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AGENDA



For a meeting of the seventh Campaspe Shire Council to be held on Tuesday, 5 December 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 Special Council Meeting held on 14 November 2017
- Open section of the Council Meeting held on 21 November 2017
- Open section of the Campaspe Briefing Session held on 14 November 2017
- Open section of the Campaspe Briefing Session held on 21 November 2017

Recommendation

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

- **The open section of the Special Council Meeting held on 14 November 2017**
- **The open section of the Council Meeting held on 21 November 2017**
- **The open section of the Campaspe Briefing Session held on 14 November 2017**
- **The open section of the Campaspe Briefing Session held on 21 November 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

5. PLANNING AUTHORITY DECISIONS

6. COUNCIL DECISIONS

6.1. PLANNING OFFICER APPOINTMENT AND AUTHORISATION

Author:

Sharolyn Taylor, Council Support Officer

Responsible Manager:

Governance Manager

Attachments:

- 6.1.1 Instrument of Appointment and Authorisation for Stuart Charles Taylor
 - 6.1.2 Instrument of Appointment and Authorisation for Awais Sadiq
 - 6.1.3 Instrument of Appointment and Authorisation for Rebecca Lee Fisher
-

1. Purpose

To appoint three new planners as authorised officers for Campaspe Shire Council.

2. Recommendation

That Council:

In the exercise of the powers conferred by section 224 of the *Local Government Act 1989* and the other legislation referred to in the attached instruments of appointment and authorisation (the instrument), Campaspe Shire Council (Council) resolves that:

1. **The members of Council staff referred to in the instrument Stuart Charles Taylor, Awais Sadiq, Rebecca Lee Fisher be appointed and authorised as set out in the instrument:**
 - a) **Under Section 147(4) *Planning & Environment Act 1987***
 - b) **Under Section 4(1) and Section 48A *Environment Protection Act 1987***
 - c) **Under Section 525(2) *Residential Tenancies Act 1997***
 - d) ***Summary Offences Act 1966***

The instruments come into force immediately the common seal of Council is affixed to the instrument, and remains in force until this appointment and authorisation is revoked on cessation of the officer's employment with Council.

3. Conflict of Interest

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

Three new staff members have commenced in the Planning and Building Department. Planning officers require delegated authority as authorised officers under various legislation to undertake statutory obligations. Tasks include entering sites, gathering evidence or serving of legal notices, if required, appropriate to their level of experience and qualifications.

7. Content

Section 14 of the *Planning and Environment Act 1987*, required Council to efficiently administer and enforce the planning scheme. The duty must be carried out by a delegated officer of Council.

Section 224 of the *Local Government Act 1989* provides for the appointment of authorised officers.

Authorisation under the following legislation is required for Council's Planner positions.

1. *Planning and Environment Act 1987*
2. *Environment Protection Act 1987*
3. *Residential Tenancies Act 1997*
4. *Summary Offences Act 1966*
5. Section 224 of the *Local Government Act 1989*

And the regulations and local laws made under each of the above Acts.

8. Strategic Planning Environments

Strong and Engaged Communities:	No impact
Resilient Economy:	Regulatory work has wide application in maintaining and ensuring an appropriate built environment.
Healthy Environment:	No impact
Balanced Services and Infrastructure:	Officers need to be correctly authorised to be able to deliver to the community the services required.
Responsible Management:	Officer authorisations are a requirement for effective service delivery and to ensure council is acting in accordance with statutory requirements.

9. Consultation

- Planning and Building Manager
 - General Manager Corporate Services
-

10. Officer Comment

The correct authorisation of officers is a statutory matter necessary for council to carry out its functions.

6.2. REVIEW OF LOCAL LAW NO 1 MEETING PROCEDURES

Author:

Frank Crawley, Governance Manager

Attachments:

6.2.1. Draft Local Law No 1 Meeting Procedures

6.2.2 Local Law Community Impact Statement

1. Purpose

To adopt draft Local Law No 1 Meeting Procedures for the purpose of public consultation.

2. Recommendation

That Council:

1. **Agree to have the revocation date for the local law 10 years after its commencement date unless revoked sooner by Council resolution, which is in accordance with the Local Government Act.**
 2. **Endorse draft Local Law No 1 Meeting Procedures.**
 3. **Authorise the Chief Executive Officer to:**
 - a) **Give public notice of the preparation of the draft Local Law No 1 – Meeting Procedures.**
 - b) **Make the draft Local Law No 1 Meeting Procedures available for public inspection.**
 - c) **Invite submissions on the draft local law in accordance with Section 223 of the Local Government Act.**
 - d) **Receive submissions until 18 January 2018.**
 4. **If required, hold a Special Council Meeting on 23 January 2018 to consider submissions received under section 223 of the Local Government Act.**
-

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

An assessment against the Charter of Human Rights and Responsibilities has been undertaken and based on the assessment and the limitations identified, on balance, the draft local law is deemed to be compatible to allow for Council to meet all of its other statutory obligations.

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 current Meeting Procedure Local law No 1 came into operation on 18 June 2015 and ceases to operate on 14 December 2017.

7. Content

The council has considered changes to the existing meeting procedures local law at its briefing sessions on 17 October, 14 November and 21 November 2017.

The main changes relate to the following:

- The current practice of delivering business papers electronically will now be included in the procedures
- The process for requesting and recording leave of absences and apologies has been made clearer
- A new rule has been added that states the council will only receive deputations/delegations for item/s that are listed on that meeting's agenda
- The clause relating to Inward Correspondence has been deleted as it is no longer relevant
- A new paragraph on acceptance of e-petitions has been included
- Public question time has been limited to two (2) questions per person
- The Notices of Motion clause has been altered so that they must be on the proper form (which is an appendix) and include an Officer comment. The clause relating to preparation of a formal report if the Notice of Motion is contrary to the restrictions has been deleted as it conflicts with the statement on what notices will be accepted.
- A new section has been added explaining the role, duties and discretions of the Chair
- A new requirement has been added that a Councillor wishing to move an alternate motion must advise the Chief Executive Officer as soon as possible prior to the meeting and the CEO is required to distribute the proposed alternate motion to all councillors
- The clause on suspension of standing orders has been amended so it is clear that the suspension is only for the purpose of facilitating further discussion of the item without having to follow the rules of debate
- Two further reasons have been added to adjourn a meeting, being first, to give councillors a comfort break and secondly, to give councillors the opportunity to liaise with members of the public who wish to leave the meeting as their issue has been dealt with.
- A new clause has been added that states that all present at the meeting must turn their electronic devices to silent
- A new clause has been added that states that posters, banners and other protest material may be removed, if, in the opinion of the Chair, it is offensive or derogatory or defamatory or poses a risk to people present at the meeting
- An appendix has been added which is a flowchart explaining how motions and amendments are dealt with.

The council is required to prepare a Local law Community Impact Statement which is attached. It is also required to undertake an assessment against the Charter of Human Rights and Responsibilities which has been undertaken and the draft Local Law is compliant.

8. Issues and Risk Management

Issues:

As the revocation date of the existing local law is 14 December 2017, any meetings of council after that date and before it adopts the new local law will require Council to pass a resolution at the beginning of each meeting, that in accordance with section 91(2) of the Local Government Act the conduct of the meeting will be held in accordance with its revoked Local Law No 1 Meeting Procedures.

Risk:

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

9. Options

Option 1: That Council approve the recommendation.

This option is recommended by officers.

Option 2: That Council not approve the recommendation.

This option is not recommended by officers.

10. Strategic Planning Environments

Strong and Engaged Communities: No impact

Resilient Economy: No impact

Healthy Environment: No impact

Balanced Services and Infrastructure: No impact

Responsible Management: The adoption of a new meeting procedure local law is consistent with the strategic outcome of Strong leadership, advocacy and good governance and strategy 4 - enable the delivery of services, facilities and programs to the community through sound corporate governance and fiscal responsibility.

11. Consultation

Internal

- Councillors
- Executive Management Group

External

- This will occur through the Section 223 public consultation process.
-

6.3. ARBOVIRUS AND MOSQUITO MANAGEMENT PLAN 2017-2020

Author:

Alissa Herd, Environmental Health Coordinator

Responsible Manager:

Public Environments Manager

Attachments:

6.3 Arbovirus and Mosquito Management Plan 2017-2020

1. Purpose

To advise Council of the development of the Arbovirus and Mosquito Management Plan 2017-2020 and seek Council adoption of the plan.

2. Recommendation

That Council adopt the Arbovirus and Mosquito Management Plan 2017-2020.

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 Victorian Government through the Department of Health and Human Services (DHHS) are responsible for the State Arbovirus program. The purpose of this program is to monitor and reduce the public health risks associated with arboviruses.

The Victorian Arbovirus Disease Control Program was established following an outbreak of Murray Valley Encephalitis in 1974 which included 58 cases and 13 deaths across the country. In addition to the morbidity and mortality rates from the disease, the outbreak had a significant impact economically on Victoria and in particular the Murray Valley region.

Campaspe Shire Council have received funding to participate in the Victorian program since it commenced in 1975, along with a number of other municipalities along the Murray River. Council's Arbovirus Program typically runs from November to late March, dependent on weather conditions and mosquito population patterns.

As part of the program Council employ a Mosquito Monitor who conducts surveillance and treatment of mosquito breeding sites as well as adult trapping of mosquitos. Trapped mosquitos are then provided to AgriBio unit within the Department of Economic Development, Jobs, Transport and Resources (DEDJTR) for identification and virus testing. The identification of the types of species allows council to determine if increased activities are required, for example if we are seeing high numbers of mosquitos that are known to spread disease.

In 2016-17 Victoria experienced the largest outbreak of Ross River Virus on record with over 2000 confirmed cases across the state. The majority of these cases were from the Loddon Mallee and Hume Regions in Northern Victoria. In addition, cases were isolated in metropolitan Melbourne with no clear link to travel to areas where Ross River Virus is usually found. This outbreak led to increased funding from the State Government to identified high risk Councils for increased surveillance and treatment throughout Victoria to combat the large numbers of mosquitos and Ross River Virus cases. Campaspe Shire were one of the councils considered to be high risk.

Following the outbreak of Ross River Virus last season concerns were raised with the Department of Health and Human Services (DHHS) about the lack of public information that was shared with the community about the outbreak and numbers of cases, particularly early in the season. Councils were concerned that some residents within high risk areas were complacent in relation to personal protection and were not understanding the importance of the messages in comparison to other seasons. If policy on publicising the outbreak were to change and the dissemination of this information were to become more widespread there could be a negative tourism impact.

7. Content

The 2016-17 Ross River Virus outbreak has led to a number of changes being made by the Department of Health and Human Services. These changes include the requirement for all councils involved in the Victorian Arbovirus Disease Control Program to prepare an Arbovirus and Mosquito Management Plan in order to receive ongoing funding. Further changes to be introduced in the coming years will include a formal funding agreement and more standardised reporting requirements. Without this funding council would be required to either fully fund the program or cease running the program.

Campaspe Shire developed a Mosquito Management Plan following the 2011 floods to support the increased activities that were required to be undertaken at this time. This plan was a very simple guide that outlined council's day to day activities for the program. This plan has been used as the basis for the development of a more detailed plan as required by the Department of Health and Human Services.

The Arbovirus and Mosquito Management Plan 2017-2020 has been developed to provide clear guidance and direction for the implementation of councils Mosquito Management Program. It also identifies how council manages mosquito control and community education.

8. Issues and Risk Management

Issues:

Issue 1

Changes to the Victorian Arbovirus Disease Control Program will require all councils that participate to have a Mosquito Management Plan. If councils do not have this plan in place outlining their activities of the program they will not receive funding from the Department of Health and Human Services. Currently the Department of Health provide the following funding arrangements with councils:

Item	Reimbursement
Salary	50%
Travel and Vehicles	50%
Control Agents	100%
Consumables	100%
Other items	50-100%

Without this funding council would be required to fully fund the program or stop providing the program to the community. If the program was to cease there is potential for an increase in mosquito borne disease throughout the municipality. An increase in disease could lead to a number of other social and economic impacts for the region.

Issue 2

There are a number of potential implications for council and the community if risks are not managed appropriately. The table below list some of the potential issues council must consider.

Public Health	Increase in disease cases and possible Murray Valley Encephalitis outbreaks. Increased morbidity and mortality rates within the community.
Social and Economic	Loss of amenity and outdoor enjoyment due to increase in nuisance mosquitos. Loss of income for individuals who are unable to work due to illness. Reduction in numbers of visitors to the region. Financial implications for businesses due reduction in tourism to the area and staff illness.
Environmental	Impact on natural ecosystems and animals through the use of inappropriate chemical treatment.
Legal	Legal implications for council if not meeting obligations under the Public Health and Wellbeing Act 2008 in the protection of the health of the community.

The development of the Arbovirus and Mosquito Management Plan ensure council have considered these issues and can take measures to reduce the impacts they may have on the community.

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:	A key component of councils Mosquito Management Program is community education. The program and plan aim to educate the community on ways they can prevent themselves from contracting a mosquito borne virus as well as increased awareness.
Resilient Economy:	The plan supports the effective management of mosquito numbers to ensure council continues to provide services to the community, particularly in the tourism sector.
Healthy Environment:	The management of mosquitos includes the use of various control methods. The plan considers a number of factors when determining what control method is most appropriate including the impacts each has on the environment.
Balanced Services and Infrastructure:	No impact
Responsible Management:	The plan provides clear guidance on the activities that are required based on the mosquito borne disease risk at the time. This will assist council in running an efficient and effective program for the community.

10. Consultation

The Environmental Health Department have been involved in the development of the plan. The Public Environments Manager and Regulatory and Community Services General Manager have also been consulted. Officers have reviewed Arbovirus and Mosquito Management Plans from neighbouring Councils to ensure consistency across the region. The plan has also been provided to the Department of Health and Human Services for review and comment.

6.4. COMMUNITY PLAN IMPLEMENTATION FUNDS REQUEST – MOORE STREET PROJECT

Author:

Jenny Turner, Community Planning Officer

Responsible Manager:

Community Engagement Manager

1. Purpose

To seek Council approval for an allocation of Community Plan Implementation Funds (Rochester Allocation) to the Moore Street sub-committee of the Committee 4Rochester Inc.

2. Recommendation

That Council:

- 1. Approve an allocation of \$58,503.27 from the Community Plan Implementation Fund (Rochester Allocation) to the Rochester Moore Street Project to complete works up to this amount.**
 - 2. Endorse the following works subject to design and Council Officers approval:**
 - **Construction of a universal access crossing point adjacent to the Opperman statue.**
 - **Construction of an accessible observation path linking the universal access crossing point adjacent to the Opperman statue towards the southern end of the space (approx. 200 metres).**
 - **Installation of a drinking fountain/pet station**
 - **Completion of Wayfinding signs.**
 - 3. Investigate a proposal for parallel parking along the West side of the Moore Street service road (northern end).**
-

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 Moore Street project has been one of the main priorities of the Rochester Community for many years and is identified as a priority in their District plan and as an action in the Community Planning Implementation Plan with the Moore Street committee working on the project for the past five years. The group has been working closely with Council to identify actions that are both achievable and supported by Council policies and procedures.

Over this period an annual Mural Festival has been developed in this space and with the fourth festival being organised at present. Some of the actions identified in this report will support the festival. The main aim of Moore St redevelopment has been to attract additional visitors to Rochester and to ensure the entrance into town is vibrant and welcoming.

At the January 2016 Council meeting Council approved \$59,000 to be allocated to the project, with the main focus the removal of the existing gravel car park, landscaping of the northern end and a universal crossing point adjacent to Opperman Statue.

However these projects have not commenced as the committee agreed that for the benefit of the town the funds could be used to leverage state government funds for the Rochester Market Reserve Skate project. The approval of these funds has taken longer than expected and a public announcement is imminent. A project charter has been prepared enable Council to deliver both projects concurrently.

7. Content

The two main unfunded priorities for the committee are related to making the site more accessible. This will benefit the mural festival and those visitors to the site during the year, as it will enable people who have mobility issues to view the murals at close range. Accessibility is a major concern of the Mural Festival Committee and the site presently does not allow wheel chair or infirmed person's participation.

Consequently the unfunded priorities are:

1. Construction of a universal access crossing point adjacent to Opperman Statue. Cost estimate of approx. \$5,000.
2. Construction of a concrete observation path connecting the above crossing point to the mural area. Cost estimate of approx. \$25,000. Please note this priority will need to be fully costed and subject to Council Officers approval.

With the anticipated funds remaining after the above items are completed the further priorities are:

1. Installation of a drinking fountain/pet station. Cost estimate of approx. \$5,000
2. Installation of Wayfinding signs as per plan.

The committee also highlighted that its members were available to be involved in the delivery of the project through a community reference group. The committee is willing to assist in areas where possible, for example identifying areas of "in kind support".

When the identified works have been completed all Rochester Community Planning Implementation Funds will have been expended. Therefore the community reserve will have a zero balance.

Community Plan Implementation Fund:	Committee 4 Rochester Inc.
Requested Funding:	\$58,503.27
Fund Balance as at: December 2017	\$58,503.27
Fund Balance Prior to Council meeting:	\$58,503.27
Requested Funding:	\$58,503.27
Fund Balance if approved: (5 December .2017)	\$ 00.00

Note: The fund balance may be impacted by other agenda items to be considered by council.

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.

8. Issues and Risk Management

Issues:

Issue 1: Increasing assets in a Council owned and managed space

The committee recognises that the path would be an increase in Council's asset base and agree that the path becomes the responsibility of the Committee 4 Rochester to address any issues that arise in relation to renewal. Following construction, Council will not include the path in its depreciation schedule.

Issue 2: Project costs

The project costs are estimates only particularly in relation to the path as it has not been fully designed costed and approved by the appropriate service manager. Also no allowance has been made for contingencies.

Issue 3: In-kind contributions

The committee has identified a number of opportunities for local in kind support through goods and services to support the timely delivery of these works within budget. These contributions will still require compliance under the procurement policies and procedures of council; and all dollar values or goods and services offered will be agreed to in writing prior to the commencement of works

Issue 4: Community frustration

With the committee agreeing to allow the original funds (\$59,000) allocated to be used as leverage funding for the Market Reserve component, the Moore St project has been delayed until the funding has been approved. This has been nearly two years from Council approving the initial project inclusions to the funding being made available by the state government. This has been very frustrating for the committee and difficult for them to understand why it has taken so long. The committee will be very pleased when the identified actions have been completed.

Risk:

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

9. Options

Option 1: Council endorse the proposed funds approval and associated actions as recommended in this report to be implemented as funds allow

This option is recommended by officers.

This includes:

1. Approval of \$58,503.27 from the Community Plan Implementation Fund (Rochester Allocation) to the Rochester Moore Street project to complete works up to this amount.
2. Complete the following works subject to design and Council Officers approval where necessary:
 - Construction of a universal crossing point adjacent to the Opperman statue.
 - Construction of an accessible observation path linking the universal access crossing point adjacent to Opperman statue to the southern end of the space approx. 195 metres.
 - Installation of a drinking fountain/pet station.
 - Completion of Wayfinding signage.
3. Investigate the proposal to have parking along the West side of the service road from.

Option 2: Council does not accept the proposals as outlined by this report

This option is not recommended by officers.

There is a strong community expectation that the proposed works will be undertaken given the delay in waiting for the funding leverage opportunity. To limit the works to those originally proposed will mean that the site would not be readily accessible for people that may have ambulatory difficulties and thus reduce the opportunity for all members of the community and visitors to benefit from the site.

10. Strategic Planning Environments

Strong and Engaged Communities:	This project has been developed by community for the community. The community has been strongly engaged throughout the process.
Resilient Economy:	The aim of the project has been to increase the number of visitors to Rochester with aim to increase tourism and business related activities
Healthy Environment	This project will reactive an open green space enabling access and encourage physical activity along with artistic endeavour which promotes better mental health
Balanced Services and Infrastructure:	This project has involved a number of partnerships and has tried to find a balance between existing assets and new ones that meet the needs of the community now and into the future.
Responsible Management:	This project is a clear demonstration of Council working with community to ensure successful regeneration of assets in a manner that is sustainable and functional

11. Consultation

Internal:

- General Manager Economic& Community Development
- Community Engagement Manager
- Community Places Project Officer
- Recreation Manager

- Assets Manager

External:

- Moore Street Committee
- Rochester Community Planning Group
- Committee 4 Rochester.

7. COUNCIL INFORMATION

7.1. OPEN ASSEMBLY OF COUNCILLORS RECORDS

Author:

Sharolyn Taylor, Council Support Officer

Responsible Manager:

Governance Manager

1. Purpose

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

2. Recommendation

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

3. Conflict of Interest

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

4. Charter of Human Rights

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

5. Instrument of Delegation

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

6. Background

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

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

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

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

7. Content

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

Meeting Information			
Meeting Name/Type	Campaspe Briefing Session		
Meeting Date	14 November 2017		
Start time:	9:04am	Finish time:	4:01pm
Matters Discussed	<ol style="list-style-type: none"> 1. Welcome, present & apologies 2. Declaration of Interests 3. Future Meetings 4. Communication Reports 5. Briefing Minutes Review 6. Mayors Report <ol style="list-style-type: none"> 6.1 Small Scale Farming Planning & Environment Act Changes 6.2 160 Year Celebration Mulchay Farming in Kyvalley 6.3 National Carp Control Plan (NCCP) Forum 6.4 MAV State Council Meeting 7. Bridge Condition Update 8. Vic Park Strategic Plan Update 9. Places of Assembly/Community Facilities 10. Public Toilet Strategy 11. Domestic Animal Management Plan 12. Shangri-La Delegation Tour Presentation 13. Pre-Briefing – Koyuga Hall Water Discussion 14. Delegation – Koyuga Hall Committee of Management 15. Local Law #1 Meeting Procedure Review 16. Managing Unreasonable Complainants 17. Council Policy Review – November 18. Emma Dalton Study Tour Presentation 19. Cr Call In – Pln087/2016.B 20. CEO's Update <ol style="list-style-type: none"> 20.1 VicRoads Second Bridge Design 20.2 Court Services Victoria, Department of Treasury & Finance Meeting 20.3 Rural Councils Victoria Meeting 20.4 MRGC Meeting 20.5 LGV Performance Steering Committee 20.6 Victorian Drainage Strategy 20.7 Integrated Water Management Framework 20.8 Local Government Act 20.9 Strawberry Pick 		
Attendees			
Councillors	Cr Adrian Weston (Mayor), Cr Leanne Pentreath (Deputy Mayor), Cr Daniel Mackrell, Cr Kristen Munro (9:40am – 4:01pm), Cr Vicki Neele, Cr Neil Pankhurst, Cr Annie Vickers, Cr Leigh Wilson, Cr John Zobec		
Staff	Jason Russell, Keith Oberin, Paul McKenzie (9:04am - 4:01pm), Emma Dalton, Fleur Cousins, Frank Crawley (1:15pm – 3:07pm), Sharolyn Taylor		

Apologies		
Councillors		
Staff		
Conflict of Interest disclosures		
Matter No.	Councillor/officer making disclosure	Left meeting: Yes/No
Nil		

Meeting Information			
Meeting Name/Type	Campaspe Briefing Session		
Meeting Date	21 November 2017		
Start time:	10:31am	Finish time:	4:02pm
Matters Discussed	<ol style="list-style-type: none"> 1. Welcome, present & apologies 2. Declaration of Interests 3. Future Meetings 4. Council Meeting Agenda – Open Q & A 5. Council Meeting Agenda Confidential Q & A – no discussion 6. Monthly Reports – October 7. Service Planning 8. Shiroy Delegation Tour Presentation 9. Delegation – Goulburn Broken Catchment Management Authority 10. Arbovirus and Mosquito Management Plan 11. Competitive Neutrality Complaint 12. Local Law No. 1 Meeting Procedures Review 13. Echuca Flood Study & Rochester Flood Study Update 14. General Business <ol style="list-style-type: none"> 14.1 Agenda Lead Times 14.2 Mitiamo Stock & Domestic Pipeline Proposal 		

Attendees	
Councillors	Cr Adrian Weston (Mayor), Cr Vicki Neele (Deputy Mayor), Cr Daniel Mackrell, Cr Kristen Munro, Cr Neil Pankhurst, Cr Leanne Pentreath, Cr Annie Vickers, Cr Leigh Wilson, Cr John Zobec
Staff	Jason Russell (10:32am – 4:02pm), Keith Oberin (12:35pm – 4:02pm), Paul McKenzie (11:07am – 2:28pm), Emma Dalton, Fleur Cousins (10:34am -4:02pm), Frank Crawley (10:31am – 12:02pm) (2:07pm – 3:07pm), Sharolyn Taylor

Apologies		
Councillors		
Staff		
Conflict of Interest disclosures		
Matter No.	Councillor/officer making disclosure	Left meeting: Yes/No
4 - 6.1	Cr Mackrell	No – no discussion
4 - 6.5	Cr Mackrell	No – no discussion

4 - 6.5	Cr Pankhurst	No – no discussion
4 - 6.1	Cr Munro	No – no discussion
4 - 6.10	Cr Wilson	No – no discussion
9	Cr Weston	Yes

8. Issues and Risk Management

Nil.

9. Strategic Planning Environments

Strong and Engaged Communities: No impact

Resilient Economy: No impact

Healthy Environment: No impact

Balanced Services and Infrastructure: No impact

Responsible Management: No impact

10. Consultation

Nil.

7.2. LETTERS OF APPRECIATION

The following have been received:

- Senator The Hon James McGrath Assistant Minister to the Prime Minister – Letter of appreciation to council regarding recognition of the posthumous promotion of General Sir John Monash GCMG KCB VD to the rank of Field Marshal.
- FightMND – Certificate of appreciation for participation in the 2017 Daniher's Drive.
- Kyabram District Health Service – Letter of appreciation for the Seniors Grant that contributed towards Planned Activity Group on the Cobba Paddleboat at Cobram.
- Municipality of the Country of Kings – Letter of appreciation for the Town Criers participation in the 2017 international competition.
- Neville Hunter Secretary of the Kyabram Urban Landcare Group – Letter of appreciation for cleaning out the drainage channel along the east side of Ern Miles Reserve.
- Echuca Moama Beacon Foundation – Certificate of appreciation as a sponsor and assisting local young people.
- Campaspe East Timor Association in Friendship - Letter of appreciation for support and attendance at the launch of the group's photographic exhibition.
- Department of the Prime Minister and Cabinet – Letter of appreciation for support to marriage equality.

Recommendation

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

7.3. CAMPASPE ADVOCACY PRIORITIES 2016-2018 – IMPLEMENTATION PLAN

Author:

Andrew Cowin, Corporate Strategy Manager

Attachments:

7.3. Campaspe Advocacy Priorities 2016-2018 – Implementation Plan

1. Purpose

To provide Council with the second quarter update report on the progress of implementation of the Campaspe Advocacy Priorities.

2. Recommendation

That Council note the progress towards implementation of the Campaspe Advocacy Priorities.

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

Advocacy is an important role for local government in Victoria, and to this extent it is specified in the Victorian Local Government Act as one of the key functions of councils. Local government advocacy is about stepping up to speak out on issues that matter to the local community so as to seek positive outcomes from decision-makers. This may include issues such as new infrastructure, funding for programs, or changes to policy or legislation. Funding and support from government also allows councils to progress key local projects and continue to deliver high-quality services to the community.

In recent years, Council has stood up on a broad range of issues on behalf of the local community, including national water reform, improved public transport, support for the local agricultural sector, improved telecommunications infrastructure, and funding for local schools and healthcare.

Given the broad range of advocacy issues across the municipality, these have been brought together into a single document that provides clarity to decision-makers and the community on Council's advocacy program. Progress on the implementation of these initiatives is reported to Council quarterly. This report is the second progress report.

7. Content

The consolidated list incorporates a total of 86 initiatives. Across these initiatives:

- 15 have commenced,
- 19 have not commenced,
- 16 are achieved,
- 36 are ongoing.

Progress in relation to the implementation of these initiatives are to be reported to Council and the community quarterly. This report is the second progress report.

8. Issues and Risk Management

Issues:

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

- High costs of inputs for industry (energy and water)
- Renewal of community facilities
- An ageing population
- Substance abuse issues
- Availability of regional education and training
- Cross-border issues.

Many of the advocacy priorities seek to these key challenges.

Risk:

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

9. Options

Option 1: Council note the progress towards implementation of Campaspe's Advocacy Priorities

This option is recommended by officers.

This report seeks to provide Council and the community with an update in relation to the progress of implementation of advocacy priorities.

Option 2: Council not note the progress towards implementation of Campaspe's Advocacy Priorities

This option is not recommended by officers.

10. Strategic Planning Environments

Strong and Engaged Communities:	The implementation of the Campaspe Advocacy Priorities support the delivery of Strong and Engaged Communities
Resilient Economy:	The implementation of the Campaspe Advocacy Priorities support the delivery of a Resilient Economy
Healthy Environment:	The implementation of the Campaspe Advocacy Priorities support the delivery of a Healthy Environment
Balanced Services and Infrastructure:	The implementation of the Campaspe Advocacy Priorities support the delivery of Balanced Services and Infrastructure, in particular <i>Plan and advocate for services and infrastructure to meet community need.</i>
Responsible Management:	The implementation of the Campaspe Advocacy Priorities outline the organisations commitment, in particular <i>advocating for infrastructure and services where another level of government has responsibility, such as roads and transport issues.</i>

11. Consultation

General Managers and Department Managers from across the organisation have been consulted in relation to the progress on the implementation of the advocacy priorities.

7.4. COUNCIL PLAN IMPLEMENTATION UPDATE

Author:

Andrew Cowin, Corporate Strategy Manager

Attachments:

7.4. Council Plan Action Plan

1. Purpose

To provide Council with the second quarter update report on the progress of implementation of the Council Plan.

2. Recommendation

That Council note the progress towards implementation of the Council Plan.

3. Conflict of Interest

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

4. Charter of Human Rights

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

5. Instrument of Delegation

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

6. Background

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

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

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

The Plans is supported by key initiatives and actions funded in the 2017/18 Program Budget. A consolidated list of progress on the implementation of these initiatives is reported to Council quarterly. This report is the first report of actions from the 2017/18 budget.

7. Content

The consolidated list incorporates a total of 98 initiatives. Across these initiatives:

- 54 have commenced,
- 11 have not commenced,
- 13 are achieved,
- 20 are ongoing.

Progress in relation to the implementation of these initiatives are to be reported to Council and the community quarterly. This report is the second report of actions from the 2017/18 budget.

8. Issues and Risk Management

Issues:

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

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

Many of the initiatives outlined in the action plan seek to address these key challenges.

Risk:

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

9. Options

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

This option is recommended by officers.

This report seeks to provide Council and the community with an update in relation to the progress of implementation of initiatives identified to support the delivery of Councils Vision.

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

This option is not recommended by officers.

10. Strategic Planning Environments

Strong and Engaged Communities: The action plan activities support the delivery of Strong and Engaged Communities

Resilient Economy: The action plan activities support the delivery of a Resilient Economy

Healthy Environment: The action plan activities support the delivery of a Healthy Environment

Balanced Services and Infrastructure: The action plan activities support the delivery of Balanced Services and Infrastructure

Responsible Management: The action plan activities outline the organisations commitment to the Responsible Management

11. Consultation

General Managers and Department Managers from across the organisation have been consulted in relation to the progress on identified initiatives for the 2017/18 year.

8. COUNCILLOR REPORTS

Cr Adrian Weston	
22 November 2017	GMW Stakeholder Breakfast
22 November 2017	Senior Combined Partners Meeting
23 November 2017	Damian Drum Meeting
24 November 2017	White Ribbon Community Event
24 November 2017	Rochester Little Athletics Centre Cheque Presentation
26 November 2017	Kyabram Urban Landcare Group Official Opening of the Grey Box Reserve Interpretative Trail
28 November 2017	Girgarre Development Group AGM
29 November 2017	Western Region Division 5 Police Medal & Awards Presentation Ceremony
1 December 2017	Loddon Campaspe Councils Meeting
1 December 2017	Central Agribusiness Forum - Digital Food Systems
4 December 2017	Kow (Ghow) Swamp LOWMP Committee Meeting

Cr Daniel Mackrell	
22 November 2017	Echuca East Recreation Reserve AGM
23 November 2017	Official Starter Massive Murray Paddle
23 November 2017	MAV Transport and Infrastructure Committee
4 December 2017	EMFM Radio

Cr Kristen Munro	
22 November 2017	Official Opening of the Biomix Enclosed Composting Facility
22 November 2017	Echuca East Recreation Reserve AGM
24 November 2017	White Ribbon Community Event
25 November 2017	Three Rivers Festival
29 November 2017	Meals on Wheels Volunteers - Thankyou Afternoon Tea
1 December 2017	Echuca Urban Fire Brigade Annual Presentation Dinner
4 December 2017	CCLLEN Board Meeting

Cr Vicki Neele	
22 November 2017	Official Opening of the Biomix Enclosed Composting Facility
23 November 2017	Echuca Moama and District Tourism Development Association Inc. Board Meeting
24 November 2017	White Ribbon Community Event
26 November 2017	Kyabram Urban Landcare Group Official Opening of the Grey Box Reserve Interpretative Trail
27 November 2017	KCLC AGM
28 November 2017	Girgarre Development Group AGM
29 November 2017	South West Arts Strategic Plan Meeting

Cr Neil Pankhurst	
22 November 2017	Official Opening of the Biomix Enclosed Composting Facility
24 November 2017	White Ribbon Community Event
26 November 2017	Kyabram Urban Landcare Group Official Opening of the Grey Box Reserve Interpretative Trail
27 November 2017	KCLC AGM
28 November 2017	Girgarre Development Group AGM
29 November 2017	Internal Audit Committee Meeting

Cr Leanne Pentreath	
22 November 2017	Official Opening of the Biomix Enclosed Composting Facility
22 November 2017	Tennyson Recreation Reserve AGM
25 November 2017	Three Rivers Festival
29 November 2017	Internal Audit Committee Meeting

Cr Annie Vickers	
22 November 2017	Official Opening of the Biomix Enclosed Composting Facility
23 November 2017	St Joseph's College Year 12 Graduation Mass
24 November 2017	White Ribbon Community Event
25 November 2017	Three Rivers Festival
26 November 2017	Service of Release and Retirement after 39 years ministry of Rev Charity Majiza
29 November 2017	Meals on Wheels Volunteers - Thankyou Afternoon Tea
29 November 2017	South West Arts Strategic Plan Meeting
1 December 2017	Echuca Urban Fire Brigade Annual Presentation Dinner

Cr Leigh Wilson	
23 November 2017	Rochester District Planning Group Meeting
24 November 2017	White Ribbon Community Event
24 November 2017	Rochester Little Athletics Centre Cheque Presentation
26 November 2017	Rochester Family Fun Run

Cr John Zobec	
23 November 2017	MAV Transport and Infrastructure Committee
24 November 2017	White Ribbon Community Event
26 November 2017	Kyabram Urban Landcare Group Official Opening of the Grey Box Reserve Interpretative Trail
27 November 2017	KCLC AGM
28 November 2017	Girgarre Development Group AGM

Recommendation

That the Councillor reports be noted.

9. CHIEF EXECUTIVE OFFICER'S REPORT

Activities and meetings attended since previous Council meeting:

- GMW Stakeholder Breakfast
- Biomix Compost Facility Opening
- White Ribbon Community Event
- Coliban Integrated Water Management Forum
- Coliban Executive Team meeting
- Rotary Business Dinner
- Taungurung Clans Aboriginal Corporation meeting
- Loddon Campaspe Council Meeting
- Bridge Steering Committee Meeting

Activities for the remainder of the year, to office closure on 22 December 2017:

- Murray River Group of Councils
- Rural Councils Victoria
- Regional Development Victoria meeting
- Rural Living Campaign Committee
- 2017/18 Community Grants Program
- NCCMA Regional Floodplain Management Strategy Steering Committee

Recommendation

That the 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

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

Nil

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

Recommendation

That Council resolves to open the meeting to the public at

20. CLOSE MEETING

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JASON RUSSELL

CHIEF EXECUTIVE OFFICER