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Agenda

For a meeting of the seventh Campaspe Shire Council to be held on Tuesday, 21 May 2019, commencing at 5:00pm at the Echuca Civic Centre.

Opening Prayer

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

Amen

The Campaspe Shire Council acknowledges the traditional owners of the land upon which we meet and pay our respect to their elders both past and present.

Meeting Procedures

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

There are Ask a Question Forms just inside the door for anyone who would like to submit a question to Council. Questions forms must be completed within 10 minutes and returned to the tray. Questions will be addressed at the end of the open section of the meeting.

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

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

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

Business

1. Apologies and Requests for Leave of Absences

2. Confirmation of Minutes and Attachments

For the:

- Open section of the Special Council Meeting held on 2 April 2019
- Open section of the Council Meeting held on 16 April 2019
- Open section of the Campaspe Briefing Session held on 2 April 2019
- Open section of the Campaspe Briefing Session held on 9 April 2019
- Open section of the Campaspe Briefing Session held on 16 April 2019

Recommendation

That the following minutes be accepted as true and accurate records:

- **Open section of the Special Council Meeting held on 2 April 2019**
- **Open section of the Council Meeting held on 16 April 2019**
- **Open section of the Campaspe Briefing Session held on 2 April 2019**
- **Open section of the Campaspe Briefing Session held on 9 April 2019**
- **Open section of the Campaspe Briefing Session held on 16 April 2019**

3. Changes to the Order of Business

Once an agenda has been prepared and sent to Councillors, the order of business for that meeting may only be altered by resolution of the Council. This includes the request for an item to be brought forward.

4. Declaration of Interests

Disclosure of Conflict of Interests are to be made immediately prior to any relevant item being discussed.

Local Government Act 1989 Section 79

- (1) If a Councillor or member of a special committee has a conflict of interest in a matter which is to be considered or discussed at a meeting of the Council or the special committee, the Councillor or member must, if he or she is attending the meeting, disclose the conflict of interest in accordance with subsection (2).
- (2) A Councillor or member of a special committee who has a conflict of interest and is attending the meeting of the Council or special committee must make a full disclosure of that interest:
 - (a) by either
 - (i) advising the Council or special committee at the meeting of the details required under paragraphs (b) and (c) immediately before the matter is considered at the meeting; or
 - (ii) advising the Chief Executive Officer in writing of the details required under paragraphs (b) and (c) before the meeting; and
 - (b) classifying the type of interest that has given rise to the conflict as either:
 - (i) a direct interest; or
 - (ii) an indirect interest and specifying the particular kind of indirect interest under section 78, 78A, 78B, 78C, 78D or 78E; and
 - (c) describing the nature of the interest; and
 - (d) if the Councillor or member advised the Chief Executive Officer of the details under paragraph (a)(ii), 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.

5. Responsible Authority Decisions

Nil

6. Planning Authority Decisions

Nil

7. Council Decisions

7.1. 2019-2024 Event Strategy

Author:

Belinda Owen, Event Support Officer

Responsible Manager:

Investment Attraction Manager

Attachments:

7.1.1 2019 – 2024 Event Strategy

7.1.2 2019 – 2024 Event Strategy - Background, Issues and Opportunities Paper

1. Purpose

To present the 2019 - 2024 Event Strategy including the Background, Issues and Opportunities Paper.

2. Recommendation

That Council adopt the 2019 - 2024 Event Strategy as presented and note the Background, Issues and Opportunities Paper.

3. Conflict of Interest

In accordance with Section 80B of the *Local Government Act 1989*, the officer preparing this report declares no conflict of interest regarding this matter.

4. Charter of Human Rights

This report has considered and complies with the Human Rights and Responsibilities contained in the Victorian *Charter of Human Rights and Responsibilities Act 2006*.

5. Instrument of Delegation

This report has considered and complies with the Instrument of Sub-Delegation by the Chief Executive Officer in so far as this report is not contrary to the existing policy or strategy previously adopted by Council.

6. Background

Campaspe Shires inaugural Events Strategy was adopted in 2012. It identified eight priority areas which were:

- Growing the Shire of Campaspe's events portfolio;
 - Maximising economic returns from events;
 - Maximising social returns from events;
-

- Providing event organisers with clear understanding of event compliance requirements;
- Providing clear and transparent funding streams for events;
- Improving recognition of Council's support for events;
- Improving governance frameworks around events.

Key outcomes from this strategy:

- A critical action from the strategy was the introduction of a full time Event Support Officer. The position was introduced in 2014 to help streamline the event application process and act as a conduit between Council officers and event organisers. The process and relationships that have been formed as a result of the position have been very positive for Council and have enhanced relationships with event organisers;
- The introduction of the Event Support Officer position has also enabled Campaspe to have a greater understanding of all of the events that occur across the municipality and to assist organisers to navigate the event application process, which can often be complex. Feedback has confirmed that event organisers appreciate this dedicated support;
- Introduction of funding guidelines and criteria to help event organisers understand the funding streams available through Community Grants and multi-year agreements. The introduction of multi-year funding agreements has demonstrated Council's commitment to event organisers and provided them with confidence around funding support;
- Support for key events to help assist with growth and diversification of the event and to provide a higher quality offering for event patrons;
- Increased promotion of events through Council's Communications team (including social media, website and online calendar) and via the Economic Development eNews;
- Facilitating Information Sessions for event committees, focusing on grant writing, compliance changes, new opportunities etc.

An update on the status of these outcomes is listed in the Events - Background, Issues and Opportunities Paper.

7. Content

Council recognised that there was a need to review and update the Campaspe Event Strategy and an internal review commenced in 2018. The review included a desktop analysis, a SWOT assessment and consultation with event organisers and key stakeholders.

Whilst the landscape for events has change significantly since 2012, the principles pertaining to event support remain relevant and as a result, the majority of the original principles have been retained.

- Ensure Campaspe Shire retains a strong reputation as an event destination through a robust portfolio of diverse events
- Actively grow the events calendar/portfolio
- Maximise economic and social returns from events
- Assist event organisers to understand compliance requirements and costs
- Provide clear, timely and transparent funding streams for events
- Improve recognition of Council's support for events

- Encourage event organisers to collaborate with key stakeholders/partners to ensure local opportunities are maximised and greater publicity is enhanced

This strategy outlines the actions necessary to achieve the above outcomes. Adoption of the strategy and a commitment to the delivery of the actions identified will ensure that Campaspe Shire continues to drive both social and economic benefits from events across the entire municipality.

The strategy considers Council's role in events, its involvement in supporting event organisers to meet their compliance/legislative requirements, the funding of events, encouraging event growth/diversification and the attraction of new events.

A review of the event funding framework and matrix has been a critical component of this strategy to ensure that Council can cater for all types of events and funding for the same.

The Strategy highlights the need to actively grow the events calendar/portfolio with a particular focus on quiet periods and higher yield events.

The revised event classification and funding criteria for events is included in Attachment 1 of the Event strategy. A quick overview of the categories are listed below:

Previous Event Funding Categories	Revised Event Funding Categories
Regional Event	Hallmark Event
Iconic Event	
	Event Attraction
Community Grants	Community Grants
▪ Major Event	
▪ Minor Event	
▪ Community Event	
	▪ Significant Event
	▪ Community Gathering

The new Event Attraction category will be funded internally with \$25,000 from the Responsive Grant program being reallocated to the Event Attraction Category. This change will be reflected in the 2019/2020 budget to be adopted at the Special Council meeting on the 4 June 2019.

8. Issues and Risk Management

Issues:

Issue 1: Expired Event Strategy

Events are crucial to the local economy, they add depth to the region's tourism offering and provide locals with enhanced entertainment opportunities. It is important that Campaspe Shire has a current event strategy that caters for the attraction of new events, provides a clear framework on Council support for events and provides confidence to the community that we acknowledge the importance of events. The new strategy will guide officers and decision making over the next five years.

Risk:

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

9. Options

Option 1: That Council adopt the 2019 - 2024 Event Strategy as presented and note the Background, Issues and Opportunities Paper.

This option is recommended by officers.

Option 2: That Council do not adopt the 2019 - 2024 Event Strategy as presented or note the Background, Issues and Opportunities Paper.

This option is not recommended by officers.

10. Strategic Planning Environments

Strong and Engaged Communities:	The Event Strategy encourages strong, healthy and vibrant communities, often enabling residents to be active and/or more engaged in their local community. Events support community participation in a range of categories including artistic, cultural, sporting and leisure opportunities.
Resilient Economy:	Events often drive increased consumer spending, visitation from outside our Shire (daytrip and/or overnight stays) and further enhance our tourism offering. Growing the events calendar will bring further visitation and spending, bolstering the local economy.
Healthy Environment:	No Impact
Balanced Services and Infrastructure:	The strategy provides the framework guiding Councils support of events, particularly the in-kind.
Responsible Management:	The Event Strategy outlines how Campaspe will support events, empowering event organisers to host events in a safe and compliant environment. With the reinforcement of the Event Support Officer, this position fosters and promotes Councils customer service approach.

11. Consultation

Internal Consultation:

- Recreation and Open Spaces
- Parks and Gardens
- Road Services - Traffic Management
- Waste Management

External Consultation:

- State Government departments:
 - Visit Victoria
 - Regional Development Victoria
 - Tourism Organisations
 - Echuca Moama and District Tourism Association
-

- Echuca Moama Accommodation Association
- Murray Regional Tourism Board
- Local Government
 - Municipalities with a significant event presence including City of Greater Shepparton, City of Greater Bendigo and Swan Hill Rural City Council
 - Murray River Council Officers
- Other
 - Elmore Events Centre - Management
 - Echuca Racing Club – Management
 - Committee 4 Echuca Moama (C4EM)
 - All of the event organisers/committees that currently run events in Campaspe Shire.

Four briefing sessions were held with Councillors - May 2018, October 2018, December 2018 and April 2019.

7.2. Cancellation of Kyabram Transit Centre Renewal Project (100563)

Author:

Richard Conway, General Manager Infrastructure Services

1. Purpose

To seek approval for the cancellation of the Kyabram Transit Centre Renewal Project 100563.

2. Recommendation

That Council:

- 1. Approve the cancellation of Kyabram Transit Centre Renewal Project 100563.**
 - 2. Approve the return of remaining funds to the Unallocated Renewal Reserve.**
-

3. Conflict of Interest

In accordance with Section 80B of the *Local Government Act 1989*, the officer preparing this report declares no conflict of interest in regards to this matter.

4. Charter of Human Rights

This report has considered and complies with the Human Rights and Responsibilities contained in the Victorian *Charter of Human Rights and Responsibilities Act 2006*.

5. Instrument of Delegation

This report has considered and complies with the Instrument of Sub-Delegation by the Chief Executive Officer in so far as this report is not contrary to the existing policy or strategy previously adopted by Council.

6. Background

As part of the 2017/8 budget process the renewal of the Kyabram Transit Centre (the centre) carpark and bus stops was identified through condition assessment. The project sees the carpark, bus stops, driveways and boundary plantings renewed for a total project budget of \$251,000, and a construction budget of \$179,000.

In reviewing the renewal project lists staff have identified an opportunity to offer an alternative to renewing the bus centre grounds which offers benefits for both the community and council. Staff will need time to work through the process of developing, consulting and potentially delivering the alternative. As such staff are seeking the cancellation of the current project. In the meantime, the bus interchange site will continue to be maintained by council's Works Unit.

7. Issues and Risk Management

Issues:

Issue 1: Care of the site and maintain the land

The site will continue to be maintained and subject to council care.

Issue 2: Capital expenditure

The funds will be returned to the unallocated reserve in line with council processes.

Issue 3: The future of the site

The time allowed by cancelling the current project will allow staff to finalise and consult with keys stakeholders and the community on the options for the site.

Risk:

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

8. OptionsOption 1: Cancel the current project 100563 Kyabram Transit Centre Renewal.

This option is recommended by officers.

Option 2: Carry Forward the Project

This option is not recommended by officers as the current project is not the preferred construction option.

Option 3: Continue the project.

This option is not recommended by officers.

As completing the project commits renewal spend that may not be necessary if an agreeable alternative is reached with the community.

9. Strategic Planning Environments

Strong and Engaged Communities:	The future of council assets is consulted and considered with the community.
Resilient Economy:	No impact
Healthy Environment:	No impact
Balanced Services and Infrastructure:	Assets are fit for purpose and managed in a way that benefits the community.
Responsible Management:	Due consideration is given before committing public funds.

10. Consultation

- Project Manager
- Community Places Project Officer
- Program Office Manager
- Acting Property Manager
- General Manager Infrastructure Services
- General Manager Corporate Services

- General Manager Economic and Community Development
- General Manager Regulatory and Community Services
- Chief Executive Officer

7.3. Kyabram Flood Study Management Arrangements

Author:

Richard Conway, General Manager Infrastructure Services

Attachments:

7.3. Draft Terms of Reference – Kyabram Flood Study Reference Panel

1. Purpose

To seek endorsement of the Terms of Reference for the Kyabram Flood Study Reference Panel as set out in Attachment 7.3. and appoint two Kyabram – Deakin Ward councillors to that Panel.

2. Recommendation**That Council:**

- 1. Endorse the Terms of Reference for the Kyabram Flood Study Reference Panel as set out in Attachment 7.3.; and**
 - 2. Appoint Kyabram – Deakin Ward Crs and to the Kyabram Flood Study Reference Panel.**
-

3. Conflict of Interest

In accordance with Section 80B of the *Local Government Act 1989*, the officer preparing this report declares no conflict of interest in regards to this matter.

4. Charter of Human Rights

This report has considered and complies with the Human Rights and Responsibilities contained in the Victorian *Charter of Human Rights and Responsibilities Act 2006*.

5. Instrument of Delegation

This report has considered and complies with the Instrument of Sub-Delegation by the Chief Executive Officer in so far as this report is not contrary to the existing policy or strategy previously adopted by Council.

6. Background

Kyabram is undergoing continual and significant urban growth. Recent work undertaken in conjunction with the Goulburn Broken Catchment Management Authority (GBCMA) to prepare a Special Building Overlay for Kyabram in the Campaspe Planning Scheme highlighted that the 1994 and 1995 Surface Drainage Strategies for Kyabram are outdated and rely upon modelling practices that are no longer relevant and fail to consider the impacts of climate change.

Flooding has been documented in many parts of the town in 2011, 2012 and 2017 including that from short duration thunderstorm bursts experienced in the area in December 2017. There is a need to better understand the nature of flooding in this expanding town that is likely to exacerbate flooding risks in the future.

The Goulburn Broken Regional Floodplain Management Strategy 2018-2028 identified Kyabram as a high priority for conduct of a modern flood study using techniques from Australian Rainfall and Runoff (AARR16)

which including consideration of climate change. Following Council's resolution at 18 September 2018 council meeting to allocate \$50,000 toward a study, Council with GBCMA assistance successfully sought a 'Natural Disasters Resilience Grant Scheme grant to conduct the \$180,000 Kyabram Flood Study.

Parts of Kyabram are landlocked and reliant on significant pump infrastructure to manage flood levels. Other parts suffer from overland flooding that eventually drains into the Mosquito Depression to the south and west of Kyabram. The current understanding of the extent of flooding is of low reliability and varies significantly from the Planning Scheme mapping.

A notice of motion was made by Councillor Zobec to the 16 October 2018 meeting that:

1. *That a drainage advisory committee be established for the township of Kyabram and the committee include two local ward councillors.*
2. *That terms of reference for the committee be prepared and brought back to Council for consideration.*

Council subsequently resolved:

1. *That the Kyabram Drainage Advisory Committee be utilised as a reference group and include two local ward councillors for the Kyabram Flood Study if and when the project is fully funded; and*
2. *That terms of reference for the committee be brought back to Council for consideration.*

This report seeks endorsement of the structure of the proposed Kyabram Flood Study Reference Panel and its Terms of Reference in line with Council's resolution.

7. Content

The General Manager Infrastructure Services is responsible for conduct of the study with all policy decisions to be referred to Council for determination. Day to day conduct of the study will be managed by the appointed Project Manager.

A Project Review Group (PRG) will assist the General Manager Infrastructure Services oversee and guide the study comprising:

1. Campaspe Shire Infrastructure Services General Manager;
2. State Emergency Service Manager North West Region; and
3. Goulburn Broken Catchment Management Authority Flood Plain Manager.

It is proposed to structure the reference committee referred to in Council's resolution of 16 October 2018 as follows and refer to it as the Kyabram Flood Study Reference Panel (KFSRP). It is intended it perform the same functions and operate in essentially the same manner as the reference panels / committees established for the Rochester and the Echuca Moama Torrumbarry Flood Studies.

The role of the KFSRP will be to assist the project team (PRG and lead consultant) as it proceeds to seek further flood related information, conduct modelling, produce mapping and investigate mitigation options. The KFSRP will provide an important link between the technicians undertaking the study, stakeholders and the community. It will act as a sounding board providing essential local knowledge on social impacts, historical events, natural and man-made features and other factors related to flooding under existing conditions and impacts of proposed mitigation options. It is essential this KFSRP has a broad membership base for it to adequately perform this role.

In line with Council's resolution the proposed membership to the KFSRP comprises:

1. Kyabram – Deakin Ward councillors (2), one to chair the meetings on a rotational basis with a primary role to encourage input and discussion;
2. Kyabram Drainage Advisory Committee (2);

3. Kyabram Township Community (3 – one from each of the Northern, Central and Southern Areas);
4. Kyabram Rural South / West / Mosquito Depression Landowner Group (2);
5. Kyabram Rural North / East Landowner Group (2);
6. Kyabram Recreational and Public Lands Group (2-4 including Kyabram Fauna Park and Kyabram Racecourse and Recreation Reserve Committee which includes the Golf Club); and
7. Statutory authorities and special interest groups by direct invitation including GBCMA, SES, GMW, GV Water, Yorta Yorta Nations, VicTrack, VicRoads, DELWP, Kyabram Landcare Group, Kyabram Development Committee, Kyabram & Deakin Ratepayers Committee, Department of Agriculture and representatives from Council's environment, engineering, planning and recreation departments.

It is proposed to seek community nominations for the KFSRP by public advertisement and direct contact in the event numbers are less than desired and by invitation to the listed organisations. The final list of proposed members will be submitted to Council for endorsement noting that it is proposed that the PCG can add additional members where considered desirable and remove 'disruptive' members as outlined in the Terms of Reference.

8. Strategic Planning Environments

Strong and Engaged Communities:	The proposed project management and consultation arrangements for conduct of this study will further foster Council's relationship and partnership with the local community and encourage the active involvement of community members.
Resilient Economy:	Up to date flooding knowledge enables more appropriate planning and control of development and improved flood management thereby reducing the negative economic impacts of these events on the community and economy.
Healthy Environment:	Study outcomes will assist in mitigating the effects of future flood events thereby reducing the emotional and physical strain on the Kyabram community thereby improving the community's quality of life.
Balanced Services and Infrastructure:	Urban planning based on the results of these investigations will result in more reliable services, lower cost infrastructure and reduced flood damage by regulating development of inappropriate flood prone areas.
Responsible Management:	The proposed project management and governance arrangements support open and clear communication and foster improved relationships and partnership development between Council, local organisations, the State flood plain management agencies, statutory authorities and members of the Kyabram community.

9. Consultation

There has been extensive consultation between officers of Campaspe Shire Council, the Goulburn Broken Catchment Management Authority, State Emergency Service and DELWP in seeking funding and establishing this study. There is also a strong local interest in undertaking this study as evidenced by complaints in relation to recent flooding events affecting Kyabram.

The study will be underpinned by very strong consultative processes as outlined in the Terms of Reference for the proposed KFSRP set out in Attachment 7.3. These are designed to engage a broad cross section of the local community and various interest groups and authorities to ensure the study addresses all of the relevant issues of concern to the community, considers its views and as far as practical achieves local understanding and ownership of the outcomes.

8. Council Information

8.1. Open Assembly of Councillors Records

Author:

Sharolyn Taylor, Council Support Officer

Responsible Manager:

Governance Manager

1. Purpose

To present to Council the open records for the Assemblies of Councillors held in the month of April 2019.

2. Recommendation

That Council note the open records of Assemblies of Councillors as outlined in this report.

3. Conflict of Interest

In accordance with Section 80B of the *Local Government Act 1989*, the officer preparing this report declares no conflict of interest in regards to this matter.

4. Charter of Human Rights

This report has considered and complies with the Human Rights and Responsibilities contained in the Victorian *Charter of Human Rights and Responsibilities Act 2006*.

5. Instrument of Delegation

This report has considered and complies with the Instrument of Sub-Delegation by the Chief Executive Officer in so far as this report is not contrary to the existing policy or strategy previously adopted by Council.

6. Background

The *Local Government Act 1989* provides a definition of an assembly of Councillors where conflicts of interest must be disclosed.

A meeting will be an assembly of Councillors if it considers matters that are likely to be the subject of a Council decision, or, the exercise of a Council delegation and the meeting is:

1. An advisory committee of the Council that includes at least one Councillor; or
2. A planned or scheduled meeting that includes at least half the Councillors (5) and one member of Council staff.

The requirement for reporting provides increased transparency and the opportunity for Councillors to check the record, particularly the declaration of conflict of interest.

7. Content

The following Assemblies of Councillors were held in the month of April 2019:

Meeting Information		
Meeting Name/Type	Campaspe Briefing Session	
Meeting Date	2 April 2019	
Start time:	9:30am	Finish time: 3:25pm
Matters Discussed	<ol style="list-style-type: none"> 1. Welcome and apologies 2. Declaration of Interests 3. FOGO Program Update 4. Strategic Asset Management Update 5. Council Policy 054 Review 6. Port of Echuca Operations Precinct Plan Implementation 7. Delegation - Murray Regional Tourism Board Update 8. Special Council Meeting Agenda Q & A 9. Delegation – Regional Development Australia and Loddon Campaspe Regional Partnership 10. General Business 10.1 MAV State Council Meeting 10.2 Murray Darling Basin Township Funding 	
Attendees		
Councillors	Adrian Weston (Mayor), Daniel Mackrell (10:57am – 3:25pm), Vicki Neele, Neil Pankhurst, Leanne Pentreath, Annie Vickers, Leigh Wilson, John Zobec	
Staff	Jason Russell, Fleur Cousins, Keith Oberin, Paul McKenzie, Richard Conway, Sharolyn Taylor	
Apologies		
Councillors	Cr Munro	
Conflict of Interest disclosures		
Matter No.	Councillor/officer making disclosure	Left meeting: Yes/No
6 – Moorings	Cr Vickers	Yes

Meeting Information		
Meeting Name/Type	Campaspe Briefing Session	
Meeting Date	9 April 2019	
Start time:	9:41am	Finish time: 4:16pm
Matters Discussed	<ol style="list-style-type: none"> 1. Welcome and apologies 2. Declaration of Interests 3. Policy Review 4. Road Management Plan and Rural Road Review 5. Bridges Update No. 4 6. Echuca Holiday Park Master Plan No. 3 7. Events Strategy Update No. 4 8. Waste Services Recycling Update 9. Performing Arts Discussion No. 3 10. Delegation – Murray Dairy 11. Aged Care Services Discussion No. 4 	
Attendees		
Councillors	Adrian Weston (Mayor), Daniel Mackrell, Kristen Munro (9:41am – 2:40pm) (3:50pm – 4:16pm), Vicki Neele, Neil Pankhurst, Leanne Pentreath, Annie Vickers (10:04am - 4:16pm), Leigh Wilson (10:33am - 4:16pm), John Zobec (1:00pm - 4:16pm)	
Staff	Paul McKenzie, Janine Caiolfa (Acting GM Corporate Services), Keith Oberin (9:44am – 10:24am) (1:00pm - 4:16pm), Richard Conway, Sharolyn Taylor	
Apologies		
Councillors	Nil	
Staff		
Conflict of Interest disclosures		
Matter No.	Councillor/officer making disclosure	Left meeting: Yes/No
Nil		

Meeting Information		
Meeting Name/Type	Campaspe Briefing Session	
Meeting Date	16 April 2019	
Start time:	12:31pm	Finish time: 2:41pm
Matters Discussed	<ol style="list-style-type: none"> 1. Welcome and apologies 2. Declaration of Interests 3. Council Meeting Agenda – Open Q & A 4. Council Meeting Agenda – Confidential Q & A 5. Monthly Performance Reporting – Operational Reports 6. Monthly Performance Reporting – Financial Report 7. Monthly Performance Reporting – Procurement Report 8. Monthly Performance Reporting – Capital Works Report 9. Monthly Performance Reporting – Council Resolutions for Action Report 10. Briefing Minutes Review 11. Future Meetings 12. Communication Reports 13. CEO Employment and Contract Committee Update 14. Councillor Portfolio and Committee Updates, Reports from Conference and Training Attended 15. General Discussion and Question Time <ol style="list-style-type: none"> 15.1 MDB funding 15.2 VCAT Mr Don McKenzie Case 15.3 Aged Care Facilities 15.4 Waste Update 	
Attendees		
Councillors	Adrian Weston (Mayor), Daniel Mackrell, Kristen Munro (1:00pm – 2:41pm), Vicki Neele, Neil Pankhurst, Leanne Pentreath, Annie Vickers, Leigh Wilson, John Zobec	
Staff	Paul McKenzie, Keith Oberin, Andrew Cowin, Janine Caiolfa, Sharolyn Taylor	
Apologies		
Councillors		
Staff	Fleur Cousins, Richard Conway	
Conflict of Interest disclosures		
Matter No.	Councillor/officer making disclosure	Left meeting: Yes/No
8.3	Cr Wilson	Yes
13.1	Cr Zobec	Yes
5 – Operational Report	Cr Munro	Yes
8 – Riverfront Development Project	Cr Munro	Yes
8 – Riverfront Development Project	Cr Vickers	Yes

8. Issues and Risk Management

Issues:

Nil.

Risk Management:

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

9. Strategic Planning Environments

Strong and Engaged Communities:	No impact
Resilient Economy:	No impact
Healthy Environment:	No impact
Balanced Services and Infrastructure:	No impact
Responsible Management:	No impact

10. Consultation

Nil.

8.2. Letters of Appreciation

The following have been received:

- Echuca Moama Community Radio EMFM 104.7 – congratulations on the excellent organisation of the New Residents Welcome Night held at the Campaspe Regional Library on 3 April. Echuca Moama Community Radio really enjoyed being part of it.
- Echuca Stadium – thank you for the opportunity to be part of the Welcome Night on 3 April. Great contact and connections were made which will hopefully lead to growth and engagement within the community. Congratulations on the work and effort the Campaspe Regional Library made for a very successful evening.
- Echuca Historical Society Inc – well done to the Library staff for the great turn up at the Welcome Night held on 3 April.
- Echuca Moama Family History Group – thank you to the Campaspe Regional Library for hosting the Welcome Night. Two people have joined the Echuca Moama Family History Group as a result and have begun their family history journey.
- Riding Develops Abilities (RDA), Echuca – thank you for the contribution, through the Responsive Grants Program, to the RDA Echuca Riding Camp held on 27 April. The participants, carers, families and volunteers enjoyed a relaxing weekend of bush rides and working horse cart rides over the two days.
- Lions Club of Kyabram Inc – thank you for the sponsorship and backing for the recent “Legends of the Mountain” event held in Kyabram. The event has proved to be more successful than last year and the feedback received from local and regional areas as well as visitors from interstate has been exceptional.
- Dot Moon, Bamawm – compliments to Council on the roadside slashing of the table drains along Restdown Road especially between Hanson and Singer Road this year. It is the first time the table drains have been slashed twice within the one year and the slashing the second time is the best done in over 30 years. We are very impressed by the latest slashing and would like to commend and acknowledge the driver who completed the works.

Recommendation

That council note the letters of thanks and appreciation as listed.

8.3. Responsive Grants Program

Author:

Bobbi Aitken, Civic Events & Grants Officer

Responsible Manager:

General Manager Economic and Community Development

1. Purpose

To note Responsive Grants Program applications received and approved in line with grant guidelines and criteria.

2. Recommendation

That Council note the following grants have been approved in accordance with Responsive Grants Program guidelines and criteria and applicants advised in writing:

- **Lions Club of Rochester Inc – to assist with costs associated with 50th Anniversary Celebrations for the Lions Club of Rochester to be held 10-11 May, \$250.**
 - **Rochester TOWN Club Inc – to assist with costs associated to replace old laptop, printer, program for records, laptop bag and printer cartridges to capture data for the Rochester TOWN Club Inc, \$890.**
-

3. Conflict of Interest

In accordance with Section 80B of the *Local Government Act 1989*, the officer preparing this report declares no conflict of interest in regards to this matter.

4. Charter of Human Rights

This report has considered and complies with the Human Rights and Responsibilities contained in the Victorian *Charter of Human Rights and Responsibilities Act 2006*.

5. Instrument of Delegation

This report has considered and complies with the Instrument of Sub-Delegation by the Chief Executive Officer in so far as this report is not contrary to the existing policy or strategy previously adopted by Council.

6. Background

The Responsive Grants Program provides funding for community initiatives and has guidelines for applications submitted to council.

This month, the following applications have been received:

Organisation	Amount	Amount Recommended	Purpose	Comment
Lions Club of Rochester Inc	\$250	\$250	To assist with costs associated with 50 th Anniversary Celebrations for the Lions Club of Rochester to be held 10-11 May	Approved by Acting CEO – meets assessment criteria
Rochester TOWN Club Inc	\$890	\$890	To assist with costs associated to replace old laptop, printer, program for records, laptop bag and printer cartridges to capture data for the Rochester TOWN Club Inc	Approved by Acting CEO – meets assessment criteria

Fund Balance Prior to application approval:	\$26,414
Funding approved:	\$1,140
Fund Balance: (21 May 2019)	\$25,274

7. Issues and Risk Management

Issues:

Nil

Risk:

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

8. Strategic Planning Environments

Strong and Engaged Communities:	This funding source provides support to Responsive Grants Program requests for community initiatives.
Resilient Economy:	No impact
Healthy Environment:	No impact
Balanced Services and Infrastructure:	No impact
Responsible Management:	This annual budget allocates funding for Responsive Grants Program requests for community initiatives.

9. Consultation

Nil

8.4. Quarterly Capital Works Program Update – 18/19 Quarter 3

Author:

Sarah Butterworth, Capital Works Coordinator

Responsible Manager:

Public Environments Manager

Attachments:

8.4 CWP Q3 1819 Dashboard March 2019

1. Purpose

To provide Council with an update on the progress of the annual Capital Works Program as at 31 March 2019.

2. Recommendation

That Council note the contents of the report.

3. Conflict of Interest

In accordance with Section 80B of the *Local Government Act 1989*, the officer preparing this report declares no conflict of interest in regards to this matter.

4. Charter of Human Rights

This report has considered and complies with the Human Rights and Responsibilities contained in the *Victorian Charter of Human Rights and Responsibilities Act 2006*.

5. Instrument of Delegation

This report has considered and complies with the Instrument of Sub-Delegation by the Chief Executive Officer in so far as this report is not contrary to the existing policy or strategy previously adopted by Council.

6. Background

As at the end of Quarter three the Capital Works program consisted of 89 active projects.

This report provides a summary of delivery during the quarter. Refer also to the attached dashboard.

7. Content

2017/18 Carry Over projects

Projects carried over from 2017/18 that were practically completed this quarter include Quarry Weighbridge Software, Echuca Aerodrome Shoulders and Runway works.

Multiyear projects still progressing well include Fox Island Road Bridge with bridge works commencing this quarter and the Kiosk redevelopment, with the tender for the riverfront landscaping works also being advertised.

Works on the Girgarre Recreation Reserve multipurpose courts and Echuca Changing Places Facility also continue with an expected practical completion date of May for both projects.

2018/19 Projects

Re-sheeting, seals and internal kerb and channel works continue to run to schedule.

Works to rehabilitate Lake Road in Kyabram, Kerb and Channel works across Kyabram and Echuca, and Yambuna Bridge were completed.

Procurement activity for the Shire Footpath Program, Echuca South Cricket Nets, Lockington, Diggora Road Blackspot project and Transfer Station E-waste and Environment Centre hard stands commenced.

Additional projects or existing projects with increased scope

Project No/ Name	Budget	Funding source	Comment
PR-100236 Rochester William St Kerb & Channel	\$20,000	New project using Lake Road funding reallocation	

In addition, further road projects for 2019/20 were opened early to allow advance design works to commence including kerb and channel, drainage, footpath renewal works. The completion of these designs before 30 June will mean tenders and internal scheduling can be completed in July and allow works to be practically completed earlier in the financial year.

Cancelled projects

Nothing to report this quarter.

Financially Completed projects

The following projects were financially completed this quarter i.e. all invoices have been received and paid and project closed financially.

Project No/Name	Budget	Savings	Savings returned to	Comments
PR-100124 Rochester Swimming Pool Repainting	\$109,000	\$74,499	Asset Renewal Unallocated Funds (Non Roads)	
100583 Kyabram, Rogers St Kerb & Channel	\$517,285	\$12,085	Asset Renewal Unallocated Funds (Roads)	
100536 Echuca EWMAC Air Circulation System	\$435,000	\$29,327	Asset Renewal Unallocated Funds (Non Roads)	

8. Issues and Risk Management

Issues:

A number of issues impact the successful and timely delivery of the annual capital works program:

- Inadequate resource and technical expertise in key areas of the business due to ongoing recruitment issues. This results in some projects being inadequately scoped before the commencement of the new financial year causing delays to delivery and/or inaccurate cost estimates. Additional support will be sourced externally from consultants and the program office will allocate additional resources to support business areas in the development of project charters.
- Delivery of the program historically based on design and construction being completed in the same financial year. This results in most construction activity taking place in the second half of the year having

a detrimental effect on the scheduling of internal works and external procurement activities. It also means any issues in terms of cost estimates are not identified until later in the financial year causing further delays due to having to source additional funding. In future, projects will be delivered over multiple years so that design and approvals can be completed in the first year, and construction in subsequent years.

Risk:

Risk	Likelihood	Consequence	Rating	Mitigation action
Non delivery of adopted program resulting in reputational damage and council assets not being renewed in a timely manner.	Possible	Major	High	Ongoing monitoring and monthly reporting to EMG of at risk projects Delivery of projects over multiple years

9. Strategic Planning Environments

Strong and Engaged Communities: No impact

Resilient Economy: No impact

Healthy Environment: No impact

Balanced Services and Infrastructure: Delivery of the capital works program contributes towards council's objective to manage and maintain assets to optimise their lifecycle.

Responsible Management: Development of the capital works program and ongoing delivery of projects within the program involve engaging and consulting with the community and strengthening relationships with partners. The project delivery process ensures the program is delivered with clear governance and project financial control.

10. Consultation

Internal:

- General Manager Regulatory and Community Services
- Relevant Project Sponsors.

8.5. Council Plan Initiatives Quarter 3 Update

Author:

Andrew Cowin, Corporate Strategy Manager

Attachments:

8.5. Council Plan Initiatives Quarter 3 Update

1. Purpose

To provide Council with the third quarter update on the progress of implementation of the 2018/19 Council Plan Initiatives.

2. Recommendation

That Council note the progress towards the 2018/19 Council Plan Initiatives supporting implementation of the Council Plan 2017/21.

3. Conflict of Interest

In accordance with Section 80B of the Local Government Act 1989, the officer preparing this report declares no conflict of interest in regards to this matter.

4. Charter of Human Rights

This report has considered and complies with the Human Rights and Responsibilities contained in the Victorian *Charter of Human Rights and Responsibilities Act 2006*.

5. Instrument of Delegation

This report has considered and complies with the Instrument of Sub-Delegation by the Chief Executive Officer in so far as this report is not contrary to the existing policy or strategy previously adopted by Council.

6. Background

The 2017-2021 Council Plan (Plan) is Council's key strategic document for the term of the Council, which reflects the outcomes of stakeholder and community engagement. The Plan describes Council's strategic objectives, strategies for achieving the objectives and how the outcomes will be measured. Supporting the delivery of the Council's vision is the Strategic Resource Plan which describes the financial and non-financial resources required to implement the Council Plan over the four year period.

The Plan incorporates the requirements of the *Public Health and Wellbeing Act* for Council to prepare a Municipal Public Health and Wellbeing Plan (MPHWP). Incorporation of the MPHWP within the Plan strengthens the integrated planning approach across all Council activities and allows Council to focus on health and wellbeing outcomes for the community and enables a more optimal use of resources.

This Plan sets a vision of 'We are strong, supportive, vibrant and sustainable' which aligns and furthers the vision of Campaspe Our Future.

The Plans is supported by initiatives funded in the 2018/19 Program Budget. A list of progress on the implementation of these initiatives is reported to Council quarterly. This report is the third report of initiatives funded under the 2018/19 budget.

As part of the second report the following five initiatives were completed. As they were completed in Q2 they will not be displayed as part of the Q3 report.

Resilient Economy

- Identify key initiatives and funding sources to enable the implementation the Port Precinct Strategy.

Healthy Environment

- Develop and commence implementation of a community education program to support the introduction of a Food Organics Waste Service.

Balanced Services and Infrastructure

- Review and update Council's Advocacy Priorities 2016-18 to advance the current needs and priorities of Council and the community.

Responsible Management

- Develop a rollout schedule for self-assessment processes and competency training programs that support children and families as part of the Loddon Area Child and Youth Partnership.
- Commence the development of a Customer First Strategy that includes customer responsiveness.

7. Content

Across the remaining 23 initiatives:

- 1 has not started,
- 0 need attention,
- 19 are in progress,
- 3 are completed.

Progress in relation to the implementation of the initiatives are reported to Council and the community quarterly. This report is the third quarterly report of initiatives funded under the 2018/19 budget.

8. Issues and Risk Management

Issues:

The Plan outlines some of the key challenges that are facing not only Campaspe but also many other rural and regional communities. The key challenges include:

- High costs of inputs for industry (energy and water)
- Renewal of community facilities
- An ageing population
- Engagement of young people
- Substance abuse issues
- Family violence
- Availability of regional education and training

- Cross-border issues

Many of the initiatives seek to address these key challenges.

Risk:

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

9. Options

Option 1: Council note the progress towards implementation of the Council Plan

This option is recommended by officers.

This report seeks to provide Council and the community with an update in relation to the progress of implementation of initiatives funded under the 2018/19 budget that support the delivery of Councils Vision.

Option 2: Council not note the progress towards implementation of the Council Plan

This option is not recommended by officers.

10. Strategic Planning Environments

Strong and Engaged Communities:	The action plan activities support the delivery of Strong and Engaged Communities
Resilient Economy:	The action plan activities support the delivery of a Resilient Economy
Healthy Environment:	The action plan activities support the delivery of a Healthy Environment
Balanced Services and Infrastructure:	The action plan activities support the delivery of Balanced Services and Infrastructure
Responsible Management:	The action plan activities outline the organisations commitment to the Responsible Management

11. Consultation

General Managers and Department Managers from across the organisation have been consulted in relation to the progress of initiatives funded under the 2018/19 budget.

8.6. Councillor Expenses

Author:

Sharolyn Taylor, Council Support Officer

Responsible Manager:

Governance Manager

Attachments:

8.6.1 Councillor expenses summary as at 30 April 2019

8.6.2 Council policy 058 Councillor Support and Entitlements

1. Purpose

To note the Councillor expenses summary from 1 July 2018 to 30 April 2019.

2. Recommendation

That Council note the Councillor expenses summary from 1 July 2018 to 30 April 2019.

3. Conflict of Interest

In accordance with Section 80B of the *Local Government Act 1989*, the officer preparing this report declares no conflict of interest in regards to this matter.

4. Charter of Human Rights

This report has considered and complies with the Human Rights and Responsibilities contained in the Victorian *Charter of Human Rights and Responsibilities Act 2006*.

5. Instrument of Delegation

This report has considered and complies with the Instrument of Sub-Delegation by the Chief Executive Officer in so far as this report is not contrary to the existing policy or strategy previously adopted by Council.

6. Background

The *Local Government Act 1989* provides that Mayor and Councillors are entitled to an annual allowance as set out in Section 74 of the *Local Government Act 1989*. The annual allowances are reviewed and determined by council following the general council election and are then reviewed annually by the Minister for Local Government.

There are very substantial time commitments required of Councillors in order for them to properly represent the community and perform their significant legal responsibilities, often requiring travel and late hours. The provision of IT equipment such as mobile phones and iPads, reimbursement of official travel expenses and if applicable, child care expenses is generally provided by municipalities across the state to assist Councillors to defray some of the costs incurred in meeting their responsibilities.

Council Policy 58 – *Councillor Support and Entitlements* (see Attachment 8.6.2) provides guidance on the reimbursement of expenses, and provision of facilities available to the Mayor and Councillors as required by the *Local Government Act 1989*, Section 75.

The cost of allowances and reimbursed expenses paid to Councillors together with the costs of related services and resources are managed as part of Council's annual budget process.

7. Content

Each Councillor attends regular Council Meetings and Councillor Briefings. In addition to these, a typical Councillor's workload includes meeting with residents and staff; community consultation sessions and other opportunities to engage with constituents often involves long hours and travel; correspondence with the community by mail, email and telephone; site inspections and visits; community celebrations and ceremonial functions; and extensive reading of reports, briefings and other preparation to support effective decision-making.

To contribute to Council's openness and transparency, councillors' expenses are published on council's website.

Attachment 8.6.1 details the expenses incurred by each Councillor in the following categories:

Allowance: includes statutory allowances for the Mayor and Councillors, inclusive of a provision in recognition of the fact that Councillors do not receive superannuation or any other retirement benefit.

Travel Expenses: includes taxi fares, public transport costs, car parking fees, a payment of \$40 per round trip exceeding 100kms and reimbursement to Councillors for kilometres travelled in their private vehicles associated with Council related business. The Mayor is also provided with full private use of a motor vehicle.

Telephone: includes the capital costs, monthly fees and usage costs associated with Councillor mobile phone, and computer equipment.

Training & Conferences: includes any registration fees, associated with attendance or participation in conferences or professional development programs within Victoria.

Accommodation: includes accommodation costs associated with attendance or participation in conferences, meetings or professional development programs within Victoria.

Reimbursement of Expenses: includes carer expenses and other incidental expenditure incurred by Councillors in performing their Councillor role.

8. Issues and Risk Management

Issues:

The public expect accountability and transparency from its council and this report and the publishing of councillor expenses on Council's website responds to this expectation.

Risk:

There may be increased questions from the public about councillor expenses, but this would be considered a positive development as it would show that Council welcomes scrutiny.

9. Strategic Planning Environments

Strong and Engaged Communities:	The Councillor's role includes acting as a point of contact for residents, which can include meeting with residents; attending community consultation sessions, site inspections and visits; community celebrations and ceremonial functions. The councillors assist with fostering council's strategic objectives of strong and engaged communities.
Resilient Economy:	No impact
Healthy Environment:	No impact
Balanced Services and Infrastructure:	No impact
Responsible Management:	The cost of allowances and reimbursed expenses paid to Councillors together with the costs of related services and resources are managed as part of Council's annual budget process.

10. Consultation

Governance Manager

8.7. Statutory Requirements Update

Author:

Frank Crawley, Governance Manager

1. Purpose

To advise Councillors on the progress of meeting statutory obligations under the *Local Government Act 1989*.

2. Recommendation

That Council note the third quarter Statutory Requirements update.

3. Conflict of Interest

In accordance with Section 80B of the *Local Government Act 1989*, the officer preparing this report declares no conflict of interest in regards to this matter.

4. Charter of Human Rights

This report has considered and complies with the Human Rights and Responsibilities contained in the Victorian *Charter of Human Rights and Responsibilities Act 2006*.

5. Instrument of Delegation

This report has considered and complies with the Instrument of Sub-Delegation by the Chief Executive Officer in so far as this report is not contrary to the existing policy or strategy previously adopted by Council.

6. Background

Councils are governed by the requirements of the Victorian Local Government Act and associated legislation. There is an expectation by other levels of government and the community in general that councillors are making sufficient enquiries and scrutinising information so as to satisfy themselves that the Council is meeting its statutory obligations.

7. Content

The report advises of the obligations Council has met in the last quarter and what it needs to meet in the next quarter in regards to its Statutory Obligations.

For the period 1 January 2019 – 31 March 2019 the following has been achieved:

- Received the quarterly financial statements for the period 1 October 2018 – 31 December 2018.
 - Completion of Councillor and Senior Officers ordinary returns for inclusion in the Register of Interests.
 - Advised the Minister for Local Government and the Secretary of the Department of Health that Council has reviewed and determined that the Council Plan (incorporating the Municipal Public Health and Wellbeing Plan) remains appropriate.
-

For the period 1 April 2019 – 30 June 2019 the following is required to be achieved:

- Adopt the budget for 2019-20
 - Declare rates and charges for 2019-20
 - Adopt the strategic resource plan for 2019-20
-

8. Issues and Risk Management

Issues:

Nil

Risk:

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

9. Options

There are no options presented with this report, as the information is presented for noting.

10. Strategic Planning Environments

Strong and Engaged Communities: Nil

Resilient Economy: Nil

Healthy Environment: Nil

Balanced Services and Infrastructure: Nil

Responsible Management: This report supports the implementation of the following strategic objectives:

- Support clear and open communication
- Deliver sound governance and fiscal responsibility

11. Consultation

Nil.

8.8. Quarterly Financial Statements

Author:

Ailsa Box, Finance Manager

Attachments:

8.8 Quarterly Financial Statements

1. Purpose

To present to Council a quarterly income statement and additional financial reports to provide a summary of the financial position of Council for the quarter ended March 2019.

2. Recommendation

That Council note the March 2019 Quarterly Financial Statements.

3. Conflict of Interest

In accordance with Section 80B of the *Local Government Act 1989*, the officer preparing this report declares no conflict of interest in regards to this matter.

4. Charter of Human Rights

This report has considered and complies with the Human Rights and Responsibilities contained in the Victorian *Charter of Human Rights and Responsibilities Act 2006*.

5. Instrument of Delegation

This report has considered and complies with the Instrument of Sub-Delegation by the Chief Executive Officer in so far as this report is not contrary to the existing policy or strategy previously adopted by Council.

6. Background

The *Local Government Act 1989* s138(1) requires that a statement comparing budgeted revenue and expenditure for the financial year with actual revenue and expenditure year to date is presented to the Council at a Council meeting which is open to the public.

7. Content

A pack of the financial statements is included as Attachment 8.8 and contains:

Income Statement	Comparison of 2018/19 budget, 2018/19 actuals and 2017/18 actuals for the nine months ended 31 March 2019.
Balance Sheet	Comparison of 2018/19 budget, 2018/19 actuals and 2017/18 actuals for the nine months ended 31 March 2019.
Cash Flow Statement	Comparison of 2018/19 budget, 2018/19 actuals and 2017/18 actuals for the nine months ended 31 March 2019.

Statement of Capital Works Comparison of 2018/19 budget, 2018/19 actuals and 2017/18 actuals for the nine months ended 31 March 2019.

Income Statement

The major variations to budget for the nine months ended 31 March 2019 are:

- Increased rate income raised due to the supplementary rates process on new subdivision properties as a result of an increase in development.
- Decreased user fee income is due to Quarry sales being under budget by \$986k, this is being offset by increases across a number of other service areas which have reduced the impact to Council. The reduction in income for Quarry operations is also being partially offset by reduced expenditure in materials and employee expenses in this same area.
- Materials and services costs favourable due to timing of work programs and their associated spend, however service delivery is on track.

Capital Works Statement

The following comparisons can be made with reference to Statement of Capital works:

- A number of capital works projects have been scheduled later in the year than was anticipated at budget time. These projects are McKenzie Road drainage works, Aerodrome works and the plant replacement program.
- Two other projects have been delayed due to outside influences, these are the Kerb and Channel program being held up by design delays and the Riverfront Development VCAT hearing delaying commencement of works.
- Fox Island bridge replacement has been delayed due to the design needing amendments to include concrete approaches and the upsizing of the bridge piles to accommodate future Goulburn Murray dredging requirements. All the designs and approvals have now been received and works can now progress.
- The river front redevelopment has been delayed due to VCAT hearing, this has now been resolved but will impact the timing of the delivery of the project and Murray Esplanade retaining wall works have been delayed by planning and heritage approvals.

8. Issues and Risk Management

Risk:

This is a quarterly report that monitors Councils performance against the budget, any major variances have been explained in the report. There is no perceived risk that would prevent Council achieving budget targets in the 2018/19 financial year.

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

9. Strategic Planning Environments

Strong and Engaged Communities:	No Impact
Resilient Economy:	No Impact
Healthy Environment:	No Impact
Balanced Services and Infrastructure:	No Impact

Responsible Management: To provide Council and the community with a summary of our financial performance for the period ended 31 March 2019.

10. Consultation

Internal Consultation:

General Manager Corporate Services

External Consultation

The Audit and Risk Committee reviewed the financial statements at their meeting held 15 May 2019.

11. Officer Comment

The Quarterly Statements give Council and the community the opportunity to monitor and understand Council's ongoing performance.

Council's operational performance year to date is in line with expectations except for some maintenance programs that have been scheduled for later in the year. These variances will not have an impact on Council's service delivery.

9. Councillor Reports

Cr Adrian Weston	
17 April	Rural Councils Victoria Forum
18 April	Planning Consultation Meeting - PLN062/2019
24 April	Media launch for Healthy Heart of Victoria Active Living Census
24 April	Dja Dja Wurrung Clans Aboriginal Corporation Recognition and Settlement Agreement Project Meeting
25 April	Anzac Day Services – Rushworth, Corop
28 April	Anzac Day Services – Stanhope & Girgarre Joint Service
1 May	Senior Combined Partners Meeting
3 May	Kyabram P-12 College 2019 Debutante Ball
6 May	Port of Echuca Meeting
6 May	Funding Announcement MDBEP Rochester
8 May	Chinese Business Leaders Delegation Dinner
9 May	Funding Announcement – Echuca Bowls Club
9 May	Stanhope Place Based Plan Meeting
13 May	Rochester Senior Citizens 53rd Birthday Luncheon
15 May	Volunteer Wellbeing Day River Cruise
16 May	Flag Raising Ceremony – LGTBI Community
17 May	MAV State Council Meeting
18 May	Girgarre Fine Dining

Cr Daniel Mackrell	
25 April	Anzac Day Services – Echuca
9 May	Funding Announcement – Echuca Bowls Club

Cr Kristen Munro	
25 April	Anzac Day Services – Rochester, Echuca, Lockington
30 April	Rochester Secondary College - Leaders in our Community Leadership Panel Talk
6 May	CCLLEN Board meeting
10 May	EMAI Launch of Fleur Ferris' book - Nullaboo Hullabaloo

Cr Vicki Neele	
17 April	EMT Board Meeting
25 April	Anzac Day Services – Kyabram
28 April	Kyabram Legacy Group Chairpersons Handover Luncheon
2 May	Kyabram Urban Landcare 20 Years Celebration
6 May	Port of Echuca Meeting
8 May	Arts and Creative Industries Forum for Local Government
9 May	Henley Friends Morning Tea

Cr Neil Pankhurst	
17 April	Rural Councils Victoria Forum
18 April	Planning Consultation Meeting - PLN062/2019
24 April	Tongala Primary RSL Service
25 April	Anzac Day Services – Tongala
28 April	Kyabram Legacy Group Chairpersons Handover Luncheon
2 May	Kyabram Urban Landcare 20 Years Celebration
9 May	Henley Friends Morning Tea
10 May	EMAI Launch of Fleur Ferris' book - Nullaboo Hullabaloo
15 May	Tongala Crime Prevention Forum

Cr Leanne Pentreath	
25 April	Anzac Day Services – Torrumbarry, Lockington, Gunbower
27 April	Lockington 22 nd Annual Vintage Tractor and Machinery Rally
3 May	Lockington Seniors Citizen Birthday
15 May	Audit and Risk Committee Meeting

Cr Annie Vickers	
17 April	Rural Councils Victoria Forum
25 April	Anzac Day Services – Echuca, Colbinabbin
1 May	National Timber Association Regional Meeting
2 May	IMEMPC Meeting
3 May	Moama Anglican Grammar Foundation Day Ceremony
9 May	Henley Friends Morning Tea
10 May	EMAI Launch of Fleur Ferris' book - Nullaboo Hullabaloo
13 May	Echuca Regional Health Community Board Meeting
15 May	Kyabram Deakin Residents Ratepayers and Development Group Incorporated Meeting
16 May	Echuca Neighbourhood House Open House

Cr Leigh Wilson	
25 April	Anzac Day Services – Rochester
4 May	Rotary Club of Rochester Pie & Port Night
6 May	EMFM Radio
6 May	Funding Announcement MDBEP Rochester
10 May	Rochester Lions Club 50 th Birthday Celebration

Cr John Zobec	
25 April	Anzac Day Services – Girgarre, Kyabram
28 April	Kyabram Legacy Group Chairpersons Handover Luncheon
15 May	Planning Consultation Session - PLN050/2019
15 May	Audit and Risk Committee Meeting

Recommendation

That the Councillor reports be noted.

10. Acting Chief Executive Officer's Report

Activities and meetings attended since previous Council meeting:

- Launch of Healthy Heart of Victoria Active Living Census
- Funding announcement under MDBEP in Rochester
- Echuca Moama Bridge Project Key Stakeholder Liaison Group
- Loddon Campaspe Regional Partnerships Meeting
- Youth Commission Hearing
- Public Submission Hearing – 2019/20 Draft Budget
- Audit & Risk Committee

Recommendation

That the Acting Chief Executive Officer's report be noted.

11. Petitions/Letters

11.1. Petition Response – Kyabram, Allan Street Roundabout

Author:

Richard Conway Infrastructure Services General Manager

Attachments:

11.1.1. Independent Intersection Risk Assessment

11.1.2. Joint letter

1. Purpose

To advise Council of a joint letter that has been received seeking a new roundabout at the intersection of Allan Street and Dawes Road and to affirm the way forward.

2. Recommendation**That Council:**

1. **Note receipt of the joint letter.**
2. **Affirm its previous decision of the 26 June 2018 in relation to a request for construction of a roundabout at the intersection of Allan, Dawes and Saunders Streets to:**
 - a) **Note the expert report on road safety at the intersection of Allan, Dawes and Saunders Streets.**
 - b) **Deny the building of a new roundabout as it does not represent a necessary, effective action.**
3. **Note the intersection layout and traffic numbers have not significantly changed and that street furniture, line marking and other physical road infrastructure conditions remain as they were at June 2018.**
4. **Resolve not to support the request to build a roundabout at the intersection of Allan, Dawes and Saunders Streets as it would not demonstrably improve safety at the intersection.**
5. **Note staff are applying to VicRoads for a speed reduction to 50km/hr for Allan Street from the McEwen Road intersection to the 40km/hr section at Church Street. Accepting that the final decision on speed limits rests with VicRoads.**
6. **Respond to the first named advising the decision and the basis for it.**

3. Conflict of Interest

In accordance with Section 80B of the *Local Government Act 1989*, the officer preparing this report declares no conflict of interest regarding this matter.

4. Charter of Human Rights

This report has considered and complies with the Human Rights and Responsibilities contained in the Victorian *Charter of Human Rights and Responsibilities Act 2006*.

5. Instrument of Delegation

This report has considered and complies with the Instrument of Sub-Delegation by the Chief Executive Officer in so far as this report is not contrary to the existing policy or strategy previously adopted by Council.

6. Background

The proposal to construct a roundabout at the intersection of Allan/Saunders Streets and Dawes Road Kyabram, (adjacent to the Kyabram Club), was identified by the community in 2016 over concerns that the intersection was unsafe. The project was then added to the “new assets” capital works list in Councils 2016/17 annual budget. However, the project did not proceed due to Roads to Recovery grant funding identified for the project not eventuating. All projects identified for under the grant were then reassessed resulting with this project being cancelled.

Staff revisited the proposal as part of the 2018/9 budget planning process. In reviewing projects for inclusion in the draft budget, councillors prioritised other projects for funding ahead of the roundabout construction.

A petition was then received in May 2018 seeking the construction of the roundabout. The petition was considered by council at its meeting in June 2018. To support councillor’s consideration of the petitioner’s request an independent report reviewing the current intersection arrangements, functionality and safety risks was developed. The report concluded that taking to account the road condition, speeds, sight lines, pedestrian use and street layout and all other relevant issues (paraphrased in part)

.....the risk of collisions at this intersection must be regarded as extremely low.

There is no justification for the installation of a roundabout at the intersection either as:

- A crash reduction treatment.....
- A threshold treatment.....
- A general speed reduction treatment.....

Noting the recommendations of the independent report Council at its June 2018 meeting resolved;

That Council:

- 1. Note receipt of the petition.*
- 2. Note the expert report on road safety at the intersection of Allan, Dawes and Saunders Streets.*
- 3. Deny the building of a new roundabout as it does not represent a necessary, effective action.*
- 4. Respond to the first named petitioner explaining the basis for the decision.*

In April 2019 an accident involving a pedestrian took place at the subject intersection. Following the accident a joint letter seeking the construction of a roundabout at the subject intersection was received. Whilst the item does not meet the prescribed standards to be considered a petition under the local laws however staff are treating it as one hence this report.

7. Content

The joint letter has been signed by a total of 1237 individuals. The joint letter has provided the opportunity for individuals to identify their location the most relevant and most dominant locations are as follows:

Location	Number of signatories	Percentage (%) of total
Kyabram	335	27%
Australia (no other details provided)	268	22%
Melbourne	85	7%
Echuca-Moama	23	2%
Shepparton/Mooroopna	23	2%
Tongala	14	1%
Tatura	11	1%
Stanhope	9	1%
Girgarre	8	1%
Lancaster & KyValley	5	-
Wyuna	4	-
International	17	1%

In the time between the June 2018 Council resolution and at the time of drafting this report the intersections layout and traffic numbers have not significantly changed. Street furniture, line marking and other physical road infrastructure conditions remain as they were at June 2018. The speed limit has remained unchanged and continues to meet VicRoads standard.

It should however be noted that the independent report recommendations on the parking locations and intersection controls have been implemented. Namely the intersection has gone from "Stop" signs to "Give Way" signs. Secondly parking has been cleared a further ten metres from the intersection improving visibility for users. These changes have further improved the level of safety at the intersection and as noted in the independent report:

There is no justification for the installation of a roundabout at the intersection, either as:

- *a crash reduction treatment (even if there are some unrecorded non-injury crashes happening),*
- *a threshold treatment, as the location is not a gateway, or*
- *a general speed reduction treatment for Allan Street (were this to be identified as an issue) as its cost would be high and its benefits would be limited to a fairly short section of the street, compared with other speed-control options.*

Accidents are completely regrettable but do not always denote the location as dangerous. It is possible to have an accident anywhere at any time. Victoria Police have not approached Council with concerns about the intersection or road as a result of the accident. As the state road safety authority, and the accident investigator, it is reasonable to expect they would have done so if there were concerns. It should be noted that Victoria Police have identified roads or intersections within the municipality where they have believed there is an elevated risk. So there is precedent for Victoria Police asking for improvements when risks are identified. The

conclusion is that there is no evidence that the intersection, or road, has contributed to the accident and certainly not to the point that a roundabout is the identifiable answer.

This is further supported by the independent report which notes that whilst *roundabout are known to be an effective countermeasure for right angle collisions and other collisions involving vehicles approaching from adjacent streets.*

...a roundabout project at this intersection would have a benefit / cost ratio of 18,700 / 440,000, which equals 0.0425. This is much less than 1.0 (In fact it's only one twenty-third of one). On this basis a roundabout could not be justified as a crash reduction treatment; the money would be better spent elsewhere on a project whose benefits exceed its construction cost.

Consequently the construction of a roundabout at this intersection would not qualify for external funding. Council's policies on sustainable use of funds, prioritisation of funds and the renewal gap have not changed in the intervening year nor has Council's ability to fully fund the construction of the roundabout. Council does not have significant funds available to pay for the roundabout, whose cost will have escalated in the intervening year, without cancelling other projects in the draft budget or using cash reserves. Renewal reserve cannot be used as it is a new asset.

8. Issues and Risk Management

Issues:

Issue 1: Safety

The joint letter raises concerns in relation to safety at the intersection. An independent report was commissioned to review safety and make recommendation as to whether a roundabout would improve road safety at the location. The report was noted by Council at its meeting in June 2018. The report identified that *There is no justification for the installation of a roundabout at the intersection.*

The report undertook a cost benefit analysis and identified a rate of 0.0425 which is significantly less than 1.0. *On this basis a roundabout could not be justified as a crash reduction treatment; the money would be better spent elsewhere on a project whose benefits exceed its construction cost.*

The report did make recommendation in relation to minor improvements detailed above which have been implemented.

A change that could take place would be to lower the speed limit of Allan Street as a whole. Taken from the 40km/hr point at Church Street right through to McEwen Road moving the speed limit to 50km/hr from its current 60km/hr. Staff have already actioned this and the final decision rests with VicRoads.

Issue 2: Policy

Council Policy 091- Sustainable Asset Management

The philosophy underlying this policy is that Council should be able to acquire, maintain and renew its assets, both in the short term and long term, to a condition which satisfies the users, minimises the risk to both the public and the environment, and which is financially responsible and delivers an agreed and sustainable level of service.

Without any expert and evidentially road safety, speed risks or operational need it is not possible to confirm that the installation of a roundabout would "minimises the risk to both the public and environment".

Further Council Policy 091 commits Council to....

Deliver financially sustainable services by prioritising capital expenditure for infrastructure renewal over expenditure for upgrading, expansion or acquisition of assets.

d. Where necessary projects for upgraded or new assets may be ceased or not entered into in order to free up resources to renew critical assets.

e. Asset expansion or addition is an act of last resort and must only take place after reviewing other alternatives for service or asset provision.

Points d. and e. of Council Policy 091 outline that new asset construction is a “last resort” activity and must be done only when there is a demonstrated need, no reasonable alternative and must come behind the demands of renewing existing assets. Point e. has effectively already been satisfied. The expert independent report is Council’s review of other alternatives and the outcome of the report states there is no benefit to further intervening at the intersection and that a roundabout is unsupported.

Issue 3: Funding

Should Council resolve to deliver a roundabout, acknowledging issues 1 and 2 highlighted above. Funding to support the delivery will have to be allocated from somewhere other than a renewal reserve. Because the roundabout doesn’t exist now it means building a new asset. This may require council to cancel or delay the delivery of other new asset projects. The cost of a roundabout is estimated (without a design yet in place), to be approximately \$550,000. However, a preliminary investigation has identified that there is insufficient room within the current intersection to locate a standard roundabout size without replacing the existing kerb, which may also involve land acquisition and the relocation of services. All of which are anticipated to further increase the cost.

In addition the civil construction market has moved on from last year when the estimate was first prepared with much greater development across Victoria meaning contractors are over supplied with work in many cases driving prices up. Until a design is completed it is not possible to get a tighter view of the cost.

Risk:

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

9. Options

Option 1: Do not construct a roundabout at the intersection

This option is recommended by officers.

There remains no evidence based justification to delivering any improvement to the intersection. Council’s policies on sustainable use of funds and asset rationalisation have not changed nor has its ability to fund the work.

Option 2: Construct a roundabout at the intersection

This option is not recommended by officers.

There is no evidence based justification to intervene at this site as evidenced by the independent report.

Option 3: Deliver an alternative intervention at the intersection

This option is not recommended by officers.

There is no evidence based justification to intervene at this site as evidenced by the independent report.

10. Strategic Planning Environments

Strong and Engaged Communities: No impact.

Resilient Economy: No impact.

Healthy Environment: No impact.

Balanced Services and Infrastructure: Not constructing a roundabout supports implementation of Strategy 2 *Plan and advocate for services and infrastructure to meet community need.*

Infrastructure that meets need, based on engineering, common practice or scientific basis is most effective use of resources and will deliver the best results.

Responsible Management: Not constructing a roundabout supports the implement of Strategy 4 *Enable the delivery of services, facilities and programs to the community through sound corporate governance and fiscal responsibility.* Expert independent advice has been received that does not support the construction and council has limited new/upgrade funds available which are allocated to projects through evidence to deliver the greatest benefit.

11. Consultation

Internal Consultation:

- Assets Team

External Consultation:

- Victoria Police

Councillors at the 9 April Council Briefing Session.

11.2. Petition Response – Rushworth Streetscape Parking Change

Author:

Richard Conway, Infrastructure Services General Manager

Attachments:

11.2 Petition

1. Purpose

To inform Council of a further round of consultation in response to the concerns of the petitioners.

2. Recommendation

That Council:

- 1. Conduct a further round of consultation in response to the concerns raised by petitioners to the proposed design and layout of the carpark at the north end of High Street Rushworth near the intersection with Moora Road locally known as “Max’s Maze”.**
 - 2. Note the consultation will be limited to the layout and functional design of the carpark and access ways comprising the area known as “Max’s Maze”.**
 - 3. Note delivery of the remaining elements of the renewal project will continue to progress.**
 - 4. Note the consultation opportunity will be publicly advertised via local newspapers, Council Website and social media channels and through the Rushworth Service Centre.**
 - 5. Note the outcomes of the consultation will be reported to Council.**
-

3. Conflict of Interest

In accordance with Section 80B of the *Local Government Act 1989*, the officer preparing this report declares no conflict of interest regarding this matter.

4. Charter of Human Rights.

This report has considered and complies with the Human Rights and Responsibilities contained in the Victorian *Charter of Human Rights and Responsibilities Act 2006*.

5. Instrument of Delegation

This report has considered and complies with the Instrument of Sub-Delegation by the Chief Executive Officer in so far as this report is not contrary to the existing policy or strategy previously adopted by Council.

6. Background

The Rushworth Streetscape project is a multi-year renewal project which looks to completely renew the road, drainage and footpath assets along High Street, Rushworth. Planning and design for the renewal involved consultation in line with Councils Community Engagement Framework.

A planning permit has been issued for the renewal works with the condition that the community be engaged for selecting the species of the four trees on the median of the road.

During the process of consulting on the tree species the issue of the car park at “Max’s Maze”, shown below, was highlighted by the community representatives.



As this consultation was limited to resolution of the tree species and involved only six community members, changes to other parts of the design were outside the consultation scope. At the meeting the idea of developing a petition with a clear proposition for Council to consider was proposed by community members.

The petitioners believe that the proposed design increases the risk to people by forcing them to perform a U-turn on Moora Road, after coming out of the intersection from High Street. Consequently the petitioners are seeking a change to the approved design. The approved design (detailed in figure 1 below) differs from the current layout (detailed in figure 2 below) through having a one way route from west to east whereas the current layout allows two way travel.

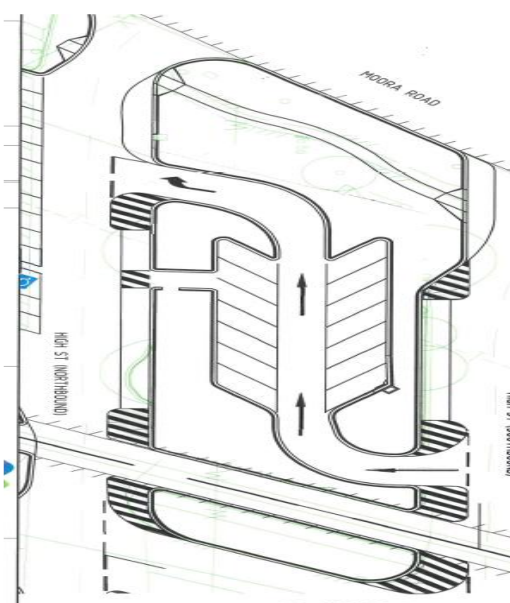


Figure 1 - Approved design

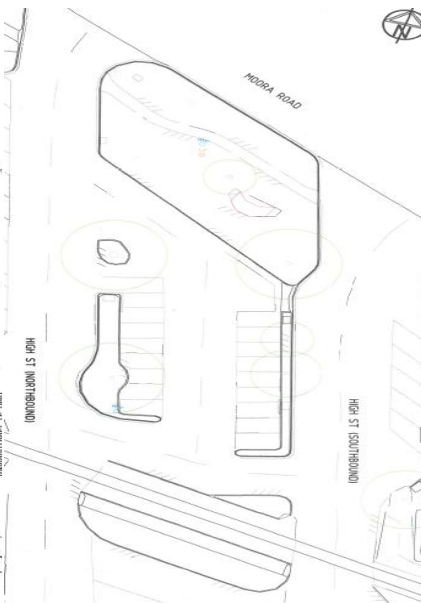


Figure 2 - Current carpark design

The current carpark configuration and layout does not meet modern road design requirements therefore retaining the current arrangement of “Max’s Maze” is not possible. Changes to the carpark design and layout were part of the original consultation. While the approved design was consulted through on-site face to face consultation, letters, website and newspaper advertisement the resulting design has not satisfied the petitioners.

7. Issues and Risk Management

Issues:

Issue 1: Project costs and delays

The project is ready to go to tender. The consultation on the tree species has been completed with an agreed outcome. The project has already gone beyond its original schedule in part because of the extra consultation required for the tree species so any further delays will result in further project delivery delays. To minimise further project delays it is proposed that scheduling of the works be designed so that the contractor starts at the south end of High Street. Scheduling the works from the southern end of High Street will seek to allow sufficient time for the consultation to be completed and the planning permit amended (if required).

Changing the design at this late stage will have cost implications. The primary costs would be for the consultant designer, the planning permit process, the project management costs and the variation to the work on the ground. The scale of change is not significant when compared to that of the entire project and given this is a renewal project and the carpark already exists any change would be funded by the renewal reserve.

Issue 2: Road Safety

The current design and layout does meet road safety standards. Whilst the petitioners believe there are safety risks associated with the approved design it meets the current standards applied in Victoria.

Issue 3: Consultation

New design options are proposed to be consulted in line with the original consultation process. It is recommended that a number of options be prepared for consideration by the community and that these be displayed in the local service centre, Council website and advertised in the local newspaper. A community ballot seeking to affirm the preferred option (including the design option already approved) is proposed.

Issue 4: Planning Permit

If the outcome of the consultation is an alternative layout to that which has already been approved the planning permit would need to be amended.

Issue 5: Design Options

The design options which will form part of the consultation will all meet the current road design standards. Two alternatives to the currently approved design will be prepared for consultation which seek to offer more spaces and meet the petitioner’s requirements. The options will not compromise road safety standards.

Risk:

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

8. Options

Option 1: Note and approve a further round of consultation in relation to alternative designs for “Max’s Maze”

This option is recommended by officers.

This option allows for the review of the approved design by the petitioners as well as the Rushworth community. It seeks to ensure that all parties have the opportunity to input whilst maintaining road safety standards. .

Option 2: Amend and approve the design as recommended by the petitioners

This option is not recommended by officers.

The petitioners alone chose this option. Whilst the option is workable it is appropriate to open the consultation on the design to the entire community as happened during the project process.

Option 3: Not consult and retain the existing approved option allowing the project to progress to tender

This option is not recommended by officers.

While it is true that the current permitted design meets safety standards it is the community's view that this is not safe. There are alternatives available that could ease the petitioners concerns, are not prohibitively expensive, meet the standards, are reasonable solutions and can work.

9. Strategic Planning Environments

Strong and Engaged Communities:	Engaging the community in the design and layout of "Max's Maze" supports implementation of Strategy 3 <i>Enable residents to be active and engaged in their community and support participation in artistic, cultural, sporting, and leisure opportunities</i> by engaging the Rushworth community.
Resilient Economy:	No impact
Healthy Environment:	Engaging the community in the design and layout of "Max's Maze" supports implementation of Strategy 1 <i>Strategically plan for future growth areas and existing communities while respecting our natural, built, social and economic environments</i> by engaging the community in the planning for their local environment.
Balanced Services and Infrastructure:	No impact
Responsible Management:	Engaging the community in the design and layout of "Max's Maze" supports implementation of Strategy 1 <i>Consult and engage with all sectors of the community to determine their priorities and support council decision making</i> by engaging the community in the planning for their local environment.

10. ConsultationInternal Consultation:

- Road Services Team
- Design Team
- Project Management Team
- Planning Team
- Community Engagement Team

External Consultation:

- Design Consultants

Councillors at the 9 April 2019 Council Briefing Session.

12. Notices of Motion

Nil

13. Urgent Business

Nil

14. Question Time

15. Closed Session of the Meeting to the Public

Recommendation

That pursuant to the provisions of the *Local Government Act 1989*, the meeting will now be closed to members of the public to enable the meeting to discuss matters in items 16, 17, 18 and 19 which the Council may, pursuant to the provisions of Section 89(2) of the *Local Government Act 1989* (the Act) resolve to be considered in Closed Session, being a matter contemplated by Section 89(2) of the Act, as follows:

- (a) personnel matters;
- (b) the personal hardship of any resident or ratepayer;
- (c) industrial matters;
- (d) contractual matters;
- (e) proposed developments;
- (f) legal advice;
- (g) matters affecting the security of Council property;
- (h) any other matter which the Council or special committee considers would prejudice the Council or any person;
- (i) a resolution to close the meeting to members of the public.

16. Confirmation of Confidential Minutes and Attachments

89(2)(h) Any other matter which the Council or Special Committee considers would prejudice the Council or any person

17. Confidential Council Information

Nil

18. Confidential Business

18.1. 89(2)(d) Contractual matters

18.2. 89(2)(d) Contractual matters

18.3. 89(2)(a) Personnel matters, (c) Industrial matters, (d) Contractual Matters, (e) Proposed developments; (f) legal advice

19. Confidential Council Meeting Close

89(2)(h) Any other matter which the Council or Special Committee considers would prejudice the Council or any person

20. Items Determined to be no Longer Confidential

21. Open Meeting to the Public

Recommendation

That Council resolves to open the meeting to the public at

22. Close Meeting

Fleur Cousins

Acting Chief Executive Officer