



GANNAWARRA

Shire Council

Wednesday, 21 May 2025

6:00 PM

Senior Citizens Centre

Kerang

AGENDA

Council Meeting

Order Of Business

1	Welcome to Country	3
2	Opening Declaration.....	3
3	Apologies and Leave of Absence.....	3
4	Confirmation of Minutes	3
5	Declaration of Conflict of Interest	4
6	Briefing Sessions	5
6.1	Records of Councillor Briefings - 16 April 2025 to 20 May 2025	5
7	Business Reports for Decision.....	7
7.1	Quarterly Budget Report - Quarter Ending 31 March 2025	7
7.2	Audit and Risk Committee Meeting - 7 May 2025	23
7.3	Governance Rules Review.....	39
7.4	Policy No. 148 - Flags and Community Flag Schedule	92
7.5	Petition - Addressing Flood Mitigation and Recovery in Kerang West	102
8	Urgent Business.....	142
9	Notices of Motion	143
9.1	Notice of Motion - 97 - VNI WEST POWERLINE PROJECT	143
10	Question Time.....	144
11	Delegates Reports	145
11.1	Delegates Reports.....	145
12	Confidential Items	149

Geoff Rollinson
CHIEF EXECUTIVE OFFICER

1 WELCOME TO COUNTRY

Playing of the Welcome to Country video clip.

2 OPENING DECLARATION

We, the Councillors of the Shire of Gannawarra, declare that we will undertake the duties of the office of Councillor, in the best interests of our community, and faithfully, and impartially, carry out the functions, powers, authorities and discretions vested in us, to the best of our skill and judgement.

3 APOLOGIES AND LEAVE OF ABSENCE

4 CONFIRMATION OF MINUTES

Ordinary Meeting - 16 April 2025

5 DECLARATION OF CONFLICT OF INTEREST

General conflict of interest

Unless exempt under Section 129 of the *Local Government Act 2020* (the Act) or regulation 7 of the Local Government (Governance and Integrity) Regulations 2020, a Councillor or member of Council staff has a general conflict of interest in a matter if an impartial, fair-minded person would consider that the person's private interests (as defined in Section 127(2) of the Act) could result in that person acting in a manner that is contrary to their public duty.

Material conflict of interest

Unless exempt under Section 129 of the *Local Government Act 2020* or regulation 7 of the Local Government (Governance and Integrity) Regulations 2020, a Councillor or member of Council staff has a material conflict of interest in respect of a matter if an affected person (as defined in Section 128(3) of the Act) would gain a benefit or suffer a loss depending on the outcome of the matter.

Disclosure of a conflict of interest

A Councillor who has a conflict of interest and is attending a meeting of the Council must make a full disclosure of that interest by either advising:

- a) the Council at the meeting immediately before the matter is considered at the meeting; or
- b) the Chief Executive Officer in writing before the meeting –

whether the interest is a general conflict of interest or a material conflict of interest; and the nature of the interest.

Note: If a Councillor advises the Chief Executive Officer of the details under b) above, the Councillor must make a disclosure of the class of interest only to the meeting immediately before the matter is considered at the meeting.

In accordance with Section 130 of the Act, a councillor who has disclosed a conflict of interest in respect of a matter must exclude themselves from the decision making process in relation to the matter, including any discussion or vote on the matter at any Council meeting, and any action in relation to the matter.

Failure to comply with Section 130 of the Act may result in a penalty of 120 penalty units

6 BRIEFING SESSIONS

6.1 RECORDS OF COUNCILLOR BRIEFINGS - 16 APRIL 2025 TO 20 MAY 2025

Author: Jodie Basile, Executive Assistant to CEO

Authoriser: Geoff Rollinson, Chief Executive Officer

Attachments: 1 Councillor Briefing Record - 5 May 2025

RECOMMENDATION

That Council note the records of Councillor Briefings from 16 April 2025 to 20 May 2025.

EXECUTIVE SUMMARY

This report presents to Council written records of Councillor Briefings in accordance with Clause 31 of the Gannawarra Shire Council Governance Rules.

DECLARATIONS OF CONFLICT OF INTEREST

The Officer preparing this report declares that they have no conflict of interest in regard to this matter.

COUNCIL PLAN

Council Plan 2021-2025:

- Be a creative employer of choice through our adherence to good governance and our inclusive culture.

BACKGROUND INFORMATION

In accordance with Clause 32 of the Gannawarra Shire Council Governance Rules, a written record of a meeting held under the auspices of Council is, as soon as practicable, reported at a meeting of the Council and incorporated in the minutes of that Council meeting.

The record must include:

- The names of all Councillors and members of Council staff attending
- The matters considered
- Any conflict-of-interest disclosures made by a Councillor attending
- Whether a Councillor who has disclosed a conflict of interest left the meeting.

CONSULTATION


Consultation with Councillors and staff has occurred to ensure the accuracy of the Councillor Briefing records.

CONCLUSION

To ensure compliance with Clause 32 of the Gannawarra Shire Council Governance Rules, it is recommended that Council note the Councillor Briefing records as attached to this report.

RECORD OF A COUNCILLOR BRIEFING



Type of Meeting	Councillor Briefing Session	
Date:	Monday 5 May, 2025	
Time:	9.00am – 5.30pm	
Location:	Council Chambers, Kerang	
In Attendance: (Councillors)	Cr Garner Smith, Mayor Cr Ross Stanton, Deputy Mayor Cr Daniel Bolitho Cr Keith Link Cr Pat Quinn	
Apologies:	Cr Charlie Gillingham, Cr Lisa Farrant	
In Attendance: (Officers)	Geoff Rollinson, Jodie Basile, Amanda Wilson, Wade Williams, Paul Fernee, Leigh Hollingworth, Rebecca Hollingworth, Fiona Gorman, Stevie Pearce	
In Attendance:	Linda Scott (Strategic Risks), Craige Kennedy (Mine Free Mallee Farmers), Kate Munro, Alex Barker, Graham Webb, Don Webb (Macorna Wind Farm), Niall McGovern, Harry Thomson, Mike Mortimer, Clare Tayt, Simon MacLennan (WELCO)	
Matters Discussed:	Presentation on Gannawarra Shire Strategic Risks by Linda Scott Presentation – Mine Free Mallee Farmers 2.1 – Governance Rules Review 2.2 – Quarterly Budget Report – Ending 31 March 2025 2.3 – Petition – Flood Mitigation and Recovery in Kerang West 2.4 – Policy No. 148 – Flags and Flag Schedule 3.1 – Community Engagement Policy Review 3.2 – The Cohuna Hotel Legal Issues and Updates Presentation – Macorna Wind Farm 3.3 – Future Listing Report Presentation – WELCO Development Update 3.4 – Gannawarra Strategic Planning for Growth and Development Councillors/CEO/Directors Discussion CEO & Councillors Discussion Councillor Only Discussion Confidential – CEO Review	
Conflict of Interest Disclosures		
Matter No. CEO Review	Councillor/Officer making disclosure Geoff Rollinson, CEO - Yes	Councillor/Officer left meeting Yes
Completed By:	Geoff Rollinson – Chief Executive Officer 	

7 BUSINESS REPORTS FOR DECISION

7.1 QUARTERLY BUDGET REPORT - QUARTER ENDING 31 MARCH 2025

Author: Rebecca Hollingworth, Acting Chief Financial Officer

Authoriser: Amanda Wilson, Director Corporate Services

Attachments: 1 Quarterly Budget Report - 31 March 2025

RECOMMENDATION

That Council receive and note the report outlining the 2024/2025 Quarterly Budget Report as at 31 March 2025.

EXECUTIVE SUMMARY

Council's projected income forecast shows a variance of \$0.802 million, while expenditure reflects a forecasted variance of \$2.960 million. The budgeted Operating Result of \$20.696 million surplus will decrease by \$9.803 million to an anticipated Operating Result of \$10.893 million surplus.

This decrease is generated by flood funding expenditure carried over to 2024/25 as well as capital income reduced on multiyear projects transferred to 2025/26 for completion. Surplus funds arising from these deferrals have been strategically invested, generating additional income to assist in reducing Council's underlying deficit.

Council's Capital Works program is progressing with an anticipated variation in scheduled works of \$9.353 million. The adopted capital budget for 2024/25 is \$29.158 million and it is expected to decrease to \$19.804 million by 30 June 2025. This decrease is due to multiyear projects carried over to facilitate completion of these major project in 2025/26.

As of 31 March 2025, Council is anticipating an underlying result deficit of \$1.769 million.

PURPOSE

Council prepares a quarterly financial report as at 30 September, 31 December and 31 March each year. The purpose of the report is to ensure that the financial position of the Council is being managed and that Council remains financially sustainable.

ATTACHMENTS

1. Quarterly Budget Report – 31 March 2025

DISCUSSION

The Quarterly Budget Report presents the interim financial position to 31 March 2025 and is consistent with the budget.

Indicator	Budget (\$'000)	Forecast (\$'000)	Variance (\$'000)
Underlying result	389	(1,769)	(2,159)
Comprehensive Income result	20,696	10,893	(7,644)
Capital works	29,158	19,804	(9,353)
Cash position	10,564	12,584	2,020

Operating Budget

The 'Summary of Adjustments' details the changes between the approved budget and the forecast to 31 March 2025. The major changes in the operating budget are:

July to September 2024

- Necessary room closures and a temporary decrease in demand for childcare services in the 3 to 5 age group have led to a \$108k adjustment in budgeted user fees, with no change to expenditure required.
- Additional income due to recognition of unearned income at 30 June 2024 of \$416k in addition to \$440k anticipated to be received in 2024/25 for the Local Development Strategies for Koondrook and district grant. This income is matched with corresponding strategic expenditure to ensure grant objectives are achieved effectively.
- The Community Recovery Officer grant had a balance of \$253k as of 30 June 2024. An additional \$107k has been allocated to the 2024/25 budget, with \$49k already in the approved budget for a temporary flood position. The remaining \$97k is designated to fund existing budgeted staff positions that are supporting flood recovery activities.
- The Community Recovery Hubs grant carried a balance of \$644k as of 30 June 2024. Of this, \$595k has been allocated to the operational budget and \$49k to the capital budget, facilitating continued recovery efforts.
- Council received \$1.5m in Council Flood Support Funding to support local recovery, clean-up, and restoration of community services following the October 2022 flood event. Of this, \$1.139m has been included in the 2024/25 budget as council continues to address flood-related expenditures not covered by DRFA funding.
- An additional \$250k has been earmarked from the Council Flood Support Funding to support council activities in response to the December 2023 Victorian Flood and storm event.
- Adjustments to unearned grant funding have been made to better align with forecasted capital income for the 2024/25 period.

October to December 2024

- The new kindergarten at Kerang South will receive \$147k in child funding from the Victorian State Government, along with a \$14k grant for administrative support. Operating expenses for the service include \$111k in employee costs and \$13k in operational expenditure.
- The Victorian School Building Authority has made \$200k available to Council for reimbursement of non-fixed furniture, fixtures and equipment at the new Kerang South Kindergarten.
- Roads to Recovery funding has been reduced from the budgeted \$2.319m to \$1.713m in line with the funding allocation for 2024/25.
- Councils' arrangement to contract out the Municipal Building Surveyor service has led to a reallocation of funds from labour to operational services. However, there is no impact on

budgeted income, as fee adjustments were made prior to the adoption of the 2024/25 budget.

- Insurance premiums have risen due to escalating claim costs, inflation, extreme weather and heightened industry risks.
- The increase in depreciation is due to the indexed based revaluation applied to infrastructure asset at 30 June 2024. A full revaluation of these assets is scheduled for 2024/25 financial year.
- A total of \$7.400m in capital income related to multi-year projects, including the Cohuna Waterfront, Safe Local Roads & Streets Program, and Koondrook Levee Construction, has been carried over to the 2025/26 fiscal year to support project completion.

January to March 2025

- Council will collect an additional \$25k in income for animals registered under the *Domestic Animal Act 1994*.
- Enrolment vacancies at the Kerang Children's Centre continue, resulting in an estimated \$105k decrease in fee income for the January to June period with no change to staffing ratio requirements.
- The Local Development Strategies for Koondrook and district project is slightly behind schedule, with projected expenditure of \$374k now expected to be completed by 30 June 2025. This is reflected in both income and expenditure forecasts.
- A collective total of \$170k transfer of long service leave contributions has been received from other councils for new staff employed by Gannawarra Shire Council. This amount is recognised as both income and an expense to increase the long service leave provision.
- Surplus cash reserves, resulting from project delays and deferrals into the 2025/26 financial year, have been strategically invested, generating an additional \$442k in investment income in the interim.
- The Community Recovery Officer grant has been extended to 31 December 2025, with \$65k deferred to the 2025/26 financial year to support the finalisation and reporting of Council's 2022 flood recovery projects.
- Council has successfully recouped \$68k of expenditure incurred in 2023/24 reducing the \$250k Council Flood Support Funding received in advance for the December 2023 Victorian Flood and storm event.
- A decrease in capital grant funding is anticipated due to the expected return of \$178k in unspent funds following the conclusion of the Koondrook to Kerang Rail Trail project, along with the deferral of \$598k in grant funding to 2025/26 for the Sustainable Recreational Water for Quambatook project.

Capital Budget

At the end of March 2025, 69% of the forecasted capital works budget of \$19.804 million had been spent or committed. The 2024/25 capital budget adopted by Council was \$29.158 million.

There is a decrease in the forecasted capital works budgeted of \$9.353 million to recognise major multi-year projects that are expected to be completed in 2025/26. A detailed listing of variations is included in the attachment. The major variations relate to:

July to September 2024

- Several multi-year projects have been carried over from 2023/24, scheduled for completion in the 2024/25 fiscal year.

October to December 2024

- The additional \$200k funding for non-fixed furniture, fixtures and equipment at the new Kerang South Kindergarten has been allocated across three categories. Council had initially allocated \$50k in the approved budget, resulting in a \$150k increase to the project's capital budget.
- The Cohuna Waterfront, Safe local Roads & Street Program and Koondrook Levee Construction multiyear projects have been carried over to 2025/26 for completion.
- Living Library Projects - The Glasshouse project is expected to be completed in late 2025 and \$558k has been carried over to the 2025/26 budget.
- ICT - Joint Council Asset Management Software and Cell 3 capping - Gannawarra Central Landfill multiyear projects have been carried over to 2025/26 for completion.

January to March 2025

- The remaining unspent rate funds from the Stormwater Network and Town Pump Renewal Program have been reallocated to the multi-year Sustainable Recreational Water for Quambatook project to support its completion in 2025/26.
- Koondrook To Kerang Rail Trail - Planning & Design Project has formally concluded due to significant environmental, safety and financial challenges. Unspent grant funding is to be returned in accordance with the grant conditions.

Further detailed explanation of the variations is contained in the attachment to this report.

RELEVANT LAW

Section 97 of the *Local Government Act 2020* requires a quarterly report be presented to Council at a Council meeting which is open to the public showing a comparison of the actual and budgeted results to date and an explanation of any material differences.

RELATED COUNCIL DECISIONS

The Quarterly Budget Report links to the budget process and the Council decision relating to the budget adoption on 26 June 2024.

OPTIONS

This report is presented for receiving and noting of the financial position at the end of the third quarter.

SUSTAINABILITY IMPLICATIONS

The key risks are financial and compliance risks.

COMMUNITY ENGAGEMENT

The Budget went through extensive consultation. No further community engagement has been undertaken.

INNOVATION AND CONTINUOUS IMPROVEMENT

Not applicable.

COLLABORATION

Council Officers with responsibility for line budgets have had input into the report.

The Quarterly Budget Report to 31 March 2025 is being presented to Council's Audit and Risk Committee meeting on 7 May 2025.

REGIONAL, STATE AND NATIONAL PLANS AND POLICIES

The budget and annual financial statements are prepared in accordance with the accounting standards. Provision of financial reports on at least a quarterly basis is a requirement of the *Local Government Act 2020*.

COUNCIL PLANS AND POLICIES

This report aligns to the Council Plan strategy to pursue initiative to achieve long term financial sustainability.

TRANSPARENCY OF COUNCIL DECISIONS

This report will be considered in an open Council meeting.

CONFLICT OF INTEREST

The officer preparing this report declares they have no conflict of interest in regard to this matter.

Quarterly Budget Report

for the Quarter Ending

31 March 2025



Comprehensive Income Statement

		As at 31 March 2025				Projected Year End			
		YTD Budget \$000	YTD Actual \$000	YTD Variance \$000		FY Budget \$000	FY Forecast \$000	FY Adjustments \$000	
Income									
Rates and Charges	1	15,884	15,886	2	—	16,145	16,213	68	—
Statutory Fees and Fines	2	219	202	(17)	—	348	313	(35)	✗
User Fees	3	2,125	2,154	29	—	3,015	2,799	(216)	—
Grants Operating	4	11,114	10,914	(201)	—	12,224	12,504	280	—
Contributions and Donations	5	155	122	(32)	✗	44	216	172	✓
Reimbursements	6	154	166	12	—	92	178	86	✓
Sale of Assets		564	449	(115)	✗	660	679	18	—
Cost of Assets Sold		(313)	(313)	(0)	—	(327)	(342)	(15)	—
Interest Earned	7	669	669	1	—	522	964	442	✓
Other Income		231	295	64	✓	340	340	-	—
Total income		30,801	30,545	(257)	—	33,062	33,864	802	—
Expenses									
Employee Costs	8	(10,472)	(10,355)	117	—	(13,880)	(13,994)	(114)	—
Operational Materials and Services	9	(7,754)	(6,638)	1,116	✓	(9,893)	(12,696)	(2,803)	✗
Bad and Doubtful Debts		(6)	(7)	(1)	✗	(1)	(7)	(6)	✗
Borrowing Costs		(2)	(1)	1	✓	(2)	(2)	-	—
Depreciation	10	(6,184)	(6,061)	124	—	(8,246)	(8,283)	(38)	—
Other Expenses		(347)	(296)	51	✓	(652)	(652)	-	—
Total expenses		(24,764)	(23,357)	1,407	—	(32,673)	(35,633)	(2,960)	—
Underlying surplus/(deficit)		6,037	7,188	1,150	✓	389	(1,769)	(2,159)	✗
Grants Capital and Major Projects	11	8,421	9,068	648	—	20,307	12,663	(7,644)	✗
Surplus/(deficit) for the year		14,458	16,256	1,798	✓	20,696	10,893	(9,803)	✗

Favourable greater than 10% ✓

Constant between plus or minus 10% —

Unfavourable less than 10% ✗

Rounding

Unless otherwise stated, amounts in financial reports have been rounded to the nearest thousand dollars. Figures in the financial statements may not equate due to rounding.

Overall Result

At 31 March 2025 Council is showing an underlying surplus YTD of \$7.188 million, this is \$1.150 million more than budgeted for the same period.

Income has a variance of \$0.257m and there is a \$1.407m variance for expenditure YTD.

Council is forecasting a \$1.769 million underlying deficit for 30 June 2025 which is a decrease in the surplus of \$2.159 on the 2024/25 adopted budget.

Note	Income	
1	Rates and charges Favourable 68	
	Increase due to supplementary valuations and additional bin services.	68
2	Statutory fees and fines Unfavourable (35)	
	Decline in the number of planning fee applications received by Council.	(60)
	Additional income collected for animals registered under the Domestic Animal Act.	25
3	User fees Unfavourable (216)	
	Reduction in fees for service due to room closures between July and September 2024 as well as place vacancies in rooms from July 2024 to June 2025 at the Kerang Children's Centre.	(213)
4	Grants - Operating Favourable 280	
	Unearned grant income at 30 June 2024 recognised in 24/25 in line with the accounting standards.	416
	Adjustment to reflect Victorian Grants Commission 2023/24 underpayment as well as 2024/25 allocation. No allowance for advanced payment of 2025/26 allocation has been made.	(48)
	Grant to be received for Local Development Strategies for Koondrook and districts to support these communities in the transition away from dependence on the native forest timber industry, and towards new and sustainable industries.	374
	Victorian State Government fees for new for Kerang South Kindergarten.	147
	Additional Early Years Management funding for Kerang South Kindergarten.	14
	Roads to Recovery funding reduced to match funding allocation for 2024/25.	(606)
	Final funding received for the Kerang Township Protection Levee Integrity assessment project.	(49)
	Better Boating grant received to upgrade navigation facilities at Lake Charm and Kangaroo Lake.	39
5	Contributions and Donations Favourable 172	
	Transfer of long service leave contribution from other councils for new staff employed by Gannawarra Shire Council.	170
6	Reimbursements Favourable 86	
	Work cover reimbursements for current claims.	60
	Wage subsidies for Long Day Care trainees paid through the Australian Apprenticeships Incentive System.	26
7	Interest Earned Favourable 442	
	Surplus cash reserves, resulting from project delays and deferrals into the 2025/26 period, have been strategically invested, generating incremental investment income in the interim.	442
	Expenses	
8	Employee Direct Costs Unfavourable (114)	
	Cost savings due to temporary vacant staff position.	103
	Resources to ensure the development and oversight of a range of flood recovery initiatives and ensure community recovery information, events and activities are be tailored to meet local needs. Fully funded by the Community Recovery Officer grant received in 2022/23.	(42)
	Employee costs associated with service delivery of the new Kerang South Kindergarten.	(111)
	Labour change due to contract Municipal Building Surveyor arrangement.	105
	Long Service Leave provision increased to reflect new staff entitlements transferred to Council.	(170)

9	Operational Materials and Services	Unfavourable	(2,803)	
	Expenditure associated with unearned grant income at 30 June 2024 carried forward for the completion of the programs.			(416)
	Balance of Council Flood Support Fund \$250k grant provided in 2023/24 to support immediate clean-up activities on council owned and managed public land and restoration of community services after the December 2023 Victorian flood and storm event.			(182)
	Remaining Council Flood Support Funding (\$1.5m) received in 2022/23 to support immediate clean-up activities on council owned and managed public land and restoration of community services after the October 2022 floods.			(1,139)
	Commitment to complete activities related to the Community Recovery Hubs funding received in 2022/23 to support local recovery after the October 2022 Flood event.			(595)
	Expenditure related to the Local Development Strategies for Koondrook and districts grant funding.			(374)
	Additional operational expenditure for the new Kerang South Kindergarten service.			(13)
	Reconciliation Action plan and Social Inclusion strategy to be carried over and completed in 2025/26.			20
	Reduction in expected budgeted expenditure to complete the multi year Kerang Township Protection Levee Integrity assessment project in 2024/25.			78
	Increase in Council insurance premiums.			(83)
	Fully funded project to upgrade navigation facilities at Lake Charm and Kangaroo Lake.			(39)
	Planning scheme review carried over to 2025/26.			50
	Expenses related to contracted Municipal Building Surveyor arrangement.			(99)
10	Depreciation	Unfavourable	(38)	
	Depreciation is forecasted to be higher than budgeted as a result of the infrastructure assets that had an indexed based revaluation applied at 30 June 2024.			(38)
11	Grants - Capital	Unfavourable	(7,644)	
	Unearned grant income at 30 June 2024 recognised in 24/25 in line with the accounting standards.			331
	Cohuna Waterfront Stage 2 (CBD Upgrade) - Multi year project carried over to 2025/26.			(3,000)
	Safe Local Roads & Streets Program - Multi year project carried over to 2025/26.			(2,000)
	Koondrook Levee Design and Construction - Multi year project carried over to 2025/26.			(2,400)
	The Victorian School Building Authority is providing funding for new equipment at the Kerang South Kinder building.			200
	Koondrook to Kerang Rail Trail - Planning & Design - Unspent grant funds will be returned following the conclusion of the project, in accordance with grant conditions.			(178)
	Sustainable Recreational Water for Quambatook - Multi year project carried over to 2025/26.			(598)

Capital Works Report as at 31 Mar 2025

	Note	Adopted Budget \$000	YTD Actuals \$000	Hard Commitments \$000	Total Expenditure \$000	Projected Forecast - Total Cost \$000	Permanent Adjustments \$000
PROPERTY							
Land Improvements							
Denyers Quarry Expansion Feasibility assessment	1	\$ 100	\$ 14	\$ 44	\$ 58	\$ 141	\$ 41
Apex Park Irrigation Pump Shed		\$ 40	\$ -	\$ -	\$ -	\$ 40	\$ -
Building Improvements							
Buildings Renewal		\$ 100	\$ 30	\$ 21	\$ 51	\$ 81	\$ (19)
TOTAL PROPERTY		\$ 240	\$ 44	\$ 65	\$ 109	\$ 262	\$ 22
PLANT AND EQUIPMENT							
Plant, Machinery and Equipment							
Heavy plant replacement	2	\$ 500	\$ 252	\$ 329	\$ 580	\$ 619	\$ 119
Light plant replacement		\$ 387	\$ 334	\$ -	\$ 334	\$ 387	\$ -
Other Plant and Equipment		\$ 20	\$ 18	\$ -	\$ 18	\$ 20	\$ -
Fixtures, Fittings and Furniture							
Kerang Children's Centre 3 Year Old Kinda.	3	\$ 50	\$ 25	\$ 2	\$ 27	\$ 95	\$ 45
Computers and Telecommunications							
ICT Capital renewals	4	\$ 180	\$ 97	\$ 15	\$ 112	\$ 248	\$ 68
Library books							
Library book replacement		\$ 120	\$ 84	\$ 8	\$ 92	\$ 120	\$ -
TOTAL PLANT AND EQUIPMENT		\$ 1,257	\$ 810	\$ 354	\$ 1,163	\$ 1,489	\$ 232
INFRASTRUCTURE							
Roads							
Bitumen Roads Reseal Program		\$ 1,061	\$ -	\$ 1,061	\$ 1,061	\$ 1,061	\$ -
Gravel Re-sheeting Program		\$ 1,210	\$ 854	\$ 13	\$ 867	\$ 1,210	\$ -
Sealed Roads Rehabilitation Program	5	\$ 1,022	\$ 522	\$ 145	\$ 667	\$ 1,563	\$ 541
Flood funding works		\$ 8,000	\$ 3,299	\$ 695	\$ 3,994	\$ 8,000	\$ -
Safe Local Roads & Streets Program	6	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ (2,000)
Bridges							
Bridge Renewal		\$ 100	\$ -	\$ -	\$ -	\$ 77	\$ (23)
Bridge Replacement - McLeans Bridge		\$ 500	\$ -	\$ 456	\$ 456	\$ 500	\$ -
Apex Park Bridge		\$ 632	\$ 645	\$ 10	\$ 655	\$ 655	\$ 23
Kervins Rd Bridge Replacement		\$ 503	\$ 492	\$ 29	\$ 521	\$ 503	\$ -
Footpaths and Cycleways							
Footpath replacement program		\$ 160	\$ 132	\$ 1	\$ 133	\$ 160	\$ -
Kerb and channel							
Kerb replacement program		\$ 266	\$ 259	\$ -	\$ 259	\$ 266	\$ -
Drainage							
Stormwater Network and Town Pump renewal	7	\$ 298	\$ 2	\$ 77	\$ 79	\$ 79	\$ (219)
Recreational, Leisure & Community Facilities							
Swimming Pool Renewal Program	8	\$ 135	\$ 98	\$ -	\$ 98	\$ 98	\$ (37)
Cohuna Waterfront Stage 2 (CBD Upgrade)	9	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ (3,000)
Kerang & Cohuna Swimming Pool Concept Designs	10	\$ 80	\$ -	\$ -	\$ -	\$ -	\$ (80)
Parks, Open Space and Streetscapes							
Tree Planting Program - Cool It Program		\$ 30	\$ 2	\$ 2	\$ 4	\$ 30	\$ -
Other Infrastructure							
Southern levee acquisition		\$ 58	\$ 16	\$ 5	\$ 22	\$ 58	\$ -
Strategic Project Development and Planning		\$ 150	\$ 59	\$ 25	\$ 84	\$ 109	\$ (41)
Koondrook Levee Design and Construction	11	\$ 2,500	\$ -	\$ -	\$ -	\$ -	\$ (2,500)
TOTAL INFRASTRUCTURE		\$ 21,705	\$ 6,381	\$ 2,519	\$ 8,900	\$ 14,369	\$ (7,336)
TOTAL NEW CAPITAL WORKS		\$ 23,201	\$ 7,234	\$ 2,938	\$ 10,173	\$ 16,119	\$ (7,082)

	Note	Adopted Budget \$000	YTD Actuals \$000	Hard Commitments \$000	Total Expenditure \$000	Projected Forecast - Total Cost \$000	Permanent Adjustments \$000
Works carried forward from the 2023/24 year							
PROPERTY							
Buildings							
Living Library Projects - The Glasshouse	12	\$ 2,934	\$ 782	\$ 2,088	\$ 2,870	\$ 2,376	\$ (558)
TOTAL PROPERTY		\$ 2,934	\$ 782	\$ 2,088	\$ 2,870	\$ 2,376	\$ (558)
PLANT AND EQUIPMENT							
Computers and Telecommunications							
ICT - Joint Council Asset Management Software	13	\$ 709	\$ 54	\$ 8	\$ 63	\$ 61	\$ (648)
TOTAL PLANT AND EQUIPMENT		\$ 709	\$ 54	\$ 8	\$ 63	\$ 61	\$ (648)
INFRASTRUCTURE							
Roads							
Kerang CBD Stage 4 - Wellington Street	14	\$ 100	\$ 197	\$ -	\$ 197	\$ 197	\$ 97
Waste Management							
Cell 3 capping - Gannawarra Central Landfill	15	\$ 640	\$ 36	\$ 44	\$ 80	\$ 56	\$ (584)
Parks, Open Space and Streetscapes							
Sustainable Recreational Water for Quambatook - Grant dependent	16	\$ 1,504	\$ -	\$ 8	\$ 8	\$ 600	\$ (904)
Other Infrastructure							
Southern levee acquisition		\$ 70	\$ 4	\$ -	\$ 4	\$ 70	\$ -
TOTAL INFRASTRUCTURE		\$ 2,314	\$ 237	\$ 52	\$ 288	\$ 923	\$ (1,391)
TOTAL CARRIED FORWARD CAPITAL WORKS 2020/21		\$ 5,957	\$ 1,073	\$ 2,148	\$ 3,221	\$ 3,360	\$ (2,597)
Other Projects							
Rfid Installation (Digital Barcoding)		\$ -	\$ 1	\$ -	\$ 1	\$ -	\$ -
Koondrook To Kerang Rail Trail - Planning & Design	17	\$ -	\$ 28	\$ -	\$ 28	\$ 28	\$ 28
Cohuna Netball Lights Upgrade		\$ -	\$ 19	\$ -	\$ 19	\$ 19	\$ 19
Mobile Phone Signal Booster - Dingwall, Koroop, Myall, Lake Charm & Gannawarra Halls	18	\$ -	\$ 49	\$ -	\$ 49	\$ 49	\$ 49
Quambatook Transfer Station - Boundary Security Fence	19	\$ -	\$ 25	\$ -	\$ 25	\$ 30	\$ 30
Kerang Office Basement - Flood Damage 2023		\$ -	\$ 14	\$ 8	\$ 23	\$ -	\$ -
Koondrook Levee Design	20	\$ -	\$ 28	\$ 29	\$ 57	\$ 84	\$ 84
Kerang Drainage Land Acquisition - MV Highway		\$ -	\$ -	\$ -	\$ -	\$ 10	\$ 10
Kerang South Kinder - New IT Equipment	3	\$ -	\$ 11	\$ -	\$ 11	\$ 15	\$ 15
Kerang South Kinder - New Play Equipment	3	\$ -	\$ 3	\$ -	\$ 3	\$ 90	\$ 90
TOTAL OTHER PROJECTS		\$ -	\$ 177	\$ 37	\$ 215	\$ 325	\$ 325
TOTAL WORKS 2024/25		\$ 29,158	\$ 8,485	\$ 5,124	\$ 13,609	\$ 19,804	\$ (9,353)

Summary - Overall Result

The adopted capital budget for 2024/2025 is \$29.158m. There has been a decrease in the forecasted capital works budget by \$9.353m to recognise multi year projects carried over to 2025/26. Anticipated budgeted spend by 30 June 2025 is \$19.804m. 69% of the forecasted capital works budget had been committed by 31 March 2025.

The following projects have been reviewed -

Note		\$'000
1	Denyers Quarry Expansion Feasibility assessment additional expenditure due to market response.	41
2	Heavy plant replacement carried over from 2023/24 due to new weed sprayer ordered and waiting for delivery (\$58k). Insurance settlement of \$60k to replace light truck written off.	119
3	Kerang South Kinder - expenditure for new equipment at the Kerang South Kinder building.	150
4	ICT Capital renewals carried over from 2023/24 to complete implementation of new human resource software - Pulse	68
5	Sealed Roads Rehabilitation Program - carried over from roads and bridge program that was unspent in 2023/24 to facilitate the completion of the program.	541
6	Safe Local Roads & Streets Program - Multi year project carried over to 2025/26.	(2,000)
7	Stormwater Network and Town Pump renewal - remaining budget carried over to complete the Sustainable Recreational Water for Quambatook project.	(219)
8	Swimming Pool Renewal Program - renewal projects completed for 2024/25.	(37)
9	Cohuna Waterfront Stage 2 (CBD Upgrade) - Multi year project carried over to 2025/26.	(3,000)
10	Kerang & Cohuna Swimming Pool Concept Designs - Multi year project carried over to 2025/26.	(80)
11	Koondrook Levee Design and Construction - Multi year project carried over to 2025/26.	(2,500)
12	Living Library Projects - The Glasshouse - multi-year project carried over to 2025/26 to complete this project.	(558)
13	ICT - Joint Council Asset Management Software - Multi year project carried over to 2025/26.	(648)
14	Kerang CBD Stage 4 - Wellington Street - carried over from 2023/24 to complete this project.	97
15	Cell 3 capping - Gannawarra Central Landfill - Multi year project carried over to 2025/26.	(584)
16	Sustainable Recreational Water for Quambatook - Multi year project carried over to 2025/26.	(904)
17	Koondrook To Kerang Rail Trail - Planning & Design - Project formally concluded due to significant environmental, safety and Financial challenges.	28
18	Mobile Phone Signal Booster - Dingwall, Koroop, Myall, Lake Charm & Gannawarra Halls - funded by Community Recovery Hubs grant funding.	49
19	Quambatook Transfer Station - Boundary Security Fence - carried over from 2023/24 to complete this project.	30
20	Koondrook Levee Design - project carried over from 2023/24 to complete this project.	84

Balance Sheet As at 31 March 2025

	2023/24	Year to Date	Projected Forecast To 30 June 2025
	\$000	\$000	\$000
Assets			
Current assets			
Cash and cash equivalents	6,671	23,192	12,584
Trade and other receivables	2,995	6,184	2,995
Financial assets	15,208	4,491	4,491
Inventories**	242	328	328
Other Assets	1,170	-	1,170
Total current assets	26,287	34,195	21,568
Non-current assets			
Property, infrastructure, plant and	284,859	286,971	296,038
Investment Assets	1,030	1,030	1,030
Total non-current assets	285,888	288,001	297,068
Total assets	312,175	322,196	318,636
Liabilities			
Current liabilities			
Trade and other payables	2,713	111	2,713
Trust funds and deposits	1,415	2,215	1,415
Unearned Income	4,550	-	-
Provisions (CL)*	3,964	3,966	3,965
Interest-bearing loans and borrowings (CL)	53	-	-
Total current liabilities	12,696	6,291	8,093
Non-current liabilities			
Provisions (NCL)*	1,064	1,234	1,234
Interest-bearing loans and borrowings (NCL)	-	-	-
Total non-current liabilities	1,064	1,234	1,234
Total liabilities	13,759	7,525	9,327
Net Assets	298,416	314,671	309,309
Equity			
Accumulated surplus	104,359	120,615	115,252
Reserves	194,057	194,056	194,057
Total Equity	298,416	314,671	309,309

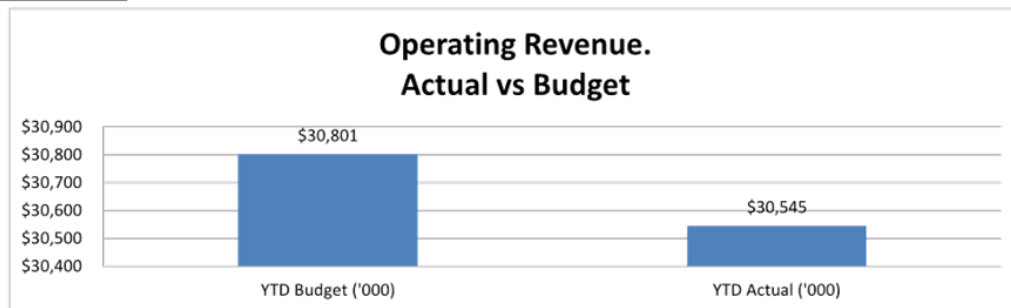
STATEMENT OF CASH FLOWS (\$000)

Description	2023/24	Year to Date	Projected Forecast To 30 June 2025
Cash Flows from Operating Activities			
Rates and charges	15,569	12,570	16,213
Statutory Fees and Fines	359	195	307
User Fees	3,031	2,026	3,079
Grants Operating	3,819	10,497	12,088
Grants Capital	2,581	4,935	8,529
Contributions monetary	78	122	216
Interest received	989	669	964
Trust funds and deposits taken	985	-	-
Other receipts	1,643	462	570
Net GST refund	13	1,094	2,924
Employee Costs	(17,210)	(10,184)	(13,823)
Materials & Services	(9,051)	(8,158)	(14,060)
Trust funds and deposits paid		809	-
Other Payments	(315)	(296)	(717)
Net Cash provided by operating activities	2,490	14,742	16,288
Cash Flows from Investing Activities			
Payment for property, infr. p&e	(8,997)	(9,332)	(21,785)
Proc. from sale property, infr. p&e	276	449	747
			-
Payment for investments	(18,113)	-	-
Proc. from sale of Investments	15,052	10,717	10,717
Net Cash used in Investing activities	(11,782)	1,834	(10,321)
Cash Flows from Financing Activities			
Proceeds from borrowings			-
Finance Costs	(6)	(1)	(2)
Loan Redemption	(102)	(53)	(53)
Net Cash used in Financing Activities	(108)	(54)	(55)
Net Increase / (Decrease) in Cash/ Invest.	(9,400)	16,522	5,912
Cash / Investments at beginning of year	16,071	6,671	6,671
Cash / Investments at end of financial period	6,671	23,193	12,583
Investments on Hand at Year end	15,208	4,491	4,491
Total Cash, cash equivalents and investments	21,879	27,684	17,074

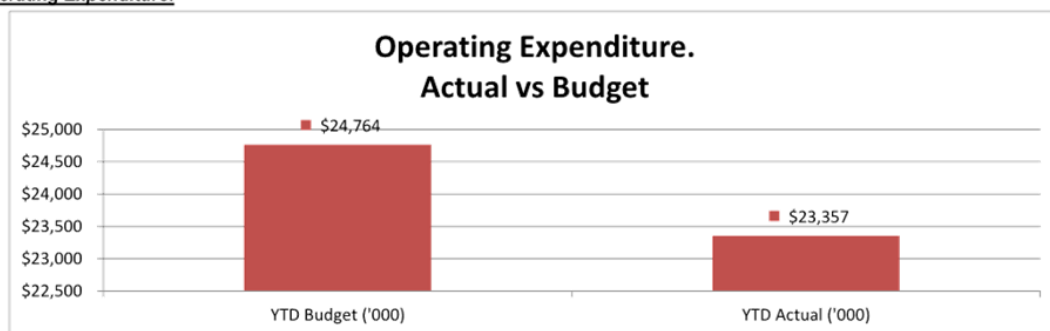
FINANCIAL OVERVIEW

	Year to Date		
	YTD Budget ('000)	YTD Actual ('000)	Variance ('000)
Total income	\$30,801	\$30,545	(\$257)
Total expenses	(\$24,764)	(\$23,357)	\$1,407
Underlying Surplus/(deficit)	\$6,037	\$7,188	\$1,150

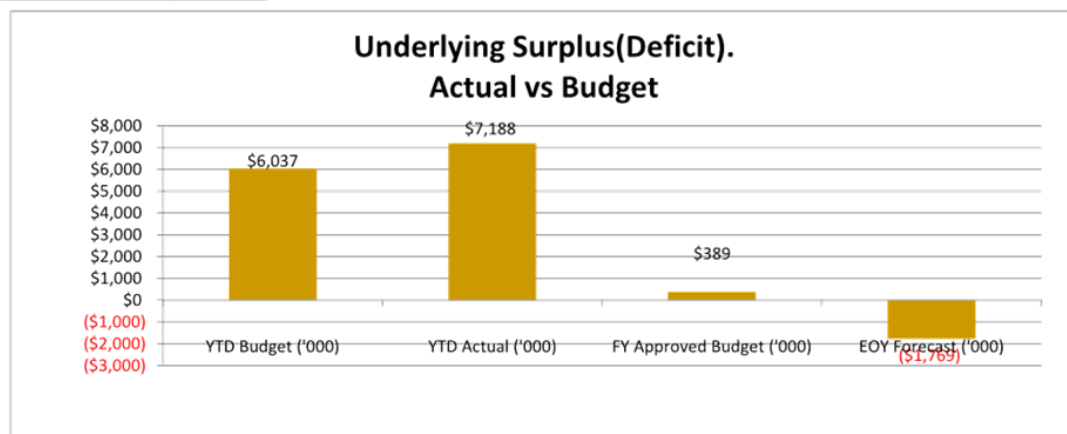
Abbreviations: YTD - Year to date EOY - End of year FY - Full year

Operating Revenue:

To date there is a YTD variance of \$0.257 million.

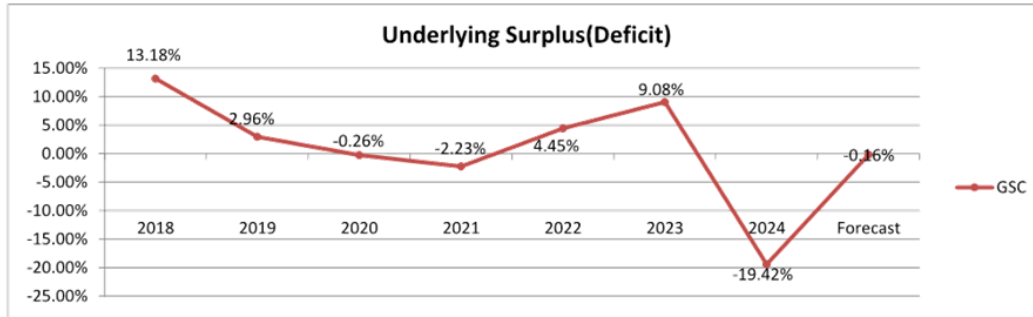
Operating Expenditure:

To date there is a YTD variance of \$1.407 million

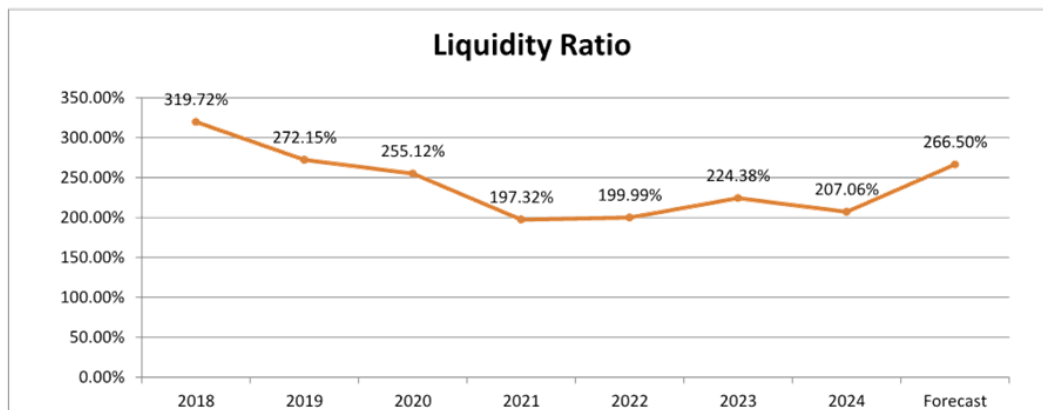
Result from ordinary activities:

A year to date underlying surplus result has been achieved with a forecasted change on budget at 30 June 2025

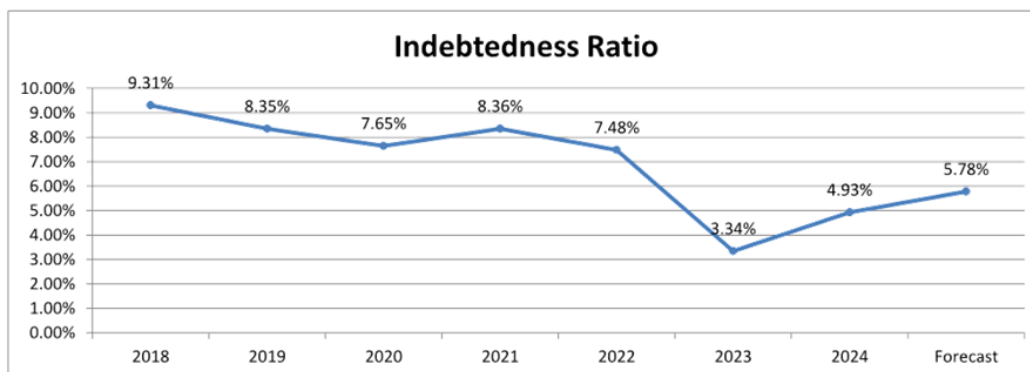
Abbreviations: YTD - Year to date FY - Full year EOY - End of year

Financial Ratios**Financial Sustainability:**

Underlying surplus(deficit): An indicator of the sustainable operating result required to enable Council to continue to provide core services and meet its objectives. The underlying result removes Non-Recurrent Capital grants from the surplus and reflects Council's ability to fund its operating expenditure out of all other operating income. A shift in the level of operating grants leads to a material change in the underlying result.



Liquidity ratio: Measures the level of Council's current assets to meet its current liabilities. A ratio higher than 100% indicates current assets being greater than current liabilities.



Indebtedness Ratio: Measures Council's non-current liabilities as a percentage of Council own source income.

7.2 AUDIT AND RISK COMMITTEE MEETING - 7 MAY 2025

Author: Dylan Taylor, Governance Officer

Authoriser: Amanda Wilson, Director Corporate Services

Attachments: 1 Audit and Risk Committee Biannual Report

RECOMMENDATION

That Council:

1. Receive and note the summary of the discussions of the Audit and Risk Committee meeting held 7 May 2025; and
2. Receive and note the Audit and Risk Committee Biannual Report.

EXECUTIVE SUMMARY

The Audit and Risk Committee (ARC) met on 7 May 2025. The agenda included reports related to financial, governance, compliance, and risk management matters.

This report provides a summary of the meeting discussions and outcomes and tables the Biannual Report in accordance with the *Local Government Act 2020* and the ARC Charter.

PURPOSE

This report outlines the actions of the ARC to meet its responsibilities to ensure compliance with Council policies, monitor financial performance, monitor risk and fraud control, and overview the audit functions.

This report complies with Section 54 (4) of the *Local Government Act 2020* to review the ARC's performance against the Charter. This includes reporting on audit and risk issues as required by Section 54 (5) of the *Local Government Act 2020*.

ATTACHMENTS

1. Audit and Risk Committee Biannual Report

DISCUSSION**Meeting Summary**

The details of the 7 May 2025 ARC Meeting are summarised below:

Apologies

Cr Garner Smith – Councillor Representative

Member attendees:

Frank Crawley – Independent Member - Chair

Laura Conti - Independent Member

Jarrah O'Shea – Independent Member

Cr Ross Stanton – Councillor Representative

In attendance:

Shivam Goel - VAGO Audit Service Provider, RSD Audit
 Josh Porker - VAGO Audit Service Provider, RSD Audit
 Brad Ead – Internal Audit Provider - AFS & Associates
 Geoff Rollinson – Chief Executive Officer
 Amanda Wilson – Director Corporate Services
 Rebecca Hollingworth – Acting Chief Financial Officer
 Melissa Mathers – Manager People and Culture

The following agenda items were considered by the ARC at the meeting:

	Report	Resolution
5.1	Minutes of previous meeting	Moved: Jarrah O'Shea Seconded: Laura Conti That the Audit and Risk Committee: 1. Adopts the Minutes of the meeting held 5 February 2025, and 2. Notes that a summary of the meeting was presented to the March 2025 Council meeting.
5.2	Internal Audit Program Status Update	Moved: Laura Conti Seconded: Jarrah O'Shea That the Audit and Risk Committee receive and note the Internal Audit Program Status Update as attached to this report.
5.3	Internal Audit Program - Proposed Payroll & Employment Taxes Audit Scope	Moved: Laura Conti Seconded: Jarrah O'Shea That the Audit and Risk Committee approve the proposed scope for the payroll and employment taxes internal audit as attached to this report.
5.4	Internal Audit Program - Proposed Human Resources Risk Management Scope	Moved: Jarrah O'Shea Seconded: Laura Conti That the Audit and Risk Committee approve the proposed scope for the human resources risk management internal audit as attached to this report.
5.5	Recent Reports and Publications - Local Government	Moved: Jarrah O'Shea Seconded: Laura Conti That the Audit and Risk Committee receive and note the Local Government reports and publications of interest report as attached and presented by AFS.
5.6	VAGO Interim Audit - Year Ending 30 June 2025	Moved: Jarrah O'Shea Seconded: Cr Ross Stanton That the Audit and Risk Committee receive and note the VAGO interim management letter for year ending 30 June 2025.

	Report	Resolution
5.7	Quarterly Budget Report - Quarter Ending 31 March 2025	<p>Moved: Laura Conti Seconded: Jarrah O'Shea</p> <p>That the Audit and Risk Committee receive and note the report outlining the 2024/2025 Quarterly Budget Report as at 31 March 2025.</p>
5.8	Councillor Expenditure and Allowance Report	<p>Moved: Jarrah O'Shea Seconded: Laura Conti</p> <p>That the Audit and Risk Committee receive and note the Councillor Expenditure and Allowance Report for the period 1 January – 31 March 2025.</p>
5.9	CEO Credit Card Expenditure and Work Related Reimbursements	<p>Moved: Jarrah O'Shea Seconded: Laura Conti</p> <p>That the Audit and Risk Committee receive and note the CEO Credit Card Expenditure and Work Related Reimbursements report for the period 1 January – 31 March 2025.</p>
5.10	Review of Significant Changes In Accounting Policies and Disclosures	<p>Moved: Jarrah O'Shea Seconded: Laura Conti</p> <p>That the Audit and Risk Committee receive and note the review of significant changes in accounting policies and disclosures report.</p>
5.11	Outstanding Internal Audit Actions Update	<p>Moved: Laura Conti Seconded: Jarrah O'Shea</p> <p>That the Audit and Risk Committee receives and notes the management comments on the outstanding internal audit actions as detailed in this report.</p>
5.12	Risk Management Report	<p>Moved: Jarrah O'Shea Seconded: Laura Conti</p> <p>That the Audit and Risk Committee receive and note the status update of the risk management project to deliver a risk management framework, risk appetite, revised policies and associated training and implementation.</p>
5.13	OH&S and WorkCover Update	<p>Moved: Jarrah O'Shea Seconded: Laura Conti</p> <p>That the Audit and Risk Committee receive and note the Occupational Health and Safety and WorkCover update for Q3 – January 2025 to March 2025 as presented in the report.</p>

		Report	Resolution
5.14		Fraud Awareness Survey Results 2025	Moved: Jarrah O'Shea Seconded: Laura Conti That the Audit and Risk Committee receive and note the Gannawarra Shire Council – Fraud Awareness Survey Results FY25.
5.15		Audit and Risk Committee Biannual Report	Moved: Jarrah O'Shea Seconded: Laura Conti That the Audit and Risk Committee: 1. endorses the Audit and Risk Committee Biannual Report: 1 October 2024– 31 March 2025; and 2. provides a copy of the Audit and Risk Committee Biannual Report: 1 October 2024– 31 March 2025 to the Chief Executive Officer for tabling at the next Council meeting.
5.16		Verbal Fraud and Corruption Report Presented by the Chief Executive Officer	Moved: Jarrah O'Shea Seconded: Laura Conti That the Audit and Risk Committee receives and notes the verbal fraud and corruption report presented by the Chief Executive Officer.
5.17		Appointment of Committee Chairperson	Moved: Jarrah O'Shea Seconded: Laura Conti That the Audit and Risk Committee appoint Frank Crawley as the Chairperson of the Gannawarra Shire Council Audit and Risk Committee for the period 1 July 2025 to 30 June 2026.

Biannual Report

The Audit and Risk Committee Biannual Report for the 1 October 2024 – 31 March 2025 timeframe is attached to the report.

The Biannual Report summaries the committee membership, remuneration, meetings and attendance, committee governance, an assessment against the Committee Charter, the audit program and focus areas for the upcoming reporting period.

The Biannual Report is requirement of the ARC Charter and *Local Government Act 2020*.

Section 6.2 Charter states:

The Committee Chairperson will prepare a report to Council through the Chief Executive Officer on the Committee's activities twice per annum. One of these reports will be prepared after the meeting at which the annual financial report and the annual performance statement have been considered and recommended to Council for adoption,

such report indicating how the Committee has discharged its responsibilities as set out in this Charter for the previous year.

Under Section 54(5) of the *Local Government Act 2020*:

An Audit and Risk Committee must—

- a. prepare a biannual audit and risk report that describes the activities of the Audit and Risk Committee and includes its findings and recommendations; and*
- b. provide a copy of the biannual audit and risk report to the Chief Executive Officer for tabling at the next Council meeting.*

RELEVANT LAW

Section 53 and 54 *Local Government Act 2020*.

RELATED COUNCIL DECISIONS

The ARC was established by Council at its meeting on 19 August 2020.

OPTIONS

There is no decision associated with this report, it is for noting in accordance with the reporting requirements of Section 54 (4) and (5) of the *Local Government Act 2020*.

SUSTAINABILITY IMPLICATIONS

The *Local Government Act 2020* gives the ARC a broader focus and a stronger emphasis on key responsibility areas in financial and performance reporting, internal control environment (ICE), risk management, fraud prevention, internal audit, external audit, and compliance management risks.

COMMUNITY ENGAGEMENT

The three independent members on the ARC ensure that there is involvement by key community members.

INNOVATION AND CONTINUOUS IMPROVEMENT

The self-assessment survey conducted by the ARC involves reviewing current practices to analyse whether there is a better way of doing things, which reflects a continuous improvement approach.

COLLABORATION

Reports from various agencies were included in the agenda.

FINANCIAL VIABILITY

The ARC is operating within the adopted budget.

COUNCIL PLANS AND POLICIES

A review of Council policies is a key component of the Internal Control Environment Plan.

TRANSPARENCY OF COUNCIL DECISIONS

This report will be considered in an open Council meeting.

CONFLICT OF INTEREST

The officer preparing this report declares that they have no conflict of interest in regard to this matter.



GANNAWARRA SHIRE COUNCIL AUDIT AND RISK COMMITTEE BIANNUAL REPORT: MARCH 2025



CONTENTS

1	PURPOSE.....	1
2	BUDGET IMPLICATIONS.....	1
3	RISK ANALYSIS.....	1
4	SCOPE.....	1
5	COMMITTEE MEMBERSHIP.....	2
6	REMUNERATION.....	2
7	COMMITTEE MEETINGS.....	2
	7.1 Committee meeting attendance.....	2
8	COMMITTEE GOVERNANCE.....	3
	8.1 Committee Charter.....	3
	8.2 Annual Work plan.....	3
9	ASSESSMENT AGAINST COMMITTEE CHARTER.....	3
	9.1 Financial and Performance Reporting.....	3
	9.2 Internal Control Environment.....	4
	9.3 Risk Management.....	4
	9.4 Fraud Prevention Systems and Controls.....	5
	9.5 Internal Audit.....	5
	9.6 External Audit.....	6
	9.7 Compliance Management.....	7
	Review reports on key policies.....	7
10	INTERNAL AUDIT PROGRAM.....	7
	10.1 Reports provided to the Committee.....	7
	10.2 Open Actions List.....	8
11	FOCUS FOR THE NEXT REPORTING PERIOD.....	8
	11.1 Risk.....	8
	11.2 Continuation of the new strategic audit program.....	8
	11.3 Implementation of new software module.....	8

1 PURPOSE

The Audit and Risk Committee has been established in accordance with Section 53 of the Local Government Act 2020 (the Act). The committee provides support to Council in discharging its oversight responsibilities related to:

- financial and performance reporting
- risk management
- fraud prevention systems and control
- maintenance of a sound internal control environment
- assurance activities including internal and external audit and
- Council's performance with regard to compliance with its policies and legislative and regulatory requirements.

It acts in this capacity by monitoring, reviewing, endorsing and advising on the above matters as set out in the Committee's Charter.

Clause 9 Charter states:

REPORTING TO COUNCIL

A summary of each ARC meeting will be reported at the next meeting of the Council. A biannual audit and risk report including the activities of the Committee and its findings and recommendations, will be tabled at the next meeting of Council in accordance with section 54(5) of the Act.

This requirement is in addition to the legislative requirement under Section 54(5) of the *Local Government Act 2020* which states:

An Audit and Risk Committee must—

- a) prepare a biannual audit and risk report that describes the activities of the Audit and Risk Committee and includes its findings and recommendations; and*
- b) provide a copy of the biannual audit and risk report to the Chief Executive Officer for tabling at the next Council meeting.*

2 BUDGET IMPLICATIONS

This report does not impact the operational budget.

3 RISK ANALYSIS

Through the Council, the Audit and Risk Committee has oversight responsibilities in relation to risk management.

4 SCOPE

This report encompasses the activities of the Audit and Risk Committee for the 1 October 2024 to 31 March 2025 period. There were two meetings held during the period on 12 December 2024 and 5 February 2025.

5 COMMITTEE MEMBERSHIP

The Committee consists of five members appointed by Council, three of whom are independent members.

The Committee membership for this reporting period included independent members Frank Crawley (Chair), Laura Conti and Jarrah O'Shea.

Council appointed representatives were Cr Garner Smith and Cr Ross Stanton.

6 REMUNERATION

Remuneration is reviewed annually. The current remuneration for independent Committee Members as adopted by Council at the 17 April 2024 meeting:

- Remuneration payable to Independent Committee Members of the Audit and Risk Committee of \$500 per meeting, and \$650 per meeting for the Chairperson.
- Reimbursement of travel expenses for the independent members of the Audit and Risk Committee, paid in line with existing Council policy.

7 COMMITTEE MEETINGS

Committee meetings are scheduled quarterly as the first Wednesday in February, May, August, and November, with the allowance for special meetings or circulating resolutions where required.

7.1 Committee meeting attendance

The following outlines the Committee Members' attendances for meetings in the reporting period:

Name	December 2024 Meeting	February 2025 Meeting	Total	Percentage of Attendance
Frank Crawley	✓	✓	2	100%
Laura Conti	✓	✓	2	100%
Jarrah O'Shea	✓	✓	2	100%
Cr Garner Smith	✓	✓	2	100%
Cr Ross Stanton	-	-	0	0%

In addition to Committee Members, attendance includes the following officers:

- Chief Executive Officer
- Director Corporate Services
- Governance Officer
- Chief Financial Officer
- Manager People and Culture

Additional relevant officers are invited to meetings to discuss their items and any internal audit reports related to their work.

8 COMMITTEE GOVERNANCE

8.1 Committee Charter

The Committee Charter is a requirement under the Local Government Act and outlines the responsibilities of the Audit and Risk Committee. The charter is supported by an annual work plan that ensures all responsibilities of the Audit and Risk Committee are addressed

The Committee underwent a comprehensive review and was endorsed by the Audit and Risk Charter at the 9 May 2024 meeting and was then adopted by Council at the 17 July 2024 Council Meeting.

8.2 Annual Work plan

The Annual Work plan requirements have been documented in Council's compliance software "Reliansys" to provide good corporate knowledge on the reports that are required to be presented to the Committee, when they are due, and the responsible officer. The software also assists in the development of agendas. In the most recent review the Annual Work Plan has been aligned with the financial year.

9 ASSESSMENT AGAINST COMMITTEE CHARTER

In accordance with the Committee's Charter, the Committee is responsible for:

- Financial and performance reporting
- Internal Control Environment
- Risk Management
- Fraud Prevention Systems and Controls
- Internal Audit
- External Audit
- Compliance Management.

Each of the key responsibilities has been assessed against agenda items and action during the reporting period, with comments provided.

9.1 Financial and Performance Reporting

Details	Status
At least annually review significant accounting and external reporting issues, including complex or unusual transactions, transactions and balances in areas where judgement is required, changes to accounting policies, recent accounting, professional and regulatory pronouncements and legislative changes, and understand their effect on the annual financial report and the audit thereof.	Complete: This report was addressed at the 7 May 2024 meeting. A report is included in the 7 May 2025 agenda.
At least annually review changes to the Local Government Performance Reporting Framework and understand the impact of those changes on Council's performance indicators.	Complete: This report was addressed at the 7 May 2024 meeting. A report is included in the 7 May 2025 agenda.
Review the annual financial report and annual performance statement and consider whether they are complete, consistent with information known to Committee members,	Complete: Reports were presented at the 10 September 2024 meeting, agenda items 5.3 and 5.4.

Page 3 of 8

Details	Status
reflect appropriate accounting treatments and adequately disclose Council's financial performance and position.	These reports are next scheduled for September 2025.
Review with management and the external auditors the results of the audit, including any difficulties encountered by the auditors and how they were resolved.	Complete: This report was included in the 10 September 2024 agenda, item 5.2. Next scheduled September 2025.
Recommend the adoption of the annual financial report and annual performance statement to Council.	Complete: This report was included in the 10 September 2024 agenda, item 5.4 Next scheduled September 2025.
Review the appropriateness of the format and content of periodic management financial reports and performance statements to Council as required.	Complete: Reports were presented at the 12 December 2024 and 5 February 2025, items 5.9 and 5.5.
In accordance with section 40(2) of the Local Government Act 2020 (Reimbursement of expenses of Councillors and members of a delegated committee), Council must provide details of all reimbursements under this section to the Audit and Risk Committee.	Complete: Reports were presented at the 12 December 2024 and 5 February 2025, items 5.12 and 5.9.

9.2 Internal Control Environment

Details	Status
Review the adequacy and effectiveness of key policies, systems and controls for providing a sound internal control environment. This should be done on a rotational basis over a three to four year period;	Complete: Policies and other strategic documents relevant to the Committee have been presented in accordance with the annual workplan.
Determine whether systems and controls are reviewed regularly and updated where required;	Complete: The internal control environment is reviewed through internal audit reviews. These are provided to the quarterly Committee meetings.
Ensure that a programme is in place to test compliance with systems and controls.	Complete: The ICE program in accordance with the Charter is in effect.

9.3 Risk Management

Details	Status
Review annually the effectiveness of Council's risk management framework;	Complete: This was included in the 13 February 2024 agenda, item 5.1. It is next scheduled for the February 2025 meeting.

Details	Status
Review Council's risk appetite statement and the degree of alignment with Council's risk profile;	Complete: This was included in the 13 February 2024 agenda, item 5.2. It is next scheduled for the February 2025 meeting.
Review Council's risk profile and the changes occurring in the profile from meeting to meeting.	Complete: Report presented at the 5 February 2025 meeting, item 5.10.
Review Council's treatment plans for significant risks, including the timeliness of mitigating actions and progress against those plans.	Complete: Report presented at the 5 February 2025 meeting, item 5.10.
Review the insurance programme annually prior to renewal.	Upcoming: This report is scheduled for the September 2025 meeting.
Review the approach to business continuity planning arrangements, including whether business continuity and disaster recovery plans have been regularly updated and tested.	Upcoming: This report was presented at the 13 February 2024 meeting, item 7.1. Next scheduled for September 2025.

9.4 Fraud Prevention Systems and Controls

Details	Status
Review Council's Fraud Prevention policies and controls, including the Fraud and Corruption Control Plan and fraud awareness programme at least very two years;	Upcoming: This report is included in the 7 May 2025 agenda.
Receive a verbal report from management about actual or suspected instances of fraud or corruption including analysis of the underlying control failures and action taken to address each event.	Complete: Reports were presented at the 12 December 2024 and 5 February 2025 meetings, item 5.15.
Review reports by management about the actions taken by Council to report such matters to the appropriate integrity bodies.	Not applicable. No reportable action. This forms part of the above mentioned report.

9.5 Internal Audit

Details	Status
Review the Internal Audit Charter regularly to determine that it provides an appropriate functional and organisational framework to enable Council's internal audit function to operate effectively and without limitations;	Complete: This report was included within the 7 May 2024 agenda, item 5.3.
Review and approve the three year strategic internal audit plan, the annual internal audit plan and any significant changes to them;	Complete: Following the appointment of the Internal Auditors, a report was received at the 10 September 2024, item 5.5, and the three year Strategic Internal Audit Plan is included in the 12 December 2024 agenda.

Details	Status
Review progress on delivery of annual internal audit plan;	Upcoming: This report is next due in February 2025.
Review and approve proposed scopes for each review in the annual internal audit plan.	Completed: This report was included as item 5.2 in the 5 February 2025 agenda.
Review reports on internal audit reviews, including recommendations for improvement arising from those reviews.	Completed: This report was included as item 5.2 in the 5 February 2025.
Meet with the leader of the internal audit function at least annually in the absence of management.	Complete: This meeting occurred as part of the 12 December 2024 meeting, item 5.2.
Monitor action by management on internal audit findings and recommendations.	Complete: Reports were presented at the 12 December 2024 and 5 February 2025 meeting, items 5.5 and 5.11.
Review the effectiveness of the internal audit function and ensure that it has appropriate authority within Council and has no unjustified limitations on its work.	Complete: This report was include in the 5 February 2025 agenda, item 5.2.
Ensure that the Committee is aware of and appropriately represented with regard to any proposed changes to the appointment of the internal audit service provider, including being appropriately briefed on the need for any proposed change	Complete: Reports were presented at the 13 February 2024 (item 5.14), and 10 September 2024 (item 5.5) meetings.
Recommend to Council, if necessary, the termination of the internal audit contractor.	Not applicable. Tender process completed for appointment of Internal Auditor for three year term.

9.6 External Audit

Details	Status
Annually review and approve the external audit scope and plan proposed by the external auditor.	Complete: The VAGO Audit Strategy Year Ending 30 June 2025 was presented at the 5 February 2025, item 5.4 in the agenda.
Discuss with the external auditor any audit issues encountered in the normal course of audit work, including any restriction on scope of work or access to information.	Complete: A report was included in the 10 September 2024 agenda, items 5.2, 5.3. This is next scheduled for September 2025.
Ensure that significant findings and recommendations made by the external auditor, and management's responses to them, are appropriate and are acted upon in a timely manner.	Complete: A report was included in the 10 September 2024 agenda, item 5.3. A report is scheduled in the 7 May 2025 agenda

Details	Status
	following the interim audit for the year ending 30 June 2025.
Review the effectiveness of the external audit function and ensure that the Victorian Auditor General's Office (VAGO) is aware of the Committee's views.	Complete: This report was last considered at the 10 September 2024 meeting. Next due September 2025.
Meet with the external auditor at least annually in the absence of management.	Complete: Meeting occurred 10 September 2024, item 5.2. Next scheduled for September 2025 meeting.

9.7 Compliance Management

Details	Status
Review the systems and processes implemented by Council for monitoring compliance with relevant legislation and regulations and the results of management's follow up of any instances of non-compliance.	Complete: A report was presented to the Committee at the 10 September 2024 meeting, item 5.2.
Review the processes for communicating Council's Employee Code of Conduct to employees and contractors and for monitoring compliance with the Code.	Complete: A report was presented to the Committee at the 5 February 2025 meeting, item 5.13.
Obtain briefings on any significant compliance matters.	Complete: This is a standing agenda item. No significant compliance matters in reporting period. Item 5.7 in 12 December 2024 agenda, and item 5.12 in 5 February 2025 agenda provide a general update on compliance matters.
Receive reports from management on the findings of any examinations by regulatory or integrity agencies (whether related to investigations at Council or other agencies), such as the Ombudsman, IBAC, Victoria Government Inspectorate, etc. and monitor Council's responses.	Complete: Standing agenda item. Item 5.3 in the 5 February 2025 agenda. Item 5.4 in the 12 December 2024 agenda.
Review reports on key policies.	Complete: Reports are presented as per the ICE plan.

10 INTERNAL AUDIT PROGRAM

10.1 Reports provided to the Committee

The three year Strategic Internal Audit Plan draft report is scheduled to be presented at the 10 December 2024 Audit and Risk Committee meeting.

Council's Internal Auditors undertook a risk assessment and developed a three year Strategic Internal Audit Program which was adopted by the ARC at the September 2024 meeting.

At the February 2025 meeting the ARC endorsed a procurement audit to commence in April with audit findings to be presented at the September meeting.

10.2 Open Actions List

At the commencement of the biannual reporting period there were five open audit actions, with one action being closed in the February meeting. The remaining four actions have a completion expected date of October 2025, all of which align with asset legislation and are contingent on a system implementation.

11 FOCUS FOR THE NEXT REPORTING PERIOD

11.1 Risk

A risk project is scheduled to commence in May which will review the risk appetite statement, risk framework and risk policy.

The strategic risks will be reviewed with Councillors and the operational risks will be reviewed with management and responsible officers. The reviews will occur for operational and strategic risks; assessment of the inherent risk level for each risk; consideration of the controls in place to reduce or mitigate the risks and their effectiveness; and understanding the residual risk level for each risk.

11.2 Continuation of the new strategic audit program

The findings of the first internal audit – procurement – will be presented in the next reporting period.

The ARC will also review two further scopes – payroll and employment taxes; and human resources risk management – as part of the 2025/2026 program for the Strategic Internal Audit plan.

The findings of these scopes will be presented in the next reporting period.

11.3 Implementation of new software module

A new software module is being implemented that will monitor and manage outstanding audit and actions and risks more effectively.

Configuration is now complete. Audit actions, both internal and external, will commence being managed through this software going forward.

7.3 GOVERNANCE RULES REVIEW

Author: Amanda Wilson, Director Corporate Services

Authoriser: Geoff Rollinson, Chief Executive Officer

Attachments: 1 Governance Rules - Proposed final version

RECOMMENDATION

That Council:

1. Rescind Gannawarra Shire Council's Governance Rules adopted on 20 September 2023; and
2. Adopt Gannawarra Shire Council's Governance Rules as presented and attached to this report.

EXECUTIVE SUMMARY

In accordance with Section 60 of the *Local Government Act 2020* (the Act), Council is required to develop, adopt, and maintain Governance Rules, which also incorporate Council's Election Period Policy.

The Governance Rules establish a structured and transparent framework for the conduct of Council activities, including guiding the conduct of Council meetings, procedure for electing the Mayor, and Deputy Mayor, framework for the management of conflicts of interest, and ensures fair and merit-based decision making by Council.

The Governance Rules were last reviewed and endorsed by Council in September 2023. The Governance Rules have been comprehensively reviewed with several necessary amendments proposed to enhance the operation of Council meetings.

PURPOSE

To ensure compliance with Sections 60 and 69 of the *Local Government Act 2020* while supporting best-practice governance.

ATTACHMENTS

Gannawarra Shire Council Governance Rules 2025.

DISCUSSION

Since the last review of the Governance Rules in September 2023, further improvements have been identified to streamline Council meetings and support effective decision-making.

A dedicated workshop for reviewing the Governance Rules was held at the February 2025 Council briefing. Following that briefing a marked-up version with proposed alterations, and comments for consideration, were circulated to Councillors seeking feedback between 4-14 March 2025. The Governance Rules were further discussed at the May 2025 briefing.

A summary of proposed changes and the purpose of the change is included in the table below:

Change/Addition	Description
Rule 5 – Respectful Debate and Discussions	Added to reinforce expectations of courtesy, dignity, and respect during Council meetings.
Definitions	Added definitions for Absolute Majority and Quorum for clarity.
Rules 9 and 10 – Election of Mayor	Additional rules included to clearly outline the ballot process.
Governance Rule 32 – Meeting Extensions	Clarified that extensions must be resolved in 30-minute blocks.
Governance Rule 49 – Casting Vote	Clarified Chairperson can vote either way and is not bound by protocol.
Governance Rule 57 – Report Introductions	Added a provision for staff to introduce reports.
Procedural Motions Table	Added after Rule 87 for practical reference during meetings.
Division 6 Heading	Updated heading to reflect correct terminology: “Notices of Rescission.”
New Part 7 – Miscellaneous	Includes provisions for informal Councillor meetings (CEO to keep summary), and CEO power to mark information confidential.
Schedule 2 – Question Time Guidelines	Added a rule prohibiting background or introductory statements during question time.
Governance Rule 4 – Notification Obligation	Added a comment referencing practices requiring notice to persons whose rights may be affected by Council decisions; noted potential risks.
Rule 91 – Notice of Motion Deadline	Removed 'business days' reference; referred to practices from other Councils.
Rule 105 – Public Safety Provision	New rule allowing CEO to obtain ID from public attendees at meetings under exceptional circumstances.
Schedule 2 – Timing for Public Questions	Added comment on timing practices.

RELEVANT LAW

Local Government Act 2020

RELATED COUNCIL DECISIONS

The Gannawarra Shire Council Governance Rules were last reviewed and endorsed by Council at its meeting on 20 September 2023.

OPTIONS

1. Endorse the proposed amendments.
2. Endorse alternative amendments.
3. Choose not to endorse the amendments, in which the existing Governance Rules cannot be rescinded.

INNOVATION AND CONTINUOUS IMPROVEMENT

Since the last review, practical experience with the current Governance Rules has highlighted areas for further refinement. These proposed changes aim to strengthen governance practices and improve the efficiency of Council meetings to better serve the community.

COLLABORATION

The Governance Rules have been collaboratively reviewed between Council officers, Councillors and an external consultant in conjunction with best practice Governance Rules from other Councils.

COUNCIL PLANS AND POLICIES

Gannawarra Shire Council Plan 2021 – 2025

TRANSPARENCY OF COUNCIL DECISIONS

This report will be considered in an open Council meeting.

CONFLICT OF INTEREST

The officer preparing this report declares that they have no conflict of interest in regards to this matter.

GOVERNANCE RULES



CONTENTS

PART 1 – PRELIMINARY	5
1. Purpose	5
2. Role of Council	5
3. Overarching governance principles and supporting principles	5
4. Council decision making.....	6
5. Respectful debate and discussion	6
6. Definitions	7
PART 2 – THE MAYOR, DEPUTY MAYOR AND ACTING MAYOR	9
7. When a Mayor is to be elected	9
8. Election of a Mayor	9
9. Elections Conducted by Lot.....	10
10. Resolution to Conduct a New Election.....	10
11. Deputy Mayor	10
12. Acting Mayor	10
PART 3 – COUNCIL MEETINGS.....	11
Division 1 – General	11
13. Purpose of Council Meetings	11
14. Apologies and absences	11
Division 2 – Notice of meetings and availability of agendas	12
15. Date, time, place and format of Council meetings	12
16. Unscheduled Council meetings.....	12
17. Notice of meeting.....	13
18. Leave of Absence	13
19. Emergency meetings.....	13
Division 3 – Quorums.....	14
20. Council meetings.....	14
21. Virtual Meetings.....	14
22. Unscheduled or emergency meetings	14
23. Meetings of Delegated Committees and Community Asset Committees	14
24. Inability to gain a quorum	14
25. Inability to maintain a quorum	14
26. Inability to achieve of maintain a quorum due to conflicts of interest of Councillors	14
27. Notice for adjourning meeting.....	15
Division 4 – Conduct of business	15

28. Business at meetings and Order of Business	15
29. Change to Order of Business.....	16
30. Chief Executive Officer may include items on an agenda.....	16
31. Urgent Business.....	16
32. Time limits for meetings	16
33. Meetings of Delegated Committees and Community Asset Committees	16
Division 5 – Disclosure of conflicts of interest	17
34. Procedure for the disclosure of a conflict of interest by a Councillor or a member of a delegated committee at a meeting of the Council or a delegated committee.....	17
35. Procedure for the disclosure of a conflict of interest by a Councillor at a meeting under the auspices of Council that is not a meeting of Council or a delegated committee	18
36. Disclosure of a conflict of interest by a member of Council staff.....	18
Division 6 – Virtual Meetings	19
37. Adjustments to meeting rules.....	19
Division 7 – Minutes	19
38. Keeping of minutes	19
39. Contents of minutes.....	19
40. Confirmation of Minutes.....	21
41. No Debate on Confirmation of Minutes	21
42. Objection to Confirmation of Minutes.....	21
43. Deferral of Confirmation of Minutes	21
44. Record Keeping	21
45. Availability of Minutes	21
46. Recording of meetings	21
Division 8 – Voting at Meetings.....	22
47. How determined	22
48. By show of hands	22
49. Casting vote.....	22
50. When a division permitted.....	22
51. Procedure for a division	22
52. Change between the original vote and the division	22
53. No discussion once declared.....	22
54. Addressing the meeting	22
PART 4 – DELEGATED COMMITTEE MEETINGS	23
55. Schedule 1 applies to the conduct of Delegated Committee meetings.	23
PART 5 – OTHER MEETING PROCEDURES.....	24
Division 1 – Matters not provided for	24
56. Matters not provided for	24
Division 2 – Motions	24
57. Introducing a report.....	24

58. Chairperson's duty	24
59. Moving a motion	24
60. Right of reply	25
61. No right of reply for amendments	25
62. Moving an amendment.....	25
63. Who may propose an amendment	25
64. Who may debate an amendment	25
65. How many amendments may be proposed.....	25
66. An amendment once carried	25
67. Foreshadowing motions.....	25
68. Withdrawal of motions	26
69. Separation of motions.....	26
70. Chairperson may separate motions	26
71. Motions in writing	26
72. Debating the motion	26
73. When a resolution is acted upon	26
74. Suspension of standing orders	26
75. No motions may be accepted during the suspension of standing orders	27
76. Interruption for point of order.....	27
Division 3 – Speaking times.....	27
77. Speaking times	27
78. Extension of speaking times by resolution of Council	27
79. When an extension can be proposed	27
80. No extension after next speaker has commenced	27
81. Length of extension.....	27
82. Points of Order	27
83. Raising a Point of Order	28
84. Chairperson to decide	28
85. Disagreeing with the Chairperson's ruling on a Point of Order	28
86. Adjournment and resumption of meeting.....	28
87. Procedural motions.....	28
88. The Closure	30
89. Adjourning the debate	30
Division 5 – Notice of Motion.....	30
90. Must be listed on agenda.....	30
91. Procedure	30
92. Rejection of a vague notice	31
93. Listing notice on agenda	31
94. Register of notices.....	31

95. May be moved by any Councillor and amended	31
96. If lost.....	31
Division 6 – Notice of Rescission	32
97. Procedure.....	32
98. Listing notice on agenda	32
99. Criteria to amend or rescind a motion.....	32
100. If lost	32
101. If not moved.....	32
102. May be moved by any Councillor	32
103. When not required	32
104. Register of notices	32
Division 7 – Public Participation	33
105. Public Attending and Addressing the Meeting	33
106. Question Time.....	33
107. Addressing Council during meetings	33
108. Chairperson may remove	34
109. Petitions and Joint Letters	34
Division 8 – Additional Duties of Chairperson	34
110. The Chairperson’s duties and discretions.....	34
Division 9 – Tabling of Arbiter's Decision.....	34
111. The Tabling of an Arbiter's decision	34
PART 6 – COMMON SEAL	35
112. The Council’s Common Seal.....	35
PART 7 – MISCELLANEOUS	36
113. Informal Meetings of Councillors	36
114. Confidential Information	36
SCHEDULE 1 – MEETING PROCEDURE FOR DELEGATED COMMITTEES	37
1. Notices and agendas	37
2. Quorums	37
3. Minutes	37
4. Business of the meeting	37
5. Voting	37
6. Addressing the meeting	37
7. Motions and amendments.....	38
8. Other matters.....	39
SCHEDULE 2 – QUESTION TIME GUIDELINES	40
SCHEDULE 3 – GUIDELINES FOR PETITIONS AND JOINT LETTERS	42
SCHEDULE 4 – ELECTION PERIOD POLICY	43

PART 1 – PRELIMINARY

1. Purpose

The purpose of these Governance Rules is to provide for:

- a) the conduct of Council meetings;
- b) the conduct of meetings of delegated committees;
- 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) an election period policy;
- g) the procedures for the disclosure of a conflict of interest by a Councillor or a member of a delegated committee at a meeting of the Council or a delegated committee;
- h) the procedure for the disclosure of a conflict of interest by a Councillor at a meeting under the auspices of Council that is not a meeting of the Council or a delegated committee;
- i) the disclosure of a conflict of interest by a member of Council staff when providing information in respect of a matter;
- j) the consideration and making of decisions on any matter being considered by Council fairly and on the merits;
- k) the institution of decision-making processes to ensure that any person whose rights will be directly affected by a decision of Council is entitled to communicate their views and have their interests considered; and
- l) any other matters prescribed by regulations made under the Act.
- m) To ensure the transparent and accountable operation of Council and to encourage an informed and engaged community.

2. Role of Council

- 1) The role of Council is to provide good governance in its municipal district for the benefit and wellbeing of the Gannawarra municipal community.
- 2) Council will provide good governance through —
 - a) the performance of its role in accordance with the overarching governance principles and supporting principles of the Act; and
 - b) the Councillors of the Council performing their roles in accordance with the requirements of the Act.
- 3) In performing its role, Council may—
 - a) perform any duties or functions or exercise any powers conferred on Council by or under the Act or any other Act; and
 - b) perform any other functions that Council determines are necessary to enable Council to perform its role.
- 4) If it is necessary to do so for the purpose of performing its role, Council may perform a function outside its municipal district.

3. Overarching governance principles and supporting principles

- 1) Council will in the performance of its role give effect to the overarching governance principles.
- 2) The following are the overarching governance principles—

- a) Council decisions are to be made and actions taken in accordance with the relevant law;
 - b) priority is to be given to achieving the best outcomes for the municipal community, including future generations;
 - c) the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted;
 - d) the municipal community is to be engaged in strategic planning and strategic decision making;
 - e) innovation and continuous improvement is to be pursued;
 - f) collaboration with other Councils and Governments and statutory bodies is to be sought;
 - g) the ongoing financial viability of the Council is to be ensured;
 - h) regional, state and national plans and policies are to be taken into account in strategic planning and decision making; and
 - i) the transparency of Council decisions, actions and information is to be ensured.
- 3) In giving effect to the overarching governance principles, Council will take into account the following supporting principles—
- a) the community engagement principles;
 - b) the public transparency principles;
 - c) the strategic planning principles;
 - d) the financial management principles; and
 - e) the service performance principles.
- 4. Council decision making**
- 1) Council must consider, and make decisions on, any matter being considered by Council fairly and on the merits.
 - 2) Any person whose rights will be directly affected by a decision of the Council is entitled to:
 - a) communicate their views by written submission; and
 - b) have their interests considered.
 - 3) For the purposes of subclauses (1) and (2), a decision of Council means the following—
 - a) a resolution made at a Council meeting;
 - b) a resolution made at a meeting of a Delegated Committee; or
 - c) the exercise of a power or the performance of a duty or function of Council by a member of Council staff or a Community Asset Committee under delegation.
- 5. Respectful debate and discussion**
- 1) Councillors will listen and participate in discussion and debate respectfully in accordance with the Councillor Code of Conduct and will not:
 - a) make any defamatory, indecent, abusive, offensive, or disorderly statement, and if requested by the Chairperson will unreservedly withdraw the statement;
 - b) interrupt others while speaking, except to raise a Point of Order;
 - c) address the public gallery and must direct all commentary and procedural requests through the Chairperson.

- 2) Where discussion is adjourned by a resolution, the Councillor moving the adjournment has the right to speak first when the discussion is resumed.
- 3) When exercising a right of reply, the Councillor must not introduce new or additional matters.
- 4) The Chairperson can adjourn, postpone or cancel a Council meeting, if order cannot be obtained and will report on the circumstances of the adjournment, postponement, or cancellation at the next scheduled Council meeting.

6. Definitions

In these Governance Rules, unless inconsistent with the context:

Words	Meaning
Act	The <i>Local Government Act 2020</i> .
Agenda	A document containing the date, time and place of a meeting and a list of business to be transacted at the meeting.
Business days	Monday to Friday, excluding public holidays.
Quorum	The number of Councillors which is greater than half of the total number of Councillors of a Council.
Chair	The Chairperson.
Chairperson	The person who chairs a meeting of Council, a Delegated Committee or a Community Asset Committee, and includes a person acting as Chairperson, a temporary Chairperson or a substitute Chairperson.
Chief Executive Officer	The person occupying the office of Chief Executive Officer of Council, including a person acting in that office.
Clause	A clause of these Governance Rules.
Delegated Committee Meeting	A meeting of a Delegated Committee convened in accordance with these Governance Rules and includes a scheduled or unscheduled meeting, whether held as face-to-face (in person) attendance in a set location or via electronic means of communication (virtual).
Common Seal	The Common Seal of Council.
Community Asset Committee	A Community Asset Committee established by Council under section 65 of the Act.
Council	The Gannawarra Shire Council
Councillor	A Councillor of the Council
Council Meeting	A meeting of Council convened in accordance with these Governance Rules and includes a scheduled or unscheduled meeting whether held as face-to-face (in person) attendance in a set location or via A meeting of Council convened in accordance with these Governance Rules and includes a scheduled or unscheduled meeting whether held as face-to-face (in person) attendance in a set location or via electronic means (virtual).
Delegate	A member of Council staff to whom powers, functions and duties have been delegated by an instrument of delegation.
Delegated Committee	A Delegated Committee established by Council under section 63 of the Act.
Deputy Mayor	The Deputy Mayor of Council and any person appointed by Council to act as Deputy Mayor.
Division	A formal count and recording of those for and those against a motion.

Words	Meaning
Mayor	The Mayor of Council and any person appointed by Council to be acting as Mayor.
Meeting	A meeting of Council, a Delegated Committee or a Community Asset Committee.
Member	A person who is entitled to vote at a meeting of Council, a Delegated Committee or a Community Asset Committee.
Minutes	The official record of the proceedings and decisions of a meeting.
Motion	A proposal framed in a way that will result in the opinion of Council being expressed, and a Council decision being made, if the proposal is adopted.
Notice of Motion	A notice setting out the text of a motion which is proposed to be moved at the next relevant meeting.
Notice of Rescission	A Notice of Motion to rescind a resolution made by Council.
Procedural Motion	A Motion that relates to a procedural matter only and which is not designed to produce any substantive decision but used merely as a formal procedural measure.
Suspension of Standing Orders	The suspension of the meetings provisions of the Governance Rules to facilitate full discussion on a matter without formal constraints.

PART 2 – THE MAYOR, DEPUTY MAYOR AND ACTING MAYOR

7. When a Mayor is to be elected

- 1) A Mayor is to be elected:
 - a) as soon as practicable after the declaration of the result of the election; or
 - b) where the position of Mayor otherwise becomes vacant, as soon as practicable after the vacancy has occurred.
- 2) Before the election of the Mayor, Council must determine by resolution whether the Mayor is to be elected for a one or two year term.
- 3) If the Mayor is elected for a one year term, the next election of the Mayor must be held on a day to be determined by Council that is as close to the end of the one year term as is reasonably practicable.
- 4) If the Mayor is elected for a two year term, the next election of the Mayor must be held on a day to be determined by Council that is as close to the end of the two year term as is reasonably practicable.
- 5) The election of a Mayor after the period specified in this clause does not invalidate the election.
- 6) A Councillor elected to fill a vacancy in the office of Mayor caused other than by the expiration of a one or two year term serves the remaining period of the previous Mayor's term.

8. Election of a Mayor

- 1) Any meeting to elect the Mayor must be chaired by the Chief Executive Officer.
- 2) The election of the Mayor must be undertaken by a show of hands.
- 3) In determining the election of the Mayor, the following will apply:
 - a) Subject to paragraphs c) and d), the Mayor must be elected by an absolute majority of the Councillors.
 - b) If an absolute majority of the Councillors cannot be obtained at the meeting, the Council may resolve to conduct a new election at a later specified time and date.
 - c) However, if only one Councillor is a candidate for Mayor, the meeting must declare that Councillor to be duly elected as Mayor.
 - d) In this clause, absolute majority means the number of Councillors which is greater than half the total number of the Councillors of a Council.
 - e) where there are more than two nominations received and the result has not been determined under paragraphs (b) or (c) the nominee with the fewest number of votes cast must be eliminated (and if more than one of them, the nominee determined by lot) and the names of the remaining nominees must be put to the vote again.
 - f) the procedure in paragraph (e) must be repeated until the circumstances in paragraph (c) apply or until there are only two nominees remaining in which case a further vote must be taken and the nominee with an absolute majority will be declared elected.
- 4) If the Mayor is temporarily absent, including being unable to attend a Council meeting for any reason, the Deputy Mayor is the appointed Acting Mayor unless there is no elected Deputy Mayor or such person is unavailable in which case an Acting Mayor is to be appointed.

9. Elections Conducted by Lot

- 1) If a lot is conducted, the Chief Executive Officer will have the conduct of the lot and the following provisions will apply:
 - each candidate who has an equal number of votes with another candidate or candidates will draw one lot;
 - the order of drawing lots will be determined by the alphabetical order of the surnames of the Councillors who received an equal number of votes except that if two or more such Councillors' surnames are identical, the order will be determined by the alphabetical order of the Councillors' first names; and
 - as many identical pieces of paper as there are Councillors who received an equal number of votes must be placed in a receptacle.
 - If the lot is being conducted to determine who is a defeated candidate, the word "Defeated" shall be written on one of the pieces of paper, and the Councillor who draws the paper with the word "Defeated" written on it must be declared the defeated candidate. The Councillors in attendance at the meeting will then vote for one of the remaining candidates.
 - 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 of declaring the candidates with the fewest number of votes a defeated candidate, or determining the defeated candidate by lot, must be repeated until two candidates remain.
 - Where a Councillor is attending the meeting by electronic means they are to nominate a member of Council staff to draw out the paper on their behalf.

10. Resolution to Conduct a New Election

- 1) If an absolute majority of the Councillors cannot be obtained at the meeting, the Council may resolve to conduct a new election at a later specified date and time.
- 2) The resolution to conduct a new election at a later date and time must specify the date and time of the new meeting to conduct the election.

11. Deputy Mayor

Any election by Council of a Deputy Mayor will follow the same procedure as that for an election of the Mayor with the exception of clause 1).

12. Acting Mayor

Any appointment of an Acting Mayor will be in accordance with section 20B of the Act.

PART 3 – COUNCIL MEETINGS

Division 1 – General

13. Purpose of Council Meetings

- 1) Council holds scheduled meetings and, when required, unscheduled meetings to conduct the business of Council.
- 2) Council is committed to transparency in decision making and, in accordance with the Act, Council and Delegated Committee meetings are open to the public including by:
 - a) allowing members of the community to attend the meetings;
 - b) livestreaming virtual meetings;
 - c) making a recording of the meeting proceedings available on Council's website; and/or
 - d) making available the agenda and minutes of the meetings, except to the extent that these documents contain confidential information or information which is contrary to the public interest to release.
- 3) Meetings will only be closed to members of the public if:
 - a) the meeting is to consider confidential information as defined in the Act; or
 - b) a meeting is required to be closed for security reasons; or
 - c) the meeting is required to be closed for the protection of Councillors, or the public consistent with state or federal government guidelines or public health considerations; or
 - d) it is necessary to enable the meeting to proceed in an orderly manner.
- 4) If a meeting is closed to the public for the reasons outlined in subclause 3b), 3c) or 3d), and if that meeting is a virtual meeting, the meeting will continue to be livestreamed. In the event the meeting is being held face-to-face, or a livestream is not available, the meeting may be adjourned, or a recording of the proceedings may be available on Council's website.
- 5) If it has been determined that a meeting is to be closed to the public to consider confidential information, the minutes of the meeting that are available for public inspection must record:
 - a) the ground or grounds for determining to close the meeting to the public by reference to the grounds specified in the definition of confidential information in clause 3(1) of the Act; and
 - b) an explanation of why the specified ground or grounds have been applied.

14. Apologies and absences

- 1) Councillors and members of Delegated Committees who are unable to attend a meeting may submit an apology:
 - a) in writing to the Chairperson, who will advise the meeting; or
 - b) by seeking another Councillor or member of a Delegated Committee to submit it at the meeting on their behalf.
- 2) An apology submitted to a meeting will be recorded in the minutes.
- 3) A Councillor intending to take a leave of absence should submit it in writing to the Mayor.
- 4) The Mayor will seek to have any leave of absence request received included in the agenda of the next Council meeting.
- 5) A leave of absence not included in a Council meeting agenda may still be considered by Council if a written request has been received by the Mayor prior to the meeting.

- 6) Council will not unreasonably withhold its approval of a leave of absence request.
- 7) A Councillor who has not submitted an apology or had a leave of absence approved who is not in attendance at a Council or Delegated Committee meeting will be recorded as absent.

Division 2 – Notice of meetings and availability of agendas

15. Date, time, place and format of Council meetings

- 1) By default, Council meetings will be held face-to-face except as provided for in this division.
- 2) At or before the last meeting each calendar year, Council must fix the date, time and place of all scheduled Council meetings and any Delegated Committee meetings for the following calendar year.
- 3) Council by resolution may change the date, time, place or format of, or cancel any meeting which has been fixed and must provide notice of the change to the public.
- 4) The Chief Executive Officer may change the date, time, place or format of, or cancel any meeting which has been fixed and must provide notice of the change to all councillors and the public. This includes changing the meeting format following receipt of a written request signed by an absolute majority of councillors, received by the Chief Executive Officer at least 24 hours prior to the commencement of the meeting.
- 5) Before making a determination that circumstances warrant a meeting to be a virtual meeting, the following factors will be taken into account:
 - a) Any risk to the health and safety of Councillors, staff and the community
 - b) whether all or part of the meeting is planned to be closed to members of the public under section 66(2) of the Act
 - c) the ability to provide public notice to members of the public who may wish to attend the meeting
 - d) whether the orderly conduct of a meeting may be affected by the choice of meeting format
 - e) the availability of suitable meeting facilities.

16. Unscheduled Council meetings

- 1) Council may by resolution call an unscheduled meeting of the Council.
- 2) The Mayor, or three Councillors may by written notice call an unscheduled meeting of the Council.
- 3) The Chief Executive Officer, following consultation with the Mayor, may call an unscheduled meeting of the Council.
- 4) A written notice to call an unscheduled meeting must:
 - a) specify the business to be transacted; and
 - b) be delivered to the Chief Executive Officer or Delegate in sufficient time to enable notice to be given in accordance with clause 14) and;
 - c) include the proposed motion or a summary of the proposed action.
- 5) The Chief Executive Officer must determine the date, time, place and format for the 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 persons whose rights or interests may be impacted by the business to be transacted; and

- d) relevant factors listed at subclause 12. 5).
- 6) The Chief Executive Officer must arrange for notice of the meeting on Council's website.
- 7) Any resolution of Council to call an unscheduled meeting must specify the date, time, place and format of the unscheduled meeting and the business to be transacted. The date and time of the unscheduled meeting must not be prior to 6pm on the day following the Council meeting at which the resolution was made. Determination of the meeting format will consider factors listed at subclauses 12. 5) and 13. 5).
- 8) The Chief Executive Officer must call an unscheduled meeting to elect a Mayor following a Council election declaration, in accordance with the Act.
- 9) The unscheduled meeting for the election of a Mayor following an election may also consider the role of Deputy Mayor and any other matters as determined by the Chief Executive Officer.
- 10) Only the business specified in the Council resolution, or written notice, may be considered at an unscheduled meeting, unless Council, by unanimous resolution determines to admit another matter.

17. Notice of meeting

- 1) A notice of meeting incorporating or accompanied by an agenda of the business to be dealt with must be provided electronically to every Councillor:
 - a) for a Council meeting that is not an unscheduled meeting, at least five business days before the meeting. A period of less than five business days may be justified if exceptional circumstances exist; and
 - b) for an unscheduled meeting at least 48 hours before the meeting. A period of less than 48 hours may be justified if exceptional circumstances exist.
- 2) A notice may be handed personally to a Councillor in any location within the time required, or may be delivered to another destination, provided a written authorisation of the relevant Councillor is held by the Chief Executive Officer.
- 3) 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.
- 4) Notice of an unscheduled meeting must be published on Council's website as soon as practicable after the time and date of the meeting has been determined.
- 5) An Agenda for an unscheduled meeting will be made available on Council's website no less than 24 hours before the unscheduled meeting.
- 6) A schedule of Council meetings must be prepared and published ensuring it is available to a broad section of the community, including on Council's website at least once each year and with such greater frequency as the Chief Executive Officer determines. The schedule of Council meetings must also be available from Council's Customer Service Centres.

18. Leave of Absence

It will not be necessary for a notice of meeting or agenda to be served on any Councillor who has been granted leave of absence, unless the Councillor has requested the Chief Executive Officer in writing to continue to give notice of any meeting to be held during the period of their absence.

19. Emergency meetings

- 1) In the case of an emergency, the Chief Executive Officer or, in their absence, a senior officer, may call or postpone a meeting of the Council, without the necessity to comply with clauses 13 to 15 provided reasonable attempts are made to notify every Councillor.
- 2) The Chief Executive Officer or senior officer must submit a full written report of the circumstances requiring their action to the next meeting of the Council.

Division 3 – Quorums

20. Council meetings

The quorum required for Council meetings will be a majority of the councillors capable of being elected to Council (as currently constituted).

21. Virtual Meetings

In accordance with section 61(6A) of the Act, a Councillor present at a virtual Council meeting is deemed present for the purpose of a quorum.

22. Unscheduled or emergency meetings

The quorum required for unscheduled or emergency meetings will be the same as for a Council meeting.

23. Meetings of Delegated Committees and Community Asset Committees

The quorum for a meeting of a Delegated Committee or a Community Asset Committee will be determined by Council for each committee, but in the absence of Council's determination, the quorum required will be not less than a majority of members.

24. Inability to gain a quorum

If a quorum cannot be obtained within 30 minutes of the scheduled starting time of any meeting or adjournment the Chairperson, or if the Chairperson is not present, those Councillors present, or if there are no Councillors present, the Chief Executive Officer, or in their absence, a senior officer may adjourn the meeting for a period not exceeding seven days from the date of the adjournment.

25. Inability to maintain a quorum

If during any meeting or any adjournment of the meeting, a quorum cannot be maintained, the Chairperson, or if the Chairperson is not present, those Councillors present, or if there are no Councillors present, the Chief Executive Officer, or in their absence, a senior officer may adjourn the meeting for a period not exceeding seven days from the date of the adjournment.

26. Inability to achieve or maintain a quorum due to conflicts of interest of Councillors

- 1) The Chairperson may defer an item of business in respect of which there is, or is likely to be, disclosure of a conflict of interest by one or more Councillors that will cause a quorum to be lost, and direct the Chief Executive Officer to include that item of business on an agenda for a future Council meeting.
- 2) If during any meeting or adjournment a quorum cannot be achieved or maintained due to the number of declarations of conflicts of interest by Councillors, Council will:
 - a) determine the matter will be considered in separate parts, if a quorum can be maintained for each separate part; or
 - b) determine to make decisions on separate parts of the matter at a meeting where quorum can be maintained, before making a decision on the whole matter at a meeting for which quorum can be maintained.
- 3) If during any meeting or adjournment a quorum cannot be achieved or maintained due to the number of declarations of conflicts of interest by Councillors and the matter cannot be separated into component parts or prior decisions made, Council will delegate the decision to be made:
 - a) by the Chief Executive Officer; or
 - b) by a Delegated Committee, established for the purpose of determining the matter, comprised of all the Councillors who have not disclosed a conflict of interest and any other person(s) the Council considers suitable.

- 4) A decision made under delegation due to Council not being able to achieve or maintain a quorum will be reported to the next Council meeting.

27. Notice for adjourning meeting

The Chief Executive Officer may provide written notice of an adjourned meeting but where that is not practicable because time does not permit that to occur, then provided a reasonable attempt is made to contact each Councillor, notice by telephone, email, in person or by some other means will be sufficient.

Division 4 – Conduct of business

28. Business at meetings and Order of Business

- 1) The order of business of Council meetings will be determined by the Chief Executive Officer, in consultation with the Mayor, to facilitate and maintain open, efficient and effective processes of government.
- 2) Although preparation should aim at consistent agendas from meeting to meeting, this should not preclude altering the order of business to enhance the fluent and open process of government of the Council, to meet identified needs of Council or to take advantage of opportunities which may arise from time to time.
- 3) No business can be dealt with at a meeting unless it is:
 - a) contained on the agenda; or
 - b) admitted as Urgent Business in accordance with Clause 28).
- 4) In determining the agenda, the Chief Executive Officer should consider:
 - a) the general attitude of the Council;
 - b) convenience to the community and interested community groups particularly in relation to the administration of the municipal district;
 - c) the sensitivity of issues;
 - d) the interest of the community and community groups; and
 - e) any other relevant factor which may impact on the fluent and open processes of the government of the Council.
- 5) As a guide, the Chief Executive Officer should list items, giving priority as follows:
 - a) Procedural and protocol matters, which may include:
 - An Acknowledgement of, or Welcome to Country
 - Opening Declaration or Prayer
 - Receipt of apologies
 - Requests for leave of absence
 - Confirmation of minutes
 - Declarations of Conflict of Interest
 - Questions from the public
 - Petitions
 - b) Reports for Council decision
 - c) Other matters, which may include:
 - Notices of Motion
 - Urgent Business
 - Council Delegates Reports.

29. Change to Order of Business

Once an agenda has been sent to Councillors, the order of business for that meeting may only be altered by resolution of the Council.

30. Chief Executive Officer may include items on an agenda

The Chief Executive Officer may include any matter on an agenda which they think should be considered by the meeting following consultation with the Mayor.

31. Urgent Business

- 1) Business cannot be admitted as Urgent Business other than by resolution of Council and only then if:
 - a) it relates to or arises out of a matter which has arisen since distribution of the agenda; and
 - b) deferring the item until the next meeting will mean a decision on the item will not have any effect on the matter; or
 - c) the item involves a matter of urgency as determined by the Chief Executive Officer; and
 - d) it cannot be addressed through an operational service request process.

Provided the matter does not:

- Substantially affect the levels of Council service;
- Commit Council to significant expenditure not included in the adopted budget;
- Establish or amend Council policy; or
- Commit Council to any contractual arrangement.

- 2) A Councillor proposing a matter be admitted as urgent business must lodge it in writing to the Chief Executive Officer no later than 12 pm on the day of the meeting.
- 3) The Chief Executive Officer will advise the Mayor of any matter he or she determines appropriate for Council to consider admitting as urgent business.

32. Time limits for meetings

- 1) A meeting must not continue after three hours from the time it commences unless a majority of Councillors present vote in favour of its extension.
- 2) In the absence of such an extension, the meeting must stand adjourned to a date, time and place to be then and there announced by the Chairperson.
- 3) The Chief Executive Officer must give notice to each Councillor of the date, time and place to which the meeting stands adjourned and of the business remaining to be considered for an additional period of 30 minutes. Further additional 30 minute extensions are also available by way of further resolution of Council.

33. Meetings of Delegated Committees and Community Asset Committees

The agenda for a meeting of a Delegated Committee or a Community Asset Committee will be relevant to the issues which are to be raised at the meeting and any reference to Councillors extends to non-Councillor members of a Delegated Committee or Community Asset Committee and any reference to the Council is to be read as referring to the Community Asset Committee or Delegated Committee.

Division 5 – Disclosure of conflicts of interest**34. Procedure for the disclosure of a conflict of interest by a Councillor or a member of a delegated committee at a meeting of the Council or a delegated committee**

- 1) If a Councillor or member of a delegated committee has a conflict of interest in a matter which is to be considered or discussed at a meeting of the council or the delegated committee, the Councillor or member must, if they are attending the meeting, disclose the conflict of interest in accordance with subclause 2), and if applicable, subclause 3) below.
- 2) A councillor or member of a delegated committee who has a conflict of interest and is attending the meeting of the Council or delegated committee must make a full disclosure of that interest by either advising:
 - a) the Council or delegated committee at the meeting immediately before the matter is considered at the meeting; or
 - b) the Chief Executive Officer in writing before the meeting –whether the interest is a general conflict of interest or a material conflict of interest; and the nature of the interest.
- 3) If the Councillor or member advised the Chief Executive Officer of the details under paragraph (b) of subclause 2) above, the Councillor or member must make a disclosure of the class of interest only to the meeting immediately before the matter is considered at the meeting.
- 4) The Chief Executive Officer must –
 - a) keep written disclosures received under this clause in a secure place for three years after the date the Councillor or member of a delegated committee who made the disclosure ceases to be a Councillor or member of a delegated committee; and
 - b) destroy the written disclosure when the three year period referred to in paragraph (a) has expired.
- 5) While the matter is being considered or any vote is taken in relation to the matter in a face-to-face meeting, the Councillor or member of a delegated committee must –
 - a) leave the meeting and notify the Mayor or the Chairperson of the delegated committee of their departure; and
 - b) remain outside the room and any gallery or other area in view or hearing of the meeting.
- 6) While the matter is being considered or any vote is taken in relation to the matter in a virtual meeting, the Mayor or the Chairperson of the delegated committee will request the meeting host to temporarily disconnect the Councillor or member of a delegated committee from the meeting.
- 7) The Mayor or the Chairperson of the delegated committee must cause the Councillor or member of a delegated committee to be notified that they may return to a face-to-face meeting after –
 - a) consideration of the matter; and
 - b) all votes have been cast on the matter.
- 8) The Mayor or Chairperson of the delegated committee must request the meeting host to reconnect the Councillor or a member of a delegated committee to the meeting after –
 - a) consideration of the matter; and
 - b) all votes have been cast on the matter.
- 9) If a Councillor or member of a delegated committee discloses a conflict of interest, the Chief Executive Officer or the Chairperson must record in the minutes of the meeting –
 - a) the declaration of the conflict of interest; and
 - b) the classification of the interest that has given rise to the conflict; and

- c) if the Councillor or member has disclosed the nature of the interest to the meeting, the nature of the interest.

35. Procedure for the disclosure of a conflict of interest by a Councillor at a meeting under the auspices of Council that is not a meeting of Council or a delegated committee

- 1) At a meeting under the auspices of Council that is not a meeting of the Council or delegated committee, the Chief Executive Officer must ensure that a written record is kept of –
 - a) the names of all Councillors and members of Council staff attending;
 - b) the matters considered;
 - c) any conflict of interest disclosures made by a Councillor attending under subclause 3);
 - d) whether a Councillor who has disclosed a conflict of interest as required by subclause 3) leaves the meeting.
- 2) The Chief Executive Officer must ensure that the written record of a meeting held under this clause is, as soon as practicable –
 - a) reported at a meeting of the Council; and
 - b) incorporated in the minutes of that Council meeting.
- 3) If a Councillor attending a meeting held under this clause knows, or would reasonably be expected to know, that a matter being considered by the meeting is a matter that, were the matter to be considered and decided by Council, the Councillor would have to disclose a conflict of interest, the Councillor must, at the time set out in subclause 4), disclose to the meeting that they have a conflict of interest and leave the meeting whilst the matter is being considered by the meeting.
- 4) A Councillor must disclose the conflict of interest either –
 - a) immediately before the matter in relation to which the Councillor has a conflict of interest is considered; or
 - b) if the Councillor realises that they have a conflict of interest after consideration of the matter has begun, as soon as the Councillor becomes aware that they have a conflict of interest.

36. Disclosure of a conflict of interest by a member of Council staff

- 1) A member of Council staff who is providing information to:
 - a) a meeting of Council, a delegated committee or a community asset committee; or
 - b) another member of Council staff exercising a power of delegation or performing a statutory function –and who has a conflict of interest in a matter to which the information relates, must disclose the conflict of interest when providing the information and before the information is considered by the applicable meeting referred to in paragraph a) or another member of staff referred to in paragraph b).
- 2) A disclosure made by a person under subclause 1) must be recorded:
 - a) in the minutes of the applicable meeting referred to in paragraph a); or
 - b) in a conflict of interest disclosure register maintained by the Chief Executive Officer if the information is provided to another member of Council staff referred to in paragraph b).
- 3) A member of Council staff who has a conflict of interest in a matter in which they also have delegated power, duty or function must –
 - a) not exercise the power or discharge the duty or function; and

- b) in the case of the Chief Executive Officer, disclose the type of interest and the nature of the interest to –
 - i. the Mayor, in writing, as soon as they become aware of the conflict of interest in the matter; and
 - ii. the Council by no later than the next meeting of the Council; and
 - c) in the case of another member of staff, disclose the type of interest and the nature of the interest to the Chief Executive Officer, in writing, as soon as they become aware of the conflict of interest in the matter.
- 4) The Chief Executive Officer does not have a conflict of interest in a matter if the matter only relates to –
- a) the adoption or amendment of a policy relating to Council staff generally;
 - b) the adoption of a code of conduct for Council staff; or
 - c) a decision to delegate a power, duty or function to a member of Council staff.

Division 6 – Virtual Meetings

37. Adjustments to meeting rules

- 1) If a meeting is a virtual meeting, the following further modifications to the application of the Rules in this Division are to be made:
- a) References to a Councillor being present at a meeting shall be a reference to a Councillor being able to both hear and see other members in attendance and be heard and be seen by other members in attendance.
 - b) Momentary absences (less than one minute) shall not be recorded as absences for the purposes of the meeting minutes, unless a vote or the Mayor's request for the declaration of conflicts of interest occurs during the absence;
 - c) Casting a vote may occur by a Councillor either raising their hand in view of their camera such that it can be seen by others in attendance or, at the Chair's request, verbally stating their vote;
 - d) In the event of the absence of a Councillor during a vote due to an apparent technical failure, a Councillor may bring this to the attention of the meeting Chair, who may briefly adjourn the meeting to enable the Councillor to re-join the meeting. Should the Councillor be unable to reconnect within five minutes, the meeting shall resume in the Councillor's absence.
- 2) The Chair may, with the consent of the meeting, modify the application of a Rule to facilitate the more efficient and effective transaction of the business of a virtual meeting.

Division 7 – Minutes

38. Keeping of minutes

The Chief Executive Officer is responsible for arranging the keeping of minutes on behalf of the Council.

39. Contents of minutes

- 1) In keeping the minutes of any meeting, the Chief Executive Officer must arrange the recording of minutes so as to show:
- a) the date, time, place, duration and nature of the Council meeting;

- b) the names of Councillors present;
 - c) apologies and leaves of absence;
 - d) the titles of the members of Council staff present who are not part of the gallery;
 - e) the number of media and gallery attendees;
 - f) any conflicts of interest that a Councillor or Council officer has declared in relation to an item (or items) of business listed on the agenda;
 - g) a record of any meetings held under the auspices of Council that are not meetings of Council or a delegated committee since the previous meeting of Council;
 - h) the arrival and departure times of Councillors during the course of the meeting (including any temporary departures or arrivals);
 - i) every motion and amendment moved, including the mover (and seconder if relevant) of such motion or amendment;
 - j) the outcome of every motion, that is, whether it was put to the vote and the result of either CARRIED, LOST, WITHDRAWN, LAPSED or AMENDED;
 - k) procedural motions (which may be highlighted);
 - l) where a valid division is called, the names of every Councillor and the way their vote was cast; either FOR or AGAINST, or whether they ABSTAINED;
 - m) when requested by a Councillor, a record of that Councillor's support of, opposition to or abstention from voting on any motion noting that under section 61(5) of the Act, a councillor present at the meeting who does not vote is taken to have voted against the question;
 - n) details of failure to achieve or maintain a quorum and any adjournment whether as a result or otherwise;
 - o) a summary of any question asked and the response provided as part of public question time;
 - p) details of any petitions made to the Council;
 - q) the time and reason for any adjournment of the meeting or suspension and resumption of standing orders;
 - r) disclosure by a Councillor of a conflict of interest and the details associated with that disclosure required by section 130 and 131 of the Act and any disclosure of conflict of interest by the Chief Executive Officer required by section 126 of the Act;
 - s) closure of the meeting to members of the public and the reasons for such closure; and
 - t) any other matter which the Chief Executive Officer thinks should be recorded to clarify the intention of the meeting or the reading of the minutes.
- 2) In addition, the minutes should:
- a) bear the date and time the meeting was commenced, adjourned, resumed and concluded;
 - b) be page numbered;
 - c) contain consecutive item numbers which are clearly headed with a subject title and where appropriate sub-titles and file references; and
 - d) contain an index which lists every item in the minutes.

40. Confirmation of Minutes

- 1) The minutes as recorded by the Chief Executive Officer, or delegate, will be made available as the proposed minutes to:
 - a) Councillors, within seven business days;
 - b) members of the public, by publishing them on Council's website, within nine business days of the Council meeting they relate to.
- 2) At every Council meeting, the minutes of the preceding Council meeting(s) must be dealt with as follows:
 - a) A motion will be moved to confirm the minutes in the following terms: *'That the Minutes of the _____ Meeting held on _____ 20__ be confirmed.'*

41. No Debate on Confirmation of Minutes

No discussion or debate on the confirmation of minutes will be permitted except where their accuracy as a record of the proceedings of the meeting to which they relate is questioned.

42. Objection to Confirmation of Minutes

- 1) If a Councillor is dissatisfied with the accuracy of the minutes, then they must:
 - a) state the item or items with which they are dissatisfied; and
 - b) propose a motion to rectify the alleged error(s) in the minutes by adding the following words to the motion in clause 35 *'... subject to the following alterations(s) _____'.*

43. Deferral of Confirmation of Minutes

Council may defer the confirmation of minutes until later in the meeting or until the next meeting as appropriate.

44. Record Keeping

Following confirmation, the minutes will be captured into Council's Electronic Content Management System, in accordance with the requirements of the *Public Records Act 1973* and clause 8.4.1 of the Retention & Disposal Authority for Records of Local Government Functions (PROS 09/05).

45. Availability of Minutes

The Chief Executive Officer will make available confirmed minutes of open meetings of Council and Delegated Committees together with relevant reports on Council's website.

46. Recording of meetings

- 1) The Chief Executive Officer (or other person authorised by the Chief Executive Officer) may record with appropriate recording equipment the proceedings of a Council meeting.
- 2) Subject to sub-clause 1), a person must not operate any visual or sound recording equipment at any Council meeting without first obtaining the consent of Council or the Chairperson. Such consent may be at any time during the course of such meeting be revoked by Council or the Chairperson.

Division 8 – Voting at Meetings**47. How determined**

To determine a matter before a meeting, the Chairperson will first call for those in favour of the motion and then those opposed to the motion and will declare the result to the meeting.

48. By show of hands

Voting on any matter will be by show of hands.

49. Casting vote

In the event of a tied vote, the Chairperson may exercise the casting vote either in favour or against the motion.

50. When a division permitted

- 1) A division may be requested by any Councillor on any matter.
- 2) The request must be made to the Chairperson either immediately prior to or immediately after the vote has been taken but cannot be requested after the next item of business has commenced.

51. Procedure for a division

- 1) Once a division has been requested, the Chairperson will call for a show of hands by those Councillors voting for the motion and then those Councillors opposed to the motion.
- 2) The Chairperson shall name those Councillors voting for the motion, those Councillors voting against the motion, and any Councillor abstaining from voting, and the names shall be recorded in the minutes of the meeting.

52. Change between the original vote and the division

No Councillor is prevented from changing their original vote at the voting on the division, and the voting by division will determine Council's resolution on the issue.

53. No discussion once declared

Once a vote on a motion has been taken, no further discussion relating to the motion will be allowed unless the discussion is:

- 1) for a Councillor to request that his or her opposition to the motion be recorded in the minutes; or
- 2) a Councillor foreshadowing a notice of rescission where a resolution has just been made, or a positive Motion where a resolution has just been rescinded.

54. Addressing the meeting

- 1) Any Councillor or person who addresses the meeting may remain seated and shall direct all remarks through the Chair.
- 2) Any person addressing the Chairperson should refer to the Chairperson as:
 - Mayor, or
 - Chairpersonas the case may be.
- 3) All Councillors, other than the Mayor, should be addressed as Councillor _____ (surname).
- 4) All Council staff, should be addressed as Officer _____ (surname) or by their official title.

PART 4 – DELEGATED COMMITTEE MEETINGS

55. Schedule 1 applies to the conduct of Delegated Committee meetings.

PART 5 – OTHER MEETING PROCEDURES

Division 1 – Matters not provided for

56. Matters not provided for

Where a situation has not been provided for under these Governance Rules, Council may determine the matter by resolution.

Division 2 – Motions

57. Introducing a report

- 1) Before a written report is considered by Council and any motion moved in relation to such report, a member of Council staff may introduce the report by indicating in not more than 3 minutes:
 - a) its background; or
 - b) the reasons for any recommendation which appears.
- 2) Unless Council resolves otherwise, a member of Council staff need not read any written report to Council in full.

58. Chairperson's duty

- 1) The Chairperson must not accept any motion or amendment which:
 - a) is defamatory; or
 - b) is objectionable in language or nature; or
 - c) is vague or unclear in its intention; or
 - d) is outside the powers of Council; or
 - e) is not relevant to an item of business on the agenda and has not been admitted as urgent business; or
 - f) purports to be an amendment but is not.

59. Moving a motion

- 1) The procedure for any motion is:
 - a) the mover must state the motion without speaking to it;
 - b) unless the motion is a procedural motion, it must be seconded by a Councillor other than the mover;
 - c) if the motion is not seconded and is not a procedural motion, the motion will lapse for want of a seconder;
 - d) if the motion is seconded, the Chairperson must ask: "Is the motion opposed?";
 - e) if no Councillor indicates opposition, and no Councillor desires to speak for the motion, the motion must be declared to be carried without being voted on and will be treated as being passed unanimously;
 - f) if a Councillor indicates opposition to the motion, then the Chairperson must call:
 - i. the mover to address the meeting on the motion; and
 - ii. the seconder to address the meeting on the motion (who may, without speaking on the motion, reserve their address until later in debate); and

- iii. any Councillor opposed to debate the motion; and
- iv. any other Councillors for and against the motion to debate in turn.
- g) the Chairperson will determine the order of Councillors debating the motion.

60. Right of reply

- 1) The mover of a motion which has not been amended may, once debate has been exhausted, have a right of reply to matters raised during debate but cannot introduce any new material.
- 2) After the right of reply has been exercised, the motion must be immediately put to the vote without any further discussion or debate.

61. No right of reply for amendments

No right of reply is available where an amendment is before the Council.

62. Moving an amendment

A motion having been moved and seconded may be amended by leaving out, inserting or adding words which must be relevant to the original motion and framed so as to complement it as an intelligible and consistent whole.

63. Who may propose an amendment

An amendment may be proposed or seconded by any Councillor, other than the mover or seconder of the motion.

64. Who may debate an amendment

A Councillor may address the meeting once on any amendment, whether or not they have spoken to the motion but debate must be confined to the terms of the amendment.

65. How many amendments may be proposed

- 1) 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, can be taken into consideration until the previous amendment has been dealt with.
- 2) A Councillor cannot move more than two amendments in succession.

66. An amendment once carried

If the amendment is adopted, it becomes the substantive motion and, as such, shall be put to the vote by the Chairperson but only after Councillors who did not speak to the motion have exercised their right to do so.

67. Foreshadowing motions

- 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 meeting, but this does not extend any special right to the foreshadowed motion.
- 2) A motion foreshadowed may be prefaced with a statement that, in the event that a particular motion before the meeting is resolved in a certain way, a Councillor intends to move an alternative or additional motion.
- 3) A motion foreshadowed has no procedural standing and is merely a means to assist the flow of the meeting.
- 4) The Chief Executive Officer is not required to record foreshadowed motions in the minutes, but may do if it is thought appropriate.

68. Withdrawal of motions

The mover of a motion may withdraw it only if the meeting gives leave (unanimous consent) to do so and if it has not already been amended.

69. Separation of motions

Where a motion contains more than one part, a Councillor may request the Chairperson to put the motion to the vote in separate parts.

70. Chairperson may separate motions

The Chairperson may decide to put any motion to the vote in separate parts.

71. Motions in writing

- 1) The Chairperson may require any motion to be submitted in writing where it is lengthy, unclear or for any other reason.
- 2) The Chairperson may suspend the meeting while the motion is being written or may request the Council to defer the matter until the motion has been written, allowing the meeting to proceed uninterrupted.

72. Debating the motion

- 1) Debate must always be relevant to the motion before the meeting, and if not, the Chairperson may request the speaker to confine debate to the subject motion.
- 2) If after being requested to confine debate to the motion before the Chair, the Councillor continues to debate irrelevant matters, the Chairperson may require the Councillor to not speak further in respect of the motion before the Chairperson.
- 3) Adequate debate is required where a matter is contentious in nature. In such a case, every Councillor should be given an opportunity to debate.
- 4) A motion has not been sufficiently debated if opposing views (where they exist) have not been sufficiently put, not so much the number of those who have spoken, but whether all minority opposing views have not been put.
- 5) Once the views put are representative of the views of all Councillors, the debate would be regarded as sufficient.

73. When a resolution is acted upon

- 1) The Chief Executive Officer or other senior officer may initiate action or cause action to be initiated on any Council resolution at any time after the close of the meeting at which it was carried.
- 2) A resolution will be considered as having been acted upon once its details have been formally communicated to a person affected by or reliant on the resolution or where a statutory procedure has been actioned.

74. Suspension of standing orders

- 1) The provisions of these Governance Rules may be suspended for a particular purpose by resolution of Council.
- 2) The suspension of standing orders should be used to enable full discussion of any issue without the constraints of formal meeting procedure.
- 3) The motion to suspend standing orders should include reference the purpose, eg *'That Standing Orders be suspended to enable discussion on.....'*.
- 4) Once the discussion has taken place, and before any motion can be put, the resumption of Standing Orders will be necessary.

75. No motions may be accepted during the suspension of standing orders

No motion may be accepted by the Chair or be lawfully dealt with during any suspension of standing orders.

76. Interruption for point of order

A Councillor who is addressing the meeting must not be interrupted unless called to order when they must remain silent until the Councillor raising the point of order has been heard and the point of order determined by the Chairperson.

Division 3 – Speaking times**77. Speaking times**

Unless a motion for an extension of time has been carried, the maximum speaking times will be:

- a) the mover of a motion - 3 minutes;
- b) the mover of a motion when exercising his or her right of reply - 3 minutes;
- c) any other Councillor - 3 minutes.

78. Extension of speaking times by resolution of Council

An extension of speaking time may be granted by resolution of the Council but only one extension is permitted for each speaker on any question.

79. When an extension can be proposed

A motion for an extension of speaking time must be proposed:

- a) immediately before the speaker commences debate;
- b) during the speaker's debate; or
- c) immediately after the speaker has concluded debate.

80. No extension after next speaker has commenced

A motion for an extension of speaking time cannot be accepted by the Chair if another speaker has commenced his or her debate.

81. Length of extension

Any extension of speaking time must not exceed three minutes.

Division 4 – Points of order and other procedural matters**82. Points of Order**

A Point of Order is an objection that the motion, amendment or statement made is:

- a) contrary to these Governance Rules or the provisions of the Act;
- b) defamatory or disloyal;
- c) irrelevant;
- d) improper;
- e) obscene; or
- f) outside Council's legal powers.

83. Raising a Point of Order

A Councillor raising a Point of Order must:

- a) Identify the point or order; and
- b) The reason for bringing it to the attention of the Chair.

84. Chairperson to decide

- 1) The Chairperson may adjourn the meeting to consider a Point of Order, otherwise the Chairperson must rule on it as soon as it is raised.
- 2) The Chairperson will decide all points of order by stating the provision, rule, practice or precedent which they consider applicable to the Point of Order raised without entering into any discussion or comment.

85. Disagreeing with the Chairperson's ruling on a Point of Order

- 1) The decision of the Chairperson in respect to a Point of Order raised will not be open for discussion and will be final and conclusive unless the majority of Councillors present vote in favour of a motion of dissent.
- 2) A motion of dissent on a Point of Order must contain a provision, rule, practice or precedent in substitution for the Chairperson's ruling.
- 3) A motion of dissent in relation to a Point of Order is not a motion of dissent in the Chair and the Chairperson must at all times remain in the Chair and they will maintain their right to a second vote.
- 4) A motion of dissent on a point of order will take precedence over all other business and if carried must be acted on instead of the ruling given by the Chairperson.

86. Adjournment and resumption of meeting

- 1) The Chairperson or the Council may adjourn any meeting until a time and place to be determined at the time of the adjournment.
- 2) For the purpose of stating the time to which the meeting is adjourned, that time may be indicated as at the adjournment or conclusion of another meeting or event.

87. Procedural motions

- 1) Unless otherwise prohibited, a procedural motion may be moved at any time and must be dealt with immediately by the Chairperson.
- 2) Procedural motions are not required to be seconded.
- 3) The mover of a procedural motion must not have moved, seconded or spoken to the question before the Chair or any amendment of it.
- 4) A procedural motion cannot be moved by the Chairperson.
- 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.

Procedural Motion	Form	Mover & Second	When Motion Prohibited	Effect if Carried	Effect if Lost	Debate Permitted on Motion
1. Adjournment of debate to later hour and/or date	That this matter be adjourned to *am/pm and/or *date	Any Councillor who has not moved or seconded the original motion or otherwise spoken to the original motion	(a) During the election of a Mayor (b) When another Councillor is speaking	Motion and any amendment postponed to the stated time and/or date	Debate continues unaffected	Yes
2. Adjournment of debate indefinitely	That this matter be adjourned until further notice	Any Councillor who has not moved or seconded the original motion or otherwise spoken to the original motion	(a) During the election of a Mayor or temporary Chair; (b) When another Councillor is speaking; or (c) When the motion would have the effect of causing <i>Council</i> to be in breach of a legislative requirement	Motion and any amendment postponed but may be resumed at any later meeting if on the agenda	Debate continues unaffected	Yes
3. The motion be put to vote	That the motion be now put to vote	Any Councillor who has not moved or seconded the original motion or otherwise spoken to the original motion	During nominations for Chair	Motion or amendment in respect of which the closure is carried is put to the vote immediately without debate of this motion, subject to any Councillor exercising their right to ask any question concerning or arising out of the motion	Debate continues unaffected	No
4. To lay a motion on the table	That the motion is unclear in its intent or subject to misinterpretation and be laid on the table until the next Council meeting	Any Councillor who has not moved or seconded the original motion	During the election of the Mayor and Deputy Mayor	Motion carried to the next scheduled Council meeting	Meeting continues	No
5. Continuance of Meeting	That the meeting continue for a further 30 minutes	Any Councillor	When the meeting has already been extended to the maximum time allowed	The meeting will continue for an additional 30 minutes	Where all business is not disposed of, the meeting will stand adjourned at the time of the scheduled closure	No
6. Extend speaking time	That the time available for the speaker be extended by a further ____ minutes	Any Councillor (if the Chair hasn't used their discretion to extend the speaking time)	Not applicable	Extend the time available for the speaker	No change to the time available for speaker	No
8. Alter the	The item listed at xx on	Any Councillor	During the	Alters the order of	Item/s remain as	Limited to 1

Procedural Motion	Form	Mover & Second	When Motion Prohibited	Effect if Carried	Effect if Lost	Debate Permitted on Motion
order of business	the agenda be considered before/after the item listed as xx		election of the Mayor and Deputy Mayor During any debate on an item	business	listed in the agenda	minute as to why the order should not be altered

88. The Closure

- 1) A motion *"That the motion be now put"*-
 - a) is a procedural motion which if carried in respect to an original motion, requires that the original motion must be put to the vote immediately without any further debate, discussion or amendment; and
 - b) if carried in respect to an amendment, requires that the amendment be put to the vote immediately without any further debate or discussion and allows debate on the original motion to continue; and
 - c) if lost, allows debate to continue unaffected; and
- 2) The Chairperson has the discretion to reject such a motion for closure if the motion upon which it is proposed has not been sufficiently debated.
- 3) Sufficient debate arises when those possessing different views have been given an opportunity to state them.

89. Adjourning the debate

- 1) A motion moved *"That the motion and amendments now before the meeting be adjourned until".....*-
 - a) is a procedural motion which cannot be moved while any person is speaking or during the election of a Chairperson; and
 - b) may be debated but may only be amended in relation to the time, date and place of the proposed adjournment;
 - c) should provide a date or time to which the adjournment is sought but if no date or time is included, it may be relisted at the discretion of the Chief Executive Officer or upon a subsequent resolution of Council.

Division 5 – Notice of Motion

90. Must be listed on agenda

Councillors may give advance notice of their intention to move a particular motion at a forthcoming meeting by giving a Notice of Motion.

A Notice of Motion cannot be accepted by the Chairperson unless it has been listed on the agenda for the meeting at which it is proposed to be moved.

91. Procedure

- 1) A Notice of Motion must be in writing, signed by the Councillor (including by electronic means) and be accompanied by a preamble setting out the rationale for or intended outcomes from the Notice of Motion and any associated commitment it would likely place upon Council, and be given to the Chief Executive Officer by no later than 12:00 noon 10 days before the meeting at which it is intended to be considered to ensure its inclusion in the agenda.

- 2) The Chief Executive Officer must inform Councillors about any legal and/or cost implications of any proposed Notice of Motion. The Chief Executive Officer may suggest revised wording to the draft Notice of Motion to facilitate compliance with the requirements for Notices of Motion under these Governance Rules.
- 3) A Notice of Motion must relate to the objectives, role and functions of Council as outlined in the Act.
- 4) A Notice of Motion must call for a Council report if the Notice of Motion proposes any action that:
 - impacts the levels of Council services;
 - proposes to establish, amend or extend Council policy;
 - commits Council to significant expenditure not included in the adopted budget;
 - proposes to impact the rights of any person who has not had the opportunity to contribute their views;
 - commits Council to any contractual arrangement; or
 - concerns any litigation in respect of which Council is a party.

92. Rejection of a vague notice

- 1) The Chief Executive Officer:
 - a) must reject any notice of motion that is vague, defamatory, prejudicial to any person or Council, is objectionable in language or nature, or is outside the powers of Council;
 - b) may reject a proposed Notice of Motion that relates to a matter able to be addressed through operational processes or a matter that has previously been resolved by Council or acted upon.
 - c) must notify the relevant Councillor of any notice of motion which has been rejected no later than eight business days before the Meeting at which it is intended to be considered, and give the reasons for its rejection.

93. Listing notice on agenda

Unless the notice specifies a particular meeting date, the Chief Executive Officer must list the Notice of Motion and if more than one, in the order they were received, on the next appropriate meeting agenda.

The Chief Executive Officer may designate a Notice of Motion to be confidential in accordance with relevant grounds as contained in the Act, in which case, the Notice of Motion will be considered in the part of the relevant Council meeting that is closed to members of the public.

94. Register of notices

The Chief Executive Officer must cause every Notice of Motion received to be sequentially numbered and maintained in a register.

95. May be moved by any Councillor and amended

A notice of motion listed on a meeting agenda may be moved by any Councillor present and, except where the notice of motion is to confirm a previous resolution of the Council, may be amended.

96. If lost

Unless the Council resolves to re-list at a future meeting a notice of motion which has been lost, a similar motion must not be put before the Council for at least three months from the date it was last lost.

Division 6 – Notice of Rescission**97. Procedure**

- 1) A Councillor may propose a motion to amend or rescind a decision of Council provided:
 - a) the decision has not been acted upon; and
 - b) a notice is delivered to the Chief Executive Officer outlining:
 - i. the decision proposed to be amended or rescinded; and
 - ii. the meeting and date when the decision was made.
- 2) Any Councillor providing a Notice of Rescission Motion is required to provide written justification that must include one or more of the following:
 - a) the vote may not have accurately reflected the opinion held by the meeting due to the misunderstanding of the motion or for some other reason; or
 - b) new information or vital information that had been overlooked.
- 3) Once a Notice of Rescission Motion has been given, no further action is to be taken on the decision.

98. Listing notice on agenda

- 1) Unless the notice specifies a particular meeting date, the Chief Executive Officer must list the notice of amendment or rescission, and if more than one, in the order they were received, on the next appropriate meeting agenda, together with a brief report outlining the criteria required for the motion to be amended or rescinded.
- 2) The Chief Executive Officer must inform the Councillor whether or not the motion has met the above criteria and any grounds for refusal at the earliest opportunity.

99. Criteria to amend or rescind a motion

For a decision of the Council to be amended or rescinded, the motion for amendment or rescission must be carried by a majority of the votes cast.

100. If lost

Unless Council resolves to relist at a future meeting, a notice to amend or rescind which has been lost, a similar motion must not be put before Council for at least three months from the date it was lost.

101. If not moved

If a notice of amendment or rescission is not moved at the meeting for which it is listed, it will lapse.

102. May be moved by any Councillor

A notice of amendment or rescission listed on a meeting agenda may be moved by any Councillor present but cannot be amended.

103. When not required

A notice of amendment or rescission is not required where Council wishes to change a previous decision relating to policy of the Council.

104. Register of notices

The Chief Executive Officer must cause every notice of amendment or rescission received to be sequentially numbered and to be maintained in a register.

Division 7 – Public Participation**105. Public Attending and Addressing the Meeting**

- 1) To ensure a safe and efficient Council meeting for all attendees, the Chief Executive Officer or their delegate may at their discretion, request members of the public immediately prior to being granted access to the public Council meeting, to provide and or show:
 - a) first and last name;
 - b) current home address;
 - c) current driving licence; or
 - d) passport; or
 - e) government issued identification card, for example veterans' card, seniors' card; or
 - f) other form of identification deemed suitable by officers.
- 2) If in the opinion of the Chief Executive Officer or their delegate, a member of the public has not provided sufficient identification, entry to the Council meeting will be denied.
- 3) If a member of the public's first and last name and current address is recorded, Council will dispose of the information in accordance with Council's Privacy and Data Protection Policy.
- 4) Any member of the public currently subject to a Restriction of Access Notice, issued by the Chief Executive Officer in accordance with Council's Unreasonable Complaints Procedure, will be denied entry.
- 5) A member of the public in attendance at a Council meeting must not disrupt the meeting or obstruct the entrance to the Council Chamber or a building where a meeting is being, or about to be, held, and must not use a megaphone or similar, display any placards or posters in the Council Chamber or in any building where a meeting is being, or is about to be, held, and must take direction from the Chair whenever called on to do so

106. Question Time

- 1) At every meeting of Council, with the exception of unscheduled or emergency meetings, time may be allocated to enable any member of the community to address Council.
- 2) Sub-clause 1) does not apply during any period when the Council has resolved to close the meeting in respect of a matter under section 66 of the Act.
- 3) Questions must be submitted on a Question Time form to the Chief Executive Officer or a person authorised for this purpose by the Chief Executive Officer no later than 5.00 pm on the day prior to the Council meeting.
- 4) Council may allocate reasonable time to each person who wishes to address the Council having regard to:
 - a) the nature of the matter to be discussed;
 - b) priorities in relation to other Council business;
 - c) other members of the community present who also wish to address the Council;
 - d) whether such an opportunity has already been provided to the person.
- 5) Council may decide to defer discussion to a later date and the views of the person addressing the Council should be sought concerning that other date.
- 6) Question Time guidelines are provided in Schedule 2.

107. Addressing Council during meetings

Any member of the public or community addressing the Council must extend due courtesy and respect to those present and the processes under which Council operates and must take direction from the Chairperson whenever called upon to do so.

108. Chairperson may remove

- 1) The Chairperson has the discretion to cause the removal of any person including a Councillor who disrupts any meeting or fails to comply with a direction.
- 2) Any member of Victoria Police may remove from the Chamber any person who acts in breach of these Governance Rules.

109. Petitions and Joint Letters

- 1) Any Councillor receiving a petition on behalf of a community member will be responsible for ensuring that:-
 - a) A petition or joint letter presented to Council must lay on the table until the next meeting of the Council and no motion, other than to receive the petition or joint letter may be accepted by the Chairperson, unless the Council agrees to deal with it earlier.
 - b) A petition or joint letter must be received by Council no later than 12 noon ten business days before the Meeting at which it is intended to be considered to ensure its inclusion in the agenda.
- 2) Any Councillor presenting a petition or joint letter will be responsible for ensuring that –
 - a) they are familiar with the contents and purpose of the petition or joint letter; and
 - b) the petition or joint letter is not derogatory or defamatory.
- 3) Guidelines for Petitions and Joint Letters are provided in Schedule 3.

Division 8 – Additional Duties of Chairperson**110. The Chairperson's duties and discretions**

In addition to other duties and discretions provided in these Governance Rules, the Chairperson-

- a) must not accept any motion, question or statement which appears to the Chairperson to be derogatory, defamatory, or embarrassing to any Councillor, member of staff, ratepayer or member of the public; and
- b) must call to order any person who is disruptive or unruly during any meeting.

Division 9 – Tabling of Arbiter's Decision**111. The Tabling of an Arbiter's decision**

- 1) In accordance with section 147(4) of the *Local Government Act 2020*, a copy of the arbiter's decision and statement of reason must be tabled at the next Council meeting after the Council received the copy of the arbiter's decision and statement of reason and recorded in the minutes of the meeting.
- 2) A copy of the decision and statement of reason will not be included in the meeting agenda.
- 3) If the arbiter's decision and statement of reason contains any confidential information, the
- 4) confidential information must be redacted from the copy tabled under subsection (4).
- 5) Discussion on the item will be at the discretion of the meeting Chair.

PART 6 – COMMON SEAL

112. The Council's Common Seal

- 1) The Chief Executive Officer must ensure the security of Council's common seal at all times.
- 2) Council's common seal may only be used on the authority of Council given either generally or specifically unless the matter has been previously approved by Council and every document to which the seal is affixed must be signed by the Chief Executive Officer or some other senior officer authorised by him or her.
- 3) The use of the Common Seal must be recorded in a register maintained by the Chief Executive Office or a member of Council staff to whom this duty has been delegated.

PART 7 – MISCELLANEOUS

113. Informal Meetings of Councillors

If there is a meeting of Councillors that:

- 1) is scheduled or planned for the purpose of discussing the business of Council or briefing Councillors;
- 2) is attended by at least one member of Council staff; and
- 3) is not a Council meeting or Delegated Committee meeting
- 4) the Chief Executive Officer must ensure that a summary of the matters discussed at the meeting are:
 - 5) tabled quarterly at a Council meeting; and
 - 6) recorded in the minutes of that Council meeting.

114. Confidential Information

- 1) If the Chief Executive Officer is of the opinion that information relating to a meeting is confidential information within the meaning of the Act, they may designate the information as confidential and advise Councillors and/or members of Council staff in writing accordingly.
- 2) Information which has been designated by the Chief Executive Officer as confidential information within the meaning of the Act, and in respect of which advice has been given to Councillors and/or members of Council staff in writing accordingly, will be presumed to be confidential information.

SCHEDULE 1 – MEETING PROCEDURE FOR DELEGATED COMMITTEES

1. Notices and agendas

- 1) The date, time and place of all delegated committee meetings are determined on an annual basis by the committee and at least seven days' notice must be provided to the public.
- 2) The delegated committee may change the date, time and place of any committee meeting which has been fixed and must provide at least seven days' notice of the changes to the members.
- 3) The agenda for the delegated committee meeting will be set by the Chairperson.

2. Quorums

- 1) The quorum required for delegated committee meetings will be not less than half the total number of elected committee members.
- 2) If after 30 minutes of the scheduled starting time of any meeting or adjournment a quorum cannot be obtained, those committee members present may adjourn the meeting for a period not exceeding seven days from the date of the adjournment.

3. Minutes

- 1) The Secretary is responsible for the keeping of minutes on behalf of the delegated committee.
- 2) No discussion or debate on the confirmation of minutes will be permitted except where their accuracy as a record of the proceedings of the meeting to which they relate is questioned.
- 3) If a committee member is dissatisfied with the accuracy of the minutes, then they must:
 - a) state the item or items with which they are dissatisfied; and
 - b) propose a motion clearly outlining the alternative wording to amend the minutes.

4. Business of the meeting

- 1) The order of business will be determined by the Secretary to facilitate and maintain open, efficient and effective processes of governance and must include the opportunity for members to declare any conflict of interest on items on the agenda.
- 2) Once an agenda has been sent to committee members, the order of business for that meeting may only be altered by resolution of the delegated committee.

5. Voting

- 1) To determine a matter before a meeting, the Chair will first call for those in favour of the motion and then those opposed to the motion, and will declare the result of the motion.
- 2) Unless the committee resolves otherwise, voting on any matter will be by a show of hands.
- 3) If there is an equal number of votes, the Chair has a second, casting vote.

6. Addressing the meeting

- 1) Except for the Chair, any committee member or person who addresses the delegated committee meeting must address all remarks through the Chair.
- 2) A committee member who is speaking must not be interrupted unless called to order when they must remain silent until the committee member raising the point of order has been heard and the Chairperson has ruled on the point of order

7. Motions and amendments

- 1) Any motion or amendment which is –
 - c) defamatory; or
 - d) objectionable in language or nature; or
 - e) outside the powers of the delegated committee; or
 - f) stated to be an amendment but is notmust not be accepted by the Chairperson.
- 2) The procedure for any motion is –
 - a) the mover must state the motion without speaking to it;
 - b) it must be seconded by a committee member other than the mover;
 - c) if a motion is not seconded, the motion will lapse for want of a seconder; and
 - d) if the motion is seconded, the Chair must ask if the mover wishes to address the committee on the motion and if the seconder wishes to address the committee on the motion or if they wish to reserve their address until later in the debate.
- 3) The Chair will then ask if any committee member is opposed to the motion and if they wish to speak. Other committee members for and against the motion can then debate in turn.
- 4) The mover of a motion shall have a right of reply after the debate, after which the motion shall be immediately put to the vote. No right of reply is available where an amendment is before the delegated committee.
- 5) An amendment may be proposed or seconded by a committee member, except the mover or seconder of the original motion. An amendment shall not be a direct negative of the motion.
- 6) A committee member may address the meeting once on any amendment, whether or not they have spoken to the original motion but debate must be confined to the terms of the amendment.
- 7) 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 original motion or an amendment of it, can be taken into consideration until the previous amendment has been dealt with.
- 8) If the amendment motion is carried, it then becomes the final motion before the Chair.
- 9) At any time during debate a committee member may foreshadow a motion to inform the committee of his or her intention to move a motion at a later stage in the meeting.
- 10) Before any motion is put to the vote it may be withdrawn with leave of the mover and seconder.
- 11) The Chairperson may require any complicated or lengthy motion to be submitted in writing.
- 12) Debate must always be relevant to the question before the Chair and, if not, the Chairperson will request the speaker to confine debate to the subject motion.
- 13) If after being requested to confine debate to the motion before the Chair, the speaker continues to debate irrelevant matters the Chairperson may require the speaker not speak further in respect of the matter then before the Chair.
- 14) Unless a motion for an extension of time has been carried, the maximum speaking times will be:
 - a) The mover of a motion – 5 minutes
 - b) The mover of a motion when exercising their right of reply – 2 minutes
 - c) Any other committee member – 3 minutes.

8. Other matters

If the committee is required to deal with:

- a) divisions;
- b) formal motions;
- c) separation of motions;
- d) points of order;
- e) adjournment of a meeting;
- f) suspension of standing orders;
- g) a notice of motion;
- h) a notice of rescission motion;
- i) maintenance of order;
- j) suspension; or
- k) removal of the meeting –

these matters should be dealt with in accordance with the relevant Governance Rules applying to the meeting.

SCHEDULE 2 – QUESTION TIME GUIDELINES

Question time at Council meetings provides an opportunity for members of the public to ask questions of Gannawarra Shire Council.

- Questions must be submitted on a Question Time form, available from Council's website and the Kerang and Cohuna Customer Service Centres.
 - A maximum number of two questions may be asked by any one person at each Council meeting.
 - Completed Questions Time forms must be submitted to the Chief Executive Officer or a person authorised for this purpose by the Chief Executive Officer no later than 5.00pm on the day prior to the Council meeting.
 - All Councillors will receive a copy of the questions received and if applicable, the answers to be provided, prior to the relevant Council Meeting.
 - When the Council Meeting moves to public question time, the Mayor or in their absence, the Meeting Chair, will call on each person who has submitted an approved question to ask their question verbally, if they wish. If they do not wish to ask their question, the Mayor or Chief Executive Officer will read out their question on their behalf.
 - No introductory or background statements in relation to a question will be read out at the Council meeting.
 - The Mayor or Chief Executive Officer may indicate that they require further time to research an answer. In this case, an answer will be provided in writing generally within ten days.
 - Questions will be answered at the meeting, or later in writing, unless the Mayor or Chief Executive Officer has determined that the relevant question seeks confidential information defined in section 3 of the Act such as:
 - Council business information;
 - security information;
 - land use planning information;
 - law enforcement information;
 - legal privileged information;
 - personal information;
 - private commercial information;
 - confidential meeting information;
 - internal arbitration information;
 - Councillor Conduct Panel confidential information.
 - an issue outside the Gannawarra Shire Council core business.
- or if the questions is:
- defamatory, indecent, abusive or objectionable in language or substance
 - repetitive of a question already answered (whether at the same or an earlier meeting)
 - asked to embarrass a Councillor or Council officer
- No debate or discussion of questions or answers shall be permitted and all questions and answers shall be as brief as possible

- If a question is, in the opinion of the Chief Executive Officer, effectively a service request, the matter may be addressed directly with the submitter and excluded from the Council meeting as determined by the Chief Executive Officer.

SCHEDULE 3 – GUIDELINES FOR PETITIONS AND JOINT LETTERS

What is a petition?

A petition is a formal written request for action. For example, petitions may ask council to change a decision, policy or local law, or take action for a certain purpose or for the benefit of particular persons.

Presenting a petition to Council

The following information has been prepared to assist people who wish to lodge a petition with Council. It explains the rules governing petitions and provides a link to a petition template.

Alternatives to petitioning Council

Before commencing a petition, consider whether it is the most effective means of dealing with a grievance. In the first instance Council encourages persons to attempt to resolve a matter by contacting customer service staff on (03) 5450 9333. Additionally, councillors are always available to speak with persons on matters of concern.

Using a petition to have your view heard

Notwithstanding the above alternatives, petitions are one way the community can ensure its views are heard by Council.

Should the petition be sent to Council?

Check with Council that the matter comes under its jurisdiction. In other words does Council have the power to act to address the matter, or is it a matter for the state or federal government.

Writing a petition

- Prepare a clear message about what's wrong with the situation, why it needs to change, and how things can get better. For example:

The residents and ratepayers of Gannawarra Shire Council draw to the attention of the Council that there is a problem with speeding motorists at the intersection of ABC Street and XYZ Road.

Drivers coming along XYZ Road typically speed through this busy intersection at 70 km/h, endangering the lives of other motorists and pedestrians.

We therefore request that council replace the give way sign with a stop sign on XYZ Road.

- Choose language that is respectful and non-emotive. This is more likely to gain the support of others who share your view on the topic.
- State the request on each page of the petition.
- Don't attach any other documents to the petition – all the information being presented to the petitioners when they sign is all the information that is required.
- Make sure the signatories include their name, signature and address on the sheet.
- Don't let someone sign for anyone else, not even friends or family (unless they are incapable of signing)

Processing a petition

Petitions should be forwarded to the Chief Executive Officer no later than 12 noon, 10 business days before the Meeting at which it is intended to be considered. The CEO will provide a copy of petitions to all councillors and submit the petition to the Council meeting.

The first named petitioner or the person submitting the petition will be advised of the outcome.

A pro-forma for petitions is available for download from the council's website at www.gsc.vic.gov.au

For further information about the process for presenting petitions, please contact the Council's governance staff on (03) 5450 9333.

SCHEDULE 4 – ELECTION PERIOD POLICY

COUNCIL POLICY NO. 118

1. INTRODUCTION

Councils must comply with special arrangements during the election period in the lead up to a general election.

Election period policy provisions contained within the Local Government Act 2020 (the Act) are intended to ensure councils do not interfere with the integrity or probity of the election process.

The Act regulates council activity in two ways. It prohibits councils from making certain types of decisions and it requires that materials produced by councils must not contain matter that will affect voting at the election.

The 'election period' as defined by the Act for the 2024 local government elections will commence on 24 September 2024 and end at 6 pm on election day, 26 October 2024.

2. POLICY PURPOSE

The purpose of this policy is to specify procedures intended to prevent Council from making inappropriate decisions or using resources inappropriately during the election period before the 2024 general election; the limits on public consultation and the scheduling of Council events; and procedures to ensure that access to information held by Council is made equally available to candidates during the election.

3. DEFINITIONS

Term	Definition	Source
Advertising sign	Means any board, notice, structure, banner or other similar device used for the purposes of soliciting sales or notifying people of the presence of an adjacent property or other address, whether real, internet-based or otherwise electronic and where good or services may be obtained.	Community Amenity Local Law 2023
Candidate	Means a person who has nominated as a candidate for an election under section 256 of the Act.	Act s.3(1)
Council land	Means any land owned or vested in, or under the control and management of the Council, including, but not limited to Roads, Municipal Reserves, watercourses and reservations.	Community Amenity Local Law 2023
Councillor Candidate	Means a current Councillor who has nominated, or is considering nominating for election in the 26 October 2024 Council elections.	Policy
Electioneering	Means any action, statement and/or publication that contains material directly related to, or likely to influence, a Councillor's reelection or a candidate's election.	Policy
Election Manager	Means – a) the VEC; or b) a person appointed in writing by the VEC.	Act s.3(1)

Electoral Material	Means an advertisement, handbill, pamphlet or notice that contains electoral matter, but does not include an advertisement in a newspaper that is only announcing the holding of a meeting.	Act s.3(1)
Electoral Matter	Means matter which is intended or likely to affect voting in an election, but does not include any electoral material produced by or on behalf of the election manager for the purposes of conducting an election. Without limiting the generality of the definition of electoral matter, matter is to be taken to be intended or likely to affect voting in an election if it contains an express or implicit reference to, or comment on- a) The election; or b) A candidate in the election; or c) An issue submitted to, or otherwise before, the voters in connection with the election.	Act s.3(4) Act s.3(5)
Election Period	Means the period that- a) starts at the time that nominations close on nomination day; and b) ends at 6 pm on election day.	Act s.3(1)
Nomination Day	Means the last day on which nominations to be a candidate at a Council election may be received in accordance with the Act and the regulations.	Act s.3(1)
Publication	Means: a) A published work in any form (eg hardcopy or digital) including but not limited to brochures, articles, letters, posters, policies, strategies, papers, commentary. b) The act or process of publishing.	Policy
Publish	Means publish by any means including by publication on the Internet.	Act s.3(1)
Public consultation	Means a process which involves an invitation or invitations to individuals, groups or organisations or the community generally to comment on an issue, proposed action or proposed policy, and includes discussion of that matter with the public.	Policy
Significant decision	Means an irrevocable decision that significantly affects the municipality.	Policy

4. ACCOUNTABILITY

4.1 Council

Council will function in accordance with this Election Period Policy during the election period.

4.2 Chief Executive Officer

In addition to the Chief Executive Officer's statutory responsibilities, the Chief Executive Officer will:

- Prior to an election period, ensure that Councillors and Council staff are advised in regard to the application of this Policy.

- Ensure as far as possible, that matters of Council business requiring significant decisions are scheduled for Council to consider prior to the commencement of the election period, or deferred where appropriate for determination by the incoming Council.
- Not include in the agenda for any Ordinary Council meeting scheduled during the election period, any matters requiring major policy decisions or matters that could be considered inappropriate decisions.

5. POLICY

5.1 Decision making

5.1.1 In accordance with Section 69 of the Act Council is prohibited from making any decision during the election period for a general election that:

- a) relates to the appointment or remuneration of the CEO, but not to the appointment or remuneration of an Acting CEO;
- b) commits the Council to expenditure exceeding one per cent of the Council's income from general rates, municipal charges and service rates and charges in the preceding financial year;
- c) the Council considers could be reasonably deferred until the next Council is in place; or
- d) the Council considers should not be made during an election period.

5.1.2 Council is prohibited from making any Council decision during the election period for a general election or a by-election that would enable the use of Council's resources in a way that is intended to influence, or is likely to influence, voting at the election.

5.1.3 A Council decision made in contravention of a) or b) above is invalid.

5.1.4 Any person who suffers any loss or damage as a result of acting in good faith on a Council decision that is invalid by virtue of point 3 above is entitled to compensation from Council for that loss or damage.

5.1.4 During the Election Period, the Council, a Committee of Council, the CEO or a Council employee acting under delegation will not:

- a) approve, amend or repeal any policy, plan or strategy, including those contained in or related to the Gannawarra Shire Planning Scheme, which has been adopted by Council; or
- b) use their position to influence Council officers, or access Council resources of information, in support of any election campaign or candidacy.

5.2 Extraordinary Circumstances

If Council considers that there are extraordinary circumstances which require the making of a decision during the Election Period that in doing so would breach the Act, Council may apply in writing to the Minister for Local Government for an exemption from the application of this prohibition.

5.3 Council Resources

Application of Resources

Councillors will continue to be provided with resources and receive information during the election period to continue to perform their elected role.

Council resources such as office space, staff, email services, equipment, branding and stationery are only to be used for normal Council business during the election period and not for any election campaign activities.

Information and briefing material prepared and provided to Councillors must be necessary to the carrying out of the Councillor's role and must not be used for election purposes.

Councillor-candidates should be mindful to manage any perceived conflicts even where a direct expense is not incurred, this may include for example:

- Where campaign-related calls are received on a Council device, provide and encourage the caller to use a non-council number for future calls.
- Where campaign-related emails are received in a Council email account, send any responses from a private email and encourage the correspondent to use that account in future.

Council staff

Council staff must not be asked to undertake any tasks connected directly or indirectly with the election campaign of a councillor standing for re-election.

Councillors' Entitlement to Reimbursement

Reimbursements of councillors' out-of-pocket expenses during the election period will only apply to expenses incurred in the performance of normal Council duties, and not for expenses that support, or are connected with a candidate's election campaign.

5.4 Public Consultation

Public consultations will be avoided during the election period.

Council will not continue or commence public consultation on major policy decisions, contentious or potentially sensitive matters after the commencement of the election period.

Public consultation associated with activities and decisions which are the subject of statutory processes, for example

- Applications under the Planning and Environment Act 1987
- Council Policy No. 143 – Community Engagement

can be expected to continue through the election period to ensure Council does not breach its statutory obligations.

Public consultation not associated with activities and decisions which are the subject of statutory processes shall only proceed if prior approval is given by the Chief Executive Officer.

Where community engagement has occurred prior to the election period but a related report has not yet proceeded to a Council meeting, results of the consultation will also not be provided to a Council meeting until the election period has concluded.

Any public consultation that does proceed during the election period will be vetted for electoral matter and express or implicit links to the election.

Postponing consultation

In view of the potential for a matter or issue to become contentious or politically sensitive in the course of the election period, Council reserves the right where possible and practicable, to postpone public consultation and any associated decisions where the matter is considered likely to affect voting in the election.

5.5 Council Events

Normal Council events are not prohibited during the election period however Council will keep these events to a minimum.

Any civic or ceremonial Council event held during the election period should meet one or more of the following criteria:

- It is a planned event endorsed by the current Council Plan;
- It is routinely held at the same time of year;
- It is a commemorative or anniversary event held on or near the anniversary date;

- It demonstrates a clear community benefit, or services an educational or welfare purpose; or
- It contributes to cultural development, social awareness or sense of community identity.

Where events occur and whether or not a Councillor is to make a speech, Councillors will be conscious of the fact that they are representing Council and are not to use the opportunity for electioneering.

Material printed or disseminated during the election period to publicise a function or event will be subject to a certification process.

Functions or events for the purpose of electioneering will not be resourced or publicised by Council.

5.6 Information

With respect to Council held information, Councillor candidates will be treated in the same way as other candidates.

Councillors may continue to automatically access Council held documents during the election period, but only as is necessary for them to perform their current role and functions. Information routinely provided to Councillors will include:

- Information that is publicly and freely available, eg Council Plans, Annual Reports, strategies, policies.
- Information and advice provided by Council officers as part of Council meeting agendas.
- Briefing papers in relation to matters to be decided upon at forthcoming Council meetings. It is likely that the briefing information provided to Councillors during the election period will be of a more routine nature than normal, given the approach to decision making during the election period.

All requests received by Council staff for information about Council projects, programs or services will be responded to in a 'business as usual' manner. This means up to date responses will be provided about progress on Council projects or services to Councillors, candidates or the public.

Requests for information which require significant resources to be devoted to making a response or which might be perceived to support an election campaign, will be referred to the Chief Executive Officer or the Director Corporate Services for consideration.

All election related enquiries from candidates or prospective candidates will be directed to the Election Manager.

Information Request Register

An Information Request Register will be maintained by the Manager Governance during the election period. This Register will be a public document and records requests by persons who identify themselves as candidates when seeking information relating to electoral matters or when making other general enquiries. The register will also record the responses provided.

Any candidate may, upon request, obtain information about the recorded requests made by another candidate as recorded in the Information Request Register and a copy of information given in response to the request.

The Manager Governance may, at his or her discretion, automatically circulate to all candidates, the response to any request recorded in the Information Request Register.

5.7 Council Publications

Council is prohibited from printing, publishing or distributing any advertisement, handbill, pamphlet or notice during an election period unless it has been certified, in writing, by the Chief Executive Officer, Manager Governance or their delegate.

The prohibition does not apply to the publishing of any document published before the election period commences, or publication of any document required to be published in accordance with, or under any Act or regulation.

Certification of Publications

New publications to be printed, published or distributed during the election period must first be certified by the Chief Executive Officer, Manager Governance or their delegate.

The certification will be in writing on or affixed to a copy of the publication and be in the following form:

‘Certified in accordance with Gannawarra Shire Council Governance Rules’

Copies of all certified documents will be retained on Council records.

Publications which require certification may include:

- Brochures, pamphlets, handbills and flyers
- Reports (other than agenda papers and minutes required under the Act for Council meetings)
- Advertisements and notices, except newspaper notices of meetings
- New website material
- Social media publications (which includes Facebook and Twitter posts)
- Emails with multiple addresses, used for broad communication with the community
- Mass mail outs or identical letters sent to many people by or on behalf of Council
- Media releases
- Material to publicise a function or event
- Any publication or distribution of councillors’ speeches.

Documents permitted or required under legislation (such as rate notices, food premises registrations and parking fines) are not publications for the purposes of the prohibition and do not require certification.

Council publications including Councillor Information

References to councillors who are standing for re-election in Council publications printed, published or distributed during the election period could be considered electoral matter and will be carefully vetted during the certification process.

Existing publications

Existing publications, including material published on Council’s website in advance of the election period, are not subject to certification requirements.

Existing publications will be reviewed at the start of the election period. Publications or material which is prominently displayed and might be regarded as likely to influence how people vote may be temporarily removed from display. Any material so removed may still be provided to members of the community upon request.

In the context of Council’s website, prominently displayed means content visible on the Gannawarra Shire Council’s website: www.gsc.vic.gov.au and all pages contained within.

During the election period, Councillor profile pages will be limited to names, contact details and date elected.

Annual Report

Council is required by the Act to produce and put on public display a copy of its Annual Report. The 2023-2024 Annual Report may be published during the election period with the approval of the CEO. The Annual Report will not contain any material that could be regarded as overt electioneering or that inappropriately promotes individual councillors.

The Annual Report does not require certification by the Chief Executive Officer, however any publication of an extract or summary of the Annual Report will require certification.

Council and Delegated Committee Meetings

Council's Governance Rules require Council to:

- Give public notice of Council meetings and Delegated Committee meetings; and
- Produce and make available agendas and minutes of Council meetings and Delegated Committee meetings.

No Delegated Committee meetings will be scheduled during the election period.

Agenda papers and minutes of Council meetings do not require certification by the Chief Executive Officer unless they are printed or published for a wider distribution than normal.

Social Media

At the start of the election period, a message will be posted on Council's social media channels and website stating these channels will have no new content added until after the election period unless it relates to existing Council services.

Any new publication on social media channels including Facebook, Twitter, Instagram, blogs and wiki pages created by Council during the election period must be certified by the Chief Executive Officer, Manager Governance or their delegate.

As public comments posted on Council's social media channels could be considered electoral matter, staff responsible for administering social media channels will, where possible, disable public commenting. Where public commenting cannot be disabled, staff will monitor their respective channels during the election period and where possible, remove electoral matter as soon as reasonably practicable after it is posted.

5.8 Media Services

Restriction on services

During the election period, Council resources must not be used in any way that might promote a councillor as an election candidate.

New Council publicity during the election period will be restricted to communicating normal Council activities and initiatives and subject to certification by the Chief Executive Officer.

Media Releases/Spokespersons

Media releases during the election period will minimise references to specific councillors and will not identify any councillor in a manner that could promote a councillor as an election candidate. Where it is necessary to identify a spokesperson, the Chief Executive Officer will be consulted.

Media releases will require certification by the Chief Executive Officer.

Councillors

Councillors must not use their position as an elected representative or their access to Council resources to gain media attention during the election period in support of an election campaign.

5.9 Assistance to Candidates

All election enquiries from candidates, whether sitting councillors or not, will be directed to the Election Manager or, where the matter is outside the responsibilities of the Election Manager, to the Chief Executive Officer.

Council staff

Upon becoming a candidate in a Gannawarra Shire Council election, the Council staff member must:

- Inform the Chief Executive Officer
- Take leave from their duties at least for the duration of the election period
- Return any Council equipment (including but not limited to motor vehicles, telephones and computers), documents or information that is not available to the public at least for the duration of the election period; and

- If elected, immediately resign from their employed position at Council.

5.10 Advertising signage

Candidates and their supporters are not permitted to affix, attach or place advertising signs on Council land or a Council road during election campaigns including during the election period.

Advertising signs must be erected or placed in accordance with Gannawarra Shire Council Local Law No. 1 Community Amenity and the Gannawarra Planning Scheme.

Gannawarra Planning Scheme - Clause 52.05-10 (Signs not requiring a permit):

A sign with a display area not exceeding 5 square metres publicising a local educational, cultural, political, religious, social or recreational event not held for commercial purposes. Only one sign may be displayed on the land, it must not be an animated or internally illuminated sign and it must not be displayed longer than 14 days after the event is held or 3 months, whichever is sooner. A sign publicising a local political event may include information about a candidate for an election.

6. RELATED LEGISLATION/POLICIES

Local Government Act 2020

ECM Folder & Ref #: : 3.000352 & INT25/613027BA
Originally Adopted: 19/8/2020
Revised 18/8/2022, 20/9/2023, 5/2025
To be reviewed: 2027

7.4 POLICY NO. 148 - FLAGS AND COMMUNITY FLAG SCHEDULE

Author: Scott Bourne, Communications Coordinator

Authoriser: Paul Fernee, Director Community Wellbeing

Attachments: 1 Council Policy No. 148 - Flags
2 Community Flag Schedule

RECOMMENDATION

That Council adopt the revised Policy No. 148 – Flags and the Community Flag Schedule

EXECUTIVE SUMMARY

Gannawarra Shire Council Policy No. 148 – Flags and the Community Flag Schedule governs the flying of flags outside the Kerang Council Building and Gateway to Gannawarra Visitor Information Centre, Cohuna and establishes a mechanism to consider requests for the flying of other flags significant to the Gannawarra community outside Council buildings or on Council-managed flag poles.

PURPOSE

This report provides the reviewed Council Policy No. 148 – Flags and the Community Flag Schedule for Council adoption.

The policy and schedule have been reviewed to ensure compliance with the *Flags Act 1953* and is able to appropriately consider community requests to fly flags outside Council buildings or on Council-managed flag poles.

ATTACHMENTS

- Council Policy No. 148 – Flags
- Community Flag Schedule

DISCUSSION

Initially adopted in May 2023, Gannawarra Shire Council Policy No. 148 – Flags and the Community Flag Schedule were developed after Council received community requests to fly flags to promote causes in the municipality.

Since its adoption, the policy has been used twice to assess community requests to fly flags to promote causes.

Under Section 4 of the Policy, Council officers are required to review this policy and schedule annually to ensure both documents adhere to community standards.

Proposed changes to the reviewed documents include fixing grammatical errors, providing greater clarity regarding flagpole locations, and for the policy and schedule to be reviewed every two years instead of annually.

RELEVANT LAW

The *Flags Act 1953* formally identified the Australian National Flag, as well as the Aboriginal and Torres Strait Islander Flags (proclaimed in July 1995) as “Flags of Australia”.

The *Australian flags – part 2: The protocols for the appropriate use and the flying of the flag* define the flying and handling of flags proclaimed in the *Flags Act 1953*.

RELATED COUNCIL DECISIONS

At the November 2022 Council meeting, Council resolved to develop a Flag Policy to address requests to fly flags to promote causes within the municipality.

At the March 2023 Council meeting, Council endorsed Draft Council Policy No. 148 – Flags and Draft Community Flag Schedule for community feedback for a period of 28 days; and to receive a further report to consider the final Council Policy No. 148 – Flags and Community Flag Schedule.

At the May 2023 Council Meeting, Council endorsed Council Policy No. 148 – Flags and Draft Community Flag Schedule.

At the April 2024 Council Meeting, Council resolved to seek community feedback regarding the revised Council Policy No. 148 – Flags and Community Flag Schedule, as well as a request to fly the Rainbow Flag on International Day against Homophobia, Biphobia, Intersex discrimination, and Transphobia (IDAHOBIT) annually.

At the June 2024 Council Meeting, Council endorsed Council Policy No. 148 – Flags and Draft Community Flag Schedule, incorporating the flying of the Rainbow Flag on International Day against Homophobia, Biphobia, Intersex discrimination, and Transphobia (IDAHOBIT) annually.

OPTIONS

The following options are available for Council to consider:

1. Adopt the two documents as presented.
2. Make adjustments to the two documents.
3. Decide not to endorse the two documents.

Option 3 would mean Council has no formal mechanism to address community requests to fly flags to promote causes within the municipality.

SUSTAINABILITY IMPLICATIONS

Not applicable.

COMMUNITY ENGAGEMENT

Council has sought community feedback regarding the policy and schedule on two previous occasions – prior to its adoption in mid-2023 and during the documents' first review in mid-2024.

INNOVATION AND CONTINUOUS IMPROVEMENT

Not applicable.

COLLABORATION

Not applicable.

FINANCIAL VIABILITY

There is no direct cost to Council's budget in the adoption of this Policy.

REGIONAL, STATE AND NATIONAL PLANS AND POLICIES

Department of Prime Minister and Cabinet, Australian National Flag Protocols

COUNCIL PLANS AND POLICIES

Council Plan 2021-2025.

Goal 1: Liveability – 1.1 Improve the health, safety and wellbeing of our community through partnerships, services and programs.

Goal 3: Sustainability – 3.3 Be a creative employer of choice through our adherence to good governance and our inclusive culture.

TRANSPARENCY OF COUNCIL DECISIONS

This report will be presented in an open Council meeting.

CONFLICT OF INTEREST

The officer preparing this report declares that they have no conflict of interest in regard to this matter.



Flags

COUNCIL POLICY NO. 148

1. POLICY OBJECTIVE

This policy governs the flying of flags outside key Council assets in Kerang and Cohuna and establishes a mechanism to consider requests for the flying of other flags significant to the Gannawarra community.

2. SCOPE

This policy outlines the protocols in relation to the flag poles managed by Gannawarra Shire Council, but excludes those managed by other organisations.

3. POLICY

It is important that the Council and external organisations adhere to the Department of the Premier and Cabinet's protocols for flying and/or use of flags, to ensure that flags are being used with the proper respect and dignity.

3.1 Regular locations for flying of flags

Council will fly flags on a permanent basis at the following locations:

Location	Number of flag poles	Flags flown
Kerang Council Building (49 Victoria Street, Kerang)	2	<ul style="list-style-type: none">• Australian National Flag• Aboriginal Flag <p>NOTE: Flags flown continuously over the 24-hour period, except during times of replacement or maintenance of flags and poles</p>
Garden Park, Cohuna (90 King George Street, Cohuna)	3	<ul style="list-style-type: none">• Australian National Flag• Aboriginal Flag• Torres Strait Islander Flag / Community flagpole <p>NOTE: Flags flown continuously over the 24-hour period, except during times of replacement or maintenance of flags and poles</p>

Council has the capacity to fly flags on a temporary basis at the following locations:

Town	Location/s	Number of flag poles
Kerang	Atkinson Park (near soundshell)	1
	Bendigo Road median strip (near intersection of Bendigo Road and Andrew Street)	1

3.2 Definition of flags

3.2.1 Australian National Flag

The Australian National Flag is the chief national symbol and was raised for the first time on 3 September 1901 in the presence of the first Australian Prime Minister, the Hon. Edmund Barton.

This symbol of nationality stands for the democracy which allows Australians to discuss its meaning and origins.

The flag has three elements on a blue background: the Union Jack, the Commonwealth Star and the Southern Cross. The Union Jack in the upper left corner represents the history of British settlement. Below the Union Jack is a white Commonwealth, or Federation, star. It has seven points representing the unity of the six states and the territories of the Commonwealth of Australia.

The star is also featured on the Commonwealth Coat of Arms. The Southern Cross is shown on the flag in white. It is a constellation of five stars that can only be seen from the southern hemisphere and is a reminder of Australia's geography.

The Australian National Flag may be flown everyday throughout the year.

Guidelines regarding the flying of the Australian National Flag are outlined in *The Australian flags – part 2: The protocols for the appropriate use and the flying of the flag*. This can be viewed at www.pmc.gov.au/resource-centre/government/australian-flags-booklet/part-2

3.2.2 The Aboriginal Flag

The Australian Aboriginal flag was proclaimed as a flag of Australia under Section 5 of the *Flags Act 1953* on 14 July 1995. The symbolic meaning of the flag colours (as stated by its designer and aboriginal elder Mr Harold Thomas) are:

Black: Represents the Aboriginal people of Australia

Red: Represents the red earth, the red ochre and a spiritual relation to the land

Yellow: Represents the Sun, the giver of life and protector.

The Aboriginal Flag may be flown everyday throughout the year.

3.2.3 The Torres Strait Islander Flag

The Torres Strait Islander Flag was created as a symbol of unity and identity for Torres Strait Islander peoples, designed by the late Bernard Namok from Thursday Island.

The flag was recognised by the Aboriginal and Torres Strait Islander Commission in June 1992 and given equal prominence with the Aboriginal flag.



The flag was proclaimed as a flag of Australia under Section 5 of the *Flags Act 1953* on 14 July 1995.

The Torres Strait Islander Flag may be flown everyday throughout the year.

3.3 Order of precedence

The Australian National flag takes precedence in Australia over all other flags when it is flown in company with other flags. Thereafter when flown in the community, the order of precedence of flags is:

- The Australian National Flag.
- State and Territory flags.
- Other flags prescribed by the *Flags Act 1953* including:
 - The Australian Aboriginal flag.
 - The Torres Strait Islander flag in either order.
 - Ensigns and pennants including local government; Commonwealth, state and territory agencies; and non-government organisations.
 - Ensigns and pennants of Council supported causes.

3.4 Dignity of Flags

All flags should be treated with respect and dignity. Flags must be handled ceremoniously, which means:

- Taking time to handle them formally, carefully, and respectfully and avoiding sudden movements when raising and lowering flags;
- Flags must never fall to or be laid on the ground; and
- Flags must never be flown if they are damaged, faded or dilapidated.

3.5 Retirement of Flags

In accordance with the Australian National Flag Protocols, when the material of a flag begins to deteriorate, it can either be placed in a permanent place of storage or be destroyed privately and in a dignified way. This may include cutting the flag into small unrecognisable pieces, placing it in an appropriate sealed bag or closed container, and then placing it in the normal rubbish collection.

Alternatively, Council may choose to hold a ceremony to mark the retirement of a used flag, such as the Australian National Flag. Further information on this process can be found in the Australian National Flag Protocols on the Department of the Prime Minister and Cabinet website.

3.6 Flying a Flag at Half-Mast

Flags are flown at half-mast as a sign of mourning.

There may be times when direction is given by the Department of Premier and Cabinet for the Australian National Flag and the Victorian State Flag to be flown at half-mast. Compliance with notifications from the Department of Premier and Cabinet is mandatory.

All flags that are flown alongside the Australian National Flag will be flown at half-mast when the Australian National Flag is flown at half-mast. The Australian National Flag should be raised first and lowered last.

Where there is an identified opportunity to fly a Flag at half-mast for the passing of an individual who contributed significantly to the Gannawarra Shire community, the Chief Executive Officer will make a determination on this opportunity.

3.6.1 ANZAC Day

On 25 April each year, flag/s are to be flown at half-mast until 12 noon, then at the peak of the flagpole for the remainder of the day.

3.6.2 Remembrance Day

On 11 November each year, flag/s must be flown at the peak of the flagpole until 10.30am, when it is lowered at half-mast for the Remembrance Day service and raised back to the peak from 11.02am for the remainder of the day.



3.6.3 Flying the Aboriginal Flag at half mast

Mallee District Aboriginal Service, Kerang office is authorised by the Kerang Elders and Emerging Leaders Group to make a request to Gannawarra Shire Council on behalf of the local Aboriginal community for the Aboriginal Flag to be flown at half mast to mark the passing of an Aboriginal person who has contributed significantly to the Gannawarra Shire community.

As part of the request to Council for the Aboriginal Flag to be flown at half mast, Mallee District Aboriginal Service, Kerang office will provide Council with the name of the person for which the request for the Aboriginal Flag to be flown at half-mast is being made, along with a description of the contribution the Aboriginal person has made to the Gannawarra Shire community. In making the request, Mallee District Aboriginal Service, Kerang office will seek the permission of the family for the Aboriginal person to be named and recognised through the flying of the Aboriginal Flag at half-mast on Council managed flagpoles in Kerang and Cohuna.

3.6.4 Flying the Torres Strait Flag at half mast

Mallee District Aboriginal Service, Kerang office is authorised by the Kerang Elders and Emerging Leaders Group to make a request to Gannawarra Shire Council on behalf of the local Aboriginal community for the Aboriginal Flag to be flown at half mast to mark the passing of a Torres Strait Islander person who has contributed significantly to the Gannawarra Shire community.

As part of the request to Council for the Torres Strait Islander Flag to be flown at half mast, Mallee District Aboriginal Service, Kerang office will provide Council with the name of the person for which the request for the Torres Strait Islander Flag to be flown at half-mast is being made, along with a description of the contribution the Torres Strait Islander person has made to the Gannawarra Shire community. In making the request, Mallee District Aboriginal Service, Kerang office will seek the permission of the family for the Torres Strait Islander person to be named and recognised through the flying of the Torres Strait Islander Flag at half-mast on Council-managed flagpoles in Kerang and Cohuna.

3.6.4 Notification of flags flying at half mast

Apart from ANZAC Day and Remembrance Day, Council will notify the public when either the Australian National Flag, Aboriginal Flag or Torres Strait Islander Flag is flown at half-mast through one or more of Council's communication channels, including the reason.

3.7 Community Flag Schedule

Upon adoption of this Policy and upon every subsequent review, Council shall adopt a Community Flag Schedule which sets out which flags shall be flown, when they shall be flown, and which flag poles shall be used.

The schedule is to be considered a living document, and therefore can be added to by Council resolution, either for a one-off occasion or on an ongoing basis.

In considering the addition of flags to the Community Flag Schedule, regard shall be given to whether the flying of the flag will cause offence to sectors of the community or whether highlighting a particular issue, cause or group would be inconsistent with Council's values, commitment to inclusiveness or does not align to Federal or State legislation.

3.8 Application Process for Requests to Fly Additional Flags

An application to fly an additional flag not listed in the Community Flag Schedule can be done by writing to the Chief Executive Officer. The application must indicate:

- How the flying of the flag would recognise the social, inclusive, cultural, environmental, economic or historical matter of Local, State and/or National significance that has a direct relevance to the Gannawarra Shire Council community;
- What time period the flag is requested to be flown and the reason for the duration. Flags will not be permitted to be flown for longer than 7 days, unless Council resolves for the flag to be flown for a longer period of time;
- Who will raise and lower the flag; and
- If the occasion requires a Mayor or Councillor to be in attendance, and whether they are required to make a speech.

All requests to fly additional flags will be determined by Council resolution.



Any flag proposed to be flown must be provided by the applicant at his/her cost, be in good condition and meet appropriate dimensions noted in the *Flags Act 1953*.

Council will not enter into agreements to raise flags with parties:

- That are involved in or encourage unlawful activities or causes;
- That promote gambling, alcohol or tobacco products;
- Who do not share Council's views on promoting a diverse, tolerant and inclusive community;
- That are associated with religious, political or extremist groups or which may incite unrest or ill-feeling within the community;
- Whose purposes to display the flag requested for flying misrepresent the flag's intent; or
- That are for advertising purposes, unless it is for a Council related event.

4. POLICY REVIEW

It is recommended this policy be reviewed every two years. At the time of review, this policy was compliant with the *Victorian Charter of Human Rights and Responsibilities Act 2006*.

5. FURTHER INFORMATION

Members of the public may inspect all Council policies at Gannawarra Shire Council's Kerang and Cohuna Offices, or online at www.gsc.vic.gov.au.

Any enquiries in relation to this policy should be directed to the Chief Executive Officer on (03) 5450 9333.

ECM Folder & Ref #	3.000518 & INT19/356CF63C
Originally Developed:	05/2023
Revised	21/05/2025
To be reviewed:	2027





COMMUNITY FLAG SCHEDULE

TO ACCOMPANY - COUNCIL POLICY NO. 148

This Procedure should be read in conjunction with Gannawarra Shire Council Policy No. 148 – Flags, which governs the flying of flags outside key Council assets in Kerang and Cohuna and establishes a mechanism to consider requests for the flying of other flags significant to the Gannawarra community.

KERANG COUNCIL BUILDING

	Flag pole 1 (pole closest to courthouse)	Flag pole 2
Default	Australian National Flag	Aboriginal Flag
JANUARY		
FEBRUARY		
MARCH		
APRIL	25 April (ANZAC Day) Half-mast – Dawn to 12 noon	25 April (ANZAC Day) Half-mast – Dawn to 12 noon
MAY		
JUNE		
JULY		
AUGUST		
SEPTEMBER		
OCTOBER		
NOVEMBER	11 November (Remembrance Day) Half-mast – 10.30am to 11.02am	11 November (Remembrance Day) Half-mast – 10.30am to 11.02am
DECEMBER		

GARDEN PARK, COHUNA

	Flag pole 1 (flag pole closest to Gateway to Gannawarra Visitor Centre)	Flag pole 2	Flag pole 3 (flag pole furthest away from Gateway to Gannawarra Visitor Centre)
Default	Australian National Flag	Aboriginal Flag	Torres Strait Islander Flag unless otherwise specified
JANUARY			
FEBRUARY			
MARCH			
APRIL	25 April (ANZAC Day) Half-mast – Dawn to 12 noon	25 April (ANZAC Day) Half-mast – Dawn to 12 noon	25 April (ANZAC Day) Half-mast – Dawn to 12 noon
MAY			17 May (IDAHOBIT Day) Rainbow Flag (all day)
JUNE			
JULY			
AUGUST			
SEPTEMBER			
OCTOBER			
NOVEMBER	11 November (Remembrance Day) Half-mast – 10.30am to 11.02am	11 November (Remembrance Day) Half-mast – 10.30am to 11.02am	11 November (Remembrance Day) Half-mast – 10.30am to 11.02am
DECEMBER			

COMMUNITY FLAGPOLE LOCATIONS AND APPROVED COMMUNITY FLAG FLYING ARRANGEMENTS

Town	Location/s	Number of flag poles	Approved community flag flying arrangements
Kerang	Atkinson Park (near soundshell)	1	
	Bendigo Road median strip (near intersection of Bendigo Road and Andrew Street)	1	17 May - (IDAHOBIT Day) Rainbow Flag – All day

FURTHER INFORMATION

Members of the public may inspect all Council policies at Gannawarra Shire Council's Kerang and Cohuna Offices, or online at www.gsc.vic.gov.au.

Any enquiries in relation to this policy should be directed to the Chief Executive Officer on (03) 5450 9333.

7.5 PETITION - ADDRESSING FLOOD MITIGATION AND RECOVERY IN KERANG WEST

Author: Geoff Rollinson, Chief Executive Officer

Authoriser: Geoff Rollinson, Chief Executive Officer

Attachments: 1 Petition - Addressing Flood Mitigation and Recovery in Kerang West

RECOMMENDATION

That Council:

1. Receive the petition 'Addressing Flood Mitigation and Recovery in Kerang West'; and
2. Request a report from Council Officers at the June 2025 Council meeting responding to the petition request.

EXECUTIVE SUMMARY

A petition titled 'Addressing Flood Mitigation and Recovery in Kerang West' has been submitted to the Chief Executive Officer.

The petition meets the requirements of the Gannawarra Shire Council Governance Rules clause 104 and Schedule 3. As such the petition is presented to Council to be received with a recommendation to lay the petition on the table until the next Council meeting where a response to the request of the petition is recommended.

PURPOSE

This report seeks Council to receive a petition that meets the Governance Rules requirements, and to seek a response to the petition request at the next Council meeting.

ATTACHMENTS

Petition to Gannawarra Shire Council – 'Addressing Flood Mitigation and Recovery in Kerang West'.

DISCUSSION

A petition titled 'Addressing Flood Mitigation and Recovery in Kerang West', was submitted to the Chief Executive Officer on 22 April 2025.

In accordance with the Gannawarra Shire Council Governance Rules, Schedule 3, a petition must ensure that the signatories include their name, signature and address on the sheet.

There are 590 populated lines on the petition, of which 263 signatories are valid and meet the above requirement of the requirements of the Governance Rules.

The signatory date range is from 13 December 2024 to 19 April 2025, with the accompanying cover letter dated 16 February 2025.

The formal written request included on each page of the petition is as follows:

We the undersigned ratepayers and residents of Gannawarra Shire and predominately Kerang township would like to petition the Shire Council to urgently clear the Loddon river floodway to the North of the town bridges out to the Sheepwash creek to drop water levels and pressure on our town levy and the West bank and Kerang West residents.

The petition meets the requirements of the Gannawarra Shire Council Governance Rules clause 104 and Schedule 3. As such the petition is presented to Council to be received with a recommendation to lay on the table until the next Council meeting where a response to the request of the petition is recommended.

As per Governance Rules Schedule 3, the person submitting the petition will be advised of the outcome.

OPTIONS

As per clause 104 of the Governance Rules, a petition or joint letter presented to Council must lay on the table until the next meeting of the Council and no motion, other than to receive the petition or joint letter may be accepted by the Chairperson, unless the Council agrees to deal with it earlier.

COUNCIL PLANS AND POLICIES

Gannawarra Shire Council Governance Rules – clause 104 and Schedule 3.

TRANSPARENCY OF COUNCIL DECISIONS

This matter will be considered in an open Council meeting.

CONFLICT OF INTEREST

The officer preparing this report declares that they have no conflict of interest in regards to this matter.

16th February, 2025

Concerned Ratepayers and Residents
Kerang, VICTORIA
3579

To:

Cr. Smith (Mayor),
Cr. Stanton (Deputy Mayor),
Fellow Councillors,

Subject: Addressing Flood Mitigation and Recovery in Kerang West

Dear Mayor, Deputy Mayor and Councillors,

We are writing to formally express our concerns regarding the management and aftermath of the October 2022 Kerang floods. As residents of the affected community, we believe it is imperative to address the challenges we faced, acknowledge any shortcomings in flood response and mitigation, and work together to implement effective solutions to prevent similar occurrences in the future.

The October 2022 floods had a devastating impact on our community, causing extensive damage to homes, businesses, and infrastructure. Many residents were displaced, and the economic and emotional toll continues to affect our community more than two years later. While we acknowledge the efforts made by council staff and emergency services during the crisis, there are several key issues that need to be discussed and addressed.

A petition has recently been started regarding flood mitigation efforts:

"We the undersigned ratepayers and residents of Gannawarra Shire and predominantly Kerang township would like to petition the Shire Council to urgently clear the Loddon River floodway to the North of the town bridges out to the Sheepwash creek, to drop water levels and pressure on our town levy, the West bank and Kerang West residents.

We would also like the town bank from the bridges around to behind Lipps to be urgently upgraded and any other piece of degraded town bank."

A community meeting was held on 11/02/2025 to gauge support and necessary actions requiring council assistance. The following outcomes were determined:

1. **Clear the floodway to Sheepwash Creek outfall** to lower flood levels at Patchell Bridge and ensure the outfall can be dropped to allow silt discharge during flood events. (Referenced in Gannawarra Shire Council Submission to the Inquiry into the 2022 Flood Event, Terms of Reference No. 6/23.)
2. **Remediate the town bank upstream of Patchell Bridge.**
3. **An overflow weir on the west bank has been touted by council in their submission to the Victorian government regarding the 2022 floods as a "need" that will still flood Kerang west residents and was stated as a "release mechanism for the township of Kerang "we feel that a measure that includes the wellbeing of all residents and ratepayers is more**

appropriate and any such release will still close roads and impact residents , a better outcome would be attained by clearing the floodway to drop flood levels and pressure on both the town bank and west bank.

(An alternative option to a weir flooding Kerang West is enclosed with petitions).

4. **Urgently repair flood banks that remain unrepaired** after failures during the 2022 flood. (Referenced in Gannawarra Shire Council Submission to the Inquiry into the 2022 Flood Event, Executive Summary and Priority Requests /1.)

Failure to act on these concerns presents the following consequences:

.**Road closures**, disrupting traffic, including emergency services access; during the 2022 flood, traffic was impacted for 26 days.

.**Risk of town floodbank failure**, threatening the town's water supply.

.**Ongoing anxiety for residents and ratepayers**.

.**Devaluation of properties**, making them definitively flood prone and near uninsurable

.**Increased financial burden on landowners**, many of whom have already suffered substantial losses.

.**Severe financial losses for the community**.

Flood level measurements from 2022 indicate that the peak at Patchell Bridge was 77.97 AHD when the western bank failed. However, at the same time, the level was only 77.52 AHD at the railway underpass (moderate flood level), some 450mm lower. The downstream side of the railway underpass was even lower at 77.35 AHD—620mm below peak flood levels. There are two underpasses under the railway line, but the western side out to Sheepwash Creek is completely blocked, and the Loddon River is severely obstructed near the underpass. The unregulated existing overflow structure out to Sheepwash Creek is at approximately 75.687 AHD, 2.383 meters below peak flood levels, indicating ample capacity to lower flood levels at Patchell Bridge, thus reducing pressure on the town levee and the western bank, an even lower structure has been planned by GMW and supported by council but will not be effective as planned if the waterway is not cleared to reach it.

We appreciate the council's efforts in managing the challenges presented by the 2022 floods. However, we urge the council to take immediate and proactive steps in addressing these concerns to ensure that our community is better prepared and protected in the future.

We kindly request that this letter be read and considered at the next council meeting. We look forward to your response and we are eager to collaborate on practical solutions for our community.

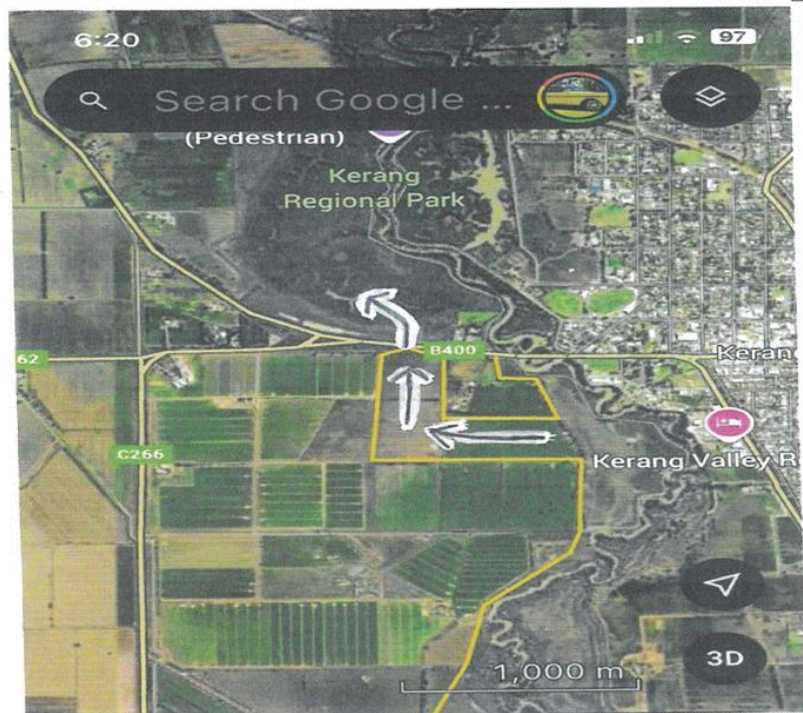
Thank you for your time and attention to this critical matter.

Sincerely,
Concerned Ratepayers and Residents .

Proposed option for pressure relief for Kerang town ship that will also protect Kerang West.

One culvert under Highway, 250 meter wide floodway through Jan Humphries block 100m wide culverts will flow same amount as Patchell

Bridge. Flow would travel down depression of original Loddon. Yellow lines are new banks



We the undersigned ratepayers and residents of Gannawarra Shire and predominately Kerang township would like to petition the Shire Council to urgently clear the Loddon river floodway to the North of the town bridges out to the Sheepwash creek to drop water levels and pressure on our town levy and the West bank and Kerang West residents.

We would also like the town bank from the bridges around to behind Lipps to be urgently upgraded and any other piece of degraded town bank.

Date	Name	Address	Signature
21/11/2025	KEVIN O'BRIEN	Borough Dr Kerang	
21/11/2025	Leighton O'Brien	5 Hall St	
21/11/2025	Kanya O'Brien	5 Hall St	
01/12/2025	DARREN CHAMPION	196 WESTBLADE AVE	
01/12/2025	Stephen Kelly		
01/12/2025	Tanya Kelly	9 Maudslayi St	
01/12/2025	Don Kelly	76 Pay St Kerang	
01/12/2025	Debra O'Brien	Borough Dr, Kerang	
01/12/2025	Kathryn Mcclay	Ex Kerang Resident	
01/12/25	SHERON DAVIS	Ex Kerang Resident	
9/12/25	Ange Giouzellis	12A Borough Dr Kerang	
9/12/25	Cassandra Hicks	12 Borough Drive, Kerang	
9/12/25	Bruce Hicks	12 Borough Drive Kerang	
9/12/25	GREG MCNEIL	10 BOROUGH DRIVE	
9/12/25	Tenny McNeil	10 Borough Drive Kerang	
10/12/25	Corey Williams	106 Shadforth St	
10/12/25	COLIN J. FENTON	3503 BOAT/K6 RD	
11			
11			
11			
11			
11			

We the undersigned ratepayers and residents of Gannawarra Shire and predominately Kerang township would like to petition the Shire Council to urgently clear the Loddon river floodway to the North of the town bridges out to the Sheepwash creek to drop water levels and pressure on our town levy and the West bank and Kerang West residents.

We would also like the town bank from the bridges around to behind Lipps to be urgently upgraded and any other piece of degraded town bank.

Date	Name	Address	Signature
6/2/25	Jeff Lant	16 Church St Murrabit JCL	
6/2/25	GRAHAM WHITE	42 WELLS BRIDGE RD BENJEROOP	G. White
6/2/25	BRIAN SMITH	14 CONN AVE MURRABIT	
6/2/25	Paul O'Muiga	154 Punchard Gann Crossing	
6/2/25	MARK THOMAS	30 BREWINGBAR MURRABIT	
8/12/2025	David Drake	2 Swan St Kerang 3579	
8/12/2025	Brian Holsham	40 Mill St Kerang	
8/12/2025	Jason Maclean	1428 Benjeroop Lake Charm Rd Benjeroop	
8/12/25	Darren Tapp	42 MCALISTER RD BENJEROOP	
8/12/25	Mal Kennedy	74 OLD LAKE CHARM RD	
8/12/25	Angie Street	1492 Benjeroop Lake Charm Rd Benjeroop	
8/12/25	Monique Shirley	1492 Benjeroop-Lake Charm rd Benjeroop	
9/12/25	Joanne Webster	1323 Murrabit West Rd Benjeroop	
9/12/25	WAYNE WEBSTER	1323 MURRABIT WEST RD Benjeroop	
9/12/25	Clare Fry	1463 Benjeroop Lake Charm Rd Benjeroop	
9/12/25	STEVEN	9/16 BEND " " "	
9/12/25	Sarah Batten-Lewis	1512 Benjeroop Lake Charm Road	
9/12/25	Eric Dooley	1512 Benjeroop-Lake Charm Road	
11			
11			
11			
11			

We the undersigned ratepayers and residents of Gannawarra Shire and predominately Kerang township would like to petition the Shire Council to urgently clear the Loddon river floodway to the North of the town bridges out to the Sheepwash creek to drop water levels and pressure on our town levy and the West bank and Kerang West residents.

We would also like the town bank from the bridges around to behind Lipps to be urgently upgraded and any other piece of degraded town bank.

Date	Name	Address	Signature
5/14/25	MARGARET MOWAT	1/170 BOUNDARY ST KERANG	M. J. Howie
5/14/25	TREBOR MOWAT	2 BRIDGE ST KERANG	
8/14/25	ANAN MOWAT	53 BOUNDARY ST KERANG	
8/14/25	GERIE MOWAT	" "	GERIE MOWAT
8/14/25	FRANK EYAN	30 MARKET ST COTTARA	
8/14/25	DAVID RANDELL	68 MURRAY ST KERANG	
8/14/25	WAYNE GURNETT	197 WESTBLADE AVE KERANG	Wayne Gurnett
8/14/25	LOTT MOWAT	Mansfield Rd Coleraine	
8/14/25	Doug Mills	Ruddocks Rd Mincha	
15/4/25	DON SUTHERLAND	4772 BOGRT RD KERANG	
15/4/25	PHIL REED	Vic St. Pyramid Pt.	
15/4/25	Ken Charleson	Helbert Rd Kerang	
15/4/25	Lindsay Roddick	Coleraine Rd KERANG	
15/4/25	Alan Ryley	Kerang Car Club	
/ /			
/ /			
/ /			
/ /			
/ /			
/ /			
/ /			
/ /			
/ /			

We the undersigned ratepayers and residents of Gannawarra Shire and predominately Kerang township would like to petition the Shire Council to urgently clear the Loddon river floodway to the North of the town bridges out to the Sheepwash creek to drop water levels and pressure on our town levy and the West bank and Kerang West residents.

We would also like the town bank from the bridges around to behind Lipps to be urgently upgraded and any other piece of degraded town bank.

Date	Name	Address	Signature
11	WILLIAM PRICE	236 WESTBLADE AV	W Price
11	RONALD + ROB CURTIS	249 WESTBLADE AV	R.C.
11	DIANE ELMORE	247 WESTBLADE AVE	D.E.
11	WENDY BENNETT	245 Westblade Av	W.B.
11	Tracey Baulch	243 Westblade Ave	T.B.
11	DONALD BRENNER	229 WESTBLADE AVE, D.K. Brenner	D.K. Brenner
11	Simon Kelly	227 Westblade Ave.	S.K.
11	Ashley Gillingham	209 Westblade Av	A.G.
11	WAYNE GURNETT	197 WESTBLADE AV	W.G.
11	Natalie Wandin	185 Westblade Ave	N.W.
11	Stephen Alderson	87 LILAC AVE	S.A.
11	KYLE ADAMSON	95 LILAC AVE	K.A.
11	M. D.A.	97 Lilac Ave	M.D.A.
11	Pat Burt		P.B.
11	KEVIN ROY	50 LILAC AVE KERANG	K. Roy
11			
11			
11			
11			
11			
11			
11			
11			

We would also like the town bank from the bridges around to behind Lipps to be urgently upgraded and any other piece of degraded town bank.

[illegible]

We the undersigned ratepayers and residents of Gannawarra Shire and predominately Kerang township would like to petition the Shire Council to urgently clear the Loddon river floodway to the North of the town bridges out to the Sheepwash creek to drop water levels and pressure on our town levy and the West bank and Kerang West residents.

We would also like the town bank from the bridges around to behind Lipps to be urgently upgraded and any other piece of degraded town bank.

Date	Name	Address	Signature
15/4/25	CAROL GANNETT	MURRAY ST	
15/4/25	GEOFF ALLEN	107 RIVER EDWARDS ST	CORONAT
15/4/25	Richard Welsh	48 Albert St, Kerang	R. Welsh
15/4/25	Marge Charleson	682 Lathurst/Kerang Rd Kerang	
/ /			
/ /			
/ /			
/ /			
/ /			
/ /			
/ /			
/ /			
/ /			
/ /			
/ /			
/ /			
/ /			
/ /			
/ /			
/ /			
/ /			
/ /			




We the undersigned ratepayers and residents of Gannawarra Shire and predominately Kerang township would like to petition the Shire Council to urgently clear the Loddon river floodway to the North of the town bridges out to the Sheepwash creek to drop water levels and pressure on our town levy and the West bank and Kerang West residents.

We would also like the town bank from the bridges around to behind Lipps to be urgently upgraded and any other piece of degraded town bank.

Date	Name	Address	Signature
9/4/25	JANICE	18 ANDREW ST Kg	<i>Janice Williams</i>
9/4/25	Linda	9399 Murray Valley Hwy	<i>L. Bell</i>
9/4/25	Sherry	13 Marne St Kerang	<i>Sherry</i>
9/4/25	Paul	226 Westblade Ave	<i>Paul</i>
9/4/25	Annette	Murray St Kerang	<i>Annette</i>
9/4/25	LOUISE	VICTORIA ST KERANG	<i>Louise</i>
9/4/25	Jennifer	Victoria Kerang	<i>Jennifer</i>
16/4/25	Dianne	Caroline St Kerang	<i>Dianne</i>
16/4/25	Kimberley	ninth street Kerang	<i>Kimberley</i>
16/4/25	Carmel	Unit 4 21 Shadforth St Kerang	<i>Carmel</i>
11			
11			
11			
11			
11			
11			
11			
11			
11			
11			
11			
11			

We the undersigned ratepayers and residents of Gannawarra Shire and predominately Kerang township would like to petition the Shire Council to urgently clear the Loddon river floodway to the North of the town bridges out to the Sheepwash creek to drop water levels and pressure on our town levy and the West bank and Kerang West residents.

We would also like the town bank from the bridges around to behind Lipps to be urgently upgraded and any other piece of degraded town bank.

Date	Name	Address	Signature
21/3/25	Tish Carse	2 Coughlan Crt Kerang	
17/4/25	SHARON GRAY	10 CORCORAN ST, Springvale	
17/04/25	ANTHONY BOOTH		
/ /			
/ /			
/ /			
/ /			
/ /			
/ /			
/ /			
/ /			
/ /			
/ /			
/ /			
/ /			
/ /			
/ /			
/ /			
/ /			
/ /			
/ /			

We the undersigned ratepayers and residents of Gannawarra Shire and predominately Kerang township would like to petition the Shire Council to urgently clear the Loddon river floodway to the North of the town bridges out to the Sheepwash creek to drop water levels and pressure on our town levy and the West bank and Kerang West residents.

We would also like the town bank from the bridges around to behind Lipps to be urgently upgraded and any other piece of degraded town bank.

Date	Name	Address	Kerang	Signature
1/4/25	Carol Barton	42 Carbine St		
3/4/25	Jodi Cremichner	Ginever Rd. Kerang		
1/1	Carol Holm	47 ALBERT ST.		
1/1	Sandra Morrell	21 Scoresby St.		
4/14/25	BERYL WALKER	51 MARNE ST		
8/4/25	BARBARA REEVES	21 MOURILYAN ST		
8/4/25	Kate Bock	14 Muir Ave		
8/4/25	Judy Maclelland	18 Vaughan St. Kerang		
8/4/25	Lynne Gibbon	Bendigo		
8/4/25	Karen Tyers			
8/4/25	Geoff Stokes			
8/4/25	Karen Gelumbickis			
7/4/25	Jan Thomas	Kerang		
9/4/25	HEATHER MORTLOCK	KERANG		
9/4/25	A. O'Neil	Kerang		
10/4/25	BIANCA RIX	8 NUGGET ST KERANG		
10/4/25	MATTHEW TIDMAN	BOUNDARY ST KERANG		
16/4/25	Trudy Crosbie	8333 MURRAY VALLEY H/WAY KERANG		
16/4/25	Nik Baker	Keate St Kerang		
16/4/25	Toni Kelly	951 Kerang - Kerandrook Rd		
16/4/25	Robyn Gilbert	7 CROTON ST Kerang		
16/4/25	Susan McLean	CIBGA MVH		

We the undersigned ratepayers and residents of Gannawarra Shire and predominately Kerang township would like to petition the Shire Council to urgently clear the Loddon river floodway to the North of the town bridges out to the Sheepwash creek to drop water levels and pressure on our town levy and the West bank and Kerang West residents.

We would also like the town bank from the bridges around to behind Lipps to be urgently upgraded and any other piece of degraded town bank.

Date	Name	Address	Signature
11	Sen Black	21 East St	SB
11	David	190 Westblade Ave	David
11	John	120 LIRAC AVE	John
11	Brenda Williams	118A Lirac Ave	B Williams
11	L Douglas	202 Westblade	L Douglas
11	Melba Fogarty	208 Westblade K6	Melba Fogarty
11	JASON BRACK	212 WESTBLADE	J Brack
11	Beryl Mann	214 Westblade Ave	B Mann
11	MERV TILLEY	216 Westblade Ave	M Tilley
11	Di Tilley	216 Westblade Ave	Di Tilley
11	Tyler Schmidt	218 Westblade Ave	T Schmidt
11	Georgia Black	"	G Black
11	Kyle Morris	2 McColl Street	K Morris
11	W. Dear	16 McKenzie Street	W Dear
11	G B	5 McKenzie St	G B
11	Lyn Berner	5 McKenzie St	L Berner
11	Jenna Morris	2 McColl Street	Jenna Morris
11	Ernesto Pearson	4 McColl St	E Pearson
11	Alfredos	3.15.11 St	Alfredos
11	Mark Carr	16 McKenzie St	M Carr
11	P Ingram	222 Westblade Ave	P Ingram
11	Sandra Neivanti	226 Westblade Ave	S Neivanti
11	Pam Neff	230 Westblade Ave	P Neff

126

We the undersigned ratepayers and residents of Gannawarra Shire and predominately Kerang township would like to petition the Shire Council to urgently clear the Loddon river floodway to the North of the town bridges out to the Sheepwash creek to drop water levels and pressure on our town levy and the West bank and Kerang West residents.

We would also like the town bank from the bridges around to behind Lipps to be urgently upgraded and any other piece of degraded town bank.

Date	Name	Address	Signature
15/4/25	COLIN BROWN	296 M. D'ARCY ST KERANG	[Signature]
15/4/25	JOHN RUMBOLD	48 NOLAN ST KERANG	[Signature]
15/4/25	ADAM RIDGEY	54 SHADERTH ST KERANG	[Signature]
15/4/25	GARY FOWLER	0498699556 60 MORRIS ST KERANG	[Signature]
15/4/25	John Ritchie	67 Boundary St Kerang	[Signature]
15/4/25	CAROL WRIGHT	34 MACARATH ST COHUNA	[Signature]
15/4/25	WAYNE HESTER	3 HESTER AVENUE COHUNA 3508	[Signature]
15/4/25	MARK ARIANS	97 VICTORIA ST KERANG	[Signature]
15/4/25	AMAN DAVIES	81 BANTIGO RD KERANG	YES
15/4/25	JEFF GITSCHAN	32 MALCOLM ST KERANG	[Signature]
11	C. Garry	Almanah Peter & Jan Bortolotti	[Signature]
11	G. Rumbold	Arrows Rd Kerang	[Signature]
11	Gabi Day	14 Mitchell St Kerang	[Signature]
11	KEN ROBERTSON	Gordon Ave MYSTIC PARK	[Signature]
11	Arthur Seager	81 CASSIDY LAKE KOONDROOK	[Signature]
11	PETER BYRNE	32 MARGARET ST COHUNA	[Signature]
11	SHARVINE HARDING	97 BOUNDARY ST KERANG	[Signature]
11	DAVID DONDHUE	24 Craig Rd MYSTIC PARK	[Signature]
11	BRUCE ROBERTSON	31 BODDICE DR KERANG	[Signature]
11	BEV WILKINSON	127 QUAMBATOOK RD WANDERUA	[Signature]
11	JOE SCIBERRAS	74 MACFARLANE RD LAKE CHARME	[Signature]
11	Norman Harding	97 Boundary St Kerang	[Signature]

We the undersigned ratepayers and residents of Gannawarra Shire and predominately Kerang township would like to petition the Shire Council to urgently clear the Loddon river floodway to the North of the town bridges out to the Sheepwash creek to drop water levels and pressure on our town levy and the West bank and Kerang West residents.


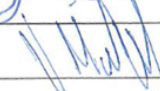
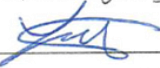





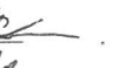




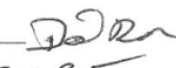
We would also like the town bank from the bridges around to behind Lipps to be urgently upgraded and any other piece of degraded town bank.

Date	Name	Address	Signature
22/3/25	RICHARD HAWTHORN	50 FITZPAT KERRANG	<i>[Signature]</i>
22/3/25	COHEN HANSEN	84A ABLAN ST KERRANG	<i>[Signature]</i>
22/3/25	Ben Hall	731 Murrumbidgee Rd	B. Hall
22/3/25	Ritchie Theobald	38 Culmoun Lane	R. Theobald
22/3/25	Barry J Theobald	1 BOROUGH DRIVE	B. Theobald
22/3/25	Marilyn A. Theobald	1 BOROUGH DRIVE	M. Theobald
22/3/25	Marilyn Smith	681 M.V.H. Kerang ^{Roady Lake}	<i>[Signature]</i>
22/3/25	Wendy Smith	681 M.V.H. Roady Lake	<i>[Signature]</i>
24/3/25	Bruce Manley	57 Nugget St, Kerang	<i>[Signature]</i>
24/3/25	Tara Delamare	81 maine st. KERRANG	<i>[Signature]</i>
24/3/25	Nikita Powney	39 Shadforth St kerang	<i>[Signature]</i>
24/3/25	Daniel Luk's	39 Shadforth St Kerang	<i>[Signature]</i>
25/3/25	Kate Fowler	99 BENDIGO RD KERRANG	<i>[Signature]</i>
25/3/25	ROMAN MACLEAN	189 WESTBLADE AV KERRANG	<i>[Signature]</i>
25/3/25	Shirley Fowler	99 Bendigo Rd kerang	<i>[Signature]</i>
25/3/25	ALAN MOWAT	53 BOUNDARY ST KERRANG	<i>[Signature]</i>
25/3/25	GERALDINE MOWAT	53 BOUNDARY ST KERRANG	<i>[Signature]</i>
25/3/25	Karen Whyles	140 Boundary Street Kerang	<i>[Signature]</i>
25/3/25	Tanner Treacy	2 Andrew St Kerang	<i>[Signature]</i>
25/3/25	Laing Waddingham	14 Borough drive	<i>[Signature]</i>
25/3/25	Jessica Rumbold	11 Pyramid Cres	<i>[Signature]</i>
25/3/25	David Rumbold	11 Pyramid Cres	<i>[Signature]</i>

253


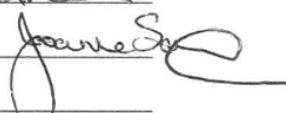
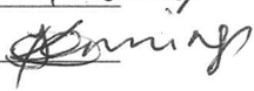
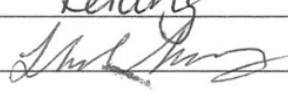
We the undersigned ratepayers and residents of Gannawarra Shire and predominately Kerang township would like to petition the Shire Council to urgently clear the Loddon river floodway to the North of the town bridges out to the Sheepwash creek to drop water levels and pressure on our town levy and the West bank and Kerang West residents.

We would also like the town bank from the bridges around to behind Lipps to be urgently upgraded and any other piece of degraded town bank.

Date	Name	Address	Signature
25/3/25	Brenton Nunn	2 Tate Drive K/g	
25/3/25	JAMIE MULLHALL	4 MAXWELL ST KERANG	
25/3/25	Brodan Nengelly-O'Neill	116 Boundary St Kerang BPO	
25/3/25	TRACY ROBERTS	26 Park Rd KG.	
25/3/25	NEIL CARMICHAEL	5 GARVEY RD KERANG 3579	
25/3/25	Toby Carmichael	1A Tate Drive Kerang 3579	
26/3/25	Pam Brown	92 Lilac Ave Kerang 3579	
26/3/25	John Warner	1515 Ningunook Rd Swanby 3579	
26/3/25	Carol Waddingham	13 Airport Road Kerang 3579	
26/3/25	Ron Waddingham	13 Airport Rd Kerang 3579	
26/3/25	Math Hansen	33 North St Kerang	
26/3/25	Zachary Pula	10 Alexandra Ave 3579	
26/3/25	Lukas Burton	13 Croton St Kerang 3579	
26/3/25	Jordan Robertson	89 Marn St Kerang 3579	
27/3/25	Gregory	MURRASBIT WEST	
27/3/25	DAVID DYER	20 HUGHES LN MURRASBIT.	
27/3/25	CHRIS WANDIN	CHITTLE SHARPEST	
27/3/25	William J Turkey		
27/3/25	Anne Boudalotto	9533 Murray Valley Hwy Kerang.	
27/3/25	J Bortolotto	9533 Murray Valley Hwy Kerang	
27/3/25	Tim Scriber	18 MURRAY ST KERANG 3579	
27/3/25	Jarett Treacy	19 Coronation St Kerang.	

We the undersigned ratepayers and residents of Gannawarra Shire and predominately Kerang township would like to petition the Shire Council to urgently clear the Loddon river floodway to the North of the town bridges out to the Sheepwash creek to drop water levels and pressure on our town levy and the West bank and Kerang West residents.

We would also like the town bank from the bridges around to behind Lipps to be urgently upgraded and any other piece of degraded town bank.

Date	Name	Address	Signature
3/10/2025	DARREN LIVING	7 Trafalgar St Kerang	
7/11/25	Terry Gregory	5 Taverner CRT Kerang	
8/12/25	Jo Osborne	9 Hawthorne CRT Kerang	
8/12/25	Glenn Osborne	9 Hawthorne CRT Kerang	
10/12/25	NEEL PAUL	36A Tate Drive Kerang	
15/12/25	ANTHONY ROBERTSON	89 MARNE ST KERANG	
18/12/25	Joel Robertson	15 Marne St Kerang	
19/12/25	George Jenlon	130 Boundary ST Kerang	
20/12/25	Kerangwe Rucine	LAKE KERANG	
21/12/25	James Whelan	Koondrook	
22/12/25	Joanne Samuelson	45 Higgie Rd Appin	
26/12/25	DYLAN T PETERS	11 ANDREW ST	
27/12/25	Glenn Cook	40 TITFORD RD TREGO	
27/12/25	Damon Bydore	15 Murray st Kerang	
28/12/25	Jan Hastie	54 Lindsay Lane Kerang	
4/1/25	Amanda Gibson	85 Marne Street Kerang	
4/13/25	IAN GIBSON	57 SOREBY ST KERANG	
6/15/25	DARYL JAMES	49 ZENDICO RD KERANG	
6/13/25	Michael Coleman	209 Taverner Rd Kerang	
8/3/25	Ellan Davene	81 Bonclugo Rd. Kerang	
20/13/25	Kendall Jennings	Kerang	
19/4/25	LLOYD MURRAY		

We the undersigned ratepayers and residents of Gannawarra Shire and predominately Kerang township would like to petition the Shire Council to urgently clear the Loddon river floodway to the North of the town bridges out to the Sheepwash creek to drop water levels and pressure on our town levy and the West bank and Kerang West residents.

We would also like the town bank from the bridges around to behind Lipps to be urgently upgraded and any other piece of degraded town bank.

Date	Name	Address	Signature
11/3/25	Alec	161 Millers Rd	[Signature]
14/3/25	Tony Laughlin	15 Borough DA.	[Signature]
14/3/25	Klaughe	15 Borough Dve	Klaughe
14/3/25	Dean Clattery	341 Hildebrand RD	[Signature]
14/3/25	Marilyn Angel	153 Horsfall Rd L.C	M. Angel
14/3/25	Keith Clough	25 Borough Drive Kinn	[Signature]
15/3/25	Brendon Beard	26 Borough Dve	Brendon Beard
15/3/25	David Reid-Beard	26 Borough drive	[Signature]
15/3/25	Bill BREM	27 Borough Drive	[Signature]
11/3/25	JANE STARR	" "	[Signature]
15/3/25	Stuart Coxe	2 Coughlan Ct	[Signature]
15/3/25	Luke Sobey	3 Coughlan Ct	[Signature]
15/3/25	Amy Sobey	3 Coughlan Court	[Signature]
16/3/25	IRENE BAULCH	34 BOROUGH DRIVE	[Signature]
17/3/25	John Smith	23 BOROUGH DRIVE	[Signature]
17/3/25	Erin Bennett	23 BOROUGH DRIVE	[Signature]
17/3/25	DAVID MOONEY	4 WILSON CRT	[Signature]
18/3/25	LESLEY DICKSON	4 WILSON CRT.	[Signature]
18/3/25	NOAH LAMP	MURPHY ST.	[Signature]
18/3/25	ALYNE FAGG	4 COUGHLAN CRT	[Signature]
18/3/25	CLAIRE FAGG	4 COUGHLAN CRT	[Signature]
19/3/25	TIM NIPSCHKE	62 SCORESBY STREET KERANG VIC	[Signature]

DISTRIBUTION ASSISTANT MANAGER
GOULBURN MURRAY WATER.

North of the town bridges
town levy and the West bank and Kerang West residents.
We would also like the town bank from the bridges around to behind Lipps to be urgently upgraded
and any other piece of degraded town bank.

Date	Name	Address	Signature
16 / 1 / 2025	Jenny Harrison	34 Nolan St Kerang	[Signature]
17 / 1 / 2025	REAGAN O'BRIEN	34 CARBINE ST KERANG	[Signature]
18 / 1 / 2025	Dusty Miller	43 Fitzroy St	[Signature]
18 / 1 / 25	WARREN HALL	20 NOLAN ST	[Signature]
18 / 1 / 25	Megan Hall	20 Nolan st	M.P. Hall
20 / 1 / 25	Dianne McKenzie	3 Noggett St	
20 / 1 / 25	Prompt Bird	73 Nolan St	[Signature]
20 / 1 / 25	Carol Barton	42 Carbine St	[Signature]
21 / 1 / 25	STEPH JONES	1 SHERWOOD DRIVE KERANG	[Signature]
21 / 1 / 25	DORA JORDAN	2/21 Shadforth St. Kerang	
23 / 1 / 25	Luke Rogers	19 McEwan Crst Kerang	
23 / 1 / 25	Karen Davy	11 Ninth Street, Kerang	[Signature]
24 / 1 / 25	Ronald Hice	3, William St Kerang	[Signature]
24 / 1 - 2025	Julie Alderson	87 Lilac Ave Kerang.	
24 / 1 / 25	Kathy Hill	1432 Kopp Rd Annamack AB.	
24 / 1 / 25	Pam Brown	92 LILAC AVE Kerang	[Signature]
25 / 1 / 25	Cheryl Morris	75 Nolan St, Kerang	3579
25 / 1 / 25	Fiona Goodden	38 Park Road Kerang	3579
25 / 1 / 25	Graham Baker	(ic 357)	
25 / 1 / 25	Wendy Baker	Kerang	
25 / 1 / 25	Barbara Baker	Kerang	
25 / 1 / 25	JEAN KE	KERANG	3579

We the undersigned ratepayers and residents of Gannawarra Shire and predominately Kerang township would like to petition the Shire Council to urgently clear the Loddon river floodway to the North of the town bridges out to the Sheepwash creek to drop water levels and pressure on our town levy and the West bank and Kerang West residents.

We would also like the town bank from the bridges around to behind Lipps to be urgently upgraded and any other piece of degraded town bank.

Date	Name	Address	Signature
24/10/24	Sally Parker	Lake charm	Sally A Parker
6/11/25	W. Broad	Kerang	W. Broad
6/11/2025	Amanda Broad	Kerang	Amanda Broad
9/11/2025	Marissa Clapham	Kerang	Marissa Clapham
9/11/25	Diane Hunt	Kerang	Diane Hunt
10/11/25	Ben Taylor	Kerang	B. Taylor
10/11/25	S. Strong	Kerang	S. Strong
10/11/25	K. Giouzellis	Kerang	K. Giouzellis
14/11/2025	Frankie Ed	Kerang	Frankie Ed
14/11/2025	Barb Rogers	Kerang	Barb Rogers
14-1-2025	Nicole Rogers	Kerang	Nicole Rogers
14-1-2025	Shirley Burmeister	Kerang	Shirley Burmeister
14-1-2025	DONNA ROBERTS	Kerang	D. Roberts
14-1-2025	NARON ANNETTS	Kerang	N. Annetts
15-1-2025	Warren Painter	KERANG	Warren Painter
15/1/25	Helen Absalom	Kerang	Helen Absalom
15/1/25	Tern Chesnais	Kerang	Tern Chesnais
16/1/25	Val Rumbold	Kerang	Val Rumbold
16/1/25	Graeme Rumbold	Kerang	Graeme Rumbold
16.11.2025	Helen Olcorn	Kerang	Helen Olcorn
16.11.2025	D. Butler	Kerang	D. Butler
11	K. Butler	Kerang	K. Butler
16-1-25	V. Peale	Kerang	V. Peale

North of the town bridges
town levy and the West bank and Kerang West residents.
We would also like the town bank from the bridges around to behind Lipps to be urgently upgraded
and any other piece of degraded town bank.

Date	Name	Address	Signature
21-12-2021	Lady Monk	KERANG	[Signature]
21-12-2024	TURALEA	KERANG	[Signature]
21-12-2024	Alex Georgakis	Kerang	[Signature]
21-12-2024	Ian Edwards	Kerang	[Signature]
21-12-2024	BRENDON KEATIL	KERANG	[Signature]
21-12-2024	Michelle Wallmeyer	Kerang	[Signature]
21-12-2024	Greg Wallmeyer	Kerang	[Signature]
21-12-2024	Sandra Richard	Kerang	[Signature]
21-12-2024	Tom Richards	Kerang	[Signature]
21-12-2024	Chekeea Wallmeyer	Kerang	[Signature]
21-12-2024	Carolyn M Indee	Kerang	[Signature]
21-12-2024	Kelen Apostelins	Kerang	[Signature]
23/12/24	Joanne Samuelson	Kerang	[Signature]
23/12/24	J Stevenson	Kerang	[Signature]
1/1	S. FARMING	KERANG	[Signature]
1/1	JOHN SHAWK	KERANG	[Signature]
1/1	D. Mathers	Kerang	[Signature]
	Kelly Parsons	Kerang	[Signature]
	MARIA NG	Kerang	[Signature]
	Fiona Sabin	Kerang	[Signature]
	Nellie	Kerang	[Signature]

We the undersigned ratepayers and residents of Gannawarra Shire and predominately Kerang township would like to petition the Shire Council to urgently clear the Loddon river floodway to the North of the town bridges out to the Sheepwash creek to drop water levels and pressure on our town levy and the West bank and Kerang West residents.

We would also like the town bank from the bridges around to behind Lipps to be urgently upgraded and any other piece of degraded town bank.

Date	Name S	Address	Signature
19/12/24	Stella Apostolelis	Kerang	[Signature]
19/12/24	Victoria Apostolelis	Kerang Victoria	
20/12/24	Jason Rogers	Kerang VIC	
20/12/24	Doger Erson	Kerang VIC	
20/12/24	Lois Pope	Kerang VIC	[Signature]
20/12/24	Kaitlin Hum	Murrumbidgee	
20/12/24	EDITH TURKEY	VIC	[Signature]
20/12/24	GEORGE HARDWICK	KERANG	[Signature]
20/12/24	Christine Clark		[Signature]
20/12/24	Andrea Turner		[Signature]
20/12/24	Cherice Chase		[Signature]
20/12/24	Catherine Hinton		[Signature]
20/12/24	Kevin CHASE		[Signature]
20/12/24	Jenni Vellacott		[Signature]
20/12/24	Tim Vellacott		[Signature]
20/12/24	E. Dingfelder		[Signature]
20/12/24	ADAM MCCURDY		[Signature]
20/12/24	ROBERT SPITTAL		[Signature]
20/12/24	Carolyn Spittal		[Signature]
11	DARREN TURKEY		[Signature]
11	Coral Wise		[Signature]
11	ISABELLA BOTT		[Signature]
	K. McNeil	myall	[Signature]

We the undersigned ratepayers and residents of Gannawarra Shire and predominately Kerang township would like to petition the Shire Council to urgently clear the Loddon river floodway to the North of the town bridges out to the Sheepwash creek to drop water levels and pressure on our town levy and the West bank and Kerang West residents.

We would also like the town bank from the bridges around to behind Lipps to be urgently upgraded and any other piece of degraded town bank.

Date	Name	Address	Signature
15/12	Lyn Corry	827 Korroop Rd KORROOP	L. Corry
15/12	Pam Daniel	Kerang	
18-12-2024	Heather Milley	Kerang	
18-12-2024	Melissa Dehne	Kerang	
18-12-2024	SHIRLEY FORBES	KERANG	Forbes
18-12-2024	Cathy Short	Kerang	Short
18-12-2024	TRAVOT Dawson	Kerang	T. Dawson
18-12-2024	NICK HAHNEL	KERANG	NEED
19-12-2024	Sue Hunt	Kerang	S Hunt
19-12-2024	MILTON PASIOURAS	KERANG	Milton
19-12-2024	REBECCA BLAFFIN	KERANG	Rebecca
19-12-2024	Rob Thorpe	KODJODJIE RD	Rob
19/12/24	Ross Hick	KERANG	
19/12/24	Esther Hick	KERANG	Esther Hick
19/12/24	Dianne McKenzie	Kerang	Dianne McKenzie
19/12	Steph Codling	Kerang	St Codling
19/12/24	Val Hiseley	Kerang	Val Hiseley
11	Ron McWhae	BARHAM	RENEE
11	VAL McWHAE	BARHAM	Val McWhae
19/12/24	JIM APOSTOLELIS	KERANG	
11	Dawn McKissack	Kerang	Dawn McKissack
11	Tony Klug	KERANG	

We the undersigned ratepayers and residents of Gannawarra Shire and predominately Kerang township would like to petition the Shire Council to urgently clear the Loddon river floodway to the North of the town bridges out to the Sheepwash creek to drop water levels and pressure on our town levy and the West bank and Kerang West residents.

We would also like the town bank from the bridges around to behind Lipps to be urgently upgraded and any other piece of degraded town bank.

Date	Name	Address	Signature
13-12-2024	Marie Morris	181 Boundary St	Marie Morris
13-12-2024	Kathleen Absalom	63 Marine St	Kathleen Absalom
13-12-2024	COLIN FENTON	3503 ASD KERANG	Colin Fenton
13-12-2024	MARY FENTON	1 DINGWALL	Mary Fenton
13-12-2024	Emily Miller	Celina	Emily Miller
14-12-2024	Lyn Kent	Kerang	Lyn Kent
14-12-2024	SHARON FRANKLING	KERANG	Sharon Frankling
14-12-2024	WAYLEY FRANKLING	KERANG	Wayley Frankling
16-12-2024	ANN M'ALISTER	KERANG	Ann M'Alister
16-12-2024	MICHAEL M'ALISTER	KERANG	Michael M'Alister
16-12-2024	SUBAN HILL	KERANG	Suban Hill
16-12-2024	L. Hough	Kerang	L. Hough
17-12-2024	Jill Newell	"	Jill Newell
17-12-2024	S. Duffy	"	SUE DUFFY
17-12-2024	Sylvia Bail	Swan Hill	Sylvia Bail
17-12-2024	Frage Fly	Kerang	Frage Fly
17-12-2024	Helen Reilly	Kerang	Helen Reilly
17-12-2024	KERRIE O'BRYNE	KERANG	Kerrie O'Byrne
18-12-2024	VANESSA COLLINS	KERANG	Vanessa Collins
18-12-2024	Jess Collins	Kerang	Jess Collins
18-12-2024	Adrian Coombs	Kerang	Adrian Coombs
18-12-2024	Dianne Parker	Kerang	Dianne Parker

15/12/25




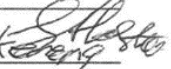
We the undersigned ratepayers and residents of Gannawarra Shire and predominately Kerang township would like to petition the Shire Council to urgently clear the Loddon river floodway to the North of the town bridges out to the Sheepwash creek to drop water levels and pressure on our town levy and the West bank and Kerang West residents.

We would also like the town bank from the bridges around to behind Lipps to be urgently upgraded and any other piece of degraded town bank.

Date	Name	Address	Signature
15/12/25	C. C. Clark	23 Tote Dr. Kerang	Christie Clark
15/12/25	Esther Hick	3 Williamst Kerang	E. Hick
15/12/25	Alex Georgaklis	1 ANGUS CL KERANG	Alex Georgaklis
15/10/25	Elisbeth Simmons	1 Angus Close Kerang	Elisbeth Simmons
15/12/25	FERENIKI GEORGAKIS	1 ANGUS CLAS KERANG	Fereniki Georgaklis
15/12/25	The Paulovic	9 Sherwood Drive Kerang	The Paulovic
15/12/25	Maria Infantino	38 Nuland Street, Kerang	M. Infantino
15/12/25	Martino Infantino	38 Nuland Street, Kerang	M. Infantino
15/12/25	Flora Howard	104 LILAC AVE. KERANG	Flora Howard
15/12/25	Edna Amadio	104 Lilac Ave Kerang	Edna Amadio
15/12/25	Joe Lerm	34 Carbine St, Kerang	Joe Lerm
15/12/25	Tyson Greenwood	2 CEDAR LANE	Tyson Greenwood
15/12/25	Shane Waddingham	44 Lyall Ave Kerang	Shane Waddingham
15/12/25	Kirstyn Waddingham	34 Lyall Ave Kerang	Kirstyn Waddingham
15/12/25	Janelle Burton	13 Proton St Kerang	Janelle Burton
15/12/25	Jason Wilkin	120 Victoria St Kerang	Jason Wilkin
15/12/25	Belinda Rosewell	120 Victoria St Kerang	Belinda Rosewell
15/12/25	Rachael Pearson	42 Collins Rd Kg	Rachael Pearson
15/12/25	Melanie White	91 Fitzroy St Kng	Melanie White
15/12/25	Myles Greenwood	2 Cedar Lane	Myles Greenwood
15/12/25	Lachlan Wilson	3 Mander St Koondrook	Lachlan Wilson
15/12/25	Ruby O'Brien	24a Borough Drive Rye	Ruby O'Brien

We the undersigned ratepayers and residents of Gannawarra Shire and predominately Kerang township would like to petition the Shire Council to urgently clear the Loddon river floodway to the North of the town bridges out to the Sheepwash creek to drop water levels and pressure on our town levy and the West bank and Kerang West residents.

We would also like the town bank from the bridges around to behind Lipps to be urgently upgraded and any other piece of degraded town bank.

Date	Name	Address	Signature
10/12/25	ACHEA BUJOSO	24 CULLEN ST KERANG 3579	
10/12/25	RIA JMYER	151 VICTORIA ST KERANG 3579	
11	KARL KESPER	11 KEAT ST KS	
11/12/25	Dylan Maher	20 Gonn Avenue murrabit 3579	
11/12/25	Jordan Clingan	23 maine street Kerang	
11/12/25	Harvey Macri	73 FITZROY Street Kerang	
11/12/25	Bailey B	24 Cullen St	
11/12/25	Nigel Baulch	243 westbladeave kerang	
11/12/25	Adam Bydgos	24 cullen st Kerang	
11/12/25	GERARD HARTIE	67 SHADFORTH ST Kerang	
11/12/25	COLIN BROWN	276 MULHWY Kerang	
11/12/25	Marion Brown	276 MULHWY Kerang.	
11	Dawn Lancaster	68 Koolberran rd.	
11/12/25	BECKY DICKSON	453 Murrumbidgee Hwy	
11	David Dickson	"	
11	Libby McIntosh		
11	Jan Wild.		
11	Tim Sheat	120 Borough Drive	
11	Cathy Sheat	" "	
11	Rohan Pay	8 Borough Drive	
11	Joanne Pay		
11	Kevin Tilley	367 Murrumbidgee Hwy.	

We the undersigned ratepayers and residents of Gannawarra Shire and predominately Kerang township would like to petition the Shire Council to urgently clear the Loddon river floodway to the North of the town bridges out to the Sheepwash creek to drop water levels and pressure on our town levy and the West bank and Kerang West residents.

We would also like the town bank from the bridges around to behind Lipps to be urgently upgraded and any other piece of degraded town bank.

Date	Name	Address	Signature
1/12/25	Rob Farrer	Oataway Rd	R Farrer
1/12/25	P O O D L E	23 MURRAY KERANG	P. O. O. D. L. E.
1/12/25	Terrance Cornwall	Sandhill Lake	Terrance Cornwall
1/12/25	Matthew Pringle	Sandhill Lake	Matthew Pringle
1/12/25	Colin Githam	Kerang	Colin Githam
1/12/25	BRUCE PAY	KERANG	Bruce Pay
1/12/25	Karen Gelumbickis	Kerang	Karen Gelumbickis
1/12/25	Casey Lambrick	Kerang	Casey Lambrick
1/12/25	Sam Stokes	Kerang	Sam Stokes
1/12/25	Jacqui Longhurst	Kerang Murray Valley Hwy	Jacqui Longhurst
1/12/25	Ian Stokes	Murray Valley Hwy KERANG	Ian Stokes
1/12/25	SCOTT WORSNOLD	Kerang	Scott Worsnold
1/1	KELLY WHEALAN	KERANG	Kelly Whealan
1/1	Tara Lambrick	Kerang	Tara Lambrick
1/1	James Hickey	Kerang	James Hickey
1/1	Ben Stokes	Kerang	Ben Stokes
1/1	Sue Farrer	Wandella	Sue Farrer
1/1	Marion Brown	Kerang	Marion Brown
1/1	Rocky Johnson	Kerang	Rocky Johnson
1/1	Jenny Makeham	Kerang	Jenny Makeham
1/1	GARY MYERS	KERANG	Gary Myers
1/1	DALE TREVORROW	NAGGET ST KERANG	Dale Trevorrow

We the undersigned ratepayers and residents of Gannawarra Shire and predominately Kerang township would like to petition the Shire Council to urgently clear the Loddon river floodway to the North of the town bridges out to the Sheepwash creek to drop water levels and pressure on our town levy and the West bank and Kerang West residents.

We would also like the town bank from the bridges around to behind Lipps to be urgently upgraded and any other piece of degraded town bank.

Date	Name	Address	Signature
2/12/25	Trevor Kent	air Port Rd	Trevor Kent
2/12/25	Dianne Moon	" "	Dianne J Moon
2/12/25	Gordon Rumbold	airport rd & Rumbold	Gordon Rumbold
2/12/25	Ian Kelm	airport rd	Ian Kelm
3/12/25	PETER GREENWOOD	Borough Dr	Peter Greenwood
3/12/25	HEATHER GREENWOOD	"	Heather Greenwood
5/12/25	JAYDEN ORR	FIREBOY ST	Jayden Orr
7/12/25	Ann Willkie	1A Wilson St Kerang	Ann Willkie
7/12/25	Pol Willkie	1a Wilson St Kerang	Pol Willkie
9/12/25	Koss Day	19 Borough Drive	Koss Day
9/12/25	Helen E. Day	19 Borough Drive	Helen E Day
9/12/25	Jessica Day	19 Borough Drive	Jessica Day
9/12/25	Tegan Cameron	11 Borough Dr	Tegan Cameron
9/12/25	Josh Cameron	" "	Josh Cameron
9/12/25	Melissa Copland	14B Borough Dr	Melissa Copland
9/12/25	ALEC COPLAND	14B Borough Dr	Alec Copland
9/12/25	Emily Copland	14B Borough Dr	Emily Copland
9/12/25	Sarah Copland	14B Borough Dr	Sarah Copland
9/12/25	Russell Waddingham	14 Borough Drive	Russell Waddingham
9/12/25	Heidi Waddingham	14 Borough Drive	Heidi Waddingham
9/12/25	Brenden Ray	17 Borough Drive	Brenden Ray
9/12/25	Con Apostolelis	12A Borough Drive Kerang	Con Apostolelis

We would also like the town bank from the bridges around to behind Lipps to be urgently upgraded and any other piece of degraded town bank.

[illegible]

We the undersigned ratepayers and residents of Gannawarra Shire and predominately Kerang township would like to petition the Shire Council to urgently clear the Loddon river floodway to the North of the town bridges out to the Sheepwash creek to drop water levels and pressure on our town levy and the West bank and Kerang West residents.

We would also like the town bank from the bridges around to behind Lipps to be urgently upgraded and any other piece of degraded town bank.

Date	Name	Address	Signature
27/3/25	Bailey B	24 Cullen St	Bailey
27/3/25	ASHEA BUTTS	24 CULLEN ST KERANG.	ASHEA BUTTS
28/3/25	RIA DWYER	151 VICTORIA ST	RIA DWYER
1/4/25	C. HILLENHAGEN	38 MOULAMINER BAYHAM.	C. HILLENHAGEN
3/4/25	L. MICKLETT	770 MORTIMER H-15	L. MICKLETT
3/4/25	C. Broomfield	38 CULLEN ST	C. Broomfield
19/4/25	Kat Sykes	23 Kelpie Blvd Cullen	Kat Sykes
19/4/25	Erin Ballagh	10 Brehbo axe Clifton Sp	Erin Ballagh
19/4/25	Katie Sykes	17 deacon court, drysdale	Katie Sykes
19/4/25	Ronnie Peilar	23 Kelpie Blvd Cullen	Ronnie Peilar
19/4/25	LANE BALLAGH	10 BATHURST AV CLIFTON SPRINGS	LANE BALLAGH
19/4/25	Abby Mulquiny	337 Judds Rd, Teddywaddy VIC	Abby Mulquiny
19/4/25	DANIEL MULQUINY	337 JUDDS RD TEDDYWARDY VIC	DANIEL MULQUINY
19/4/25	HAIDEN DAMIANI	41 WOODVILLE STREET DRYSDALE	HAIDEN DAMIANI
19/4/25	Bianca Robertson	23 Elgin St, Drysdale	Bianca Robertson
19/4/25	Tim Wood	13188 APPIN South Rd Appin	Tim Wood
19/4/25	Adele Ballagh	3-4 Sanctuary Cove, Clifton Springs	Adele Ballagh
19/4/25	Travis Ballagh	3-4 Sanctuary Cove, Clifton Springs	Travis Ballagh
19/4/25	Bec Friend	7 Turana Avenue Clifton Springs	Bec Friend
19/4/25	Mark Friend	7 Turana Avenue Clifton Springs	Mark Friend
19/4/25	Sarah Wood	13188 Appin St Rd Appin South	Sarah Wood
19/4/25	Brodie Butler	10 Bungalallie Ave Clifton Springs	Brodie Butler
19/4/25	JEFF MILLS	8 Cullen St KERANG	JEFF MILLS

We the undersigned ratepayers and residents of Gannawarra Shire and predominately Kerang township would like to petition the Shire Council to urgently clear the Loddon river floodway to the North of the town bridges out to the Sheepwash creek to drop water levels and pressure on our town levy and the West bank and Kerang West residents.

We would also like the town bank from the bridges around to behind Lipps to be urgently upgraded and any other piece of degraded town bank.

Date	Name	Address	Signature
1/1	Greg Pickering	22 Borough Drive Kerang	
31/8/25	CAROL BARTON	42 Centina Gt Kerang	
1/14/25	Graeme W. Dron	11 Airport Rd Kerang	
1/14/25	Wade R. Dron	11 Airport Rd Kerang	
1/14/25	Jim Sambrooks	15 Airport Road. Lipps Rd Sambrooks	
1/14/25	P. J. H. H. H.	15 AIRPORT RD Kerang	
01/10/25	Pete Chester	17 Airport Rd Kerang	
1/14/25	RON PHILLIPS	17 AIRPORT RD KERANG	
1/14/25	Carmel Flynn	7 Garway Rd Kerang	
1/14/25	Marion Cummings	191 Flood Lane Kerang vic Mt. Cummings	
1/1	Edmund L. L. L.	9 Garway Rd Kerang	
6/4/25	Jon Haynes	52 King Albert Ave Leitchville	
1/1			
1/1			
1/1			
1/1			
1/1			
1/1			
1/1			
1/1			
1/1			
1/1			
1/1			

We the undersigned ratepayers and residents of Gannawarra Shire and predominately Kerang township would like to petition the Shire Council to urgently clear the Loddon river floodway to the North of the town bridges out to the Sheepwash creek to drop water levels and pressure on our town levy and the West bank and Kerang West residents.

We would also like the town bank from the bridges around to behind Lipps to be urgently upgraded and any other piece of degraded town bank.

Date	Name	Address	Signature
29/10/25	Lorraine Morris	28 Smith St Kg	[Signature]
29/11/25	Gerard Haste	67 Shadforth St kg & Haste	[Signature]
1/11/25	Jenelle Burton	13 Croton St Kerang	[Signature]
29/11/25	Allan Davies	80 Bowditch Rd. Kerang.	[Signature]
29/11/25	John Poole	46 Xerox St Kerang.	[Signature]
29/11/25	Joanne Hibbert	76 Nolan St. Kerang	[Signature]
29/11/25	Jane Ayres		[Signature]
29/11/25	Dieu Nguyen	9399 Murray Valley Hwy	[Signature]
29/11/25	Philip J. Swift	11 ALBERT ST KERANG.	[Signature]
29/11/25	Neil Burt	34 NORTH ST Kerang	[Signature]
29/11/25	Carol Waddington	13 Argent Road Kerang	[Signature]
30/11/25	Christine Masegawa Burt	34 North St Kerang.	[Signature]
30/11/25	Gail McKenzie	2 Keats St Kerang	[Signature]
30/11/25	Mal McKenzie	" " Kerang	[Signature]
30/11/25	Janet Fullford	230 Myall Rd westby	[Signature]
30/11/25	Geoffrey Fullford	" " "	[Signature]
17/12/25	Christine Lindsay	104 Smith Rd Kerang.	[Signature]
17/12/25	Bruce Lindsay	104 Smith Rd Kerang	[Signature]
17/12/25	Andrew Lindsay	48 moore Rd Kerang	[Signature]
17/12/25	Georgia Lindsay	48 moore Rd Kerang	[Signature]
1/1			
1/1			

We would also like the town bank from the bridges around to behind Lipps to be urgently upgraded and any other piece of degraded town bank.

[illegible]

We would also like the town bank from the bridges around to behind Lipps to be urgently upgraded and any other piece of degraded town bank.

[illegible]

We would also like the town bank from the bridges around to behind Lipps to be urgently upgraded and any other piece of degraded town bank.

[illegible]

We the undersigned ratepayers and residents of Gannawarra Shire and predominately Kerang township would like to petition the Shire Council to urgently clear the Loddon river floodway to the North of the town bridges out to the Sheepwash creek to drop water levels and pressure on our town levy and the West bank and Kerang West residents.

We would also like the town bank from the bridges around to behind Lipps to be urgently upgraded and any other piece of degraded town bank.

Date	Name	Address	Signature
20/4/25	Barbra Absalom	Kerang	Barbra
12/4/25	Paul Rodas	Kerang	Paul Rodas
12/4/25	Dale Githam	Kerang	Dale Githam
12/4/25	Carlie Simons	Kerang	Carlie Simons
14/4/25	Brock Henderson	Kerang	Brock Henderson
14/4/25	Nathan Boyen	Kerang	Nathan Boyen
14/4/25	Mark HENDERSON	KERANG	Mark HENDERSON
17/4/25	Leah Greenwood	Kerang	Leah Greenwood
/ /			
/ /			
/ /			
/ /			
/ /			
/ /			
/ /			
/ /			
/ /			
/ /			
/ /			
/ /			
/ /			
/ /			

In the floods of 2022 there was over 600mm of height difference from town bridges to other side of Swan hill railway line, we are now facing bigger flood heights from blockage of floodway unless we take action

We the undersigned ratepayers and residents of Gannawarra Shire and predominately Kerang township would like to petition the Shire Council to urgently clear the Loddon river floodway to the North of the town bridges out to the Sheepwash creek to drop water levels and pressure on our town levy and the West bank and Kerang West residents.

We would also like the town bank from the bridges around to behind Lipps to be urgently upgraded and any other piece of degraded town bank.

Date	Name	Address	Signature
23/1/25	Bruce Wright	57 Bonnamy St Krg.	Bruce Wright
23/1/25	PHIL DAY	5 MURRAY ST KERANG	Phil Day
24/1/25	ANDY ROBERTS	7 WISE ST KERANG	Andy Roberts
25/1/25	PAUL TOREY	4547 Boort Rd Kerang	Paul Torey
25/1/25	MILTON PATSONS	8 RICHMOND ST KERANG	Milton Patsons
28/1/25	Tim Scriver	18 MURRAY ST KERANG	Tim Scriver
28/1/25	JACK DAY	97 PMY RD KERANG	Jack Day
28/1/25	Bruce Gillingham	18 Lyall Ave Kerang	Bruce Gillingham
28/1/25	Kevin Lamb	28 Park Rd Kerang	Kevin Lamb
28/1/25	DANIEL PARK	40 NINTH STREET	Daniel Park
28/1/25	IK	35 Murray St	IK
29/1/25	COLIN BROWN	276 MV HWY KERANG	Colin Brown
30/1/25	GARRY TAYLOR	3561 Boort Rd KERANG	Garry Taylor
30/1/25	Colin Nguyen	405 WEST RD KERANG	Colin Nguyen
30/1/25	Phil Matheson	3 MAIN ST, KERANG	Phil Matheson
31/1/25	IAN MCCRAY	26 RAILWAY AVE COMUNA	Ian McCray
1/2/25	HEATH O'BRIEN	24A BURGESS DR KERANG	Heath O'Brien
3/2/25	PETER O'BRIEN	24 VAUGHAN ST KERANG	Peter O'Brien

We the undersigned ratepayers and residents of Gannawarra Shire and predominately Kerang township would like to petition the Shire Council to urgently clear the Loddon river floodway to the North of the town bridges out to the Sheepwash creek to drop water levels and pressure on our town levy and the West bank and Kerang West residents.

We would also like the town bank from the bridges around to behind Lipps to be urgently upgraded and any other piece of degraded town bank.

Date	Name	Address	Signature
3/12/25	Michelle Dilla	3 Orwell St	
3/12/2025	Neil Brady	Kerang	
4/12/2025	Verny Moore	Kerang	
6/12/2025	Christina Maddy	Kerang	
7/12/2025	Dave Davey	Kerang	
9/12/2025	Ros Campbell	Kerang	
10/2/25	Lianne Lane		
10/12/25	Kathleen Maclean	Benjerap	
11/12/2025	Bileen Giles	Kerang	
12-3/2025	Ron Morton	Kerang	
15-3-2025	Helen Campbell	Victoria St Kerang	
17-3-2025	Cath Trewin	Kerang	
18-3-2025	MARY FENTON	Dingwall ab Terdon	
18-3-2025	CJ FENTON	Kerang	
20-3-2025	Geraldine Bennett	Frank Rd Kerang	
1/1	Colleen Scoven	Coronation St Kerang	
1/1	Eric Mahoney	Kerang	
1/1	Granda Webb	Kerang	
1/1	Jan Thomas	Kerang	
11/10/25	Edward O'Leary	Salby Rd Kerang	
27/13/2025	M. Infante	Kerang	
31/13/25	S. Bremner	Quambatook	

8 URGENT BUSINESS

9 NOTICES OF MOTION

9.1 NOTICE OF MOTION - 97 - VNI WEST POWERLINE PROJECT

Author: Geoff Rollinson, Chief Executive Officer

Attachments: Nil

MOTION

I, Councillor Garner Smith, give notice that at the next Ordinary Meeting of Council be held on 21 May 2025, I intend to move the following motion:-

That this Council oppose the VNI West project, as it is currently proposed, as it does not achieve social licence due to the overall costs to our community being higher than the benefits. For the current VNI West project to achieve social licence, the following areas must be addressed to the satisfaction of this council:

1. Improved consultative process and compensation to landholders impacted by VNI West, both directly and neighbouring.
2. Electricity produced from renewables along VNI West must be available to be retailed within shires hosting renewable projects at the feed in tariff, without transmission costs.
3. Any housing projects must have long term benefits. Either through permanent housing being built, or, if temporary housing is built, residual trunk infrastructure and planning permissions for new housing developments will remain once the temporary housing is removed.

I commend this Notice of Motion to Council.

10 QUESTION TIME

Question Time provides an opportunity for members of the public to submit questions, in advance, to gain a response at the Council meeting.

QUESTIONS FROM THE GALLERY

Completed Question Time forms must be submitted to the Chief Executive Officer via email council@gsc.vic.gov.au no later than 5:00pm on the day prior to the Council meeting.

A maximum number of two questions may be submitted in writing by any one person.

Questions will be read by the author, Mayor or Chief Executive Officer.

The Mayor or Chief Executive Officer may indicate that they require further time to research an answer. In this case, an answer will be provided in writing generally within ten (10) business days.

Questions will be answered at the meeting, or later in writing, unless the Mayor or Chief Executive Officer has determined that the relevant question seeks confidential information defined in Section 3 of the *Local Government Act 2020* such as:

- Council business information
- security information
- land use planning information
- law enforcement information
- legal privileged information
- personal information
- private commercial information
- confidential meeting information
- internal arbitration information
- Councillor Conduct Panel confidential information
- an issue outside the Gannawarra Shire Council core business

or if the question is:

- defamatory, indecent, abusive or objectionable in language or substance
- repetitive of a question already answered (whether at the same or an earlier meeting)
- asked to embarrass a Councillor or Council officer.

No debate or discussion of questions or answers shall be permitted and all questions and answers shall be as brief as possible.

11 DELEGATES REPORTS

11.1 DELEGATES REPORTS

Author: Jodie Basile, Executive Assistant to CEO

Authoriser: Geoff Rollinson, Chief Executive Officer

Attachments: Nil

EXECUTIVE SUMMARY

Council has memberships with peak Local Government associations, local and regional forums, along with statutory committees. Some memberships require that a Councillor be appointed to act as a delegates to formally represent Council, typically in a voting capacity.

This Agenda item provides an opportunity for Council appointed delegates to present a verbal update on any pertinent matters arising from Council's membership with the following associations.

COUNCILLOR COMMITTEES 2024/2025	
COMMITTEE	COUNCILLOR
Murray River Group of Councils (MRGC)	Cr Garner Smith, Mayor
Loddon Campaspe Group of Councils (LCGC)	Cr Garner Smith, Mayor
Central Victorian Greenhouse Alliance (CVGA)	Cr Daniel Bolitho
Municipal Fire Management Planning Committee (MFMPC)	Cr Lisa Farrant
Municipal Emergency Management Planning Committee (MEMPC)	Cr Lisa Farrant
Municipal Association of Victoria (MAV)	Cr Ross Stanton
Audit and Risk Committee (ARC)(x 2)	Cr Garner Smith Cr Ross Stanton
Transport Committee including Rail Freight Alliance	Cr Pat Quinn
Rural Councils Victoria (RCV)	Cr Charlie Gillingham
Timber Towns Victoria (TTV)	Cr Pat Quinn
Community Halls Community Asset Committee	Cr Keith Link

Councillors and Chief Executive Officer have attended the following events and meetings over the past month:

Geoff Rollinson, Chief Executive Officer		
	1 April 2025	OHS Meeting
		Victorian Basin Communities Panel
		VNI West Meeting with Commissioner
	2 April 2025	Joint State/Local Government Monthly CEO Forum online
		Weekly Meeting with Mayor
	3 April 2025	Meeting with Swan Hill Rural City Council CEO, Mr Scott Barber in Swan Hill
		Murray River Group of Councils CEO Meeting online
		Meeting with Mr Brett Davis, Cross Border Commissioner
		Executive Leadership Team Meeting
	7 April 2025	April Council Briefing Session
	8 April 2025	Monthly CEO Meeting with KDH and NDCHS
	9 April 2025	Executive Leadership Team Meeting
	10 April 2025	Loddon Campaspe Councils CEO Meeting online
		Murray River Group of Councils CEO Meeting online
	11 April 2025	Meeting with Regional Development Victoria – Leanne Rosewall
	14 April 2025	Mallee Regional Partnership Meeting
	16 April 2025	Executive Leadership Team Meeting
		April Council Meeting in Kerang
	17 April 2025	Management Team Meeting
		Opening of Stage 2, 3, 4 of Kerang CBD Redevelopment
	18 April 2025	Rotary Club of Kerang Art Show - Gala Opening
	23 April 2025	Executive Leadership Team Meeting
	24 April 2025	Loddon Campaspe Councils CEO Meeting online
	25 April 2025	ANZAC Day Service
	28 April 2025	Gannawarra Levee Discussion
		Citizenship Ceremony in Kerang
	29 April 2025	Quambatook Weir Pool Discussion
	30 April 2025	Executive Leadership Team Meeting and Long-Term Financial Plan Discussion
		Alliance Meeting with Minister D'Ambrosio

Cr Garner Smith – Mayor		
	1 April 2025	Victorian Basin Communities Panel in Echuca
	2 April 2025	Weekly Meeting with CEO
	3 April 2025	Leitchville Progress Association Meeting
	4 April 2025	3SH Interview
	5 April 2025	Leitchville Primary School Garden Opening with Peter Walsh MP
	6 April 2025	Cohuna Historical Society Opening
	7 April 2025	April Council Briefing Session
	9 April 2025	NGSC Transmission Meeting
	10 April 2025	VNI West Renewables Meeting
		Weekly Meeting with CEO
	16 April 2025	April Council Meeting in Kerang
	17 April 2025	Opening of Stages 2,3,4 Kerang CBD Redevelopment
		3SH Interview
	18 April 2025	Judging of GSC Art Acquisition Award and Rotary Club of Kerang Art Show - Gala Opening
	19 April 2025	Kerang Easter Races and Gannawarra Cup
	24 April 2025	VNI West Renewables Alliance Meeting
		Weekly Meeting with CEO
	25 April 2025	ANZAC Day March and Service in Cohuna and ANZAC Day Service and Speech at Leitchville
	28 April 2025	Citizenship Ceremony
	30 April 2025	Alliance Meeting with Minister D'Ambrosio

Cr Ross Stanton – Deputy Mayor		
	7 April 2025	April Council Briefing Session
	9 April 2025	NGSC Transmission Forum online
	16 April 2025	April Council Meeting in Kerang
	17 April 2025	Opening of Stages 2,3,4 Kerang CBD Redevelopment
	25 April 2025	ANZAC Day Service in Murrabit

Cr Daniel Bolitho		
	1 April 2025	VNI West CRG Meeting
	7 April 2025	April Council Briefing Session
	9 April 2025	NGSC Transmission Forum
	10 April 2025	VNI West Renewables Alliance Meeting
	16 April 2025	April Council Meeting
	17 April 2025	CVGA Out of Session Board meeting
	24 April 2025	VNI West Renewables Alliance Meeting
	30 April 2025	Alliance Meeting with Minister D'Ambrosio

Cr Lisa Farrant		
	April	Guest Speaker at Koondrook Barham Lions Club
	7 April 2025	April Council Briefing Session
	16 April 2025	April Council Meeting in Kerang
	25 April 2025	ANZAC Day Service in Koondrook/Barham

Cr Charlie Gillingham		
	7 April 2025	April Council Briefing Session
	16 April 2025	April Council Meeting
	25 April 2025	ANZAC Day Service in Mystic Park

Cr Keith Link		
	3 April 2025	Leitchville Progress Association Meeting
	5 April 2025	Leitchville Primary School Garden Opening with Peter Walsh MP
	6 April 2025	Cohuna Historical Society Opening
	7 April 2025	April Council Briefing Session
	14 April 2025	Met with ratepayer to look at potholes in community walk
	16 April 2025	April Council Meeting
	17 April 2025	Opening of Stages 2,3,4 Kerang CBD Redevelopment
		Spoke to ratepayers regarding flooding, potholes and trees planted on street corners
	22 April 2025	Met with ratepayer at Sheepwash Creek in Kerang
	23 April 2025	Shire representation at Lions Club Dinner
	25 April 2025	Gunfire Service at Cohuna Cenotaph March and ANZAC Day Service in Cohuna War Memorial and ANZAC Day Service at Leitchville
		Spoke to ratepayers at length about Aquatic Strategy
	28 April 2025	Cohuna Progress Association Meeting

Cr Pat Quinn		
	16 April 2025	April Council Meeting
	25 April 2025	ANZAC Dawn Service in Cohuna ANZAC Day Service in Kerang

12 CONFIDENTIAL ITEMS

RECOMMENDATION

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 66(2)(a) of the *Local Government Act 2020*:

12.1 CEO Performance Review

This matter is considered to be confidential under Section 3(1)(f) and (h) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs and confidential meeting information, being the records of meetings closed to the public under section 66(2)(a).