

CONTENTS

1.	APOLOGIES & REQUESTS FOR LEAVE OF ABSENCES	4
2.	CONFIRMATION OF MINUTES & ATTACHMENTS.....	5
3.	CHANGES TO THE ORDER OF BUSINESS.....	5
4.	DECLARATION OF INTERESTS	6
5.	RESPONSIBLE AUTHORITY DECISIONS	7
6.	PLANNING AUTHORITY DECISIONS	8
7.	COUNCIL DECISIONS	9
7.1.	Planning Officer Appointment and Authorisation	9
7.2.	Municipal Fire Prevention Officer Authorisations	11
7.3.	Council Plan Review.....	15
7.4.	Adoption of Policy 059 Community Engagement and Community Engagement Framework	19
7.5.	Campaspe Shire Council Waste Wise Events Guide	25
7.6.	Electric Line Clearance Management Plan 2017/18.....	29
8.	COUNCIL INFORMATION	31
8.1.	Open Assembly of Councillors Records	31
8.2.	Letters of Appreciation.....	35
8.3.	Responsive Grants Program	36
8.4.	Audit and Risk Committee Meeting Minutes	39
8.5.	Quarterly Financial Statements	42
9.	COUNCILLOR REPORTS	45
10.	CHIEF EXECUTIVE OFFICER'S REPORT	49
11.	PETITIONS/LETTERS.....	50
11.1.	South Boundary Road Petition Investigation Outcome.....	50
12.	NOTICES OF MOTION	54
13.	URGENT BUSINESS	54
14.	QUESTION TIME	54
15.	CLOSED SESSION OF THE MEETING TO THE PUBLIC	54
16.	CONFIRMATION OF CONFIDENTIAL MINUTES & ATTACHMENTS	55
17.	CONFIDENTIAL COUNCIL INFORMATION	55
18.	CONFIDENTIAL BUSINESS	55
19.	CONFIDENTIAL COUNCIL MEETING CLOSE.....	55
20.	ITEMS DETERMINED TO BE NO LONGER CONFIDENTIAL.....	55
21.	OPEN MEETING TO THE PUBLIC	55
22.	CLOSE MEETING	55

Attachments

7.1.	Planning Officer Appointment and Authorisation	56
7.2.	Municipal Fire Prevention Officer Authorisations	57
7.3.	Council Plan Review.....	59
7.4.	Adoption of Policy 059 Community Engagement and Community Engagement Framework	92
7.5.	Campaspe Shire Council Waste Wise Events Guide	157
7.6.	Electric Line Clearance Management Plan 2017/18.....	173
8.4	Audit and Risk Committee Meeting Minutes	292
8.5.	Quarterly Financial Statements	444
11.1.	South Boundary Road Petition Investigation Outcome.....	451

AGENDA



For a meeting of the seventh Campaspe Shire Council to be held on Tuesday, 15 May 2018, 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 3 April 2018
- Open section of the Council Meeting held on 17 April 2018
- Open section of the Special Council Meeting held on 1 May 2018
- Open section of the Special Council Meeting held on 8 May 2018
- Open section of the Campaspe Briefing Session held on 3 April 2018
- Open section of the Campaspe Briefing Session held on 17 April 2018

Recommendation

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

- **The open section of the Special Council Meeting held on 3 April 2018**
- **The open section of the Council Meeting held on 17 April 2018**
- **Open section of the Special Council Meeting held on 1 May 2018**
- **Open section of the Special Council Meeting held on 8 May 2018**
- **The open section of the Campaspe Briefing Session held on 3 April 2018**
- **The open section of the Campaspe Briefing Session held on 17 April 2018**

3. CHANGES TO THE ORDER OF BUSINESS

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

4. DECLARATION OF INTERESTS

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

Local Government Act 1989 Section 79

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

5. RESPONSIBLE AUTHORITY DECISIONS

Nil

6. PLANNING AUTHORITY DECISIONS

Nil

7. COUNCIL DECISIONS

7.1. PLANNING OFFICER APPOINTMENT AND AUTHORISATION

Author:

Sharolyn Taylor, Council Support Officer

Responsible Manager:

Governance Manager

Attachments:

7.1. Instrument of Appointment and Authorisation for Sarah Jayne Perry

1. Purpose

To appoint one new planner as an authorised officer for the 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 member of Council staff referred to in the instrument as Sarah Jayne Perry 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 instrument comes 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

One new staff member has 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 must be correctly authorised to be able to deliver to the community the services required.
Responsible Management:	Officer authorisation is a requirement for effective service delivery and to ensure council is acting in accordance with statutory requirements.

9. Consultation

Planning and Building Manager

7.2. MUNICIPAL FIRE PREVENTION OFFICER AUTHORISATIONS

Author:

Andrew Cowin, Corporate Strategy Manager

Kate Lemon, Public Environments Manager

Attachments:

7.2. Instrument of Appointments Municipal Fire Prevention Officer and Assistant Municipal Fire Prevention Officer

1. Purpose

To seek authorisation for the appointment of a Municipal Fire Prevention Officer and Assistant Municipal Fire Prevention Officers under section 96A of the Country Fire Authority Act.

2. Recommendation

That Council:

1. **Revoke the previous Instrument of Appointment and Authorisation authorising Benjamin Lee Trevena as the Municipal Fire Prevention Officer;**
 2. **Revoke the previous Instrument of Appointment and Authorisation authorising Allison Patricia McCallum as an assistant Municipal Fire Prevention Officer;**
 3. **Revoke the previous Instrument of Appointment and Authorisation authorising Timothy McCormick as an assistant Municipal Fire Prevention Officer;**
 3. **Revoke the previous appointment of Allison Patricia McCallum as an Authorised Officer under Section 224 of the *Local Government Act 1989*, for the purposes of the administration and enforcement of the *Country Fire Authority Act 1958*;**
 4. **In accordance with Section 96A(1)(a) of the *Country Fire Authority Act 1958*, approve the Instrument of Appointment and Authorisation authorising Timothy McCormick as the Municipal Fire Prevention Officer;**
 5. **In accordance with Section 96A(1)(b) of the *Country Fire Authority Act 1958*, approve the Instrument of Appointment and Authorisation authorising Benjamin Lee Trevena as an assistant Municipal Fire Prevention Officer;**
 6. **Sign and seal the respective Instrument of Appointment and Authorisation for Timothy McCormick and Benjamin Lee Trevena;**
 7. **Note in accordance with Section 96A(2) of the *Country Fire Authority Act 1958* the Municipal Fire Prevention Officer delegates the duty required by Section 54(2)(a) of the *Country Fire Authority Act 1958* to act as the chairman and executive officer of the municipal fire prevention committee to Benjamin Lee Trevena as an assistant Municipal Fire Prevention Officer.**
-

3. Conflict of Interest

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

4. Charter of Human Rights

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

5. Instrument of Delegation

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

6. Background

Council at its meeting in August 2013 resolved to:

1. *Revoke the previous Instrument of Delegation authorising Allison Patricia McCallum as the Municipal Fire Prevention Officer;*
2. *In accordance with Section 224 of the Local Government Act 1989, approve the appointment of Benjamin Lee Trevena as an Authorised Officer;*
3. *In accordance with Section 96A(1)a of the Country Fire Authority Act 1958, approve the appointment of Benjamin Lee Trevena as the Municipal Fire Prevention Officer;*
4. *In accordance with Section 224 of the Local Government Act 1989, approve the appointment of Allison Patricia McCallum as an Authorised Officer;*
5. *In accordance with Section 96A(1)b of the Country Fire Authority Act 1958, approve the appointment of Allison Patricia McCallum as an Assistant Municipal Fire Prevention Officer;*
6. *Sign and seal the respective Instruments of Delegation for Benjamin Lee Trevena and Allison Patricia McCallum.*

The *Country Fire Authority Act 1958* (the Act) at Section 96A(2) states that:

A fire prevention officer may, by written instrument, delegate to an assistant fire prevention officer, either generally or as otherwise provided in the instrument, any power or duty of the fire prevention officer under this Act or the regulations except this power of delegation.

The Municipal Fire Prevention Officer (MFPO) under this provision has previously delegated to the assistant Municipal Fire Prevention Officers (David Muir and Timothy McCormick) the power to issue Fire Prevention Notice in accordance with Section 41 of the Act.

7. Content

The Act at Section 96A(1) requires:

Each municipal council, the municipal district or part of the municipal district of which is in the country area of Victoria—

- (a) *must appoint a person to be the fire prevention officer for that council for the purposes of this Act;*
- (b) *may appoint any number of persons it thinks fit to be assistant fire prevention officers.*

This report seeks the appointment of an MFPO and for transparency the appointment of an additional officer as assistant MFPO. The delegation to David Muir as an assistant MFPO is not proposed to be altered by this report. The assistant

MFPO's under the Country Fire Authority Act have all powers as the MFPO except the power the delegate which is reserved for the MFPO.

The MFPO and assistant MFPO's have two main functions in fire prevention and management under the provisions of the Act, and Part 6A of the Emergency Management Manual Victoria. These functions are best described as:

1. Planning, community resilience and capacity building; Council works with the community and agencies to build resilience and the capabilities of individuals, their families and communities to prepare for, withstand and recover from a potential or real threat to life or property. Building our community's resilience and capacity enhances their ability to withstand the effects of emergency events, and allows them to efficiently and effectively return to daily routine as quickly as possible.
2. Administration and compliance. Council on behalf of the Country Fire Authority during the declared fire danger period issues Schedule 13 - Permit to Burn by a Private Person, to allow essential burning for agricultural purposes. Council also issues Schedule 15 - Fire Prevention Notice, to property owners for the removal of potential fire hazards on properties before the fire danger period begins.

These functions are to be split between Local Laws and Emergency Management.

Local Laws currently support the Municipal Emergency Management Coordinator acting as the MFPO. The support involves completing property inspections to support the issue of Fire Prevention Notices before the declaration of the fire danger period. At all other times Local Laws issue notices under Local Law No. 8 to property owners for Dangerous and Unightly Land. Given the alignment with other duties performed by Local Laws to the administration and compliance role of the MFPO these duties are now to be performed by Local Laws. Authorisation is required to enable this transfer to occur.

The realignment of the administration and compliance roles of the MFPO to Local Laws will allow Emergency Management to have a great focus on community resilience and capacity building. The Municipal Emergency Management Coordinator as an assistant MFPO will continue to chair the municipal fire prevention committee and engage with Local Laws in the planning and prevention activities.

8. Issues and Risk Management

Issues:

Issue 1: Increased administrative burden on Local Laws Department

The issuing of Schedule 13 – Permit to Burn by a Private Person and Schedule 15 - Fire Prevention Notice, will increase the administrative and compliance responsibilities of Local Laws. These activities occur repetitively at the end and beginning of the fire danger period respectively. Permit and notice numbers are not consistent year on year. Large numbers may have a significant administrative impact on all services provided by Local Laws. In these circumstances further administrative support may be required.

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 authorisations as presented

This option is recommended by officers.

The authorisations as presented will enable the more effective and efficient operation of the organisation.

Option 2: Council not endorse the authorisations as presented

This option is not recommended by officers.

The authorisations as presented will enable the more effective and efficient operation of the organisation. Not endorsing the authorisations will not allow the transfer of the responsibilities and the ability for Emergency Management to have a greater focus on building our community's resilience and capacity to withstand the effects of emergency events.

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 authorisations sought support the implementation of Strategy 4 by ensuring the services are delivered in the most effective and efficient manner with the appropriate authorisations.

11. Consultation

The General Manager Community and Economic Development and General Manager Regulatory and Community Services have been engaged in the discussions regarding the transition of the MFPO role.

The Governance Manager was consulted to obtain a copy of the current officer authorisations and advice regarding the structure and content of the recommendation.

The Emergency Management Coordinator and Local Laws Officer were engaged in the transition of the role of the MFPO.

7.3. COUNCIL PLAN REVIEW

Author:

Andrew Cowin, Corporate Strategy Manager

Attachments:

7.3. Shire of Campaspe Strategic Resource Plan 2018-2019

1. Purpose

To affirm that the current adopted Council Plan 2017-2021 (incorporating the Municipal Public Health and Wellbeing Plan) remains appropriate for the remaining period of the Council Plan, or until it is replaced with a new Council Plan.

To affirm that the Strategic Resource Plan 2017-2018 has been reviewed and the financial and non-financial resources outlined in the plan have been updated to reflect the 2018-19 period.

2. Recommendation**That Council:**

1. **Having reviewed the Council Plan 2017-2021 (incorporating the Municipal Public Health and Wellbeing Plan) remains in accordance with Section 125(7) of the Local Government Act 1989 and Section 26(4) of the *Public Health and Wellbeing Act 2008* determines that the Plan remains appropriate for the remaining period of the Council Plan, or until it is replaced with a new Council Plan.**
 2. **Having reviewed the Strategic Resource Plan 2017-2018 in accordance with Section 126(3) of the Local Government Act 1989 determines to update the financial and non-financial resource requirements in line with the Local Government (Planning and Reporting) Regulation 2014 for the four year period to achieve the strategic objectives contained in the Council Plan and determines that the Plan to be known as the Strategic Resource Plan 2018-2019 is appropriate for the remaining period of the Council Plan, or until it is replaced with a new Council Plan.**
 3. **Note that the financial and non-financial resources outlined in the Strategic Resource Plan 2018-2019 reflect those proposed in the draft 2018-19 Program Budget. A revised Strategic Resource Plan 2018-2019 will be presented to Council should any changes to the financial and non-financial resources be required following the adoption of the 2018-19 Program Budget.**
 4. **Authorise the Mayor to advise the Minister for Local Government and the Secretary of the Department of Health that the Council has reviewed and determined that the Council Plan (incorporating the Municipal Public Health and Wellbeing Plan) remains appropriate and the Strategic Resource Plan 2018-2019 has been adopted.**
 5. **Authorise the publication and release of the Strategic Resource Plan 2018-2019.**
-

3. Conflict of Interest

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

4. Charter of Human Rights

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

5. Instrument of Delegation

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

6. Background

Council has four key strategic planning documents which are subject to review, these documents are:

- Council Plan
- Strategic Resource Plan
- Municipal Health and Wellbeing Plan
- Municipal Strategic Statement

The Local Government Act 1989 requires the Council Plan, Strategic Resource Plan to be reviewed at least once in each financial year. The Public Health and Wellbeing Act 2008 requires the Municipal Health and Wellbeing Plan to be similarly reviewed. The Planning and Environment Act 1987 requires the Municipal Strategic Statement to be reviewed every four years following the development of the Council Plan.

The 2017-21 Council Plan (the Plan) is Council's key strategic document for the term of the Council. The Plan 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. The Strategic Resource Plan is the key medium-term financial plan produced by council on a rolling basis that summarises the resourcing forecasts of a council for at least four years and forms part of the Council Plan. Resource planning is important for ensuring that council remains sustainable in the long term and good practice.

The Strategic Resource Plan summarises the financial and non-financial resources required to achieve the strategic objectives and strategies in the Council Plan and express these through financial statements and statements of non-financial resources. It also describes the key assumptions underlying the forecasts for income, expenditure, assets, liabilities, equity, cash and capital works.

The purpose of the review of the Plan, is to confirm if the strategic objectives, strategies and key indicators contained within the Plan remain appropriate for the remaining period of the Plan.

The Plan was adopted on 6 June 2017 this is the first review.

7. Content

Supporting implementation of the Plan key initiatives and actions were funded in the 2017/18 Program Budget. The progress of the implementation of these initiatives is presented to Council quarterly.

As part of the development of the draft 2018-19 Budget, Council considered the current key challenges facing local government, the current priorities and focus of the Plan along with the priorities for the next 2 to 4 years.

The process affirmed that there are no new or emerging challenges or issues which are not captured by the Plan. It also provided the opportunity to identify future initiatives supporting the implementation of the Plan to be pursued within the 2018-19 year.

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

These challenges continue to impact our communities. The existing Plan includes objectives and supporting initiatives which seeks to address these 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: Affirm the reviewed Council Plan 2017-2021 (incorporating the Municipal Public Health and Wellbeing Plan) for the remaining period of the Plan, or until it is replaced with a new Council Plan and adopt the 2018-2019 Strategic Resource Plan

This option is recommended by officers.

The Plan as presented was developed involving extensive community engagement. It seeks to capture and represent the aspirations of the Campaspe community and deliver Council's vision. Affirming that the Plan remains current will fulfil Council's obligations under the *Local Government Act 1989* and the *Public Health and Wellbeing Act 2008*.

Option 2: Do not affirm the reviewed Council Plan 2017-2021 (incorporating the Municipal Public Health and Wellbeing Plan) for the remaining period of the Plan, or until it is replaced with a new Council Plan and adopt the 2018-2019 Strategic Resource Plan

This option is not recommended by officers.

The annual review of the Plan is a requirement of the *Local Government Act*. Council must affirm a Council Plan no later than the 30 June as prescribed by the *Local Government Act 1989* and *Public Health and Wellbeing Act 2008*. Not adopting this Plan would result in Council failing to meet its obligations under the Act.

10. Strategic Planning Environments

Strong and Engaged Communities:	The review affirms the adopted Strong and Engaged Communities Strategic Objective remain appropriate.
Resilient Economy:	The review affirms the adopted Resilient Economy Strategic Objective remain appropriate.
Healthy Environment:	The review affirms the adopted Healthy Environment Strategic Objective remain appropriate.
Balanced Services and Infrastructure:	The review affirms the adopted Balanced Services and Infrastructure Strategic Objective remain appropriate.
Responsible Management:	The review affirms the adopted Responsible Management Strategic Objectives remain appropriate.

11. Consultation

The review of the Council Plan was undertaken as part of the development of the draft 2018-19 budget. A further discussion with Councillors Weston, Pentreath, Vickers, Pankhurst, Neele and Mackrell was undertaken on the 23 April 2018. Councillors present all agreed that the Plan remained current and that there was no substantive change within the environment which warranted a change to the Plan.

7.4. ADOPTION OF POLICY 059 COMMUNITY ENGAGEMENT AND COMMUNITY ENGAGEMENT FRAMEWORK

Author:

Sam Campi, Community Engagement Manager

Attachments:

7.4.1. Community Engagement Framework Part A

7.4.2. Community Engagement Toolkit Part B

7.4.3. Quick resource guide

7.4.4. Audit of process compliance with VAGO (Victorian Auditor General Office) recommendations in relation to Community Engagement

7.4.5. Council Policy 059 – Community Engagement

1. Purpose

To advise council on the results of the extensive consultation in relation to the Community Engagement Policy and Framework and seek adoption of the Revised Community Engagement Policy 59 and the Community Engagement Framework

2. Recommendation

That Council:

- 1. Adopt Policy 059 - Community Engagement.**
 - 2. Adopt the Community Engagement Framework.**
-

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

Over the past six months the Community Engagement Team has been researching and developing a Community Engagement Framework to support:

- the delivery of the Council Plan and other relevant strategies
- Council's desire to deliver best practise in Community Engagement
- Council being compliant with requirements established by Victorian Auditor General's Office (VAGO) in delivering Best practise community engagement
- Council readiness with identified changes for community engagement identified within the Local Government Act review.

The process has seen staff:

- Undertake an internal review of current policies and processes
- Undertake an environmental scan of other Councils engagement processes
- Engage a consultant to help develop a Framework and Toolkit that reflects the needs of Council and the Recommendations of VAGO

Underpinning the development of this proposed Community Engagement structure is the International Associations Public Participation (IAP2) process model. This concept is an evidenced based structure that has been endorsed by both the State government and VAGO.

Although Council had already identified the IAP2 as the preferred process to develop and manage community engagement activity; an internal review identified that there were differing levels of comprehension and application of the model. This inconsistency creates a risk for Council that required action.

Council's Community Engagement Team has undertaken a raft of activities to help educate staff in regards to these new processes. Coinciding with this the Community Engagement Team undertook a process of review with the local community, the focus to test the validity of the community engagement concepts tabled and ascertain the level of appetite within the community to see Council implement the Policy and Framework.

7. Content

As stated, the focus of this consultation was to ascertain the community's appetite to support Council's proposed Community engagement Framework. The Community Engagement Team developed a schedule of activities to ensure an appropriate cross section of the community were able to provide the level of feedback required to make an informed judgement on the communities acceptance.

In the initial phase of consultation Council's approach was to utilise traditional practises and standards, this saw the Framework posted on Council's Website and community members offered the opportunity to make formal comment. Three responses were received through this approach which raised relevant points in essence supported the Framework.

Along with this method of posting of data, Council also undertook four pop up sessions in:

- Rochester, where the following groups attended:
 - Representatives from Rochester based Community Groups
 - Representatives from the Tongala Lions Club
 - Former YAG members
- Echuca, a smaller turn out with some of the attendees being
 - Representatives from the Kyabram Deakin Residents Ratepayers & Development Group Inc

- General community Members
- Kyabram had representation of:
 - Four further representatives from the Kyabram Deakin Residents Ratepayers & Development Group Inc
 - Koyuga Hall Committee of Management
- Rushworth:
 - Toolleen Planning Group
 - Stanhope Development Group
 - General Community members

These sessions were used as an opportunity for the Community to comment and ask direct questions about the Framework. All in attendance supported the framework.

The Community Engagement Team then undertook a more targeted approach to the accumulation of opinion, a number of direct presentations were made to:

- Local Disability Service Providers
- Council's Youth Advisory Group (YAG)
- Committee for Echuca Moama
- The Echuca Moama Art Initiative
- The Campaspe Community House Cluster
- Rochester Development Group

All were very supportive of the framework.

The method of consultation was three Focus Group sessions in:

- Echuca
- Colbinabbin and
- Kyabram

These were small but targeted to individuals that had extensive experience in working with Council on community projects, an attachment to this report outlines the attendees at each event

These Focus Groups sessions were exceptional, as they had expert representation, and extensive experience in working with Council. The meetings were used as an opportunity to identify:

1. Was there community support for the proposed Community Engagement Framework?
2. What the community perceived as "good" Community Engagement?
3. What was community expectation of Council now it had a Framework for Community Engagement?
4. And develop an evaluation strategy with the community to support the delivery of a continuous improvement structure for the Community Engagement Framework

A commitment was made by the organisation to include the individuals who were able to attend the focus groups in establishing an advisory group. The purpose of this advisory committee would be to seek feedback on the success of our Framework’s implementation, with a focus on reviewing Council’s delivery of Community Engagement processes and assessment of compliance to the Framework’s Values.

8. Issues and Risk Management

Issues:

Issue 1: Evaluation

Council’s compliance for meeting the values established within the Community Engagement Framework will underpin the evaluation process for this model.

This will be facilitated through Stakeholder (Internal and External) assessments on if the Community Engagement activities were;

- Open and Transparent
- Created Mutual trust and respect and be accountable
- Engaged early and the purpose was clear
- There was commitment to the consideration of feedback
- The process was adequately resourced

A raft of alternative information collection processes will be implemented, these include but not limited to debriefings, surveys, focus groups and one to one interviews. This data will be collated and be circulated to the proposed advisory group for peer review and be offered to Executive Management Group (EMG) and Council for their strategic input.

Issue 2: Internal Education

A training schedule is being developed across Council Departments, this will be similar to the IAP2 training provided to Councillors, EMG and Senior Managers.

Issue 3: Community Support

Through this process it was identified by some groups that support for the community to implement IAP2 based structures for their own community engagement activities would be seen as a long term positive outcome. Council will now work with the community to develop a simplified toolkit that supports the Community with its engagement of stakeholders (groups and individuals) aspirations

Risk:

Risk	Likelihood	Consequence	Rating	Mitigation action
That Council will not be complaint with VAGO standards relating to Community engagement	Possible	Major	High	Training for staff on implementing the Community Engagement Framework. Ongoing evaluation of Community Engagement activities established through the new Framework and toolkit.

Risk	Likelihood	Consequence	Rating	Mitigation action
That the Broader community will not engage in the Engagement Framework or subsequent process	Unlikely	Major	Moderate	Through the use of the Framework to establish clear and transparent expectations between Council and all stakeholders Community Advisory committee to support council's assessment of the new processes established

9. Strategic Planning Environments

Strong and Engaged Communities:

The adoption of a revised Policy 59 supports the achievement of:

Strategy 1; Foster community partnerships and support other agencies in the delivery of services by improved communication between Council and the Community.

Strategy 2: Build Strong, healthy and vibrant communities through innovation and implementing best practise in service delivery for our diverse community, by ensuring our processes for community engagement are fair, transparent and consistent and support Council understand the needs of the community.

Strategy 3: Enable residents to be active and engage in their community and support participation in artistic, cultural, sporting and leisure opportunities, again through the transparent Place Based Planning process accompanied by the use of the IAP2 model of engagement.

Resilient Economy:

No Impact

Healthy Environment:

No Impact

Balanced Services and Infrastructure: No Impact

Responsible Management:

Strategy 1: *Consult and Engage with all sectors of the community to determine their priorities and support Council decision making*, there is a clear link between the policy and this strategy.

Strategy 6: *Foster a customer centred approach*, this will ensure Council has the formal framework to meet this objective.

10. Consultation

Internal:

There has been extensive internal review of this document with three presentations to Council in various Briefing sessions. Also with the Executive Management Group and the General Manager Economic and Community Development. Also there has been internal peer review by members of the Leadership Group and also with the Community Engagement Team.

External:

As outlined earlier in this report the following groups/individuals were consulted with:

- Representatives from Rochester based Community Groups
- Representatives from the Tongala Lions Club
- Current and former YAG members
- Representatives from the Kyabram Deakin Residents Ratepayers & Development Group Inc
- General community Members
- Koyuga Hall Committee of Management
- Toolleen Planning Group
- Stanhope Development Group
- General Community members
- Local Disability Service Providers (Vivid and CLRS)
- Council's Youth Advisory Group (YAG)
- Committee for Echuca Moama
- The Echuca Moama Art Initiative
- The Campaspe Community House Cluster
- Rochester Development Group
- Gunbower development Group
- Hopwood Park Committee
- Representatives from the Rochester Community Economic Development Plan
- Those involved in the development of the Council's Early Years Plan
- Representatives from the Colbinabbin Pool and Recreation Reserve Committees
- President of the Rushworth Events group
- Tongala Tomorrow Development Committee
- Kyabram Chamber of Commerce
- Corop Development group

7.5. CAMPASPE SHIRE COUNCIL WASTE WISE EVENTS GUIDE

Author:

Samantha Ferrier, Environmental Projects Officer – Education

Responsible Manager:

Public Environments Manager

Attachments:

7.5.1. Campaspe Shire Council Waste Wise Events Guide

7.5.2. Waste Wise Events Plan (Appendix A)

1. Purpose

To adopt the Waste Wise Events Guide and accompanying Waste Wise Event Plan (Appendix A).

2. Recommendation

That Council:

- 1. Adopt the Waste Wise Events Guide.**
 - 2. Endorse and instruct the CEO to promote the requirements and recommendations of the Waste Wise Events Guide for events held on council land in order to encourage its uptake by the community.**
-

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 development of a set of waste and litter management guidelines for events was identified as a priority action in the Waste and Environment Behaviour Change Program 2013-2018. Specifically, Action 1.34 stated “Advocate for the development of waste and litter management guidelines for Council day-to-day activities and events and event managers using Council-owned land”.

Events have the potential to generate large volumes of waste, much of which is sent to landfill if it is mismanaged. Events also have the opportunity to showcase examples of best practice waste management, demonstrate environmental stewardship and set a good example for members of the community and beyond. Over the years, such events in Australia have loosely been labelled as 'waste wise'.

Some Victorian Councils have recently announced bans on single-use plastic items being handed out or used at events on Council-owned or managed land (for example Surf Coast Shire in 2016 and Darebin Council in 2018). Many more Councils are in discussions as to how they can encourage or impose Plastic Wise or Waste Wise policies and/or guidelines. It was decided that while a policy banning the use of single-use plastic items would be effective in reducing plastic waste, there is still a need for education and awareness in Campaspe. Furthermore, Council's Waste and Environment Unit prefers to use incentives before imposing regulations on the community. It was also determined that a wider focus on waste was required for events, so as to not only cover the subject of single-use plastic, but also food waste, recycling and litter.

As part of the WICKED (Waste in Campaspe – Know, Educate, Do) program, Council currently has a double-sided information sheet titled "Event Recycling", however there is nothing comprehensive about how event organisers can minimise the amount of waste their events generate and why they should be trying to do so.

While some do it well, many events held within the Shire of Campaspe, whether public, private or internal, require some information and guidance on minimising waste, improving recycling and preventing litter. The community takes pride in the quality and diversity of events it hosts, and so this is an important opportunity to showcase Campaspe as a leader in being 'Waste Wise'.

7. Content

The Waste Wise Events Guide is a toolkit to provide a framework for best practice waste management at events. Its aim is to assist event organisers in promoting and implementing an effective recycling and waste reduction system in order to minimise the amount of waste they send to landfill. It will also assist event organisers in meeting a minimum standard as well as providing some aspirational Waste Wise strategies for best practice.



Minimum requirement

As part of Council's commitment to environmental sustainability, all events held on council-owned or managed land are obliged to meet the minimum standard as detailed in the guide. The minimum requirement, detailed on page one of the Waste Wise Event Plan – Appendix A, essentially ensures that events are effectively recycling and maintaining a litter free environment.



Good practice

Council also seeks to recognise events which are striving to meet these Waste Wise strategies for best practice. As such, events can be awarded Waste Wise status by obtaining certification – one, two or three star.



Leading practice

Council encourages all events to strive towards two and three star certification and aims to have all events two star certified by 2022 by means of a Waste Wise Events Policy. This guide provides a strategy for event organisers to voluntarily work towards achieving Waste Wise status over the next five years, after which point it will be an opportune time to formalise the Waste Wise certification requirements into a policy.

8. Issues and Risk Management

Issues:

Issue 1: Event organisers already find the event application process overwhelming or onerous and to complete the requirements of the Waste Wise Event Plan would only be an additional burden.

The Environmental Projects Officer – Education will be available to assist (to a reasonable extent) any event organisers in completing and submitting the Waste Wise Event Plan. It will also be made available online which will satisfy some users.

Issue 2: The costs and additional resources needed for meeting the requirements of two or three star Waste Wise certification will be too great for some events.

Two and three star certification is voluntary. No additional costs will be imposed on events. Event organisers may find that by improving their waste management practices, they will actually be diverting more waste from landfill and as such may experience fewer fees associated with waste to landfill disposal. Some events wishing to obtain two and three star certification may experience greater costs associated with providing additional services or staff. Under our environmental obligations, however, council would still encourage that the options be explored. Council would also encourage event organisers to consider applying for a Campaspe Community Grant to meet any necessary requirements.

Issue 3: There is not enough incentive for event organisers to want to apply for two or three star certification.

Events which are awarded any level of Waste Wise certification will be issued with the corresponding Waste Wise logo (see page 2). This may be used on any promotional material, event signage, media and communications or however the event organisers wish. Obtaining Waste Wise status will be enough of an incentive for some events, but not for others. Later on, there may be additional incentives provided for Waste Wise events, or conversely, limitations placed on events that are not Waste Wise.

Risk:

Risk management has been considered in the preparation of this report and no risks have been identified in this process.

9. Strategic Planning Environments

Strong and Engaged Communities:	Supports best practice waste management; fosters partnerships between Council, event organisers, stallholders and sporting clubs; enables event patrons and members of the community to be actively engaged in contributing towards waste minimisation in their community; supports social cohesion.
Resilient Economy:	May attract a greater variety of events to the shire and patrons in attendance at that event.
Healthy Environment:	Supports alternative options for diverting waste from landfill, therefore reducing greenhouse gas emissions; supports a healthy natural environment by encouraging staff and community members to limit the environmental impact of their event; promotes protection of the environment and conservation of resources.
Balanced Services and Infrastructure:	No impact.
Responsible Management:	Promotes positive organisational culture by setting a high standard of expectations at events, as well as having staff at Council events lead by example.

10. Consultation

In developing the Waste Wise Events Guide officers have consulted with Sustainability Victoria, the Goulburn Valley Waste and Resource Recovery Group, Surf Coast Shire Environment and Sustainability Department, Plastic-Free Victoria Alliance and various other environmental representatives from Victorian local Councils.

Internal consultation included Waste and Environment, Media and Communications, Economic and Community Development and Events Support.

Council's Events and Environmental Health teams delivered four meetings across the shire with event committees during July 2017. Event committees were made aware that a Waste Wise Events Guide was being developed and were provided a two page educational flyer to introduce the idea of Waste Wise events. This flyer has since been distributed with the Event Application Pack.

7.6. ELECTRIC LINE CLEARANCE MANAGEMENT PLAN 2017/18

Author:

Kate Lemon, Public Environments Manager

Attachments:

7.6. Electric Line Clearance Management Plan 2018 - 2019

1. Purpose

To adopt the annual Electric Line Clearance Management Plan 2018 - 2019.

2. Recommendation

That Council adopt the Electric Line Clearance Management Plan 2018/19

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

Officers do not have delegated authority to carry out this function therefore this matter must come to Council for resolution.

6. Background

In accordance with the Electricity Safety Act 1998, the Shire of Campaspe is responsible for avoiding and minimising the impact of vegetation on power lines in the Declared Areas of Echuca, Kyabram and Rochester.

In order to meet these responsibilities Council must develop an Electric Line Clearance Management Plan and review it annually. The plan describes how Council will carry out the works and the measures that are put in place to ensure compliance with the relevant Acts, Regulations, Codes of Practice, Rules and Standards.

Energy Safe Victoria (ESV) is the independent technical regulator responsible for electricity, gas and pipeline safety in Victoria. This includes electrical infrastructure such as powerlines. The annual review of the plan is required to ensure that any changes to legislation, industry practice or training are identified and included. The plan must be made available to Energy Safe Victoria (ESV) upon request.

The review focuses on an annual audit undertaken by the Arboriculture officer to identify vegetation that has, or has the potential to encroach into the clearance space required by the Code of Practice. A program of vegetation clearing is compiled from the results of the audit and the works are carried out by a suitably qualified and experienced contractor.

The contract is awarded annually, with all works undertaken by the contractor supervised and audited by Council's Arboriculture Officer.

The Electric Line Management Clearance program forms part of the Parks and Gardens annual operational program of works.

7. Content

The review of the plan has now been completed and covers the requirements of the revised Electric Line Clearance regulations 2015. The plan has also been reviewed by officers at ESV to ensure it meets the requirements of the Regulator.

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: The plan and associated works aim to protect the safety of residents and the amenity of the environment by reducing the incidence of risk from fire and other electrical safety matters.

Balanced Services and Infrastructure: No impact

Responsible Management: No impact

10. Consultation

- Regulator - Energy Safe Victoria
- Parks & Gardens Coordinator
- Arboriculture Officer
- General Manager Regulatory and Community Services

8. COUNCIL INFORMATION

8.1. OPEN ASSEMBLY OF COUNCILLORS RECORDS

Author:

Sharolyn Taylor, Council Support Officer

Responsible Manager:

Governance Manager

1. Purpose

To present to Council the open records for the Assemblies of Councillors held in the month of April 2018.

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 April 2018:

Meeting Information		
Meeting Name/Type	Campaspe Briefing Session	
Meeting Date	3 April 2018	
Start time:	9:30am	Finish time: 4:13pm
Matters Discussed	<ol style="list-style-type: none"> 1. Welcome, present & apologies 2. Declaration of Interests 3. 2018/19 Budget Session 4. Delegation – Wendy Lovell MP 5. Future Meetings 6. Briefing Minutes Review 7. Mayor’s & Committee Representatives Report <ol style="list-style-type: none"> 7.1 Delegation visits 7.2 EMT Board Meeting 8. Monthly Reports – February 9. Tree Strategy Part 1 10. Electric Line Clearance Management Plan 	
Attendees		
Councillors	Cr Adrian Weston (Mayor), Cr Vicki Neele (Deputy Mayor), Cr Daniel Mackrell, Cr Kristen Munro (9:30am – 1:29pm) (3:19pm – 4:13pm), Cr Neil Pankhurst, Cr Leanne Pentreath, Cr Annie Vickers, Cr Leigh Wilson, Cr John Zobec	
Staff	Paul McKenzie (Acting CEO), Fleur Cousins, Richard Conway (Acting GM Infrastructure Services), Sharolyn Taylor	
Apologies		
Councillors		
Staff	Jason Russell, Keith Oberin, Emma Dalton	
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	17 April 2018	
Start time:	9:30am	Finish time: 3:57pm
Matters Discussed	<ol style="list-style-type: none"> 1. Welcome, present & apologies 2. Declaration of Interests 3. Future Meetings 4. Briefing Minutes Review 5. Communication Reports 6. Council Meeting Agenda – Open Q & A 7. Confidential Agenda – Q & A – no discussion 8. 2018/19 Draft Budget 9. Planning Application – Solar Farm Girgarre 10. Strategic Planning Update 11. Aquatic Reserve Master Plan Progress Update 12. Campaspe Hydrotherapy Feasibility Study Progress Update 13. Delegation – Women’s Health Loddon Mallee 14. Delegation – Loddon Campaspe Regional Partnerships Update 15. Campaspe Bridges Update and 2018/19 Projects 16. Tourism Update 17. Murray Esplanade Retaining Wall Progress Update 	
Attendees		
Councillors	Cr Adrian Weston (Mayor), Cr Vicki Neele (Deputy Mayor), Cr Daniel Mackrell, Cr Kristen Munro, Cr Neil Pankhurst (9:30am – 12:45pm), Cr Leanne Pentreath, Cr Annie Vickers, Cr Leigh Wilson, Cr John Zobec	
Staff	Jason Russell, Keith Oberin, Paul McKenzie, Emma Dalton, Fleur Cousins (9:35am – 3:57pm), Sharolyn Taylor	
Apologies		
Councillors		
Staff		
Conflict of Interest disclosures		
Matter No.	Councillor/officer making disclosure	Left meeting: Yes/No
Nil		

8. Issues and Risk Management

Nil.

9. Strategic Planning Environments

Strong and Engaged Communities: No impact

Resilient Economy: No impact

Healthy Environment: No impact

Balanced Services and Infrastructure: No impact

Responsible Management: No impact

10. Consultation

Nil.

8.2. LETTERS OF APPRECIATION

The following has been received:

- Genevieve Dunn (on behalf of Gold Coast 2018 Commonwealth Games and the Queen's Baton Relay team – thank you to the Local Working Group for all the support and assistance in bringing the Queen's Baton Relay to Echuca. The journey would not have been possible without the effort shown by the group.

The enthusiasm and active involvement in celebrating the Queen's Baton and collaboration with the QBR team to coordinate what was an incredible event is appreciated.

- Echuca Neighbourhood House Inc – thank you for the responsive grant to assist with the purchase of items for inclusion in packs to homeless as part of the Showers for the Homeless Program. The program has been a great success with at least one person per week utilising the service. The people using the service are always incredibly grateful.
- Judy Kopunovic, Toolleen Community Planning Group – thank you to Keith Oberin, Economic & Community Development General Manager for organising a working group from Corrections Victoria to come and clean up the area surrounding the Toolleen Wayside Stop and the corners on the Northern Highway.

Recommendation

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

8.3. RESPONSIVE GRANTS PROGRAM

Author:

Bobbi Aitken, Civic Events & Grants Officer

Responsible Manager:

General Manager Economic and Community Development

1. Purpose

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

2. Recommendation**That Council:**

1. Note the following grants have been approved in accordance with Responsive Grants Program guidelines and criteria and applicants advised in writing:
 - Echuca Neighbourhood House Inc – to assist with costs associated with the official re-opening of the Back 9 Golf Course on 27 April, \$1,000.
 2. Note the following grants have not been approved in accordance with Responsive Grants Program guidelines and criteria and applicants advised in writing:
 - Campaspe Cohuna LLEN, to assist with costs associated with bus transport for students to attend the Food & Fibre Careers Day at Dookie College on 25 May and Goulburn Murray Water Careers Day in Tatura on 2 November.
 - U3A University of the Third Age – Echuca, to assist with costs associated with admission costs to events and some travel for educational and cultural learning for seniors throughout the shire and district.
-

3. Conflict of Interest

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

4. Charter of Human Rights

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

5. Instrument of Delegation

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

6. Background

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

This month, the following applications have been received:

Organisation	Amount	Amount Recommended	Purpose	Comment
Campaspe Cohuna LLEN	\$1,000	\$0	To assist with costs associated with bus transport for students to attend the Food & Fibre Careers Day at Dookie College on 25 May and Goulburn Murray Water Careers Day in Tatura on 2 November	Not approved by CEO –the organisation has been funded for the Food & Fibre Careers Day from this program in 16/17 and the request for funds in November does not meet the criteria for this program.
Echuca Neighbourhood House Inc	\$1,000	\$1,000	To assist with costs associated with the official re-opening of the Back 9 Golf Course on 27 April	Approved by CEO – meets assessment criteria
U3A University of the Third Age – Echuca	\$500	\$0	To assist with costs associated with admission costs to events and some travel for educational and cultural learning for seniors throughout the shire and district	Not approved by CEO – does not meet assessment criteria as events occur from June to November Project is more relevant to the Seniors Grants Program

Fund Balance Prior to application approval:	\$32,364
Funding approved:	\$1,000
Fund Balance: (15 May 2018)	\$31,364

7. Issues and Risk Management

Issues:

Nil

Risk:

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

8. Strategic Planning Environments

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

9. Consultation

Nil

8.4 AUDIT AND RISK COMMITTEE MEETING MINUTES

Author:

Wayne Jenkin, Audit & Risk Committee Chairperson

Attachments:

8.4. Draft Minutes of the Audit and Risk Committee meeting held on 2 May 2018.

1. Purpose

To note the Audit and Risk Committee Meeting Draft Minutes of the meeting held on 2 May 2018.

2. Recommendation

That Council note the Draft Minutes of the Audit and Risk Committee meeting held on 2 May 2018 subject to confirmation by the Audit and Risk Committee.

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

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

7. Content

Meeting: 2 May 2018

The 2 May 2018 Audit & Risk Committee meeting was attended by:

Members: Michael Bennett, Suzanna Barry, Wayne Jenkin, Cr Neil Pankhurst, Cr Leanne Pentreath

Officers: Fleur Cousins (General Manager Corporate Services), Ailsa Box (Finance Manager), Donna Standfast (Corporate Support Executive Assistant)

12.58pm (Suzanne Thomas (Human Resources Manager), Christine Hartwell (Occupational Health & Safety & RTW Coordinator) joined the meeting.

1.28pm (Suzanne Thomas (Human Resources Manager), Christine Hartwell (Occupational Health & Safety & RTW Coordinator) left the meeting.

Internal Auditor: Brad Ead (AFS & Associates)

External Auditor: 12.36pm Ryan Schischka joined the meeting

12.57pm Ryan Schischka left the meeting

Apologies: Jason Russell (Chief Executive Officer)

Items discussed at the meeting were:

- Adoption of Previous Minutes
- Summary of Actions from Audit & Risk Committee Meeting
- Quarterly Financial Report
- Investment Portfolio Review
- Update of Outstanding Audit Actions Register
- VAGO Audit Strategy 2017-18
- Appointment of New Audit & Risk Committee Members
- Audit & Risk Committee Work Plan
- CSC Strategic Risk Register
- Internal Audit Program Status Update

Refer to Attachment 8.4 for copy of the Draft Minutes of 2 May 2018.

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

8. Issues and Risk Management

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

9. 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: Audit reviews and findings are a critical aspect in the implementation of appropriate governance within the organisation. Control risks are reviewed,

identified and actions implemented ensuring organisational risk and exposure are minimised

10. Consultation

The Audit & Risk Committee includes three external people to provide a broad range of specialist skills and facilitates wider consultation and participation in Council's financial management, Governance and internal controls.

8.5. QUARTERLY FINANCIAL STATEMENTS

Author:

Ailsa Box, Finance Manager

Attachments:

8.5. Quarterly Statements Reporting Pack

1. Purpose

To present to Council a quarterly income statement and additional financial reports to provide a summary of the financial position of Council for the quarter ended March 2018.

2. Recommendation

That Council note the March 2018 Quarterly Statements.

3. Conflict of Interest

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

4. Charter of Human Rights

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

5. Instrument of Delegation

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

6. Background

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

7. Content

A pack of the financial statements is included as Attachment 8.5 and contains:

Income Statement	Comparison of 2017/18 budget, 2017/18 actuals and 2016/17 actuals for the nine months ended 31 March 2018.
Balance Sheet	Comparison of 2017/18 budget, 2017/18 actuals and 2016/17 actuals for the nine months ended 31 March 2018.

Cash Flow Statement	Comparison of 2017/18 budget, 2017/18 actuals and 2016/17 actuals for the nine months ended 31 March 2018.
Statement of Capital Works	Comparison of 2017/18 budget, 2017/18 actuals and 2016/17 actuals for the nine months ended 31 March 2018.

Income Statement

The major variations to budget for the three months ended 31 March 2018 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 March quarter is \$5.5 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 was in planning and design phases for the July to December period, actual work will continue to increase in the April – June period. Spend will increase to be in line with budget as actual works are completed.

8. Issues and Risk Management

Issues:

Nil

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 31 March 2018

10. Consultation

General Manager Corporate Services

The Audit and Risk Committee reviewed the financial statements at their meeting held 2 May 2018.

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.

9. COUNCILLOR REPORTS

Cr Adrian Weston	
18 April 2018	Edge FM Radio Interview
18 April 2018	Planning Information Session - Pln056/2018
18 April 2018	C4EM CEO Meeting
18 April 2018	Opening of 'Out of the Archives' Exhibition
19 April 2018	Media interviews – ABC Goulburn Murray and Waranga News
20 April 2018	Loddon Campaspe Councils Meeting
20 April 2018	Loddon Murray Community Leadership Gala Dinner
22 April 2018	Stanhope ANZAC Day Service
23 April 2018	ACE Radio Interview
23 April 2018	Campaspe Regional Library Solar Launch
25 April 2018	Rushworth ANZAC Day Dawn Service
25 April 2018	Corop ANZAC Day Service
27 April 2018	Official Opening Back 9 Golf Course
28 April 2018	Kyabram P12 College Deb Ball
30 April 2018	ACE Radio Interview
3 May 2018	Loddon Campaspe Regional Partnership 2018 Regional Assembly
7 May 2018	ACE Radio Interview
10 May 2018	Opportunities and Regional Challenges for the Goulburn Murray Region – Workshop
10 May 2018	Climate Smart Farming Forum Preliminary Meeting
11-14 May 2018	Shiroi Delegation including Welcome Dinner and Farewell Reception
11 May 2018	The Fabric of Gargarre - Past Present & Future Grand Unveiling
14 May 2018	ACE Radio Interview
14 May 2018	Water Markets Workshop

Cr Daniel Mackrell	
21 April 2018	Gargarro Soundshell Gala Opening
22 April 2018	Victoria Welsh Male Choir
25 April 2018	Echuca RSL Dawn & Main Anzac Day Service
27 April 2018	Official Opening Back 9 Golf Course
2 May 2018	Echuca Moama Rotary Breakfast
9 May 2018	Murray Business Network Event – Samuel Johnson
12 May 2018	Shiroi Delegation Welcome Dinner

Cr Kristen Munro	
18 April 2018	Planning Information Session - Pln056/2018
18 April 2018	Opening of 'Out of the Archives' Exhibition
18 April 2018	Echuca Arts Space - Have your Say Pop Up Information Session
20 April 2018	Stanhope 'Look Over the Farm Gate' Free Family Fun Night
21 April 2018	Gargarro Soundshell Gala Opening

Cr Kristen Munro continued	
21 - 22 April 2018	Lockington & District Living Heritage Complex 21 Annual Vintage Rally
25 April 2018	Rochester ANZAC Day Dawn and Main Service
25 April 2018	Lockington ANZAC Day Service
27 April 2018	Official Opening Back 9 Golf Course
11 May 2018	The Fabric of Girgarre - Past Present & Future Grand Unveiling
12 May 2018	Shiroi Delegation Welcome Dinner
13 May 2018	Njernda Mothers Day Movie Under the Stars

Cr Vicki Neele	
18 April 2018	Opening of 'Out of the Archives' Exhibition
18 April 2018	Echuca Arts Space - Have your Say Pop Up Information Session
18 April 2018	Echuca Moama Tourism Meeting
19 April 2018	Kyabram One Voice Committee Meeting
20 April 2018	Stanhope 'Look Over the Farm Gate' Free Family Fun Night
21 April 2018	Lockington & District Living Heritage Complex 21 Annual Vintage Rally
22 April 2018	Tongala Tomato Sauce Competition
23 April 2018	Campaspe Regional Library Solar Launch
25 April 2018	Kyabram ANZAC Day Service
26 April 2018	MAV Rural & Regional Forum
27 April 2018	Official Opening Back 9 Golf Course
29 April 2018	Kyabram SES 40th Birthday Celebrations
30 April 2018	Tongala Primary School Leadership Talk
3 May 2018	Loddon Campaspe Regional Partnership 2018 Regional Assembly
7 May 2018	EMFM Radio
10 May 2018	Rushworth Senior Citizens Seniors Expo
11 May 2018	The Fabric of Girgarre - Past Present & Future Grand Unveiling
12 May 2018	Shiroi Delegation Welcome Dinner
13 May 2018	Shiroi Delegation

Cr Neil Pankhurst	
19 April 2018	The Great Debate St Patricks Tongala
20 April 2018	Stanhope 'Look Over the Farm Gate' Free Family Fun Night
21 April 2018	Gargarro Soundshell Gala Opening
23 April 2018	Campaspe Regional Library Solar Launch
25 April 2018	Tongala ANZAC Day Dawn and Main Service
26 April 2018	John Holland Team Meeting Lunch
27 April 2018	Official Opening Back 9 Golf Course
30 April 2018	Echuca Moama Torrumbarry Flood Study Community Presentation and Information Forum
2 May 2018	Audit & Risk Committee Meeting
12 May 2018	Shiroi Delegation Welcome Dinner

Cr Leanne Pentreath	
21 -22 April 2018	Lockington & District Living Heritage Complex 21 Annual Vintage Rally
25 April 2018	Lockington ANZAC Day Service
25 April 2018	Torrumbarry ANZAC Day Service
25 April 2018	Gunbower ANZAC Day Service
2 May 2018	Audit & Risk Committee Meeting
4 May 2018	Lockington Senior Citizens Birthday

Cr Annie Vickers	
18 April 2018	Planning information session - Pln056/2018
18 April 2018	Opening of 'Out of the Archives' Exhibition
18 April 2018	Echuca Arts Space - Have your Say Pop Up Information Session
20 April 2018	Stanhope 'Look Over the Farm Gate' Free Family Fun Night
21 April 2018	Gargarro Soundshell Gala Opening
21 -22 April 2018	Lockington & District Living Heritage Complex 21 Annual Vintage Rally
22 April 2018	Victoria Welsh Male Choir
23 April 2018	Campaspe Regional Library Solar Launch
25 April 2018	Echuca RSL Dawn & Main Anzac Day Service
25 April 2018	Colbinabbin ANZAC Day Service
25 April	Rochester Fine Art Exhibition Opening
27 April 2018	Official Opening Back 9 Golf Course
30 April 2018	Echuca Moama Torrumbarry Flood Study Community Presentation and Information Forum
2 May 2018	Northern Victorian Integrated MEMPC Table Top Exercise
3 May 2018	Loddon Campaspe Regional Partnership 2018 Regional Assembly
5 May 2018	Echuca Football Netball Club Sponsors Lunch
9 May 2018	Murray Business Network Event – Samuel Johnson
10 May 2018	Integrated MEMPC Meeting
11 May 2018	The Fabric of Girgarre - Past Present & Future Grand Unveiling
11 May 2018	Echuca Regional Health Autumn Ladies Luncheon Fundraiser
12 May 2018	Shiroi Delegation Welcome Dinner
13 May 2018	Njernda Mothers Day Movie Under the Stars

Cr Leigh Wilson	
26 April 2018	GVWRRG Board meeting
27 April 2018	Rochester Fine Art Exhibition - Gourmet Dinner & Art Auction
11 May 2018	Shiroi Delegation

Cr John Zobec	
18 April 2018	Opening of 'Out of the Archives' Exhibition
20 April 2018	Stanhope 'Look Over the Farm Gate' Free Family Fun Night
21 April 2018	Gargarro Soundshell Gala Opening
25 April 2018	Kyabram ANZAC Day Service
25 April 2018	Girgarre ANZAC Day Service

Cr John Zobec continued	
29 April 2018	Kyabram SES 40th Birthday Celebrations
11 May 2018	Shiroi Delegation
12 May 2018	Shiroi Delegation Welcome Dinner
13 May 2018	St Augustine's Parish Kyabram Launch and Celebrations - 1878 - 2018

Recommendation

That the Councillor reports be noted.

10. CHIEF EXECUTIVE OFFICER'S REPORT

Activities and meetings attended since previous Council meeting:

- Port of Echuca Discovery Centre – Out of the Archives Exhibition
- Loddon Campaspe Councils meeting
- Coliban Integrated Water Management Forum
- Beacon charter Signing Ceremony
- Meeting with Echuca Moama & District Tourism CEO
- Opening of the Back 9 Golf Course under Echuca Neighbourhood House management
- Meeting with Court Services Victoria
- Special Council Meeting to adopt the Draft 2018/2019 Budget
- Murray River Group of Councils CEO's meeting
- Panel member for DELWP Executive Team offsite
- Local Government Performance Reporting Framework - Technical Working Group
- Murray Business Network
- Activities with delegation from Shiroi

Recommendation

That the Chief Executive Officer's report be noted.

11. PETITIONS/LETTERS

11.1. SOUTH BOUNDARY ROAD PETITION INVESTIGATION OUTCOME

Author:

Richard Conway, Asset Manager

Attachments:

11.1.1. South Boundary Road Petition – Gardadale

11.1.2. South Boundary Road Petition – Kashelmara

11.1.3 South Boundary Road Drainage Report – Heil Engineering Consultants Pty Ltd

1. Purpose

To advise Council of the outcome of an investigation in to drainage on South Boundary Road, Kyabram following the receipt of two petitions from the community.

2. Recommendation

That Council:

1. Note the receipt of the petitions.
 2. Note the Heil Engineering Consultants Pty Ltd Drainage Investigation Report South Boundary Road Kyabram.
 3. Note that an overland drain is to be installed across South Boundary Road Kyabram as part of the 2018/19 draft Capital Works program.
 4. Note that additional drainage infrastructure is not required on South Boundary Road Kyabram.
-

3. Conflict of Interest

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

4. Charter of Human Rights

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

5. Instrument of Delegation

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

6. Background

Council approved the development of "Belthorpe Estate" (the estate) a 15 lot subdivision on South Boundary Road, Kyabram by Council resolution in April 2013. Development began in December 2017 with earthworks and creation of the driveway entrance. Construction of the driveway required the filling in of the table drain fronting the estate's entrance in line with the planning permit. Work coincided with the December rain event and a group of local people confronted the developers requesting they stop works because of fears that the works would end in flooding of their properties.

Shortly afterwards council received two petitions from owners in the Kashelmara and Gardadale estates. They expressed concern that the new development's earthworks would lead to a breach under the Water Act that the decision to not have a pipe under the driveway was done to "save the developer money....and brings about questions of process and integrity in this matter." The petition requested that a culvert be put in to the driveway being built by the Belthorpe Estate Developer. It also stated that the petitioners were unaware that the South Boundary drain would be filled in as part of the development.

In December 2017 council staff acknowledged the petitions and undertook to investigate the issue. Also in December General Manager Infrastructure Services and Mayor Weston met with petitioner's representative Mr Don McKenzie and others on the subject. At that meeting Mr McKenzie was informed council would be investigating the matter.

7. Content

The original planning application

The application included provision for the management of stormwater as expected by the planning requirements. The final design requires all the lots to retard a 1 in 100 year storm event on their land. Most of the lots send the drainage south and away from South Boundary Road. Those lots that do contribute to South Boundary Road do so at 3.2 litres per second which is the lowest rate on South Boundary Road and was calculated to be within the drainage schemes capability.

Council passed a resolution allowing the development of the estate in its current format.

Commentary on integrity and probity and saving money and of not knowing what was going to happen

Council processes were adhered to throughout the application and decision process. No evidence has ever been found or supplied to support a claim of not following due process or seeking to act solely to the benefit of planning applicants. Because the permit application followed process the designs of the estate, including the filling of the drain, was available to interested parties at the time of application.

Water Act

The Water Act Section 16 sets out the liability regime for flows of water from the land of a person. Section 16(1) provides that if there is an unreasonable flow of water from the land of a person onto any other land, and the water causes injury, damage or economic loss, the person who caused the flow is liable to pay damages. Section 16(2) provides that if a person interferes with a reasonable flow of water onto any land, or negligently interferes with an unreasonable flow of water, and the water causes injury, damage or economic loss, the person who interfered with the flow is liable to pay damages.

As it stands there has been no evidence provided of flow going on to the Kashelmara or Gardadale estates or it then causing loss, injury, damage or economic loss. Council believes it has provided reasonable standards of capacity and exercised reasonable care in the planning of the estate drainage infrastructure to not intentionally cause a flow of water. The findings of the independent report also support this conclusion.

Section 157 of the Water Act states for a flow to be actionable it must occur as a result of the authority's negligent or intentional conduct but does not require that the flow is "not reasonable". Notably, a local council is not an "authority" under s157. Claims against a council, therefore, should be commenced under s16.

Planned capital works on South Boundary Road

Entirely separate to the development of the Belthorpe Estate, council staff have assigned capital funds to the 2018/9 year to upgrade the drainage on South Boundary Road. The proposed work sees an overland drain created from the South Boundary Road table drain on to the Golf Course drain. Staff planned to deliver improvements in the form of a siphon to the South Boundary to Golf Course drainage as part of the South Boundary Road upgrade project this financial year. However Goulburn Murray Water announced they would be retiring the channel along South Boundary Road in mid 2018 or 2019 which required a change to the work and a delay until GMW had vacated the site. Staff felt installing a \$60,000-\$70,000 solution which would be retired, removed or redundant two years later was not a good use of public funds. Specifically it did not meet Council policies 091 Sustainable Asset Management or 118 Asset Rationalisation.

Outcome of report

External consultants reviewed the information available, including the approved sub development plans, prior drainage investigations and performed a site survey. Their report concludes that the Belthorpe Estate doesn't affect South Boundary Road's drainage system. It notes that the pre-planned overland drain will improve drainage minimising the risk of flooding throughout the petitioners estates.

The solution the petitioners require

The petitioners ask for a culvert to be put in to the driveway being built by the estate. Based on the council calculations, and the conclusion of the independent consultant, there is no evidence that the culvert is necessary. A culvert installed in the estate would cost circa \$60,000.

8. Issues and Risk Management

Issues:

Issue 1: Belthorpe Estate degrading drainage performance on South Boundary Road

Council calculations and the external report indicate there is no evidence that Belthorpe Estate detracts from the drainage on South Boundary Road.

Issue 2: Legal liability for loss or damage

As it stands no evidence has been provided of loss or damage as a result of the development of Belthorpe Estate. The external report indicates that the estate does not represent an apparent risk.

Issue 3: Probity

Council and public sector processes were followed throughout the process. There is no evidence of either staff or the developer breaching processes and the estate, as developed so far, has been seen to meet the requirements of the planning permit.

Risk:

Risk	Likelihood	Consequence	Rating	Mitigation action
Flooding in South Boundary Road worsened as a result of the Belthorpe Estate	Low	Medium – High depending on scale	Medium	Reports and internal calculations indicate that there should be no significant impact from the estate.

9. Options

Option 1: Allow the development of Belthorpe Estate to continue in its permitted form and do not install additional drainage

This option is recommended by officers.

The estate developer is acting within their planning permit and there is no evidence that the estate will cause detrimental flows on to the road or neighbouring estates.

Option 2 Install additional drainage to the South Boundary Road scheme

This option is not recommended by officers.

This is an unnecessary action based on council calculations and the independent reports conclusion.

10. Strategic Planning Environments

Strong and Engaged Communities:	No impact
Resilient Economy:	No impact
Healthy Environment:	No impact
Balanced Services and Infrastructure:	Infrastructure delivered to meet the defined needs of the community.
Responsible Management:	Robust and financially sustainable processes is the most responsible use of funds.

11. Consultation

Internal

- Road Services Coordinator
- Engineering Development Coordinator
- Planning Manager
- Assets Manager
- Legal Officer
- Risk Officer
- General Manager Infrastructure Services
- Chief Executive Officer

External

- Independent Engineering Consultant
- Council's legal representatives.

12. NOTICES OF MOTION

Nil

13. URGENT BUSINESS

Nil

14. QUESTION TIME

15. CLOSED SESSION OF THE MEETING TO THE PUBLIC

Recommendation

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

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

16. CONFIRMATION OF CONFIDENTIAL MINUTES & ATTACHMENTS

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

17. CONFIDENTIAL COUNCIL INFORMATION

Nil

18. CONFIDENTIAL BUSINESS

Nil

19. CONFIDENTIAL COUNCIL MEETING CLOSE

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

20. ITEMS DETERMINED TO BE NO LONGER CONFIDENTIAL

21. OPEN MEETING TO THE PUBLIC

Recommendation

That Council resolves to open the meeting to the public at

22. CLOSE MEETING

.....

JASON RUSSELL

CHIEF EXECUTIVE OFFICER