatherboard house-turned childcare centre was well in need of works when the 2022 event took place, following damage from the 2011 flood event.

The Shine Bright Rochester kindergarten, operating from a Council owned facility at 8-12 Fraser Street, was also flood impacted

The RDCC and Shine Bright Rochester kindergarten were able to negotiate use of space at Tongala Country Kidz for families of Rochester to access interim care requirements, with the support of the Department of Education and Training (DET). RDCC staff worked from this location to support wellbeing needs of the children through familiarity and continuity of care.

Options for restoring the childcare service in Rochester were to:

1. Work with DET for a temporary/portable building to be located at the high school.
2. Locate a portable on the existing site (if demolished).
3. Utilise another existing building.

The first two options presented impracticalities and barriers to supporting quality care. They also involved a considerable delay in operation until the second term at the earliest. It was therefore determined that relocating the facility was the most viable option, as well as the option that would best support optimal early years care and education provision in a dedicated, fit-for-purpose facility.

DET supplied a new relocatable kindergarten on the Rochester Secondary College site for provision of kindergarten services. Shine Bright Early Years Management terminated their lease of the Council-owned facility at 8-12 Fraser Street Rochester early, which was due to expire in March 2023. This allowed the facility to be altered to cater for the childcare services.

A scope of works was supplied by the insurer for both the 35 Mackay Street and 8-12 Fraser Street properties. The Insurer's builder was not able to provide the works within an acceptable time frame to support the delivery of services, so the Insurer agreed to Council appointing their own builder to undertake the works required for the reinstatement of childcare services at the Fraser Street site.

Stage 1 works (being all components required to open a facility able to accommodate RDCC's existing enrolments) commenced in December 2022 and the new centre, Rochester Early Learning (REL) opened its doors to families on 20 March 2023.

Designs for the fit out of the building included making the building more water resistant, meeting current standards and regulations for early years care and education services, and provided for increased licensed capacity and viability to be realised through Stage 2 (non-insurance related) works.

Previous Council Discussion

This item was discussed along with other insurance related matters in Councillor briefings following the 2022 flood event.

4. DISCUSSION

Prior to the October 2022 flood event and given the maintenance needs of RDCC and its inability to cater for growth in demand, officers had been working with the DET to explore potential to collocate the childcare service on a school site, with a kindergarten. High level financial estimates provided by the DET for this type of arrangement were prohibitive, so exploration of this option ceased.

The flood event provided the catalyst for new opportunities for early years infrastructure in Rochester, with the ability for the kindergarten to move to a school site, releasing one of Council's kindergarten assets. The vacating of 8-12 Fraser Street provided a significant opportunity to the Council. The childcare service was able to relocate to a facility that would be retrofitted to provide fit-for-purpose accommodation for the service, and significant costs to relocate the facility elsewhere were avoided. Consequently, 35 Mackay Street became surplus to requirement. Its ability to be rationalised was identified, noting the proceeds of sale would retrospectively partially offset the costs associated with refurbishing 8-12 Fraser Street.

Located centrally in General Residential zone, the parcel of land with building associated was valued in 2022 as \$250,000. The difficult market conditions at the time were noted, complicating the ability to provide an accurate valuation.

Property Information

Property	Title	Area	Zone	Background
Lot 1 TP369179	Volume 4628 Folio 459	1010 m2 approx.	General Residential	Former childcare centre



The

property is bordered in red on the above aerial image.

The land is situated in a General Residential Zone and overlays include Land Subject to Inundation (LSIO) and Specific Controls (SCO2) overlay.

Officers obtained an external engineer's structural assessment report of the property in September 2024. The report summarised that the building is repairable, and the majority of the building is fit for purpose, with no significant structural issues warranting demolition of the building. If approved for disposal the Engineer's structural report will form a part of the Vendor's Statement and Contract of Sale to ensure Council meets its full section 32 disclosure obligations, selling flood damaged property and disclosing its current condition to prospective purchasers.

Officers obtained a valuation in October 2024, and this returned a sales value of \$291,500 inclusive of GST and is based on selling in an "as is condition" of the buildings and structures. The valuation will form the asking price for sale by Private Treaty.

5. STAKEHOLDER ENGAGEMENT

Internal consultation:

- ELT
- Manager Finance and Investment

Councillors:

- 8 April 2025 Council briefing

- February 2023 Council briefing

External consultation:

- Licensed Valuer
- Structural Engineer

Community Engagement

Council's Community Engagement Policy identifies the level of community engagement to be undertaken in accordance with the IAP2 framework. The level of community engagement undertaken was:

Community engagement will be undertaken upon statutory advertising of Council's intention to sell, to provide the community opportunity to make submissions to Council for further consideration of the proposed sale, and in accordance with the Local Government Act 2020.

Public Transparency Policy

The Public Transparency Policy requires that Council meeting agendas and minutes are made publicly available.

6. LEGISLATIVE CONTEXT

Land Act 1958 (Vic), section 114

Local Government Act 2020 (Vic), section 13DA

7. FINANCIAL AND OTHER RESOURCE IMPLICATIONS

The sale of surplus land will generate income and create savings in future maintenance costs of the land. Income generated through disposal will be allocated retrospectively to 8-12 Fraser Street retrofit and refurbishment of Rochester Early Learning.

8. ENVIRONMENTAL IMPLICATIONS

Nil

9. OPPORTUNITIES AND RISK

Opportunities:

The sale of 35 Mackay Street Rochester removes a surplus to requirement asset from Council's asset books, while offering a centrally located property with development potential to be released to the market.



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The Victorian Government acknowledges the Traditional Owners of Victoria and pays respects to their ongoing connection to their Country, History and Culture. The Victorian Government extends this respect to their Elders, past, present and emerging.

REGISTER SEARCH STATEMENT (Title Search) Transfer of Land Act 1958

VOLUME 04628 FOLIO 459

Security no : 124123327582J

Produced 01/04/2025 04:27 PM

LAND DESCRIPTION

Lot 1 on Title Plan 369179G.

PARENT TITLE Volume 01455 Folio 890

Created by instrument 1072137 25/10/1922

REGISTERED PROPRIETOR

Estate Fee Simple

Sole Proprietor

CAMPASPE SHIRE COUNCIL of HARE STREET & HEYGARTH STREET ECHUCA VIC 3564

[AK9703285](#) 18/03/2014

ENCUMBRANCES, CAVEATS AND NOTICES

Any encumbrances created by Section 98 Transfer of Land Act 1958 or Section 24 Subdivision Act 1988 and any other encumbrances shown or entered on the plan set out under DIAGRAM LOCATION below.

DIAGRAM LOCATION

SEE [TP369179G](#) FOR FURTHER DETAILS AND BOUNDARIES

ACTIVITY IN THE LAST 125 DAYS

NIL

-----END OF REGISTER SEARCH STATEMENT-----

Additional information: (not part of the Register Search Statement)

Street Address: 35 MACKAY STREET ROCHESTER VIC 3561

ADMINISTRATIVE NOTICES

NIL

eCT Control 09860V CAMPASPE SHIRE COUNCIL

Effective from 18/03/2014

DOCUMENT END

Home	Account: 285100		Authority Fee(GST exclusive): \$0.00	01/04/2025 04:27PM
			Service Fee(GST exclusive): \$0.00	

TITLE PLAN		EDITION 1	TP 369179G						
Location of Land Parish: ROCHESTER WEST Township: ROCHESTER Section: 8A Crown Allotment: 7(PT) Crown Portion: Last Plan Reference: Derived From: VOL 4628 FOL 459 Depth Limitation: NIL		Notations ANY REFERENCE TO MAP IN THE TEXT MEANS THE DIAGRAM SHOWN ON THIS TITLE PLAN							
Description of Land / Easement Information		THIS PLAN HAS BEEN PREPARED FOR THE LAND REGISTRY, LAND VICTORIA, FOR TITLE DIAGRAM PURPOSES AS PART OF THE LAND TITLES AUTOMATION PROJECT COMPILED: 25/03/2000 VERIFIED: G.B.							
<div></div>									
<table border="1"><thead><tr><th colspan="2">TABLE OF PARCEL IDENTIFIERS</th></tr></thead><tbody><tr><td colspan="2">WARNING: Where multiple parcels are referred to or shown on this Title Plan this does not imply separately disposable parcels under Section 8A of the Sale of Land Act 1962</td></tr><tr><td colspan="2">PARCEL 1 = CA 7 (PT)</td></tr></tbody></table>				TABLE OF PARCEL IDENTIFIERS		WARNING: Where multiple parcels are referred to or shown on this Title Plan this does not imply separately disposable parcels under Section 8A of the Sale of Land Act 1962		PARCEL 1 = CA 7 (PT)	
TABLE OF PARCEL IDENTIFIERS									
WARNING: Where multiple parcels are referred to or shown on this Title Plan this does not imply separately disposable parcels under Section 8A of the Sale of Land Act 1962									
PARCEL 1 = CA 7 (PT)									
LENGTHS ARE IN LINKS	Metres = 0.3048 x Feet Metres = 0.201168 x Links	Sheet 1 of 1 sheets							

8.1.5 Instrument of Appointment and Authorisation

Directorate:	Corporate
Responsible Officer:	Coordinator Governance and Risk
Manager:	{custom-field-manager}
Attachments:	1. Instrument of Appointment and Authorisation [8.1.5.1 - 2 pages]
Conflict of Interest:	In accordance with section 130 of the Local Government Act 2020, the officer preparing this report declares no conflict of interest regarding this matter.

1. PURPOSE

The purpose of this report is to appoint Nikita Frawley (Manager Community Safety and Compliance) as an authorised officer for the purposes of the administration and enforcement of the Acts and Regulations which relate to the functions and powers of Campaspe Shire Council.

2. RECOMMENDATION

That Council, in the exercise of the powers conferred by section 224 of the Local Government Act 1989 (the Act) and the other legislation referred to in the attached instrument of appointment and authorisation (the instrument), resolve that:

- 1. the member of Council staff referred to in the instrument and listed below be appointed and authorised as set out in the instrument:**
 - 1.1. Nikita Frawley;**
- 2. the instrument come into force following Council resolution and remain in force until Council determines to vary or revoke it, or on cessation of the officer's employment with Council; and**
- 3. the instrument be signed by two Councillors and the Chief Executive Officer.**

The authorisation will ensure that Council is able to fulfill its administrative and enforcement responsibilities under the following legislation:

- the Domestic Animals Act 1994
- the Environment Protection Act 2017
- the Food Act 1984
- the Graffiti Prevention Act 2007
- the Impounding of Livestock Act 1994
- the Residential Tenancies Act 1987
- the Road Safety Act 1986

- the Local Government Act 1989
- the Local Government Act 2020
- the Summary Offences Act 1966
- the Planning and Environment Act 1987
- the regulations made under each of those Acts
- the local laws made under the Local Government Act 1989 and the Local Government Act 2020
- and any other Act, regulation of local law which relates to the functions and powers of the Council

3. DISCUSSION

The authorisation will ensure that Council is able to fulfill its administrative and enforcement responsibilities under the relevant legislation as listed in the authorisation.

4. LEGISLATIVE CONTEXT

Section 9(2)(a) of the Local Government Act 2020 (Vic) provides that Council decisions are to be made, and actions taken in accordance with the relevant law.

Section 14 of the Planning and Environment Act 1987 requires Council to efficiently administer and enforce the planning scheme. This duty must be carried out by a delegated officer of Council.

Section 224(1) of the Local Government Act 1989 provides that:

A Council may appoint any person other than a Councillor to be an authorised officer for the purposes of the administrative and enforcement of any Act, regulations or local laws which relate to the functions and powers of the Council.

This appointment seeks authorisation under the legislation listed in the instruments.

5. FINANCIAL AND OTHER RESOURCE IMPLICATIONS

There are no direct financial implications of this authorisation.

6. ENVIRONMENTAL IMPLICATIONS

The authorisation will ensure that Council is able to fulfill its administration and enforcement responsibilities under the Environment Protection Act 2017.

7. OPPORTUNITIES AND RISK

Without appropriately skilled authorised officers, Council is unable to fulfill its administration and enforcement responsibilities under relevant legislation as listed in the authorisation.

Risk management has been considered in the preparation of this report and no risk with a high or extreme rating has been identified in the process.

8. CONCLUSION

The authorisation will ensure that Council is able to fulfill its administration and enforcement responsibilities under relevant legislation as listed in the attached authorisation.

OFFICIAL

Instrument of Appointment and Authorisation

In this instrument "officer" means:

Nikita Frawley

by this instrument of appointment and authorisation Campaspe Shire Council (Council):

PART A

1. under Section 224 of the *Local Government Act 1989* appoints the officer to be an authorised officer for the administration and enforcement of:
 - the *Country Fire Authority Act 1958*
 - the *Environment Protection Act 2017*
 - the *Food Act 1984*
 - Part 14 of the *Residential Tenancies Act 1997*
 - the *Local Government Act 1989*
 - the *Local Government Act 2020*
 - the *Summary Offences Act 1966*
 - the *Planning and Environment Act 1987*
 - the *Domestic Animal Act 1994*
 - the *Graffiti Prevention Act 2007*
 - the *Impounding of Livestock Act 1994*
 - the *Road Safety Act 1986*
 - the regulations made under each of those Acts
 - the local laws made under the *Local Government Act 1989* and the *Local Government Act 2020*
 - and any other Act, regulation of local law which relates to the functions and powers of the Council.

PART B

2. under section 114(2) of the *Environment Protection Act 2017* appoints the officer to be a litter enforcement officer for the purposes of the *Environment Protection Act 2017*.
3. under s 242(2) of the *Environment Protection Act 2017* – appoints the officer to be an authorised officer for the purposes of the *Environment Protection Act 2017*.
4. under section 525(2) of the *Residential Tenancies Act 1997* – appoints the officer to exercise the powers set out in section 526 of that Act.
5. under section 96A (1)(a) of the *Country Fire Authority Act 1958* – appoints the officer to be the fire prevention officer
6. under s 71 (1) of the *Housing Act 1983* - appoints the officer to be an authorised person for the purposes of entering a house or building and conducting an inspection under s 71 of the *Housing Act 1983*.
7. under s 3 of the *Infringements Act 2006* - appoints the officer to be an issuing officer for the purposes of the *Infringements Act 2006*.
8. under section 72 of the *Domestic Animals Act 1994* appoints the officers to be authorised officers for the purposes of the *Domestic Animals Act 1994*.
9. under section 19 (1) of the *Graffiti Prevention Act 2007* appoints the officers to be authorised persons for the purposes of carrying out Council's functions under section 18
10. under section 87(1A) of the *Road Safety Act 1986* authorises the officer to exercise the power in section 87(1A) of the Act

PART C

11. under section 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act.
12. under section 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

OFFICIAL

Instrument of Appointment and Authorisation

13. under section 527 of the Residential Tenancies Act 1997

14. under – section 77(2)(b) of the Road Safety Act 1986¹
section 92 of the Domestic Animals Act 1994

authorises the officer generally to institute proceedings and represents Council in proceedings for offences against the Acts, regulations and local laws described in the instrument.

It is declared that this Instrument:

- (a) comes into force immediately upon its execution;
- (b) remains in force until varied; or
- (c) remains in force until this appointment and authorisation is revoked on cessation of the officer's employment with Council.

This instrument is authorised by a resolution of the Campaspe Shire Council on 15 April 2025

Councillor _____

Councillor _____

Chief Executive Officer _____



¹ A person authorised under sections 77(2)(b) and/or 77(4) of the Road Safety Act 1986 is also authorised officer for the purpose of rules 203 and 307 of the Road Safety Road Rules 2009

8.2 Infrastructure

8.2.1 New Plant and Fleet Management Policy

Directorate:	Infrastructure
Responsible Officer:	Manager Strategic Assets
Manager:	Director Infrastructure
Attachments:	1. Draft Plant and Fleet Management Policy (1) [8.2.1.1 - 3 pages]
Conflict of Interest:	In accordance with section 130 of the Local Government Act 2020, the officer preparing this report declares no conflict of interest regarding this matter.
Council Plan Reference:	Enablers Plant and fleet management.

1. PURPOSE

The purpose of this report is to seek Council consideration for adoption of the new Plant and Fleet Management Policy.

2. RECOMMENDATION

That Council adopt the new Plant and Fleet Management Policy.

3. BACKGROUND

The management of Council's plant and fleet has been inconsistent in recent years, mainly due to a lack of resources and knowledge of best practice. To address this, in late 2024 an external consultant conducted a review of management practices. The review highlighted some strengths but identified areas that require improvement to ensure optimal use of resources for the council and community.

A key issue was the absence of a comprehensive Plant and Fleet Management Policy to guide how plant and fleet are procured and managed. To address this, a new policy has been developed, incorporating best practices to suit Campaspe Shire's conditions.

The new policy establishes a framework to support the effective and efficient provision of plant and fleet assets to deliver services to the community.

4. DISCUSSION

Council previously had an administrative policy that addressed certain aspects of Plant and Fleet Management, with a primary focus on the private use of council vehicles. It did not guide how other plant and fleet items were procured or managed.

The proposed Plant and Fleet Management Policy establishes the principles that will guide the management of all plant and fleet in the future. All plant and fleet assets need to be safe, fit-for-purpose and managed in an efficient, cost-effective and environmentally sustainable manner to optimise council resources.

Where practical, plant and fleet items will be purchased with superior emissions, fuel consumption and safety ratings to minimise the environmental impacts and to protect staff.

5. STAKEHOLDER ENGAGEMENT

Internal consultation:

- ELT discussion – 19 March 2025

Councillors:

- Councillor Briefing – 8 April 2025

Community Engagement

Nil (Community influence: Nil).

Public Transparency Policy

Not applicable

6. LEGISLATIVE CONTEXT

Occupational Health and Safety Act 2004 (Vic).

Section 20 - The concept of ensuring health and safety

Section 21 - Duties of employers to employees

7. FINANCIAL AND OTHER RESOURCE IMPLICATIONS

This policy will guide officers in the management of Council's Plant and Fleet. Council invests significant resources to ensure the provision of appropriate plant and equipment for the delivery of essential services to its community. Currently, Council's plant and fleet are valued at approximately \$26 million, with an average annual investment of \$3 million needed for the renewal of items.

The implementation of this policy is aimed at driving organisational cost savings and will assist Council to deliver sustainable budgets into the future.

8. ECONOMIC IMPACTS

The implementation of the policy will ensure a best practice approach and will assist Council to deliver Plant and Fleet management in a financially sustainable manner.

9. ENVIRONMENTAL IMPLICATIONS

When procuring new plant and fleet consideration will be given to reducing the environmental impact while still providing fit for purpose and safe items.

10. OPPORTUNITIES AND RISK

Opportunities:

The adoption of the new Plant and Fleet Management Policy will guide the organisation to provide fit for purpose and safe plant and fleet to deliver services to the community.

Risk:

Asset Risk – Council needs to ensure that plant and fleet is fit for purpose to deliver the required services.

Environmental Risk – Council must consider environmental impacts when procuring plant and fleet items to ensure it does not lead to increased emissions in the environment.

Safety Risk – Council needs to ensure that its plant and fleet is fit for purpose to avoid injury or death to an employee.

Plant and Fleet Management Policy



Council Policy

1. Purpose

The purpose of this policy is to establish the framework that supports the effective and efficient provision of plant and fleet assets to deliver services to the community.

2. Scope

This policy applies to all activities undertaken to provide plant and fleet used to deliver council services to the community.

This policy applies to the Councillors and employees (including full time, part time, casual employees, agency staff and students) contractors, volunteers and consultants that operate Campaspe Shire Council plant and fleet.

3. Policy Statement

Council is committed to providing plant and fleet that is fit for purpose and meets the operational needs of the organisation.

In managing its plant and fleet, Council will:

- Ensure that plant and fleet are managed in a cost-effective manner.
- Provide 'fit for purpose' plant and fleet through continual evaluation of council's operational demands as well as automotive innovations in the marketplace.
- Wherever practical, purchase plant and fleet with superior emissions standards, fuel consumption and safety ratings to minimise the environmental impacts of plant and fleet and to protect staff.

4. Principles

The principles supporting this policy are:

1. Safety and compliance
2. Operational efficiency
3. Cost efficiency (value for money)
4. Consistency and accountability
5. Sustainability

4.1. Safety and compliance

Council will ensure that plant and fleet are fit for purpose and meet safety standards and regulatory requirements. This helps minimising risk and ensures the well-being of operators.

To deliver a safe and compliant fleet the following is required:

- Regular inspections to identify issues early
- Appropriate training of operators
- Risk assessment to identify hazards and improve safety

4.2. Operational efficiency

Operational efficiency will be achieved by:

- Established and clear methodology used to select plant and fleet, that are fit for purpose

Council Policy

Council Policy

- Maintain standard specifications for similar plant and fleet to ensure consistency in procurement
- Monitor utilisation to ensure that plant and fleet use is being optimised
- Consider innovation in the industry that will deliver operational efficiency

4.3. Cost efficiency (value for money)

Ensure that the acquisition, operation, and maintenance of plant and fleet assets are managed in a cost-effective manner, optimising the use of resources.

Focusing on value for money ensures that the organisation realises the best possible return on investment. Consideration is to be given to whole of life cycle cost of ownership, which encompasses purchase price, maintenance, fixed costs and resale value.

4.4. Consistency and accountability

Establish a standardised approach to managing plant and fleet assets to ensure consistency across the organisation and that holds all accountable to the same standards.

4.5. Sustainability

Sustainable practices will be implemented in the acquisition and operation of plant and fleet, these include:

- Selecting energy-efficient plant and fleet where appropriate
- Consider the purchase of second-hand plant and equipment
- Using telematics to monitor fuel usage, driver behaviour, and vehicle performance, optimising usage, reducing idle time, and improving overall efficiency
- Regular maintenance to reduce downtime and improve fuel efficiency
- Ensuring that equipment meets the needs of the operation (right-sizing)
- Considering the use of alternative fuels to reduce emissions where appropriate
- Educating employees on the efficient operation of plant and equipment to reduce fuel consumption

5. Definitions

Terms and definitions used in this policy include:

Term	Details
Fit for purpose	Plant and fleet are suitable for the intended use.
Telematics	is a technology that combines telecommunications and informatics to monitor and manage plant and fleet.
Alternative fuels	Fuels other than traditional fossil fuels, such as ethanol, biodiesel and electricity.
Utilisation	Measurement of how well plant and fleet are being used for their intended purpose.

6. Acknowledgements

6.1. Traditional Owners

The Shire of Campaspe is the traditional lands of the Dja Dja Wurrung, Taungurung and Yorta Yorta Peoples. We respect and acknowledge their unique Aboriginal cultural heritage and pay our respect to their ancestors, descendants and emerging leaders as the Traditional Owners of this country. We acknowledge their living culture and their unique role in the life of this region.

Policy Information

Document Number:	ECM Number when finalised		
Document Type:	Council Policy		
Document Status:	In Draft (New Policy)		
Policy Owner (by position):	Manager Strategic Assets		
Internal Endorsement Required:	Not applicable		
Final Approval By:	Council		
Date Approved:	Click or tap to enter a date.		
Evidence of Approval:	Minutes dated: Click or tap to enter a date.		
Version	1	Frequency of Review	4 Years
Review Date:	16/04/2029		
Related Legislation:	Local Government Act 2020 Victorian Charter of Human Rights and Responsibilities Act 2006 Gender Equality Act 2020 Victorian Disability Act 2020		
Related Strategic Documents, Policies, or Procedures	Council Plan 2021-2025		
Attachments:	Nil		
Date Rescinded:	Click or tap to enter a date. or Not Applicable <input checked="" type="checkbox"/>		

Approval History: Date:	Reason for review
15/04/2025	New policy

Currency: Documents are amended from time to time; therefore, you should not rely on a printed copy being the current version. Please consult the Campaspe Shire Council website to ensure that the version you are using is up to date. This document is available in alternative formats (e.g. larger font) if requested.

Council Policy

Council Policy

Council Policy

8.2.2 Petition Response: Request to Upgrade Road Infrastructure in Alfred Crescent, Williams and Barwood Streets and Clare Avenue, Lockington

Directorate:	Infrastructure
Responsible Officer:	Manager Engineering
Manager:	Director Infrastructure
Attachments:	Nil
Conflict of Interest:	In accordance with section 130 of the Local Government Act 2020, the officer preparing this report declares no conflict of interest regarding this matter.
Council Plan Reference:	Well planned places Land and underlying infrastructure suitable for growing populations.
Other Strategic Context:	Road Management Plan. Council Policy 054 – Requests for Upgrades to the Road Network Council Procedure 137 – Assessing requests for Upgrades to the Road Network Council’s Asset Management Policy

1. PURPOSE

The purpose of this report is to inform Council of the outcome of an investigation into the service levels of Alfred Crescent, William and Barwood Streets and Clare Avenue, Lockington and provide an informed response to the community petition.

The investigation commenced in response to a ratepayer petition with 44 signatories requesting Council upgrade the road from gravel to a sealed surface, construct new kerb & channel and footpath in Alfred Crescent, William and Barwood Streets and Clare Avenue, Lockington.

2. RECOMMENDATION

That Council:

- 1. determine to maintain Alfred Crescent, William and Barwood Streets and Clare Avenue at its current service level (gravel road); and**
- 2. advise the chief petitioner by writing that Council has determined that no service level upgrade will be undertaken to Alfred Crescent, William and Barwood Streets and Clare Avenue at this time.**

3. BACKGROUND

Council received a petition at its Ordinary Meeting on 26 November 2024 requesting a road upgrade for Alfred Crescent, William and Barwood Streets and Clare Avenue.

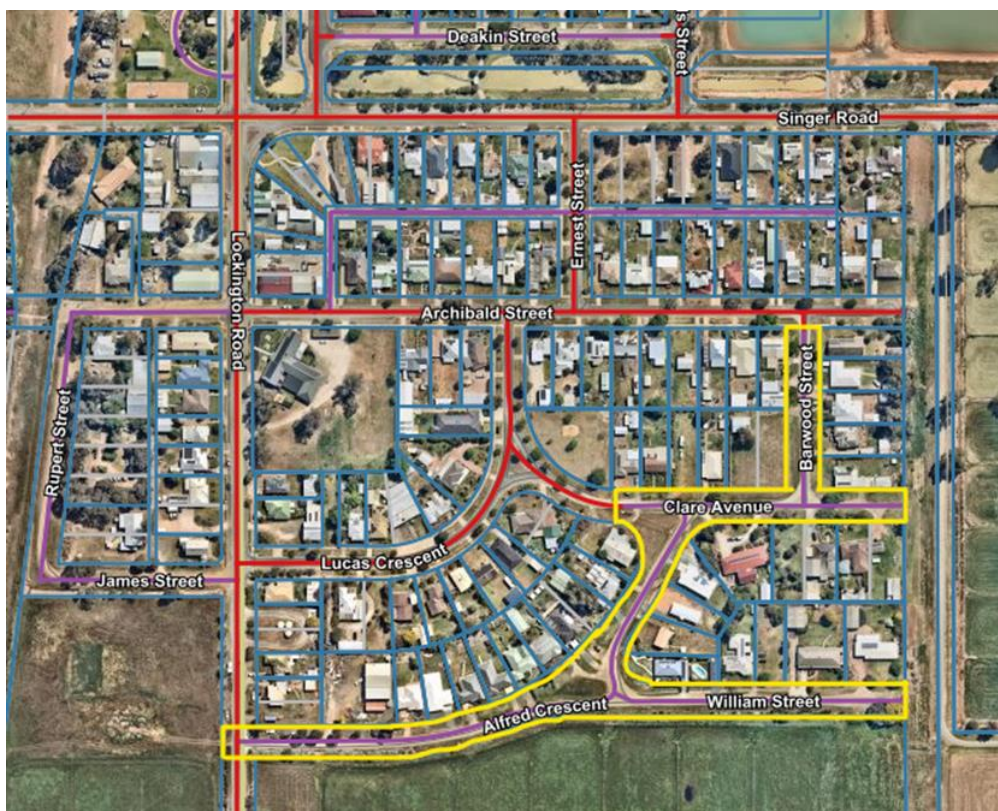
Council resolved to:

- 1. Receive the petition, and*
- 2. Require that a report be brought to a future Council Meeting*

The petition requests the upgrade of these roads from a gravel to a sealed bitumen surface as a result of speeding traffic on the existing gravel road surfaces causing dust. As well as the road pavement upgrade, the petition also requests the construction of new kerb & channel and footpath within all streets mentioned. There is currently no kerb & channel, footpath or underground drainage through this area, only open table drains.

4. DISCUSSION

Alfred Crescent, William and Barwood Streets and Clare Avenue are located on the southeast side of the township of Lockington, between Singer and Lockington Roads. These streets total approximately 900m in length and are all classified as Access Roads.



- Yellow highlight represents petition area
- Red lines indicate sealed roads
- Purple lines indicate gravel roads

An investigation was undertaken which reviewed the existing conditions and maintenance history.

Maintenance requests

Between October 2016 and February 2025, Council completed fifteen (15) reactive maintenance work orders for maintenance grading, gravel road patching or drainage works, in addition, throughout this time Council completed 18 inspections in accordance with the Road Management Plan which did not result in any required works.

NOTE: As a guide, road upgrades from gravel to seal are considered when maintenance grading is more than 6 times per year (refer Procedure 137 Assessing requests for Upgrades to the Road Network). This road does not meet the advised maintenance requirements for upgrade.

Traffic Information

Traffic counts have not been completed as part of this request, the traffic counts that Council have on file are from 2016. However, this is not considered detrimental to this investigation as, since January 2016, there has only been an increase of four houses within this area. The layout and location of these streets in relation to the rest of Lockington does not promote through traffic so all traffic movements generated come from within this area.

Results of 2016 traffic counts indicate the maximum Average Daily Traffic (ADT) of 53 Vehicles Per Day (VPD) of which 12.3% was heavy/commercial vehicle traffic. This maximum ADT was found on Alfred Crescent. It is noted that Clare Avenue and Barwood Street have 30 and 36 VPD respectively. William Street doesn't have any traffic count data recorded although there are only 5 lots, one currently vacant, fronting this street.

NOTE: As a guide, road upgrades from gravel to seal are considered when traffic counts exceed 300 vehicles per day, or 200 vehicles per day with >40% commercial vehicles (refer Council Procedure 137 Assessing requests for Upgrades to the Road Network). These roads do not meet the advised traffic requirement for upgrade.

5. STAKEHOLDER ENGAGEMENT

Internal consultation:

- Engineering Coordinator / Department
- Director Infrastructure
- Executive Management Group – 12 March 2025, ELT Session

External consultation:

- Not Applicable

Community Engagement

This investigation and report were carried out in response to the community petition and in accordance with Council Policy 045 – Requests for Upgrades to the Road Network and Procedure 137 – Assessing requests for Upgrades to the Road Network.

Public Transparency Policy

Not Applicable

6. LEGISLATIVE CONTEXT

The requirements of sections 9(2)(a) and (h) of Local Government Act 2020 have been considered and the following Council Policy and/or relevant law are impacted by this report:

- Council Policy 054 – Requests for Upgrades to the Road Network
- Council Procedure 137 – Assessing requests for Upgrades to the Road Network
- Council's Asset Management Policy

4.2	Council will consider undertaking upgrades to the road network when:
	<ul style="list-style-type: none">a. Traffic counts warrant an improvementb. All weather access is required to an existing or proposed residence, business, intensive livestock, dairy or industryc. Dust is adversely impacting houses on a gravel road, provided the landowner contributes 50% of the cost of the worksd. There are adequate funds to carry out the proposed works; priority is given to funding the renewal of existing road infrastructure in preference to improving the level of service of the road network.e. There are benefitting landowners willing to contribute to the actual cost of the works, commensurate with the benefit that they receive.

Figure 1: Extract from Council Policy 054

In response to the section 4.2 of Council Policy 054, shown above, for Alfred Crescent, William and Barwood Streets and Clare Avenue:

- a. Advised traffic count figures to be considered for upgrade are noted in PR137 (below)
- b. Gravel surface is considered all weather accessible

- c. Petitioners have indicated they will not agree to a cost share arrangement
- d. In accordance with Council's Asset Management Policy, like for like renewal would take precedence over individual upgrades.

Further details regarding specifics of upgrade justifications can be found in Procedure137:

2.2 Upgrade of gravel or earth roads to sealed roads. – decision requirements of Council

Approval will be given to upgrade an earth or gravel road to a sealed road, provided the applicant pays the full cost of undertaking the work, unless the following applies:

- i. If the total cost to provide a sealed road is less than the total cost to provide a gravel road (over the life of the road), Council may consider contributing funds to the works.
- ii. There is an established wider community benefit, beyond the abutting landowners
- iii. Each year prior to the budget process, an analysis will be undertaken of the costs to maintain and provide gravel roads compared to sealed roads.

As a guide, any gravel road that has more than:

- a. 300 vehicles per day, or
- b. 200 vehicles per day with more than 40 percent commercial vehicles, or
- c. is graded more than six times per year.

will be analysed and compared to the cost to maintain and provide a sealed road, including sealing gravel shoulders on narrow roads.

If any roads are identified and the costs of providing a sealed road is less than the cost to provide and maintain a gravel road, they may be considered during the budget as new and/or upgrade works.

If the road does not meet the above requirements (a-c), or the Council cannot, or chooses not to fund it, then any improvements must be funded under the "special charge scheme" provisions i.e. costs are assigned based on the standard, those who benefit pay.

Sealing and associated infrastructure works must be constructed to the standard specified in the Infrastructure Design Manual.

Figure

2: Extract from PR137

Following an investigation after the original request regarding dust was received, a response was provided with proposed outcomes to the now chief petitioner (dated March 2024). This Council response contained the following:

- The street (Clare Avenue) is a 50km/h road and has very low traffic volume so upgrading the road to all weather surface or lowering the speed limit would not be justified.
- The current condition of the roads (at time of inspection) was in a good condition.
- Council Policy 054 was provided.

Later correspondence between Council and the chief petitioner further addressed Council Policy 054 including the options for a co-funded option by the benefitting landowners or Special Charge Scheme. The chief petitioner indicated they, or the community, will not agree to a cost share arrangement for any upgrade works.

The road segment is not exhibiting excessive maintenance or costs associated with maintaining the existing service level and benefit of sealing the road would be isolated to properties within this area of Lockington. The current traffic information (53 Vehicles Per Day with 12.3% commercial vehicles) does not meet the guidance trigger points to be considered for upgrade.

Without a demonstrated need to upgrade Alfred Crescent, William and Barwood Streets and Clare Avenue, any upgrade will result in Council owning an asset at a higher than necessary service level and potentially increased cost.

Council's Asset Management Policy discusses Council's approach to the management of its assets to ensure that today's Council does not burden future generations with unnecessary or inappropriate infrastructure.

Principle 3 - The use of financial resources will be directed to assets required to deliver agreed levels of services before considering upgrades to existing assets or acquisition/development of new assets.

Through councils planning processes financial resources will be directed towards renewal expenditure to enable the delivery of agreed levels of services. Then consideration will be given to the upgrade/expansion of existing assets or the acquisition/development of new assets to meet community needs.

Figure

3: Extract from Council's Asset Management Policy

The Asset Management Policy outlines that renewal should take precedence over upgrade projects, particularly when there is no demonstratable benefit to Council from an OH&S, Strategic or financial perspective.

In summary, following review of existing policy documents and existing road usage, a Council funded upgrade of Alfred Crescent, William and Barwood Streets and Clare Avenue is not recommended by Council Officers.

7. FINANCIAL AND OTHER RESOURCE IMPLICATIONS

The requirements of Section 9(2)(c) of Local Government Act 2020 have been considered and issues of ongoing financial viability of the Council have been identified within this report.

To upgrade the road from gravel to a sealed surface, construct new kerb & channel and footpath in Alfred Crescent, William and Barwood Streets and Clare Avenue, Council would need to allocate an estimated budget of \$1.9mil. Note that this also includes underground drainage and concrete driveway construction, due to the introduction of kerb & channel.

Alternate options to resolve dust within the area are:

- Complete a road upgrade, gravel to sealed surface with gravel shoulders, and not install kerb & channel or footpaths. This is estimated at \$400,000. This cost estimate does not include any upgrade works to the drainage network within the area.
- Provide a gravel re-sheet and apply a dust suppressant product. This is estimated at \$40,000. As this is an urban area, this is a low-cost option to reduce the dust with the area.
- If speeding traffic is the cause, Council officers can place the speed trailer within this area to promote appropriate driving speed to drivers. This will have no financial cost associated.

As these roads are not connector/through roads or servicing any community assets or facilities, any cost benefit would be received solely by residents of Alfred Crescent, William and Barwood Streets and Clare Avenue.

8. ENVIRONMENTAL IMPLICATIONS

The requirements of Section 9(2)(c) of Local Government Act 2020 have been considered and no environmental sustainability issues including mitigation and planning for climate change risks have been identified within this report.

The gravel road is already constructed and operational. No change expected to environmental sustainability.

9. OPPORTUNITIES AND RISK

Opportunities:

Approving this petition request in support of the upgrade of these roads would provide positive community feedback and relations for the directly affected residents, although would come with the financial burden as well as contravening Council policy.

Risk:

The upgrade of these roads would provide no measurable economic impacts (to Council). There would be an expected reduction in maintenance costs (maintenance grading no longer required), but that would be offset by the large upfront expense to construct the sealed road (estimated cost \$1.9mil).

Alfred Crescent, William and Barwood Streets and Clare Avenue are not considered as through roads or providing access to any community infrastructure or facilities. The beneficiaries of the upgrade are limited to the residents within this area.

The petition request to upgrade these roads does not meet Council Policy guidelines. Should Council wish to determine a position that is not aligned to policy and approve this upgrade, this could set a precedent for further requests to upgrade roads in similar situations (e.g.: James, Rupert and Archibald Streets in Lockington, or any other gravel road at fringe of an urban town centre).

10. CONCLUSION

Based on the information provided within this report, officers consider that there are options that could be considered to alleviate dust issues that closer align with Council Policy rather than an upgrade to these sections of the road network.

8.3 Sustainability

8.3.1 Proposed Economic Accord

Directorate:	Sustainability
Responsible Officer:	Director Sustainability
Manager:	Director Sustainability
Attachments:	1. Draft Economic Accord v2 [8.3.1.1 - 1 page]
Conflict of Interest:	In accordance with section 130 of the Local Government Act 2020, the officer preparing this report declares no conflict of interest regarding this matter.
Council Plan Reference:	Flourishing local economy A resilient long-term economy attractive to local and external investors. Stimulated economic activity that provides local jobs.
Other Strategic Context:	Campaspe Tomorrow.

1. PURPOSE

To seek Council's endorsement of the proposed Economic Accord between Campaspe Shire Council, Moira Shire Council and Greater Shepparton City Council.

2. RECOMMENDATION

That Council:

- 1.1. endorse the Draft 2025 Economic Accord between Campaspe Shire Council, Moira Shire Council and Greater Shepparton City Council as shown in Attachment 1;**
- 1.2. authorise the Chief Executive Officer to finalise the Accord including any minor grammatical changes for the Mayor to sign and execute on behalf of Campaspe Shire Council; and**
- 1.3. support ongoing collaboration and advocacy initiatives outlined in the Accord to promote regional economic prosperity.**

3. BACKGROUND

The Draft Economic Accord represents a formalised partnership between Campaspe Shire Council, Greater Shepparton City Council, and Moira Shire Council. It establishes shared principles and a unified regional approach to economic development, with a particular focus on mitigating the impacts of water buybacks and supporting the manufacturing sector.

The Accord lays the groundwork for attracting investment, enhancing job opportunities, and addressing the unique challenges faced by our regional economy.

Council endorsement is sought to formalise this agreement and proceed with regional initiatives as outlined in the accord.

Previous Council Discussion

Not applicable.

4. DISCUSSION

The Shepparton – Campaspe – Moira Economic Accord has been developed in recognition of the shared economic challenges and opportunities across the three councils. It formalises a commitment to working together on regional economic priorities. The Accord responds to industry and community feedback, promotes economic resilience and strengthens advocacy for funding and investment.

In February 2025 officers from across the three organisations, discussed a proposed Manufacturer's Roundtable, identifying key priorities for regional advocacy, including:

- Mitigating the adverse effects of water buybacks through job creation and investment.
- Supporting manufacturing growth and sustainability.
- Advocating for key infrastructure upgrades and energy security.
- Promoting workforce development through education and health initiatives.

The proposed Accord articulates these shared principles and demonstrates a collective commitment to fostering regional economic prosperity.

5. ISSUES

The Draft Economic Accord aims to address several critical issues:

- The economic impact of water buybacks on regional industries and employment.
- The need for a unified advocacy approach to attract government funding and private investment.
- Ensuring the long-term sustainability of the manufacturing sector, a cornerstone of the local economy.

Endorsing the Accord will enable Council to leverage its collective strength with partner councils, advocate effectively, and deliver tangible economic outcomes for the region

6. STAKEHOLDER ENGAGEMENT

Internal consultation:

- CEO, Director Sustainability, Manager Economy and Business

Councillors:

- Briefing Session 25 March 2025.

External consultation:

- Moira Shire Council, Greater Shepparton City Council, Committee for Greater Shepparton, Committee for Echuca Moama, manufacturers.

This Accord is a result of recent discussions and collaboration, including outcomes from the meeting held on 20 February 2025, where the need for a coordinated regional advocacy strategy was emphasised. Officers have also been liaising with the Committees of Greater Shepparton and Echuca/Moama and local manufacturers and will continue to progress future forums and proposed roundtables in conjunction with these and other key stakeholders.

Public Transparency Policy

Not applicable.

7. LEGISLATIVE CONTEXT

Not Applicable

8. RESOURCE IMPLICATIONS

There are no immediate financial implications associated with endorsing the Accord. Future initiatives arising from the Accord may require budget consideration, subject to council approval and external funding opportunities.

9. OPPORTUNITIES AND RISK ASSESSMENT

Financial: Any funding commitments will be subject to council approval.

Economic: The Accord promotes job retention and economic resilience.

Environmental: Supports sustainable industry practices through regional collaboration.

Reputational: Enhances Council's role as a proactive regional leader.

Legislative Compliance: Accord actions will comply with all legislative requirements

10. CONCLUSION

The Draft Economic Accord between Campaspe Shire Council, Greater Shepparton City Council, and Moira Shire Council formalises a commitment to working together on regional economic priorities. The Accord aims to promote economic resilience and strengthens advocacy for funding and investment.



GREATER SHEPPARTON, CAMPASPE AND MOIRA - 2025 ECONOMIC ACCORD

This accord symbolises the collaborative relationship between Greater Shepparton City Council, Campaspe Shire Council, and Moira Shire Council.

Our shared principles are focused on fostering local economic prosperity, working together, and maintaining a regional perspective with a local focus.

Shared Principles:

1. **Economic Prosperity:** We are committed to enhancing the economic well-being of our communities by supporting local businesses, attracting investment, enhancing education linkages and creating job opportunities.
2. **Stronger Together:** We recognise the importance of working together to achieve common goals. By sharing resources, knowledge, and expertise, we can address regional challenges more effectively.
3. **Regional Perspective Local Focus:** While we take a regional approach to economic development, we remain dedicated to addressing the unique needs and opportunities of each local community within our councils.
4. **Supporting Manufacturing Growth:** We aim to support the growth and sustainability of the manufacturing sector, recognising its vital role in our regional economy.
5. **Resilience and Crisis Response:** We will work together to enhance the resilience of our communities against natural disasters, economic downturns, or other unforeseen crises and impacts. This includes developing crisis management strategies, supporting emergency response planning, and ensuring that our communities are prepared for disruptions and adaption.
6. **Mitigating the Impacts of Water Buybacks:** We are committed to mitigating the adverse effects of water buybacks on our communities by advocating for fair policies and ensuring that government transition packages see investment directly where economic impacts are felt and where jobs are lost. Our focus is on job preservation and creation.

Through this accord, Greater Shepparton City Council, Campaspe Shire Council and Moira Shire Council reaffirm their commitment to working together for the betterment of our region.

By upholding these shared principles, we strive to create a prosperous and sustainable future for all our communities.

Signed in March 2025 in the spirit of collaboration by:

Mayor Shane Sali
Greater Shepparton City
Council

Mayor Daniel Mackrell
Campaspe Shire Council

Chair Administrator
Dr Graeme Emonson PSM
Moira Shire Council

8.4 Council Information

8.4.1 Notes of Appreciation

Directorate: Office of the CEO

Responsible Officer: Administrative Support Officer

Manager: Executive Officer

1. PURPOSE

To present the notes of appreciation that Council has received since its last meeting.

2. RECOMMENDATION

That Council acknowledge the notes of appreciation as listed and convey this appreciation to the relevant parties.

1. Rupert, Creek View.

Rupert called Council and expressed a big thank you for the grading of Cameron Road, Creek View. *"Greatly appreciated."*

2. Wilcon Projects, Essendon West.

George, Planning Manager at Wilcon Projects emailed Council in relation to planning updates provided to stakeholders: *"Thank you. This is very proactive and helpful. We greatly appreciate the update and wish more Council's would do this."*

3. Nicola, Kyabram.

Nicola sent Council a thank you card directed to Director Infrastructure stating: *"To Kate, many thanks for your assistance in our problem, it is very much appreciated."*

4. Campaspe Cohuna Local Learning and Employment Network

I would like to express my sincere thanks and gratitude for your (Jenny Mustey) participation in last week's Kyabram Youth Fest. We have received very positive feedback from the students who all enjoyed the day. We greatly appreciate your support of this event as it is important to highlight the services, clubs, community groups and volunteering opportunities available for young people in the Kyabram area.

5. Colin and Judy, Echuca.

Collin and Judy have emailed Council expressing the following: *"We would like to commend the Campaspe Shire Planning Compliance Officer, Anthony Roeszler on his dedication and the professionalism he displays in his role. The shire is fortunate to have him as an employee."*

6. Mulcahy Livestock Pty Ltd, Tatura.

Robbo from Mulcahy Livestock called Council to advise that he frequently visits the Saleyards and that Lanna De Jager *“is doing a fantastic job there and great to deal with and should be recognised for her hard work.”*

7. Julie & Wayne, Echuca.

Wayne emailed The Council: *“Big thank you to the Parks and Gardens Team for mowing our reserve in Wisteria Street. Your efforts are very much appreciated.”*

8. National Gallery Victoria.

We want to extend our heartfelt thanks for your invaluable contribution to the success of NGV Kids on Tour 2025. This year, we were thrilled to reach more than 9,800 children and families at 156 venues across the state, from Mildura to Orbost, ensuring that communities of all sizes could experience the joy and benefits of artmaking.

9 Notices of Motion

10 Urgent Business

Nil.

11 Confidential Business

Closure of Public Meeting

Item 11.1 and item 11.2 contain Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released. The reason this section applies is that the item relates to future contractual matters and premature release would prejudice the Council's position in the negotiations.

RECOMMENDATION

That pursuant to the provisions of the *Local Government Act 2020* (the Act), the meeting will now be closed to members of the public in accordance with section 66(2)(a) of the Act to enable consideration to be given to items that contain confidential information as defined in section 3(1) of the Act

Resumption of Public Meeting

12 Close Meeting

Pauline Gordon

Chief Executive Officer