



STRATHBOGIE SHIRE COUNCIL

**MINUTES/DECISIONS OF THE ANNUAL STATUTORY MEETING OF THE
STRATHBOGIE SHIRE COUNCIL HELD, VIRTUALLY, ON TUESDAY 16 NOVEMBER
2021 COMMENCING AT 6.00 P.M. (DUE TO TECHNICAL DIFFICULTIES WITH THE
LIVESTREAMING AUDIO, THE MEETING WAS ADJOURNED AT 6.05 P.M., AND RE-
COMMENCED AT 6.16 P.M.)**

Chair:	Laura Binks	(Mount Wombat Ward)
	(Assumed the role of Chair following Mayoral election at Item 7)	
Councillors:	David Andrews	(Lake Nagambie Ward)
	Reg Dickinson	(Lake Nagambie Ward)
	Sally Hayes-Burke	(Seven Creeks Ward)
	Kristy Hourigan	(Seven Creeks Ward)
	Paul Murray	(Hughes Creek Ward)
	Chris Raeburn	(Honeysuckle Creek Ward)
Municipal Monitor:	Janet Dore	
Officers:	Julie Salomon	Chief Executive Officer (CEO)
	David Roff	Director, Corporate Operations (DCO)
	Amanda Tingay	Director, Community and Planning (DCP)
	Dawn Bray	Executive Manager, Governance and Customer Service (EMGCS)
	Kristin Favaloro	Executive Manager, Communications and Engagement (EMCE)
Outgoing Mayor:	Chris Raeburn	

VB

As per Council's Governance Rules, the Chief Executive Officer presided over proceedings until the election of the Mayor

1. Introduction and Welcome
2. Apologies
3. Acknowledgement of Traditional Land Owners
4. Report by Outgoing Mayor
5. Determination of Mayoral Term
6. Provision of a Mayoral Motor Vehicle
7. Election of Mayor
8. Response by Elected Mayor
9. Determination of the establishment of the Office of Deputy Mayor
10. Election of Deputy Mayor
11. Response by Elected Deputy Mayor
12. Council Meetings Timetable for Forthcoming Year
13. Councillor Committees / Boards Representation – 2021/2022

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BUSINESS

1. Introduction and Welcome by Temporary Chair (Chief Executive Officer)

In accordance with Strathbogie Shire Council Governance Rules, the Chief Executive Officer presided over proceedings until the position of Mayor was filled.

2. Acknowledgement of Traditional Land Owners

We acknowledge the Traditional Custodians of the places we live, work and play.

We recognise and respect the enduring relationship they have with their lands and waters, and we pay respects to the Elders past, present and emerging.

Today we are meeting on the lands of the Taungurung peoples of the Eastern Kulin nation, whose sovereignty here has never been ceded.

3. Apologies

4. Report by Outgoing Mayor

The outgoing Mayor, Chris Raeburn, addressed the meeting, and provided an overview of Council activities over the past twelve months.

Due to technical difficulties the Chair, CEO Salomon, called for a motion to adjourn the meeting for 15 minutes to allow for the issues to be resolved so that the broadcast of the meeting met the requirements of the Ministerial Good Practice Guidelines for Virtual Meetings (MGPG – 1).

MOVED: COUNCILLOR MURRAY

SECONDED: COUNCILLOR RAEburn

That the meeting be adjourned for 15 minutes to allow for the resolution of technical difficulties with the broadcast of the meeting.

01-21/22

CARRIED

5. Determination of Mayoral Term

Sections 25 and 26 of the Local Government Act 2020 (the Act) require that Councillors must elect a Councillor to be Mayor of the Council. A Mayor is to be elected no later than one month after the date of a general election.

Under Section 26(3), the Council must resolve whether to elect a Mayor for a term of one (1) year or two (2) years prior to electing a Mayor.

Under section 26(4), if the Mayor is elected for a 1 year term, the next election of the Mayor must be held on a day to be determined by the Council that is as close to the end of the 1 year term as is reasonably practicable.

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5. Determination of Mayoral Term (cont.)

It has been practise at Strathbogie Shire to appoint a Mayor for one (1) year. It is considered prudent to retain this practice given the growing demands on the Mayoral role under the Act.

MOVED: COUNCILLOR RAEburn
SECONDED: COUNCILLOR HAYES-BURKE

That the term of appointment for the Mayor be one year.

02-21/22 **CARRIED**

The Temporary Chair indicated that the Order of Business was to be changed to bring forward Item 11 on the agenda relating to the Mayoral Vehicle, prior to the election of Mayor.

MOVED: COUNCILLOR RAEburn
SECONDED: COUNCILLOR BINKS

That the Order of Business be changed to allow Item 11 - Provision of a Mayoral Motor Vehicle - to be considered before the election of the Mayor.

03-21/22 **CARRIED**

6. Provision of a Mayoral Motor Vehicle

Under section 13 of the Council Expenses Policy 2020 Council may determine whether or not a motor vehicle is provided for use by the Mayor.

Council has, in past years, determined that a vehicle would be provided for use by the Mayor and/or Councillors. The offer of the provision of a vehicle is at the discretion of the elected Mayor.

Council may also determine whether the Mayor sacrifices an amount for the additional cost of having full private use of the Mayoral vehicle.

In past years, the serving Mayor agreed to sacrifice an amount of \$200 per month from the Mayoral Allowance. The Council Expenses Policy identifies that this monthly contribution is currently paid by the Mayor.

It is recommended that the practice of the Mayoral contribution to the upkeep of the Mayoral vehicle continue. In line with the determination by the Minister for Local Government to apply a zero percent rise to allowances, it is recommended that there be no indexation to the current contribution paid by the Mayor.

6. Provision of a Mayoral Motor Vehicle (cont.)

MOVED: COUNCILLOR RAEBURN
SECONDED: COUNCILLOR HOURIGAN

That Council:

- 1. Determine that a vehicle be made available for the Mayor with full private use.***
- 2. Determine the monthly contribution to the upkeep of that vehicle, to be deducted from the Mayor's allowance, be kept at \$200 per calendar month.***

04-21/22 CARRIED

7. Election of Mayor

Section 18 of the Act defines the role of the Mayor is to:

- (a) chair Council meetings; and
- (b) be the principal spokesperson for the Council; and
- (c) lead engagement with the municipal community on the development of the Council Plan; and
- (d) report to the municipal community, at least once each year, on the implementation of the Council Plan; and
- (e) promote behaviour among Councillors that meets the standards of conduct set out in the Councillor Code of Conduct; and
- (f) assist Councillors to understand their role; and
- (g) take a leadership role in ensuring the regular review of the performance of the Chief Executive Officer; and
- (h) provide advice to the Chief Executive Officer when the Chief Executive Officer is setting the agenda for Council meetings; and
- (i) perform civic and ceremonial duties on behalf of the Council.

The Mayor also has specific powers outline under section 19 of the Act:

- (a) to appoint a Councillor to be the chair of a delegated committee;
- (b) to direct a Councillor, subject to any procedures or limitations specified in the Governance Rules, to leave a Council meeting if the behaviour of the Councillor is preventing the Council from conducting its business;
- (c) to require the Chief Executive Officer to report to the Council on the implementation of a Council decision.

Under section 25(1) of the Act, a Mayor must be elected at a meeting that is open to the public. Any Councillor is eligible to be elected as Mayor.

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7. Election of Mayor (cont.)

The election of the Mayor must be chaired by the Chief Executive Officer and be conducted in accordance with the Strathbogie Shire Council Governance Rules (Governance Rules).

The Mayor must be elected by an absolute majority of the Councillors; if an absolute majority of the Councillors cannot be achieved, Council may resolve to conduct a new election at a later specified time and date.

If only one Councillor is a candidate for Mayor, the meeting must declare that Councillor to be duly elected as Mayor.

Rule 10 of the Governance Rules requires voting to be carried out by a show of hands.

As per Rule 11.1 states that any nominations for the office of Mayor must be in writing and in a form provided by the Chief Executive Officer and seconded by another Councillor.

The election for the Office of Mayor will be conducted with the call for written nominations to be submitted to the Chief Executive Officer.

One nomination for the Office of Mayor was received from Councillor Hourigan who nominated Councillor Binks, which was seconded by Councillor Hayes-Burke.

Councillor Binks accepted the nomination.

There being no further nominations, Councillor Laura Binks was duly elected Mayor for the 2021/2022 year.

8. Response by Elected Mayor

In accordance with Rule 13 of the Governance Rules a ceremonial speech was made by the elected Mayor.

The Mayor took the Chair

LB

9. Determination of the establishment of the Office of Deputy Mayor

Council may establish an office of Deputy Mayor under the Act and under Rule 12 of the Governance Rules.

If Council establishes this office, the Deputy Mayor must perform the role of the Mayor and may exercise any of the powers of the Mayor if:

- (a) the Mayor is unable for any reason to attend a Council meeting or part of a Council meeting; or
- (b) the Mayor is incapable of performing the duties of the office of Mayor for any reason, including illness; or
- (c) the office of Mayor is vacant.

If Council chooses not to appoint a Deputy Mayor, then an Acting Mayor can be appointed when the Mayor is unable for any reason to attend a Council meeting or part of a Council meeting, the Mayor is incapable of performing the duties of the office of Mayor for any reason, including illness or the office of Mayor is vacant.

It is considered prudent to establish the Office of Deputy Mayor given the long-standing tradition of doing so at Strathbogie Shire and to provide clarity and consistency around roles and responsibilities should the Mayor be unavailable. It is also considered a more efficient means of dealing with Council business in the Mayor's absence.

***MOVED: COUNCILLOR MURRAY
SECONDED: COUNCILLOR ANDREWS***

That Council:

- 1. Establish the Office of Deputy Mayor.***
- 2. Confirm the term for the Deputy Mayor term be one year.***

05-21/22 CARRIED

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10. Election of Deputy Mayor

Under Rule 12 of the Governance Rules any election for the office of Deputy Mayor is regulated by Rules 9-11 (inclusive) of this Chapter, as if the reference to the Chief Executive Officer is a reference to the Mayor; and Mayor is a reference to the Deputy Mayor (as the case may be).

One nomination for the office of Deputy Mayor was received from Councillor Raeburn who nominated Councillor Dickinson, which was seconded by Councillor Andrews.

Councillor Dickinson accepted the nomination.

A second nomination for the office of Deputy Mayor was received from Councillor Hourigan who nominated Councillor Murray, which was seconded by Councillor Hayes-Burke.

Councillor Murray accepted the nomination.

On being put to a vote, Councillor Paul Murray was elected Deputy Mayor for the forthcoming year.

11. Response by Elected Deputy Mayor

In accordance with Rule 13 of the Governance Rules a ceremonial speech was made by the elected Deputy Mayor.

12. Council Meetings Timetable for Forthcoming Year

Rule 19 of the Governance Rules state that Council must annually fix the date, time and place of all Council meetings for the next 12 months. These dates and times can be altered under Rule 20 and additional meetings held under Rule 21.

Prior to 2021, Council meetings were not held in January, however, at the 2020 Annual Statutory meeting, Council determined that meetings be held on the third Tuesday of every month, including January, starting at 6.00 p.m. in the Euroa Community Conference Centre, when Covid 19 restrictions were not in place. Council also determined to consider holding meetings in other venues throughout the Shire once Covid 19 restrictions were lifted. As restrictions have been imposed for the majority of 2021, it has not been possible to consider holding meetings at other venues.

Extraordinary Council meetings are convened, as required - for example, the adoption of the Budget and Council Plan.

For most of 2021, meetings have been held remotely via online streaming through Council's website to comply with Covid 19 directions from the Department of Health and Human Services and as per Minister's Good Practice Guideline MGP-1: Virtual Meetings, issued in April 2020 under section 87 of the *Local Government Act 2020*.

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12. Council Meetings Timetable for Forthcoming Year (cont.)

It is recommended that for continuity reasons meetings continue to be held on the third Tuesday of the month starting at 6.00 p.m.

The proposed schedule for Council meetings in 2022 is -

- Tuesday 15 February 2022
- Tuesday 15 March 2022
- Tuesday 19 April 2022
- Tuesday 17 May 2022
- Tuesday 21 June 2022
- Tuesday 19 July 2022
- Tuesday 16 August 2022
- Tuesday 20 September 2022
- Tuesday 18 October 2022
- Tuesday 15 November 2022
- Tuesday 13 December 2022

MOVED: COUNCILLOR HOURIGAN
SECONDED: COUNCILLOR HAYES-BURKE

That Council meetings for 2022 be held on the third Tuesday of the month, except January, commencing at 6.00 p.m.

06-21/22 ***CARRIED***

13. Councillor Committees / Boards Representation – 2021/2022

In past years Council has nominated representatives for a number of internal committees as well as external committees and working groups.

The Councillor representative's role is to attend meetings on behalf of Council and to provide Council with briefings and updates on the matters/issues raised for further discussion by the Council as a whole.

The purpose of this report is to firstly confirm that Councillor representation is approved and then to nominate the identified number of Councillor representatives on the various groups and bodies.

A summary of the role of each group, along with the representation from Council is being sought, as per the attachment to this report.

Attachments

Attachment 1: Listing of Committees/Boards

***MOVED: COUNCILLOR RAEBURN
SECONDED: COUNCILLOR DICKINSON***

That the Councillor representations, as documented in the attached listings of Committees/Boards, be endorsed.

07-21/22 CARRIED

JB

ATTACHMENT 1:

COUNCILLOR COMMITTEES / BOARDS REPRESENTATION – 2021/2022

ADVISORY COMMITTEES	COUNCIL REPRESENTATIVE	RESPONSIBLE OFFICER/SUPPORT	FREQUENCY OF MEETINGS	FUNCTION
Access and Disability Advisory Committee	Cr Chris Raeburn Cr Sally Hayes-Burke	Relevant Council staff members x 2	As required	To liaise with community members and provide advice and recommendations regarding access and equity to Strathbogie Shire Council.
Audit and Risk Committee	Cr David Andrews Deputy Mayor Paul Murray	CEO / Directors / Independent Chairman, Auditor, 4 community representatives	Quarterly	Committee formed to oversee Internal Audit and Risk Management systems.
Environment and Sustainable Development Advisory Committee	Cr Sally Hayes-Burke Cr Reg Dickinson	Two Council Officers Up to eight community representatives	At least quarterly	The purpose of the Committee is to provide the best possible advice to Council on matters concerning the natural environment and environmental sustainability. The Committee will support Council and the Strathbogie Shire in the development of relevant strategy, policy and action plans and assist with community engagement and discussion around these issues.

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ADVISORY COMMITTEES	COUNCIL REPRESENTATIVE	RESPONSIBLE OFFICER/SUPPORT	FREQUENCY OF MEETINGS	FUNCTION
Nagambie Waterways Advisory Committee	Cr David Andrews Cr Reg Dickinson	CEO	Bi-monthly	Committee of Council appointed to set policy and direction for the Nagambie waterways recreational and commercial users, to ensure that the activities on the Nagambie waterways meet the objectives and vision of Council as set out in the Council Plan.
Pools Advisory Committee	Cr Chris Raeburn Deputy Mayor Paul Murray	Council Officers x 2 Up to 8 community representatives Up to 8 youth representatives	Quarterly	<p>The role of the Committee is to carry out the following functions:</p> <ul style="list-style-type: none"> To participate in the implementation of <i>Strathbogie Shire Community Pools Strategy 2019-2029</i>; To participate in the development of levels of service for pool access and infrastructure; and Respond to issues referred by Council to the Committee associated with issues pertaining to marketing, promotion, safety and other pool opportunities.
Roads Advisory Committee	Cr Chris Raeburn	Council Officers x 2 Community representatives x 3 VicRoads representative x 1	As required	<p>The objectives of the Committee are:</p> <ul style="list-style-type: none"> To advise Council on the development and review of policy and strategy relating to the road network; To advise Council on policy relating to the management of roadsides; and To advise Council on potential advocacy priorities.

ADVISORY COMMITTEES	COUNCIL REPRESENTATIVE	RESPONSIBLE OFFICER/SUPPORT	FREQUENCY OF MEETINGS	FUNCTION
Tourism, Arts and Culture Advisory Group	Mayor Laura Binks Deputy Mayor Paul Murray	Director x 1 / Council Officers x 2 Euroa and Nagambie Business/Tourism groups representatives Tourism representative Community representatives x 6	Bi-monthly	<p>The objectives of the Committee are:</p> <ul style="list-style-type: none"> To provide a formal mechanism for Council to consult with key stakeholders, seek specialist advice and enable community participation in the development and implementation of a Tourism, Arts and Culture Strategy Plan. Act as advocates and champions for Tourism, Arts and Culture programs and projects with the Shire that are of community benefit. Provide a forum for discussion of tourism, arts and culture industry trends and best practice in the Local Government sector.
Tracks and Trails Advisory Group	Cr Reg Dickinson Cr Sally Hayes-Burke	Council Officers Interest community members to a maximum of 10 Secondment of people with relevant expertise, as required, for a temporary period	As required	<p>The objectives of the Committee are:</p> <ul style="list-style-type: none"> To provide a formal mechanism for Council to consult with key stakeholders, seek specialist advice and enable community participation in the development and implementation of actions arising from the Tracks and Trails Strategy. Act as advocates and champions for Tracks and Trails programs and projects with the Shire that are of community benefit. Provide a forum for discussion of relevant industry trends and best practice in the Local Government sector in relation to the development of tracks and trails.

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ADVISORY COMMITTEES	COUNCIL REPRESENTATIVE	RESPONSIBLE OFFICER/SUPPORT	FREQUENCY OF MEETINGS	FUNCTION
Greening Euroa Project Steering Committee	Cr Sally Hayes-Burke	<p>The steering committee is to be comprised of:</p> <ul style="list-style-type: none"> • Strathbogie Shire Seven Creeks Ward Councillor (Chair) • Director Corporate Operations • Goulburn Valley Water • Goulburn Broken Catchment Management Authority • Euroa Secondary College • Euroa Primary School • St. John's Primary School • Euroa Arboretum • Community • Sporting Fields Precinct x 3 	To be determined	<p>The objectives of the Committee are to:</p> <ul style="list-style-type: none"> • Look at the feasibility of extending existing infrastructure from the Wastewater Treatment Plant in Euroa Tip Road to provide recycled water for irrigation to playing and recreational fields in Euroa • Extend Euroa's water security and reduce the demand and dependence on potable water supplies and the bore fields • Ensure the viability of Euroa's outdoor sporting and recreation venues
Chief Executive Officer Performance and Remuneration Interim Committee (endorsed at Council meeting 19/10/21)	<p>Mayor Laura Binks</p> <p>Cr Chris Raeburn</p> <p>Cr Kristy Hourigan</p> <p>Janet Dore (Municipal Monitor) (for next 12 months)</p>			<p>The Committee will be responsible for the administration of the Chief Executive Officer Employment and Remuneration Policy and will provide recommendations to Council around remuneration, performance reviews, setting key performance indicators and the recruitment of a CEO.</p>

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EXTERNAL COMMITTEES	COUNCIL REPRESENTATIVE	RESPONSIBLE OFFICER/SUPPORT	FREQUENCY OF MEETINGS	FUNCTION
Municipal Association of Victoria	Mayor Laura Binks Deputy Mayor Paul Murray (<i>substitute</i>)	CEO / Shire representative on State body	Bi-annual	Legislated peak body for local government in Victoria, supporting Councils and Councillors. Speak and vote on issues relevant to Strathbogrie Shire / represent interests of Strathbogrie Shire and local government sector. https://www.mav.asn.au/
Victorian Local Governance Association	Mayor Laura Binks	Industry Board		Peak body supporting Councils, Councillors and the community. The VLGA supports the local government sector through leadership, advocacy and training with metropolitan, regional and rural Mayors, Councillors, CEO's and Council officers. https://www.vlga.org.au/about-vlga
Rural Councils Victoria	Cr Kristy Hourigan	Industry Board	Quarterly	Rural Councils Victoria (RCV) is an organisation representing Victoria's rural councils. RCV believes that liveable, sustainable and prosperous rural communities are fundamental to the ongoing success of Victoria. https://ruralcouncilsvictoria.org.au/about/
Australian Local Government Women's Association – Victorian Branch	Mayor Laura Binks Cr Sally Hayes-Burke Cr Kristy Hourigan	Industry Board		ALGWA (Vic) is the strong collective voice for local democracy. It is the pre-eminent leader in a community of dynamic and passionate women in Local Government. We are committed to our intent of advancing leadership to enhance democracy of all Australians. https://www.algwa.com.au/about/

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EXTERNAL COMMITTEES	COUNCIL REPRESENTATIVE	RESPONSIBLE OFFICER/SUPPORT	FREQUENCY OF MEETINGS	FUNCTION
Hume Region Local Government Network	Mayor Laura Binks	CEO	Quarterly	Advocate and lobby on behalf of Strathbogie Shire and NE Region. Share information with regional Councils.
Strathbogie Shire Council Municipal Emergency Management Planning Committee	Cr David Andrews	DCO / Council Officer/s Emergency services/disaster relief services	Bi-annually	Coordinating group for local disaster and emergency planning.
Goulburn Valley Waste and Resource Recovery Group (GVWRRG)	Cr Sally Hayes-Burke Cr Reg Dickinson (<i>substitute</i>)	Council Officers/s / Industry Board	Quarterly	GVWRRG supports 6 councils (Shepparton, Campaspe, Moira, Mitchell, Murrindindi and Strathbogie) to work with their communities to minimise waste. Representative of Council on Forum. Nomination for Board Director.
Goulburn Valley Regional Library Corporation	Cr Reg Dickinson	Council Officer / Community representative	Quarterly	To advise and represent Strathbogie Shire on development of municipal regional libraries.
Euroa Inland Rail Working Group	Mayor Laura Binks Cr Sally Hayes-Burke	Comprises 12 local community representatives	Monthly (however, COVID-19 has impacted on the regularity)	The purpose of the Working Group is to: facilitate broader community involvement in the project. capture local knowledge, issues, concerns, and opportunities. increase project understanding and awareness.
Goulburn Valley Community Road Safety Council	Cr Kristy Hourigan	Industry Board	Quarterly	Representative of Council on regional community board.

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EXTERNAL COMMITTEES	COUNCIL REPRESENTATIVE	RESPONSIBLE OFFICER/SUPPORT	FREQUENCY OF MEETINGS	FUNCTION
Goulburn Valley Highway Shepparton Bypass Action Group	Mayor Laura Binks	Shire representatives / State and Federal representatives / industry / community	As required	Lobby group to Government to call for completion of the GV Highway – Nagambie & Shepparton Bypasses, reporting of progress by authorities.
L2P (Learners to Probationary Licence) Program Committee	Cr David Andrews	VicRoads / Shire representatives	As required	Program which provides driver trainer for learner drivers.
Goulburn Broken Greenhouse Alliance	Deputy Mayor Paul Murray Cr Sally Hayes-Burke (<i>substitute</i>)	Industry Board	Quarterly	Established to promote regional action on climate change. Membership comprises the Goulburn Broken Catchment Management Authority, and Shepparton, Campaspe, Moira, Benalla, Mitchell, Mansfield, Murrindindi and Strathbogie Councils.
Calder Woodburn Memorial Avenue Advisory Committee	Cr Reg Dickinson	Committee established by Greater Shepparton City Council Comprises representatives from GSCC / GMCMA / VicRoads / Shepparton RSL / Environment and Heritage groups		The primary purpose of the Calder Woodburn Memorial Avenue Advisory Committee is to provide advice to Greater Shepparton City Council in relation to maintaining, enhancing and conserving the heritage and environmental values of the Calder Woodburn Memorial Avenue. Approximately 15% of the Avenue is in Strathbogie Shire

EXTERNAL COMMITTEES	COUNCIL REPRESENTATIVE	RESPONSIBLE OFFICER/SUPPORT	FREQUENCY OF MEETINGS	FUNCTION
Rail Freight Alliance	Cr Chris Raeburn	Represents 26 Victorian Councils		<p>The RFA is made up of Victorian rural, and regional and metropolitan Local Government Councils, and represents the Local Government Sector in Victoria and adjoining States in freight logistics interests connecting Victoria nationally and internationally.</p> <p>Advocates for -</p> <ul style="list-style-type: none"> • Rail standardization of all key rail lines in Victoria • Upgrading and connecting to a National Rail Freight Network • A competitive, independent and open access rail freight system • Seamless freight logistics that will facilitate efficient rail freight movement

CB

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 6.56 P.M.

Confirmed as being a true and accurate record of the Meeting



Chair

14/12/21
Date