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# AGENDA



For a meeting of the seventh Campaspe Shire Council to be held on Tuesday, 21 November 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 electronic devices are turned off or switched to silent.

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

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

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

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

## **BUSINESS**

### **1. APOLOGIES & REQUESTS FOR LEAVE OF ABSENCES**

## 2. CONFIRMATION OF MINUTES & ATTACHMENTS

For the:

- Open section of the Council Meeting held on 17 October 2017
- Open section of the Campaspe Briefing Session held on 3 October 2017
- Open section of the Campaspe Briefing Session held on 17 October 2017
- Open section of the Campaspe Briefing Session held on 31 October 2017

### Recommendation

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

- **The open section of the Council Meeting held on 17 October 2017**
- **The open section of the Campaspe Briefing Session held on 3 October 2017**
- **The open section of the Campaspe Briefing Session held on 17 October 2017**
- **The open section of the Campaspe Briefing Session held on 31 October 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. 2017/18 COMMUNITY GRANTS PROGRAM ROUND TWO – COMMUNITY SUPPORT

**Author:**

Jacque Bruns, Civic Events & Grants Officer

**Responsible Manager:**

Communications & Public Affairs Manager

#### 1. Purpose

To seek Council's endorsement of recommendations for the 2017/18 Community Grants Program Round Two – Community Support category.

#### 2. Recommendation

**That Council:**

1. approve community grant applications in the Community Support category as follows:

\$4,000	Community Living and Respite Services Inc, Recyclability and making a difference
\$4,000	Wharparilla West Recreation Reserve Committee of Management, Community kitchen
\$3,500	Kyabram and District Men's Shed, Purchase of equipment
\$4,000	Echuca Moama Landcare Group, Bridal creeper project
\$2,700	Echuca Moama Broadcast Service Inc, Outside broadcast marquee and signage
\$4,000	Echuca Football and Netball Club, Equipment upgrade
\$1,437	Gunbower and District Development Group, Skilling up Gunbower volunteers
\$4,000	Echuca Animal Rescue Services (EARS), Animal desexing program
\$4,000	Campaspe and River Murray Animal Rehoming Inc, Cat desexing program
\$4,000	One and All Inclusion Project (Echuca Specialist School), The One and All Inclusion project
\$600	Rochester Golf Club, Spraying of weeds
\$4,000	Echuca Moama Toy Library, Expand our reach for longer success
\$4,000	Tongala Community Activities Centre Inc, Afterschool and mentoring program
\$2,200	Kyabram Fauna Park, Butterflies in the park
\$3,000	Crossenvale Community House, Ready Set Go
\$900	1 <sup>st</sup> Rochester Cubs and Scouts (The Scouts Association of Australia, Victoria Branch), Cover and security for cubs and scouts
\$3,000	Echuca Neighbourhood House, Transportable training
\$750	Rushworth Community House, Community garden signboards

- \$3,000 Echuca Moama Rotary Club, Purchasing mowing equipment**
- \$1,500 Echuca Primary School 208, Oval improvements**
- \$3,000 Kyabram Community & Learning Centre, Early learning years**
- \$2,000 Rushworth and District Concert Band (The Lions Club of Rushworth and District), Renovating Rushworth's band room**
- \$841 Echuca Moama Search and Rescue, Personal protective equipment**
- \$1,250 Apex Club Echuca Moama, Floor re-sanding and sealing**
2. advise unsuccessful applicants in the Community Support category in writing.

### 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 Community Grants Program offers financial support to not for profit community organisations, groups and associations for projects, events, exhibitions and/or performances which contribute to the municipality, making it a vibrant and stimulating place for people to live, work and visit.

The Community Grants Program has two rounds:

- round one, advertised in March, awarded in July
- round two, advertised in August, awarded in December (current round)

Category	Total 2017/2018 Budget	July 2017 allocation	December 2017 Funds Available	December 2017 Allocation	Balance
<b>Community Support</b>	<b>\$131,280</b>	<b>\$65,602</b>	<b>\$65,678</b>	<b>\$65,678</b>	<b>\$0</b>
Events	\$87,520	\$40,850	\$46,670	\$46,670	\$0
<b>Total</b>	<b>\$218,800</b>	<b>\$106,452</b>	<b>\$112,348</b>	<b>112,348</b>	<b>\$0</b>

All applications received were assessed by a panel of three staff using the assessment matrix in the guidelines.

Applicants with outstanding acquittals from a previous Community Grant round are not eligible for funding consideration, as outlined in the guidelines.

Successful applicants are required to enter into a Funding Agreement with the Campaspe Shire Council that stipulates the conditions of the grant.

### Category: Community Support

The Community Support Grants aim to deliver programs, projects and activities that benefit the residents of the shire and align with council priorities and strategic directions. Maximum grant \$4,000.

- Total funds available for Community Support applications: \$65,678
- Total of applications received: \$134,273
- Total of grants allocated: \$65,678

<i>Organisation</i>	<i>Project Details</i>	<i>Grant Requested</i>	<i>Project Expenditure</i>	<i>Recommended Allocation</i>
Echuca Moama Toy Library	Expand our reach for longer success	\$4,000	\$4,500	\$4,000
Echuca Football & Netball Club	Equipment upgrade	\$4,000	\$10,945	\$4,000
Kyabram District Men's Shed	Purchase equipment	\$3,500	\$3,819	\$3,500
Echuca Moama Artist	Purchase of large display easels	\$560	\$658	\$0
Echuca Animal Rescue Services (EARS)	Animal desexing program	\$4,000	\$4,000	\$4,000
Rochester Golf Club	Spraying of weeds	\$600	\$800	\$600
Rochester Historical & Pioneer Society Inc	Putting a light on history	\$572	\$602	\$0
Berrimba support Playgroup in partnership with Save the Children	Resources for playgroup	\$4,000	\$4,078	\$0
Gunbower Bowls Club	Unisex disabled toilet	\$2,000	\$18,000	\$0
Echuca Moama Broadcast Service Inc	Outside broadcast marquee and signage	\$2,700	\$3,250	\$2,700
Campaspe College of Adult Education (Echuca Community Education Group Inc)	Purchase of a defibrillator and lifesaving training	\$3,338	\$5,088	\$0
Campaspe and River Murray Animal Rehoming Inc	Cat desexing program	\$4,000	\$6,750	\$4,000
Wharparilla West Recreation Reserve Committee of Management	Community kitchen	\$4,000	\$10,426	\$4,000
Rushworth & District Concert Band (auspiced by The Lions Club of Rushworth and District)	Renovating Rushworth's band room	\$3,930	\$3,930	\$2,000
Echuca Moama Search and Rescue	Personal protective equipment	\$5,000	5,120	\$841
Crossenvale Community House	Ready Set Go	\$4,000	\$4,128	\$3,000
Kyabram Bowls Club	Competition lawn bowls and mid-week and Saturday pennant	\$2,900	\$3,350	\$0
Tongala Community Activities Centre Inc	Afterschool and mentoring program	\$4,000	\$8,567	\$4,000
Echuca Swimming Club	Training equipment and coaching	\$3,644	\$3,644	\$0
St Pauls Anglican Church-Guild (auspiced by Diocese of Wangaratta)	Hall restoration	\$4,000	\$6,800	\$0
Echuca Basketball Association	Mens and ladies basketball competition	\$3,011	\$17,146	\$0
Girgarre Recreation Reserve Committee of Management	Installation of a water tank and pressure pump	\$3,000	\$3,752	\$0

<i>Organisation</i>	<i>Project Details</i>	<i>Grant Requested</i>	<i>Project Expenditure</i>	<i>Recommended Allocation</i>
Kyabram Community & Learning Centre	Early years learning	\$4,000	\$91,524	\$3,000
Echuca Moama Rotary Club	Purchasing mowing equipment	\$4,000	\$4,536	\$3,000
Echuca Neighbourhood House	Transportable training	\$4,000	\$6,750	\$3,000
Rushworth Community House	Community garden signboards	\$1,000	\$1,433	\$750
The Apex Club of Echuca Moama	Apex Hall floor re-sanding and sealing	\$2,500	\$4,000	\$1,250
Echuca Primary School 208	Oval improvements	\$2,000	\$3,047	\$1,500
Moora Racecourse Recreation Committee	Purchasing a tractor	\$4,000	\$4,500	\$0
Rochester Basketball Association	Rochester basketball association domestic competition	\$1,200	\$1,500	\$0
Gunbower Preschool Parent Committee	Discovery play	\$4,000	\$4,250	\$0
Rochester and District Horse and Pony Club	Safer jumps for Pony Club	\$2,320	\$4,320	\$0
Murray Human Services	Disability awareness for the community	\$4,000	\$4,140	\$0
Toolleen Recreation Committee Management Inc	All abilities access ramp	\$4,000	\$9,372	\$0
Kyabram Fauna Park	Butterflies in the park	\$2,200	\$3,229	\$2,200
Koyuga Hall and Recreation Reserve Committee	New toilet facility	\$4,000	\$75,000	\$0
Inland Outriggers Canoe Club	Purchase of Club equipment	\$3,993	\$6,993	\$0
1st Rochester Cub and Scouts (auspiced by The Scouts Association of Australian, Victorian Branch)	Cover and security for cubs and scouts	\$1,200	\$2,994	\$900
Community Living and Respite Services Inc	Recyclability and making a difference	\$4,000	\$7,453	\$4,000
One and All Inclusion Project (auspiced by Echuca Specialist School)	The one and all inclusion project	\$4,000	\$69,841	\$4,000
Gunbower and District Development Group	Skilling up Gunbower volunteers	\$1,437	\$1,637	\$1,437
Echuca Moama Landcare Group	Bridal creeper project	\$4,000	\$5,478	\$4,000
Echuca Moama Agriculture and Pastoral Society		\$1,668	\$1,668	\$0
<b>Total</b>		<b>\$134,273</b>	<b>\$443,018</b>	<b>\$65,678</b>

It is important to note that where an initiative pertains to council owned or managed infrastructure or facilities, the awarding of a grant through one of council's funding programs does not constitute approval to undertake any works. Such approval must be separately requested from council in its capacity as land owner/manager. Requests for council to auspice any related grants is also subject to a separate application.

There may also be specific permit or other approval requirements needed for this initiative. It remains the responsibility of the funding recipient to obtain these approvals through the relevant council department or other authority.

## 7. Issues and Risk Management

### Issues:

No issues

### Risk:

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

## 8. Strategic Planning Environments

Strong and Engaged Communities:	Community Grants directly support community groups to implement locally identified projects and programs that will lead to increased partnerships, connect people, promote diversity, develop leadership, build self-efficiency, improve the environment and strengthen communities.
Resilient Economy:	The Community Grants Program supports communities to undertake a range of projects.
Healthy Environment:	The Community Grants Program supports communities to undertake a range of projects.
Balanced Services and Infrastructure:	The Community Grants Program supports communities to undertake a range of projects.
Responsible Management:	Council has allocated \$218,800 to Community Grants for the 2017/2018 financial year. The development of the Community Grants Program has resulted in an open and transparent use of financial resources, available to all community groups.

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## 9. Consultation

Community Support assessments were completed by the Community Programs Coordinator, Programs Team Leader and Environment Project Officer – Conservation.

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## 10. Officer Comment

Unsuccessful applicants within this round either:

- did not meet or address the general and specific criteria stated in the Grant Guidelines;
- the weighted score from the assessment matrix was less than those now recommended for funding.

Successful applicants will be awarded with funds at a civic reception programmed for Wednesday, 13 December 2017 at 5.45pm in Rochester.

**6.2. 2017/18 COMMUNITY GRANTS PROGRAM ROUND TWO - EVENTS****Author:**

Jacquie Bruns, Civic Events & Grants Officer

**Responsible Manager:**

Communications & Public Affairs Manager

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**1. Purpose**

To seek council's endorsement of recommendations for the 2017/18 Community Grants Program Round Two – Events Community, Events Minor and Events Major category.

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**2. Recommendation**

That council:

**1. approve community grant applications in the Events category as follows:**

\$1,000	Embrace Church, Tongala's Carols by Candlelight
\$1,000	Kyabram Chamber of Commerce, Christmas gala night
\$750	Corop Community Action Group, Junk Art Exhibition
\$750	Lockington Youth Action Group (Lockington District Business Centre), Lockington Scarecrow Festival
\$750	Rochester Football Netball Club, Community Bank Rochester Netball Invitational
\$500	Rochester Sub Branch RSL (RSL Victorian Branch Headquarters), ANZAC Day Commemorations
\$250	Rochester Cemetery Trust, Rochester Dawn Service
\$750	Echuca Group Country CWA, Craft Weekend
\$200	Koyuga Kanyapella Landcare, Koyuga Christmas Function
\$1,400	Tongala Lions Club, Classics under the Stars
\$400	Kyabram Garden Club, Everything Apple
\$500	Kyvalley Swimming Club, An evening of entertainment
\$500	Girgarre Community Group, Girgarre Quilters 30 year Celebrations
\$3,000	Rushworth Easter Heritage, Rushworth Easter Heritage Festival
\$3,000	Kyabram Netball Association, Kyabram Netball Association Annual Tournament
\$3,000	Rochester Development Group, Rochester Fine Art Exhibition
\$3,000	Rushworth Spring Garden Festival Committee (Rushworth Events), Rushworth Spring Garden Festival

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\$3,000	<b>Kyabram Vintage Engine and Machinery Restoration Group, Kyabram Vintage Engine and Machinery Rally including the Australian Mack Truck Muster</b>
\$1,870	<b>Njernda Aboriginal Corporation, Koori Arts and Craft Market</b>
\$2,250	<b>Epicentre Church, Christmas Spectacular</b>
\$1,050	<b>Kyabram Lawn Tennis Club, Kyabram Lawn Tennis Easter Tournament</b>
\$2,250	<b>Legends of the Mountain (Kyabram Chamber of Commerce), Weekend of the Legends of the Mountain</b>
\$1,500	<b>Girgarre Development Group, Jigarre Jammin</b>
\$1,500	<b>Zaidee's Rainbow Foundation, Revving the River Festival</b>
\$5,000	<b>Echuca Moama Triathlon Club, Multisports Weekend</b>
\$3,750	<b>Rich River Rod and Custom Club Inc, Rich River Rod Run 2018</b>
\$3,750	<b>Echuca Racing Club, Echuca Cup Day</b>

2. **advise unsuccessful applicants in the Events category in writing.**

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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 Community Grants Program offers financial support to not for profit community organisations, groups and associations for projects, events, exhibitions and/or performances which contribute to the municipality, making it a vibrant and stimulating place for people to live, work and visit.

The Community Grants Program has two rounds:

- round one, advertised in March, awarded in July
- round two, advertised in August, awarded in December (current round)

Category	Total 2017/2018 Budget	July 2017 allocation	December 2017 Funds Available	December 2017 Allocation	Balance
Community Support	\$131,280	\$65,602	\$65,678	\$65,678	\$0
<b>Events</b>	<b>\$87,520</b>	<b>\$40,850</b>	<b>\$46,670</b>	<b>\$46,670</b>	<b>\$0</b>
<b>Total</b>	<b>\$218,800</b>	<b>\$106,452</b>	<b>\$112,348</b>	<b>\$112,348</b>	<b>\$0</b>

All applications received were assessed by a panel of three staff using the assessment matrix in the guidelines.

Applicants with outstanding acquittals from a previous Community Grant round are not eligible for funding consideration, as outlined in the guidelines.

Successful applicants are required to enter into a Funding Agreement with the Campaspe Shire Council that stipulates the conditions of the grant.

The Events Grant aims to encourage and assist the development and implementation of events. Maximum grant \$1,000 (community), \$3,000 (minor) and \$5,000 (major).

▪ Community Grants Program funding:		\$46,670
▪ Total applications received (community):	\$16,205	
▪ Total applications received (minor)	\$42,900	
▪ Total applications received (major):	\$15,000	
▪ Total of applications received (community, minor and major):		\$60,605
▪ Total of grants allocated community:	\$8,750	
▪ Total of grants allocated minor:	\$25,420	
▪ Total of grants allocated major:	\$12,500	
▪ Total of grants allocated (community, minor and major):		\$46,670

### Category: Events Community

Organisation	Project Details	Grant Requested	Project Expenditure	Recommended Allocation
Koyuga Kanyapella Landcare	Koyuga Christmas Function	\$400	\$585	\$200
Rotary Club of Kyabram	Community Easter Egg Hunt	\$900	\$900	\$0
Rochester Sub Branch RSL (auspiced by RSL Victorian Branch Headquarters)	ANZAC Day commemorations	\$1,000	\$1,800	\$500
Corop Community Action Group	Junk Art Exhibition	\$1,000	\$4,900	\$750
Kyabram Chamber of Commerce	Christmas Gala Night	\$1,000	\$13,600	\$1,000
Echuca Group Country CWA	Craft weekend	\$1,000	\$2,210	\$750
Gunbower Primary School Parents Club (auspiced by Gunbower Primary School)	Gunbower Primary School Mini Debutante Ball	\$1,000	\$5,650	\$0
Lockington Youth Action Group (auspiced by Lockington Business District)	Lockington Scarecrow Festival	\$1,000	\$3,000	\$750
Rochester Football Netball Club	Community Bank Rochester Netball Invitational	\$1,000	\$2,000	\$750
Strathallen Hall Committee	Strathallen Community Christmas Tree	\$875	\$875	\$0
Rochester Cemetery Trust	Rochester Dawn Service	\$430	\$430	\$250

<i>Organisation</i>	<i>Project Details</i>	<i>Grant Requested</i>	<i>Project Expenditure</i>	<i>Recommended Allocation</i>
Kyabram Garden Club	Everything Apple	\$800	\$3,800	\$400
Kyvalley Swimming Club	An evening of entertainment	\$1,000	\$1,900	\$500
Embrace Church Inc	Tongala Carols by Candlelight	\$1,000	\$3,870	\$1000
Girgarre Community Group	Girgarre Quilters 30 year celebrations	\$1,000	\$1,420	\$500
Tongala Lions Club	Classics Under the Stars	\$2800	\$3,200	\$1,400
<b>Total</b>		<b>\$16,205</b>	<b>\$50,140</b>	<b>\$8,750</b>

### Category: Events Minor

<i>Organisation</i>	<i>Project Details</i>	<i>Grant Requested</i>	<i>Project Expenditure</i>	<i>Recommended Allocation</i>
Njernda Aboriginal Corporation	Koori Arts and Craft Market	\$2,500	\$13,400	\$1,870
Henley Friends	A walk back in time	\$3,000	\$3,000	\$0
Kyabram Netball Association	Kyabram Netball Association Annual Tournament	\$3,000	\$15,900	\$3,000
Kyabram Lawn Tennis Club	Kyabram Lawn Tennis Easter Tournament	\$1,400	\$14,450	\$1,050
Girgarre Development Group Inc	Jigarre Jammin	\$3,000	\$4,000	\$1,500
Epicentre Church	The Christmas Spectacular	\$3,000	\$30,000	\$2,250
Rochester Development Group	Rochester Fine Art Exhibition	\$3,000	\$40,200	\$3,000
Perricoota Grape Growers Association	Flavours of Echuca Moama	\$3,000	\$21,426	\$0
Rushworth Spring Garden Festival Committee (auspiced by Rushworth Events Inc)	Rushworth Spring Garden Festival	\$3,000	\$4,000	\$3,000
Rushworth Easter Heritage	Rushworth Easter Heritage Festival	\$5,000	\$14,900	\$3,000
Legends of the Mountain (auspiced by Kyabram Chamber of Commerce)	Weekend of the Legends of the Mountain	\$5,000	\$29,000	\$2,250
Zaidee's Rainbow Foundation	Revvng the River Festival	\$5,000	\$5,250	\$1,500
Kyabram Vintage Engine and Machinery Restoration Group	Kyabram Vintage Engine and Machinery Rally Inc the Australian Mack Truck Muster	\$3,000	\$15,000	\$3,000
<b>Total</b>		<b>\$42,900</b>	<b>\$210,526</b>	<b>\$25,420</b>

### Category: Events Major

<i>Organisation</i>	<i>Project Details</i>	<i>Grant Requested</i>	<i>Project Expenditure</i>	<i>Recommended Allocation</i>
Echuca Racing Club Inc	Echuca Racing Cup Day	\$5,000	\$63,000	\$3,750
Echuca Moama Triathlon Club	EMTC multisports weekend	\$5,000	\$35,827	\$5,000
Rich River Rod & Custom Club Inc	Run River Rod Run 2018	\$5,000	\$47,400	\$3,750
<b>Total</b>		<b>\$15,000</b>	<b>\$146,227</b>	<b>\$12,500</b>

It is important to note that where an initiative pertains to council owned or managed infrastructure or facilities, the awarding of a grant through one of council's funding programs does not constitute approval to undertake any works. Such approval must be separately requested from council in its capacity as land owner/manager. Requests for council to auspice any related grants is also subject to a separate application.

There may also be specific permit or other approval requirements needed for this initiative. It remains the responsibility of the funding recipient to obtain these approvals through the relevant council department or other authority.

## 7. Issues and Risk Management

### Issues:

No issues

### 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:	Community Grants directly support community groups to implement locally identified projects and programs that will lead to increased partnerships, connect people, promote diversity, develop leadership, build self-efficiency, improve the environment and strengthen communities.
Resilient Economy:	The Community Grants Program supports communities to undertake a range of projects.
Healthy Environment:	The Community Grants Program supports communities to undertake a range of projects.
Balanced Services and Infrastructure:	The Community Grants Program supports communities to undertake a range of projects.
Responsible Management:	Council has allocated \$218,800 to Community Grants for the 2017/2018 financial year. The development of the Community Grants Program has resulted in an open and transparent use of financial resources, available to all community groups.

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## 9. Consultation

Community, Minor and Major Event assessments were completed by the Events Support Officer, Investment Attraction Manager and Community Planning Officer.

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## 10. Officer Comment

Unsuccessful applicants within this round either:

- did not meet or address the general and specific criteria stated in the Grant Guidelines;
- the weighted score from the assessment matrix was less than those now recommended for funding

Successful applicants will be awarded with funds at a civic reception programmed for Wednesday, 13 December at 5.45pm in Rochester.

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### **6.3. COUNCIL POLICY REVIEW**

**Author:**

Sharolyn Taylor, Council Support Officer

**Responsible Manager:**

Governance Manager

**Attachments:**

6.3. Council policies with amendments

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**1. Purpose**

To present to Council for adoption policies that have been reviewed in November 2017.

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**2. Recommendation**

**That Council adopt the following policies that have been reviewed in November 2017:**

- **Policy 002 – Guaranteeing of Loans**
  - **Policy 004 – Garbage & Recycling Services to Rural Areas**
  - **Policy 030 – Industrial Land Sale**
  - **Policy 045 – Competitive Neutrality**
  - **Policy 066 – Best Value**
  - **Policy 067 – Horse Drawn Carriage Rides – Port of Echuca Precinct**
  - **Policy 068 – Community Plan Implementation Funds**
  - **Policy 080 – Filming Activities**
  - **Policy 087 – Planned Activity Bus**
  - **Policy 091 – Sustainable Asset Management**
  - **Policy 109 – Air Travel**
  - **Policy 123 – Corporate Gifts & Hospitality**
  - **Policy 134 – Rates and Charges**
  - **Policy 137 – Port of Echuca Collections Management**
  - **Policy 139 – Special Committees of Council**
  - **Policy 151 – Sale of Temporary Water**
  - **Policy 152 – Election Period**
-

### 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

Policies are critical to the strategic objectives of council and provide a predetermined course of action to the community. At the September 2016 Council meeting Council resolved for all Council policies to be reviewed annually commencing November 2017. Council policies scheduled for review will be presented monthly for the remainder of the year.

As part of the review process a *Review and Evaluation of Policy Guideline* was developed and introduced to assist staff in the evaluation process by providing a basic evaluation and review methodology to assist in determining the effectiveness of the policy and the extent to which a policy has met or is meeting its objectives.

There are five overarching objectives for the policy review process which are to:

1. Ensure that policies reflect current legislative and regulatory requirements,
2. Reaffirm, where possible, current practice is similar to similar activities within the Local Government sector,
3. Meet the functional and operational requirements of council staff in executing policy,
4. Be responsive and reflective of the needs of council's stakeholders and ratepayers,
5. Be relevant to the local government context in which Campaspe Shire Council operates and strive for best practice in policy development.

Questions to ask when reviewing policies should include:

- *What impact, if any, does a policy or program have in terms of specific outcomes for the people for whom it is meant to apply?*
- *Does it actually meet the needs of small business, ratepayers or council staff for the purpose intended?*
- *A second consideration is process evaluation, which asks how, why and under what conditions does a policy work, or fail to work?*
- *Are there gaps, circumstances or reasons why it cannot be applied?*

Council policies have been reviewed by the responsible officers as per the Review and Evaluation of Policy Guideline.

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### 7. Content

A summary of the revised policies are listed below and the individual policies are also attached with track changes for readability.

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Policy No.	Policy Title	Purpose	Summary of changes
<b>DIVISION - CORPORATE SERVICES</b>			
<b>Department - GM Corporate Services</b>			
002	Guaranteeing of Loans	To assist non-profit community organisations in completing projects of a capital nature.  Guidelines in the provision of a Council Loan Guarantee to a bona fide non-profit community body. The purpose for the loan must be deemed by the Shire of Campaspe as one which provides an asset of community importance to all or a substantial number of residents of the Council and to which would be worthy of financial support, were funds to be available. Council to have absolute discretion in determining whether a project meets this qualification.	no changes required
045	Competitive Neutrality	To ensure Council meets the requirements of the Victorian Government's Competitive Neutrality Policy To enable Council to ensure: a. it meets its Competitive Neutrality (CN) obligations. b. it identifies any future operations that become subject to competitive neutrality obligations in the future.	numerous changes, main changes - title and complaints
066	Best Value	The Campaspe Shire Council (Council) will deliver the principles of Best Value as included in the Local Government Act.  Best Value will not replace Council's key management tools and activities, it complements them. Best Value will help us to ensure that Council's key management tools are aligned with community expectations and that they are working in a co-ordinated manner.	changes to introduction
109	Air Travel	To establish clear and consistent guidelines for interstate and international air travel.	minor changes, responsible officer
134	Rates and Charges	To provide a framework for the application of rates and charges under Part 8- Rates and Charges on Rateable Land of the Local Government Act 1989 (the LGA).	removal of philosophy & title change in Service Charges to General, Commercial and Farm Rates
<b>Department - Governance</b>			
123	Corporate Gifts & Hospitality	To establish guidelines for appropriate conduct in circumstances where Councillors or staff are offered gifts, benefits, or are granted awards or win prizes, whether part of their official duties or while attending functions as Council representatives.	minor change - removal of one word
139	Special Committees of Council	Committees) established under section 86 of the <i>Local Government Act</i> 1989 (the Act) in relation to: a. The establishment and operation of Section 86 Committees. b. The compliance requirements of Section 86 Committees. c. The financial record keeping, bank account and meeting procedure requirements of Section 86 Committees. d. Register of Interests primary and ordinary returns and what factors should be considered when providing exemptions to committee members who are not a Councillor from being required to submit primary or ordinary returns.	changes to financial contributions and financial records

Policy No.	Policy Title	Purpose	Summary of changes
<b>DIVISION - CORPORATE SERVICES</b>			
<b>Department - Governance</b>			
152	Election Period	<p>To provide procedures intended to prevent Council from making inappropriate decisions or using resources inappropriately during the election period before a general election.</p> <p>To limit public consultation and the scheduling of Council events during the election period.</p> <p>To provide procedures to ensure access to information held by Council is made equally available and accessible to candidates during the election.</p> <p>This policy is a requirement under Section 93B of the <i>Local Government Act 1989</i>.</p>	no changes required
<b>DIVISION – INFRASTRUCTURE SERVICES</b>			
<b>Department – GM Infrastructure Services</b>			
091	Sustainable Asset Management	<p>The purpose of this policy is to set out Council's approach to management of its assets in a sustainable manner that provides ongoing support in meeting community needs through balanced consideration of technical standards, levels of service and whole of life costs.</p> <p>The philosophy underlying this policy is that Council should be able to acquire, maintain and renew its assets, both in the short term and long term, to a condition which satisfies the users, minimises the risk to both the public and the environment, and which is financially responsible and delivers an agreed and sustainable level of service.</p> <p>In pursuit of Infrastructure Asset Management best practice, the following key principles will apply in relation to Asset Management at Campaspe shire:</p> <ol style="list-style-type: none"> <li>Service delivery needs form the basis of asset management;</li> <li>Integrating asset management with corporate, financial, business and budgetary planning;</li> <li>Informed decision-making, incorporating a life-cycle approach to asset management;</li> <li>Pursuing sustainability, providing for present needs while sustaining resources for future generations.</li> </ol>	Extensive changes to purpose, background, asset management principles, policy commitment,

Policy No.	Policy Title	Purpose	Summary of changes
<b>DIVISION - REGULATORY &amp; COMMUNITY SERVICES</b>			
<b>Department – GM Regulatory &amp; Community Services</b>			
151	Sale of Temporary Water	<p>To advise Council regarding the selling of excess temporary raw water. To increase the likelihood that temporary raw water surplus to service needs and carry over requirements is sold to those that have a residential address within the Shire of Campaspe, water should be listed with a locally based water broker.</p> <p>Council requires an amount of raw water to conduct its business activities and for the maintenance of its parks, gardens and recreation reserves. Council recognises the important health and wellbeing benefits that green spaces provide for its community. Council holds water assets of 848 megalitres of high reliability water and 343 megalitres of low reliability water.</p> <p>This water is primarily used to keep Council owned parks, gardens and recreation reserves green, in road making activities and in a small range of Council businesses e.g. the Saleyards and Echuca Caravan Park. In extreme drought situations Council may determine to allocate water to communities/groups to maintain green spaces not owned by Council.</p> <p>The water use in any given year varies considerably and is dependent on seasonal conditions however 350 megalitres would be the maximum usage per annum. Therefore, in a year when there is a full water allocation Council has a surplus of water that may be sold on the temporary market.</p> <p>The use of water in agriculture produces an economic benefit in excess of the value of the water used. This policy seeks to increase the probability that the economic benefit produced from the use of the water Council has sold is retained (as far as possible) within the Shire of Campaspe. Council recognises that it cannot guarantee that the economic benefit can be retained in Campaspe.</p>	purpose updated, change to policy statement, removal of one definition
<b>Department – Community Care</b>			
087	Planned Activity Bus	To ensure Planned Activity Groups Buses are compliant with all legislation and used appropriately when accessed by the community during off peak periods.	minor changes
<b>Department – Public Environments</b>			
004	Garbage & Recycling Services to Rural Areas	To provide guidelines in the provision of garbage and recycling collection services to rural areas, where possible and equitable.	no changes required
<b>DIVISION – ECONOMIC &amp; COMMUNITY DEVELOPMENT</b>			
<b>Department – GM Economic &amp; Community Development</b>			
030	Industrial Land Sale	<p>To ensure that the sale of industrial council land is completed in a planned, consistent and equitable manner.</p> <p>To specify the requirements of the Shire of Campaspe in relation to the sale of land.</p>	removal of philosophy
067	Horse Drawn Carriage Rides – Port of Echuca Precinct	<p>To ensure high quality service delivery in the provision of horse drawn carriage rides in the Port of Echuca Precinct.</p> <p>To provide guidelines for the operation of approved horse drawn carriage rides in the Port of Echuca precinct.</p>	grammatical changes, inclusion of Hopwood Place

Policy No.	Policy Title	Purpose	Summary of changes
<b>DIVISION – ECONOMIC &amp; COMMUNITY DEVELOPMENT</b>			
<b>Department – GM Economic &amp; Community Development</b>			
068	Community Plan Implementation Funds	The provision of Community Plan Implementation Funds (CPIF) enables Council to support community actions. The actions have been identified through the community planning process with the aim to empower communities to achieve their goals. To provide a framework for the approval process for CPIFs and a clear understanding of the roles and responsibilities of the community, officers and Council in this process.	no changes required
080	Filming Activities	To detail under which conditions various filming activities will be permissible within the Shire of Campaspe. To recognise the social and economic benefits derived from filming activities while protecting the interests of Council, its residents, traders and visitors. This policy is directed towards major filming activities for television, online or cinema production and excludes personal filming and short filming activities to support lifestyle shows or highlight the tourism potential of the Shire of Campaspe. A policy has been established in order to provide guidelines for filming activities whilst protecting the interests of Council, its residents, traders and visitors. This policy complies with the Filming Approval Act 2014. This policy applies to filming (film, video, digital, electronic) activities within the Shire of Campaspe, including but not necessarily limited to: a. Television b. Feature and short films c. Advertising d. Documentaries e. Commercial films and / or photography f. Music videos g. Internet based exhibition	no changes required
137	Port of Echuca Collections Management	The Port of Echuca is a key attraction within the Shire of Campaspe which seeks to provide an accurate, informative, interesting and interactive experience for visitors. The Port of Echuca Collections Policy provides guidance as to how the artefact collection is managed and developed including the acquisition, management and deaccession of artefacts from the collection.	title changes to responsible officer

## 8. Issues and Risk Management

### Issues:

Nil

### Risk:

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

**9. Strategic Planning Environments**

Strong and Engaged Communities:	No impact
Resilient Economy:	No impact
Healthy Environment:	No impact
Balanced Services and Infrastructure:	Policies improve delivery on services to the community and give clear direction to officers.
Responsible Management:	Council policy assist with establishing guidelines, effective decision making and being accountable to the community.

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**10. Consultation**

- Executive Management Group and responsible managers have been consulted in relation to their respective policies.
- Councillors were consulted by communication report and at the 14 November 2017 Briefing session.

## **6.4. MANAGEMENT OF UNREASONABLE COMPLAINANTS POLICY**

### **Author:**

Frank Crawley, Acting GM Corporate Services

### **Responsible Manager:**

Governance Manager

### **Attachments:**

6.4.1. Management of Unreasonable Complainants Policy

6.4.2. Procedure for changing or restricting a complainants' access to services

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### **1. Purpose**

*To provide guidance to staff and Councillors on how to manage unreasonable complainants.*

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### **2. Recommendation:**

#### **That Council:**

- 1. Adopt the attached policy on management of unreasonable complainants**
  - 2. Note the procedure for changing or restricting a complainant's access to services**
- 

### **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**

From time to time Council has to deal with complainants whose behaviour is considered grossly unreasonable. To ensure that Council treats all complainants fairly and equitably this policy has been developed to provide a clear set of principles which provides guidance to staff, Councillors and the general community on what constitutes unreasonable behaviour and what actions Council may take to remedy the situation.

---

## 7. Content

The Campaspe Shire Council is committed to providing excellent customer service and to developing and maintaining a good relationship with its customers.

Unfortunately Council will, at some time, deal with customers who are aggressive or abusive or entirely unreasonable.

Where a complainant's behaviour adversely impacts on staff's health and welfare and unfairly puts a strain on Council resources Council will rely on this policy to provide guidance on how to remedy the situation.

Council's core objectives for managing unreasonable complainant conduct (UCC) are:

### Equity and fairness

- ensuring that all current and potential complainants are dealt with equitably and fairly and resources are distributed on the basis of a complaint's merits, rather than a complainant's demands.

### Efficiency

- Improving overall efficiency by allocating sufficient time and resources to dealing with UCC which, if left unmanaged, can put a strain on Council's resources

### Health and safety

- Complying with occupational health and safety and duty of care obligations posed by UCC to staff health, safety and security and implementing measures to eliminate or control those risks.

The policy provides definitions of various types of unreasonable behaviour and what type of restriction may be placed on the complainant. The policy is supplemented by a comprehensive procedure that ensures that a decision to restrict access is made only after careful consideration of the rights of the complainant.

## 8. Issues and Risk Management

### Issues:

#### Issue 1:

As this is a new policy and procedure training of staff will need to occur.

#### Issue 2:

If the policy is approved a media release will be issued advising why the policy was introduced and where it's available on Council's website.

### Risk:

Risk	Likelihood	Consequence	Rating	Mitigation action
There may be backlash from complainants who believe they will be unfairly disadvantaged.	Likely	Minor isolated concerns raised by members of the public	Medium	A media release will be issued explaining why the policy has been introduced.  Staff will be trained on the application of the policy and procedure so it its fairly applied.

There may be adverse media commentary	Possible	Minor isolated concerns raised by members of the public	Low	Council will rely on result of previous Ombudsman investigation where Council processes were commended.  Media release explaining why the policy has been introduced
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## 9. Options

### Option 1: That Council adopt the policy

This option is recommended by officers.

### Option 2: That Council not adopt the policy

This option is not recommended by officers.

## 10. Strategic Planning Environments

Strong and Engaged Communities: Nil

Resilient Economy: Nil

Healthy Environment: Nil

Balanced Services and Infrastructure: Nil

Responsible Management: The adoption of this policy assists the Council to be an organisation that is responsive, flexible, honest, accountable and consistent. It promotes a positive organisational culture and helps achieve a customer centred approach.

## 11. Consultation

- Victorian Ombudsman Office
- Executive Management Group
- Leadership Group

## 12. Officer Comment

Council staff have been looking for clear direction on how to manage unreasonable complainants. In the past Council has expended significant scarce resources on trying to satisfy totally unreasonable complainants. This policy and related procedure is necessarily detailed so that it can be shown that the Council has been conspicuously fair in its dealings.

The policy and procedure has been informed by a number of other Councils' policies and Ombudsman's publications. It assists Council meet its occupational health and safety obligations to its employees.

## **6.5. PUBLIC SPACES TRADING POLICY AND GUIDELINES**

### **Author:**

Kate Lemon, Public Environments Manager

### **Attachments:**

6.5.1. Public Spaces Trading Policy

6.5.2. Public Spaces Trading Guidelines

---

### **1. Purpose**

To present Policy No.159 Public Spaces Trading Policy and Public Spaces Trading Guidelines to Council for adoption.

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### **2. Recommendation**

#### **That Council:**

- 1. Adopt Policy No. 159 Public Spaces Trading Policy and the Public Spaces Trading Guidelines**
  - 2. Revoke Policies No. 28 Itinerant Trading, No 64. Markets Policy for Echuca Historic Precinct and No.101 Footpath Trading**
- 

### **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**

Policies are critical to the strategic objectives of Council and provide a predetermined course of action to the community.

At the September 2016 Council meeting Council resolved for all Council policies to be reviewed annually commencing November 2017.

As part of the review process a *Review and Evaluation of Policy Guideline* was developed and introduced to assist staff in the evaluation process by providing a basic evaluation and review methodology to assist in determining the effectiveness of the policy and the extent to which a policy has met or is meeting its objectives.

---

There are five overarching objectives for the policy review process which are to:

1. *Ensure that policies reflect current legislative and regulatory requirements,*
2. *Reaffirm, where possible, current practice is similar to similar activities within the Local Government sector,*
3. *Meet the functional and operational requirements of council staff in executing policy,*
4. *Be responsive and reflective of the needs of council's stakeholders and ratepayers,*
5. *Be relevant to the local government context in which Campaspe Shire Council operates and strive for best practice in policy development.*

Questions to ask when reviewing policies should include:

- *What impact, if any, does a policy or program have in terms of specific outcomes for the people for whom it is meant to apply?*
- *Does it actually meet the needs of small business, ratepayers or council staff for the purpose intended?*
- *A second consideration is process evaluation, which asks how, why and under what conditions does a policy work, or fail to work?*
- *Are there gaps, circumstances or reasons why it cannot be applied?*

Council policy No's 28, 46 and 101 have been reviewed by the responsible officers as per the Review and Evaluation of Policy Guideline.

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## **7. Content**

As part of the annual policy review Officers have been working on a new policy titled Public Spaces Trading Policy. This new policy incorporates former policies:

- No.28 - Itinerant Trading
- No. 64 - Markets Policy for Echuca Historic Precinct; and
- No. 101 - Footpath Trading

In addition to the above, the new policy also includes Farmer's, Town and Events Markets and the use of public land by Commercial Health and Fitness Providers. During the review process and development of the new policy officers explored a number of options regarding Itinerant Trading across the municipality. The new policy excludes Itinerant Trading on Council owned and managed (public land) as an activity within the Shire of Campaspe, except for when the activity is held in conjunction with markets, events or festivals.

In order for the new policy to be administered effectively, and to facilitate clear guidance for the traders, officers have also developed the Public Spaces Trading Guidelines. The Guidelines provided detailed information and requirements for traders wishing to utilise Council land for trade displays, alfresco dining & outdoor seating, markets and for commercial fitness operators who run classes and activities on Council land.

## 8. Issues and Risk Management

### Issues:

#### Issue 1:

The new policy will see the introduction of delineation markers to identify the Trading Zone area permitted for each business. Delineation markers are required where the footpath is 5 metres or greater in width. Markers will be used to clearly define the areas where the traders can set up goods for sale (Trading Zone). The use of markers will also assist traders to ensure that they are not in breach of the Disability Discrimination Act, the Shire of Campaspe General Local Law No. 8 2015, and the Trading Code of Practice. Further, the markers will assist business operators to ensure that the Walkway and Kerbside Zone section of the footpath are kept free from goods to ensure a safe path of travel for pedestrians.

A “one off” charge will be included for all existing permit holders, where trading is conducted on footpaths 5 metres or greater in width and (if adopted) will be included in the 2018/19 permit renewal process.

New applications for trading on footpaths 5 metres or greater in width will have the charges added to their initial application fees.

The charges are to be set at the following, \$2 per marker and \$50 installation fee. These fees are to be a once only charge with the cost of repairs and reinstatements to be met by Council

#### Issue 2:

Commercial fitness operators provide a great range of alternative physical recreation activities for residents. The inclusion of these operators into the Public Spaces Trading Policy and Guidelines aims to manage these activities in a manner that balances industry needs, provides protection of Council’s built & natural assets and maintains community access and amenity. To help achieve this, the policy and guidelines formalise the principles of managing the activities and outline the conditions of use of our public space for fitness activities.

Council’s Recreation Team will work with Health and Fitness providers during the next 18 months to facilitate a smooth and equitable transition into the new policy. This transition will include an extended period of community consultation up to 6 months and a 12 month trial period prior to live implementation.

### 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

Strong and Engaged Communities:	No impact
Resilient Economy:	No impact
Healthy Environment:	No impact
Balanced Services and Infrastructure:	Policies assist to improve service delivery to the community and provide clear guidance to officers for decision making.
Responsible Management:	Policies ensure accountable management and support effective decision making.

## 10. Consultation

A cross functional team was established to facilitate the review of the policies and the development of the new policy and guidelines. This ensured that appropriate consultation with key internal stakeholders was addressed. The team included representatives from the following departments:

- Road services
- Planning
- Events
- Parks & Gardens
- Local Laws
- Recreation

Consultation was also undertaken with the regulatory and Community Services General Manager and the Recreation Manager.

Councillors were consulted through communication reports and officer attendance at briefing sessions in March, June, August and October 2017.

## **6.6. PLACES OF ASSEMBLY/COMMUNITY FACILITIES POLICY IMPLEMENTATION PLAN**

### **Author:**

Shane Stacey, Community Places Project Officer

### **Responsible Manager:**

Community Engagement Manager

### **Attachments:**

6.6.1. Campaspe Shire Places of Assembly/Community Facilities Policy

6.6.2 Council Report Resolution 17 February 2015

6.6.3 Places of Assembly/Community Facilities Mapping

6.6.4 Places of Assembly/Community Facilities Implementation Plan Summary Data (Draft)

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### **1. Purpose**

To seek endorsement of the Places of Assembly/Community Facilities Policy in Council's standard policy template for implementation and;

To inform Council of the Places of Assembly/Community Facilities Implementation Plan.

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### **2. Recommendation**

**That Council:**

- 1. Adopt the Places of Assembly/Community Facilities Policy.**
- 2. Note the Places of Assembly/Community Facilities Policy Implementation Plan.**
- 3. Note the implementation methodology recommended in the draft plan includes:**
  - a) Identification of all community facilities**
  - b) Identification of community need**
  - c) Community engagement**
  - d) Provision of places of assembly/community facilities based on community needs and trends**
- 4. Note that implementation is planned for staged delivery over an estimated five to seven year period to allow for thorough community engagement in the strategic provision of facilities.**
- 5. Note that the Implementation Plan will provide budgetary savings for Council over the short, medium and long term whilst maintaining an appropriate level of services.**

### 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

In 2009, council initiated the Strategic Resources Plan which led to the establishment of the Financial Sustainability Review (FSR). FSR has encompassed an assessment of services provided by council across a number of delivery areas. Places of assembly, i.e. public halls, social rooms, places of entertainment and meeting facilities in the Shire, formed part of the overall service review to ascertain the distribution of community facilities in the Shire.

A report was produced by Simon Leisure, titled Places of Assembly/Community Facilities, and was adopted by council as the basis of a policy in February 2015, refer to Attachment 6.6.2. At that time council resolved that officers be requested to place the policy into council's standard policy template prior to implementation. Officers were also to prepare an implementation plan to action this policy.

This Report is to provide council with a copy of the policy in the standard template and to inform council of the Implementation Plan.

---

### 7. Content

#### **Policy**

The draft Places of Assembly/Community Facilities Policy has been placed in council's standard policy template. The template sets out the purpose and includes the seven principles which underpin the policy. The policy document also includes details of the hierarchy and ratio of facilities as determined in the February 2015 recommendation of council (Attachment 6.6.1).

The policy has referenced relevant council policies for Sustainable Asset Management (Policy 91) and Asset Rationalisation (Policy 118) to ensure relevance in the content. Based on the independent report by Simon Leisure commissioned by council, application of the policy across the entire Shire has been included as an attachment to the policy document.

#### **Implementation Plan**

The development of an Implementation Plan to roll out the Places of Assembly/Community Facilities Policy has been undertaken giving consideration to the principles of the policy, relevant legislation and research of available studies to quantify service to the community. Below is a summary of key, overarching controls influencing the Implementation Plan.

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i. Legislation

The Local Government Act, Clause 3D, "What is the role of a Council?" states f) "Fostering community cohesion and encouraging participation in civic life" as a mandate of council. On this basis, there is no legislative imperative that council must actually provide a place of assembly or community facility. This allows flexibility in the provision and support of this service in the community. The Act allows for the inclusion of infrastructure (facility) that may belong to a community organisation, private party or other authority. The Act supports the seven principles of the policy in that facilitation of access to facilities for community cohesion meets the legal obligation of council.

ii. Council Plan

The Council Plan cites a number of strategies across all key areas which this policy and the implementation plan directly align. The Community vision for community facilities states, "Establish and maintain community facilities that are appropriate to the needs of communities". The Places of Assembly/Community Facilities Policy targets this objective through the provision of facilities in a tiered structure. The Policy also attempts to address the provision of service in areas of concentration of the population. The Implementation Plan seeks to achieve the objectives of the council Plan through focusing on service provision in areas of high population concentration and localities where people (as a majority) gravitate to for social interaction (cohesion).

It should be noted that the current Implementation Plan addresses existing facilities and does not provide an approach for the provision of services in growth areas such as Echuca West.

### **Development of the Implementation Plan**

A critical consideration in developing the Implementation Plan has been assessment of the impact on affected communities. Unfortunately there are specific academic studies on the management of service provision to towns or communities as they undergo population emigration (i.e. decline). All current studies available, deal with the provision of services for a town/city or community (locality) as it grows. The approach in developing this plan has been to look at historical changes to gauge the impact on, need and evolutionary trends of communities.

History shows us that as transport has become more convenient and efficient people have migrated to more central locations. For example, most of the towns and villages across the Shire were established when motorised transport was virtually non-existent. Large areas of Campaspe were the result of the establishment of towns through Soldier Settlement after WW1 when the primary form of travel was horse and cart. The growth in car ownership, improved roads and efficiency of travel over distance has seen the abandonment of village based service locations by communities. At the same time, the ability of an individual farmer to do more work with machinery has seen the expansion of farm sizes. This again has meant the decline of settlements and towns as the neighbouring population does not make service provision viable for businesses in these localities. Mobility and economies of scale have driven the decline of service need in multiple locations.

We have also seen the evolution of facility type and usage, a good example of this is the construction of social rooms attached to sporting venues. Prior to clubs building their own facilities, halls were the main gathering point. Just like the change in use and decline in localised businesses, services provided by council must also adapt to meet the 'market' and to be sustainable as communities evolve.

Importantly, the ongoing provision of facilities in locations of decline does not necessarily foster community cohesion. It potentially has the adverse impact by causing and protracting the isolation of individuals in transitioning communities. The Implementation Plan recognises the nostalgic connection to place and the varying ability of individuals to cope with change. The methodology to roll out the Policy has been formulated to carefully consider where facilities are needed now and into the future and will include intensive community and personal engagement to manage positive change. A key aim will be fostering self-determination within communities.

### **Implementation Plan Methodology**

The roll out of the policy uses a methodology that stages the implementation. This will ensure the most effective outcome for communities given the requirement to identify need against demand, population trends and any changes of service.

Drivers to initiate community engagement in each locality will include considerations such as declining use, building (facility) condition, availability and proximity of alternative facilities, and community initiative for change.

The implementation plan recognises the significant changes that have occurred over the history of growth in community facilities. For example, the vast majority of community halls were built by the local population, not council. Councils have subsequently inherited 'ownership' of the buildings as service perspectives and community expectations have changed. The growth in service demand has seen the duplicate infrastructure for individual organisations in communities. Recognising the changes in perception of ownership and levels of services within communities over time places emphasis on placing emphasis on the use of change management principles in the implementation plan methodology.

The Implementation Plan will be staged, as outlined below.

#### Stage 1.

- i. Assess individual localities.
- ii. Assess available facilities in these localities.
- iii. Assess population and social trends to ascertain need.
- iv. Develop an Engagement Plan and schedule, identify resource requirements and budgets.

#### Stage 2

- v. Consult with individual committees and managers of facilities.
- vi. Negotiate partnerships where identified as appropriate and achievable.
- vii. Formulate draft recommendations, including time frames.
- viii. Engage with individual communities in each locality.
- ix. Develop final recommendations
- x. Inform council of recommendations

#### Stage 3

- xi. Develop a delivery schedule to action recommendations
- xii. Establish a program to deliver recommendations.
- xiii. Inform council

Some preliminary scheduling has been assumed, as listed below:

1. Initiating consultation with localities (districts with no town)
2. Engagement of localities of 500 or less people (small towns and villages)
3. Engagement of towns (500 to 3,000 people)
4. Engagement of Kyabram and Echuca.

The schedule may vary slightly subject to situations where a facility may require works, reach intervention or present the inability to form a management group (eg Committee of Management). These facilities will be addressed as an immediate priority.

An important element in scheduling changes to the provision of community facilities in a particular location or community will be the drivers as stated above and the preparedness of a community and the users for change.

Resourcing with appropriate staff will be required. This will possibly require additional funding. A cost/benefit analysis will be undertaken in order to identify options to provide income through savings from the Implementation Plan to make this possible. Savings will also be applied to support improvements to facilities where required, subject to relevant approvals at the time.

The aspirational time frame is five to seven years but this will depend on staff availability and community need, confirmed through the engagement process.

### **Budget Impact**

#### **Budget Savings**

The implementation plan will have a significant budget impact through the savings generated in annual maintenance and operation costs, administration and capital depreciation. There will also be short, medium and long term savings in capital costs for renewal and upgrade. The condition of many council-owned community facilities will necessitate renewal in the short to medium term. Renewal of aging buildings will also trigger additional costs for capital upgrades as the majority of these facilities will require works to align amenities and access with the requirements under the Disability Discrimination Act (DDA). Further upgrades will be dictated by the need to meet current and future Environmental Health regulations in sanitation, waste management and food handling amenities. These upgrade requirements add high value works to building renewals.

An indication of the savings the policy generates can be demonstrated through the amalgamation of existing facilities that are above service requirements in a sample of locations across the Shire. The indicative figures below are based on minimal early rationalisation of facilities and do not include potential future amalgamations and partnership opportunities within other facilities.

Reduction in Capital Assets	\$25.2 million
Reduction in Annual Capital Depreciation	\$547,000

The figures do not include maintenance and operational savings. This would further increase the overall savings. The figures do show a minimum rate reduction of approximately 2%, approximately matching CPI. Given rate capping will place further pressure on council's budget, affecting the delivery of essential and core services, the implementation plan will assist in future sustainability, and give council greater ability to maintain essential services and support social cohesion across all communities.

#### **Cost Associated with Implementation**

There are over 70 council owned facilities covering more than 24 localities, involving numerous committees, user groups and diverse communities of interest. Across these localities there are more than 100 similar facilities provided by a range of private and not-for-profit organisations, service clubs, churches and sporting groups. .

The Implementation Plan places great emphasis on consultation and community engagement in order to deliver achievable outcomes. Consultation will include Committees of Management, service organisations, not-for-profit organisations and private operators. The Implementation Plan will require appropriate and adequate resources to deliver results. It is envisaged that dedicated staff will be required for specific activities to provide the most appropriate skill set throughout the projected roll-out period, up to seven years. It should be noted that this time frame does not necessarily complete the decommissioning of facilities as this will occur in line with the range of drivers such as usage, condition etc.

The implementation of the policy will place an increased cost on council's budget for resources in the short term. However, this can be offset through savings generated by the reduced capital, maintenance and operational costs associated with facilities which are no longer required by a community. For example, the saving on a single renewal project of \$400,000 to \$600,000 would fund a full time officer, Band 7, for 3 years (\$120,000 p.a. plus on costs). Implementation of the policy at the earliest opportunity is recommended as a strategically and fiscally responsible initiative by council.

Further reports on the development and progress of the implementation of the Places of Assembly/Community Facilities Policy will be presented to council in the future.

## 8. Issues and Risk Management

### Issues:

#### Issue 1: Community Engagement

There is a high probability that the implementation of this policy will generate a level of public concern based on the belief that services are being reduced, along with a sense of loss of past identity for some localities. The potential for emotive reaction is likely to be stimulated by sensationalist media coverage.

It will be critical to manage the media effectively, in partnership with community representatives, to reduce this risk and allow rational and objective consultation in a non-prejudicial forum. The Implementation Plan places extreme importance on early and personal engagement of affected individuals and community spokespeople.

A media plan will form part of the implementation plan roll-out with the aim of reducing the need for communities, officers, managers and councillors to respond to uninformed inquiries.

#### Issue 2: Social Inclusion

Community facilities are recognised as important infrastructure for nurturing social inclusion, providing inherent benefits to individuals and the community through positive personal interaction. Demonstrating to individuals and residents in areas of population decline that a facility is not necessarily the key stimulus for social inclusion will be important in dealing with any ongoing sense of loss and isolation. In many locations, younger, more active and mobile residents engage in social connection in nearby larger centres. This may increase the sense of loss and isolation for older residents. The Implementation Plan actions at times may include the establishment of "connection with" programs and services for these older residents to enhance their social inclusion.

#### Issue 3: Partnership/multi user management

Over the years, many community-based organisations have acquired their own, individual facilities. This practice can actually fragment communities, isolating separate interest groups and undermining social cohesion. The more modern approach encourages shared or adjoining facilities eg. for the aged care (elderly) and child care (children), to improve health and wellbeing of these sectors of a community.

Another disadvantage in providing separate facilities for organisations is the burden of retaining and maintaining individual buildings as membership and use declines. This situation places a physical and emotional burden on the remaining members and a financial burden on organisations and council. Volunteer 'burn out' occurs where the same people are endeavouring to support several organisations and clubs with individual facilities in a community.

The Implementation Plan will seek to re-establish the practice of shared use by different groups/organisations using the same facility where appropriate and viable. This may necessitate the development of partnership agreements and codes of practice but will ease the burden on communities, particularly where the same people are supporting numerous facilities, eg halls, recreation reserve social rooms, fire stations, service club rooms, sports club, churches etc.

#### Issue 4: Community Ownership

Examining the historical background that has driven the expansion of the various types of community facilities in a locality, it can be seen that these buildings were generally built by the members of that community. The construction of the buildings was not always reliant on council funding.

There is, however, an expectation within many communities that council has an obligation to own and provide community facilities. This expectation has evolved over many years as a result of changes in government policy, development of individual communities and local decline in capacity to maintain buildings.

The Implementation Plan will emphasise change management and encourage self-determination for communities, as was the practice historically.

Issue 5: Asset Rationalisation

There may be challenges in disposing of assets in a number of locations due to the limited demand for small properties, and constraints due to rural residential development, zoning and the functionality of buildings for alternative uses. This may adversely impact on potential cost recovery and timeliness of disposal. A range of disposal options will be developed for individual locations to achieve the best possible outcome for the community and rate payers.

Where assets are no longer required an appraisal will be made, along with a recommendation which may include, but not be limited to, leasing to a community or private entity, conditional transition to a community or not-for-profit organisation, or public sale.

Issue 6: Growth Areas

The Implementation Plan seeks to strategically address provision of services based on the location of existing facilities. This focus is driven by a significant oversupply of facilities, particularly in localities from where the population has emigrated to larger centres.

As well as areas of population decline, there are areas of high population growth in the Shire as both Kyabram and Echuca expand. As areas grow there may be a need for council to consider a future implementation plan to provide or facilitate the supply of new community facilities to meet service need and to facilitate social cohesion.

**Risk:**

Risk assessment relating to this report focus on the 'financial', however 'human' and 'public image' are also at risk given the potential impact whereby programs and services are curbed due to significant budget short falls.

<b>Risk</b>	<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>	<b>Mitigation action</b>
Financial	Likely	Catastrophic	Extreme	Implementation of the Policy endorsed by council to action Financial Sustainability Review.

**9. Options**

No options have been included as this report seeks to action previously endorsed resolutions of council.

**10. Strategic Planning Environments**

**Strong and Engaged Communities:** The policy and implementation plan directly the strategies of this objective that "services, programs and advocacy improve health, wellbeing and safety of our community".

**Resilient Economy:** No Impact

**Healthy Environment:** The planning for future growth and existing communities by managing and maximising infrastructure will aid in some reduction in environmental impact.

**Balanced Services and Infrastructure:** The policy and implementation plan directly seek to ensure "services and assets meet current and future community need".

Responsible Management: The policy and implementation plan directly align with this objective. The key outcome is to “enable delivery of services, facilities and programs to the community through sound corporate governance and fiscal responsibility”.

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## 11. Consultation

External and internal consultation was undertaken in developing the Policy. The majority of this consultation was performed by the independent consultant (refer to the Simon Leisure Report).

In developing the Implementation Plan internal consultation has been undertaken with the officers listed below:

- General Manager Economic & Community Development (former Service Review Manager)
  - Recreation Manager
  - Strategic Asset Coordinator
  - Asset Analyst
  - Community Planning Officer.
- 

## 12. Officer Comment

A key challenge in developing an approach for effective and sustainable service provision in community facilities has been the lack of available social and academic studies which deal with declining communities. Ongoing reduction in service need and inherent unsustainability, the heavy burden and frustration placed on small numbers of aging volunteers and limited capacity of local volunteers to maintain aging infrastructure has been considered. Council has inherited community facilities in the vast majority of locations. The original construction of the facilities was driven by the communities themselves. The Implementation Plan will return the focus to self-determination and facilitating community understanding of actual need.

Concurrently, the provision of service to residents and communities in growth areas is not being addressed while there is a focus on retention of redundant facilities in shrinking communities. There is a significant risk that social cohesion may not occur in these growth areas resulting in isolation of individuals and the associated growth in health and wellbeing issues impacting on council.

## **6.7. MEMORANDUM OF UNDERSTANDING WITH YORTA YORTA NATION ABORIGINAL CORPORATION**

### **Author:**

Andrew Cowin, Corporate Planning Manager

### **Attachments:**

6.7. Draft Memorandum of Understanding

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### **1. Purpose**

To seek Council's endorsement of a Memorandum of Understanding (MoU) with Yorta Yorta Nation Aboriginal Corporation (YYNAC).

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### **2. Recommendation**

#### **That Council:**

- 1. Endorse the draft Memorandum of Understanding between the Shire of Campaspe and Yorta Yorta Nation Aboriginal Corporation.**
  - 2. Approve the Mayor and Chief Executive Officer to formally ratify the document through signature.**
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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 Yorta Yorta Nation Aboriginal Corporation is the Registered Aboriginal Party representing the interests of the Yorta Yorta people. Yorta Yorta lands lie on both sides of the Murray River, roughly from Cohuna through to Albury, and include much of the municipal area of the Shire of Campaspe.

It has been a long held aspiration of both the Campaspe Shire Council and YYNAC to build a closer working relationship to improve the presence and understanding of Aboriginal issues in the planning and services provided by Council with a view to improved Aboriginal participation, employment, health and wellbeing outcomes. Respect for Aboriginal cultural heritage and the development of improved outcomes for Aboriginal people has remained a strategic priority for Council across successive Council terms.

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At its meeting of 17 July 2012 (Item 5.5), Council resolved as follows in relation to commencing a process to develop a written agreement between the two parties:

*Council:*

- i. agrees to work with Aboriginal groups associated with land within Council's municipal boundaries to establish a written agreement outlining how each party can work together for the benefit of the communities within the Shire of Campaspe.*
- ii. approves the Mayor signing the attached Statement of Intent and commit to work with Yorta Yorta Nation Aboriginal Corporation with an intention of establishing such a written agreement.*

This action was effected through the subsequent joint signing of the Statement of Intent.

While a period of time has elapsed since the signing of that document, the intention and goodwill has remained to progress the development of an agreement to enhance the working relationship between the two organisations. This report presents the Memorandum of Understanding (MoU) that has been developed in the interim to realise the objective of the original Statement of Intent.

## 7. Content

Many local governments across Victoria and Australia have established formal agreements with local traditional owner groups and Registered Aboriginal Parties. A review of these agreements has assisted with the development of a locally relevant agreement between YYNAC and Council. In particular, an emphasis has been placed on ensuring that the agreement can bring about meaningful and tangible improvements in the working relationship between the two parties, and in addition can lay the base for further strategic actions once the new working relationship is firmly established.

The MoU establishes some vital foundation principles for the document and the ongoing relationship between the parties. Given the importance of these principles, these have been set out below:

- Aboriginal people are acknowledged as the first people of this land.
- The arrival of non-aboriginal people brought massive change to the landscape and way of life of Aboriginal people, and a strong desire exists in Campaspe to address the past and embrace the process of reconciliation.
- A commitment to working with one another to support Aboriginal people's self-determination.
- There is respect, understanding and strong regard held for Aboriginal Cultural Heritage, traditions, customs and beliefs.
- Improvements in Aboriginal participation, health and wellbeing outcomes will realise long term benefits for the Campaspe community as a whole.

The MoU also establishes a practical framework for improved relations between YYNAC and Council, with commitments to action from each party that include the following:

### Key Council commitments

- **Committing** to working with YYNAC and supporting the efforts of non-Aboriginal people in understanding Aboriginal culture and values
- **Advocating** for the rights and interests of Aboriginal people and promote the principles of reconciliation
- **Promoting** Yorta Yorta cultural heritage in a way that is desired by and respectful to Yorta Yorta People
- **Committing** to working towards establishing a framework to support increased participation by Aboriginal people in Council decision-making

- **Committing** to ensure the consideration of local Yorta Yorta issues as part of its review process for Council programs and services
- **Acknowledging** traditional owners of the land before each Council meeting and at civic receptions
- **Consulting** Yorta Yorta on all matters relating to Cultural Heritage

#### **Key YYNAC commitments**

- **Acknowledging** and respect the ongoing interests and rights of all people in the Shire of Campaspe
- **Committing** to working with Council in developing the provision of accessible and appropriate local government services for the benefit of Aboriginal people, and therefore the whole community
- **Committing** to working together so that programs and services have a greater opportunity to create sustainable change
- **Committing** to working with and educating Council on local Aboriginal Cultural Heritage matters and opportunities for improved Council practice

In terms of bringing functional effect to the agreement, the MoU additionally sets out a programme for joint meetings between staff and leaders of both organisations, ensuring that the parties' commitments have opportunity to be progressed.

The learnings from the implementation of this model will also serve to assist Council's aspiration for the development of similar agreements with *Dja Dja Wurrung* and *Taungurung* Peoples whose lands lie within the municipal area of Campaspe.

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

### **Issues and 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.

The risk assessment did identify that there is likely to be isolated individuals within the community that are not supportive of Council's decision for numerous reasons and feel it appropriate to voice their concerns. These risks were assessed as being moderate and consequently no specific mitigation measures outside of normal process have been developed or implemented.

## **9. Options**

### **Option 1: Endorse the draft MoU as presented**

This option is recommended by officers.

Council has previously resolved to progress the development of an agreement with YYNAC. The draft agreement is considered appropriate in terms of the principles, commitments and resourcing that it establishes. The document will serve to progress a long-standing aspiration of Council for an improved working relationship with YYNAC that can assist in the process of reconciliation and the development of improved outcomes for the Shire's Aboriginal people.

### **Option 2: Endorse the draft MoU with changes**

This option is not recommended by officers.

While it remains open to Council to reconsider aspects of the agreement, it is not recommended to immediately resolve to implement any changes given the discussions that have transpired with YYNAC to bring the document to this point. Should Council wish to reconsider any aspects of the agreement, this should first be discussed with YYNAC.

### Option 3: Not endorse the draft MoU

This option is not recommended by officers.

Not signing the draft MoU would mean Council forgoing an opportunity to work with YYNAC on developing respect and reconciliation, and would be inconsistent with its previous decision to progress the development of an agreement.

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## **10. Strategic Planning Environments**

Prosperity: No impact

Place: No impact

People: The document supports a range of People strategies including '*Develop clear relationships about how we support our indigenous community*' (under Strategic Objective #2), '*Advocate for, and partner with providers to offer improved health and social services that best match communities' needs*' (under Strategic Objective #1) and '*The identity and diversity of our communities is strengthened and celebrated*' (Strategic Objective #3).

Organisation: The recommendation assists in planning for more effective and targeted delivery of Council services.

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## **11. Consultation**

Consultation has taken place within the organisation as follows:

- Briefings provided to Mayor and Councillors
- Consultation with the CEO and Executive Managers

Importantly, more detailed consultation has taken place with YYNAC in developing the MoU to ensure that the document's principles and commitments are properly reflective of the intent of each organisation.

## **6.8. PETITION – HYDROTHERAPY FEASIBILITY STUDY**

### **Author:**

Fraser Neele, Recreation Planner

### **Responsible Manager:**

Recreation Manager

### **Attachments:**

6.8. Petition – Petition for a Hydrotherapy Pool in Echuca

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#### **1. Purpose**

To inform and seek Council agreement on the recommendations in response to a petition received requesting Council cease the completion of the current Hydrotherapy Pool Feasibility study and proceed with the development of a Hydrotherapy Pool in Echuca.

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#### **2. Recommendation**

**That Council write to the petitioners and inform them that:**

- 1. Their views will be documented and considered as part of the Hydrotherapy Feasibility Study.**
  - 2. Council will continue with the feasibility study currently underway to ensure future decision making in relation to a Hydrotherapy Pool service is informed and evidenced based.**
- 

#### **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 petition was received by Council on 30 October 2017 and an acknowledgment letter was sent to the first signatory.

The petitioners have requested that the Council cease the Feasibility Study, which they see as unnecessary, and provide a hydrotherapy pool which they determine as being vital for residents, ratepayers and visitors.

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The cover letter accompanying the petition states that the signatories understand that any hydrotherapy facility would be an expensive proposition, they believe that it is an essential service for council to provide and that asset sharing should be considered with other service providers.

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## **7. Content**

The Hydrotherapy Feasibility Study will inform Council of the demand, existing service provision and capacity for a facility within the Shire. The study is a holistic analysis considering both financial, health and community benefits. Potential delivery models and opportunities for partnerships or alternative providers that Council could support are also within the scope of the study to allow the best model to be recommended if a facility is deemed to be feasible.

The Feasibility Study is underway and has completed stakeholder engagement and a market, demographic and literature analysis with the consultant currently engaged in distilling this to a draft document which can be reviewed by Council Officers and stakeholders before producing a final report. The petition will be considered as part of the analysis and stakeholder engagement.

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

### **Issues:**

#### **Issue 1: Commencement of the Hydrotherapy Feasibility Study**

Council has commenced the feasibility study with the appointment of a consultant and the undertaking of initial background research, key service provider consultation and broader community engagement. Cancellation of the feasibility study would require at least partial payment of the consultant for services rendered with no finalised outcome and or evidenced base to inform decision making.

#### **Issue 2: Compliance with the Petition Request**

The petition called for the feasibility study to be ceased as an inefficient use of funds and Council develop a Hydrotherapy Pool, potentially via a partnership with another service provider. The purpose of the feasibility study is to investigate the potential for a hydrotherapy pool within the shire, including the identification of potential partnerships or other ownership models as requested by the petition.

### **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: Completion of the Feasibility Study with consideration of the Petition included in Stakeholder Engagement**

This option is recommended by officers.

The request will be recorded and the petition will be forwarded to the consultant to include in their assessment and stakeholder engagement section of the existing feasibility study. The current study will continue and any future decision making in consideration of the study will consider the requirements of the petition. This will continue the work of the feasibility study, and investigate the capacity of council to satisfy the petitioner's request.

### **Option 2: Cancellation of Feasibility Study**

Council may choose to cancel the existing feasibility study.

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This option is not recommended by officers. A consultant has been engaged and the project has progressed through the stakeholder engagement and research phases. Halting the project at this point would still result in significant expenditure from council with no associated benefit.

Completion of a feasibility study to inform decision making is essential and in keeping with Councils strategic objective for Responsible Management set out in the Council Plan 2017-21. When Council is considering significant service, or infrastructure opportunities all sectors of the community impacted should be engaged to inform priorities, community and service need. Council should also understand the financial and ongoing management responsibilities.

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## 10. Strategic Planning Environments

Strong and Engaged Communities:	The recommendation supports Strategy 1 by engaging agency partners in the consideration of a future service delivery model by completing the feasibility study.
Resilient Economy:	No impact
Healthy Environment:	No impact
Balanced Services and Infrastructure:	The recommendation supports Strategy 2 Council should “plan for services and infrastructure to meet community need”.
Responsible Management:	The recommendation supports Strategies 1 and 4 to: consult and engage all sectors of the community to determine priorities and support council decision making and; enable the delivery of services, facilities and programs to the community through sound corporate governance and fiscal responsibility.

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## 11. Consultation

- Recreation Manager

## **6.9. DOMESTIC ANIMAL MANAGEMENT PLAN 2017 - 21**

### **Author:**

Kate Lemon, Public Environments Manager

### **Attachments:**

6.9. Domestic Animal Management Plan

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### **1. Purpose**

To have Council adopt the Domestic Animal Management Plan 2017 -21.

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### **2. Recommendation**

#### **That Council:**

- 1. Adopt the Domestic Animal Management Plan 2017 -21.**
  - 2. Instruct officers to provide a copy of the plan to the Secretary of the Victorian State Government Department of Economic Development, Jobs, Transport and Resources.**
- 

### **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**

In November 2005 Section 68A of the Domestic Animals Act 1994 came into effect. This section of the Act requires that all Councils prepare a Domestic Animal Management Plan (DAMP). The Victorian Government considers that through a formalised approach to domestic animal management planning, service delivery and methods of dealing with pets, improvements will occur across the entire local government sector.

Domestic Animal Management Plans outline the services, programs and policies that Council has established to address the administration of the Act and the management of dog and cat issues in the community. Under Domestic Animal legislation Council is required to:

- Develop a domestic animal management plan that promotes responsible pet ownership and the welfare of dogs and cats in the community, and protects the community and the environment from nuisance dogs and cats.
-

- Identify a method of evaluating whether the animal management services provided are adequate and outline the training programs for Authorised Officers to ensure that Officers are capable in administering and enforcing the provisions of the Act.
- Provide information on the day to day operation the current programs Council has in place and the policies Council has adopted in relation to the following standards of animal management:
  - promote and encourage the responsible ownership of dogs and cats
  - ensure that residents comply with this Act, the regulations and any related legislation
  - minimise the risk of attacks by dogs on people and animals
  - address any over-population and high euthanasia rates for dogs and cats
  - encourage the registration and identification of dogs and cats
  - minimise the potential for dogs and cats to create a nuisance
  - effectively identify all dangerous dogs, menacing dogs and restricted breed dogs in the municipality; and
  - ensure that all dangerous dogs, menacing dogs and restricted breed dogs are kept in compliance with the Act and the Regulations
- Identify the current local laws and Orders made under the Act and provide a review of these to determine if they are effective.
- Identify any other specific animal management issues within the municipality.
- Review the plan annually and publish an evaluation of the implementation of the plan in the annual report.

The plan, including new initiatives, is required to be fully reviewed every 4 years. The 2017 – 21 Domestic Animal Management Plan is the Shire of Campaspe's third plan and builds on the work of the previous Plans.

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## 7. Content

Council's decision to bring the Operation of the Campaspe Animal Shelter back to an in house model of operation has enhanced the opportunities for the organisation to effectively manage domestic animal services. The shelter offers a growing range of programs including animal identification and registration, responsible pet ownership education initiatives, foster caring arrangements and support of rescue groups and community networks, volunteer engagement and support, trade education and a range of other valuable services that support the objectives of the Domestic Animal Management Plan.

As such the 2017 – 21 edition is the most comprehensive DAMP that Council has prepared to date. It has significant strengths in a number of the nominated requirements of the plan and the considerable focus of the shelter operations and shelter staffing group combined with the efforts of the Local Laws and Community Ranger teams will ensure that Council delivers all performance measures as they are due.

Council should note that all key performance measures proposed within the DAMP already have operational budgets adopted by Council in place. This will ensure their delivery in accordance with the nominated timelines and will not place additional financial obligations on Council's budget.

## 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: The DAMP supports and encourages responsible pet ownership across the municipality. It provides clear direction for the direction for Animal Shelter staff, Community Rangers and Local Laws Officers and assists them in their roles to ensure that the community enjoys their pets and that the potential for harm and nuisance is minimised.

Responsible Management: The Plan identifies key activities and performance measures over defined period to ensure that the programs are delivered responsibly and within budget.

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## 10. Consultation

Consultation has been undertaken with the following:

- Local Laws Coordinator
  - Community Rangers
  - Campaspe Animal Shelter Operations Manager
  - Regulatory & Community Services General Manager
  - Rescue Groups and Foster Care Networks
  - Animal Welfare Organisations
  - Volunteers
- 

## 11. Officer Comment

Council plays an important leadership role in supporting and promoting responsible pet ownership, community safety and healthy lifestyles. It is important to recognise the importance that people place on domestic animals and the pleasure, comfort and positive health outcomes that can be attributed directly to animal ownership. This must also be balanced with responsible ownership and management.

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The new Domestic Animal Management Plan 2017 -21 builds on the work of previous plans and aims to bring together new initiatives and programs that will support responsible pet ownership and create an environment where people and animals can coexist safely.

## **6.10. WASTE CAPITAL PROGRAM AND MATCHING FUNDING**

### **Author:**

Brian Holmes, Waste and Environment Coordinator

### **Responsible Manager:**

Public Environments Manager

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### **1. Purpose**

To seek approval to allocate \$500,000 from the Waste Reserve to be used as matching funding for a grant submission to Sustainability Victoria for Food and Garden Organics implementation.

To seek approval to allocate funds from the Waste Capital Program budget as per Table 1 and to refer the program to the 2018/19 budget process.

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### **2. Recommendation**

#### **That Council:**

- 1. Commit \$500,000 in the 2020/21 financial year from the Waste Reserve to be used as matching funding for a grant submission to Sustainability Victoria for Food and Garden Organics implementation**
  - 2. Note that if the application is successful:**
    - a) The matching funds will not be required until 2020/21 financial year.**
    - b) The final decision to accept the grant and access the funds will be based on a business case in 2018/19 financial year.**
  - 3. Approve the changes to the 2017/18 Waste Capital program in line with that documented in Table 1.**
  - 4. Refer the Waste Capital Program as per Table 1 to the 2018/19 budget process .**
- 

### **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

A capital budget allocation is made to the waste reserve each year to fund works associated with waste management. These funds ensure that Council meets environmental compliance requirements, satisfies changing and evolving Government Regulation, ensures waste infrastructure is at current best practice and assists in diverting greater volumes of waste from landfill. Examples include landfill rehabilitations and the construction of facilities such as the Echuca Environment Centre. Periodically the identified projects are reassessed as regulations change or new information becomes available. The budget allocations are also reviewed using this new information and updated regulatory criteria.

On 17 October 2017 Officers presented the following table (table 1) in a Communications Report to Council's Briefing Session.

**Table 1 — forward Waste Capital Budget as presented to Council 17 October 2017.**

	2016/17	2017/18	2018/19	2019/20
OPENING RESERVE BALANCE		481,186	709,186	91,186
ANNUAL BUDGET ALLOCATION		387,000	387,000	387,000
TOTAL FUNDS AVAILABLE		868,186	1,096,186	478,186
<b><u>PROJECTS:</u></b>				
Street Litter Bins	62,500	100,000		
Historic Unlicensed Landfill Risk Assessment and Rehabilitation	9,200			
Fence renewals (Gunbower, Tennyson and Echuca landfills)		44,000		
Infrastructure to allow compliance with the Victorian ban on electronic waste to landfill			180,000	
Installation of new gates on skip bins Mt Scobie Environment Centre		15,000		
Expansion of hardstand area Echuca Environment Centre			200,000	
Construction of hardstand area Mt Scobie Environment Centre			400,000	
Matching funding - projects			100,000	
Introduction of full food and garden organics service			125,000	425,000
<b>Total Projects</b>	<b>71,700</b>	<b>159,000</b>	<b>1,005,000</b>	<b>425,000</b>

On 18 October 2017 Officers met with representatives from the Goulburn Valley Waste and Resource Recovery Group (GVWRRG) and were advised that Sustainability Victoria (SV) are offering grants of up to \$500,000 for Councils wishing to implement Food Organics and Garden Organics (FOGO) services. The funding can be applied for now and must be spent by 2021. This aligns well with Councils current plans to potentially introduce a FOGO service around 2020. The funding package requires Council to allocate matching funding.

The GVWRRG indicated that they have not identified any other Council's in their region that will be seeking this funding this year. They have approached Campaspe Shire Council and encouraged an application given FOGO is being flagged for possible introduction.

## 7. Issues and Risk Management

### Issues:

#### Issue 1:

A significant amount of work still needs to be completed before a decision to proceed with FOGO services is made. This work will form a business case that will be provided to Council for a decision on the matter. This will occur regardless of the success or otherwise of the funding application.

In the event the business case determined that it was not in Council's interest to proceed with FOGO Council would need to decline the SV grant. It is not Council's usual practice to apply for grants that it is unsure it will proceed with, however in the case the GVWRRG understands the risks and has determined that as there are no other Local Governments in the region in a position to apply it is best Campaspe apply. This will reduce the competition for the funds between Local Government in future years as more and more seek to implement FOGO.

#### Issue 2:

In 2014/15 Council proactively allocated a significant budget (\$249,000 over 3 years) to understand the risk associated with historic unlicensed landfills within the shire. A risk assessment project was developed and implemented. At the time none of the other Local Governments in Council's waste management group had attempted a project of this type. Campaspe is currently leading the state in this area and have produced a report to the EPA based on the Risk Assessment findings. The report has clearly categorised all unlicensed landfill in Campaspe as low risk. The EPA have verbally indicated to Officers they agree with the findings and the report produced will meet compliance requirements.

This means the \$100,000 allocation to this project in the 2017/18 year will not be required.

It is recommended that the 2017/18 unspent waste capital budget for the Risk Assessment should be re-allocated to renew a number of fences that are at the end of their life and to renew the safety gates on the skips at the Mt Scobie Environment Centre. The fences are located at the Gunbower transfer station and landfill, Tennyson landfill and the southern section of the Echuca landfill. These works have only recently been identified and would have been added to the program at the next available opportunity. Any remaining funds will be returned to the Waste Reserve.

### Risk:

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

## 8. Strategic Planning Environments

Strong and Engaged Communities:	No impact
Resilient Economy:	Introduction of FOGO will provide additional business opportunities for our community
Healthy Environment:	Organics in landfill breakdown in anaerobic conditions to produce methane. Methane is a dangerous greenhouse gases that has 27 times the impact on global warming than carbon dioxide. Organics also contribute significantly to the generation of leachate in landfill. Removing the organic fraction from landfill therefore has significant environmental outcomes

Balanced Services and Infrastructure: The implementation of FOGO would conclude the remaining significant service improvement in kerbside services. The community have demonstrated an appetite to manage organics through the adoption of garden organics services. The addition of food would significantly improve the service to the community.

Responsible Management: Seeking funding to assist Council to implement a service improvement is a sound approach and will reduce the budgetary impact of implementation if successful.

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## **9. Consultation**

Consultation has been undertaken over a number of years with a range of organisations and individuals in relation to FOGO, these include the Goulburn Valley Waste and Resource Recovery Group, contractors, State Government, Council and other interested groups.

## **6.11. ECHUCA MOAMA TORRUMBARRY FLOOD STUDY MANAGEMENT ARRANGEMENTS**

### **Author:**

John McCartney, Specialist Project Management Consultant

### **Responsible Manager:**

General Manager Infrastructure Services General Manager

### **Attachments:**

6.11. Terms of Reference – Echuca Moama Torrumbarry Flood study Project Control Group.

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### **1. Purpose**

To seek endorsement of the governance and management arrangements for conduct of the Echuca Moama Torrumbarry Flood Study.

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### **2. Recommendation**

#### **That Council:**

- 1. Endorse the proposed management and governance arrangements for conduct of the Echuca Moama Torrumbarry Flood Study (the Study) as set out in detail in Attachment 1 and more generally providing for:**
    - a) Campaspe Shire Council as the Principal to the Study contracts;**
    - b) A Project Control Group comprising the Infrastructure Services General Manager or delegate and a representative from each of Murray River Council, NSW Office of Environment and Heritage and the North Central Catchment Management Authority to advise Campaspe Shire Council on conduct of the Study;**
    - c) A Project Manager appointed by Campaspe Shire to manage the Study process, and**
  - 2. Note the existing funding agreements with DELWP and North Central Catchment Management Authority to fund the Echuca and Torrumbarry components of the Study and proposed funding arrangement with Murray River Council to fund the Moama and New South Wales components of the Study.**
- 

### **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

Echuca and Moama are undergoing continual and significant urban growth. Being located on the Murray River and adjacent to the junctions with the Goulburn and Campaspe Rivers, contemporary flooding information is important to enable appropriate and proper land use planning to guide their growth. Significant high river events have recently occurred, principally during the 2010-11 flood event. This flood event caused flooding around and within Echuca - Moama and some stress and hardship for some residents.

Campaspe Shire was subsequently allocated \$200,000 via the Department of Environment, Land, Water and Planning (DELWP) to conduct a \$300,000 flood study to update flood information for Echuca using the latest available information and technology. As flooding along the Murray River does not respect state boundaries and the modelling will require the terrain and features on both sides of the river to be included, officers approached Murray River Council officers seeking to expand the Study to include the existing and future development areas of the combined Echuca-Moama townships. At that time Murray River Council officers were considering a study for the Moama area and preparing a funding application. Subsequently officers also became aware of other proposed and funded studies:

- (a) In the Torrumbarry area to assess the value and effects of the Torrumbarry rural levees and environmental levees in the Guttram-Benwell Forest on flooding of Cohuna and nearby settlements by efflux flows from the Murray River, and
- (b) Further downstream toward Swan Hill involving the areas within the North Central Catchment Management Authority (NCCMA), Gannawarra Shire and Swan Hill Rural City's jurisdictions.

At a meeting between officers of all affected municipalities and relevant State and catchment authorities from both sides of the Murray River, it was agreed that the best approach would be a single joint study covering the Murray River between Barmah and downstream of Torrumbarry referred to in this report as the Echuca Moama Torrumbarry Flood Study (EMTFS). It would be jointly funded by Campaspe Shire Council, DELWP, NCCMA and the Murray River Council through the NSW Department of Environment and Heritage (NSWDEH) subject to the success of its funding application. The study will be project managed by Campaspe Shire. Murray River Council officers advised that it was waiting on the outcome of its grant application. It was agreed the more remote Swan Hill study proceed separately.

The EMTFS project has been in abeyance awaiting advice on Murray River Council's grant application. This was anticipated by October 2017.

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## 7. Content

In view of the timeframes associated with Campaspe Shire's grant agreement it is proposed to seek tenders to commence the study imminently. The modelling required for the funded Echuca and Torrumbarry components of the project must cover both sides of the river and there are sufficient confirmed funds available to undertake all of the detailed study to meet Campaspe Shire's, Gannawarra Shire's and the NCCMA's needs. The modelling and mapping on the NSW side will be to a lower level of accuracy until such time funding is confirmed for the more detailed survey.

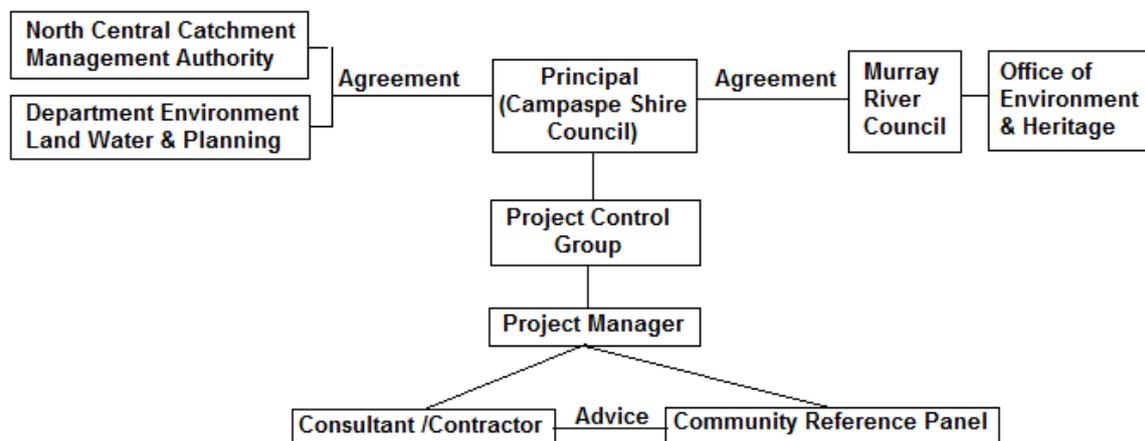
Echuca and Moama are one community affected by the same flooding events that have no regard to the State borders. It is considered important that the governing bodies affecting this community are both jointly and actively involved in this study in the interests of providing the best possible outcome for this community. It is therefore proposed that the study proceed with the same involvement of both municipalities, their Engineering officers and State technical experts regardless of the source of funds.

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## Study Framework

The following Figure 1 sets out the proposed management structure for the project. It provides for:

- 1) Campaspe Shire Council to act as Principal, be in direct control of the study contracts and appoint a project manager to manage the project.
- 2) The Study to be overseen by a Project Control Group advising Campaspe Shire Council comprising:
  - a) Infrastructure Services General Manager, Campaspe Shire Council or delegate (Project Sponsor),
  - b) Director Engineering, Murray River Council or delegate,
  - c) Senior Natural Resource Management Officer (Floodplain Management), NSW Office of Environment and Heritage or delegate,
  - d) Flood Plain Manager - North Central Catchment Management Authority or delegate,
  - e) Project Manager (advisory only)
- 3) Funding / project agreements to be established between Campaspe Shire Council and each of the Murray River Council, the NCCMA and DELWP (existing Agreement). Separate funding agreements may also exist between each of the parties to this study and their relevant State funding bodies.
- 4) It is intended that Council engage a firm of specialist engineering consultants experienced in hydraulic and hydrological modelling and flood studies to carry out all of the project works including modelling, community consultation, flood mapping and reporting in a similar manner to the recent Rochester studies. In this case the study process will be slightly different owing to slightly differing guidelines for conduct of these studies between the two States. Assessment and guidance on engagement of the consultants will be provided by the Project Control Group.
- 5) A Community Reference Panel to act as a forum to provide local knowledge and input and assist in reviewing study results as it progresses. It comprises community leaders and representatives from local authorities, organisations and the community, particularly people with an interest and knowledge of flooding events.



**Figure 1 – Project Management Structure**

## Project Control Group Terms of Reference

The Project Control Group's role is to review and provide recommendations to the Project Manager and Principal regarding the scope, conduct and findings of study investigations. It is an advisory body only and does not possess decision making

powers. Campaspe Shire Council as Principal will be legally responsible and in ultimate control of the contract with the specialist engineering consultants. Notwithstanding these legal responsibilities, it is expected the study will be conducted under the guidance of the Project Control Group on a consensus basis.

## 8. Issues and Risk Management

Key issues relevant to this proposed joint study and the associated management arrangements include:

**Murray River Council Funding:** Murray River Council is still awaiting the outcome of its funding application which has the joint support of officers at the NSWDEH and Campaspe Shire Council.

In the event grant funding is not forthcoming, sufficient funds are available to conduct the modelling along this section of river and to the higher level of accuracy on the Victorian side. The later stage of floodplain risk management study and plan for the NSW side may need to be deferred. The Victorian side study would benefit from having the NSW side investigations proceed in parallel, however it is not essential.

**Authority Involvement:** Murray River Council's involvement is important as it is the local authority responsible for flood plain management and development planning and control on the NSW side of the River. There are significant economic and social benefits for the community in having consistent and coordinated modelling, risk assessment and review of proposed mitigation options over the full flood plain rather than confining those investigations to one or other side of the river. Similarly it is important to involve the NCCMA and NSWDEH in view of their flood plain management expertise and knowledge of the specific State requirements. The proposed Project Control Group provides for this involvement whilst retaining sufficient control of the contractual arrangements for which Campaspe shire will possess legal liability.

**Project Principal:** Campaspe Shire was recommended as the legal entity to engage the consultants to conduct the joint study by the officers of the authorities involved in scoping its extent at the joint meeting in May 2017. Alternative organisations are the NCCMA, which is already heavily committed with other projects, and Murray River Council which is finalising the amalgamation. Campaspe Shire has been leading the proposed joint study and is considered the logical authority to manage the project on behalf of the other participants. The PCG is not a legal entity and cannot enter into contracts however it is the appropriate organisation to provide advice and guide the study.

## 9. Strategic Planning Environments

**Strong and Engaged Communities:** The proposed project management and governance arrangements for conduct of this study will further foster the partnership between Campaspe Shire and Murray River Councils to the benefit of the Echuca-Moama community and encourage the active involvement of community members.

**Resilient Economy:** Up to date flooding knowledge enables more appropriate planning and control of development and improved flood management thereby reducing the negative economic impacts of these events on the community and economy.

**Healthy Environment:** A joint study will enable more thorough and coordinated investigation of flooding issues thereby providing a sound basis on which to plan for urban growth and development so that the Echuca Moama and Torrumbarry district communities are less impacted by flooding in the future.

**Balanced Services and Infrastructure:** Urban planning based on the results of these investigations will result in more reliable services, lower cost infrastructure and reduced flood damage by regulating development of inappropriate flood prone areas.

**Responsible Management:** The proposed project management and governance arrangements support open and clear communication and relationship and partnership development between the local municipal authorities, the State flood plain management agencies and members of the Echuca – Moama community.

## **10. Consultation**

There has been extensive consultation between officers of Murray River, Campaspe Shire and Gannawarra Shire councils, NCCMA, DELWP and NSWDEH commencing with a joint meeting in May 2017 involving all of the organisations responsible for flood investigations along the Murray from Echuca / Moama to Swan Hill including the municipalities and State authorities from NSW and Victoria to ascertain what studies are being planned or needed with a view to coordinating the investigations and achieving some efficiencies. The key meeting outcome was general agreement to combine the planned Echuca, Torrumbarry and Moama flood studies as far as practical into a single project with Campaspe Shire Council to manage the project (contract principal). Correspondence in support of Murray River Council's funding application to the NSW State Government was also provided.

Shortly after that meeting, officers from Campaspe and Gannawarra Shire councils and the NCCMA met with the Member for Murray Plains, Hon. Peter Walsh and several Torrumbarry landowners concerned about ongoing maintenance and responsibility for the Torrumbarry levee system. The effectiveness of these levees and what they actually achieve under larger flood conditions is largely unknown as with the nearby and relatively new environmental flow management levees in the Guttram-Benwell Forest in NSW. It was indicated that these levees would be investigated as part of this study and provide the basis for establishing a management structure and funding applications for the Torrumbarry levee system.

Ongoing consultation between Murray River Council, Campaspe Shire Council, NSWDEH, DELWP and the NCCMA has continued with the proposed EMT Study being held in abeyance pending a funding announcement for Murray River Council.

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## **11. Conclusion**

There are significant economies together with economic and social benefits to the Echuca Moama community in conducting the Echuca, Moama and Torrumbarry flood studies as a joint coordinated project. It is also concluded the proposed management structure for the Echuca Moama Torrumbarry Flood Study comprising Campaspe Shire Council as Principal to the contracts with a Project Control Group comprising representatives of both affected municipalities and the flood plain experts from each State to guide and direct the study is the most effective way to conduct the study to maximise these community benefits.

## **6.12. QUARTERLY FINANCIAL STATEMENTS**

### **Author:**

Ailsa Box, Finance Manager

### **Attachments:**

6.12. Quarterly Financial Statements – Period ending 30 September 2017

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#### **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 September 2017.

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#### **2. Recommendation**

**That Council adopt the September 2017 Quarterly Statements.**

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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 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.

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#### **7. Content**

The financial statements are included as Attachment 6.12 and contains:

Income Statement	Comparison of 2017/18 budget, 2017 actuals and 2016 actuals for the three months ended 30 September 2017.
Balance Sheet	Comparison of 2017/18 budget, 2017 actuals and 2016 actuals for the three months ended 30 September 2017.

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Cash Flow Statement	Comparison of 2017/18 budget, 2017 actuals and 2016 actuals for the three months ended 30 September 2017.
Statement of Capital Works	Comparison of 2017/18 budget, 2017 actuals and 2016 actuals for the three months ended 30 September 2017.

### Income Statement

The major variations to budget for the three months ended 31 March 2017 are:

- Timing of grant payments, fifty percent of the 2017/18 allocation of Financial Assistance Grants was pre-paid in June 2016/17, variance for the September quarter is \$1.4 million, this will carry across the remainder of the 2017/18 year
- 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 majority of the capital works program is in planning and design phases, spend will increase to be in line with budget as actual works commence

## **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 2017/18 financial year.

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

## **9. Strategic Planning Environments**

Strong and Engaged Communities:	No Impact
Resilient Economy:	No Impact
Healthy Environment:	No Impact
Balanced Services and Infrastructure:	No Impact
Responsible Management:	To provide Council and community with a summary of our financial performance for the period ended 30 September 2017

## **10. Consultation**

General Manager Corporate Services

**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.

## 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 October 2017.

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**2. Recommendation**

**That Council receive 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*.

---

**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 October 2017:

<b>Meeting Information</b>		
Meeting Name/Type	Campaspe Briefing Session	
Meeting Date	3 October 2017	
Start time	9:08am	Finish time 2:11pm
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 Mayors Against Hate Campaign</li> <li>4.2 MRGC Canberra Meetings</li> <li>4.3 City of Greater Shepparton request for financial support from Campaspe for Commonwealth Games Bid 2030 Pre-Feasibility Study</li> <li>4.4 Pigeon Management in Echuca</li> <li>4.5 Tourism Projects Update</li> <li>4.6 C104 Planning Scheme Amendment</li> </ol> </li> <li>5. Communication Reports</li> <li>6. Briefing Minutes Review</li> <li>7. Section 86 Committees Review</li> <li>8. Council Policy Review</li> <li>9. Public Spaces Trading Policy Update</li> <li>10. Environment Strategy Review</li> <li>11. Lisa Chesters MP Pre Briefing</li> <li>12. Delegation – Loddon Campaspe Regional Partnerships Update</li> <li>13. Delegation – Rural Australia for Refugees</li> <li>14. Delegation – Lisa Chesters MP</li> </ol>	
<b>Attendees</b>		
Councillors	Cr Adrian Weston (Mayor), Cr Leanne Pentreath (Deputy Mayor), Cr Daniel Mackrell, Cr Kristen Munro (9:37am - 2:11pm), Cr Vicki Neele (10:00am - 2:11pm), Cr Neil Pankhurst, Cr Annie Vickers, Cr Leigh Wilson, Cr John Zobec (9:15am - 2:11pm)	
Staff	Paul McKenzie (9:09am - 2:11pm), Keith Oberin, Emma Dalton, Frank Crawley (9:08am – 10:41am), Sharolyn Taylor	
<b>Apologies</b>		
Councillors		
Staff	Jason Russell	
<b>Conflict of Interest disclosures</b>		
Matter No.	Councillor/officer making disclosure	Left meeting: Yes/No
9	Cr Pankhurst	Yes
9	Cr Mackrell	Yes

<b>Meeting Information</b>		
Meeting Name/Type	Campaspe Briefing Session	
Meeting Date	17 October 2017	
Start time	9:04am	Finish time 4:00pm
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 Gunbower Racing Club</li> <li>4.2 Draft Bill Emergency Management</li> </ol> </li> <li>5. Briefing Minutes Review</li> <li>6. Council Meeting Agenda – Open Q &amp; A</li> <li>8. MAV State Council Motions Review</li> <li>9. Waste Capital Program</li> <li>10. Community Planning Funds</li> <li>11. Community Engagement Framework</li> <li>13. Delegation – North Central CMA (NCCMA)</li> <li>14. Delegation – Goulburn Broken CMA</li> <li>15. Operational Report – September</li> <li>16. Local Law#1 Meeting Procedures</li> <li>17. Councillor Portfolios</li> <li>18. General Business               <ol style="list-style-type: none"> <li>18.1 Blue Tongue Virus</li> </ol> </li> </ol>	
<b>Attendees</b>		
Councillors	Cr Adrian Weston (Mayor), Cr Leanne Pentreath (Deputy Mayor), Cr Daniel Mackrell, Cr Kristen Munro (9:25am – 4:00pm), Cr Vicki Neele, Cr Neil Pankhurst, Cr Annie Vickers, Cr Leigh Wilson, Cr John Zobec	
Staff	Jason Russell, Keith Oberin, Paul McKenzie (9:44am – 4:00pm), Emma Dalton, Frank Crawley (9:04am – 10:13am) (3:30pm – 4:00pm), Sharolyn Taylor	
<b>Apologies</b>		
Councillors		
Staff		
<b>Conflict of Interest disclosures</b>		
Matter No.	Councillor/officer making disclosure	Left meeting: Yes/No
7- 6.6	Cr Munro	Yes
7 – 7.3	Cr Munro	Yes

<b>Meeting Information</b>		
Meeting Name/Type	Campaspe Briefing Session	
Meeting Date	31 October 2017	
Start time	9:05am	Finish time 2:50pm
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. Stadium &amp; Recreation Reserves</li> <li>6. Rural Land Use &amp; Planning Scheme Review</li> <li>7. Waste Organics Grant Application</li> <li>8. Councillor Portfolios</li> <li>10. CEO Update               <ol style="list-style-type: none"> <li>10.1 VicRoads Update</li> <li>10.2. Fox Island Bridge Update</li> <li>10.3 Echuca Court</li> <li>10.4. Quarry</li> <li>10.5 Murray Goulburn</li> </ol> </li> </ol>	
<b>Attendees</b>		
Councillors	Cr Adrian Weston (Mayor), Cr Leanne Pentreath (Deputy Mayor), Cr Daniel Mackrell (9:05am – 10:42am) (11:34am – 2:50pm), Cr Kristen Munro (9:15am – 10:42am) (11:34am – 2:50pm), Cr Vicki Neele (9:06am - 2:50pm), Cr Neil Pankhurst, Cr Annie Vickers (9:05am – 10:42am) (12:17pm – 2:50pm), Cr Leigh Wilson, Cr John Zobec	
Staff	Jason Russell, Keith Oberin, Paul McKenzie, Emma Dalton, Frank Crawley (1:12pm – 1:45pm), Sharolyn Taylor	
<b>Apologies</b>		
Councillors		
Staff		
<b>Conflict of Interest disclosures</b>		
Matter No.	Councillor/officer making disclosure	Left meeting: Yes/No
Nil		

## 8. 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

## 9. Consultation

Nil.

## **7.2. LETTERS OF APPRECIATION**

The following have been received:

- Bernie McWhinney – letter of appreciation for council's good work in and around Rushworth. The town looks great.
  - Close The Loop – Certificate of Appreciation for printer cartridge recycling and resource recovery and quarterly report 1 July – 30 September 2017.
  - Zac Dingwall – letter of appreciation for work experience with the Civil Engineering Team.
  - Girgarre Memorial Hall Committee of Management – letter of appreciation for works done at the Girgarre Memorial Hall.
  - Fight Cancer Foundation – Letter of Appreciation for staff participation in the Fight Cancer Foundation's Footy Colours Day 2017.
  - Victorian Local Governance Association – Letter of Appreciation with council's ongoing support with VLGA.
- 

### **Recommendation**

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

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

**Author:**

Jacque Bruns, 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.

2. **Recommendation**

**That council note the following grant application/s:**

**Has been approved in accordance with Responsive Grants Program guidelines and criteria and applicant advised in writing:**

- **Tough Love Committee – to assist with the cost of the Tough Love Event which hosts Peter Lyndon author of Tough Love.**

**Have not been approved in accordance with Responsive Grants Program guidelines and criteria and applicants advised in writing:**

- **Bamawm Extension Fire Brigade – to pay for the cost of printing a community newsletter.**
  - **Nanneella Memorial Hall & Recreation Reserve – to contribute to the War Memorial Dedication and Service on 29 October.**
- 

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

This month, the following applications have been received:

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Organisation	Amount	Amount Recommended	Purpose	Comment
Bamawm Extension Fire Brigade	\$687.50	\$0	To pay for the cost of printing the Bamawm Extension Fire Brigade's newsletter	Not approved by CEO - does not meet assessment criteria as group received funds for the same project last year to purchase a print/scan/fax machine
Nanneella Memorial Hall & Recreation Reserve	\$1,000	\$0	To assist with costs associated with holding a Dedication of War Memorial Service	Not approved by CEO - does not meet assessment criteria due to outstanding Final Report & Financial Acquittal
Tough Love Committee	\$1,000	\$1,000	To assist with the promotion of the Tough Love Seminar which will host Peter Lyndon author of Tough Love	Approved by CEO – meets assessment criteria

<b>Fund Balance Prior to application approval:</b>	\$42,733
<b>Funding approved:</b>	\$1,000
<b>Fund Balance: (2 November 2017)</b>	\$41,733

## 7. Issues and Risk Management

Nil

### Risk:

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

## 8. Strategic Planning Environments

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

## 9. Consultation

Nil

## **7.4. COMPETITIVE NEUTRALITY COMPLAINT**

**Author:**

Frank Crawley, Governance Manager

**Responsible Manager:**

General Manager Corporate Services

**Attachments:**

7.4. Letter from Commissioner for Better Regulation dated 9 November 2017

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**1. Purpose**

To advise Council of the outcome of a Competitive Neutrality complaint against Council and Echuca Paddlesteamers.

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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*.

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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**

This report is in accordance with the revised National Competition Policy – Competitive Neutrality that is being presented to the November 2017 Council meeting for adoption.

On 2 June Council was advised by the Commissioner for Better Regulation that they had received a competitive neutrality complaint against the Shire of Campaspe and Echuca Paddlesteamers.

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**7. Content**

The key issues the complainant raised were whether the council was charging Echuca Paddlesteamers the same costs it would charge another competitor providing similar goods and services and whether arrangements similar to those made

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with the Port of Echuca Discovery Centre and Echuca Paddlesteamers for the “ Port Pub and Paddlesteamer’ product are also available to other businesses.

The Commissioner was advised that Council applies full competitive neutrality principles to the operation of Echuca Paddlesteamers and that offers to participate in new products were available to other businesses. The Commissioner was given a copy of Echuca Paddlesteamers competitive neutrality financial report for the year ended 30 June 2016 on the proviso that it remain confidential.

On reviewing Echuca Paddlesteamers financial report and council responses to their questions the Commissioner’s Office were of the opinion that Council had not breached any competitive neutrality principles and they would advise the complainant of their determination.

After some discussion with the Commissioner’s office concerning the Echuca Paddlesteamers financials they recommended that we review the paddlesteamer leasing arrangement to ensure it is based on proper commercial principles and continue to ensure that Echuca Paddlesteamers pays the same cost as would be charged to another competitor.

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## 8. Issues and Risk Management

### **Issues:**

#### **Issue 1:**

Development of a formal lease between Council and Echuca Paddlesteamers. This will be undertaken in the near future.

#### **Issue 2:**

Ensure that all internal dealings with Echuca Paddlesteamers and other businesses are properly documented so that there is an audit trail.

#### **Issue 3:**

Have an independent audit of council’s 2016-17 competitive neutrality financial statements to ensure that they are accurate and in accordance with competitive neutrality principles.

### **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: Nil

Resilient Economy: Nil

Healthy Environment: Nil

Balanced Services and Infrastructure: Nil

Responsible Management: Council's response to competitive neutrality complaints aligns to the strategic objective of an organisation that is responsive, flexible, honest, accountable and consistent. It also aligns with strategy 4 that enable the delivery of services, facilities and programs to the community through sound corporate governance and fiscal responsibility

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**11. Consultation**

- Council's River Services Manager
  - Council's Commercial Operations Manager.
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**12. Officer Comment**

Council will continue to be vigilant in ensuring that Council's recognised businesses under competitive neutrality principles, i.e. Echuca Paddlesteamers, Echuca Saleyards and Echuca Holiday Park are treated as independent businesses.

## 8. COUNCILLOR REPORTS

<b>Cr Adrian Weston</b>	
18 October 2017	Richmond Football Club Tour
18 October 2017	Rural Councils Victoria 2017 Annual General Meeting
19 - 20 October 2017	MAV Annual Conference and State Council Meeting
19 October 2017	Special Murray River Group of Councils Mayor & CEO meeting
24 October 2017	Stanhope Community Hall AGM
24 October 2017	Stanhope National Party AGM
25 October 2017	Official Opening of Mark Gepp Member for Northern Victoria Electorate Office
26 – 29 October 2017	Great Murray River Postie Bike Challenge
1 November 2017	National Carp Control Plan Workshop
2 November 2017	Moira Mayor and Councillor Catch up
2 November 2017	Regional Mayoral Meeting
6 November 2017	EMFM Radio
6 November 2017	Small Scale Central Victorian Pork and Poultry Producers Site Visit
7 November 2017	Corop Cup
8 November 2017	160 Celebration of Mulcahy Dairy Businesses
10 November 2017	Official Launch of the Taungurung Country Plan & Opening of the Taungurung Clans
10 November 2017	Small Scale Central Victorian Pork and Poultry Producers Site Visit
11 November 2017	Kyabram RV Country Music Corral
11 November 2017	Remembrance Day Service - Rushworth
11 November 2017	Community Screening of Fire in the Belly
12 November 2017	Traditional Smoking Ceremony to herald the upcoming Fire Danger Period within District 20
12 November 2017	Tongala Community Centre 40th Anniversary Presentation day
13 November 2017	Meeting with Damian Drum
13 November 2017	Kyabram One Town Committee Meeting
15 November 2017	Rushworth Shire Hall Committee of Management AGM
16 November 2017	National Carp Control Plan Community Meeting
18 November 2017	Sri-Lankan Cultural Evening
19 November 2017	Campaspe East Timor Association in Friendship (CETAF) Launch of Photographic Exhibition Faces of Timor Lest
20 November 2017	Girgarre Gardens Meeting

<b>Cr Daniel Mackrell</b>	
19-24 October 2017	Shiroi Delegation
25 – 27 October 2017	ICTC Mainstreet Conference
29 October 2017	Dedication of a War Memorial Nanneella
9 November 2017	Echuca Moama Beacon Foundation AGM
9 November 2017	C4EM AGM
12 November 2017	Tongala Community Centre 40th Anniversary Presentation day
13 November 2017	Kyabram One Town Committee Meeting

<b>Cr Daniel Mackrell continued</b>	
14 November 2017	Vet in Schools Excellence Awards
17 November 2017	The Foundry Arts Space Official Opening "Off with their Heads" Portrait Competition &
<b>Cr Kristen Munro</b>	
19-24 October 2017	Shiroi Delegation
25 October 2017	Murray Human Services AGM
29 October 2017	Boomerang Bags Launch
29 October 2017	Dedication of a War Memorial Nanneella
30 October 2017	CCLLEN Board Meeting
30 October 2017	St Joseph's College VCE Art/Tech Expo 2017 Official Opening
2 November 2017	Education and Industry Seminar
11 November 2017	Remembrance Day Service - Echuca
13 November 2017	Kyabram P-12 College Nestle Agriculture & Sustainability Centre "See how we have grown"
15 November 2017	Kyabram Deakin Residents and Ratepayers Development Group Meeting
17 November 2017	Draft Victorian Rural Drainage Strategy Forum & Workshop
17 November 2017	The Foundry Arts Space Official Opening "Off with their Heads" Portrait Competition &
19 November 2017	Campaspe East Timor Association in Friendship (CETAF) Launch of Photographic Exhibition Faces of Timor Lest

<b>Cr Vicki Neele</b>	
19 October 2017	Echuca Moama and District Tourism Development Association Inc Board Meeting
19-24 October 2017	Shiroi Delegation
25 October 2017	John Furphy Memorial Lecture - 2017
26 October 2017	Kyabram Town Committee - Steering Committee Meeting
27 October 2017	Sod turning ceremony at Waranga Aged Care Hostel
29 October 2017	Dedication of a War Memorial Nanneella
31 October 2017	800 Horsemen tribute to the Light Horsemen by Kyabram Cemetery Trust
8 November 2017	EMT Board Meeting
9 November 2017	C4EM AGM
10 November 2017	Remembrance Day Service - Stanhope
11 November 2017	Kyabram RV Country Music Corral
11 November 2017	Remembrance Day Service - Kyabram
13 November 2017	Kyabram P-12 College Nestle Agriculture & Sustainability Centre "See how we have grown"
13 November 2017	Kyabram One Town Committee Meeting
15 November 2017	Kyabram Deakin Residents and Ratepayers Development Group Meeting
16 November 2017	MRT Local Gov Workshop

<b>Cr Neil Pankhurst</b>	
18 October 2017	Tongala Community Centre AGM
19 October 2017	CLRS AGM
23 October 2017	Murray Valley Highway Safety Upgrade Community Drop in Session
24 October 2017	Annual Service of Commemoration of the Fallen
26 October 2017	Kyabram Town Committee - Steering Committee Meeting

<b>Cr Neil Pankhurst continued</b>	
31 October 2017	800 Horsemen tribute to the Light Horsemen by Kyabram Cemetery Trust
11 November 2017	Remembrance Day Service - Tongala
13 November 2017	Kyabram P-12 College Nestle Agriculture & Sustainability Centre "See how we have grown"
13 November 2017	Kyabram One Town Committee Meeting
16 November 2017	National Carp Control Plan Community Meeting
17 November 2017	Draft Victorian Rural Drainage Strategy Forum & Workshop
19 November 2017	Campaspe East Timor Association in Friendship (CETAF) Launch of Photographic Exhibition Faces of Timor Lest
21 November 2017	CLRS Sponsor Appreciation Breakfast

<b>Cr Leanne Pentreath</b>	
19 October 2017	Murray Regional Tourism AGM
23 October 2017	Murray Valley Highway Safety Upgrade Community Drop in Session
29 October 2017	Boomerang Bags Launch
29 October 2017	Dedication of a War Memorial Nanneella
31 October 2017	Bamawm Extension Hall AGM
1 November 2017	Rochester Flood Management Plan session
7 November 2017	Lockington Community Care Committee
10 November 2017	Clay Target Association Event Opening - State Titles
12 November 2017	Traditional Smoking Ceremony to herald the upcoming Fire Danger Period within District 20
13 November 2017	Kyabram P-12 College Nestle Agriculture & Sustainability Centre "See how we have grown"
13 November 2017	WICKED Sustainability Awards Ceremony
16 November 2017	Lockington & District Bush Nursing Centre AGM

<b>Cr Annie Vickers</b>	
18 October 2017	Richmond Football Club Tour
18 October 2017	Rural Councils Victoria 2017 Annual General Meeting
18 October 2017	Echuca Moama Tourism AGM
19 October 2017	Murray Regional Tourism AGM
19 October 2017	CLRS AGM
20 October 2017	CLRS Opening
23 October 2017	Murray Valley Highway Safety Upgrade Community Drop in Session
29 October 2017	Boomerang Bags Launch
29 October 2017	Dedication of a War Memorial Nanneella
30 October 2017	St Joseph's College VCE Art/Tech Expo 2017 Official Opening
31 October 2017	800 Horsemen tribute to the Light Horsemen by Kyabram Cemetery Trust
1 November 2017	National Carp Control Plan Workshop
2 November 2017	Integrated Municipal Emergency Management Planning Committee meeting
3 November 2017	Echuca 208 Primary School Walk to School breakfast
9 November 2017	Echuca Moama Beacon Foundation AGM
9 November 2017	C4EM AGM
11 November 2017	Remembrance Day Service - Echuca
13 November 2017	Kyabram P-12 College Nestle Agriculture & Sustainability Centre "See how we have grown"

<b>Cr Annie Vickers continued</b>	
13 November 2017	Echuca Regional Health AGM
15 November 2017	Kyabram Deakin Residents and Ratepayers Development Group Meeting
16 November 2017	National Carp Control Plan Community Meeting
17 November 2017	Draft Victorian Rural Drainage Strategy Forum & Workshop
17 November 2017	The Foundry Arts Space Official Opening "Off with their Heads" Portrait Competition &
19 November 2017	Campaspe East Timor Association in Friendship (CETAF) Launch of Photographic Exhibition Faces of Timor Lest
21 November 2017	CLRS Sponsor Appreciation Breakfast

<b>Cr Leigh Wilson</b>	
20 October 2017	GVWRRG Board Meeting
25 October 2017	Rochester District Planning Group
29 October 2017	Dedication of a War Memorial Nanneella
1 November 2017	ROLFBAG Meeting
1 November 2017	Rochester Flood Management Plan sessions
9 November 2017	REDHS "In Caring Hands" unveiling of cyprus tree carvings to commemorate the history of Rochester War Memorial Hospital & AGM
11 November 2017	Remembrance Day Service - Rochester
13 November 2017	WICKED Sustainability Awards Ceremony
17 November 2017	Draft Victorian Rural Drainage Strategy Forum & Workshop
20 November 2017	Rochester Community House Meeting

<b>Cr John Zobec</b>	
18 October 2017	Richmond Football Club Tour
18 October 2017	Rural Councils Victoria 2017 Annual General Meeting
23 October 2017	Murray Valley Highway Safety Upgrade Community Drop in Session
26 October 2017	Kyabram Town Committee - Steering Committee Meeting
29 October 2017	Dedication of a War Memorial Nanneella
31 October 2017	800 Horsemen tribute to the Light Horsemen by Kyabram Cemetery Trust
11 November 2017	Kyabram RV Country Music Corral
11 November 2017	Remembrance Day Service - Kyabram
13 November 2017	Kyabram One Town Committee Meeting
16 November 2017	National Carp Control Plan Community Meeting
17 November 2017	Draft Victorian Rural Drainage Strategy Forum & Workshop
19 November 2017	Campaspe East Timor Association in Friendship (CETAF) Launch of Photographic Exhibition Faces of Timor Lest

## Recommendation

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

## 9. CHIEF EXECUTIVE OFFICER'S REPORT

Activities and meetings attended since previous Council meeting:

- Rural Councils Victoria Committee Meeting
- Rural Councils Victoria Mayors, Councillors & CEO Meeting
- Murray Regional Tourism AGM
- Murray River Group of Councils CEO meeting
- Launch of Opening Doors Project
- VicRoads Municipal Meeting
- Waranga Aged Care Hostel – sod turning
- Old Echuca Town committee representatives
- Regional Development Victoria's Murray Goulburn Transition Committee
- Loddon Campaspe CEO Meeting
- Bridge Steering Committee
- Regional Development Victoria Executive meeting
- Court Services meeting
- Rural Councils Victoria Committee meeting
- Echuca Moama Bridge Project Design Team Briefing
- Echuca Moama Theatre Company
- Kyabram One Town Committee meeting
- Campaspe Statutory meeting
- Meeting with DELWP Secretary
- EMAI Portrait Exhibition
- Girgarre Botanic Gardens meeting

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### Recommendation

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

## **10. NOTICES OF MOTION**

## **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**

Nil

## **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