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Minutes to
be confirmed
at the next
Council
Meeting

Minutes



Minutes of the open section of the seventh Campaspe Shire Council held on Tuesday, 3 December 2019, commencing at 5:00pm at the Council Chambers, Echuca Civic Centre.

Present

Councillors	Officers
Cr Adrian Weston (Mayor) Cr Vicki Neele (Deputy Mayor) Cr Daniel Mackrell Cr Kristen Munro Cr Leanne Pentreath Cr Leigh Wilson Cr John Zobec	Declan Moore – Chief Executive Officer Fleur Cousins – General Manager Corporate Services Jason Deller – General Manager Infrastructure Services Paul McKenzie – General Manager Regulatory and Community Services Keith Oberin – General Manager Economic and Community Development Frank Crawley – Governance Manager Bel Anderson – Communications Officer Sharolyn Taylor – Council Support Officer

Business

1. Apologies and Requests for Leave of Absences

Apologies

Cr Neil Pankhurst – approved leave of absence for 3 December 2019
 Cr Annie Vickers

COUNCILLORS ZOBEC / NEELE

That the apologies be accepted.

CARRIED

Requests for Leave of Absence

Cr Leanne Pentreath requested a leave of absence from 7 – 24 December 2019

COUNCILLORS ZOBEC / NEELE

That a leave of absence be approved for Cr Leanne Pentreath from 7 – 24 December 2019.

CARRIED

2. Confirmation of Minutes and Attachments

For the:

- Open section of the Special Council Meeting held on 30 October 2019
- Open section of the Special Council Meeting held on 12 November 2019
- Open section of the Council Meeting held on 19 November 2019

COUNCILLORS WILSON / MUNRO

That the following minutes be confirmed:

- **Open section of the Special Council Meeting held on 30 October 2019**
- **Open section of the Special Council Meeting held on 12 November 2019**
- **Open section of the Council Meeting held on 19 November 2019**

CARRIED

3. Changes to the Order of Business

Nil

4. Declaration of Interests

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

Local Government Act 1989 Section 79

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

Cr Mackrell declared a direct conflict of interest in item 7.4

Cr Zobec declared an indirect conflict of interest in item 18.1 by way of close association

5. Responsible Authority Decisions

Nil

6. Planning Authority Decisions

Nil

7. Council Decisions

7.1. Local Law – Meeting Procedures 2019

Author:

Frank Crawley, Governance Manager

Attachments:

7.1. Local law No1 - Meeting Procedures 2019

1. Purpose

The purpose of the report is to advise Council of the results of the public consultation on the draft Meeting Procedure Local Law No. 1 and seek Council approval to adopt Local Law No1 Meeting Procedures 2019.

2. COUNCILLORS ZOBEC / PENTREATH

That Council adopt Local Law No 1 Meeting Procedures 2019 and give notice in the Government Gazette that the Local Law has been made in accordance with section 119(3) of the *Local Government Act 1989*.

CARRIED

3. Conflict of Interest

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

4. Charter of Human Rights

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

5. Instrument of Delegation

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

6. Background

At the 17 September 2019 Council meeting it was resolved to invite submissions on the draft Local Law No. 1 - Meeting Procedures 2019 in accordance with Section 223 of the *Local Government Act 1989*. Submissions were to close on 4 November 2019 and any submissions received would be considered at the Ordinary Council Meeting on 19 November 2019.

7. Content

An advertisement was placed in the Campaspe News on 24 September 2019, Riverine Herald and Kyabram Free Press on 25 September 2019, Waranga News on 3 October and notice was published in the Victorian

Government Gazette on 26 September 2019. A notice inviting submissions was posted on Council's website and a media release was issued on 19 September.

No submissions were received.

As advised at the September 2019 Council meeting the main changes to the Meeting Procedures are:

- Included definitions for points of order and examples, procedural motion and examples and substantive motion. Includes in definition of Chief Executive Officer (CEO) that a member of staff appointed by the CEO as his/her delegate can perform the duties of the CEO for the purposes of the Meeting Procedures Local Law.
- Included a provision for Councillors to request of the CEO not to receive reports where they've declared a conflict of interest.
- Included the subjects that will be in the order of business
- Included a new provision for councillor acknowledgments to recognise significant community members and events.
- Added a new clause for Councillors to receive supplementary reports
- Changed Public Question Time so that questions must be received by 12 noon on the day of the meeting rather than no later than 10 minutes following the commencement time of the Ordinary meeting if questions are submitted in person.
- Clarification of the ten (10) business days notice for Notices of Motion
- Included in Notices of Motion requirement for a rationale and CEO discretion to include Officer's comments.
- Changed timing for rescission motions so that motion must be provided to CEO by 5pm the day following the Council meeting rather than 12 noon two (2) days following the meeting.
- Clarified in the Role of the Chair that the Chair can participate in debate but should not move or second a motion from the Chair.
- Clarified that if the Mayor is not in attendance or vacates the Chair that the Deputy Mayor must take the Chair.
- Included in the section on Voting to be by Show of Hands that if a Councillor intends to abstain from voting that it must be stated prior to the vote occurring and must include an explanation for the abstention. Also included how the abstention will be treated in relation to the vote.
- Included in the Casting Vote clause that if the Chairperson exercises their casting vote they must provide an explanation to the meeting as to why they voted in a particular way.
- In the section "An amendment once carried" included that the mover and seconder of a successful amendment become the mover and seconder of the substantive motion.
- Deleted clause on Proposed Alternate Motion as issue better managed outside of meeting procedure.
- Included in section on Debating a Motion that at any time during a debate a Councillor may request through the Chair that an officer present at the meeting provide clarification on the item being debated.
- Added schedule of Procedural Motions and effect of Motion.
- Clarified what a Point of Order is so any point of order has to be in accordance with that definition.

- Included an additional reason to adjourn the meeting to give Councillors time to liaise with the media.
- Added a clause which states that the CEO or his/her delegate can draw the Chairperson's attention to any non-compliance with meeting procedures.
- Added a clause that it is the responsibility of Councillors to exhibit good conduct in Council meetings.
- Added a clause that the CEO may address the meeting if there is criticism of Council staff at the meeting or in the media.
- In the section on Advisory and Special Committees included a statement on those sections of the meeting procedures that aren't applicable to Advisory and Special Committee meetings.
- The Election of the Mayor section has been significantly changed so it's clear that the process for electing Mayor and Mayor-Elect is the same with the only difference being the voting method where Mayor-elect is by secret ballot and election of Mayor at the Council meeting is by show of hands unless otherwise decided.

8. Issues and Risk Management

Issues:

Nil

Risk:

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

9. Options

There are no options presented for this report.

The current Local Law No. 1 – Meeting Procedures 2018 became operative on 30 January 2018 and ceases to operate on 29 January 2028 unless revoked sooner by Council resolution. A new Local Law No. 1 – Meeting Procedures 2019 has been prepared in accordance with section 119 of the *Local Government Act 1989*. This report seeks Council to adopt the draft Local Law No. 1 – Meeting Procedures 2019 with no further amendment, noting that no submissions were received during the advertised public submission period.

10. Strategic Planning Environments

Strong and Engaged Communities: Nil

Resilient Economy: Nil

Healthy Environment: Nil

Balanced Services and Infrastructure: Nil

Responsible Management: The adoption of a contemporary meeting procedure local law is consistent with the strategic objective of strong leadership, advocacy and good governance.

11. Consultation

Extensive consultation has been undertaken with Councillors and the Executive Management Group over a number of briefing sessions concerning the suggested changes to the meeting procedures.

The public were invited to provide submissions in accordance with section 223 of the *Local Government Act 1989* and none were received.

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7.2. Financial Principles

Author:

Ailsa Box, Finance Manager

1. Purpose

To seek endorsement from Council for the key financial principles that will be used to guide the preparation of the Long Term Financial Plan and the 2020-21 Budget.

2. COUNCILLORS WILSON / PENTREATH

That Council adopt the following financial principles to guide the development of the 2020-21 Budget and Strategic Resource Plan:

- 1. Council will effectively and efficiently use its resources to deliver the best outcomes for the community whilst ensuring ongoing future financial sustainability.**
- 2. Council will maintain an operating surplus over a four year period (current year and 3 forward years).**
- 3. Council will meet current service levels prior to the allocation of resources for new or expanded service levels or one off operating projects.**
- 4. Council seek a balance between service delivery and a cost recovery model having regard to capacity to pay.**
- 5. Council will consider the financial resources required for the implementation of the endorsed Council Plan and other Strategic Plans of Council.**
- 6. Before approving new or upgrade capital projects or the acquisition of new assets, Council will consider its asset renewal obligations.**
- 7. Before approving the acquisition of new assets, Council will have regard to the financial and social impacts along with service needs of the community.**
- 8. Council will consider the use of borrowings to fund significant capital projects where there is a demonstrated benefit to future generations and council has the capacity to service the debt.**
- 9. Council will not seek a rate cap variation while it maintains a sustainable financial position.**

CARRIED

3. Conflict of Interest

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

4. Charter of Human Rights

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

5. Instrument of Delegation

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

6. Background

In accordance with section 136 of the *Local Government Act 1989*, Council is required to implement the principles of sound financial management and must “ensure that decisions are made, and actions are taken having regard to their financial effect on future generations.”

The purpose of developing a set of financial principles is to give Council officers a set of guidelines to support the achievement of Council’s financial objectives.

Council last adopted a set of financial principles in February 2019 to guide the preparation of the 2019/20 budget. These principles have been reviewed by Council and only minor grammatical amendments have been made.

7. Issues and Risk Management

Issue:

Council needs to consider the principles on a regular basis to ensure that they are still relevant in a changing environment and that they continue to meet the needs of the community. This issue has been addressed by both Council and the Executive Management Team through the review of the principles in October 2019.

Risk:

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

8. Options

Option 1: Adopted the recommended financial principles.

This option is recommended by officers.

Option 2: Amend the wording of the recommended financial principles.

This option is not recommended by officers however, Council can consider if better phrasing to improve clarity is identified.

9. Strategic Planning Environments

Strong and Engaged Communities: No impact

Resilient Economy: No impact

Healthy Environment: No impact

Balanced Services and Infrastructure: The financial principles guide how resources are allocated to manage and maintain assets to optimise their lifecycle and plan for the infrastructure require to meet community needs.

Responsible Management: Adopting of financial principles supports sound corporate governance and fiscal responsibility and enables the delivery of services.

10. Consultation

Internal Consultation:

- Executive Management Group
- Finance Manager

External Consultation:

- Councillors at the 8 October 2019 Council Budget Briefing Session.

Minutes to
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7.3. Kyabram Fauna Park Special Committee – Extension of Committee Term

Author:

Fleur Cousins, General Manager Corporate Services

Attachments:

7.3. Instrument of Delegation – Kyabram Fauna Park Special Committee

1. Purpose

To extend the term of a Special Committee that was established in accordance with section 86 of the *Local Government Act 1989* on 26 June 2018, for the Council owned land adjacent to and used in connection with the Kyabram Fauna Park.

2. COUNCILLORS PENTREATH / WILSON

In exercise of the powers conferred by sections 86 and 87 of the *Local Government Act 1989* (the Act), Council resolves that:

1. From the date of this resolution, there be established a special committee called Kyabram Fauna Park Special Committee.
2. The purpose of the Committee is to ensure the 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 is used in connection with the operation of the Kyabram Fauna Park and provide oversight and access to the southern part of the land for the storm water drainage system.
3. The Committee is comprised of the following members:
 - a. Regional Director Loddon Mallee – Department of Environment, Land, Water and Planning or his/her delegate.
 - b. Regional Manager Land and Built Environment Programs Loddon Mallee – Department of Environment, Land, Water and Planning or his/her delegate.
 - c. Chief Executive Officer - Campaspe Shire Council or his/her delegate.
 - d. General Manager Corporate Services – Campaspe Shire Council or his/her delegate.
 - e. General Manager Economic and Community Development – Campaspe Shire Council or his/her delegate.
4. The Committee is required to report to Council at the intervals specified in the schedule appended to the Instrument of Delegation, refer Attachment 7.3.
5. The members of the Committee who are not staff employed by Campaspe Shire Council are, pursuant to section 81(2A) of the Act, exempted from being required to submit a primary return or ordinary return.
6. The Chairperson of the Committee will be appointed by the members of the Committee, pursuant to section 87(3) of the Act.
7. A quorum for the Committee is a whole number that is an absolute majority of the number of members of the Committee.
8. All members of the Committee have voting rights on the Committee.

9. **There be delegated to the Committee the powers, duties and functions set out in the Instrument of Delegation (the Instrument), attached as Attachment 7.3.**
10. **The Instrument:**
 - a. **Comes into force immediately the common seal of Council is affixed to the Instrument; and**
 - b. **Remains in force until 30 June 2021 or until Council determines to vary or revoke it.**
11. **The powers, duties and functions conferred on the Committee by the Instrument must be exercised in accordance with any guidelines or policies that Council may from time to time adopt.**
12. **The Instrument be sealed.**

CARRIED

3. Conflict of Interest

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

4. Charter of Human Rights

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

5. Instrument of Delegation

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

6. Background

The Kyabram Fauna Park is comprised of land owned by two land owners, land depicted by the blue line is owned by the Crown and the land depicted by the red line is owned by Campaspe Shire Council.



The Kyabram Fauna Park (the Park) is run by a Committee of Management (CoM) appointed by the Department of Environment, Land, Water and Planning (DELWP), on behalf of the Crown. Due to the nature of land ownership, the CoM appointed by DELWP do not have authority to manage Council land, therefore an alternative governance structure is required to be in place to ensure the Council land adjacent to and used in connection with the Kyabram Fauna Park can be managed in an appropriate way with the appointed CoM. It must also be noted that the southern part of the site is utilised in the storm water drainage system for Kyabram and is an important part of the drainage infrastructure.

7. Content

The DELWP appointed a CoM in July 2018 to assist with the ongoing operation of the Kyabram Fauna Park and focussed on the establishment of good governance practices. To ensure that the land owned by Council and the Crown can be managed concurrently, Council established a special committee at its ordinary Council meeting on 26 June 2018 and appointed the same members who were appointed by DELWP to the CoM. This approach provides the necessary governance framework in the first instance while both DELWP and Council work through the most appropriate land tenure arrangements for the future.

The powers, duties and functions delegated to the Committee are outlined in the Instrument of Delegation attached as Attachment 7.3.

The work of the DELWP CoM has been focused on implementing sound governance practices for the business and developing a strategic plan and masterplan for the Kyabram Fauna Park. In July 2019, the members of the CoM were reappointed for a further two year term to ensure the governance and business practices were embedded and the future land tenure arrangements could be determined. On this basis it is recommended that the Kyabram Fauna Park Special Committee term be extended to align with this appointment.

It is recommended that the Committee remain in place for 18 months unless Council resolves to vary or revoke the Instrument of Delegation.

8. Issues and Risk Management

Issues:

The Kyabram Fauna Park is a significant tourist attraction for the shire of Campaspe and has the potential to generate tourist and economic return. On this basis Council is committed to supporting the DELWP in its endeavours to maintain the operation of the park and establish sound governance practices for the ongoing viability of the Park. It is recognised that the current land arrangements create some complexities with regard to the management of land and operation of the Park, however, the establishment of a Special Committee is seen as the most efficient and effective governance model at this stage while more long term arrangements can be explored.

Risk:

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

9. Strategic Planning Environments

Strong and Engaged Communities: No Impact

Resilient Economy: The ongoing operation of the Kyabram Fauna Park as a significant tourist attraction contributes to the economic prosperity of Kyabram and the broader shire of Campaspe.

Healthy Environment: No Impact

Balanced Services and Infrastructure: The provision of oversight and access to the land connected with the Kyabram Fauna Park is essential to the ongoing effectiveness of the storm water drainage system that is also located on the land.

Responsible Management: The ongoing operation of a Special Committee ensures there is an appropriate governance model in place to manage the land owned by Council that is adjacent and used in connection with the Kyabram Fauna Park.

10. Consultation

Councillors have been briefed on the ongoing operations and planning for the Kyabram Fauna Park and invited to contribute input to the development of the masterplan for the site.

Cr Mackrell declared a conflict of interest in item 7.4 and vacated the Chamber at 5:12pm

7.4. Echuca Moama and District Tourism Association (EMDTA) Lease Agreement – Echuca Pump House

Author:

Jemima Lewis, Tourism Support Officer

Responsible Manager:

Investment Attraction Manager

Attachments:

7.4. Council Policy 161 – Leases for Local Community Organisations and Artisans

1. Purpose

To seek Council's approval to enter into a peppercorn lease agreement, noting it falls outside of the terms of Council's policy 161 - Leases for Local Community Organisations and Artisans. Approve a site-specific rental for the lease with Echuca Moama and District Tourism Association (EMDTA) for the building recognised as Echuca Pump House, 2 Heygarth St, Echuca.

2. COUNCILLORS PENTREATH / NEELE

That Council:

1. **Note EMDTA turnover in the last financial year 1 July 2018 to 30 June 2019 is \$750,812.**
2. **Acknowledge EMT annual turnover is above the threshold set for Council Policy 161 Leases for Local Community Organisations and Artisans to qualify for a peppercorn rental.**
3. **Agree to enter a lease with EMDTA for a term of five years commencing 16 December 2019 at a peppercorn rent of \$104 exclusive of GST per annum for the lease of the Tourist Information Centre, Part Crown Allotment 8B, Section 5, Township of Echuca, known as the Echuca Pump House and subject to Ministerial consent from the Department of Environment, Land Water and Planning (DELWP).**

CARRIED

3. Conflict of Interest

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

4. Charter of Human Rights

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

5. Instrument of Delegation

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

6. Background

EMDTA is the peak tourism organisation for Echuca Moama and regions. The role of EMDTA is to provide leadership which includes and develops the capacity of all partners and ensures the growth and development of the tourism industry in the region, including the townships within Campaspe Shire Council outside of Echuca.

Campaspe Shire Council contribute funds to support EMDTA to achieve the objectives outlined in Service Level Agreements (SLA) in two specific areas:

- Destination Marketing
- Visitor Services

The aim of the Destination Marketing service level agreement is for EMDTA to provide marketing services for Echuca Moama and the other towns in Campaspe Shire.

The aim of the Visitor Services agreement is the operation of an accredited Visitor Information Centre to provide information and services to visitors to encourage dispersal and increase tourism opportunities for Echuca Moama and the other towns in Campaspe Shire.

These agreements were endorsed at the November 2019 Council meeting.

Council recognise the significant contribution that EMDTA provides to our community through the delivery of the above services, assisting to achieve an estimated spend in region of \$418 million in 2018-19 through the following:

- 765,000 domestic overnight visitors staying 2.7 nights; a total of 2.1 million bed nights in the region
- Domestic daytrip visitors grew by 10.4% with 914,000 domestic day trip visits
- 14,100 International visitors – a growth of 24.3%

(Tourism Research Australia Year ended March 2019)

Echuca Moama's accredited Visitor Information Centre is housed in the Echuca Pump House, which is on Crown land where Council is the Committee of Management. The building is leased to EMDTA through Council with Department of Environment, Land, Water and Planning (DELWP) consent, through a community lease with revenue to Council of \$10 per annum.

The current lease agreement between EMDTA and Council was signed in 1999 for 21 years and expires on 15 December 2019.

The Eishold Property group valued the Echuca Pump House building at \$3,441,000 (reinstatement value) for Councils' Asset insurance register 17 April 2018.

7. Content

Minor amendments have been made to the proposed lease agreement:

- EMDTA's rent will increase to \$104 + GST per annum at the prescribed DELWP fee for minimum rent
 - The Victorian State Government and Murray Regional Tourism Board (MRTB) are currently undertaking reviews of regional tourism and visitor servicing activities. Both strategies are due to be delivered in
-

early 2020. Considering the changes in the way visitors access information and a desire to be adaptable to change, the term of the lease has been reduced to five years.

- EMDTA currently sub-lease part of the building to MRTB for \$12,000 per annum, which under the new endorsed Service Level Agreement for Visitor Services requires EMDTA to acknowledge this revenue in their Annual report and budgets and the allocation of the funds to visitor servicing. EMDTA have requested permission from DELWP to extend the sub-lease to MRTB.
- Council will be responsible for maintaining the surrounding gardens and lawn area.

Currently Council are awaiting a response from DELWP, confirming that the lease and sub-lease have been approved.

8. Issues and Risk Management

Issues:

Issue 1: Non-compliance with Council Policy 161 – Leases for Local Community Organisations and Artisans

As EMDTA's annual turnover exceeds \$750,000 they do not comply with Council Policy 161, requiring a unique site specific resolution of Council.

Risk Management:

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

9. Options

Option 1: Council agrees to enter into the lease agreement with EMDTA for 2 Heygarth Street Echuca.

This option is recommended by officers.

Option 2: Council does not agree to enter into the lease agreement with EMDTA for 2 Heygarth Street Echuca.

This option is not recommended by officers.

Option 3: Council wish to renegotiate the lease agreement with EMDTA for 2 Heygarth Street Echuca.

This option is not recommended by officers

10. Strategic Planning Environments

Strong and Engaged Communities:	The provision of visitor services creates enhanced social and economic opportunities for community members.
Resilient Economy:	Tourism is an important driver of our local and regional economy. It is important that we welcome visitors and assist them to discover all that we have to offer. It is also a key employment driver.
Healthy Environment:	No impact
Balanced Services and Infrastructure:	No impact
Responsible Management:	It would not be financially feasible for EMDTA to operate a Visitor Information Centre in such a prominent location on a commercial lease. Therefore, the provision of a peppercorn lease is an

economically responsible decision that supports management of a key service.

11. Consultation

Internal Consultation:

- General Manager Economic and Community Development
- Property and Legal Manager

External Consultation:

- EMDTA – Chair and CEO
- DELWP

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Cr Mackrell re-entered the Chamber at 5:17pm

7.5. Stanhope Place Based Plan

Author:

Sam Campi, Community Engagement Manager

Attachments:

7.5 Stanhope Place Based Plan

1. Purpose

For Council to endorse the Stanhope Place Based Plan.

Developed through a robust consultation processes, this document articulates Stanhope's aspirations outlining the projects and activities the Community will undertake in partnership with Council and other key stakeholders.

2. COUNCILLORS WILSON / MUNRO

That Council endorses the Stanhope Place Based Plan.

CARRIED

3. Conflict of Interest

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

4. Charter of Human Rights

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

5. Instrument of Delegation

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

6. Background

In 2018 Council adopted Place Based Planning methodology to work with communities across the shire to develop "plans" that reflected their future aspirations. Stanhope is the second whole-of-town level three Place Based Plan developed by Council in partnership with the community.

Engagement of the Stanhope commenced in May 2019 with a number of workshops and sessions facilitated. The focus was to gather data and opinion from the community as to what its aspirations were, what it prioritised to support Stanhope meet its current challenges and embrace the opportunities presented by modern rural living.

The proposed plan identifies a number of projects and activities that addresses how Stanhope will meet its vision which states: “*Stanhope is a thriving and innovative rural community ready to embrace the future.*” Created by the community this vision is governed by four guiding principles, which are:

<div style="background-color: #e0f2f1; padding: 5px; margin-bottom: 10px;">Strong community connections</div> <p><i>People in Stanhope deeply value their community connections; demonstrated by their involvement in local community organisations, sporting groups, volunteering and local business engagement.</i></p> <div style="text-align: right; margin-bottom: 5px;">CC</div> <p>Objectives</p> <ul style="list-style-type: none"> • 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. 	<div style="background-color: #e0e0e0; padding: 5px; margin-bottom: 10px;">Recreation and lifestyle</div> <p><i>People in Stanhope recognise the importance of recreation and lifestyle which are intrinsic characteristics of the community.</i></p> <div style="text-align: right; margin-bottom: 5px;">R+L</div> <p>Objectives</p> <ul style="list-style-type: none"> • 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.
<div style="background-color: #00838f; color: white; padding: 5px; margin-bottom: 10px;">Modern rural identity</div> <p><i>Stanhope recognises and embraces the significant contribution the local 'dairy culture' has made to the development of Stanhope community.</i></p> <div style="text-align: right; margin-bottom: 5px;">MRI</div> <p>Objectives</p> <ul style="list-style-type: none"> • 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. 	<div style="background-color: #81c784; padding: 5px; margin-bottom: 10px;">Investment and industry</div> <p><i>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></p> <div style="text-align: right; margin-bottom: 5px;">I+I</div> <p>Objectives</p> <ul style="list-style-type: none"> • Modern businesses opportunities and support. • Nucleus of agricultural innovation. • Early adopter of technology • Connected energy and NBN.

The role of the guiding principles is to build the framework for the development and prioritisation of projects. It will also enable the community to measure the progress. These principles were developed by a Stanhope-based focus group, a true cross section of the community. The focus group included representatives from the Stanhope Development Group, local retailers, Recreation Reserve Committee of Management, Primary School, Police, Stanhope Health, Fonterra, Rushworth Community Bank and the CFA.

7. Content

The Stanhope Place Based Plan is structured to catalogue projects into broad time categories:

- Quick wins (Completed within six months)
- Medium term (6 Months to three years)
- Long term (Three to ten years)

There are 15 projects identified. Detail about each project is extrapolated in the plan attached, but a summary of the projects is listed in the table below:

Project name	Project description	Potential partners
Quick win projects		
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.	Community, Campaspe Shire Council, Stanhope Development Committee, community groups and organisations, media outlets.
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.	Stanhope Primary School, Department of Education, Campaspe Shire Council, Stanhope Recreation Reserve Committee of Management, Girgarre Stanhope Landcare, Keegan's Nursery, and Stanhope Men's Shed.
Camping in comfort	Begin an on-demand grocery delivery service from Stanhope which services the Girgarre camping site.	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 toilet arts space with a calendar or regular exhibitions and activations.	Community members, Stanhope Development Group, Campaspe Shire Council, Regional Arts Victoria, Fonterra, Rushworth District Bendigo Bank.
Education Connection – Stage 1 (Community House extension)	Develop a model and identify funding to enable Girgarre Community House to extend services into Stanhope.	Community members, Girgarre Community House, RANCH, Campaspe Shire Council, DHHS.
Recreation Masterplan mentoring	Twice yearly meetings to review the Stanhope recreation Reserve Masterplan and provide support and mentoring to the team delivering the Masterplan.	Council, Recreation Reserve Committee of Management, DELWP.
Medium Term		
Welcome to Stanhope	Create inviting entry features and improved beautification through the township. Provide wayfinding and information signage for residents, visitors and people passing through.	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.	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.
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.	Community, Stanhope Primary School, Campaspe Shire Council, sporting and community groups, artisans, producers and farmers.

Project name	Project description	Potential partners
Medium Term		
Open arts space – Stage 2 (land tenure)	The toilet arts 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.	Community, Campaspe Shire Council, VicTrack.
Community asset review	Undertake a review of community assets within Stanhope that supports its aspirations, e.g. the Stanhope Recreation Reserve Masterplan; and aligns with key Council strategies, including but not limited to Places of Assembly, Open Spaces, Active transport and the upcoming Aquatic services strategies. The process will work with the community to identify priority assets that support the strategic direction established within this document.	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 toilet arts space and park could include barbecues and seating and a local playground.	Community members, Campaspe Shire Council, Fonterra, Rushworth District Bendigo Bank.
Long Term projects		
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.	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.	Goulburn Broken Catchment Management Authority, Parks Victoria, DELWP, Campaspe Shire Council, Stanhope Primary School, Stanhope Gargarre Landcare, Stanhope Men's Shed, Corop community.
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.	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 Gargarre Rail Trail to extend to Stanhope, to attract cycle visitors to the area.	Community, Working Group, VicTrack, Rail Trails Australia, Murray Regional Tourism Board, Campaspe Shire Council.

Council officers will work with the identified partners to implement the projects and initiatives. A Community Governance Committee will be established, and they will provide community leadership to support the delivery of the projects.

8. Issues and Risk Management

Issues:

Issue 1: Sustainability of Volunteerism

Volunteerism from the Community is critical to the success of the plan. Council officers will provide administrative support to the community. Within the plan there are a number of formal groups and organisations that have resources to support volunteers managing the projects for Stanhope.

Issue 2: Influence external stakeholders

The majority of community assets within Stanhope are "owned/managed" by external bodies, e.g. DELWP, VicTrack and Regional Roads Victoria. Ongoing engagement of these agencies through the Stanhope Governance Committee along with support from Council Officer will mitigate potential risks that could emerge.

Risk:

Risk	Likelihood	Consequence	Rating	Mitigation action
External Stakeholders with ownership of key community assets not engaging in projects	Possible	Moderate	Moderate	Council Officer to mentor Stanhope Place Based Plan Governance Committee and project leaders on engagement of agencies
Lack of funding to deliver projects	Likely	Moderate	High	The structure of the plan's guiding principles will support transparent decision making processes for the Governance Committee to use it to prioritise project spending.

9. Options

Option 1: Council to endorse the Stanhope Place Based Plan

The Plan developed by the Stanhope Community in conjunction with key stakeholders effectively articulates the future direction this township strives to achieve.

Council endorsement of the proposed plan will reinforce the partnership between Council and the community.

This option is recommended by officers.

Option 2: Council does not endorse the Stanhope Place Based Plan

If Council does not endorse the plan it will require further consultation with community, creating a reputational risk for Council as the plan has been developed,

This option is not recommended by officers.

10. Strategic Planning Environments

Strong and Engaged Communities	<p>Strategy 1: Foster Community partnerships and support other agencies in the delivery of services</p> <p>Strategy 2: Build strong, healthy and vibrant communities through innovation and implementing best practise in service delivery for our diverse community</p> <p>Strategy 3: Enable residents to be active and engaged in their community and support participation in artistic, cultural, sporting and leisure opportunities</p>
Resilient Economy	<p>Strategy 1: facilitate and enable local enterprise, support existing business and develop stronger business networks</p> <p>Strategy 2 Promote Campaspe's competitive advantages to attract new investment and maximise economic growth</p> <p>Strategy 3: Support and develop Campaspe's tourism opportunities</p>
Healthy Environment	<p>Strategy 1: Strategically plan for future growth areas and existing communities while respecting our natural, built, social and economic environments</p>
Balanced Services and Infrastructure	<p>Strategy 2: Plan and advocate for services and infrastructure to meet community need.</p> <p>Strategy 3 Maximise access and usage of assets through innovative design and partnership initiatives</p>
Responsible Management	<p>Strategy 1: Consult and engage with all sectors of the community to determine their priorities and support council decision making</p> <p>Strategy 2: Advocate for infrastructure and services where another level of government has responsibility, such as road and transport issues</p> <p>Strategy 3: Strengthen relationships and partnerships to maximise service and infrastructure opportunities, deliver joint initiatives, and leverage external funding</p>

11. Consultation

The consultation undertaken to develop the Stanhope Place Based Plan has been extensive and conducted in partnership between by the consultants, Projectura and Council's Community Engagement team.

Within the plan the consultation process is described in detail. Over three stages, the methodology has been to ascertain community aspiration and blend this with Council and Sector capacity. This is to ensure that the document presented is one that is robust and realistic to the needs and capacity of all stakeholders.

Internal consultation:

- Executive Management Group
- Recreation Manager
- Recreation Planner

- Investment Attraction Manager
- Tourism Support Officer
- Event Support Officer
- Business Support Officer
- ICT Manager
- Assets Manager
- Community Care Manager
- Community Engagement Team
- Property and Legal Manager

External consultation:

- Community Focus group meetings (May, July and Nov 2019) representatives from:

- Fonterra
- Rushworth Community Bank
 - Pool Committee
 - Stanhope Recreation Reserve Committee
 - Stanhope Development Group
 - CFA
 - Primary School
 - Vic Police
 - Stanhope Men's Shed
 - Girgarre Community House
 - Local Businesses
 - Stanhope Health

- Community Survey 145 responses
- Pop up Sessions
 - Stanhope football/netball match 8th June 2019
 - Stanhope main street 20 June 2019
 - Stanhope Primary School
- Specific presentations
 - Stanhope Development Committee
 - Stanhope Men's Shed

- Representatives of Girgarre Development Committee
- Girgarre Neighbourhood House
- Rushworth Community Bank
- External Agencies directly consulted:
 - Dept Environment Water Land and Planning
 - Rural Roads Victoria
 - VicTrack
 - Regional Arts Victoria
 - Dept of Health and Human Services
 - Dept of Education and Training
 - Goulburn Broken Catchment Management Authority

Councillors:

- Councillors received two briefings at the following sessions:
 - 12 November 2019
 - 6 August 2019

Minutes to
be confirmed
at the next
Council
Meeting

7.6. Getting to School by Walking and Cycling

Author:

Fraser Neele, Recreation Planner

Responsible Manager:

Recreation Manager

Attachments:

7.6.1 Getting to School by Walking and Cycling: St Augustine's College

7.6.2 Getting to School by Walking and Cycling: Echuca East Primary School

1. Purpose

This report is for the adoption of the *Getting to School by Walking and Cycling: St. Augustine's College* and *Getting to School by Walking and Cycling: Echuca East* Summary of Findings reports.

These reports have been funded by TAC to support safety outcomes through identifying opportunities to increase the safety of vulnerable road users in the areas around Echuca East Primary School and St Augustine's College, Kyabram.

2. Recommendation

That Council:

1. Adopt the *Getting to School by Walking and Cycling: Echuca East Primary School* and *Getting to School by Walking and Cycling: St Augustine's College* Summary of Findings Reports and the recommendations of those reports.
2. Note that officers will incorporate these recommendations and the findings of these reports in relevant decisions.

COUNCILLORS MACKRELL / WILSON

That Council note the *Getting to School by Walking and Cycling Echuca East Primary School* and *Getting to School by Walking and Cycling St Augustine's College* Summary of Findings Reports and the recommendations of those reports.

CARRIED

3. Conflict of Interest

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

4. Charter of Human Rights

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

5. Instrument of Delegation

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

6. Background

In June 2019 Council adopted the Campaspe Active Transport Strategy 2019. This strategy was developed to encourage walking and cycling as the primary mode of transport for local journeys within Campaspe. The strategy included extensive community engagement.

The Strategy identified three areas of priority. These were: Getting to school by walking and cycling; creating walking and cycling towns; and connected and liveable developments.

During this period officers identified an opportunity to apply for a TAC grant for Active Transport planning around two schools. These schools were identified as Echuca East Primary School and St. Augustine's College Kyabram. Whilst these two schools were identified and are the subject sites, the intent was to identify interventions and standard responses that could be implemented at other schools that are affected by similar issues.

The schools were selected due to occupying distinct sites and experiencing a distinct set of challenges that reflect some other sites within our municipality.

Echuca East Primary School is a public primary that is located in an area that has historically been of lower socio-economic status and continues to show signs of disadvantage including a low SEIFA rating and large Indigenous population. This has resulted in a school that is poorly serviced by infrastructure with some traits endemic to the area including wide unsealed shoulders, inconsistent footpath connections, isolation from Echuca CBD and other community facilities due to barriers and proximity to busy roads leading to high numbers of fast moving vehicles nearby.

St. Augustine's is a catholic P-12 school in Kyabram and comparative to Echuca East is well serviced by infrastructure. However, the large number of students within a physically constrained site has unique problems. These combined with the proximity to a designated truck route and confined residential streets results in a distinct "rat race" period, especially in afternoons. Also due to the large number of students and their spread across Kyabram there has been the opportunity to identify issues with infrastructure at some distance from the school with especial attention being paid to the Allan St Corridor.

7. Content

Below is a summary of the findings and contents of the two reports to be adopted.

Echuca East Summary of Findings

The Echuca East report especially considered the infrastructure within the areas immediately surrounding the school and extending to the west as far as the railway and to the south as far as the Murray Valley Highway inclusive of crossings of these barriers.

The report found that the area surrounding the school has been historically poorly served by pedestrian linkages with the following issues:

- Missing footpaths in the vicinity of the school and on key routes
 - Missing crossings
 - Limited driver caution around the school environment
 - Parked cars restrict visibility
-

- Landscaping and maintenance of nature strips. Some are entirely covered by garden with no clear passage. Others are infested by bindiis.
- Connections over major barriers (railway and Murray Valley Highway).

The report gives twelve recommendations over the short and medium term. These include:

- Strengthening school zone signage, line marking and strengthening enforcement and observation around no standing zones at pick up and drop off times.
- Complete footpath linkages with an initial focus on Eyre Street between Sturt and Bowen Street, including introducing refuge islands at key intersections/
- Progressively improve north-south connections along Sutton St and connections further east of Bowen Street.
- Improve connectivity with Echuca South Recreation Reserve including along Sturt Street and Murray Valley Highway.

Long term prospects are also identified including improving pedestrian links across the railway corridor, rationalising excess road space along active travel routes, continuing to improve footpath connections and crossings throughout the area and to investigate a speed environment of 40km/h within Echuca East.

St. Augustine's College Summary of Findings

The St Augustine's plan considered the area surrounding the school campus, however due to the central location within Kyabram, and the need of children to access St. Augustine's from the entire Kyabram urban area has resulted in a plan that has identified opportunities further from the school.

Through engaging with the school and its community the following specific concerns:

- Missing crossings in the vicinity of the school and on key routes.
- The condition of bicycle facilities connecting to the campus.
- Vehicle speeds, sizes and volumes.
- Addressing gaps in the footpath network

The report gives nine specific recommendations to improve active travel and safety the students of St Augustine's. These include:

- Reduce speed limits along Allan Street.
- Clarification and emphasis of the school zone on surrounding streets including Church Street, McCormick Road and Tulloh Street.
- Observe car parking and extend no standing areas near crossings to improve lines of sight.
- Improve key crossings across Allan Street, Edis Street and Albion Street.
- Investigate providing median refuges on Tulloh Street and Church Street.
- Improve maintenance of existing shared path along Church Street.
- Continuing to engage with students through multiple means as there was a clear interest in further discussions.

Long term options are also identified including rationalising road space along local routes to provide more space for vulnerable users and identifying opportunities for crossing treatments, footpath connections and other small scale interventions that will improve safety.

Alignment with Active Transport Strategy

The Strategy identified a clear need to improve connectivity around our schools as well as the completion of our infrastructure network in order to encourage safe active transport to schools by walking and cycling. Other initiatives included the completion of missing links in the networks around schools, reduction of conflict points between pedestrians, cyclists and cars and the improvement in the safety and comfort of active travellers. All of these outcomes are supported by the ATS as adopted, with the plans also representing an opportunity to implement the findings of the ATS in a manner that is supported by the community.

8. Issues and Risk Management

Issues:

Issue 1: Alignment and Implementation with Active Transport Strategy

The two plans presented align with the foundation focus area of *getting to school by walking and cycling*. Through the development of the ATS it was determined through intensive community consultation that one of the barriers to increasing active travel is the poor condition of the network and the prevalence of missing links meaning that walking and cycling could not be conveniently or safely undertaken. This was equally prevalent around our schools with the Echuca East area particularly identified in the strategy as requiring improvement in the network.

The adoption of these plans and the implementation of the recommendations will constitute a substantial step towards implementing the ATS by focussing on known weaknesses in the active travel network in ways that have been developed through engaging with the community.

Issue 2: Addressing long held concerns of the community

There has been a history of community concern around the safety, adequacy and general provision of walking and cycling services to the two schools in this plan. This has been identified through multiple pieces of work including the 2019 ATS and the preceding 2007 Walking and Cycling Strategy. There has also been a history of written and verbalised complaints and queries about both sites from both the schools involved and their broader communities.

These plans enable council to demonstrate having heard these issues as well as providing council with a blueprint of actions to address some of the most pressing concerns while ground truthing their basis. The interventions and actions recommended by the plan will enable a considered and evidence based response to the concerns that can be implemented in accordance with Council's capacity through the capital works programme.

Risk:

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

9. Options

Option 1: Adopt the Plans

This option is for the adoption of both plans with an instruction to officers to commence implementation through appropriate channels including the capital works plan and identifying external and internal opportunities.

This is the recommended outcome that will allow the continued implementation of the ATS as well as responding to community concerns.

Option 2: Not adopt the plans

This option would result in council refusing to adopt the prepared plans. This is not recommended as the plans will assist council in providing infrastructure and services to resolve historic issues and community concerns that will otherwise remain active.

This option is not recommended by officers.

10. Strategic Planning Environments

Strong and Engaged Communities	The adoption of the plans will provide authority and efficacy in supporting our communities through reducing barriers and risks to active travel in accessing community events and facilities, especially schools. The Echuca East plan in particular has an opportunity to dramatically improve the levels of service, connectivity and liveability within that area, connecting the community to critical infrastructure and services in a way not dependant on vehicular transport.
Resilient Economy	No impact.
Healthy Environment	Aims to provide a safe environment for the community to access local schools.
Balanced Services and Infrastructure	The plans have been developed in accordance with the current and future needs of our communities and accord with best practice. This will result in efficient and optimised infrastructure provision and management utilising innovative design and partnership models to maximise usage.
Responsible Management	The plans have been prepared in accordance with industry best practice including liaising with schools and their communities directly and working with internal and external service providers and partners to ensure outcomes are appropriate and to assist in advocating with other service providers such as Rural Roads Victoria.

11. Consultation

Internal consultation:

- Road Services Department
- Community Engagement Department
- Assets Department

External consultation:

- In depth workshops with students including full day sessions with entire age groups to identify issues and opportunities.
- Staff, administration and communities of each school
- Department of Transport, including Public Transport Victoria and Rural Roads Victoria
- Department of Health
- VicHealth
- Traffic Accident Commission

Councillors:

- 7 May 2019 Council Briefing Session as part of a discussion about the Active Transport Strategy.

8. Council Information

8.1. Assembly of Councillors Records

Author:

Sharolyn Taylor, Council Support Officer

Responsible Manager:

Governance Manager

1. Purpose

To present to Council the open records for the Assemblies of Councillors held in the month of November 2019.

2. COUNCILLORS MUNRO / PENTREATH

That Council note the Assemblies of Councillors records.

CARRIED

3. Conflict of Interest

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

4. Charter of Human Rights

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

5. Instrument of Delegation

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

6. Background

The *Local Government Act 1989* provides a definition of an assembly of Councillors where conflicts of interest must be disclosed.

A meeting will be an assembly of Councillors if it considers matters that are likely to be the subject of a Council decision, or, the exercise of a Council delegation and the meeting is:

1. An advisory committee of the Council that includes at least one Councillor; or
2. A planned or scheduled meeting that includes at least half the Councillors (5) and one member of Council staff.

The requirement for reporting provides increased transparency and the opportunity for Councillors to check the record, particularly the declaration of conflict of interest.

7. Content

The following Assemblies of Councillors were held in the month of November 2019:

Meeting Information		
Meeting Name/Type	Campaspe Briefing Session	
Meeting Date	12 November 2019	
Start time:	9:30am	Finish time: 3:09
Matters Discussed	<ol style="list-style-type: none"> 1. Welcome, present and apologies 2. Declaration of Interests 3. Business Arising 4. Echuca Moama & District Tourism Association Service Level Agreements Update 5. Echuca Lawn Tennis Tenure Options 6. Council Policy 058 – Councillor Support and Entitlements Discussion No. 2 7. Council Policy Review 8. Community Infrastructure Loans Scheme 9. Place Based Planning Update 10. Paramount Theatre EOI Update 11. Court Services Victoria/Office Accommodation Redevelopment Update 12. McEwen Road West Retention Basin Kyabram Update 13. Briefing Review 14. Meeting Close 	
Attendees		
Councillors	Adrian Weston, Kristen Munro (9:35am – 3:09pm), Vicki Neele, Neil Pankhurst, Leanne Pentreath (9:32am – 3:09pm), Annie Vickers (9:32am – 3:09pm), Leigh Wilson, John Zobec	
Staff	Declan Moore, Fleur Cousins, Keith Oberin, Paul McKenzie (9:33am – 12:40pm), Jason Deller, Sharolyn Taylor	
Apologies		
Councillors	Cr Daniel Mackrell (approved leave of absence)	
Conflict of Interest disclosures		
Matter No.	Councillor/officer making disclosure	Left meeting: Yes/No
Nil		

Meeting Information		
Meeting Name/Type	Campaspe Briefing Session	
Meeting Date	19 November 2019	
Start time:	12:30pm	Finish time: 3:39pm
Matters Discussed	<ol style="list-style-type: none"> 1. Welcome, present and apologies 2. Declaration of Interests 3. Business Arising <ol style="list-style-type: none"> 3.1 CCTV Project 3.2 Echuca Moama Slipway 3.3 Kyabram Road Entrance into Echuca 4. Audit and Risk Committee Chair Update 5. Council Meeting Agenda – Open Q&A 6. Council Meeting Agenda – Confidential Q & A 7. Monthly Performance Reporting – Operational Report 8. Monthly Performance Reporting – Finance Report 9. Monthly Performance Reporting – Procurement Report 10. Monthly Performance Reporting – Capital Works 11. Monthly Performance Reporting – Council Resolutions for Action Register 12. Briefing Minutes Review 13. Meeting Schedule 14. Communication Reports 15. Councillor Portfolio and Committee Updates, Reports from Conferences and Training attended 16. General Discussion and Question Time 17. Briefing Review 18. Meeting Close 	
Attendees		
Councillors	Adrian Weston (Mayor), Daniel Mackrell (3:16pm – 3:39pm), Vicki Neele, Neil Pankhurst, Leanne Pentreath, Annie Vickers, Leigh Wilson, John Zobec	
Staff	Declan Moore, Fleur Cousins, Keith Oberin, Paul McKenzie (12:52pm - 3:39pm), Jason Deller, Sharolyn Taylor	
Apologies		
Councillors	Cr Daniel Mackrell (12:30pm – 3:16pm), Cr Kristen Munro	
Conflict of Interest disclosures		
Matter No.	Councillor/officer making disclosure	Left meeting: Yes/No
7.6 policy 076	Cr Mackrell	No – not in attendance when discussed
18.1	Cr Pentreath	Yes

Meeting Information		
Meeting Name/Type	Campaspe Briefing Session	
Meeting Date	26 November 2019	
Start time:	11:30am	Finish time: 4:35pm
Matters Discussed	<ol style="list-style-type: none"> 1. Welcome, present and apologies 2. Declaration of Interests 3. Omnibus Planning Amendment Update 4. Business Arising <ol style="list-style-type: none"> 4.1 Echuca Paramount Theatre 4.2 Kyabram Fauna Park 4.3 Unpaid Rates 4.4 Echuca and District Livestock Exchange Horse Sale 4.5 Local Government Bill 4.6 Echuca and District Livestock Exchange Structural Integrity 5. 2020-21 Budget Session 6. Early Years Strategic Plan Discussion No. 4 7. Integrated Water Management Plan Update 8. Briefing Review 9. Meeting Close 	
Attendees		
Councillors	Adrian Weston (Mayor) (11:35am – 12:40pm), Daniel Mackrell (11:35am – 3:07pm), Kristen Munro (11:35am – 2:33pm), Vicki Neele, Neil Pankhurst, Leanne Pentreath, Annie Vickers, Leigh Wilson, John Zobec	
Staff	Declan Moore, Fleur Cousins (11:37am – 4:35pm), Paul McKenzie (11:35am – 12:40pm) (3:17pm – 4:35pm), Richard Conway (11:34am – 2:02pm), Jason Deller (2:00pm – 4:35pm), Sharolyn Taylor	
Apologies		
Councillors	Cr Adrian Weston (12:40pm – 4:35pm)	
Staff	Keith Oberin, Jason Deller (11:35am – 2:00pm)	
Conflict of Interest disclosures		
Matter No.	Councillor/officer making disclosure	Left meeting: Yes/No
7	Cr Weston	Yes

8. Issues and Risk Management

Nil.

9. Strategic Planning Environments

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

10. Consultation

Nil.

8.2. Letters of Appreciation

The following have been received:

- Mental Health Foundation Australia – thank you to Cr Adrian Weston, Mayor for his exceptional support and participation in the Northern Regional Mental Health Forum on Substance Abuse held in Shepparton on 22 October.

Your contribution was invaluable to the inaugural National Mental Health Month awareness campaign.

- Samantha Ferrier, Environmental Projects Officer – Education – thank you to Councillors Weston, Neele, Wilson, Pankhurst, Vickers, Zobec and Pentreath for attending and contribution at the WickED Sustainability Awards Ceremony held on 12 November.

The support of the Councillors for the WickED Program is very much appreciated and acknowledged.

- Fight MND, Big Freeze Echuca Moama – heartfelt thank you for supporting the 2019 Big Freeze Echuca Moama. \$82,789 was raised and this significant amount is testimony to the kind and generous people living in the Echuca Moama community.
- Cathy Sproal, Moama – congratulations to the Parks & Gardens Team on the floral displays in the roundabouts around Echuca, they are just beautiful. They are a real show and thank you for presenting Echuca in such a beautiful way.
- Department of Health and Human Services – thank you for your involvement and support of the recent Keep in Touch (KiT) project launch. Look forward to working further with Campaspe organisations to promote and support good youth mental health going forward with this project.

COUNCILLORS MUNRO / NEELE

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

CARRIED

Council
Meeting

8.3. Responsive Grants Program

Author:

Bobbi Aitken, Civic Events and Grants Officer

Responsible Manager:

General Manager Economic and Community Development

1. Purpose

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

2. COUNCILLORS WILSON / ZOBEC

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

- Corop Community Action Group Inc - \$500 to purchase food, hamper items and decorations for the annual Christmas Party to be held on 14 December at the Corop Community Centre

CARRIED

3. Conflict of Interest

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

4. Charter of Human Rights

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

5. Instrument of Delegation

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

6. Background

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

This month, the following applications have been received:

Organisation	Amount	Amount Recommended	Purpose	Comment
Corop Community Action Group Inc	\$500	\$500	To purchase food, hamper items and decorations for the annual Christmas Party to be held on 14 December at the Corop Community Centre	Approved by CEO – meets assessment criteria

Fund Balance Prior to application approval:	\$20,636.50
Funding approved:	\$500
2019/2020 Fund Balance: (3 December 2019)	\$20,136.50

7. Issues and Risk Management

Issues:

Nil

Risk:

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

8. Strategic Planning Environments

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

Resilient Economy: No impact

Healthy Environment: No impact

Balanced Services and Infrastructure: No impact

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

9. Consultation

Nil

9. Councillor Reports

Cr Adrian Weston	
20 November	Waterpool Water Summit
20 November	Massive Murray Paddle
20 November	Planning Information Session - PLN268/2019 (Murray Valley Highway Echuca)
24 November	Echuca Historical Society Poetry Trail Launch
25 November	Kow (Ghow) Swamp LOWMP Meeting
25 November	Campaspe DASH
26 November	Young Farmers Scholarship Program 2019 Awards Ceremony
29 November	Murray River Council Christmas Function
29 November	Official Launch Bendigo and the region's designation as a UNESCO Creative City of Gastronomy
3 December	Southern 80 Launch

Cr Daniel Mackrell	
3 December	Southern 80 Launch

Cr Kristen Munro	
26 November	The Foundry Art Exhibition Opening - Take Art on Tuesdays

Cr Vicki Neele	
20 November	Kyabram Deakin Residents and Ratepayers Development Group Meeting
24 November	Echuca Historical Society Poetry Trail Launch
25 November	Kyabram Development Committee Meeting
25 November	Kyabram Community and Learning Centre (KCLC) AGM
26 November	Girgarre Development Committee AGM
26 November	The Foundry Art Exhibition Opening - Take Art on Tuesdays
27 November	EMDTA Board Meeting
29 November	Victorian Multicultural Forum on Employment and Housing
29 November	Port of Echuca Discovery Centre Exhibition Opening - Thank you Mrs Coulson

Cr Neil Pankhurst	
20 November	Waterpool Water Summit
25 November	Climate Risk Financial Reporting and Disclosure Forum
25 November	Kyabram Community and Learning Centre (KCLC) AGM
26 November	The Foundry Art Exhibition Opening - Take Art on Tuesdays
28 November	CFA Rochester Community Meeting
29 November	Shiraz Republic Vineyard Views Open Day

Cr Leanne Pentreath	
25 November	Campaspe DASH

Cr Annie Vickers	
20 November	Planning Information Session - PLN268/2019 (Murray Valley Highway Echuca)
20 November	Kyabram Deakin Residents and Ratepayers Development Group Meeting
24 November	Echuca Historical Society Poetry Trail Launch
25 November	Kyabram Community and Learning Centre (KCLC) AGM
26 November	The Foundry Art Exhibition Opening - Take Art on Tuesdays
27 November	Rotary Club of Echuca Moama Foundation Dinner
28 November	CFA Rochester Community Meeting
29 November	Echuca Fire Brigade Annual Dinner

Cr Leigh Wilson	
20 November	Rochester Community Economic Plan Meeting
21 November	GBGA Ordinary Meeting
21-22 November	WRRG Meetings
25 November	Climate Risk Financial Reporting and Disclosure Forum
25 November	Rochester Community House Meeting
28 November	CFA Rochester Community Meeting
2 December	EMFM Radio

Cr John Zobec	
20 November	Kyabram Deakin Residents and Ratepayers Development Group Meeting
25 November	Kyabram Community and Learning Centre (KCLC) AGM
26 November	The Foundry Art Exhibition Opening - Take Art on Tuesdays
26 November	Girgarre Development Group AGM
28 November	MAV Transport and Infrastructure Committee Meeting

COUNCILLORS ZOBEC / MUNRO

That the Councillor Reports be noted.

CARRIED

10. Chief Executive Officer's Report

Activities and meetings attended since the previous Council meeting

- Kyabram Deakin Residents and Ratepayers Development Group Meeting
- St Joseph's College Year 12 Graduation Mass
- Echuca Historical Society Poetry Trail Launch
- Campaspe D.A.S.H. (Gender Equity Community Event)
- The Foundry Art Exhibition Opening
- Girgarre Development Group Annual Meeting
- Loddon Campaspe Regional Partners Meeting
- Southern 80 launch

COUNCILLORS NEELE / MACKRELL

That the Chief Executive Officer's report be noted.

CARRIED

Minutes to
be confirmed
at the next
Council
Meeting

11. Petitions and Letters

Nil

12. Notices of Motion

Nil

13. Urgent Business

COUNCILLORS WILSON / MUNRO

That Council consider one item of Urgent Business regarding a Complimentary Parking Initiative.

CARRIED

Cr Mackrell declared a conflict of interest in item 13.1 and vacated the Chamber at 5:42pm

13.1 Complimentary Parking Initiative

COUNCILLORS WILSON / MUNRO

That Council:

1. Provide free parking at the Nish and High Street car parks in Echuca.
2. That this period commence at 8:00am on Thursday 12 of December 2019 and end at midnight Tuesday 24 December 2019.
3. Request the CEO assess the outcome of the initiative and report back to Council.

CARRIED

Cr Mackrell re-entered the Chamber at 6:02pm

14. Question Time

Nil

COUNCILLORS WILSON / PENTREATH

The meeting be adjourned for media and community liaison until 6:12pm.

CARRIED

COUNCILLORS MUNRO / WILSON

That the meeting reconvene at 6:12pm

CARRIED

15. Closed Session of the Meeting to the Public**COUNCILLORS NEELE / PENTREATH**

That pursuant to the provisions of the *Local Government Act 1989*, the meeting will now be closed to members of the public at 6:12pm to enable the meeting to discuss matters in items 16, 17, 18 and 19 which the Council may, pursuant to the provisions of Section 89(2) of the *Local Government Act 1989* (the Act) resolve to be considered in Closed Session, being a matter contemplated by Section 89(2) of the Act, as follows:

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

CARRIED

16. Confirmation of Confidential Minutes and Attachments

17. Confidential Council Information

18. Confidential Business

19. Confidential Council Meeting Close

20. Items Determined to be no Longer Confidential

18.1. Appointment of External Members to the Audit and Risk Committee

COUNCILLORS NEELE / WILSON

That Council:

1. Thank the outgoing external full member, Mr Wayne Jenkin, of the Audit and Risk Committee for his contribution and sound advice provided to Council over his eight years appointed to the Committee.
2. Appoint Simone Knight to the Campaspe Shire Council Audit and Risk Committee as an external full member for a term of four (4) years from 1 January 2019 to 31 December 2023.
3. Appoint Raymond Warren to the Campaspe Shire Council Audit and Risk Committee as an external affiliate member for a term of two (2) years from 1 January 2019 to 31 December 2021.
4. Advise all unsuccessful candidates of the outcome and thank them for their interest and application, noting the strong field of candidates.
5. Make public this resolution following notification of the outcome to all successful and unsuccessful candidates.

CARRIED

21. Open Meeting to the Public

COUNCILLORS ZOBEC / PENTREATH

That Council open the meeting to the public at 6:21pm

CARRIED

22. Close Meeting

There being no further business, the meeting concluded at 6:21pm.

Minutes to

.....
Cr Adrian Weston

Mayor

be confirmed

at the next

Council

Meeting