

# AGENDA

## UNSCHEDULED MEETING OF COUNCIL

Tuesday, 8 June 2021

To be held Swan Hill Town Hall  
McCallum Street, Swan Hill  
Commencing at 1pm

**COUNCIL:**

Cr B Moar – Mayor

Cr J Benham  
Cr A Young  
Cr LT McPhee  
Cr C Jeffery  
Cr S King  
Cr N McKay

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**SECTION A – PROCEDURAL MATTERS**

- **Welcome**
  
- **Acknowledgement of Country**
  
- **Prayer**
  
- **Apologies/Leaves of Absence**
  
- **Directors/Officers Present**

## **SECTION B – REPORTS**

### **B.21.41 CONSIDERATION OF SUBMISSIONS TO PROPOSED 2021/22 BUDGET**

**Responsible Officer:** Director Corporate Services  
**File Number:** S15-06-11  
**Attachments:** Nil

#### **Declarations of Interest:**

Joel Lieschke - as the responsible officer, I declare that I have no disclosable interests in this matter.

#### **Summary**

The purpose of this report is to consider submissions for the Proposed 2021/22 Annual Budget.

#### **Discussion**

Council formally received two submissions to the proposed 2021/22 Annual Budget at a Special Council Meeting held on Tuesday 1 June 2021.

The officers responses to the issues raised in the submission is detailed below.

#### **Response to Submission 1 – Walking track between Pental Island Road and Bryan Street**

There is available funding under the Riverfront Connection grant (circa \$20K) with which to do some basic remedial work. This can be carried out through utilizing hand held tools upon the completion of appropriate tender/procurement process. A longer term and more permanent solution will require a new Cultural Heritage Management plan due to the importance and location of the site. This will need to be explored further. This could also be covered using the Parks and Gardens maintenance budget.

#### **Response to Submission 2 – Numerous Queries**

**1. The Levee Bank is not mentioned. It is a major capital expenditure. The budget last year was \$900K sourced between Grants at \$347K and Council Cash of \$553K for ‘Robinvale Town Levee Construction’. The funds were carried forward from FY 19/20. The only visible work is the lopping and removal of trees. What has happened to that money? Where is it located within the budget?**

There is no mention of the Robinvale Levee in the Introduction because the Project was expected to be completed by 30/06/2021.

To date we have spent \$586,694 on the project. Any unspent money will be carried forward into FY2022 for the completion of the works.

**2. The comment that it is important to ensure transparency and accountability to both residents and ratepayers is noted.**

No response required

**3. Is Swan Hill Rural City Council legally mandated to provide services such as libraries, building permits and sporting facilities?**

Council is not legally required to provide for these services, however most councils do. Council in many instances receives funding to provide particular services, however sometimes, over time, grants do not keep pace with increased demand/costs, leaving councils to subsidise the service. These are reviewed in line with the benefits gain in the community and at times Council has ceased providing some services.

**4. Pioneer Settlement. Has Council set a reduction path for the subsidy provided by all ratepayers to the Pioneer Settlement? The FY21/22 budget shows a subsidy of \$887K. How does Council intend to improve the commercial position of the Pioneer Settlement? Why doesn't Council provide a proportionate level of funding to Robinvale for the development of tourism?**

Council budget methodology produces a zero based budget every year. Calculation of staff costs and admission fees has a large focus. Council is conscious of the net cost to rates for keeping this attraction open, and also conscious of the benefits this attraction brings to the hospitality and tourism sector relying on visitation.

We are working toward an agreed subsidy position, with annual indexation, to better determine the pricing of the visitor experience.

Council introduced a world class Laser Light Show and retired the old Sound and Light Show, to improve the financial position for the Settlement. Consultants provided Council with a Business Case and estimation of earning capacity. High river levels, the cost of new productions and pandemic events have interrupted earning capacity of the attraction. A major staff restructure occurred in 2017, and a continual watch to efficiently marry staffing to the visitor experience is a focus of the General Manager and the Executive Management Team.

Council maintains and supports Robinswood Homestead, the Visitor Information Centre and the Caravan Park. Council has supported many events, such as Almond Blossom Festival, Robinvale/Euston Ski Race, Robinvale Lantern Festival, and numerous Community organisations with funding.

The Swan Hill Special Marketing levy provides SH Inc with funds to promote SH as a place to live, rest & play. Unfortunately the business community in Robinvale didn't support this approach.

**5. When referring to 'Riverside', please add the location. Both Robinvale and Swan Hill have 'Riverside' in names for parks and reserves.**

Noted, the Riverside Park referred to on page 11 is in Robinvale. The \$500,000 is for new irrigation and pump shed.

**6. Centenary Park Robinvale is a Council disgrace and has been for years. If the community can create and maintain Robinvale Euston Memorial Park, and Council can spend millions on the Pioneer settlement, why hasn't Council developed a proper park for Robinvale? I'm aware of the future plans, page 14 Initiative 63, but funding for development in the near future should be identified in the budget now, pages 49 to 51.**

A project has been identified in the Robinvale Community Plan. In Council's 10 Year Major Projects Plan, Centenary Park has \$300,000 to prepare a Masterplan split over a number of financial years. \$120K in 2023, \$40K in 2024 and \$140K in 2025.

**7. When initiatives are completed are they removed from the list?**

Yes they should be removed when completed. The new Council Plan which will be consulted on with the community to set the vision will re-align all major projects and other initiatives.

**8. Initiative 79. What actions did Council take as a result of the poor results from the community satisfaction surveys?**

Council has reviewed and attempts to incorporate the feedback received into future planning. We have updated our community engagement policies to hopefully facilitate better communication channels with the community. A number of the items of community dissatisfaction in the last survey were attributed to community concerns over enticing a Flight School to Swan Hill and the construction of the 'Our Place' building within the Pioneer Settlement precinct. The later is ongoing and subject to further Council discussion and decision.

**9. Initiative 80. Has Council implemented a Project management system? The underspend again this year is another poor result. The engagement of a Program/Project Manager is noted. 'On time, on budget, and to the specifications required' is the standard requirement for delivery of capital works.**

Council has realigned its organisational structure to address the need for and improvements in the delivery of its capital works program.

A Project Management Office consultant has been engaged to establish the protocols for identifying, scoping and completing projects and improve the overall performance on capital delivery.

**10. How has the positioning of Council representatives on relevant boards**

**assisted in supporting Council initiatives? Please provide an example relevant to Robinvale.**

Council has representatives on all progress/improvement/action groups in our Local Government Area - they are there to provide a liaison role and often assist with advice to the groups on service changes and opportunities such as grants, and achieving their Community Plans.

Council also encourages staff to expand their personal and professional development by membership of local, regional and state-wide boards and committees. This has the added benefit of staff gaining a better understanding of the organisations' goals, while operating within the relevant rules (conflict of interest etc). Robinvale has benefited by attraction of grants through knowledge of key contacts within Government.

Recent examples are the lack of housing and the population study - these have been recurrent themes reinforced by staff hearing these concerns at RDHS, REBA, and other network and community group meetings. This led to Council starting the Ronald Street Housing Project and subsequent State Government grant support. Similarly, with local arts projects and linking to authorities that community groups might not know about.

Staff also assist as independent people on interview panels, and provide data and facts for local groups' grant applications.

All of this is possible through relationships developed through involvement in locally based organisations.

**11. Initiative 96. How has Council influenced the use of environmental water in the municipality?**

The Mayor and CEO have been in contact with and written letters to Federal ministers highlighting the issue. It is one of importance and constant focus for the Council.

**12. Initiative 104. Isn't a statewide container deposit scheme (CDS) already scheduled to commence in FY 22/23? Shouldn't initiative 104 be deleted?**

DELWP have only just released the Consultation Report (April 2021) pertaining to this. Retaining the initiative is appropriate given the implementation is yet to occur (2023). This will continue to be reviewed as the DELWP program evolves.

**13. Does each of the initiatives have a schedule for delivery?**

Once fully scoped a schedule for delivery will be completed.

**14. Service Performance Indicators. How does the indicator of 'Number of visits to aquatic facilities divided by municipal population' work when some**

**pools close for up to seven months of the year? Are these indicators standardised across the state?**

Yes - The Indicator is standardised across the state and is simply the visitation divided by Population. In SHRCC's case we have four outdoor pools operating during the warmer months, but the Leisure Centre is operational all year round.

**15. Sale of 71 - 77 Bromley Road. The blocks of land sold for \$385K. Where is this figure shown in the Comprehensive Income Statement? How is the 'net gain' figure derived?**

The sale of 71 Bromley Road for \$350,000 is included in the Forecast Actual 2020/21 column. The sale price was \$385,000 (\$350,000 plus \$35,000 GST). The \$350K is included in the \$190K net gain on disposal of property, infrastructure, plant & equipment income line. The \$190K is made up of \$952K in Sale Proceeds less \$762K in WDV of Assets Sold.

The \$952K proceeds is identifiable on Pg29 Rates Determination Statement, this Statement excludes non-cash entries such as Written Down Value (WDV).

**16. Are figures truncated or rounded?**

Totals are rounded. There is often a need to round up and down to achieve the overall total or breakdown within a table. The entire number is captured and divided by 1000. e.g. \$515,904,400 / 1000 = \$515,904 in a table with '\$000 in the heading.

**17. Page 25. Statement of Capital Works. The Council repeatedly underspends in Infrastructure, and the budget for Infrastructure has been slashed from a budget of \$23,603K for FY 20/21 with a spend of \$18,663K to a budget of \$12,553K for FY21/22. Will Council deliver the reduced capital works program on time, on budget and to the specifications required? Given the record of underspends does Council have the capacity to achieve the reduced Infrastructure program? Where is the funding for the Robinvale levee Bank shown? It was previously listed under 'Drainage'. The budget is only showing \$121K for Drainage and this will not be enough.**

There is no reduction of planned capital works, however, the forecast actual is \$6,694K higher than the original budget due to additional funding for projects secured during the current financial year. If you compare the original budget of the current year (FY2021) with budget for next financial year (FY2022) there is an increase in total capital spend. The \$18,663K and \$12,553K are actually sub classifications of the capital works program.

Total Capital = \$23,603K FY2021; \$30,297K FA FY2021 and \$26,355K FY2022.

There are a number of projects that are now planned to be completed over two to three years such as the construction of 'Our Place' and the Aerodrome Runway & Lighting. This is due to community concern over the location of the building within



what has been scheduled to be Heritage listed Pioneer Settlement site, and the Swan Hill Aerodrome receiving additional funding under the Regional Aerodrome Program (R2). Other government funding has been received in the year that has time constraints and is now a focus for project management staff. i.e. LRCIP and Drought 1&2.

Deferred projects consist of "Our Place" budgeted \$4,250K now \$1,750K; Swan Hill Aerodrome \$2,330K now \$1,070K.

Increased project funding (carried forward from 2019/20) for Robinvale Town Levee was \$900K, now \$1,746K (but likely to be carried forward again to FY2022).

New funding consists of LRCIP R1 \$1,434K; Drought round 1, \$1,000K; Drought round 2 \$1,000K

***Given the record of underspends, does Council have the capacity to achieve the reduced infrastructure program?***

Yes. Budget \$12,625K FY2021; \$18,663K FA FY2021, and \$12,553K FY2022. There is only a small reduction in the Infrastructure spend in the budgeted numbers year on year.

**18. How many FTE do the temporary agency staff contribute? Which jobs do they fulfill?**

The 2021/22 Budget has \$393K for Agency Staff, this is represented as follows:	EFT
Commonwealth Home Support Program (CHSP)	0.9
VicRoads funded School Crossing Supervisors	0.3
Funded from User Fees & Charges e.g. FOPS Café	1.9
Rates funded (see below summary)	1.6
Total	4.7

Rates funded of positions for temporary agency staff are to provide for short-term resources for staff on extended leave, relief for reception, maternity leave absences, and special event requirement throughout approximately eighteen work programs.

**19. Proceeds from disposal of property, infrastructure, plant and equipment are shown to increase by about \$700K. What is Council selling?**

The majority of the increase is due to property sales relating to the Ronald Street housing project in Robinvale (\$1,250K), the remaining sales are approx. \$3K of IT equipment and \$409K of Plant and Equipment no longer required/due for renewal. The Forecast Actual for 2020/21 of \$952K includes sale of 71 Bromley Road (\$350K).

**20. Average General Rates. How are the % averaged across rates to give the increase for annual general rates of 1.47%?**

Last Years Total Rates	25,060,200
Annualised 2020/21 Supplementary Rates	149,438
Annualised 2020/21 Rates	25,209,638
Estimated Number of Assessments at 30/06/2021	12108
Average Base Rates per Rateable Assessment	2,082.06
Rate Cap = 1.5%	2,113.30
Funds req'd to balance the Budget	25,579,600
2021/22 Ave Rates per Assessment	2,112.62
Average % Rate Increase	1.47%

**Rates by Category:**

		Option 2.1 Base Year - Current Year (FY2021) with Annualised Supplementary Valuations				Valuer General	Proposed budget rates FY2021/22	
Rate - Category		Count	Valuation	Primary Total Base	Primary Total (Var%)	New Valuation	Primary Total	Primary Total (Var%)
<b>Commercial Total</b>		<b>522</b>	<b>\$239,560,000</b>	<b>\$1,562,476</b>	0.00%	<b>\$235,685,000</b>	<b>\$1,641,197</b>	<b>5.04%</b>
Commercial - Other		25	\$13,836,000	\$80,733	0.00%	\$14,083,000	\$76,491	-5.25%
Commercial - Robinvale		90	\$16,940,000	\$111,201	0.00%	\$17,472,000	\$123,368	10.94%
Commercial - Swan Hill		407	\$208,784,000	\$1,370,542	0.00%	\$204,130,000	\$1,441,338	5.17%
<b>Industrial Total</b>		<b>371</b>	<b>\$154,532,000</b>	<b>\$924,307</b>	0.00%	<b>\$158,032,000</b>	<b>\$880,127</b>	<b>-4.78%</b>
Industrial - Other		82	\$57,671,000	\$336,511	0.00%	\$57,770,000	\$313,775	-6.76%
Industrial - Robinvale		49	\$13,250,000	\$80,407	0.00%	\$13,250,000	\$74,846	-6.92%
Industrial - Swan Hill		240	\$83,611,000	\$507,388	0.00%	\$87,012,000	\$491,506	-3.13%
<b>Other Total</b>		<b>8</b>	<b>\$2,626,000</b>	<b>\$15,323</b>	0.00%	<b>\$2,600,000</b>	<b>\$14,122</b>	<b>-7.84%</b>
Recreational		8	\$2,626,000	\$15,323	0.00%	\$2,600,000	\$14,122	-7.84%
<b>Residential Total</b>		<b>8,012</b>	<b>\$1,805,466,200</b>	<b>\$10,872,429</b>	0.00%	<b>\$1,967,836,000</b>	<b>\$11,063,783</b>	<b>1.76%</b>
Resid - Robinvale Vacant Land		16	\$992,000	\$12,040	0.00%	\$1,015,000	\$17,672	46.78%
Resid - Swan Hill Vacant Land		25	\$4,012,000	\$48,693	0.00%	\$4,456,000	\$77,345	58.84%
Residential - Robinvale		770	\$139,101,000	\$844,126	0.00%	\$154,155,000	\$870,778	3.16%
Residential - Swan Hill		4,611	\$1,171,683,000	\$7,110,288	0.00%	\$1,273,934,000	\$7,196,094	1.21%
Urban Other		2,590	\$489,678,200	\$2,857,282	0.00%	\$534,276,000	\$2,901,893	1.56%
<b>Rural Total</b>		<b>3,210</b>	<b>\$2,269,699,900</b>	<b>\$11,889,620</b>	0.00%	<b>\$2,391,978,800</b>	<b>\$12,013,580</b>	<b>1.04%</b>
Farm - Dry Land		1,208	\$843,885,800	\$3,569,966	0.00%	\$900,617,500	\$3,913,327	9.62%
Farm - Irrigated		1,928	\$1,401,197,800	\$8,176,017	0.00%	\$1,464,683,500	\$7,955,355	-2.70%
Farm - Non-Irrigated		74	\$24,616,300	\$143,637	0.00%	\$26,677,800	\$144,899	0.88%

**21. Given the objective of this rate charge is to discourage land banking and speculation, encourage the construction of residences.....' why doesn't the rate apply to the entire municipality rather than just the townships of Swan Hill**

**and Robinvale? Wouldn't the principle apply across the municipality? Will this encourage people to buy and bank land in the smaller townships resulting in the same problem of people banking land?**

The rate is targeted at Swan Hill and Robinvale as these townships have a shortage of available residential land, which is available for development. They are also the locations with the greatest shortage in housing supply.

Our smaller townships do not have a shortage of available land or residential demand in excess of current supply. Currently there is no evidence of land banking having an impact on housing supply/availability in these areas.

**22. Why isn't there an explanatory note for Farming – irrigation and non-irrigation?**

Farming - Irrigation and non-irrigation are not subject to a differential rate, therefore no separate note is required. It is rated at the general (base) rate.

**23. Where is the NDRGS grant for the Robinvale Levee Bank listed?**

The \$224K is under 4.1.4 Grants on page 37 under (b) Capital Grants - Drainage

Most of the grant monies have been received in prior years and now are c/fwd from reserves:

	NDRG (Round 1)	NDRG (Round 2)	MCMA	Total Grants
2017/18	355,000	-	-	355,000
2018/19	213,000	204,980	-	417,980
2019/20	122,988	-	10,000	132,988
Rec'd	690,988	204,980	10,000	905,968
2020/21 Forecast Actual	19,012	204,980		223,992
	710,000	409,960	10,000	1,129,960

**24. \$1.069M is budgeted for Consultants, an increase of 27%. Which projects and activities do these payments relate to? The budget for Office Administration is budgeted to increase by \$19.5%. What has caused the increase?**

There is an increase in approx \$506K year on year for an increase in consultants used on Operational non-recurrent projects, including:	
Scanning Building files, Asset Condition Survey	109,050
Painting Toddlers Pool incorrectly coded to consultants rather than contractors	85,000
Engagement of Project Managers to advance backlog of capital projects	290,000
Various - across all Departments	21,950
	506,000

The office administration increase of 19.5% is a return to pre-Covid levels for advertising and travel and accommodation.

**25. Councillor Allowances are budgeted to increase by 5.7%. What is the basis for this increase? Last FY the increase was 2.4%.**

The budget on budget increase is 1.2% (CY Budget \$258.5K v 2021/22 Budget \$261.5K). The variance is driven by forecast actual in the current year being less than budget due to Councillors not being paid during the caretaker period which had a \$12K saving impact of the current years forecast actual results.

**26. The budget for infrastructure has been reduced from \$18.6M to \$12.5M. Why?**

	FY2021 Budget	FY2021 FA	FY2022 Budget	\$'000	%
Budget on Budget the decrease is -0.6%	12,625		12,553	-72	-0.6%
Forecast Actual on Budget the decrease is -32.7%		18,663	12,553	-6,110	-32.7%

The comparison between Forecast Actual and New Year Budget in this table is not a reliable comparison, as it can falsely indicate that we are planning \$6.1M less in infrastructure projects.

The true comparison is Budget on Budget, and this reveals a comparable spend year on year (-0.6%). The level of external funding ultimately determines the value of our Capital Works program. (Refer Pg25 Funding sources).

Completion of large projects can influence the delivery of works, similarly new projects brought into the works plan with short funding completion timeframes often take the priority over other budgeted projects due to Council's limited project management resources causing departures from the published/intended works program.

The higher Forecast Actual contains c/fwd Robinvale Levee and a number of other projects not completed in FY2020 as well as unexpected new projects where funding has become available due to Government stimulus and funding priority changes.

**27. Buildings. Funding for the Swan Hill Leisure Centre Gym expansion is shown as \$150K (Grants). Where is the funding for the Robinvale Leisure Centre expansion? The community is expecting the expansion to be completed in FY 21/22. If construction will not happen FY 21/22, when will Council tell the community?**

The 10 Year Major Projects Plan has \$50,000 for Design in FY2027 and \$1.1M in FY2030 for construction. However, funding announced on 12/05/2021 in the Federal Budget will likely see this project brought forward with completion by June 2023.

**28. Plant and Equipment. \$50K for the Robinvale Irrigation Pump is noted (Council Cash)**

No response required

**29. Plant and Equipment. \$30K for the Library fit out is noted (\$10K Grant and \$20K Council Cash).**

No response required

**30. As an aside when will the parking area be fixed for the new and now formally opened Robinvale library? Given there is \$1.598 M for the car parking at the Swan Hill Art Gallery and \$0.57 M for the car parking at the Catalina Museum. What was the budget for the car park for the library?**

The project funding from Regional Development Victoria to build the Library did not include anything for the car parking. However this was highlighted by the various parties (College, Council, pre-school, etc) as an issue and had there been savings, it would have been allocated to this work (and also the landscaping which was not included).

This is a project being discussed by the Colman Our Place team, as it is able to bring all key stakeholders together. The car park is Education land, over which Council has no jurisdiction, so all parties are working together to design the traffic flow through the site, determine the costs then seek external funding. Council officers have been working with senior DET officers.

**31. \$99K for the Robinvale Recreation Reserve entry is noted.**

No response required

**32. \$50K is allocated for Robinvale recreation reserve change rooms. Please confirm these funds are for the clubrooms for the netball club. When will Council know if it has funds to build the clubrooms?**

This item is funding for the Robinvale Football Club. \$50K Design in FY2022 and \$200K Construction in FY2024. Funding was received for \$350,000 for the Netball Club Change-rooms. A contract has been awarded, and works to be completed over the next 12 months.

**33. Other Infrastructure. Robinvale Riverside Park. Improve entrance and access. \$60K is allocated. Giving a total of \$159K for the project of Robinvale recreation Reserve Entrance and Access.**

The statement is correct no response required.

**34. In the budget FY 20/21 funds of \$900K were carried forward from FY 19/20 for the Construction of the Robinvale Levee. (\$347 Grants and \$553 Council cash). Given the levee bank has not been constructed, where is that money in the budget for FY 21/22? If it warranted a separate budget line last year why doesn't it have a separate budget line this year?**

Refer to question 1 for update.

**35. FY 22/23; Page 50. FY 23/24;Page 51. FY 24/25. Has funding been tied to Construction of the Robinvale Riverfront Master Plan, including Centenary Park? If so how much? If not why not? How will funding be sourced?**

10 Year Major Projects Plan 2021-22 to 2030-31	FY2023	FY2024	FY2025	
Centenary Park Upgrade	120,000	40,000	140,000	All Rates funds
Robinvale Riverfront Masterplan Implementation		515,000		50/50 Rates & Grants

Applications will be made when Government Funding opportunities are found/provided. Council's contact network often advise when funding opportunities exist. Council is mindful that State & Federal Government grants are free flowing at present due to drought, fires and pandemic and is actively looking for appropriate funding sources.

**36. The inclusion of fees for the use of the Robinvale Aerodrome is welcomed. However charges can also be applied for circuit work and touch and go activities. The current activities by the training school appear to include actual landing and takeoff. How is this monitored and managed?**

Council will consider proposed fees and charges in coming weeks, which includes touch and go operations and other activity fees.

Council is considering different monitoring systems.

### **Consultation**

The submission process is part of the consultation process for the budget.

### **Financial Implications**

The consideration of submissions has no direct financial impact. If changes are made to the Proposed Budget due to any of the submissions then the financial implications will vary depending on the nature of the change.

### **Social Implications**

The consideration of submissions has no direct social impact. If changes are made to the Proposed Budget due to any of the submissions then the financial implications will vary depending on the nature of the change.

### **Economic Implications**

The consideration of submissions has no direct economic impact. If changes are made to the Proposed Budget due to any of the submissions then the financial implications will vary depending on the nature of the change.

### **Environmental Implications**

The consideration of submissions has no direct environmental impact. If changes are made to the Proposed Budget due to any of the submissions then the financial implications will vary depending on the nature of the change.

### **Risk Management Implications**

The consideration of submissions has no direct risk management impact. If changes are made to the Proposed Budget due to any of the submissions then the financial implications will vary depending on the nature of the change.

### **Council Plan Strategy Addressed**

***Governance and leadership*** - Positive community engagement through appropriate and constructive consultation.

### **Options**

After considering the submissions Council can choose to adopt or amend the 2021/22 Annual Budget.

### **Recommendations**

#### **That Council:**

- 1. Consider the issues raised in the submissions and the officer's response.**
- 2. Having considered the submissions, not make any changes to the Proposed 2021/22 Annual Budget.**
- 3. Write to each submitter thanking them for their submission and outlining Council's response.**

## **SECTION H – IN CAMERA ITEMS**

### **Recommendation**

**That Council, pursuant to section 66(2)(a) of the *Local Government Act 2020* , resolve to close the meeting to members of the public to consider the following items which relate to matters specified under section 3(1), as specified below:**

### **B.21.42 IN CAMERA CONSIDERATION OF CONFIDENTIAL REPORT**

**(d) contractual matters**