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Minutes



Minutes of the open section of the eighth Campaspe Shire Council meeting held via 'Zoom' on Wednesday, 16 June 2021, commencing at 6:00pm.

Present

Councillors	Officers
Cr Christine Weller – Mayor	Declan Moore – Chief Executive Officer
Cr Robert Amos	Fleur Cousins – General Manager Corporate
Cr Colleen Gates	Jason Deller – General Manager Infrastructure
Cr Paul Jarman	Keith Oberin – General Manager Community
Cr Daniel Mackrell	Paul McKenzie – General Manager Development
Cr Anthony Marwood	Andrew Cowin – Manager Governance and Strategy
Cr Leanne Pentreath	Deidre Madill – Governance Adviser
Cr John Zobec	Annette Waters – Governance Officer.
Cr Adrian Weston	

Business

1. Apologies and Requests for Leave of Absences

Apologies

Nil.

Request for Leave of Absence

Nil.

2. Confirmation of Minutes and Attachments

COUNCILLOR AMOS/PENTREATH

That the following minutes be confirmed:

- Campaspe Council Meeting held on 19 May 2021

CARRIED

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

Cr Jarman declared a material conflict of interest due to private interests in item 9.3

Cr Weston declared a general conflict of interest due to conflicting duties as a Director of Goulburn Broken Catchment Management Authority in item 9.5

Cr Pentreath declared a general conflict of interest in item 9.14

Cr Pentreath declared a material conflict of interest due to conflicting duties in item 16.2

5. Responsible Authority Decisions

Nil.

6. Planning Authority Decisions

Nil.

7. Question Time

Date of question	Name of questioner	Text of Question	Summation of answer given
12 June 2021 (received by Manager Governance and Strategy on 15 June 2021)	Deb Chumbley	Is there a timeline for adoption of flag policy for council and will it include flying of rainbow flag for wear it purple day August 27?	<p>A Flag Flying Policy is currently being prepared by the administration for consideration by Council in July.</p> <p>The policy will propose a number of international and nationally recognised events/occasions, spaced out over the year, when special flags will be flown.</p> <p>It will also recommend an application process for the consideration of flying flags to recognise other events/occasions.</p> <p>The proposed policy does not include Wear It Purple Day, but recommends 17 May International Day Against Homophobia, Biphobia and Transphobia.</p>

8. Acknowledgements

Nil.

9. Council Decisions

9.1 Adoption of Revenue and Rating Plan

The Local Government Act 2020 requires Council to adopt a Revenue and Rating Plan (the Plan) following a general election. The Plan outlines Council's approach to raising revenue for the next four years, including a detailed description of how Council levies rates and charges.

It is recommended Council adopt the Revenue and Rating Plan (Attachment 9.1.1) following the period of public consultation, in accordance with its Community Engagement Policy, no feedback was received during the consultation process and on that basis no changes to the Plan have been recommended.

COUNCILLOR PENTREATH/JARMAN

That Council adopt the Revenue and Rating Plan, appended as Attachment 9.1.1

CARRIED

9.2. Adoption of 2021/22 Budget

This report presents to Council the Budget for the financial year 2021-22 and the following three financial years. It is recommended that Council adopt the budget as presented.

In accordance with Council's Community Engagement Policy the Proposed Budget 2021-22 was made available for public comment, five submissions were received and considered by Council. There have been changes made to the document that was made available for public comment, these changes are detailed in the recommendation.

COUNCILLOR GATES/MARWOOD

That Council:

1. **Adopt the 2021-22 Budget provided in Attachment 9.2.1, noting that it is the Proposed 2021-22 budget endorsed and released for public comment by Council on the 07 April 2021, inclusive of the following amendments;**
 - a. **Rates tables 5.1.1 (a), (b), (c), (d), (f), (h), (j) and (k) have been updated after receiving certification of the 2021 general property valuation from the Victorian Valuer General. This has resulted in a reduction in the rate in the dollar from what was published in the proposed budget document.**
 - b. **Updated the document to correct minor spelling, grammar and formatting errors.**
 - c. **Corrected an error in overheads that resulted in an increased surplus of \$57,000.**
 - d. **Added the contribution of \$10,000 to the proposed Designated Area Migration Agreement as resolved by Council on 21 April 2021.**

- e. **Removed fees and charges related to horse sales under the Echuca and District Livestock Exchange and replaced with a statement that the fees will be negotiated with the administration.**
 - f. **Corrected the Budgeted Statement of Capital Works – Budget Forecast 2020-21 numbers.**
 - g. **Added grant income for grants that were confirmed after the Proposed 2021-22 Budget was released for public comment. Grants have been received for the redevelopment of the Rushworth Service Centre and Library and for upgrades to the museum displays at the Port of Echuca. A total of \$784,428.**
 - h. **Increased the expenses related to the Port of Echuca Museum display to reflect the grant funds that will be expended to redevelop the displays.**
 - i. **Updated the amount budgeted for Financial Assistance Grants to reflect the recent advice received from the Department of Jobs, Precincts and Regions.**
2. **Note the operating surplus has increased by \$773,000 as a result of all the changes to the 2021-22 budget referred to in Point 1 and the adjusted underlying deficit reduced by \$169,000.**
 3. **Declare the Rates, Municipal Charge and Annual Service Charges for the 2021-22 financial year as set out within the 2021-22 Budget document on pages 38-40.**
 4. **Declare the Fees and Charges for the 2021-22 financial year, contained as Appendix A within the 2021-22 Budget document (Attachment 9.2.1).**
 5. **Note the submissions received in response to the Proposed Budget 2021-22, thank the submitters and provide a written response notifying submitters of the outcome of their submission considered by Council as outlined in Attachment 9.2.2)**
 6. **Request the CEO to prepare a briefing paper for Council on the strategic approach to address netball court compliance across the municipality and funding options for Council's consideration, by September 2021.**
 7. **Consider future funding allocations from budget savings or grant funding opportunities to advance the designs required for the Lockington Recreation Reserve Netball Courts and Victoria Park Multi Use Community Facility during the 2021-22 financial year, by September 2021.**

CARRIED

Cr Gates called for a Division.

The decision was set aside and the Mayor put the matter to a vote.

Those in favour of the motion - Cr Amos, Cr Gates, Cr Jarman, Cr Marwood, Cr Weller, Cr Weston and Cr Zobec

Those against the motion - Cr Mackrell and Cr Pentreath

CARRIED

Cr Jarman declared a conflict of interest in item 9.3 and left the virtual meeting at 6.34pm

9.3 Adoption of 2021/22 Budget – Port Fees and Charges

This report presents to Council the Fees and Charges for Echuca Paddlesteamers and the Port of Echuca for the 2021-22 financial year. It is recommended that Council adopt the fees and charges, appended as Attachment 9.3.1 and incorporate them into the Adopted 2021-22 Budget document.

COUNCILLOR PENTREATH/AMOS

That Council:

- 1. Adopt the 2021-22 Fees and Charges for Echuca Paddlesteamers and Port of Echuca.**
- 2. Authorise the CEO to incorporate the 2021-22 Fees and Charges for Echuca Paddlesteamers and Port of Echuca into the Adopted 2021-22 Budget for the purpose of public display.**

CARRIED

Cr Jarman re-entered the virtual meeting at 6.37pm

9.4 Road Management Plan Review

The Road Management Plan (RMP) details the inspection regime, defect intervention levels and defect repair response times for all nominated road related assets under Council's management.

The RMP is scheduled for review in 2021. The plan has been amended to align with updated insurer's advice, current policy, operational objectives and available resources.

This report seeks Council's endorsement for the advertising of the draft RMP for public exhibition.

COUNCILLOR JARMAN/GATES

That Council:

- 1. Endorse the advertising of the draft RMP for public exhibition.**
- 2. Endorse a public notice to be published in the Victorian Government Gazette seeking public submissions in relation to the draft RMP.**

CARRIED

Cr Weston declared a conflict of interest in item 9.5 and left the virtual meeting at 6.43pm

9.5 Kyabram Flood Study Draft Report for Consultation

This report seeks Council approval to exhibit the draft Kyabram Flood Study Report and invite submissions and community comment on the underlying modelling and its findings.

Council officers, in conjunction with officers from the Goulburn Broken Catchment Management Authority (GBCMA) and the Victorian State Emergency Service (VicSES), have overseen preparation of the draft Kyabram Flood Study Report.

The study has been undertaken in close consultation with the local community with reporting and presentations to the Community Reference Panel during its development. The Panel comprises residents and representatives from government agencies and community organisations.

The Community Reference Panel has considered the draft report and supports its exhibition.

This report seeks Council approval to formally exhibit the draft and seek public comment.

COUNCILLOR AMOS/ZOBEC

That Council approve exhibition of the draft Kyabram Flood Study Report for a four-week period seeking community comment prior to final review and resubmission to Council for its consideration.

CARRIED

Cr Weston re-entered the virtual meeting at 6.50pm

9.6 2021/2022 Community Grants Program Round One

That Council approve eight of the 20 applications received to the 2021/2022 Community Grants Program Round One.

COUNCILLOR MARWOOD/MACKRELL

That Council:

1. Approve community grant applications as follows:

- \$4,000 Colbinabbin Town Recreation Reserve Committee of Management Inc., development of a masterplan for the Recreation Reserve, Memorial Hall and town**
- \$1,000 Rochester Pioneer & Historical Society Inc., purchase of a laptop to partner the wide-format scanner for scanning historic newspapers and documents to preserve Rochester's history.**
- \$3,900 Echuca Moama Broadcast Service Inc., purchase of four new CD players**
- \$4,000 Echuca Moama Theatre Company Inc., former 'Karate' shed replacement for storage of costumes and props.**
- \$2,000 Rich River Quilters & Friends Inc., purchase a defibrillator.**
- \$4,000 Kyabram District Men's Shed Inc., machine room dust extraction upgrade**
- \$3,700 Kyabram Town Hall Inc., erection of a mural to commemorate the 120th anniversary of the Kyabram Reform Movement in the Town Hall laneway**

\$2,495 Echuca Federal Band Inc., Echuca Federal Band workshop

2. Advise unsuccessful applicants in writing.

CARRIED

9.7 Business Assistance Grants Round Two

That Council approve four of the 12 applications received for the Business Assistance Grants Program Round Two.

COUNCILLOR JARMAN/WESTON

That Council:

1. Approve Business Assistance Grants as follows:

\$3,000 Neon Horse Pty Ltd (Stanhope), purchase of additional fridge for the kitchen, outdoor heating, more tables to be built by Stanhope Men's Shed and to engage quality live music/local sound technician

\$3,000 Colbinabbin General Store Co-op Ltd (Colbinabbin), purchase of equipment, salad bar, chairs and tables for dine in customers and display shelving for local produce

\$2,290 Kanyapella Goat (Koyuga), purchase of 24v 600w pure sine inverter to enable transport of gelato and goat products

\$5,000 Ironbark Apiaries (Rushworth), purchase of equipment to assist with processing and bottling of honey

2. Advise unsuccessful applicants in writing.

CARRIED

9.8 Buildings and Customer Service Centres Use of by the Public Policy

Following the review of the Council Offices – Buildings & Customer Service Centre Use of by Public Policy, this report recommends that it be revoked.

COUNCILLOR AMOS/PENTREATH

That Council revoke Council Policy 010 Council Offices – Buildings & Customer Service Centre Use of by Public at attachment 9.8.1.

CARRIED

9.9 Development Contributions Policy

Campaspe Shire Council (Council) controls the standards for infrastructure assets in its community with a mind to the whole of life costs of maintaining/managing them. Council will ensure that no costs for infrastructure, required to support any new development, are imposed on current local residents affected by the development.

This policy provides guidance to developers, Council's Assets and Planning & Building Departments when determining the extent to which a developer should provide, or contribute towards the cost of, works to appropriately service their development.

The Developer Contributions to Works Policy has been reviewed based on previous versions of Policy 130.

COUNCILLOR JARMAN/PENTREATH

That Council adopt Policy 130: Developer Contributions to Works.

CARRIED

9.10 Directional Signs Policy

The Campaspe Shire Council (Council) promotes signage for community benefit, tourism, economic development and wayfinding. Council will ensure that the number, size, colour, and location of signs do not interfere with road safety.

This policy provides all individuals, organisations and businesses with all the criteria when seeking directional signage for community and tourist facilities, including standards, number permitted, costs, maintenance and removal.

The Direction Signs – Community Facilities and Tourist Facilities Policy has been reviewed based on the previous versions of Policy 053.

COUNCILLOR MARWOOD/GATES

That Council adopt Policy 053 Direction Signs – Community Facilities and Tourist Facilities.

CARRIED

9.11 Property and Building Signage Policy

Campaspe Shire Council's (Council) Signage Policy (the Policy) ensures that an integrated, consistent, and appealing approach is applied to all site and street signage (including advertising and banners) throughout Council's managed property and buildings.

Council receives requests from users of these facilities for the installation of signage pertaining to user information and/or sponsorship acknowledgement. It is important that any signs installed are of a professional standard and complement the Council's branding.

Policy 185: Signage Policy Council Facilities is a new policy for adoption.

COUNCILLOR PENTREATH/JARMAN

That Council adopt Policy 185: Signage Policy Council Facilities.

CARRIED

9.12 Tree Planting Policy

Campaspe Shire Council (CSC) recognises that trees, plantings and garden beds are valuable community assets that positively impact the amenity and wellbeing of the Campaspe community.

The Trees, Plantings and Garden Beds in Campaspe Policy has been created based on reviewing and combining the following policies:

046 Removal of street and naturestrip trees (to be revoked)

- 106 New or replacement street tree (to be revoked)
108 Naturestrip plantings & garden beds in urban areas

These three policies now become:

108 Trees, Plantings and Garden Beds in Campaspe

COUNCILLOR AMOS/GATES

That Council adopt the Policy 108 Trees, Plantings and Garden Beds in Campaspe.

CARRIED

9.13 Memorials Policy

Campaspe Shire Council (Council) recognises that members of the community may wish to use public open space or other Council owned or managed land to commemorate a person or group of people through a memorial or plaque.

This policy has been developed acknowledging that, while memorials can enrich public spaces and are important for particular individuals and groups of people, they also need to be carefully considered to ensure that they do not negatively impact on these spaces.

The new Policy 063 has been developed based on reviewing the original Policy 063: Ceremonial Tree Plantings and expanding it to consider all memorials.

COUNCILLOR PENTREATH/ZOBEC

That Council adopt Policy 063: Memorials.

CARRIED

Cr Pentreath declared a conflict of interest in item 9.14 and left the virtual meeting at 7.09pm

9.14 Model Litigant Policy

The Model Litigant Policy ensures that Council and its agents act in a manner that is fair and reasonable when dealing with matters involving members of the public before and during litigation proceedings.

COUNCILLOR MARWOOD/AMOS

That Council adopt the Model Litigant Policy as per attachment 9.14.1

CARRIED

Cr Pentreath re-entered the virtual meeting at 7.12pm

9.15 Small Business Friendly Council Charter

The Victorian Small Business Commission has requested that Campaspe Shire Council (Council) sign the Small Business Friendly Council Charter and support small businesses.

COUNCILLOR AMOS/GATES

That Council agree to sign the Small Business Friendly Council Charter and partner with the Victorian Small Business Commissioner to increase support to small businesses in Campaspe Shire.

CARRIED

10. Council Information

10.1 Letters of Appreciation

COUNCILLOR PENTREATH/MARWOOD

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

CARRIED

10.2 Responsive Grants

That Council note one successful application to the Responsive Grants Program.

COUNCILLOR MACKRELL/ZOBEC

That Council note the following application has been approved in accordance with the Responsive Grants Program criteria and the applicant has been advised in writing:

- **Wyuna Community Memorial Hall Inc. – to assist with costs with a celebration – 101 years of Wyuna Memorial Hall, \$1,000**

CARRIED

10.3 Community Event Sponsorship

That Council note one successful application for Community Event Sponsorship.

COUNCILLOR MACKRELL/ZOBEC

That Council note the following grant was approved in accordance with the Community Event Sponsorship criteria and the applicant advised in writing:

- **Girgarre Community Group Inc. – to assist with the cost associated with the Girgarre Open Garden Festival to be held 23 - 24 October 2021, \$1,000**

CARRIED

10.4 Creative Active Recovery Grants

As part of COVID-19 recovery, Council launched the one-off grant program and is calling for innovative ideas from creative businesses and artists to activate public spaces. This report is for Council to note two successful applications and one unsuccessful application to the Grant Program.

COUNCILLOR MARWOOD/ZOBEC

That Council:

1. **Note the following grants have been approved in accordance with the Creative Active Recovery Grants Program guidelines and the applicants advised in writing:**

Girgarre Development Group Inc – towards enhancement of the Sound Walk in Girgarre (the composition of two scores of music, creating an instrument from recycled objects and a performance for the community) to be held in June, \$2,500

Stilt walkers – to carry out four roving stilt sets through the historic area of Echuca and six circus workshops in the Cargo Shed over the Queen’s Birthday long weekend (12 – 13 June 2021), \$5,000

2. **Note the following grant has not been approved in accordance with the Creative Active Recovery Grants Program guidelines and the applicant advised in writing:**

Cocoloco – towards a series of pop-up performances in Rochester, Kyabram, Girgarre and possibly Echuca.

CARRIED

10.5 Donations Program

That Council note one successful application to the Donations Program.

COUNCILLOR MACKRELL/MARWOOD

That Council note the following application has been approved in accordance with the Donations Program criteria and the applicant advised in writing:

- **Campaspe East Timor Association in Friendship – to assist with flood relief in Timor Leste, \$500**

CARRIED

10.6 Quarterly Budget Report

This report presents the quarterly financial position compared to the adopted 2020/21 Budget.

The financial position has been impacted by the COVID-19 pandemic as the budget was set prior to the pandemic and impacts have been difficult to predict given the uncertainty surrounding pandemic restrictions.

COUNCILLOR JARMAN/AMOS

That Council accepts the March 2021 Quarterly Budget Report.

CARRIED

11. Councillor Reports

COUNCILLOR MACKRELL/ZOBEC

The Councillor Reports be noted.

CARRIED

12. Chief Executive Officer's Report

COUNCILLOR MACKRELL/WESTON

The Chief Executive Officer's report be noted.

CARRIED

13. Petitions and Letters

Nil.

14. Notices of Motion

Nil.

15. Urgent Business

Nil.

16. Confidential Business

COUNCILLOR WESTON/JARMAN

Confidential Business – Close 7.35pm

That pursuant to the provisions of the Local Government Act 2020 (the Act), the meeting will now be closed to members of the public in accordance with section 66(2)(a) of the Act to enable the meeting to consider two reports that contain confidential information as defined in section 3(1) of the Act as follows:

16.1 Recycling Acceptance and Sorting Tender

- a) Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released;

Commercial contract negotiations to be completed with the selected tenderer following approval of this report which contains Council business information.

- g) private commercial information, being information provided by a business, commercial or financial undertaking that:
- (i) relates to trade secrets; or
 - (ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage;

This report contains confidential pricing and business practice information supplied by a commercial business during a tender process.

16.2 Land Sale – 65-91 Denmark Road, Echuca

- a) Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released;

This report discloses information on confidential negotiations with the proposed purchasers and confidential sale offers for the land.

- b) private commercial information, being information provided by a business, commercial or financial undertaking that:
- (ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage;

7.44 pm the Council meeting resumed in Open session.

Council determined, in confidential session that the following decision no longer be kept confidential.

16.2 Land Sale – 65-91 Denmark Road, Echuca

COUNCILLOR WESTON/JARMAN

Recommendation 2:

2. **If Council officers successfully negotiate with one of the parties, commence the statutory procedures pursuant to sections 189 and 223 of the *Local Government Act 1989* for the proposed sale of land being Lot 1 PS123595 part CA 43 Certificate of Title Volume 9361 Folio 360, known as 65-91 Denmark Road Echuca to the successful party for the consideration negotiated.**

CARRIED

17. Close Meeting

There being no further business, the Mayor closed the meeting at 7.46pm.

.....
CR CHRISTINE WELLER

MAYOR

Minutes to
be confirmed
at the next
Council
Meeting