

---

# CONTENTS

1.	APOLOGIES.....	97
2.	CONFIRMATION OF MINUTES & ATTACHMENTS.....	98
3.	DECLARATION OF INTERESTS.....	99
4.	RESPONSIBLE AUTHORITY DECISIONS.....	100
5.	PLANNING AUTHORITY DECISIONS.....	101
6.	COUNCIL DECISIONS.....	102
6.1.	Youth Advisory Group.....	102
6.2.	Managing Fruit Fly in the Goulburn Murray Region.....	105
6.3.	Quarterly Financial Statements.....	108
6.4.	Capital Works Budget Transfer and Project Closures Report.....	111
7.	COUNCIL INFORMATION.....	114
7.1.	Open Assembly of Councillors Records.....	114
7.2.	Letters of Appreciation.....	117
7.3.	Responsive Grants Program.....	118
7.4.	Internal Audit Committee Meeting Minutes.....	120
8.	COUNCILLOR REPORTS.....	122
9.	CHIEF EXECUTIVE OFFICER'S REPORT.....	124
10.	NOTICES OF MOTION.....	125
11.	URGENT BUSINESS.....	125
12.	QUESTION TIME.....	125
13.	CLOSED SESSION OF THE MEETING TO THE PUBLIC.....	126
14.	CONFIRMATION OF CONFIDENTIAL MINUTES & ATTACHMENTS.....	126
15.	CONFIDENTIAL COUNCIL INFORMATION.....	126
15.1.	Receiving of Confidential Assembly of Councillors Records.....	126
15.2.	Receiving of Confidential Communication Reports & Attachments.....	126
16.	CONFIDENTIAL BUSINESS.....	127
16.1.	89(2)(d) Contractual Matters.....	127
16.2.	89(2)(d) Contractual Matters.....	127
17.	CONFIDENTIAL COUNCIL MEETING CLOSE.....	127
18.	ITEMS DETERMINED TO BE NO LONGER CONFIDENTIAL.....	127
19.	OPEN MEETING TO THE PUBLIC.....	127
20.	MEETING CLOSE.....	127

Attachments

Attachment 6.2. Managing Fruit Fly in the Goulburn Murray Region .....	128
Attachment 6.3. Quarterly Financial Statements.....	136
Attachment 7.4 Internal Audit Committee Meeting Minutes .....	143

---

# MINUTES



Minutes of the open section of the meeting of the seventh Campaspe Shire Council, held in the Echuca Civic Centre, on Tuesday, 21 February 2017 commencing at 5:00pm.

## PRESENT

Councillors: Adrian Weston (Mayor), Leanne Pentreath (Deputy Mayor), Daniel Mackrell, Vicki Neele, Neil Pankhurst, Annie Vickers, Leigh Wilson, John Zobec

## OFFICERS

Jason Russell – Chief Executive Officer

Diane Hood – General Manager Corporate Services

Emma Dalton – General Manager Infrastructure Services

Paul McKenzie – General Manager Regulatory & Community Services

Keith Oberin – General Manager Economic & Community Development

Frank Crawley – Governance Manager

Sandra Ennis – Communications & Public Affairs Manager

Sharolyn Taylor – Council Support Officer

## 1. APOLOGIES

Cr Kristen Munro

## **2. CONFIRMATION OF MINUTES & ATTACHMENTS**

For the:

- Open section of the Council Meeting held on 31 January 2017
- Open section of the Campaspe Briefing Session held on 24 January 2017
- Open section of the Campaspe Briefing Session held on 31 January 2017

### **COUNCILLORS ZOBEC/PENTREATH**

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

- **The open section of the Council Meeting held on 31 January 2017**
- **The open section of the Campaspe Briefing Session held on 24 January 2017**
- **The open section of the Campaspe Briefing Session held on 31 January 2017**

**CARRIED**

### 3. 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.

Cr Vickers declared a direct conflict in urgent business item 11.1 (confidential item 16.2)

Diane Hood declared a direct conflict in urgent business item 11.1 (confidential item 16.2)

## 4. RESPONSIBLE AUTHORITY DECISIONS

Nil

## 5. PLANNING AUTHORITY DECISIONS

Nil

## 6. COUNCIL DECISIONS

### 6.1. YOUTH ADVISORY GROUP

**Author:**

Stacy Williams, Community Programs Coordinator

**Responsible Manager:**

General Manager Economic and Community Development

---

#### 1. Purpose

To welcome the young people selected to be members of the 2017 Youth Advisory Group (YAG) and to provide official recognition of their appointment to the YAG.

---

#### 2. COUNCILLORS PENTREATH/WILSON

**That Council formally welcome the selected members of the 2017 Youth Advisory Group.**

**CARRIED**

---

#### 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

In December 2015, Councillors adopted the Campaspe Youth Charter as a symbol of Council's commitment to actively support youth citizenship in the shire and to encourage and respect young people's ideas, opinions, talents and dreams for the future.

The Shire of Campaspe Youth Charter is a set of guiding principles that form the foundation of Council's commitment to engaging with young people. It was created in consultation with hundreds of young people as well as Councillors, Council staff and service providers. Young people genuinely want to have more of a voice in their local community and Council is committed to being more inclusive of young people in all aspects of their work and decision making.



Formation of a YAG was one of four key recommendations resulting from the Youth Charter project to facilitate a direct line of communication between council and young people within the Shire of Campaspe.

In addition to the Youth Charter, the development of the YAG was also identified by a group of eight students from St Joseph's College who undertook Councils Youth *Leadership Training* in July 2015. The annual leadership training supports young people identify and develop place-based projects to improve their communities or tackle a local issue. Following the training, the young people are supported by Councils Youth Engagement Officer to make their projects reality. A major focus in 2016 involved working closely with these students to further develop the YAG model. The project has been completely youth-led and driven by the development committee. They have determined the operating model, developed the terms of reference and supporting documentation and presented the model to Councillors in a briefing session in November 2017.

The YAG objectives are as follows:

- Encourage young people in the Shire of Campaspe through opportunities to become pro-active in Council and in the preparation of community initiatives.
- Provide young people with an avenue to further develop skills in teamwork, organisation, media skills, public speaking and events management.
- Raise awareness within the community of issues confronting young people to facilitate community involvement in the implementation of youth targeted strategies.
- Create a sense of community pride and cultural diversity, encouraging the acceptance of young people regardless of their identity, socioeconomic standing, intellectual or physical ability.
- Facilitate the participation of young people in Local Government decision making processes.

---

## 7. Content

Youth Advisory Group (YAG) applications were sought from young people across the Shire. Applications closed on 31 December 2016 and 10 Applications were received. Interviews were conducted by Council's Youth Engagement Officer, Economic and Community Development General Manager and a local young person Riley Shannon, who was involved in the development of the YAG guidelines and framework.

The 10 applicants come from diverse backgrounds, represent a range of communities and have a good spread of ages. Unfortunately one young person withdrew prior to interview and nine young people were interviewed with eight selected to be a part of the 2017 Youth Advisory Group (YAG).

The following members have been selected:

<b>Annette Waters (16) – Rochester</b>	<b>Brigid Dullard (21) – Echuca/Moama</b>
<b>Ashleigh Coghlan (15) – Echuca/Moama</b>	<b>Emily Shorland (17) – Echuca/Moama</b>
<b>Jessica Twigg (23) – Rochester</b>	<b>Mia Oberin (15) – Echuca/Moama</b>
<b>Grace Gray (18) – Wharparilla</b>	<b>Simon Pell (16) – Wyuna</b>

One position which remains vacant and it is hoped to fill this position in the near future. In addition, staff have also recruited a YAG support officer, 14 year old Connor Bacon, who will assist with IT and video streaming.

In February the 2017 Youth Advisory Group will attend an induction session and will commence formally meeting in March. The YAG will meet monthly during the school terms and it is anticipated that it will be embedded as an ongoing youth engagement initiative beyond 2017.

---

## 8. Issues and 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

Prosperity: No Impact

Place: No Impact

People: The YAG will provide Council with a mechanism to engage with and consult young people and continue to demonstrate commitment to young people.

Organisation: YAG activities have been funded through the state government Engage! Program funding and supported by the Youth Engagement Officer.

---

## 10. Consultation

Consultation has been undertaken with the following:

- General Manager Economic and Community Development
- Youth Advisory Group Development Committee (made up of students from St Joseph's College Echuca)
- Youth Engagement Officer

## **6.2. MANAGING FRUIT FLY IN THE GOULBURN MURRAY REGION**

### **Author:**

Allison McCallum, Environmental Project Officer - Conservation

### **Responsible Manager:**

Public Environments Manager

### **Attachments:**

6.2 Regional Action Plan 2016-2017

---

### **1. Purpose**

To inform Council of the management of Queensland Fruit Fly in the Goulburn Murray Region.

---

### **2. COUNCILLORS PENTREATH/ZOBEC**

#### **That Council:**

- 1. Note the level of support provided to the Fruit Fly Program.**
- 2. Council continue to advocate on behalf of industry and the community for ongoing support by the State Government for the management of Fruit Fly.**

### **CARRIED**

---

### **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**

Previously the State Government ran control programs across the state to prevent and treat Queensland Fruit Fly infestations. Several years ago the State withdrew the program in the Goulburn Broken region. The withdrawal of the program occurred without consultation with local government and there was no longer a coordinated approach for the prevention and treatment of fruit fly. Consequently fruit fly infestations have increased, impacting both the horticulture industry and home gardeners, leaving responsibility and action to the individual and the industry.

Through the advocacy of local government, in particular the Murray River Group of Councils and industry groups, the State Government developed a five-year action plan and appointed a state-wide coordinator. They also introduced the Managing Fruit Fly – Regional Grants Program which aims to empower regional Victorian industries and communities to take the lead on fruit fly management in their local area through the development and delivery of state aligned, regionally specific action plans which include the roles and responsibilities of all stakeholders.

This led to the establishment of Goulburn Murray Region Fruit Fly Action Group. Membership of the group includes:

- Fruit Growers Victoria
- Cobram District Fruit Growers Association
- Summer Fruit Export Alliance (SEDA)
- SPC Ardmona
- Local Government – Moira Shire, Greater Shepparton City Council, Campaspe Shire Council and Berrigan Shire
- Department of Economic Development, Jobs, Transport and Resources - Biosecurity
- GMW
- IK Caldwell
- GV Crop Protection.

The group aims to achieve an Area of Low Pest Prevalence (ALPP) which is required to maintain access to international markets and access to domestic markets in South Australia and Western Australia for produce. Major crops of the region impacted by Fruit Fly include: pomefruit, stonefruit, cherries, tomatoes, berry fruits, citrus and grapes. The group has developed *Regional Action Plan 2016-2017* to enable funding applications for Fruit Fly Coordinator, a trapping program and monitoring and education program. A copy of this Plan is attached.

---

## 7. Content

The State Government announced on Thursday 9 February that the group has been successful in obtaining funding for the Fruit Fly Coordinator and the trapping program. The funding availability for the Goulburn Murray Region Fruit Fly Action Group is State Government funding that was offered after successful advocacy from the Murray River Group of Council for assistance to treat the fruit fly problem.

There will be further announcements made regarding the rest of the funding applications. The funding for the Fruit Fly Coordinator will cover the wages, on costs, office accommodation and supplies until 30 June 2019. Moira Shire will host the officer.

The group received \$261,000 to fund a two year fruit fly trapping program. The program will monitor populations of Fruit Fly and implement population suppression activities. This will provide the critical data needed to take a coordinated region wide approach to managing Fruit Fly and demonstrate population suppression.

The grant application that is still pending is to cover the implementation of the Regional Action Plan. Actions include:

- Advertising, road signage, information flyers and PR
- Community awareness workshops
- Host tree removal, reporting of abandoned orchards
- Information sharing and meetings across industries.

Campaspe's current level of support to the Fruit Fly Program is through membership of the Goulburn Murray Region Fruit Fly Action Group. This delivers Council's role of advocating for industry and the community for assistance to deal with Fruit Fly. Campaspe will also provide assistance to the Fruit Fly Coordinator for community education, through promoting workshops, education material and contacts with the community. Any further engagement or activities will require extra resources.

---

## **8. Issues and Risk Management**

### **Issues:**

While Council greatly appreciates the State Government has made funding available for a Fruit Fly Coordinator and trapping program, the State Government has moved the responsibility of the Coordinator and trapping program to the Goulburn Murray Region Fruit Fly Action Group. Additional resources from Local Government and Industry will be required when compared to the initial program and continues a history of cost shifting by State and Federal Governments to the local level.

Funding for the activities of the Regional Action Plan is still pending. The delivery of these activities is crucial to involve the community and provide them with the skills to manage fruit fly as well as support control for the horticulture industry. These activities will also be ongoing as the treatment of fruit fly is an annual requirement.

### **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. Strategic Planning Environments**

Prosperity:	Control of Fruit Fly is important to maintain domestic and international trade of fruit from the Goulburn Murray Valley.
Place:	If the region is unable to maintain Area of Low Pest Prevalence this would see the reduction of the horticulture industry, removal of fruit trees from orchards which may result in a change of land use.
People:	The impact of uncontrolled Fruit Fly on our communities is a reduction in the amount and varieties of fruit and vegetables that can be grown in home gardens.
Organisation:	The current support of the Fruit Fly Program is delivered within current officer duties. Any increase in service will require additional resources.

---

## **10. Consultation**

External: Goulburn Murray Region Fruit Fly Action Group and Department of Economic Development Jobs, Transport and Resources.

Internal: Waste & Environment, Economic Development.

### **6.3. QUARTERLY FINANCIAL STATEMENTS**

**Author:**

Ailsa Box, Finance Manager

**Attachments:**

6.3. Quarterly Statements Reporting Pack

---

**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 31 December 2016.

---

**2. COUNCILLORS PANKHURST/ZOBEC**

**That Council adopt the December 2016 Quarterly Statements.**

**CARRIED**

---

**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 6.2 and contains:

Income Statement	Comparison of 2016 budget, 2016 actuals and 2015 actuals for the six months ended 31 December 2016.
------------------	---

Balance Sheet	Comparison of 2016 budget, 2016 actuals and 2015 actuals for the six months ended 31 December 2016.
Cash Flow Statement	Comparison of 2016 budget, 2016 actuals and 2015 actuals for the six months ended 31 December 2016.
Statement of Capital Works	Comparison of 2016 budget, 2016 actuals and 2015 actuals for the six months ended 31 December 2016.

### Income Statement

The major variations to budget for the three months ended 31 December 2016 are:

- Timing of grant payments, budget phasing is not in line with project expenditure and subsequent grant claims.
- Employee benefits are on track for the year, variance due to budgeting for two pays to be expensed in December, should have been three. Budget is in January.
- 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:

- The variance in Playgrounds Parks and Recreation is due to Echuca West open space development being in design phase, \$372 budget largely unspent to date, project is on track to meet end of year targets; and
- Echuca River front development, \$1m to be spent in 2016/17, largely unspent to date, also on track to meet end of year target.
- Other minor under spends can be attributed to delays due earlier wet weather.

## **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 2016/17 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**

Prosperity: No Impact

Place: No Impact

People: To provide Council and community with a summary of our financial performance for the period ended 31 December 2016.

Organisation: To meet statutory requirements.

## **10. Consultation**

Corporate Services General Manager.

---

## **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 after a few timing variations. These variances will not have an impact on Council's service delivery.



## **6.4. CAPITAL WORKS BUDGET TRANSFER AND PROJECT CLOSURES REPORT**

### **Author:**

Pushpa Gunawardhana, Program Office Manager

---

### **1. Purpose**

To seek Council approval for the transfer of Capital Works budgets and related Cash Reserve transfers, to correct prior reports where required and to note closure of selected projects.

---

### **2. COUNCILLORS PENTREATH/PANKHURST**

#### **That Council:**

1. **Approve the following budget transfers as reported in Table A:**
  - Nil
2. **Note the projects reported in Table B as closed:**
  - 100192 Kyabram Lake Road Drainage Sump, Pumps and Basin Renewals
  - 100362 Echuca Northern Highway Shed Disposal
3. **Approve the following corrections as reported in Table C:**
  - Nil
4. **Note the following budget adjustments as reported in Table D:**
  - 100448 Rushworth War Memorial Upgrade

### **CARRIED**

---

### **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**

Council allocates project funding to an array of projects on the Capital Works Program through its annual Program Budget or through specific resolution.

From time to time, situations arise whereby initial budgets need to be reconsidered to achieve their planned objectives and project scope. It is important that Council's decisions to adjust project budgets from the originally approved allocations are open and transparent to the community. Therefore any changes to initially approved project budgets are reported in a manner that demonstrates the diligence and transparency of the organisation's project management processes.

Closure of projects is another important process for maintaining a well-managed program and involves financial review, asset management and project review activities. Projects reported herein for closure have been through Council's project review and closure process and will not appear on the current Capital Works Program reporting after this period.

## 7. Content

The following budget transfers, detailed in Table A, are required where it has been identified that active or planned projects require adjustments to their approved budgets to allow ongoing management of projects and achievement of project scope and objectives. Project funds that are consistent with the scope and budget approved by Council through its Capital Works Program are not reported herein until the project is ready for closure and savings are identified. Projects with approved scope and budget that are managed across multiple accounts are only reported in Table A if there is a request to Council to adjust scope or budget.

**TABLE A – NEW OR ACTIVE PROJECTS THAT NEED BUDGET ADJUSTMENT**

Division requesting transfer	Account From	Account To	Amount	Reason
Nil				

The following budget transfers, detailed in Table B, represent projects that have been successfully completed and are presented to Council for acknowledgement. Where unexpended funds remain they are returned to the most appropriate source as per Council's approved business practices.

**TABLE B – PROJECTS TO BE CLOSED**

Division	Project details	Project budget at closure	Project Savings at closure	Savings to be returned to	Further information (if applicable)
Infrastructure Services	100192 Kyabram Lake Road Drainage Sump, Pumps and Basin Renewal	\$905,264	\$50,269.64	100262 Asset Renewal Unallocated Funds (Roads)	
Infrastructure Services	100362 Echuca Northern Highway Shed Disposal	\$27,643	\$2,232.58	100339 Developers Contribution Policy Funding	

**TABLE C – CORRECTIONS TO PRIOR REPORTS**

Division requesting transfer	Account From	Account To	Amount	Reason
Nil				

## TABLE D – EXISTING PROJECT BUDGET ADJUSTMENTS

The following budget transfers, detailed in Table D, are required where it has been identified that active or planned projects require adjustments to their approved budgets to allow ongoing management of projects and achievement of project scope and objectives. In this case the funds being transferred have already been approved as available for the required purpose (such as DDA funding) by Council and this table serves to inform Councillors of transactions that have been processed by officers.

Division requesting transfer	Account From	Account To	Amount	Reason
Regulatory and Community Services	100318 DDA Strategy Implementation	100448 Rushworth War Memorial Upgrade	\$5,300	To improve the current non-compliant access to the memorial (Increased footpath width, provision of tactile and patching of asphalt path)

---

## 8. Issues and Risk Management

### 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. Strategic Planning Environments

Prosperity: No impact

Place: No impact

People: No impact

Organisation: No impact

---

## 10. Consultation

Consultation has taken place across the organisation as follows:

- General Manager Infrastructure Services
- Relevant Project Sponsors

## 7. COUNCIL INFORMATION

### 7.1. 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 January 2017.

---

**2. COUNCILLORS ZOBEC/NEELE**

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

**CARRIED**

---

**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 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:

- i. An advisory committee of the Council that includes at least one Councillor; or
- ii. 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 January 2017:

<b>Meeting Information</b>		
Meeting Name/Type	Campaspe Briefing Session	
Meeting Date	24 January 2017	
Matters Discussed	1. Welcome, present & apologies 2. Declaration of Interests 3. Future Meetings 5. Councillor Code of Conduct Review, Housekeeping and Cr Induction Review 6. Customer Service Centres Briefing 7. DELEGATION – VicRoads – Second River Crossing Echuca Briefing 8. Draft Yorta Yorta Memorandum of Understanding Discussion 9. DELEGATION – Neighbourhood House Community Cluster 10. Mayor's report 10.1. Kyabram CCTV footage 10.2. Community newsletters 10.3. New Years Eve Echuca event 11. Policy 153 – Assistance for Business Overview 12. Bushfire Management Overlay	
<b>Attendees</b>		
Councillors	Cr Adrian Weston (Mayor), Cr Leanne Pentreath (Deputy Mayor), Cr Daniel Mackrell, Cr Kristen Munro, Cr Neil Pankhurst, Cr Annie Vickers, Cr John Zobec	
Staff	Jason Russell, Diane Hood (10:38am - 12:50pm), Keith Oberin (12:20pm – 4:30pm), Emma Dalton (10:38am – 2:15pm), Frank Crawley (10:38am - 12:20pm), Sharolyn Taylor	
<b>Apologies</b>		
Councillors	Cr Leigh Wilson, Cr Vicki Neele	
Staff		
<b>Conflict of Interest disclosures</b>		
Matter No.	Councillor/officer making disclosure	Left meeting: Yes/No

<b>Meeting Information</b>		
Meeting Name/Type	Campaspe Briefing Session	
Meeting Date	31 January 2017	
Matters Discussed	1. Welcome, present & apologies 2. Declaration of Interests 3. Future Meetings 4. Mayors Report 5. Communication Reports 6. Review Briefing Minutes Open 7. Review Council Meeting Agenda Open 10. Delegation – Goulburn Broken CMA 11. Delegation – Local Government Investigations & Compliance Inspectorate 12. Monthly Reports – December 13. Councillor Code of Conduct Review 14. Strategic Asset Management 15. Roads to Recovery Program Overview	
<b>Attendees</b>		
Councillors	Cr Adrian Weston (Mayor), Cr Leanne Pentreath (Deputy Mayor), Cr Daniel Mackrell, Cr Kristen Munro, Cr Vicki Neele, Cr Neil Pankhurst, Cr Annie Vickers, Cr Leigh Wilson, Cr John Zobec	
Staff	Jason Russell (10:22am – 4:05pm), Diane Hood, Keith Oberin, Paul McKenzie (10:07am – 11:36am) (3:18pm – 3:53pm), Emma Dalton (10:39am - 4:05pm), Frank Crawley (10:07am – 2:04pm), Sharolyn Taylor, Richard Conway (Duty manager)	
<b>Apologies</b>		
Councillors		
Staff		
<b>Conflict of Interest disclosures</b>		
Matter No.	Councillor/officer making disclosure	Left meeting: Yes/No
7-6.5	Cr Pentreath	Yes

## 8. Issues and Risk Management

Nil.

## 9. Strategic Planning Environments

Prosperity: No impact

Place: No impact

People: No impact

Organisation No impact

## 10. Consultation

Nil.

## **7.2. LETTERS OF APPRECIATION**

The following have been received:

- Bendigo Regional YMCA – thank you for the contribution towards the success of the 2016 Sweat vs Steam event.
  - Echuca Historical Society Inc – thank you for the provision of funds through the Responsive Grants Program for the Mediterranean Settlers Exhibition. The funding assisted greatly with the planning of this event.
  - Nanneella Hall & Recreation Reserve Committee – thank you for the financial support through the Community Grants Program for the upcoming Men’s Night.
- 

### **COUNCILLORS WILSON/PENTREATH**

**That Council note letters of thanks and appreciation as listed.**

**CARRIED**

### **7.3. RESPONSIVE GRANTS PROGRAM**

**Author:**

Bobbi Aitken, Civic Events & Grants Officer

**Responsible Manager:**

Communications & Public Affairs Manager

---

**1. Purpose**

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

---

**2. COUNCILLORS MACKRELL/WILSON**

**That Council note the following grant has not been provided in accordance with Responsive Grants Program guidelines and criteria and applicant advised in writing:**

- **St Mary's School, Rushworth – towards the purchase of six wheelie bins to store new sporting goods, \$696.**

**CARRIED**

---

**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 application has been received:

Organisation	Amount	Amount Recommended	Purpose	Comment
St Mary's School, Rushworth	\$696	\$0	Towards the purchase six wheelie bins to store new sporting goods	Not approved by CEO – does not meet assessment criteria. Urgency not demonstrated. Referred to community grants program.



<b>Fund Balance Prior to application approval:</b>	\$39,372
<b>Funding approved:</b>	\$0
<b>Fund Balance: (21 February 2017)</b>	\$39,372

---

## **7. Issues and Risk Management**

Nil

---

## **8. Strategic Planning Environments**

Prosperity: No impact.

Place: No impact.

People: This funding source provides support to Responsive Grants Program requests for community initiatives.

Organisation: The annual budget allocates funding for Responsive Grants Program requests for community initiatives.

---

## **9. Consultation**

Nil

## **7.4. INTERNAL AUDIT COMMITTEE MEETING MINUTES**

### **Author:**

Mike Bennett, Audit Committee Chairperson

### **Attachments:**

7.4. Draft Minutes of the Internal Audit Committee meeting held on 25 January 2017.

---

#### **1. Purpose**

To note the Internal Audit Committee Meeting Draft Minutes of the meeting held on 25 January 2017.

---

#### **2. COUNCILLORS PANKHURST/ZOBEC**

**That Council note the Draft Minutes of the Internal Audit Committee meeting held on 25 January 2017 subject to confirmation by the Audit Committee.**

#### **CARRIED**

---

#### **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 Internal Audit Committee's role is to monitor, review and advise Council on matters of accountability and internal control.

The Audit Committee provides Council with Draft Minutes after each meeting. The Draft Minutes are then formally adopted at the following meeting. To enable officers the ability to present the Minutes to Council in a timely manner the process has been changed. It is appropriate that Council is presented with the outcomes from the Audit Committee meetings as soon as practical after meetings. This will necessitate the noting of the Draft Minutes and adoption of the final Minutes once formally adopted by the Audit Committee at the following meeting.

---

#### **7. Content**

##### **Meeting: 25 January 2017**

The 25 January 2017 Internal Audit Committee meeting was attended by:

**Members:** Wayne Jenkin, Mike Bennett, Suzanna Barry, Cr Neil Pankhurst, Cr Daniel Mackrell

Officers: Jason Russell (Chief Executive Officer), Diane Hood (General Manager Corporate Services), Ailsa Box (Finance Manager), Donna Standfast (Corporate Support Executive Assistant), Sue Walker (Risk Management Officer) (Joined meeting 12.57pm, left meeting 1.13pm)

Internal Auditor: Brad Ead (AFS Chartered Accountants), Ben Stanyer (AFS Chartered Accountants)

Apologies: Brad Bohun (Crowe Horwath).

Items discussed at the meeting were:

- Quarterly/Annual Financial Report
- Audit Update
  - Scheduled Internal Audits
  - Management Actions (New Reports)
  - Management Update
  - External Audit Agreed Management Actions
- Top Ten Strategic Risks
- General Business
  - Attendance Required at Council Briefing
  - Closed Items Update
  - Q&A From Previous Meeting
  - Review of Performance Against Charter and Sign off On Compliance

Refer to Attachment 7.4 for copy of Draft Minutes of 25 January 2017.

Internal Audit Committee Agenda and Attachments can be found on the Councillor Portal.

---

## **8. Issues and Risk Management**

As this report is for noting, there are no applicable issues or risks outside of those noted in the Minutes.

---

## **9. Options**

Council can note or decline to note the Minutes.

---

## **10. Strategic Planning Environments**

Prosperity: No impact

Place: No impact

People: No impact

Organisation: Audit reviews and findings are a critical aspect in the implementation of appropriate governance within the organisation. Control risks are reviewed, identified and actions implemented ensuring organisational risk and exposure are minimised

---

## **11. Consultation**

The Audit Committee includes three external people to provide wider consultation and participation.

## 8. COUNCILLOR REPORTS

<b>Cr Adrian Weston</b>	
2 February	Murray - Darling Basin Authority Drop in Information Session
2 February	Moira Shire Council Dinner
3 February	St Joseph's College Echuca Opening College Mass & School Leaders Induction Ceremony
3 February	Australia Day Award Winners Reception
4 February	Campaspe Conversation Day
8 February	Campaspe Family Violence Action Group meeting
8 February	Launch of the 2017 Fairley Leadership Program
9 February	Southern 80 Launch
10 February	Crossenvale Park Mural Unveiling & Celebration
11 February	Southern 80
13 February	Loddon Campaspe Council Meeting
13 February	MAV Regional Strategic Planning Session
14 February	MAV Presidential Candidate Forum
15 February	Senior Combined Partners Meeting
16 February	CWA AGM & Annual Conference
17 February	Loddon Murray Community Leadership Program 2017 Launch
18 February	Echuca Moama Regional Tourism and Music Victoria Luncheon
19 February	Waranga Aged Care Hostel 20th Anniversary Garden Party

<b>Cr Daniel Mackrell</b>	
2 February	Murray - Darling Basin Authority Drop in Information Session
3 February	Australia Day Award Winners Reception
4 February	Campaspe Conversation Day
10 February	Crossenvale Park Mural Unveiling & Celebration
17 – 19 February	Riverboats Music Festival

<b>Cr Kristen Munro</b>	
2 February	Murray - Darling Basin Authority Drop in Information Session
3 February	Australia Day Award Winners Reception
4 February	Campaspe Conversation Day
9 February	Southern 80 Launch
17 February	Loddon Murray Community Leadership Program 2017 Launch
17 – 19 February	Riverboats Music Festival
18 February	Echuca Moama Regional Tourism and Music Victoria Luncheon

<b>Cr Vicki Neele</b>	
3 February	Australia Day Award Winners Reception
4 February	Campaspe Conversation Day

<b>Cr Neil Pankhurst</b>	
3 February	Australia Day Award Winners Reception
4 February	Campaspe Conversation Day
6 February	Tongala Planning Group Meeting
8 February	Tongala Primary School Talk
17 – 19 February	Riverboats Music Festival

<b>Cr Leanne Pentreath</b>	
2 February	Murray - Darling Basin Authority Drop in Information Session
3 February	Australia Day Award Winners Reception
4 February	Campaspe Conversation Day
17 – 19 February	Riverboats Music Festival
18 February	Echuca Moama Regional Tourism and Music Victoria Luncheon

<b>Cr Annie Vickers</b>	
3 February	Australia Day Award Winners Reception
4 February	Campaspe Conversation Day
9 February	Southern 80 Launch
13 February	MAV Regional Strategic Planning Session
17 – 19 February	Riverboats Music Festival
18 February	Echuca Moama Regional Tourism and Music Victoria Luncheon

<b>Cr Leigh Wilson</b>	
2 February	Murray - Darling Basin Authority Drop in Information Session
3 February	Australia Day Award Winners Reception
4 February	Campaspe Conversation Day
6 February	EMFM Radio
13 February	MAV Regional Strategic Planning Session
17 – 19 February	Riverboats Music Festival

<b>Cr John Zobec</b>	
2 February	Murray - Darling Basin Authority Drop in Information Session
3 February	Australia Day Award Winners Reception
4 February	Campaspe Conversation Day
9 February	Southern 80 Launch
17 – 19 February	Riverboats Music Festival

## **COUNCILLORS ZOBEC/MACKRELL**

**That the above Councillor reports be noted.**

**CARRIED**

## 9. CHIEF EXECUTIVE OFFICER'S REPORT

Activities and meetings attended since previous Council meeting:

- Murray Darling Basin Association - drop in session
- Meeting with C4EM CEO
- Australia Day Award Winners Reception
- Campaspe Conversation Day
- Murray River Council Interim General Manager
- Echuca Community for the Aged CEO
- Court Services Victoria
- Southern 80 Launch & Event
- Loddon Campaspe Councils Meeting
- MAV Strategic Planning Meeting
- Peter Walsh meeting
- Loddon Campaspe Regional Partnership Meeting
- Echuca SES meeting
- Heritage Council of Victoria meetings
- Youth Advisory Committee Induction
- Echuca Moama Regional Tourism and Music Victoria Luncheon

---

### COUNCILLORS WILSON/NEELE

**That the above Chief Executive Officer's Report be noted.**

**CARRIED**

## 10. NOTICES OF MOTION

Nil

## 11. URGENT BUSINESS

COUNCILLORS WILSON/PENTREATH

That Council hear one item of urgent business and it be considered as item 16.2 in the closed section of the Council meeting.

CARRIED

## 12. QUESTION TIME

Council heard items of Question Time on the following:

Text of Question	Summation of answer given
What does the prefix "100" denote with specific reference to the numbers shown in section 6.4 2, point 2, point 4 i.e. 100362 and 1000484	The prefix "100" for project numbers is a naming convention. For example "100" is capital projects, "300" finance projects.
Please define the term "Strategic Planning Environments". If the matter has no impact in the categories used i.e. prosperity, place, people, organisation then how/why would it qualify, deserve council's attention.	The term strategic planning environments refers to the objectives defined and adopted in the current Council Plan. We are in year four of that four year plan. Progress against these strategic planning environments/objectives are shown in the Annual Report.  While there may be no impact at the strategic level, there are some operational reports relating to the health of the organisation which need to be reported to Council under legislation.
Can council look at putting a smoker's ash tray stands in the area near Woolworths on the Annesley Street side, like what have been installed in the main street.	Council local laws officers monitor the area to enforce littering provisions in relation to cigarette butts, however there are no plans to provide ash trays.

## 13. CLOSED SESSION OF THE MEETING TO THE PUBLIC

---

### COUNCILLORS PENTREATH/NEELE

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 14, 15, 16 and 17 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.

CARRIED

## 14. CONFIRMATION OF CONFIDENTIAL MINUTES & ATTACHMENTS

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

## 15. CONFIDENTIAL COUNCIL INFORMATION

### 15.1. RECEIVING OF CONFIDENTIAL ASSEMBLY OF COUNCILLORS RECORDS

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

### 15.2. RECEIVING OF CONFIDENTIAL COMMUNICATION REPORTS & ATTACHMENTS

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



## **16. CONFIDENTIAL BUSINESS**

**16.1. 89(2)(D) CONTRACTUAL MATTERS**

**16.2. 89(2)(D) CONTRACTUAL MATTERS**

## **17. CONFIDENTIAL COUNCIL MEETING CLOSE**

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

## **18. ITEMS DETERMINED TO BE NO LONGER CONFIDENTIAL**

## **19. OPEN MEETING TO THE PUBLIC**

---

**COUNCILLORS NEELE/WILSON**

**That Council resolves to open the meeting to the public AT 5:59PM**

**CARRIED**

## **20. MEETING CLOSE**

There being no further business, the meeting concluded at 5:59pm.

.....

**CR ADRIAN WESTON**

**MAYOR**