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# Agenda



For a meeting of the seventh Campaspe Shire Council to be held on Tuesday, 29 January 2019, 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 and Requests for Leave of Absences**

## 2. Confirmation of Minutes and Attachments

For the:

- Open section of the Council Meeting held on 4 December 2018
- Open section of the Special Council Meeting held on 18 December 2018
- Open section of the Campaspe Briefing Session held on 4 December 2018

### Recommendation

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

- **The open section of the Council Meeting held on 4 December 2018**
- **The open section of the Special Council Meeting held on 18 December 2018**
- **The open section of the Campaspe Briefing Session held on 4 December 2018**

## 3. Changes to the Order of Business

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

## 4. Declaration of Interests

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

*Local Government Act 1989 Section 79*

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

## 5. Responsible Authority Decisions

Nil

## 6. Planning Authority Decisions

Nil

## 7. Council Decisions

### 7.1. Instrument of Appointment and Authorisation, Council to Victoria Police and Parks Victoria Officers

**Author:**

Sharolyn Taylor, Council Support Officer

**Responsible Manager:**

Governance Manager

**Attachments:**

7.1.1. Instrument of Appointment and Authorisation - Victoria Police officers

7.1.2 Instrument of Appointment and Authorisation - Parks Victoria officers

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#### 1. Purpose

To seek Council agreement to appoint members of the Victoria Police and Parks Victoria as authorised officers pursuant to Section 224 of the *Local Government Act 1989*.

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#### 2. Recommendation

**That Council:**

1. **Resolve to appoint the members of Victoria Police and Parks Victoria listed in Attachments 7.1.1 and 7.1.2 to be authorised officers to enforce Council's Local Law No 8 2015 pursuant to Section 224 of the *Local Government Act 1989*.**
  2. **Sign and affix the common seal of Council to the Instrument of Appointment and Authorisation.**
  3. **On the coming into force of the instrument all previous instruments and authorisations to Victoria Police and Parks Victoria are revoked.**
- 

#### 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

Victoria Police and Parks Victoria officers are authorised to enforce the Local Law provisions relating to behaviour, consumption of alcohol in public places and related camping areas. This is in addition to Council's Traffic and/ or Local Law staff. The authorisation of Victoria Police and Parks Victoria personnel is required to be reviewed as a result of a number of staff changes.

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## 7. Content

It is appropriate to update the Instrument of Appointment and Authorisation to take into account the staff changes. Authorisation is required where the assistance of members of the Victoria Police and Parks Victoria are required to enforce Local Laws.

Without authorisation the Police officer or Parks Victoria officer will not be able to enforce the Local Law or issue Council infringement notices.

All Police officers or Parks Victoria officers who have left their organisation or who have transferred elsewhere automatically lose the authorisation.

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## 8. Issues and Risk Management

### Issues:

Nil

### Risk:

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

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## 9. Strategic Planning Environments

Strong and Engaged Communities: No impact

Resilient Economy: Large events like the Southern 80 Ski Race make a major contribution to the local economy. Large gatherings of people for events require additional resources to manage crowd behaviour. Victoria Police and Parks Victoria Officers require the authorisation under the Local Law to assist them in carrying out their responsibilities.

Healthy Environment: No impact

Balanced Services and Infrastructure: The Local Laws provide Council with the mechanism to meet community needs and expectations and control public behaviour in the municipality.

Responsible Management: This authorisation will ensure continued efficient delivery in relation to Council services and statutory requirements.

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## 10. Consultation

Local Laws Coordinator, Victoria Police and Parks Victoria officers.

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## **7.2. Councillor Appointments to Portfolios, Committees and Outside Organisations**

### **Author:**

Sharolyn Taylor, Council Support Officer

### **Manager:**

Governance Manager

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### **1. Purpose**

To appoint Councillors to various portfolios, committees and outside organisations.

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### **2. Recommendation**

#### **That Council:**

- 1. Continue the review the appointments to Councillor portfolios, committees and outside organisations.**
  - 2. Consider a further report at the February 2019 Ordinary Council meeting.**
- 

### **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**

At the Statutory meeting held on 13 November 2018 Council resolved to retain the current year's appointments for all sub-committees, advisory committees and portfolios, and represent the item for review at the January 2019 Council meeting; along with endorsing the Purpose of Portfolios and the Role of Portfolio Councillors as follows:

#### *Purpose of Portfolios*

*The purpose of the portfolio model is to create collaboration with community and stakeholders and support the implementation of Council strategic directions aligned with the portfolio subject area and create opportunities for partnerships and innovation.*

#### *Role of Portfolio Councillors*

*The Councillor's role is to represent Council in that portfolio subject area, understanding the key issues and opportunities for Campaspe Shire. The Councillor is to attend external stakeholder meetings, be actively involved in progressing this area and report back to Council on key focus areas and issues for further consideration by Council.*

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The current Councillor portfolios, and appointments to committees and outside organisations are:

Committee	Councillor Representative
<b>Councillor Portfolios</b>	
Waste and renewables	Cr Wilson
Emergency Management	Cr Vickers
Tourism and Arts	Cr Neele
Economic Development	Cr Mackrell
Planning and Building	Cr Pankhurst
Health and Wellbeing	Cr Pentreath
Roads	Cr Zobec
Youth and Early Years	Cr Munro
Natural Resource Management	Cr Weston
Sport and Recreation	Cr Pentreath
<b>Council Sub-Committee</b>	
Audit & Risk Committee	1. Cr Pankhurst 2. Cr Pentreath
<b>Industry Forum</b>	
Municipal Association of Victoria	Mayor, Deputy Mayor (reserve)
Victorian Local Governance Association	Mayor, Deputy Mayor (reserve)
Murray River Group of Councils	Mayor, Deputy Mayor (reserve)
Loddon Campaspe Councils	Mayor, Deputy Mayor (reserve)
Rural Councils Victoria	Mayor, Deputy Mayor (reserve)
GV Neighbouring Councils	Mayor, Deputy Mayor (reserve)
GV Shepparton Bypass Group	Mayor, Deputy Mayor (reserve)
<b>Board of Management</b>	
Goulburn Valley Waste and Resource Recovery Group	Cr Wilson (appointed for 4 year term)
Echuca Moama & District Tourism Development Association	Cr Neele
Campaspe Cohuna Local Learning & Employment Network	Cr Munro
Rural Councils Victoria Board	CEO
<b>Council Advisory Committee</b>	
CEO Remuneration Advisory Committee	1. Cr Weston 2. Cr Wilson 3. Cr Pentreath 4. Cr Mackrell
<b>External Advisory Committee</b>	
Goulburn Broken Greenhouse Alliance	Cr Wilson
Municipal Emergency Management Planning Committee	Cr Vickers

MAV Advisory Committees	
MAV Arts & Culture Committee (optional)	Cr Neele
MAV Emergency Management Reference Group (optional)	Cr Vickers
MAV Environment Committee (optional)	
MAV Human Services Committee (optional)	
MAV Multicultural Committee (optional)	
MAV Planning Committee (optional)	
MAV Transport & Infrastructure Committee (optional)	Cr Mackrell Cr Zobec

Councillors have had limited opportunity to review future appointments to portfolios, committees and external organisations since the resolution made on the 13 November 2018 and on that basis it has been proposed that the appointments be deferred to the next meeting of Council on the 19 February 2019.

## 7. 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: Ensuring compliance with the Local Government Act is in accordance with Strategy 4 – enable the delivery of services, facilities and programs to the community through sound corporate governance and fiscal responsibility.

## 8. Consultation

The composition of portfolios was discussed with Councillors at the 30 October 2018 Briefing Session and this item was considered at the 13 November 2018 Statutory Meeting.

## 9. Officer Comment

Once the appointments for the 2019 year have been resolved the relevant organisations will be notified of council's representatives.

### **7.3. Planning & Building Senior Investigation Officer Authorisation**

**Author:**

Paul McKenzie, Regulatory & Community Services General Manager

**Attachment:**

7.3 Instrument of Appointment and Authorisation – Stephen Hazell

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**1. Purpose**

To authorise Stephen Hazell as Council's Planning & Building Senior Investigation officer.

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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 Stephen Hazell 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.

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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

New authorisations are required resulting from the change of personnel, changes to officer duties and the need to cover future staff absences.

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 and Building 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.

Stephen Hazell was appointed to the position of Senior Investigations Officer with the Campaspe Shire Council on 3 December 2018.

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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 be reputationally damaging 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**

Planning and Building 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.

## **7.4. Council Policy 131 - Social Media**

### **Author:**

Sandra Ennis, Communications Manager

### **Attachments:**

7.4. Council Policy 131 - Social Media

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#### **1. Purpose**

To present to Council for adoption the revised Council Policy 131 - Social Media.

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#### **2. Recommendation**

**That Council adopt Council Policy 131 - Social Media as attached.**

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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 regarding 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**

Council's Social Media Policy was first adopted in 2011. The policy provides an understanding and guidance for the appropriate use of social media platforms and tools by councillors, staff (permanent, temporary or casual), contractors, agents and volunteers for the purpose of conducting council business.

In 2014 this policy moved to an internal policy, however in the recent review it has been recognised that it should be a council policy.

Whilst the policy has been rewritten, the intent of the policy remains unchanged to ensure Council is appropriately represented through the use of social media and the requirement to be authorised to establish a social media account representing the council and any of its services.

Additional information has been included to capture:

- Personal use of social media
  - Using social media at work
  - Monitoring and identifying inappropriate use
  - Compliance
-

## 7. Issues and Risk Management

### Issues:

Public demand and rapid growth in the use of social media increases the community's ability to access information. This increased demand and growth also poses an increased issue for council and social media users. Ensuring council has a policy in place is important to give social media users some guidance as well as outlining requirements for compliance with confidentiality, governance, legal, privacy and regulatory parameters.

### Risk:

Risk	Likelihood	Consequence	Rating	Mitigation action
Damage to council reputation	Likely	Minor isolated	High	<p>Policy states how disciplinary action will be taken for inappropriate use.</p> <p>An overview of the policy is provided to staff at induction to understand responsibilities in using social media.</p>

In line with council's recently adopted Council policy 156 Policy Framework, a risk assessment has been completed resulting in a review period of one year for this policy.

## 8. Options

### Option 1:

To adopt the revised policy.

The revised social media policy addresses some gaps in the existing policy, such as personal use of social media, using social media whilst at work, monitoring and identifying inappropriate use and compliance. These issues are not captured within the existing policy and will assist in clarifying issues as they may arise. The policy also states how disciplinary action in accordance with the policy will be taken, for councillors through the Councillor Code of Conduct, and staff through the Disciplinary Action Procedure. The Human Resources Manager is supportive of the revised policy and has provided input into its development.

This option is recommended by officers.

### Option 2:

To not adopt the revised policy.

By not adopting the revised policy, the current internal policy would remain. Issues that come forward from time to time will continue to arise as the current policy does not address personal use of social media, using social media whilst at work, monitoring and identifying inappropriate use and compliance.

This option is not recommended by officers.

## 9. Strategic Planning Environments

Strong and Engaged Communities:	The use of social media provides an alternative platform to engage with the community on the range of services offered and delivered by Council.
Resilient Economy:	No impact.
Healthy Environment:	No impact.
Balanced Services and Infrastructure:	No impact.
Responsible Management:	The Social Media Policy supports the use of social media providing guidance to ensure used appropriately across the organisation. The review of the policy was a recommendation from the recently completed Social Media Plan.

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## 10. Consultation

### Internal Consultation:

- Executive Management Group
- Social media editors (authorised users of council social media accounts)
- Human Resources Manager

## **7.5. Echuca CBD & Port Precinct Parking Strategy**

### **Author:**

Andrew Fletcher, Planning & Building Manager

### **Attachments:**

7.5 Echuca CBD & Historic Port Precinct Parking Strategy

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### **1. Purpose**

This report seeks for Council to adopt the Echuca CBD & Historic Port Precinct Parking Strategy prepared by TraffixGroup on behalf of Campaspe Shire Council. The strategy is a car parking analysis of the supply and demand within the CBD, Port and Health Precinct. The report if adopted will be able to be used in the assessment of planning applications which require a car parking reduction pursuant to Clause 52.06 of the Campaspe Planning Scheme.

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### **2. Recommendation**

#### **That Council:**

- 1. Agree to the adoption of the Echuca CBD and Historic Port Precinct Parking Strategy (and any subsequent amendments) which will be used to assess and determine car parking reductions required as part of a planning application, permit or scheme amendment.**
  - 2. Note that Officers will initiate a planning scheme amendment to introduce the strategy as a reference document, amend the schedule to the Parking Overlay and any other necessary changes to the scheme.**
  - 3. Note that officers will begin work on developing the scope and cost of high priority parking initiatives identify within the strategy.**
- 

### **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 regarding 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 2008 the Campaspe Shire Council adopted a Parking Strategy for Echuca CBD and Historic Port Precinct. The Strategy reviewed the existing parking supply, parking fees and proposed a capital works program for the future provision of parking within Echuca. In addition, the Strategy was used to provide strategic justification for the application of the Parking Overlay and cash-in-lieu contribution as defined within the schedule in the Campaspe Planning Scheme.

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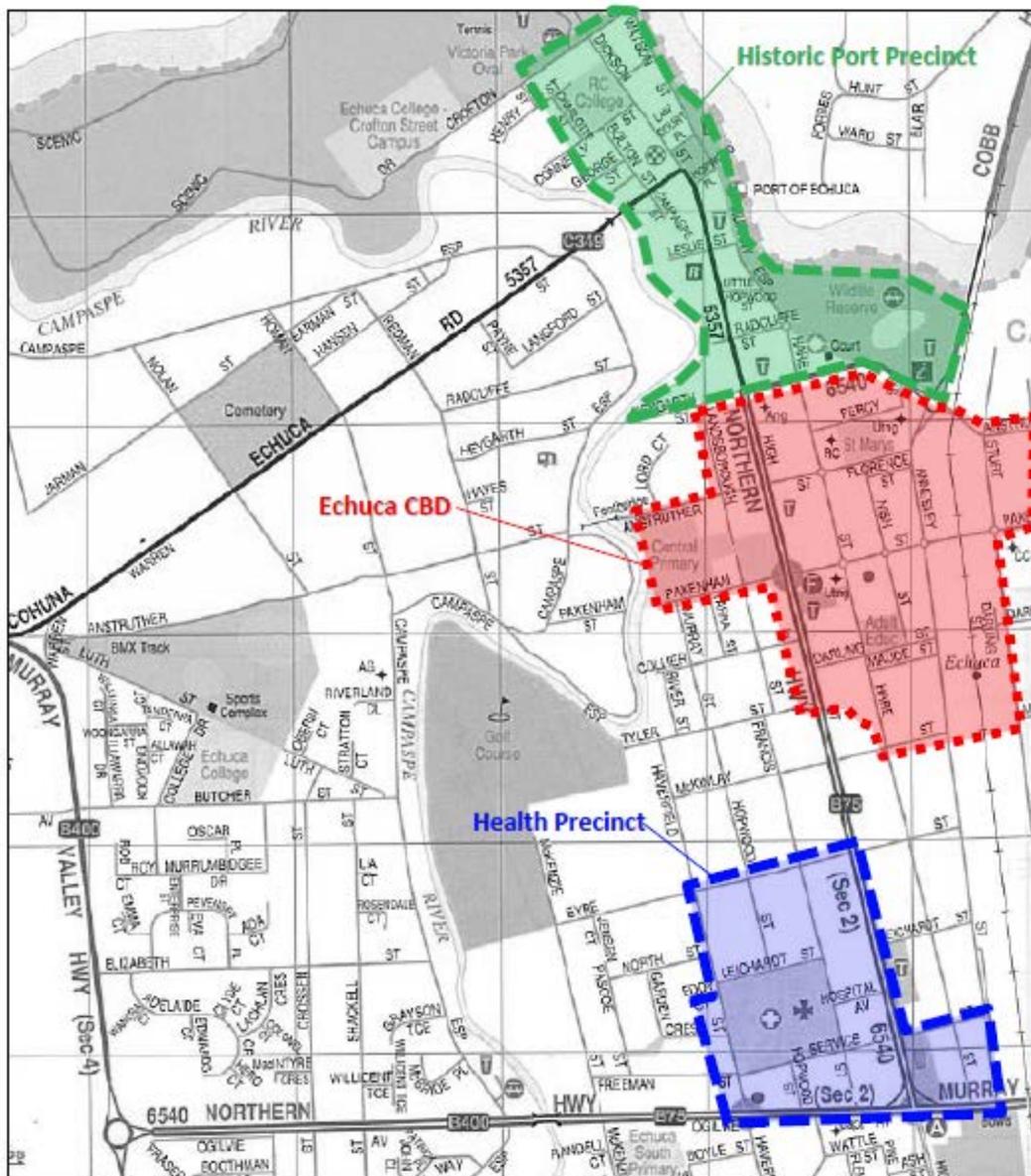
The current Echuca Parking Study was adopted in 2008 but since then the population and development has expanded and changed. Echuca’s CBD is a strongly-performing regional centre that provides a wide variety of facilities and services to residents and visitors in the region. In addition, the Echuca CBD performs important roles in attracting investment and as a place for the community to congregate, as well as providing a ‘centre piece’ or focal point for residents and visitors to the Shire of Campaspe.

Council has also prepared and adopted an Echuca Commercial Strategy. The Strategy provides a detailed assessment of the demand and supply for retail and commercial development in Echuca and makes a number of recommendations to guide the future development of Echuca’s commercial areas. A key recommendation of the strategy was the need to review and update the Parking Strategy for Echuca CBD and Historic Port Precinct.

Council therefore sought the services of a suitably qualified and experienced consultant to prepare a car parking strategy for Echuca CBD, Port Precinct and the Health Precinct.

**7. Content**

The strategy was required to determine the supply and demand within Echuca considering the age of the existing strategy (2008) and the recommendations of the Commercial Strategy. The study area comprised of three parking precincts with differing demands and requirements.



The objectives of the Parking Strategy for Echuca CBD, Historic Port Precinct and Health Precinct were:

- Identify future parking requirements, both on and off-street, including possible locations for new off-street parking facilities;
- Identify issues relating to the location, provision and management of parking across the study area (including the provision of disabled parking);
- Identify parking needs for workers, shoppers and visitors within the context of current and emerging planning, development and transportation issues;
- Examine shortfalls in existing short and long term parking, on and off street parking provisions based on the saturation surveys for car parking;
- Provide direction on the location and management of car parking so as to minimise traffic generated by the search for a parking space;
- Provide direction on the management of parking operations, in terms of provision, time limits, fees, permits, major event parking, etc.;
- Review existing statutory implementation for considering waiving of parking requirements /cash-in-lieu payments;
- Identify improvements to general amenity for pedestrians to increase the willingness for visitors and staff to walk to and within the CBD; and
- Encourage the use of active and sustainable travel modes rather than increased private vehicle travel (including defining an acceptable walking distance between parking location and destination for short and long term stays).

The strategy is a supply and demand assessment based on a number of surveys which were undertaken. The strategy will also establish principles to guide the assessment of planning permit applications on matters relating to car parking that may be applied beyond the study area and to other towns in Campaspe, namely Kyabram and Rochester.

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## 8. Issues and Risk Management

A planning permit is triggered for any car parking reduction pursuant to Clause 52.06-3 Car Parking of the Campaspe Planning Scheme (or as part of a larger application).

### Issue 1: Process

Any car parking reduction as part of a planning application requires a Car Parking Demand Assessment to be undertaken by the applicant, pursuant to Clause 52.06-7 of the scheme. The requirements of the assessment are specified and outline the need to consider variation in demand, length of stay, convenience to public and pedestrian access and an empirical assessment (inter-alia).

The new strategy will provide assistance to applicants at an early stage, as part of the application process. The strategy will ensure that applicants can use up to date information in preparing their applications, allow officers to undertake the necessary assessment and allow for an updated rate for cash-in-lieu to be sought through a permit condition.

### Issue 2: Weight given to the Strategy

The strategy recommends that Council should make the document a reference within the Planning Scheme. The 'weight' given to the document if challenged by an applicant or at the Victorian Civil and Administrative Tribunal (VCAT) is an important consideration.

Historically, applicants have not prepared the necessary detailed car parking demand assessments and have required prompting (Further Information Requests) or assistance. However once undertaken, there have been

no challenges of permits issued requiring the necessary cash-in-lieu payment for any parking reduction as specified in the schedule to the Parking Overlay.

It is considered that a reasonable approach is to adopt the strategy to allow applicants and officers to use the relevant, up to date information. Adoption by Council carries some weight pursuant to Section 60(1A)(g) of the *Planning & Environment Act 1987* and can be used to justify Councils position at VCAT, if challenged.

Adopting the strategy will also allow officers to prepare the necessary scheme amendment, incorporating the strategy as a reference document and using the information to update the schedule to the Parking Overlay and any other changes to the Planning Policy Framework of the Campaspe Planning Scheme.

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: The strategy supports existing businesses and will consider and allow for sustainable economic growth.

Healthy Environment: Allows for strategic and future growth of Echuca, while respecting the built and economic environment.

Balanced Services and Infrastructure: The strategy will plan for infrastructure and services which meet the community need.

Responsible Management: Provide guidance to our community when preparing and assessing planning applications.

## 10. Consultation

The consultants provided the technical expertise to collate the documentation with input from Council. The strategy is a technical document to comply with the provisions of the planning scheme which required expert knowledge and input.

As part of the strategy the consultants undertook community consultation, with feedback invited via a questionnaire which could be completed online or in person at Councils office. A total of 72 survey responses were received. The strategy summaries the feedback and provides a response and where justified has included the information in the Action Plan.

The intent is to also initiate a scheme amendment to introduce the strategy as a reference document, amend the schedule to the Parking Overlay and any other necessary changes to the scheme. As part of any scheme amendment the information is placed on public exhibition (for a minimum of 28 days) which would allow the community to review and provide feedback or lodge a submission. There will therefore be further opportunity for the community to provide further feedback in relation to the strategy.

Councillors have also been briefed about the strategy at numerous sessions throughout 2018.

## 11. Officer Comment

The strategy is seen as a valuable resource for the community, applicants and officers to use in the assessing of applications which require a car parking reduction. Adopting the strategy is seen as a valuable strategic step which will assist in protecting and enhancing Echuca.

If the strategy is adopted, officers will inform the community and will in the future include the strategy in an amendment, making the strategy a reference document in the Campaspe Planning Scheme.

## **7.6. Response to Notice of Motion – Assistance to Rural Australians for Refugees (Echuca Branch)**

### **Author:**

Andrew Cowin, Corporate Planning Manager

### **Attachments:**

7.6. Copy of sent correspondence to federal Ministers for Agriculture and Immigration

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### **1. Purpose**

To provide information and recommendations to Council in response to a Councillor Notice of Motion concerning visa issues and impacts on workers for the local agricultural sector.

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### **2. Recommendation**

#### **That Council:**

1. **Note that Part 1 of the Notice of Motion (Item 12.1, 16 October 2018) has been actioned.**
  2. **In respect of Part 2 of the Notice of Motion, note that officers will:**
    - a) **Prepare and provide promotional material about the Shire of Campaspe for the Refugee Council of Australia website, to assist in profiling the region for agricultural and other workers possessing qualifying refugee visas;**
    - b) **Attend upcoming Rural Australians for Refugees (Echuca Branch) meetings to:**
      - i) **Improve Council's understanding of the administrative and practical challenges of attracting workers with qualifying refugee visas to the region; and**
      - ii) **Identify any further opportunities for Council to assist.**
  3. **Note that a budget bid has been prepared for the 2019/20 budget to undertake the development of a Campaspe Workforce Development Plan, which would include consideration of the issue of attracting skilled and unskilled workers to support the local agricultural sector.**
- 

### **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 regarding 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

At its meeting of 16 October 2018, Council endorsed the following Notice of Motion:

*That Council:*

- 1. Write to relevant Federal Ministers, State Ministers and local Federal and State MP's highlighting that the changes to the 457 Visas has severely reduced the availability of farm labour and request that the changes be urgently reviewed as it is increasing the significant problems that our distressed farmers are facing.*
- 2. That a report be prepared exploring possible assistance to the Rural Australians for Refugees Echuca branch so that they can support refugees who may want to work on local farms.*

Part 1 of the Notice of Motion has been actioned, and a copy of the correspondence is attached (Attachment 7.7) for Council's awareness.

A number of other items of information are relevant as background to this issue, which are detailed below.

- In 2014 the Australian Government introduced Safe Haven Enterprise Visas (SHEVs) to encourage those with refugee status to settle in a regional community and find work or study, while addressing the need to develop the economic and social structure of regional Australia. SHEVs are available to those assessed to be genuine refugees by the Commonwealth Government and who indicate they are prepared to work or study in a designated SHEV area. The visa provides protection for five years (compared to the three available under the other temporary protection visa (TPV)). Its main feature is that people who hold it must intend to work or study in a part of 'regional Australia'. 'Regional Australia' is defined by the law as including specific areas in Australia, but under the current policy the State or Territory Governments must agree to be included in the SHEV scheme first.
- In 2017 Council was approached by Echuca Moama Rural Australian for Refugees to work with them to develop a framework for refugee support within the region and to enable eligibility for SHEV holders to reside and work within the Shire of Campaspe. At its meeting of 17 October 2017, Council agreed to opt the municipality into the SHEV Scheme.

The Shire of Campaspe was formally admitted into the SHEV scheme through legislation passed on 29 November 2018. As at the time of writing this report, the Department of Home Affairs was yet to update this information on its website, meaning that stakeholders or interested parties would not yet be aware of this addition. It is anticipated that this public information will be updated shortly.

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## 7. Content

### **Support for Rural Australians for Refugees RAR**

Consistent with the terms of the Notice of Motion, discussions with stakeholders have looked to identify the nature of assistance that could be provided by Council to RAR. Council holds a particular interest in supporting the labour needs of rural industry, given the importance of agriculture to the local and regional economy.

Within the scope of the services normally provided by Council, advocacy and support are considered the most appropriate Council services to respond to the current needs of the RAR group given the recent declaration of the municipality's SHEV status. This is recommended to include participation by officers in upcoming RAR meetings of the Echuca branch to improve Council's understanding of local issues as well as identifying opportunities for further assistance, if appropriate.

### **Promotional opportunities**

The Refugee Council of Australia (RCOA) is the national umbrella body for refugees and people seeking asylum and those who support them.

The RCOA website is a source of information for refugees seeking services and employment. The website contains dedicated information on numerous SHEV areas, predominantly in NSW.

Officers have contacted the RCOA to affirm the possibility of adding local information to the organisation's website. This will assist in guiding refugees with a SHEV to Campaspe, with the benefit of adding to the local workforce. Council's information to be provided for the RCOA website intends to highlight work opportunities within the agriculture sector.

## 8. Issues and Risk Management

### Issues:

#### Issue 1: Attracting skilled and unskilled workers

A 2019/20 budget bid has been prepared for the 2019/20 budget to undertake the development of a Workforce Development Plan, which would include consideration of the issue of attracting skilled and unskilled workers to support the local agricultural sector.

### 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: Note the actions proposed by officers

This is the recommended option. Given that the region has only just been formally declared an area for the purpose of the SHEV program, it is appropriate that time be given to understand how the various bodies can best work together to achieve benefit from the region's SHEV status.

#### Option 2: Modify the recommendation

It remains open to Council to add to or modify the recommendation. However, given the current state of the issue, it would be premature to commit to additional roles for Council without understanding how the SHEV status will impact on the region. This option is therefore not recommended.

## 10 Strategic Planning Environments

Strong and Engaged Communities:	The recommendation responds to Strategy 1 <i>Foster community partnerships and support other agencies in the delivery of services</i> by working towards improved service delivery by external providers.
Resilient Economy:	Through the recommendation Council is seeing to <i>Facilitate and enable local enterprise, support existing businesses and develop stronger business networks</i> (Strategy 1).
Healthy Environment:	No impact
Balanced Services and Infrastructure:	No impact
Responsible Management:	Building the region's SHEV profile for the benefit of program participants and local businesses demonstrates responsible management.

**11. Consultation**

Discussions to gather information and ascertain options have taken place with the following:

- Cr Pentreath, as initiator of the Notice of Motion.
- A representative from Rural Australians for Refugees (Echuca branch), to understand the role of the group, local challenges, and outcomes sought through Council's assistance.
- Investment Attraction Manager, concerning local workforce issues affecting the agricultural sector.

## **7.7. Council Plan Review**

### **Author:**

Andrew Cowin, Corporate Strategy Manager

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### **1. Purpose**

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

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### **2. Recommendation**

#### **That Council:**

- 1. Having reviewed the Council Plan 2017-2021 (incorporating the Municipal Public Health and Wellbeing Plan) remains in accordance with Section 125(7) of the Local Government Act 1987 and Section 26(4) of the *Public Health and Wellbeing Act 2008* determines that the Plan remains appropriate for the remaining period of the Council Plan, or until it is replaced with a new Council Plan.**
  - 2. Authorise the Mayor to advise the Minister for Local Government and the Secretary of the Department of Health that the Council has reviewed and determined that the Council Plan (incorporating the Municipal Public Health and Wellbeing Plan) remains appropriate.**
- 

### **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**

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

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

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

The 2017-21 Council Plan (the Plan) is Council's key strategic document for the term of the Council. The Plan reflects the outcomes of stakeholder and community engagement. The Plan describes Council's strategic objectives, strategies for achieving the objectives and how the outcomes will be measured.

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

The Plan was adopted on 6 June 2017, this is its second review.

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## **7. Content**

Supporting implementation of the Plan are key initiatives and actions funded each year through the Budget. The progress on the implementation of these initiatives is presented to Council quarterly.

In preparation for the development of the 2019/20 Budget, Council reflected upon their desired achievements and outcomes expressed at the beginning of the term of Council. In particular how these align to the work of the organisation and if anything has significantly changed within the environment that would require a redirection of the Plan.

The process affirmed that whilst there had been changes in the environment relating to waste and water, these are able to be accommodated within the current vision and strategic objectives of the Plan.

The workshop also provided the opportunity for Councillors to identify initiatives which seek to further support implementation of their desires and address key issues impacting the community. The identification of these will allow them to be considered in the 2019/20 Budget development process as initiatives to be pursued within the 2019/20 year.

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

### **Issues:**

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

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

These challenges continue to impact our communities. The existing Plan includes objectives and supporting initiatives which seeks to address these challenges.

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**Risk:**

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

**9. Options**

Option 1: Affirm the reviewed Council Plan 2017-2021 (incorporating the Municipal Public Health and Wellbeing Plan) for the remaining period of the Plan, or until it is replaced with a new Council Plan

This option is recommended by officers.

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

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

This option is not recommended by officers.

The annual review of the Plan is a requirement of the Local Government Act. Council must affirm a Council Plan no later than the 30 June as prescribed by the *Local Government Act 1989* and *Public Health and Wellbeing Act 2008*. Not adopting the Plan as presented would result in Council failing to meet its obligations under the Act and not provide direction to the organisation or community as to Council's strategic direction for the remaining period. Should Council not adopt the Plan as presented, direction on the changes desired would need to be sought.

Option 3: Make changes to the reviewed Council Plan 2017-2021 (incorporating the Municipal Public Health and Wellbeing Plan) as presented

This option is not recommended by officers.

Changes to the Plan outside of the review process may result in breaches to the Local Government Act through not providing opportunity for the community to consider and make submissions to any changes to the Plan prior to its adoption.

**10. Strategic Planning Environments**

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

**11. Consultation**

The review of the Plan was undertaken as part of the development of the draft 2019/20 Budget and involved a workshop with Councillors.

## **7.8. Campervan & Motorhome Club of Australia - National Rally Funding**

### **Author:**

Belinda Owen, Event Support Officer

### **Responsible Manager:**

Investment Attraction Manager

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### **1. Purpose**

To seek approval for sponsorship of the Campervan & Motorhome Club of Australia National Rally to be held at the Elmore Events Centre, 20 - 27 October 2019.

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### **2. Recommendation**

**That Council contribute \$4,000 towards the 2019 Campervan & Motorhome Club of Australia National Rally through the sponsorship of two courtesy buses and signage.**

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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 regarding 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**

With 70,000 members, the Campervan and Motorhome Club of Australia Limited (CMCA) is the largest recreational vehicle (RV) club in the southern hemisphere. Established in 1986, CMCA has a long-standing history built on the foundations of adventure, enjoyment, education and fun. CMCA is focused on preserving the RV lifestyle by providing an array of services and support to its members.

The popularity of RV travel continues to grow and more people are taking the opportunity to explore Australia.

CMCA host an annual national rally, which moves from state to state. In 2019 it is Victoria's turn and the Elmore Events Centre (EEC) has been selected as the site for the rally. 800 motorhomes and caravans from across Australia, totalling approximately 1,500 people, will call the site home from Sunday 20 October 2019 through to Sunday 27 October 2019.

Campaspe Mayor Adrian Weston and Echuca-Moama & District Tourism Association's (EMDTA) Chair, Dick Phillips, were able to witness the enormity of the CMCA National rally first hand when they visited the 2018 rally in Gunnedah New South Wales. At this rally Campaspe's welcome video was launched, showcasing the best of our region and encouraging CMCA members to attend the 2019 event. Feedback on the video was very positive and was circulated electronically to all members who were not in attendance.

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## 7. Content

With the projected number of 1,500 attendees over a seven night period, the event is expected to inject an estimated \$2 million into the local economy.

The EEC will transform into the CMCA village and include trade stands, seminars for attendees and a food court area. The Rally Director will work closely with local businesses (such as pharmacies, bakeries, food, rubbish removal etc.) and community groups to identify ways they can work together to deliver products and services to the site in a mutually beneficial way.

In the lead up to the event the Rally Director will be granted editorial space in CMCA's monthly magazine, 'The Wanderer' to promote the rally and encourage members to register. Campaspe, together with EMDTA and City of Greater Bendigo, will contribute to the editorial content and accompanying photos. The magazine is distributed to 70,000 members across Australia.

It is anticipated that attendees will stay extra nights locally, both pre and post event. A focus for Council staff will be the promotion of the RV friendly parks and sites within Campaspe to encourage extra nights.

CMCA will work closely with EMDTA to create a satellite Visitor Information Centre at EEC for the duration of the event and to offer attendees the opportunity to book into guided tours around the region and for general tourism information.

The committee organise an 'open/market day' which features local producers and local residents are encouraged to come along and enjoy the 'event village.' Monies raised from the gate entry will be donated to a local charity. For many who are travelling from interstate, this is a great opportunity to invite Victorian friends and family to visit for the day.

An assessment of the event has been undertaken against Campaspe's Event funding matrix which considers the direct economic benefit, social benefit for the community, partnership opportunities and marketing of the destination to a wider audience. The assessment recommends that Council provide financial support/sponsorship between \$3,000 and \$5,000. Supporting event organisers with information, introductions and tailored marketing collateral is part of Councils Event Support servicing and is in addition to the cash contribution.

CMCA provided Council with various event sponsorship opportunities for the 2019 rally. Council Officers reviewed the packages and identified that sponsorship of two courtesy buses to move attendees between the rally and local townships provides Council with a great PR/marketing opportunity, as well as providing patrons with a valuable service. Sponsorship of the two buses is \$3,300 plus \$700 for signage. The two buses deliver patrons to and from Elmore and Rochester, therefore actively increasing the economic benefit of this event to our region. This investment allows Campaspe to be the naming right sponsor of each bus therefore increasing our local awareness and new branding. Council Officers will collaborate with event organisers to ensure that the branding opportunity on the buses is maximised and to ensure that the visits to these towns is enhanced with town maps, ideas on what to do etc.

The sponsorship package includes:

- Half page advertisement in the rally program
- Naming rights on the two courtesy buses for the period of the rally
- Opportunity to insert flyers in the rally bags
- Opportunity to conduct two seminar at the rally.

The allocation of \$4,000 can be provided from the 2018/2019 Event Support budget.

## 8. Issues and Risk Management

### Issues:

#### Issue 1: Event Strategy- Event Categories

As a one-off event, the CMCA National Rally does not align with the five 'types' of events that the current Event Strategy refers to (regional, iconic, major, minor, community) however the Event does achieve various key Event funding criteria which are listed below:

- Ability to attract outside visitation;
- Event marketing activity will assist in regional promotion;
- Economic benefit to the entire region of \$0.75 to \$1 million;
- Increase visitation and destination awareness at a time that compliments the existing event calendar;
- The event aligns with the images and branding of the destination.

### Risk:

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

## 9. Options

### Option 1:

That Council contribute \$4,000 towards the 2019 Campervan & Motorhome Club of Australia National Rally through the sponsorship of two courtesy buses and signage.

This option is recommended by officers.

### Option 2:

Do not invest in the Campervan & Motorhome Club of Australia National Rally.

## 10. Strategic Planning Environments

**Strong and Engaged Communities:** The recommendation fosters partnerships and enables residents to be actively engaged with this event in various capacities, whether it be through business or community groups.

**Resilient Economy:** With a projected economic impact of \$2 million the CMCA National Rally supports economic activity, business growth, partnerships and local tourism opportunities.

**Healthy Environment:** No impact.

**Balanced Services and Infrastructure:** No impact.

**Responsible Management:** CMCA annually co-ordinates a successful National Rally, and with a 70,000 strong membership base the club is financially sustainable.

## 11. Consultation

### Internal Consultation:

- Investment Attraction Manager

### External Consultation:

- CMCA Victorian State Representative
- Elmore Event Centre
- Echuca Moama & District Tourism

## 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 December 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*.

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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* 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 December 2018:

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<b>Meeting Information</b>		
Meeting Name/Type	Campaspe Briefing Session	
Meeting Date	4 December 2018	
Start time:	10:06am	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. Council Agenda – Open Q &amp; A</li> <li>6. Sale of Land to Loco Shed Inc Discussion No. 2</li> <li>7. Recreation Reserves Discussion No. 6</li> <li>8. Place Based Planning Discussion No. 2</li> <li>10. Echuca Moama Arts Precinct Review Discussion No. 3</li> <li>11. Port of Echuca Property Review Discussion No. 4</li> <li>12. Events Strategy Discussion No. 3</li> </ol>	
<b>Attendees</b>		
Councillors	Cr Adrian Weston (Mayor), Cr Vicki Neele (Deputy Mayor), Cr Daniel Mackrell (10:06am – 10:39am) (11:39am – 3:50pm), Cr Neil Pankhurst, Cr Leanne Pentreath, Cr Annie Vickers (10:06am – 12:20pm) (1:05pm – 3:50pm), Cr Leigh Wilson, Cr John Zobec (11:55am – 3:50pm)	
Staff	Jason Russell, Keith Oberin (10:20am – 3:50pm), Paul McKenzie (10:54am – 1:51pm), Richard Conway, Fleur Cousins, Sharolyn Taylor	
<b>Apologies</b>		
Councillors	Cr Kristen Munro, Cr John Zobec (10:06am – 11:55am)	
Staff		
<b>Conflict of Interest disclosures</b>		
Matter No.	Councillor/officer making disclosure	Left meeting:
Nil		Yes/No

## 8. Issues and Risk Management

Nil.

## 9. Strategic Planning Environments

Strong and Engaged Communities:	No impact
Resilient Economy:	No impact
Healthy Environment:	No impact
Balanced Services and Infrastructure:	No impact
Responsible Management:	No impact

## 10. Consultation

Nil.

## **8.2. Letters of Appreciation**

The following have been received:

- Peter Nelson – thank you for the prompt response and removal of the graffiti from outside his home in Echuca.
- Emergency Management Victoria – thank you to members of the Northern Victoria Emergency Management Cluster board who attended the EMV and Northern Victoria Emergency Management Cluster meeting on 20 September 2018. Feedback provided from stakeholders across the emergency management sector is greatly valued.
- Colleen Holyman – thank you for the repair works carried out on the Eyre Street footbridge. Great job!
- Keeley Thompson – thank you for the Responsive Grant to assist with costs associated with representing Victoria at the 2018 National U15 girls Hockey Championships held in Woolongong. Keeley enjoyed playing at the highest level in Australia for her age group.

Keeley will play in Melbourne for Premier League next year which is the highest level for women in Victoria.

- Department of Home Affairs – thank you for the important work undertaken in conferring Australian citizenship and providing a formal welcome to new members of the Australian community.
- Lockington Rural Fire Brigade – thank you for the contribution through the Responsive Grants Program towards the very successful *'Put Your Best Finger Forward Men's Health Night'*.
- Kyabram & District Historical Society – thank you for the generous contribution towards the running costs of the Historical Society. The money will be used for the general running of the historical library and maintenance to Hazelman's Cottage at the Fauna Park.
- Kyabram P-12 College – thank you for supporting the College VCAL program through the community grants program. This grant will allow students to learn plumbing skills through the installation of a water tank and also present an opportunity to learn about environmental management and water as an integral resource.
- Echuca Moama Beacon Foundation Inc. – thank you for the kind support as a sponsor of the Foundation in 2018 and making a significant contribution to the futures of young local people.
- STEPS Hands on Health Campaspe Murray Inc – thank you for your contribution to STEPS in 2018. The support provided allows the provision of services to the under privileged people of the community and provides a safe place for them to come to.
- Epicentre Church – thank you for the funds provided through the 2018/2019 Community Grants Program (Round 2) for the 2018 Christmas Spectacular. The event was a great success and provided an opportunity for the community to come together as a family to enjoy this special time of year.
- Kyabram Urban Landcare Group – expressing gratitude to Rick Keen, Works Coordinator and Rod Lockwood, Road Maintenance Plant Operator for the fine job done mowing at Ern Miles Reserve.
- Girgarre Community Group Inc. – thank you for the responsive grant towards the Girgarre Township Turns 100 celebrations. The event was a success with 80 people in attendance.
- Parkinson's Victoria – thank you for the generous grant, through the 2018/2019 Community Grants Program (Round two), to support people living with Parkinson's. The grant will help in the delivery of the *"Living Well with Parkinson's"* seminar.

- Kyabram Anglers Club Inc – thank you for the financial contribution made through 2018/2019 Community Grants Program (Round one) towards the *Gone Fishing Day* held on 14 October 2018. The event was a great success with 128 entrants involved in the day.
- Inland Outrigger Canoe Club Inc – expressing delight in the Riverine Herald article regarding the redevelopment of the Kiosk to include shared facilities for canoe storage by the two community canoe clubs on the lower level.

Club representatives look forward to continue working cooperatively with the Council project team on the great initiative to redevelop the Riverfront area.

- Rochester Historical & Pioneer Society Inc – thank you for the generous donation towards the maintenance and running of the Museum complex. It is a very important part of the history of Rochester and district. Members and volunteers greatly appreciate the support received from the Campaspe Shire Council.

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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.

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#### **2. Recommendation**

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

- **Wharparilla Recreation Reserve - to assist with costs associated with the Wharparilla Drive In held on 25 January 2019 at the Wharparilla Recreation Reserve, \$500.**
- 

#### **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:

Organisation	Amount	Amount Recommended	Purpose	Comment
Wharparilla Recreation Reserve	\$1,000	\$500	To assist with costs associated with the Wharparilla Drive-In event to be held on 25 January at Wharparilla Recreation Reserve	Approved by CEO – meets assessment criteria

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<b>Fund Balance Prior to application approval:</b>	\$37,410
<b>Funding approved:</b>	\$500
<b>Fund Balance: (29 January 2019)</b>	\$36,910

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## 7. Issues and Risk Management

### Issues:

Nil

### Risk:

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

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## 8. Strategic Planning Environments

Strong and Engaged Communities: This funding source provides support to Responsive Grants Program requests for community initiatives.

Resilient Economy: No impact

Healthy Environment: No impact

Balanced Services and Infrastructure: No impact

Responsible Management: This annual budget allocates funding for Responsive Grants Program requests for community initiatives.

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## 9. Consultation

Nil

## **8.4 Audit & Risk Committee Meeting Minutes**

### **Author:**

Wayne Jenkin, Audit & Risk Committee Chairperson

### **Attachments:**

8.4. Draft Minutes of the Audit & Risk Committee meeting held on 5 December 2018.

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#### **1. Purpose**

To note and adopt the Draft Minutes of the Audit & Risk Committee Meeting held on 5 December 2018.

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#### **2. Recommendation**

**That Council note the Draft Minutes of the Audit & Risk Committee meeting held on 5 December 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 Audit & Risk Committee 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: 5 December 2018**

The 5 December 2018 Audit & Risk Committee meeting was attended by:

Members: Michael Bennett, Linda MacRae, Wayne Jenkin, Cr Leanne Pentreath, Cr Neil Pankhurst

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Officers: Jason Russell (Chief Executive Officer), Fleur Cousins (General Manager Corporate Services), Ailsa Box (Finance Manager), Donna Standfast (Corporate Support Executive Assistant), 1.25 - 1.50pm Frank Crawley (Governance Manager) and Sue Walker (Risk Management Officer)

Internal Auditor: Brad Ead (AFS & Associates)

External Auditor: Nil

Apologies: Ryan Schischka (JohnsonsMME)

Items discussed at the meeting were:

- Adoption of Previous Minutes
- Summary of Actions from Audit & Risk Committee Meeting
- Investment Portfolio Review
- Committee Charter
- Update of Outstanding Audit Actions Register
- Meeting Dates 2019
- Audit & Risk Committee Work Plan
- Internal Audit Program
- CSC Strategic Risk Register
- Administration
- Appointment of Chairperson

Refer to Attachment 8.4 for copy of the Draft Minutes of 5 December 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.

## **10. Consultation**

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

## 9. Councillor Reports

Cr Adrian Weston	
5 December 2018	Aboriginal Mental Health Working Group Meeting
5 – 6 December 2018	Murray River Group of Councils Meetings
6 December 2018	Fairley Leadership Program Graduation Dinner
7 December 2018	Loddon Campaspe Councils Meeting
10 December 2018	Koyuga Hall & Recreation Reserve Committee Meeting
12 December 2018	Echuca Riverfront Development Project - Stakeholder Meeting
12 December 2018	Rushworth/Colbinabbin Senior Citizens End of Year Luncheon
12 December 2018	Kyabram P12 College Indigenous Garden Opening
16 December 2018	Girgarre Township Turns 100
17 December 2018	MAV Mayoral Induction
12 January 2019	Girgarre Moosic Muster
16 January 2019	Cr Andrew Conlon, Manningham Council Meeting
18 January 2019	Echuca Moama Show Society Meeting
21 January 2019	EMFM - joint water interview with Murray River Council Mayor
22 January 2019	Visit Victoria CEO Visit - LGA Round Table Discussion
26 January 2019	Echuca Moama Australia Day Celebration
26 January 2019	Rushworth Australia Day Celebration

Cr Daniel Mackrell	
6 December 2018	Edge FM Christmas Drinks
11 December 2018	Echuca Moama Tourism Christmas Networking Night
17 January 2019	Planning Consultation Meeting for Pln263/2018 - 80 Fehring Lane, Echuca
22 January 2019	Visit Victoria CEO Visit - Industry Engagement Function
26 January 2019	Echuca Moama Australia Day Celebration

Cr Kristen Munro	
6 December 2018	Echuca Historical Society Morning Tea - Helen Coulson's 100th Birthday
6 December 2018	Edge FM Christmas Drinks
10 December 2018	Koyuga Hall & Recreation Reserve Committee Meeting
11 December 2018	Echuca Moama Tourism Christmas Networking Night
13 December 2018	Echuca Specialist School Senior Students Graduation
16 December 2018	Girgarre Township Turns 100
17 January 2019	Planning Consultation Meeting for Pln263/2018 - 80 Fehring Lane, Echuca
26 January 2019	Echuca Moama Australia Day Celebration
26 January 2019	Stanhope Australia Day Celebration
26 January 2019	Wyuna Australia Day Celebration

Cr Vicki Neele	
5 December 2018	Youth Advisory Group Meeting Presentation of Awards
6 December 2018	Echuca Historical Society Morning Tea - Helen Coulson's 100th Birthday
6 December 2018	Edge FM Christmas Drinks
8 December 2018	Kyabram Art Exhibition Opening
11 December 2018	Echuca Moama Tourism Christmas Networking Night
12 December 2018	Kyabram P12 College Indigenous Garden Opening
13 December 2018	Meals on Wheels Volunteer Christmas Lunch
14 December 2018	The Foundry Gallery Shop Opening
19 December 2018	EMT Meeting
22 January 2019	Visit Victoria CEO Visit - Industry Engagement Function
23 January 2019	Echuca Moama Tourism Board Meeting
26 January 2019	Kyabram Australia Day Celebration

Cr Neil Pankhurst	
5 December 2018	Audit & Risk Committee Meeting
6 December 2018	Echuca Historical Society Morning Tea - Helen Coulson's 100th Birthday
12 December 2018	Echuca Riverfront Development Project - Stakeholder Meeting
13 December 2018	Meals on Wheels Volunteer Christmas Lunch
19 December 2018	Tongala Primary School Wards Night - One & All Inclusion Award Presentation
19 December 2018	St Patricks Primary School Wards Night - One & All Inclusion Award Presentation
21 December 2018	The Riv Breakfast
22 January 2019	Visit Victoria CEO Visit - Industry Engagement Function
26 January 2019	Tongala Australia Day Celebration
26 January 2019	Kyvalley Australia Day Celebration
26 January 2019	Koyuga Australia Day Celebration

Cr Leanne Pentreath	
5 December 2018	Audit & Risk Committee Meeting
6 December 2018	Echuca Historical Society Morning Tea - Helen Coulson's 100th Birthday
11 December 2018	Meals on Wheels Volunteer Christmas Lunch
13 December 2018	Lockington Primary School Wards Night - One & All Inclusion Award Presentation
21 December 2018	The Riv Breakfast
22 January 2019	Visit Victoria CEO Visit - Industry Engagement Function
26 January 2019	Lockington Australia Day Celebration
26 January 2019	Gunbower Australia Day Celebration
26 January 2019	Miloo Australia Day Celebration

Cr Annie Vickers	
6 December 2018	Echuca Historical Society Morning Tea - Helen Coulson's 100th Birthday
6 December 2018	Edge FM Christmas Drinks
6 December 2018	Moama Anglican Grammar 2018 Annual Presentation Evening
10 December 2018	Koyuga Hall & Recreation Reserve Committee Meeting
11 December 2018	Echuca Moama Tourism Christmas Networking Night
13 December 2018	Echuca Specialist School Senior Students Graduation
14 December 2018	Girgarre Cottage Break Up Christmas Dinner
16 December 2018	Girgarre Township Turns 100
17 December 2018	St Joseph's College 2018 Student Awards Evening
21 December 2018	The Riv Breakfast
16 January 2019	Cr Andrew Conlon, Manningham Council Meeting
16 January 2019	KDRRDG meeting
17 January 2019	Planning Consultation Meeting for Pln263/2018 - 80 Fehring Lane, Echuca
22 January 2019	Visit Victoria CEO Visit - Industry Engagement Function
25 January 2019	Echuca Moama Australia Day Eve Dinner
26 January 2019	Echuca Moama Australia Day Celebration
26 January 2019	Koyuga Australia Day Celebration

Cr Leigh Wilson	
5 December 2018	Rochester Community House Christmas Lunch
10 December 2018	Rochester Senior Citizens Christmas Dinner
14 December 2018	GVWRRG Board Meeting
14 January 2019	Rochester Community House Meeting
26 January 2019	Rochester Australia Day Celebration
26 January 2019	Toolleen Australia Day Celebration

Cr John Zobec	
16 December 2018	Girgarre Township Turns 100
22 January 2019	Visit Victoria CEO Visit - Industry Engagement Function
26 January 2019	Girgarre Australia Day Celebration

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## Recommendation

**That the Councillor reports be noted.**

## 10. Chief Executive Officer's Report

Activities and meetings attended since previous Council meeting:

- Murray River Group of Councils meeting
- Meeting with Echuca Historical Society President
- Rural Councils Victoria steering committee
- Meeting with Echuca Moama & District Tourism CEO & Chair
- Meeting with VIVID
- Meeting with C4EM CEO & Chair
- Visit Victoria CEO workshop and meeting
- Citizenship Ceremony and Australia Day celebrations.

### Recommendation

**That the Chief Executive Officer's report be noted.**

## 11. Petitions/Letters

### 11.1. Petition Glanville Road, Echuca - Request to Investigate the Road Section at Glanville Road

**Author:**

Samjhana Sharma, Road Services Engineer

**Responsible Manager:**

Acting General Manager Infrastructure Services

**Attachments:**

- 11.1.1. Original petition
  - 11.1.2. Council Policy 054 – Improvements to the level of service to the Road Network
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#### 1. Purpose

To inform Council of a petition received and signed by 438 signatories as attached on 11.1.1 requesting Council to investigate alternative methods of construction and maintenance for Glanville Road between Looker Road and Tehan Road, Echuca.

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#### 2. Recommendation

**That Council:**

1. **Note the petition requesting the council to investigate the options/alternative methods of construction for maintenance of Glanville road between Looker Road and Tehan Road, Echuca.**
  2. **Advise the petitioners of the Council's decision, by responding to the nominated contact person that is the first signatory of the petition, that Council would need to complete an investigation (subject to the provision of funding) to identify the options available to improve the level of service being provided on Glanville Road between Looker Road and Tehan Road.**
  3. **Note that a project charter to fund the proposed investigation has been submitted to the 2019/20 budget process for Council's consideration.**
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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 Council received a petition in October 2018, requesting the upgrade/renewal of existing road at the section of Glanville road from Looker Road to Tehan Road Echuca. Currently the existing Glanville road between Looker Road and Tehan Road is a gravel unsealed road approximately 6m wide with length of 3.25km and average gravel depth of 143mm.

The 2014 traffic count along the section of Glanville Road from Looker Road and Macdonald Road showed 235 vehicles over 24 hour period with 8.9% being commercial vehicles. A request for an updated traffic count has been made.

The plan below shows the requested section of Glanville Road in Echuca to be investigated.



The above marked sections of Glanville Road have a gravel surface which is maintained by the Shire.

A search of council records indicates there have been 18 customer requests related to road issues, road defects (potholes, corrugations and grading requests).

A Council officer contacted the lead petitioner to obtain more detailed information about current state of the road. The petitioner provided the following overview of the road condition:

- There are number of potholes, deep rip corrugations and road being full of mud when wet;
- Even though the grading/maintenance works are carried out, the road will be in the same bad condition in as short period of time;

- The dust from the gravel road creates a very low visibility issue due to vehicles and bus that travels through the section of road; and
- The suppliers are refusing to do the delivery of goods because of poor condition of the road and the possibility of damaging their vehicles.

Council's Technology One system shows the overall maintenance value of Glanville Road between Looker Road and Tehan Road is approximately \$29,839 from 2016 to 2018. In contrast the maintenance cost on Macdonald Street between Glanville Road to Mitchell Road is approximately \$11,617. This result can be analysed as the current maintenance value for Glanville Road between Looker Road and Tehan Road is significantly higher compared to the nearby section of the road. It was also confirmed by the Works Coordinator who indicated that this was one of the most maintained roads of the Shire.

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## 7. Content

The petition outlines that the signatories would like Council officers to investigate the alternative methods of construction and maintenance for Glanville Road between Looker Road and Tehan Road. However, when the officers had a conversation with the first signatory of the petition, the signatories concern was about the road safety, dust and the effectiveness of current maintained works. The investigation will need to consider a request against Council Policy 054 – Improvements to the level of service of the Road Network).

The Policy outlines how Council may upgrade the status of the Road from unsealed road to the sealed road surface. The key conditions include:

- Council approval will be given to upgrade an earth or gravel road to a full depth pavement sealed road providing the applicant pays the full cost of undertaking the work unless the following applies:
  - If any roads are identified and the costs of providing a sealed road is less than the cost to provide a gravel road, then a list of candidate roads will be provided for consideration during the budget process.
- As a guide any gravel road that has more than:
  - 300 vehicles per day, or
  - 200 vehicles per day with more than 40% commercial vehicles, or
  - Is graded more than six times per year.
- This will be analysed and compared to the cost to maintain and provide a sealed road. (This includes sealing gravel shoulders on narrow roads and considering the floodway).

The roads identified as part of this petition does not meet the criteria related to traffic volumes as evidenced with the 2014 traffic count there are only 235 vehicles per day with only 8.9% of commercial vehicles. However, it does satisfy the last criteria as maintenance record shows a maintenance/grading for Glanville Gravel roads is completed more than six times per year. The investigation will need to include how any improvement works will be funded. Options include using a Special Charge Scheme to fund the works.

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## 8. Issues and Risk Management

### Issues:

#### Issue 1: Funding of any improvement works

There are no houses directly accessing this portion of Glanville Road. There are 8 landowners that have frontage to Glanville Road. It would be unreasonable to use a special charge scheme to fund an improvement of works. The majority of the petitioners are not the property owners and are from various parts of Victoria which would suggest that majority of users are people other than adjoining land owners and therefore any improvements would benefit the community as a whole.

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**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: To undertake an investigation**

This option is recommended by officers.

Carry out an investigation into the costs of upgrading the road to seal. A project charter has been placed into the 2019/2020 budget submission process for Council to consider.

As a result of any improvement works recommended by the investigation will need to be funded under new and upgrade works.

**Option 2: Not to proceed with an investigation**

This option is not recommended by officers.

There is clearly an increased maintenance load on this road. If an investigation of the true costs to change the surface will allow a good understanding why not do it?

Advise the applicant that the road will continue to be maintained in accordance with the Road Management Plan and Council Service Levels.

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**10. Strategic Planning Environments**

Strong and Engaged Communities:	The first petitioner will be notified of Council's decision and an overview of the next steps to be taken.
Resilient Economy:	No impact
Healthy Environment:	No impact
Balanced Services and Infrastructure:	No impact
Responsible Management:	The recommendation supports providing a customer focused approach by acknowledging the petitions received and providing an investigation towards the improvement of the existing infrastructure.

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**11. Consultation**

Consultation was undertaken with

Internal:

- Works Coordinator
- Acting Road Services Coordinator
- Acting General Manager Infrastructure Services

External

- Key contact person / first signatory of the petition.
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## 12. Notices of Motion

Nil

## 13. Urgent Business

Nil

## 14. Question Time

## 15. Closed Session of the Meeting to the Public

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### Recommendation

That pursuant to the provisions of the Local Government Act 1989, the meeting will now be closed to members of the public to enable the meeting to discuss matters in items 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 and 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)(d) Contractual matters

### **17.2. Confidential Communication Reports & Attachments**

Nil

## **18. Confidential Business**

### **18.1. 89(2)(d) Contractual matters**

### **18.2. 89(2)(b) The personal hardship or any resident or ratepayer and (f) legal advice**

### **18.3. 89(2)(d) Contractual 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**