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# Agenda



For a meeting of the seventh Campaspe Shire Council to be held on Tuesday, 20 August 2019, commencing at 5:00pm at the Council Chambers, 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 Shire of Campaspe is the traditional lands of the Dja Dja Wurrung, Taungurung and Yorta Horta Peoples.

We respect and acknowledge their unique Aboriginal cultural heritage and pay our respect to their ancestors, descendants and merging leaders as the Traditional Owners of this Country,

We acknowledge their living culture and their unique role in the life of this region.

## 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. Question forms must be completed within 10 minutes and return 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**

#### **Apologies**

#### **Requests for Leave of Absence**

Cr Daniel Mackrell has requested a leave of absence from 7 to 15 November 2019.

#### **Recommendation**

**That Cr Daniel Mackrell be granted a leave of absence from 7 to 15 November 2019.**

### **2. Confirmation of Minutes and Attachments**

For the:

- Open section of the Council Meeting held on 16 July 2019
- The minutes of the Campaspe Briefing Session held on 2 July 2019
- The minutes of the Campaspe Briefing Session held on 9 July 2019
- The minutes of the Campaspe Briefing Session held on 16 July 2019

#### **Recommendation**

**That the following minutes be confirmed:**

- **Open section of the Council Meeting held on 16 July 2019**
- **The minutes of the Campaspe Briefing Session held on 2 July 2019**
- **The minutes of the Campaspe Briefing Session held on 9 July 2019**
- **The minutes of the Campaspe Briefing Session held on 16 July 2019**

### 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. Council Policy Review

**Author:**

Sharolyn Taylor, Council Support Officer

**Responsible Manager:**

Governance Manager

**Attachments:**

7.1 Council Policy 097 – Methodology for Determining the Gravel Road Resheeting Program

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**1. Purpose**

To present to Council one policy for revocation.

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**2. Recommendation**

**That Council revoke Council Policy 097 – Methodology for Determining the Gravel Road Resheeting Program.**

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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**

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

Council policies have been prepared and reviewed by the responsible officers in accordance with Council Policy 156 – Policy Framework which establishes a Policy Framework incorporating a policy hierarchy, process for the preparation of new policies and review of existing policies, and a methodology for the management of policies and procedures. It applies to Council and Internal policies.

The purpose of the Policy Framework is to contribute to the consistency, clarity, transparency and accountability of council's decision - making processes and in the delivery of services. This will be achieved

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by providing a mechanism whereby Councillors and staff create and access a comprehensive collection of the current Council and internal policies and procedures.

Campaspe Shire Council is committed to maintaining a robust and integrated Governance Framework that will assure stakeholders that Council is pursuing its objectives and fulfilling its responsibilities with due diligence and accountability.

## 7. Content

A summary of the policy to be revoked is listed below, the policy is also attached.

Policy No.	Policy Title	Purpose	Proposed Changes
<b>DIVISION – INFRASTRUCTURE SERVICES</b>			
<b>Department – Assets</b>			
097	Methodology for Determining the Gravel Road Resheeting Program	To provide a methodology to determine priorities for the annual gravel road resheeting program	<p>Policy to be revoked.</p> <p>This policy has been reviewed by the General Manager Infrastructure Services, Executive Management Group and Councillors at the 6 August Briefing Session.</p> <p>It is proposed to revoke this policy as there are internal prioritising processes in place that achieve the outcome of the policy.</p> <p>Additionally, the department does not have external policies for other asset classes, so this is an outlier that offers no real assistance for the community or Council's decision making.</p> <p>The principles outlined in the policy that priority is given based on condition and use are included within Council Policy 118 Asset Rationalisation and Council Policy 091 Sustainable Asset Management.</p>

## 8. Issues and Risk Management

### Issues:

Nil

### Risk:

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

## 9. Strategic Planning Environments

Strong and Engaged Communities: No impact

Resilient Economy: No impact

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

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## **10. Consultation**

- Executive Management Group
- Councillors at the 6 August 2019 Briefing session.

## **7.2. Council Policy 161 - Leases for Community Organisations and Artisans**

### **Authors:**

Sam Campi, Community Engagement Manager

Sally Ruckwood, Property and Legal Manager

### **Attachments:**

7.2.1 Proposed Council Policy 161 - Leases for Community Organisations and Artisans.

7.2.2 Schedule of fees and charges for the casual hire of Council facilities and spaces for artisans and Community Organisations.

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### **1. Purpose**

To seek adoption of Council Policy 161 - Leases for Community Organisations and Artisans and the schedule of fees and charges for the casual hire of Council properties and spaces.

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### **2. Recommendation**

**That Council adopt:**

- 1. Council Policy 161 - Leases for Community Organisations and Artisans.**
- 2. The Schedule of Fees and Charges for the casual hire of Council properties and spaces.**

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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 is so far as this report is not contrary to the existing policy or strategy previously adopted by Council.

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### **6. Background**

This policy has been developed to ensure there is a transparent and effective mechanism for officers to engage Community Organisations and Artisans in the use of buildings and land that are owned or managed by Council.

Over the years Council has entered into a vast range of arrangements with Community Organisations and Artisans, this policy will ensure there is a consistency in approach and offer officers clear parameters to the manner in which they can negotiate terms and conditions.

The adoption of this policy will ensure Council can offer a "Peppercorn" rate for the lease, license or hire of a Council owned or managed facilities through a process that ensures the highest level of community benefit.

The establishment of two critical criteria, community benefit criteria (see below) and turnover thresholds for both Community Organisations (\$750,000pa inc GST) and Artisans (\$150,000pa inc GST) ensures Council will be able to work with groups and individual(s) that share Council's values and strategic objectives.

The criteria for community benefit are that the Community Organisation must provide evidence that their service(s) or activity(s) provide:

- Improved Health and Wellbeing
- Improved Social Connectedness
- Economic Development
- Improved Access and Inclusion
- Cultural and Historical Development
- Support to the Environment

Artisans, defined in the policy, as a craftsperson or craft worker, handcrafts worker, artists, demonstrator, performer or presenter, must demonstrate that their type of trade meets the definition.

The policy will also provide clarity to Community Organisations and Artisans to the manner in which they can access a Community Lease, License or Hire of Council facilities.

## 7. Issues and Risk Management

### Issues:

Issue 1: This policy resolves and clarifies the process for Community Organisations and Artisans to Lease, License or Casually Hire Council facilities or spaces.

Issue 2: This policy identifies Community Organisations and Artisans eligible for a Community Lease, license or casual hire agreement.

Issue 3: This policy supports officers activate spaces and facilities owned and or managed by Council.

### Risk:

Risk	Likelihood	Consequence	Rating	Mitigation action
Without this policy Council is open to risk of its Public Image.	Possible	Major	High	Adopt policy clarify process and avoid future issues developing due to lack of process.

## 8. Options

Option 1: Adopt Council Policy 161 - Leases for Community Organisations and Artisans and the schedule of fees for the casual hire of Council property.

Adopting Council Policy 161 ensures clarity on the parameters and processes for eligible Community Organisations and Artisans to lease, license and or hire a Council owned or managed facility/spaces.

This option is recommended by officers.

Option 2: Do not adopt Council Policy 161 Leases for Community Organisations and Artisans and the schedule of fees for the casual hire of Council property.

By maintaining status quo this will provide an unsustainable level of risk to Council. The policy provides a transparent process for leasing, licensing and or casually hiring Council owned/managed facilities and spaces to Community Organisations and Artisans.

This option is not recommended by officers.

## 9. Strategic Planning Environments

Strong and Engaged Communities	<p><i>Foster community partnerships</i> - this policy ensures Council builds stronger partnerships with Community Organisations who focus on one of the six community benefits identified in this policy.</p> <p><i>Build vibrant communities</i> - this policy ensures Council can ensure we have Artisans and Community Organisations that will help Council meet this objective.</p> <p><i>Enable engaged and active residents</i> - this policy ensure the Community will have access to important services delivered by Community Organisations as well as experiencing Artisans from a broad range of genres and talents.</p>
Resilient Economy	<p><i>Facilitate and enable local enterprise</i> - Artisans and local Community Organisations will be enabled through this policy to build and add value to the local economy.</p> <p><i>Support tourism opportunities</i> - This will enable Artisans and Community Organisations to provide services and activation across the shire.</p> <p><i>Partner to improve education and training</i> - enable appropriate Community Organisations who provide this type of support a higher level of sustainability to deliver their services.</p>
Healthy Environment	Nil
Balanced Services and Infrastructure	<p><i>Manage assets</i> - policy provides clarity to Council Officers on how to engage Artisans and Community Organisations through Council owned and managed property and spaces.</p> <p><i>Plan and advocate to meet community need</i> - policy enables Council to support Community Organisations and Artisans who meet the community need through the implementation of the community benefit criteria.</p>
Responsible Management	<p><i>Strengthen relationships and partnerships</i> - through this policy Council can strengthen relationships with Community organisations that support the community benefit criteria outlined with this policy.</p> <p><i>Deliver sound governance and fiscal responsibility</i> - provide Council with clear parameters to meet governance and fiscal policy requirements.</p>

## 10. Consultation

The focus of consultation for this policy has been internally focused:

### Internal consultation:

- Executive Management Group

- Property and Legal Services Manager
- Governance Manager
- Community Engagement Team

External consultation:

- Nil

Councillors:

- Council Briefing Session 6 August 2019.

### **7.3. Council Policy 168 - Street Naming and Numbering and Procedure PR140 – Street Numbering**

**Author:**

Ailsa Box, Finance Manager

**Responsible Manager:**

Fleur Cousins, General Manager Corporate Services

**Attachments:**

7.3.1 Council Policy 168 - Street Naming and Numbering

7.3.2 Council Procedure PR140- Street Numbering

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**1. Purpose**

To adopt a new Council Policy 168 - Street Naming and Numbering and Council Procedure PR140 Street Numbering to allow a clear and consistent approach to the allocation and administration of the naming and numbering of streets and properties throughout the Shire of Campaspe.

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**2. Recommendation**

**That Council adopt:**

- 1. Council Policy 168 - Street Naming and Numbering.**
- 2. Council Procedure PR140- Street Numbering.**

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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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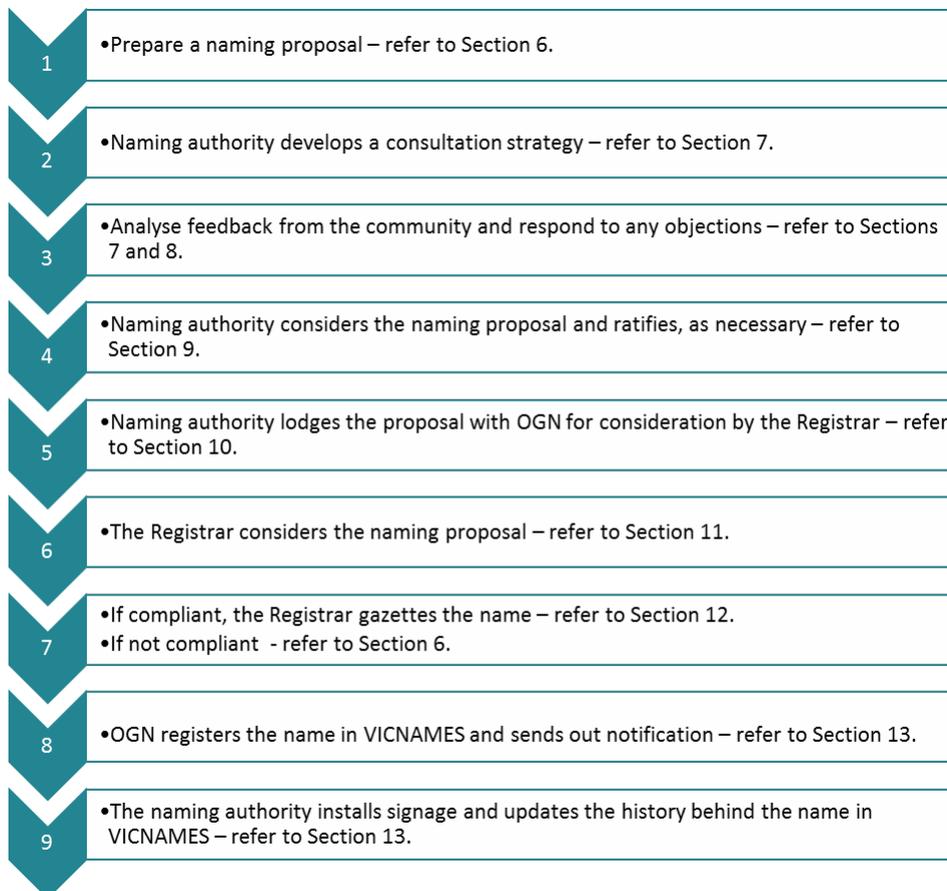
**6. Background**

Council is responsible for the numbering of roads, features and localities. Council is also responsible for the issue of all urban and rural addresses in the Shire and this is supported by several teams across the organisation.

While the naming of roads, features and localities is governed by various legislation, standards and guidelines Council itself does not have a policy to guide the naming and numbering of roads/streets, to ensure the clear

and consistent allocation and administration of the naming and number of streets and properties throughout the Shire. A Council policy is particularly important in how it will administer the changing of street names and numbers if anomalies are brought to the attention of Council. The draft policy attached as attachment 7.3.1 has been based on the current legislative framework and guidelines including the Naming Rules for Places in Victoria (2016).

The formal process to follow when dealing with the change of any road, feature or locality, in accordance with the Naming Rules for Places in Victoria (2016) is outlined in the diagram below.



## 7. Issues and Risk Management

### **Issues:**

Issue 1: Council does not have a policy to guide how it will administer the changing of street names and numbers if anomalies are brought to the attention of Council.

This policy and procedure will provide guidance in the initial allocation of rural and urban street/road numbers and the process to address anomalies when these are brought to the attention of 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.

## 8. Options

### Option 1: Adopt Council Policy 168 - Street Naming and Numbering and Council Procedure PR 140 Street Numbering

The policy provides guidance to council officers when administering street names and numbering across the Shire.

This option is recommended by officers.

### Option 2: Not adopt Council Policy 168 - Street Naming and Numbering and Council Procedure PR140 Street Numbering

Not having a policy and procedure Council is exposed to the potential of inconsistent application of allocating street names and numbers as well as dealing with anomalies when they are brought to Council's attention.

This option is not recommended by officers.

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## 9. Strategic Planning Environments

Strong and Engaged Communities	The changing of any street name or number has a detailed process that requires engagement as a core part of the process.
Resilient Economy	No Impact
Healthy Environment	No Impact
Balanced Services and Infrastructure	No Impact
Responsible Management	The development of a policy in relation to the naming and numbers of streets in the Shire contributes to strong leadership, advocacy and good governance.

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## 10. Consultation

### Internal consultation:

- Rates and Revenue Coordinator
- General Manager Corporate Services

### Councillors:

- Council Briefing Session 2 July 2019.

## **7.4 Memorandum of Understanding Campaspe and Murray River Council's**

### **Author:**

Andrew Cowin, Corporate Strategy Manager

### **Attachments:**

- 7.4. Memorandum of Understanding between Campaspe Shire Council and Murray River Council for Cross-border Collaboration
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### **1. Purpose**

To seek Council's endorsement of a Memorandum of Understanding between Campaspe Shire Council and Murray River Council for cross-border collaboration.

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### **2. Recommendation**

#### **That Council:**

- 1. Affirm the need for a strong and collaborative working relationship with Murray River Council to support improved service delivery, strengthen the local community and develop the region's economy.**
  - 2. Endorse the Memorandum of Understanding between Campaspe Shire Council and Murray River Council.**
  - 3. Approve the Mayor and Chief Executive Officer to formally ratify the Memorandum of Understanding through signature.**
- 

### **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**

Campaspe and Murray River Council have long recognised the need to plan and work collaboratively together for the benefit of the local community and region's economy.

The Victorian Government committed in the 2018/19 Budget to fund Victoria's first Cross Border Commissioner for two years.

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On the 5 June the Councils held a joint forum discussing regional and servicing issues. As an outcome of the discussions a desire was expressed for the formulation of a cross-border agreement, a Memorandum of Understanding (MoU).

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## 7. Content

Campaspe Shire Council and Murray River Council enjoy a close relationship as a result of their unique cross-border circumstance.

The economy is primarily driven by the agriculture, food processing and healthcare sectors. Tourism is a significant driver of employment with many supporting industries such as accommodation, food services and retail trade, injecting around \$170 million into the local economy annually.

Sustained population growth, interdependent economic relationships and the complex issues of service delivery require a coordinated approach to ensure the towns of Echuca Moama and surrounding regions prosper. This MoU seeks to formalise the relationship and approach between the Councils.

The MoU is underpinned by a number of agreed founding principles, which establish the basis for the mutual commitment between the Councils and set the focus for the ongoing management of the MoU. These principles are as follows:

- Collaboration will be outcomes focused
- That information is captured, shared and innovation supported
- A commitment to maximise service delivery opportunities that meet a common community need as well as seeking to reduce costs and eliminate duplication
- Develop an effective local platform to work with other levels of government to achieve better whole of government outcomes for the community

The MoU sets out the key focus areas for cross-border collaboration under the MoU as:

- Regional economic development,
- Aligning services and sharing information,
- Local transport, and
- Issues of regional and national significance.

Whilst the Councils acknowledge the MoU is not legally enforceable it seeks to rely on the spirit of cooperation between the two local governments for the betterment of the community.

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## 8. Issues and Risk Management

### Issues:

The MoU does not raise any issues, it does not bind the Councils nor remove power from either to make policy decisions. The MoU acknowledges the potential for fluctuations in resourcing capability and capacity to support joint initiatives by each council from time to time. It does encourage the councils to seek to contribute to joint initiatives in a matter that is reflective of the relative cost and benefit to each Council for the betterment of the community. It also acknowledges that while both councils have many shared objectives each also has unique points of difference.

### 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: Endorse the MoU as presented

Campaspe Shire Council and Murray River Council enjoy a close relationship as a result of their unique cross border circumstance. This MoU has been developed collaboratively between the Councils and seeks to further the collaborative working relationship to support improved service delivery, strengthen the local community and develop the region's economy.

This option is recommended by officers.

### Option 2: Endorse the MoU subject to changes

Council could agree to endorse the MoU conditional upon changes to the document.

The document affirms the principles and priority focus of both organisations and was developed collaboratively by the organisations, subsequently any changes to the MoU may impact the relationship.

This option is not recommended by officers.

### Option 3: Not endorse the MoU

Council could not endorse the MoU.

Not endorsing the MoU has the potential to significantly impact the relationship with Murray River Council and the many opportunities that exist to work collaboratively. The community and the local economy would suffer the negative impacts as a result of not endorsing the MoU.

This option is not recommended by officers.

## 10. Strategic Planning Environments

- Strong and Engaged Communities:** The MoU supports implementation of each of the 3 strategies by recognising the unique cross border circumstance and the many opportunities that exist between the Councils to further the working relationship to support improved service delivery, strengthen the local community and develop the region's economy.
- Resilient Economy:** The MoU supports implementation of each of the 4 strategies through the identification of a key focus area of the MoU of *Regional economic development*.
- Healthy Environment:** The MoU supports implementation of strategies 1 and 5 through the development of partnerships and sharing information to support planning together.
- Balanced Services and Infrastructure:** The MoU supports implementation of strategies 2 and 3 through maximising benefits derived from the Councils' limited capital funds by adopting a co-operative approach to planning, funding and implementing major infrastructure and facilities.
- Responsible Management:** The MoU supports implementation of strategy 3 by strengthening the relationship with Murray River Council for cross-border collaboration.

**11. Consultation**Internal Consultation:

- The development of the MoU principles and key focus areas were discussed with the Executive Management Group.
- Councillors affirmed support for the draft MoU including the principles and key focus areas at a briefing on the 11 June and 9 July.

External Consultation:

- The MoU has been developed collaboratively with Murray River Council including at the joint council's forum on the 5 June and an Executive Management joint meeting on the 15 July.

## **7.5. Appointment of Chief Executive Officer and Extension of Contract Period for Acting Chief Executive Officer**

### **Author:**

Paul McKenzie, General Manager Regulatory and Community Services

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### **1. Purpose**

- a. To appoint Council's Chief Executive Officer.
  - b. To extend the appointment of the Acting Chief Executive Officer until the new Chief Executive Officer commences.
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### **2. Recommendation**

#### **That Council:**

1. **Appoint *candidate* xx as the Chief Executive Officer Campaspe Shire Council for a fixed term of four years on such terms and conditions as agreed by Council's recruitment panel with commencement date being *date* xx and that the Mayor be authorised to sign the Contract of Employment.**
  2. **Extend the appointment of Mr Ray Burton to the position of Acting Chief Executive Officer for the period commencing 9.00 am on Monday 26 August 2019 until such time as a new Chief Executive Officer's contract commences, allowing a period of time for handover arrangements, on the same terms and conditions as previously appointed.**
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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 (CEO) 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 undertaken an extensive advertising process for the recruitment of its new Chief Executive Officer following the resignation of its previous CEO Mr Jason Russell on 12 April 2019. In excess of 50 applications were received by the application deadline of 8 July 2019 and Council's recruitment panel has assisted in short-listing of these applications. Interviews of short-listed applicants were undertaken by the Council on Thursday 1 August with a further interview of the preferred applicant on Monday 5 August 2019. Each short-listed applicant was required to complete a number of tasks to confirm suitability against Council's desired person profile and Police Checks and referee checks were undertaken.

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Council's preferred applicant has indicated his acceptance of Council's letter of offer and Council is now in a position to formalise the appointment.

Since the previous CEO Mr Jason Russell's employment ceased on Friday, 12 April 2019 Council has appointed two of its General Managers for a period as Acting CEO. At the 7 May 2019 Special Council Meeting Council appointed Mr Ray Burton to the position of Acting CEO for the period 9:00am Monday 27 May 2019 until 9.00 am on Monday 26 August 2019.

The *Local Government Act 1989* allows Council to appoint a person to be Acting CEO for a period of up to 12 months and provides that the appointment of a new CEO must be made by Council at a Council meeting.

Arrangements need to be made for the period following Ray Burton's current contract finish date of 26 August 2019, until the new CEO commences.

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## 7. Issues and Risk Management

### Issues:

The timing for the commencement of the new CEO may extend beyond the availability of the current Acting CEO, Ray Burton. This uncertainty may result in having to appoint an additional Acting CEO for a short time. This could be done by a further resolution of 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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## 8. Strategic Planning Environments

Strong and Engaged Communities: No Impact

Resilient Economy: No Impact

Healthy Environment: No Impact

Balanced Services and Infrastructure: No Impact

Responsible Management: Ensuring the ongoing appointment of an Acting CEO while Council undertakes a process to appoint a CEO aligns with providing responsible management and complying with the obligations of the *Local Government Act 1989*.

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## 9. Consultation

Councillors were briefed by the Mayor on this matter on Tuesday 13 August 2019.

## 8. Council Information

### 8.1. 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 July 2019.

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**2. Recommendation**

**That Council note the Assemblies of Councillors records.**

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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 July 2019:

<b>Meeting Information</b>		
Meeting Name/Type	Campaspe Briefing Session	
Meeting Date	2 July 2019	
Start time:	11:04am	Finish time: 4:14pm
Matters Discussed	<ol style="list-style-type: none"> <li>1. Welcome, Present &amp; Apologies</li> <li>2. Declaration of Interests</li> <li>3. CEO Employment &amp; Contract Committee Update</li> <li>4. Risk Management Framework and Strategic Risk Register</li> <li>5. Draft Statement of Intent with Dja Dja Wurrung Aboriginal Corporation</li> <li>6. Street Name and Numbering Anomalies</li> <li>7. Local Law No. 1 Meeting Procedure Review No 2</li> <li>8. Local Government Bill Update No. 2</li> <li>9. VEC Electoral Representation Review</li> <li>10. Urban Forest Strategy Update No. 4</li> <li>11. Scenic Drive and Vic Park Management Model</li> <li>12. General Business               <ol style="list-style-type: none"> <li>12.1 CCTV Meeting</li> </ol> </li> </ol>	
<b>Attendees</b>		
Councillors	Adrian Weston (Mayor) (11:04am – 12:01pm), Daniel Mackrell (11:04am – 4:06pm), Kristen Munro (11:04am – 3:49pm), Vicki Neele, Neil Pankhurst, Leanne Pentreath, Annie Vickers, Leigh Wilson, John Zobec	
Staff	Ray Burton, Fleur Cousins (11:16am – 4:10pm), Keith Oberin, Paul McKenzie (12:30pm – 4:10pm), Richard Conway (11:04am – 2:24pm), Sharolyn Taylor	
<b>Apologies</b>		
Councillors	Adrian Weston (12:01pm – 4:14pm)	
Staff		
<b>Conflict of Interest disclosures</b>		
Matter No.	Councillor/officer making disclosure	Left meeting: Yes/No
6	Cr Pentreath	Yes

<b>Meeting Information</b>		
Meeting Name/Type	Campaspe Briefing Session	
Meeting Date	9 July 2019	
Start time:	9:33am	Finish time: 4:36pm
Matters Discussed	<ol style="list-style-type: none"> <li>1. Welcome, Present &amp; Apologies</li> <li>2. Declaration of Interests</li> <li>3. CEO Employment &amp; Contract Committee Update</li> <li>4. Allan Street Kyabram Traffic Investigation Discussion No. 3</li> <li>5. Landsborough Street Echuca Traffic Investigation Discussion No 2</li> <li>6. Road Management Plan and Rural Road Review Public Consultation Update</li> <li>7. Council Policy Review</li> <li>8. Riverfront Project Works Update No. 3</li> <li>9. Community Satisfaction Survey 2019 Results</li> <li>10. MOU Campaspe Shire Council and Murray River Council Discussion No. 2</li> <li>11. Local Government Renewable Energy Power Purchase Agreement</li> <li>12. Delegation – Echuca Moama Alliance</li> <li>13. Echuca Moama Alliance Proposal Discussion</li> <li>14. General Business               <ol style="list-style-type: none"> <li>14.1 McColls Meeting</li> <li>14.2 Golden Cow</li> </ol> </li> </ol>	
<b>Attendees</b>		
Councillors	Adrian Weston (Mayor) (9:33am – 11:21am) (12:16pm – 4:36pm), Daniel Mackrell (9:33am – 9:42am) (11:11am - 4:36pm), Vicki Neele, Neil Pankhurst, Leanne Pentreath (9:33am – 9:42am) (11:14am - 4:36pm), Annie Vickers, Leigh Wilson (9:33am – 10:50am) (12:02pm - 4:36pm), John Zobec (9:33am – 1:20pm) (2:47pm - 4:36pm)	
Staff	Ray Burton, Fleur Cousins, Keith Oberin, Richard Conway, Sharolyn Taylor	
<b>Apologies</b>		
Councillors	Cr Kristen Munro (approved leave of absence)	
Staff	Paul McKenzie	
<b>Conflict of Interest disclosures</b>		
Matter No.	Councillor/officer making disclosure	Left meeting: Yes/No
8	Cr Vickers	Yes

<b>Meeting Information</b>		
Meeting Name/Type	Campaspe Briefing Session	
Meeting Date	16 July 2019	
Start time:	12:32pm	Finish time: 3:26pm
Matters Discussed	<ol style="list-style-type: none"> <li>1. Welcome, Present &amp; Apologies</li> <li>2. Declaration of Interests</li> <li>3. Council Meeting Agenda – Open Q &amp; A</li> <li>4. Council Meeting Agenda – Confidential Q &amp; A</li> <li>5. Monthly Performance Reporting – Operational Reports</li> <li>6. Monthly Performance Reporting – Procurement Report</li> <li>7. Monthly Performance Reporting – Council Resolutions for Action</li> <li>8. Briefing Minutes Review</li> <li>9. Meeting Schedule</li> <li>10. Communication Reports</li> <li>11. CEO Employment &amp; Contract Committee Update</li> <li>12. Councillor Portfolio and Committee Updates, Reports from Conferences and Training attended</li> <li>13. General Discussion and Question Time</li> </ol>	
<b>Attendees</b>		
Councillors	Adrian Weston (Mayor), Daniel Mackrell, Vicki Neele, Neil Pankhurst, Leanne Pentreath, Annie Vickers, Leigh Wilson, John Zobec (12:40pm – 3:26pm)	
Staff	Ray Burton, Fleur Cousins (12:34pm – 3:26pm), Keith Oberin, Paul McKenzie, Richard Conway (12:34pm – 3:26pm), Sharolyn Taylor	
<b>Apologies</b>		
Councillors	Cr Kristen Munro (approved leave of absence)	
Staff		
<b>Conflict of Interest disclosures</b>		
Matter No.	Councillor/officer making disclosure	Left meeting: Yes/No
6	Cr Mackrell	Yes
3-7.2	Cr Weston	Yes
4-18.3	Cr Vickers	Yes

## 8. Issues and Risk Management

Nil.

## 9. Strategic Planning Environments

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

## 10. Consultation

Nil.

## **8.2. Letters of Appreciation**

The following have been received:

- The Salvation Army Echuca Moama – thank you to Nick Curnow for his support in allowing a donation point to be established near the pedestrian crossing in Hare Street. This year almost \$12,000 was raised towards helping those in need in the Campaspe community.
- Close the Loop – congratulations and thank you for the great effort put in to divert printer cartridges from landfill. From 1 April – 30 June Campaspe Shire Council diverted 14.32kgs of waste from landfill.
- Marie Portz, Nanneella – thank you to Belinda Owen, Municipal Recovery Manager and Bob Barrass, Building Surveyor for their assistance and attendance at her home on 29 June. The roof was made watertight around 5pm Sunday afternoon. Belinda's welcome and assuring phone call was greatly appreciated.
- Murray River Council – thank you for your generosity and community spirit in agreeing to sponsor the 2019 inaugural Australian Open Darts Tournament held at the Moama Bowling Club from 30 July – 3 August.
- Kyabram RV Country Music Festival – thank you for the grant received recently through the Community Grants Program. This grant is greatly appreciated and will be used for the hire of marquees and artist expenses.

### **Recommendation**

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

### **8.3 Responsive Grants Program**

**Author:**

Bobbi Aitken, Civic Events & Grants Officer

**Responsible Manager:**

General Manager Economic and Community Development

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**1. Purpose**

To note Responsive Grants Program applications received and not approved in line with grant guidelines and criteria.

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**2. Recommendation****That Council:**

1. **Note the following grants have been approved in accordance with Responsive Grants Program guidelines and criteria and applicants advised in writing:**
    - **Strathallan Hall Committee – to assist with costs of the Strathallan Hall’s 90th birthday celebrations to be held on 17 August, \$500.**
    - **Echuca Neighbourhood House Inc – to assist with travel costs associated with taking 40 community members to an AFL match at the MCG on 25 August, \$800.**
  2. **Note the following grants have not been approved in accordance with Responsive Grants Program guidelines and criteria and applicants advised in writing:**
    - **Echuca Neighbourhood House Inc – to assist with cost to purchase and install CCTV at Back 9 Golf Course, Echuca.**
    - **Colbinabbin Football Netball Club Inc – towards the cost of 104 year Premiership Reunion celebrations to be held 30 August.**
    - **Girgarre Development Group Inc – to assist with costs associated with hosting the Girgarre Bush Dance to be held on 31 August.**
- 

**3. Conflict of Interest**

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

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**4. Charter of Human Rights**

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

---

**5. Instrument of Delegation**

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

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## 6. Background

The 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
Echuca Neighbourhood House Inc	\$1,000	\$0	Towards the cost of purchase and installation of CCTV for Back 9 Golf Course, Echuca	Not approved by CEO – does not meet assessment criteria
Colbinabbin Football Netball Club Inc	\$1,000	\$0	Towards the cost of 104 year Premiership Reunion celebration to be held on 30 August	Not approved by CEO – does not meet assessment criteria
Strathallan Hall Committee	\$500	\$500	Toward the cost of the Strathallan Hall's 90 <sup>th</sup> birthday celebration to be held on 17 August	Approved by CEO – meets assessment criteria
Echuca Neighbourhood House Inc	\$800	\$800	To assist with travel costs associated with taking 40 community members to an AFL match at the MCG on 25 August	Approved by CEO – meets assessment criteria
Girgarre Development Group Inc	\$1,000	\$0	To assist with costs associated with hosting the Girgarre Bush Dance to be held on 31 August	Not approved by CEO – does not meet assessment criteria

<b>Fund Balance Prior to application approval:</b>	\$25,000
<b>Funding approved:</b>	\$1,300
<b>2019/2020 Fund Balance: (20 August 2019)</b>	\$23,700

## 7. Issues and Risk Management

### Issues:

Nil

### Risk:

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

**8. Strategic Planning Environments**

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

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**9. Consultation**

Nil

## **8.4. Councillor Expenses**

### **Author:**

Sharolyn Taylor, Council Support Officer

### **Responsible Manager:**

Governance Manager

### **Attachments:**

8.4.1 Councillor expenses summary as at 30 June 2019

8.4.2 Council policy 058 Councillor Support and Entitlements

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### **1. Purpose**

To note the Councillor expenses summary from 1 July 2018 to 30 June 2019.

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### **2. Recommendation**

**That Council note the Councillor expenses summary from 1 July 2018 to 30 June 2019.**

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

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

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

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

---

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

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

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### **6. Background**

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

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

Council Policy 058 – *Councillor Support and Entitlements* (see Attachment 8.4.2) provides guidance on the reimbursement of expenses, and provision of facilities available to the Mayor and Councillors as required by the *Local Government Act 1989*, Section 75.

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

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## 7. Content

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

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

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

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

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

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

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

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

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

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## 8. Issues and Risk Management

### Issues:

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

### Risk:

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

## 9. Strategic Planning Environments

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

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## 10. Consultation

Governance Manager

## **8.5. Statutory Requirements Update**

### **Author:**

Frank Crawley, Governance Manager

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### **1. Purpose**

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

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### **2. Recommendation**

**That Council note the report.**

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

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

Councils are governed by the requirements of the Victorian Local Government Act 1989 and associated legislation. There is an expectation by other levels of government and the community in general that Councillors are making sufficient enquiries and scrutinising information so as to satisfy themselves that Council is meeting its statutory obligations.

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### **7. Content**

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

For the period 1 April 2019 – 30 June 2019 the following has been achieved:

- Adopted the budget for 2019/20, incorporating fees and charges, in accordance with s.130(3)
  - Declared rates and charges for 2019/20 in accordance with s.158
  - Submitted the adopted budget to the Minister for Local Government in accordance with s.130(4)
  - Adopted the Strategic Resource Plan in accordance with s.126(3)(b).
-

For the period 1 July 2019 – 30 September 2019 the following is required to be achieved:

- Submit the performance statement and financial statements for the 2018/19 year for auditing in accordance with s.132(1).
- Prepare an Annual Report in accordance with s.131.
- Receive ordinary returns from Councillors, Special Committee Members and Nominated Officers in accordance with s.81(5).
- Note the quarterly financial report for the period 1 April 2019 – 30 June 2019 in accordance with s.138.

## 8. Issues and Risk Management

### Issues:

Nil

### Risk:

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

## 9. Options

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

## 10. Strategic Planning Environments

Strong and Engaged Communities	No impact
Resilient Economy	No impact
Healthy Environment	No impact
Balanced Services and Infrastructure	No impact
Responsible Management	This report supports the implementation of the following strategic objectives:  Support clear and open communication  Deliver sound governance and fiscal responsibility

## 11. Consultation

Nil

## **8.6. Municipal Emergency Management Plan Audit Outcome**

### **Author:**

Andrew Cowin, Corporate Strategy Manager

### **Attachments:**

8.6. Municipal Emergency Management Plan Certificate of Audit

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#### **1. Purpose**

To inform Council of the successful audit of the “Northern Victorian Integrated Municipal Emergency Management Plan: Campaspe Shire”.

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#### **2. Recommendation**

**That Council note that:**

- 1. The “Northern Victorian Integrated Municipal Emergency Management Plan: Campaspe Shire” has been audited in accordance with the guidelines issued by the Minister for Emergency Management and has been assessed as complying with the guidelines.**
  - 2. The proposed response to the Victoria State Emergency Service, Chief Officer Operations in relation to the improvement opportunities raised in the audit report in accordance with Section 21A(3) of the Emergency Management Act.**
  - 3. The Integrated Municipal Emergency Management Planning Committee will be advised of the details of the audit report.**
- 

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

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

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

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

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

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

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#### **6. Background**

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

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

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

An Integrated Municipal Emergency Management Planning Committee (Integrated MEMPC) comprising representatives from each of the partner Councils and service agencies has been established and meets on a regular basis. The Integrated MEMPC has also adopted an Integrated Municipal Emergency Management Plan (Integrated MEMP).

The Emergency Management Act (the Act) requires at Section 21A(1) - Audit of municipal emergency management plans, that:

*A municipal emergency management plan must be audited during the period commencing 1 July 1995 and ending 31 December 1996 and thereafter at least once every 3 years by the Chief Officer, Operations of the Victoria State Emergency Service to assess whether the plan complies with guidelines issued by the Minister.*

The Integrated MEMP: Campaspe Shire Council was audited by the Victoria State Emergency Service on the 27 February 2019.

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## 7. Content

The Victoria State Emergency Service, Chief Officer Operations has recently advised that as a result of the audit of the Integrated MEMP: Campaspe Shire has been assessed as complying with the guidelines issued by the Minister for Emergency Management.

The Chief Officer Operations also commended Council's *Emergency Management staff for their time in developing the plan and participating in the audit process. Further that their effort is reflected in the high standard of your plan, supporting systems and feedback received from the audit panel members.*

In accordance with the Act at Section 21A(3) *council must within 3 months of receiving an audit report forward a copy of its written response to the audit report to the Chief Officer, Operations of the Victoria State Emergency Service.*

The audit report identified a number of improvement opportunities but notes *These improvements in general are minor and relate to improving or enhancing the information already contained within the plan.* The identified improvements include the following:

**Audit Question 6 - Explain the process by which the MEMP has been developed and maintained**

### Auditors Comment

*If there is a process to share this responsibility around the cluster municipality's (cluster coordination responsibility) consideration should be given to having a schedule in place to indicate which municipalities have this responsibility at a given time. This could be included as an appendix within the plan.*

Response

The Integrated MEMPC agreed at its meeting on the 2 May 2019 to insert a control page in the master Integrated MEMP. The control page outlines, who the Cluster Coordinating Council was for each period. Eg. 2015 – 30 June 2016 – Loddon Shire, July 2016 - 31 March 2019 Campaspe Shire, 1 April 2019 – present – Greater Bendigo City Council.

**Audit Question 18** - *Demonstrate how the MEMP has considered and identified the response arrangements and whether these are consistent with State and Regional level plans.*

Victoria Police Comment

*Whilst the plan contains information about the tiers of emergency management operations there was limited information about the Tiers of Control. The plan could benefit from inclusion of a diagram or reference to EMMV – Part 3 (3.3.1).*

Response

The Integrated MEMPC agreed at its meeting on the 2 May 2019 to insert the diagram and reference to EMMV – Part 3 (3.3.1) be added to the master Integrated MEMP.

Victoria Police Comment

*Whilst the plan contains information about Emergency Relief and Emergency Recovery Centres in the section on 'Relief and Recovery' (Section 6) the plan could benefit from information about the Evacuation process including roles and responsibilities. This is best placed under Section 5 as part of the response and could incorporate how council would assist Victoria Police or the Control Agency during this process.*

Response

The Integrated MEMPC agreed at its meeting on the 2 May 2019 to include detail at Section 5.10.3 as requested by Victoria Police.

**Audit Question 19** - *Outline what procedures and arrangements are in place for the management of municipal response activities.*

Victoria Police Comment

*A comment in Section 5.8.5 and again in 5.8.8 (MOC) supports the connection between council and the control agency. Information regarding Staging Areas was not located within the plan but can be canvassed on the day of the audit.*

Response

Recommend to the Integrated MEMPC that Information regarding Staging Areas be added to the Campaspe Shire Council Appendix.

**Audit Question 23** - *Outline what procedures and arrangements are in place for municipal emergency relief and recovery arrangements in relation to the gathering and processing of information?*

Department of Health and Human Services (DHHS) Comment

*At part 8.1.1 of the MEMP states how information is gathered and acknowledges the fluidity of information, particularly in the Initial Impact stage. This are could be clearer through stating how information will be stored to monitor issues and be used to planning purposes.*

*At part 8.12.6 of the Northern Victorian Emergency Management Cluster – Recovery Standard Operating Procedure also makes references to monitoring and reporting – There is an opportunity to be clearer in relation to monitoring progress and issues to aid planning.*

*The Northern Victorian Emergency Management Cluster – Recovery Standard Operating Procedure, mentions how the Council Recovery Committee will develop an Action Plan for each event identifying key areas and timeframes.*

### Response

The Integrated MEMPC agreed at its meeting on the 2 May 2019 to insert extra information at part 8.1.1 addressing the issues requested by DHHS.

In relation to DHHS comment concerning part 8.12.6 of the Recovery Standard Operating Procedure which references monitoring and reporting. This is to be addressed by the new Relief & Recovery Working Group yet to be established.

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

### **Issues:**

No issues have been identified.

### **Risk:**

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

## **9. Options**

Option 1: Council note the successful completion of audit in line with the guidelines as well as the response to the issues raised in the audit report.

The outcomes of the audit of the Integrated MEMP: Campaspe Shire are provided to Council for information only. It is appropriate that Council acknowledge the audit report to the Victoria State Emergency Service, Chief Officer Operations in accordance with Section 21A(3) of the Act, and provide an undertaking to address the issues identified.

This option is recommended by officers.

Option 2: Council not note the successful completion of audit in line with the guidelines and not support the proposed response to the issues raised in the audit report

The outcomes of the audit of the Integrated MEMP: Campaspe Shire must be acknowledged and responded to in accordance with the Act. Failure to do so may raise issues in relation to the successful completion of audit.

This option is not recommended by officers.

## **10. Strategic Planning Environments**

Strong and Engaged Communities: Ensuring Integrated MEMP the remains current and that the audit issues identified are appropriately addressed, supports implementation of Strategy 1 by fostering partnerships and supporting agencies in the delivery of services.

Resilient Economy: No impact.

Healthy Environment: No impact.

Balanced Services and Infrastructure: No impact.

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Responsible Management:                      Audit of the Integrated MEMP and acceptance of the issues identified within the audit report supports implementation of Strategy 4 by ensuring that services are delivered through sound governance.

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## **11. Consultation**

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

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

The Integrated MEMP was ratified by the IMEMPC at its meeting on 1 November 2018 and all agencies adopted this version of the IMEMP.

## **8.7. Council Plan Initiatives Quarter 4 Update**

### **Author:**

Andrew Cowin, Corporate Strategy Manager

### **Attachments:**

8.7. Council Plan Initiatives Quarter 4 Update

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#### **1. Purpose**

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

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#### **2. Recommendation**

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

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

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

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

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

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

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

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

The Plans is supported by initiatives funded in the 2018/19 Program Budget. A list of progress on the implementation of these initiatives is reported to Council quarterly. This report is the final report of initiatives funded under the 2018/19 budget.

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Of the initiatives funded in the 2018/19 Program Budget following initiatives were reported as completed in quarters 2 and 3. As they were completed in Q2 & 3 they are not displayed as part of the final status report.

### **Quarter 1 – Completed Initiatives**

#### **Balanced Services and Infrastructure**

- Review and update Council's Advocacy Priorities 2016-18 to advance the current needs and priorities of Council and the community.

### **Quarter 2 – Completed Initiatives**

#### **Resilient Economy**

- Identify key initiatives and funding sources to enable the implementation the Port Precinct Strategy.

#### **Healthy Environment**

- Develop and commence implementation of a community education program to support the introduction of a Food Organics Waste Service.

#### **Responsible Management**

- Develop a rollout schedule for self-assessment processes and competency training programs that support children and families as part of the Loddon Area Child and Youth Partnership.
- Commence the development of a Customer First Strategy that includes customer responsiveness.

### **Quarter 3 – Completed Initiatives**

#### **Strong and Engaged Communities**

- In partnership with local businesses, community and government departments, support the implementation of the Rochester Community Economic Development Plan by advocating for additional train services, promoting business makeovers and developing marketing.

#### **Healthy Environment**

- Commence the development of a Flood Study for Echuca, Moama and Torrumbarry.

#### **Responsible Management**

- Review Council's Sporting Recreation Reserve Infrastructure Service Levels in accordance with National and State Sporting codes.

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## **7. Content**

Starting with 28 initiatives 20 initiatives remain, of these:

- 0 have not started,
- 0 need attention,
- 10 are in progress,
- 10 are completed.

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

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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

Many of the initiatives seek to address these key challenges.

### Risk:

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

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## 9. Options

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

This option is recommended by officers.

This report seeks to provide Council and the community with an update in relation to the progress of implementation of initiatives funded under the 2018/19 budget that support the delivery of Councils Vision.

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

This option is not recommended by officers.

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## 10. Strategic Planning Environments

Strong and Engaged Communities:	The action plan activities support the delivery of Strong and Engaged Communities
Resilient Economy:	The action plan activities support the delivery of a Resilient Economy
Healthy Environment:	The action plan activities support the delivery of a Healthy Environment

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

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

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## **11. Consultation**

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

## **8.8. Port of Echuca Activities and Port Activity Grants Program**

### **Author:**

Jemima Lewis, Tourism Support Officer

### **Responsible Manager:**

Investment Attraction Manager

### **Attachments:**

8.8.1 Port Activity Grants – application form

8.8.2 Port Activity Grants – guidelines

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### **1. Purpose**

To update Council on the Port of Echuca Activities program and the Port of Echuca Community Grants program which were endorsed at Council's October 2018 meeting.

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### **2. Recommendation**

**That Council note the activities conducted in the Port Precinct and the outcomes of the Port of Echuca Community Grants program.**

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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 is 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 allocated the following funding to support implementation of actions from the Port Precinct Strategy at their October 2018 meeting:

- Activation activities \$58,700
- Community activation grants \$20,000

The funding supported the vision for the **Port Precinct Strategy** “*A place to take your time, relax and enjoy yourself*” and the objectives of that Strategy:

- A place to linger, interact and connect

- A destination celebrating living with nature and history
  - An arts and culture, events and entertainment hub
  - A place where collaboration makes it happen
- 

## 7. Content

The Activation Activity funding of \$58,700 went towards a variety of free activities which were programmed throughout the January and April school holiday period.

The activities ran every day and/or night over these periods. Examples included a pop up cinema screening in Hopwood Gardens, whip cracking demonstrations in the pop up park, a roving magician street show throughout High St shops and eateries, cooking classes for kids, live music throughout the Port Precinct, circus skills workshops, yoga and mindfulness and much more.

Predominately local suppliers were used to deliver the activities, which demonstrated Council's support to local communities and businesses. The consequence was to drive interest from attendees to support these suppliers into the future.

Some of the most successful activities were those that were unexpected by patrons, such as the roving street magician. Activities were also useful in encouraging people to try something new or learn a new skill without financial commitment, such as yoga in the park or circus skills workshops.

Part of the funding for activation activities was allocated to specified activities and/or events such as the fireworks for the Easter Sail Past, a contribution for the Port Troubadour and the New Years' Eve community event.

New bike racks were installed in front of the Port of Echuca Discovery Centre and the Visitors Information Centre to encourage more bike use in the precinct.

A 'What's On' poster was developed by Councils' communications team and updated by the Tourism Development Officer weekly. The poster included dates, times and locations to inform the public of the activities occurring during that week. The poster was distributed via Council's Facebook page, emailed to Echuca Moama and District Tourism Association members and other local tourism-based entities and hard copies physically displayed in CBD shops.

The Port Activity grant program provided the opportunity for any member of the community, including commercial entities, to apply for funding to activate an idea in the Port Precinct. Activity was encouraged throughout the entire precinct, encompassing the area bounded by the Murray and Campaspe Rivers to the east and west and the roundabouts at the intersections of High and Heygarth and High and Warren Streets to the north and south.

A limit of \$2,000 was available per activity unless a collaboration of a number of different entities or a special circumstance was demonstrated.

Council officers attended the Youth Advisory Group (YAG) meeting in February to offer the members the opportunity to be involved in the Port Activity program. Members of the YAG were encouraged to reimagine the Port and consider activities that would draw them and their friends to the precinct. The group pitched a Scavenger Hunt for the June long weekend which was confirmed by Council, however it was cancelled due to many of the organising committee being away and a short lead time.

The program was promoted by Council's communications team via the media releases, Facebook posts and listed on Council's website.

Of the fourteen applicants, seven were successful in receiving Port Activity Grant funding. Of the \$20,000 community grants funding, \$15,635 was expended. The activities included gardening workshops and demonstrations in St George's Park by the Echuca Horticultural Society, pilates in the Aquatic Reserve by Rich River Physiotherapy, floral installations to refresh pre-existing Port artefacts and free kids cooking classes on Echuca Wharf.

Each successful grant recipient completed an acquittal of their project reporting on success and feedback submitted with invoice to be paid post-event, which minimised risk to Council for no-show or failed events/activities.

Feedback indicated that free activities especially for young families and children were welcomed by locals and visitors. By April/May weather was a constraint to conduct any outdoor events, therefore the majority of the activities were executed prior to the June long weekend. School holidays and weekends, and mornings prior to lunchtime, were the best times for activity as there were more people around in the streets looking for things to do.

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

### **Issues:**

#### **Issue 1: Communication and publicity**

Council officers utilised the internal communications department to promote both the Port Precinct school holiday activities and the Port Activity grants. Unfortunately, due to limited scheduling opportunities, the general public were mostly unaware of both programs. Council staff distributed flyers to businesses in the Port precinct and encouraged partners such as Echuca Moama and District Tourism Association, Echuca Moama Business and Trades, Echuca Moama Accommodation Association and Murray Regional Tourism Board to promote the activities to their members.

Council officers contacted local businesses, clubs and organisations to promote the Port Activity grants and to pitch potential ideas for the grants.

There was no traction or coverage provided by local newspapers and media outlets.

Given a longer lead time, a formal communication plan including local and regional media coverage opportunities, hashtag tracking and Instagram incorporation, could have assisted in successfully promoting the programs. An event can only be successful if it is promoted correctly and awareness is generated. It is recognised from feedback that the free activities were well received in the Port Precinct and the public knowing about the activities is crucial to their success.

#### **Issue 2: Extreme weather**

Unexpectedly hot weather, exceeding 42 degrees, was experienced in Echuca during the January school holidays which lead to a dramatic decrease in visitor numbers, their length of stay and participation in activities. This extreme weather also resulted in last minute programming changes and cancellations.

Anticipating an extremely hot summer, Council could consider programming activities during breakfast café rushes, and post-sunset, as tourist behaviours here and internationally (i.e. European summers) demonstrate a thirst for activity during these times. Early morning exercise classes, night markets, pop up cinema screenings in parks or on the river, roving street performances as people are outside dining, and after-dinner art classes' activities would prove successful.

#### **Issue 3: YAG**

Council allocated \$5,000 for the YAG to conduct a youth-focused activity to encourage younger demographics to enjoy the Port Precinct. Council staff attended three meetings with the YAG and provided input and assistance where possible. Unfortunately, due to a lack of members being available from the group to run the event, the project was cancelled a week out from the proposed event date.

#### **Issue 4: New to the role**

The Tourism Support Officer charged with organising the Port Precinct school holiday activation activities commenced employment with Council on 10 December. There was no pre-existing contact list of performers or suppliers available to make reference too and it was very difficult and time-consuming to source performers and organise activities with such a short lead time and little information.

**Issue 5: Peak Tourism Season**

Summertime, Easter and school holidays are recognised as Echuca's peak tourism periods and therefore question whether activation and/or activity is needed during these periods. It is imperative to continue to enhance and optimise the visitor experience by adding value through free activities and entertainment, to ensure the visitors return and share their positive experience with their networks. This will in turn drive visitation in quieter periods and attract new visitors.

**Risk:**

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

**9. Strategic Planning Environments**

Strong and Engaged Communities	The activity funding identified and fostered partnerships within the community, as well as provided support for artistic, cultural and leisure opportunities across the precinct.
Resilient Economy	The activity funding facilitated and supported local business growth and expansion, developed tourism opportunities for locals and businesses alike and guided the planning and execution of new programs and projects within the Port Precinct.
Healthy Environment	Free outdoor activities in the Port Precinct promoted a healthy and active enjoyment of the environment.
Balanced Services and Infrastructure	The activation activities and Port Activity Grants supported and empowered individuals to undertake a range of projects and deliver services for the community. By providing funding to businesses, Council maximised innovation and partnerships within the community.
Responsible Management	The activity programs both supported clear and open communication, and relationship and partnership development with new and existing community stakeholders through the provision of services and deliverables. Advocacy was shown by providing the opportunity for individuals, businesses and groups to activate the Port in their own unique way for the enjoyment of their community.

**10. Consultation****Internal consultation:**

- Investment Attraction Manager
- General Manager Economic Development and Community Development
- Communications Department
- Council's Youth Advisory Group (YAG)

**Councillors:**

- October 2018 Council Briefing Session and meeting.
- May 2019 Council Briefing Session.

**11. Officer Comment**

Provision of funding to activate the Port Precinct is integral to its success as a tourist destination. It is also valuable to empower Campaspe Shire community members to contribute to the region, showcase their own talents and have their voices heard. Collaboration between all Port Precinct stakeholders in funding and coordinating activities within the precinct is required to ensure the development of successful programs.

## **8.9. Port Precinct Vision Implementation Plan Progress Update**

### **Author:**

Andrew Cowin, Corporate Strategy Manager

### **Attachments:**

8.9. Port Precinct Vision Implementation Plan Progress Update

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#### **1. Purpose**

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

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#### **2. Recommendation**

**That Council note progress of implementation of the 2018/19 actions supporting implementation of the Port Precinct Plan.**

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

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

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

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

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

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

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#### **6. Background**

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

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

*That Council:*

1. *Note the vision and strategic directions have been developed following extensive community and stakeholder consultation and engagement.*
  2. *Note the vision "A place to take your time, relax and enjoy yourself" as the vision for the precinct.*
  3. *Note the strategic directions that support the implementation of the vision as:*
    - a) *A place to linger, interact and connect*
    - b) *A destination celebrating living with nature and history*
    - c) *An arts and culture, events and entertainment hub*
-

- d) *A place where collaboration makes it happen*
4. *Note the public realm opportunities identified in the “Port of Echuca Future – Report May 2018” as some of the ways council may support implementation of the vision and strategic directions.*
  5. *Note the “Port of Echuca Future – Report May 2018” as a background report summarising the inputs to the development of the vision, strategic directions and opportunities.*

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

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

Council resolved:

*That Council:*

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

Council on the 20 November 2018 amongst others noted the 2018/19 implementation actions supporting implementation of the Port Precinct Plan. Council resolved:

*That Council:*

1. **Note the 2018/19 Implementation actions supporting implementation of the Port Precinct Plan.** *(emphasis added)*
2. *Affirm the budget allocations of:*
  - a) *Activation activities \$58,700*
  - b) *Activities administrative support \$6,500*
  - c) *Community activation grants \$20,000*
  - d) *Infrastructure \$63,800*

*to support implementation of the Port Precinct Plan.*

This report provides an update on the implementation progress of the 2018/19 actions noted by Council on the 20 November 2018 in line with Council resolution of the 17 July 2018.

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## 7. Content

This report provides an update on the progress of 2018/19 actions funded through the 2018/19 budget which supported implementation of the Port Precinct Plan.

A diverse range of initiatives were planned which were to occur within and across the precinct.

At the 31 June 2019 across the 23 initiatives:

- 12 are complete
- 10 are in progress
- 1 is on hold

## 8. Issues and Risk Management

### Issues:

Council working alone to implement the vision: The implementation plan identified actions that council is undertaking to implement the vision. Successful implementation and realisation of the vision is reliant upon the collaboration between all parties. It is important to note that it is not solely the responsibility of council to implement the vision but all parties across the precinct must ensure their actions reflect the intent of the vision.

### Risk:

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

## 9. Options

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

This option is recommended by officers.

This report provides an update on the progress of implementation of actions previously noted by Council as supporting implementation of the Port Precinct Plan. The actions identified were funded in the 2018/19 budget.

### Option 2: Council not note the progress of implementation of actions supporting the Port Precinct Plan.

This option is not recommended by officers.

## 10. Strategic Planning Environments

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

Responsible Management: The implementation plan supports strategy 2 and identified where community engagement was required.

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## **11. Consultation**

Progress updates on implementation initiatives have been affirmed with managers from across the organisation.

## **8.10. Strategy Inventory**

### **Author:**

Andrew Cowin, Corporate Strategy Manager

### **Attachments:**

8.10 Strategy Inventory

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#### **1. Purpose**

To inform council that the Strategy Inventory has been reviewed and updated and advise of those strategies that are currently operative and those which are no longer valid.

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#### **2. Recommendation**

##### **That Council:**

- 1. Note the updated strategy inventory as incorporating those strategies, infrastructure plans, masterplans or studies which guide/drive service delivery.**
  - 2. Note the updated schedule of strategies which having been reviewed are identified as no longer valid.**
- 

#### **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 a number of strategies, infrastructure plans, masterplans and guidelines which assist in guiding/driving the delivery of services and development of infrastructure. Some of these documents have been in operation prior to creation of Campaspe Shire Council in 1994 however remain valid.

The inventory provides a detailed list of all current and operative Campaspe strategies. The inventory has been reviewed annually since 2015. The inventory review seeks to formally identify those which are no longer valid or in use. The inventory provides an agreed schedule that maybe referenced and accessed by all.

The inventory has recently been reviewed and updated. This report presents the outcomes of that review.

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## 7. Content

Council has a number of strategies which assist in guiding/driving the delivery of services and infrastructure. Strategies have been developed either as a legislated requirement or an initiative of council or the community. They may have short, medium or long term goals or be ongoing, until reviewed.

They may be community strategies that have been noted or supported by Council or some may be reliant on capital or external funding to achieve their goals.

Consequently, circumstances routinely change or strategies may achieve their aim. In those situations, the strategy is either completed, revised or becomes redundant. In some cases, it is absorbed into a later broader strategy.

If there is no process of formally determining the status of a strategy it may remain on the shelf, even after becoming no longer valid. Furthermore, it can remain in the memory of councillors or the community, potentially causing a degree of uncertainty regarding the relevant strategy relating to a matter.

This report presents the outcomes of a review of Council's agreed schedule of strategies previously noted by council at its meeting on 21 August 2018. As an outcome of the review a number of strategies have been identified as being no longer valid or required. These strategies identified as being no longer valid are due to having been superseded, works completed, no longer required by legislation or a change in legislation or a range of other causes. For clarity this report provides a schedule of those that are no longer valid. The review has also highlighted some that require a more formal review to determine if they remain valid or should be discontinued.

The noting of the inventory will provide council with a consolidated list of all relevant strategies and a basis for ongoing review.

## 8. Issues and Risk Management

### Issues:

#### Determining strategies are no longer valid

Preparing and reviewing a consolidated list of strategies assists in determining their validity. Identifying strategies that are no longer valid is key to that process. If there is no process of formally determining the status of a strategy it may remain on the shelf, even after becoming no longer valid. Furthermore, it can remain in the memory of councillors or the community, potentially causing a degree of uncertainty regarding the relevant strategy relating to a matter.

### Risk:

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

## 9. Strategic Planning Environments

Strong and Engaged Communities:	This report provides some certainty for relevant communities about those strategies that affect them.
Resilient Economy:	No impact
Healthy Environment:	No impact
Balanced Services and Infrastructure:	No impact
Responsible Management:	This report provides improved certainty within Council and the community regarding the strategies that are valid and impact on

Council's operations or decisions. It provides a tool for ongoing review and refinement of strategies.

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## **10. Consultation**

Consultation has occurred with each of the relevant department managers to assist in identifying all strategies and determining their current status.

## **8.11. Quarterly Capital Works Program Update – 2018/19 Quarter 4**

**Author:**

Sarah Butterworth, Capital Works Coordinator

**Responsible Manager:**

Public Environments Manager

**Attachments:**

8.11. CWP Q4 18/19 Dashboard Report June 2019

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**1. Purpose**

To provide Council with an update on the progress of the annual Capital Works Program as at 30 June 2019.

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**2. Recommendation****That Council:**

Note the contents of the report.

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**3. Conflict of Interest**

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

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**4. Charter of Human Rights**

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

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**5. Instrument of Delegation**

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

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**6. Background**

This report provides a summary of delivery during the 2018/19 financial year. Refer also to the attached CWP Q4 2018/19 Dashboard Report June 2019.

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**7. Content****Practically Completed Projects**

A list of all practically completed projects are attached to the CWP Q4 2018/19 Dashboard Report June 2019.

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This quarter Girgarre Recreation Reserve and Changing Places projects were practically completed, as were major annual road programs such as Gravel Road Resheeting and Sealed Road Resurfacing. All kerb and channel works apart from those at Dobinson/Wilson Road in Echuca were also completed.

#### Carry Over projects

A list of all carry over projects are included in the CWP Q4 18/19 Dashboard Report June 2019.

Works to Lockington, Diggora Road Blackspot project and Transfer Station E-waste and Environment Centre hard stands continued. Due to wet weather these projects have carried over.

The multiyear projects at Fox Island Road Bridge and the kiosk works at the Riverfront redevelopment continued as scheduled.

#### Cancelled projects

The Kyabram South Boundary Road Drainage project was closed pending strategic decisions regarding the site. Funds were returned to the Drainage Policy Strategy Reserve.

Cornella McEvoy Road Bridge Safety Works project was also closed with no works completed, pending ongoing stakeholder consultation.

#### Financially Completed projects

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

<b>Project No/Name</b>	<b>Budget</b>	<b>Savings</b>	<b>Savings returned to</b>	<b>Comments</b>
100203 Kyabram Business Park Development	\$ 3,174,164	\$ 187,494	Industrial Land Reserve	
100588 Kyabram Lake Road Urban Rehab	\$ 799,836	\$ 171,907	Asset Renewal Unallocated Funds	
100591 Kyabram South Boundary Road Drain	\$ 113,500	\$ 78,404	Drainage Policy Reserve	
100598 Rochester Lawn Tennis Club Court	\$ 388,150	\$ 57,671	RRR Water Rights Sale Reserve	
100623 Rochester Market Reserve Skate Park Upgrade	\$ 268,503	\$ 7,886	Asset Renewal Unallocated Funds	
100646 Mitiamo Mount Terrick Road Bridge Renewal	\$ 163,905	\$ 7,815	Asset Renewal Unallocated Funds	
PR-100005 Echuca Changing Places Toilet Facility	\$ 221,178	\$ 38,430	DDA Strategy Implementation Reserve	
PR-100066 Gravel Road Resheeting 2018/19	\$ 1,940,160	\$ 196,095	Asset Renewal Unallocated Funds	
PR-100067 Sealed Road Resurfacing Program 2018/19	\$ 1,490,000	\$ 425,220	Asset Renewal Unallocated Funds	
PR-100070 Sealed Road Shoulder Resheeting 2018/19	\$ 1,100,000	\$ 531,597	Asset Renewal Unallocated Funds	
PR-100071 Torrumbarry, Headworks Road, Safety Improvements	\$ 78,000	\$ 30,605	Asset Renewal Unallocated Funds	
PR-100075 Echuca Library Vinyl Flooring Renewal	\$ 21,000	\$ 524	Asset Renewal Unallocated Funds	

Project No/Name	Budget	Savings	Savings returned to	Comments
PR-100092 Stormwater Pipe Renewal Program	\$ 174,000	\$ 29,221	Asset Renewal Unallocated Funds	
PR-100137 Emergency Renewal 2018/19	\$ 50,000	\$ 3,546	Asset Renewal Unallocated Funds	
PR-100139 Emergency New and Upgrade 2018/19	\$ 45,000	\$ 383	Asset Renewal Unallocated Funds	
PR-100150 Miscellaneous Plant Replacement 2018/19	\$ 42,615	\$ 12,078	Plant Reserve	
PR-100152 Stormwater Pit Renewal Program	\$ 96,500	\$ 9,378	Asset Renewal Unallocated Funds	
PR-100159 Echuca Marine Vessels 2018/19	\$ 128,500	\$ 309	Asset Renewal Unallocated Funds	
PR-100207 Cornella McEvoy Road Bridge Safety Works	\$ 80,000	\$ 79,521	Asset Renewal Unallocated Funds	Project cancelled
PR-100209 Kyabram South Boundary Road Drain Stage2	\$ 58,000	\$ 56,859	Asset Renewal Unallocated Funds	Project cancelled
PR-100226 Yambuna Bridge	\$ 57,000	\$ 10,896	Asset Renewal Unallocated Funds	
PR-100235 Echuca Port of Echuca Blacksmiths Shop	\$ 32,120	\$ 891	Asset Renewal Unallocated Funds	
PR-100245 Recovering Flexible Plastics/Polystyrene	\$ 124,149	\$ -	Grant funded	
PR-100355 Shire Town Entry Signs Re-Skin	\$ 70,000	\$ 33,420	Operational - PR Communication	

## 8. Issues and Risk Management

### Issues:

A number of issues impacted the successful and timely delivery of the annual capital works program:

- Inadequate resource and technical expertise in key areas of the business due to ongoing staff vacancies and an inability to recruit suitable qualified staff. This resulted in some projects being inadequately scoped before the commencement of the new financial year causing delays to delivery and/or inaccurate cost estimates. Additional support will be sourced externally from consultants and the program office will allocate additional resource to support business areas in the development of project charters in the development of future capital programs.
- Delivery of the program historically based on design and construction being completed in the same financial year. This results in most construction activity taking place in the second half of the year having a detrimental effect on the scheduling of internal works and external procurement activities. It also means any issues in terms of cost estimates are not identified until later in the financial year causing further delays due to having to source additional funding. In future where ever possible projects will be delivered over multiple years so that design and approvals can be completed in the first year, and construction in subsequent years.

**Risk:**

Risk	Likelihood	Consequence	Rating	Mitigation action
Non delivery of adopted program resulting in reputational damage and council assets not being renewed in a timely manner.	Possible	Major	High	Ongoing monitoring and monthly reporting to EMG of at risk projects Delivery of projects over multiple years

**9. Strategic Planning Environments**

Strong and Engaged Communities: No impact

Resilient Economy: No impact

Healthy Environment: No impact

Balanced Services and Infrastructure: Delivery of the capital works program contributes towards council's objective to manage and maintain assets to optimise their lifecycle.

Responsible Management: Development of the capital works program and ongoing delivery of projects within the program involve engaging and consulting with the community and strengthening relationships with partners. The project delivery process ensures the program is delivered with clear governance and project financial control.

**10. Consultation**Internal:

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

## 9. Councillor Reports

Cr Adrian Weston	
17 July	Edge FM Weekly Radio Interview
17 July	Media Briefing
17 July	Community Grants Program Acknowledgement Ceremony
23 July	Edge FM Weekly Radio Interview
24 July	Senior Combined Partners Meeting
26 July	Launch of Regional Touring Map
1 August	Edge FM Weekly Radio Interview
1 August	Campaspe Integrated Water Management Forum
7 August	Edge FM Weekly Radio Interview
9 August	Funding Announcement Aquatic Reserve - Minister for Regional Development
9 August	Loddon Campaspe Councils Meeting
9 August	MAV Rural North Central Regional Meeting
14 August	Edge FM Weekly Radio Interview
14 August	Planning Information Session - PIn133/2019 (1708 Curr Road Kyvalley)
19 August	Shiroi/Kyabram P12 Student Delegation

Cr Daniel Mackrell	
17 July	Community Grants Program Acknowledgement Ceremony
25 July	Winter Blues Launch Party
26-28 July	MAV Councillor Development Weekend
31 July	Australian Open Darts President's Welcome
9 August	Foundry Arts Space Echuca Moama Photography Club In Focus Opening
13 August	Mainstreet Australia Conference
19 August	Shiroi/Kyabram P12 Student Delegation

Cr Kristen Munro	
25 July	Winter Blues Launch Party
9 August	Funding Announcement Aquatic Reserve - Minister for Regional Development
9 August	Foundry Arts Space Echuca Moama Photography Club In Focus Opening
19 August	Shiroi/Kyabram P12 Student Delegation

Cr Vicki Neele	
17 July	Kyabram Deakin Residents Ratepayers and Development Group Meeting
21 July	Kyabram RSL Centenary Lunch
24 July	St Augustine's College Joseph and the Amazing Technicolour Dreamcoat
24 July	Echuca Moama Tourism Meeting
26 July	Launch of Regional Touring Map
2 August	CWA 2019 State Creative Arts Exhibition Official Opening
7 August	EMT Regional Tourism Review
14 August	Planning Information Session - PIn133/2019 (1708 Curr Road Kyvalley)
19 August	Shiroi/Kyabram P12 Student Delegation

Cr Neil Pankhurst	
17 July	Community Grants Program Acknowledgement Ceremony
25 July	Winter Blues Launch Party
26 July	Foundry Arts Space Members Exhibition - Murray River Evocations Opening
5 August	EMFM Radio
9 August	Foundry Arts Space Echuca Moama Photography Club In Focus Opening
14 August	Planning Information Session - Pln133/2019 (1708 Curr Road Kyvalley)

Cr Leanne Pentreath	
17 July	Community Grants Program Acknowledgement Ceremony
24 July	Campaspe Landcare Annual Celebration
25 July	Gunbower Trails Website Launch
26 July	Foundry Arts Space Members Exhibition - Murray River Evocations Opening
8 August	Echuca Group CWA Conference
9 August	Funding Announcement Aquatic Reserve - Minister for Regional Development
19 August	Shiroi/Kyabram P12 Student Delegation

Cr Annie Vickers	
17 July	Kyabram Deakin Residents Ratepayers and Development Group Meeting
1 August	Campaspe Integrated Water Management Forum
9 August	Foundry Arts Space Echuca Moama Photography Club In Focus Opening
10 August	Australian Darts Championships Presentation & Dinner
12 August	St Joseph's College Community Information Session - Second Campus
17 August	Strathallan Community Hall 90 Years Celebration

Cr Leigh Wilson	
17 July	Community Grants Program Acknowledgement Ceremony
22 July	Rochester Senior Citizens AGM
22 July	Rochester Community House Meeting
24 July	Rochester Community Economic Development Plan Committee Meeting
2 August	Rochester & Elmore District Health Service New People Mover Launch
16 August	GVWRRG Board meeting
20 August	Rotary Club of Rochester Farm and Road Safety Expo

Cr John Zobec	
25 July	Winter Blues Launch Party

## Recommendation

**That the Councillor Reports be noted.**

## 10. Acting Chief Executive Officer's Report

Activities and meetings attended since the previous Council meeting

- Community Grants Program Acknowledgement ceremony
- Kyabram Deakin Residents and Ratepayers meeting
- Court Services Victoria meetings
- Meeting with Echuca Moama & District Tourism CEO
- Meeting with Murray Darling Association CEO
- Echuca Moama & District Tourism Board Meeting
- Coliban Integrated Water Management Forum
- Winter Blues Launch Party
- Launch of Regional Touring Map
- Loddon Campaspe Regional Partnerships meeting
- Funding announcement for Aquatic Reserve Detailed Design Plan
- Meeting with Murray River Council General Manager
- Meeting with Inspector Vanderzalm, Victorian Police

### Recommendation

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

# 11. Petitions and Letters

## 11.1. Petition Response - Aged and Disability Services

**Author:**

Janelle Wheatley, Community Care Manager

**Attachments:**

11.1 Petition

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**1. Purpose**

To advise Council of a petition received regarding the recent in-principle decision to exit aged and disability services.

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**2. Recommendation****That Council:**

1. **Note receipt of the petition.**
  2. **Respond to the chief petitioner advising the in-principle decision and the basis for it.**
  3. **Accept following the EOI process, officers will prepare a report for council to make their final decision based on all available information.**
- 

**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 is 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 May 2019 meeting council made the in-principle decision to authorise officers to:

- Explore with the Commonwealth and State the opportunity to transition out of its direct service delivery roles across all Commonwealth Home Support Programs (CHSP) including Regional Assessment as well as Home and Community Care Program for Younger People (HACC-PYP), in a way that will protect the interests of clients, their families, much valued staff and the broader community.
-

- Run a “without prejudice” expression of interest process to determine a recommended provider where applicants are prioritised against the following key principles:
  - Ensures equity of access to services based on need and regardless of geographic location.
  - Have a strong safety system to protect both staff and clients.
  - Have a similar ethos or values as Council, e.g. a commitment to health and wellbeing of our community and a commitment to reinvesting into the community.
  - Has a demonstrated commitment to quality care and proven results through Commonwealth Aged Care quality processes

Following the May Council meeting officers have:

- Received approval from the Commonwealth and State Governments to begin the EOI process
- Hosted volunteer, staff and CHSP / HACC-PYP client information sessions
- Commenced the advertised EOI process based on the guiding principles listed above and feedback from the client, volunteer and staff sessions

## 7. Content

The petition has a total of 2,621 signatories (excluding 21 invalid lines). The petition included the ability for individuals to include their locality with the following provided as a summary:

<b>Location</b>	<b>Number of Signatories</b>	<b>Percentage (%) of Total</b>
Echuca/Echuca Village	1399	53%
Kyabram	235	9%
Rochester	224	9%
Tongala	86	3%
Lockington	80	3%
Bamawm/Bamawm Extension	39	1%
Koyuga	17	1%
Nanneella	14	1%
Gunbower	13	0%
Torrumbarry	11	0%
Other Campaspe Localities	78	3%
Moama	239	9%
City of Greater Shepparton	37	1%
Moira Shire	24	1%
Gannawarra Shire	18	1%
City of Greater Bendigo	16	1%
Loddon Shire	2	0%
Other Victoria (Excluding Campaspe & neighbouring Councils)	52	2%
Interstate (Excluding Moama)	37	1%
	<b>2621</b>	

During the time this petition was circulating in the community for signing, officers have held the following community information sessions;

- Kyabram: 12 June 2019, attended by 5 people (volunteers)
- Rochester: 13 June 2019, attended by 25 people (clients and family / caregiver)
- Kyabram: 13 June 2019, attended by 27 people (clients and family / caregiver)
- Echuca: 14 June 2019, attended by 80 people (clients and family / caregiver)

In addition to these community meetings several staff meetings have been held.

Throughout all meetings it has been clear to officers that the following aspects of service delivery are held in high regard:

- Quantity and quality of services currently being delivered
- Cost of services delivered
- Concern regarding current staff of the service and their ongoing employment.

Through these meetings the above has been addressed and the following key messages have been reinforced:

- CHSP and HACC-PYP funded clients will continue to receive their current service types in accordance with their assessed need (no change from Council process)
- The funding amount and associated hours and units of service for CHSP & HACC-PYP as allocated by the Commonwealth and State Governments to the Shire of Campaspe will be maintained, regardless of provider
- Costs of services is regulated by nationally consistent framework therefore there will be limited observable change
- That Council's current workforce is well placed to gain employment going forward with care providers locally

## 8. Issues and Risk Management

### **Issues:**

#### Issue 1: Context of petition statement

To date council has made an in-principle decision to withdraw from the delivery of aged and disability services. At this stage officers are running an EOI process to determine if there is a suitable provider to deliver services across Campaspe. At the conclusion of this process a final report will be presented to council to determine its future role in the delivery of aged and disability services.

### **Risk:**

Risk	Likelihood	Consequence	Rating	Mitigation action
Increased consumer concern through misinformation	Possible	Moderate	Moderate	Continue to inform consumers and key stakeholders throughout the process. Individual concerns raised will continue to be addressed.

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

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## **9. Strategic Planning Environments**

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

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## **10. Consultation**

### Internal consultation:

- General Manager Regulatory and Community Services

### External consultation:

- Not applicable

### Councillors:

- Council Briefing Session - 6 August 2019.

## 12. Notices of Motion

### **12.1. Rescission Motion – Item 12.1 Echuca Moama Alliance Working Group, 16 July 2019 Ordinary Council Meeting**

**Cr Leigh Wilson**

I intend to move the following Rescission Motion at the Council meeting of 20 August 2019:

THAT the following resolution passed at the Council meeting on 16 July 2019 be rescinded:

#### **Item 12.1 Echuca Moama Alliance Working Group**

1. That Council note the formation of the Echuca Moama Alliance Working Group during 2018.
2. That Council request a working group be convened comprising:
  - i. Campaspe Shire Council – two (2) Councillors, one (1) staff member
  - ii. Echuca Moama Alliance – three (3) members of Alliance
  - iii. Invite Murray River Shire Council to nominate one (1) Councillor and one (1) staff member onto the group.
  - iv. That all members of the working group are independent of Port businesses and entities.
3. The briefing of the working group is to establish agreed terms of reference for the investigation of possible future models or options for the management of the Port of Echuca and the wider identified port precinct.
4. That the Chief Executive Officer be authorised to provide reasonable resources (up to \$10,000) as requested or required by the group to assist in its investigation
5. That the working group report back to Council on its findings no later than 31 December 2019.

Reason:

Vital information has been overlooked in that the resolution has disregarded Council's Policy No 059 Community Engagement and previously adopted Port of Echuca Operational Review.

**If the above resolution is rescinded, I move that:**

**THAT the CEO be authorised to develop terms of reference for the investigation of possible future models or options for the management of the Port of Echuca and the wider identified Port precinct and undertake what consultation may be necessary to achieve this objective.**

Reason:

This in accordance with standard Council practices, policies and delegations.

Cr Leigh Wilson

Signed: 

Endorsed by Cr Daniel Mackrell

Signed: 

Date: 17 July 2019

## **12.2. Council Policy and Strategy Review**

**Cr Leigh Wilson**

### **MOTION**

1. **The CEO undertake a desktop review of Campaspe Shire's current Policies and Strategies and benchmark them to other Councils deemed relevant based upon size and or similar community service delivery.**
2. **The CEO is to report back to Council by October 2019 identifying any gaps in Policy and Strategy:**
  - a) **The report must include a proposed workplan of any additional Policy and Strategies that need to be undertaken.**
  - b) **The report must prioritise Policy and Strategy work needed.**
  - c) **The report must identify any implications from the lack thereof of Policy and Strategy to current and planned projects.**

Reasoning:

After Council's recent decision to effectively pause a Master Plan until such extra work is undertaken, I believe there is a risk to the organisation that there may be other impacts to service and project delivery that need assessment.



3/7/2019.

Cr Leigh Wilson

## 13. Urgent Business

## 14. Question Time

### Recommendation

The meeting be adjourned for media and community liaison.

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

### Recommendation

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

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

## **16. Confirmation of Confidential Minutes and Attachments**

## **17. Confidential Council Information**

## **18. Confidential Business**

## **19. Confidential Council Meeting Close**

## **20. Items Determined to be no Longer Confidential**

## **21. Open Meeting to the Public**

## **22. Close Meeting**

Ray Burton

Acting Chief Executive Officer