

# Moyne Shire Council

# **Ordinary Council Meeting**

Tuesday 4 October 2022

**Minutes** 





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# Minutes of the Ordinary Meeting of Moyne Shire Council held on Tuesday 4 October 2022, at Mortlake Council Chamber, commencing 2pm

#### **Present**

Councillors in-person - Ian Smith (Mayor), Jim Doukas, Karen Foster,

Damian Gleeson, Jordan Lockett, Daniel Meade (Deputy Mayor)

Via Zoom - James Purcell

Officers Brett Davis, Chief Executive Officer

David Rae, Director Community & Corporate Services

Jodie McNamara, Director Economy and Place

Steve Van Orsauw, Acting Director Infrastructure and Environment

Lesley Cook, Executive Assistant

# Acknowledgement of Country

The Mayor read the following statement:

We begin by acknowledging the Traditional Custodians of the land on which we meet today and pay our respects to their Elders past and present. We extend that respect to Aboriginal and Torres Strait Islander peoples here today.

# Live-streaming of Council Meetings

The Chair will read the following:

Please note that today's meeting is being live streamed and can be viewed by the general public via Council's Facebook page, and later uploaded to Council's website. By participating in and addressing those present at the meeting, you consent to any information you disclose (including any personal information or sensitive information) being recorded and uploaded to the website.

# Prayer

The Mayor read the Prayer:

Almighty God, we humbly beseech your blessing on the Council, direct and prosper its deliberations for the welfare of the people of the Moyne Shire. Amen.



# The Passing of Queen Elizabeth II

The Mayor read the following statement:

Moyne Shire Councillors & staff acknowledge with sadness, tha passing of her majesty Queen Elizabeth II on September 8<sup>th</sup> 2022. Councillors and staff extend deepest sympathies to the royal family and other member nations of the Commonwealth. Flags at Council offices in Port Fairy and Mortlake were lowered to half mast for the 10 day period of mourning and to mark the Australia National Day of Mourning on September 22<sup>nd</sup> 2022. I also wrote a message in the national condolence book on behalf of Moyne Shire residents, whilst at Parliament House in Canberra.

# **Apologies**

None at this meeting.

#### **Declarations of Conflict Interest**

Reference: Local Government Act 2020 – Sections 130 (1)(a) and 130(2) Disclosure of Conflict of Interest in respect of a matter to be considered at a Council Meeting

A relevant person who has a conflict of interest in respect of a matter must:

- a) disclose the conflict of interest in the manner required by the Council's Governance Rules [Refer to Governance Rules – Division 2 Councillor conflict of interest disclosures]
   and
- b) exclude themselves from the decision making process in relation to that matter, including any discussion or vote on the matter at any Council meeting or delegated committee, and any action in relation to the matter.

#### Members of Staff

If a member of Council staff has a conflict of interest in a matter whin which they are providing advice to Council:

- a) if the advice is included in a report, the report must disclose the conflict of interest
- b) if the officer is speaking in the council meeting, the officer must disclose the conflict of interest before speaking on the matter.

#### **Declarations made at this meeting:**

Cr Gleeson – Item 9, Commerce Moyne Co-contribution



#### **Confirmation of Minutes**

Cr Foster moved, Cr Meade seconded that the Minutes of the Ordinary Council Meeting held on Tuesday 6 September 2022 be confirmed.

Motion carried 7:0

# **Public Participation**

Refer to Governance Rules - Division 5 Public Participation

Members of the public attending the monthly Council Ordinary Meeting may address the meeting in respect of either:

- a) any item listed in the business paper; or
- b) any other matter relevant to the activities and projects of the Council.

The public participation segment for each Council meeting will be held after the confirmation of Minutes of previous meeting(s) and be considered in the order they were received.

Unless an extension is granted by a ruling of the Mayor, a member of the public asking a question or making a statement must not speak for more than 5 minutes.

If a question cannot be answered at the meeting, the Chief Executive Officer must provide a written response to the question as soon as is practicable to the person asking the question and Councillors.

Any person wishing to address the Council must submit details in writing of the nature of the issue / question they wish to raise by 12 noon on the Monday prior to the meeting day.

#### Public Participation attendees for this meeting:

#### Peter Guichelaar

Report 10 - Planning Permit PL22/125 - 115 Penshurst-Warrnambool Road Koroit, Vic 3282 - Two lot subdivision, use and development of a dwelling and create access to a Transport Zone 2

#### Order of Business

Cr Meade moved, Cr Gleeson seconded that the order of business be changed and that item 10 be heard next.



10. Planning Permit PL22/125 – 115 Penshurst-Warrnambool Road Koroit, Vic 3282 – Two lot subdivision, use and development of a dwelling and create access to a Transport Zone 2

Overview: The application proposes to subdivide the land (4.35ha) into two lots and use and develop the vacant lot created for a second dwelling, with new access to the Transport Zone 2.

Cr Meade moved, Cr Gleeson seconded that Council having caused notice of Planning Application No. PL22/125 to be given under Section 52 of the *Planning and Environment Act 1987* and having considered all the matters required under Section 60 of the *Planning and Environment Act 1987* decides to issue a Planning Permit under the provisions of the Moyne Planning Scheme in respect of the land described as 115 Penshurst – Warrnambool Road, Koroit (Lot 7 on PS528403J) for Two lot subdivision, use and development of a dwelling and creation of access to a Transport Zone 2, subject to the following conditions:

#### **Conditions:**

1) The use and development as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.

#### **Section 173 Agreement**

2) Before the issue of Statement of Compliance for the subdivision under the Subdivision Act 1988, the owner must enter into an agreement with the Responsible Authority made pursuant to Section 173 of the Planning and Environment Act 1987 (the Act) and make application to the Registrar of Titles to

have the agreement registered on the title to the land under Section 181 of the Act, which states that the owner agrees that:

a) There will be no further subdivision of the land permitted so as to increase the number of lots unless all lots meet the minimum lot size under the schedule to the applicable zone.

The owner/operator must pay the reasonable costs of preparation, execution and registration of the Section 173 Agreement.

#### **External Colours and materials**

3) The external finishes of the development (including walls and roof materials) must be constructed in muted, non-reflective materials and tones which blend in with the landscape of the area, or as otherwise shown on the endorsed plans, to the satisfaction of the Responsible Authority.



#### Wastewater

4) Before the development is occupied, all sewage and sullage wastewater from the proposed development must be discharged into a new EPA approved onsite wastewater treatment system to the satisfaction of the Responsible Authority.

## Use of land for a dwelling

- 5) The dwelling must be connected to a reticulated potable water supply or have an alternative potable water supply with adequate storage for domestic use as well as for fire-fighting purposes.
- 6) The dwelling must be connected to a reticulated electricity supply or have an alternative energy source.
- 7) Access to the dwelling must be provided via an all-weather road with dimensions adequate to accommodate emergency vehicles to the satisfaction of the Responsible Authority, including an all-weather area set aside near the dwelling to ensure vehicles can enter and egress the site in a forward direction.

#### Access

8) Before commencement of building works for the dwelling, or Statement of Compliance for the subdivision, a Works within Road Reserve Permit must be obtained from the Council's Infrastructure and Environment Department for alterations to the existing access or creation of a new access. Before any commencement of building works on the dwelling the crossover must be constructed in accordance with the permit to the standards and satisfaction of the Responsible Authority and the Department of Transport.

#### **Mandatory subdivision conditions**

- 9) The owner of the land must enter into agreements with the relevant authorities for the provision of water supply, drainage, sewerage facilities, electricity, gas and telecommunication services to each lot shown on the endorsed plan in accordance with the authority's requirements and relevant legislation at the time.
- 10) All existing and proposed easements and sites for existing or required utility services and roads on the land must be set aside in the plan of subdivision submitted for certification in favour of the relevant authority for which the easement or site is to be created.
- 11) The plan of subdivision submitted for certification under the Subdivision Act 1988 must be referred to the relevant authority in accordance with Section 8 of that Act.



#### **Permit Expiry**

- 12) The subdivision will expire if:
  - a) The plan of subdivision is not certified within two (2) years of the date of this permit.

In accordance with section 69 of the *Planning and Environment Act 1987*, the responsible authority may extend the periods referred to if a request is made in writing before the permit expires, or within six (6) months of the permit expiry date.

- 13) This permit will expire if one of the following circumstances applies:
  - a) The development is not started within two years of the date of this permit.
  - b) The development is not completed within four years of the date of this permit.
  - c) The use is not commenced within four years of the date of this permit.

In accordance with section 69 of the *Planning and Environment Act 1987*, the Responsible Authority may extend the periods referred to if a request is made in writing before the permit expires, or within six months of the permit expiry date, where the development allowed by the permit has not yet started; or within 12 months of the permit expiry date, where the development has lawfully started before the permit expires.

#### Notes:

- 1) This permit does not authorise the commencement of any building works.

  Building approval must be obtained prior to the commencement of any approved works.
- 2) A separate application to install an all waste septic tank system is required to be submitted to and approved by Council's Environmental Health Department prior to the commencement of works.
- 3) The owner of the land is required to apply for an approved Legal Point of Discharge from Council's Engineering Department if there are any design changes proposed to the stormwater catchment design within the title boundary. This includes any modifications of the roofline, gutters, downpipes, hardstand areas (such as driveways), pits, pipes, detention tanks, rain gardens to the Legal Point of Discharge. The owner's private building surveyor is required to consider this Legal Point of Discharge report before issuing a building permit. The owner is also advised that vast areas of regional Victoria can be subject to overland water flows which are not mapped or included in any database. To protect the property, and the property of others, it is advised that the owner



consider overland water flows when siting and designing any buildings or works, and discuss any risk of damage or liability with the private building surveyor.

#### Motion carried 4:3

For: Cr Doukas, Cr Gleeson, Cr Lockett, Cr Meade

Against: Cr Foster, Cr Purcell, Cr Smith

# 1. Monthly Financial Performance Report

Overview: The purpose of the report is to inform the Council of the financial performance and position of the Council. It provides a snapshot of some key financial indicators and monitors performance against year-to-date actuals.

#### Cr Meade moved, Cr Foster seconded that

- 1. Council receive the Monthly Financial Performance Report for August 2022.
- 2. Council approves the variations as listed under Section 7 Budget Variations for the current month.

Motion carried 7:0

# 2. Change of Location for 8 November 2022 Ordinary Council Meeting

Overview: The report provides for an adjustment to the Ordinary Council Meeting schedule previously adopted at the Ordinary Council Meeting, 9 November 2021.

Cr Foster moved, Cr Meade seconded that Council amend the 2022 Ordinary Council Meeting schedule to hold the 8 November 2022 Ordinary Council Meeting in Koroit.



# 3. Community Asset Committees – Appointment of Community Representatives

Overview: The report considers nominations for community representation on Council's Community Asset Committees. It was identified that there were a number of community representative vacancies remaining from the original round of nominations in 2020 as well as recent resignations on Council's Community Asset Committees. The term of membership on the Community Asset Committee will conclude when Moyne Shire caretaker period commences.

Cr Gleeson moved, Cr Meade seconded that Council appoint Cameron Welsh as Community Representative to Mortlake Recreation Reserve Community Asset Committee.

Motion carried 7:0

# 4. Mt Shadwell Quarry Reserve – Review of Internal Dividend to Council

Overview: A recent internal audit undertaken of Mount Shadwell quarry recommended a review the Council dividend calculation.

Cr Doukas moved, Cr Gleeson seconded that Council apply a 50% dividend to Council on the gross profit of the Mount Shadwell Quarry effective from 1 July 2022.



#### 5. South West Councils ICT Alliance Joint Venture Establishment

Overview: The report recommends Moyne Shire Council enter into and establish an unincorporated joint venture for the purpose of operating the South West Councils Information and Communications Technology (ICT) Alliance. The joint venture's purpose is to implement, a business case prepared for and funded by the State Government's Rural Councils Transformation Program.

#### Cr Foster moved, Cr Gleeson seconded that Council:

- 1. Having complied with Division 3 of Part 5 of the Local Government Act 2020, enters into, establishes and operates the South West Councils ICT Alliance as a joint venture on the terms set out in the South West Councils ICT Alliance Joint Venture Agreement attached to this Report as Attachment 1;
- 2. Notes that, in accordance with:
  - a. Clause 5.1.1(a) of the South West Councils ICT Alliance Joint Venture Agreement, the Chief Executive Officer is appointed to the Joint Venture Governance Committee; and
  - b. Clause 5.1.1(b) of the South West Councils ICT Alliance Joint Venture Agreement, the Chief Executive Officer will nominate one staff member to the Joint Venture Governance Committee, being Council's Director Community and Corporate Services; and
- 3. Authorises the Chief Executive Officer to:
  - a. Sign and affix Council's common seal to the South West Councils ICT
     Alliance Joint Venture Agreement attached to this Report as Attachment
     1; and
  - b. Exercise Council's rights and powers under the Joint Venture Agreement on Council's behalf.



# 6. S5 Instrument of Delegation, Council to Chief Executive Officer

Overview: The S5 Instrument of Delegation from Council to CEO delegates all of Council's powers, duties and functions which are capable of delegation, subject to some conditions and limitations, to the CEO. The report provides that delegations should be regularly updated to reflect any legislative changes plus review and update conditions and limitations to the CEO.

Cr Doukas moved, Cr Meade seconded that in the exercise of the power conferred by s 11(1)(b) of the *Local Government Act 2020* (the Act), Council resolve that:

- 1. There be delegated to the person holding the position, or acting in or performing the duties, of Chief Executive Officer the powers, duties and functions set out in the attached *Instrument of Delegation to the Chief Executive Officer*, subject to the conditions and limitations specified in that Instrument.
- 2. The instrument comes into force immediately the common seal of Council is affixed to the instrument.
- 3. On the coming into force of the instrument all previous delegations to the Chief Executive Officer are revoked.
- 4. The duties and functions set out in the instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.



# 7. Council Delegations to members of Council Staff (S6)

Overview: The report sets out the biannual update of the Council's delegation of authority to members of council staff. Delegations are regularly updated to reflect changes to various legislation that impact operations of Local Government. This instrument is used by a council to delegate to members of its staff those powers that are contained in legislation which have their own power of delegation (but no express power of sub-delegation). If it is intended that the CEO also be able to exercise these powers, then the CEO must be named in this instrument as a delegate (notwithstanding any other delegation to the CEO).

Cr Gleeson moved, Cr Lockett seconded that in the exercise of the powers conferred by the legislation referred to in the attached instrument of delegation, Council resolves that:

- There be delegated to the members of Council staff holding, acting in or performing the duties of the offices or positions referred to in the attached *Instrument of Delegation to members of Council staff*, the powers, duties and functions set out in that instrument, subject to the conditions and limitations specified in that Instrument.
- 2. The instrument comes into force immediately the common seal of Council is affixed to the instrument.
- 3. On the coming into force of the instrument all previous delegations to members of Council staff (other than the Chief Executive Officer) are revoked.
- 4. The duties and functions set out in the instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.



# 8. Audit and Risk Management Committee Meeting Minutes

Overview: The report presents Minutes from the Audit and Risk Management Committee meeting held on 16 March 2022 for endorsement by Council, as required by the Local Government Act 2020.

Cr Doukas moved, Cr Meade seconded that Council receive the Minutes from the Audit and Risk Management Committee meeting held on 15 June 2022.

**Motion carried 7:0** 

# 9. Commerce Moyne Co-contribution

3.06pm Cr Gleeson declared a declaration of interest in this item and left the Chamber.

Overview: The report seeks Council approval for co-funding a part-time Executive Officer role in order to establish Commerce Moyne as an association representing the broad range of businesses across the Shire.

Cr Meade moved, Cr Foster seconded that Council:

- 1. Approve the Memorandum of Understanding attached to this report between Moyne Shire Council and Belfast Community Enterprises Ltd. for purpose of funding a part-time Executive Officer to be employed by Commerce Moyne, for up to 12 months;
- 2. Authorise the Chief Executive Officer to sign the Memorandum of Understanding approved under Part 1 above; and
- 3. Approves the allocation of \$25,000 from Council's Economic Development Initiatives budget in accordance with the Memorandum of Understanding approved under Part 1 above.

**Motion carried 6:0** 

3.06pm Cr Gleeson returned to the Chamber.



Item 10 Planning Permit PL22/125 – 115 Penshurst-Warrnambool Road Koroit, Vic 3282 – Two lot subdivision, use and development of a dwelling and create access to a Transport Zone 2 was considered earlier in the meeting.

# 11. Stock Underpass Funding – The Union Pastoral Co Pty Ltd

Overview: The report pertains to an application for \$10,000 funding from Councils Stock Underpass Fund. The proposed underpass would be on Woolsthorpe-Ballangeich Road at Woolsthorpe.

Cr Meade moved, Cr Gleeson seconded that Council endorse the allocation of \$10,000 to The Union Pastoral Co. Pty Ltd as a contribution towards the installation of a stock underpass from the Financial Year 2022/2023 budget allocation, subject to other private funding being secured.

Motion carried 7:0

# 12. Mayor and Councillors' Reports

Overview: The report provides information to Council in regard to the Councillors' attendance at briefings, forum and other meetings, between 27 August and 23 September 2022.

2022	Location	Meeting / Event
Mayor		
29 August	Warrnambool	Worn Gundidj collaboration discussion
30 August	Mortlake	Councillor Workshop
31 August	Melbourne	State Government Advocacy Meetings
2 September	Daylesford	Rural Councils Victoria Forum 2022
6 September	Mortlake	Council Meeting
7 September	Port Fairy	Audit and Risk Management Committee Meeting
7 September	Woorndoo	Dundonnell Wind Farm Opening
8 September	Mortlake	Meeting with Kylie Gaston, Labour Candidate for South West Coast (State Govt elections)



2022	Location	Meeting / Event
8 September	Mortlake	Meeting with Carol Altmann, Independent Candidate for South West Coast (State Govt elections)
11 September	Via computer link	Moyne & Warrnambool 2022 Youth Awards ceremony
12 September	Via computer link	Meeting with Rachael Davies, Senior Adviser to the Hon. Natalie Hutchins MP, Victorian Minister for Education
13 September	Canberra	Australian Top Tourism Town Awards Ceremony
13-14 September	Canberra	Regions Rising National Summit
14 September	Canberra	Meeting with Minister Kristy McBain MP - Minister for Regional Development
16 September	Melbourne	Municipal Association Victoria (MAV) State Council Meeting
20 September	Via computer link	Special Council Meeting and Councillor Workshop
Councillors		
30 August	Mortlake	Councillor Workshop
31 August	Warrnambool	Rotary Club Father of the Year Presentation Breakfast
31 August	Melbourne	State Government Advocacy Meetings
31 August	Koroit	Koroit & District Progress Association meeting (members re road signage)
31 August	Via computer link	VLGGC Statewide information session
2 September	Port Fairy	Belfast Aquatics Meeting
3 September	Peterborough	Peterborough Community Drop-in Consultation – Streetscape Plan
5 September	Port Fairy	Ryan Corner Windfarm Community Engagement Committee meeting
6 September	Mortlake	Council Meeting
7 September	Port Fairy	Meeting with Roma Britnell, South West Coast MP
7 September	Woorndoo	Dundonnell Wind Farm Opening
7 September	Port Fairy	Audit and Risk Management Committee Meeting
10 September	Warrnambool	Warrnambool & District Football Netball League (WDFNL) 2022 Grand Final Afternoon Tea
12 September	Via computer link	Australian Coastal Councils Association meeting
13 September	Canberra	Australian Top Tourism Town Awards Ceremony
13-14 September	Canberra	Regions Rising National Summit



2022	Location	Meeting / Event
14 September	Canberra	Meeting with Minister Kristy McBain MP - Minister for Regional Development
14 September	Hawkesdale	Hawkesdale and District Development Committee (HADDAC) meeting
15 September	Mortlake	Mount Shadwell Quarry Advisory Committee Meeting
20 September	Via computer link	Special Council Meeting Councillor Workshop
21 September	Mortlake	Mortlake South Wind Farm Community Engagement Committee (CEC) meeting
21 September	Koroit	Victoria Park Committee of Management meeting

#### Report noted.

#### 13. Councillor Notice of Motion

Overview: A Councillor may lodge a notice of motion on any matter the Councillor wants to be considered.

No Councillor Notice of Motion has been received for this meeting Agenda.

# 14. General Matters

Overview: General Matters gives Councillors the opportunity to report on positive and good news items from around the Shire.

Cr Smith

I would like to take this opportunity to thank and recognise the contribution of a former and now retired staff member Keith Hargreaves. Keith retired in December 2020 and due to COVID restrictions could not formally be acknowledged in person at the All Staff Function. Keith commenced with Moyne Shire in 1997 and many in the community will know Keith as he was the Quarry Supervisor at Mortlake Mt Shadwell Quarry. The Mt Shadwell Quarry Consultative Committee along with Councillors and staff would like to thank Keith for his dedication, service and contribution in all things



related to the Quarry. I would like to wish Keith an enjoyable retirement and

thank him for his years of dedication and service to the quarry

Cr Doukas I'd like to endorse those remarks – Keith was good operator at the quarry

and hightly respected not only by his fellow workers but by the clients of the

quarry.

Cr Gleeson I'd like to acknowledge the passing of Rchard Matthews last week. Richard

was the last Mayor of the Borough of Port Fairy. Across the shire, he was a terrific investor and employer and contributed significatantly to nearly every sporting body in the south west. I'd like to acknowledge him firstly as a former councillor and Mayor but also as a really significant person in the

Shire. RIP Dick.

Cr Lockett I'd like to highlight events in Moyne Youth put on a Young Makers event in

Port Fairy on 25 September – a great event with lots creative things to do

and see for all ages, and some fantastic music.

I'd also like to highlight that the Spring Music Festival is back on after a oupld of years off due to Covid and its coming back 14-16 October.there are 8 powerful world premiers, 101 aartists and 63 first performer acts – a really

diverse program. A world class event.

Cr Foster Port Fairy was recently anointed 3<sup>rd</sup> top tourist town in Australia having

taking out the Victoiran Award prior to that.

Cr Meade I'd like to take this opportunity to acknowledge fellow councillor, Cr Doukas

for his 20years of service. No-one could doubt his enourmous devotion to the role as Councillor – he's a strong advocate for Moyne rate payers and

brings good robust discussion around the council table.

Cr Doukas Koroit had another victory – well done to the Football Club!

# 15. Urgent Business

Overview: A Councillor may raise an urgent matter for consideration at a Council Meeting if the Councillors considers that the matter is extremely urgent and it was not possible for the matter to have been included in the agenda notice for the meeting.

No urgent business at this meeting.



# 16. CEO Meeting Schedule and Activities Report

Overview: The report provides information to Council in regard to the CEO's meeting schedules, between 27 August and 23 September 2022.

### Meeting Schedule

2022	Location	Meeting / Event
29 August	Warrnambool	Worn Gundidj collaboration discussion
31 August	Melbourne	State Government Advocacy Meetings
1 September	Daylesford	LGPro CEO Forum
2 September	Daylesford	Rural Councils Victoria Forum 2022
8 September	Mortlake	Meeting with Kylie Gaston, Labour Candidate for South West Coast (State Govt elections)
8 September	Mortlake	Meeting with Carol Altmann, Independent Candidate for South West Coast (State Govt elections)
12 September	Via computer link	Meeting with Rachael Davies, Senior Adviser to the Hon. Natalie Hutchins MP, Victorian Minister for Education
13 September	Canberra	Australian Top Tourism Town Awards Ceremony
13-14 September	Canberra	Regions Rising National Summit
14 September	Canberra	Meeting with Minister Kristy McBain MP - Minister for Regional Development
13 September	Canberra	Australian Top Tourism Town Awards Ceremony
13-14 September	Canberra	Regions Rising National Summit
14 September	Canberra	Meeting with Minister Kristy McBain MP - Minister for Regional Development

3.36pm Cr Foster moved, Cr Gleeson seconded that Standing Orders be suspended in order that the Confidential Agenda items be considered.



# 3.49pm Cr Meade moved, Cr Foster seconded that the Open Meeting be resumed. Motion carried 7:0

Meeting closed at 3.50pm
Confirmed this 8 <sup>th</sup> of November 2022
Mayor, Cr Ian Smith