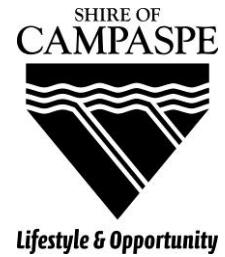


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# AGENDA



For a meeting of the seventh Campaspe Shire Council to be held on Tuesday, 18 July 2017, 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 mobiles 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 & REQUESTS FOR LEAVE OF ABSENCE**

#### **APOLOGIES**

That it be noted that Cr Kristen Munro is an apology due to a leave of absence previously granted on 27 June 2017 for the period from 15 July to 23 July 2017.

#### **REQUESTS FOR LEAVE OF ABSENCE**

Cr Adrian Weston requests a leave of absence for the period from 25 August 2017 to 3 September 2017.

#### **Recommendation**

**That Council grant a leave of absence for the following Councillors:**

- **Cr Adrian Weston for the period from 25 August 2017 to 3 September 2017**

## 2. CONFIRMATION OF MINUTES & ATTACHMENTS

For the:

- Open section of the Council Meeting held on 27 June 2017
- Open section of the Special Council Meeting held on 6 June 2017
- Open section of the Campaspe Briefing Session held on 27 June 2017
- Open section of the Campaspe Briefing Session held on 6 June 2017

### Recommendation

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

- **The open section of the Council Meeting held on 27 June 2017**
- **The open section of the Special Council meeting held on 6 June 2017**
- **The open section of the Campaspe Briefing Session held on 27 June 2017**
- **The open section of the Campaspe Briefing Session held on 6 June 2017**

### 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.

## **4. RESPONSIBLE AUTHORITY DECISIONS**

Nil

## **5. PLANNING AUTHORITY DECISIONS**

Nil

## 6. COUNCIL DECISIONS

### 6.1. COROP COMMUNITY CENTRE TRANSFER OF OWNERSHIP

**Author:**

Jenny Turner, Community Planning Officer

**Responsible Manager:**

General Manager Economic & Community Development

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#### 1. Purpose

For Council to consider transferring ownership of the Corop Community Centre to the Corop Community Action Group Inc.

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#### 2. Recommendation

**That Council:**

1. **Transfer title ownership of Crown Allotments 8 Section 6 parish of Corop and contained in title Vol 9101 Folio 348 to the Corop Community Action Group Inc. subject to meeting and complying with all statutory requirements.**
  2. **Will pay for all costs associated with the transfer of title ownership.**
  3. **Determine that the Corop Community Centre pay \$100 as a nominal payment to council for the land and building.**
  4. **Note that Corop Community Action Group Inc. will be advised that following the land transfer it will need to provide its own building insurance.**
  5. **Note the removal of the former Corop Community Centre and tennis courts from council's Asset Register and the associated financial impact this will have on the years end accounts.**
  6. **Note that should the Corop Community Action Group Inc. dissolve that the ownership of the building will revert to another "like minded" community group as indicated within the provision of the winding up clause within the organisations model rules.**
- 

#### 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.

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#### 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*.

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## 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.

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## 6. Background

Corop is a small active community located in the southern part of the Shire. The active local group in the town and district is the Corop Community Action Group Inc. (CCAG). The group seeks to encourage stronger community connections and is based at the community centre with approximately 30 members. It meets in the building on the reserve that is being proposed to be transferred to the group.

The building was previously managed by the former Corop Tennis Club. This included two tennis courts and clubrooms. However in 2000 the tennis club ceased due to a lack of members. This was driven by the changing demographics of the area (a declining and ageing population), competition from other sports and more woman working.

In 2010, working with the community, council upgraded the former tennis club clubrooms and converted it to a Community Centre with a larger kitchen. The group operates using good governance practices and meets on a monthly basis. The group is very independent and is proactive in developing new ideas to activate the space to bring the community together with a broad range of activities. The centre is well equipped, enabling it to be used for functions, to be hired for a range of social activities including film nights, community dinners and local celebrations.

CCAG operate a micro business, Corop Preserves, at the centre as an additional income stream. This business has been in recess for a period but is being reactivated. Another initiative is The Corop Junk Art show which was held earlier this year. Very successful and with many opportunities available to expand the event in 2018.

Though the facility is council owned, it has been managed by the CCAG for a number of years with no formal tenure. Council officers highlighted to the community the need to determine an appropriate form of occupancy to secure the interests of CCAG and the local community. In the 2014 Community Implementation Plan for Corop, "*Discussions re management and ownership of the building*" were listed as a priority.

Due to unforeseen circumstances within the group, momentum for the action on this priority did not occur until 2016. In June 2016 discussions began with the Recreation Manager and the Community Spaces Officer. All options were tabled with a discussion paper outlining the various options and the advantages and disadvantages.

The three options were:

1. Become a Section 86 of Council
2. Enter a lease or license agreement with Council
3. Community ownership of land & building by CCAG Inc.

After considerable consultation, the options and issues were investigated resulting in CCAG deciding on community ownership of the land and building. At the CCAG meeting on February 2017 meeting it was resolved to proceed with the process of seeking ownership from council.

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## 7. Content

This report seeks council's endorsement to sell the property to the CCAG for \$100. Recommendations in the report align with a number of council policies and strategies.

The policies and strategies include the Financial Sustainability Review program and Places of Assembly/Community Facilities Policy Implementation Plan which seek to identify and implement initiatives within the organisation to increase council's long term financial sustainability whilst providing beneficial outcomes for communities in the medium to long term.

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### Financial implications

The building and associated infrastructure are recorded in council's Asset Register. Council buildings are revalued on a cyclical basis, with the most recent valuation for these buildings based on the rise in the building and construction index, which was then applied to an independent valuation in April 2014.

The written down value of the above Corop Community Centre as currently held in council's Asset Register is approximately \$111,000 with a replacement value of \$177,550. The annual depreciation is \$8,150 and council presently insures the building at an annual cost of \$2,367. Accumulated Depreciation is currently recorded at \$66,416. The tennis courts are valued at \$25,000 and replacement value is \$25,000 (although this appears to be a very conservative estimate). There is no accumulated depreciation on the tennis courts as they are no longer in service.

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

### **Issues:**

#### Issue 1: Costs to Council of transferring the site

As a result of negotiations in regards to the transfer of ownership it was requested that that council bear all costs in relation to the transfer. The Corop Community Group has agreed to pay \$100 as the nominal purchase price for the centre.

#### Issue 2: Financial Implications

As noted previously within this report, the written down value of the asset as currently held in council's Asset register is approximately \$111,000 for the Community Centre with a replacement value of \$177,550.00 and \$25,000 for the tennis courts. A total estimated value of \$202,550.

If it is agreed that council will not be the owner of this asset, nor have any residual responsibilities in relation to this asset, it should be removed from council's Asset Register and the remaining written down value must be expensed.

The transfer of the above asset for zero value will result in a net loss to council of approximately \$111,000 and this will be shown in the Annual Report on the Comprehensive Income Statement, under "Net loss on sale of property, infrastructure, plant and equipment". Council would not retain any formal or implied responsibilities for building maintenance matters. This is a book loss with no cash implications.

#### Issue 3: Sustainability of the Group

Even though the group has a membership of over 30 people, which represents about 30% of the local population, operations of the CACG is reliant on a few committed key members. In recent years, the dynamics of the group has been undergoing a change as long term members leave, some seeking to retire and new people coming in to the district. As part of the agreement process with council the group recognises the change within the community and therefore has requested that if the group folds that the building be offered to another community group or that it reverts back to council for disposal if the community can no longer support it.

### **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.

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## **9. Options**

### Option 1: Retain the status quo with the Corop Community Action Group having no formal agreement to occupy the site.

This option is not recommended by officers.

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This option places both council and the CCAG at potential risk in determining responsibilities and is sub-standard governance.

Option 2: Agree to transfer ownership of the site to the CCAG subject to all statutory requirements being met

This option is recommended by officers.

It gives the CCAG greater control over the site and provides clarity regarding ongoing ownership of the building assets. This is also consistent with council's Financial Sustainability Review direction.

Option 3: Council manage the site directly

This option is not recommended by officers.

This option does not align with the preferred position reached between CCAG and council officers.

Option 4: That CCAG becomes a Section 86 of Council.

This option is not recommended by officers.

This option does not align with the preferred position reached between CCAG and council officers.

## 10. Strategic Planning Environments

Strong and Engaged Communities:	The change in ownership will empower the people of Corop and the facility will remain the focal point for community activities.
Resilient Economy:	The change in ownership will provide direct control by CCAG, including tenure over the building. This will give the community more autonomy over how they would like to see the facility develop.
Healthy Environment:	No impact.
Balanced Services and Infrastructure:	The recommended option is consistent with Council's direction in relation to: Places of Assembly/Community Facilities and Asset Rationalisation Policy.
Responsible Management:	No impact.

## 11. Consultation

### *Internal Consultation*

- General Manger Economic & Community Development Manager: re discussion of status of the hall and service review.
- Recreation Manager: re previous discussions held with CCAG.
- Community Spaces Officer: re previous discussions held with CCAG.
- Rates/Revenue/Debtors Team Leader: in relation to rates and service charges.
- Strategic Assets Co coordinator: in relation to the value of the property and potential savings.
- Risk Assessment Officer: re current status of CCAG sand Council's position.
- Legal Officer: in relation to the Council procedures relinquishing ownership of property

*External Consultation:*

- Corop Community Action Group Inc. three formal discussion meetings were held with Council Officers in attendance combined with other incidental community discussions.
  - Chairperson Corop Community Action Group Inc. meetings held with Council Officers to assist in preparation for Community meetings.
  - Other Community members. The wider community were consulted re minutes of the CCAG group circulated and through word of mouth.
- 

**12. Officer Comment**

This is a good outcome for council/community partnerships as it demonstrates that there are beneficial outcomes for all in providing secure tenure for community organisations with the ability to be autonomous.

**6.2. MULVEHILLS BRIDGE RENEWAL PROJECT 100571, DOBIE ROAD, TOOLLEEN****Author:**

Richard Conway, Asset Manager

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**1. Purpose**

To seek a decision on the future of Mulvehills Bridge, Dobie Road, Toolleen.

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**2. Recommendation****That Council:**

- 1. Permanently close Mulvehills Bridge, Toolleen and authorise the removal of the structure which will be delivered inside budgeted project 100571 Toolleen Mulvehills Bridge Renewal.**
  - 2. Agree to the permanent maintenance of Hayes Bridge Road as an all-weather, gravel road so that local landowners maintain reasonable access to property on both sides of the creek.**
- 

**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.

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**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*.

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**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.

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**6. Background**

Mulvehills Bridge is a timber constructed road bridge originally built around 1942 which was closed to traffic following a level three bridge inspection in December 2016. Since that time staff have been working through the options and implications for the future of it.

Two public meetings have been held with local landowners to discuss the options and the local community's perception regarding its future. (16 March 2017 and 5 June 2017). At all times in the process the opinions and requirements of those landowners has been taken in to consideration and all significant, relevant information council staff have, has been made available to the community. Letters to the community included the known facts at the time of writing and when residents asked staff to further investigate items this was done and reported to them.

At the second consultation a resident stated they were continuing to use the bridge despite its closure. In line with council's obligations of care under the Road Management Act, staff blockaded the entranceways to the bridge to prevent further use in June 2017.

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## 7. Content

Staff have considered the following statements and council policies:

1. Mulvehills Bridge serves four (4) vehicle movements per day according to a recorded traffic count.
2. It has a residual written down value of \$29,000 on Councils balance sheet.
3. There are two alternative bridges within three kilometres of this one for locals to use.
4. Any remediation or replacement of the bridge would not meet federal funding requirements because of the lack of vehicle movements. (Source: Federal Department of Infrastructure.) As such any capital work to replace the structure would be solely at Council's expense.
5. Council Policy 118 Asset Rationalisation: Council "should only own, provide, operate, maintain and renew assets which are required to meet agreed services thus freeing up funding for other priority services".
6. Council Policy 91 Sustainable Asset Management: Council "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."
7. The definition of level of service from the Municipal Association of Victoria (MAV) "that which the community expects and is within Council's capacity" (Source: MAV regional meeting May 2017).

Based on the traffic count the bridge is not on a well-used route servicing a large volume of traffic, and there are two acceptable alternatives within three kilometres. Therefore renewal or replacement of the bridge is not a high priority based on need and Policy 118's objective of not automatically renewing assets and carefully judging the sustainability of the asset is triggered.

The lack of external financial support, and Council's acknowledged future capital renewal funding gap, means that Policy 91's requirement for financially responsible and sustainable service is also triggered.

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## 8. Options

Staff engaged external bridge consultants to work through the options for the replacement or renewal of the bridge. The Catchment Management Authority (CMA), North Central Catchment Management Authority, was also consulted as the authority on what is allowable on the river.

In the table below the only solutions that meet CMA requirements that provide an unlimited service and don't incur raised maintenance costs is the replacement at \$460,000. Because the failure of the bridge was not planned, and the extent of the remediation unknown at the time the budget needed to be developed, the budget set aside for Mulvehills Bridge (project 100571) is \$102,500 including \$24,000 of contingency.

<b>Solution</b>	<b>Cost</b>	<b>Limitations</b>	<b>Life</b>
Replace with similar	\$460,000	None	c100 years
Renew current structure	\$400,000	9 tonnes Not rated for CFA or heavy vehicles	c30 years
Low-level crossing	\$340,000	None High cost to maintain after high water events	c75 years
Ford – no structure- creek bed crossing	Not Applicable	Not permitted by CMA	Not Applicable
Remove and make safe	c\$50,000	Not applicable	Not applicable
<b>Budget assigned for 2017/18</b>	<b>\$102,500</b>		

## 9. Issues and Risk Management

### Issues:

#### Issue 1: Community input process

Letters were sent to the surrounding properties identified as most likely to use the bridge. Two consultation sessions took place. At the first, the community asked staff to investigate a low level crossing and this was done. At that point the second consultation was set up and the findings of that investigation were presented.

Prior to the second session a letter confirming the result of the low level crossing investigation and covering the cost and limitations of each option was sent to the community. At the second session, attended by Councillors Weston and Wilson, the community asked staff to investigate a ford crossing (one without any structures at all). This had not previously been investigated as NCCMA had stated their minimum requirements for a low level crossing. However because the precise question of a ford had not been asked this was put to NCCMA. The response was a ford would not be acceptable because the river at that point is rated as requiring at least a culvert structure as per their advice for the low level crossing.

A letter was sent in the last week of June to the community informing them of the result of the question to CMA, the conclusion of this report, and date of the Council meeting it would go to.

#### Issue 2: Community opinion

Throughout both sessions the community consistently raised the need to maintain an all-weather, reliable crossing either at or near the site of the current bridge. While a section of the community maintained the opinion that the crossing at Mulvehills needed to continue, at both sessions there was a consistent opinion that the cost of the options available was not sustainable for the service provided.

An alternate position which had a lot of support at the second meeting was for council to undertake to maintain the Hayes Bridge Road to all weather standards. This road would be removed from consideration for reclassification under the Rural Road Review and its hierarchy in council's maintenance schedule would be maintained as a gravel, all weather road.

The benefit to council is that the service of a crossing, acceptable to sections of the community at least, can be delivered with a much reduced capital cost and reasonable ongoing maintenance spend. The only capital cost would be in removing and making safe the current Mulvehills crossing and any future, planned capital renewals of Hayes Bridge Road. Meanwhile maintenance spend on this road would continue as before.

See below for the map:



Issue 3: Funding either the renewal or replacement of the bridge

If council decides to renew or replace the bridge then the difference between the budget and the cost of the renewal/replacement must be made up through cancelling another renewal project or through additional council cash allocation.

This is not recommended. Cancelling other work will add to the bow wave of capital work to be done and so add to the renewal gap. Alternatively funding the difference through council cash significantly affects council’s cash position. The service the bridge offers can be delivered through other means, following consultation with the affected parties, and to a cost that maintains council’s financial and project position.

**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.

**10. Options**

Option 1: Remove Mulvehills Bridge and undertake to maintain Hayes Bridge Road as a gravel all weather surface

This option is recommended by officers.



This solution delivers the service requested through other assets and eliminates councils risk with the current structure, and can be delivered within the existing budget.

#### Option 2: Renew or replace the bridge

This option is not recommended by officers.

This option would not meet the objectives of Council Policy 118 Asset Rationalisation or Policy 91 Sustainable Asset Management.

#### Option 3: Do nothing

This option is not recommended by officers.

The bridge structure will continue to degrade and become more dangerous as it does so. While the road has been blocked, retaining the structure retains a residual risk that can be easily eliminated by removing the structure.

### **11. Strategic Planning Environments**

Strong and Engaged Communities	The affected community have been partners in this process all the way along. The report and proposal reflect their expressed views.
Resilient Economy	No impact.
Healthy Environment	No impact.
Balanced Services and Infrastructure	The proposal works in line with council policies 91 and 118, is within budget and reasonably reflects the best outcome available to council.
Responsible Management	No impact.

### **12. Consultation**

#### *External*

- The affected residents in Toolleen (twice)
- Consulting Bridge Engineers
- North Central Catchment Management Authority
- Council Insurers.

#### *Internal*

- Councillors Wilson and Weston (as part of the public consultation process)
- General Manager Infrastructure Services
- Asset Manager
- Project Sponsor.

**6.3. FOX ISLAND BRIDGE RENEWAL PROJECT 100634, FOX ISLAND ROAD, GUNBOWER****Author:**

Richard Conway, Asset Manager

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**1. Purpose**

To seek a decision on the future of Fox Island Bridge, Fox Island Road Gunbower.

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**2. Recommendation****That Council:**

1. **Note the application council has made to the Federal Bridge Renewal Program to have Fox Island Bridge Renewal project fifty percent funded by the Australian Government.**
  2. **Resolve to deliver road improvement work to Lovers Lane Gunbower.**
  3. **Decline to engage in any work to the Fox Island Bridge structure until such time as the result of the application to the Bridge Renewal Program is known.**
- 

**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.

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**6. Background**

In January 2017 an inspection of Fox Island Bridge found significant structural issues. The consultant engineer recommended the immediate placement of a two tonne weight restriction on the structure with monthly inspections to ensure any use did not further degrade it. This was put in place on the same day the report was received and the local community and stakeholders were informed. Since that time staff have been working through the options and implications for the future of the structure.

The last contact with the community was a letter sent to them on 21<sup>st</sup> June 2017 which stated the options presented in this report and identified the July Council meeting as the one where a decision on the options would be made.

## 7. Issues and Risk Management

### Issues:

The issues relate to the level of service any of the solutions can provide, the needs of the community and the cost to Council, and so ratepayers, in delivering those solutions.

At present the bridge has undergone monthly inspections in line with the recommendations of the consultant engineer. At time of writing, the inspections have not found further degradation requiring either a further restriction or closure of the bridge. However there is no guarantee that a future inspection won't require such a restriction.

Staff have considered the following statements and council policies:

1. Fox Island Bridge serves one hundred and thirty two (132) vehicle movements per day (21 are multi axle) according to a recorded traffic count.
2. There is one alternative large mass bridge thirteen kilometres away rated at thirty two tonnes.
3. Any remediation or replacement of the bridge would likely meet federal funding requirements because of the high number vehicle movements, the significant percentage of commercial and multi-axle vehicles and the distance to an alternative bridge.
4. A grant application has been made to the Department of Infrastructure, Federal Bridge Renewal Program. The success of such an application is not guaranteed and will not be known until late November or early December 2017.
5. Federal funding will not be available until financial year 2018/19. Any temporary investment in the current structure would have a short lifespan as the bridge would be redeveloped in 2018/19 if successful in a grant. Council needs to be aware of the value for money any investment in the current structure may have.
6. The Gunbower Racing Club hold race meetings at the local track in October 2017 that would need to either use the alternate crossing thirteen kilometres from the bridge, or possibly have the bridge renewed to the point that they can utilise it.
7. Council Policy 118 Asset Rationalisation: Council "should only own, provide, operate, maintain and renew assets which are required to meet agreed services thus freeing up funding for other priority services".
8. Council Policy 91 Sustainable Asset Management: Council "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."
9. The definition of level of service from the Municipal Association of Victoria (MAV) "that which the community expects and is within council's capacity" (Source: MAV regional meeting May 2017).

Staff believe that the traffic count, the amount of commercial or multi-axle vehicles, along with the distance to an alternative access point, satisfy objectives of Council Policies 91 and 118.

Council can choose to invest in a solution to temporarily upgrade the weight limit on the structure. However if the Federal grant application is successful a full replacement or renewal of the bridge would render any investment void once work starts in 2018/19 financial year.

If council's application is not successful any temporary investment would then be a cost in addition to the permanent repair or renewal of the bridge.

### ***Significance of the bridge***

The traffic count indicates it is in the top ten of council's most used bridges.

The Net Present Value calculation provided to the Bridge Renewal Program indicates that is a good choice for a Federal application and so that it is a reasonable asset to retain.

Council’s budget for Fox Island for the 2017/8 financial year is \$450,000 including \$50,000 contingency.

**Options:**

Solution	Cost	Limitations	Life
Temporary improvement to the structure	\$160,000	12 tonnes Not usable by PTV, CFA, medium to large horse transporters*, High Mass Vehicles.	18 months maximum
Replace current structure	\$1,500,000 (No contingency)	No limit	c100 years
Low-level crossing	Not possible according to external advice	Not applicable	Not Applicable
Ford – no structure- creek bed crossing	Not possible according to external advice	Not applicable	Not Applicable
Alternate Lovers Lane solution	\$70,000	9 tonnes Not usable by PTV, CFA, Medium to large horse transporters*, High Mass Vehicles.	Up to 24 months. Can be extended beyond that as part of maintenance activity.
<b>Budget assigned for 2017/18</b>	<b>\$450,000</b>		

(\*The information on what is applicable for a larger horse transporter came from a horse moving company that indicate 14 tonnes.)

**Level of Service**

The original structure gave access to Fox Island for all vehicles up to Milk Tankers. The current level of service being provided is for cars only. Any heavier traffic is using the heavy mass structure on Phylard Road. The diversion for traffic other than cars is thirteen kilometres. See map below:



Affected parties include PTV for school and public transport buses (19 tonnes), CFA (15 tonnes) and milk tankers (30 tonnes).

Special Events: Fox Island has a Horse and buggy event in October that would not be able to use the current Fox Island structure. For out of state or Eastern side of Victoria visitors this may not represent an issue as they may approach the island from the Phylard Road end anyway. For any other owners the detour would add thirteen extra kilometres to their journey.

### ***Options Discussion***

#### **Temporary improvement to the structure - \$160,000 – 18 months – 12 tonnes**

The weight limit for this solution does not universally solve the level of service issues. Milk tankers, school buses, public transport and CFA could not use this solution. The special event in October would not be completely served as the larger transporters outweigh the bridge design strength.

With the redevelopment of the bridge planned in 2018/9, either half paid by the federal government or solely at council's expense, the temporary solution would have a very brief lifespan of possibly as little as nine months. The Federal grant expects development of the bridge in the 2018/9 year so the practical life of the bridge is limited.

The temporary enhancement of the structure adds cost to the project. In the case of a successful grant bid, it takes away from the saving council gains from Federal support. In case of a failed bid it adds cost to the c\$1.5M council will have to find and so takes away from council's ability to deliver other projects. The Federal Government will not fund temporary solutions.

Council Policy 118 does not support this solution as the use of funds is not sustainable. The investment would not be able to reach its design life, which council would know on making the investment, and it does not rectify the service level limitations.

#### **Replacement Structure - c\$1.5M – 100 years – no weight limit**

This is the permanent solution. For council to engage in this solution it would need to presume a failed bid, or not wish to be considered for Federal Funding (The Federal Government will not fund projects already started).

At the same time the difference between budget and cost to replace will have to come from other project/s for the 2017/8 year being cancelled. Should council require this solution a list will be compiled for council to consider.

#### **Low-level and Ford solutions – Not possible.**

Council's external engineers state that a low level and Ford solution cannot be delivered at this site.

#### **Alternate Lovers Lane solution - \$70,000 – up to 24 months (can be extended through maintaining the developed road and permission of GMW.) – 9 tonnes**

Either as well as, or instead of, the other options above there is another solution that does not involve working on the Fox Island Bridge.

For vehicles up to nine tonnes permission has been given for Council to use GMW's structure next to the reserve on Lovers Lane. The 9 tonne limit would allow horse trailers, caravans and smaller commercial traffic but would not solve the service for CFA, PTV, horse transporters. Staff have the permission of DELWP and the Reserve Board of Management to work on the reserve. DELWP require a heritage risk investigation. (This will be done once Council authorise the solution.) The total cost to Council of this solution is circa \$70,000.

See map below for details:



**Risk:**

Risk	Likelihood	Consequence	Rating	Mitigation action
The current structure fails and causes harm	Medium	High	High	1 Ongoing checks of the structure by a qualified engineer restricting use to 2 tonnes as per the engineer's advice. 2 (optional) delivery of the Lovers Lane solution will give an alternative up to 9 tonnes regardless of the condition of Fox Island bridge.

**8. Options**

Option 1: Authorise the delivery of work to Lovers Lane Gunbower and decline to engage in any work to the Fox Island structure until such time as the result of the application to the Bridge Renewal Program is known.

This option is recommended by officers.

This option has almost as many users serviced as the \$160,000 12 tonne solution but costs 43% the price and has a similar life expectancy.

Delivering a permanent solution now will commit council to fully funding the \$1.5M estimated price.

Option 2: Authorise the delivery of the temporary repair to the bridge (12 tonne solution)

This option is not recommended by officers.

The extremely short life of the asset once delivered does not reasonably represent value for money. If council pushes ahead with a bridge replacement in 2018/9, regardless of who pays, the bridge is unlikely to live even as long as its design life of eighteen months.

It also does not serve either the special events, schools, CFA or heavy commercial traffic and therefore is of limited benefit to the community and district as a whole.

Option 3: Authorise immediate commencement of a full replacement of Fox Island Bridge

This option is not recommended by officers.

The full cost of replacement would need to be found by council and other projects cancelled.

Option 4: Do nothing

This option is not recommended by officers.

The bridge is being continually observed but may fail at any time. Delivery of a solution, even for light traffic, is in the interests of the community and can be delivered at a reasonable cost.

**9. Strategic Planning Environments**

Strong and Engaged Communities:	The proposal maintains access to the community, is within council's capacity to deliver and is a reasonable solution.
Resilient Economy:	No impact.
Healthy Environment:	No impact.
Balanced Services and Infrastructure:	The proposal works in line with council policies 91 and 118, is within budget and reasonably reflects the best outcome available to council.
Responsible Management:	No impact.

**10. Consultation***External*

- Residents and community groups of Gunbower
- Consulting Bridge Engineers
- GMW
- Gunbower Reserve Board of Management
- DELWP
- Federal Department of Infrastructure

*Internal*

- General Manager Infrastructure Services
- Project Sponsor

**11. Officer Comment**

Officers believe the recommended solution represents best value for money and is in the overall best interests of the district. The 12 tonne solution opens up use to a comparative few extra vehicles and is over twice the price of the Lovers Lane alternate. Consideration was also given to the funding gap Council already has and maximising the value of external funding by minimising extra costs.

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

### **Author:**

Pushpa Gunawardhana, Program Office Manager

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### **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.

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### **2. Recommendation**

#### **That Council:**

- 1. Approve the following budget transfers as reported in Table A:**
    - Nil
  - 2. Note the projects reported in Table B as closed:**
    - 100524 Colbinabbin, Recreation Reserve Oval
    - 100432 Colbinabbin, Plain Road Urban Rehab
    - 100425 Corop, Trewin Road Rural Road Rehab
    - 100383 Stanhope, Swimming Pool Change Rooms
    - 100305 Shire, Minor Works Renewal 16/17
    - 100065 Echuca, South Recreation Reserve Football Change Rooms
    - 100174 Echuca, Holiday Park Camp Kitchen
    - 100173 EHP Amenities Review & defects liability
    - 100110 Echuca, Civic Centre Air Conditioning
    - 100302 Shire, Emergency Renewal Works 16/17
    - 100135 Kyabram, Allan Street Fountain
    - 100408 Echuca, Anstruther Street K&C
    - 100428 Shire, Stormwater Pit Renewal 16/17
    - 100431 Echuca, Hare Street K&C
    - 100496 Plant Replacement - Minor (16/17)
    - 100505 Koyuga, O'Dea Rd Seal Upgrade
    - 100221 Kyabram, Memorial Park and Walk
    - 100251 EWMAC Filtration, Repaint, Change rooms
    - 100381 Echuca, South Rec Reserve Pavilion
    - 100385 Tongala, Swimming Pool Repaint
    - 100451 Shire, Parks & Playgrounds Irrigation
    - 100503 Stanhope, Pool Plant Room Renewal
  - 3. Approve the following corrections as reported in Table C:**
    - Nil
  - 4. Note the following budget adjustments as reported in Table D:**
    - Nil
-



### 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**

<b>Division</b>	<b>Project Details</b>	<b>Project Budget at Closure</b>	<b>Savings</b>	<b>Savings to be returned to</b>	<b>Further information (if applicable)</b>
Regulatory & Community Services	100524 Colbinabbin, Recreation Reserve Oval	\$70,000.00	\$17,215.69	100261 Asset Renewal Unallocated Funds (Non Roads)	
Infrastructure Services	100432 Colbinabbin, Plain Road Urban Rehabilitation	\$225,810.00	\$33,865.24	100262 Asset Renewal Unallocated Funds (Roads)	
Infrastructure Services	100425 Corop, Trewin Road Rural Road Rehab	\$170,962.00	\$42,763.61	100262 Asset Renewal Unallocated Funds (Roads)	
Regulatory & Community Services	100383 Stanhope, Swimming Pool Change Rooms	\$89,000.00	\$88,310.00	100261 Asset Renewal Unallocated Funds (Non Roads)	Project cancelled pending the ongoing Aquatics Review.
Regulatory & Community Services	100305 Shire, Minor Works Renewal 16/17	\$50,000.00	\$10,835.20	100261 Asset Renewal Unallocated Funds (Non Roads)	
Regulatory & Community Services	100065 Echuca, South Recreation Reserve Football Change Rooms	\$256,000.00	\$4,340.68	100261 Asset Renewal Unallocated Funds (Non Roads)	
Corporate Services	100174 Echuca, Holiday Park Camp Kitchen	\$324,000.00	\$457.31	100261 Asset Renewal Unallocated Funds (Non Roads)	
Corporate Services	100173 EHP Amenities Review & defects liability	\$ 7,709.00	\$1,483.09	100261 Asset Renewal Unallocated Funds (Non Roads)	
Corporate Services	100110 Echuca, Civic Centre Air Conditioning	\$246,022.00	\$ -	100261 Asset Renewal Unallocated Funds (Non Roads)	
Infrastructure Services	100302 Shire, Emergency Renewal Works 16/17	\$50,000.00	\$ 1,778.87	100261 Asset Renewal Unallocated Funds (Non Roads)	

Division	Project Details	Project Budget at Closure	Savings	Savings to be returned to	Further information (if applicable)
Infrastructure Services	100135 Kyabram, Allan Street Fountain	\$151,916.00	\$ -	100262 Asset Renewal Unallocated Funds (Roads)	
Infrastructure Services	100408 Echuca, Anstruther Street K&C	\$141,500.00	\$55,781.91	100262 Asset Renewal Unallocated Funds (Roads)	
Infrastructure Services	100428 Shire, Stormwater Pit Renewal 16/17	\$135,043.12	\$ 1,572.90	100262 Asset Renewal Unallocated Funds (Roads)	
Infrastructure Services	100431 Echuca, Hare Street K&C	\$157,000.00	\$30,866.98	100262 Asset Renewal Unallocated Funds (Roads)	
Infrastructure Services	100496 Plant Replacement - Minor (16/17)	\$38,653.00	\$8,935.98	Plant Replacement Renewal	
Infrastructure Services	100505 Koyuga, O'Dea Rd Seal Upgrade	\$68,230.00	\$31,099.10	100262 Asset Renewal Unallocated Funds (Roads)	Project cancelled to allow discussion with Goulburn Murray Water regarding load limitations of their structures on the route. Agreed by Council 16 May 2017
Regulatory & Community Services	100221 Kyabram, Memorial Park and Walk	\$257,303.00	\$17.20	100261 Asset Renewal Unallocated Funds (Non Roads)	
Regulatory & Community Services	100251 EWMAC Filtration, Repaint, Change rooms	\$831,990.00	\$42.75	100261 Asset Renewal Unallocated Funds (Non Roads)	
Regulatory & Community Services	100381 Echuca, South Rec Reserve Pavilion	\$27,500.00	\$5,667.50	100261 Asset Renewal Unallocated Funds (Non Roads)	

Division	Project Details	Project Budget at Closure	Savings	Savings to be returned to	Further information (if applicable)
Regulatory & Community Services	100385 Tongala, Swimming Pool Repaint	\$77,000.00	\$27,416.71	100261 Asset Renewal Unallocated Funds (Non Roads)	
Regulatory & Community Services	100451 Shire, Parks & Playgrounds Irrigation	\$97,365.53	\$6,373.03	100261 Asset Renewal Unallocated Funds (Non Roads)	
Regulatory & Community Services	100503 Stanhope, Pool Plant Room Renewal	\$63,500.00	\$34,806.06	100261 Asset Renewal Unallocated Funds (Non Roads)	

NB: A further 55 projects are practically complete as at 30 June 2017 and will be closed out as at the end of 2016/17 financial year. At the time of writing this Council report, financial commitments were still being matched as part of the financial year end and closure reports being approved and signed off.

**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
Nil				

## 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.

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**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

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**10. Consultation**

Internal:

- 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

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**1. Purpose**

To present to Council the open records for the Assemblies of Councillors held in the month of June 2017.

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**2. Recommendation**

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

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**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.

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**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*.

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**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.

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**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:

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.

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## 7. Content

The following Assemblies of Councillors were held in the month of June 2017:

<b>Meeting Information</b>		
Meeting Name/Type	Campaspe Briefing Session	
Meeting Date	6 June 2017	
Matters Discussed	<ol style="list-style-type: none"> <li>1. Welcome, present &amp; apologies</li> <li>2. Declaration of Interests</li> <li>3. Future Meetings</li> <li>4. Mayors Report               <ol style="list-style-type: none"> <li>4.1 MRGC meeting</li> </ol> </li> <li>5. Farming Advisory Committee &amp; Kagome Planning Application Update</li> <li>6. Vic Park Update</li> <li>7. Advertising &amp; Communications Update</li> <li>8. Mulvehills Bridge Update</li> <li>9. Delegation – Rochester Flood Warning System</li> <li>10. Previous Council Plan Update</li> <li>11. Advocacy Strategy Update</li> <li>12. General Business               <ol style="list-style-type: none"> <li>12.1 Echuca East development</li> </ol> </li> </ol>	
<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 (9:44am – 1:18pm), Cr Annie Vickers, Cr Leigh Wilson	
Staff	Jason Russell, Diane Hood (9:34am – 1:18pm), Paul McKenzie, Emma Dalton, Sharolyn Taylor	
<b>Apologies</b>		
Councillors	Cr John Zobec (leave of absence)	
Staff		
<b>Conflict of Interest disclosures</b>		
Matter No.	Councillor/officer making disclosure	Left meeting: Yes/No
Nil		

<b>Meeting Information</b>		
Meeting Name/Type	Campaspe Briefing Session	
Meeting Date	27 June 2017	
Matters Discussed	<ol style="list-style-type: none"> <li>1. Welcome, present &amp; apologies</li> <li>2. Declaration of Interests</li> <li>3. Future Meetings</li> <li>4. Briefing Minutes Review</li> <li>5. Municipal Early Years Plan 2017-2021</li> <li>6. Child Safe Standards</li> <li>7. Planning &amp; Building Statistics</li> <li>8. Council Meeting Agenda – Open Q &amp; A</li> <li>10. Councillor Call-In Planning Application PIn 345/2016</li> <li>11. May Operational Reports</li> <li>12. Loddon Campaspe Regional Partnership Update</li> <li>13. Echuca Court Services Update</li> <li>14. Management Reports – Capital Projects &amp; Budget</li> <li>15. Policy 28 – Public Spaces Trading Policy</li> <li>16. Port of Echuca Strategy Discussion</li> <li>17. General Business               <ol style="list-style-type: none"> <li>17.5 Aquatic Reserve</li> <li>17.6 Hopwood Gardens</li> </ol> </li> </ol>	
<b>Attendees</b>		
Councillors	Cr Adrian Weston (Mayor), Cr Leanne Pentreath (Deputy Mayor), Cr Daniel Mackrell, Cr Kristen Munro (9:46am – 4:08pm), Cr Vicki Neele, Cr Neil Pankhurst, Cr Annie Vickers (9:46am - 4:08pm), Cr John Zobec (9:38am - 4:08pm)	
Staff	Keith Oberin, Paul McKenzie, Emma Dalton, Frank Crawley, Sharolyn Taylor, Richard Conway	
<b>Apologies</b>		
Councillors	Cr Leigh Wilson (leave of absence)	
Staff	Jason Russell, Diane Hood	
<b>Conflict of Interest disclosures</b>		
Matter No.	Councillor/officer making disclosure	Left meeting: Yes/No
Nil		

## 8. Issues and Risk Management

Nil.

## 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.

## **7.2. LETTERS OF APPRECIATION**

The following have been received:

- Diverse Builders – thank you to Jordan Florance, Deputy Municipal Building Surveyor for help with their building client. The guidance through the process is really appreciated.
- Municipal Association of Victoria – thank you to Mayor, Cr Adrian Weston for hosting Cr Mary Laliou, President, Municipal Association of Victoria's recent visit to Campaspe. The visit provided her with first-hand insights into the challenges faced by this council. Gratitude also extended to all Councillors and CEO, Jason Russell.
- Elmore Field Days Catering Committee – thank you to Keith Oberin, Economic & Community Development General Manager for his assistance to fulfil the role of facilitator at the recent Discussion Day. Keith's support, time, expertise and guidance in reviewing various aspects of the organisations operations is greatly appreciated.
- Close the Loop – thank you for the great effort to divert printer cartridges from landfill. For the period 1 April 2017 – 30 June 2017 Campaspe Shire Council diverted 8.20kgs of printer cartridges from landfill.
- One & All Campaspe Inclusion Project – thank you for once again supporting 'Wear Orange for One & All Day'. Council's involvement will play a big role in helping to shape a collective community stance that values all walks of life and abilities.

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### **Recommendation**

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

**7.3. RESPONSIVE GRANTS PROGRAM****Author:**

Bobbi Aitken, Civic Events & Grants Officer

**Responsible Manager:**

Communications & Public Affairs Manager

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**1. Purpose**

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

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**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:**

- **Echuca Neighbourhood House Inc – to assist with set-up costs for the Showers for Homeless program, \$650.**
- 

**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.

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**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*.

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**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
Echuca Neighbourhood House Inc	\$650	\$650	To assist with set-up costs of Showers for Homeless program	Approved by CEO – meets assessment criteria

---

<b>Fund Balance Prior to application approval:</b>	\$28,542
<b>Funding approved:</b>	\$650
<b>Fund Balance: (30 June 2017)</b>	\$27,892

<b>Fund Balance Prior to application approval:</b>	\$50,000
<b>Funding approved:</b>	\$0
<b>Fund Balance: (18 July 2017)</b>	\$50,000

---

## 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.

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## 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

## **7.4. COUNCILLOR EXPENSES**

### **Author:**

Sharolyn Taylor, Council Support Officer

### **Responsible Manager:**

Governance Manager

### **Attachments:**

7.4.1 Councillor expenses summary as at 30 June 2017

7.4.2 Council policy 58 Councillor Support and Entitlements

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### **1. Purpose**

To note the councillor expenses summary from 22 October 2016 to 30 June 2017.

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### **2. Recommendation**

**That Council note the councillor expenses summary from 22 October 2016 to 30 June 2017.**

---

### **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.

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### **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 7.4.2) 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 involved 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 7.4.1 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 100 kms 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. 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.

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## 10. Consultation

- Governance Manager

## **7.5. STATUTORY REQUIREMENTS UPDATE**

### **Author:**

Frank Crawley, Governance Manager

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### **1. Purpose**

To advise Councillors on progress of meeting statutory obligations.

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### **2. Recommendation**

**That Council note the report.**

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### **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.

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### **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.

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### **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.

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### **7. Content**

This new report plans to assist Councillors in satisfying themselves that Council is meeting its statutory obligations. This report will be produced on a quarterly basis advising of what obligations Council has met in the last quarter and what it needs to meet in the next quarter.

As this is the first report the statutory requirements that have been met since the Council was sworn in on the 8 November 2016 has been included.

In the future the report will also include a status update on the implementation of Council decisions.



Since 8 November 2016 the following has been achieved:

- Elected Mayor
- Declared Oath of Office
- Determined Councillor and Mayoral allowances
- Reviewed and adopted Councillor Code of Conduct
- Completed Register of Interest returns for Councillors
- Completed Ordinary Interest returns for Councillors, Senior Officers and Nominated Officers
- Completed campaign donation returns
- Adopted Quarterly Financial Statements
- Adopted Council Plan
- Adopted Budget
- Declared general rates, municipal charges, service fees and charges
- Reviewed Instrument of Delegation
- Placed Public Liability and Professional Indemnity insurance for 2017/18

For the period 1 July 2017 – 30 September 2017 Council is required to undertake the following:

- Submit an Annual report to the Minister for Local Government
- Submit Performance statements to the Victorian Auditor General

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## 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.

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## 9. Options

### **Option 1: Note the report**

This option is recommended by officers.

### **Option 2: Not note the report**

This option is not recommended by officers.

**10. 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: This report supports the implementation of the following strategic objectives:

- Support clear and open communication
  - Deliver sound governance and fiscal responsibility
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**11. Consultation**

- CEO

## 8. COUNCILLOR REPORTS

<b>Cr Adrian Weston</b>	
30 June 2017	Stanhope Men's Shed
1 July 2017	Rotary Club of Kyabram Changeover Dinner
3 July 2017	EMFM Radio
3 July 2017	Njernda Aboriginal Corporation NAIDOC 2017 Flag Raising Ceremony
4 July 2017	Lunch with members of the Goulburn Valley Regional Jobs & Investment Packages Committee
4 July 2017	Hon John Eren MP, Minister for Sport Official Visit Rochester Racecourse Recreation Reserve
4 July 2017	Citizenship Ceremony
5 July 2017	NAIDOC Dharnya Day Barmah
6 July 2017	Meeting of Mayors
10 July 2017	Rural Living Campaign Steering Committee Meeting
10 July 2017	Murray PHN Meeting
12 July 2017	2017/2018 Community Grants Program (Round one) Cheque Presentation
17 July 2017	Fox Island Road Bridge Meeting

<b>Cr Daniel Mackrell</b>	
28 June 2017	Echuca Moama Accommodation Association AGM
30 June 2017	Book launch - Wreck, Fleur Ferris
3 July 2017	EMFM Radio
4 July 2017	Lunch with members of the Goulburn Valley Regional Jobs & Investment Packages Committee
4 July 2017	Citizenship Ceremony
4 July 2017	Echuca Moama Steam Rally Celebration Evening
6 July 2017	Loddon Campaspe Regional Partnership Regional Workshop
12 July 2017	2017/2018 Community Grants Program (Round one) Cheque Presentation
14 July 2017	Campaspe College of Adult Education AGM

<b>Cr Kristen Munro</b>	
28 June 2017	Girgarre Community Cottage Kitchen Official Opening
30 June 2017	Book launch - Wreck, Fleur Ferris
4 July 2017	Lunch with members of the Goulburn Valley Regional Jobs & Investment Packages Committee
4 July 2017	Citizenship Ceremony
4 July 2017	Echuca Moama Steam Rally Celebration Evening
15 - 23 July 2017	Approved leave of absence

<b>Cr Vicki Neele</b>	
28 June 2017	Girgarre Community Cottage Kitchen Official Opening
3 July 2017	Echuca Moama Tourism Strategic Planning Meeting – Stage 2
4 July 2017	Hon. John Eren MP, Minister for Sport Official Visit to Kyabram Northern Oval
6 July 2017	Turtle Day Kyabram Fauna Park
6 July 2017	Loddon Campaspe Regional Partnership Regional Workshop
12 July 2017	2017/2018 Community Grants Program (Round one) Cheque Presentation
13 July 2017	Echuca Moama Tourism Board Meeting

<b>Cr Neil Pankhurst</b>	
29 & 30 June 2017	MAV Rural & Regional Planning Conference
4 July 2017	Lunch with members of the Goulburn Valley Regional Jobs & Investment Packages Committee
4 July 2017	Hon. John Eren MP, Minister for Sport Official Visit to Kyabram Northern Oval
4 July 2017	Citizenship Ceremony
4 July 2017	Echuca Moama Steam Rally Celebration Evening
6 July 2017	Loddon Campaspe Regional Partnership Regional Workshop
12 July 2017	2017/2018 Community Grants Program (Round one) Cheque Presentation

<b>Cr Leanne Pentreath</b>	
3 July 2017	Njernda Aboriginal Corporation NAIDOC 2017 Flag Raising Ceremony
3 July 2017	Lockington Community Plan Meeting
4 July 2017	Lunch with members of the Goulburn Valley Regional Jobs & Investment Packages Committee
4 July 2017	Citizenship Ceremony
6 July 2017	Loddon Campaspe Regional Partnership Regional Workshop
8 – 15 July 2017	Approved leave of absence
17 July 2017	Fox Island Road Bridge Meeting
17 July 2017	Lockington Senior Citizens AGM

<b>Cr Annie Vickers</b>	
28 June 2017	Echuca Moama Accommodation Association AGM
30 June 2017	Book launch - Wreck, Fleur Ferris
1 July 2017	Echuca Moama Rotary Club Changeover Dinner
3 July 2017	Njernda Aboriginal Corporation NAIDOC 2017 Flag Raising Ceremony
4 July 2017	Lunch with members of the Goulburn Valley Regional Jobs & Investment Packages Committee
4 July 2017	Citizenship Ceremony
4 July 2017	Echuca Moama Steam Rally Celebration Evening
6 July 2017	Loddon Campaspe Regional Partnership Regional Workshop
12 July 2017	2017/2018 Community Grants Program (Round one) Cheque Presentation
14 July 2017	Campaspe College of Adult Education AGM

<b>Cr Leigh Wilson</b>	
23 June – 7 July 2017	Approved leave of absence
10 July 2017	Elmore Field Days Meeting
12 July 2017	REDHS Sugar Free Bake Off
12 July 2017	2017/2018 Community Grants Program (Round one) Cheque Presentation
14 July 2017	Goulburn Valley Waste Resources Recovery Group Meeting

<b>Cr John Zobec</b>	
28 June 2017	Girgarre Community Cottage Kitchen Official Opening
4 July 2017	Lunch with members of the Goulburn Valley Regional Jobs & Investment Packages Committee
4 July 2017	Hon. John Eren MP, Minister for Sport Official Visit to Kyabram Northern Oval
4 July 2017	Citizenship Ceremony
6 July 2017	Loddon Campaspe Regional Partnership Regional Workshop
12 July 2017	2017/2018 Community Grants Program (Round one) Cheque Presentation

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### Recommendation

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

## 9. CHIEF EXECUTIVE OFFICER'S REPORT

Activities and meetings attended since previous Council meeting:

- Ombudsman's office information update
- DELWP – State Rural Drainage Strategy
- Court Services teleconference
- NAIDOC Flag Raising Ceremony
- Bridge Steering Committee
- Minister Eren visit
- Citizenship Ceremony
- Murray Goulburn Transition Committee (State)
- Loddon Campaspe Regional Partnership Workshop
- Murray Goulburn Community Support Coordinator
- Department of Justice Community Support Program Manager
- Rural Living Campaign Steering Committee
- Murray Primary Health Network Chair
- 2017/2018 Community Grants Program (Round one) Cheque Presentation
- Kyabram Chamber of Commerce Chair
- Rural Councils Victoria meeting
- Tourism Victoria meeting
- Njernda CEO & Deputy CEO meeting

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### Recommendation

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

## 10. NOTICES OF MOTION

Nil

## 11. URGENT BUSINESS

## 12. QUESTION TIME

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

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### 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 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.

## **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. 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. 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**

## **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**

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### **Recommendation**

**That Council resolves to open the meeting to the public**

## **20. CLOSE MEETING**

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**JASON RUSSELL**

**CHIEF EXECUTIVE OFFICER**