



# Council Agenda



**Campaspe**  
Shire Council

**Date:** 18 May 2022

**Time:** 6:00 pm

**Venue:** Virtual Meeting

**Photo Left to Right:** Cr Adrian Weston, Cr Tony Marwood, Cr Rob Amos, Cr Colleen Gates (Deputy Mayor), Cr Daniel Mackrell, Cr Chrissy Weller (Mayor), Cr Paul Jarman, Cr John Zobec and Cr Leanne Pentreath.

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For a meeting of the eighth Campaspe Shire Council held as a virtual meeting on Wednesday 18 May 2022, commencing at 6:00 pm.

## **Acknowledgement of Country**

The Shire of Campaspe is the traditional lands of the Dja Dja Wurrung, Taungurung and Yorta Yorta Peoples.

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

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

## **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

## **Meeting Procedures**

Please ensure that all electronic devices are turned off or switched to silent.

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.

## **1 Apologies and Requests for Leave of Absences**

### **1.1 Apologies**

### **1.2 Leave of Absence**

## **2 Confirmation of Minutes**

### **Recommendation**

**That the following minutes be confirmed:**

- **Campaspe Council Meeting held on 20 April 2022.**
- **Unscheduled Campaspe Council Meeting held on 26 April 2022.**

### **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 Declarations of Conflict of Interest**

In accordance with Section 130(1)(a) of the *Local Government Act 2020* Councillors are required to disclose any conflict of interest in respect of a matter to be considered at a Council meeting.

### **5 Responsible Authority Decisions**

Responsible Authority – Defined under Section 13 of the *Planning & Environment Act 1987*. Responsible for administering and enforcing the planning scheme and its provisions in relation to use and development.

### **6 Planning Authority Decisions**

Planning Authority – Defined under Section 12 of the *Planning & Environment Act 1987*. Responsible for implementing the objectives of planning in Victoria and reviewing and preparing amendments to a planning scheme.

### **7 Question Time**

Question time will be available at every Ordinary Meeting to enable members of the public to address questions to Council. Questions must be received in writing, on the prescribed form from Council's website, by the Chief Executive Officer or other person authorised for this purpose by the Chief Executive Officer, no later than 12:00pm (noon) on the day of the Ordinary Meeting.

### **8 Acknowledgements / Councillor Reports**

At each Ordinary Meeting, Councillors will have the opportunity to acknowledge significant community members and events. These may relate to notable achievements by community members and groups, and the offering of condolences to a person who has distinguished service in the local area.

The duration of any report from a Councillor will be limited to two (2) minutes.

Any acknowledgment intended to be raised by a Councillor at an Ordinary meeting must be notified to the Chief Executive Officer at least three (3) hours before the commencement of the meeting.

## 9 Council Decisions

### 9.1 Review of policies: 55 Media Relations and 131 Social Media

Author	Department	Manager	General Manager
Manager Communications	Customer Service	Manager Communications	General Manager Corporate

#### 1. SUMMARY

This report considers the review of two Council policies, Policy 55 – Media Relations and Policy 131 – Social Media and recommends the Council adopt the two revised policies.

In undertaking the review, minor amendments have been made to each policy to provide clarity and update the documents to align with Council’s current policy template, however the intent of each remains unchanged.

#### 2. RECOMMENDATION

**That Council:**

- 1. Adopt Policy 55 – Media Relations, appended as attachment 9.1.1; and**
- 2. Adopt Policy 131 – Social Media, appended as attachment 9.1.3.**

#### 3. PURPOSE

To present to Council for adoption the review of two policies, Policy 55 – Media Relations and Policy 131 – Social Media. Both policies support the framework for Council to communicate key messages to the community and outline the parameters for Councillors and staff when contacted by media outlets and using social media.

#### 4. DISCUSSION

The Media Relations policy recognises working with media outlets in the release of information is one tool used by Council to communicate key messages to the community. The policy has been updated to align to the current policy template.

Minor changes have been made throughout the Media Relations policy to provide clarity and the policy purpose has been expanded to recognise the importance of the Mayor and Chief Executive Officer working in partnership to support the release of key messages.

Overall, the intent of the Media Relations policy, to set a framework for Council to work with media outlets, remains unchanged.

The Social Media policy was due for update in July this year. It was considered opportune to present both policies for update at the one time.

Minor amendments have been made to the Social Media policy, however the intent of the policy remains unchanged.

## **5. OPTIONS**

### Option 1: Adopt the revised policies

This option is recommended by officers.

### Option 2: Do not adopt the revised policies

This option is not recommended by officers.

## **6. CONSULTATION**

### Councillors:

- 4 May Council Briefing Session
- 11 May Council Briefing Session

## **7. POLICY AND LEGISLATIVE IMPLICATIONS**

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no Council Policy and relevant law has been identified within this report.

## **8. FINANCIAL AND ECONOMIC IMPLICATIONS**

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no economic sustainability issues for the municipality have been identified within this report.

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no issues of ongoing financial viability of the Council have been identified within this report.

## **9. ENVIRONMENTAL IMPLICATIONS**

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no environmental sustainability issues including mitigation and planning for climate change risks have been identified within this report.

## **10. SOCIAL IMPLICATIONS**

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no social implications for the municipality have been identified with this report.

## **11. RELEVANCE TO COUNCIL PLAN 2021-2025**

Not applicable

## **12. 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.

### **13. CONFLICT OF INTEREST**

In accordance with section 130 of the *Local Government Act 2020*, the officer preparing this report declares no conflict of interest regarding this matter.

### **14. 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*.

### **15. 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.

### **16. CONCLUSION**

This report recommends Council adopt Policy 55 Media Relations and Policy 131 Social Media.

### **17. ATTACHMENTS**

1. 055 Media Relations Policy - revised [9.1.1 - 4 pages]
2. 055 Media Relations Policy - tracked changes [9.1.2 - 4 pages]
3. 131 Social Media Policy - revised [9.1.3 - 6 pages]
4. 131 Social Media Policy - tracked changes [9.1.4 - 7 pages]



# Media Relations

<b>Council Policy Number</b>	<b>055</b>
Date adopted	18 April 2022
Scheduled for review	April 2026



Council Policy

Council Policy

Council Policy

Council Policy

## 1. Preamble

The use of media is one tool used by Council to communicate key messages to the community.

Liaison with media outlets including print, television and radio is one of the core roles of the Communications team to ensure information provided is clear, accurate and assists Council in sharing information with its communities.

Council values the role of the media and will develop and foster positive relationships with journalists, editors and photographers.

## 2. Purpose

This policy outlines the approach to and resources available for managing media relations.

The policy aims to:

- ensure a clear and effective presentation of Council's message to the media and the community;
- ensure a clear and understood strategy for communicating a consistent message to the media; and
- avoid any misunderstandings, misquotes or overtly negative coverage.

The Manager Communications and the Chief Executive Officer (CEO) have responsibility for implementation of this policy, and for ensuring that Council's communication practices meet its Council Plan commitments and Council's obligations in respect to open and accountable local government.

It is expected that both the Mayor and CEO will work in partnership to support the release of key messages on behalf of Council. At the commencement of each Mayoral term, the CEO and Mayor will agree on the parameters and approach to respond to media enquiries and ensure awareness of proposed media releases and their key messages in advance of being issued.

The Mayor, councillors and staff are required to work with the Communications team to identify opportunities to engage in a positive or meaningful way with media outlets.

## 3. Definitions

Media	Refers to any media organisation including print, online, radio and television.
Relevant Councillor	Councillor nominated to speak.

## 4. Policy Statement

### 4.1. Principal Council Spokesperson

The Mayor is the principal spokesperson of for the Council in relation to Council decisions, policy, projects, changes to service levels or any major issue in the community. The Mayor has responsibility for ensuring that the views of the elected Council are appropriately represented.

In most cases, media releases will be drafted quoting the Mayor. By discretion, the Mayor may delegate spokesperson authority to a fellow councillor when the matter relates to a specific ward, a councillor portfolio, a Notice of Motion raised by a councillor, if the Mayor is unavailable.

In the event that the media release relates to an organisational matter, the Chief Executive Officer (CEO) will be quoted, unless the CEO determines that another officer would be more appropriate in the circumstances.

Council staff must not provide information ~~directly~~ to the media unless authorised by the CEO or the Manager Communications. In this case, statements and appropriate information should be provided to the Manager Communications so it can be recorded, checked for consistency and agreed format and issued to the appropriate media outlet.

Off the record statements should not be made. All comments to media should be considered "on the record".

#### 4.2. Media Releases

Media releases are designed to raise the interest of journalists by providing information about a Council decision, project or issue. There is no guarantee information provided in a media release will result in a story being published or broadcast. Ensuring media releases are concise, interesting and newsworthy will add to the chances of it being published.

The appropriate spokesperson for statements made in the media release will be based on section 4.1 of this policy.

All media statements should be approved by the Mayor, CEO or their nominees before release. The Communications team is responsible for issuing the media release to appropriate media outlets.

Similarly, media releases issued by other organisations on behalf of Council should be provided to the CEO prior to release, to ensure consistency in the delivered message.

If media seek additional information to that contained in the media release, the Officer / Councillor nominated in the release should gather the information and provide it to the Communications team.

#### 4.3. Media Enquiries

The Communications team is the first point of contact for all media enquiries.

Staff and Councillors must refer media enquiries to the Communications team who will log the questions, try to ascertain from the journalist what type of story will be written, whether the journalist has spoken to any other party and if the journalist has the appropriate background information. The deadline will also be established.

By fielding enquiries in this manner staff can ensure consistency in information provided to the media. This is particularly important if the organisation has already responded to a similar enquiry.

The Communications team will then identify the most suitable person in the organisation to provide a response. That person will be fully briefed and key messages formulated, taking into account the type of story being written, any links to messages in ongoing strategies, previous information provided and so on. The Communications team will also identify possible issues that could arise.

The Communications team will provide relevant background information to journalists, as may be required.

If in the rare situation that an appropriate Council staff member cannot be contacted because of deadline issues, but the correct information is available, the Communications team will respond on behalf of the organisation. This does not apply to policy or political issues, just operational issues. This is to avoid the journalist writing "the Campaspe Shire Council did not respond."

#### 4.4. Media Interview Requests

If there is a television, radio or press interview request, the Mayor or their nominee is the first choice for spokesperson.

It is recognised that there will be instances when staff will be required to interact with the media and respond to requests for interviews. In the instance of responding to "voice grabs" for radio, the Communications team, in consultation with the CEO or General Manager, will authorise the appropriate staff member to fulfil the request. The staff member will be briefed as to the key messages and possible angles.

In the case of 'face to face' interviews, the councillor and/or staff member will be briefed as to key messages and potential angles the journalist may take. If appropriate, the Communications Manager will accompany the interviewee.

The Communications team will handle all contact with the media, with the exception of comment at or after Council meetings. This will allow effective briefings and advice to councillors and staff and support their effective interaction with the media.

#### 4.5. Issues and/or Crisis Management

The Communications team is responsible for monitoring media activity and identifying potential issues. If a councillor or officer becomes aware of an issue that has the potential to impact upon Council they should bring it to the attention of the CEO, relevant General Manager or the Communications Manager.

Statements made to the media may have far reaching effects and can be used later in legal proceedings against Council. Informal comment or discussion might prejudice Council's ability to manage its response to the media in the most appropriate way.

In the event of a crisis or unexpected issue the Communications Manager, in conjunction with the CEO, will manage Council's communication with the media. This includes identifying and briefing the most appropriate spokesperson. This will generally be the Mayor or the CEO who will comment on Council's behalf. The designated spokesperson will liaise with the Communications Manager, and, if appropriate, the Governance Manager, to determine the most appropriate response, including key messages.

#### 5. Exclusions

Nil

#### 6. Human Rights

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

#### 7. Related Legislation

Nil

#### 8. Related Policies, Procedures and Strategies

Council Policy 131 – Social Media

Councillor Code of Conduct

Employee Code of Conduct

#### 9. Attachments

Nil

#### 10. Review Period

Four years

#### Responsible officer

Manager Communications

#### 11. Administrative Updates

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter the policy, such a change may be made administratively. Examples include a change to the name of a Council department, a change to the name of a Federal or State Government department, and a minor update to legislation which does not have a material impact. However, any change or update which materially alters this document must be by resolution of Council.

#### 12. Approval History

Adopted	28 January 1999	Minute Book Reference No	3383 (Item 13.1)
Revised	8 July 1999	Minute Book Reference No	3737 (Item 12.1)
Revised	12 September 2000	Minute Book Reference No	4658 (Item 12.1)
Revised	11 September 2001	Minute Book Reference No	5565 (Item 12.2)
Revised	13 August 2002	Minute Book Reference No	6305 (Item 12.1)
Revised	16 October 2007	Minute Book Reference No	11542 (item 9.1)
Revised	21 October 2008	Minute Book Reference No	12868 (item 9.5)
Revised	21 August 2012	Minute Book Reference No	1057 (Item 4.16)
Revised	17 December 2013	Minute Book Reference No	1664 (Item 6.4)
Revised	16 August 2016	Minute Book Reference No	731 (Item 6.2)
Revised	17 October 2017	Minute Book Reference No	2865 (item 6.3)
Revised	25 June 2019	Minute Book Reference No	1988 (item 7.1)
Revised	22 February 2021	Administrative update to apply consistent references to	



Revised 18 April 2022

Campaspe Shire Council ('Council') and abbreviations  
Minute Book Reference No

Chief Executive Officer: .....

Date: .....

Council Policy

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# Media Relations

<b>Council Policy Number</b>	<b>055</b>
Date adopted	25 June 2019 <del>April 2022</del>
Scheduled for review	June 2023 <del>April 2026</del>



Council Policy

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## 1. Preamble

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Council values the role of the media and will develop and foster positive relationships with journalists, editors and photographers.

## 2. Purpose

This policy outlines the approach to and resources available for managing media relations.

The aim of The policy aims to:

- ensure a clear and effective presentation of Council's message to the media and the community;
- ensure a clear and understood strategy for communicating a consistent message to the media; and
- avoid any misunderstandings, misquotes or overtly negative coverage.

The Manager Communications and the Chief Executive Officer (CEO) have responsibility for implementation of this policy, and for ensuring that Council's communication practices meet its Council Plan commitments and Council's obligations in respect to open and accountable local government.

It is expected that both the Mayor and CEO will work in partnership to support the release of key messages on behalf of Council. At the commencement of each Mayoral term, the CEO and Mayor will agree on the parameters and approach to respond to media enquiries and ensure awareness of proposed media releases and their key messages in advance of being issued.

The Mayor, councillors and staff are required to work with the Communications team to identify opportunities to engage in a positive or meaningful way with media outlets.

## 3. Definitions

Media	Refers to any media organisation including print, online, radio and television.
Relevant Councillor	Councillor nominated to speak.

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### 4.1. Principal Council Spokesperson

The Mayor is the principal spokesperson of for the Council in relation to Council decisions, policy, projects, changes to service levels or any major issue in the community. The Mayor has responsibility for ensuring that the views of the elected Council are appropriately represented.

In most cases, media releases will be drafted quoting the Mayor. ~~Where the issue relates to a ward specific issue, a ward Councillor may be cited.~~ By discretion, the Mayor may delegate spokesperson authority to a fellow councillor when the matter relates to a specific ward, a councillor portfolio, a Notice of Motion raised by a councillor, if the Mayor is unavailable.

In the event that the media release relates to an organisational matter, the Chief Executive Officer (CEO) will be quoted, unless the CEO determines that another officer would be more appropriate in the circumstances.

Council staff should **must** not provide information directly to the media (~~either verbally or via a media release/statement~~) unless authorised by the CEO or the Manager Communications. In this case, statements and appropriate information should be provided to the Manager Communications so it can be recorded, checked for consistency and agreed format and issued to the appropriate media outlet.

Off the record statements should not be made. All comments to media should be considered "on the record".

#### 4.2. Media Releases

Media releases are designed to raise the interest of journalists by providing information about a Council decision, project or issue. There is no guarantee information provided in a media release will result in a story being published or broadcast. Ensuring media releases are concise, interesting and newsworthy will add to the chances of it being published.

~~The Mayor, councillors and staff are required to work with the Communications team for the preparation of a media release. The appropriate spokesperson for statements made in the media release will be based on section 4.1 of this policy. the responsibility of the Communications team in consultation with the staff member and/or CEO. The Communications team will also be responsible for issuing the media release to appropriate media.~~

All media ~~statements~~ releases issued should be approved by the Mayor, ~~relevant councillor~~, CEO or their nominees before release. ~~the appropriate General Manager, and related staff officer. The Communications team will also be~~ is responsible for issuing the media release to appropriate media outlets.

Similarly, media releases issued by other organisations on behalf of Council should be provided to the CEO ~~or General Manager and the Communications team~~ prior to release, to ensure consistency in the delivered message.

If media seek additional information to that contained in the media release, the ~~Officer / Councillor nominated in the release should gather the information and provide it to the Communications team.~~ ~~relevant General Manager may provide the information, or delegate to the appropriate Manager if required.~~ **Officer / Councillor nominated in the release should gather the information and provide it to the Communications team.**

#### 4.3. Media Enquiries

The Communications team ~~should be~~ **is** the first point of contact for all media enquiries.

Staff ~~and Councillors~~ must refer media enquiries to the Communications team who will log the questions, try to ascertain from the journalist what type of story will be written, whether the journalist has spoken to any other party and if the journalist has the appropriate background information. The deadline will also be established.

By fielding enquiries in this manner staff can ensure consistency in information provided to the media. This is particularly important if the organisation has already responded to a similar enquiry.

The Communications team will then identify the most suitable person in the organisation to provide a response. That person will be fully briefed and key messages formulated, taking into account the type of story being written, any links to messages in ongoing strategies, previous information provided and so on. The Communications team will also identify possible issues that could arise.

The Communications team will ~~at times~~ provide **relevant** background information to journalists, **as may be required.**

If in the rare situation that an appropriate Council staff member cannot be contacted because of deadline issues, but the correct information is available, the Communications team will respond on behalf of the organisation. This does not apply to policy or political issues, just operational issues. This is to avoid the journalist writing "the Campaspe Shire Council did not respond."

#### 4.4. Media Interview Requests

If there is a television, radio or press interview request, the Mayor or their nominee ~~relevant councillor~~ is the first choice for spokesperson.

It is recognised that there will be instances ~~where~~ **when** staff will be required to interact with the media and respond to requests for interviews. In the instance of responding to "voice grabs" for radio, the Communications team, in consultation with the CEO or General Manager, will authorise the **appropriate** staff member to fulfil the request. The staff member will be briefed as to the key messages and possible angles.

In the case of 'face to face' interviews, the councillor and/or staff member will be briefed as to key messages and potential angles the journalist may take. If appropriate, the Communications Manager will accompany the interviewee.

The Communications team should **will** handle all contact with the media, with the exception of comment at or after Council meetings. This will allow effective briefings and advice to councillors and staff and support their effective interaction with the media.

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#### 5. Exclusions

Nil

#### 6. Human Rights

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

#### 7. Related Legislation

Nil

#### 8. Related Policies, Procedures and Strategies

Council Policy 131 – Social Media

[Councillor Code of Conduct](#)

[Employee Code of Conduct](#)

#### 9. Attachments

Nil

#### 10. Review Period

Four years

#### Responsible officer

Manager Communications

#### 11. Administrative Updates

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter the policy, such a change may be made administratively. Examples include a change to the name of a Council department, a change to the name of a Federal or State Government department, and a minor update to legislation which does not have a material impact. However, any change or update which materially alters this document must be by resolution of Council.

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Revised	11 September 2001	Minute Book Reference No	5565 (Item 12.2)
Revised	13 August 2002	Minute Book Reference No	6305 (Item 12.1)
Revised	16 October 2007	Minute Book Reference No	11542 (item 9.1)
Revised	21 October 2008	Minute Book Reference No	12868 (item 9.5)
Revised	21 August 2012	Minute Book Reference No	1057 (Item 4.16)
Revised	17 December 2013	Minute Book Reference No	1664 (Item 6.4)



Revised 16 August 2016  
 Revised 17 October 2017  
 Revised 25 June 2019  
 Revised 22 February 2021

Minute Book Reference No 731 (Item 6.2)  
 Minute Book Reference No 2865 (item 6.3)  
 Minute Book Reference No 1988 (item 7.1)  
 Administrative update to apply consistent references to  
 Campaspe Shire Council ('Council') and abbreviations

Chief Executive Officer: .....

Date: .....

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# Social Media

<b>Council Policy Number</b>	<b>131</b>
Date adopted	18 April 2022
Scheduled for review	April 2025



Council Policy

## 1. Preamble

Social media provides a range of communication platforms which can be used in addition to the traditional communication tools, such as media releases, website and newsletters.

## 2. Purpose

To guide Councillors, staff, contractors, agents and volunteers in the appropriate use of social media platforms and tools when conducting Campaspe Shire Council ('Council') business.

## 3. Definitions

Social media	Online digital spaces used for creating, conversing and sharing information and can include blogs, social networks, forums, podcasts or videos.
Social media user	Combined throughout policy to include Councillors, staff (permanent, temporary or casual), contractors, agents and volunteers.
Social media editor	Authorised by the Manager Customer Service to use a Council social media account, or one of its services or commercial businesses.
Personal use	Using social media privately, whether during business hours or outside of business hours.

Council Policy

## 4. Policy Statement

This policy applies to all social media users who want to use social media on behalf of Council.

It will also apply to agencies and individuals who provide services to Council and will be included in all relevant external supplier contracts (as applicable, as it relates to our work).

The policy outlines requirements for compliance with confidentiality, governance, legal, privacy and regulatory parameters when using social media to conduct Council business.

It aims to:

- inform appropriate use of social media tools for Council;
- promote the effective and productive provision of information through social media;
- minimise miscommunication or mischievous communications;
- help Council address the inherent expectations and challenges of communicative immediacy.

The policy applies to those digital spaces where people may comment, contribute, create, forward, post, upload and share content, and may include (though is not limited to):

- social networking sites and apps (eg. Facebook, Twitter, LinkedIn);
- video and photo sharing apps (eg. Instagram, YouTube, Snapchat);
- Blogs, including corporate blogs and personal blogs;
- Blogs hosted by media outlets (eg. comments on 'Your Say')
- Forums, discussion boards and groups (eg. Google groups)
- Review platforms (eg. TripAdvisor)
- Instant messaging (eg. Facebook Messenger, WhatsApp)

Council Policy

Council Policy

#### 4.1 Personal use of social media

This policy is not intended to discourage personal expression however you are responsible for the content you publish in a personal capacity on any form of social media platform. The best advice is to approach online worlds the same way as you do the physical one. Have fun but be smart.

- The internet never forgets. Search engines, archives and other technologies make it virtually impossible to take something back. There is really no such thing as “delete” on the internet, so always think twice before you post.
- Nothing is ever truly private. Even if you use privacy tools assume that everything you write, exchange or receive on social media is public. Material posted in a relatively secure setting can still be copied and reproduced elsewhere.
- Assume that your personal life and professional life will merge online regardless of your care in separating them. Even if you do not identify yourself as a Campaspe Shire Councillor, staff member, contractor, agent or volunteer you could still be recognised as such, including when posting anonymously or using an alias or pseudonym.
- Own up to mistakes. If you make a mistake, correct it immediately and be clear about what you’ve done to fix it.
- Respect copyright. If it’s not yours, don’t use it. Before posting someone else’s work check with the owner first.

When using social media, you must not:

- Disclose confidential Council information.
- Disclose internal Council discussions or decisions.
- Imply that you are authorised to speak as a representative of Council, nor give the impression that the views you express are those of Council, unless you are an authorised social media editor, as outlined in point 3.
- Use any Council logos. Your Council email address cannot be used for personal accounts, however it is acceptable to use for accounts relating to your work, for example LinkedIn.
- Make any disparaging comment/post that may cause reputational damage to the Council.
- Make any disparaging comment/post about a Councillor, staff member, contractors, agents and volunteers.
- Post material that is false, offensive, obscene, defamatory, threatening, harassing, bullying, discriminatory, hateful, racist, sexist, infringes copyright or is otherwise unlawful.

#### 4.2 Using social media at work

Staff are encouraged to submit content to the Communications team relating to their work to be shared with Council’s social media followers.

When using social media at work you must do so in accordance with the ICT Policy, which requires staff to use the resources ‘reasonably’, in a matter that does not interfere with work and is not inappropriate or excessively accessed. It is not acceptable to spend hours using social media that is not related specifically to your work.

Examples of reasonable use include:

- Liking, sharing or retweeting content from a Council account on your own account
- Updating statuses and posting messages during breaks

When using social media, users are expected to:

- adhere to Council codes of conduct, policies and procedures;
- behave with caution, courtesy, honesty and respect;
- comply with relevant laws and regulations;
- adhere to and reinforce the integrity, reputation and values of Council.

#### 4.3 Authorised professional use of social media

Before engaging in social media as a representative of Council, social media editors must be authorised by the Manager Customer Service.

New Council social media accounts must be authorised by the Executive Management Team and enabled by the Manager Customer Service.

Once authorised to comment on behalf of Council, social media users should make comments and posts that:

- Offer advice and support in their area of expertise. Advice, support or comment from a colleague who has expertise relevant to the issue may also be relayed in liaison with them.
- Are factually correct and comply with the relevant policies, especially confidentiality and disclosure.
- Are respectful of all individuals and communities and respectful to others' opinions, even in times of heated discussion and debate.
- Adhere to Council's Communications and Writing Guideline and Social Media Plan.
- Adhere to this policy and seek to conform to the cultural and behavioural standards of the social media platform being used as well as the Terms of Use.

#### 4.4 Monitoring and identifying inappropriate use

Social media users are one of our most vital assets for monitoring the social media landscape.

If you come across positive or negative comments about Council and its activities, please share them with the Communications team.

In the case of negative comments, notifying the Communications team before an issue reaches a crisis situation can enable potential issues to be resolved more effectively and efficiently.

If a social media user becomes aware of, or suspects content or activity that may breach this policy you must be report this to your immediate supervisor, Manager or General Manager.

Council uses social media reporting software, ArchiveSocial, to monitor comments for inappropriate use and comply with Public Records Acts requirements. It is not used to monitor private accounts.

#### 4.5 Compliance

Depending on the circumstances, non-compliance with this policy may constitute a breach of employment or contractual obligations, misconduct, sexual harassment, discrimination, bullying or other breach of the law.

Social media users who fail to comply with this policy may face disciplinary action in accordance with the:

- Councillor Code of Conduct (Councillor);
- Disciplinary Action Procedure (staff), which may include termination of employment.

#### 4.6 A-Z guide for using social media

Guidelines for using social media are as follows:

##### Access

Be mindful of the requisite government web standards for people with special needs. Information made available via non-compliant platforms should be made accessible in another form if possible.

##### Accuracy

Be accurate, constructive, helpful and informative. Correct any errors as soon as practicable. Do not publish information or make statements which you know to be false or may reasonably be taken to be misleading or deceptive.

##### Authorisation

Ensure appropriate authorisation has been obtained before using social media including, but not limited to uploading content and acting as a spokesperson on behalf of Council.

**Be responsive**

Specify the type of comments and feedback that will receive a response and clearly communicate a target response time. Make it easy for audiences to reach Council via other methods by publishing Council's phone number, generic email, etc. On Facebook in particular, include 'manned' hours in the Information tab.

**Be safe**

Protect your personal privacy and guard against identity theft.

**Defamation**

Do not comment, contribute, create, forward, post, upload or share content that is malicious or defamatory. This includes statements which may negatively impact the reputation of another.

**Disclosure**

Only discuss publicly available information. Do not disclose confidential information, internal discussions or decisions of Council, employees or third parties. This includes publishing confidential, personal or private information where there is sufficient detail for potential identification of Councillors, Council staff or third parties.

**Discrimination**

Be mindful of anti-discrimination laws and do not publish statements or information which may be discriminatory.

**Expertise**

Do not comment outside your area of expertise. Do not commit Council to actions or undertakings.

**Identity**

Be clear about professional identity or any vested interests. Do not use fictitious names or identities that deliberately intend to deceive, mislead or lie. Do not participate anonymously or covertly via a third party or agency.

**Intellectual property**

Seek permission from the creator or copyright owner, to use or reproduce copyright material including applications, audio tracks (speeches, songs), footage (video), graphics (graphs, charts and logos), images, artwork, photographs, publications or music. Also seek permission before publishing or uploading material in which the intellectual property rights, such as trademarks, are owned by a third party, eg. company logos. Seek permission from the website's owner wherever possible before linking to another site.

**Language**

Be mindful of language and expression.

**Media**

Do not issue statements or make announcements through social media channels unless authorised. Do not respond directly if approached by media for comment through social media. Refer the inquiry to the communications team as per Council's media policy. Social media will point back to original sources of media releases and alerts, ie. website, not publish entire statements.

**Modification and moderation**

Ensure that any social media sites created or contributed to can be readily edited, improved or removed and appropriately moderated.

**Opinion**

Clearly separate personal opinions from professional ones and be mindful of Council's Code of Conduct when discussing or commenting on Council matters. In general, don't express personal opinions using Council pages or tags or other identifications. Only where this is not possible, consider using a formal disclaimer to separate official Council positions from personal opinions and distance Council from comments made by public and other outside interests.

**Political bias**

Do not endorse any political affinity or allegiance.

**Privacy**

Be sensitive to the privacy of others. Seek permission from anyone who appears in any photographs, video or other footage before sharing these via any form of social media. If asked to remove materials, do so as soon as possible.

**Respect**

Always be courteous, patient and respectful of others' opinions, including detractors.

**Reward**

Do not publish content in exchange for reward of any kind.

**State of mind**

Do not use social media when inebriated, irritated, upset, angry or tired.

**Transparency**

Do not seek to buy or recompense favourable social media commentary. Encourage online publishers to be open and transparent in how they engage with, or review Council personnel, services or wares.

**4.7 Site transparency**

When available, filters will be used to restrict inappropriate comments. In addition, auto responses will be used to advise office hours for direct messages, to advise the customer of when the page is monitored.

The following comment policy will be attached to all Facebook pages, with wording adjusted to match the business service name:

Campaspe Shire Council's Facebook Page is designed to present matters of public interest in Campaspe, including its many residents, businesses and visitors. We encourage you to submit your questions, comments, and concerns, but please note this is a moderated Facebook Page.

Campaspe Shire Council reserves the right to delete submissions that contain:

- vulgar language;
- personal attacks of any kind;
- offensive comments that target or disparage any ethnic, racial, or religious group.

Further, Council also reserves the right to delete comments that are:

- spam or include links to other sites;
- clearly off-topic;
- advocate illegal activity;
- promote particular services, products or political organisations;
- infringe on copyrights or trademarks;
- use personally identifiable information.

Campaspe Shire Page administrators reserve the right to remove any comments at any time, for any reason and to remove access rights to any user who posts information in violation of this policy. If you have a comment or would like to report a post for review, send an email to [comms@campaspe.vic.gov.au](mailto:comms@campaspe.vic.gov.au) or contact Council's Communications team on (03) 5481 2200.

Posters that repeatedly disregard the guidelines will be removed and marked as spam.

**4.8 Further information**

If you have any doubt about applying the provisions of this policy, check with the Communications team before using social media to communicate. Depending on the nature of the issue and potential risk, it may also be appropriate to consider seeking legal advice.

**5. Exclusions**

Nil

## 6. Human Rights

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

## 7. Related Legislation

Councillors and staff of the Council are expected to demonstrate standards of conduct and behaviour that are consistent with relevant legislation, regulations and policies. A list of relevant legislation may be used as a guide. Council policies and guideline provisions which must be adhered to in relation to the use of social media include the following:

- *Equal Opportunity Act 2010* (Victoria)
- *Charter of Human Rights and Responsibilities Act 2006*
- *Racial and Religious Tolerance Act 2001* (Victoria)
- *Occupational Health and Safety Act 2004* (Victoria)

## 8. Related Policies, Procedures and Strategies

A 072, Information and Communication Technology

Councillor Code of Conduct

Employee Code of Conduct

Council Policy 055, Media Relations

Council Policy 081, Privacy and Data Protection

Procedure PR130 - Disciplinary Action

## 9. Attachments

None

### Review Period

Three years Manager Communications

### Responsible officer

### Administrative Updates

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter the policy, such a change may be made administratively. Examples include a change to the name of a Council department, a change to the name of a Federal or State Government department, and a minor update to legislation which does not have a material impact. However, any change or update which materially alters this document must be by resolution of Council.

### Approval History

Adopted	19 July 2011	Minute Book Reference No 17821 (item 13.3)
Revised	5 February 2014	Executive Management Group
Revised	27 August 2014	Executive Management Group
Revised	9 September 2015	Executive Management Group
Revised	30 November 2016	Executive Management Group
Revised	6 September 2017	Executive Management Group
Revised	29 January 2019	Minute Book Reference No 18 (item 7.4)
Revised	21 July 2020	Minute Book Reference No 2882 (item 9.2)
Revised	23 September 2020	Administrative Change ( <i>7. Related Legislation</i> )
Revised	22 February 2021	Administrative update to apply consistent references to Campaspe Shire Council ('Council')
Revised	18 April 2022	Minute Book Reference No.

Chief Executive Officer: .....

Date: .....

# Social Media

<b>Council Policy Number</b>	<b>131</b>
Date adopted	<u>21 July 2020</u> xx <u>April 2022</u>
Scheduled for review	<u>July 2022</u> <u>April 2025</u>



Council Policy

Council Policy

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## 1. Preamble

Social media provides a range of communication platforms which can be used in addition to the traditional communication tools, such as media releases, website and newsletters.

## 2. Purpose

To guide Councillors, staff, contractors, agents and volunteers in the appropriate use of social media platforms and tools when conducting Campaspe Shire Council ('Council') business.

## 3. Definitions

Social media	Online digital spaces used for creating, conversing and sharing information and can include blogs, social networks, forums, podcasts or videos.
Social media user	Combined throughout policy to include Councillors, staff (permanent, temporary or casual), contractors, agents and volunteers.
Social media editor	Authorised by the Manager Customer Service to use a Council social media account, or one of its services or commercial businesses.
Personal use	Using social media privately, whether during business hours or outside of business hours.

## 4. Policy Statement

This policy applies to all social media users who want to use social media on behalf of Council.

It will also apply to agencies and individuals who provide services to Council and will be included in all relevant external supplier contracts (as applicable, as it relates to our work).

The policy outlines requirements for compliance with confidentiality, governance, legal, privacy and regulatory parameters when using social media to conduct Council business.

It aims to:

- inform appropriate use of social media tools for Council;
- promote the effective and productive provision of information through social media;
- minimise miscommunication or mischievous communications;
- help Council address the inherent expectations and challenges of communicative immediacy.

The policy applies to those digital spaces where people may comment, contribute, create, forward, post, upload and share content, and may include (though is not limited to):

- social networking sites and apps (eg. Facebook, Twitter, LinkedIn);
- video and photo sharing apps (eg. Instagram, YouTube, Snapchat);
- Blogs, including corporate blogs and personal blogs;
- Blogs hosted by media outlets (eg. comments on 'Your Say')
- Forums, discussion boards and groups (eg. Google groups)
- Review platforms (eg. TripAdvisor)

- Instant messaging (eg. Facebook Messenger, WhatsApp)

#### 4.1 Personal use of social media

This policy is not intended to discourage personal expression however you are responsible for the content you publish in a personal capacity on any form of social media platform. The best advice is to approach online worlds the same way as you do the physical one. Have fun but be smart.

- The internet never forgets. Search engines, archives and other technologies make it virtually impossible to take something back. There is really no such thing as “delete” on the internet, so always think twice before you post.
- Nothing is ever truly private. Even if you use privacy tools assume that everything you write, exchange or receive on social media is public. Material posted in a relatively secure setting can still be copied and reproduced elsewhere.
- Assume that your personal life and professional life will merge online regardless of your care in separating them. Even if you do not identify yourself as a Campaspe Shire Councillor, staff member, contractor, agent or volunteer you could still be recognised as such, including when posting anonymously or using an alias or pseudonym.
- Own up to mistakes. If you make a mistake, correct it immediately and be clear about what you’ve done to fix it.
- Respect copyright. If it’s not yours, don’t use it. Before posting someone else’s work check with the owner first.

When using social media, you must not:

- Disclose confidential Council information.
- Disclose internal Council discussions or decisions.
- Imply that you are authorised to speak as a representative of Council, nor give the impression that the views you express are those of Council, unless you are an authorised social media editor, as outlined in point 3.
- Use any Council logos. Your Council email address cannot be used for personal accounts, however it is acceptable to use for accounts relating to your work, for example LinkedIn.
- Make any disparaging comment/post that may cause reputational damage to the Council.
- Make any disparaging comment/post about a Councillor, staff member, contractors, agents and volunteers.
- Post material that is false, offensive, obscene, defamatory, threatening, harassing, bullying, discriminatory, hateful, racist, sexist, infringes copyright or is otherwise unlawful.

#### 4.2 Using social media at work

Staff are encouraged to submit content to the Communications team relating to their work to be shared with Council’s social media followers.

When using social media at work you must do so in accordance with the ICT Policy, which requires staff to use the resources ‘reasonably’, in a matter that does not interfere with work and is not inappropriate or excessively accessed. It is not acceptable to spend hours using social media that is not related specifically to your work.

Examples of reasonable use include:

- Liking, sharing or retweeting content from a Council account on your own account
- Updating statuses and posting messages during breaks

When using social media, users are expected to:

- adhere to Council codes of conduct, policies and procedures;
- behave with caution, courtesy, honesty and respect;
- comply with relevant laws and regulations;
- adhere to and reinforce the integrity, reputation and values of Council.



#### 4.3 Authorised professional use of social media

Before engaging in social media as a representative of Council, social media editors must be authorised by the Manager Customer Service.

New Council social media accounts must be authorised by the Executive Management Team and enabled by the Manager Customer Service.

Once authorised to comment on behalf of Council, social media users should make comments and posts that:

- Offer advice and support in their area of expertise. Advice, support or comment from a colleague who has expertise relevant to the issue may also be relayed in liaison with them.
- Are factually correct and comply with the relevant policies, especially confidentiality and disclosure.
- Are respectful of all individuals and communities and respectful to others' opinions, even in times of heated discussion and debate.
- Adhere to Council's Communications and Writing Guideline and Social Media Plan.
- Adhere to this policy and seek to conform to the cultural and behavioural standards of the social media platform being used as well as the Terms of Use.

#### 4.4 Monitoring and identifying inappropriate use

Social media users are one of our most vital assets for monitoring the social media landscape.

If you come across positive or negative comments about Council and its activities, please share them with the Communications team.

In the case of negative comments, notifying the Communications team before an issue reaches a crisis situation can enable potential issues to be resolved more effectively and efficiently.

If a social media user becomes aware of, or suspects content or activity that may breach this policy you must report this to your immediate supervisor, Manager or General Manager.

Council uses social media ~~monitoring-reporting~~ software, ~~ArchiveSocial and Sprout Social~~, to monitor ~~keywords-comments for inappropriate use and comply with Public Records Acts requirements relating to the Council's brand and activities.~~ It is not used to monitor private accounts.

#### 4.5 Compliance

Depending on the circumstances, non-compliance with this policy may constitute a breach of employment or contractual obligations, misconduct, sexual harassment, discrimination, bullying or other breach of the law.

Social media users who fail to comply with this policy may face disciplinary action in accordance with the:

- Councillor Code of Conduct (Councillor);
- Disciplinary Action Procedure (staff), which may include termination of employment.

#### 4.6 A-Z guide for using social media

Guidelines for using social media are as follows:

##### Access

Be mindful of the requisite government web standards for people with special needs. Information made available via non-compliant platforms should be made accessible in another form if possible.

##### Accuracy

Be accurate, constructive, helpful and informative. Correct any errors as soon as practicable. Do not publish information or make statements which you know to be false or may reasonably be taken to be misleading or deceptive.

##### Authorisation

Ensure appropriate authorisation has been obtained before using social media including, but not limited to uploading content and acting as a spokesperson on behalf of Council.

#### **Be responsive**

Specify the type of comments and feedback that will receive a response and clearly communicate a target response time. Make it easy for audiences to reach Council via other methods by publishing Council's phone number, generic email, etc. On Facebook in particular, include 'manned' hours in the Information tab.

#### **Be safe**

Protect your personal privacy and guard against identity theft.

#### **Defamation**

Do not comment, contribute, create, forward, post, upload or share content that is malicious or defamatory. This includes statements which may negatively impact the reputation of another.

#### **Disclosure**

Only discuss publicly available information. Do not disclose confidential information, internal discussions or decisions of Council, employees or third parties. This includes publishing confidential, personal or private information where there is sufficient detail for potential identification of Councillors, Council staff or third parties.

#### **Discrimination**

Be mindful of anti-discrimination laws and do not publish statements or information which may be discriminatory.

#### **Expertise**

Do not comment outside your area of expertise. Do not commit Council to actions or undertakings.

#### **Identity**

Be clear about professional identity or any vested interests. Do not use fictitious names or identities that deliberately intend to deceive, mislead or lie. Do not participate anonymously or covertly via a third party or agency.

#### **Intellectual property**

Seek permission from the creator or copyright owner, to use or reproduce copyright material including applications, audio tracks (speeches, songs), footage (video), graphics (graphs, charts and logos), images, artwork, photographs, publications or music. Also seek permission before publishing or uploading material in which the intellectual property rights, such as trademarks, are owned by a third party, e.g. company logos. Seek permission from the website's owner wherever possible before linking to another site.

#### **Language**

Be mindful of language and expression.

#### **Media**

Do not issue statements or make announcements through social media channels unless authorised. Do not respond directly if approached by media for comment through social media. Refer the inquiry to the communications team as per Council's media policy. Social media will point back to original sources of media releases and alerts, i.e. website, not publish entire statements.

#### **Modification and moderation**

Ensure that any social media sites created or contributed to can be readily edited, improved or removed and appropriately moderated.

#### **Opinion**

Clearly separate personal opinions from professional ones and be mindful of Council's Code of Conduct when discussing or commenting on Council matters. In general, don't express personal opinions using Council pages or tags or other identifications. Only where this is not possible, consider using a formal disclaimer to separate official Council positions from personal opinions and distance Council from comments made by public and other outside interests.

**Political bias**

Do not endorse any political affinity or allegiance.

**Privacy**

Be sensitive to the privacy of others. Seek permission from anyone who appears in any photographs, video or other footage before sharing these via any form of social media. If asked to remove materials, do so as soon as possible.

**Respect**

Always be courteous, patient and respectful of others' opinions, including detractors.

**Reward**

Do not publish content in exchange for reward of any kind.

**State of mind**

Do not use social media when inebriated, irritated, upset, angry or tired.

**Transparency**

Do not seek to buy or recompense favourable social media commentary. Encourage online publishers to be open and transparent in how they engage with, or review Council personnel, services or wares.

**4.7 Site transparency**

When available, filters will be used to restrict inappropriate comments. In addition, auto responses will be used to advise office hours for direct messages, to advise the customer of when the page is monitored.

The following comment policy will be attached to all Facebook pages, with wording adjusted to match the business service name:

Campaspe Shire Council's Facebook Page is designed to present matters of public interest in Campaspe, including its many residents, businesses and visitors. We encourage you to submit your questions, comments, and concerns, but please note this is a moderated Facebook Page.

Campaspe Shire Council reserves the right to delete submissions that contain:

- vulgar language;
- personal attacks of any kind;
- offensive comments that target or disparage any ethnic, racial, or religious group.

Further, Council also reserves the right to delete comments that are:

- spam or include links to other sites;
- clearly off-topic;
- advocate illegal activity;
- promote particular services, products or political organisations;
- infringe on copyrights or trademarks;
- use personally identifiable information.

Campaspe Shire Page administrators reserve the right to remove any comments at any time, for any reason and to remove access rights to any user who posts information in violation of this policy. If you have a comment or would like to report a post for review, send an email to [comms@campaspe.vic.gov.au](mailto:comms@campaspe.vic.gov.au) or contact Council's Communications team on (03) 5481 2200.

Posters that repeatedly disregard the guidelines will be removed and marked as spam.

**4.87 Further information**

If you have any doubt about applying the provisions of this policy, check with the Communications team before using social media to communicate. Depending on the nature of the issue and potential risk, it may also be appropriate to consider seeking legal advice.

**5. Exclusions**

Nil

**6. Human Rights**

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

**7. Related Legislation**

Councillors and staff of the Council are expected to demonstrate standards of conduct and behaviour that are consistent with relevant legislation, regulations and policies. A list of relevant legislation may be used as a guide. Council policies and guideline provisions which must be adhered to in relation to the use of social media include the following:

- *Equal Opportunity Act 2010* (Victoria)
- *Charter of Human Rights and Responsibilities Act 2006*
- *Racial and Religious Tolerance Act 2001* (Victoria)
- *Occupational Health and Safety Act 2004* (Victoria)

**8. Related Policies, Procedures and Strategies**

~~Internal Policy A 072, Information and Communication Technology —outlining the acceptable use for email, internet, digital equipment, electronic communications~~

Councillor Code of Conduct

~~Procedure PR125—Employee Code of Code of Conduct~~

~~Council employment contracts~~

~~Council Policy 055, Media Relations —outlining the approach to and resources available for managing media inquiries, producing media releases, proactively managing issues and promoting Council's work;~~

~~Council Policy 081, Privacy and Data Protection —outlining the management and handling of personal and health information within the public sector.~~

Procedure PR130 - Disciplinary Action

**9. Attachments**

None

**Review Period**

~~Two-Three~~ years

**Responsible officer**

Manager ~~Customer Service~~ [Communications](#)

**Administrative Updates**

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter the policy, such a change may be made administratively. Examples include a change to the name of a Council department, a change to the name of a Federal or State Government department, and a minor update to legislation which does not have a material impact. However, any change or update which materially alters this document must be by resolution of Council.

**Approval History**

Adopted	19 July 2011	Minute Book Reference No 17821 (item 13.3)
Revised	5 February 2014	Executive Management Group
Revised	27 August 2014	Executive Management Group
Revised	9 September 2015	Executive Management Group
Revised	30 November 2016	Executive Management Group
Revised	6 September 2017	Executive Management Group
Revised	29 January 2019	Minute Book Reference No 18 (item 7.4)
Revised	21 July 2020	Minute Book Reference No 2882 (item 9.2)



Revised 23 September 2020  
Revised 22 February 2021

Administrative Change (7. *Related Legislation*)  
Administrative update to apply consistent references to  
Campaspe Shire Council ('Council')

Chief Executive Officer: .....

Date: .....

Council Policy

Council Policy

Council Policy

Council Policy



## 9.2 Echuca Aerodrome User Fees

Author	Department	Manager	General Manager
Manager Projects & Facilities	Projects & Facilities	Manager Projects & Facilities	Infrastructure

### 1. SUMMARY

The Echuca Aerodrome (YECH) is a Council owned and operated facility located on McKenzie Road (Echuca-Kyabram Road) Echuca. Council first took ownership of the site in 1972 when it was transferred from the Department of Civil Aviation. The Echuca Aerodrome is positioned on the south-eastern fringe of Echuca, approximately 3km south of the Echuca CBD.

The main part of the site, containing the existing aerodrome facilities, is located on the western side of Echuca-Kyabram Road. This part has an area of approximately 167 hectares and is comprised of both Council owned land and freehold allotments.

This report considers the introduction of user fees at Echuca Aerodrome. Council has full operational responsibility for the site and as it currently stands there are no income streams to support or offset the provision of the service. While it is acknowledged that the income potentially generated by user fees as proposed in this document will not cover average annual operational costs the proposal is in keeping with the fiscally responsible fee for service principles applied to other facilities and amenities.

Using the suggested charges and the trial period aircraft movements data, it is demonstrated that a modest income will be able to be generated that will offset, in part, some operational costs associated with the aerodrome. It is estimated that this income will be in the order of \$15-20k annually.

It is noted that Council has expressed no intent to charge fees to any aeromedical or emergency services aircraft.

### 2. RECOMMENDATION

That Council:

1. Agree to the introduction of user fees at Echuca Aerodrome 1 July 2022 and incorporate the fees in the table below into the 2022/23 Budget.

USER GROUP	TYPE	FEES & CHARGES (ex GST)	COMMENT
Landing Fees	Single Use (SU)	\$10.00 (per landing)	'Touch and Goes' - 6 per hour as a 'single use' charge
Access Fee General	Annual	\$240.00	Annual fee (pro rata).  Aeroclub members, hanger owners, aircraft located at Echuca full time.

Access Fee Commercial	Annual	\$360.00	Annual fee (pro rata).  Local Echuca Aerodrome based Commercial operators – eg charters, flying school, ag and haulage etc
Parking Fee	Annual	\$360.00	Outdoor 'tie down' parking of aircraft.

**2. Review the fees and charges annually as part of the Campaspe Shire Council's annual budget process.**

**3. PURPOSE**

To seek approval for the introduction of user fees at Echuca Aerodrome.

**4. DISCUSSION**

In mid-2021 the Aerodrome Manager commenced a trial of aerodrome data collection using an 'AVDATA' Broadcast Recorder.

AVDATA then provided the Aerodrome Manager access to summary reports through a secure log of airport movements including details of specific users. These reports capture details of aircraft, take-off and landing information, number of emergency aircraft movements and 'local' users (e.g. local Aero Club).

The reason for the trial was to collect accurate data regarding aerodrome usage, to inform decision making for such things as maintenance, renewals and upgrade programs. The collection of the data also presented a potential opportunity to consider the efficient application of user fees and charges.

A report outlining this AVDATA trial was presented to the Executive Management Group (EMG) in December 2021. The outcome of that report and discussion was a request for officers to benchmark landing fees from three nominated aerodromes (Bendigo, Shepparton, and Swan Hill) and prepare a report for Councillor's consideration. The benchmarking information was used as a guide to possible user fees and charges which was included in that report at a Council Briefing in February 2022, where it was requested that officers' further review the proposed fee schedule and return it to a future Briefing for consideration following the sharing of information and feedback from aerodrome users, including the local Aero Club.

In March 2022, an information letter describing the investigation into potential user fees, was sent to all known Echuca Aerodrome users, hanger owners and the Echuca Aero Club (please refer to Attachment 1). The letter included a table of proposed fees and charges and invited feedback either in writing or via a 'drop-in feedback session' which was held at the Echuca Aero Club Clubrooms.

The proposed fees and charges Table 1 from the letter is shown below.

<b>USER GROUP</b>	<b>TYPE</b>	<b>FEES &amp; CHARGES (ex GST)</b>	<b>COMMENT</b>
Landing Fees	Single Use (SU)	\$10.00 (per landing)	'Touch and Goes' - 6 per hour as a 'single use' charge

Access Fee General	Annual	\$240.00	Annual fee (pro rata). Aeroclub members, hanger owners, aircraft located at Echuca full time.
Access Fee Commercial	Annual	\$360.00	Annual fee (pro rata). Local Echuca Aerodrome based Commercial operators – eg charters, flying school, ag and haulage etc
Parking Fee	Annual	\$360.00	Outdoor 'tie down' parking of aircraft.

It is important to note that Council has expressed no intent to charge fees to any aeromedical or emergency services aircraft landing fees.

Using the above charges and the trial period number of aircraft movements, demonstrates that a modest income will be able to be generated which will partly offset operational costs associated with the aerodrome. It is estimated that this annual income will be in the order of \$15-20k.

### Community Feedback

The feedback from the aerodrome community, and other aircraft operators from further away, has not been in favour of the introduction of fees at Echuca Aerodrome. (Collated feedback please see Attachment 2).

Correspondence, including a petition submission from Echuca Aero Club (59 'local' signatories and a further 63 'interstate signatories) cited a range of reasons that the introduction of fees would be 'detrimental to the entire community' have been provided.

In the main the feedback, either written or relayed in person, from all respondents revolves around key themes being:

- The fact that Echuca Aerodrome does not currently have fees is an attraction to aircraft operators and fly-in event operators. The submissions all suggest a reduction in patronage should fees be introduced.
- Local hanger owners pay rates on those properties already and it is suggested the use of the runway should be considered an inclusion as part of that payment.
- The introduction of fees will mean that aircraft users will actively avoid Echuca Aerodrome in preference to other 'non-fee charging' facilities.
- The negative impact in visitation to local shops and traders, taxi operators and the tourism industry who get the 'flow on effects' of aerodrome users.
- The negative impact on tourism and tourism spend was heavily emphasised. The Petition from the Echuca Aero Club includes an extract from Murray Regional Tourism report which states that aircraft was the second most popular mode of transport for tourism to Echuca Moama in 2021 with 1.7% arriving by aircraft. (At the time of writing this report no other data related to tourism spend arising from aerodrome users is available.)
- The potential for negative impact on the running of or attendance at large scale 'fly-in' events and associated tourism spend.



- The income derived (in collection of user fees) will be negligible compared to the detrimental impact on visitation and tourism spend should fees be introduced.
- Negative perceptions about the proposed fee management system and provider and the 'real' income that CSC would derive.

The notion of 'the principle' of aircraft operators not using an aerodrome which charged fees was made numerous times.

It is also noted there are some 'alternative' methods of generating some income for the aerodrome suggested, such as honesty box system or an annual fee applied to hanger owners etc. though these represent 'individual' perspectives and opinion.

## 5. OPTIONS

### Option 1: Charge user fees at Echuca Aerodrome.

#### Summary of option

Council has full operational responsibility for Echuca Aerodrome and as it currently stands there are no income streams to support or offset the provision of the service. While it is acknowledged that the income potentially generated by user fees as proposed in this document will not cover average annual operational costs the proposal is in keeping with the fiscally responsible fee for service principles applied to other facilities and amenities.

Using the suggested charges and the trial period aircraft movements data, demonstrates that a modest income will be able to generate that will offset in part some operational costs associated with the aerodrome. It is estimated that this income will be in the order of \$15-20k annually.

This option is recommended by officers.

### Option 2: Per the status quo do not charge user fees at Echuca Aerodrome

#### Summary of option

User fees are not currently charged at Echuca Aerodrome. The proposed fee structure will generate a modest income at best and the negative perception and detrimental impact they may have on tourism spend, as identified anecdotally in much of the feedback received, would not be offset by the income.

This option is not recommended by officers.

### Option 3: Consider alternative income streams NOT reliant on stipulated user fees.

#### Summary of option

Consider alternative means to collect income such a 'voluntary' payment through and honesty box system, a levy applied to hanger and aircraft owners based at YECH or otherwise.

This option is not recommended by officers.

## 6. CONSULTATION

### Internal consultation:

- Executive Management Group
- Echuca Aerodrome Manager

### External consultation:

- Community - aerodrome stakeholders (letter)

- Echuca Aero Club

Councillors:

- Council Briefing 9 February 2022
- Council Briefing 11 May 2022

## **7. POLICY AND LEGISLATIVE IMPLICATIONS**

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no Council Policy and relevant law has been identified within this report.

## **8. FINANCIAL AND ECONOMIC IMPLICATIONS**

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no economic sustainability issues for the municipality have been identified within this report.

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no issues of ongoing financial viability of the Council have been identified within this report.

## **9. ENVIRONMENTAL IMPLICATIONS**

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no environmental sustainability issues including mitigation and planning for climate change risks have been identified within this report.

## **10. SOCIAL IMPLICATIONS**

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no social implications for the municipality have been identified with this report.

## **11. RELEVANCE TO COUNCIL PLAN 2021-2025**

Not applicable

## **12. ISSUES AND RISK MANAGEMENT**

### **Issues:**

#### Issue 1: Reputational damage

The potential introduction of user fees at Echuca Aerodrome will be met with resistance by some members of the community. Clear communications regarding fees and charges will be required to ensure understanding and transparency.

#### Issue 2: Reduced patronage

Reduced patronage may be experienced initially as some aircraft operators from other areas / regions protest the introduction of fees and may choose to fly elsewhere.

### **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.

### **13. CONFLICT OF INTEREST**

In accordance with section 130 of the *Local Government Act 2020*, the officer preparing this report declares no conflict of interest regarding this matter.

### **14. 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*.

### **15. 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.

### **16. CONCLUSION**

Council has full operational responsibility for Echuca Aerodrome and as it currently stands there are no income streams to support or offset the provision of the service. While it is acknowledged that the income generated by user fees as proposed in this report will not cover average annual operational costs, the proposal is in keeping with the fiscally responsible fee for service principles applied to other facilities and amenities.

Using the suggested charges and the trial period aircraft movements data, has demonstrated that a modest income will be able to be generated which will partly offset operational costs associated with the aerodrome. It is estimated that this income will be in the order of \$15-20k annually.

### **17. ATTACHMENTS**

1. Echuca Aerodrome user fees implementation 02032022 Final [9.2.1 - 2 pages]
2. Echuca Aerodrome User Fees Feedback ALL MERGED [9.2.2 - 26 pages]



MD

9 March 2022

Name  
Address  
Suburb

Cnr Hare & Heygarth Streets  
Echuca VIC 3564

PO Box 35  
Echuca VIC 3564

**P:** 1300 666 535  
03 5481 2200

**E:** [shire@campaspe.vic.gov.au](mailto:shire@campaspe.vic.gov.au)  
[www.campaspe.vic.gov.au](http://www.campaspe.vic.gov.au)

ABN 23 604 881 620

Dear Sir / Madam,

**Re: Echuca Aerodrome – user fees**

I am writing to advise that Council has requested officers investigate the implementation of 'User Fees' for aircraft owners and operators at the Aerodrome. It is noted that fees were previously charged (2008 and prior) as landing fees.

As aircraft owners/operators either based at or using Echuca Aerodrome (YECH) you will be aware that an 'AVDATA' trial has been undertaken over the past six months with the data collected providing details of aircraft traffic utilising YECH.

'AVDATA' in providing a method to monitor and record aircraft movements has also presented an opportunity to establish and charge user fees to generate a modest income from facility users, which will be used to partially offset operational costs at YECH.

As part of the investigation into user fees, YECH was benchmarked against other aerodromes (Bendigo, Shepparton, and Swan Hill) to inform the recommended charges for consideration. Based on the benchmarking, we are considering the following fee structure for Echuca Aerodrome, commencing 01 July 2022.

USER GROUP	TYPE	FEES & CHARGES (ex GST)	COMMENT
Landing Fees	Single Use (SU)	\$10.00 (per landing)	'Touch and Goes' - 6 per hour as a 'single use' charge
Access Fee General	Annual	\$240.00	Per month annually. Aeroclub members, hanger owners, aircraft located at Echuca full time.
Access Fee Commercial	Annual	\$360.00	Per month annually. Local Echuca Aerodrome based Commercial operators – eg charters, flying school, ag and haulage etc
Parking Fee	Annual	\$360.00	Outdoor 'tie down' parking of aircraft.

Any fees that are applied will be reviewed annually as part of the Budget process, together with all user fees and charges applied by Council.

Council has asked that officers bring back a report, with recommendations, to the 18 May 2022 meeting.

To ensure that relevant feedback is captured, you are invited to provide your comments on or before *COB 14 April 2022*.

Feedback in writing (e.g. email) is preferred however, we have arranged a 'drop in' session at the Aerodrome Terminal building between *10am and 1pm Tuesday 12 April 2022* for anyone wanting to meet in person, or you can contact us at the following:

Brendan Kneebone  
Aerodrome Manager  
[b.kneebone@campaspe.vic.gov.au](mailto:b.kneebone@campaspe.vic.gov.au)  
PH: 54812200

Mark Dibsdale  
Manager Projects & Facilities  
[m.dibsdale@campaspe.vic.gov.au](mailto:m.dibsdale@campaspe.vic.gov.au)  
PH: 5481 2200

Yours sincerely



**MARK DIBSDALE**  
**MANAGER PROJECTS & FACILITIES**

cc: Daniel Basham, A/General Manager Infrastructure



19th April 2022

Ray Briggs (President)  
Echuca Aero Club



Mayoress Christine Weller and Councillors  
PO Box 35, ECHUCA 3564

CAMPASPE SHIRE COUNCIL	
Request ID	_____
<b>18 APR 2022</b>	
Doc Set ID	_____

Dear Lady Mayoress and Councillors,

Tourism should not be taken for granted. Tourism is the lifeblood of Echuca and anything that detracts from enticing visitors here must be avoided at all costs. Our Aero Club benefits greatly from visiting aviators. A prime example was the recent RV Owners and Builders Association who chose Echuca and Echuca Aero Club for their meeting place. No landing fees was a prime consideration when planning this event. They arrived on Friday in over seventy aircraft, most with a pilot and passenger. Almost all refuelled at the aerodrome and enjoyed a great weekend here in Echuca. They were all very much against landing fees. The money they spent on fuel, accommodation, food, taxis, and drinks would have exceeded sixty thousand dollars. When you add the knock on effect to this it becomes a huge financial boost to the area. These groups of aviators (and there are many in Australia) will choose other places in preference to Echuca in future if landing charges are implemented.

Tourism is a very large part of the Echuca/Moama economy (48%). The average spend is around \$256 per night, and the age bracket of 60 to 70 years spend the most. All facts presented are taken from the Murray Region Tourism Report of 2021.

Echuca Tourism is chasing this age bracket as they are considered to be amongst the highest spenders. Most private pilots fit into this bracket and they have high disposable funds available for leisure spending. But they will seek airports that don't charge landing fees (it's not the cost, it's the principle). As stated previously this was made abundantly clear a few weeks ago when we hosted the RV Fly In to Echuca. They were aware of the intended introduction of landing fees and stated that if they were in force, they would have used another airport that did not charge fees. We host quite a few such events in normal times and the impact on our club would be substantial as they all refuel at our bowser and we often raise funds by catering to them. Our club relies on this income to survive.

Pilots have a choice as to where they fly. In fact, aerodromes within 150 miles of Moorabbin (a little over a one hour flight) include Ballarat, Ararat, Stawell, Benalla, Wangaratta, Yarrawonga, Tocumwal, Deniliquin, and St Arnaud. All these airports can be used as a destination or stop over. None of them charge landing fees. It could also be argued that if they were to introduce fees, and Echuca stays fee free, then Echuca would be a preferred destination. This fits in with the stated benefits of coming to Echuca.

As the Campaspe Website states:

## **Echuca Aerodrome**

**Love the freedom of flying?**

**Then make sure you make use of the Echuca Aerodrome and enjoy the many hidden treasures of Echuca and Campaspe. Operated by Campaspe Shire Council, casual users don't get charged to use its sealed and grassed runways. We want to encourage pilots, their passengers and aero clubs to land at the McKenzie Road Aerodrome and enjoy the facilities.**

Our club has canvassed Echuca traders who would be effected by a reduction of the number of aviators visiting Echuca. Some very strong views against proposed fees were echoed by many of the traders who signed our petition.

The Echuca Aero Club and hangar owners own their land and pay rates and one would expect that if you have a hangar at the Echuca Airport you would have access to the aerodrome as part of those rates. Other aircraft owners who store their aircraft in these hangers should be given the same access. Sporting clubs pay user fees, but they don't own the land and don't pay rates and there is ongoing maintenance such as ground keeping, toilet facilities, cleaning, etc. So a small fee in that situation would be considered reasonable.

The Echuca Aero Club spends considerable time and effort maintaining airside aircraft parking areas by weeding, watering and mowing. There is absolutely no wear and tear caused by Club Members small aircraft.


Touring aviators and their families are often seen arriving here on any day of the week to spend quality time in Echuca. These people arrive with minimal luggage. The biggest item they carry is their wallet. Everything they need they have to buy locally.

Any improvements and upgrades to the Echuca Aerodrome are not required for pilots that we represent. The proposed runway work is required only for the next generation of Air Ambulance aircraft.

As Air Ambulance, Fire Service and Police aircraft provide essential services to the Shire of Campaspe and Mid Murray Council areas, it should be the government and wider community that meets the associated costs of any required upgrading.

Please consider the ongoing effects on the wider community before voting on this very important issue.

Kindest regards,

  
Ray Briggs

  
President EAC

P.S. The Murray Regional Tourism Report for 2021 shows arrival by aircraft as the second most popular form of transport used by tourists coming to Echuca. According to the report approximately 19,000 arrived by aircraft.

## Extracted from Murray Regional Tourism report

### Domestic travel to Echuca / Moama (1) For the period January 2021 to December 2021

Note: Percentage change figures provided in this report do not necessarily represent statistically significant change. (1) Source: NYS. YE Dec 21, TRA – unless otherwise specified Page 2 of 2

#### Daytrip travel

##### Trips

Echuca / Moama received 489,000 daytrip visitors - down by 22.0% on YE Dec 20.

01002003004005006007008009001,000Daytrips ('000)YE Dec 17YE Dec 18YE Dec 19YE Dec 20YE Dec 21

##### Expenditure (2)

Daytrip visitors spent \$48 million in Echuca / Moama - down by 32.5% on YE Dec 20. On average, visitors spent \$98 per trip - down by 13.4% on YE Dec 20.

(2) Sources: NYS & Regional Expenditure Model. YE Dec 21, TRA.

##### Market share

The daytrip sector represented 42.2% all domestic visitors to Echuca / Moama - down by 17.4% pts on YE Dec 20. The daytrip sector contributed 14.2% of total domestic spend in the region - down by 10.3% pts on YE Dec 20.

Echuca / Moama received 21.5% of daytrips to the Murray region. Compared to YE Dec 20, the share was down by 6.9% pts.

##### Average annual growth - YE Dec 17 to YE Dec 21

-14%-12%-10%-8%-6%-4%-2%0%DaytripsEchuca / MoamaRegional VictoriaRegional NSW Murray  
Over the period YE Dec 17 to YE Dec 21, Echuca / Moama had an average annual decline of -12.9% in daytrips. The region had a higher decline than regional Victoria, regional NSW and the Murray region.

##### Main purpose of trip

'Holiday' (43.9%) was the largest purpose for visitors to Echuca / Moama, followed by 'business' (26.3%) and 'visiting friends and relatives (VFR)' (19.6%).

Compared to YE Dec 20, 'holiday' increased by 9.1% pts whilst 'VFR' declined by 8.0% pts.

##### Activities

'Eat out, dine at a restaurant or cafe' (26.7%) was the most popular activity undertaken by visitors to Echuca / Moama. 0%10%20%30%Eat out, dine at a restaurant or cafeSightseeing or looking around Visit friends and relatives Go shopping for pleasurePubs, clubs, discos etc% of visitors

## Transport

'Private vehicle or company car' (98.3%) was the most popular transport used by visitors to Echuca / Moama.

**'Aircraft' (1.7%) was the 2nd most popular transport used.**

##### Origin

Echuca / Moama received (66.9%) of daytrip visitors from regional Victoria. Regional NSW contributed (26.5%) and Melbourne tourism region (6.6%) of daytrip visitors to the region.

##### Age

'65 years and over' (40.9%) was the biggest age group of visitors to Echuca / Moama, followed by '25 to 34 years' (14.6%) and '15 to 24 years' (14.5%).

##### Month travelled

May (26.1%) was the most popular month for a daytrip to Echuca /





To whom this may concern.

It has come to the board of Echuca Moama Accommodation Association's attention that the council is considering implementing Landing Fees at Echuca Aerodrome.

Visiting flyers to the region are fantastic for tourism and the accommodation sector and it appears this style of transport is becoming more and more popular.

I would like you to take into the consideration the impact of the extra charge and determine if it will divert visiting tourists to other destinations not currently charging a fee located close to us.

Any charge that possibly deters tourism from our region needs investigating as to whether the immediate cash injection of the fee is outweighed by the total cash injection to industries like tourism and hospitality.

Although I have no figures to substantiate any numbers, maybe the aerodrome has figures to show the number of visitors to the region per year to support the concern.

Kind Regards Paul Lavars

President of Echuca Moama Accommodation Association.

**ECHUCA MOAMA TAXI GROUP PTY. LTD.**

**A.C.N. 059 434 867  
A.B.N. 1405 943 4847**



*The Mayor and Councillors  
Shire of Campaspe  
Heygarth Street  
Echuca*

14/04/2022

Dear Chrissy and Fellow Councillors,

Echuca Moama Taxis enjoy a constant number of requests for transport both to and from the Echuca Airport and around the town from many visiting aviators.

This work is good business for us as the fares are quite substantial and regular.

They are mostly during daylight hours and fit into our schedule very easily.

We are regularly told by these visitors, that they choose Echuca for its excellent facilities, closeness to Melbourne and often mention the fact that there are no landing fees.

If landing fees were to be introduced here, we feel that there will be a measurable backlash, which will have an impact on our business, but to a much greater extent, the whole tourist trade in the area will suffer as a result.

Please consider all the negative aspects to your proposal very carefully before proceeding.

Yours Faithfully,



W. Westrup

Director  
Echuca Moama Taxis

## Airtourer Association Inc.



[REDACTED]

14 April 2022

Campaspe Shire Council  
PO Box 35  
Echuca VIC 3564

Dear Sir / Madam,

### Echuca Aerodrome – Proposed Landing Fees

I am writing to express concern in relation to proposed landing charges at Echuca Aerodrome.

The Airtourer Association is a group of enthusiasts for the Australian designed and built Airtourer aircraft. The Airtourer was manufactured in the 1960s by Victa Ltd, the same company that made the iconic Victa lawnmower. The association holds a number of fly-ins each year, usually covering a full weekend. In the past we've had in the order of twenty aeroplanes and a hundred people at these events.

Our next major fly-in is planned for Echuca over the weekend of 14 – 16 October 2022. The committee has received feedback from a number of members expressing concern about the proposed landing charges and suggested we move to a location without landing charges.

We note that tourism is an important source of income for the Campaspe Shire. Most tourists arrive by road and are not required to pay for the use of council maintained roads, parks and other facilities. In fact we note that some services such as waste dumping is free for visitors in RVs. These visitors are largely self contained and contribute less to the local accommodation, food and beverage economy than visitors arriving by aircraft.

The association understands that visitors by air are a minority compared with road. It is therefore disappointing to be subjected to discriminatory charges simply because we fly rather than drive.

The Airtourer Association requests that the Campaspe Shire Council not introduce landing charges for visiting aircraft at Echuca Airport. We look forward to visiting Echuca once again and contributing to the tourist economy.

[REDACTED]

John O'Halloran,  
Secretary, Airtourer Association Inc.

Secretary: John O'Halloran

[REDACTED]

**EAC ACCOUNTS**

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**From:** [REDACTED]  
**Sent:** Tuesday, 15 March 2022 11:37 AM  
**To:** 'David Wearne'; [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** YECH AERODROME LANDING FEES LETTER

Hi David, Ray, Peter & Rod

Thank you David for your heads up re proposed landing fees at Echuca Aerodrome. It sounds disastrous. I recall a similar "landing fee" situation at Narromine Airport back in 2009/10. My memories of this are as follows: -

NATFLY was a well established event for recreational and sport aircraft industry, pilots, owners, aircraft builders and enthusiasts. It attracted thousands of people every Easter to Narromine over many years. The local shops, taxis and tourism industry were getting flow-on benefits from the event.

Community volunteer organisations fund raised, sharing in gate takings whilst helping out with parking duties, sausage sizzles, etc. Stall holders set up their display tents. Musicians entertained the crowds in the evening. It was an event for all the family.

NATFLY was the type of iconic, national, annual marketing event that Shire Councils all over Australia would spend thousands of dollars to attract. Economists theorise that every dollar spent in a local community circulates through that community up to seven times. This is why Councils employ tourism operators.

Then Narromine Council mooted introducing landing fees. RAAUS wanted a firm decision on the landing fees before committing to holding the 2010 NATFLY event in Narromine. Narromine Council was unable to provide a firm answer, either way, before the RAAUS decision date. Narromine lost the NATFLY event to Temora in 2010. Landing fees were never introduced at Narromine Aerodrome. Nevertheless the issue lost them an event that other Councils would pay many thousands of dollars to attract. Disastrous!

Temora had previously attracted the Temora Aviation Museum, founded by David Lowy in 1999 over Narromine Airport, who was another contender for the Museum. I understand the availability of freehold land for the Museum building was the deciding issue.

When is the Campaspe Shire Council going to set up a toll station for motorists if they wish to depart the Cobb Highway and spend a dollar in town. If not, why not. The logic is the same.

In my opinion any move by Campaspe Shire Council to introduce landing fees will be detrimental to the entire community, as demonstrated above.

Kind regards

GAVIN GREEN

Alan Carlisle

5<sup>th</sup> April 2020

The Mayor and Councillors  
Campaspe Shire  
PO Box 35  
Echuca Vic 3564

**Subject: Landing Fees at Echuca Aerodrome**

Madam Mayor and Councillors,

I recently organised a Fly in to Echuca aerodrome where we had over seventy aircraft and well over one hundred participants arrive and share the hospitality of the Echuca township. I selected Echuca because of its rich history and excellent services. A town central to Sydney, Adelaide and Melbourne it was ideally situated for the purposes of our national fly in. When considering the venue, I knew of the excellent hosting services being provided by the Echuca Aero Club and the fact that the aerodrome does not have landing fees for private aircraft.

To be told that your Council is considering the introduction of landing fees for private general aviation aircraft, it was a blow to common sense. I am aware that the commercial business Avdata is very professional in their sales approach waxing loud on how much money Council could make. The reality is only Avdata makes money in these schemes. Council will be charged per invoice issued regardless of payment being subsequently made or not. I would recommend you contact CEO Mr. Ben Morgan of Aircraft Owners and Pilots Association (AOPA) 0415 577 724 who can detail countless Shires and Councils who having been enticed by Avdata only to later withdraw from the arrangements when the economic impact of the arrangement becomes patently clear to Council.

The Echuca Aerodrome is a Community Asset that will be maintained and supported by Council regardless if not one more private aircraft was to land on the runway. Whilst staying at Echuca I observed every single day I was there, that the air ambulance and Royal Flying Doctor landed and removed or returned a patient, a Victorian Government aircraft also landed. The Police, surveillance, Fire Service and emergency services utilise the aerodrome consistently for the safety of Shire residents. The aerodrome is an essential service and will be maintained regardless of landing fees or not. The actual cost of maintaining 1000 metres of asphalt is nothing compared to the thousands of kilometres of roads and highways maintained by Council. I must beg the question; how much grant monies have the Shire obtained from Canberra to maintain and upgrade the runway? The Department of Infrastructure yearly allocates millions of dollars to Shires and Councils to

maintain regional aerodromes. Have your staff applied for these grants and received aerodrome monies? Because if they have, why the need to charge landing fees? If they have not, why not?

I know it comes as a quick judgement that pilots and aircraft owners are well to do individuals and a landing fee would mean nothing to them. For sum that assessment may be accurate, but for many such as myself, it took me three years to scrape together my tuition fees to fulfil a lifetime dream. I am a retired Policeman with a very modest superannuation to live on. My wife and I built our airplane in our garage at home as this is the only way we could afford to own an aircraft. Our aircraft cost substantially less than the grey nomad car and caravan rig that drives into your town every day. Every landing fee affects my decisions of where to land, refuel and stay. We arrive without transport and need taxis and tour operators to get us around. We require accommodation and to purchase every meal we consume. Unlike the grey nomad who rocks up into town and promptly free camps and spends very little as they are self-contained and self-sufficient. Who contributes more to the economy of Echuca?

Your Council spends huge sums attracting tourism into Echuca, yet the one group that significantly contributes over and above compared to the grey nomad is private aviation. You don't charge car and caravan rigs from driving into town and I suggest they create more wear and tear on infrastructure compared to a light aircraft weighing in under 700 kilograms.

There are certain infrastructure items that Council will always provide and maintain free to the public, toilets, parks and aerodromes.

I requested attendees at the fly in to keep a tab on their spending for the weekend stay, those people who were kind enough to provide feedback, their data reveals that the average spend (including fuel) was just over one thousand dollars (\$1,000+). Compare that to a free camping grey nomad – no comparison.


If your Council were to introduce landing fees for private aircraft the economic impact on your community will be significant as aviators fly elsewhere, yet the running costs for the aerodrome will remain a constant. Landing fees is a nothing gained and community loss.

I hope and trust you can see the logic in what I am saying as it will be Echuca's loss should the Council blindly fall for the marketing campaign of Avdata who are only interested in their gain and not you communities' losses.

Yours Sincerely,

Alan Carlisle OAM

President RV Aircraft Association.



2 April, 2022

The Mayor and  
Councillors of the  
SHIRE OF CAMPASPE

Dear Mayor and Councillors,

Re: Proposal to Charge Landing fees at Echuca Airport

I would like to put some matters before you to help with your consideration of the proposal to charge landing fees at Echuca.

I have been a pilot for many years and Echuca is the aerodrome that I have most used in the 58 years that I have been flying. I am a charter pilot and flying instructor.

Echuca is a little different from the many aerodromes. Most towns with a similar population, have an Aircraft Maintenance organisation and one or two other full time aviation related businesses. Echuca has nothing. Those aviation businesses would employ, about 8 to 10 people. I visited Cowra in NSW last week; population about 10,600. They have four aviation businesses employing in excess of 40 full-time employees. Echuca could be the same with a small amount of promotion.

Echuca aerodrome attracts people to the town to visit whether for business or pleasure. It is close to Melbourne and a natural destination for day trippers. Councillors, I am sure, would know the average amount spent by each visitor. People even visit Echuca for the express purpose of refuelling. The Echuca Aero Club has worked hard to attract aircraft both for both piston engined aircraft and for turbine engined aircraft. I travel from Shepparton where my aircraft is located, just to refuel because of my association with Echuca Aero Club and the good price that the Club offers. I know that the Royal Flying Doctor Service, Air Ambulance and the Police refuel at Echuca.

I will have to reconsider whether I will call at Echuca if, every time I land, I have to pay \$11 and I will only be one of many pilots who will not call to get fuel.

I think it is worth remembering:-

1. That the Echuca aerodrome was gifted to the Shire by the Commonwealth of Australia. I was told that the Commonwealth paid \$500,000 towards the construction of the runway and a further \$500,000 for maintenance. Since then, the Shire has subdivided and sold many blocks from the original parcel of land gifted to the Shire. It seems to me that the aerodrome has cost the Shire very little, if anything. I know that more hangars would be built if more lots were available to purchase.

2. Air travel for business people is attractive. It allows a full day's work to be done. Forty-five minutes air travel in comparison to travel time of 7 hours in a round trip Melbourne by road. Business air travel will only increase. Fly in Fly out workers is an example. It is not confined to W.A. I have taken workers from Echuca to Narrandera; Echuca to Bairnsdale; Echuca to Swan Hill at the beginning of the working week and picked them up again at the end of the working week. These contracts have lasted for many months and, in one case, for years. Councillors may not be aware of the business value of the aerodrome. An aerodrome is an asset. Any sizeable business contemplating moving to Echuca will be influenced by whether or not Echuca has an all weather aerodrome.

...2/-

Re: Proposal to Charge Landing fees at Echuca Airport

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- 2 -

3. Air travel is efficient and requires very little infrastructure. A road trip from Melbourne to Echuca involves the maintenance of more than 200 kilometres of paved roadway. An air trip only involves 1200 metres of paved runway.

4. The most frequent user of the Echuca aerodrome is the Air Ambulance Service. The Air Ambulance calls at Echuca, on average twice a day, every day of the year. If the Shire goes ahead with the proposal to charge, the biggest payer will be the Air Ambulance. That does not seem right.

It is a comfort to know that, in an emergency, the Air Ambulance will be at Echuca quickly. How many new born babies or very sick people are transported to a Melbourne Hospital by air? The facility of the aerodrome is essential to emergency services.

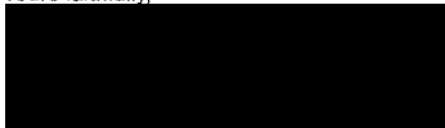
5. Echuca has to retain an aerodrome close to the town. It would be counter productive to drive air traffic away by charging landing fees. There is far greater amount to be earned from tourist dollars than irritating the travelling public by imposing a very visible impost which is a toll.

6. Landing fees are an inefficient and clumsy way of raising money. (It used to be collected by a fuel surcharge that was efficient). With Landing fees, most pilots experience the frustration of receiving bills for landings that have not occurred. This is a large waste time in correcting someone else's errors. A lot of time is involved in reconciling accounts for landing. A private company collects these fees, undoubtedly at a very good profit. The purpose of collecting fees is not to benefit a private company. I would want all of my contribution to go to the Shire not to a private company.

May I suggest that it would be more efficient if Council required local aircraft owners to contribute something towards the cost of maintaining the aerodrome? All the moneys raised would go to Council. It would be administratively efficient. Visitors and businesses would not be put off by landing fees.

The more the Echuca aerodrome is used, the better. Aircraft use does not wear out the aerodrome. Every aircraft that lands produces income whether by way of fuel sales, tourist dollars or, business traffic. Echuca aerodrome is under utilised. Echuca is well located for air transport. It will keep growing, if it is given a little encouragement. It would not take much to promote the aerodrome. One attraction would be to advertise "No landing fees." That would provide a better economic outcome than recouping a much smaller amount from landing fees.

Yours faithfully,



CHRIS KINNANE



**To the Mayor and Councillors of the Campaspe Shire.**

With reference to the proposed introduction of Landing fees and other charges at Echuca aerodrome, we the undersigned wish to petition council to record our strong opposition to implementing the above plan. Reason:- Because it is a big disincentive to pilots when choosing places to visit. They usually have the freedom of choice and a percentage will choose other places without fees in preference, rather than pay the landing fees here. Both Tocumwal and Yarrowonga have no landing fees and both offer similar Murray River holiday destinations.

We see this as having a significant negative impact on spending in our city, which relies very heavily on tourism for employment and prosperity. Organised fly-ins to Echuca have in the past, been regular occurrences, with hundreds of planes and hundreds of people who collectively spend massive amounts on Accommodation , Taxis, Food, Retail shops and Fuel. These event organisers will most likely choose other places to have their get-togethers in future if landing charges are introduced here and we as traders will suffer as a result.

Echuca Airport is the only licensed airport in our large shire and has excellent facilities to cater for these large groups and Echuca has been a favourite with many individual aviators and organised groups who have come here and stayed for weekends over many years. We therefore urge councillors to vote against implementation of landing charges for visiting aviators.

59  
David Wearne

Principal petitioner: - \_\_\_\_\_

Address:- \_\_\_\_\_

Email:- \_\_\_\_\_

Phone : \_\_\_\_\_

**Signatories of Group participants**

Business Name	Name	Address	Signature
[Redacted Content]			

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**Signatories of Group participants**

Business Name	..	Name	Address	Signature



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**Signatories of Group participants**

Business Name	Name	Address	Signature



**To the Mayor and Councillors of the Campaspe Shire.**

With reference to the proposed introduction of Landing fees and other charges at Echuca aerodrome, we the undersigned wish to petition council to record our strong opposition to the above plan.

Reasons:-

- 1/ It is a disincentive to pilots when choosing places to visit as they mostly have the freedom of choice.
- 2/ We see this as having a far wider negative impact on spending in the town, which appears to rely very heavily on tourism. Organisers of fly-ins such as our group, when planning, prefer to choose places without landing fees and can attract groups of a hundred or more people who collectively spend huge amounts on Accommodation , Transport, Food and Fuel .
- 3/ Echuca Aero Club has excellent facilities to cater for large groups and Echuca has been a favourite with many organised groups of aviators for this and other obvious reasons, they will suffer severely in their struggle to stay financially viable without the revenue from these regular aviators visits.

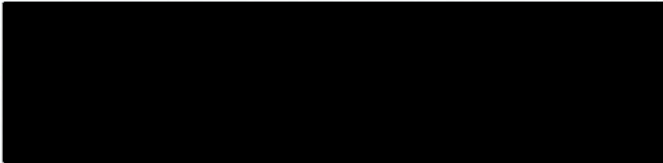
We therefore urge councillors to vote against implementation.

● **Principal petitioner: - Alan Carlisle Chairman RV Aircraft Association Echuca Convention.**

Address:-

Email:-

Phone :



*63 Signatories*

**Signatories of Group participants**

Name	Address	Signature
[Redacted Signatories]		

**To the Mayor and Councillors of the Campaspe Shire.**

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- We therefore urge councillors to vote against implementation.

**Signatories of Group participants**

Name	Address	Signature





**Mark Dibsdale**

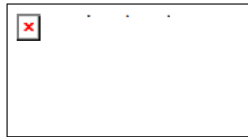
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**From:** SOC No Reply  
**Sent:** Wednesday, 16 March 2022 1:46 PM  
**To:** Peter McCarthy  
**Subject:** RE: Aerodrome Fees  
**Attachments:** Submission Acknowledgement - Kyneton Aero Club.pdf


Dear Mr McCarthy

Please find attached correspondence acknowledging receipt of your email below.

Kind Regards



**Campaspe Shire Council** | PO Box 35, Echuca VIC 3564  
 E: [shire@campaspe.vic.gov.au](mailto:shire@campaspe.vic.gov.au) W: [campaspe.vic.gov.au](http://campaspe.vic.gov.au)  
 T: 5481 2200

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Please consider the environment before printing this email.

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**From:** Peter McCarthy [redacted]  
**Sent:** Tuesday, 15 March 2022 9:56 AM  
**To:** Campaspe Shire Council <[shire@campaspe.vic.gov.au](mailto:shire@campaspe.vic.gov.au)>  
**Cc:** [redacted]  
**Subject:** Aerodrome Fees

**Brendan Kneebone, Aerodrome Manager and Mark Dibsde, Manager Projects & Facilities**

On behalf of the members of the Kyneton Aero Club I would like to register our strong disagreement with the imposition of the proposed fees and charges. Echuca has been a popular destination for flights from Kyneton, involving a two-way taxi fare and purchase of lunch for two to four people from each aircraft. I can assure you that this will be greatly diminished if the charges are imposed.

We have previously experienced the imposition of charges at Shepparton and then at Bendigo, with a resulting deletion of these destinations from our recreational flying itinerary. I expect that popular events such as the Antique Aeroplane Association meetings will cease to consider Echuca as a destination.

Please enquire of other councils their experience with fees and charges, as I understand that they have been revenue negative for the council in some instances and certainly revenue negative for the town.

There may be a perception that aviators are wealthy people, but I can assure you that most aircraft cost less than a modern caravan or boat and 4WD combination, with aircraft owners very careful about their costs. On a personal level I will not visit a location that charges fees unless it is an essential refuelling stop in a longer journey.

Yours Sincerely

Peter McCarthy  
President  
Kyneton Aero Club



[www.kynetonaeroclub.org](http://www.kynetonaeroclub.org)

Phone: 03 5422 6626 – (Club Room)

Fax: 03 5422 3003

**Mark Dibsdale**

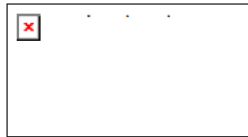
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**From:** SOC No Reply  
**Sent:** Wednesday, 16 March 2022 1:43 PM  
**To:** Rod Newlyn  
**Subject:** RE: Attention Mark Dibsdale Echuca Aerodrome - Proposed User Fees  
**Attachments:** Submission Acknowledgement - R Newlyn.pdf

Dear Mr Newlyn


Please find attached correspondence acknowledging receipt of your email below.

Kind Regards



**Campaspe Shire Council** | PO Box 35, Echuca VIC 3564

E: [shire@campaspe.vic.gov.au](mailto:shire@campaspe.vic.gov.au) W: [campaspe.vic.gov.au](http://campaspe.vic.gov.au)  
 T: 5481 2200

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-----Original Message-----

**From:** Rod Newlyn [REDACTED]  
**Sent:** Monday, 14 March 2022 9:59 AM  
**To:** Campaspe Shire Council <[shire@campaspe.vic.gov.au](mailto:shire@campaspe.vic.gov.au)>  
**Cc:** [REDACTED]  
**Subject:** Attention Mark Dibsdale Echuca Aerodrome - Proposed User Fees

Dear Mark,

I am replying to your letter dated 9th March 2022, Re: Echuca Aerodrome - Proposed User Fees.

This is a concern to me personally as whilst I have a hangar at the aerodrome I have not flown or owned an aeroplane since 2014.

I have generally had a good relationship with Echuca Aerodrome Management in Brendan and Peter and I do appreciate where they have supported me personally but doI can not support a user pays format, certainly not to local aircraft and/or hangar owners, the cost of aviation has blown out and now the price of aviation fuel is going through the roof, all hangar owners at the aerodrome pay rates and most of us look after the shire grass areas adjacent to our hangars ourselves at our own costs, I personally take my own rubbish away. I know the shire do have corrections services teams mow around the hangar areas from time to time but this is not often and certainly not often enough to manage the grass in a consistent fire safety way.

I really hope the shire do not adopt this suggestion and support local aircraft and/or hangar owners.

Kindest Regards.

Rod Newlyn

[Redacted]  
[Redacted]

CAMPASPE SHIRE COUNCIL	
Request ID	
21 MAR 2022	
Doc Set ID	

Mark Dibside  
 Manager Projects & Facilities  
 Campaspe Shire Council  
 PO Box 35  
 Echuna Vic 3564

March 18, 2022

Re: Proposed fees and charges for Echuca Aerodrome

Dear Mark,

I am a regular visitor to the Echuca area, and after becoming aware of the proposal to introduce access charges for usage by aircraft at the Echuca Aerodrome, I felt it was important to bring to your attention some important points for you to consider before arriving at a final decision.

When an aircraft arrives at Echuca the pilot and their passengers have with them pretty much only one thing other than the clothes they are wearing, their wallet. Contrast this with visitors travelling by road with their caravan, often with bicycles on a rack at the back (good on them), who largely arrive fully provisioned with their own accommodation, and apart from their caravan park fees, are able to arrive in town with no charges at the "town gate", and then use free of charge, the footpaths, cycleways, as well as the various recreational, leisure and community facilities, all of which have been recently developed/upgraded at the cost of around \$2 million.

I travel often to Echuca by air, sometimes with family and sometimes with friends from interstate who are keen to explore the region along the Murray River. Our visits are sometimes day trips (which are viable by air), and sometimes overnight and long weekends. I'm sure you can come up with an idea of the amount spent on these visits, including taxis, meals, refreshments, visits to places such as the Port of Echuca Discovery Centre, the Holden Museum, and accommodation for longer stays. Remember, they only bring their wallets.

You can chose to introduce new aerodrome access charges if you like, but all it will do is introduce a disincentive to visit Echuca. You need to weigh up the net benefit of introducing the charges. There are plenty of other destination options along the Murray River.

As a final point, Avdata have a vested interest in you procuring their services. They charge significant fees for their service which offsets much of the gain. Their operation largely involves their people remotely listening to radio transmissions to identify visiting aircraft, with there being no aircraft identification validation before sending charges to aircraft owners. As they consistently make errors with aircraft not being correctly identified there follows a time consuming process of seeking a correction. This is yet another disincentive to visit Avdata serviced aerodromes.

Yours sincerely



Barrie Slattery



Alan Carlisle

5<sup>th</sup> April 2020

The Mayor and Councillors

Campaspe Shire

PO Box 35

Echuca Vic 3564

**Subject: Landing Fees at Echuca Aerodrome**

Madam Mayor and Councillors,

I recently organised a Fly in to Echuca aerodrome where we had over seventy aircraft and well over one hundred participants arrive and share the hospitality of the Echuca township. I selected Echuca because of its rich history and excellent services. A town central to Sydney, Adelaide and Melbourne it was ideally situated for the purposes of our national fly in. When considering the venue, I knew of the excellent hosting services being provided by the Echuca Aero Club and the fact that the aerodrome does not have landing fees for private aircraft.

To be told that your Council is considering the introduction of landing fees for private general aviation aircraft, it was a blow to common sense. I am aware that the commercial business Avdata is very professional in their sales approach waxing loud on how much money Council could make. The reality is only Avdata makes money in these schemes. Council will be charged per invoice issued regardless of payment being subsequently made or not. I would recommend you contact CEO Mr. Ben Morgan of Aircraft Owners and Pilots Association (AOPA) 0415 577 724 who can detail countless Shires and Councils who having been enticed by Avdata only to later withdraw from the arrangements when the economic impact of the arrangement becomes patently clear to Council.

The Echuca Aerodrome is a Community Asset that will be maintained and supported by Council regardless if not one more private aircraft was to land on the runway. Whilst staying at Echuca I observed every single day I was there, that the air ambulance and Royal Flying Doctor landed and removed or returned a patient, a Victorian Government aircraft also landed. The Police, surveillance, Fire Service and emergency services utilise the aerodrome consistently for the safety of Shire residents. The aerodrome is an essential service and will be maintained regardless of landing fees or not. The actual cost of maintaining 1000 metres of asphalt is nothing compared to the thousands of kilometres of roads and highways maintained by Council. I must beg the question; how much grant monies have the Shire obtained from Canberra to maintain and upgrade the runway? The Department of Infrastructure yearly allocates millions of dollars to Shires and Councils to

maintain regional aerodromes. Have your staff applied for these grants and received aerodrome monies? Because if they have, why the need to charge landing fees? If they have not, why not?

I know it comes as a quick judgement that pilots and aircraft owners are well to do individuals and a landing fee would mean nothing to them. For sum that assessment may be accurate, but for many such as myself, it took me three years to scrape together my tuition fees to fulfil a lifetime dream. I am a retired Policeman with a very modest superannuation to live on. My wife and I built our airplane in our garage at home as this is the only way we could afford to own an aircraft. Our aircraft cost substantially less than the grey nomad car and caravan rig that drives into your town every day. Every landing fee affects my decisions of where to land, refuel and stay. We arrive without transport and need taxis and tour operators to get us around. We require accommodation and to purchase every meal we consume. Unlike the grey nomad who rocks up into town and promptly free camps and spends very little as they are self-contained and self-sufficient. Who contributes more to the economy of Echuca?

Your Council spends huge sums attracting tourism into Echuca, yet the one group that significantly contributes over and above compared to the grey nomad is private aviation. You don't charge car and caravan rigs from driving into town and I suggest they create more wear and tear on infrastructure compared to a light aircraft weighing in under 700 kilograms.

There are certain infrastructure items that Council will always provide and maintain free to the public, toilets, parks and aerodromes.

I requested attendees at the fly in to keep a tab on their spending for the weekend stay, those people who were kind enough to provide feedback, their data reveals that the average spend (including fuel) was just over one thousand dollars (\$1,000+). Compare that to a free camping grey nomad – no comparison.

If your Council were to introduce landing fees for private aircraft the economic impact on your community will be significant as aviators fly elsewhere, yet the running costs for the aerodrome will remain a constant. Landing fees is a nothing gained and community loss.

I hope and trust you can see the logic in what I am saying as it will be Echuca's loss should the Council blindly fall for the marketing campaign of Avdata who are only interested in their gain and not your communities' losses.

Yours Sincerely,



Alan Carlisle OAM

President RV Aircraft Association.

## 9.3 Grants Programs Review

Author	Department	Manager	General Manager
Community Executive Assistant	Community		General Manager Community

### 1. SUMMARY

Council presently has ten grants programs which are available for application from community groups and organisations at varying times during the year. A review of the grant programs has been undertaken following which some suggested amendments are recommended to be considered by Council.

### 2. RECOMMENDATION

**That Council approve the amendments to the grants programs as proposed in this report.**

### 3. PURPOSE

To seek approval of the review of Council's community grants programs.

### 4. DISCUSSION

At its 2 March 2022 Briefing Session Council was presented with an overview of community grants programs and contributions and requested a holistic report of grants offered to guide decisions about any potential amendments.

There is an annual budget allocation of \$419,000 for community grants programs offered by Council. This report canvasses the community grant programs and proposes that some be adjusted.

Grant programs and proposed changes:

#### Seniors Grants Program

Budget allocation is \$12,000, applications open July, successful applicants need to be formally reported to Council at the conclusion of Seniors Week activities.

#### Junior Development Program

No changes proposed, applications accepted year-round, budget allocation is \$25,000.

#### Youth Activation Grants

No changes proposed, applications open May, budget allocation is \$3,000.

#### Responsive Grants Program / Donations

Each of these programs has a budget allocation of \$25,000, applications are accepted year-round. Low submissions have been experienced over the past year leaving a large unspent allocation at the end of the financial year.

It is suggested that these two programs should be combined and reduce the amount available to \$10,000. The remaining \$40,000 to be reallocated to Community Event Sponsorship.

#### Community Event Sponsorship

No administration changes proposed, applications accepted year-round, budget allocation \$25,000.

Due to the high volume of applications received and insufficient funds available to cater for the increase of events being offered as communities come out of the restrictions imposed due to the Coronavirus pandemic, it is proposed to increase the budget allocation to \$65,000 (utilising the transfer of funds from the Responsive Grants Program / Donations area).



Business & Commercial Event Sponsorship

No changes proposed, applications accepted year-round, budget allocation is \$65,000.

Event Attraction

No changes proposed, applications accepted year-round, budget allocation is \$25,000.

Community Grants Program

No administrative changes proposed, applications received twice per year (March & August), budget allocation is \$164,000. Applications for 2022/2023 round one closed on 15 April 2022.

Recent programs have seen a decline in the number of successful applications leaving an unspent allocation at the end of the financial year.

It is proposed to reduce the budget allocation to \$60,000 and reallocate \$104,000 to a new Community Equipment Grants Program.

Community Equipment Grants

A trial program was run in January 2022, using unexpended 2021/2022 Community Grants Program funds. This program was very well received and subscribed by community groups and organisations.

It is proposed that the Community Equipment Grants Program be formally established as an ongoing program, applications accepted bi-monthly in July, September, November, January, March and May, budget allocation \$104,000 (utilising the transfer of funds from the Community Grants Program).

Business Assistance Grants

No changes proposed, applications received twice per year, budget allocation is \$50,000.

<b>Grant Program</b>	<b>Current budget allocation</b>	<b>Proposed budget allocation</b>
Seniors Grants Program	\$12,000	\$12,000
Junior Development Grants Program	\$25,000	\$25,000
Youth Activation Grants Program	\$3,000	\$3,000
Responsive Grants Program	\$25,000	\$0
Donations Program	\$25,000	\$0
Responsive/Donations Combined	\$0	\$10,000
Community Event Sponsorship	\$25,000	\$65,000
Business & Commercial Event Sponsorship	\$65,000	\$65,000
Event Attraction	\$25,000	\$25,000
Community Grants Program	\$164,000	\$60,000
Community Equipment Grants Program	\$0	\$104,000
Business Assistance Program	\$50,000	\$50,000
<b>Total</b>	<b>\$419,000</b>	<b>\$419,000</b>

## 5. CONSULTATION

### Internal consultation:

- Executive Management Group

### External consultation:

- Not required

### Councillors:

- 2 March 2022 Council Briefing Session.

## 6. POLICY AND LEGISLATIVE IMPLICATIONS

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no Council Policy and relevant law has been identified within this report.

## 7. FINANCIAL AND ECONOMIC IMPLICATIONS

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no economic sustainability issues for the municipality have been identified within this report.

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no issues of ongoing financial viability of the Council have been identified within this report.

## 8. ENVIRONMENTAL IMPLICATIONS

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no environmental sustainability issues including mitigation and planning for climate change risks have been identified within this report.

## 9. SOCIAL IMPLICATIONS

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no social implications for the municipality have been identified with this report.

## 10. RELEVANCE TO COUNCIL PLAN 2021-2025

Growing quality of life

Communities have a say on local infrastructure and attractions that stimulate engagement and activity

Children, young people and families healthy and well

## 11. 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.

## **12. CONFLICT OF INTEREST**

In accordance with section 130 of the *Local Government Act 2020*, the officer preparing this report declares no conflict of interest regarding this matter.

## **13. 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*.

## **14. 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.

## **15. CONCLUSION**

A review of the grant programs has been undertaken following which some suggested amendments are recommended to be considered by Council.

## **16. ATTACHMENTS**

Nil

## 10 Council Information

### 10.1 Notes of Appreciation

The following have been received:

- Pauline Keegan, Stanhope – thank you for cleaning up the accident scene, at the intersection of Midland Hwy and Curr Road, so well on 4 April.

*“I was out tending my lawn on Tuesday and noticed the gutter sweeper going through the intersection regularly when the traffic was quiet. At first I wondered what it was doing but soon realised it was cleaning up the area.”*

*“Great job. Thank you.”*

- Close the Loop – express appreciation for recycling 9.12kg of toner cartridges between 1/1/2022 until 31/3/2022.

*“Thank you for being part of the circular economy!”*

- Greg & Vicki Callaway – thank you to Andrew Pope, Municipal Building Surveyor and Manish Kumar, Building Trainee for their assistance in sorting out some pool fencing.

*“I would like to compliment them on the professional and supportive way they conducted themselves. I was very impressed with the facilitatory way they dealt with us.”*

*“Well done Campaspe Shire for have such great representatives working for us.”*

- Richard Evans – thank you for the new bin lids, *“they have arrived and are working perfectly!”*
- Heather Darbyshire, Rochester Wirima PlaySpace Committee, thanked Belinda Owen, Event Support Officer, for her support in planning School Holiday activities in Rochester.

*“Over the school holidays our town was abuzz with such positivity and joy. Locals and visitors enjoyed the wonderful weather and the amazing free activities in Wirima Playspace, Rotunda Park and the Mural precinct. At our RBN meeting today there was unanimous positive feedback from local businesses and families about how much they appreciated the high quality free activities that the Shire provided and the spin off for local businesses. I would like to acknowledge Belinda Owen for her community research in planning the activities and for all of her wonderful liaison and organisation to make this happen here in Rochester and the Campaspe Shire. I have worked on Community projects with Belinda previously and her collaboration and planning is amazing. Thankyou Belinda from the families in Rochester, we loved it!”*

#### RECOMMENDATION

**That Council acknowledge the notes of appreciation as listed.**

## 10.2 Responsive Grants Program

Author	Department	Manager	General Manager
Community Executive Assistant	Community		General Manager Community

### 1. SUMMARY

That Council note three successful and one unsuccessful applications to the Responsive Grants Program.

### 2. RECOMMENDATION

That Council;

#### 1. Note that the following applications were approved in accordance with the Responsive Grants Program criteria:

- **Kyabram Youth Club Inc. – in-kind support to the value of \$960 to cover the cost of the hire of two courts for the school holiday program to be held at the Kyabram Sports & Entertainment Centre from 11 – 22 April 2022**
- **Moora Working Draught Horses Inc. - to assist with the hire of portable toilets, trestle tables and chairs for the Moora Working Draught Horses to be held at the Moora Recreation Reserve on 17 April 2022, \$1,000**
- **Kyabram Town Hall Inc. - to assist with catering for the official opening and production of 15 gallery copy booklets for the Rathbone Collection Exhibition to be held on 23 April 2022, \$825**

#### 2. Note that the following application was not approved in accordance with the Responsive Grants Program criteria:

- **Lockington & District Campdraft Club Inc. –towards the upgrade of Campdraft arena at Scurrah Reserve, Lockington**

### 3. PURPOSE

To note the outcome of the Responsive Grants Program applications considered in accordance with the grant guidelines and criteria.

### 4. DISCUSSION

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

This month the following applications were received:

**Kyabram Youth Club Inc. – to cover the hire cost of two courts at the Kyabram Sports & Entertainment Centre for two hours a day across eight days for a School Holiday Program to be held from 11 – 22 April 2022.**

The program will offer a variety of sporting activities for children of all ages including basketball, table tennis, badminton, pickle ball and mini tennis.

The school holiday program is being offered free of charge to all participants and will be a way to promote activities offered by both the Kyabram Sports & Entertainment Centre and the Kyabram Youth Club.

**Moora Working Draught Horses Inc.** - towards the hire of portable toilets, trestle tables and chairs for the Moora Draught Horses to be held at the Moora Recreation Reserve on 17 April 2022.

Due to the lack of volunteers to host the event the group were undecided if the event would go ahead in 2022.

The event will be open to all residents and visitors to the Campaspe Shire over the Easter period providing an opportunity to see horses working as they would have in the yesteryear.

**Kyabram Town Hall Inc.** – towards catering and production of gallery copy booklets for the Rathbone Collection Exhibition Official Opening to held at the Kyabram Town Hall on 23 April 2022.

An official opening, with 90+ invitations to be issued, including Rathbone family members, community organisations and individuals who have enabled and contributed to the exhibition and support the Kyabram Town Hall.

Due to the cost to get booklets printed externally, the Kyabram Town Hall will print 15 Exhibition booklets as gallery copies for people who do not wish to purchase one for a keepsake.

**Lockington & District Campdraft Club Inc.** - towards the upgrade of the Campdraft arena at Scurrah Reserve, Lockington.

Limited information was provided in the application to support the request.

Organisation	Amount requested	Amount recommended	Purpose	Comment
Kyabram Youth Club Inc.	\$960	\$960 in-kind support	To cover the cost of two courts at the Kyabram Sports & Entertainment Centre for two hours a day across eight days for a School Holiday Program to be held from 11 – 22 April 2022.	<p>Recommendation approved by CEO</p> <ul style="list-style-type: none"> <li>The program will activate the Kyabram Sports &amp; Entertainment Centre during the school holidays</li> <li>The program will encourage children to be active and provide an opportunity to try new sports or activities they may not normally participate in.</li> </ul>
Moora Working Draught Horses Inc.	\$1,000	\$1,000	To assist with the hire of portable toilets, trestle tables and chairs for the Moora Draught Horses to be held at the Moora Recreation Reserve on 17 April 2022.	<p>Recommendation approved by CEO</p> <ul style="list-style-type: none"> <li>The event provides another activity, in addition to the Easter Heritage Festival, in Rushworth over the Easter weekend for residents and visitors to attend after a two year hiatus due to the coronavirus pandemic.</li> </ul>

Kyabram Town Hall Inc.	\$825.25	\$825	To assist catering and production of 15 gallery copy booklets for the Rathbone Collection Exhibition Official Opening to held at the Kyabram Town Hall on 23 April 2022.	Recommendation approved by CEO <ul style="list-style-type: none"> <li>The event provides an opportunity to showcase the Rathbone Art Collection to residents and visitors to Kyabram.</li> </ul>
Lockington & District Campdraft Club Inc.	\$1,000	\$0	Towards the upgrade of the Campdraft Arena at Scurrah Reserve, Lockington	Recommendation approved by CEO <ul style="list-style-type: none"> <li>The application provided no identified urgency for works to be undertaken</li> </ul>

**Fund Balance Prior to application approval: \$23,000**

**Funding approved: \$1,825**

**2021/2022 Fund Balance: (18 May 2022) \$21,175**

## 5. CONSULTATION

### Internal consultation:

- Chief Executive Officer

### External consultation:

- Not required

### Councillors:

- Not required

## 6. POLICY AND LEGISLATIVE IMPLICATIONS

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no Council Policy and relevant law has been identified within this report.

## 7. FINANCIAL AND ECONOMIC IMPLICATIONS

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no economic sustainability issues for the municipality have been identified within this report.

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no issues of ongoing financial viability of the Council have been identified within this report.

## **8. ENVIRONMENTAL IMPLICATIONS**

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no environmental sustainability issues including mitigation and planning for climate change risks have been identified within this report.

## **9. SOCIAL IMPLICATIONS**

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no social implications for the municipality have been identified with this report.

## **10. RELEVANCE TO COUNCIL PLAN 2021-2025**

Growing quality of life  
Communities have a say on local infrastructure and attractions that stimulate engagement and activity  
Inclusive, connected, culturally diverse and safe

## **11. ISSUES AND RISK MANAGEMENT**

### **Issues:**

No issues

### **Risk:**

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

## **12. CONFLICT OF INTEREST**

In accordance with section 130 of the *Local Government Act 2020*, the officer preparing this report declares no conflict of interest regarding this matter.

## **13. 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*.

## **14. 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.

## **15. CONCLUSION**

Council received four applications to the Responsive Grants Program in April. Council to note that three of these applications were successful and one was unsuccessful.



## 10.3 Quarter 3 Financial Report

Author	Department	Manager	General Manager
Manager Finance	Finance	Manager Finance	General Manager Corporate

### 1. SUMMARY

This report presents the quarterly financial position compared to the adopted 2021/22 Budget.

### 2. RECOMMENDATION

**That Council note the March 2022 Quarterly Budget Report.**

### 3. PURPOSE

To present to Council a quarterly income statement and additional financial reports to provide a summary of the financial position of Council for the quarter ended March 2022.

### 4. DISCUSSION

A pack of the financial statements that makes up the quarterly budget report is included and contains:

Income Statement	Comparison of 2021/22 budget, 2021/22 actuals and 2020/21 actuals for the nine months ended 31 March 2022.
Balance Sheet	Comparison of 2021/22 budget, 2021/22 actuals and 2020/21 actuals for the nine months ended 31 March 2022.
Cash Flow Statement	Comparison of 2021/22 budget, 2021/22 actuals and 2020/21 actuals for the nine months ended 31 March 2022.
Statement of Capital Works	Comparison of 2021/22 budget, 2021/22 actuals and 2020/21 actuals for the nine months ended 31 March 2022.

#### Income Statement

The major variations to budget for the nine months ended 31 March 2022 are:

- Revenue is less than budgeted by \$0.126 million. This is a better result than anticipated earlier in the year due to pandemic restrictions impacting on several revenue streams. Since restrictions have been lifted some of these services have experienced increased activity which has seen the negative impacts largely negated. These services are Echuca Holiday Park, Port of Echuca Discovery Centre and Echuca Paddlesteamers.

The reduction in revenue from Aquatics, Childcare and Infringements is being offset by an increase in revenue at the Quarry of \$517k. Supplementary rate revenue has been above what was budgeted due to the increased level of development being experienced across the municipality. Overall, the impact to revenue resulting from restrictions that was anticipated earlier in the year has not been realised.

- Expenses are less than budgeted by \$3.75 million. This is due to savings in employee costs of \$1.94 million as the result of a high level of vacancies across the organisation. Some of these savings are being offset by increased use of contract and consultant specialists to backfill key engineering positions.

The variance in materials and services of \$1.20 million is due to the timing of the payment of waste invoices and software licences, a total of \$806k. The waste invoices are received one month in arrears compared to how the budget has been phased. The balance of the variance is due to the timing of maintenance programs, for example building maintenance \$123k and tree maintenance \$85k.

More detailed information on the variances to budget for the nine months ended 31 March 2022 can be found in the notes appended to the Income Statement.

### Capital Works Statement

The following comparisons can be made with reference to the Statement of Capital works:

- Funding for the Waranga trail (Murchison to Rushworth) was only approved in February 2022, the construction for this project will be carried out in the 22/23 financial year.
- The roads budget includes the airport upgrade, no grant funding has been received for this project therefore this will not progress, the budget is \$1.7 million. There have been savings of \$900k on other roads projects.
- Funding for the Ky Netball Courts was confirmed in January, the tender has been let but works cannot commence until after the current netball season has finished. Works will commence in September 2022.
- Works on Council's three paddlesteamers, the PS Adelaide, PS Alexander Arbuthnot and PS Pevensey, budgeted in prior years, were carried out. The work was essential to ensure all of the vessels obtained certification and remain 'in survey' so they can continue to operate.
- Supply chain issues have impacted the delivery of plant and fleet items, this is not expected to improve in the near future.

Overall, the delivery of the capital works program for the remainder of the financial year may see further impacts due to contractor availability, sourcing of appropriate materials to deliver the works and escalating prices.

### Additional Information

The quarterly statements include the projected year-end forecast position.

As part of the first quarter review of the budget \$500k of savings was identified and released to Council for reallocation. Given the current increase in costs being experienced for materials and fuel it has been deemed more prudent not to release any additional savings for reallocation at the end of the third quarter.

Since the preparation of these statements, Council has been notified and received prepayment of  $\frac{3}{4}$  of the Grants Commission Financial Assistance Grant. This will further contribute to the cash position of Council on the balance sheet when preparing the financial statements for audit.

## **5. OPTIONS**

### Option 1: Council note the quarterly budget report

By receiving and noting the report, the requirements of the Local Government Act 2020 sec 97 (1) and (2) will have been complied with. This option is recommended by officers.

This option is recommended by officers.

### Option 2: Council does not note the quarterly budget report

This option is not recommended by officers.

## 6. CONSULTATION

### Internal consultation:

- Executive Management Group
- Audit and Risk Committee – 12 May 2022

### Councillors:

- 18 May 2022 Council Briefing Session.

## 7. POLICY AND LEGISLATIVE IMPLICATIONS

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no Council Policy and relevant law has been identified within this report.

## 8. FINANCIAL AND ECONOMIC IMPLICATIONS

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no economic sustainability issues for the municipality have been identified within this report.

## 9. ENVIRONMENTAL IMPLICATIONS

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no environmental sustainability issues including mitigation and planning for climate change risks have been identified within this report.

## 10. SOCIAL IMPLICATIONS

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no social implications for the municipality have been identified with this report.

## 11. RELEVANCE TO COUNCIL PLAN 2021-2025

Not applicable

## 12. 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.

## 13. CONFLICT OF INTEREST

In accordance with section 130 of the *Local Government Act 2020*, the officer preparing this report declares no conflict of interest regarding this matter.

## 14. 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*.

## **15. 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.

## **16. CONCLUSION**

It is recommended that the report be accepted as a summary of Council's financial position at the quarter ended March 2022. Acceptance of this report meets the requirements of the Local Government Act 2020 sec 97 (1) and (2).

## **17. ATTACHMENTS**

1. 3 rd Quarter Financial Statements [**10.3.1** - 8 pages]

Campaspe Shire Council  
**INCOME STATEMENT**  
 For the period ended 31 March 2022

	Notes	Actuals	Budget	Actuals	Variances		Full Year	Forecast
		9 mths ended 31 Mar 2022 \$'000	9 mths ended 31 Mar 2022 \$'000	9 mths ended 31 Mar 2021 \$'000	Actual v Bgt \$'000	%	Budget As at 30 Jun 2022 \$'000	Budget As at 30 Jun 2022 \$'000
<b>Revenue</b>								
Rates income	Note 1	39,815	39,706	38,708	109	0.3%	39,754	39,793
Waste charges	Note 2	5,951	6,018	5,925	(66)	(1.1%)	6,018	5,944
Statutory fees and fines	Note 3	992	1,117	989	(125)	(11.2%)	1,553	1,271
Grants commission	Note 4	4,882	4,944	4,388	(62)	(1.3%)	12,600	12,812
Other recurrent grants	Note 5	1,365	1,226	1,522	139	11.3%	1,871	2,427
Non-recurrent grants	Note 6	3,881	4,064	4,969	(183)	(4.5%)	5,965	4,671
Contributions - Capital		10	-	-	10	100.0%	-	16
User fees	Note 7	11,453	11,492	9,989	(40)	(0.3%)	14,441	12,800
Interest and other income	Note 8	853	761	727	92	12.1%	1,024	1,070
<b>Total revenue</b>		<b>69,203</b>	<b>69,329</b>	<b>67,217</b>	<b>(126)</b>	<b>(0.2%)</b>	<b>83,225</b>	<b>80,803</b>
<b>Expenses</b>								
Employee benefits	Note 9	20,850	22,796	20,276	1,946	8.5%	30,896	25,181
Materials and services	Note 10	16,636	17,841	14,141	1,204	6.8%	22,889	26,197
Depreciation	Note 11	15,273	15,758	15,293	485	3.1%	21,010	21,548
Depreciation leased assets		-	-	-	-	0.0%	558	923
Finance costs		66	89	87	23	25.6%	130	108
Other expenses	Note 12	3,217	3,312	3,025	95	2.9%	4,568	4,521
<b>Total expenses</b>		<b>56,042</b>	<b>59,795</b>	<b>52,822</b>	<b>3,753</b>	<b>6.3%</b>	<b>80,051</b>	<b>78,478</b>
Net gain (loss) on disposal of property, infrastructure, plant and equipment	Note 13	2,506	183	1,640	2,324	0.0%	290	1,629
<b>Surplus (deficit) for the year</b>		<b>15,667</b>	<b>9,716</b>	<b>16,035</b>	<b>5,950</b>	<b>61.2%</b>	<b>3,464</b>	<b>3,954</b>

**Campaspe Shire Council**  
**INCOME STATEMENT**  
**For the period ended 31 March 2022**

Note 1 (Rates income) - Revenue from rates is greater than budgeted due to greater than budgeted supplementary rates being processed.

Note 2 (Garbage charges) - The increase in the number of services expected when setting the budget has not occurred.

Note 3 (Statutory fees and charges) - Less enforcement activities have been occurring due to Covid19 restrictions, car parking fines have been impacted the most.

Note 4 (Grants commission) - The amount of grants prepaid in 2020/21 was greater than the expected 50%, this means that the amount to be received quarterly will be less during 2021/22. The full amount of grants will be received, the timing is what has been effected.

Note 5 (Other recurrent grants) - School Crossing funding has been received ahead of what was expected when the budget was set and PCP has received funding greater than budgeted.

Note 6 (Non-recurrent grants) - Local Roads and Community Infrastructure (LRCI) funding was budgeted to occur in 2021/22, these funds were received in 2020/21. Additional unbudgeted grants have been received that have largely offset the impact of receiving LRCI funding in advance.

Note 7 (User fees) - Revenue from user fees is less than budgeted due to closure of a number of services related to Covid19 restrictions. Since these services reopened the revenue received has increased sufficiently to have nearly offset the impact of the earlier closures. It is anticipated the income will be realised by year end.

Note 8 (Interest) - Interest revenue is slightly more than budgeted due to a rise in interest rates which was not expected when the budget was set.

Note 9 (Employee expenses) - Vacancies across the organisation and the closure of services due to Covid19 restrictions has seen savings in employee expenses.

Note 10 (Materials and services) - The timing of the payment of some invoices have resulted in the large variance, software licences \$201k, waste invoices are delayed by a month compared to budget \$605k, closure of services due to Covid19 restrictions \$380K and the timing of some maintenance programs.

Note 11 (Deprecation) - The depreciation expense is under budget due to the sale of the Paramount and disposing of a number of plant items.

Note 12 (Other expenses) - Costs related to the Animal Shelter vet services under budget \$57k and a number of minor underspends across the organisation account for the variance.

Note 13 (Net gain on fixed assets) - Sale of the Paramount Theatre was not budgeted as it was not certain that the sale would occur. The sale of industrial land is greater than anticipated and payment from VicRoads for land acquired for the second bridge has been received.

Campaspe Shire Council  
BALANCE SHEET  
As at 31 March 2022

	Note	Actuals	Budget	Actuals	Variances		Full Year Budget	Forecast Budget
		As at 31 Mar 2022 \$'000	As at 31 Mar 2022 \$'000	As at 31 Mar 2021 \$'000	Actual v Bgt \$'000	%	As at 30 Jun 2022 \$'000	As at 30 Jun 2022 \$'000
<b>Current assets</b>								
Cash and cash equivalents	Note 1	16,661	15,830	15,922	831	5.2%	15,830	9,334
Trade and other receivables	Note 2	11,057	10,197	11,264	860	8.4%	3,197	3,534
Inventories		725	831	783	(106)	(12.8%)	831	920
Financial assets	Note 3	49,050	42,171	51,500	6,878	16.3%	42,171	66,006
Other assets	Note 4	1	1,178	1	(1,177)	(99.9%)	1,178	781
Non-current assets classified as held for sale	Note 5	850	-	-	850	0.0%	0	0
<b>Total current assets</b>		<b>77,493</b>	<b>70,206</b>	<b>79,471</b>	<b>7,287</b>	<b>10.4%</b>	<b>63,207</b>	<b>80,575</b>
<b>Non-current assets</b>								
Trade and other receivables		17	22	-	(5)	0.0%	22	26
Right of use assets		-	1,567	-	(1,567)	100.0%	1,567	448
Financial assets		18,500	14,329	10,000	4,171	29.1%	14,329	21,524
Property, infrastructure, plant and equipment	Note 7	717,524	718,316	701,036	(793)	(0.1%)	718,316	715,159
Investment property	Note 6	-	7,312	7,312	(7,312)	(100.0%)	7,312	0
Intangible assets	Note 8	3,721	3,811	3,811	(90)	(2.4%)	3,811	3,721
<b>Total non-current assets</b>		<b>739,762</b>	<b>745,358</b>	<b>722,158</b>	<b>(5,596)</b>	<b>(0.8%)</b>	<b>745,357</b>	<b>740,878</b>
<b>Total assets</b>		<b>817,254</b>	<b>815,564</b>	<b>801,628</b>	<b>1,690</b>	<b>0.2%</b>	<b>808,564</b>	<b>821,453</b>
<b>Current liabilities</b>								
Trade and other payables		6,022	7,098	1,523	1,077	15.2%	7,098	6,655
Trust funds and deposits	Note 10	1,205	2,171	1,411	966	44.5%	2,171	2,716
Unearned income		-	497	-	497	100.0%	497	2,272
Provisions		7,329	7,241	8,211	(89)	(1.2%)	6,541	6,107
Interest-bearing loans and borrowings	Note 11	178	1,090	270	911	83.6%	1,090	1,384
Lease liabilities		-	778	-	778	100.0%	778	741
<b>Total current liabilities</b>		<b>14,734</b>	<b>18,874</b>	<b>11,416</b>	<b>4,140</b>	<b>21.9%</b>	<b>18,176</b>	<b>19,876</b>
<b>Non-current liabilities</b>								
Trust funds and deposits non current	Note 10	18	20	21	2	10.0%	20	18
Provisions non current		485	519	721	35	6.7%	2,219	1,813
Interest bearing loans and borrowings non current	Note 11	2,322	8,958	3,331	6,636	74.1%	8,958	8,696
Lease liability - Non-Current		0	1,461	-	1,461	100.0%	1,461	580
<b>Total non-current liabilities</b>		<b>2,825</b>	<b>10,959</b>	<b>4,073</b>	<b>8,134</b>	<b>74.2%</b>	<b>12,658</b>	<b>11,107</b>
<b>Total liabilities</b>		<b>17,559</b>	<b>29,833</b>	<b>15,489</b>	<b>12,274</b>	<b>41.1%</b>	<b>30,834</b>	<b>30,983</b>
<b>Net assets</b>		<b>799,695</b>	<b>785,730</b>	<b>786,139</b>	<b>13,963</b>	<b>1.8%</b>	<b>777,730</b>	<b>790,470</b>
<b>Equity</b>								
Accumulated surplus		335,085	333,486	341,898	1,599	0.5%	333,486	325,029
Reserves		464,609	452,244	444,242	12,364	2.7%	444,244	465,441
<b>Total equity</b>		<b>799,695</b>	<b>785,730</b>	<b>786,141</b>	<b>13,963</b>	<b>1.8%</b>	<b>777,730</b>	<b>790,470</b>

**Campaspe Shire Council**  
**BALANCE SHEET**  
**As at 31 March 2022**

Note 1 (Cash and cash equivalents) - It is difficult to budget the exact cash position when setting the budget, as this is dependent on when invoices are received, especially for capital works.

Note 2 (Trade and other receivables) - The collection of rates is higher than previous years but below the target collection rate.

Note 3 (Financial assets) - Additional term deposits have been established with funds received in advance (Grants Commission), these will be redeemed for cashflow purposes as the year progresses.

Note 4 (Other assets) - The assumptions made when setting the budget predicted greater accrued revenue than what has occurred. The actuals are in line with prior years.

Note 5 (Non-current assets classified as held for sale) - The Paramount Theatre was reclassified as asset held for sale at year end when it became certain that the sale would be completed in 2021/22 after the budget was set.

Note 6 (Investment property) - Investment properties were reclassified at the end of 2020/21 after reviewing why these were held by Council. The properties no longer met the criteria and were moved to building and land assets.

Note 7 (Property, infrastructure, plant and equipment) - The delivery of the capital program impacts on the actual versus budget, the budget is set based on delivering the full program of capital works each year. The delivery of the program for 2021-22 is largely on track to what was expected for this quarter.

Note 8 (Intangible assets) - The value of water rights reduced at the end of 2020/21 due to increased certainty around water supply due to storage levels increasing as a result of high levels of rainfall.

Note 10 (Trust funds and Deposits current & non-current) - The budget for receipt of trust funds and deposits is based on the prior year, it is difficult to predict what might be received as it is dependent on what work is being carried out that requires the payment of bonds.

Note 11 (Interest-bearing loans and borrowings) - Loans have not been drawn down as yet for the works being carried out on the Echuca East Community Precinct and Gunbower Lions Park. The draw down has been adjusted to match staged completion of works. The first draw down will occur in the fourth quarter of the 2021-22 year.



## Campaspe Shire Council

## CASH FLOW STATEMENT

For the period ended 31 March 2022

	Notes	Actuals	Budget	Actual	Variances		Full Year Budget	Forecast Budget
		9 mths ended	9 mths ended	9 mths ended			As at	As at
		31 Mar 2022 \$'000	31 Mar 2022 \$'000	31 Mar 2021 \$'000	Actual v Bgt \$'000	%	30 Jun 2022 \$'000	30 Jun 2022 \$'000
<b>Cash flows from operating activities</b>								
Rates and charges	Note 1	41,176	40,723	38,152	453	1.1%	45,723	46,113
Statutory fees and fines	Note 2	992	1,103	-	(110)	(10.0%)	1,553	2,462
User fees and fines	Note 3	11,240	11,941	12,667	(702)	(5.9%)	14,441	12,799
Operating grants	Note 4	6,247	6,463	7,261	(216)	(3.3%)	14,463	15,127
Capital grants	Note 5	3,881	3,977	3,618	(96)	(2.4%)	5,977	3,172
Interest received	Note 6	747	735	727	12	1.7%	535	562
Other Receipts	Note 7	106	192	-	(86)	(44.9%)	392	155
Net GST (payment)/refund		713	-	2,667	713	0.0%	-	-
Proceeds/(repayment) of trusts and deposits	Note 8	(1,492)	-	(758)	(1,492)	0.0%	-	-
Payments to employees	Note 9	(21,208)	(23,911)	(20,239)	2,703	(11.3%)	(30,911)	(25,381)
Payments to suppliers	Note 10	(15,543)	(16,805)	(26,491)	1,262	(7.5%)	(22,805)	(23,595)
Other Payments		(3,539)	(3,568)	-	29	(0.8%)	(4,568)	(4,520)
<b>Net cash inflow (outflow) from operating activities</b>		<b>23,320</b>	<b>20,850</b>	<b>17,602</b>	<b>2,470</b>	<b>(1)</b>	<b>24,800</b>	<b>26,894</b>
<b>Cash flows from investing activities</b>								
Payments for property, infrastructure, plant and equipment	Note 11	(21,790)	(21,814)	(16,322)	24	0.1%	(33,522)	(17,673)
Payments for investments	Note 12	(26,030)	-	(25,000)	(26,030)	0.0%	-	-
Proceeds from sale of investments	Note 12	25,011	5,000	22,500	20,011	0.0%	5,000	(21,000)
Proceeds from sale of property, infrastructure, plant and equipment	Note 13	2,506	-	1,803	2,506	0.0%	-	-
<b>Net cash inflow (outflow) from investing activities</b>		<b>(20,303)</b>	<b>(16,814)</b>	<b>(17,018)</b>	<b>(3,489)</b>	<b>(20.8%)</b>	<b>(28,522)</b>	<b>(38,673)</b>
<b>Cash flows from financing activities</b>								
Finance costs	Note 14	(66)	(130)	(87)	64	49.4%	(130)	(108)
Repayment of lease liability		-	-	-	-	0.0%	-	(68)
Repayment of borrowings	Note 15	(830)	(1,041)	(794)	211	20.3%	(1,041)	(1,009)
Proceeds from borrowings		-	-	-	-	0.0%	7,758	7,758
<b>Net cash inflow (outflow) from financing activities</b>		<b>(896)</b>	<b>(1,171)</b>	<b>(881)</b>	<b>275</b>	<b>23.5%</b>	<b>6,587</b>	<b>6,573</b>
<b>equivalents</b>		<b>2,121</b>	<b>2,865</b>	<b>(296)</b>	<b>(744)</b>	<b>26.0%</b>	<b>2,865</b>	<b>(5,205)</b>
Cash and cash equivalents at the beginning of the year		14,539	12,965	16,219	1,574	12.1%	12,965	14,539
<b>Cash and cash equivalents at the end of the period</b>		<b>16,660</b>	<b>15,830</b>	<b>15,923</b>	<b>830</b>	<b>5.2%</b>	<b>15,830</b>	<b>9,334</b>

**Campaspe Shire Council****CASH FLOW STATEMENT****For the period ended 31 March 2022**

Note 1 (Rates and charges) - Cash collected from rates and charges is a reflection of the greater than predicted collection of rates at the end of the third quarter.

Note 2 (Statutory fees and fines) - Less enforcement activity was carried out during the first half of the financial year due to Covid19 restrictions, car parking fines have been impacted the most and is reflected in the cash position.

Note 3 (User fees and fines inclusive of GST) - Revenue from user fees is less than budgeted due to closure of a number of services related to Covid 19 restrictions in the first half of the financial year, this is reflected in the cash position.

Note 4 (Operational grants) - The payment of a number of State Government grants have not been received in line with the timing of prior years as expected when phasing the budget.

Note 5 (Capital grants) - Additional grants have been received that were not budgeted, these offset the variance that was evident in prior quarters due to grants budgeted to be received this financial year being received in the prior year.

Note 6 (Interest received) - Interest is tracking slightly above budget due to interest rates rising and better than budgeted rates being obtained on reinvestment of funds.

Note 7 (Other receipts) - Property rent has been waived in some areas in accordance with Council's resolution in recognition of Covid19 restrictions.

Note 8 (Proceeds/(repayment) of trusts and deposits) - the cashflow from the proceeds of trusts funds and deposits is not budgeted as this is an unknown factor.

Note 9 (Payments to employees ) - Vacancies across the organisation and the closure of services due to Covid19 restrictions has seen savings in employee expenses.

Note10 (Payments to suppliers (inclusive of GST) - The timing of the payment of some invoices have resulted in the variance and closure of services due to Covid19 restrictions.

Note 11 (Payments for property, infrastructure, plant and equipment) - the cash spend on capital works is largely in line with what was predicted when the budget was set.

Note 12 (Purchase of/Proceed from financial assets) - Investments are purchased or redeemed as required to meet cashflow needs.

Note 13 (Proceeds from sale of property, infrastructure, plant and equipment) - Sale of the Paramount Theatre was not budgeted as it was not certain that the sale would occur. The sale of industrial land is greater than anticipated and payment from VicRoads for land acquired for the second bridge has been received.

Note 14 (Finance Costs) - the budget was set with the expectation that the loans for the Echuca East Community Centre and Gunbower Lions Park redevelopment would have been drawn down by the start of the financial year. This has not occurred, these loans will not be drawn down until the last half of the financial year.

Note 15 (Repayment of Borrowings) - the budget was set with the expectation that the loans for the Echuca East Community Centre and Gunbower Lions Park redevelopment would have been drawn down by the start of the financial year. This has not occurred, these loans will not be drawn down until the last quarter of the financial year.

**Campaspe Shire Council**  
**STATEMENT OF CAPITAL WORKS**  
For the period ended 31 March 2022

Capital Works Areas	Notes	Actuals	Budget	Variances		Full Year Budget
		9 mths ended 31 Mar 2022 \$'000	9 mths ended 31 Mar 2022 \$'000	Actual v Bgt \$'000 %		As at 30 Jun 2022 \$'000
<b>Infrastructure</b>						
Aerodromes		-	-	-	-	1,824
Bridges	Note 1	1	47	(46)	(4,600.0%)	56
Drainage	Note 2	1,816	2,065	(249)	(13.7%)	2,900
Footpaths and Cycleways	Note 3	122	946	(824)	(675.4%)	4,406
Other Infrastructure		-	-	-	0.0%	100
Parks, Open Space and Streetscapes	Note 4	4	100	(96)	(2,400.0%)	170
Recreational, Leisure and Community Facilities	Note 5	120	650	(530)	(441.7%)	1,180
Roads	Note 6	5,104	7,684	(2,580)	(50.5%)	9,591
Waste Management		-	-	-	0.0%	240
<b>Total Infrastructure</b>		<b>7,167</b>	<b>11,492</b>	<b>(4,325)</b>		<b>20,467</b>
<b>Equipment and other</b>						
Heritage Plant and Equipment	Note 7	1	20	(19)	(1,900.0%)	25
Plant, Machinery and Equipment	Note 8	1,009	1,248	(239)	(23.7%)	2,855
<b>Total Equipment and other</b>		<b>1,010</b>	<b>1,268</b>	<b>(258)</b>		<b>2,879</b>
<b>Property</b>						
Buildings	Note 9	676	1,488	(812)	(120.1%)	2,761
Land Improvements		49	94	(45)	(91.8%)	2,250
<b>Total Roads, Drains and Bridges</b>		<b>725</b>	<b>1,582</b>	<b>(857)</b>		<b>5,011</b>
<b>Total Capital Works</b>		<b>8,902</b>	<b>14,342</b>	<b>(5,440)</b>		<b>28,357</b>

**Campaspe Shire Council**  
**STATEMENT OF CAPITAL WORKS**  
**For the period ended 31 March 2022**

Note 1 - (Bridge) - Bridge works for this financial year is design only, these are progressing according to plan.

Note 2 (Drainage) - There have been some delays to the Open Drain program due to delays obtaining Vline approvals.

Note 3 (Footpaths and cycleways) - Funding for the Waranga trail was only approved in February 2022, the construction for this project will be carried out in the 22/23 financial year.

Note 4 (Parks, open spaces and streetscapes) - Delays have occurred with one project, it will be completed in the fourth quarter.

Note 5 (Recreation, leisure and community facilities) - Funding for the Ky Netball Courts was confirmed in January, the tender has been let but works cannot commence until after the current netball season has finished. Works will commence in September 2022.

Note 6 (Roads) - The budget included the airport upgrade, no grant funding has been received for this project therefore this will not progress, the budget is \$1.7 million. There have been savings of \$900k on other projects. These two items are responsible for the variance.

Note 7 (Heritage plant and equipment) - Works on Council's three paddlesteamers, the PS Adelaide, PS Alexander Arbuthnot and PS Pevensey, budgeted in prior years, were carried out. The work was essential to ensure all of the vessels obtained certification and remain 'in survey' so they can continue to operate.

Note 8 (Plant, machinery and equipment) - Supply chain issues have impacted the delivery of plant and fleet items, this is not expected to improve in the near future.

Note 9 (Buildings) - Savings of \$100k have been realised on some projects, \$180k of projects have been cancelled pending further investigations to what is required. The remainder of the variance is due to work not being completed in the time expected. Most projects will be completed by year end.

## 10.4 Quarter 3 Council Plan Actions

Author	Department	Manager	General Manager
General Manager Corporate	Corporate		General Manager Corporate

### 1. SUMMARY

This report provides an update on the implementation of the 54 actions funded under the adopted 21/22 Budget and listed as year 1 actions in the Council Plan, to support the delivery of the Vision 'Our places are vibrant and sustainable, our people are supportive'. The range of initiatives reflect the diverse services that Council provide to the community. Progress in relation to the implementation of these initiatives are reported quarterly. This report provides a status of the initiatives at the end of quarter three, March 2022.

### 2. RECOMMENDATION

**That Council note the progress towards the initiatives contained in the adopted 2021/22 Budget and year 1 actions of the Council Plan, supporting implementation of the Council Plan Vision.**

### 3. PURPOSE

To provide Council with the third quarter update on the progress of implementation of funded actions for the 2021/22 financial year.

### 4. DISCUSSION

The 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.

This Plan sets a vision of 'Our places are vibrant and sustainable, our people are strong and supportive'.

The Plan is supported by 54 actions funded in the adopted 2021/22 Budget. Progress in relation to the implementation of the initiatives are reported to Council and the community quarterly. This report is the third quarter report and noted the following progress of the implementation of actions.

Actions aligned to the 2017-21 Council Plan listed in the 2021/22 Budget

10 – Completed

14 – In Progress

0 – Not Started

Year 1 actions listed in the 2021-25 Council Plan

5 – Completed

24 – In Progress

1 – Not Started

When compared to the previous report, one further action has been 'completed' and one action has moved from 'not started' to 'in progress'. While a number of the actions remain 'in progress', further progress has been made from the previous report.

## 5. OPTIONS

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

This report seeks to provide Council and the community with an update in relation to the progress of implementation of actions that support the delivery of Council's Vision.

This option is recommended by officers.

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

This option is not recommended by officers.

## 6. CONSULTATION

### Internal consultation:

- General Managers and Department Managers from across the organisation have been consulted and provided input to the progress of actions.

## 7. POLICY AND LEGISLATIVE IMPLICATIONS

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no Council Policy and relevant law has been identified within this report.

## 8. FINANCIAL AND ECONOMIC IMPLICATIONS

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no economic sustainability issues for the municipality have been identified within this report.

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no issues of ongoing financial viability of the Council have been identified within this report.

## 9. ENVIRONMENTAL IMPLICATIONS

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no environmental sustainability issues including mitigation and planning for climate change risks have been identified within this report.

## 10. SOCIAL IMPLICATIONS

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no social implications for the municipality have been identified with this report.

## 11. RELEVANCE TO COUNCIL PLAN 2021-2025

As outlined above, the report provides a progress update on the Year 1 actions identified within the Council Plan 2021-2025.

## 12. ISSUES AND RISK MANAGEMENT

### Issues:

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

- Water security for the agricultural industry

- High costs of inputs for industry
- Transport connectivity and access
- After hours health care
- An ageing population
- Substance abuse
- Availability of tertiary education and training
- Cross-border regulation
- Climate change
- Waste minimisation and sustainable disposal
- Energy self-sufficiency
- Water sustainability
- Digital connectivity

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.

### **13. CONFLICT OF INTEREST**

In accordance with section 130 of the *Local Government Act 2020*, the officer preparing this report declares no conflict of interest regarding this matter.

### **14. 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*.

### **15. 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.

### **16. CONCLUSION**

This report provides Council and the community with an update in relation to the progress of the implementation of actions that support the delivery of the Council Plan and Vision.

### **17. ATTACHMENTS**

1. Council Plan Actions - Status Report Quarter 3 [10.4.1 - 15 pages]

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### March 2021/22 End of Month Quarter 3 PPLGS Action Update Report

Strategic Priority Area:		Strong and Engaged Communities		
Desired Outcome:		Services, Programs and advocacy enable improved health, wellbeing and safety of our community		
Strategy	Major Initiative	Responsible Department	Quarter 3 Status	Comment for Council
Build strong, healthy and vibrant communities through innovation and implementing best practice in service delivery for our diverse community	We will work with two local communities to support the development of community place based plans	Community Development	In Progress	Tongala Place Based Plan has commenced, a community based governance committee has, in consultation with Council recruited a Consultant to deliver the plan. Community Consultation has commenced.  Colbinabbin Place Based Plan has commenced, recruitment of the Community based governance committee is finalised. The Community has engaged a consultant, consultation will commence in May 2022.
	We will provide a minimum of 70 immunisation sessions across the municipality	Community Health	In Progress	21 immunisation sessions were delivered in the quarter 3 reporting period.
	We will undertake a minimum of 200 (high risk) food safety assessments.	Community Health	In Progress	32 assessments were undertaken in the quarter 3 reporting period.
Enable residents to be active and engaged in their community and support participation in artistic, cultural, sporting, and leisure opportunities	We will commence the implementation of the Echuca Arts Precinct Master Plan initiatives	Community Development	In Progress	A second procurement process has been undertaken, to facilitate a detailed design for the open spaces within the designated Echuca Arts Precinct and has now closed. Officers will advise of the outcomes in next report. It is anticipated that this action will not be completed prior to the end of the financial year but will be well underway.



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Strategic Priority Area:		Resilient Economy		
Desired Outcome:		Diverse and growing economy with increased employment and investment opportunities, economic prosperity and community development		
Strategy	Major Initiative	Responsible Department	Quarter 3 Status	Comment for Council
Facilitate and enable local enterprise, support existing businesses and develop stronger business networks	We will partner with industry and government in the develop a Workforce Development Strategy	Community Development	In Progress	Council has entered into a partnership with the City of Greater Shepparton and Moira Shire for the implementation of a Designated Area Migration Agreement (DAMA) with the Federal Government to address skill shortages. A DAMA Project Officer has been appointed. The officer has begun regular visits to Campaspe to engage local businesses in the program. Council has also advocated to RDV to undertake a Regional Workforce Strategy.
Support and develop Campaspe's tourism opportunities	We will commence replacement and upgrading to the electrical services at the Echuca Holiday Park	Community Business	Completed	Power capacity upgrade at Echuca Holiday Park is completed.
	We will seek funding to support the implementation of the wharf and aquatic reserve project	Recreation	In Progress	The application for the Regional Development Victoria (entire project) was not successful. The application to DELWPs Integrated Water Management fund (Water quality only) for the Aquatic Reserve Project was successful.  Officers have completed a charter for the detailed design of the Wharf elements to progress to final costings and allow for funding applications.

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Strategic Priority Area:		Healthy Environment		
Desired Outcome:		A healthier environment for current and future generations		
Strategy	Major Initiative	Responsible Department	Quarter 3 Status	Comment for Council
Strategically plan for future growth areas and existing communities while respecting our natural, built, social and economic environments	We will exhibit a Planning Scheme Amendment that implements the recommendations of the Planning Scheme Review.	Planning & Building	In Progress	The Exhibition Period for the Amendment is currently underway and will be completed by the end of May.
	We will exhibit a Planning Scheme Amendment that implements the Echuca West Precinct Structure Plan.	Planning & Building	Completed	Have resolved all outstanding submissions. No requirement for an independent panel. Will submit to the Minister of Planning in December, will wait for gazettal (approval).
Promote resource minimisation and recovery through innovative environmental practice	We will audit a minimum of 200 kerbside waste, recycling and organics bins to establish contamination	Community Business	Completed	Audits complete, a full report of audit results was provided
Adopt, support and promote sustainable and affordable energy options	We will plant a minimum of 250 trees in streets and open spaces	Assets	Completed	Just over 200 street trees were planted. Through a partnership with schools and volunteer groups approximately 1200 trees were planted in open spaces.
	We will inspect a minimum of 480 properties to ensure fire prevention works have been completed.	Community Business	Completed	Reminder letters forwarded to previous non-compliant landowners in preparation for inspections.  Fire inspection program completed across the municipality, after reminder notice clean up period. Only 50 properties remained unattended to. Fire prevention notices under the CFA Act were issued to these 50 properties.

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Strategic Priority Area:		Balanced Services and Infrastructure		
Desired Outcome:		Services and assets meet current and future community need		
Strategy	Major Initiative	Responsible Department	Quarter 3 Status	Comment for Council
Manage and maintain assets to optimise their lifecycle considering social, economic and environmental sustainability	We will continue to deliver the footpath 'missing links' across the Shire while ensuring the Shire footpath renewal program is delivered.	Assets	In Progress	This Project was for the prioritisation, design (where required) and construction of new concrete footpaths nominated by the community that filled gaps between existing footpaths across the municipality. Additional grant funding has been allocated and construction is currently underway.
Plan and advocate for services and infrastructure to meet community need	We will determine a level of service for aquatic services	Recreation	Completed	A report was presented at the 19 January 2022 Council meeting regarding the future of aquatics across the municipality. Council recommended the outdoor aquatic services remain open for an additional year, with a report to the April Council meeting detailing the Township and Place based planning community engagement schedule for towns with pools.
Maximise access and usage of assets through innovative design and partnership initiatives	We will commence construction of the redevelopment of the Echuca East Community Precinct.	Projects & Facilities	Completed	Construction of Stage 1 of the Echuca East Community Precinct commenced late July 2021 and is scheduled for completion Feb 2022. Stage 2 works to be tendered early 2022 with completion by the end of the financial year.
	We will deliver the prioritised capital and operational works in line with the Asset Management Strategy and Plans.	Projects & Facilities	In Progress	The adopted 21/22 Capital Works Program has been developed and is being delivered in line with asset management strategy and plans. Year to date there has been an approximate \$26.5 million of works progressed based on actual and committed spend.
	We will deliver the priority works to address Disability and Discrimination Actions of physical and natural environment projects from previous years.	Community Development	In Progress	Council has committed budget to continue to deliver identified DDA compliance and upgrades in the 2021/22 Capital Works Program.

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Strategic Priority Area: Balanced Services and Infrastructure				
Desired Outcome: Services and assets meet current and future community need				
Strategy	Major Initiative	Responsible Department	Quarter 3 Status	Comment for Council
Maximise access and usage of assets through innovative design and partnership initiatives	We will complete the redevelopment of Gunbower Lions Park.	Projects & Facilities	In Progress	Designs have been completed, tendered and a contract awarded for the redevelopment of the Gunbower Lion's Park. Construction works commenced on 29/11/21, are progressing well, and are on target for completion before 30 June 2022.
Relinquish services and assets that no longer meet community need	We will progress sales of surplus Council land and facilities in line with the adopted policy	Projects & Facilities	In Progress	Council's Property Team continue to progress the sale of surplus Council Land and facilities in line with the adopted policy. Year to date there are approximately 27 properties that have been or are in the process of being disposed of.

Strategic Priority Area: Responsible Management				
Desired Outcome: Strong leadership, advocacy and good governance				
Strategy	Major Initiative	Responsible Department	Quarter 3 Status	Comment for Council
Consult and engage with all sectors of the community to determine their priorities and support council decision making	We will adopt a community vision for Campaspe.	Community Development	Completed	Council formally adopted Community Vision following extensive community engagement.
Advocate for infrastructure and services where another level of government has responsibility, such as road and transport issues	We will develop an Asset Plan covering a period of at least 10 financial years in accordance with the requirements of the Local Government Act 2020	Assets	In Progress	Council is required to develop a Strategic Asset Management Plan and Asset Plans to meet the Local Government Act 2020 asset planning obligations. The Asset Plan has been drafted, presented to Council and is out for public comment.

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Strategic Priority Area:		Responsible Management		
Desired Outcome:		Strong leadership, advocacy and good governance		
Strategy	Major Initiative	Responsible Department	Quarter 3 Status	Comment for Council
Enable the delivery of services, facilities and programs to the community through sound corporate governance and fiscal responsibility	We will progress the requirements of the Gender Equity legislation	Human Resources	In Progress	The Gender Equality Action Plan was submitted to the Gender Equality Commission on 31 March 2021 and is still undergoing review by the Commission for Gender Equality in the Public Sector (the Commission). The results of the workplace gender audit were submitted to in accordance with the nominated timeline of 1 December 2021 and have been included in the Gender Equality Action Plan.
	We will develop a Workforce Development Plan in line with the requirements of the Local Government Act 2020	Human Resources	Completed	A Workforce Plan, required under the Local Government Act 2020, has been approved and is available on Council's website.
	We will monitor the Annual Compliance Training Plan to ensure Council's legislative accreditations are maintained.	Human Resources	Completed	The Annual Training Plan is developed on a calendar year basis and monitored by the Executive Management Team on a monthly basis to ensure compliance. The Annual Training Plan for 2022 has commenced implementation.

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Strategic Priority Area:		Flourishing local economy		
Desired Outcome:		Flourishing local economy		
Strategy	Major Initiative	Responsible Department	Quarter 3 Status	Comment for Council
Flourishing local economy	Identify major economic development levers for the Shire (roads, planning, tourism, land allocation, education) & identify gaps	Community Development	In Progress	Work has commenced on the development of an Economic Development Strategy for the Shire. This work will provide Council data and analysis to identify the major economic drivers within the Shire. A drafted report will be presented to Council in June 2022.
	Partner with industry and government to produce a Workforce Development Strategy	Community Development	In Progress	Council has entered into a partnership with the City of Greater Shepparton and Moira Shire for the implementation of a Designated Area Migration Agreement (DAMA) with the Federal government to address skill shortages. A DAMA Project Officer has been appointed. The Officer has begun regular visits to Campaspe to engage local businesses in the program. Council has also advocated to RDV to undertake a regional Workforce Strategy.

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Strategic Priority Area:		Resilient protected and healthy natural environment		
Desired Outcome:		Resilient protected and healthy natural environment		
Strategy	Major Initiative	Responsible Department	Quarter 3 Status	Comment for Council
Resilient protected and healthy natural environment	Audit a minimum of 200 kerbside waste, recycling and organics bins to establish contamination	Community Business	Completed	Audits complete, full report with audit results provided.
	Encourage stormwater harvesting (in public spaces and households) and residential rain water capture and recycling of 'grey' water	Assets Recreation Planning & Building	Completed	Officers are incorporating the harvesting of stormwater in public open spaces through design and integrated water management practices. Some examples include: - Echuca East Community facility includes storm water harvesting and this will be used to water the surrounding gardens. - Investigation of the viability of using storm water harvesting at Echuca South is underway. - A feasibility study with regards to using grey water in Echuca West is underway in partnership with Coliban Water. Where required planning permits for dwellings ensure onsite retention and appropriate discharge to comply with State provisions of Clause 53.18 Stormwater Management in Urban Development.
	Review Council policy and practice on use of raw vs treated water	Recreation Assets	In Progress	Council adopted a revised policy on the sale and use of its temporary raw water The policy sets out the priority locations in each town that will be maintained using raw water in case of drought and how much water should be held as a minimum for use in the next year. Integrated water management for reuse is encouraged under the planning scheme however new housing developments where raw water is available may choose or not to provide this as an option. Council is currently partnering with Coliban water to assess the feasibility of residential developments in Echuca's west accessing treated water for gardens.

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Strategic Priority Area:	Resilient protected and healthy natural environment			
Desired Outcome:	Resilient protected and healthy natural environment			
Strategy	Major Initiative	Responsible Department	Quarter 3 Status	Comment for Council
Resilient protected and healthy natural environment	Advocate for contemporary water use practices in agriculture	Governance & Strategy	In Progress	Review of Campaspe Advocacy Priorities has identified the following priorities for consideration in the 2021-2025 Plan. 'Securing Water for the Agricultural Sector' as an Enduring Challenge and 'Water supply for Agricultural Sector Colbinabbin-Toolleen-Corop Pipeline' as Support for Local Issues.
	Review energy use of Council /community facilities, including fleet	Finance	In Progress	The current available data is being used to establish a base line to measure the impact of any changes made and the impact on energy used in council facilities.
	Meet legislative responsibilities in relation to the EPA regulatory framework, Catchment and Land Protection Act and support no net loss to biodiversity as a result of the removal, destruction or lopping of native vegetation	Planning & Building	Completed	All planning application are accessed in accordance with the DELWP Native Vegetation Guidelines, the 3 step process and Clause 52.17 Native Vegetation. All permits issued require appropriate offset to ensure no net loss of biodiversity.
	Consult community and develop plan to manage roadside weeds, pest and animals	Assets	In Progress	Council has received a grant of \$75,000 in support of this action. Two community surveys have been completed. Council has spent \$40,000 of the grant on the management of roadside weeds. An allocation of \$35,000 has been committed to the management of pests and animals.



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Strategic Priority Area:		Well planned places		
Desired Outcome:		Well planned places		
Strategy	Major Initiative	Responsible Department	Quarter 3 Status	Comment for Council
Well planned places	Progress development of Echuca Aquatic Reserve	Recreation	In Progress	The application for the Regional Development Victoria (entire project) was not successful. The application to DELWPs Integrated Water Management fund (Water quality only) for the Aquatic Reserve Project was successful. The detail design of the Aquatic Reserve Master plan continues to progress with the Cultural Heritage Management Plan currently nearing completion.
	Progress development of Victoria Park precinct	Recreation	In Progress	The consultant has been engaged and commenced community engagement with relevant stakeholders regarding the review of the masterplan, and the initial discussions regarding the multipurpose building.
	Progress Bridge to Bridge development, including Arts & Culture Precinct	Office of the CEO	In Progress	Finalisation of the works in Victoria Park in connection with the new bridge will see a connection made to support the Bridge to Bridge development.
	Consult with community and publish a paper that identifies opportunities for committed investment	Community Development	In Progress	The development of the new Economic Development Strategy for Campaspe will enable this action to be completed.
	Prioritise specific localities: Implement Echuca South East Rural Living Precinct Structure Plan + Identify areas for Rural Living Zones	Planning & Building	In Progress	A Demand Assessment for residential living opportunities has been completed. Analysis of the report is underway and recommendations are being developed.

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Strategic Priority Area:		Well planned places		
Desired Outcome:		Well planned places		
Strategy	Major Initiative	Responsible Department	Quarter 3 Status	Comment for Council
Well planned places	Identify and remove unnecessary red tape for residential and aged care developers	Planning & Building	In Progress	In addition to the implementation of recommendations from the Red Tape Commissioner on Turning best Practice into Common Practice, the Echuca West PSP planning scheme amendment will enable developers (including Aged Care Developers) to invest with certainty regards the infrastructure requirements and associated shared costs. Once implemented (currently before the Minister for consideration), the PSP will significantly reduce the amount of reports and plans required for development to occur.
	Identify areas of opportunity	Planning & Building	In Progress	Preparing a Supply and Demand Assessment for residential opportunities for the nine identified townships within the municipality consistent with Clause 21.09 Local Areas of the Campaspe Planning Scheme.
	Determine current condition, gaps, and usage and develop plans in consultation with community	Community Development Recreation Projects & Facilities	In Progress	A report was presented to and endorsed at the April Council meeting with a schedule of community engagement to be completed across the municipality. The resulting plans are to be incorporated into the Community Place Based Plans with the desired outcome being prioritisation of assets and rationalisation.
	Continue to deliver footpath 'missing links' across the Shire while ensuring the Shire footpath renewal program is delivered	Assets	In Progress	This action is for the replacement of sections of footpath and shared path across the municipality as set out in the Footpath Renewal Program that have been identified following an assessment of asset conditions. The original identified sections have been completed, however additional grant funding has been allocated and construction is currently underway.

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Strategic Priority Area:	Well planned places			
Desired Outcome:	Well planned places			
Strategy	Major Initiative	Responsible Department	Quarter 3 Status	Comment for Council
Well planned places	Contribute to advocacy efforts as a member of Loddon Campaspe Regional Partnership and the Murray River Group of Councils	Governance & Strategy	In Progress	Review of the Campaspe Advocacy Priorities Plan recommends ongoing advocacy support to Loddon Campaspe Regional Partnership and Murray River Group of Councils initiatives.
	Extend free wifi within Council-controlled sites	ICT	In Progress	Capital works project has completed infrastructure design for Port of Echuca Discovery Centre and installation is now underway. Project includes Wi-Fi coverage at Discovery Centre and exhibits, steam yard, wharf and cargo shed.  Infrastructure to allow public Wi-Fi at saleyards complex has also been ordered.
	Partner with farmers to enable connectivity in rural locations	Community Development	In Progress	Council has received advice that subsequent to supporting Telstra's funding application for Connecting Victoria Funds, Campaspe townships/catchments such as Bamawn Extension, Kyabram, Toolleen and Tongala have been identified as priority areas.

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Strategic Priority Area:		Growing quality of life		
Desired Outcome:		Growing quality of life		
Strategy	Major Initiative	Responsible Department	Quarter 3 Status	Comment for Council
Growing quality of life	Conduct Place Based Planning with two communities to guide Council's planning	Community Development	In Progress	Tongala Place Based Plan has commenced, a community based governance committee has, in consultation with Council recruited a consultant to deliver the plan. Community consultation has commenced.  Colbinabbin Place Based Plan has commenced, recruitment of the community based governance committee is finalised. The Community has engaged a consultant, consultation will commence in May 2022.
	Review the Campaspe Events Strategy	Community Development	In Progress	As part of the first stage in developing the Economic Development Strategy for the Shire, the economic impact of Events is being factored into that broader project; this will support the facilitation of the Events Strategy review.
	Determine a level of service for aquatic services	Recreation	Completed	A report was presented at the 19 January 2022 Council meeting regarding the future of aquatics across the municipality. Council recommended the outdoor aquatic services remain open for an additional year, with a report to the April Council meeting detailing the Township and Place based planning community engagement schedule for towns with pools. This action is now closed as a report with recommendations was presented.
	Review council-owned businesses: Caravan park, aerodrome, sales yards, animal shelter, quarries	Assets	Completed	A review of Council owned businesses has taken place and presented to Council over November/December 2021 briefings.

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Strategic Priority Area:		Growing quality of life		
Desired Outcome:		Growing quality of life		
Strategy	Major Initiative	Responsible Department	Quarter 3 Status	Comment for Council
Growing quality of life	Continue to contribute to Campaspe Primary Care Partnership priorities and advocate on their behalf	Community Development Community Health	In Progress	The Primary Care Partnership program has ceased and staff have been transferred to the Loddon Mallee Public Health Unit, commencing on 1 April 2022 as the "Campaspe Prevention & Population Health". Council Officers continue to work closely with the newly evolved entity through forums and projects such as Healthy Hearts Victoria, the Campaspe Health Promotion network and Campaspe Family Violence Action Group.
	Continue to support Healthy Hearts of Victoria program initiatives	Community Health	In Progress	The Healthy Heart of Victoria Initiative has been refunded a further term, 1 July 2021 - 30 June 2022. Campaspe Shire Council hosts a locally placed Health Broker (employed by City of Greater Bendigo) and a Local Project Group oversees project delivery. Projects underway in 2021-22 include hydration station installations at Colbinabbin and Rushworth, installation of bicycle racks at various locations across the municipality, supporting vulnerable groups to participate in the Jamie Oliver Ministry of Food online cooking program, and supporting implementation of healthy eating guidelines and environments in sporting clubs.
	Progress the requirements of the Gender Equity legislation	Human Resources	In Progress	Gender Equality Action Plan has been completed and submitted to the Commission for Gender Equality in the Public Sector (the Commission) for review. Council is waiting on the outcome of this review.  The results of the workplace gender audit were submitted to in accordance with the nominated timeline of 1 December 2021 and have been included in the Gender Equality Action Plan.

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Strategic Priority Area:		Growing quality of life		
Desired Outcome:		Growing quality of life		
Strategy	Major Initiative	Responsible Department	Quarter 3 Status	Comment for Council
Growing quality of life	Engage with local Registered Aboriginal Parties around the development of a Reconciliation Action Plan	Community Development Governance & Strategy	Not Started	Development of a Reconciliation Action Plan has not commenced. Discussion with Dja Dja Wurrung has commenced on the development of a Statement of Intent for a memorandum of understanding (MoU) for engagement, similar to that currently held with Yorta Yorta Nations Aboriginal Corporation.
	Carry out Year 2 actions from Access and Inclusion Strategy 2020 - 2026	Community Development	In Progress	Work on all 72 activities identified within the Access and Inclusion Action Plan is ongoing. A status report is being prepared for June 2022 to update Councillors and the Community on the progress of the Action Plan.

## 11 Petitions and Letters

## 12 Notices of Motion

## 13 Urgent Business

## 14 Confidential Business

### Closure of Public Meeting

#### RECOMMENDATION

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 consideration to be given to items that contain confidential information as defined in section 3(1) of the Act as follows:

- a) Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released.
- b) Security information, being information that if released is likely to endanger the security of Council property or the safety of any person.
- c) Land use planning information, being information that if prematurely released is likely to encourage speculation in land values.
- d) Law enforcement information, being information which if released would be reasonably likely to prejudice the investigation into an alleged breach of the law or the fair trial or hearing of any person.
- e) Legal privileged information, being information to which legal professional privilege or client legal privilege applies.
- f) Personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs.
- 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.
- h) Confidential meeting information, being the records of meetings closed to the public under section 66(2)(a).
- i) Internal arbitration information, being information specified in section 145.

- j) Councillor Conduct Panel confidential information, being information specified in section 169.
- k) Information prescribed by the regulations to be confidential information for the purposes of this definition.
- l) Information that was confidential information for the purposes of section 77 of the Local Government Act 1989.

Item

14.1 Tender

Resumption of Public Meeting

## 15 Close Meeting

Keith Oberin

Acting Chief Executive Officer