



LOCAL LAW NO. 1 MEETING PROCEDURE 2019

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PART 1 – INTRODUCTION

1.1. Title

This Local Law will be known as the Local Law No 1. Meeting Procedure 2019.

1.2. Purpose

The purpose of Local Law No 1 is to:

- a) regulate proceedings and provide for orderly and fair conduct at all Council meetings, Special Committee meetings, Advisory Committee meetings, and other meetings conducted by or on behalf of Council where Council has resolved that provisions of this Local Law are to apply; and
- b) maintain open, efficient and effective processes of the government of the Council and assist with keeping the preparation of the agenda consistent from meeting to meeting; and
- c) regulate proceedings for the election of the mayor and chairperson of various committees; and
- d) regulate the use and prohibit unauthorised use of the common seal; and
- e) revoke Council's Meeting Procedure Local Law No 1 adopted and dated 30 January 2018.

1.3. Authorising Provision

Section 91(1) of the Act requires Council to make a local law governing the conduct of meetings of council and special committees. This Local Law is made under Section 111(1) of the Act. Sections of this Local Law are in compliance with the Act.

1.4. Operational Date and Area of Operation

This Local Law:

- a) comes into operation on X XX 2019 and
- b) operates throughout the whole of the municipal district of Council in accordance with Section 121(1) of the Act.

1.5. Commencement and Revocation Dates

- a) Upon the coming into operation of this Local Law, Council's Meeting Procedure Local Law No 1 adopted and dated 30 January 2018 is revoked.
- b) This Local Law ceases to operate on X XX 2029 unless revoked sooner by Council resolution.

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1.6. Definitions

Act	means the <i>Local Government Act 1989</i> (as amended from time to time).
Advisory Committee	means an Advisory Committee established by the Council.
Agenda	means a document containing the date, time and place of a meeting and a list of business to be transacted at the meeting.
Assembly of Councillors	means a meeting at which matters are considered that are intended, or are likely to be the subject of a Council decision, or the exercise of a delegated authority, and which is either of the following: <ul style="list-style-type: none"> ▪ A meeting of an advisory committee where at least one Councillor is present; or ▪ A planned or scheduled meeting that includes at least half the Councillors and at least one council officer.
Authorised Officer	means a person appointed by Council under Section 224 of the Act.
Chair	refers to the Chairperson.
Chairperson	the person who chairs a meeting of the Council.
Chief Executive Officer	means the person who is the Chief Executive Officer of the Council or any person acting in that position and for the purposes of this local law includes any member of staff appointed by the Chief Executive Officer as his/her delegate.
Clause	means a clause of this Local Law.
Committee	means either an Advisory Committee or Special Committee established under Section 86 of the <i>Local Government Act 1989</i> .
Common Seal	means the Common Seal of the Council.
Council	means the Campaspe Shire Council
Councillor	means a Councillor of the Council.
Council Meeting	includes the Statutory Meeting.
Deputations/Delegations	A group of people appointed to take part in a formal process on behalf of a larger group
Mayor	means the Mayor of the Council and any person acting as Mayor.
Meeting	means an Ordinary Meeting, a Statutory Meeting, a Special Meeting, a Section 86 Committee Meeting, an Advisory Committee Meeting or an Assembly of Councillors.
Member	means a Councillor or a member of a Committee who is entitled to vote on motions (other than on matters in which he or she has an interest that are dealt with at meetings).
Minutes	means the record of proceedings of a Meeting.

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Notice of Motion	means a notice setting out the text of a motion which a member proposes to move at a Meeting.
Officer	means an employee of the Council.
Offence	means an act or default contrary to this Local Law.
Ordinary Meeting	means an Ordinary Meeting of Council.
Petition	means a letter or a document which is addressed to or is obviously intended for the Council and is signed by ten or more persons.
Point of Order	<p>means where a Councillor officially draws the attention of the Chair to an alleged irregularity in the proceedings. Examples of points of order are:</p> <ul style="list-style-type: none"> ▪ that a time limit has been exceeded, ▪ that a quorum is not present, ▪ that a speaker's remarks are irrelevant, ▪ that remarks are being made in an inappropriate language, ▪ that remarks involve tedious repetition, ▪ involves debate on motions that have previously been disposed of or ▪ discussion on matters in respect of which adequate notice was not given.
Procedural Motion	<p>means a motion dealing with the conduct of the meeting itself (as distinct from a substantive motion). Examples of procedural motions are:</p> <ul style="list-style-type: none"> ▪ Acceptance of apologies ▪ Confirmation of Minutes ▪ Closing section of meeting to the public ▪ Open meeting to the public ▪ Closing meeting ▪ That the motion be put ▪ That the meeting proceed to the next business ▪ That the motion and amendments now before the meeting be adjourned to a later hour or date ▪ That the meeting be adjourned until a later hour or date ▪ That the question lie on the table
Special Committee	means a Special Committee established by the Council under Section 86 of the Act.

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Special Meeting	means a Special Meeting of the Council as prescribed under Section 84 of the Act.
Substantive Motion	means a motion before the Chair ordering that something be done, or authorising some past or present action, or expressing the opinion of a meeting in regard to some subject (as distinct from a procedural motion).
Visitor	means any person other than a Councillor or member of Council staff present at a Meeting.
Written or in Writing	includes duplicated, lithographed, photocopies, photographs, facsimiles, printed, typed, or emailed.
Call of the Council	means any Council meeting convened under Section 85 of the Act.

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PART 2 – NOTICES AND AGENDAS

2.1 Date, Time and Place of Meetings

Council will fix the dates, times and places of all Council Ordinary Meetings for a twelve month period at the Statutory Meeting of Council which is to be held no earlier than the fourth Saturday in October and no later than 30 November in each year.

The date, time and place of all Council Meetings are to be made available to the public.

2.2 Altering Meeting Dates

Council may, by resolution, at an Ordinary Meeting or Special Meeting, alter the day, time and place upon which an Ordinary or Special Meeting shall be held, and must provide reasonable notice of the change to the public.

2.3 Notice of Meeting – Public

Reasonable notice of Council Meetings must be given to the public by advertising in local newspapers generally circulating within the municipality and on the Council website.

Advertising can be done as a schedule of meetings either annually or at various times throughout the year, or just prior to each meeting unless extraordinary circumstances exist.

2.4 Notice of Meeting – Councillors

The notice for any meeting must state the date, time and place and the business to be dealt with and must be sent to each Councillor's email address.

A notice of any meeting incorporating or accompanied by an agenda of the business to be dealt with must be served on every Councillor at least 48 hours (excluding weekends) before a meeting.

It will not be necessary for a notice of a meeting to be served on a Councillor who has been granted leave of absence unless the Councillor has requested in writing to the Chief Executive Officer to continue to give notice of any meeting to be held during his or her absence.

A Councillor who has declared a conflict of interest in a particular matter may request of the Chief Executive Officer not to receive any reports concerning that particular matter.

2.5 Meetings Open to the Public

In accordance with Section 89 (1) of the Act, all meetings of Council or Special Committees must be open to the public unless resolution is made to close the meetings to members of the public pursuant to Section 89 (2) of the Act.

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2.6 Meetings Closed to the Public

Council may resolve that a Council Meeting be closed to the public if the meeting is discussing:

- a) personnel matters;
- b) the personal hardship of any resident or ratepayer;
- c) industrial matters;
- d) contractual matters;
- e) proposed developments;
- f) legal advice;
- g) matters affecting the security of Council property;
- h) any other matter which Council or the Special Committee considers would prejudice Council or any person.

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PART 3 – QUORUM

3.1 Quorum – Council Meeting

A quorum for any Council meeting shall be the majority of the total number of Councillors. In the event of an even number of Councillors remaining as elected Councillors, a quorum will consist of half plus one of the remaining Councillors.

In the event of Councillors abstaining from voting on an item it is still a requirement for a majority of those present at the meeting, including those abstaining from voting, to vote in favour of the motion for it to be adopted.

3.2 Quorum – Advisory or Special Committee

The quorum for a meeting of an Advisory Committee or a Special Committee is a majority. Half plus one of the number of persons who comprise the Advisory or Special Committee and who are entitled to vote, or such other number as Council specifies when establishing the Advisory or Special Committee. The number cannot be less than half plus one.

3.3 Failure to Raise a Quorum

If a quorum is not present within 30 minutes of the time appointed for the commencement of any meeting or adjournment, those Councillors present, or if there are no Councillors present the Chief Executive Officer, or in his or her absence, a Senior Officer, may adjourn the meeting for a period not exceeding seven days from the date of the adjournment.

3.4 Inability to Maintain a Quorum

If during any meeting a quorum cannot be maintained, those Councillors present, the Chief Executive Officer, or in his or her absence, a Senior officer, may adjourn the meeting for a period not exceeding seven days from the time of the adjournment.

3.5 Inability to Maintain a Quorum due to Declarations of Conflict of Interests

If during any meeting it becomes apparent to the Chairperson that it will not be possible to maintain a quorum due to the number of Councillors who have disclosed a declaration of a conflict of interest in an item of business and will be unable to vote, that item of business will lie on the table and be considered at the next available meeting when a quorum can be reached or alternatively until the Chief Executive Officer is able to obtain an exemption from the Minister.

The author of the subject agenda item may withdraw the item from the agenda upon notifying the Chief Executive Officer of his or her intention to do so. The Chief Executive will notify Council of the withdrawal of the item from the agenda.

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PART 4 – CALL OF THE COUNCIL

4.1 Call of the Council

If a quorum of Councillors cannot be formed and maintained due to the absence of Councillors, the Minister responsible for administering the Act or the Chief Executive Officer may require all Councillors to attend a call of the Council Meeting.

A call of the Council Meeting must be treated as a Special Meeting.

The Minister responsible for administering the Act (or a person appointed by the Minister) is entitled to attend and speak at a call of the Council Meeting which he or she has required Councillors to attend.

If a call of the Council meeting has been required, immediately after the opening of the meeting:

- a) the Chief Executive Officer must call the name of:
 - i) the Mayor; and
 - ii) each Councillor in alphabetic order;
- b) each person present must answer to his or her name;
- c) all excuses for absence must be considered; and
- d) as to each excuse the question:

“Is the excuse of Cr _____ a reasonable excuse to the satisfaction of Council?” must be put to the vote.

If a Councillor does not attend within 30 minutes after the time fixed for a call of the Council meeting, or remain at the meeting, the Chief Executive Officer must immediately advise the Minister responsible for administering the Act in writing. The Minister will then determine whether the Councillor’s excuse for not attending is reasonable and will also determine whether the Councillor is capable of remaining in office.

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PART 5 – MINUTES

5.1 Keeping of Minutes

The Chief Executive Officer is responsible for arranging the keeping of minutes on behalf of Council.

Each item in the minutes must be clearly headed with a subject title and be consecutively numbered and consecutively page numbered. The minutes must be signed by the Chairperson of the meeting at which they have been confirmed.

5.2 Content of Minutes

The Chief Executive Officer (or other person authorised by the Chief Executive Officer to attend the meeting and to take the minutes of such meeting) must keep minutes of each Council Meeting and those minutes must record:

- a) the date and time the meeting was commenced, adjourned, resumed and concluded;
- b) the names of Councillors and whether they are present, an apology, or leave of absence or other details as provided;
- c) the names of members of Council staff in attendance with their organisational titles;
- d) arrivals and departure times (including temporary departures) of Councillors during the course of the meeting;
- e) each motion and amendment moved, including the mover and seconder of the motion;
- f) the outcome of every motion and amendment, that is whether it was put to the vote and the result (namely, carried, lost, withdrawn, lapsed for the want of a seconder, or amended);
- g) where a division is called, a table of the names of every Councillor and the way their vote was cast (either for or against);
- h) the name of the Councillor who abstained from voting on an item and the Councillor's reason for abstaining;
- i) details of a failure to achieve a quorum and any adjournment whether as a result or otherwise;
- j) a summary of all committee reports and or deputations made to Council;
- k) the time and reason for any adjournment of the meeting or suspension of standing orders;
- l) closure of the meeting to members of the public and the reason for such closure;
- m) disclosure of interests or conflicts of interest made under Sections 77A and 77B of the Act;
- n) any other matter which the Chief Executive Officer deems should be recorded to clarify the intention of the meeting or the reading of the minutes.

5.3 Confirmation of Minutes

Advice that the minutes are available must be provided to all Councillors no later than 48 hours before the next scheduled meeting.

At every meeting of Council, the minutes of the previous meeting are to be listed on the agenda for confirmation. Minutes are to be confirmed by resolution of Council.

Following confirmation of the minutes, with or without amendment, they must be signed by the Chairperson of the meeting at which they were confirmed.

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5.4 Objection to confirmation of Minutes

If a Councillor is dissatisfied with the accuracy of the minutes, then he or she must:

- a) state the item or items with which he or she is dissatisfied;
- b) propose a motion clearly outlining the alternative wording to amend the minutes.

The item(s) objected to must be considered separately in the order in which it (or they) appear on the minutes.

No discussion or debate on the confirmation of the minutes will be permitted, except where their inaccuracy as a record of the proceedings of the meeting to which they relate is questioned.

5.5 Deferral of Confirmation of Minutes

The Council may defer the confirmation of minutes until later in the meeting or until the next meeting as appropriate.

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PART 6 – BUSINESS OF A MEETING

6.1 Order of Business Listed on an Agenda

The order in which business is listed on the agenda is determined by the Chief Executive Officer and should be kept consistent from meeting to meeting. Generally, the order of business will be as follows:

1. Apologies and Requests for Leave of Absence
2. Confirmation of Minutes and Attachments
3. Changes to the Order of Business
4. Declaration of Interest
5. Responsible Authority Decisions
6. Planning Authority Decisions
7. Question Time
8. Acknowledgements
9. Council Decisions
10. Council Information
11. Councillor Reports
12. Chief Executive Officer's Report
13. Petitions/Letters
14. Notices of Motion
15. Urgent Business
16. Closed Section of the Meeting to the Public
17. Confirmation of Confidential Minutes and Attachments
18. Confidential Council Information
19. Confidential Business
20. Confidential Council Meeting Close
21. Items Determined to be no Longer Confidential
22. Open Meeting to the Public
23. Close Meeting

This should not preclude the Chief Executive Officer from altering the order of business from time to time to enhance the fluent and open process of the government of the Council.

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The Chief Executive Officer may include any matter on the agenda that he or she believes should be considered by Council.

6.2 Apologies (including leave of absence)

A Councillor is required to seek a leave of absence from the Council if they will knowingly be absent from a scheduled Ordinary Meeting of Council. The request for the leave of absence will be tendered at an earlier meeting and if granted will be recorded in the minutes. The agenda for the subsequent meeting will show the Councillor as an apology due to a leave of absence being previously granted.

If the Councillor cannot seek prior approval, formal, written apologies should be submitted to the Chief Executive Officer at the earliest possible time before non-attendance at any Council meeting.

An appropriate notice would include the following:

I am unable to attend the scheduled Ordinary Meeting of Council to be held on (date / month / year) and request that my apology be tendered.

Once the apology is tendered the Council will vote on granting a leave of absence.

Section 69 of the Act states that an ordinary vacancy will be created if a Councillor is absent from four consecutive Ordinary Meetings of Council without leave being obtained from the Council.

As council meetings are a meeting of elected councillors there is no requirement to grant leave of absences or accept apologies from council staff.

6.3 Councillor Acknowledgments

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 offering of condolences to a person who has previous 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.

6.4 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.

6.5 Deputations/Delegations

A deputation or delegation wishing to be heard at a meeting of Council must make a written request to the Chief Executive Officer who will refer the request to Council for consideration.

In order for requests to be considered, they must be submitted no later than 24 hours prior to the next Ordinary Meeting of Council.

Deputations and delegations will only be allowed for matters that are on that meeting's agenda.

If the Council agrees to hear the deputation or delegation, it will not hear more than two speakers on behalf of any deputation and a five (5) minute time limit for each speaker will be set as to the length of the address.

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Councillors may question the deputation on matters raised before Council for the purpose of clarification, but no discussion will be entered into.

Any further information that the deputation/delegation may want the Council to have must be given to the Chief Executive Officer, by 12:00pm (noon) on the day before the meeting. No further written or audio-visual information is allowed to be presented during the meeting, unless approval is given by the Chief Executive Officer before the commencement of the meeting.

The Chief Executive Officer must advise the applicant of the date, time, venue and protocols applying for Council to hear the deputation or delegation.

6.6 Disclosure of Conflict of Interest

Councillors, Officers and members of Special Committees must comply with the conduct and conflict of interest provisions outlined in Section 77A of the Act.

The onus is on a Councillor, Officer or members of Special Committees to identify any conflict of interest, whether it is of a direct or indirect nature, which he or she may have.

If a Councillor has a conflict of interest in a matter in which the Council is to consider at a meeting of the Council, the Councillor must fill in a Disclosure of Conflict of Interest form setting out the conflict of interest and lodge it with the Chief Executive Officer prior to the commencement of the meeting. If an Officer is to be present at the meeting the same procedure is to be followed for the declaration of conflict of interests by an officer in attendance at the meeting.

The disclosure must include the class type and nature of the relevant conflict of interest.

A Councillor who has a conflict of interest in a matter before Council must:

- a) disclose the nature of the conflict of interest immediately before the consideration of the matter;
- b) leave the Chamber for the duration of the Council's deliberation, voting and resolution of the matter;
- c) remain outside of the Chamber and any gallery, room or other area in view or hearing of the Chamber until recalled to the Chamber.

The minutes are to record whether the Councillor left the room in which the meeting is being held before the start of the consideration or discussion of the item and remained outside while the vote was taken.

The Councillor must be called back into the room before the meeting can advance to the next item of business.

6.7 Presentation of Officer Reports

Officer reports must not be read in full at any Council meeting unless Council resolves to the contrary.

6.8 Supplementary Reports

Occasionally there may be reports that have missed the meeting agenda deadline. In these cases, the Chief Executive Officer may approve the reports to be supplementary reports. A notification will be sent to Councillors advising that a supplementary report has been approved for distribution and is available on the Councillor portal. Supplementary reports do not meet the criteria for urgent business as the matter has not arisen since the distribution of the agenda.

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6.9 Reports of Committees

Any report of a Special Committee composed solely of Councillors must contain a recommendation to Council and be included in the agenda for consideration at the next meeting of Council.

The procedure for any report of a Special Committee composed solely of Councillors is:

- a) the Chairperson must ask: "Is the recommendation opposed?"
- b) if no Councillor indicates opposition, it must be immediately put to the vote;
- c) if any Councillor indicates opposition the rules of debate as detailed elsewhere in this meeting procedure apply.

Upon the adoption of the report by Council, each recommendation contained in the report as adopted becomes a resolution of Council.

6.10 Petitions / Joint Letters

For the sake of clarity, a petition and a joint letter have the same meaning and shall be treated as being the same by Council.

Petitions and joint letters received by Councillors and/or Council officers can be lodged with the Chief Executive Officer within the appropriate time for inclusion in the Agenda, unless the matter which is the subject of the petition or joint letter has already been acted upon.

- a) Any petition or joint letter received will be tabled at the next available Council Meeting.
- b) Council may resolve to receive the petition or joint letter and to refer the matter for a report or appropriate action as required to the next appropriate meeting of the Council, unless the Council agrees to deal with it earlier.
- c) A petition or joint letter must:
 - i) be in legible and permanent writing;
 - ii) not be defamatory, indecent, abusive or objectionable in language or content;
 - iii) not relate to matters beyond the powers of Council;
 - iv) bear the whole of the petition or request upon each page of the petition; and
 - v) consist of single pages of paper and must not be pasted, stapled, pinned or otherwise affixed to any other piece of paper.
- d) Any petitions or joint letters that do not comply with this Local Law will not be tabled at a Council meeting.
- e) A petition or joint letter may nominate a person to whom a reply must be sent, but if no person is nominated or is the obvious intended nominated person, Council may reply to the first signatory which appears on the petition.
- f) Any person who fraudulently signs a petition or joint letter which is presented to the Council is guilty of an offence.

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Electronic Petitions (e-Petitions)

An electronic petition (e-petition) is a petition that is 'signed' online, usually through a website.

A person submitting an e-petition must ensure that the petition has:

- a) A clear and concise statement identifying the subject matter of the petition.
- b) The total number of people 'signing' the petition.
- c) The full name, address and phone number of the person submitting the petition ('chief petitioner'), together with the name of the organisation/group they represent if the petition is submitted on behalf of an organisation or group.
- d) The full name, address and email address of those people who support the e-petition
- e) The Council must be identified as the recipient of the petition

6.11 Public Question Time

- a) Question time will be available at every Ordinary Meeting to enable members of the public to address questions to Council.
- b) All such questions must be received in writing on the prescribed form as outlined on the Council's website.
- c) All such questions must be received 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.
- d) A question will only be read to the meeting if the Chief Executive Officer has determined that the question:
 - i) does not relate to a matter of the type described in Section 89(2) of the Act;
 - ii) does not relate to a matter in respect of which Council has no power to act;
 - iii) is not defamatory, indecent, abusive or objectionable in language or substance;
 - iv) is not a repetition of a question already asked or answered (whether at the same or an earlier meeting); and
 - v) is not asked to embarrass a Councillor or member of Council staff.
- e) If the Chairperson has determined that the question shall not be read to the meeting, then the chairperson or Chief Executive Officer:
 - i) must advise the meeting accordingly; and
 - ii) will make the question available to Councillors upon request.
- f) The Chief Executive Officer must read to the meeting the name of the person who has submitted a question.
- g) The Chief Executive Officer must read the text of the question and the Chairperson, Chief Executive Officer may then direct that question to be answered by a nominated Councillor or member of Council staff.
- h) No debate on or discussion of a question or an answer will be permitted other than for the purposes of clarification.

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- i) A Councillor or member of Council staff nominated to answer a question may:
 - i) seek clarification of the question from the person who submitted it;
 - ii) seek the assistance of another person in answering the question; and
 - iii) defer answering the question, so that the answer may be researched and a written response be provided within ten (10) working days following the meeting (the question thereby being taken on notice). A copy of the written response will be attached to the minutes of the meeting. Responses to questions that fall into part d) will not be provided.
- j) Question time may be limited in duration and individual questions must not exceed two (2) minutes in duration. There is a maximum of two questions per person allowed.

Council may resolve to bring forward the commencement of Question Time – so that the item is considered before Responsible Authority Decisions and Planning Authority Decisions.

6.12 Notices of Motion

- a) A Notice of Motion must be in writing, dated and signed by the intending mover and lodged with the Chief Executive Officer no later than 12 noon at least ten (10) business days before the meeting. For the purpose of clarity, the day that the motion is lodged is not included but the day of the meeting is included when calculating the ten (10) business days. Public holidays are not included as business days.
- b) A notice of motion will only be accepted if it:
 - i) Does not relate to a matter in respect of which Council has no power to act
 - ii) Does not substantially change the levels of Council services
 - iii) Does not commit Council to significant expenditure not included in the adopted budget
 - iv) Does not declare a rate or charge
 - v) Does not establish or amend Council policy
 - vi) Does not commit Council to any contractual arrangement
 - vii) Is not defamatory, indecent, abusive or objectionable in language or substance
 - viii) Provides sufficient detail to ensure the motion is implementable
 - ix) Is not against public order or safety
- c) A notice of motion must include a rationale. The Chief Executive Officer has the discretion to include an officer comment on any proposed notice of motion including rescission motions.
- d) Where a notice of motion is considered by the Chief Executive Officer not to meet any or all of part b) the Chief Executive Officer will notify the Councillor who delivered the notice of motion the reasons for that opinion and provide adequate support to the Councillor to structure the notice of motion.
- e) A Notice of Motion cannot be accepted by the Chairperson unless the full text of any such motion has been listed on the agenda for the Council meeting at which it is proposed to be moved.
- f) Except by leave of the Council, Notices of Motion before a Council meeting will be considered in the order in which they were received.
- g) If a Councillor who has given a Notice of Motion is absent from the meeting or fails to move the motion when called upon by the Chairperson, any other Councillor may move the motion.
- h) If a Councillor proposing the motion wishes to amend the Notice of Motion, he or she may do so by seeking leave of Council to amend the Notice of Motion prior to it being seconded.
- i) Another Councillor can put forward an amendment for consideration, which must be dealt with in accordance with *clauses 8.17, 8.19, 8.20, 8.21, 8.22, 8.23, 8.24, 8.25 and 8.26* of this local law.

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- i) If a Notice of Motion, whether amended or not, is lost, a similar motion cannot again be put before Council for a period of three (3) calendar months from the date it was lost.
- k) A Notice of Motion cannot be submitted in relation to a matter that is the subject of Rescission Motion within three (3) calendar months of the Rescission Motion having been dealt with.

6.13 Notice of Rescission Motion

A Councillor may propose a motion to rescind a decision of Council provided the subject motion has not been acted upon.

An actual notice of motion to rescind or alter a previous resolution of Council:

- a) must be provided to the Chief Executive Officer by 5.00pm the day following the Council Meeting at which the original motion was adopted.
- b) is deemed to have been withdrawn if not moved at the meeting at which such business may be transacted; and
- c) where it is a second or subsequent notice to rescind or alter an earlier resolution, must not be accepted by the Chief Executive Officer until a period of three (3) months has elapsed since the date of the meeting at which the motion of rescission or alteration was dealt with.

Once a notice of rescission motion has been received by the Chief Executive Officer, no further action is to be taken on the resolution that is the subject of the rescission motion.

Any Councillor providing a notice of rescission motion is required to provide written justification that must include one of the following:

- a) The vote may not have accurately reflected the opinion held by the meeting due to the misunderstanding of the motion or for some other reason; or
- b) New information to hand; or
- c) Some vital information has been overlooked.

A notice of rescission motion must include the written endorsement of at least two other Councillors.

The Chief Executive Officer will inform the Councillor whether the motion has been accepted or not, and any points for refusal and discuss with the Mayor and the Councillors at the earliest opportunity. If the motion has been accepted it must be listed on the agenda of the next available ordinary Council meeting.

6.14 When a Resolution is Acted Upon

A resolution, or part thereof, will be considered as having been acted on:

- a) Once its details have been formally communicated in writing (which includes electronic communications) to either internal or external parties affected by or reliant on the resolution;
- b) Where a statutory procedure has been carried out;

The Chief Executive Officer may initiate action or cause action to be initiated on any Council resolution, or part thereof, at any time after the meeting at which it was carried.

Where a resolution can be broken down into parts and some parts of the resolution have not been acted upon, then any proposed change to those remaining parts is to be treated as an amendment of the resolution unless the substance of the change is to reverse the resolution when considered as a whole.

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6.15 Reports from Councillors / Delegates

At each Ordinary Meeting, Councillors will have the opportunity to speak on any meetings, conferences or events which they have recently attended.

The duration of any report from a Councillor will be limited to two (2) minutes. If a Councillor requires information on the conference/event to be listed in the minutes, the Councillor must submit the additional information in writing to the Chief Executive Officer or member of Council staff responsible for the minutes by 9.00am on the day following the meeting.

6.16 Urgent Business

- a) Business which has not been listed on the Agenda may only be raised as urgent by resolution of Council.
- b) Notwithstanding anything to the contrary in this Local Law, a Councillor (with the agreement of the meeting) may at a Council meeting submit or propose an item of business if the matter relates to business which does not:
 - i) substantially affect the levels of Council service;
 - ii) commit Council to significant expenditure not included in the adopted budget;
 - iii) establish or amend Council Policy;
 - iv) commit Council to any contractual arrangement;
 - v) require pursuant to other policy determined by Council from time to time, the giving of prior notice; and
 - vi) the proposed motion/s are in writing and given to the chairperson who seeks a resolution of approval from Council meeting.
- c) Business must not be admitted as urgent business unless it:
 - i) relates to or arises out of a matter which has arisen since distribution of the agenda; and
 - ii) cannot safely or conveniently be deferred until the next Council meeting.

6.17 Time Limit for Meetings

A Council meeting must not continue after four (4) hours of commencement time of the meeting unless a majority of Councillors present vote in favour of its continuance.

In the absence of such continuance, the meeting must stand adjourned to a time, date and place to be then and there announced by the Chairperson.

The Chief Executive Officer must give notice to each Councillor of the date, time and place to which the meeting stands adjourned and of the business remaining to be considered within seven (7) days of the meeting which is adjourned.

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PART 7 – ADDRESSING THE MEETING

7.1 Addressing the Meeting

Any Councillor or person who addresses the meeting must direct all remarks through the Chair.

A Chairperson may address a meeting, however if the Chairperson wishes to move any motion or amendment the Chairperson must advise the Council of that intention and vacate the Chair on such occasions for the duration of the item under discussion.

If the Chairperson vacates the Chair, the Deputy Mayor will take the Chair until the item has been voted on.

See clause 15.4 – Temporary Chairperson

Any person addressing the Chair should refer to the Chairperson as:

- Mr Mayor; or
- Mayor; or
- Chair; or
- Madam Mayor; or
- Mr Chairperson; or
- Madam Chairperson; as the case may be.

The Mayor of the day may advise the Councillors and staff of his/her naming preference.

Councillors and officers in speaking shall address each other by their titles of Councillor or officer as the case may be.

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PART 8 – MEETING PROCEDURES

DIVISION 1 – ROLE OF THE CHAIR

8.1 Role of the Chair

The way in which Council and committee meetings are conducted makes a significant contribution to good governance.

The Chair plays a crucial role in facilitating an orderly, respectful, transparent and constructive meeting by ensuring all Councillors, members of special committees and advisory committees have the opportunity to be heard, matters are adequately discussed, meeting procedures are followed appropriately and statutory requirements are adhered to.

The Chair is an independent leader of meetings and generally does not move or second motions. Specific duties and discretions of the Chair are outlined throughout this Local Law.

8.2 Mayor to take the Chair

1. the Mayor must take the Chair at all Council meetings at which the Mayor is present.
2. if the Mayor is not in attendance or vacates the Chair at a Council meeting, the Deputy Mayor must take the Chair.
3. if the Mayor and Deputy Mayor are not in attendance at a Council meeting, Council must elect one (1) of the Councillors as temporary Chair.

8.3 The Chair's Duties and Discretions

In addition to the specific duties and discretions provided in this Local Law:

- a) the Chair must not accept any motion, question or statement which is derogatory or defamatory of any Councillor, member of Council staff, or member of the community; and
- b) if the behaviour of a person is disruptive and interferes with the conduct of the business of Council, the Chair must call that person to order.

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DIVISION 2 – VOTING

8.4 Voting – How Determined

To determine a question that is put before a meeting, the Chairperson will first call for those in favour of the motion and then those opposed to the motion and will then declare the results to the meeting.

8.5 Voting – By Show of Hands

Unless the Council resolves otherwise, voting on any matter will be by show of hands.

All Councillors present are required to vote on any matter before Council unless that Councillor has declared a conflict of interest in the item or signified their intention to abstain from voting on the matter.

If a Councillor intends to abstain from voting they must advise the meeting of their intention to abstain and provide an explanation for abstaining once the Chair calls the item for consideration.

The Councillor may decide to leave or stay in the Chamber while the matter is being considered. If the Councillor stays in the Chamber for the vote the Councillor will be considered as having voted in the negative. This is based on the requirement that for a motion to be successful it requires the majority of Councillors present at the meeting to vote in favour of the motion.

8.6 Request for a Division

Immediately after any motion is put to a meeting and before the next item of business has commenced, a Councillor may call for a division.

The request must be made to the Chairperson either immediately prior to or immediately after the vote has been taken but cannot be requested after the next item of business has commenced.

8.7 Procedure for a Division

When a division is called for, the vote already taken must be treated as a nullity and the division shall decide the question, motion or amendment.

When a division is called for the Chairperson will:

- a) first ask each Councillor wishing to vote in the affirmative to raise a hand and, upon such request being made, each Councillor wishing to vote in the affirmative must raise one of his or her hands. The Chairperson must then state, and the Chief Executive Officer (or any person authorised by the Chief Executive Officer to attend the meeting and take the minutes of such meeting) must record in the minutes, the names of those Councillors voting in the affirmative; and
- b) then ask each Councillor wishing to vote in the negative to raise a hand and, upon such request being made, each Councillor wishing to vote in the negative must raise one of his or her hands. The Chairperson must then state, and the Chief Executive Officer (or any person authorised by the Chief Executive Officer to attend the meeting and take the minutes of such meeting) must record in the minutes, the names of those Councillors voting in the negative.

8.8 Between the Original Vote and the Division

No Councillor is prevented from changing his or her original vote and the voting on the division. The voting by division, will determine the Council's resolution on the motion.

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8.9 Vote to be Taken in Silence

Except that a Councillor may demand a division, Councillors must remain seated in silence while a vote is being taken.

8.10 Recount of Vote

The Chairperson may direct that the vote be re-counted as often as may be necessary to be satisfied of the result.

8.11 Declaration of Vote

The Chairperson must declare the result of the vote or division as soon as it is taken.

8.12 Casting Vote

In the event of an equality of votes, the Chairperson has a casting vote, except in cases where the Act provides that a matter or amendment is to be determined by lot.

If the Chairperson exercises their casting vote they must provide an explanation to the meeting as to why they voted in a particular way.

See clause 15.9 – Determining by Lot

8.13 Recording of Opposition of Motion

Any Councillor may ask that his or her opposition to a motion adopted by the meeting be recorded in the minutes of the meeting.

8.14 Motion to be Read Again

Before any matter is put to the vote, a Councillor may require that the question, motion or amendment be read again.

The Chairperson, without being so requested, may direct the Chief Executive Officer (or other person authorised by the Chief Executive Officer to attend the meeting and take the minutes of such meeting) to read the question, motion or amendment to the meeting before the vote is taken.

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DIVISION 3 – MOTIONS & AMENDMENTS

To assist in understanding the process a flow chart is at Appendix 1.

8.15 Motion not to be Withdrawn Without Consent (Leave of Council)

A motion or amendment cannot be withdrawn without Council consenting to the withdrawal by resolution.

8.16 Moving a Motion or Amendment

The procedure for any motion or amendment is:

- a) The mover must, in not more than 30 seconds, state the nature of the motion or amendment, and then move it without speaking to it;
- b) The Chairperson must call for a seconder unless the motion is a call to enforce a Point of Order;
- c) If the motion is not seconded, the motion will lapse for want of a seconder;
- d) Once seconded the chairperson will invite the mover to address Council on the motion
Time limit - five (5) minutes
- e) After the mover has spoken the chairperson must call upon the seconder to address Council on the motion
Time limit - three (3) minutes
- f) After the seconder has addressed the meeting or indicated their intention to reserve their right (or after the mover if the seconder does not wish to speak) the chairperson must call upon the first opposition to address the meeting. If there is no opposition the chairperson may put the motion to the vote.
Time limit - two (2) minutes
- g) After the mover, seconder and first opposition have had the opportunity to address the meeting, the chairperson will call for speakers for and against the motion in alternate sequence until the sequence of speakers is exhausted.
Time limit - two (2) minutes each speaker
- h) A Councillor may speak once on the motion except for the mover of the motion who has a right of reply after which the motion must be put to the vote
Time limit - two (2) minutes
- i) Motions must be clear and unambiguous and not be defamatory or objectionable in language or nature.

A Councillor calling the attention of the chairperson to a point of order is not regarded as speaking to the motion.

8.17 Right of Reply

The mover of an original or substantive motion may, once debate has been exhausted, have a right of reply to matters raised during the debate.

After right of reply has been taken, the motion must be immediately put to the vote without any further discussion or debate.

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8.18 Moving an Amendment

A motion having been moved and seconded may be amended by the minute taker by leaving out, inserting or adding words which must be relevant to the original motion and framed as to complement it as an intelligible and consistent whole.

An amendment cannot be negative, or substantially contrary, to the motion.

Any Councillor moving an amendment to a motion will be allocated thirty (30) seconds to explain the reasons for the amendment.

The statement must be an explanation only and will not entertain the benefits or detriments of the amendment or substantive motion.

8.19 Agreed Alterations to a Motion

With the leave of the Chairperson, both the mover and seconder of a motion may agree to an alteration to the original motion proposed by any other Councillor.

This does not necessitate the recording of an amendment into the minutes of the meeting as the alteration would then form part of the substantive motion.

To avoid the risk of an unanticipated breach of the conflict of interest rules, splitting of a motion/s into parts will not be permitted.

No notice need be given of any amendment.

8.20 No Right of Reply of Amendments

No right of reply is available where an amendment is being debated.

8.21 Who May Propose an Amendment

An amendment may be proposed or seconded by any Councillor, other than the mover or seconder of the original motion.

8.22 Who May Debate an Amendment

A Councillor may address the meeting once on any amendment, whether or not they have spoken to the original motion, but debate must be confined to the term of the amendment.

8.23 How Many Amendments May be Proposed

Any number of amendments may be proposed to a motion but only one amendment may be accepted by the Chair at any one time.

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8.24 Second or Subsequent Amendments

A second or subsequent amendment cannot be moved until the immediately preceding amendment is disposed of.

If any Councillor intends to move a second or subsequent amendment he or she must give notice of the intention..

A Councillor cannot move more than two (2) amendments in succession.

8.25 An Amendment once Carried

If an amendment is carried, it becomes the substantive motion. The mover and seconder of the amendment becomes the mover and seconder of the substantive motion. Debate commences as for a new motion. Foreshadowing a Motion

At any time during debate, a Councillor may foreshadow a motion to inform the Council of his or her intention to move a motion at a later stage in the meeting, but this does not extend any special rights to the foreshadowed motion.

A foreshadowed motion may be prefaced with a statement that in the event a particular motion before the chair is resolved in a certain way a Councillor intends to move an alternative or additional motion.

A motion foreshadowed has no procedural standing and is merely a means to assist the flow of the meeting.

The Chief Executive Officer or other person authorised by the Chief Executive Officer would not be expected to record a foreshadowed motion in the minutes until the foreshadowed motion is formally moved but may do so if thought appropriate.

8.26 Withdrawal of a Motion

Before any motion is put to the vote, it may be withdrawn by the leave of the Council.

8.27 Debating a Motion

Debate must always be relevant to the question before the Chair, and if not, the Chairperson will request the speaker to confine debate to the subject matter.

If after being told to confine debate to the motion before the Chair, the speaker continues to debate irrelevant matters, the Chairperson may disallow the speaker any further comment in respect to the matter before the Chair.

Adequate debate is required where a matter is significant in nature. In such a case, every Councillor must be given the opportunity to debate.

At any time during the debate a Councillor may request through the Chair that an officer present at the meeting provide clarification on the item, but the officers must not enter into the debate.

See clause 8.45 – Speaking Times

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8.28 Adjourned Debate

If it is the intention of a motion to adjourn debate until a time or date stated in the motion, debate can be adjourned indefinitely.

The effect of the motion is that the particular matter being debated is adjourned, but that the meeting still continues to deal with all other business.

If debate is adjourned indefinitely, some indication must be given to the Chief Executive Officer as to when the matter should be re-listed, otherwise it will be decided at the discretion of the Chief Executive Officer, or upon the subsequent resolution of the Council, whichever occurs first.

A motion to adjourn debate is a procedural (formal) motion.

See Division 4 – Procedural (formal) Motions

8.29 Resumption of Adjourned Debate

The business to which the debate relates must be placed on the agenda paper of the meeting to which it is adjourned. Adjourned business should have priority over any other business except formal business.

If a debate is adjourned by motion, the Councillor moving the adjournment has the right to be the first speaker upon the resumption of debate unless he or she has already spoken to the motion or amendment.

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DIVISION 4 – PROCEDURAL (FORMAL) MOTIONS

8.30 Moving a Procedural Motion

Unless otherwise prohibited, a procedural motion may be moved at any time and must be dealt with immediately by the Chairperson. A procedural motion must be seconded and voted on.

8.31 Who Can Move a Procedural Motion

The mover/seconded of a procedural motion must not have moved, seconded or spoken to the question or any amendment of it before the Chair.

A procedural motion cannot be moved by the Chairperson.

8.32 Debate and Amendments to Procedural Motions Not Allowed

Unless otherwise provided, debate on a procedural motion is not permitted and the mover does not have the right of reply.

Unless otherwise provided a procedural motion cannot be amended.

8.33 The Closure (That the Motion be Put)

The motion *'That the motion be now put'*

- a) *Is a procedural motion which if carried to an original motion, requires that the original motion must be put to the vote immediately, without any further debate, discussion or amendment;*
- b) *If carried in respect to an amendment, requires that the amendment be put to the vote immediately without any further debate or discussion and allows debate on the original motion to continue; and*
- c) *If lost, allows debate to continue unaffected.*

The Chairperson has the discretion to reject such a motion for closure if the motion proposed has not been sufficiently debated.

8.34 Proceed to Next Business

A motion *'That the meeting proceed to the next business'*

- a) *Is a procedural motion which if carried to an original motion, requires that the meeting move immediately to the next business without any further debate, discussion or amendment;*
- b) *If carried in respect to an amendment, Council considers the motion without reference to the amendment; and*
- c) *If lost, allows debate to continue unaffected.*

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8.35 Adjournment of Debate

A motion *'That the motion and amendments now before the meeting be adjourned until a later hour or date'*

- a) Is a procedural motion which if carried to an original motion or amendment, requires that the meeting dispose of the matter before the chair so that debate can resume at a later hour and or date and the meeting move on to the next business; and
- b) If lost, allows debate to continue unaffected.

8.36 Adjournment of Meeting

A motion *'That the meeting be adjourned until a later hour or date'*

- a) Is a procedural motion which if carried to an original motion or amendment requires that the meeting be adjourned to a later hour and or date; and
- b) If lost, allows debate to continue unaffected.

8.37 That the Question Lie on the Table

A motion *'That the question lie on the table'*

- a) Is a procedural motion which if carried to an original motion or amendment, ceases any further discussion or voting on a matter until Council either:
 - i) resolves to take the question from the table at the same meeting; or
 - ii) places the matter on an agenda and Council resolves to take the question from the table.

If lost, allows debate to continue unaffected.

Refer Schedule 1 Procedural Motions – Procedure and Effect

Local Law No. 1 Meeting Procedure

DIVISION 5 – SPEAKING TO THE MEETING

8.38 Speaking Times

A Councillor must not speak longer than the time set out below, unless granted an extension by the Chairperson:

- a) a mover of a motion – five (5) minutes;
- b) the seconder of a motion – three (3) minutes;
- c) any other Councillor – two (2) minutes; and
- d) the mover of a motion when exercising their right of reply – two (2) minutes.

A Councillor may speak for the duration of time set out below if granted leave by the Chairperson:

- a) the mover of an unopposed motion – two (2) minutes; and
- b) the mover of a motion and any other Councillor once confirmed – two (2) minutes.

8.39 Extension of Speaking Time

An extension of speaking time may be granted by the Chairperson but only one extension is permitted for each question.

8.40 Length of Extension

Any extension of speaking time must not exceed three (3) minutes.

8.41 Interruptions, Interjections and Relevance

A Councillor must not be interrupted except by the Chairperson or upon a Point of Order or personal explanation.

If a Councillor is interrupted by the Chairperson or upon a Point of Order or personal explanation then he or she must remain silent until the Councillor raising the Point of Order has been heard and the question disposed of.

See clause 8.44 – Points of Order

A Councillor must not digress from the subject matter of the motion or business under discussion.

The mover of a motion must not introduce fresh matter when exercising any right of reply.

8.42 Priority of Address

In the case of competition for the right to speak, the Chairperson must decide the order in which the Councillor concerned will be heard.

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8.43 Councillors Not to Speak Twice to Same Motion or Amendment

Except that the mover of an unamended motion has the right of reply and that any Councillor may take a point of order or offer a personal explanation, a Councillor must not speak more than once to the same motion or amendment.

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DIVISION 6 – POINTS OF ORDER

8.44 Points of Order

A point of order is taken when a Councillor officially draws the attention of the Chair to an alleged irregularity in the proceedings. Alleged irregularities may be:

- A time limit has been exceeded
- A quorum is not present
- A speaker's remarks are irrelevant
- Remarks are being made in an inappropriate language
- Remarks involve tedious repetition
- Involves debate on motions that have previously been disposed of
- Involves discussion on matters in respect of which adequate notice was not given

A Councillor may at any time raise a point of order which will, until disposed of, take precedence over the consideration and decision of every other question.

A Councillor who is addressing the meeting must not be interrupted unless called to order at which time he or she must remain silent until the Councillor raising the Point of Order has been heard and the question disposed of.

A Point of Order must be taken by stating 'Point of Order' and the matter complained of.

8.45 Consideration of Point of Order

When called to order, a Councillor must remain silent until the Point of Order is decided unless he or she is requested by the Chairperson to provide an explanation.

8.46 Chairperson to Decide Point of Order

The Chairperson may adjourn the meeting to consider a Point of Order but must otherwise rule upon it as soon as it is taken.

All matters before the Council are to be suspended until the Point of Order is decided.

8.47 Disagreeing with Chairperson's Ruling

The decision of the Chairperson in respect to a Point of Order raised will not be open for discussion and will be final and conclusive unless the majority of Councillors present at the meeting move a motion of dissent.

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8.48 Motion of Dissent

When a motion of dissent is moved and seconded, the Chairperson must leave the Chair and a temporary Chairperson must take his or her place.

The temporary Chairperson will invite the mover to state the reasons for his or her dissent and the Chairperson may then reply.

The temporary Chairperson then puts the motion in the following form:

“That the Chairperson’s ruling be upheld”.

- a) If the vote is in the affirmative, the Chairperson resumes the Chair and the meeting proceeds.
- b) If the vote is in the negative, the Chairperson resumes the Chair, reverses his or her previous ruling and then proceeds.

The defeat of the Chairperson’s ruling is in no way a motion of censure or non-confidence and will not be so regarded by the meeting.

See clause 15.4–Temporary Chairperson

8.49 Personal Explanation

A Councillor may, at a time convenient to Council, make a brief personal explanation in respect of any statement (whether made at a Council meeting or not) affecting him or her as a Councillor.

A personal explanation arising out of a statement at a Council meeting must be made as soon as possible after that statement was made.

A personal explanation must not be debated except upon a motion to censure the Councillor who has made it.

8.50 Ordering Withdrawal of Remark

Whenever any Councillor makes use of any expression or remark that is disorderly or capable of being applied offensively to any other Councillor or Officer, the offending Councillor will be required by the Chairperson to withdraw the expression or remark and to make a satisfactory apology to the meeting.

The Chairperson may require a Councillor to withdraw any remark that is defamatory, indecent, abusive or offensive in language or substance.

A Councillor required to withdraw a remark must do so immediately without qualification or explanation.

Any Councillor using defamatory, indecent, abusive or offensive language, and having been twice called to order or to apologise for such conduct and refusing to do so will be guilty of an offence.

See clause 12.1 – Offences and Penalties

8.51 Call for Supporting Documentation

A Councillor may request at a Council meeting to immediately make available any documents kept in the municipal offices and relevant to the business being considered. Upon any request being made, the Chief Executive Officer must use his or her best endeavours to make available documents.

Local Law No. 1 Meeting Procedure

DIVISION 7 – SUSPENSION OF STANDING ORDERS

Standing Orders are the rules made to govern the procedure at *Council Meetings* and *Special Committee meetings* contained in this Local Law. The Standing Orders cover a range of matters including the order of business, rules of debate, procedural motions and election procedures. Standing Orders can be suspended to facilitate the business of a meeting but should not be used purely to dispense with the processes and protocol of the government of Council.

8.52 Suspension of Standing Orders for the Purpose of Discussion

The provisions of the Local Law may be suspended for a particular purpose by resolution of the Council.

The suspension of Standing Orders will be used to enable full discussion of any issues without the constraints of formal meeting procedure. An appropriate motion would be:

'That Standing Orders be suspended for a period of (?) minutes to enable discussion on_____'

Once the discussion has taken place and before any motion can be put the resumption of Standing Orders will be necessary.

An appropriate motion would be:

'That Standing Orders are resumed'

No motion may be accepted by the Chair or be lawfully dealt with during any suspension of standing orders.

Suspension of standing orders are only for the purpose of a fuller discussion without the need to follow the debating rules. Clarifying questions of relevant officers can occur without the need to suspend standing orders. Delegations and deputations are part of the business of the meeting and do not require the suspension of standing orders for them to be heard.

Local Law No. 1 Meeting Procedure

DIVISION 8 – ADJOURNMENTS

8.53 Adjourning the Meeting

Once a meeting is declared open, Council may, from time to time, resolve to adjourn the Meeting if:

- a) a quorum is not present within half an hour after the time appointed for the meeting;
- b) if at any time throughout a meeting a quorum is lost;
- c) if the meeting becomes excessively disorderly and order cannot be restored;
- d) to allow for additional information to be presented to a meeting;
- e) to give councillors a comfort break
- f) to give councillors time to liaise with members of the public who may want to leave the meeting as their issue has been considered (maximum 10 minutes)
- g) to give Councillors time to liaise with the media (maximum 10 minutes)
- h) any other situation where adjournment could aid the process of the meeting.

A meeting cannot be adjourned for a period exceeding seven days from the date of the adjournment.

An appropriate motion would be:

“That the meeting be adjourned until ___ (time the date specified, which does not exceed seven (7) days)”.

No discussion is allowed on any motion for adjournment of the meeting, but if on being put the motion is lost, the subject then under consideration of the next on the Agenda or any other matter that may be allowed precedence must be resolved before any subsequent motion for adjournment is made.

8.54 Notice for Adjournment of Meeting

If a meeting is adjourned, the Chief Executive Officer will ensure that the Agenda for such a meeting is identical to the agenda for the meeting which was resolved to be adjourned.

Except where a meeting is adjourned until later on the same day, the Chief Executive Officer must give all Councillors written notice of a new date for the continuation of the adjourned meeting and every reasonable attempt must be made to advise the public of the new meeting date.

Where it is not practical to provide written notice to Councillors because time does not permit that to occur then provided a reasonable attempt is made to contact each Councillor, contact by telephone, electronic medium, or in person will be sufficient.

8.55 Lapsed meeting

A meeting is deemed to have lapsed if a meeting does not commence and therefore no resolution can be carried to adjourn the meeting.

Local Law No. 1 Meeting Procedure

8.56 Undisposed Business of a Lapsed Meeting

If a Council meeting lapses, the undisposed-of Business will, unless it has already been disposed of at a Special meeting, be included in the agenda for the next Ordinary Meeting.

The business of the lapsed meeting must be dealt with prior to any other business, and in the same order as the original meeting papers.

8.57 Compliance with Meeting Procedures

If during a meeting the Chief Executive Officer becomes aware of any non-compliance with the meeting procedures contained in this local law or other applicable legislation relating to meeting procedures, the Chief Executive Officer must immediately inform the Chairperson about the requirement of this local law or other applicable legislation relating to meeting procedures.

The Chairperson must allow the Chief Executive Officer to advise the meeting of any such breach or likely breach of this local law or other applicable legislation and the meeting must take account of the advice given.

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Local Law No. 1 Meeting Procedure

PART 9 – BEHAVIOURAL CONDUCT DURING COUNCIL MEETINGS

DIVISION 1 – COUNCILLOR BEHAVIOUR DURING COUNCIL MEETINGS

9.1 Electronic Devices

Any person in attendance at a Council meeting or committee meeting must ensure that his /her electronic device is turned off or switched to silent.

9.2 Code of Conduct – Councillors

During the course of any Council meeting, Councillors must comply with the Councillor Code of Conduct. A copy of the code is available on the Shire of Campaspe website, or can be obtained by contacting the Governance Manager.

9.3 Behaviour during Council Meetings

It is the responsibility of individual Councillors to exhibit good conduct in meetings. Councillors should listen while others are speaking, avoid interrupting, be aware of their body language and use reasonable and temperate language in debates (no matter how contentious the topic may be).

9.4 Criticism of Council Staff

The Chief Executive Officer may address a meeting in respect of any statement made affecting a Council officer where that comment is made at a Council or Committee meeting or in the media.

9.5 Suspensions

Council may suspend from a meeting or for the balance of a meeting, any Councillor whose actions are disruptive to the business of Council or impedes its orderly conduct.

9.6 Removal from Chamber

The Chairperson, or Councillor in the case of a suspension, may ask a member of the Police Force to remove from the chamber any person who acts in breach of this Local Law or whom the Chairperson has ordered to be removed from the gallery under Clause 9.8 of this Local Law.

Local Law No. 1 Meeting Procedure

DIVISION 2 – PUBLIC BEHAVIOUR DURING COUNCIL MEETINGS

9.7 Gallery to be Silent

Visitors must not interject or take part in the debate.

Silence must be maintained by members of the public in the gallery at all times.

9.8 Ejection of Disorderly Visitors

If any visitor is called to order by the Chairperson and thereafter again acts in breach of this Local Law, the Chairperson may order him or her to be removed from the gallery.

9.9 Chairperson May Adjourn Disorderly Meeting

If the Chairperson is of the opinion that disorder at the Council table or in the gallery makes it desirable to adjourn the meeting, he or she may adjourn the meeting to a later time on the same day, or to some later day prior to the next Ordinary Meeting, at a time and date and venue to be fixed as he or she thinks proper.

9.10 Posters, Banners and other protest material

Posters, banners or any other material that is brought to a council meeting may be removed if, in the opinion of the Chairperson, it is offensive or derogatory or poses a threat to the safety of those present.

9.11 Conduct of Public Meeting

The provisions of this Local Law applicable to Ordinary Meetings apply to meetings of ratepayers, residents and/or citizens and other public meetings called by the Mayor or Council, with appropriate modifications.

This clause does not prevent any person from addressing a meeting if permitted to do so by the Chairperson.

Local Law No. 1 Meeting Procedure

PART 10 – PROCEDURE NOT PROVIDED IN LOCAL LAW

10.1 Procedure Not Provided in Local Law

In all cases not specifically provided by this Local Law, the Council shall decide the procedure to apply.

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Local Law No. 1 Meeting Procedure

PART 11 – PROVISIONS TO RECORD COUNCIL MEETINGS

11.1 Webcasting and Recording Proceedings

Webcasting and audio recording is recognised as promoting and improving the democratic process at Council. Other benefits to Council are:

- Improved accessibility of Council meetings to residents
- Improved communication to residents of Councils' forthcoming plans and projects
- Improved transparency in the decision making process of Council
- Providing a complement to formal minutes
- Maintaining a more detailed historical record of meetings than formal meetings alone will add

The Chief Executive Officer (or other person authorised by the Chief Executive Officer) may conduct electronic broadcasting of the proceedings of a Council Meeting or Special Meeting.

Recordings will be retained and available to the public for viewing or listening for a period of twelve (12) months from the date of the meeting.

Public Council meetings are an open forum of statements, questions and answers. Occasionally some things that are said may be regarded as offensive defamatory or contrary to law. In circumstances when statements are made that may fall into these categories the Chief Executive Officer, at his or her sole discretion, may edit the recorded version of the meeting so as not to cause embarrassment or increase liability exposure to members of the public or Council.

In circumstances where comments are made that may be considered to be defamatory, breach copyright, breach privacy or may be considered discriminatory, such, comments will be edited from the available recorded version of the meeting before being posted to Council's website.

Media representatives may, with the consent of Council or the Special Committee (as the case may be), be permitted to record any part of the proceedings of the Council or Special Committee meeting. The consent of Council or the Special Committee must not be unreasonably withheld but may be revoked at any time during the course of the relevant meeting.

Members of the public must not operate recording equipment at any Council or Special Committee meeting without the prior written consent of Council. Such consent may be given only after receipt of a written application and may at any time during the course of such meeting be revoked by Council or the Special Committee as the case may be.

Local Law No. 1 Meeting Procedure

PART 12 – OFFENCES AND PENALTIES

12.1 Offences and Penalties

It is an offence:

- a) For a Councillor to not withdraw an expression which is considered by the Chairperson to be defamatory, indecent, abusive, disorderly or objectionable, and to not satisfactorily apologise when called upon twice by the Chairperson to do so.
Penalty: 20 penalty units.
- b) For any person, not being a Councillor, who is guilty of any improper or disorderly conduct to not leave the meeting when requested by the Chairperson to do so.
Penalty: 20 penalty units.
- c) For any person to fail to obey a direction of the Chairperson relating to the conduct of the meeting and the maintenance of order.
Penalty: 20 penalty units.
- d) For a Councillor to refuse to leave the chamber on suspension.
Penalty: 20 penalty units.
- e) For any person to fraudulently sign a petition or joint letter which is presented to the Council.
Penalty: 5 penalty units.
- f) For any person who uses the common seal or any device resembling the common seal without authority.
Penalty: 20 penalty units.

Local Law No. 1 Meeting Procedure

PART 13 – SPECIAL MEETINGS

13.1 Special Meetings

Council may hold Special Meetings to deal with any business of the Council in accordance with the *Local Government Act 1989*.

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Local Law No. 1 Meeting Procedure

PART 14 – ADVISORY AND SPECIAL COMMITTEES

14.1 Establishment of Advisory and Special Committees

Council may from time to time establish one or more Advisory Committees comprising the following:

- a) Councillors;
- b) Council staff;
- c) Other persons; or
- d) Any combination of person referred to in a, b or c above

to advise it on any of the purposes, functions or powers of Council.

Council may from time to time establish one or more Special Committees comprising the following:

- a) Councillors;
- b) Council Staff;
- c) Other persons; or
- d) Any combination of persons referred to in a, b or c above.

14.2 Election of Chairperson – Advisory and Special Committees

The Chairperson of a Special Committee or Advisory Committee may be elected by the members of the committee unless otherwise determined by Council, and such committee may from time to time replace its Chairperson in the manner in which the chairperson is ordinarily elected or appointed.

The Chairperson or any three (3) members of a Special or Advisory Committee may at any time call a meeting of the committee by giving a notice of business to the Chief Executive Officer in sufficient time to give him or her 48 hours' notice of the date and time of the proposed meeting. The Chief Executive Officer must call the meeting as specified in the notice.

14.3 Application to Committees

This Local Law applies to Special Committee meetings, Advisory Committee meetings and other meetings where Council has resolved that the provisions of this Local Law must apply, with any necessary modifications.

Special Committee meetings and Advisory Committee meetings are less formal than Council meetings. The following clauses of the Local Law need not be followed at meetings of Special Committees and Advisory Committees:

Clause 4.1 Call of the Council

Clause 6.4 Deputations/Delegations

Clause 6.8 Petitions/Joint Letters

Clause 6.9 Public Question Time

Clause 6.12 Notices of Motion

Clause 6.13 Notice of Rescission Motion

Local Law No. 1 Meeting Procedure

Clause 6.15 Urgent Business

Clause 6.16 Time Limit for Meetings

Division 2 – Voting (with exception of 8.5 Voting to be by show of hands)

Division 3 – Motions and Amendments (with exception of 8.18 Moving a motion or amendment)

Division 4 – Procedural (Formal) Motions

Division 5 – Speaking to the Meeting

Division 7 – Suspension of Standing Orders

Division 8 – Adjournments

Part 16 – Election of the Mayor

Part 17 – The Common Seal

14.4 Notices and Agendas – Advisory and Special Committees

The Notice Paper or Agenda for Advisory and Special Committees will be relevant to the issues, which are to be raised at the meeting and any reference to Councillors extends to non-Councillor members of Advisory or Special Committees under Section 86 of the Act and any reference to the Council is to be read as referring to the Advisory or Special Committee under Sections 86 and 87 of the Act.

14.5 Recording Minutes – Advisory or Special Committee

The minutes of all meetings of Advisory or Special Committees of Council must be recorded.

If the minutes of any meeting of an Advisory or Special Committee disclose a recommendation to Council, the Chief Executive Officer must ensure that such recommendation is reported to the next practicable meeting of Council for consideration.

14.6 Quorum – Advisory and Special Committees

See Part 3 – Quorum – Advisory and Special Committees

14.7 Reports of Committees

See clause 6.9 – Reports of Committees

Local Law No. 1 Meeting Procedure

PART 15 – ELECTION OF THE MAYOR AND MAYOR-ELECT

15.1 Eligibility

Any Councillor is eligible for election or re-election to the office of Mayor.

15.2 When Required

The Councillors must elect a Councillor annually or bi-annually to be Mayor of the Council at a Special Meeting of Council which is to be held after the fourth Saturday in October and no later than 30 November in each year as set out under Section 71 of the Act.

Additional meetings may be required from time to time if the office of the Mayor becomes vacant for reasons set out under Section 72 of the Act.

The Mayor is to be elected as soon as possible after any vacancy in the office of Mayor occurs.

15.3 Agenda Content

The Agenda for the Meeting to elect the Mayor and Deputy Mayor must include so far as is possible;

- the election of the Mayor;
- the election of the Deputy Mayor (if a Deputy Mayor is to be elected);
- appointments of Council representatives to committees, peak industry bodies, regional and community based organisations; and
- the fixing of the dates, times and place of all Council meetings for a twelve month period.

15.4 Temporary Chairperson

The Chief Executive Officer will be temporary Chairperson of the Special Meeting at which the election of the Mayor and Deputy Mayor is to be conducted but will have no voting rights.

15.5 Returning Officer

The Chief Executive Officer will be the Returning Officer for the election of the Mayor and Deputy Mayor.

15.6 Nominations for the Office of Mayor

The Chief Executive Officer will call for nominations for the position of Mayor. If there is only one nomination for the position of Mayor, that person is deemed to be elected Mayor.

If there is more than one nomination at the Council meeting, the election of the Mayor and Deputy Mayor will follow the same process as for the Mayor-Elect and Deputy Mayor Elect with the exception that voting be by show of hands unless the Council determines otherwise.

Local Law No. 1 Meeting Procedure

15.7 Determining the Election of the Mayor and the Mayor - Elect

The election of Mayor Elect and Deputy Mayor Elect is not a statutory process and Councillors may still nominate for either or both positions at the Council Meeting when the Mayor and Deputy Mayor is formally elected.

Within seven (7) days prior to a Council Meeting to elect the Mayor and Deputy Mayor, Councillors may elect a Mayor and Deputy Mayor Elect.

The process to elect the Mayor and Deputy Mayor elect is:

Not later than ten (10) days before an election of the Mayor-Elect and Deputy Mayor-Elect at an Assembly of Councillors, the Chief Executive Officer will notify all Councillors of the election date.

If there is more than one nomination (each of which must be seconded), the Councillors present at the meeting must vote for one of the candidates by secret ballot. In the event of a candidate receiving an absolute majority of the votes, the candidate is declared to have been elected.

In the event that no candidate receives an absolute majority of the votes, the candidate with the fewest number of votes is declared to be a defeated candidate. The Councillors present at the meeting must then vote for one of the remaining candidates by secret ballot.

If one (1) of the remaining candidates receives an absolute majority of the votes, he or she is duly elected. If none of the remaining candidates receives an absolute majority of the votes, the process of declaring the candidate with the fewest number of votes a defeated candidate and voting for the remaining candidate by secret ballot must be repeated until one (1) of the candidates receives an absolute majority of the votes. That candidate will then be declared to have been duly elected.

In the event of two (2) or more candidates having equal votes and one (1) of them having to be declared:

- a) a defeated candidate; or
- b) duly elected;

the temporary Chairperson shall have no second or casting vote, and the result will be determined by lot.

See clause 15.8 – Determining by Lot

Any Councillor nominated may refuse nomination.

15.8 Determining by Lot

If a lot is required, the Chief Executive Officer will conduct the lot and the following provisions will apply:

- a) Each candidate shall draw one (1) lot;
- b) The order of drawing lots shall be determined by the alphabetical order of the surname of the Councillors who received an equal number of votes, except that if two (2) or more such Councillors surnames are identical, the order shall be determined by the alphabetical order of the Councillor's first name;
- c) As many identical pieces of paper as there are Councillors who receive an equal number of votes shall be placed in a receptacle provided by the Chief Executive Officer;
- d) If the lot is being conducted to determine which candidate is to be duly excluded, the word "Excluded" shall be written on one (1) of the pieces of paper and the Councillor who draws the paper with the word "Excluded" written on it shall be declared to have been excluded.
- e) The remaining candidates will then be subject to the processes of clause 16.8

Local Law No. 1 Meeting Procedure

15.9 Mayor to Take Chair

After the election of the Mayor is determined, the Mayor will take the Chair.

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Local Law No. 1 Meeting Procedure

PART 16 – THE COMMON SEAL

16.1 Use of Common Seal

The common seal of Council must be in the following form:

The Common Seal of the) Councillor
 Shire of Campaspe) Councillor
 was hereunto affixed) Chief Executive Officer
 on the (date) of (month) (year))

16.2 Signatures to Accompany Common Seal

Everyday documents to which the common seal is affixed must be signed by two (2) Councillors and the Chief Executive Officer.

16.3 Authority for Use of Common Seal

The common seal must be affixed to a document only for the purpose of giving effect to a decision which has been:

- a) made by Council resolution;
- b) made by resolution of a Special Committee to which the power to use the common seal has been delegated; or
- c) made by the Chief Executive Officer or a senior officer to whom power to use the common seal has been delegated.

16.4 Who Keeps the Common Seal

For security purposes, the Chief Executive Officer or other member of Council staff to whom this duty has been delegated must keep the common seal in safe custody.

16.5 Unauthorised Use of the Common Seal

Any person who uses the common seal or any device resembling the common seal without authority is guilty of an offence.

Penalty 20 penalty units

See clause 12.1 – Offences and Penalties

Local Law No. 1 Meeting Procedure

The Campaspe Shire Council Local Law No 1 Meeting Procedure was adopted by Council on X XX 2019.

The Common Seal of the)Councillor

Campaspe Shire Council)Councillor

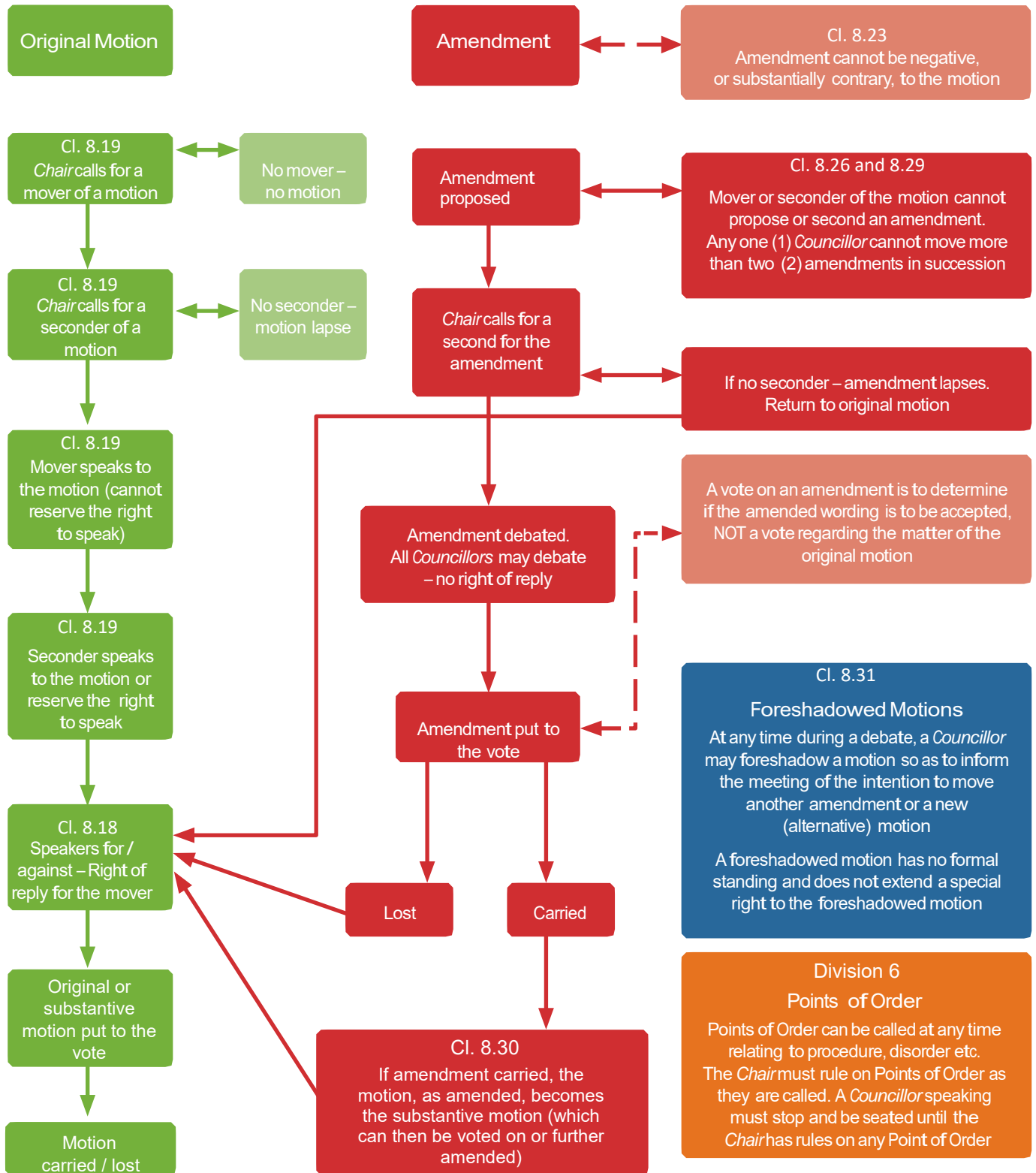
was hereunto affixed)Chief Executive Officer

on the 2019

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Appendix 1 - Procedure for Motions and Amendments

Division 2 – Motions and Amendments



Schedule 1 - Procedural Motions – Procedure and Effect

Procedural Motion	Form	Who can move or second	Is a seconder required?	Matters in respect of which motion	When motion prohibited	Effect if carried	Effect if lost
Adjournment of debate to later hour/date	That this matter be adjourned until	Any Councillor	Yes	Any matter	(a) During the election of the Chairperson (b) When another Councillor is speaking	Motion and amendments postponed to the stated time/date	Debate continues unaffected
Adjournment of debate indefinitely	That this matter be adjourned until further notice	Any Councillor	Yes	Any matter	(a) During the election of the Chairperson (b) When another Councillor is speaking (c) When the matter is one in respect of which a call of Council has been made	Motion and amendments postponed but may be resumed: (a) At the same meeting upon motion to resume (b) At any later meeting if on the Agenda	Debate continues unaffected
Adjournment of meeting to later hour/date	That this meeting be adjourned until	Any Councillor	Yes	Any matter	(a) During the election of the Chairperson (b) When another Councillor is speaking	Meeting adjourns immediately until the stated time/date	Debate continues unaffected
Adjournment of meeting indefinitely	That this meeting be adjourned until further notice	Any Councillor	Yes	Any matter	(a) During the election of the Chairperson (b) When another Councillor is speaking (c) During a meeting which is a call of the Council	Meeting adjourns until further notice	Debate continues unaffected
Deferral of matter/item	That this matter be deferred until	Any Councillor	Yes	Any matter	(a) During the election of the Chairperson (b) When another Councillor is speaking	Matter/item deferred to the stated time/date Consideration starts afresh	Debate continues unaffected
Withdrawal of item	That this matter be withdrawn	Any Councillor	Yes	Any matter	(a) During the election of the Chairperson (b) When another Councillor is speaking	Matter/item withdrawn from consideration	Debate continues unaffected

Procedural Motion	Form	Who can move or second	Is a seconder required?	Matters in respect of which motion	When motion prohibited	Effect if carried	Effect if lost
The Closure	That the question be now put	A Councillor who has not moved, seconded or spoken to the motion or any amendment of it	Yes	Any matter	During nominations for Chairperson (A closure motion shall not be accepted by the Chairperson unless the Chairperson considers that there has been sufficient debate for and against the motion or amendment)	Motion or amendment in respect of which the closure is carried is put to the vote immediately	Debate continues unaffected
Laying the matter on the table	That the matter lie on the table	A Councillor who has not moved, seconded or spoken to the motion or any amendment of it	Yes	Any matter	(a) During the election of the Chairperson (b) During a meeting which is a call of the Council	Motion and amendments not further discussed or voted on until: (a) Council resolves to take the question from the table at the same meeting (b) Matter is placed on a future Agenda and the Council resolves to take the question from the table	Debate continues unaffected
Proceeding to the next business	That the meeting proceed to the next business	A Councillor who has not moved, seconded or spoken to the motion or any amendment of it	Yes	Any matter	(a) During the election of the Chairperson (b) During a meeting which is a call of the Council	(a) If carried in respect to a motion, its effect is to remove that motion from consideration (b) If carried in respect to an amendment, its effect is to dispose of the amendment and debate resumes upon the substantive motion	Debate resumed at point of interruption

Instrument of Delegation

Attachment 7.3

Kyabram Fauna Park Special Committee

Campaspe Shire Council (Council) delegates to the special committee established by resolution of Council passed on 3 December 2019 and known as the Kyabram Fauna Park Special Committee (the Committee), the powers and functions set out in the Schedule, and declares that:

1. this Instrument of Delegation is authorised by a resolution of Council passed on 3 December 2019;
2. the Delegation:
 - 2.1 comes into force immediately when the common seal of Council is affixed to this Instrument of Delegation;
 - 2.2 remains in force until 30 June 2021 unless Council resolves to vary or revoke it; and
 - 2.3 is to be exercised in accordance with the guidelines or policies which Council from time to time adopts; and
3. all members of the Committee will have voting rights on the Committee.

**The Common Seal of the Campaspe)
 Shire Council was hereunto affixed on)
 the Third day of December 2019)**

Councillor _____

Councillor _____

Chief Executive Officer _____



Delegation Schedule



Kyabram Fauna Park Special Committee

1. Purpose

To exercise Council's functions and powers to perform Council's duties in relation to the management of the parcels of land known as Volume 8613 Folio 480 for Lot 1 LP70737 and Volume 8613 Folio 481 for Lot 2 LP 70737 and Volume 8592 Folio 038 for Lot 1 LP 70738 and Volume 8592 Folio 039 for Lot 2 LP70738 and for those purposes of:

- **Ensuring the land is used in connection with the operation of the Kyabram Fauna Park; and**
- **Providing oversight and access to the southern part of the land for the storm water drainage system.**

2. Function

The special committee is to act on behalf of the Campaspe Shire Council (Council) and not as an independent entity in managing the council assets entrusted in the committee and shall:

- 2.1 Care, manage and maintain the land described in point 11 in an efficient, effective and practical manner for the ongoing viable operation of the Kyabram Fauna Park and to maximise the tourist attraction for the benefit of the community;
- 2.2 Undertake activities designed to protect, promote, utilise and develop the land in point 11 for the use, enjoyment and protection of the local community.
- 2.3 Undertake activities designed to ensure the Park and the storm water drainage system are integrated to maximise the effectiveness of the land.
- 2.4 Undertake all things necessary to meet all legislative obligations relevant to the land and buildings.

3. Composition of Committee

- 3.1 The Kyabram Fauna Park Special Committee shall comprise of six members, with equal representation from Council and the Department of Environment, Land, Water and Planning (DELWP) on the committee;
- 3.2 Each member may also nominate a substitute representative to attend the meetings of the Committee (with voting rights) in the absence of the appointed person. The substitute representative may attend meetings at other times as an observer (without voting rights);
- 3.3 The Committee will appoint a Chairperson for the special committee from the members appointed to the Committee.
- 3.4 This delegation must be reviewed by Council within 12 months after a general council election.

4. Meetings of the Special Committee

- 4.1 The meeting must be called and conducted in a manner that complies with the provisions of the *Local Government Act 1989* and with the Council's Local Law No 1 Meeting Procedure 2019;
- 4.2 The Special Committee shall meet at least four times per year, or more frequently if so determined by the Committee;

Delegation Schedule



- 4.3 A quorum at a meeting must be at least a majority of the committee members (half plus one);
- 4.4 Each committee member present at a meeting is entitled to one vote, in the event of a tied vote, the Chairperson shall have the casting vote.
- 4.5 The Committee must provide minutes and financial reports for all meetings held by the Committee to Council.

5. Reporting

The Committee is required to report to Council on a six monthly basis on its operations and include any recommendations for Council consideration and determination that are beyond the powers, duties and functions defined within this Instrument of Delegation.

6. Finances

- 6.1 The financial year of the committee shall be from 1 July to the following 30 June;
- 6.2 The Committee must report all expenditure and its function/purpose to each meeting of the committee and make such recommendations as they consider necessary and same must be recorded in the minutes of the meeting;
- 6.3 The Committee must determine the appropriate responsible authority for all expenditure, with any expenditure related to the operation of the Kyabram Fauna Park to be met by the Committee of Management appointed by the Crown and any expenditure related to the storm water drainage to be met by Campaspe Shire Council.

7. Functions and Events

- 7.1 The Committee shall be responsible for all matters relating to the use of the land and shall make the buildings available for the use and operations of the Kyabram Fauna Park;
- 7.2 The Committee must formulate a written User Agreement inclusive of an indemnity clause to be entered into with users of the land;
- 7.3 The Committee must ensure that all users of the land execute the User Agreement and indemnity prior to any use;
- 7.4 The Committee shall ensure that alcohol consumption on the premises is strictly controlled and governed by the Liquor Licensing Laws in force at the time, and that users comply with any other requirements set by the Committee or relevant authority;
- 7.5 Permits and notifications to relevant authorities are required for some events and functions refer to the Event Ready Reference on the Council website. All activities for or related to the facility, including any undertaken by the Committee, must obtain the appropriate permits and must notify the relevant authorities within the designated timeframes and must comply with any conditions.

8. Risk Management/Insurance

8.1 Building and Contents

The Council will be responsible for the insurance cover of buildings, other identifiable physical structures and its contents.

Delegation Schedule



8.2 Committee Members

Council will be responsible for insurance to cover Committee Members and Volunteers whilst acting within the scope of their duties;

- a. Public and Products Liability and Professional Indemnity;
- b. Personal injury (limited).

8.3 Volunteers

Under the *Occupational Health and Safety Act 2004*, the Committee members shall ensure that all persons, including volunteers, are not exposed to risks to their health and safety arising from the approved activities undertaken by the volunteers.

All volunteers must be registered when undertaking work on behalf of the Committee/Council. Such registers are to be retained by the Committee. The Register must contain the works supervisor name, volunteer names, addresses, type of activity performed, time and date of works, and volunteer signature. The volunteers are to be provided with adequate training or supervision by a member of the Committee.

Volunteers are to act within the confines of approved activities and work within the scope of their duties.

8.4 Users

All users of the land must have appropriate public liability insurance cover when using the facilities.

9. Charter of Human Rights

- 9.1 The Campaspe Shire Council recognises that all persons have equal rights to the provision of, and access to, Council services and facilities. The Victorian Charter of Human Rights and Responsibilities (The Charter) protects the human rights of all people in Victoria to allow them to participate in and contribute to society and our community. The Charter legally requires all public authorities, including Special Committees of Council, to act compatibly with human rights in the delivery of services and when making decisions.
- 9.2 The Committee agrees to comply with the Charter in the same manner and to the same extent as the Council would be obliged to comply, if Council was performing the same duties.

10. Exceptions, Conditions and Limitations

The Committee is not authorised by the Instrument to:

- 10.1 make amendments to this Instrument of Delegation. The Committee may propose amendments to the Council.
- 10.2 enter into contracts or incur expenditure on any single purchase in excess of \$15,000 without the written approval of Council.
- 10.3 except as otherwise provided herein, a Council cannot delegate to a Special Committee the following powers:
 - a. this power of delegation;

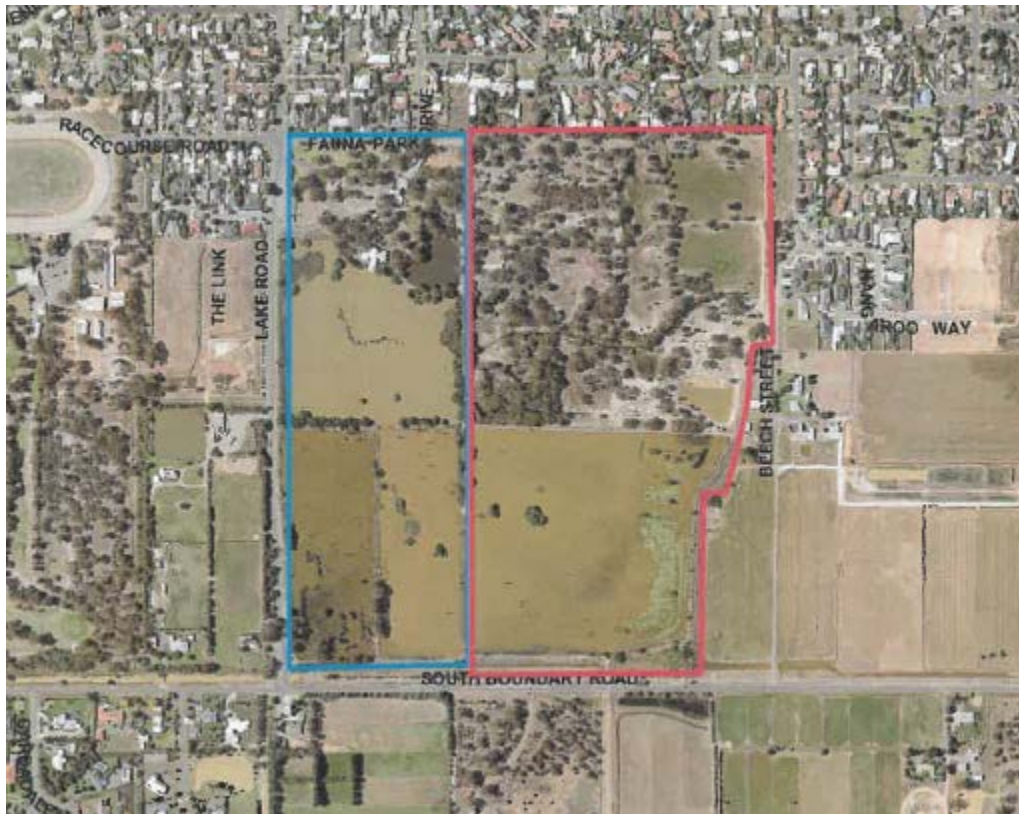
Delegation Schedule

- b. to declare a rate or charge (except the fixing and collection of user charges, admittance fees to functions or events and registration fees);
- c. to borrow money.

11. Land Description

The land identified by the red line is comprised of the following land parcels:

- Volume 8613 Folio 480 for Lot 1 LP70737; and
- Volume 8613 Folio 481 for Lot 2 LP 70737; and
- Volume 8592 Folio 038 for Lot 1 LP 70738; and
- Volume 8592 Folio 039 for Lot 2 LP70738.



Leases for Local Community Organisations and Artisans



Council Policy Number	161
Date adopted	20 August 2019
Scheduled for review	August 2021

Purpose

To provide transparent, consistent and impartial processes when leasing and licencing Council owned and managed land and buildings with local community organisations (including not-for-profit) and artisans. Ensure compliance with legislative requirements.

Policy Statement

This policy is applicable to Council owned and occupied land and buildings and where Council acts as the Committee of Management on Crown Land. To ensure each Council owned facility has a formal agreement in place, however through this process, enabling local community organisations or artisans an appropriate level of access at a cost point that is sustainable for both Council and the community organisation.

Community organisations and artisans that are identified as providing significant community benefits may be offered a "peppercorn" lease or licence agreement or a casual hire agreement for a nominal fee in accordance with Council annual fees and charges

Community organisations must complete an application form for lease that demonstrates they provide community benefits under at least one the following categories:

- Health and Wellbeing
- Social Connectedness
- Economic Development
- Improved Access and Inclusion
- Cultural and Historical Development
- Support to the Environment and must
- Provide adequate proof of the organisation's annual turnover below an annual threshold of \$750,000 inclusive of GST

To qualify under this policy Community organisations must fall under an annual threshold of \$750,000 inclusive of GST turnover per annum. If turnover is greater, they will not be eligible under this policy and will be required to enter an arrangement as per Council Policy 110 Commercial Leasing.

Artisans must complete an application form for use that demonstrates the following:

- The type of trade offered meets definition of artisan

Council may request proof of an Artisan's annual turnover. Artisans who facilitate activities that generate an annual turnover of \$150,000 inclusive of GST or more will not be eligible under this policy and will be required to enter an arrangement as per Council Policy 110 Commercial Leasing.

Community organisations will be required to enter into a formal agreement to establish terms and conditions of occupying the property, the aim however is not to establish a commercial rental return.

Artisans will be required to enter into an agreement, with a maximum term of three years. Renewals can be offered if Council considers the arrangement beneficial and will be renegotiated at the completion of the term.

In establishing the formal agreement, Council will agree to absorb the legal costs incurred by Council. However, the following costs will be incurred by the tenant:

- Rental/Hire fee
- Insurance as per Internal Policy INT129 Council Building and Contents Insurance and the terms of the lease.
- Public liability insurance required for all tenants

Note: Council may accept insurance cover held through an association for artisans or alternatively purchase insurance coverage for a nominal fee in accordance with Council annual fees and charges for coverage under council's insurance policy

- Council Municipal charge
- Waste Management charges associated with the property
- Independent legal advice

Community organisations can apply for exemption from Council rates as per Council Policy 134 Rates and Charges. Artisans falling under the policy will be exempt from paying Council rates or outgoings. The agreed rental fee will cover the cost of utilities for the property.

Community organisations or artisans who wish to sub-lease must seek approval from Council prior to entering into any sub-lease arrangement in accordance with their lease. If agreed by Council all revenue gained through a sub-lease arrangement must be used either through investment in the maintenance of the facility or as agreed by Council, for programs, or services that benefit the community. As part of the lease agreement Community organisations or artisans are required to recognise Council's contribution.

Officers will prepare a CEO delegation report for approval of the "Peppercorn Lease" and include a copy of the completed application form

Exclusions

This policy does not cover:

- Community organisations (including not for profit) that have an annual turnover in excess of \$750,000.00 or Artisans that have an annual turnover in excess of \$150,000.00.
- A site specific resolution of Council.

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*.

Definitions

Annual Turnover	Community Organisations total revenue received inclusive of GST for services and activities undertaken by the organisation within a financial year. Artisans total revenue received inclusive of GST for the derived services and activities undertaken by the Artisan, within a financial year.
Artisan	Is a craftsperson or craft worker, handicrafts worker, artist, demonstrator, performer or presenter
Casual Hire Agreement	A user agreement to hire property (or part thereof) for a period of up to one (1) day to three (3) months. A hire agreement does not permit exclusive occupancy of the property. Is a short term arrangement.
Community Organisation	means a body or organisation that: is defined in S76AA of <i>Local Government Act 1989</i> as a Not for Profit Organisation a) operates exclusively for charitable, civil or other social purposes; and

- b) does not share or allocate the funds or profits of the body or organisation with the owners, shareholders or executives of the body or organisation;

Crown Land	As defined in the <i>Crown Land (Reserves) Act 1978</i>
Lease	A lease is a right granted by the owner of the property (Landlord) to another person (Tenant) to have exclusive possession of that property, or part thereof, for a fixed duration in return for rental payment. Council will grant a lease where the premises will be occupied exclusively.
Licence	A licence permits the Licensee to occupy property (or part thereof) under particular conditions. The main feature that distinguishes a licence from a lease is that a licence does not permit exclusive occupancy of the property, Generally for a short term.
Outgoings	These are charges including Rates, Fire Services levy, Municipal charges, Electricity, Water and Gas
Peppercorn	An amount that is insignificant. Minimum charge of \$100 + GST per annum
Site Specific	A specific location of Council owned or managed property, identified by street address, title or lot and plan details.

Related Legislation

- Crown Land (Reserves) Act 1978*
- Local Government Act 1989*
- Land Act 1958*
- Retail Leases Act 2003*

Related Policies, Procedures and Strategies

- Council Policy 110 – Commercial Leasing
- Council Policy 134 - Rates and Charges
- Internal Policy INT129 - Council Building and Contents Insurance

Attachments

- Fee Schedule

Review Period Responsible Officer

Two years
Community Engagement Manager, Property and Legal Manager

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 8 August 2018
Revised 20 August 2019
Executive Management Group
Minute Book Reference No 3048 (item 7.2)

Chief Executive Officer: 
Date: 22/08/2019

Schedule of fees for casual hire of Council owned and or managed facilities

Time Frame	Fees (GST inclusive)
1 to 3 Days	\$5
4 to 7 Days	\$10
7 to 14 Days	\$15
14 to 21 Days	\$20
Up to 3 Months	\$25
3 Months and over	License agreement developed (Peppercorn)
Insurance	\$25 per booking



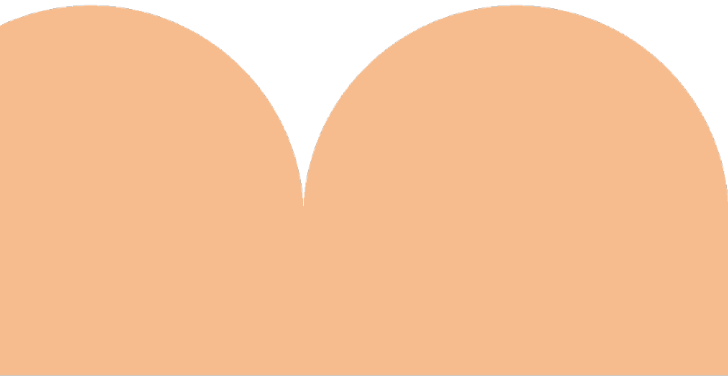
STANHOPE PLACE PLAN

November 2019



Campaspe
Shire Council

projectura



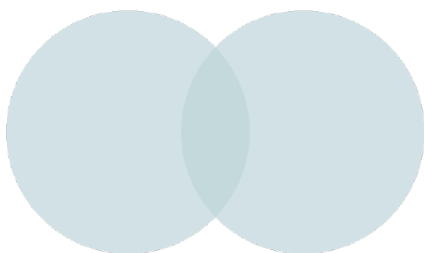
The Shire of Campaspe is the traditional lands of the Dja Dja Wurrung, Taungurung and Yorta Yorta peoples.

We respect and acknowledge their unique Aboriginal cultural heritage and pay our respects 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.

Stanhope Place Plan

Prepared for	Campaspe Shire Council
Date	25 November 2019
Version	FINAL
Author	Karina Bonnitcho, Kirsty Beattie, and Kate McRae, Projectura





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EXECUTIVE SUMMARY

Introduction

“The Stanhope Place Plan (The Plan) is designed to strengthen the community’s sense of place in Stanhope by engaging with the community to develop a vision for the town’s future.

Residents were clear that they wanted to retain their rural identity and community connectedness. This will be achieved by concentrating on the four key objectives which provide the framework for the Plan: strong community connections, recreation and lifestyle, dairy culture and investment and industry.

Challenges

Stanhope is a rural, agriculturally based town located in the Goulburn Valley, Victoria. Like many rural townships the Stanhope community is experiencing issues related to an ageing population, access to place based services, ageing infrastructure and population decrease. Stanhope has also been subject to economic and natural disaster shocks including drought, access to water – particularly for irrigators and the volatile nature of the dairy industry and agricultural commodity markets.

The impact of these shocks can be seen through several indicators. Population growth has decreased, and there are a number of retail vacancies in the town centre. Stanhope’s SEIFA index score is comparably better than that of the broader Campaspe Shire. However, when benchmarked against the national index ratings Stanhope is more socio-economically disadvantaged than 72 percent of Australia’s suburbs. Stanhope has a 4.9 percent unemployment rate which is in line with the Campaspe Shire unemployment rate – but lower than the Victorian unemployment rate of 6.6 percent.

Strengths

While Stanhope is experiencing some challenges and shocks, there is a strong sense of pride in the community and appreciation of their strong and historical links to the dairy industry. Stanhope is proud of and uses its built community infrastructure – particularly for sports and recreation. Stanhope’s location provides it with the benefit of diverse strengths including links it to regional centres which are close and having access to natural attractions such as the Stanhope wetlands and Waranga basin.

Developing the Plan

Projectura partnered with the project team and community in the first stage of the Plan’s development to create a shared understanding of the local environment and refine what areas the Plan would focus on. The output from this stage was the issues and opportunities paper.

Projectura then worked with the project team and community through Stage 2 of the Plans development to consider the main areas of concern, seek input on the vision for Stanhope and potential projects and develop and action plan.

Community input

The Plan has been developed with the Stanhope community to ensure that it is relevant, sensitive to local goals and aspirations and achievable. Approximately 300 people have attended engagements or completed an online survey to contribute to the development of this plan. The purpose of the engagement was to ensure that the communities voice was heard in the development of the Plan and the framing of the vision, objectives, addressing challenges and project identification to inform that action plan. The community will again be engaged again to test and receive feedback on The Plan.

Residents, visitors, community groups, service providers, and businesses provided input through a diverse range of community engagement activities. This included phone and face-to face interviews, pop up stalls, pop up engagements at local football games, school based engagement, community workshops and an online survey.



EXECUTIVE SUMMARY

The Vision

“Stanhope is a thriving and innovative rural community ready to embrace the future.”

Guiding principles

Together with the community we have identified guiding principles which informs decision making regarding suitable projects.

The guiding principles are:

- Strong community connections.
- Recreation and lifestyle.
- Modern rural identity.
- Investment and industry.

The Plan

This Plan documents the projects prioritised by the community during engagement activities. These projects align with the resilience focus areas and are categorised by time frame.

<u>Quick wins</u> (under 6 months)	<u>Medium term</u> (6 months to three years)	<u>Long term</u> (three to ten years)
Stanhope alive and thriving	Welcome to Stanhope	Education connection – Stage 2 (Kindergarten relocation)
Grow and share together	Open Shop makers space	Wetlands discovery
Camping in comfort	Festival fun	Community recreation precinct masterplan
Open arts space – Stage 1 (activation)	Open arts space – Stage 2 (land tenure)	Rail trail.
Education connection – Stage 1 (Community House extension)	Community asset review	
Recreation Reserve Masterplan mentoring	Open arts space – Stage 2 (amenity)	

Governance

To direct the facilitation of the Plan a local governance committee will be established, with representation from Community, local Industry and Council. It will take a leadership role in implementing, reviewing and evaluating the plan. For the implementation of the Plan to be successful, clear governance and executive oversight is required. Campaspe Shire Council will support the governance committee of the Stanhope Place Plan. All sectors of the community have input into its implementation. The community, Council, local businesses, service providers, and community groups will need to join forces in various capacities to deliver projects. Stakeholders will be brought together on a project-by-project delivery basis.

Measuring success

Measures will be reviewed annually to determine the status of progress. This will be provided to Council to assist in community planning, budget development and community needs assessment.



1. Introduction

Project summary

This document is the Stanhope Place Plan (the Plan). The purpose of The Plan is to enhance the liveability, and uncover the potential, of the Stanhope community. This document provides an overview of key demographics and characteristics of the town, articulates the 10 year vision for the township, develops clear objectives to guide decision making when implementing the vision, and documents placemaking and community projects based on the needs and wants of the community.

Projectura were engaged by Campaspe Shire Council to work with the community to prepare The Plan. The Plan was developed between March and December 2019.

In recent years Stanhope has been facing issues consistent with other small towns in northern Victoria, including an ageing population, limited access to services, population decreases due to industrialisation of agriculture, volatile commodity markets, declining viability of local retail and ageing infrastructure.

Stanhope also has issues specific to the town. Fonterra recently redeveloped its dairy production facility. Limited housing blocks are also an ongoing concern for the community. The configuration of the township also presents challenges and opportunities, as the Midland Highway goes directly through the centre of town, effectively segregating the Fonterra Plant, primary school and recreation reserve away from the retail strip and most residential homes.





1. Introduction

Community engagement snapshot

Over 300 Stanhope residents and visitors contributed to the development of the Plan. The engagement aimed to:

- Gather a broad and deep understanding of Stanhope's local environment.
- Develop a community vision and principles to guide decision making.
- Analyse opportunities and develop actionable projects.
- Test and receive feedback on The Plan.

Further community engagement will take place to allow the community to review the Plan and provide feedback.

Table 1. Community engagement outline

Method	Date	Summary	Participation
Stage 2: Issues and opportunities			
Focus group.	9 May 2019.	Focus group meeting to introduce the project and discuss issues and opportunities.	15 participants.
Stage 3: Vision and guiding principles			
Pop up stall at Stanhope football match.	8 Jun 2019.	Pop up engagement with residents and visitors to the Stanhope FNC v Dookie United match at Stanhope.	70 residents and visitors (estimated).
Online survey	8-30 Jun 2019	Survey was available online through Council's website, at the Stanhope football pop up, and at the main street pop up stall.	145 responses.
Primary school sessions	13 Jun 2019	One 1.5 hour workshop with Grade 5 and 6 students from Stanhope Primary School.	15 participants.
Stanhope Development Committee meeting.	13 Jun 2019	Meeting with members of Stanhope Development Committee meeting.	15 participants.
Street pop up.	20 Jun 2019.	Open street stall on Birdwood Avenue.	20 participants approximately.
Focus group.	4 Jul 2019	Focus group meeting to share insights and define vision and guiding principles.	11 participants.
Staff and agency meetings.	18 Jul 2019.	Two 60-minute meetings to share insights and workshop current and potential projects.	10 participants including CSC staff.
Stage 4: Draft Stanhope Place Plan			
Focus group.	To be completed.	Focus group meeting to gather feedback on the Draft Stanhope Place Plan.	



1. Introduction

Context

State

The *Public Health and Wellbeing Plan 2015-2019* uses an evidence-based approach to improve health and wellbeing by engaging communities and strengthening systems for health protection, health promotion and preventative healthcare. Key priorities include healthier eating and active living; tobacco-free living; reducing harmful alcohol and drug use; improving mental health; preventing violence and injury; improving sexual and reproductive health. The plan also identifies platforms to deliver health benefits, which include healthy environments, place-based approaches and people-centred approaches.

Local

In the *Campaspe Shire Council Plan 2017-2021*, the Shire announces its mission: ‘... Council will provide services, facilities, support and advocacy to enable our community to be healthy, connected, prosperous and resilient’. The five strategic objectives in the plan are strong and engaged communities, resilient economy, healthy environment, balanced services and infrastructure, and responsible management.

Published in 2015, *Campaspe: Our Future* is a strategic plan developed in direct response to community input. The plan informs the development of all strategic and operational plans. Five key principles were developed: healthy environment, land use, community facilities, business growth and accountability.

Campaspe’s Environment Strategy 2018-2022 aims to protect the Shire’s environment through delivery of programs and services to support a healthy and connected community. Four themes were identified in the Strategy: conservation, climate change adaptation and mitigation, community engagement and partnerships, and Council’s responsibilities.

Campaspe’s Economic Development Strategy 2014-2019 guides and directs Council’s implementation of economic development priorities. The Strategy also informs day-to-day Council tasks aimed at promoting the Shire, attracting investment and supporting business and industry growth. Key areas for focus include improving business and investor confidence, diversifying the economy, improving productivity and improving connectivity.

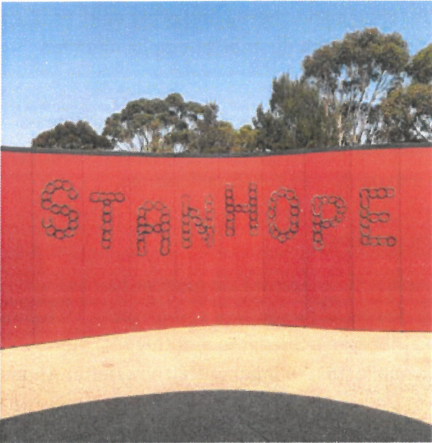
Campaspe Shire plays an important role in facilitating the growth and development of children. For example, the Shire coordinates kindergarten enrolment, maintains parks and playgrounds, and is the direct provider of the Shire’s Maternal and Child Health service. The *Campaspe Shire Municipal Early Years Plan 2017-2022* involves four themes: ‘the best possible start’, ‘high quality, sustainable services and infrastructure’, ‘support vulnerable children’ and ‘family friendly places’. Goals for the 2017-2021 period are set around each of these themes.

The *Places of Assembly/ Council Facilities* Council policy informs decisions on planning, provision and management of places of assembly and community facilities across the Shire. Seven principles are to be applied for future planning: ‘diverse’, ‘maximum use’, ‘accessible’, ‘sustainable’, ‘adaptable’, ‘partnerships’ and ‘financially responsible’. The policy also categorises facilities into a hierarchy based on capacity and level of amenity: ‘local’, ‘township’ and ‘district’.

The *Road Management Plan* establishes a management system for the inspection of municipal roads and road related infrastructure, as well as identification and repair of defects. The key elements of the Plan include a system of management, a public road register, powers and duties of road authorities, civil liability, protection against damage, and processes for inspection, maintenance and repair.

Campaspe Open Space Strategy is a long-term planning document guiding Council decisions about use, development and management of open spaces across the municipality. Four strategies were identified: ‘develop effective policy and planning mechanisms’, ‘improving the quality of and access to open space’, ‘develop a sustainable open space system’ and ‘promoting open space and activity within open space’. Eight recommendations fit into these four strategies and are listed in the strategy document.

Campaspe Shire Council recently adopted the *Active Transport Strategy 2019* to dramatically increase the number of people walking and cycling. The strategy also aims to make getting to school by walking or cycling more attractive, and to create walking and cycling towns, and connected and liveable developments.





2. About Stanhope

About Stanhope

Stanhope is an agriculture-based town in North Central Victoria, Australia with a population of 828 (ABS Census 2016). Stanhope is situated on Yorta Yorta land, and is centrally located to Shepparton, Echuca and Kyabram where residents can access services.

Stanhope is known for its cheese production. The largest employer in town is the cheese factory, closely followed by other parts of the dairy industry. In 2015, Stanhope became the first LEGENDAIRY capital of Australia, recognising the contribution the dairy industry has made to the district.

The main commercial and retail area is centred around Birdwood Avenue and includes several retail and commercial offerings.



Built identity

Stanhope enjoys rural vistas, mixed with the strong industrial influence of the Fonterra factory within the township. The Midland Highway goes directly through the centre of town, bringing visitors directly past the Fonterra Plant, primary school and recreation reserve.

Stanhope has a mix of buildings including heritage homes and shops, housing from diverse eras and new builds. The 2016 Census advised us that there are 397 private dwellings in Stanhope. Stanhope places great pride in its historical links to William Winter-Irving who owned the 'Stanhope', and 'Colbinabbin' homesteads in central Victoria.

Stanhope has good community infrastructure that is valued by the Stanhope community. Stanhope is proud of its facilities like the Stanhope Recreation Reserve, Stanhope Swimming Pool, Stanhope Primary School, Stanhope Bowls Club, Tennis Club, Stanhope and District Men's Shed, and Stanhope Senior Citizens Centre.

Landscape identity

Stanhope is a rural community which is surrounded by farmland and agricultural industry. The vista is expansive and defined by dairies, cropping and other agricultural activities. The landscape identity of Stanhope is intrinsically linked to the prosperity of the town with dairy cattle farming and cheese and other dairy product manufacturing being the largest industries of employment for Stanhope (2016 Census).

Stanhope has an elevation of 108 meters. Stanhope's climate is relatively stable with an average yearly temperature of 21 degrees (BOM). The average annual rainfall is 445 millimetres.

Community activity and events

The Stanhope and District Development Committee has been responsible for many community initiatives and projects, including the Stanhope and District Men's Shed, the monthly Monster Garage Sale, and the publication of the monthly newsletter About Town.

Stanhope has active football, netball and cricket clubs. In 2019, Stanhope Lions Club celebrated its 50th anniversary. The Stanhope Fire Brigade in its efforts with fire prevention and raising awareness.

Stanhope had the town's first 'Show and Shine' event in 2019, attracting around 200-300 visitors. The volunteer run event featured over 125 impressive utes, cars, trucks and bikes from across Victoria.

Stanhope's community spaces include Stanhope Senior Citizens Club, Stanhope Recreation Reserve, and Stanhope Hall.

According to ABS data, Stanhope has high levels of volunteering compared with both Campaspe and Victoria.



2. About Stanhope

Our history





2. About Stanhope

Living here

The population and demographic information in this document has been sourced from the Australian Bureau of Statistics, 2016 Census of Population and Housing, General Community Profile, Catalogue number 2001.0

Who lives here?

There are approximately 838 people residing in Stanhope (SSC) across 397 dwellings. In 2006 the population was 1,014 people, indicating an 18.3 percent population decrease.

The median age of Stanhope residents is 52 years (Campaspe 45 years). Stanhope has a lower proportion of people aged under 34 years (32.1 percent, Campaspe 49.1 percent) and a higher proportion aged 35 years or over (68.2 percent, Campaspe 61.5 percent).

The gender mix is 48.2 percent females and 51.8 percent males.

Stanhope's family composition consists of 69.3 percent of people living in family households, 27 percent living in single (or lone) person households, and 3.7 percent living in group households.

Across Stanhope 26.7 percent of the population have completed Year 12 or equivalent (Campaspe 30.6 percent). 18.8 percent of the population have a vocational qualification, and 3.9 percent completed a Bachelor or Higher Degree.

Of all dwellings in Stanhope 70.6 percent have internet access (Campaspe 74.6 percent, Victoria 83.7 percent).

The percentage of Stanhope residents born in Australia is 80.3 percent, compared to 84.3 percent of Campaspe Shire's population.

The median weekly household income across Stanhope is \$903, which is relatively low compared to Campaspe Shire (\$1,081). Over a third of people aged 15 years and over (37.9 percent) have an individual income less than \$400 per week.

Home ownership in Stanhope is high, with 83.0 percent of residents who own or mortgage a house or other dwelling (Campaspe 72.1 percent; Victoria 67.7 percent). Of these 47.4 percent people fully own their home (Campaspe 37.3 percent; Victoria 30.7 percent), and 35.6 percent people mortgage their home (Campaspe 30.8 percent; Victoria: 33.5 percent).

Stanhope has a lower concentration of private renters (13.9 percent) compared to Victoria (27.5 percent), and no persons living in social housing (Campaspe 3.5 percent; Victoria 2.6 percent).

Where do we work?

There are 693 people aged over 15 years who form Stanhope's eligible workforce. 346 people reported being in the labour force. Of these 62.4 percent are employed full time (Campaspe 74.1 percent; Victoria 74.1 percent), 28.6 percent work part time (Campaspe 19.6 percent; Victoria 21.3 percent), and 4.9 percent were unemployed (Campaspe 4.9 percent, Victoria 6.6%).

Stanhope's key employment industries are Dairy cattle farming, cheese and other dairy product manufacturing, hospitals, beef cattle farming, and road freight transport

For men in Stanhope, the most common industries of employment are agriculture, forestry and fishing, manufacturing and construction. For women, the most common industries of employment are health care and social assistance, agriculture, forestry and fishing and retail trade.

Our community

In 2016, the SEIFA index score for Stanhope was 967.5. This score places Stanhope in the 28th percentile of the index, meaning 72 percent of Australia's suburbs are more socio-economically advantaged. Stanhope's SEIFA score is higher than nearby Kyabram (958.1), Rochester (938.4) and broader Campaspe Shire (967). Nearby towns with a SEIFA score higher than Stanhope include Echuca (968.6) and Moama (1,011.5).

According to the Crimes Statistics Agency, the number of criminal offences in the Shire of Campaspe increased from 2017 to 2018. In 2017, there was a rate per 100,000 population of 6,691.9; in 2018 the rate was 7,574.8.

Stanhope has a relatively high level of volunteerism. 28.4 percent of Stanhope's population volunteers (Campaspe 25.7 percent; Victoria 19.2 percent).

































2. About Stanhope

Our special places

The community identified the places they held dear within their township. This map seeks to understand the places people have an emotional connection to.

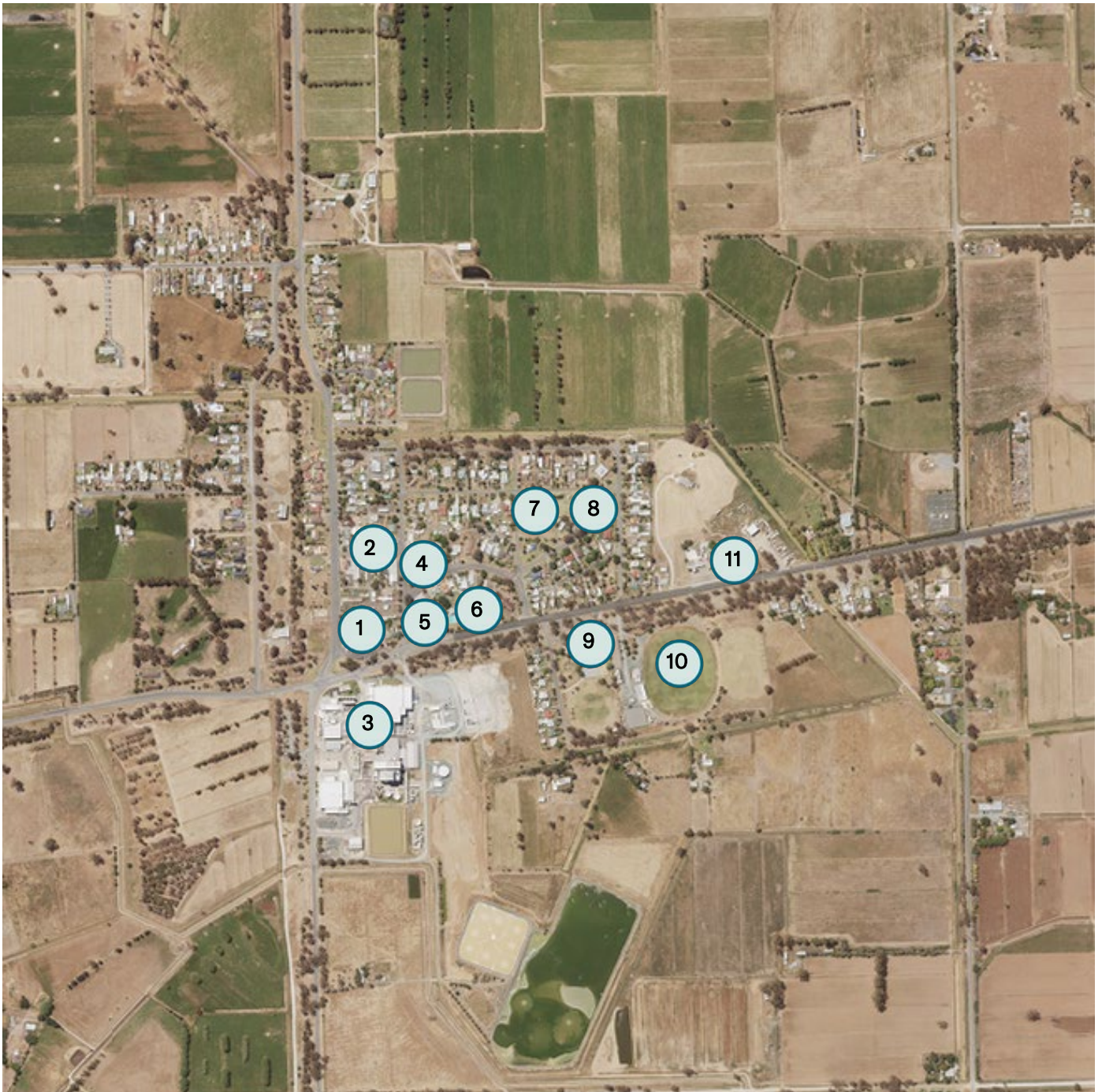
LEGEND

-  Places you have memories.
-  Places you interact.
-  Places you are proud of.
-  Places you love.

1	Stanhope Motors	
2	Retail and commercial centre	
3	Fonterra Factory	 
4	Stanhope Memorial Park	 
5	Hall	  
6	Stanhope Swimming Pool	  
7	Stanhope Tennis Club	 
8	Stanhope Bowls	  
9	Stanhope Primary School	 
10	Stanhope Recreation Reserve	   
11	Stanhope Hotel Motel (pub)	  



2. About Stanhope





2. About Stanhope

Why we love living here

The Stanhope community has many strengths, including:

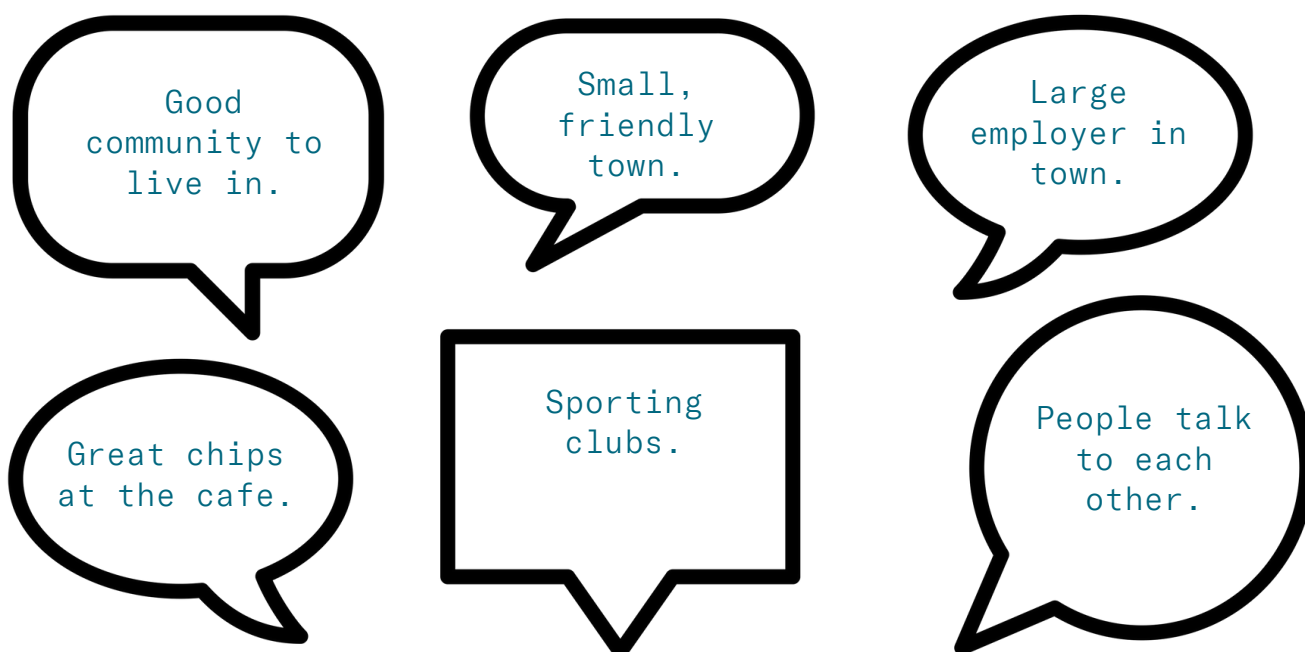
Built infrastructure: Stanhope Recreation Reserve, the business centre layout and the proximity to the highway, and sport and recreation facilities are all assets to the community.

Agriculture, industry and economy: Locals place great value on the industries and employers in Stanhope including dairy farming, agriculture generally and dairy product manufacturing. These industries are anchored to Stanhope by the natural assets of the community including high value irrigated agricultural land, biodiversity, good climate, and the nearby Waranga Basin. Stanhope residents' value and support small business and agencies in Stanhope. The community has a strong desire to see services such as their kindergarten and primary school thrive. Residents are looking forward to the newly funded health service.

Location: Stanhope is central to large regional cities and close to larger towns with proximity to highways. Housing in Stanhope is affordable. Stanhope's central location could offer new residents the benefit of the rural location, safety and community connection, while still having good access to regional centres and services. Stanhope's access to essential services and retail, the townships general location.

Sense of community: People in Stanhope are friendly, resilient and pro-active. Stanhope is a safe place to raise a family. There is strong community involvement represented in how much the local community achieves. Stanhope has a strong sporting culture including the Football Netball Club. The community values their CFA and other community organisations. Respondents in the community survey ranked the sense of community fourth in the list of Stanhope's strengths.

Arts, culture and identity: The Stanhope community attaches pride to local murals at Fonterra and the toilet block, architectural sites designed by William Winter Irving, and to former Prime Minister John McEwen having lived in Stanhope. The Stanhope community is very supportive of events including the Monthly Garage Sale and the Stanhope Show and Shine.





2. About Stanhope

Key opportunities

Improving housing availability and affordability

For a number of years there has been a clear dialogue between Council and Community in relation to the availability of affordable housing. The community engagement undertaken during the development of this plan has reinforced that improving availability of residential land and housing accessibility as an opportunity that required further effort. It is recommended that further consultation discusses how centrally located public land in Stanhope can be refocused for the use of residential housing.

Increasing connectivity between both sides of the highway

Stanhope is divided by the Midland Highway, effectively segregating the Fonterra Plant, Stanhope Primary School and the Stanhope Recreation Reserve away from the retail area and most residential homes.

The division of the town from the Highway currently limits the potential for attracting more people to stop when driving through. There may be opportunity to consider different ways of linking the retail centre to and across the highway.

Population demographics

Stanhope is an ageing community. According to ABS data, the largest age group is 55 to 64 years, making up 18.7 percent of Stanhope's population. The percentage of over 65s in Stanhope is significantly higher than both Campaspe Shire and Victoria as a whole. 3.4 percent of Stanhope's population is aged over 85 years.

In older age groups, fewer people in Stanhope require help with core activities compared with their Campaspe and Victorian counterparts, suggesting Stanhope's elderly are relatively healthy.

There is strong support within the community to attract young people and families to live in Stanhope. This could be facilitated through affordable land for residential housing, upgrade of playground infrastructure and development of local health and education services.

Revitalising economic productivity

Stanhope was established as a farming town in the early 20th century. Today, agriculture, forestry and fishing are still the main industries of employment for men in Stanhope, and the second most common area of employment for women. There remains a heightened anxiety of Stanhope residents regarding the impact of drought, availability of irrigation water and water reform generally and the continuing shocks affecting the dairy industry. Some members of the community have expressed an appetite to investigate alternative farming practices, product development and biodiversity practices to diversify the agricultural offering from the Stanhope area and build resilience into the sector.

Recently, Fonterra completed a \$140 million expansion of their dairy processing facility in 2017 and announced another \$125 million expansion in 2018. The facility produces a high volume of product and in August 2019 employed approximately 200 staff. Given the recent closure of dairying operations in Victoria, some concerns were expressed about the long term viability of Fonterra and its operations.

Stanhope Recreation Reserve Master Plan

The Stanhope Recreation Reserve has recently developed a Master Plan to address the age and condition of the existing assets that limit the flexibility and operational effectiveness of the site.

The Master Plan presents opportunities to maximise use of the reserve, including the potential consideration of other active recreation activities at the reserve. The Master Plan also improves integration with the adjacent Primary School, promoting shared use and improved standard of assets for all, as well as creation of a contemporary community meeting / function space in the proposed pavilion.

Improved retail mix

The attraction and development of a strong retail mix was a priority for the community. The vibrancy of the central business area of town is linked by the community with the vibrancy of the township and its economic and social wellbeing.

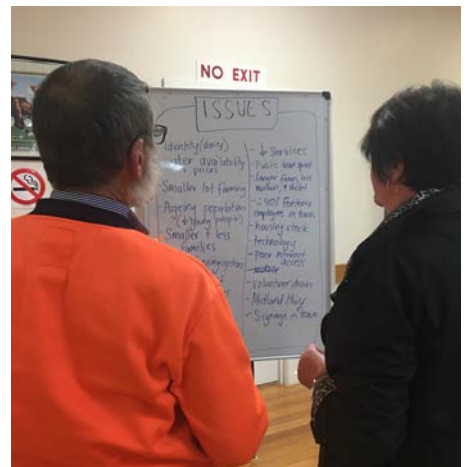


3. The Stanhope vision

Vision

Stanhope is a thriving and innovative rural community ready to embrace the future.







4. Guiding principles

The vision will be achieved by implementing large placemaking projects and smaller projects identified by the community. The following guiding principles will build the framework for the development and prioritisation of projects. It will also enable the community to measure the progress they are making to achieve their vision.

Strong community connections

People in Stanhope deeply value their community connections; demonstrated by their involvement in local community organisations, sporting groups, volunteering and local business engagement.

CC

Objectives

- Welcoming, friendly, safe and a great place to raise a family.
- Pro-active and resilient to change.
- The community works together for a common purpose.
- Articulate a strong and cohesive vision.

Recreation and lifestyle

People in Stanhope recognise the importance of recreation and lifestyle which are intrinsic characteristics of the community.

R+L

Objectives

- Regular dynamic and vibrant community events.
- All community members enjoy lifestyle living that supports wellness and reablement.
- Community, education and transport links with other places.
- A destination and stop over rather than a town you pass through.
- Satellite town.

Modern rural identity

Stanhope recognises and embraces the significant contribution the local 'dairy culture' has made to the development of Stanhope community.

MRI

Objectives

- Showcase past, current and future dairy and farm gate products, practices and innovations.
- Recognises the significant contribution of dairy farming and manufacturing industries.
- Pride in agriculture and food production.

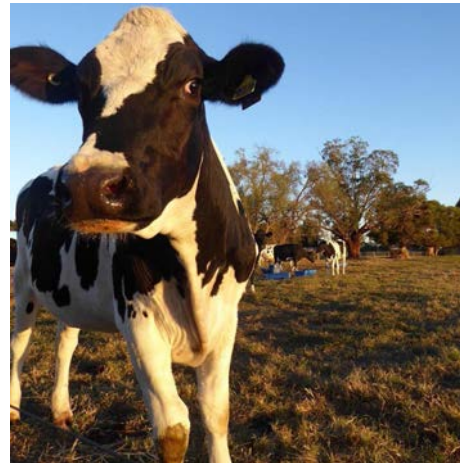
Investment and industry

Stanhope's vibrant community will attract population growth to stimulate the local economy and attract the businesses to service its current and new residents.

I+I

Objectives

- Modern businesses opportunities and support.
- Nucleus of agricultural innovation.
- Early adopter of technology
- Connected energy and NBN.





5. Our projects

Projects at a glance

Below is an overview of the projects prioritised by the community to achieve their vision. They are categorised into short term or quick wins, medium term, and long term projects.

QUICK WINS

Actions to be achieved in under 6 months.

Stanhope alive and thriving

Grow and share together

Camping in comfort

Open arts space – Stage 1 (activation)

Education connection – Stage 1 (Community House extension)

Recreation Reserve Masterplan mentoring

MEDIUM TERM

Actions to be achieved in 6 months to three years.

Welcome to Stanhope

Open Shop makers space

Festival fun

Open arts space – Stage 2 (land tenure)

Community asset review

Open arts space – Stage 3 (amenity)

LONG TERM

Actions to be achieved in three to ten years.

Education connection – Stage 2 (Kindergarten relocation)

Wetlands discovery

Community Recreation Precinct Masterplan

Rail trail



5. Our projects

Quick wins

A quick win is an improvement that is visible, has immediate benefit, and can be delivered in the short term. The quick win needs to be something stakeholders agree to and works towards the combined vision for the community.

Timeframe: Can be achieved in under 6 months.



Stanhope alive and thriving

Position Stanhope in the market as a small and friendly place to live, work, play and stay by delivering marketing activities such as physical branding, positive news stories, and promotion through various media.

Stanhope has a unique identity and community which is not promoted to its fullest.

How

1. Design a brand for Stanhope.
2. Create and promote an events calendar.
3. Support the Stanhope Newsletter to enhance readership.
4. Develop a website, implement a social media campaign, and create local newspaper stories to promote positive stories, events, businesses, and community activities.

Partners

Community, Campaspe Shire Council, Stanhope Development Committee, community groups and organisations, media outlets, Stanhope Health.



Grow and share together

Build a sensory garden on Stanhope Primary School grounds to allow students and visitors to enjoy a wide variety of sensory experiences. The general public could access the garden through the Stanhope Recreation Reserve.

Sensory gardens are designed to provide opportunities to stimulate the five senses, both individually and in combination, in ways that users may not usually encounter.

How

1. Develop a plan of soft and hard scape elements.
2. Incorporate items to entice all five senses.
3. Seek funding if required.
4. Identify implementation approach, build and commission.

Partners

Stanhope Primary School, Department of Education, Campaspe Shire Council, Stanhope Recreation Reserve Committee of Management, Girgarre Stanhope Landcare, Keegan's Nursery, Stanhope Men's Shed.





5. Our projects



Camping in comfort

Begin an on-demand grocery delivery service from Stanhope which services the Girgarre camping site.

Girgarre has a camping site with free RV dump point, toilets and barbecue facilities. There is no charge to use this facility and it attracts a good number of visitors. Without a retail shop in town, there is an opportunity for the Stanhope retailers to provide a structured delivery service. It also could become an opportunity for residents within Girgarre and Corop with mobility issues to come to Stanhope to access retail outlets and other services.

The concept, once tested, could be extended to Corop.

How

1. Stanhope retailers to work with Girgarre Development Group to identify need for service.
2. Stanhope retailers to plan and deliver service.

Partners

Stanhope retailers, Stanhope Men’s Shed, Campaspe Shire Council, Girgarre Development Group, Girgarre Community House, Corop Committee Action Group.



Open arts space – Stage 1 (activation)

Activate the art space with a calendar or regular exhibitions and activations.

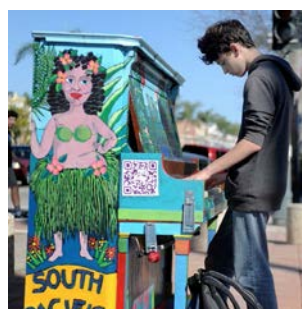
The community had a desire for the arts space to be strengthened focusing on the uses and activities, comfort and image, access and linkages, and sociability of the space. Multiple reasons to stay will encourage people to ‘be’.

How

1. Establish a coordinating committee.
2. Develop calendar/program of regular exhibitions and activations.

Partners

Community members, Stanhope Development Group, Campaspe Shire Council, Regional Arts Victoria, Fonterra, Rushworth District Bendigo Bank.





5. Our projects



Education Connection – Stage 1 (Community House extension)

Develop a model and identify funding to enable Girgarre Community House to extend services into Stanhope.

How

1. Identify funding opportunities to support hours being allocated to enable Community House services into Stanhope.
2. Establish appropriate site(s).
3. Trial the concept and evaluate effect and impact on all partners.

Partners

Community members, Girgarre Community House, RANCH, Campaspe Shire Council, DHHS.



Recreation Reserve Masterplan mentoring

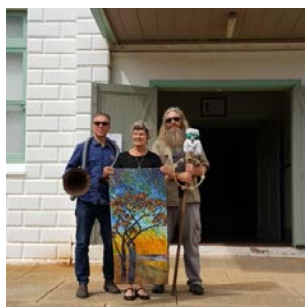
Twice yearly meetings to review the Stanhope Recreation Reserve Masterplan, and provide support and mentoring to the team delivering the Masterplan.

How

1. Council to organise and facilitate two meetings a year.
2. Council to discuss needs with project team prior to the meeting, and invite relevant external stakeholders as required.
3. Meeting to review the progress of the Masterplan, troubleshoot issues, provide mentoring and advocacy when and if required, and identify funding opportunities to support key projects within the Masterplan.

Partners

Campaspe Shire Council, Stanhope Recreation Reserve Committee and Management, Department of Environment, Land, Water and Planning,





5. Our projects

Medium term

These actions are priorities for the next three years. They mobilise the community and develop confidence to invest further in the community. Partnerships with key organisations, government and community groups will be required to deliver these projects.

Timeframe: Can be achieved in 6 months to three years.



Welcome to Stanhope

Create inviting entry features and improved beautification through the township, and provide wayfinding and information signage for residents, visitors and people passing through.

Stanhope is positioned on the busy Midland Highway and more reasons to stop and stay are required. Current roadsides of Midland Highway within the town are unloved. All signage should reflect the identity of Stanhope and to create a talking point and encourage top-of-mind recall.

How

1. Clean up the highway surrounds.
2. Create inviting entry points across the township.
3. Engage relevant stakeholders to look at signage opportunities.
4. Develop signage to create connections to key places.

Partners

Stanhope Primary School, Stanhope Men’s Shed, Campaspe Shire Council, Rural Roads Victoria.



Open Shop Makers Space

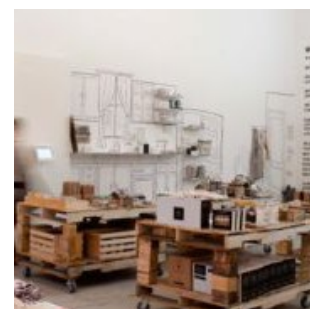
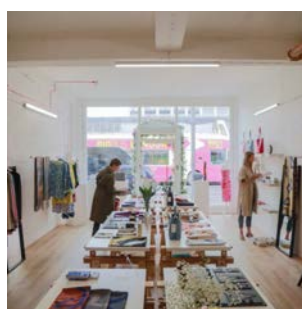
Activate and redesign a shop to create a space that showcases local and regional produce, promotes Stanhope’s culture, and brings people together through capacity building and fun.

How

1. Establish management group.
2. Ensure proposed facility meets all legislative requirements.
3. Establish business plan and fee structure.
4. Create branding and social media plan.
5. Prepare for the pop up.
6. Set up calendar of sessions.
7. Prepare and promote for the pop ups.

Partners

Community members, Stanhope Primary School, Regional Arts Victoria, regional youth services, agricultural services, Girgarre Market, Girgarre Community House, Stanhope/Kyabram Health, Stanhope Business Centre, Stanhope Men’s Shed.





5. Our projects



Festival fun

Celebrate and showcase Stanhope’s culture through a one-day cheese and farm gate festival. The festival should be community-focused and showcase the area’s finest products and food. A program could be developed featuring cooking demonstrations, foodlabs, food sales, and niche food outlets.

Following the success of 2019’s Show and Shine and Monster Garage Sale, the community desires more large community events to bring people together and celebrate.

How

1. Create the idea and concept and determine the audience.
2. Establish an organising committee
3. Organise the event (create a program, find a venue, seek partners, sponsors, operators and contractors)
4. Marketing and deliver the event.

Partners

Community, Stanhope Primary School, Campaspe Shire Council, sporting and community groups, artisans, producers and farmers.



Open arts space – Stage 2 (land tenure)

The art space and park together with the retarding basin are set upon VicTrack land. This project is for Campaspe Shire Council to secure land tenure over these multiple parcels of VicTrack land.

Securing land tenure will allow for further recreational and community development and amenity to be provided.

How

1. Approach VicTrack to discuss community’s long-term aspiration.
2. Establish a Masterplan for the space in partnership with the community.
3. Identify potential opportunities for funding, including through the Integrated Water Management program.
4. Secure land tenure.

Partners

Community, Campaspe Shire Council, VicTrack.





5. Our projects



Community asset review

Undertake a review of community assets within Stanhope to identify priority assets that support the Plan's Vision.

Council will provide transparent advice on the opportunities and barriers impacting assets it manages and advocate to external agencies on behalf of the community for various outcomes as established through the consultation process.

How

1. Council will work with the community to identify community assets and their priority and establish priority setting.
2. Council to advocate to and work with other external agencies that own and or manage community assets for better outcomes in line with Stanhope Place Plan strategic objectives.

Partners

Community, Campaspe Shire Council, sporting and community user groups, Department of Environment, Land, Water and Planning, Department of Jobs, Precincts and Regions, Regional Arts Victoria, Rural Roads Victoria, Public Transport.



Open arts space – Stage 3 (amenity)

Practical improvements to the arts space and park could include barbecues and seating, and a local playground.

The community had a desire for the arts space to be strengthened focusing on the uses and activities, comfort and image, access and linkages, and sociability of the space. Multiple reasons to stay will encourage people to 'be'.

How

1. Establish working party (community representatives and council staff).
2. Through consultation process develop Concept Plan representing community aspiration and Council policy.
3. Obtain funding and develop detail design.
4. Seek funding to facilitate works.

Partners

Community members, Campaspe Shire Council, Fonterra, Rushworth District Bendigo Bank.





5. Our projects

Long term

These actions are priorities for the next ten years. They provide opportunities for investment and lead to real change, long lasting impact and community strengthening. Partnerships with key organisations, government and community groups will be required.

Timeframe: Can be achieved in three to ten years.



Education connection – Stage 2 (kindergarten relocation)

Relocation of the kindergarten on Godley Place to the Stanhope Primary School site. Colocation of early years services will improve accessibility for parents, encourage greater enrolment, and open valuable space up in the town centre for other uses.

The Stanhope Shine Bright Kindergarten is in an older facility and is disconnected from other education facilities within the town. Creating an early year’s hub at the Primary School will increase cohesion between services, enable other early years’ and service access to flexible consulting rooms.

How

1. Gain in-principle support from all stakeholders.
2. Develop concept plans and cost plan, and seek funding.
3. Construct and commission.

Partners

Stanhope Primary School, Department of Education, Campaspe Shire Council, Maternal and Child Health Service, Stanhope Shine Bright Kindergarten.



Wetlands discovery

Deliver a beautified area for passive recreation at the nationally significant wetlands at Corop, between Stanhope and Elmore. This will provide a valuable environment for educating and engaging the community.

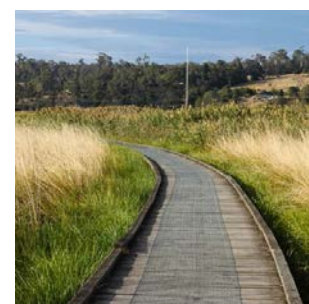
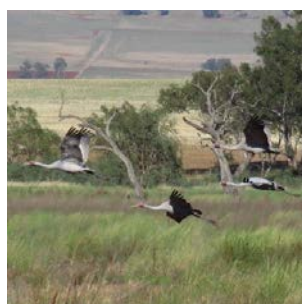
The wetlands are amongst the most important, productive and valuable ecosystems with the Stanhope area. The wetlands will provide an educational destination for students and visitors to learn about the abundant bird life and native vegetation.

How

1. Establish a working party and conduct community consultation.
2. Create Concept design
3. Seek funding and in-kind support from the community.
4. Facilitate works and promote to the community.

Partners

Goulburn Broken Catchment Management Authority, Parks Victoria, DELWP, Campaspe Shire Council, Stanhope Primary School, Stanhope Girgarre Landcare, Stanhope Men’s Shed, Corop community.





5. Our projects



Community Recreation Precinct Masterplan

Continue to develop the Stanhope Community Recreation Precinct Masterplan. The Masterplan aims to develop a sporting hub bringing all sporting clubs together in one location with modern facilities. This will improve participation in active recreation and provide an accessible and safe facility for all.

Commissioned by the Stanhope Recreation Reserve Committee of Management, the Stanhope Community Recreation Precinct Masterplan was completed in early 2019. The Masterplan recognises the needs of the community.

How

Implement the Stanhope Community Recreation Precinct Masterplan.

Partners

Community, Stanhope Recreation Reserve Committee of Management, Stanhope Football Netball Club, Stanhope Cricket Club, Campaspe Shire Council, DELWP (land owner). Stanhope Primary School, Stanhope Lawn Bowls Club, Stanhope Fire Brigade, Department of Education.



Rail trail

Plan and fund an extension of the Stanhope Girgarre Rail Trail to extend to Stanhope, to attract cycle visitors to the area.

Rail trails are shared-use paths recycled from abandoned railway corridors. Stanhope was once a stop along the Rushworth to Girgarre Line, which, like many others closed in the late 1980s. The Rushworth to Girgarre Line was a short branch line used predominantly for grain traffic which branched off the Murchison East to Colbinabbin Line. The Murchison East to Colbinabbin Line branched off the Goulburn Valley Line at Murchison East.

How

1. Work with the current committee of management to establish revised work plan for the projects implementations.
2. Prepare feasibility study, acquire land parcels and prepare management model.
5. Seek and gain funding, and construct.

Partners

Community, Working Group, VicTrack, Rail Trails Australia, Murray Regional Tourism Board, Campaspe Shire Council.





6. Action plan

Implementation

Project name	Guiding principles				Partners	Measures
Quick wins						
Stanhope alive and thriving	CC	R+L	MRI			•
Grow and share together	CC	R+L				•
Camping in comfort		R+L		I+I		•
Open arts space – Stage 1 (activation)	CC	R+L		I+I		•
Education connection – Stage 1 (Community House extension)	CC	R+L	MRI	I+I		•
Recreation Reserve Masterplan mentoring	CC	R+L		I+I		•
Medium term						
Welcome to Stanhope	CC	R+L	MRI	I+I		•
Open Shop makers space	CC		MRI	I+I		•
Festival fun	CC	R+L	MRI	I+I		•
Open arts space – Stage 2 (land tenure)	CC	R+L		I+I		•



Table 2. Action Plan						
Project name	Guiding principles				Partners	Measures
Community asset review	CC	R+L				•
Open arts space – Stage 3 (amenity)	CC	R+L	MRI	I+I		•
Long term						
Education connection	CC	R+L		I+I		•
Wetlands discovery	CC	R+L				•
Community Recreation Precinct Masterplan	CC	R+L		I+I		•
Rail Trail		R+L		I+I		•



Getting to School by Walking & Cycling

St Augustine's College

Summary of Findings

Prepared by: GTA Consultants (VIC) Pty Ltd for Campaspe Shire Council

on 18/09/19

Reference: V149840

Issue #: A-Dr (First Draft)

Getting to School by Walking & Cycling

St Augustine's College Summary of Findings

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Prepared with the support of a TAC Local Government Grant 2018/19.

Quotes throughout may have been edited for clarity, interpretation and spelling.

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GETTING TO SCHOOL – ST. AUGUSTINE'S COLLEGE, KYABRAM

1. INTRODUCTION

1.1. Background

1.1.1. Campaspe Active Transport Strategy

In June 2019, Council adopted the Campaspe Active Transport Strategy, which supports and encourages people to travel more actively in the local area, including by walking, wheeling and cycling. The strategy is the culmination of research, local observations and discussions with Council and the community.

The strategy aims to improve health and wellbeing and build stronger, more vibrant local communities through three key pillars:

- Encouraging more active travel to schools
- Creating towns which are attractive and comfortable places to walk
- Connecting housing with where people want to travel

More details on the Active Transport Strategy can be found on Council's website.

1.1.2. TAC Local Government Grant - Analysis

This project helps bring the Active Transport Strategy to life by identifying opportunities to encourage active travel (in all forms) around two schools – Echuca East Primary School in Echuca and St. Augustine's College in Kyabram.

GTA were engaged to undertake investigations and analysis about how students and staff travel to and from the two schools and provide evidence which supports future investment in making active travel safer, more comfortable and more enjoyable for the students, teachers and parents accessing them.

The intention is that initiatives can be piloted and/or introduced at the subject schools, with lessons applied at other schools across the area as opportunities arise.

The project was made possible through funding provided by the Transport Accident Commission (TAC) Local Government Grants program.

1.2. Approach

1.2.1. Opportunities Identification

Students, teachers and parents know their school best. Our approach focussed on extracting the issues and opportunities with the people that attend the schools every day. At St Augustine's College, we:

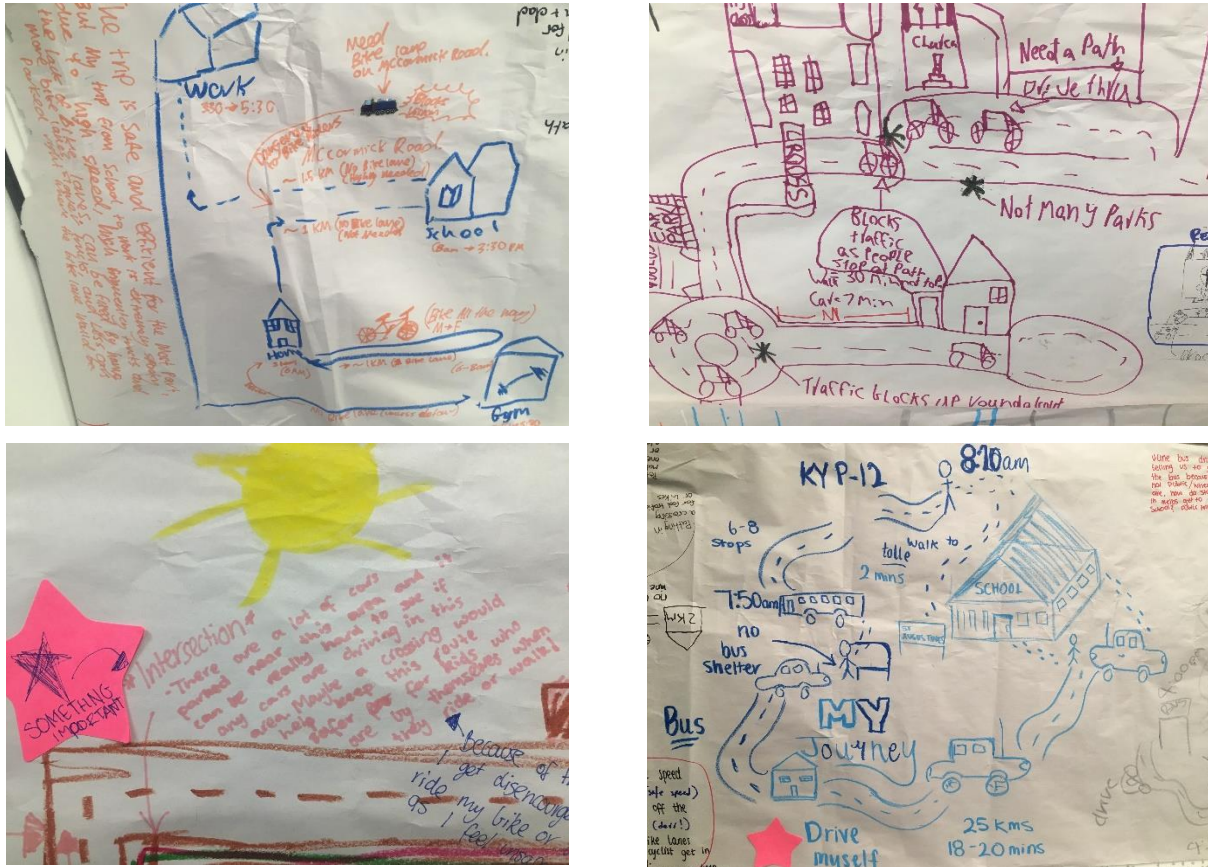
- Ran a 'journey mapping' exercise with student representatives from Years 1 to 6 to understand how they travel to school, what they enjoy (or don't enjoy) about their trip and ideas for how they could be safer and more enjoyable.
- Ran a similar 'journey mapping' exercise and a task to redesign the drive-through pick-up area with student representatives from Years 7 to 12.
- Discussed issues with staff.
- Undertook a tour of the school and surrounding areas.

GETTING TO SCHOOL – ST. AUGUSTINE’S COLLEGE, KYABRAM

DRAFT

- Observed the after-school pick-up activity.

Figure 1.1: St Augustine’s College Engagement Activities



As part of the review, we also:

- Reviewed reported crash statistics in the vicinity of the school and on common routes.
- Reviewed 'like spots' and 'dislike spots' identified by the community as part of the Active Transport Strategy ('CrowdSpot').
- Reviewed provision of footpaths (as provided by Council), and discussed known issues raised with Council.

1.2.2. Initiative Development

In order to translate the opportunities to improve active travel (in all forms) around the two schools, they were passed through the below constructs:

GETTING TO SCHOOL – ST. AUGUSTINE’S COLLEGE, KYABRAM

DRAFT

Safe System Approach (as adopted in the Victorian Road Safety Strategy – Towards Zero)

The safe system approach is based around the four interactive pillars outlined below and shown in Figure 1.2:

- Safer roads
- Safer speeds
- Safer road users
- Safer vehicles

Figure 1.2: Safe System Approach



At its core, the safe system approach aims to create a transport environment where it is not possible for users to be seriously or fatally injured, including when users make mistakes.

The Safe System approach is nationally-adopted and is beginning to be integrated into all planning and design activities.

Safe and Active Routes to School Toolkit, City of Darwin

With support from the Heart Foundation NT, the City of Darwin developed a toolkit to enable local schools within the Council area to achieve increased levels of active travel¹. The toolkit is considered a useful resource relevant to other areas of Australia and provides guidance to all local schools on the activities, governance structures and identifying improvements to the local area that could be implemented to support their efforts to increase levels of walking and cycling to school. Background facts and figures, survey forms and travel plan templates are included as part of the toolkit.

The key steps are outlined in Figure 1.3.

Figure 1.3: Safe Active Routes to School Toolkit Steps

- STEP 1 – GOVERNANCE**
 - Identify Champions and Roles**
 - Good governance structure is key to success
 - Governance structure should reflect number of activities
 - Governance options and setting out roles and responsibilities
- STEP 2 – CATCHMENT**
 - Get To Know Your School**
 - Understand the profile of the school community, where students live, how they travel
 - Collecting information helps design activities and measure success
- STEP 3 – ACTIVITIES**
 - Get People Involved**
 - Fun and interesting activities to build involvement and education
 - Choose activities that best fit the school’s resources and target specific issues
- STEP 4 – TRAVEL PLAN**
 - Plan for the Future**
 - The school travel plan should include current travel patterns, objectives and future actions to achieve travel change
 - The toolkit provides a school Travel Plan template
- STEP 5 – LOCAL ENVIRONMENT**
 - Support The Activities**
 - Make sure the local environment supports the Travel Plan objectives and proposed activities
 - The toolkit identifies improvements that may be needed



¹ https://www.darwin.nt.gov.au/sites/default/files/publications/attachments/safe_active_routes_to_school_toolkit_0.pdf

GETTING TO SCHOOL – ST. AUGUSTINE'S COLLEGE, KYABRAM

2. WHAT WE HEARD

2.1. Insights

Conversations with the students and review of the journey mapping exercise revealed a few key insights regarding how students travel to school. Of those that we spoke to:

- Broadly, just over half of students travel to school by car, with about 20% walking and 20% travelling by bus. Other students travel by bike or scooter.²
- Many students travel a relatively short distance to school (i.e. local trips) – on average about 15-20 minutes. As expected, students walking, cycling or being driven generally have shorter trips (i.e. less than 20 minutes) while students travelling by bus generally have longer trips (i.e. 30-60 minutes).
- Many students travel a short distance to school by car – on average less than 10 minutes. There is opportunity to encourage these students to shift to more active behaviour.
- Travel choice most often depended on weather, where the student is travelling from and/or if they are running late.
- On the day of observation, we noted that the school has taken the initiative to streamline operations of the pick-up and drop-off 'drive-through' loop. A teacher recognised parents/guardians' vehicles approaching and notified respective students, significantly reducing linger time and improving throughput of the loop. The system also improves safety by removing surplus vehicles, eradicating reversing or turn-in/out movements and keeping students well clear of the loop until they are called. The school is to be commended for its efforts in this regard.
- The school pick-up peak period was also observed to be short and intensive, at about 7-10 minutes in length, after which time most vehicles, students and buses had dissipated throughout the surrounding area.

2.2. Key Concerns

Aside from imaginative ways to make travel to school more enjoyable, the students suggested a number of ideas which would make active travel to school safer or more comfortable. These are summarised below.

Missing crossings in the vicinity of the school and on key after-school routes

Missing crossings were amongst the most commonly raised issues and are considered crucial for the safety role they provide where the major conflicts exist for vulnerable users, such as major roads.

Specific areas of concern were raised around the major roads, such as:

- Across Allan Street in accessing the residential areas to the south
- Across Fenaughty Street at Union Street
- Across McEwen Road in accessing the residential areas to the west

On further review, other major roads may also pose safety concerns:

² Travel times and modes are self-reported by the students. They represent one of several ways in which the student may travel to school. 'Bus' may also be in combination with other modes (i.e. driven to and walk from the bus stop). Very small sample size.

GETTING TO SCHOOL – ST. AUGUSTINE'S COLLEGE, KYABRAM

- Across McCormick Road accessing the residential areas to the north and east
- Across Albion Street in accessing the residential areas to the east

Some quotes included:

- *"Maybe a crossing would help keep this route safer for kids who are by themselves when they ride or walk..."*
- *"Ky-Echuca Road (McEwen Road) can be hard to cross due to traffic"*
- *"Too many roads to cross and too busy so I go in the car"*

Figure 2.1: Difficult to Cross – Allan Street (Google)



Figure 2.2: Difficult to Cross – McEwen Road (Google)



Bicycle facilities connecting to the College

Some students also noted discomfort in sharing road space with vehicles whilst cycling, particularly in high-speed, high-traffic environments. Currently, there are limited on- and off- road facilities in the area, with the shared path to along Church Street truncating just north of the school at McCormick Road. It is noted that younger students are able to cycle on footpaths, where they are present.

Some quotes included:

- *"The trip is safe and efficient for the most part but my trip from school to work is extremely spooky due to high speed, high frequency trucks and the lack of bike lanes, can be fixed by more bike lanes, slower trucks and less cars parked right where the bike lanes would be."*
- *"Need bike lane on McCormick Road. No bike lane, highly needed. Dangerous to bike riders."*
- *"More bike lanes into town"*

One comment also provided a perception of cyclists from a driver's perspective:

- *"More bike lanes because cyclists get in the way"*

Vehicle speeds, size and volumes

A consistent concern raised about accessing the school through active travel is the speed, type and volume of traffic on some roads in the area.

Some quotes include:

- *"In afternoon can be quite dangerous due to buses [on Tulloh Street]"*

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- *“The trip is safe and efficient for the most part but my trip from school to work is extremely spooky due to high speed, high frequency trucks and the lack of bike lanes...”*
- *“Do the speed limit”*

Some key factors that are believed to be contributing to these sentiments include:

- Higher posted speed limits in built-up areas where school children are likely to be present (i.e. crossing Allan Street, which is 60km/h in parts).
- Wide road cross-sections (i.e. McCormick Road, Church Street) with limited constraints or friction, which are conducive to high-speed travel.
- The local roads around the school (i.e. Church Street, Tulloh Street) have a 40km/h posted speed limit, but no specific recognition as a ‘school precinct’ on some approaches. Drivers may take additional care in recognising the presence of the school.
- Presence of large trucks and buses travelling along the major roads in the area (i.e. McCormick Road, Tulloh Street).

Figure 2.3: Wide Road Conducive to High Speed Travel – Church Street (Google)



Figure 2.4: Wide Road Conducive to High Speed Travel - Tulloh Street (Google)



Other Suggestions

There were a range of other suggestions put forward to help encourage active travel to and from the school, including:

- Addressing gaps in footpaths or missing footpaths (i.e. Everard Road)
- Removing parked cars at crossings, near intersections and near the school drive-through loop (when congested)
- Improved drop-off / pick-up facilities or operation
- Walking with a friend or buddy
- Breakfast Club

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2.3. Broader Analysis

2.3.1. CrowdSpot

A review of the community feedback received during the development of the Campaspe Active Transport Strategy for locations proximate to St Augustine’s College has been completed and listed in Table 2.1, with the associated locations shown in Figure 2.5.

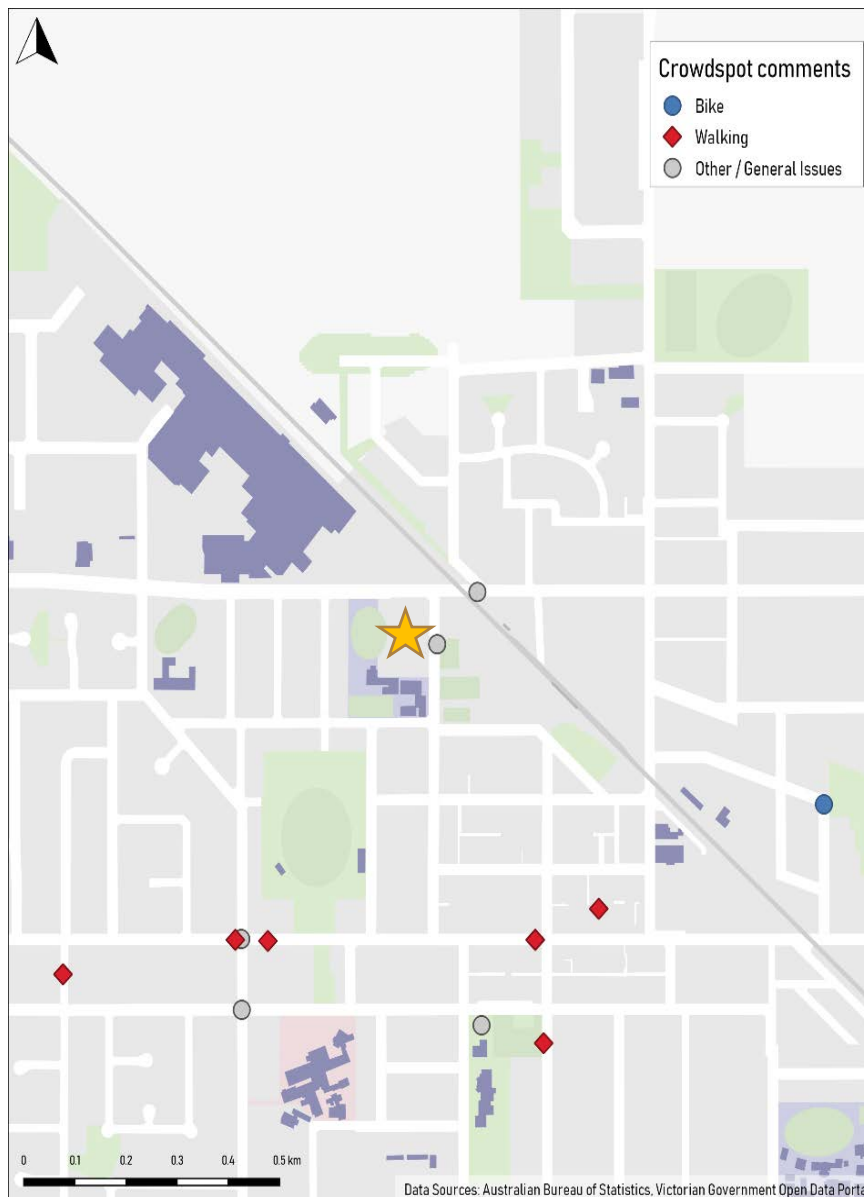
Table 2.1: Community Feedback for Locations Proximate to St Augustine’s College

Location	Feedback
Edis Street	<ul style="list-style-type: none"> Shared path ends when it gets to the truck route
Church Street Shared path	<ul style="list-style-type: none"> This shared path virtually goes from nowhere to nowhere. Great if you want to go bowling and live at the old saleyards.
Waratah Street	<ul style="list-style-type: none"> Really ugly street which forms only north-south link west of Saunders. Really narrow verges, nature strips and fences creates an uncomfortable and unpleasant environment
Tree opposite Kyabram Club	<ul style="list-style-type: none"> The large tree opposite the Kyabram club on Allan street makes a mess of the footpath. It is constantly dropping small gumnuts that are a falls risk. In autumn, the leaves form a thick mess that becomes very slippery when wet.
Allan Street, Dawes Road intersection	<ul style="list-style-type: none"> The footpath crossing here on both sides of the road is VERY steep and I find it difficult to push a pram across the road. I have also seen older people in scooters struggling to cross.
Cnr of Allan and Saunders	<ul style="list-style-type: none"> The change from pavement to road here is too steep and sharp for my grandfathers wheelchair. In order to cross he has to go down backwards which makes it even more difficult. This is on all the corners and in each direction.
Union/Fenaughty Street Intersection	<ul style="list-style-type: none"> Given the proximity to the centre of town and council facilities such as the swimming pool, library, skatepark and Jaycee Park Playground maybe the additions of a pedestrian crossing would help for youth and others to cross the road safely.
Credit Union Walkway, Kyabram	<ul style="list-style-type: none"> There is a tree/vine growing midway down the walkway which prevents people being able to fully see one end to the other. Low visibility means that there is an opportunity for pedestrians to be confronted either side of the tree. Agreed, this feels unsafe to walk in near nightfall.

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Figure 2.5: Location of Community Feedback Proximate to St Augustine’s College



2.3.2. Crash Statistics

A review of the reported casualty accident history for the area in the vicinity of St Augustine’s College has been sourced from the VicRoads CrashStats accident database. This database shows all recorded accidents causing injury that have occurred in Victoria and categorises these accidents as follows:

- Fatal injury: at least one person was killed in the accident or died within 30 days as a result of the accident.
- Serious injury: at least one person was sent to hospital as a result of the accident.
- Other injury: at least one person required medical treatment as a result of the accident.

The following charts show where (Figure 2.6) and types (Figure 2.7) of crashes, number of crashes involving a pedestrian, cyclist or motorcyclist (Figure 2.8) and the age of people involved in the crashes (Figure 2.9) over the past five years.

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Figure 2.6: Location of crashes involving a pedestrian, cyclist or motorcyclist



Figure 2.6 indicates that a total of 13 crashes were recorded over the last 5 years in the proximate area to St Augustine’s College, including 3 serious and 10 other injury crashes. Of these, the majority occurred at the following locations:

- Allan Street and Daves Road with 3 crashes, including 1 serious and 2 other injury types
- Edis Street and Albion Street with 2 crashes, both resulting in other injuries
- Fenaughty Street and Lake Road with 2 crashes, including 1 serious and 1 other injury types

Finding: Recent crashes have occurred on Allan Street, Fenaughty Street and Albion Street, reaffirming areas of concern raised during workshops and in community consultation for the active transport strategy. Some of these crashes have resulted in serious injuries.

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Figure 2.7: Common crash types involving a pedestrian, cyclist or motorcyclist

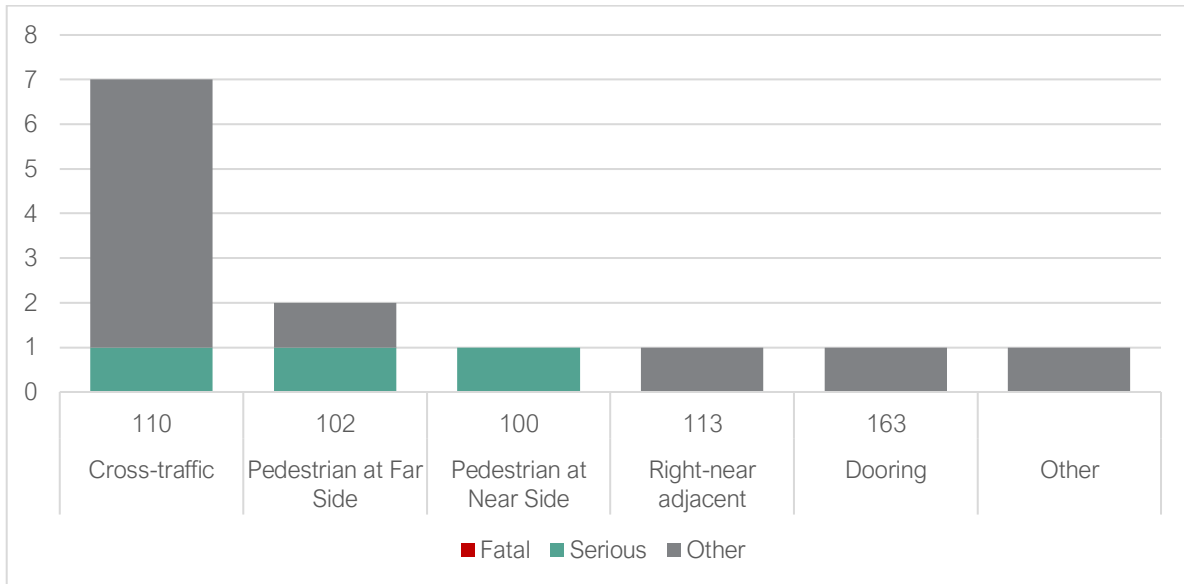


Figure 2.7 indicates that the most common crash types were between cross-traffic at intersections (7 crashes) and between vehicles and pedestrians (3 crashes).

Finding: Many crashes have occurred where a counterpart is travelling perpendicular to a walker or bike rider (i.e. across traffic).

Figure 2.8: Breakdown of crashes involving a pedestrian, cyclist or motorcyclist

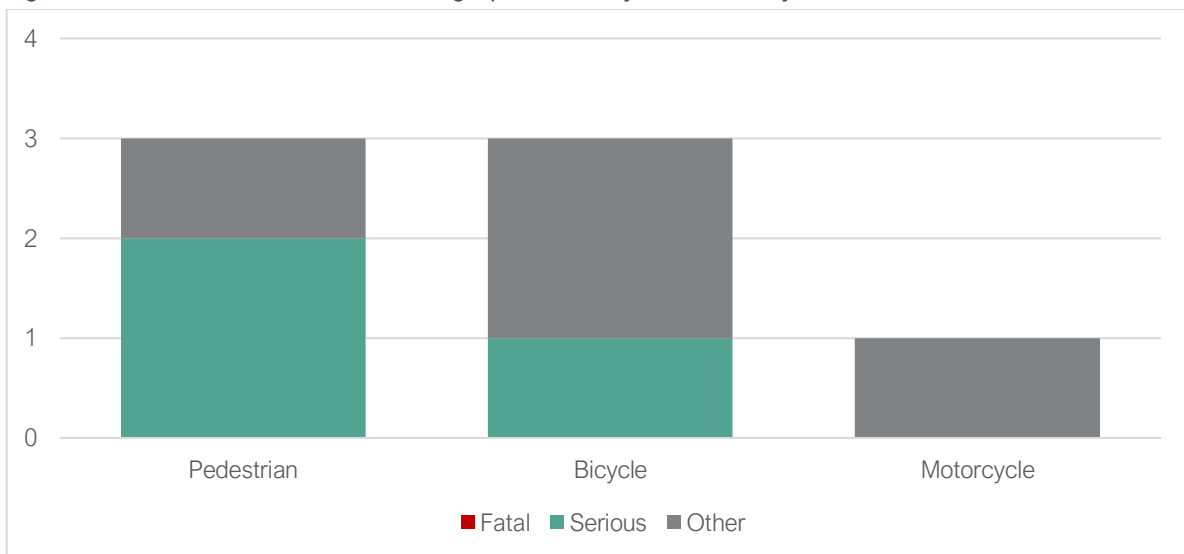


Figure 2.8 indicates that the majority of vulnerable road user crashes involved both pedestrians and cyclists with 3 crashes each, then motorcycles with 1 crash. Of these 7 vulnerable road user crashes, 3 crashes resulted in a serious injury (2 pedestrians and 1 cyclist); the others were all other injury crash types.

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Figure 2.9: Age of people involved in vulnerable road user crashes

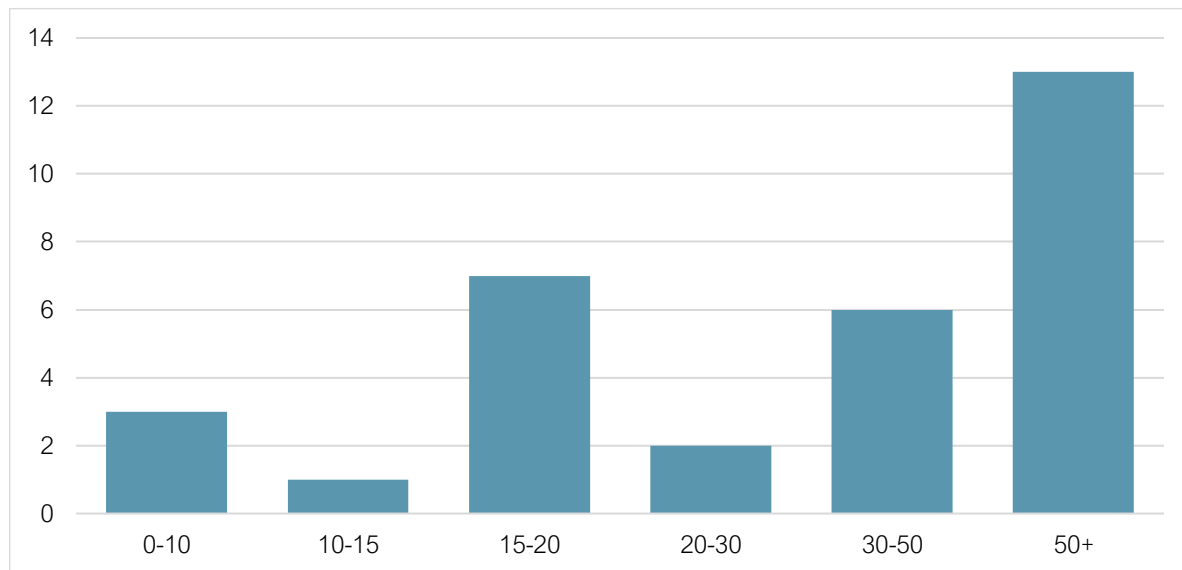


Figure 2.9 indicates the majority of the crashes involved people 50+ years of age, then 15-20 years of age and 30-50 years of age after that. The other age groups were only involved in a small number of crashes beyond those. From the above data it is also noted that 2 incidents resulting in serious injuries occurred to school-aged pedestrians:

- Allan Street and Dawes Road
- Allan Street and Goddard Street

In addition, 1 other accident resulting in an other injury to a school-aged pedestrians:

- Allan Street and Dawes Road

Finding: A number of school-aged students have been injured on Allan Street in recent years.

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3. RECOMMENDATIONS

3.1. Overview

St Augustine's College is located within a residential area supported by a typical grid road network. As such, students, teachers and parents could access the school from all directions, but generally converge on Church Street and Tulloh Street (where school crossings are provided). Streets in the vicinity of the school are generally for local access to properties, the school or nearby facilities (such as the sports complex or shops). These streets generally have a default speed limit of 50km/h or posted limit of 40km/h, a footpath on at least one side of the road and are more appropriate for use by passenger vehicles than trucks or buses. That said, the large cross-sections and relatively unconstrained environment means that the streets are used by some buses (including school buses) and vehicles may travel at higher speeds.

The Kyabram central residential area is clearly bounded by four key barriers - McCormick Road (north), Allan Street (south), McEwen Road (west) and the railway line (east), which generally have limited crossing facilities, as well as higher speeds and generally heavier vehicles (McCormick Street and Albion Street are designated truck routes). It is in these locations that many of the challenges associated with walking and cycling to school become most evident, with respect to a Safe Systems approach, feedback received in workshops and community consultation and crash statistics.

As such, a focussed set of recommendations over the short, medium and long-term are set out below that aim to support students, teachers and parents accessing St Augustine's College through active travel modes. The aim is for recommendations to be consistent with the Active Transport Strategy and be realistic and achievable by Council, with support from others.

3.2. Recommendations

3.2.1. Short-Term

In the short-term (i.e. within the year and generally deliverable through Council's operational allowance/not require a specific Council budget allocation):

- Reduce speed limit on Allan Street to 40km/h along the full length between McEwen Road and Albion Street. Reducing speed will reduce risk of a crash, as well as consequences should a crash occur.
- Creation of a clear 'school zone' around the school through relevant signage and linemarking, including a gateway / threshold treatment 200m to 400m on each approaching road to the school, as per Table 4 of the VicRoads Speed Zoning Guidelines. Though regular drivers will be aware of the school's presence, a visual cue and prominent display as a school zone may encourage some drivers to exercise additional caution.
- Observe car parking and extend No Standing signs near intersections where parking is observed to be a problem or reduce crossing visibility on key routes (including Tulloh Street, Church Street, Turnbull Street, Allan Street and near intersections with busier roads). Ensuring clear sight lines was raised by several students as a hazard and is relatively straightforward to control.

3.2.1. Medium-Term

Over the medium-term (i.e. next year or two, requiring some alternate funding) the initiatives that can be implemented and are recommended include the following:

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- Install improved crossings (i.e. zebra crossing or median refuges with appropriate kerb ramps, flashing lights and signage to meet relevant standards):
 - Across Allan Street at Dawes Road/Saunders Street
 - Across Allan Street at Church Street/Lake Road
 - Across Edis Street at the end of the shared path (east of the railway line)
 - Across Albion Street at Edis Street
- Provide median refuges on Tulloh Street at Church Street, both east and west sides (noting that as this is most direct, some students may opt to cross here instead of the designated crossing 30 metres west). Consideration should be given to bus access requirements.
- Improve maintenance or quality of shared path to north (i.e. remove gravel or design to prevent grit washing over from rail reserve). Improving the quality of facilities will reduce likelihood of punctures, slips or spraying stones and will make cycling more comfortable.
- Continue to engage with students – there is clear interest in further discussions, including through engaging tools and technology, such as Virtual Reality (which arose in several conversations).

3.2.2. Long-Term

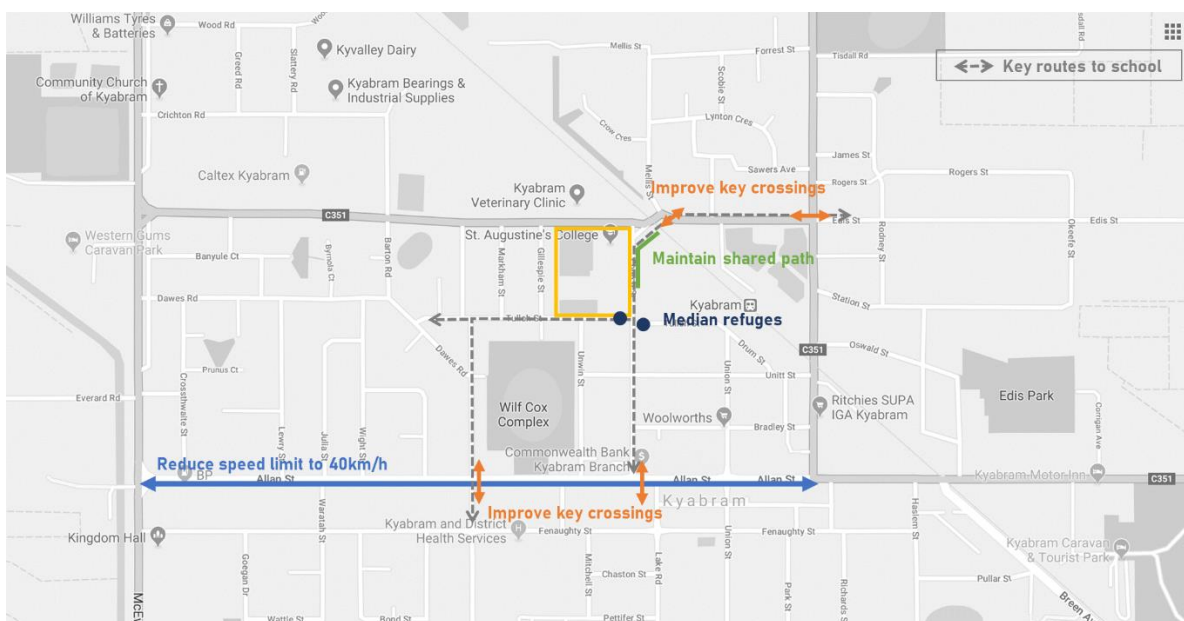
Over the long-term (i.e. five to ten years) the initiatives that are recommended include the following:

- Continue to identify opportunities to deliver median refuges across large streets and footpaths to complete the network, prioritising safety.
- Rationalise road space along local active travel access routes (i.e. McCormick Road / Edis Street, Church Street, Tulloh Street and Dawes Road).

3.3. Summary

The above recommendations are summarised diagrammatically in Figure 3.1.

Figure 3.1: Summary of Recommendations (Basemap: Google)



Getting to School by Walking & Cycling

Echuca East Primary School

Summary of Findings

Prepared by: GTA Consultants (VIC) Pty Ltd for Campaspe Shire Council

on 23/09/19

Reference: V149840

Issue #: A-Dr (First Draft)

Getting to School by Walking & Cycling

Echuca East Primary School Summary of Findings

Client: Campaspe Shire Council

on 23/09/19

Reference: V149840

Issue #: A-Dr (First Draft)

Prepared with the support of a TAC Local Government Grant 2018/19.

Quotes throughout may have been edited for clarity, interpretation and spelling.

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GETTING TO SCHOOL - ECHUCA EAST PRIMARY SCHOOL

1. INTRODUCTION

1.1. Background

1.1.1. Campaspe Active Transport Strategy

In June 2019, Council adopted the Campaspe Active Transport Strategy, which supports and encourages people to travel more actively in the local area, including by walking, wheeling and cycling. The strategy is the culmination of research, local observations and discussions with Council and the community.

The strategy aims to improve health and wellbeing and build stronger, more vibrant local communities through three key pillars:

- Encouraging more active travel to schools
- Creating towns which are attractive and comfortable places to walk
- Connecting housing with where people want to travel

More details on the Active Transport Strategy can be found on Council's website.

1.1.2. TAC Local Government Grant - Analysis

This project helps bring the Active Transport Strategy to life by identifying opportunities to encourage active travel (in all forms) around two schools – Echuca East Primary School in Echuca and St. Augustine's College in Kyabram.

GTA were engaged to undertake investigations and analysis about how students and staff travel to and from the two schools and provide evidence which supports future investment in making active travel safer, more comfortable and more enjoyable for the students, teachers and parents accessing them.

The intention is that initiatives can be piloted and/or introduced at the subject schools, with lessons applied at other schools across the area as opportunities arise.

The project was made possible through funding provided by the Transport Accident Commission (TAC) Local Government Grants program.

1.2. Approach

1.2.1. Opportunities Identification

Students, teachers and parents know their school best. Our approach focussed on extracting the issues and opportunities with the people that attend the schools every day. At Echuca East Primary School, we:

- Ran a 'journey mapping' exercise with all students in grades 3-6 to understand how they travel to school, what they enjoy (or don't enjoy) about their trip and ideas for how they could be safer and more enjoyable.
- Worked with smaller groups of year-level leaders and Student Representatives on infrastructure or facilities around the school which would improve safety or functionality of travel to/from school, including on routes to common destinations (such as Echuca United Football and Netball Club or other after-school activities).
- Discussed issues with staff, a crossing supervisor and parents at the after-school pick-up.
- Undertook a tour of the school and surrounding areas.

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- Observed the after-school pick-up activity.

Figure 1.1: Echuca East Primary School Engagement Activities



As part of the review, we also:

- Reviewed reported crash statistics in the vicinity of the school and on common routes.
- Reviewed 'like spots' and 'dislike spots' identified by the community as part of the Active Transport Strategy ('CrowdSpot').
- Reviewed provision of footpaths (as provided by Council), and discussed known issues raised with Council.

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1.2.2. Initiatives Development

In order to translate the opportunities to improve active travel (in all forms) around the two schools, they were passed through the below constructs:

Safe System Approach (as adopted in the Victorian Road Safety Strategy – Towards Zero)

The safe system approach is based around the four interactive pillars outlined below and shown in Figure 1.2. At its core, the safe system approach aims to create a transport environment where it is not possible for users to be seriously or fatally injured, including when users make mistakes.

Figure 1.2: Safe System Approach



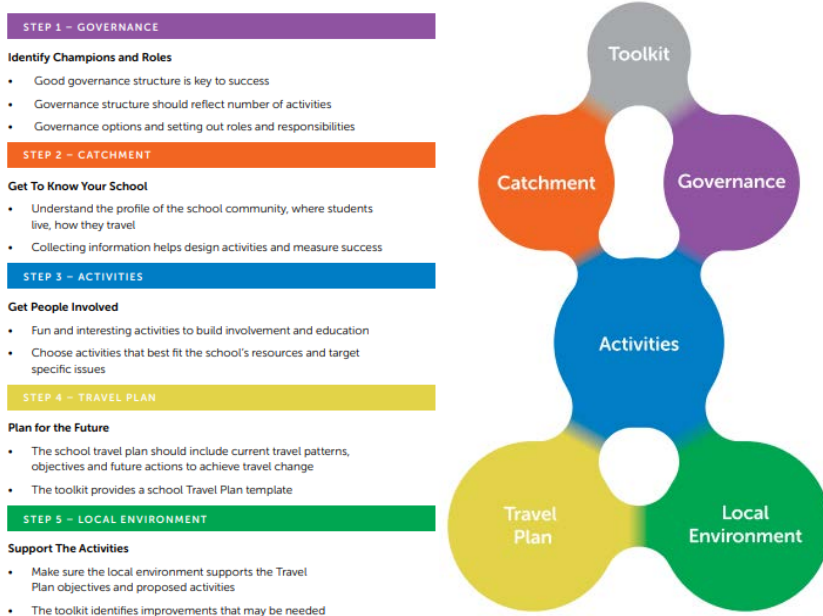
The Safe System approach is nationally adopted and is beginning to be integrated into all planning and design activities.

Safe and Active Routes to School Toolkit, City of Darwin

With support from the Heart Foundation NT, the City of Darwin developed a toolkit to enable local schools within the Council area to achieve increased levels of active travel¹. The toolkit provides guidance to all local schools on the activities, governance structures and identifying improvements to the local area that could be implemented to support their efforts to increase levels of walking and cycling to school. Background facts and figures, survey forms and travel plan templates are included as part of the toolkit.

The key steps are outlined in Figure 1.3.

Figure 1.3: Safe Active Routes to School Toolkit Steps



¹ https://www.darwin.nt.gov.au/sites/default/files/publications/attachments/safe_active_routes_to_school_toolkit_0.pdf

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2. WHAT WE HEARD

2.1. Insights

Conversations with the students and review of the journey mapping exercise revealed a few key insights regarding how students travel to school. Of those that we spoke to:

- Broadly, about half of students travel to school by car, with about 20% walking and 20% travelling by bus. Other students travel by bike or scooter.²
- Many students travel a relatively short distance to school (i.e. local trips) – on average less than 15 minutes. As expected, students walking, cycling or travelling by scooter generally have shorter trips (i.e. less than 10 minutes) while students travelling by bus generally have longer trips (i.e. 30-60 minutes).
- Many students travel a short distance to school by car – on average less than 10 minutes. There is opportunity to encourage these students to shift to more active behaviour.
- Travel choice often depended on weather, where the student is travelling from and if they are running late.
- The school pick-up period was relatively short – after about 7-10 minutes, the majority of vehicles and people had dissipated from the school area.
- There are existing programs at school which could be leveraged to encourage walking and cycling, including “Breakfast Club” (where students are able to access breakfast at school) and Dojo Points (an incentive system where students are awarded with various prizes).

2.2. Key Concerns

Aside from imaginative ways to make travel to school more enjoyable, the students suggested a number of ideas which would make active travel to school safer or more comfortable. These are summarised below.

1. Missing footpaths in the vicinity of the school and on key after-school routes

Missing footpaths was one of the most commonly raised issues, echoing concerns raised by staff and parents. Concerns were particularly strong with respect to the east of the school (a large portion of the school catchment) and the south of the school (connecting to Echuca United Football and Netball Club). We were told the absence of footpaths raises a number of challenges, including:

- Inability to use a scooter or other wheeled transport – during observations, a student was observed using a scooter on the wrong side of the road for a short distance between Barry Street and Stawell Street (120 metres) to access the footpaths beyond to the east.
- Bindi-eyes from the grass getting stuck in shoes or bike tyres, causing punctures.
- Informal paths and nature strips becoming muddy after rain, making for an uncomfortable walk or ride.

² Travel times and modes are self-reported by the students. They represent one of several ways in which the student may travel to school. ‘Bus’ may also be in combination with other modes (i.e. walk to bus stop). Very small sample size.

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Some specific locations identified include:

- Eyre Street, where footpaths are missing in sections on both sides. Observations and informal tracks indicate this is a high-demand route. In the after school period, many students were observed to travel east along Eyre Street.
- Sutton Street, where footpaths are missing on the east side and Leichardt Street, where footpaths are missing on the north side. Informal tracks indicate these are in-demand routes.
- East of Bowen Street, where there are missing connections to footpaths in newer developments.
- Along Murray Valley Highway, where there are limited or missing facilities but high-speed, high-volume traffic movements with popular destinations beyond to the south, including Echuca United FNC and Hungry Jacks.

Students also requested more bike paths around the school – given most of the students are young enough to cycle on footpaths, providing additional foot infrastructure would also cater for cycling to school.

Some of the ideas to resolve the issues included:

- *“Make a footpath between the school and the football club”*
- *“Finish the footpaths”*
- *“Path on Murray [Valley] Highway”*
- *“Bike path beside highway” / “Bike track to United [Football & Netball Club]” / “Push bike track”*
- *“A scooter path on the way to school”*
- *“More footpaths on both sides of the road” / “Footpath to Hungry Jacks”*
- *“Safer roads to walk home”*

Figure 2.1: Missing Footpath – Eyre Street (facing east)



Figure 2.2: Students (including on bikes) using missing footpath section – Eyre Street (Google)



2. Missing crossings in the vicinity of the school and on key after-school routes

Missing crossings were another commonly-raised issue and can be as critical as footpaths themselves, as they provide connections between footpaths across areas where key conflicts exist (such as roads).

Specific crossing concerns included:

- Across Murray Valley Highway / Ogilvie Avenue, which is a high-speed, high-volume arterial road with complex turning movements at points (such as the intersection with Bowen Street & McKenzie Road). There are several popular after-school destinations on the south side (such as Echuca United FNC, Hungry Jacks

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and residential areas), which would benefit from improved access and a greater provision of footpaths. GTA understands that signals are proposed at the intersection of Murray Valley Highway and Sturt Street under a state government project.

- South of the school, through the surrounding residential areas to connecting to Echuca United Football and Netball Club.
- East of the school, where a large portion of the school catchment resides.
- Crossing of Bowen Street and Sutton Street (and absence of connecting facilities such as footpaths) to help connect to residential areas or the broader township. These streets carry vehicles which may seek through-links between Pakenham Street and Ogilvie Avenue and in some cases, the wide cross-sections and relative lack of constraints are conducive to higher vehicle speeds.

Concerns were also raised about the streets in the immediate vicinity of the school, which, in some cases, also feature wide cross-sections (i.e. all legs at the Eyre Street / Barry Street and Eyre Street / Sutton Street intersections). There are mid-block school crossings, but some students were observed to continue to cross the road at the intersections as they provide a more direct route, or to access parents picking them up nearby.

Crossing these streets can be difficult or uncomfortable at times - while on-site students were observed to run across Sutton Street between a break in traffic in order to access the west side. A median island and/or kerb buildout would reduce the crossing distance and allow a staged crossing between traffic travelling in different directions.

Some of the ideas to resolve the issues raised by students included:

- *“More footpaths and crossing and less parking on streets”*
- *“Lights across highway to soccer”*
- *“Walking stops and looking stops [median islands]”*
- *“Walking/crossing lights”*
- *“A crossing across highway to United FNC”*

Figure 2.3: Students wait to cross Sutton Street at Eyre Street (Google)



Figure 2.4: Absence of Connecting Facilities – Bowen Street (Google)



3. Limited driver caution around school environment

As noted above, anecdotal responses indicated that drivers were noted travelling at speeds which may have been above the posted speed limit at some locations around the school.

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Some factors which may contribute to this include:

- Wide, straight street cross-sections (i.e. Sutton Street, Eyre Street) with only limited speed calming measures or friction, conducive to travel at higher speeds.
- Though streets around the school have default 50km/h or full-time 40km/h posted limits, there is limited clear distinction of the area as a 'school zone'. Though regular travellers will be aware of the presence of the school, a visual cue or reminder may prompt some drivers to exercise additional caution.

Figure 2.5: Wide Street Cross-Section – Eyre Street



Figure 2.6: People wait to cross the wide cross-section of Eyre Street at Sutton Street (Google)



4. Parked cars can make visibility difficult

With primary school children being of a height that makes it difficult to see over a parked car, some students advised that this was an issue when crossing the road at some locations, both at mid-block and at intersections.

Some of the ideas to resolve the issues included:

- *"Less car parks on streets"*
- *"More footpaths and crossings and less parking on streets"*
- *"No parking signs"*

5. Landscaping / Garden Blocking Footpaths

As in other parts of Echuca, there are some areas where plantations or landscaping covers the entire nature strip between the property line and carriageway, with no clear footpath width. In these cases, all non-vehicle users (pedestrians, people with prams, mobility scooters, children on bikes and on scooters etc.) are required to use the road to circumnavigate. Generally, instances occur on local residential streets.

Some specific locations advised include:

- Snowden Street
- Stawell Street

While several students commented that plants and trees can make the walk more pleasant or comfortable, there should ideally be a suitable clear footpath width along all road reserves.

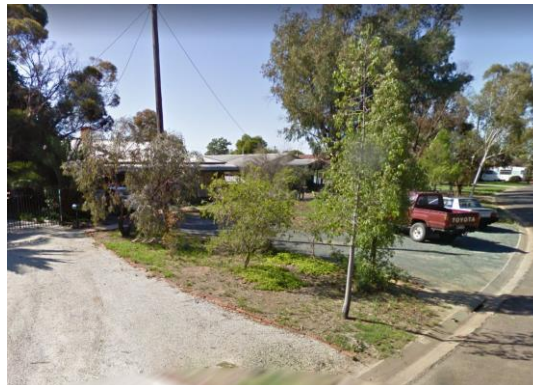
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Figure 2.7: Student walks on road with no footpath alternative – Snowden Street (Google)



Figure 2.8: Landscaping across nature strip – Stawell Street (Google)



6. Connection over railway line at Eyre Street

The railway line is a known and ongoing barrier to east-west movement in Echuca and continues to form a major barrier to active transport movements to / from the residential areas near the school. The resultant road-based detour can be significant, with current crossing opportunities at Murray Valley Highway (700 metres to the south of Eyre Street) and Pakenham Street (700 metres to the north of Eyre Street).

The concept of a pedestrian crossing at Eyre Street has been long-contemplated, given the existing crossing of the Campaspe River at Eyre Street and position midway between the two existing railway crossings, creating an east-west pedestrian link which traverses the length of the town centre. However, it is understood that VicTrack does not support an at-grade pedestrian crossing at this location, and the cost of a grade separated facility is significant.

Figure 2.9: East-west connections (existing – blue, Eyre Street missing link – pink)



7. Other Suggestions

There were a range of other suggestions put forward to help encourage active travel to and from the school. Those of note and considered to be of most benefit is outlined below:

- More attractive routes to school, through the following:
 - “On the way to school make the scenery better”

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- *“Better consequences for litterers”*
- *“Less messy nature strips” / “Cut grass”*
- *“More plants/trees”*
- *“I would like more trees in Echuca”*
- *“Add a garden”*
- Walking with a friend or buddy
- Supporting facilities at the school, including:
 - *“New bike shed with a roof” / “Scooter and bike shed”*
 - *“Add security” / “New security and cameras” / “High tech fences”*
 - *“Free phone caller so we can call our mums to come pick us up”*
 - *“More bubble taps”*

2.3. Other Analysis

2.3.1. CrowdSpot

Community feedback received during the development of the Campaspe Active Transport Strategy for locations proximate to the Echuca East Primary School is listed in Table 2.1 and shown in Figure 2.10.

Table 2.1: Community feedback for locations near Echuca East Primary School (via CrowdSpot)

Location	Feedback
General comments around Echuca East	<ul style="list-style-type: none"> ● No footpaths on certain sides of the street. ● Bindis cause punctures on children’s bikes when travelling to and from school.
Ogilvie Ave / Bowen St / Kyabram Rd Intersection	<ul style="list-style-type: none"> ● Multiple people have flagged this intersection as busy and dangerous for all users (walkers, cyclists and cars), including those travelling along Bowen Street and Echuca-Kyabram Road. People are discouraged from riding or walking because of this.
Ogilvie Avenue	<ul style="list-style-type: none"> ● There are no footpaths for walking or cycling so pedestrians are required to walk on the road shoulder. Bicycle lanes are covered with stones, causing cyclists to move into traffic lanes to avoid them.
Echuca East Recreation Reserve	<ul style="list-style-type: none"> ● There are bindis throughout the reserve causing punctures on children’s bikes who are travelling to and from school. ● To create a walking/bike track to at least the East Boat Ramp, possibly even further to the caravan parks would be great. Many people use this stretch and it can be very dangerous on the road edge. ● The footpath ends at the Echuca East Kindergarten and doesn't connect to the path through the Echuca East Recreation Reserve connecting to the Echuca East School. Children are unable to ride their bicycles safely between the two without getting a puncture.
Eyre Street, just north of the school	<ul style="list-style-type: none"> ● There are bindis all around and in the crack of the footpath here and around the Echuca East school which need to be removed to prevent punctures in the bicycle tyres for those children riding to school. ● There is no footpath on the south side of Eyre Street, despite there being a safe crossing point to the school here at Barry Street. There is no safe place for children to walk/bicycle or scoot to school along this stretch of road. ● No footpath but regularly used due to close proximity to school & kindergarten. Ruts and uneven ground make it difficult to navigate with bikes, scooters, prams

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Location	Feedback
	etc. Gets quite muddy in winter too. A footpath from the school at Barry Street to Bowen Street.
The Pakenham Street / Goulburn Road intersection	<ul style="list-style-type: none"> • There are bindis present along the footpath here, and other footpaths and nature strips in Echuca East causing bike punctures for children riding to and from school. • There is no safe place to cross this intersection with children riding their bicycles to school. It is almost a 5-way intersection as you have to watch for traffic from Darling Street, Bowen Street and Goulburn Road.
Pakenham & Sturt Street Roundabout	<ul style="list-style-type: none"> • Cross over issues for families with young children on bicycles. • Crossing over at this point is the most direct route to get from the East to the main street of Echuca and ultimately Echuca Primary School. Crossing this very busy roundabout with morning traffic with children on bicycles is hazardous. • It is a very busy intersection, and the main path into the shopping district of Echuca from the East, but is very dangerous for kids/families walking or riding bikes. • We ride and walk to school through this dangerous crossing. I am nervous each time we cross.
Train Station Overpass	<ul style="list-style-type: none"> • There is no path on the East or west side of the overpass linking it to the East or to town. On the west side is an unmarked gravel car park. On the east side is the newly sealed train station carpark, but no dedicated footpath.
Sturt Street near train Station	<ul style="list-style-type: none"> • Difficult for crossing - especially for kids who want to walk to school.
Mitchell Street	<ul style="list-style-type: none"> • Uneven Gravel shoulders to sealed toad are difficult/dangerous for young cyclists to navigate, especially when the sealed section barely allows two cars to pass. Sealing the edges to the gutter would allow enough room for safe cycling, or a bicycle path.
Hovell Street	<ul style="list-style-type: none"> • Unsealed edges of roads are making it difficult for children to ride in a safe road position, especially when cars are passing them.

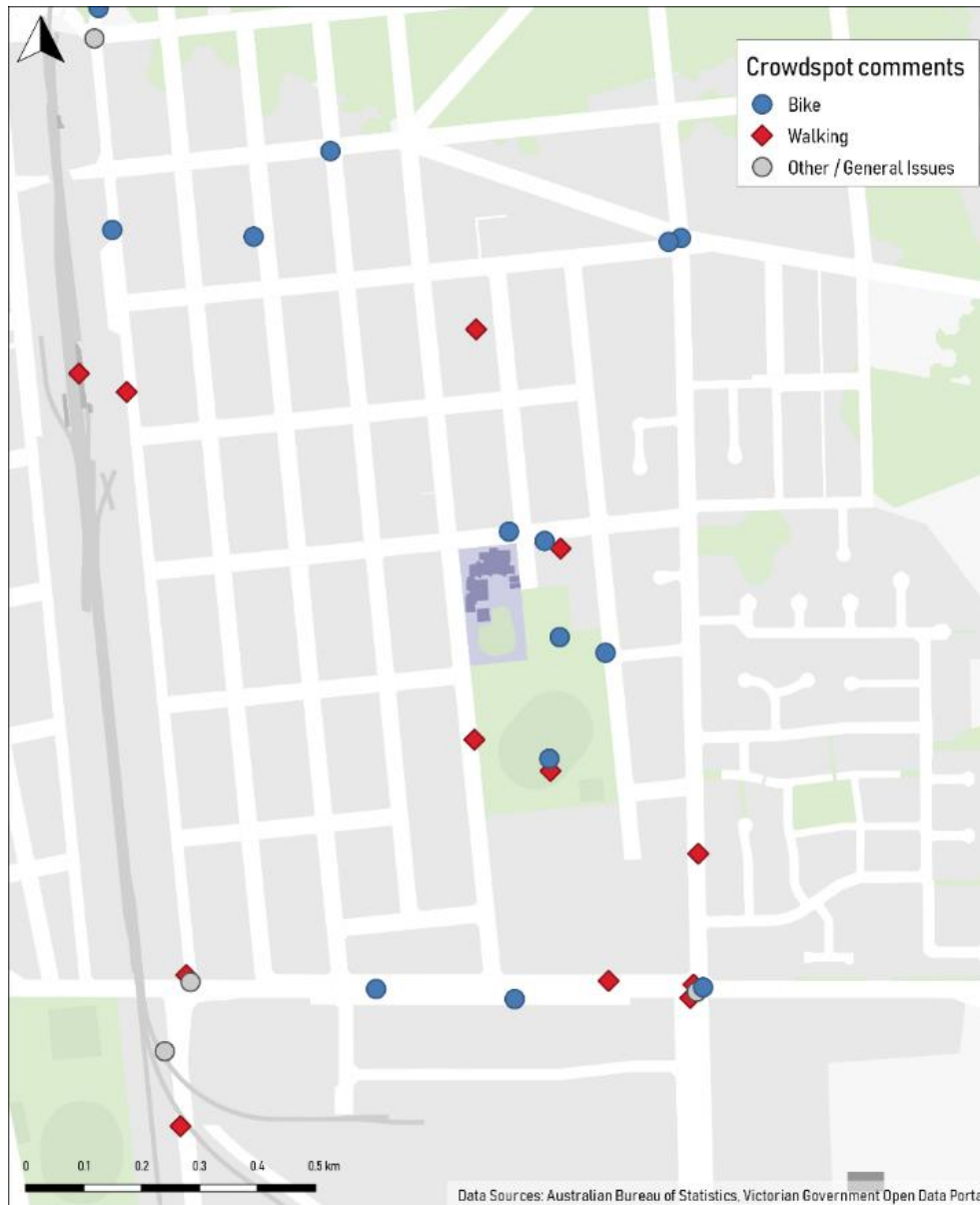
Community feedback is broadly consistent with issues raised by school students and teachers, including:

- Absence of footpaths in many locations, particularly around the school
- Difficulty in crossing roads, particularly intersections along Goulburn Road and Sturt Street
- Sense of discomfort and risk on Ogilvie Avenue
- Bindi-eyes causing punctures and stone presenting hazards on paths and unsealed road shoulders

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Figure 2.10: Community feedback for locations near Echuca East Primary School (via CrowdSpot)



2.3.2. Crash Statistics

A review of the reported casualty accident history in the vicinity of the Echuca East Primary School has been sourced from the VicRoads CrashStats accident database. This database shows all recorded accidents causing injury and categorises these accidents as follows:

- Fatal injury: at least one person was killed in the accident or died within 30 days as a result of the accident.
- Serious injury: at least one person was sent to hospital as a result of the accident.
- Other injury: at least one person required medical treatment as a result of the accident.

The following charts show where (Figure 2.11) and types (Figure 2.12) of crashes, number of crashes involving vulnerable road users (Figure 2.13) and the age of people involved in the crashes (Figure 2.14) over the past 5 years.

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Figure 2.11: Location of All Crashes – Last Five Years

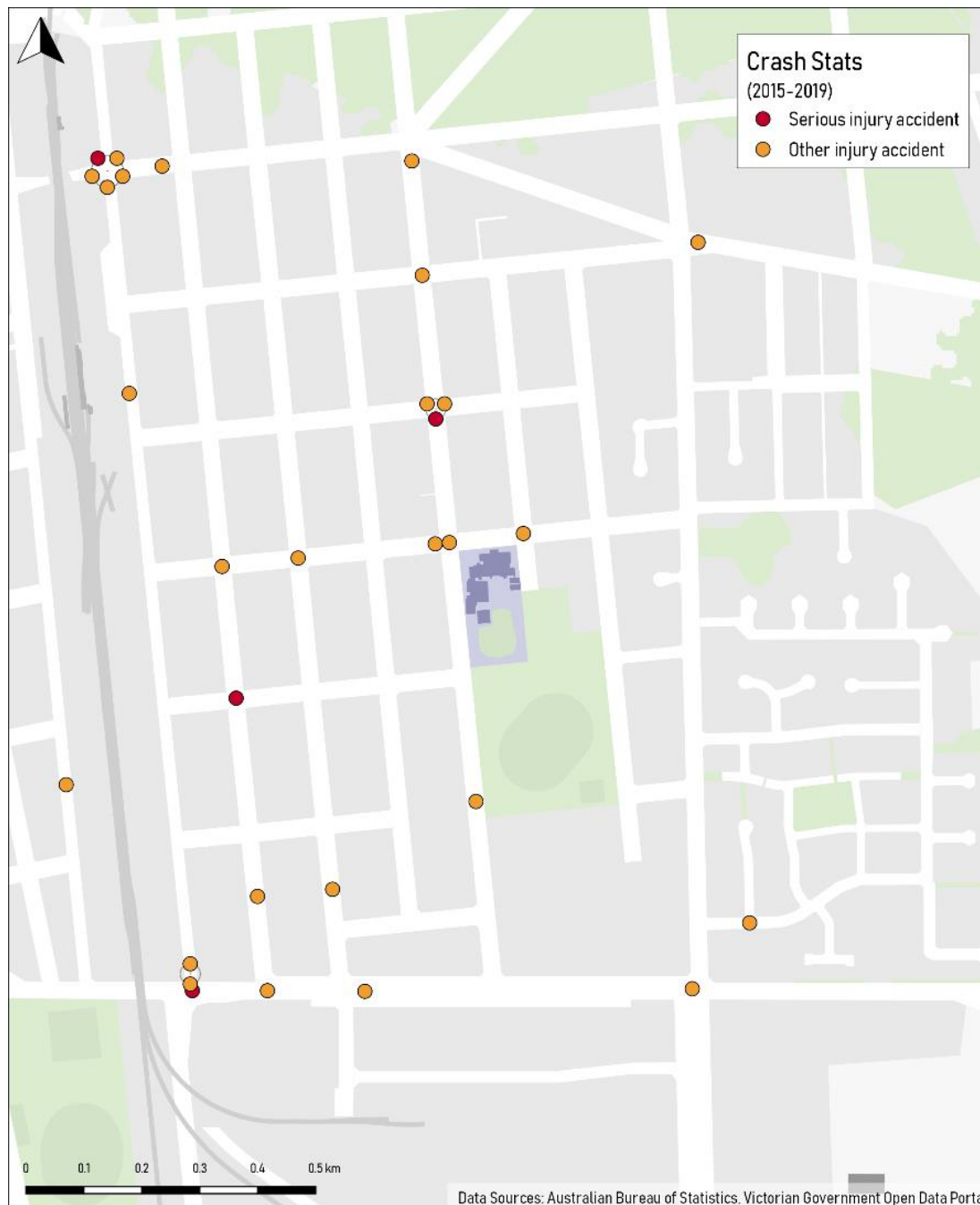


Figure 2.11 indicates that a total of 30 crashes were recorded over the last 5 years in the proximate area to the Echuca East Primary School, including 4 serious and 26 other injury crashes. Of these, the highest-crash areas occurred along Sturt Street, Sutton Street, Murray Valley Highway and Eyre Street, at the following locations:

- Sturt Street and Darling Street with 5 crashes, including 1 serious and 4 other injury types.
- Sutton Street and McKinlay Street with 3 crashes, including 1 serious and 3 other injury types
- Sutton Street and Eyre Street with 2 crashes, both being other injury type crashes
- Sturt Street and Murray Valley Highway with 3 crashes, including 1 serious and 3 other injury types

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Figure 2.12: Common Crash Types – All Crashes – Last Five Years

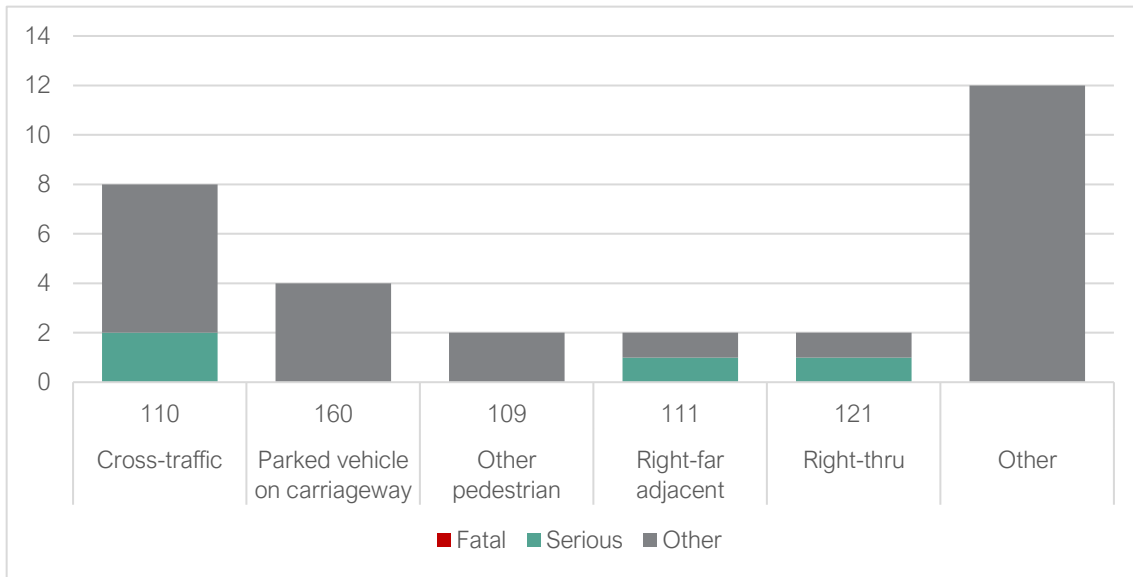


Figure 2.12 indicates that the most common crash types were between cross-traffic at intersections (8 crashes) and vehicles hitting parked cars (4 crashes).

Figure 2.13: Vulnerable Road User Crashes – Last Five Years

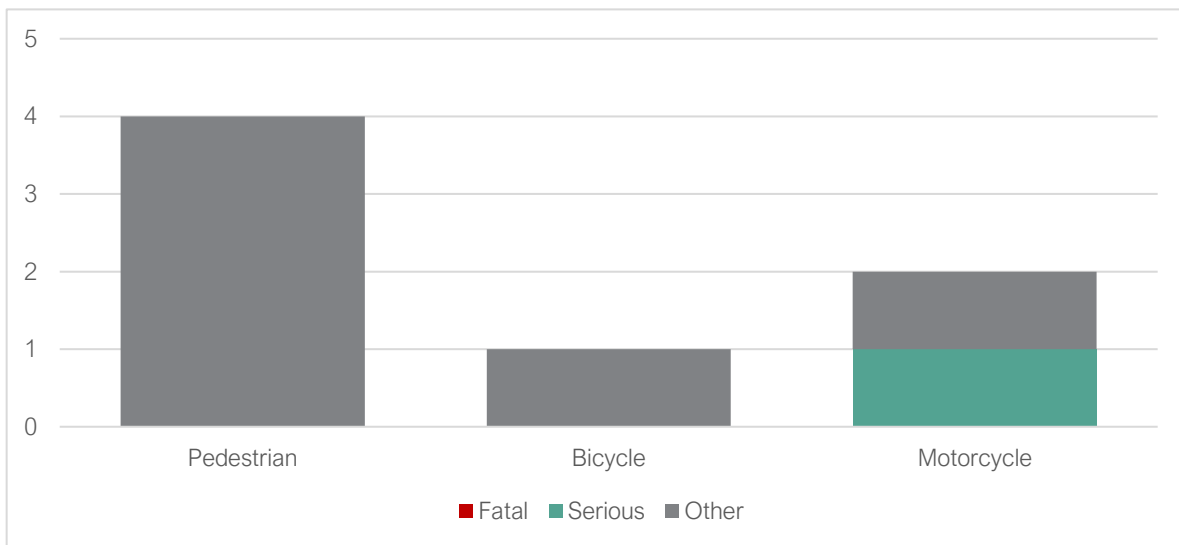


Figure 2.13 indicates that the majority of vulnerable road user crashes involved pedestrians with 4 crashes, then motorcycles with 2 crashes and only one involving a cyclist. Of these 7 vulnerable road user crashes, only one motorcycle crash resulted in a serious injury; the others were all other injury crash types.

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Figure 2.14: Age of People Involved in Crashes – All Crashes – Last Five Years

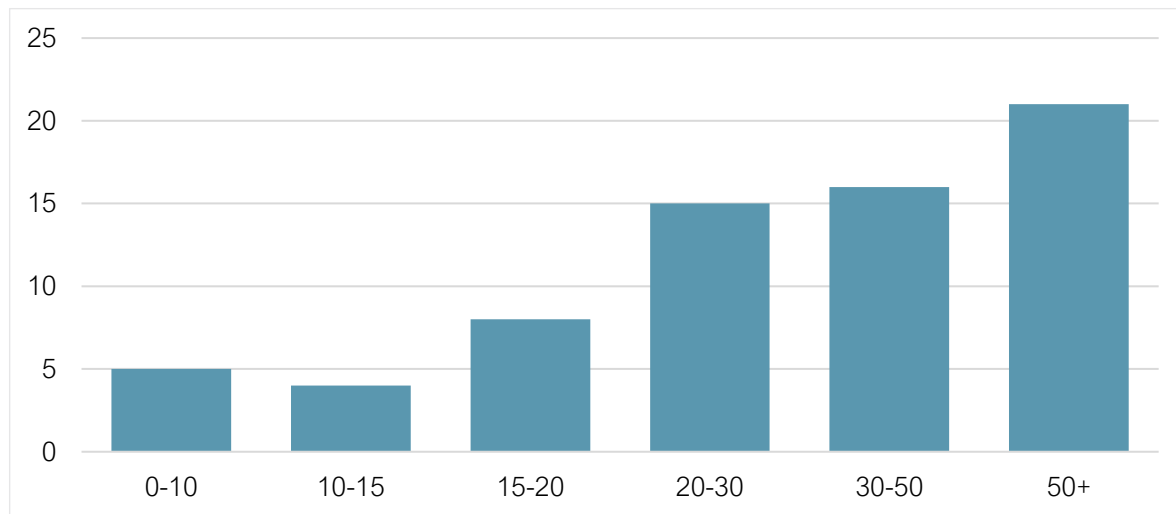


Figure 2.14 indicates the majority of the crashes involved people 50+ years of age and broadly decreases with each age group. From the above data it is also noted that three crashes resulted in other injuries to school-aged pedestrians at the following locations:

- Eyre Street and Barry Street
- Eyre Street and Sutton Street
- Sturt Street and Ogilvie Avenue

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3. RECOMMENDATIONS

3.1. Overview

Echuca East Primary School is located within a predominantly residential area, generally with default speed limits of 50km/h or a posted speed limit of 40km/h. The residential area is somewhat severed from its surrounds by the high-speed, high-volume Murray Valley Highway to the south and rail corridor to the west. Bowen Street, Pakenham Street and other main north-south roads can also impose challenges in accessing parts of the neighbourhood. In these areas, traffic volumes travelling in both directions and wide streets which require crossing in a single movement can make traversing difficult or unsafe. These challenges are compounded by busier road network volumes coinciding with school times.

Footpath provision is generally inconsistent – while some areas have a footpath on one side, others have footpaths on both sides, and some streets are absent of any facilities. As outlined earlier, this can force people walking and cycling to use roads or road shoulders,

As such, a focussed set of recommendations over the short, medium and long-term are set out below that aim to support students, teachers and parents accessing Echuca East Primary School through walking, wheeling and cycling. The aim is for recommendations to be consistent with the Active Transport Strategy and be realistic and achievable by Council, with support from others.

3.2. Descriptions

3.2.1. Short-Term

In the short-term (i.e. within the year and generally deliverable through Council's operational allowance/not require a specific Council budget allocation):

- Creation of a 'school zone' around the school through relevant signage and linemarking, including a gateway / threshold treatment 200m to 400m on each approaching road to the school, as per Table 4 of the VicRoads Speed Zoning Guidelines. Though regular drivers will be aware of the school's presence, a visual cue and prominent display as a school zone may encourage some drivers to exercise additional caution.
- Observe car parking and extend No Standing signs near intersections where parking is observed to be a problem or reduce crossing visibility on key routes (including Eyre Street, Sutton Street and Barry Street and near intersections with busier roads). Ensuring clear sight lines was raised by several students as a hazard and is relatively straightforward to control.

3.2.2. Medium-Term

Over the medium-term (i.e. next year or two, requiring some alternate funding) the initiatives that can be implemented and are recommended include the following:

- Complete footpaths on both sides of Eyre Street between Sturt Street and Bowen Street. In particular, the link between Barry Street and Stawell Street should be prioritised, given it is immediately adjacent to the school and abuts a key pick-up/drop-off area.
- Install median refuge islands on all legs of the intersection of the intersection of Sutton Street and Eyre Street. Though there are mid-block crossings, some students will still choose to use the more direct routes at intersections, and this will reduce the width of the road and allow crossing to be broken into stages.

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- Progressively complete footpaths between Eyre Street and existing residential footpaths to the west of Bowen Street.
- Progressively complete footpaths along Sutton Street to create a continuous north-south link near the school, feeding adjacent residential streets.
- Progressively complete footpaths linking the school to Echuca United FNC via the new signals at the intersection with Sturt Street/Murray Valley Highway. Ultimately, this will involve providing footpaths on Sturt Street and Murray Valley Highway, which have been raised as areas of concern.

3.2.3. Long-Term

The following initiatives will improve the safety and accessibility by foot, wheel or bicycle:

- Continue to identify opportunities to link across the railway line at Eyre Street.
- Continue to complete the footpath network in the surrounding residential areas.
- Rationalise road space along local active travel access routes (i.e. Eyre Street, Sutton Street).
- Continue to improve crossing facilities (built-outs, refuge islands, zebras, flashing lights, etc.) and walking comfort (i.e. by planting trees or landscaping) along the key active travel access routes to the school.
- Continue to deliver Local Area Traffic Management measures to achieve a self-enforcing speed environment within the 40km/h speed zone area.

3.3. Summary

Recommendations are shown diagrammatically in Figure 3.1.

Figure 3.1: Short, Medium and Long-Term Recommendations

