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# AGENDA



For a meeting of the seventh Campaspe Shire Council to be held on Tuesday, 20 November 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 Council Meeting held on 16 October 2018
- Open section of the Campaspe Briefing Session held on 2 October 2018
- Open section of the Campaspe Briefing Session held on 9 October 2018
- Open section of the Campaspe Briefing Session held on 16 October 2018
- Open section of the Campaspe Briefing Session held on 23 October 2018
- Open section of the Campaspe Briefing Session held on 30 October 2018

#### **Recommendation**

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

- The open section of the Council Meeting held on 16 October 2018
- The open section of the Campaspe Briefing Session held on 2 October 2018
- The open section of the Campaspe Briefing Session held on 9 October 2018
- The open section of the Campaspe Briefing Session held on 16 October 2018
- The open section of the Campaspe Briefing Session held on 23 October 2018
- The open section of the Campaspe Briefing Session held on 30 October 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

### 5.1. COUNCIL PLANNING REPORT – HIGH STREET RUSHWORTH VIC 3612, PLN206/2018

ALLOCATED OFFICER:	Sarah Perry, Planner
RESPONSIBLE MANAGER:	Planning and Building Manager
APPLICATION NO:	PLN206/2018
DATE RECEIVED:	6 August 2018
APPLICANT:	RMG Regional Management Group
PROPOSAL:	Works (Streetscape reconstruction and improvement works) in Heritage Overlay Schedule 301 and Native Vegetation Removal pursuant to Clause 52.17
SUBJECT SITE:	High Street RUSHWORTH VIC 3612
ZONING:	General Residential Zone
OVERLAYS:	Heritage Overlay Schedule 301
UNDER WHAT CLAUSE (S) IS A PERMIT REQUIRED?:	Clause 43.01-1 and Clause 52.17
RESTRICTIVE COVENANTS ON THE TITLE?:	No
CURRENT USE AND DEVELOPMENT:	High Street
IS A CULTURAL HERITAGE MANAGEMENT PLAN REQUIRED:	No
OBJECTIONS:	Seventeen (17)

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#### 1. Summary Recommendation

It is recommended that Council as the Responsible Authority issue a Notice of Decision to Grant a Permit subject to conditions.

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#### 2. Conflict of Interest

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

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#### 3. Charter of Human Rights

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

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#### 4. Instrument of Delegation

This report has considered the Instrument of Delegation (S6) by Council. This report is required as the delegation does not allow officers to determine a planning application where multiple objections have been lodged.

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## 5. Proposal

It is proposed to carry out works a part of a reconstruction and renewal project within the High Street streetscape between Moora Road to the north and Wigg Street to the south. The works proposed as part of this application include:

- Reconstruction of the central reserve kerb and channel and car park near Moora Road to formalise access and egress. Alter the angle of the car parking and create additional disabled parking spaces and line marking and repaving of High Street.
- Construction of pedestrian outstands to connect to new footpaths across the central reserve. The footpaths will incorporate red brick edges in reference to the use of red bricks in the historic buildings along High Street.
- Inclusion of tree planting in the road reserve, Box Alders and plantings of Yellow Gum, Banksias, Coastal Rosemary and Date Palms in the Central Reserve. New garden beds within the central reserve at the Moora Road end of High Street.
- The renewal of white picket fences around the railway line intersection with High Street.

It is proposed to remove a total of eight (8) planted and native trees including three (3) immature Wilgas on the rail reserve, two (2) lemon scented gums in the central reserve car park and three (3) planted immature trees.

The remainder of trees are to be protected during construction by implementing tree protection zones. In support of the application a Biodiversity Assessment Report in accordance with the *Guidelines for the removal, destruction or lopping of native vegetation, December 2017 DEWLP*.

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## 6. Subject Site & Locality

The subject site is located within High Street between Moora Road to the north and Wigg Street to the south. The area affected by the works is approximately 1.65ha and includes a car park located in the central reserve near the Moora Road intersection. The works are predominantly located within Heritage Overlay Schedule 301 – Rushworth Precinct.

The central reserve is identified as being 'contributory' to the precinct due to the landscape setting and in particular the generous width of High Street which provides an urban space. The central Reserve also includes other historic items that are identified as being contributory including the rotunda, war memorial, palm trees lamp posts that are not proposed to be altered as part of the application.

The surrounding context is as follows;

- To the north is the intersection with Moora Road, a Road Zone Category 1. Beyond the intersection is the Rushworth Hotel and residential properties.
  - To the east are properties fronting High Street which include the Mechanics Institute, Goulburn Valley Health Centre, the IGA Supermarket, and toilet facilities located within the Railway Reserve.
  - The Railway Reserve is also identified as being contributory to the precinct based on the number of number of surviving infrastructure elements including the track, remnants of platforms/sidings.
  - To the south is Wigg Street which contains a mixture of commercial and residential properties.
  - To the west are properties fronting High Street including the bakery, Campaspe Shire Service Centre, the Glasgow buildings and the continuation of the Railway Reserve.
-

- There are a number of contributory buildings within the streetscape adjoining the subject site. The dominance of the red bricks and the parapeted facades and verandahs within the commercial area of High and Moora Street are identified as part of the heritage significance of the streetscape. The proposed works do not include works to any of the buildings within the streetscape.
- 

## 7. Permit/Site History

N/A

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## 8. Public Notification

The application has been advertised pursuant to Section 52 of the *Planning and Environment Act 1987*, by:

- Sending notices to the owners and occupiers of adjoining land.
- Placing two signs on site, one at each end of the extent of works.
- Notice in the Newspaper.

The notification has been carried out correctly and Council have received seventeen (17) objections to the application. The objections can be summarised as follows:

- The requirement for a fuel station and McDonalds.
  - Narrowing of Parker Street and the impact on the Easter parade route and changes to traffic movements.
  - Impact on emergency services with narrowing of streetscape and cobble stones causing increased wear and tear.
  - Pedestrian access to the War Memorial and across High Street into Central Reserve car park.
  - Car parking including number of spaces and increase in street trees, and caravan and truck parking within the streetscape.
  - Poor community consultation and inability to access information
  - Removal of flagstones under the IGA supermarket verandah to be replaced with bitumen.
  - Verandah posts and no information of how the posts will be incorporated.
  - Drainage issues
  - Access to the shops will be limited due to the planting of trees.
  - Removal of Lemon Scented Gums and Wilga trees
  - Introduction of non-native species including date palms, scarlet oaks and additional areas of turf and their impacts i.e. leaf litter.
  - These issues have been taken into account in the assessment of the planning application.
-



Figure 1: Subject site and surrounds



Legend	
Subject Site	★
Objections	●

The majority of objectors reside outside the mapped area above. A number of objectors are located on High Street south of Wigg Street.

## 9. Consultation

A consultation meeting was undertaken on 25 September 2018 at Rushworth Service Centre. The applicant and the objectors attended.

The concerns of the objectors were discussed in detail with the applicant, however, there was no resolution. It was noted at the meeting that a number of objectors were not fully aware of what was proposed and the meeting allowed the application information to be clarified.

## 10. Referrals

The application has been referred to one (1) external authority. The following table makes note of the type of information requested; whether consent was given and whether conditions were requested to be attached to the permit. In some cases, notes or other advice were included in the referral response.

Referral Authority	Type of Referral	Consent/ Approve Proposal	Request Permit Conditions	Any other advice notes
VicRoads	Section 55 (Determining)	Consents	No	Yes

## 11. Assessment

### Planning Policy Framework (PPF)

The following policies and objectives are relevant to this application.

**Clause 11 Settlement** - *The objective of planning is to anticipate and respond to the need of existing and future communities. Planning should recognise the need for and as far as practicable contribute towards, the health and safety, diversity of choice, adaption in response to changing technology, economic viability, a high standard of urban design and amenity, energy efficiency, prevention of pollution to land, water and air, protection of environmentally sensitive areas and natural resources, accessibility and land use and transport integration.*

#### Clause 11.01-1R Settlement – Loddon Mallee North

##### Strategies

*Support the continued development of commuter towns to provide affordable housing for commuters to Bendigo, Echuca and Shepparton.*

*Provide a suitable range of commercial and industrial precincts in the regional city, regional centres and towns recognising each settlement's role in their community of interest, including cross-border and inter-regional access for economic development.*

**Clause 12 Environmental and Landscape Values** – *Planning should assist in the protection and conservation of biodiversity including important habitat for flora and fauna. The permitted clearing of native vegetation should result in no net loss in the contribution made by native vegetation to Victoria's biodiversity.*

**Clause 15 - Built Environment and Heritage** - *All new land use and development should appropriately respond to its landscape, valued built form and cultural context, and protect places and sites with significant heritage, architectural, aesthetic, scientific and cultural value. Quality built environments should be created that achieve high quality urban design and architecture that:*

- Contributes positively to local urban character and sense of place;
- Reflects the particular characteristics, aspirations and cultural identity of the community;
- Enhances liveability, diversity, amenity and safety of the public realm;
- Promotes attractiveness of towns and cities within broader strategic contexts; and
- Minimises detrimental impact on neighbouring properties.

**15.01-1S Urban design** - *To create urban environments that are safe, healthy, functional and enjoyable and that contribute to a sense of place and cultural identity.*

**15.03-1S - Heritage conservation** - *To ensure the conservation of places of heritage significance.*

## 17 - Economic Development

*Planning is to provide for a strong and innovative economy, where all sectors are critical to economic prosperity.*

*Planning is to contribute to the economic wellbeing of the state and foster economic growth by providing land, facilitating decisions and resolving land use conflicts, so that each region may build on its strengths and achieve its economic potential.*

**17.02-1S – Business** - *To encourage development that meets the community's needs for retail, entertainment, office and other commercial services.*

**Clause 17.04-1S Facilitating Tourism** - *To encourage tourism development to maximise the economic, social and cultural benefits of developing the state as a competitive domestic and international tourist destination.*

**17.04-1R - Tourism - Loddon Mallee North** - *Support nature-based tourism and protect these activities from urban encroachment.*

**The Local Planning Policy Framework (LPPF) - including the Municipal Strategic Statement (MSS) and local planning policies**

### Clause 21.01 Campaspe Shire Key Issues and Strategic Vision

*The estimated 2013 population of the shire was approximately 37,000, which is expected to grow to approximately 39,600 by 2031 (VIF 2015) and to 43,000 by 2036 (Campaspe Profile). Compared to other areas of regional Victoria, the shire has a higher population of younger (school age) people and older people. This trend is expected to grow, which may leave a 'population donut', with less working age residents in the municipality.*

*The other primary population centres include Kyabram (7,371 people), Rochester (2,830), Tongala (1,242), Rushworth (985), Stanhope (490), Lockington (375), Gunbower (265), Girgarre (197) and Colbinabbin (124). There are approximately 12,000 people living in non-urban areas.*

### Clause 21.01-4 Strategic Vision

*Council acknowledges that it has inherited from previous generations a shire that has outstanding environmental, social and economic attributes. Council is committed to passing on the shire to the next generation in as good (or better) condition as when they inherited it.*

*Council also acknowledges that its decision making in respect of land use planning applications will always be made with the above vision in mind, taking into account the interests of all Campaspe residents. Council acknowledges that personal circumstances are not a matter for it to take into account as either the responsible authority or planning authority.*

### 21.06-2 Heritage

*The cultural heritage within the Shire of Campaspe is rich and varied, and the municipality has a relatively high proportion of places demonstrating National and State values.*

*Pre-settlement cultural heritage is of particular significance, and the majority of known Aboriginal cultural heritage places in the shire occur in the vicinity of the Murray, Lower Goulburn and Campaspe river systems.*

*Places of post-settlement cultural heritage significance include buildings, infrastructure, streetscapes, sites and precincts, landscapes and natural features. These places reflect the origins of the Campaspe Shire as an important pastoral area that developed in response to the gold rushes of the 1850s.*

*These heritage places are important assets for the continued economic, social and cultural development of the community, and include the Port of Echuca which is recognised as the "anchor" tourist attraction in the region; the Rushworth Town Centre with its intact 19th century main commercial street; the Whroo historic area; and the Rochester Town Centre with many individually significant buildings.*

*Some of the older parts of the Echuca commercial and residential precincts date back to the mid to late 19th century when Echuca first developed as a crossing place on the river for stock, general merchandise and freight. In addition, there are individual sites scattered throughout the shire, reflecting its origins as an important pastoral area after the gold rush of the 1850s.*

#### Objectives

- To protect and enhance heritage places, including buildings, trees and structures of natural or cultural significance, for present and future generations.
- To identify, recognise and protect places of heritage, cultural and social significance.

#### **21.09-5 Rushworth**

*Rushworth has a small economic base, focused on tourism, heritage and essential services. Rushworth is predominantly surrounded by the box ironbark Rushworth State Forest that provides significant opportunities and constraints. Rushworth is well located with regard to major regional centres, and is becoming increasingly popular with commuters. Projections indicate that Rushworth's population is expected to remain steady to the year 2020.*

#### Local area implementation

- Facilitate development in accordance with the Rushworth Town Structure Plan.

*Key directions for the future development of Rushworth township include:*

- Rushworth is distinguished by its unique pre-1914 streetscape and landscape character (especially the High Street precinct) and has a National Trust Heritage Precinct classification.
- Rushworth is nestled within the boundaries of the Rushworth State Forest.

**Clause 22.02 Heritage** - *To encourage the retention and conservation of all significant and contributory heritage places and the cultural fabric of heritage places within the Shire of Campaspe to ensure that the form and appearance of any additions, alterations, or new development is complementary. To ensure that new development in heritage precincts, including external additions and alterations, is respectful to the architectural, social and/or historic character of the precinct and makes a positive contribution to its built form and amenity.*

*The plan description for the Central Reserve outlined within the Heritage Review 2014 Part B Heritage Precincts document is summarised as follows:*

The character and significance of the town is largely a function of its landscape setting and in particular the generous width of High Street which provides a formalised urban space that is unprecedented in other town within the Campaspe Shire or the region in general. The central reserve includes a number of historic items including the rotunda, lamp post, drinking fountain, war memorial, palm trees and other landscape features.

The precinct description outlined within the *Heritage Review 2014 Part B Heritage Precincts* document is summarised as follows:

The Rushworth Precinct is of historic and social significance as it provides tangible physical evidence of the impact of the discovery of alluvial gold in the region and the establishment of reef mining. The richness of this gold field is illustrated by the stature of the surviving 19th century and early 20th century buildings.

The scale of the central commercial area (High Street) and the notable buildings which line both sides of the street, demonstrates the unfulfilled 19th century vision for Rushworth as a gracious and vital township. As a streetscape, the dominance of red bricks both in religious, civic and commercial buildings is a cohesive factor. Other typical regional characteristics such as the parapeted facades and the wide-verandah commercial area of High and Moora Streets provide a pleasing historic streetscape.

The character and significance of the town is largely a function of its landscape setting and in particular the generous width of High Street which provides a formalised urban space that is unprecedented in other town within the Campaspe Shire or the region in general.

## Zoning

**Clause 32.05 Township Zone** – *To provide for residential development and a range of commercial, industrial and other uses in small towns that respects the neighbourhood character of the area and allows for educational, recreational, religious, community and a limited range of other non-residential uses to serve local community needs in appropriate locations.*

A permit is not required for the reconstruction works pursuant to Clause 32.05 as exemptions apply in accordance with Clause 62.02-2 (Buildings and works not requiring a permit unless specifically required by the planning scheme) for 'roadworks', 'street and park furniture', 'repairs and routine maintenance to an existing buildings or works'.

## Overlays

**Clause 43.01 Heritage Overlay** - *To conserve and enhance heritage places of natural or cultural significance and the elements which contribute to their significance whilst ensuring development does not adversely affecting the significance of heritage places.*

The site is affected by the Heritage Overlay Schedule 301 – Rushworth Precinct. Tree controls apply to trees greater than 5 metres in height; or greater than 2 metres in circumference. A permit is required to construct or carry out works and remove trees pursuant to Clause 43.01-1.

It is noted that works such as road works and repairs and routine maintenance are exempt from the notice and review requirements of Clause 43.01-1.

## Relevant Particular Provisions

**Clause 52.17 Native Vegetation** - *To ensure that there is no net loss to biodiversity as a result of the removal, destruction or lopping of native vegetation. A permit is required to remove, destroy or lop native vegetation pursuant to Clause 52.17-1.*

## General Provisions

**Clause 62.02 Buildings and works** - Clauses 62.02-1 and 62.02-2 set out exemptions from permit requirements in this scheme relating to the construction of a building or the construction or carrying out of works. These exemptions do not apply to the removal, destruction or lopping of trees and the removal of vegetation. Exemptions for vegetation removal are set out in Clause 62.02-3.

**Clause 65 Decision Guidelines** sets out decision guidelines for the responsible authority to consider in ensuring acceptable outcomes in terms of Planning Policy Framework.

**Clause 71.02-1 Purpose of the Planning Policy Framework** is to provide a context for spatial planning and decision making by planning and responsible authorities, seeking to ensure that the objectives of planning in Victoria are fostered through appropriate land use and development planning policies and practices that integrate relevant environmental, social and economic factors in the interests of net community benefit and sustainable development.

## Relevant incorporated or reference documents

- Council Plan 2013-2017
- Heritage Review 2014, Part A, Review methodology
- Heritage Review 2014, Part B, Heritage Precincts

- Guidelines for the Removal Destruction or Lopping of native vegetation, December 2017
- 

## 12. Summary of Key Issues

As part of processing the planning application, a number of the objections have raised issues which are not relevant to the proposal and are beyond the requirements of the Campaspe Planning Scheme, *Planning & Environment Act 1987* and the *Planning Regulations 2015*.

Therefore the following matters which have been raised within objections will not be considered:

- Requesting a fuel station and McDonalds
- Drainage issues outside of the area
- Previous discussions outside of the planning process
- Verandah reconstructions

The following is a summary of the relevant planning issues, considering planning principles and issues raised by the objectors.

### Policy

Rushworth's economic base is focused on tourism and heritage with Clause 21.09-5 detailing a key direction for Rushworth's development based around the '*unique pre-1914 streetscape and landscape character (especially the High Street precinct) and has a Nations Trust Heritage Precinct classification.*'

Clause 21.07-4 Tourism is to support and enhance the tourism assets of the shire. The renewal project is a \$1.5m Council project that will deliver a cohesive streetscape for High Street particularly with the re-introduction of avenue plantings and the realignment of kerb and channel to be consistent the length of High Street.

Clause 15 and Clause 21.06-2 requires development to recognise, protect and conserve places of heritage significance through appropriate design. These include encouraging appropriate development that respects places with identified heritage values and retaining those elements that contribute to the importance of the heritage place.

In accordance with Clause 21.08-4 Development Infrastructure, *the Infrastructure Design Manual – Local Government Infrastructure Design Association 2018* is a reference document on which the design standards of the reconstruction project is required to consider. The proposed works within the streetscape have considered and are in accordance with best practice current standards of the IDM whilst ensuring the fabric of the heritage place is not unduly affected.

Clause 22.02 Heritage Policy outlines the need '*to conserve and enhance the cultural fabric of heritage places within the Shire of Campaspe to ensure that the form and appearance of any additions, alterations, or new development is complementary*' and '*is respectful to the architectural, social and/or historic character of the precinct and makes a positive contribution to its built form and amenity*'.

When considering the existing policies in relation to Rushworth, the two major areas of importance relate to tourism and heritage. The proposal seeks to improve and reinforce the streetscape, creating a cohesive design which enhances the key historic features. The central reserve, plantings, parking and kerb and channel will create a respectful streetscape in keeping with the historic place and setting. Consistent with local policy, the proposal will result in a well-designed central reserve, promote the grandeur of the town, build on the existing fabric, enhance the tourism experience and improve mobility in and around the area.

### **Heritage and Landscaping**

High Street is '*grand and overscaled*' with the '*gold rush leaving a legacy of fine buildings and places*' including central reserve which contains a '*number of historic items including the rotunda, war memorial, palm trees...*' (*Heritage Review*

2014 Part B Precincts). The proposal involves a small portion of the overall precinct. Other historic items within the reserve including the rotunda, lamp post, drinking fountain and war memorial and the existing palm trees are not proposed to be altered as part of the application.

Concerns were raised in relation to the selected materials for the footpaths, and road surfaces. The materials have been selected based on longevity as the lifespan of the reconstruction is expected to be in the vicinity of 70 years. These materials are consistent with the current materials used along High Street with the inclusion of the granite and red brick edging, acknowledging the heritage of the town and its significant buildings in accordance with Clause 22.02.

Consistent with the place description and heritage significance of High Street the proposal realigns the kerb and channel (south of Parker Street), reconstructs footpaths and will maintain the important landscape setting. The overall design will result in an aligned wide, grand streetscape setting, including areas of the open space and improved connectivity.

The proposal also involves the restoration of the existing timber work around the railway line that transcends the site in accordance with Clause 22.02 policy to *"encourage the restoration and reconstruction of the original or early appearance of contributory fabric, particularly when seen from the street"*.

The planting schedule for street trees within the central reserve at either end of High Street consist of Date Palms that have been selected to ensure the continuity with the mature trees already in existence, consistent with Clause 22.02. The proposed Box Alders within the road reserve will contribute to an avenue effect and enhance the High Street streetscape, in keeping with the existing historic landscape setting.

Objections have been received requesting native vegetation to replace the proposed species. It is noted that the place description under the heritage policy does not specifically mention the retention of 'native vegetation' within the central reserve. The exotic species have been selected to be consistent with the existing plantings and to highlight the grandeur and prominence of High Street that existed during the 19<sup>th</sup> and 20<sup>th</sup> Centuries.

In relation to the removal of the native vegetation, Clause 52.17 requires a biodiversity assessment report to be undertaken for eight (8) trees to be removed, which includes two (2) mature lemon scented gums. The Assessment Pathway was considered 'basic' pathway which is considered as having 'Limited impacts on biodiversity'. Based on the place description of the area and as none of the trees were identified as having individual significance it is considered that the removal of the trees is unlikely to impact the significance of the precinct or be contrary to the objectives of Clause 52.17. Consistent with the guidelines and assessment of the clause, permit conditions have been included.

### Access and Connectivity

Clause 22.02 requires that *'car parking does not dominate a heritage place'*. High Street currently has angled parking fronting the buildings and ad hoc parking along the edges of the central reserve. The reconstruction will extend the kerb and channel to be consistent along the length of High Street, will re-align the on street angle parking as per the current Infrastructure Design manual (IDM) standards and will include additional car spaces, including disabled parking spaces. The central reserve parking area will also be reconstructed to formalise the access and egress onto High Street.

The proposal was referred to VicRoads as Moora Road is a Road Zone Category 1. VicRoads did not object to the granting of a permit but required a note to be included outlining that separate approval is required for any works in the arterial road reserve pursuant to the Roads Management Act. It is considered based on the comments received from the authority that the proposal is unlikely to cause any unreasonable impact on the traffic operation within the area and in particular the intersection with High Street and Moora Road.

Concerns were raised that the extension of the median at Parker Street will make it difficult for an important tourism event being the Rushworth Easter Parade. The parade has historic engines and horse drawn wagons which are required to maneuver within and around the central reserve. As confirmed at the consultation meeting and as defined on the plans, the proposal is for line marking within the central reserve intersections and is not an extension to the existing kerb and channel. The line marking will allow flexibility for larger vehicle maneuverers in accordance with the IDM, ensuring that the works will not unreasonably impact on vehicle operation including emergency vehicles.

The proposal includes pedestrian outstands intended to narrow High Street in two locations to improve pedestrian safety. Objections were received regarding the reduction of car spaces, pedestrian safety, as well as the location of parking for larger vehicles. The intent of the outstands are to improve safety by reducing speed, increasing visibility and reducing the

distance between pedestrian refuges. The proposal also increases the overall number of ordinary and disabled car spaces, as a result of the change in angle alignment in accordance with the IDM. The proposal includes the provision for truck and caravan parking along the centre medians, south of Parker Street. Some of the larger bays are also not sought to be altered as part of the application which allow for larger vehicles to park in proximity to shops and services.

Concerns have also been raised regarding the lack of pedestrian access to the War Memorial located within the central reserve. The proposal includes an additional footpath which will allow continued access to the War Memorial as well increased pedestrian connectivity within the area. The proposal has carefully considered pedestrian access, with appropriate connections to the health facilities and shops on either side of the street.

Overall, the proposal is considered to provide an opportunity to enhance the appearance of the streetscape and attract visitors. The renewal works will also ensure that the historic significance of the streetscape is retained in accordance with state and local policy and does not proposal to remove any historic items that is identified within the *Historic Place description – Central Reserve, Heritage Review – Part B Heritage Precincts*

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### 13. Conclusion

It is recommended that a Notice of Decision to Grant a Permit be issued subject to suitable conditions. The proposal has been assessed in accordance with the Heritage Overlay, particular provision and state and local policy. The response from VicRoads have also been considered as part of the assessment.

It is considered that the proposal responds positively to the heritage and tourism significance of High Street and provides an overall net community benefit. The proposal will improve the aesthetic, social and heritage significance of the area, whilst responding to the existing streetscape of High Street.

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### 14. Recommendation

That Council as the Responsible Authority under the Planning and Environment Act 1987:

- Having caused notice of Planning Application No. Pln206/2018 to be given under Section 52 of the *Planning and Environment Act 1987* and or the planning scheme

Notice of Decision to Grant a Permit

That Council having caused notice of Planning Application No. Pln206/2018 to be given under Section 52 of the Planning and Environment Act 1987 and having considered all the matters required under Section 60 of the Planning and Environment Act 1987 decides to Grant a Notice of Decision to Grant a Permit under the provisions of 43.01-1 and 52.17 of the Campaspe Planning Scheme in respect of the land known and described as High Street, Rushworth for the works (streetscape reconstruction and improvement works) in Heritage Overlay Schedule 301 and Native Vegetation Removal pursuant to Clause 52.17, with the application dated 6 August 2018, subject to the following conditions:

#### 1. Layout not altered

The development as shown on the endorsed plans must not be altered without the written consent of the responsible authority.

#### 2. Heritage Requirements

The works must be in accordance with the endorsed plan and must be to the satisfaction of the Responsible Authority.

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### 3. Native vegetation offsets

In order to offset the removal of 0.182 hectares of native vegetation as part of this permit, the applicant must provide a native vegetation offset that meets the following requirements, and is in accordance with the *Permitted clearing of native vegetation – Biodiversity assessment guidelines* and the *Native vegetation gain scoring manual*:

The offset must:

- Contribute gain of 0.032 general habitat units;
- Be located within the North Central Catchment Management Authority boundary or Campaspe municipal district; and
- Have a strategic biodiversity score of at least 0.119.

### 4. Offset evidence

Before any native vegetation is removed, evidence that an offset has been secured must be provided to the satisfaction of the responsible authority. This offset must meet the offset requirements set out in this permit and be in accordance with the requirements of the *Permitted clearing of native vegetation – Biodiversity assessment guidelines* and the *Native vegetation gain scoring manual*. Offset evidence can be either:

- a) A credit register extract from the Native Vegetation Credit Register; or
- b) A security agreement, to the required standard, for the offset site or sites, including a 10-year offset management plan to the satisfaction of the Department of Environment, Land, Water and Planning and approved by the Responsible Authority. Every year, for ten years, after the responsible authority has approved the offset management plan, the applicant must provide notification of the management actions undertaken towards implementing the offset management plan, to the department. An offset site condition statement, including photographs must be included in this notification.

### 5. Access for People with Disabilities

The facilities approved by this permit shall be constructed and maintained to accord with all relevant legislation (Federal or State), Australian Standards, or any other design requirements relating to access or other issues affecting people with disabilities to the satisfaction to the Responsible Authority.

### 6. Construction Phase

- a) Soil erosion control measures must be employed throughout the construction stage of the development to the satisfaction of the Responsible Authority.
- b) Details of a contact person/site manager must also be provided, so that this person can be easily contacted should any issues arise.
- c) Management measures are to be in accordance with best practice EPA guidelines.

All to the satisfaction of the Responsible Authority.

### 7. Landscape Plan

Before the works commence a landscape plan must be submitted to and approved by the responsible authority. The landscape plan must be to the satisfaction of the responsible authority. When approved, the plan will be endorsed and will then form part of the permit. The plan must be drawn to scale with dimensions and three copies must be provided. The landscaping plan must show:

- a) A survey of all existing vegetation and natural features showing plants (greater than 1200mm diameter) to be removed;
- b) A planting schedule of all proposed trees, shrubs and ground cover, which will include the location, number and size at maturity of all plants, the botanical names of such plants and the location of all areas to be covered by grass, lawn or other surface materials as specified;
- c) The method of preparing, draining, watering and maintaining the landscaped area;
- d) Details of surface finishes of pathways and driveways;
- e) Landscaping and planting within all open areas of the site;
- f) The sewer and water supply connection points;
- g) The weed management program;
- h) All landscaped areas proposed to be used for stormwater retardation;
- i) Indicate that an in-ground irrigation system is to be provided to all landscaped areas.

All to the satisfaction of the Responsible Authority.

#### 8. Landscape Maintenance

Landscaping works shown on the endorsed plan must be carried out and completed to the satisfaction of the responsible authority. The landscaping shown on the endorsed plans must be maintained to the satisfaction of the responsible authority, including the replacement of any dead, diseased or damaged plants.

#### 9. Time for Starting and Completion

This permit will expire if one of the following circumstances applies:

- a) The development is not started within two years of the date of this permit.
- b) The development is not completed within four years of the date of this permit.

The Responsible Authority may extend the periods referred to if a request is made in writing before the permit expires or within six months afterwards.

## 6. PLANNING AUTHORITY DECISIONS

### 6.1. COUNCIL PLANNING REPORT – AMENDMENT C107

**Author:**

Stuart Taylor, Planner

**Responsible Manager:**

Planning and Building Manager

**Attachments:** 6.1. Amendment Authorisation Documents

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#### 1. Purpose

The report seeks resolution to request Authorisation to prepare and exhibit Amendment C107. This is a combined amendment pursuant to Section 96A of the *Planning and Environment Act, 1987*. A combined amendment is a site-specific rezoning to the Campaspe Planning Scheme (the Amendment) and a planning permit application (the Application).

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#### 2. Recommendation

It is recommended that Council as the Planning Authority pursuant to Section 8A of the *Planning and Environment Act 1987* (the Act), request the Minister for Planning for authorisation to prepare Planning Scheme Amendment C107 to the Campaspe Planning Scheme.

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#### 3. Conflict of Interest

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

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#### 4. Charter of Human Rights

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

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#### 5. Instrument of Delegation

This report has considered the Instrument of Delegation (S6) by Council. This report is required as officers do not have delegated authority to seek authorisation for an Amendment.

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#### 6. Background

##### VC100 – (2012-2015)

In July 2012 the Minister for Planning proposed a series of new and reformed planning zones to replace the then five Business Zones.

These five previous Business Zones were consolidated into two new Commercial Zones:

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- Commercial 1 Zone to replace the Business 1 Zone, Business 2 Zone and Business 5 Zone
- Commercial 2 Zone to replace the Business 3 Zone and Business 4 Zone.

The Commercial 1 Zone broadened the range of activities that land can be used for without the need for a planning permit and removes floor area restrictions and is appropriate for application in town centres or central business areas.

The Commercial 2 Zone provided more opportunities for office, commercial businesses, restricted retail premises, trade supplies and some limited retail activity.

The translation of the existing five Business Zones into two Commercial Zones came into effect via VC100 which was gazetted on 15 of July 2013.

Not long following the gazettal of VC100 a number of unintended issues for the towns of Echuca and Rochester were identified. Council wrote to the Minister for Planning advising:

*The application of the Commercial 1 Zone to the highway entries to Echuca and Rochester is clearly not consistent with both the strategic intent of the studies that informed the previous application of the Business 2 Zone or the current provisions of the Campaspe Planning Scheme and its MSS.*

Council resolved at its meeting on the 17 September 2013 to request the Minister for Planning to use his powers of intervention under Section 20(4) of the *Planning and Environment Act 1987* to expedite an amendment to the Campaspe Planning Scheme. Planning Scheme Amendment C100 was gazetted by the Minister for Planning on 13 March 2014.

#### **Combined Permit and Amendment (Section 96A) – March 2015**

A Section 96A application was initially submitted to Council on 12 March 2015 for a combined amendment and planning permit application to facilitate a larger format supermarket (3,200sqm) at 35-41 Murray Valley Highway, Echuca. The Section 96A application was agreed to be placed on hold until such time that Council has progressed the Commercial Strategy for Echuca.

#### **Planning Permit for smaller scale supermarket – December 2015 (TPA188/2015)**

Planning Permit TPA188/2015 was issued on 4 December 2015 for the use and development of the land for a supermarket and associated retail in the Commercial 2 Zone and Design and Development Overlay Schedule 3 and the creation of an access to a Road Zone Category 1. The permit approved a 1,800sqm supermarket and 500sqm of associated retail tenancies.

#### **Commercial Strategy**

The Echuca Commercial Strategy Background Report (August 2016) was adopted by Council on 15 September 2016. The report provided the research, analysis and discussion to allow the development of the Echuca Commercial Strategy. A draft strategy was placed on public exhibition and community feedback was provided. The Echuca Commercial Strategy 2017 was adopted by Council on 17 May 2017.

The strategy identifies the site at 35-41 Murray Valley Highway as suitable for the Echuca West Neighbourhood Centre (to be amended under the mapping), recognising the existing planning approval on this land for a supermarket development. The Echuca West Neighbourhood Centre will provide convenience retailing to Echuca West residents with preferred uses being a supermarket (up to full-line 3,500sqm) and speciality retail tenancies with a combined floor area up to 5,000sqm.

#### **Part Lot 1 of PS521707 Murray Valley Highway**

The site referred to as Pat Lot 1 of PS521707 Murray Valley Highway, Echuca was recently purchased by Roman Catholic Trust Corp Diocese of Sandhurst. This appears to have been purchased in relation to St Mary Echuca, given it is the same ownership.

This land is in two zones, being C1Z and C2Z and at present, this site is nominally shown in Clause 21.09 of the Campaspe Planning Scheme as the 'Potential Neighbourhood Centre' under the Echuca Town Structure Plan – Echuca West Residential Area.

The northern portion which is in the C2Z has had a Planning Permit PLN032/2018 issued on 15 June 2018 for the use and development of the land for an education centre (open sports ground) and removal of native vegetation in association with St Marys.

At present, this site is nominally shown in Clause 21.09 of the Campaspe Planning Scheme as the 'Potential Neighbourhood Centre' under the Echuca Town Structure Plan – Echuca West Residential Area.

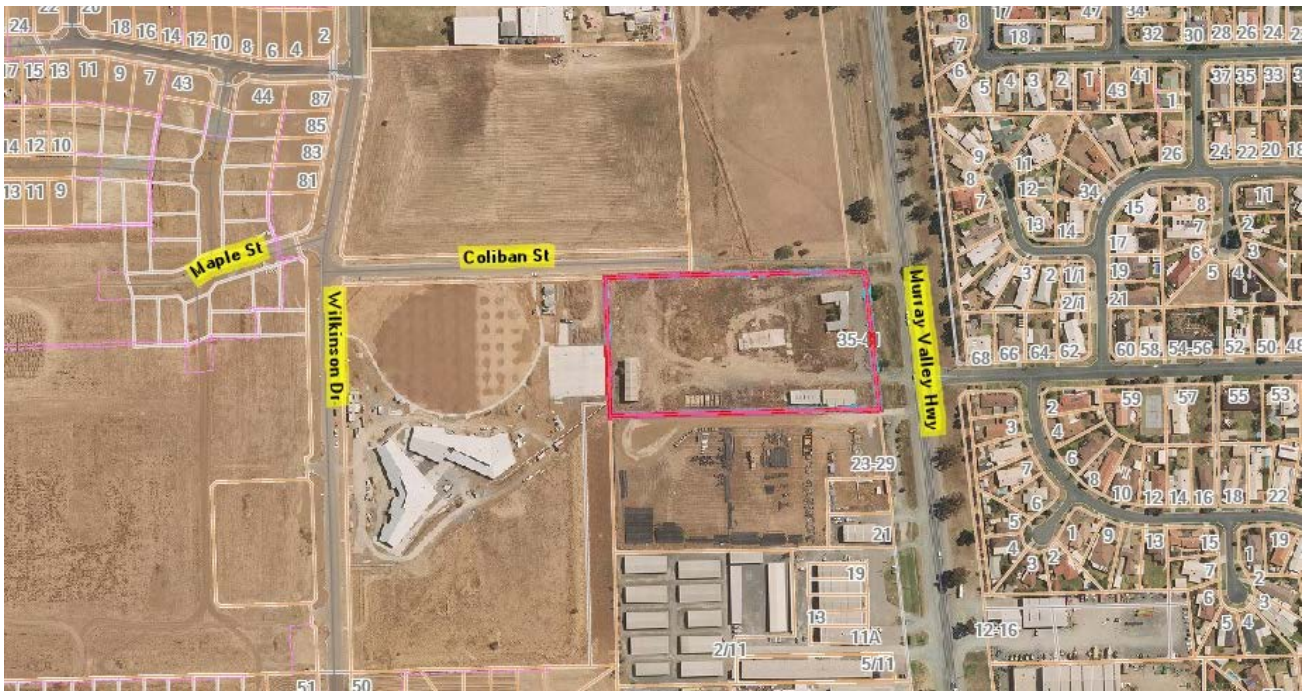
## 7. Subject Site & Locality

The subject site includes two parcels of land, being the site at 35-41 Murray Valley Highway, Echuca and the adjoining site to the north along Murray Valley Highway (known as Lot 1 on PS521707).

Located on the western side of Murray Valley Highway, both parcels are generally rectangular in shape and relatively flat in topography. The subject site has an approximate street frontage of 102 metres and a depth of 188 metres, with an overall area of 1.963 hectares.

The immediate site context is described below:

- To the north of the site is vacant commercial land. St Mary's Primary School is located further to the north adjoining Bridlington Avenue.
- To the east of the site is Murray Valley Highway and established existing residential development further to the east.
- To the south of the site is existing commercial land which is undeveloped.
- To the west of the site is Echuca Twin Rivers School.



## 8. Proposal

This current submission seeks to progress the Section 96A application now the Echuca Commercial Strategy 2017 has been adopted. The amendment also takes into account the changes in the zoning and the existing planning permit for a supermarket.

The proposed amendment applies to the following parcels of land:

- Allot. 9 Sec. F1 Parish of Wharparilla, described as Certificate of Title Volume 06425, Folio 948 commonly known as 35-41 Murray Valley Highway, Echuca
- Part of Lot 1 of Plan of Subdivision 521707, described as Certificate of Title Volume 10857, Folio 604 (referred to as Part Lot 1 of PS521707)

### Scheme Amendment

The proposed planning scheme amendment component seeks to:

- Rezone land at 35-41 Murray Valley Highway from C2Z to C1Z
- Creating a schedule to the Commercial 1 Zone for the subject site that caps a supermarket and caps shop use:
  - Maximum leasable floor area for supermarket 3,500sqm
  - Maximum leasable floor area for shop (excluding supermarket) 500sqm
- In the same schedule to the C1Z apply the following restriction to Lot 1 on PS521707
  - Maximum leasable floor area for supermarket 0sqm
  - Maximum leasable floor area for shop (excluding supermarket) – 500sqm
- Update local policies, Clauses 21.07 and 21.09 to reflect the Neighbourhood Centre status of the site in line with the adopted Echuca Commercial Strategy 2017.

### Planning Application –Supermarket

- The proposal is for 3,200 square metres of supermarket floor area, with a future expansion zone of 300 square metres, bringing the total supermarket floor area to 3,500 square metres.
- An additional 482 square metres of adjoining shop tenancies.
- The proposed development is of a contemporary architectural design, with building facades articulated through use of varying canopy and awning heights and a variety of materials and finishes. Proposed materials and finishes include aluminium battens with a timber appearance, precast panels with steel channels, precast concrete panels and red compressed sheet feature canopies.
- A total of 194 car parking spaces. Provision for 13 bicycle parking spaces.
- A designated loading zone in the rear (west) portion of the site and is accessible via the proposed internal access road to Murray Valley Highway, with a potential secondary access point along the northern site boundary (providing connection with potential future growth areas to the west).
- Landscaping, including hard and soft landscape treatment, is proposed within the car parking area and within landscaped buffer zones along all property boundaries.

*Refer to the enclosed architectural plans, prepared by TRG, for full details of the proposed scheme (drawing reference TP01-TP06).*

Refer to the enclosed landscape plans, prepared by John Patrick Pty Ltd, for a detailed landscape plan (drawing reference L-TP01) to be read in conjunction with architectural layout plan (drawing no. TP03).

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## 9. Issues and Assessment

### Planning & Environment Act 1987

The proposal meets the objectives of planning Victoria as required under the *Planning & Environment Act 1987* (see attached – Explanatory Report). It proposes to balance the interests of the community through the provision of a high quality supermarket and other facilities, which are suitably located and will not detract from nor be detrimental to the Echuca CBD and shopping precinct.

The proposal will contribute a net community benefit to the broader Echuca urban area in regards to investment, employment, retail choice and will support the needs of the Echuca West residential growth area. The amendment will also ensure a safe, functional and efficient environment through being located in a suitable commercial area, at a control intersection and located on a major road to service the wider community.

The amendment helps satisfy objectives and strategies identified in the *Echuca Commercial Strategy 2017* and the wider economy through the provisions of full-line supermarket in an area designated as a neighbourhood activity centre. The development is located in an area of considerable growth, which is also subject to further strategic work through the Echuca West Precinct Structure Plan.

### Planning Policy

It is considered that the proposal is consistent with and implements a number of objectives and strategies within the Planning Policy Framework. Clause 11.03-1S Activity Centres is to encourage concentration of Major Developments and build up activity centres. Clause 15.01 seeks to create urban environments which are safe, healthy, functional, enjoyable, contributing to a sense of place and identity. Clauses 17.02 and 17.02-2S seeks to encourage development that meets community needs while out-of-centre developments meet convenience needs of nearby existing and emerging residential areas.

The rezoning is to define the neighbourhood activity centre and then promote a suitable form of development. The design has considered the layout of the site and accommodate a built form which is in keeping with the commercial zoning, with suitable access and parking to service the expanding residential community. The full line supermarket will meet the communities needs for retail and provide for convenient and safe shopping, in an area which is well connected to major roads and the surrounding residential environment.

The Municipal Strategic Statement in Clauses 21.01, 21.02 and 21.07 identify Echuca as the largest centre within the Shire, and is expected to experience a substantial population growth, particularly out west. The policies also seek to maintain the strength of the CBD as a retailing sector and not to undermine its primary role. Clause 21.09 identifies a neighbourhood centre is required to service the expanding Echuca West catchment area which is to be located on the Murray Valley Highway.

The proposed neighbourhood centre will contribute to employment growth and ensure that the community is provided with a range of goods and services. The proposal will not reduce the primary role of Echuca CBD as it is proposed to be limited to a supermarket and a small amount of shops, which is also consistent with what was identified in the Echuca Commercial Strategy 2017. The rezoning will enable the supermarket to be located on a strategic site with access to both the Murray valley Highway and the residential expansion to the west. The proposal will result in a neighbourhood centre providing convenient shopping to service the Echuca West.

It is considered that the proposed development responds appropriately to the area and Design and Development Overlay Schedule 3 (DDO3). The building will be of an appropriate scale and design, while maintaining the 'big box' proposed character of the area. The building height, setbacks, façade and landscaping will be all considered appropriate and in accordance with the objectives. The design and siting has taken into account the relevant provisions and will ensure that there is no unreasonable impact on any sensitive abuttal. While the development has provisions for signage, this will be subject to separate planning applications in the future.

## **Echuca Commercial Strategy**

The Echuca Commercial Strategy (2017) identifies the site at 35-41 Murray Valley Highway as the suitable site for the Echuca West Neighbourhood Centre. The strategy was formed as a result of the Echuca Commercial Strategy Background Report (2016) which provided the research, analysis and discussion for the strategy.

The objectives of the strategy revolve around providing local residents with a high degree and quality of accessibility to convenience and retail services while being vibrant and well-designed places and outlines a need for a Neighbourhood centre in Echuca West, while the CBD as the primary activity centre through reinforcing the planning scheme.

The proposal is in accordance with the objectives of the strategy, as it provides for the opportunities for a neighbourhood centre, with a supermarket and restricted retailing, to service the convenience needs of the local community, while being on a small enough scale that it will not impact on the health of the CBD.

### **Built form**

The proposed development is located on an underutilised parcel of land, within an existing commercial area. The proposed building will have a maximum height of 9 metres, which is below the 11.5 metre maximum for the DDO3. The building is designed and sited to provide generous setbacks, with appropriate landscaping opportunities. The proposed built form, including height, scale and form, is consistent with the approved supermarket on the site (TPA188/20015). It is considered that the contemporary appearance of the façade will not visually dominate the streetscape and will be in keeping with the proposed character required under the scheme provisions.

### **Traffic & Access**

The proposal will utilise a new access road connecting the site with Murray Valley Highway and Elizabeth Street, with a signalised intersection as required by Planning Permit TPA188/2015. A Traffic Impact Assessment Report (TIAR), prepared by TraffixGroup, was submitted in support of the application. The TIAR shows that the development is expected to generate approximately 400 vehicle movements during peak hours, which can be accommodated by the approved signalised intersection. The application will be referred to VicRoads as part of the exhibition.

The proposed supermarket development has been designed to provide for access and circulation for customers, with direct pedestrian access through the car park, and clear site lines from the Murray Valley Highway frontage. The front building entrance is centrally located, to provide clear access from the carpark, with the loading area and access points being separated, to allow for minimal conflict of vehicles and pedestrians.

### **Car Parking and Loading/Unloading**

The proposal provides 194 car parking spaces, with 178 visitor spaces and 16 staff spaces, exceeding the statutory car park requirement under Clause 52.06 Car Parking. The layout will include provisions for disabled, parent and trailer parking. The design and layout of the car parking is considered to be in accordance with the Planning Scheme (Clause 52.06) and Australian Standard.

The application proposes loading and unloading from the western end of the site, at the rear of the supermarket. This area will be accessible via a new crossover to Murray Valley Highway, and a secondary access from Coliban Street. There has also been provisions for 13 bicycle spaces (7 customer and 6 staff) with amenities provided, in accordance with statutory requirements of Clause 52.34.

### **Waste Management**

The proposed plans show bin storage adjoining the loading bay at the rear of the site. The waste collection is appropriately located so it is not highly visible and is separated from the customer car park.



## 10. Amendment Exhibition

Council has prepared a set of guidelines for public notification of Planning Scheme Amendments. The guidelines seek to ensure that the Campaspe community is well informed about changes to the Planning Scheme and the planning scheme amendment process. The guidelines have the following objectives:

- *To ensure the Campaspe community is well informed about proposed changes to the planning scheme that may directly or indirectly affect them.*
- *To ensure the Campaspe community is well informed about the planning scheme amendment process.*
- *To ensure the Campaspe community have the opportunity for genuine involvement in the planning scheme amendment process.*

The guidelines outline a number of types of amendments and the notice requirements that should be achieved for each type.

This amendment involves both a rezoning and planning permit application, however it is implementing some of the recommendations from the Echuca Commercial Strategy 2017, which included considerable community engagement. It is therefore proposed notice be given in the following manner:

- By letter to the affected owners and occupiers, each letter shall be accompanied by the following:
  - A 'plain English' information sheet;
  - An additional flyer containing relevant information about how to make a submission to the amendment and the process from here;
  - The explanatory report.
- Two signs on-site
- Notice in local newspaper.
- Notice in the government gazette.
- Prescribed ministers & authorities.

The amendment shall be exhibited for a period of not less than 30 days.

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## 11. Discussion

The amendment gives effect to other associated documents, including amended Clauses 21.07, 21.09, schedule to the Commercial 1 Zone, architectural plans prepared by TRG, certificate of Title, Economic Impact Assessment prepared by Essential Economics Pty Ltd, Landscape Plan prepared by John Patrick Landscape Architects Pty Ltd, Traffic Impact Assessment Report prepared by TraffixGroup, Urbis Report for the Section 96A, Explanatory Report and the Instruction Sheet.

This amendment will ensure that a full line supermarket can be developed on a suitable commercial allotment, applying the appropriate zone and local policies to guide development. The benefit of this combine amendment is that the community are informed of the exact development proposed as part of the process.

## 12. Options

Council has the following options:

Option 1: Resolve to seek authorisation to prepare the amendment.

This option is recommended by officers

This amendment will allow for the development of a large scale supermarket of 3,500sqm and 500sqm of associated shops, with potential for expansion, which will allow for the development of a neighbourhood centre, as outlined in the Echuca Commercial Strategy 2017. The amendment will also allow for the planning scheme to restrict any inappropriate development which is contrary to policy.

Option 2: Do not advance the amendment

This option is not recommended by officers

Not progressing with this amendment will leave Echuca exposed to development beyond what has been envisaged and planned and outlined within the Echuca Commercial Strategy 2017.

## 7. COUNCIL DECISIONS

### 7.1. PLANNING AND INVESTIGATION OFFICER AUTHORISATION

**Author:**

Paul McKenzie, Regulatory & Community Services General Manager

**Attachments:**

7.1. Instrument of Appointment and Authorisation

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**1. Purpose**

To update and amend authorisation for the Planning Investigation Officers.

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**2. Recommendation**

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

- a) The member of Council staff referred to in the instrument Meagan Jane Underwood be appointed and authorised as set out in the instrument.
  - i. Under Section 147 (4) *Planning & Environment Act 1987*
  - ii. Under Section 4(1) and Section 48A *Environment Protection Act 1987*
  - iii. Under Section 77 (2) (b) *Road Safety Act 1986*
  - iv. *Summary Offences Act 1966*
  - v. Under Section 72 *Domestic Animals Act 1994*
  - vi. Under Section 525(2) *Residential Tenancies Act 1997*
  - vii. Under Section 71(1) *Housing Act 1983*
  - viii. Section 190 *Land Act 1958*
  - ix. Section 232 of the *Local Government Act 1989*

The instrument comes into force immediately when the common seal of Council is affixed to the instrument, and remains in force until Council determines to vary or revoke it, or on the cessation of the officer's employment with Council.

- b) Revoke the previous Instrument of Delegation authorising Stuart Stevens as the Senior Investigations Officer and Peter Baldock as Investigations Officer.
- c) Revoke the previous Instrument of Delegation authorising Adele Hayes, Grace Paisley and Theresa Gwini as Planning officers.

### 3. Conflict of Interest

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

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### 4. Charter of Human Rights

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

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### 5. Instrument of Delegation

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

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### 6. Background

New authorisations are required resulting from the change of personnel, changes to officer duties and the need to cover future staff absences. Due to staff turnover, there is also a requirement to revoke previous authorisations.

The Investigations Officer has a significant regulatory and enforcement role. Authorisations under various pieces of legislation are a statutory requirement to carry out this work. It is also necessary to have flexibility within the Planning Department so that other staff can legally carry out enforcement tasks in the absence of the investigations staff. The tasks include entering sites, gathering evidence or serving of legal notices, if required, appropriate to their level of experience and qualifications.

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### 7. Content

Section 14 of the *Planning & Environment Act 1987*, requires Council to efficiently administer and enforce the planning scheme and to enforce any enforcement order or interim enforcement order relating to land covered by a planning scheme for which it is responsible. 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.

- i. *Planning and Environment Act 1987*
- ii. *Environment Protection Act 1987*
- iii. *Residential Tenancies Act 1997*
- iv. *Summary Offences Act 1966*
- v. Section 224 of the *Local Government Act 1989*

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

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## 8. Issues and Risk Management

### Issues:

If the officer is not authorised then they will be unable to fully undertake their responsibilities as identified in the position description. This in part could affect the productivity of the department, be contested or subject to review through the Victorian Civil and Administrative Tribunal (VCAT) and have the potential to bring reputational damage to Council.

### Risk:

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

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## 9. Strategic Planning Environments

Strong and Engaged Communities: No impact

Resilient Economy: No impact

Healthy Environment: Regulatory work has wide application in maintaining and ensuring an appropriate built environment.

Balanced Services and Infrastructure: Officer Authorisations are a requirement for effective service delivery and to ensure Council is acting in accordance with statutory requirements.

Responsible Management: Officers need to be correctly authorised to be able to deliver to the community the services required.

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## 10. Consultation

Building and Planning Manager.

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## 11. Officer Comment

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

## 7.2. COUNCIL POLICY 156 POLICY FRAMEWORK

### Author:

Frank Crawley Governance Manager

### Attachments:

7.2. Council Policy 156 Policy Framework

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#### 1. Purpose

To seek adoption of policy no 156 Policy Framework

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#### 2. Recommendation

##### That Council:

1. Adopt Council Policy 156 Policy Framework.
  2. Note that policies will no longer be reviewed on an annual basis.
  3. Note that the review periods of policies will be determined by a risk assessment as detailed in Council Policy 156 Policy Framework.
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#### 3. Conflict of Interest

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

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#### 4. Charter of Human Rights

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

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#### 5. Instrument of Delegation

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

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#### 6. Background

All local government in Australia operate within a regulatory framework that includes various legislation, mandatory codes of conduct, standards and self- developed policies and procedures.

Council Policies are designed to influence major decisions and actions of Local Government services and businesses.

Policies guide Council, staff and the community to ensure matters are handled in a fair and consistent manner.

All councils have a significant suite of policies that cover the majority of council activities.

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## 7. Content

The development of council policies is one of the important responsibilities of senior council staff.

The development of policies can be complicated, time consuming and at times political therefore it is important that there is a consistent and robust process available for staff to follow.

There has been an internal policy framework which has been updated from time to time however it has recently undergone a major review.

Given the importance of policy and the role it can play in strategy it was considered beneficial to have the framework as a council approved policy. This would give the councillors and the community a better understanding on how policies are developed and reviewed.

The framework clearly sets out the steps and approval process to be undertaken and now includes a risk assessment process to determine the review period of the policy. The inclusion of a risk assessment to determine the length of time before a policy is reviewed is considered best practice and responds to a recommendation from an internal audit review of human resource policies. The Council resolved on 16 August 2016 that all policies be reviewed annually. The implementation of this resolution has elevated the policy review process and seen all of Council's policies reviewed and the majority of internal policies reviewed. A small number of policies are awaiting finalisation due to changing external policy environments or a change in responsible area for the policy triggering a more in-depth review.

The introduction of a risk based review process for all policies as outlined in Council Policy 156 Policy Framework seeks a more efficient use of staff and councillors' time and greater in-depth analysis of existing policies as reviews will be staggered over a longer period than one year.

If Council adopts this policy, the 2016 resolution related to policy reviews will be made redundant and policies will be reviewed based on the result of the risk assessment.

The consultation required with relevant committees such as the Audit and Risk Committee, the Staff Consultative Committee and the OH&S committee on new and revised policies has also been clearly set out and includes the approval process.

There has been a clause included that administrative updates that don't impact on the intent of the policy can be implemented without requiring Council approval. Examples include a change to the name of a Council department, a change to the name of a federal or state government department, and a minor update of legislation which does not have a material impact. However, any change or update which materially alters a policy must be by resolution of Council. A summary of administrative changes will be presented to council on an annual basis.

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## 8. Issues and Risk Management

### Issues:

Nil.

### Risk:

Risk management has been considered in the preparation of this report and no risks with a high or extreme rating have been identified in this process. The new framework includes a risk management process to determine review periods for new policies and a process for checking review periods of existing policies.

## 9. Options

### Option 1

That Council approve the policy contained at Attachment 7.2, that introduces a risk based approach to all policy reviews and ensures that all policies are reviewed within the 4 year term of Council.

This option is recommended by officers.

### Option 2

That Council not approve the policy and continue with annual review of all policies.

This option is not recommended by officers.

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## 10. Strategic Planning Environments

Strong and Engaged Communities: Nil

Resilient Economy: Nil

Healthy Environment: Nil

Balanced Services and Infrastructure: Nil

Responsible Management: The development of a robust policy framework aligns with the strategic objective of strong leadership, advocacy and good governance.

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## 11. Consultation

The Executive Management Group have reviewed Council Policy 156 Policy Framework and have supported the recommended changes, incorporating a risk based assessment for policy review timeframes, confirmation that all policies are to reviewed within a 4 year term of Council and refining the policy approval process including any consultation required with established Committees such as the Audit and Risk Committee.

Council Policy 156 Policy Framework was presented to the Audit and Risk Committee on the 31 October 2018. The Audit Committee discussed the framework and made one suggestion to clarify the responsibility for determining whether a policy should be a Council policy or internal policy. The Committee resolved that Council Policy 156 Policy Framework be referred to Council for approval with the suggested amendments. These amendments are reflected in the attached Policy.



**7.3. 2018/2019 COMMUNITY GRANTS PROGRAM ROUND TWO – COMMUNITY SUPPORT****Author:**

Bobbi Aitken, Economic & Community Development Executive Assistant

**Responsible Manager:**

Economic & Community Development General Manager

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**1. Purpose**

To seek council's endorsement of recommendations for the 2018/2019 Community Grants Program Round Two – Community Support category.

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**2. Recommendation****That Council:****1. Approve community grant applications in the Community Support category as follows:**

\$4,000	Echuca Animal Rescue Service Inc (EARS), companion animal de-sexing program
\$1,580	Rochester Bowls Club Inc, purchase and installation of boiling water unit for clubrooms
\$2,000	Echuca Historical Society Inc, database training for volunteers
\$4,000	Berrimba Child Care Centre, supportive playgroup
\$515	Strathallan Family Landcare (Rochester Community House Inc), gliders along the Campaspe
\$4,000	Echuca Football Netball Club Inc, provision of family friendly shower facilities
\$4,000	Rushworth Machinery Preservation Club Inc, barbecue trailer
\$4,000	Echuca Community Church Relief centre (Echuca Community Church), relief centre
\$800	Lions Club of Echuca Inc, purchase and installation of hot water system for catering van
\$4,000	Kyabram P-12 College, purchase of water tank and repair/replace guttering and downpipes to assist with obtaining a 5 star resources smart sustainability rating
\$1,000	Rich River Lacemakers (Australian Lace Guild (Victorian Branch) Inc), gimps in torchon lace with Christine Johnson
\$4,000	Rochester Lions Club Inc, Rochester Football Netball Club – champions through the years
\$3,498	Community Living & Respite Services Inc, recyclability upcycled
\$4,000	Apex Club of Echuca Moama Inc, Apex Hall toilet upgrade
\$4,000	Crossenvale Community House Inc, LGTBI community engagement
\$2,320	Rochester & District Horse & Pony Club Inc, safer jumps for pony club
\$2,962	Hands on Health Campaspe Murray Inc – STEPS, STEPS: drop in centre with free therapeutic services
\$550	Echuca East Pre-School Centre Inc, raised garden beds for Echuca East Pre-School Centre
\$4,000	Echuca Moama Men's Shed Inc, solar system proposal

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- \$4,000 Rochester & Elmore District Health Service, connecting our community – the culture of engagement
- \$2,967 Community Church of Lockington Inc, roofing repairs
- \$1,285 Rochester Cemetery Trust, upgrade lighting at Rochester cemetery
- \$683 Slow Echuca Moama (Cittaslow Australasia Inc), Echuca Moama Repair Café – pop up workshops
2. Advise unsuccessful applicants in the Community Support category in writing.

### 3. Conflict of Interest

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

### 4. Charter of Human Rights

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

### 5. Instrument of Delegation

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

### 6. Background

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

The Community Grants Program has two rounds:

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

Category	Total 2018/2019 Budget	July 2018 allocation	December 2018 Funds Available	December 2018 Allocation	Balance
Community Support	\$128,400	\$64,200	\$64,203	\$64,160	\$43
Events	\$85,600	\$29,050	\$56,550	\$56,550	\$0
<b>Total</b>	<b>\$214,000</b>	<b>\$93,250</b>	<b>\$120,753</b>	<b>\$120,710</b>	<b>\$43</b>

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

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

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

## Category: Community Support

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

- Total funds available for Community Support applications: \$64,203
- Total of applications received: \$131,489
- Total of grants allocated: \$64,160

<i>Organisation</i>	<i>Project Details</i>	<i>Grant Requested</i>	<i>Project Expenditure</i>	<i>Recommended Allocation</i>
Echuca Animal Rescue Service Inc (EARS)	Companion animal de-sexing program	\$4,000	\$4,000	\$4,000
Rochester Bowls Club Inc	Purchase and installation of a boiling water unit for clubrooms	\$1,580	\$1,855	\$1,580
Echuca Historical Society Inc	Database training for volunteers	\$2,000	\$2,200	\$2,000
Rushworth & District Historical & Preservation Society Inc	Getting back at mother nature	\$2,389	\$2,389	\$0
Rochester Cemetery Trust	Upgrade lighting at Rochester Cemetery	\$1,285	\$1,285	\$1,285
Berrimba Child Care Centre	Supportive playgroup	\$4,000	\$4,414	\$4,000
Strathallan Family Landcare (auspiced by Rochester Community House Inc)	Gliders along the Campaspe	\$515	\$515	\$515
Lockington & District Bush Nursing Centre Inc	Pride and safety in our centre – purchase of a ride on mower	\$3,350	\$3,915	\$0
Echuca Football Netball Club Inc	Provision of family friendly shower facilities	\$4,000	\$8,680	\$4,000
Rushworth Machinery Preservation Club Inc	Barbecue trailer	\$4,000	\$4,500	\$4,000
Echuca Community Church Relief Centre (auspiced by Echuca Community Church)	Relief centre	\$4,000	\$9,000	\$4,000
Lions Club of Echuca Inc	Purchase and installation of hot water service for catering van	\$800	\$800	\$800
One & All Inclusion Project (auspiced by Echuca Specialist School)	One & All Inclusion Project	\$4,000	\$69,841	\$0
Stanhope Primary School	Water safety and swimming program	\$2,794	\$2,794	\$0
Kyabram P-12 College	Purchase of water tank and repair/replace guttering and downpipes to assist with obtaining 5 star resource smart sustainability rating	\$4,000	\$6,326	\$4,000
Rich River Lacemakers (auspiced by Australian Lace Guild (Victorian Branch) Inc)	Gimps in Torchon Lace with Christine Johnson	\$1,000	\$2,275	\$1,000
Girgarre Cricket Club Inc	No limits for cricket at Gig – purchase of uniforms and assistance for memberships	\$3,000	\$5,570	\$0
Echuca Moama & District Agricultural & Pastoral Society Inc	Maternal & Child lounge and display area	\$3,000	\$3,217	\$0
Girgarre Memorial Hall	Installation of a new hot water service	\$800	\$1,060	\$0
Echuca Moama Arts Initiative Inc	Operational administration expenses	\$4,000	\$4,600	\$0
Pine Grove Gun Club Inc	A better place to be – revegetation of the area	\$990	\$1,490	\$0
Rochester Lions Club Inc	Rochester Football Netball Club – champions through the years	\$4,000	\$17,568	\$4,000
Kyabram Fire Brigade Cricket Club Inc	Women's cricket	\$3,991	\$3,991	\$0
Community Living & Respite Services Inc	Recyclability upcycled	\$3,498	\$25,666	\$3,498
Apex Club of Echuca Moama Inc	Apex hall toilet upgrade	\$4,000	\$9,240	\$4,000
Kottal Hall Committee	Restumping external timber stumps	\$3,000	\$4,850	\$0

<i>Organisation</i>	<i>Project Details</i>	<i>Grant Requested</i>	<i>Project Expenditure</i>	<i>Recommended Allocation</i>
Moora Racecourse Recreation Reserve	Fire and irrigation maintenance	\$2,240	\$2,240	\$0
Crossenvale Community House Inc	LGTBI community engagement	\$4,000	\$10,500	\$4,000
Echuca & District Trail Horse Riders Association Inc	Equipment – sand for round yard, generator for power to clubrooms	\$4,000	\$4,536	\$0
Kyabram Town Hall Inc	Refurbishment of Kyabram Town Hall foyer	\$3,990	\$3,990	\$0
Slow Echuca Moama (auspiced by Cittaslow Australasia Inc)	Slow Echuca Moama project – Echuca Moama Repair Café, pop up workshops	\$4,000	\$4,000	\$683
Rochester & District Horse & Pony Club Inc	Safer jumps for Pony Club	\$2,320	\$4,120	\$2,320
Hands on Health Campaspe Murray Inc – STEPS	STEPS: drop in centre with free therapeutic services	\$2,962	\$7,441	\$2,962
Echuca East Pre-School Centre Inc	Raised garden beds for Echuca East Pre-School Centre	\$950	\$950	\$550
Waranga Flicks (auspiced by Rushworth Events Inc)	Purchase of a full HD medium range LCD projector	\$4,000	\$7,907	\$0
Echuca Benevolent Society Inc	Recycling program	\$3,463	\$3,463	\$0
Gunbower & District Preschool (auspiced by Echuca Central Kindergarten Inc)	New swings for Gunbower	\$4,000	\$4,330	\$0
Kyabram Valley View Golf & Bowls Club Inc	Golf practice nets	\$3,000	\$6,000	\$0
Echuca Neighbourhood House Inc	Someone's always watching	\$1,880	\$8,880	\$0
Echuca Moama Men's Shed Inc	Solar system proposal	\$4,000	\$5,490	\$4,000
Rochester & Elmore District Health Service	Connecting our Community – the culture of engagement	\$4,000	\$71,258	\$4,000
Community Church Lockington Inc	Roofing repairs	\$2,967	\$5,934	\$2,967
Echuca Moama Rockets Inc	2019 Echuca Moama Rockets season	\$4,000	\$14,112	\$0
Lions of Tongala Inc	Walking track resurfacing	\$1,725	\$1,725	\$0
<b>Total</b>		<b>\$131,489</b>	<b>\$368,916</b>	<b>\$64,160</b>

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

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

## 7. Issues and Risk Management

### Issues:

No issues

### Risk:

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

## 8. Strategic Planning Environments

Strong and Engaged Communities:	Community Grants directly support community groups to implement locally identified projects and programs that will lead to increased partnerships, connect people, promote diversity, develop leadership, build self-efficiency, improve the environment and strengthen communities.
Resilient Economy:	The Community Grants Program supports communities to undertake a range of projects.
Healthy Environment:	The Community Grants Program supports communities to undertake a range of projects.
Balanced Services and Infrastructure:	The Community Grants Program supports communities to undertake a range of projects.
Responsible Management:	Council has allocated \$214,000 to Community Grants for the 2018/2019 financial year. The development of the Community Grants Program has resulted in an open and transparent use of financial resources, available to all community groups.

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## 9. Consultation

Community Support assessments were completed by the Community Programs Coordinator, Recreation & Open Spaces Coordinator and Environment Project Officer – Conservation.

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## 10. Officer Comment

Unsuccessful applicants within this round either:

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

Successful applicants will be awarded with funds at a civic reception programmed for Wednesday, 28 November at 5.45pm in Echuca.

**7.4. 2018/2019 COMMUNITY GRANTS PROGRAM (ROUND TWO) - EVENTS****Author:**

Bobbi Aitken, Economic & Community Development Executive Assistant

**Responsible Manager:**

Economic & Community Development General Manager

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**1. Purpose**

To seek council's endorsement of recommendations for the 2018/2019 Community Grants Program Round Two – Events Community, Events Minor and Events Major category.

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**2. Recommendation****That Council:****1. Approve community grant applications in the Events category as follows:**

\$500	Rochester Golf Club Inc, annual golf tournament
\$800	Wyuna Memorial Hall Committee, seasonal community dinners & end of year Christmas social
\$800	Corop Community Action Group Inc, Junk Art Show 2019
\$300	Rotary Club of Rochester Inc, Creative Seeds art exhibition
\$800	Lockington & District Living Heritage Complex Inc, hire of sound system for 22 <sup>nd</sup> annual Vintage Tractor & Machinery Rally
\$450	Koyuga Hall & Recreation Reserve Committee, Koyuga Christmas function
\$500	Parkinson's Support Group (Parkinson's Victoria), what's Parkinson's, living well with Parkinson's, latest research
\$400	Echuca Moama Uniting Church, festival of Christmas – a celebration
\$800	Gunbower & District Development Group Inc, Black Swan Kayak event – open air cinema evening
\$1,000	Embrace Church Inc, Tongala carols by candlelight
\$1,000	Stanhope & District Development Committee Inc, Stanhope community carols gala night
\$800	Girgarre Community Group Inc, Girgarre quilt in
\$800	Rochester & District Amateur Swimming Club Inc, encouragement swim meet
\$800	Kyvalley Swimming Club Inc, summer & autumn entertainment
\$2,300	Zaidee's Rainbow Foundation, revving the river festival
\$3,000	Kyabram Vintage Engine & Machinery Restoration Group Inc, Kyabram vintage engine & machinery rally in conjunction with the Australian White truck muster

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\$1,500	Kyabram Community & Learning Centre Inc, colour Kyabram 2019
\$1,500	Kyabram Lawn Tennis Club Inc, Kyabram Lawn Tennis Club Easter tournament 2019
\$2,250	Committee 4 Rochester Inc, Rochester mural festival
\$3,000	Rochester A & P Association Inc, Rochester agricultural show
\$3,000	Echuca Moama New Years Eve Committee (Echuca Neighbourhood House Inc), 2018 Echuca Moama new years eve celebration
\$3,000	Girgarre Development Group Inc, jigarre jamming
\$5,000	Kyabram Agricultural Horticultural & Pastoral Society Inc, Kyabram rodeo
\$5,000	Echuca Moama Weddings Expo Inbc, 2019 Echuca Moama wedding expo
\$5,000	Rushworth Easter Heritage Festival Inc, 2019 Rushworth Easter heritage festival
\$5,000	The Country Women's Association of Victoria Inc, CWA state creative arts exhibition
\$3,750	Echuca Moama Triathlon Club Inc, EMTC multisport weekend
\$3,750	Lions Club of Kyabram Inc, weekend of legends of the mountain

2. Advise unsuccessful applicants in the Events category in writing.

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3. Conflict of Interest

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

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4. Charter of Human Rights

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

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5. Instrument of Delegation

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

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6. Background

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

The Community Grants Program has two rounds:

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

Category	Total 2018/2019 Budget	July 2018 allocation	December 2018 Funds Available	December 2018 Allocation	Balance
Community Support	\$128,400	\$64,200	\$64,203	\$64,160	\$43
Events	\$85,600	\$29,050	\$56,550	\$56,550	\$0
<b>Total</b>	<b>\$214,000</b>	<b>\$93,250</b>	<b>\$120,753</b>	<b>\$120,710</b>	<b>\$43</b>

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

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

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

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

Community Grants Program funding:	\$56,550
Total applications received (community):	\$13,328
Total applications received (minor)	\$22,500
Total applications received (major):	\$34,000
Total of applications received (community, minor and major):	\$69,828
Total of grants allocated community:	\$9,500
Total of grants allocated minor:	\$19,550
Total of grants allocated major:	\$27,500
Total of grants allocated (community, minor and major):	\$56,550

### Category: Events Community

<i>Organisation</i>	<i>Project Details</i>	<i>Grant Requested</i>	<i>Project Expenditure</i>	<i>Recommended Allocation</i>
Rochester Golf Club Inc	Annual Golf Tournament 2019	\$250	\$850	\$250
Wyuna Memorial Hall Committee	Seasonal community dinners & end of year Christmas social	\$1,000	\$4,000	\$800
Corop Community Action Group Inc	Junk Art Show 2019	\$1,000	\$3,900	\$800
Rotary Club of Rochester Inc	Creative Seeds Art Exhibition	\$600	\$830	\$300
Lockington & District Living Heritage Complex Inc	Hire of sound system for 22 <sup>nd</sup> annual Vintage Tractor & Machinery Rally	\$1,000	\$2,000	\$800
Koyuga Hall & Recreation Reserve Committee	Koyuga Christmas function	\$500	\$750	\$450
Kyvalley Progress Association Inc	War monument official unweaving	\$1,000	\$1,350	\$0
Parkinson's Support Group (auspiced by Parkinson's Victoria)	What's Parkinson's, living well with Parkinson's, latest research	\$1,000	\$1,000	\$500
Echuca Moama Uniting Church	Festival of Christmas – a celebration	\$778	\$778	\$400
Gunbower & District Development Group Inc	Black Swan Kayak event – open air cinema evening	\$1,000	\$1,000	\$800



<i>Organisation</i>	<i>Project Details</i>	<i>Grant Requested</i>	<i>Project Expenditure</i>	<i>Recommended Allocation</i>
Embrace Church Inc	Tongala Carols by Candlelight	\$1,000	\$3,580	\$1,000
Stanhope & District Development Committee Inc	Stanhope Community Carols Gala Night	\$1,000	\$1,300	\$1,000
Girgarre Community Group Inc	Girgarre Quilt In	\$1,000	\$1,280	\$800
Rochester & District Amateur Swimming Club Inc	Encouragement Swim Meet	\$1,000	\$1,250	\$800
Kyvalley Swimming Club Inc	Summer & Autumn entertainment	\$1,000	\$1,420	\$800
<b>Total</b>		<b>\$13,328</b>	<b>\$25,288</b>	<b>\$9,500</b>

### Category: Events Minor

<i>Organisation</i>	<i>Project Details</i>	<i>Grant Requested</i>	<i>Project Expenditure</i>	<i>Recommended Allocation</i>
Zaidee's Rainbow Foundation	Revvng the River festival	\$3,000	\$85,000	\$2,300
Kyabram Vintage Engine & Machinery Restoration Group Inc	Kyabram Vintage Engine & Machinery Rally in conjunction with the Australian White Truck Muster	\$3,000	\$15,000	\$3,000
Kyabram Community & Learning Centre Inc	Colour Kyabram 2019	\$3,000	\$15,591	\$1,500
Kyabram Lawn Tennis Club Inc	Kyabram Lawn Tennis Club Easter Tournament 2019	\$1,500	\$13,150	\$1,500
Committee 4 Rochester Inc	Rochester Mural Festival	\$3,000	\$16,500	\$2,250
Rochester A & P Association Inc	Rochester Agricultural Show	\$3,000	\$5,214	\$3,000
Echuca Moama New Years Eve Committee (auspiced by Echuca Neighbourhood House Inc)	2018 Echuca Moama New Years Eve celebration	\$3,000	\$25,000	\$3,000
Girgarre Development Group Inc	Jigarre Jammin	\$3,000	\$4,000	\$3,000
<b>Total</b>		<b>\$22,500</b>	<b>\$179,455</b>	<b>\$19,550</b>

### Category: Events Major

<i>Organisation</i>	<i>Project Details</i>	<i>Grant Requested</i>	<i>Project Expenditure</i>	<i>Recommended Allocation</i>
Echuca Racing Club Inc	Echuca Cup Day	\$4,000	\$74,000	\$0
Kyabram Agricultural Horticultural & Pastoral Society Inc	Kyabram Rodeo	\$5,000	\$81,950	\$5,000
Echuca Moama Weddings Expo Inc	2019 Echuca Moama Wedding Expo	\$5,000	\$78,000	\$5,000
Rushworth Easter Heritage Festival Inc	2019 Rushworth Easter Heritage Festival	\$5,000	\$14,400	\$5,000
The Country Women's Association of Victoria Inc	CWA State Creative Arts Exhibition	\$5,000	\$51,515	\$5,000
Echuca Moama Triathlon Club Inc	EMTC Multisport Weekend	\$5,000	\$30,000	\$3,750
Lions Club of Kyabram Inc	Weekend of Legends of the Mountain	\$5,000	\$28,800	\$3,750
<b>Total</b>		<b>\$34,000</b>	<b>\$358,665</b>	<b>\$27,500</b>

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

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

## 7. Issues and Risk Management

### Issues:

No issues

### Risk:

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

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## 8. Strategic Planning Environments

Strong and Engaged Communities:	Community Grants directly support community groups to implement locally identified projects and programs that will lead to increased partnerships, connect people, promote diversity, develop leadership, build self-efficiency, improve the environment and strengthen communities.
Resilient Economy:	The Community Grants Program supports communities to undertake a range of projects.
Healthy Environment:	The Community Grants Program supports communities to undertake a range of projects.
Balanced Services and Infrastructure:	The Community Grants Program supports communities to undertake a range of projects.
Responsible Management:	Council has allocated \$214,000 to Community Grants for the 2018/2019 financial year. The development of the Community Grants Program has resulted in an open and transparent use of financial resources, available to all community groups

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## 9. Consultation

Community, Minor and Major Event assessments were completed by the Event Support Officer, Economic & Community Development Executive Assistant and Community Engagement Officer.

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## 10. Officer Comment

Unsuccessful applicants within this round either:

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

Successful applicants will be awarded with funds at a civic reception programmed for Wednesday, 28 November at 5.45pm in Echuca.

## 7.5. TRANSFER OF KYABRAM AND RUSHWORTH SES FACILITIES TO VICTORIA STATE EMERGENCY SERVICE

### Author:

Andrew Cowin, Corporate Strategy Manager

### Attachments:

7.5.1. Copy of Council minutes 18 February 2014 agenda item 6.2

7.5.2. Copy of Council minutes 17 August 2011 agenda item 13.7

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### 1. Purpose

To approve the transfer of Lot 2 Plan of Subdivision 3064706G, comprised in Certificate of Title Volume 10033 Folio 516 commonly known as the Rushworth SES, 4 Barlow Avenue Rushworth and Lot 9 Plan of Subdivision 447713S, comprised in Certificate of Title Volume 10774 Folio 491 commonly known as the Kyabram SES, 4 Kulhe Court, Kyabram to the Victorian State Emergency Service Authority.

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### 2. Recommendation

#### That Council:

1. Agree to the transfer of land for Lot 2 Plan of Subdivision 3064706G, comprised in Certificate of Title Volume 10033 Folio 516 known as 4 Barlow Avenue, Rushworth to the Victorian State Emergency Service Authority for \$1.00 GST inclusive with a 30 day settlement or earlier by mutual agreement; and
  2. Agree to the transfer of land for Lot 9 Plan of Subdivision 447713S, comprised in Certificate of Title Volume 10774 Folio 491 known as 4 Kulhe Court, Kyabram to the Victorian State Emergency Service Authority for \$1.00 GST inclusive with a 30 day settlement or earlier by mutual agreement; and
  3. Note the transfer of land to a public body is in accordance with Section 190 of the *Local Government Act 1989*; and
  4. Authorise the CEO to sign the Contract of Sale and associated documents.
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### 3. Conflict of Interest

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

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### 4. Charter of Human Rights

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

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### 5. Instrument of Delegation

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

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## 6. Background

VicSES undertakes a wide variety of roles including response to floods, severe storms, earthquakes, road accident rescue as well as search and rescue. They also provides a support role to other emergency service agencies including the Victoria Police, Metropolitan Fire Brigade, Country Fire Authority and Metropolitan Ambulance Service. In addition, also has a major planning role providing support and guidance to Government departments and municipalities, as well as providing an audit role on all municipal emergency plans.

VicSES functions as a volunteer based emergency service across the State of Victoria and has 4 units that service the Shire of Campaspe located in Echuca (292 High Street), Kyabram (4 Kuhle Crt), Rochester (5 Victoria Street) and Rushworth (4 Barlow Ave).

Council's submission to a Review of the 2010-11 Flood Warnings and Response undertaken by Neil Comrie, sought appropriate levels of funding for the lead agencies involved in flood emergencies so that they could be appropriately resourced together with a review of the structures and roles of organisations within emergency management.

At its meeting on 17 August, 2011 Council considered its role in the funding of emergency management and resolved the following (Council report provided as Attachment 7.5.2):

*That Council:*

- a. *Acknowledge the outstanding contribution of local SES units and members in the service of their community, in particular noting their efforts during the January 2011 floods.*
- b. *Acknowledge Council's role in emergency management as:*
  - i. *The deployment of municipal resources to assist the relevant control agency in its response to emergency situations, and*
  - ii. *An extensive role within the emergency recovery process.*
- c. ***Affirms that Council has no direct role in the provision of emergency response services and accordingly should not have responsibility for financing or providing infrastructure or facilities to SES units. (emphasis added)***
- d. *Continue to advocate to the State Government for adequate resourcing, infrastructure and arrangements for emergency service authorities to ensure they have the ability to successfully act in their respective lead roles within an emergency and to provide necessary community education programs.*
- e. *Advise the MAV that the Shire of Campaspe does not support the re-establishment of the former agreement for Local Government to jointly fund SES units.*

Council on the 18 February 2014 considered a report that presented the outcomes of a Financial Sustainability Review into Council's role in the provision of emergency services, and the future relationship with VicSES. The report sought and Council resolved (amongst others) (Council report provided as Attachment 7.5.1):

*That Council:*

- iii. *Affirm that Council has no direct role in the provision of emergency response services and accordingly should not have responsibility for recurrent financing or providing infrastructure or facilities to State Emergency Service units.*
- iv. *Continue to advocate to the State Government for adequate resourcing, infrastructure and arrangements for emergency service authorities to ensure they have the ability to successfully act in their respective lead roles within an emergency and to provide necessary community education programs.*
- viii. ***Continue discussions with the State Emergency Service regarding the potential transition of Council infrastructure presently utilised by local State Emergency Service units to the State Emergency Service or to the Crown. (emphasis added)***

In August 2017 Council officers met with the (former) Regional Manager VicSES and raised the following matters:

- The current lease between Council and VicSES for the Echuca SES unit has expired. The transition of the land back to the Crown and/or a lease established with the CFA and a separate agreement with SES is Councils preferred outcome.
- Leases for the Kyabram and Rushworth units expire on the 5 March 2018.

In December 2017 the State Government, VicSES and the Municipal Association of Victoria executed a Memorandum of Understanding (MoU) for support of VicSES. The purpose of the MOU is to affirm that Local Government is no longer expected to contribute to the operational costs of SES units and establish new arrangements for funding of and provision of facilities to VicSES units. The MoU seeks a lease term of 40 years at a rent of \$1 per annum.

On the 22 March 2018 the land containing the Echuca SES unit was transferred to the Crown and a sub-license arrangement was established between VicSES and the CFA for the use of the site.

As a consequence the MoU would only apply to the Kyabram and Rushworth facilities. Noting that the Rochester facility is currently located on Crown Land and VicSES have a direct lease with the Crown.

On the 10 October 2018 council officers met with Mr Stephen Griffin, CEO VicSES in relation to the MoU and Councils previous resolutions seeking the transfer of Council owned or managed facilities occupied by VicSES to either VicSES or the Crown.

Mr Stephen Griffin, CEO VicSES affirmed at the meeting (and later via email) in principle support to the transfer of the facilities to VicSES.

## 7. Content

Council has previously resolved to seek to transfer infrastructure utilised by local VicSES units to VicSES or to the Crown. The transfer of the land and buildings are recorded in council's Asset Register. The register has provided the following details in relation to the two properties:

	Insured value	Council valuation	Written Down Value	Annual Depreciation	Building Insurance
Kyabram SES	\$177,390.92	\$115,000.00	\$115,000.00	\$0.00	\$119.94
Rushworth SES	\$991,526.00	\$217,250.00	\$163,410.00	\$8,875.93	\$670.43

## 8. Issues and Risk Management

### Issues:

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

To support the transfer of the facilities to VicSES it is recommended that Council cover all costs associated with the transfer of ownership.

#### Issue 2: Financial Implications

The total written down value of the two assets as currently held in council's Asset Register is \$332,250.00

The transfer of the assets will result in council no longer being the owner of the assets, nor have any residual responsibilities in relation to the assets, they should be removed from council's Asset Register and the remaining written down value be expensed.

The transfer of the above asset for zero value will result in a net loss to council of \$332,250.00 and this will be shown in the Annual Report on the Comprehensive Income Statement, under "Net loss on sale of property, infrastructure, plant and equipment". Council would not retain any formal or implied responsibilities for building maintenance matters. This is a book loss with no cash implications.

### Issue 3: Local Government Act

Section 191(1) of the Local Government Act (the Act) *Transfer, exchange or lease of land without consideration* outlines that:

- (1) *A Council's powers to transfer, exchange or lease any land include the power to do so with or without consideration to—*
  - (a) *the Crown; or*
  - (b) *a Minister; or*
  - (c) *any public body; or*
  - (d) *the trustees appointed under any Act to be held on trust for public or municipal purposes; or*
  - (e) *a public hospital within the meaning of the Health Services Act 1988 or other hospital carried on by an association or society otherwise than for profit or gain to the members of the association or society.*

Section 191(3) of the Act outlines that Section 189 *Restriction on power to sell land* (relating the advertising and undertaking of valuation of the land) do not apply to any transfer, exchange or lease under this section.

### Risk:

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

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## 9. Options

### Option 1: Approve the transfer ownership of the two facilities to VicSES

This option is recommended by officers.

Council has been working with VicSES since 2011 to improve their funding arrangements and long term sustainability. The transfer of facilities to VicSES to enable direct management has been a long held position of council. This report seeks to enable the transfer of the final two facilities currently owned and managed by Council but leased to VicSES.

### Option 2: Not approve the transfer of ownership of the two facilities to VicSES and retain responsibility and management of the facilities

This option is not recommended by officers.

Not approving the transfer of the facilities to VicSES will result in Council retaining ownership and incurring all cost including ongoing the maintenance.

## 10. Strategic Planning Environments

Strong and Engaged Communities:	The transfer of the facilities supports implementation of <i>Strategy 1 Foster community partnerships and support other agencies in the delivery of services</i> through providing security to VicSES on the long term ownership and management of the facilities.
Resilient Economy:	No Impact.
Healthy Environment:	No Impact.
Balanced Services and Infrastructure:	Council has previously resolved that it has no direct role in the provision of emergency response services and accordingly should not have responsibility for financing or providing infrastructure or facilities to SES units. The transfer of the facilities supports implementation of <i>Strategy 4 Relinquish services and assets that no longer meet community need</i> . The transfer of the facilities to VicSES will allow them to more appropriately plan and manage the facilities to better meet their needs.
Responsible Management:	<p>Council has long advocated to the State Government for improved resourcing, infrastructure and arrangements for emergency service authorities to ensure they have the ability to successfully act in their respective lead roles within an emergency.</p> <p>Council has previously resolved that it has no direct role in the provision of emergency response services and accordingly should not have responsibility for financing or providing infrastructure or facilities to SES units.</p> <p>The transfer of the facilities to VicSES supports implementation of <i>Strategy 2 Advocate for infrastructure and services where another level of government has responsibility, such as roads and transport issues</i>.</p>

## 11. Consultation

### Internal Consultation

- General Manager Economic and Community Development - Assisted discussions with VicSES given significant involvement in previous reports regarding funding of VicSES. Participated in the discussion with Mr Stephen Griffin, CEO of VicSES regarding the transfer of the facilities.
- Property Manager (Acting) – Assisted with copies of the current leases and the development of the recommendation of this report. Participated in the discussion with Mr Stephen Griffin, CEO of VicSES.
- Financial Accountant & Strategic Asset Analyst – Assisted in providing asset register and financial details in relation to the properties.

### External Consultation

- Mr Stephen Griffin, CEO of VicSES regarding the transfer of the properties to VicSES.

## 7.6. EMERGENCY MANAGEMENT PLANNING

### Author:

Ben Trevena, Municipal Emergency Coordinator

### Responsible Manager:

Corporate Strategy Manager

### Attachments:

7.6. Northern Victorian Integrated Municipal Emergency Management Plan: Campaspe Shire

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#### 1. Purpose

To seek Council's consideration of the "Northern Victorian Integrated Municipal Emergency Management Plan: Campaspe Shire".

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#### 2. Recommendation

That Council, having considered the "Northern Victorian Integrated Municipal Emergency Management Plan: Campaspe Shire" in accordance with Section 21(4) of the Emergency Management Act 1986, resolves to endorse the "Northern Victorian Integrated Municipal Emergency Management Plan: Campaspe Shire", as recommended by the Integrated Municipal Emergency Management Planning Committee at its meeting on 1 November 2018.

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#### 3. Conflict of Interest

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

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#### 4. Charter of Human Rights

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

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#### 5. Instrument of Delegation

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

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#### 6. Background

Campaspe Shire Council together with the City of Greater Bendigo, Central Goldfields, Loddon and Mount Alexander Shires form the Northern Victorian Emergency Management Cluster (the Cluster).

In line with a Memorandum of Understanding signed by all partner Councils to the Cluster, the Cluster seeks to:

- Build community resilience through standardised emergency management planning processes relating to prevention, preparedness, response, relief and recovery;



- Establish a consistent emergency management risk assessment process and toolkit to assist the defining and delivery of activities to meet minimum legislative compliance and best practice obligations;
- Establish an agreed framework and associated terms for the sharing of human and capital resources between participating Councils;
- Identify and capitalise on opportunities to avoid duplication, reduce costs and improve the efficiency and effectiveness of emergency management protocols, procedures, policies and plans.
- Expand the availability of specialist skills and knowledge maintained by individual signatories to all participating Cluster Councils.

An Integrated Municipal Emergency Management Planning Committee (Integrated MEMPC) comprising representatives from each of the partner Councils and service agencies has been established and meets on a regular basis. The Integrated MEMPC has also adopted an Integrated Municipal Emergency Management Plan (Integrated MEMP). During this establishment phase, the individual partner Council MEMPC's have continued to meet and fulfil their roles, and the current MEMPs have been reviewed and updated.

Emergency Management Victoria and the Victoria State Emergency Service, in conjunction with Victoria Police, the Municipal Association of Victoria and the partner Councils, agreed to "test" the integrity of the MEMP by means of an audit, before all partner Councils and MEMPC's transitioned to the Cluster model.

Since the last time the Integrated MEMP came to Council for consideration, three audits have occurred within the Cluster with Loddon, Mount Alexander and Central Goldfields shires all successfully passing audit using the Integrated Municipal Emergency Management Plan (with their own iterations). Campaspe shire is due for audit next year.

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## 7. Content

The plan was reviewed by the IMEMPC at its meeting on 1 November and adopted with minor amendments as follows:

- Hyperlinks to documents have been updated / amended to get the user to websites, rather than directly to individual documents. Hopefully this will reduce the possibility of links not working.
- The IMEMPC Committee listing, Item 1.4.1, has been updated to include prison and mining representatives, and include MERCs in the Police listing.
- Item 4.1 Treatment Plans, has been updated to reflect plans that have been brought to the Committee.
- Item 4.2 Community Awareness, has been updated to include reference to education programs such as floodsafe.
- Where Cluster documents are referenced and hyperlinked, a statement has been added about how to obtain the password to access the website.
- Part 5 Emergency Management Liaison Officer role was further defined for the Local Government and Agencies staff when undertaking the role.
- Where documents have been mentioned that are Council only documents eg. 5.9.4 Resource Sharing - Memorandum of Understanding and Service Level Agreement, these are no longer hyperlinked.
- Part 11 – Contact Directory. Statement added about IMEMPC members having access to view the information and every six months the database being opened to allow agencies to update their information. A statement has also been included about how to request access if it is not available.
- Part 12 – Sub Plans and SOPs – this list has been updated.
- Part 14 – this section will be removed as hyperlinks appear throughout the document. The second list is unnecessary and creates another list that needs to be kept up to date.

Along with changes to the front section of the IMEMP, appendices for the IMEMP: Campaspe Shire edition has been updated. The changes are listed below:

- All statistical information updated e.g. Climate information, Census data from 2016 which wasn't available at the last update
- Public events information included
- Industry information updated
- Exercise, Training and Incident information (App 7) updated.

The plan has been recommended to council by the IMEMPC for consideration in accordance with Section 21(4) of the Emergency Management Act 1986.

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## 8. Issues and Risk Management

### Issues:

Improved emergency management planning and documentation, as well as a reduction in duplication and efficiencies in time management, are all expected benefits of the Cluster arrangement. Training opportunities will be further developed across the Cluster and grant applications will be stronger, these benefits will be for all Councils in the Cluster.

### Risk:

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

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## 9. Options

### Option 1: Council endorse the Integrated Municipal Emergency Management Plan: Campaspe Shire as Campaspe's MEMP

There will be many procedural efficiencies gained by Council reaffirming its endorsement of the single Integrated MEMP. Benefits already shown include sharing emergency management resources in order to more efficiently and effectively meet emergency management responsibilities. There will also be cost savings through joint training and exercises.

This option is recommended by Officers.

### Option 2: Council not endorse the Integrated Municipal Emergency Management Plan: Campaspe Shire as Campaspe's MEMP

By not endorsing the Integrated MEMP, Council would be required to remove itself from the partnership and the outlined perceived benefits would not be achieved. Council would also be in breach of the Emergency Management Act 1986 and may not pass audit without a current Municipal Emergency Management Plan.

This option is not recommended by Officers.

## 10. Strategic Planning Environments

Strong and Engaged Communities:	The Cluster approach, with an Integrated MEMP and MEMPC, is an innovation in emergency management and one which has the potential to be used by other Councils in Victoria. Communities will benefit through building community resilience and engagement.
Resilient Economy:	The Cluster arrangements, and acceptance of the Integrated MEMP and MEMPC, will support the economy through the stages of emergencies, from support in response to the community recovery phase.
Healthy Environment:	These arrangements will guide how Council's actions will influence the natural, built, social and economic environments to ensure community safety and resilience.
Balanced Services and Infrastructure:	No impact.
Responsible Management:	Consideration of the Integrated MEMP and acceptance of the Committee structure will guide the delivery of emergency management and support to emergency service agencies.

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## 11. Consultation

The establishment of the Integrated MEMP, has evolved since 2013, with the support and encouragement of the Municipal Association of Victoria. Emergency Service agencies, service organisations and those involved with relief and recovery support have all been involved with the Plans development.

Emergency Management Victoria and the Emergency Management Commissioner have been kept informed of progress of the Cluster as this model has the potential to be used in other areas of Victoria.

The Integrated MEMP was ratified by the IMEMPC at its meeting on 1 November and all agencies adopted this version of the IMEMP.

## 7.7. SOUTHERN 80 WATER SKI RACE MULTI-YEAR AGREEMENT

### Author:

Belinda Owen, Event Support Officer

### Responsible Manager:

Investment Attraction Manager

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### 1. Purpose

To seek Council's approval to enter into a three year funding agreement with the Moama Water Sports Club (the Club) to support the delivery and growth of the Southern 80 Ski Race.

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### 2. Recommendation

#### That Council:

1. Agree to enter into a multi-year funding agreement with Moama Water Sports Club for the delivery and growth of the Southern 80 Ski Race providing the following types and levels of support each year for the term of the agreement:
    - a) 2019 Financial support of \$25,000 (GST inclusive) and in-kind support to the value of \$25,000 (GST inclusive with annual CPI increase)
    - b) 2020 Financial support of \$20,000 (GST inclusive) and in-kind support to the value of \$25,000 (GST inclusive with annual CPI increase)
    - c) 2021 Financial support of \$15,000 (GST inclusive) and in-kind support to the value of \$25,000 (GST inclusive with annual CPI increase)
  2. Council's annual funding contribution is conditional on the Moama Water Sports Club obtaining the NSW Roads & Maritime Aquatic License.
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### 3. Conflict of Interest

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

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### 4. Charter of Human Rights

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

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### 5. Instrument of Delegation

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

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## 6. Background

In February each year the Moama Water Sports Club (the Club) hosts the Southern 80 Water Ski Race (Southern 80) on the Murray River, starting in Torrumbarry and finishing at the Echuca Boat Ramp- Victoria Park. Over the past 50 years the event has grown into a ski race of international importance bringing participants from all over Australia and New Zealand, as well as the UK and the USA.

Due to the nature of the Southern 80 there is no reliable method of capturing the exact number of patrons attending the event. In the past Council (along with the Club, Murray River Council, Vic and NSW Police, NSW Roads and Maritime, Parks Vic & NSW Environment and Forests) have estimated the number of attendees at 50,000 visitors however in the last two years this has dropped to 40,000. Two fatal accidents in 2016 and 2017 may have impacted attendance numbers and affected the financial contribution from some sponsors.

Year	Estimated # Attendance	Estimated Economic Impact
2016	50,000	\$23 million
2017	40,000	\$17.8 million
2018	40,000	\$17.7 million

Visitors have the option of viewing the ski racing at numerous locations along the course from the banks of the Murray River or they can pay an admission fee to attend the 'Finish Line Precinct' at Victoria Park, Echuca. The 'Finish Line Precinct' is created and hosted by the Club. As this is a ticketed precinct (and a revenue stream for the event) all Southern 80 promotion encourages attendees to watch the racing from this location. In 2018, between 4,000-5,000 participants visited the 'Finish Line Precinct' each day.

Over the event weekend, accommodation in the Echuca-Moama area is at maximum capacity with many attendees also choosing to camp along the river (free camping) or to stay with friends and family.

Historically Council supported the Southern 80 for many years through the Community Grant - Major Event process in addition to in-kind support. In 2015 the Club approached Council urgently seeking a multi-year agreement and an increase in cash assistance from \$5,000 to \$25,000 due to financial difficulties and the events future being in jeopardy. A multi-year agreement for the 2016, 2017 and 2018 event was approved providing a cash contribution of \$25,000 annually and in-kind support estimated at \$25,000.

In-kind support for the Southern 80 consists of:

- Temporary Toilets in Hare Street;
- Traffic Management;
- Waste Management;
- Use of Victoria Park Boat Ramp area for 10 days (exclusive for 5 days)
- Road Grading of Vic Park Entry (not part of general maintenance);
- Parks & Gardens including Tree Management Strategy works;
- Watering for roads off Murray Valley Hwy accessing the River (to minimise dust for the residents);
- Banners for the Echuca CBD Flag Poles and hire fee;
- Event evaluation.

## 7. Content

Over the past three years the Club and Initiative Sports (event management group) have worked to increase visitation at the 'Finish Line' in challenging conditions. Given that this is the only area where people pay to enter over the weekend, it is paramount that attendance continues to grow.

2019 will see the launch of the inaugural Southern 80 'Hall of Fame' event on the Friday night held at the Finish Line Precinct, with new inductees announced annually. This event will be aimed at the competitors and their extended families highlighting the achievements of those past and present. Given that this will be open to all competitors (not just members of the Moama Waster Sports Club) it is hoped that those nominated will be supported by friends and family, therefore increasing attendance and economic yield. It is also important that the Club uses the infrastructure at the Finish Line for multiple uses over the weekend.

Council classify the Southern 80 as a Regional Event. A Regional Event is one that has strategic regional importance beyond the borders of the Campaspe Shire Council. A Regional Event will typically have:

Assessment Criteria	Assessment Summary of Southern 80
A minimum operational budget of \$75,000	Operational budget in excess of \$540,000.
The ability to attract regional visitation	Councils 2018 survey results show that 74% were from outside the Campaspe Shire Council and Murray River Council area.  Entries include skiing enthusiasts from all around Australia, New Zealand, UK and the USA.
Regional Collaboration	Event is held in both Campaspe and Murray River Council.
The event marketing assist in regional promotion	Marketing budget of approx. \$40,000 which includes an extensive advertising and marketing campaign targeted at Melbourne-metro and regional markets and directed at skiing and boating enthusiasts through a variety of mediums.  The words Echuca, Moama and the Murray river feature in all of the event marketing material.  In 2018, a two year agreement with Fox Sports was signed for exclusive broadcast of the Southern 80.
Economic benefit to the entire region of \$0.75 to \$1million with economic benefit to the Shire of Campaspe a minimum of \$250,000.	Councils 2018 survey results estimate an economic benefit in the order of \$17.7million.
Marketing budget is a minimum of \$25,000 and includes Melbourne placement	Marketing budget of approx. \$40,000, which includes an extensive advertising and marketing campaign targeted at Melbourne-metro and regional markets and direct to skiing enthusiasts.
A growth element to keep the product vibrant	A new element in 2019 will be the Hall of Fame dinner.
The event aligns with the images and branding of the destination	The imagery and branding of the Southern 80 aligns with both the Echuca Moama & District Tourism and Murray Regional Tourism's marketing plans focusing on the Murray River and recreational activities.

## 8. Issues and Risk Management

### Issues:

#### Issue 1: Events Strategy

Campaspe's Event Strategy is currently under review and is due for completion in March 2019. It is anticipated that the guiding event principles will remain similar and the Southern 80 will continue to be classified as a regional event.

#### Issue 2: NSW Roads & Maritime - Aquatic Licence

Meeting compliance requirements for the NSW Roads & Maritime Aquatic Licence and Vic & NSW Police has increased exponentially over the past few years with Ski Racing Australia playing a major role in preparing the compliance documents. The nature of the race location creates its own unique risks and challenges, and how these will be address and enforced by the various agencies.

The race is dependent on obtaining the NSW Roads & Maritime Aquatic Licence.

#### Issue 3: Echuca Moama second bridge crossing

The Echuca-Moama second Bridge works will impact the race on both sides of the river during the period of construction. Regional Roads Victoria and the Club communicate regularly regarding the proposed works and the event. Regional Roads Victoria send a representative to the monthly all-agencies meeting to address any issues. In 2019 Regional Roads Victoria will mark out the new bridge location for the committee so they can gain a better understanding of exactly how it will impact their Finish Line Precinct.

#### Issue 4: Limited Funding

Campaspe Shire have limited funding available for event support and assigning a significant percentage (\$25,000) to one event over a number of years does not allow Council the opportunity or flexibility to attract and support new events. The recommendation decreases Councils cash contribution over the three year period. The funding support is still significant and demonstrates Councils' ongoing commitment to this event.

### Risk:

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

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## 9. Options

### Option 1:

Agree to enter into a multi-year funding agreement with Moama Water Sports Club for the delivery and growth of the Southern 80 Ski Race providing the following types and levels of support each year for the term of the agreement:

- a) 2019 Financial support of \$25,000 (GST inclusive) and in-kind support to the value of \$25,000 (GST inclusive with annual CPI increase)
- b) 2020 Financial support of \$20,000 (GST inclusive) and in-kind support to the value of \$25,000 (GST inclusive with annual CPI increase)
- c) 2021 Financial support of \$15,000 (GST inclusive) and in-kind support to the value of \$25,000 (GST inclusive with annual CPI increase)

Council's annual funding contribution is conditional on the Moama Water Sports Club obtaining the NSW Roads & Maritime Aquatic License.

This option is recommended by officers.

#### Option 2

That Council agree to enter into a multi-year funding agreement with Moama Water Sports Club for the delivery and growth of the Southern 80 Ski Race providing \$25,000 (inc GST) cash and in-kind support to the value of \$25,000 for the 2019, 2020 and 2021 events.

This option is not recommended by officers.

#### Option 3:

That Council do not support the Moama Water Sports Club's request for a multi-year agreement for the Southern 80 Ski Race.

This option is not recommended by officers.

### 10. Strategic Planning Environments

Strong and Engaged Communities:	The Southern 80 is a well-established event that allows various community groups to assist in the delivery of this event. Groups who assist are financially rewarded for their efforts over the weekend.
	The race also allows community members to witness a world class sporting event.
Resilient Economy:	The Southern 80 injects approximately \$17.7million into the local economy. Many of the race teams visit Echuca-Moama in the lead up to the event to practice for the race.
Healthy Environment:	No impact.
Balanced Services and Infrastructure:	No impact.
Responsible Management:	Over the past three years the Club has actively engaged all of the emergency services to ensure that everyone is aware of their roles and responsibilities in reference to both the competitors and spectators.

### 11. Consultation

- Moama Water Sports Club
- Initiative Sport
- Investment Attraction Manager



## **7.8. RIVERBOATS MUSIC FESTIVAL REQUEST FOR MULTI-YEAR AGREEMENT**

### **Author:**

Belinda Owen, Events Support Officer

### **Responsible Manager:**

Investment Attraction Manager

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#### **1. Purpose**

To seek Council's approval to enter into a five year funding agreement with Westbound Productions including a cash contribution of \$5,000 (GST inclusive) and in-kind support to support the delivery and growth of the Riverboats Music Festival.

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#### **2. Recommendation**

That Council agree to enter into a five year funding agreement with Westbound Production commencing in 2019 that includes an annual cash contribution of \$5,000 (GST inclusive) and in-kind support to the value of \$6,600 per annum (with annual CPI increases).

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#### **3. Conflict of Interest**

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

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#### **4. Charter of Human Rights**

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

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#### **5. Instrument of Delegation**

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

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#### **6. Background**

Westbound Productions, formally known as Full Dress Productions Pty Ltd, launched Riverboats Music Festival in February 2012. The festival was created in partnership with Echuca-Moama & District Tourism Association (EMDTA) with a focus on increasing visitation, average length of stay and economic spend in Echuca-Moama and across the region. Over 6,000 patrons attended the 2018 event, held in Echuca's Aquatic Reserve.

The event has grown in popularity and targets a younger, Melbourne based audience.

Riverboats Music Festival is recognised as one of Visit Victoria's key regional festivals. In 2017 Riverboats won the Festival & Events category at the 2017 RACV Victorian Tourism Awards and then gold at the prestigious Australian Tourism Awards. Westbound Productions receives funding support from Visit Victoria and Destination NSW.

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In 2016 Council granted Riverboats Music Festival a three year funding agreement which included a cash contribution of \$5,000 (GST inclusive) per annum to support the delivery and growth of the event.

The funding agreement has now expired and Westbound Productions have submitted a formal request to Council seeking a five year funding agreement to secure the staging of the festival in Echuca-Moama until 2023.

Over the past three years the Riverboats Music Festival has boasted an increase in both economic benefit and attendance over the three days.

Year	# Attendance	Estimated Economic Impact
2016	5,900	\$1.9million
2017	5,930	\$2.3million
2018	6,090	\$2.7million

Council classify Riverboats Music Festival as an Iconic Event. The assessment matrix for an Iconic Event is included below:

Assessment Criteria	Assessment Summary of Riverboats Music Festival
Minimum Operational budget of \$75,000	Operational budget in excess of \$250,000
The ability to attract outside visitation	From ticket sales data and market research 75% of those in attendance are from outside our region, travelling 150km or more to attend the event.
The event marketing assists in destination promotion	The words Echuca Moama and Riverboats are used consistently in all marketing collateral which reinforces our 'brand'.  Individual artists promote the event and destination through their own social media platforms reaching audiences nationally and internationally.
Marketing budget is a minimum of \$25,000 and includes Melbourne placement	Marketing budget of \$30,000, which includes an extensive advertising and marketing campaign targeted at Melbourne-metro and regional markets.
Increases visitation and destination awareness at a time that complements the existing events calendar	The Riverboats Music Festival is held outside of school holidays, ensuring that it doesn't clash with any other major or iconic event.
A growth element to keep the product vibrant	Westbound Productions pride themselves on a quality event and are always looking at ways to tweak and improve the festival, as well as attracting a high calibre of artists.
The event aligns with the images and branding of the destination	The imagery and branding of the Riverboats Music Festival aligns with both the Echuca Moama & District Tourism and Murray Regional Tourism's marketing plans and their focus on the Murray river, paddlesteamers, live music and events in general.

## 7. Issues and Risk Management

### Issues:

#### Issue 1: Event Strategy

Campaspe Shires Event Strategy is currently under review and due for completion in March 2019. It is anticipated that the principles of the Events Strategy will remain similar and Riverboats Music Festival will continue to be considered an iconic event under Council's assessment matrix.

#### Issue 2: In-Kind Support

The last funding agreement between Council and Westbound Productions did not include a cost or breakdown of the in-kind support provided to the event. The value of Council's in-kind support must be recognised in all future agreements to ensure Council are receiving acknowledgement for all of their contributions.

In-kind support consists of:

- Hire Fee for Echuca CBD Flag Poles;
- Parks & Gardens support including Tree Management Strategy works;
- Use of Aquatic Reserve for 11 days (exclusive for 6 days)
- Traffic management;
- Event evaluation.

#### Issue 3: Five Year Agreement

Previously Council have only ever created three year Event Funding Agreements. A five year Event Funding Agreement is deemed appropriate in this instance, given the status of the event, the event organiser's ability to deliver the event in a professional manner and the destination marketing that this event delivers. The Agreement will provide Council with the opportunity to review the Agreement if there is any substantive changes.

#### Issue 4: Aquatic Reserve Master Plan

As a key stakeholder, Westbound Productions will continue to be consulted on the developments of the Echuca Entertainment Precinct Redevelopment Plan. The MOU will need to acknowledge this plan and state that any future works would be consider the event.

### Risk:

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

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## 8. Options

### Option 1:

That Council agree to enter into a five year funding agreement with Westbound Production, commencing in 2019, with a cash contribution of \$5,000 (GST inclusive) per annum and in-kind support to the value of \$6,600, to support the delivery and continued growth of the Riverboats Music Festival.

This option is recommend by officers.

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Option 2

That Council agree to enter into a three year funding agreement with Westbound Production, commencing in 2019, with a cash contribution of \$5,000 (GST inclusive) per annum and in-kind support to the value of \$6,600, to support the delivery and continued growth of the Riverboats Music Festival.

This option is not recommended by officers.

Option 3:

That Council do not support Westbound Productions request for multi-year agreement for the Riverboats Music Festival.

This option is not recommended by officers.

**9. Strategic Planning Environments**

Strong and Engaged Communities:	Riverboats Music Festival strengthens our region as an events destination and allows our community to be actively engaged either through attendance, volunteering, business or charity partner.
Resilient Economy:	In 2018, 73% of those in attendance were from outside the region and it is estimated that the Riverboats Music Festival contributed \$2.7 million into the local economy. The event brings in a different demographic that normal for Campaspe Shire and allows us to showcase the river, the setting and the liveability on offer locally.
Healthy Environment:	Westbound Production already implement a number of actions identified in Councils Waste Wise Event Plan and strives to be a low impact environmental event.
Balanced Services and Infrastructure:	Campaspe's Echuca Entertainment Precinct Redevelopment Plan acknowledges that the Aquatic Reserve is home to this award winning event and will leverage this to improve the assets and infrastructure within the precinct.
Responsible Management:	Council officers have a strong relationship with Westbound Productions, who operate a professionally run event. A multi-year agreement builds confidence with event organisers.

**10. Consultation**

- Westbound Productions
- Investment Attraction Manager
- Public Environments Manager
- Parks & Gardens Coordinator
- Recreation Manager
- River Services Manager – Aquatic Reserve Master Plan

## **7.9. PORT PRECINCT VISION IMPLEMENTATION PLAN**

### **Author:**

Andrew Cowin, Corporate Strategy Manager

### **Responsible Manager:**

Economic & Community Development General Manager

### **Attachments:**

7.9. Port Precinct Vision Implementation Plan

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### **1. Purpose**

To inform Council of the 2018/19 actions supporting implementation of the Port Precinct Plan.

To seek Council's endorsement of the:

- budget allocation to support implementation of the Port Precinct Plan.
  - project scope for the Tourism Service Review.
- 

### **2. Recommendation**

That Council:

1. Note the 2018/19 Implementation actions supporting implementation of the Port Precinct Plan.
2. Affirm the budget allocations of:
  - a) Activation activities \$58,700
  - b) Activities administrative support \$6,500
  - c) Community activation grants \$20,000
  - d) Infrastructure \$83,800
  - e) Strategy \$55,000to support implementation of the Port Precinct Plan.
3. Endorse the project aim and scope of the funded strategic work to further the implementation of the Port Precinct Plan as:
  - a) Aim - Campaspe is a desired front of mind visitor destination.
  - b) Scope:
    1. Identify emerging visitor trends – how visitors access information, select destinations, booking accommodation and activities.

2. Review the current structure and arrangements in place for the provision of tourism services across Campaspe Shire.
  3. Identify alternative models of service delivery and current best practice approaches for the provision of tourism services, including the provision of visitor information centres, tourism marketing, event attraction, support and coordination and make recommendations defining local government's role and responsibility on the preferred future approach in relation to the provision of these services.
  4. Make recommendations in relation to the application of the preferred model broadly, including the identified roles and responsibilities as would apply specifically to the Port Precinct.
- 

#### 4. Conflict of Interest

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

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#### 5. Charter of Human Rights

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

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#### 6. Instrument of Delegation

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

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#### 7. Background

In late January and early February 2018 the development of a vision for the Port Precinct commenced with a number of engagement opportunities for the community and precinct businesses/operators. Engagement was seen as critical in the development of the long term vision.

The vision and strategic directions were presented to Council on the 26 June 2018. Council resolved:

*That Council:*

1. *Note the vision and strategic directions have been developed following extensive community and stakeholder consultation and engagement.*
  2. *Note the vision "A place to take your time, relax and enjoy yourself" as the vision for the precinct.*
  3. *Note the strategic directions that support the implementation of the vision as:*
    - a) *A place to linger, interact and connect*
    - b) *A destination celebrating living with nature and history*
    - c) *An arts and culture, events and entertainment hub*
    - d) *A place where collaboration makes it happen*
  4. *Note the public realm opportunities identified in the "Port of Echuca Future – Report May 2018" as some of the ways council may support implementation of the vision and strategic directions.*
-

5. Note the "Port of Echuca Future – Report May 2018" as a background report summarising the inputs to the development of the vision, strategic directions and opportunities.

A Notice of Motion was made by Councillor Weston to the 17 July 2018 meeting:

*That Council endorse the Port Precinct Vision "A place to take your time, relax and enjoy yourself".*

Council resolved:

*That Council:*

1. *Endorse the Vision for the Port precinct being:*  
*"A place to take your time, relax and enjoy yourself"*
2. *Adopt the Strategic Objectives that support the implementation of the vision being:*
  - a) *A place where collaboration makes it happen*
  - b) *A destination celebrating living with nature and history*
  - c) *An arts and culture, events and entertainment hub*
  - d) *A place to linger, interact and connect*
3. *That the Chief Executive Officer prepare a draft implementation plan based on the vision and strategic objectives and include actions, budgets and deadlines in those areas relevant to Council.*
4. *That the draft implementation plan be brought back to Council for consideration highlighting any further community engagement that maybe required.*

This report presents the 2018/19 actions supporting implementation of the vision in line with resolution 3 and 4 above.

In addition equally relevant Council in adopting the 2018/19 Budget resolved (amongst others to)

1. *Adopt the 2018/19 Budget provided in Attachment 1, noting that it is the Proposed 2018/19 Budget endorsed and released for public comment by Council on the 1 May 2018, inclusive of the following amendments:*
  - a. *Insert an additional initiative under the strategic objective of Responsible Management that reads "Commence the development of a Customer First Strategy that includes customer responsiveness".*
  - b. *Add an additional note that explains the variation of the Other Expenses – Commission between 2017/18 and 2018/19.*
  - c. ***Update the budget document throughout to reflect the Port of Echuca and Discovery Centre service:***
    1. *additional income of \$42,727 and*
    2. *reduction of expenditure of \$182,000*
    3. ***expenditure to the value of \$224,727 be quarantined for the facilitation and advancement of Council's contribution to the vision and strategic direction of the Port Precinct Strategy; resulting in the overall Council subsidy for this service as \$1,417,510; monthly reports on Port of Echuca and Discovery Centre service.***

This report seeks to affirm the allocation of the \$224,727 quarantined as part of the adoption of the 2018/19 budget presents.

## 8. Content

This report seeks to present a comprehensive plan of the currently funded actions, allocates funding to support new initiatives, infrastructure and strategic work. The implementation of these activities supports Council's continued commitment to the Port Precinct Plan and its Vision.

The 2018/19 actions are actions funded through the 2018/19 budget which are all occurring within and across the precinct that support implementation of the plan. A current status of each of these actions has been provided.

The activation activities recommended to be funded through this report will occur over the 5 week Christmas school holiday period creating increased interest and activity across the entire precinct. The funding would support activities including the New Year's Eve community celebration, a kid's holiday program, live music in the street, Troupadour as well as the Easter Sail Past.

The allocation of funding also seeks to improve infrastructure within the precinct that will facilitate increased activity and movement across the precinct. Particularly the greening of the Popup Park in Murray Esplanade as well as the refurbishment of the wood turners building allowing it to be used for artisans and lost trades.

The funding will also support a strategic review of tourism to better define local government's role and responsibilities in the provision of tourism services. The review will have a particular focus on local government's role in the provision of visitor information centres, tourism marketing, event attraction, support and coordination and make recommendations on the preferred future approach in relation to the provision of these services.

This review supports the implementation of the Port Precinct Plan particularly the strategic objective *"A place where collaboration makes it happen"*. The review also supports implementation of the Economic Development Strategy, Tourism Priority Projects, in relation to the diversification of tourism product and destination marketing.

Growth in the tourism market has flow on benefits to retail, hospitality, accommodation and local communities through increased employment opportunities, visitation and visitor spend. Consequently this review is a critical piece of strategic work that aims to support that continued growth. The work will capitalise and build upon work currently being undertaken by both Murray Regional Tourism Board and Visit Victoria looking at current visitor trends and visitor information servicing. Most importantly this work will clearly define the roles and responsibilities of local government and therefore ensure that duplication of effort by key stakeholders is minimised and that collaboration is maximised, so that Campaspe is a desired front of mind visitor destination.

Key stakeholder critical to the review include Murray River Council, Murray Regional Tourism Board, Echuca-Moama and District Tourism Association and Visit Victoria.

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## 9. Issues and Risk Management

### Issues:

Council working alone to implement the vision: The implementation plan identifies actions that council is undertaking to implement the vision. Successful implementation and realisation of the vision is reliant upon the collaboration between all parties. As part of this council as well as precinct operators must review policy, process and planning to ensure alignment with the vision. It is important to note that it is not solely the responsibility of council to implement the vision but all parties across the precinct must ensure their actions reflect the intent of the vision.

### Risk:

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

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## 10. Options

### Option 1: Note the actions supporting implementation of the Port Precinct Plan.

This option is recommended by officers.

The implementation actions presented in this report incorporate currently funded activities as part of the 2018/19 implementation plan, additional funding for activation activities, infrastructure and strategy development. The presentation of the implementation actions is in line with council's notice of motion.

### Option 2: Amend the actions supporting implementation of the Port Precinct Plan as presented.

This option is not recommended by officers.

Amending the actions as presented which support achievement of the vision may impact there capacity to be delivered and consequently councils contribution towards achievement of the vision.

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## 11. Strategic Planning Environments

Strong and Engaged Communities:	The implementation plan actions identify where community engagement is required. Actions support implementation of strategy 1 and 3 by identifying opportunities to partner as well as support artistic, cultural and leisure opportunities across the precinct.
Resilient Economy:	The implementation plan actions support implementation of strategies 1, 2 & 3 by providing direction to guide planning and development of new infrastructure, programs and the operational environment of both council and precinct operators.
Healthy Environment:	The implementation plan incorporates actions which support strategy 1 by strategically planning and respecting our natural environment.
Balanced Services and Infrastructure:	The implementation plan incorporates actions which support strategy 2 by strategically planning for infrastructure to meet community need.
Responsible Management:	The implementation plan supports strategy 2 and identifies where community engagement is required.

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## 12. Consultation

The identification of actions in the implementation plan have been developed in consultation with mangers across the organisation.

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

### **Author:**

Richard Conway, Acting General Manager Infrastructure Services

### **Attachments:**

7.10. Adopted Terms of Reference – Echuca Moama Torrumbarry Flood Study Project Control Group and Flood Study Reference Committee.

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#### **1. Purpose**

To appoint community members to the Flood Study Reference Committee involved in supporting the Echuca Moama Torrumbarry Flood Study.

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#### **2. Recommendation**

That Council endorse appointment of Victorian urban area representatives Mr Alf Grigg, Mr Dean Oberin and Mr Ralph Kop, Victorian rural representatives Mr Andrew Humphrys and Mr Russell Pell and Torrumbarry rural representatives Mr John Williams and Mr Neil Williams as community members of the Echuca Moama Torrumbarry Flood Study Reference Committee in accordance with the Committee's approved Terms of Reference.

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#### **3. Conflict of Interest**

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

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#### **4. Charter of Human Rights**

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

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#### **5. Instrument of Delegation**

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

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#### **6. Background**

Echuca and Moama are undergoing continual and significant urban growth. Being located on the Murray River and adjacent to the junctions with the Goulburn and Campaspe Rivers, contemporary flooding information is important to enable appropriate and proper land use planning to guide their growth. Significant high river events have recently occurred, principally during the 2010-11 and 2016 flood events. These flood events caused flooding around and within Echuca - Moama and stress and hardship for some residents.

Campaspe Shire and Murray River Councils have been allocated funding by their respective State Governments to conduct flood studies to update flood information for the Murray River generally between Barmah and downstream of Torrumbarry and particularly with respect to the urban and growth areas affected by that flooding in both municipalities. As flooding along the Murray River does not respect state boundaries and the modelling will require the terrain and features on both sides of the river to be included, in November 2017 both councils resolved to undertake the studies as a joint project.

The project is being directed by a Project Control Group that Council appointed in November 2017 when it approved the Terms of Reference for the Project Control Group and Echuca Moama Torrumbarry Flood Study Reference Committee. Membership to the Project Control comprises a senior officer from each of Murray River and Campaspe Shire Councils, the N.S.W. Office of Environment and Heritage and the Vic. North Central Catchment Management Authority. This Group is well established and is actively directing the preliminary phases of data collection and hydrologic and hydraulic model development. In lay terms this involves developing and calibrating a computer model capable of replicating past events to a reasonable degree of accuracy.

A Flood Study Reference Committee (FSRC) is also to be established with representation from the urban and rural communities on both sides of the river, the aboriginal community, the Vic and NSW State Emergency Services and environment departments, municipal engineers, land use planners, Bureau of Meteorology, Goulburn Murray Water and a councillor from each municipality. It is to be overseen by the Project Control Group and have an advisory role providing a forum for discussion of technical, social, economic and ecological issues to ensure all important aspects of the study are given due consideration. The FSRC's role will really begin once the technical aspects of developing and calibrating the flood model have progressed sufficiently to generate preliminary flood mapping for verification. This is expected to begin in December – January. This report seeks to formalise appointment of five representatives from the Victorian urban and rural communities.

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## 7. Content

Expressions of interest were sought for community members on the FSRC comprising 3 urban community representatives and 2 rural community representatives from each side of the Murray River. Following that process, expressions of interest from the Victorian community were received from the urban and rural communities around Echuca. In addition, expressions of interest were received from the rural community associated with the Torrumbarry levee system which forms an important component of the study. The Terms of Reference provide for the Project Control Group to appoint additional members where it considers those persons will contribute additional knowledge or value to the project. In this case it is considered appropriate for the membership to be expanded to provide representation from landowners in the Torrumbarry area. This is consistent with the councillor representation comprising two councillors from each of Murray River and Campaspe Shire Councils and one from Gannawarra Shire Council into which the lower end of the study extends.

Proposed Victorian community membership is therefore:

Victorian Urban Representatives: Alf Grigg, Dean Oberin and Mr Ralph Kop.

Victorian Rural Representatives: Andrew Humphrys, Russell Pell

Torrumbarry Rural Representatives: John Williams and Neil Williams.

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## 8. Strategic Planning Environments

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

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

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

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

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

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## 9. Consultation

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

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

Ongoing consultation between Murray River Council, Campaspe Shire Council, NSWDEH, DELWP and the NCCMA has continued through the initial community meetings and the Project Control Group which is providing direction during establishment of the flood models.

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## 10. Conclusion

It is considered appropriate to appoint the seven recommended community members to Flood Study Reference Committee to provide community input from the full extent of the study area.

## 7.11. QUARTERLY FINANCIAL STATEMENTS

### Author:

Ailsa Box, Finance Manager

### Attachments:

7.11. Quarterly Statements Reporting Pack

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#### 1. Purpose

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

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#### 2. Recommendation

**That Council adopt the September 2018 Quarterly Statements.**

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#### 3. Conflict of Interest

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

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#### 4. Charter of Human Rights

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

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#### 5. Instrument of Delegation

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

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#### 6. Background

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

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#### 7. Content

A pack of the financial statements is included as attachment 7.11 and contains:

Income Statement	Comparison of 2018/19 budget, 2018/19 actuals and 2017/18 actuals for the three months ended 30 September 2018.
Balance Sheet	Comparison of 2018/19 budget, 2018/19 actuals and 2017/18 actuals for the three months ended 30 September 2018.

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Cash Flow Statement	Comparison of 2018/19 budget, 2018/19 actuals and 2017/18 actuals for the three months ended 30 September 2018.
Statement of Capital Works	Comparison of 2018/19 budget, 2018/19 actuals and 2017/18 actuals for the three months ended 30 September 2018.

### Income Statement

The major variations to budget for the three months ended 30 September 2018 are:

- Increased rate income raised due to the supplementary rates process on new subdivision properties as a result of an increase in development.
- 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 capital works program is on target with forecast spend, with a few exceptions. Delays with external design works for Kerb and Channel will delay the start of works. This is being offset by the early completion of works on Mount Terrick Road Bridge and culvert works.

## 8. Issues and Risk Management

### Issues:

Nil

### Risk:

This is a quarterly report that monitors Council's 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 2018/19 financial year.

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

## 9. Strategic Planning Environments

Strong and Engaged Communities:	No Impact
Resilient Economy:	No Impact
Healthy Environment:	No Impact
Balanced Services and Infrastructure:	No Impact
Responsible Management:	To provide Council and community with a summary of our financial performance for the period ended 30 September 2018

## 10. Consultation

General Manager Corporate Services

The Audit and Risk Committee reviewed the financial statements at their meeting held 31 October 2018.

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#### **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 except for some maintenance programs that have been scheduled for later in the year. These variances will not have an impact on Council's service delivery.

## 8. COUNCIL INFORMATION

### 8.1. OPEN ASSEMBLY OF COUNCILLORS RECORDS

**Author:**

Sharolyn Taylor, Council Support Officer

**Responsible Manager:**

Governance Manager

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#### 1. Purpose

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

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#### 2. Recommendation

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

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#### 3. Conflict of Interest

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

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#### 4. Charter of Human Rights

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

---

#### 5. Instrument of Delegation

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

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#### 6. Background

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

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

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

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

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## 7. Content

The following Assemblies of Councillors were held in the month of October 2018:

Meeting Information		
Meeting Name/Type	Campaspe Briefing Session	
Meeting Date	2 October 2018	
Start time:	9:31pm	Finish time: 3:50pm
Matters Discussed	<ol style="list-style-type: none"> <li>1. Welcome, present &amp; apologies</li> <li>2. Declaration of Interests</li> <li>3. Future Meetings</li> <li>4. Mayor and Committee Representatives Report               <ol style="list-style-type: none"> <li>4.1 Local Government Ministerial Advisory Panel</li> <li>4.2 Bridget McKenzie Meeting 4 October</li> <li>4.3 Chinese Business representatives Meeting 5 October</li> <li>4.4 MDBA Committee</li> <li>4.5 B Double Tanker Accident on the new Roundabout, Northern Highway Echuca</li> </ol> </li> <li>5. MAV State Council Motions Review</li> <li>6. Communication Reports</li> <li>7. Operational Report – August</li> <li>8. Finance Report – August</li> <li>9. Council Resolutions for Action</li> <li>10. Back 9 Golf Course Discussion</li> <li>11. Recreation Reserves Discussion No. 5</li> <li>12. Local Government Inspectorate Update</li> <li>13. Customer First Strategy</li> <li>14. Social Media Plan</li> <li>15. Policy Review</li> <li>16. Quarterly Financial Review</li> <li>17. General Business               <ol style="list-style-type: none"> <li>17.1 Pick my project:</li> <li>17.2 Bridges Consultation</li> <li>17.3 VACT Hearings</li> <li>17.4 Boat Ramp funding</li> </ol> </li> </ol>	
<i>Attendees</i>		
Councillors	Cr Adrian Weston (Mayor), Cr Daniel Mackrell, Cr Kristen Munro (9:38am – 3:50pm), Cr Neil Pankhurst, Cr Annie Vickers, Cr Leigh Wilson, Cr John Zobec (11:13am – 3:50pm)	
Staff	Fleur Cousins (acting CEO), Keith Oberin, Paul McKenzie, Richard Conway (acting GM Infrastructure Services), Sharolyn Taylor	
<i>Apologies</i>		
Councillors	Approved leave of absence - Cr Vicki Neele, Cr Leanne Pentreath	
Staff	Jason Russell (on leave)	
<i>Conflict of Interest disclosures</i>		
Matter No.	Councillor/officer making disclosure	Left meeting: Yes/No
7 (4.6)	Cr Munro	Yes
10	Cr Munro	Yes

<b>Meeting Information</b>		
Meeting Name/Type	Campaspe Briefing Session	
Meeting Date	9 October 2018	
Start time:	9:35am	Finish time: 4:04pm
Matters Discussed	<ol style="list-style-type: none"> <li>1. Welcome, present &amp; apologies</li> <li>2. Declaration of Interests</li> <li>3. Future Meetings</li> <li>4. Mayor &amp; Committee Representatives Report</li> <li>4.1 Director Regional Roads Victoria meeting</li> <li>4.2. Funding for Shared Services</li> <li>4.3 Minister Bridget McKenzie Meeting</li> <li>4.4 Local Government Municipal Advisory Panel meeting</li> <li>4.5 Chinese Delegation Dinner</li> <li>4.6 Mr Don McKenzie VCAT Objection</li> <li>4.7. Mr Don McKenzie Incident</li> <li>5. Environment Strategy Discussion No. 2</li> <li>6. Environmental Protection Act</li> <li>7. Road Management Plan</li> <li>8. Aquatic Services Discussion No. 2</li> <li>9. Tourism Discussion</li> <li>10. Event Strategy Discussion No. 2</li> <li>11. Children's Hub Feasibility Study</li> <li>12. Council Governance Discussion No. 2</li> <li>13. Delegation – Youth Advisory Group</li> </ol>	
<b>Attendees</b>		
Councillors	Cr Adrian Weston (Mayor), Cr Daniel Mackrell, Cr Neil Pankhurst, Cr Annie Vickers, Cr Leigh Wilson, Cr John Zobec (10:00am – 4:04pm)	
Staff	Jason Russell, Keith Oberin (9:36am – 4:04pm), Richard Conway, Fleur Cousins, Sharolyn Taylor	
<b>Apologies</b>		
Councillors	Cr Vicki Neele, Cr Leanne Pentreath (both Crs on approved Leave of Absences), Cr Kristen Munro	
Staff	Paul McKenzie	
<b>Conflict of Interest disclosures</b>		
Matter No.	Councillor/officer making disclosure	Left meeting: Yes/No
5	Cr Weston	Yes

<b>Meeting Information</b>		
Meeting Name/Type	Campaspe Briefing Session	
Meeting Date	16 October 2018	
Start time:	11:03am	Finish time: 2:23pm
Matters Discussed	<ol style="list-style-type: none"> <li>1. Welcome, present &amp; apologies</li> <li>2. Declaration of Interests</li> <li>3. Delegation – Major Road Projects Authority</li> <li>4. Mayor &amp; Deputy Mayor Elect Process</li> <li>5. Council Meeting Agenda – Open Q &amp; A</li> <li>7. Competitive Neutrality Business No 1 – Echuca Holiday Park Discussion</li> <li>8. Port of Echuca Precinct Implementation Plan Discussion</li> <li>9. General Business               <ol style="list-style-type: none"> <li>9.1 Internet and Email Issues</li> <li>9.2 Tidy Town Awards</li> <li>9.3 White Ribbon Badges</li> <li>9.3. Aquatic Reserve Detailed Design Project</li> <li>9.4 Echuca Holiday Park</li> <li>9.5 Customs House</li> <li>9.6 Campaspe Animal Shelter</li> <li>9.7 Maritime Museums Association of Australia</li> </ol> </li> </ol>	
<b>Attendees</b>		
Councillors	Cr Adrian Weston (Mayor), Cr Daniel Mackrell, Cr Kristen Munro (11:03am – 2:01pm), Cr Neil Pankhurst, Cr Annie Vickers (11:03pm – 12:45pm) (1:52pm – 2:23pm), Cr John Zobec	
Staff	Jason Russell, Keith Oberin (11:15am - 2:23pm), Paul McKenzie (11:03am – 12:40pm) (2:09pm – 2:23pm), Fleur Cousins, Sharolyn Taylor	
<b>Apologies</b>		
Councillors	Cr Vicki Neele, Cr Leanne Pentreath (both Crs on approved leave of absences), Cr Leigh Wilson	
Staff	Richard Conway	
<b>Conflict of Interest disclosures</b>		
Matter No.	Councillor/officer making disclosure	Left meeting: Yes/No
5 (7.5)	Cr Weston	
5 (8.3)	Cr Munro	

<b>Meeting Information</b>		
Meeting Name/Type	Campaspe Briefing Session	
Meeting Date	23 October 2018	
Start time:	11:33am	Finish time: 4:30pm
Matters Discussed	<ol style="list-style-type: none"> <li>1. Welcome, present &amp; apologies</li> <li>2. Declaration of Interests</li> <li>3. Port of Echuca Implementation Plan Discussion No. 2</li> <li>4. C107 Amendment Update</li> <li>5. Echuca West Precinct Plan Update No. 3</li> <li>6. Active Transport Strategy Workshop No. 2</li>   <li>8. Port of Echuca Precinct Implementation Plan Discussion</li> <li>9. General Business               <ol style="list-style-type: none"> <li>9.1 Internet and Email Issues</li> <li>9.2 Tidy Town Awards</li> <li>9.3 White Ribbon Badges</li> <li>9.3. Aquatic Reserve Detailed Design Project</li> <li>9.4 Echuca Holiday Park</li> <li>9.5 Customs House</li> <li>9.6 Campaspe Animal Shelter</li> </ol> </li> </ol>	
<b>Attendees</b>		
Councillors	Cr Adrian Weston (Mayor), Cr Daniel Mackrell, Cr Kristen Munro (11:03am – 2:01pm), Cr Neil Pankhurst, Cr Annie Vickers (11:03pm – 12:45pm) (1:52pm – 2:23pm), Cr John Zobec	
Staff	Jason Russell, Keith Oberin (11:15am - 2:23pm), Paul McKenzie (11:03am – 12:40pm) (2:09pm – 2:23pm), Fleur Cousins, Sharolyn Taylor	
<b>Apologies</b>		
Councillors	Cr Vicki Neele, Cr Leanne Pentreath (both Crs on approved leave of absences), Cr Leigh Wilson	
Staff	Richard Conway	
<b>Conflict of Interest disclosures</b>		
Matter No.	Councillor/officer making disclosure	Left meeting: Yes/No
Nil		

<b>Meeting Information</b>		
Meeting Name/Type	Campaspe Briefing Session	
Meeting Date	30 October 2018	
Start time:	9:31am	Finish time: 4:30pm
Matters Discussed	<ol style="list-style-type: none"> <li>1. Welcome, present &amp; apologies</li> <li>2. Declaration of Interests</li> <li>3. Future Meetings</li> <li>4. Mayor &amp; Committee Representatives Report               <ol style="list-style-type: none"> <li>4.1 EMT Meeting</li> <li>4.2 Earthcore Event</li> <li>4.3 Fairly Leadership Program</li> <li>4.4 Loddon Campaspe Councils Meeting</li> <li>4.5 Rural Councils Victoria</li> <li>4.6 MAV Annual Conference</li> </ol> </li> <li>5. Communication Reports</li> <li>6. Briefing Minutes Review</li> <li>7. Monthly Report – Operational</li> <li>8. Monthly Report – Finance</li> <li>9. Monthly Report – Council Resolutions for Action</li> <li>10. Port of Echuca Property Review Discussion No. 3</li> <li>11. Performing Arts Overview</li> <li>12. Corporate Branding Redesign Discussion No. 4</li> <li>13. Delegation – Southern 80</li> <li>14. Port of Echuca Precinct Implementation Plan Discussion No. 3</li> <li>15. SES Land Transition</li> <li>16. Council Governance Follow-up Discussion No. 3</li> <li>17. General Business               <ol style="list-style-type: none"> <li>17.1 Latham Road</li> </ol> </li> </ol>	
<b>Attendees</b>		
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 (10:03am – 4:30pm), Cr John Zobec (9:91am – 12:40pm)	
Staff	Jason Russell, Keith Oberin (10:09am – 4:30pm), Kate Lemon (Acting GM Regulatory & Community Services), Richard Conway (Acting GM Infrastructure Services) (10:09am – 4:30pm), Fleur Cousins (9:50am – 4:25pm), Sharolyn Taylor	
<b>Apologies</b>		
Councillors		
Staff		
<b>Conflict of Interest disclosures</b>		
Matter No.	Councillor/officer making disclosure	Left meeting: Yes/No
Nil		

**8. Issues and Risk Management**

Nil.

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**9. Strategic Planning Environments**

Strong and Engaged Communities: No impact

Resilient Economy: No impact

Healthy Environment: No impact

Balanced Services and Infrastructure: No impact

Responsible Management: No impact

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**10. Consultation**

Nil.

## 8.2 LETTERS OF APPRECIATION

The following have been received:

- Kyabram & District Showers for the Homeless – thank you to Jenny Turner and Andrew Thomson for their help in getting the Showers for the Homeless project started in Kyabram and for providing contact details for Shandel at Echuca Neighbourhood House who has also been extremely helpful.
- Echuca Aero Club – acknowledge and appreciate Doug Boschert's commitment and help that was extended to the Echuca Aero Club over the 19 years Doug worked with the Campaspe Shire Council as Aerodrome Ground Manager.

The club wish Doug a long and rewarding retirement and extend an invitation for him to drop into the Aero Club at any time.

- Campaspe East Timor Association in Friendship (CETAF) – thank you to Councillor Vickers for her generous donation of a paddlesteamer cruise for the Timorese caterers and hosts on Saturday, 13 October. The Timorese visitors really enjoyed the cruise.
- Hon Marlene Kairouz MP, Minister for Local Government – thank you to Councillor Weston for his contribution as a member of the 2018 Local Government Mayoral Advisory Panel. The advice received from the panel is appreciated, and the discussion on topics of importance to the local government sector has been invaluable.
- Animal Welfare Victoria – thank you for submitting Campaspe Shire Council's domestic animal management plan (DAMP). Congratulations on the community and stakeholder consultation undertaken to inform and develop the new DAMP.
- Rushworth Uniting Church congregation – thank you to Councillor Weston for attending the 150<sup>th</sup> anniversary of the Rushworth Methodist/Uniting Church and for speaking to the congregation during the service.
- Sarah Toll – a big thank you for fixing/replacing our lidless bin. It is very much appreciated.
- The Hon Luke Donnellan MP, Minister for Roads and Road Safety – thank you for the provision of Campaspe Advocacy Priorities 2018-2021 document. Appreciate the work that has been undertaken on behalf of the residents and businesses in Campaspe.
- Hon Marlene Kairouz MP, Minister for Local Government – thank you for providing a copy of council's Campaspe Advocacy Priorities 2018-2021: Lobbying for better outcomes on behalf of our community and applaud council's extensive community consultation process in developing these priorities.
- VIVID – thank you to Sam Ferrier, Environmental Education Officer for her enthusiastic support of Vivid's involvement in the Tidy Towns Award and for extending the invitation to, and coordinating, two of the supported employees to attend the gala dinner in Beechworth on 13 October.
- Kath Breen, CMCA 34th National Rally Manager – Elmore, thank you to Councillor Weston for taking the time to travel to Gunnedah for the presentation about the 2019 rally in Elmore. There has been a very positive response from members to the Victorian venue as there has not been a National rally in this state for many years. Your presentation and video certainly consolidated members' enthusiasm and I feel certain that we will see more than 800 units on site next October.
- Echuca Historical Society Inc – thank you to Sam Ferrier, Environmental Projects Officer – Education for organising and looking after Margaret, Cass, Deidre and Heather at the Tidy Towns Awards Night in Beechworth. Everyone had a good time and well done with your two successful entries on the night.

- Judy Anderson – thank you to Meryl Brown and Ben Trevena for the visit and letter following Judy's resignation from the Red Cross. Judy's years being involved in emergency services are something that she values as worthwhile, being able to give assistance to people who needed help and comfort.
  - Hon Jaala Pulford MP, Minister for Regional Development – thank you for the letter regarding Campaspe Shire Council's Advocacy Priorities 2018-2021. The priorities outlined align with programs across multiple State Government agencies and Regional Development Victoria will continue to work closely with Campaspe Shire and other key stakeholders to progress Council priorities through relevant programs.
  - Cathy Beer, Jetpets Companion Animal Rescue Awards – congratulations to the Campaspe Animal Shelter for winning the Outstanding Council Animal Shelter Award 2018.
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### 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:**

Economic & Community Development General Manager

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

2. **Recommendation**

That Council note the following grants have been approved in accordance with Responsive Grants Program guidelines and criteria and applicants advised in writing:

- Waranga News – to assist with costs associated with the Waranga News 40<sup>th</sup> birthday celebration to be held on 18 November, \$1,000
  - Kyabram Chamber of Commerce - to assist with costs associated with the Gala Night to be held on 30 November, \$1,000
  - Strathallan Family Landcare, to assist with cost a typical Australian ‘old style’ bush dinner dance complete with caller to be held at the Strathallan Hall on 23 November, \$700
  - Wendy Moyle (Grace Moyle) - to assist with costs associated with Grace Moyle representing Victoria as part of the Victorian U12 State Girls Cricket at the National Championships to be held in Bunbury, Perth from 12 – 19 December, \$300.
- 

3. **Conflict of Interest**

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

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4. **Charter of Human Rights**

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

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5. **Instrument of Delegation**

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

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6. **Background**

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

This month, the following applications have been received:

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Organisation	Amount	Amount Recommended	Purpose	Comment
Waranga News	\$1,000	\$1,000	To assist with costs associated with the Waranga News 40 <sup>th</sup> birthday celebration to be held on 18 November	Approved by CEO – meets assessment criteria
Kyabram Chamber of Commerce	\$1,000	\$1,000	To assist with costs associated with the Gala Night to be held on 30 November	Approved by CEO – meets assessment criteria
Strathallan family Landcare	\$700	\$700	To assist with the cost of a typical Australian 'old style' bush dinner dance complete with caller to be held at the Strathallan Hall on 23 November	Approved by CEO – meets assessment criteria
Wendy Moyle (Grace Moyle)	\$300	\$300	To assist with costs associated with Grace Moyle representing Victoria as part of the Victorian U12 State Girls Cricket at the National Championships to be held in Bunbury, Perth from 12 – 19 December	Approved by CEO – meets assessment criteria

<b>Fund Balance Prior to application approval:</b>	\$41,410
<b>Funding approved:</b>	\$3,000
<b>Fund Balance: (20 November 2018)</b>	\$38,410

## 7. Issues and Risk Management

Nil

### Risk:

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

## 8. Strategic Planning Environments

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

## 9. Consultation

Nil

## **8.4. COUNCILLOR EXPENSES**

### **Author:**

Sharolyn Taylor, Council Support Officer

### **Responsible Manager:**

Governance Manager

### **Attachments:**

8.4.1 Councillor expenses summary as at 30 September 2018

8.4.2 Council policy 58 Councillor Support and Entitlements

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### **1. Purpose**

To note the councillor expenses summary from 1 July 2018 to 30 September 2018.

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### **2. Recommendation**

**That Council note the councillor expenses summary from 1 July 2018 to 30 September 2018.**

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### **3. Conflict of Interest**

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

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### **4. Charter of Human Rights**

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

---

### **5. Instrument of Delegation**

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

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### **6. Background**

The *Local Government Act 1989* provides that Mayor and Councillors are entitled to an annual allowance as set out in Section 74 of the *Local Government Act 1989*. The annual allowances are reviewed and determined by council following the general council election and are then reviewed annually by the Minister for Local Government.

There are very substantial time commitments required of Councillors in order for them to properly represent the community and perform their significant legal responsibilities, often requiring travel and late hours. The provision of IT equipment such as mobile phones and iPads, reimbursement of official travel expenses and if applicable, child care expenses is generally provided by municipalities across the state to assist Councillors to defray some of the costs incurred in meeting their responsibilities.

Council Policy 58 – *Councillor Support and Entitlements* (see Attachment 8.4.2) provides guidance on the reimbursement of expenses, and provision of facilities available to the Mayor and Councillors as required by the *Local Government Act 1989*, Section 75.

The cost of allowances and reimbursed expenses paid to Councillors together with the costs of related services and resources are managed as part of Council's annual budget process.

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## 7. Content

Each Councillor attends regular Council Meetings and Councillor Briefings. In addition to these, a typical Councillor's workload includes meeting with residents and staff; community consultation sessions and other opportunities to engage with constituents often involves long hours and travel; correspondence with the community by mail, email and telephone; site inspections and visits; community celebrations and ceremonial functions; and extensive reading of reports, briefings and other preparation to support effective decision-making.

To contribute to Council's openness and transparency, councillors' expenses are published on council's website.

Attachment 8.4.1 details the expenses incurred by each Councillor in the following categories:

**Allowance:** includes statutory allowances for the Mayor and Councillors, inclusive of a provision in recognition of the fact that Councillors do not receive superannuation or any other retirement benefit.

**Travel Expenses:** includes taxi fares, public transport costs, car parking fees, a payment of \$40 per round trip exceeding 100kms and reimbursement to Councillors for kilometres travelled in their private vehicles associated with Council related business. The Mayor is also provided with full private use of a motor vehicle.

**Telephone:** includes the capital costs, monthly fees and usage costs associated with Councillor mobile phone, and computer equipment.

**Training & Conferences:** includes any registration fees, associated with attendance or participation in conferences or professional development programs within Victoria.

**Accommodation:** includes accommodation costs associated with attendance or participation in conferences, meetings or professional development programs within Victoria.

**Reimbursement of Expenses:** includes carer expenses and other incidental expenditure incurred by Councillors in performing their Councillor role.

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## 8. Issues and Risk Management

### Issues:

The public expect accountability and transparency from its council and this report and the publishing of councillor expenses on Council's website responds to this expectation.

### Risk:

There may be increased questions from the public about councillor expenses but this would be considered a positive development as it would show that Council welcomes scrutiny.

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## 9. Strategic Planning Environments

Strong and Engaged Communities:	The Councillor's role includes acting as a point of contact for residents, which can include meeting with residents; attending community consultation sessions, site inspections and visits; community celebrations and ceremonial functions. The councillors assist with fostering council's strategic objectives of strong and engaged communities.
Resilient Economy:	No impact
Healthy Environment:	No impact
Balanced Services and Infrastructure:	No impact
Responsible Management:	The cost of allowances and reimbursed expenses paid to Councillors together with the costs of related services and resources are managed as part of Council's annual budget process.

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## 10. Consultation

Governance Manager

## **8.5. STATUTORY REQUIREMENTS UPDATE**

### **Author:**

Frank Crawley, Governance Manager

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### **1. Purpose**

To advise Councillors on the progress of meeting statutory obligations under the *Local Government Act 1989*.

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### **2. Recommendation**

**That Council note the report.**

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### **3. Conflict of Interest**

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

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### **4. Charter of Human Rights**

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

---

### **5. Instrument of Delegation**

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

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### **6. Background**

Councils are governed by the requirements of the Victorian Local Government Act and associated legislation. There is an expectation by other levels of government and the community in general that councillors are making sufficient enquiries and scrutinising information so as to satisfy themselves that the Council is meeting its statutory obligations.

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### **7. Content**

The report advises of the obligations Council has met in the last quarter and what it needs to meet in the next quarter in regards to its Statutory Obligations.

For the period 1 July 2018 – 30 September 2018 the following has been achieved:

- Received Ordinary returns from Councillors, Special Committee Members and Nominated Officers.
  - Submitted Council's annual report including the audited annual financial statements to the LG Minister
  - Updated and made publicly available the Strategic Resources Plan 2018-19
  - Reviewed and approved the s6 Instrument of Delegation to Members of Council Staff
-

- Approved a tender for the provision of internal audit services
- Appointed external members to the Audit and Risk Committee

For the period 1 October 2018 – 31 December 2018 the following is required to be achieved:

- Receive the quarterly financial statements for the period 1 July 2018 – 30 September 2018
- 

## 8. Issues and Risk Management

### Issues:

Nil

### Risk:

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

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## 9. Options

There are no options presented with this report, as the information is presented for noting.

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## 10. Strategic Planning Environments

Strong and Engaged Communities: Nil

Resilient Economy: Nil

Healthy Environment: Nil

Balanced Services and Infrastructure: Nil

Responsible Management: This report supports the implementation of the following strategic objectives:  
Support clear and open communication  
Deliver sound governance and fiscal responsibility

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## 11. Consultation

Nil.

## **8.6. COUNCIL PLAN INITIATIVES QUARTER 1 UPDATE**

### **Author:**

Andrew Cowin, Corporate Strategy Manager

### **Responsible Manager:**

Economic & Community Development General Manager

### **Attachments:**

8.6. Council Plan Initiatives Quarter 1 Update

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#### **1. Purpose**

To provide Council with the first quarter update on the progress of implementation of the 2018/19 Council Plan Initiatives.

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#### **2. Recommendation**

**That Council note the progress towards the 2018/19 Council Plan Initiatives supporting implementation of the Council Plan 2017/21.**

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#### **3. Conflict of Interest**

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

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#### **4. Charter of Human Rights**

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

---

#### **5. Instrument of Delegation**

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

---

#### **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 initiatives funded in the 2018/19 Program Budget. A list of progress on the implementation of these initiatives is reported to Council quarterly. This report is the first report of initiatives funded under the 2018/19 budget.

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## 7. Content

The list incorporates a total of 28 initiatives. Across these initiatives:

- 3 have not started,
- 0 need attention,
- 25 are in progress,
- 1 are completed.

Progress in relation to the implementation of the initiatives are reported to Council and the community quarterly. This report is the first quarterly report of initiatives funded under the 2018/19 budget.

Note: Initiative *Engage with key stakeholders using Council's Community Engagement Framework in the development of the detailed designs for Aquatic Reserve and Echuca East Reserve Precinct as well as the Masterplan for the Foundry Arts Precinct* is reported twice to reflect comments for the individual projects from each of the Responsible Managers.

---

## 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 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 funded under the 2018/19 budget that 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.

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## 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

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## 11. Consultation

General Managers and Department Managers from across the organisation have been consulted in relation to the progress of initiatives funded under the 2018/19 budget.

## **8.7. QUARTERLY CAPITAL WORKS PROGRAM UPDATE – 18/19 QUARTER 1**

### **Author:**

Sarah Butterworth

### **Responsible Manager:**

Public Environments Manager, General Manager Regulatory & Community Services, General Manager Infrastructure Services

### **Attachments:**

8.7. CWP Q1 1819 Quarterly Dashboard for Council

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#### **1. Purpose**

To provide Council with an update on the progress of the annual Capital Works Program as at 30<sup>th</sup> September 2018.

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#### **2. Recommendation**

**That Council note the contents of the report.**

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#### **3. Conflict of Interest**

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

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#### **4. Charter of Human Rights**

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

---

#### **5. Instrument of Delegation**

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

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#### **6. Background**

The 2018/19 program consists of 96 projects totalling a budget spend of \$30,636,652.

This quarter 17/18 carry over projects were progressed with many now practically completed such as EWMAC Air Handlers, Kyabram, Rogers Street Kerb and Channel, Open Drains Renewal, Shire Senior Citizens Kitchen and Toilet Renewals and Rushworth, Esmonde Street Kerb and Channel. Other multiyear projects such as the Lawn tennis Courts and Market Reserve upgrades in Rochester continue to make good progress with construction well under way.

New projects were scoped and design commenced. A number of Kerb and Channel projects were sent out for external design prior to the end of last financial year with an aim for designs to be completed by July. These designs were only completed this quarter and therefore any external K&C works will be tendered in November with delivery commencing after Christmas.

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Re-sheeting, seals and internal kerb and channel works commenced and are running to schedule. The Fox Island Road bridge project continued with road works commencing in October.

The second quarter of the financial year will see a number of significant road projects out to tender such as Lake Road Urban Rehabilitation and kerb and channel works in Pettifer and Frederick Streets. Flood recovery works will be completed on the Radcliffe Street retaining wall along with the demolition of the old restaurant building at the Murray Esplanade and the creation of a temporary pop up park in its place before the school holidays.

## 7. Content

### Additional projects or existing projects with increased scope

This quarter, the following new projects were added to the Program or existing projects had a significant increase in scope.

Division	Project No/ Name	Budget	Funding source	Comment
Economic and Community Development	PR-100110 Port of Echuca Wharf De-silting	\$176,500	Commonwealth Government, Protecting National Historic Sites grant plus council contribution	Funding was confirmed in quarter 1
Corporate Services	PR-100177 Echuca Council Offices Extension	\$tbc	Courts Victoria with Council contribution for Campaspe project manager	Project Management to be provided by Campaspe.
Economic and Community Development	PR-100261 Kyabram Fauna Park footpaths	\$tbc	Council funding	This project is currently being scoped.
Regulatory and Community Services	PR-100245 Recovering Flexible Plastics/Polystyrene	\$100,000	Sustainability Victoria	New funding obtained for an additional project.
Regulatory and Community Services	PR-100121 Transfer Stations E-waste Compliance Facility	Additional to original budget \$334,350	Sustainability Victoria	Additional funding obtained to allow further sites to be included in the existing project

### Cancelled projects

Nothing to report this quarter.

### Financially Completed projects

The following projects were financially completed this quarter i.e. all invoices have been received and paid and project closed financially.

Division	Project No/ Name	Budget	Savings	Savings Returned to	Comments
Infrastructure Services	Rushworth, Esmonde Street Kerb and Channel Renewal	\$137,600	\$3,141	100262 Asset Renewal Unallocated Funds (Roads)	

### Budget transfers from reserves to projects

The following projects required adjustments to their approved budgets to allow the ongoing achievement of project scope and objectives. Each transfer was agreed by EMG and this table serves to inform Councillors of transactions that have been processed by officers.

Division	Project No/ Name	Account from	Amount	Reason
Regulatory and Community Services	PR-100219 Echuca 52-56 Murray Esplanade Remedial Works	100261 Asset Renewal Unallocated Cash (Non Roads)	\$7,500	Additional scope to salvage some materials from building.
Regulatory and Community Services	100479 Girgarre Recreation Reserve Renewal	100261 Asset Renewal Unallocated Cash (Non Roads)	\$36,000	Design estimates exceeded original budget allocation.
Infrastructure Services	PR-100203 Kyabram Fauna Park Lakes Outlet Valve	100322 Drainage Policy Funding	\$20,000	Quotations exceeded original budget allocation.

## 8. Issues and Risk Management

### Risk:

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

## 9. Strategic Planning Environments

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

Internal:

- General Manager Regulatory and Community Services
- Relevant Project Sponsors.

## **8.8. AUDIT & RISK COMMITTEE MEETING MINUTES**

### **Author:**

Mike Bennett, Acting Audit & Risk Committee Chairperson

### **Attachments:**

8.8. Draft Minutes of the Audit & Risk Committee meeting held on 31 October 2018.

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### **1. Purpose**

To note and adopt the Audit & Risk Committee Meeting Draft Minutes of the meeting held on 31 October 2018.

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### **2. Recommendation**

**That Council note the Draft Minutes of the Audit & Risk Committee meeting held on 31 October 2018 subject to confirmation by the Audit & Risk Committee.**

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### **3. Conflict of Interest**

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

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### **4. Charter of Human Rights**

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

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### **5. Instrument of Delegation**

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

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### **6. Background**

The 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.

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### **7. Content**

#### **Meeting: 31 October 2018**

The 31 October 2018 Audit & Risk Committee meeting was attended by:

Members: Michael Bennett, Linda MacRae, Cr Leanne Pentreath

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

Internal Auditor:

External Auditor:

Apologies: Wayne Jenkin (Chair), Cr Neil Pankhurst, Jason Russell (Chief Executive Officer), Ryan Schischka (JohnsonsMME), Brad Ead (AFS & Associates)

Items discussed at the meeting were:

- Adoption of Previous Minutes
- Summary of Actions from Audit & Risk Committee Meeting
- Quarterly Financial Report
- Update of Outstanding Audit Actions Register
- Updated Policies Relating to the Committee
- CSC Risk Register
- Outstanding Audit Actions

Refer to Attachment 8.8 for copy of the Draft Minutes of 31 October 2018.

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

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## 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.

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## 9. Strategic Planning Environments

Strong and Engaged Communities: No impact

Resilient Economy: No impact

Healthy Environment: No impact

Balanced Services and Infrastructure: No impact

Responsible Management: 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

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## 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.

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## 9. COUNCILLOR REPORTS

<b>Cr Adrian Weston</b>	
17 October 2018	Rural Councils Victoria Forum & AGM
17 October 2018	Mayoral Networking Dinner
18 October 2018	MAV Annual Conference & Dinner
18 October 2018	MAV State Council Meeting
24 October 2018	Public consultation - Murray–Darling Basin Water Infrastructure (MDBWI) Program on-farm efficiency measures
24 October 2018	3rd Cavalry Regiment (Vietnam) Annual Service of Remembrance
24 October 2018	Staff Years of Service Function
26 October 2018	Loddon Campaspe Councils
31 October 2018	Stanhope Development Committee AGM
7 November 2018	Senior Combined Partners Meeting
9 November 2018	Stanhope RSL - Remembrance Day Service
9 November 2018	Victorian Clay Target Association State Carnival Opening
9 November 2018	Kyabram Community & Learning Centre Meeting
10 November 2018	Kyabram RV Country Music Festival Official Opening
10 November 2018	Kyabram Town Hall Meeting
11 November 2018	Rushworth RSL - Remembrance Day Service
12 November 2018	WICKED Sustainability Awards Ceremony
15 November 2018	Murray Darling Basin Water Infrastructure Program Local Government Consultation
16 November 2018	MAV Rural North Central Regional Meeting
18 November 2018	Waranga News 40th Birthday Open House

<b>Cr Daniel Mackrell</b>	
18 October 2018	Victorian Seniors Concert
19 October 2018	One & All Inclusion Project Deb Ball
24 October 2018	Staff Years of Service Function
9 November 2018	Loddon Murray Community Leadership Program Graduation Evening
11 November 2018	Echuca RSL Remembrance Day Service
12 November 2018	Understanding Council Finances
12 November 2018	Echuca Moama Beacon Foundation AGM
12 November 2018	Echuca Regional Health AGM
20 November 2018	CLRS Sponsor Appreciation Breakfast

<b>Cr Kristen Munro</b>	
24 October 2018	Staff Years of Service Function
29 October 2018	St Joseph's College Echuca VCE Arts and Technology Expo Opening Night
29 October 2018	CCLLEN Board Meeting
10 November 2018	Girgarre Primary School Centenary Weekend
11 November 2018	Echuca RSL Remembrance Day Service
13 November 2018	CCLLEN VET in Schools Excellence Awards 2018



<b>Cr Vicki Neele</b>	
22 October 2018	Echuca Moama Tourism AGM
24 October 2018	EMT Meeting
24 October 2018	Staff Years of Service Function
28 October 2018	St Augustine's College Arts and Technologies Showcase Opening
31 October 2018	Tribute to the Light Horsemen
8 November 2018	St Augustine's College Arts and Technologies Showcase Opening
10 November 2018	Girgarre Primary School Centenary Weekend
11 November 2018	Kyabram RSL - Remembrance Day Service
12 November 2018	WICKED Sustainability Awards Ceremony
12 November 2018	Kyabram P12 College Remembrance Day Service
12 November 2018	Arts Precinct Meeting

<b>Cr Neil Pankhurst</b>	
17 October 2018	Murray Regional Tourism AGM
18 October 2018	2018 Distinguished Family Business of the Year celebration
18 October 2018	MAV Annual Dinner
22 October 2018	Echuca Moama Tourism AGM
24 October 2018	Public consultation - Murray-Darling Basin Water Infrastructure (MDBWI) Program on-farm efficiency measures
29 October 2018	Echuca Neighbourhood House AGM
31 October 2018	Combined Schools Healthy Breakfast Tongala
31 October 2018	Tribute to the Light Horsemen
1 November 2018	Weaving Exhibition Opening Night
8 November 2018	St Augustine's College Arts and Technologies Showcase Opening
9 November 2018	Tongala Primary School Fete
10 November 2018	Kyabram RV Country Music Festival
10 November 2018	Girgarre Primary School Centenary Weekend
11 November 2018	Tongala RSL - Remembrance Day Service
12 November 2018	WICKED Sustainability Awards Ceremony
15 November 2018	Murray Darling Basin Water Infrastructure Program Local Government Consultation
16 November 2018	Socio Economic Neutrality Impact criteria for the Basin Infrastructure Program Consultation Session - Rochester
20 November 2018	CLRS Sponsor Appreciation Breakfast

<b>Cr Leanne Pentreath</b>	
24 October 2018	Staff Years of Service Function
29 October 2018	Local Government Councillors Mental Health Symposium
31 October 2018	Audit & Risk Committee
5 November 2018	EMFM Radio
11 November 2018	Rochester RSL - Remembrance Day Service
12 November 2018	WICKED Sustainability Awards Ceremony
16 November 2018	Socio Economic Neutrality Impact criteria for the Basin Infrastructure Program Consultation Session - Rochester

<b>Cr Annie Vickers</b>	
17 October 2018	Rural Councils Victoria Forum & AGM
19 October 2018	Echuca Moama Toy Library 30 Years of Play
24 October 2018	Staff Years of Service Function
29 October 2018	St Joseph's College Echuca VCE Arts and Technology Expo Opening Night
31 October 2018	Tribute to the Light Horsemen
1 November 2018	Weaving Exhibition Opening Night
8 November 2018	Rotary Clubs of Echuca-Moama and Rochester "End Polio Now" Movie Night Fundraiser
12 November 2018	WICKED Sustainability Awards Ceremony
12 November 2018	Echuca Moama Beacon Foundation AGM
20 November 2018	CLRS Sponsor Appreciation Breakfast

<b>Cr Leigh Wilson</b>	
18 & 19 October 2018	GVWRRG Board meeting
24 October 2018	Rochester Business Network - Planning Q & A
24 October 2018	Staff Years of Service Function
31 October 2018	Rochester Economic Plan Governance Meeting
11 November 2018	Rochester RSL - Remembrance Day Service
12 November 2018	WICKED Sustainability Awards Ceremony
14 November 2018	GBGA Ordinary Meeting

<b>Cr John Zobec</b>	
18 October 2018	Head to Head Fundraising Walk Ceremony Tongala
24 October 2018	Public consultation - Murray-Darling Basin Water Infrastructure (MDBWI) Program on-farm efficiency measures
24 October 2018	Staff Years of Service Function
8 November 2018	St Augustine's College Arts and Technologies Showcase Opening
10 November 2018	Kyabram RV Country Music Festival
10 November 2018	Girgarre Primary School Centenary Weekend
11 November 2018	Girgarre RSL - Remembrance Day Service
12 November 2018	WICKED Sustainability Awards Ceremony
15 November 2018	Murray Darling Basin Water Infrastructure Program Local Government Consultation

## Recommendation

That the Councillor reports be noted.

## 10. CHIEF EXECUTIVE OFFICER'S REPORT

Activities and meetings attended since previous Council meeting:

- Rural Councils Victoria Forum
- Rural Councils Victoria Board Meeting
- GMID Regional Resilience & Adaptive Capacity Project meeting
- Echuca Community for the Aged Chair meeting
- Echuca Moama Alliance Chair meeting
- St Joseph's Primary Rochester Principle and tour
- EM&T AGM
- Infrastructure Victoria Strategic Planning workshop
- Moama Bowling Club AGM
- Murray–Darling Basin Water Infrastructure (MDBWI) Program Consultation
- Staff Years of Service function
- Deputy Secretary and Regional Director of DELWP
- Loddon Campaspe Councils meeting
- Coolabah Turf tour
- Kyabram Fauna Park COM meeting
- DELWP Regional Strategic Issues meeting
- CLRS CEO meeting
- Ky Free Press catch up
- Moama Bowling Club - Melbourne Cup
- Goulburn Broken Integrated Water Management Forum meeting
- Goulburn Broken Senior Partners Meeting
- Moama RSL Remembrance Day ceremony
- Murray River Council GM meeting
- Wicked Sustainability Awards night
- Council Stat meeting
- National Plains-Wanderer Recovery Team field trip
- Murray Darling Basin Water Infrastructure LG consultation
- MAV North Central Regional meeting
- C4EM CEO
- CLRS supporters breakfast

### Recommendation

That the Chief Executive Officer's report be noted.

## 11. PETITIONS/LETTERS

## 12. NOTICES OF MOTION

## 13. URGENT BUSINESS

## 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

### 17.1. CONFIDENTIAL ASSEMBLY OF COUNCILLORS RECORDS

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

### 17.2. CONFIDENTIAL COMMUNICATION REPORTS & ATTACHMENTS

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

## 18. CONFIDENTIAL BUSINESS

### 18.1 89(2)(A) PERSONNEL MATTERS

## 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