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Agenda



For a meeting of the seventh Campaspe Shire Council to be held on Tuesday, 21 April 2020, commencing at 5:00pm at the Council Chambers, Echuca Civic Centre.

Opening Prayer

We pray to almighty God that our decisions as a Council be in the best interest of the people, culture and the environment of the Shire of Campaspe.

Amen

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

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

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

Meeting Procedures

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

Council meetings are broadcast live via the internet. During the meeting, members of the public may be recorded, particularly those speaking to an item. By attending this meeting, you are consenting to the possibility that your image may also be broadcast to the public. Any personal and health information voluntarily disclosed by any person at Council meetings may be broadcast live, held by Council and made available to the public for later viewing.

Those people who have requested to speak to an item will be allowed five minutes to address Council. Speakers will be notified with a bell when there is 60 seconds remaining. Speakers must only speak in relation to the subject stated on their application and shall not debate the issue with Councillors and officers. Councillors are able to ask questions of the speaker on points of clarification.

Speakers are advised that they do not enjoy any special protection from defamation arising from comments made during their presentation to Council and should refrain from voicing defamatory remarks or personal defamatory statements against any individual. Speakers will be treated with respect when addressing Council. I ask that the same respect is extended to Councillors and officers.

Business

1. Apologies and Requests for Leave of Absences

2. Confirmation of Minutes and Attachments

For the:

- Open section of the Council Meeting held on 17 March 2020
- Open section of the Special Council Meeting held on 3 March 2020
- The minutes of the Campaspe Briefing Session held on 3 March 2020
- The minutes of the Campaspe Briefing Session held on 10 March 2020
- The minutes of the Campaspe Briefing Session held on 17 March 2020

Recommendation

That the following minutes be confirmed:

- **Open section of the Council Meeting held on 17 March 2020**
- **Open section of the Special Council Meeting held on 3 March 2020**
- **The minutes of the Campaspe Briefing Session held on 3 March 2020**
- **The minutes of the Campaspe Briefing Session held on 10 March 2020**
- **The minutes of the Campaspe Briefing Session held on 17 March 2020**

3. Changes to the Order of Business

Once an agenda has been prepared and sent to Councillors, the order of business for that meeting may only be altered by resolution of the Council. This includes the request for an item to be brought forward.

4. Declaration of Interests

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

Local Government Act 1989 Section 79

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

5. Responsible Authority Decisions

6. Planning Authority Decisions

6.1. Council Planning Report – Amendment C118

Author:

Penny Loader, Planner

Responsible Manager:

Planning and Building Manager

Attachments:

- 6.1 Municipal Planning Strategy, Planning Policy Framework, Schedules to Zones, Overlays and Particular Provisions, and Zone and Overlay Mapping Changes.
-

1. Purpose

Report seeks approval to submit Amendment C118 to the Minister for Planning for Authorisation in accordance with Section 8A of the *Planning and Environment Act 1987*.

2. Recommendation

That Council as the Planning Authority:

Pursuant to Section 8A of the *Planning and Environment Act 1987*, request the Minister for Planning for authorisation to prepare Planning Scheme Amendment C118 to the Campaspe Planning Scheme.

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 (S6) 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 Campaspe Shire Council has prepared Amendment C118 to the Campaspe Planning Scheme.

On 31 July 2018, the State Government introduced state-wide changes to the Victoria Planning Provisions through planning scheme amendment VC148, which:

- Introduced a new Planning Policy Framework (PPF);
-

- Enabled the future introduction of a Municipal Planning Strategy (MPS);
- Introduced a new state, regional and local integrated policy structure;
- Modified the schedules to some existing zones, overlays and provisions to accommodate additional local content; and
- Created new operational provisions.

The majority of PPF translations were expected to be implemented through planning scheme amendments using a fast-track process under section 20(4) of the *Planning and Environment Act 1987*. The translations were required to be policy neutral.

In September 2018, Council resolved to adopt the Planning Scheme Review Report prepared by John Keaney (Keaney Planning & Research) in accordance with Section 12B of the *Planning and Environment Act 1987*. The Planning Scheme Review Report made several recommendations and the report was submitted to the Minister for Planning.

As Council had already undertaken the Scheme Review and adopted other strategies, it was considered appropriate to undertake a full scheme amendment (omnibus) and not just prepare a translation. The amendment seeks to incorporate the translation and introduce new local policy content resulting from the planning scheme review.

Amendment C118 proposes to:

STRATEGY	OBJECTIVE	SOURCE	PROPONENT	PEER REVIEW
Translation of Policy	Reordering, deletion of repeated policy and new policy from adopted documents	VC148 and Ministerial Direction on Form and Content of Planning Schemes	State Government	Has been reviewed by SMART Planning and DELWP

PRIVATE REZONINGS

118-120 Northern Highway, Echuca	FZ and C2Z to GRZ	Identified in Echuca Housing Strategy, 2011	Planright	Council
52-86 Northern Highway, Echuca	GRZ to C2Z	Zoning anomaly, identified in Planning Scheme Review Report 2018	Spiire	Council

ANALOMIES/REZONINGS

Corner McColl and Gillies Roads, Kyabram	FZ to PUZ6	Identified in GVWRR Buffer Support Program Report 2019	Council	Has been reviewed by DELWP
Corner McColl and Keane Roads, Lockington	FZ to PUZ6	Identified in GVWRR Buffer Support Program Report 2019	Council	Has been reviewed by DELWP
Corner Ogilvie Avenue and Haverfield Street, Echuca	C2Z to C1Z	Identified in Echuca Commercial Strategy 2017	Council	Has been reviewed by DELWP

STRATEGY	OBJECTIVE	SOURCE	PROPONENT	PEER REVIEW
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ANALOMIES/REZONINGS

Bridlington Avenue, Echuca	PUZ7 to GRZ	Zoning anomaly. Drain to the south	Council	Has been reviewed by DELWP
Wilkinson Drive, Echuca	GRZ to PUZ6	Zoning anomaly Drain to the south	Council	Has been reviewed by DELWP

OVERLAYS

DDO12 – Ogilvie Avenue, Echuca	New overlay	Identified in Echuca Commercial Strategy 2017	Council	Has been reviewed by DELWP
DDO13 – High Street, Echuca	New overlay	Identified in Echuca Commercial Strategy 2017	Council	Has been reviewed by DELWP
HO416 – 100 Prairie Park Road, Mitiamo	Correction of mapping anomaly	Identified in Planning Scheme Review Report 2018	Council	Has been reviewed by DELWP

STRATEGIES

Council Plan 2017-2021	Updated Document	Adopted by Council 1 June 2017	Council	
Public Open Space Reserve Guidelines 2019	New Document	Adopted by Council 17 October 2019	Council	
Campaspe Settlement Strategy 2015	New Document	Adopted by Council 21 August 2016	Council	
Active Transport Strategy 2019	New Document	Adopted by Council 25 June 2019	Council	
Echuca Commercial Strategy 2017	New Document	Adopted by Council 16 May 2017	Council	
Echuca CBD & Historic Port Precinct Parking Strategy 2019	New Document	Adopted by Council 29 January 2019	Council	
Port Precinct Plan 2018	New Document	Endorsed by Council 17 July 2018	Council	
Port Precinct Background Report 2018	New Document	Endorsed by Council 17 July 2018	Council	

7. Consultation

The documentation supplied has been reviewed by both SMART Planning and by the Department of Environment, Land, Water and Planning.

Council has had regular updates on the progress of the amendment on 8 October 2019, 26 November 2019, and 3 March 2020.

Amendment Exhibition

Council has prepared a set of guidelines for public notification of Planning Scheme Amendments. The guidelines seek to ensure that the Campaspe community is well informed about changes to the Planning Scheme and the planning scheme amendment process. The guidelines have the following objectives:

- *To ensure the Campaspe community is well informed about proposed changes to the planning scheme that may directly or indirectly affect them.*
- *To ensure the Campaspe community is well informed about the planning scheme amendment process.*
- *To ensure the Campaspe community have the opportunity for genuine involvement in the planning scheme amendment process.*

The guidelines outline a number of types of amendments and the notice requirements that should be achieved for each type. Amendment C118 involves changes to the Planning Policy Framework, rezones several parcels of land and introduces two new overlay schedules. The guidelines outline that notice for a combination of classes of amendment that notice will be provided in the following form:

- Notice to owners and occupiers of land subject to the amendment subject to the consideration of Section 19(1A) of the Act;
- Notice to owners and occupiers of land adjoining land subject to the amendment subject to the consideration of Section 19(1A) of the Act;
- Notice in the local newspapers;
- Information sheet;
- Information session, where the amendment may be of interest or concern to the wider community or technically complex.

As noted in the guidelines Section 19(1A) of the Act outlines that the planning authority is not required to give notice of an amendment under subsection (1)(b) to the owners and occupiers of land that it believes may be materially affected by the amendment, if it considers the number of owners and occupiers affected makes it impractical to notify them all individually about the amendment.

As this amendment involves a combination of classes of amendment including changes to the Planning Policy Framework applying to the entire municipality it is not proposed that individual notice be given to owners and occupiers of all land within the municipality. In regard to the proposed rezonings and land to be affected by Clause 43.02 Design and Development Overlay Schedule 12 and Clause 43.02 Design and Development Overlay Schedule 13, it is considered reasonable to notify individual property owners and occupiers.

It is proposed that notice be provided in the following forms:

- Notice to owners and occupiers of land subject to the proposed rezonings and new overlays to the consideration of Section 19(1A) of the Act;
- Notice to owners and occupiers of land adjoining land subject to the proposed rezonings and new overlays subject to the consideration of Section 19(1A) of the Act;
- Notice in all of the local newspapers that cover the Shire

- Information sheet;
- Information sessions in Echuca, Kyabram, Rochester, Rushworth, Tongala and Gunbower.

Given the scale of the proposed amendment, exhibition shall be extended from not less than 30 days to 60 days.

8. Issues

Planning Scheme Amendment C118 seeks to implement the changes required by VC148; the recommendations of the Campaspe Planning Scheme Review Report 2018; recommendations arising from adopted documents, including the Echuca Commercial Strategy 2017; correction of several mapping anomalies and errors; and two private rezoning requests.

Since the last planning scheme review, and its implementation by Amendment C105 in 2016, a number of changes have occurred in the municipality as well as State planning reforms, including the State Government's Smart Planning Program (part of VC148). Implementation of the changes required by VC148 is required across all Victorian Planning Schemes. The financial cost to Council of not proceeding with Amendment C118 would be significant, and Council would also risk losing control over its local policy content.

Should Council resolve not to undertake this amendment, the State Government will initiate the translation under Section 20(4) of the *Planning and Environment Act 1987*. This process would involve a policy neutral translation, timeframes dictated by the Department and remove control over local policy from Council. A policy neutral translation would negate the work already completed on the policy translation. Council would still need to undertake amendments to implement the Campaspe Planning Scheme Review Report 2018, the recommendations of adopted documents and correction of mapping anomalies.

9. Options

Option 1: Resolve to seek authorisation to prepare the amendment.

This option is recommended by officers.

The proposed changes to the planning scheme have been mandated by the State Government to accord with Ministerial Direction 14 on the Form and Content of Planning Schemes. The additional changes proposed are consistent with documents already adopted by Council, including the 2018 Planning Scheme Review Report. The proposed additional changes seek to correct errors or anomalies, with the exception of the two private rezoning proposals. Including these additional items as part of an omnibus amendment makes the best use of Council's resources.

Option 2: Do not advance the amendment.

This option is not recommended by officers.

Council has been instructed to update the form and content of its planning scheme in accordance with Ministerial Guideline 15 on the Form and Content of Planning Schemes. The Planning Scheme Review Report and several adopted documents also recommended a number of the proposed changes. A decision not to proceed with this amendment would be contrary to previous Council resolutions, would likely result in a compulsory 20(4) amendment process with less control by Council and would see the Campaspe Planning Scheme become outdated and inconsistent with adopted policies.

7. Question Time

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

8. Acknowledgements

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.

9. Council Decisions

9.1 Scope Decision for McEvoy's Bridge Cornella Project (PR100317)

Author:

Richard Conway, Assets Manager

Attachments:

9.1.1 Policy 091 Sustainable asset management

9.1.2 Policy 118 Asset rationalisation

9.1.3 Landowner Feedback – 16 January 2020

9.1.4 Landowner Feedback – 3 February 2020

1. Purpose

To adopt a scope of works for McEvoy's Bridge on Peter McEvoy Road, Cornella following landowner consultation on the project.

2. Recommendation**That Council:**

- 1. Acknowledge the consultation and feedback received from local landowners regarding McEvoy's Bridge on Peter McEvoy Road, Cornella.**
- 2. Resolve that McEvoy's Bridge be removed and the riverbank be restored to a level satisfactory to the Catchment Management Authority.**
- 3. Contact local landowners advising the decision and the reasons for it.**

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

McEvoy's Bridge is a timber bridge 18.3m long and 5.5m wide, with a trafficable width of 4.7m, constructed in the 1960's. It is located on Cornella Creek in Cornella, three kilometres north of Tait Hamilton Road, and 5.1 kilometres east of the Heathcote Rochester Road. The most recent audited traffic count was undertaken in April 2003, where a daily vehicle traffic of three vehicles was observed.



McEvoy's bridge was identified as in poor condition in a 1998 bridge inspection. Some repairs were undertaken in 1999 and a 10 tonne load limit applied. Regular inspections have been undertaken on the bridge since, including five inspections between 2015 and 2018. A three tonne load limit was applied after the 2017 bridge inspection, and the bridge was closed in February 2018, following a Level 3 inspection and recommendation by independent bridge consultants.

The independent Level 3 Bridge inspection report noted "that the bridge has insufficient capacity for all vehicle loadings". The report noted the following main defects:

- Heavy splitting and rotting of all corbels, decking and kerb members, and the timber crossheads at pier 1 and 2.
- Heavy splitting and section loss on all girders and piles.

Council closed the bridge based on this report and notified local residents and landowners.





In 2018, Council commenced consultation on the future of McEvoy's Bridge with the support of engineering firm RPS. Feedback from the community from face to face, email and phone contact was that landowners required general access to continue sheep/cropping operations. It was noted that Landowners that owned blocks on either side of the bridge have historically operated them as contiguous properties.

Face to face landowner consultation was again undertaken by Council staff in January 2020 after analysis of the available options. Council staff met individually with all surrounding landowners and a representative of CLAPIC (Cornella Local Area Planning Implementation Committee) to discuss the options for the bridge. All feedback was relayed to each landowner in individual letters to confirm its accuracy. This feedback is tabled in Appendix 1. Any subsequent feedback from landowners has been attached in Appendix 2.

7. Content

Summary of Feedback

Below is a summary of the main points raised in the individual landowner meetings undertaken in January 2020.

Because of the load limits since 2000 McEvoy's Bridge has more recently been used as a low traffic route for walking stock from local properties to the only fenced yards and shearing shed in the area located on the south western side of the bridge. The alternative route to the south, Tait Hamilton Road, a detour of up to 11km, is a busy gravel road not suitable for walking stock. The alternative crossing to the north is Davey Road, a detour of up to 9km. Because walking stock doesn't trigger significance for the purposes of external funding it's impossible to propose McEvoy's Bridge for external funding. Also, any traffic counter wouldn't pick up on stock movements. Even if it were presumed that the bridge if upgraded to modern standards gain ten times its usage than it had in 2000 it would still only carry 30-50 vehicles and locals say they don't want to use the bridge for vehicles. This relegates the bridge to one of minor significance on a shire criticality basis.

McEvoy's Bridge has large native trees and tight bends at the bridge approaches, which limit the size of machinery and commercial vehicles that can access this bridge, however that is considered a positive by many local landowners, as it provides a safer road for walking stock.

McEvoy's Bridge is the highest bridge along this section of the Cornella Creek, so it is the last bridge to be inundated in times of flood and is only inundated in the largest of floods (such as 2011/12). McEvoy's Bridge

provides a means of east/west passage when the crossings to the north and south (low level crossings) are inundated. Egans Bridge on Cornella Church Road, 6km to the north of McEvoy's Bridge, is the only other nearby bridge crossable in all but the largest of floods, however one of the approaches to this bridge also floods and prevents east/west passage.

Local landowners consider McEvoy's Bridge is an important fire escape route for properties on both side of Cornella Creek, and an important access route for local farmers with firefighting equipment.

Many landowners own property on both sides of the bridge and have made farming operation decisions based on accessing the properties using McEvoy's Bridge.

The detailed feedback collated from local landowners and a CLAPIC representative can be found in Appendix 1 and 2.

Summary of Options

Five options have been investigated for McEvoy's Bridge as detailed in the table below:

Option	Method	Description	Cost estimate
A	Repair	Replace bridge decking, corbels and girders to achieve a 10t load limit (limited remaining life)	\$260,000 - \$290,000
B	Replace with unlimited bridge (that meets AS5100 standard)	Replace the structure with a new concrete bridge and abutments for unrestricted load access	\$400,000 - \$430,000
C	Replace with 20 tonne limited bridge (lesser standard than AS5100)	Replace the structure with a new concrete bridge and abutments with 20t limited load access (to meet 2019 CFA guidelines)	\$380,000 - \$410,000
D	Remove and install a low level crossing	Due to the local topography there is no option to install a low level crossing	N/A
E	Remove and close (or privatise) the road	Close and remove the bridge only. Or close and privatise the bridge and road.	\$50,000 NA

Options analysis

Option A - Repair

Due to the large amount of defects inspected at McEvoy's Bridge, a significant amount of the structural elements of the bridge will need to be replaced as part of the repair. The end weight limit is impractical and couldn't handle the CFA vehicles it would be expected to carry that the local landowners advise need to use it.

Option B - Replace with Unlimited Bridge

A full replacement of McEvoy's Bridge, to AS5100 Standard, is estimated to cost over to \$400k. This cost is difficult to justify based on the limited local traffic use of this structure. It is possible that replacing the bridge will lead to greater vehicle use which would improve the cost benefit calculation. Although any significant increase in vehicle traffic would lower the road and bridges value or safety as a stock walking route.

Option C - Replace with 20 tonne load limited Bridge

Replacing the existing structure with a new 20 tonne load limited bridge costs only a small amount less than an AS5100 unlimited bridge with similar whole of life costs (maintenance and inspections etc). As the bridge removal, site establishment, abutment works, assembly, and majority of materials, is the same. Building to anything less than the Australian Standard introduces an ongoing risk to Council. A risk which is not extinguished until the bridge is brought back to standard.

Replacing the existing structure with a new 20 tonne load limited bridge will have both the strength and width to manage CFA vehicles. The 2019 CFA guidelines require minimum trafficable width of 3.5m and be substantially clear of encroachments for at least 0.5m on each side and clear of encroachments at least 4m vertically. Fire trucks can weigh up to 16 tonnes fully laden.

Option D – Remove and install a low level crossing

CLAPIC representatives have spent a large amount of grant funding fencing off Cornella Creek from the adjacent properties to improve the Riparian zone. Installing a low level crossing would allow stock back into the Riparian Zone, undermining these protection works.

Due to the local topography a low level crossing is not considered a viable option.

Option E – Remove and close the road

Council resolved in July 2017 to remove Mulvehills Bridge at Toolleen because the cost of replacing the bridge, along with its low usage, lack of external funding and availability of alternative routes with 3 kilometres, made it uneconomic and didn't meet Council policy (Policies 118, Asset Rationalisation and 091, Strategic Asset Management). The cost of Mulvehills Bridge, Toolleen structure was \$475,000 which is a similar amount proposed for McEvoy's Bridge. The alternative routes for McEvoy's Bridge is up to 9km.

Ongoing maintenance and future renewal costs would also be zero lowering the asset burden on Council where there are alternate routes.

Alternative Option E – Close the road and privatise the structure and road

Local landowners suggested that they would be willing to take the bridge on in its current condition if the road could be closed. This would require the permission of the Catchment Management Authority and Department of Environment, Land, Water and Planning (DELWP). Staff approached DELWP and were advised if the road was going to be closed for leasing or privatising then they would expect any sub-standard structure to be removed. As such this is not an option that will achieve the local's ambitions of maintaining access.

An alternative option is to install a 20t load limited bridge (per option C), and then privatise the bridge, and the sections of Peter McEvoy Road leading to the bridge, to the local landowners. In this instance, the road will need to be handed back to DELWP, and DELWP will need to enter into a lease agreement with the adjacent landowners. If this is the Council's preferred option, the legalities and practicalities of this option will need to be further investigated. However, in practicality this would mean effectively building a brand new asset for the then immediately disposing the asset to the property owners. It would also not be a swift process taking up to three years based on advice and experience.

8. Issues and Risk Management

Council Policy 118 (resolved July 2019) states that:

“Council should only own, provide, operate, maintain and renew assets which are sustainable to meet agreed service levels thus freeing up funding for other priority assets.....

Assets will not be automatically replaced at the end of their useful life. The reasons can include but are not limited to:

- a. Assets that do not provide, or are not required to provide a minimum level of Service.....

- e. Alternative methods of delivery of either the service the asset provides, or the asset itself are available, or would be available if Council withdrew it...”

Policy 091 (resolved November 2017) states that:

“a. Service delivery needs form the basis of asset management;...

- f. Any asset renewal will first consider the requirements of Policy 118 (Asset Rationalisation) to ensure the validity of the asset, or service it is related to, into the future.”

The cost of delivering a renewed service at its current level is difficult for staff to recommend. Using previous examples of Council decision, Mulvehills Bridge, as well as state guidelines this project does not warrant funding.

Risk:

Risk	Likelihood	Consequence	Rating	Mitigation action
Delaying a decision leads to an accident on the bridge either because of ongoing use or further bridge failure.	High The bridge is unusable according to professional independent opinion. Photographs show widespread rot and decay. People have been removing blockers to the bridge when they are put up and driving across the bridge no matter how many times the block is reinstated.	High Because of the height of the bridge above the creek bed injury or property damage is almost certain. This will have WorkSafe/ legal/ Liability implications for Council	High	A decision on the future of the bridge, either removal, repair or replacement will mitigate the risk. With Fox Island continued use had Council resolve to remove the bridge to mitigate the risk.

9. Strategic Planning Environments

Strong and Engaged Communities	Taking the report to Council for decision enables the opinions of engaged and active residents to be recognised at the highest level.
Resilient Economy	Local people have commented that the bridge is vital to their business and life.
Healthy Environment	No impact.
Balanced Services and Infrastructure	It is vital to the ongoing care of Councils asset base that appropriate solutions are found for service delivery.
Responsible Management	Council has a duty of care to deliver sound fiscal governance. The recommendation offers appropriate service at an affordable cost taking in to account similar situations across the shire.

10. ConsultationInternal consultation:

- Road Services Unit
- Engineering Design Unit
- Project Manager
- Assets Manager
- General Manager Infrastructure Services
- Executive Management Group
- Councillors in November 2018 briefing session
- Councillors in September 2019 briefing session
- Councillors in January 2020 briefing session.

External consultation:

- Local community through three separate consultation processes in 2018 and 2020
- Bridge Consultants
- CLAPIC.

9.2. Port Precinct Working Group Report

Author:

Declan Moore, Chief Executive Officer

Attachments:

9.2.1 Report and Recommendations of the Port Precinct Working Group (PPWG)

9.2.2 Minutes from the meeting of PPWG endorsing the report and its recommendations.

1. Purpose

To inform Council of the Report and recommendations arising from the consultancy, commissioned by the Port Precinct Working Group, and to confirm Council's next steps.

2. Recommendation

That Council:

1. **Thank members of the Port Precinct Working Group and the Consultants for their work on Council's behalf.**
2. **Receive and note the report and the recommendations contained therein.**
3. **Note that the *Not for Profit* option, while preferred by the Group, would still require considerable and ongoing financial subsidies to be provided by the community (Council).**
4. **Reserve its position with respect to a preferred management model until a further report is prepared and presented to it by the Chief Executive Officer.**
5. **Direct the Chief Executive Officer to develop an additional management model for Council's consideration that closely approximates an '*arm's length from council*' approach (e.g. a Division with full delegations to operate independently of the Council but accountable to the CEO).**
6. **The model developed (under 5 above) to canvass management of all of the Council's functions, assets, activities and responsibilities within the Precinct (e.g. leases, financial management, commercial activities including boats, tourism and activation).**
7. **Direct the Chief Executive Officer to have Business Cases developed for the Precinct under the Working Group's preferred model and the model being prepared by the CEO (recommendations 5 and 6 above).**
8. **Recognise the impacts of the current pandemic on the community, particularly tourism in the context of the report presented, and requires the alternate Model and Business Cases be returned for Council's consideration at its July meeting.**

3. Conflict of Interest

In accordance with Section 80B of the *Local Government Act 1989*, the officer preparing this report acknowledges his membership of the Working Party but 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

At its 15 October 2019 meeting, Council tasked the Port Precinct Working Party (comprising 3 representatives from the Echuca Moama Alliance and 3 from Council) with coordinating an independent review of management models for the operation of the precinct.

The scope of investigation was to include:

- A focus on alternative management and operational structures to deliver on the Port Precinct Plan 2018 vision for the Port (the 'how').
- Review and consideration of Council policies and reports in relation to the Port Precinct as listed below.
- Investigation of a status quo option with the Council remaining as manager.
- Investigation of alternative 'arms-length' management models that may be applicable for the Port Precinct including (but not limited to):
 - Bendigo Tramways Trust
 - Sovereign Hill Ballarat
 - Mildura Heart
 - Swan Hill Pioneer Village.
- Assessment of each alternative management model against the following criteria:
 - Operating structure- how it would work in practice
 - Role delineation/demarcation (Council/new entity?)
 - Governance
 - Costs/financial sustainability/funding sources
 - Accountability/reporting/KPIs
 - Risks (including competitive neutrality principles)
 - Costs and benefits
- Evaluation of the following components of the current Port of Echuca operations (not necessarily exhaustive):
 - All areas and assets on the east side of Murray Esplanade (including the Discovery Centre and Port facilities).
 - The operation of the Port facility itself.

- All areas of public open space and foreshore area within the Port Precinct.
- Investigation of all aspects of the future management and operation of the Port of Echuca, including:
 - Policy and strategic planning and oversight
 - Communication, liaison and coordination between all parties with a role in the management and operation of the Port area
 - Asset, open space and infrastructure management and maintenance
 - Custodianship arrangements for heritage assets
 - Operation of the existing Discovery Centre (including employment of staff in relation thereto)
 - Use/operational lease of the Council-owned paddle steamers e.g. marketing, ticketing and staffing
 - Precinct marketing, promotion and activation
 - Event planning, scheduling, approvals and execution
 - Community engagement/business community engagement
- Investigation of the governance structure and management/staffing structure of preferred management models.
- Assessment of the likely costs and financial impact of the various model options on the Campaspe Shire Council.
- Investigation of future funding sources for any 'arms-length' management model.

The desired outcome for the investigation, taking into account all of the above factors, was to:

“ objectively weigh up the costs, benefits and risks (with reference to past reviews and reports) of all future management options and make a recommendation to Council.”

That report and recommendations appears as Attachment 9.2.1.

7. Content

Arising from their consideration of the consultant's report and their recommendations, the Working Group accepted the recommendations contained therein and (in turn) **recommends to Council that:**

1. Council adopt and recommend the future operating model for the Precinct to be Council Owned and the Operation Outsourced to an Independent Not for Profit (NFP) Organisation.
2. The new independent NFP be established as a 'company limited by guarantee', which can operate nationally (across state borders).
3. Council develop a Business Plan, at a cost of approx. \$25,000, to be completed within three months from the endorsement of this report.

The Business Plan to define:

- a) Organisational objectives;
- b) An establishment and operational budget;
- c) Governance arrangements (business structure, membership and staffing);

- d) Development of an organisational constitution.
4. Pending successful delivery of the Business Plan and its acceptance by Council, the PPWG further recommends undertaking Phase 3 Organisational Set Up: at a cost of approx. \$15,000.

Set-up to include:

- a) Board recruitment;
- b) Legal and administrative establishment (inc. service agreements between Council and the NFP);
- c) General manager recruitment; and
- d) Development of a strategic plan.

Officer Comment

As discussed at Councillor Briefing Sessions, the options canvassed by the PPWG did not include an 'arm's length' Council management model; nor were they required to do so.

In addition, the PPWG Terms of Reference specifically excluded EPS and commercial tenant lease arrangements, but an 'arm's length' management structure within Council would necessarily include such assets.

Given the ongoing requirement for a significant community (Council) subsidy each year, with little prospect of an operational profit ever being achieved given the nature of the assets and their operations, it is considered incumbent on Council to entertain the probability that a similar 'reducing subsidy' could be achieved by Council itself; if an alternate and commercially oriented management model and operational delegations could be established.

Officer recommendations are therefore based on addressing (at least) the possibility that such a model could be established.

If one could be; then Council would have options to proceed directly to management by the Administration (Council), management by an NFP, or management by Council for period then transfer to an NFP or similar after the 'subsidy' had been reduced significantly.

8. Issues and Risk Management

Issues:

Nil other than identified above.

Risk:

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

9. Strategic Planning Environments

Strong and Engaged Communities	Partnership with the Echuca Moama Alliance has afforded Council an opportunity to
Resilient Economy	Improved management and delivery of Council's operations in the precinct will facilitate and support local business growth and develop tourism opportunities.
Healthy Environment	No impact

Balanced Services and Infrastructure	Reviewing Council's ownership and management of a range of assets, including those in the Port Precinct, informs Council decisions about addressing community needs.
Responsible Management	Considerable Council resourcing is allocated to the management and operation of the Precinct, reviewing options to improve them, address tourism needs and reduce the level of subsidy required of the community evidences responsible management.

10. Consultation

Councillors:

- With the consultants in February 2020
- With the consultants and PPWG members on 7 April 2020.
- Briefing sessions 7 and 14 April 2020

9.3. Review – Grants, Sponsorships and Donations

Author:

Declan Moore, Chief Executive Officer

Attachments:

- 9.3.1 Range of Council Grants, Contributions, Financial Support
 - 9.3.2 Current Community Grants Program (help notes excluded)
 - 9.3.3 Draft Policy
 - 9.3.4 Community Grants and Donations Program Guidelines
 - 9.3.5 Sponsorships – Community and Not for Profit Events
 - 9.3.6 Sponsorships – Business and Commercial Events
-

1. Purpose

To seek approval to amend Council's Grants, Sponsorships and Donations Program, for the 2020 – 2021 financial year, as outlined in this report.

2. Recommendation

That Council:

- 1. **Endorse the underlying principles and changes proposed in the report and in the attached draft Policy (Attachment 9.3.3).**
 - 2. **Direct the Chief Executive Officer to:**
 - a) **Review the draft policy in keeping with Council's feedback and present it to Council for final approval at its June 2020 meeting;**
 - b) **Develop appropriate information sheets, application forms and instructions/notes to assist applicants understand, and staff administer, the amended grants, sponsorship and donations program;**
 - c) **Review the remaining financial support programs contained within Attachment 9.3.2 and report back to Council's June 2020 meeting.**
-

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

Council operates a number of financial support and grants programs, some require formal applications in response to an open call (e.g. annual grants program), some are specifically for business (economic development grants), some are the result of existing agreements (e.g. S86 Committees), while others represent contributions towards the administration of groups (e.g. Neighbourhood Houses). Appendix One outlines the range of financial supports currently afforded the local community.

Council and the Chief Executive Officer agreed early in his tenure that he should review the various programs with respect to their purpose, transparency, equity, application processes, guidelines and acquittals; and more specifically:

1. Identify the nature of *in kind* support that Council provides in addition to 'cash', and seek to have a 'cash equivalent value' identified and formally recognised by all recipients, but particularly by business and/or commercial entities.
2. Consider whether 'cash' should be provided towards events that charge an entry fee.

This report focuses on the financial supports described in Appendix Three (draft Policy).

7. Content

The (proposed) amended program streams are identified in the following table, described in more detail in the appendices and summarised later in this report.

<ul style="list-style-type: none"> • Community Grants Annual and Responsive as currently described. 	Attachment 9.3.4
<ul style="list-style-type: none"> • Junior Individual Development Grants Specifically identified sub program with conditions, focused on supporting youth representing Victoria and/or Australia in a range of endeavours. 	Attachment 9.3.4
<ul style="list-style-type: none"> • Donations Specifically identified sub program with conditions, focused on emerging/urgent financial assistance for those supporting vulnerable populations 	Attachment 9.3.4
<ul style="list-style-type: none"> • Sponsorships - community & not for profit events. Newly defined, but based on the current <i>community events</i> 	Attachment 9.3.5
<ul style="list-style-type: none"> • Sponsorships – business and commercial events Newly defined, but based on <i>hallmark events</i> 	Attachment 9.3.6

▪ Community Grants – Annual and Responsive

An opportunity for community groups and organisations to contribute to improving the well-being of the citizens of Campaspe Shire. Includes support for initiatives that address conservation, biodiversity, recycling, waste and pollution reduction.

Responsive grants provide a limited opportunity to apply for funds after the annual grants process has been completed, provided that the applicant can demonstrate that the idea/event/opportunity/need was not known prior to (or during) the time that the annual grants program was open.

- **Junior Individual Development Grants**

To encourage and support young people aged 18 years and under in their personal development and growth.

Support to assist local young people who have been chosen to represent their institution, club or organisation (at State or National level) in a variety of areas including sport and recreation, culture, the arts, science and technology.

Funds only available for only one State event (per person per financial year) and only one National event (per person per financial year).

- **Donations**

Assistance may be available (depending on funds) if there is an urgent requirement or an emergency situation for which the organisation has no immediate specific budget provision and it is not otherwise eligible (under the relevant funding guidelines) for Council's Community Grants Program.

- **Sponsorships – Community and Not for Profit**

Assistance, which may comprise in kind support, a cash contribution, or a combination of both, may be made available to community organisations and groups in order to stage events and activities for the benefit of the local community.

The provision of *in kind* support involves a direct cost for the community and Council, either by the provision of additional support/service over that usually available to the community, or an opportunity cost – i.e. the diversion of support/resources away from normal business towards the sponsorship.

Sponsorship funds are not to be passed on to third parties as payments, fees, gifts, or prizes etc.

- **Sponsorships – Business and Commercial**

Assistance, comprising cash and or *in kind* support, may be made available for local (rate paying) businesses/commercially staged events and activities within the Shire.

In kind assistance only, may be made available to support non local business/commercial entity staged events and activities within the Shire.

The underlying principle being that non local business/commercial entities do not contribute cash to the operations of the Council and should not therefore expect to be a cash beneficiary.

Nor is cash support available for events that charge the public an entry fee.

The value of Council's sponsorship can readily be ascribed a Total Cash Equivalent (TCE) for the purposes of the sponsorship and Council will require that the TCE be recognised when organisers determine Council's Sponsor Status.

8. Issues and Risk Management

Issues:

- All programs should continue to operate as per existing policy, guidelines and funding until the 2020/21 financial year, should Council determine to make changes.

Risk:

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

9. Strategic Planning Environments

Strong and Engaged Communities	The amended policy, guidelines and programs will continue to foster partnerships and enable residents to be actively engaged in their community
Resilient Economy	Minimal impact generally, but Major Events do facilitate and support local business growth, develop tourism opportunities and support partnerships.
Healthy Environment	Minimal impact, other than the contribution of environment programs to a healthy environment.
Balanced Services and Infrastructure	No impact
Responsible Management	Supports principles of transparency, equity and social justice. Promotes clear and open communication, relationship and partnership development, and fosters a customer centred approach.

10. Consultation

Councillors:

- Informal with Councillors during briefing sessions

9.4 Financial Support Measures in Response to COVID-19 Pandemic – Part 1

Author:

Fleur Cousins, General Manager Corporate Services

1. Purpose

To endorse financial support measures that respond to the current impact of the COVID-19 (Coronavirus) pandemic.

2. Recommendation

That Council:

- 1. Endorse the following arrangements for ratepayers experiencing financial hardship**
 - a) Facilitation of payment plans to address individual needs**
 - b) Waiving of interest on any debts incurred during the COVID-19 pandemic, commencing 25 March 2020 through to 30 September 2020.**
 - c) Suspension of any debt collection processes until 30 September 2020.**
- 2. Endorse the following financial support measures for residents:**
 - a) Pausing of direct debits for the Echuca War Memorial Aquatic Centre (EWMAC) until the facility reopens and extension of prepaid memberships to honour the number of months impacted by the facility closure or alternatively, on request, a provision of a pro-rata refund from Monday 23 March 2020.**
 - b) Deferral of enforcement action on unpaid dog and cat registrations until after 30 September 2020.**
 - c) Waiving of Library Fees, commencing Monday 23 March 2020 for any non-returned materials until 1 month after the Libraries return to full operation.**
 - d) Refund of all fees paid in advance to hire Council run facilities including the Echuca Wharf and recreation reserves, where an event has been cancelled as a result of the pandemic.**
- 3. Endorse the following financial support measures for businesses and community groups:**
 - a) Waiving of monthly commercial property rental payments for businesses or community groups, impacted by the State Government Restricted Activities direction, occupying Council buildings and facilities by way of a lease or licence, commencing Monday 23 March 2020 for 3 months and then on a month by month basis, until the State Government direction to remain closed is revoked.**
 - b) Waiving of rental payment for businesses, artisans or community groups, impacted by the State Government Restricted Activities direction, occupying Council buildings and facilities by way of a lease or licence, in accordance with Council's Policy 161 – Leases for Community Groups and Artisans, on a pro rata basis for 3 months and then on a month by month basis thereafter, until the State Government direction to remain closed is revoked.**
 - c) Deferral of payment for community groups, impacted by the State Government Restricted Activities direction, occupying Council buildings and facilities by way of a User Agreement, until 30 September 2020.**

- d) **Agreeing to the surrender of any lease or licence, where a business or community group gives notice to do so, without penalty until the 30 September 2020, except where there is an outstanding debt that existed prior to Monday 23 March 2020, which must be paid.**
 - e) **Suspension of any debt collection processes until 30 September 2020.**
4. **Note the action of the Administration waiving the 14-day notice period for the cancellation of any child care attendance at Council run child care centres, since Monday 23 March 2020.**
 5. **Encourage ratepayers, residents, community groups and businesses to contact Council should they feel that the above measures do not support their specific circumstances.**
 6. **Authorise the Chief Executive Officer to vary and/or extend the various periods referred to in the recommendations (1-4 above) should the circumstances warrant such action(s).**
-

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

A State of Emergency was declared in Victoria on the 16 March 2020 to manage a response to the COVID-19 (coronavirus) pandemic. The declaration of a State of Emergency enables the Chief Health Officer for Victoria to issue directions to help contain the spread of coronavirus.

Since the 16 March, a number of directions have been issued by the State Government's Chief Health Officer, that limit the operation of a range of businesses and restricts individuals leaving their home unless it is for the sourcing of food and supplies, medical care and care giving, exercise and work or education.

Campaspe Shire Council has a responsibility to continue the provision of essential services to the community during this time including, and not limited to, aged care in home support, child care, immunisation and environmental health. Campaspe Shire Council has and will continue to follow and implement the directions issued by the State and Federal Government authorities.

In acknowledgement and recognition of the impact these restrictions have on individuals and businesses, Campaspe Shire Council has developed a financial support package to assist community and business who may be experiencing financial hardship.

7. Content

In response to coronavirus, Council has determined the following measures be implemented to support ratepayers, residents, community groups and businesses.

Ratepayers experiencing financial hardship

To ensure ratepayers are supported, without creating additional financial hardship once the pandemic is resolved, ratepayers are encouraged to enter into a payment plan tailored to specifically meet their individual needs.

Council will place a hold on applying any interest on debt accumulated during the COVID-19 pandemic, commencing from Wednesday 25 March 2020 through to 30 September 2020. If any debt is still outstanding on 1 October 2020, Council's Revenue and Debt Collection Policy will apply.

Rates Notices will continue to be issued during this period, to enable ratepayers to keep track of any debt owing and manage their personal circumstances.

Council will also place a hold on any debt recovery action until the 30 September 2020.

Residents experiencing financial hardship

Residents using a range of Council services will be supported in the payment of fees and charges related to the service they are accessing in accordance with the following:

a) Echuca War Memorial Aquatic Centre (EWMAC)

Any direct debit payment after the 23 March 2020 has been paused until the facility reopens.

Memberships paid in advance will be offered an extension of time on their membership from 23 March 2020 to honour the number of months impacted by the facility closure. Alternatively, on request, a refund on a pro rata basis will be provided.

b) Animal Registrations

The registration of cats and dogs is a statutory requirement and the payment of registrations can continue to be made online or by contacting Council's customer service centre.

Enforcement action on the payment of unregistered animals will be deferred until 30 September 2020.

c) Library Fees

Fines for any borrowed items that are not returned beyond their nominated return date will be waived. Fines will commence being applied one month after the opening date of all libraries operating within the Shire.

Every attempt will be made to contact members with outstanding borrowings during the month after opening and prior to the reinstatement of fines.

d) Hire Fees – Wharf, Reserves and Council Operated Facilities

All deposits or fees paid for the hire of the wharf, reserve or any Council operated facility to conduct an event that is no longer able to be held, will be refunded.

e) Child Care

In response to the concern at the start of the pandemic in relation to the attendance of children at child care and the introduction of the State Government Restricted Activities Direction, the Administration waived the 14-day notice period for cancellation of bookings to attend the Council run child care centres. This commenced on the 23 March 2020 and remains in place.

f) Aged and Disability Services

Clients are able to make payments for services received either online or by contacting Council's customer service centre.

Clients experiencing financial hardship are encouraged to enter into a payment plan tailored to meet their individual needs.

Clients unable to make payments online or over the phone can contact Council to make individual arrangements for ongoing service provision.

Businesses and Community Groups experiencing financial hardship

Businesses and Community Groups occupying Council owned buildings or facilities by way of a lease or licence agreement, who are impacted by the State Government Restricted Activities Direction, will have their monthly commercial property rental waived for 3 months and thereafter on a month by month basis, until such time as the State Government direction is revoked.

Business, Artisans and Community Groups occupying Council owned buildings or facilities by way of a lease or licence agreement in accordance with Council's Policy 161 – Leases for local community groups and artisans, where they have been impacted by the State Government Restricted Activities Direction, will have their rental deferred until 30 September 2020.

Community groups utilising Council owned buildings or facilities by way of a user agreement, who have been impacted by the State Government Restricted Activities Direction, will have their user fees deferred until 30 September 2020.

Council acknowledges the various incentives and payments offered to businesses and employees at a Federal and State Government level, however the waiver of commercial rent is considered to support businesses retain occupancy of buildings to ensure a quicker recovery for the local community once restrictions are eased.

Businesses or Community Groups who no longer wish to retain their lease or licence for ongoing occupancy of a Council owned building will be able to give notice to surrender the lease or licence without any penalties, except where there is an outstanding debt payable prior to Monday 23 March 2020.

In recognition that on adoption of the 2020/21 Council budget, Public Spaces Trading permits for the display of goods, A frames and footpath trading fall due, Council will waive the permit fees for businesses impacted by the State Government Restricted Activities Direction on a monthly pro rata basis, until such time as the State Government direction is revoked. This particular point will be covered under a separate report titled 'Financial Support Measures in response to COVID-19 Pandemic – Part 2'.

Council will also place a hold on any debt recovery action until 30 September 2020.

General

In establishing these measures to support ratepayers, residents, community groups and businesses, Campaspe Shire Council recognises each individual's circumstances will be different. Therefore, while these measures are intended to assist many community members, businesses and sporting groups, if these measures do not provide assistance, individuals are encouraged to contact Council to discuss their specific circumstances.

Council understands that the recovery of communities and the local economy will be a paramount focus when restrictions, imposed to contain the spread of coronavirus, are eased. It is not anticipated that the recovery phase will commence until the new financial year and consideration has already been given to any savings within the 2020/21 year as well as use of Council reserve allocations be redirected to support the recovery phase. When greater certainty around timing and the impacts of the pandemic are known a further report to Council will be presented outlining possible recovery measures.

8. Issues and Risk Management

Issues:

The impact of coronavirus on the communities of Campaspe Shire Council and the broader region are as varied as the communities themselves. Council recognises the important role it plays in supporting the community and local businesses through the provision of essential services as well as doing what it can to alleviate some of the financial pressures being experienced.

Council acknowledges that there are still many unknowns, particularly around the length of time these impacts will be experienced to control and manage the spread of coronavirus, and Council will need to play an integral role in the recovery of local communities as restrictions are eased. This may require further measures to be implemented, which will be considered as the pandemic progresses.

The financial implications of these measures have not been quantified at this stage, however those measures that extend into the 2020/21 financial year will be captured when a revised budget is developed and can be more precisely quantified.

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 financial support measures to be offered by Council in response to the COVID-19 Pandemic, seek to alleviate the financial pressures being experienced by ratepayers, residents, community groups and business as well as contribute to the recovery of the local economy once restrictions are eased.
Healthy Environment	No Impact
Balanced Services and Infrastructure	No Impact
Responsible Management	No Impact

10. Consultation

Councillors:

- The measures outlined in this report were discussed with Councillors at the Council Briefing held on 14 April 2020.

9.5. Financial Support Measures in Response to COVID-19 Pandemic – Part 2

Author:

Fleur Cousins, General Manager Corporate Services

1. Purpose

To endorse financial support measures that respond to the current impact of the COVID-19 (Coronavirus) pandemic. This report should be read in conjunction with the report entitled 'Financial Support Measures in Response to COVID-19 Pandemic – Part 1.

2. Recommendation

That Council endorse the waiving, on a monthly pro rata basis, of the fees related to 2020/21 Public Spaces Trading permits for the display of goods, A frames and footpath trading, where businesses have been impacted by the State Government Restricted Activities direction, until the State Government direction is revoked.

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

A State of Emergency was declared in Victoria on the 16 March 2020 to manage a response to the COVID-19 (coronavirus) pandemic. The declaration of a State of Emergency enables the Chief Health Officer for Victoria to issue directions to help contain the spread of coronavirus.

Since the 16 March, a number of directions have been issued by the State Government's Chief Health Officer, that limit the operation of a range of businesses and restricts individuals leaving their home unless it is for the sourcing of food and supplies, medical care and care giving, exercise and work or education.

Campaspe Shire Council has a responsibility to continue the provision of essential services to the community during this time including, and not limited to, aged care in home support, child care, immunisation and environmental health. Campaspe Shire Council has and will continue to follow and implement the directions issued by the State and Federal Government authorities.

In acknowledgement and recognition of the impact these restrictions have on individuals and businesses, Campaspe Shire Council has developed a financial support package to assist community and business who may be experiencing financial hardship.

7. Content

In response to coronavirus, Council has determined the following measures be implemented to support ratepayers, residents, community groups and businesses.

Businesses and Community Groups experiencing financial hardship

In recognition that on adoption of the 2020/21 Council budget, Public Spaces Trading permits for the display of goods, A frames and footpath trading fall due, Council will waive the permit fees for businesses impacted by the State Government Restricted Activities Direction on a monthly pro rata basis, until such time as the State Government direction is revoked.

General

In establishing these measures to support ratepayers, residents, community groups and businesses, Campaspe Shire Council recognises each individual's circumstances will be different. Therefore, while these measures are intended to assist many community members, businesses and sporting groups, if these measures do not provide assistance, individuals are encouraged to contact Council to discuss their specific circumstances.

8. Issues and Risk Management

Issues:

The impact of coronavirus on the communities of Campaspe Shire Council and the broader region are as varied as the communities themselves and Council recognises the important role it plays in supporting the community and local businesses through the provision of essential services as well as doing what we can to alleviate some of the financial pressures being experienced.

Council acknowledges that there are still many unknowns, particularly around the length of time these impacts will be experienced to control and manage the spread of coronavirus, and Council will need to play an integral role in the recovery of local communities as restrictions are eased. This may require further measures to be implemented, which will be considered as the pandemic progresses.

The financial implications of these measures have not been quantified at this stage, however those measures that extend into the 2020/21 financial year will be captured when a revised budget is developed and can be more precisely quantified.

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 financial support measures to be offered by Council in response to the COVID-19 Pandemic, seek to alleviate the financial pressures being experienced by ratepayers, residents, community groups and business as well as contribute to the recovery of the local economy once restrictions are eased.
Healthy Environment	No Impact
Balanced Services and Infrastructure	No Impact
Responsible Management	No Impact

10. Consultation

Councillors:

- The measures outlined in this report were discussed with Councillors at the Council Briefing held on 14 April 2020.

9.6. 2020-21 Proposed Budget

Author:

Ailsa Box, Finance Manager

Attachments:

9.6 Proposed 2020-21 Budget

1. Purpose

This report presents the Proposed 2020-21 Budget to Council and recommends that the statutory process, as defined in the *Local Government Act 1989* be commenced, inviting public submissions and advertising the proposed budget for public comment.

It is recognised that the preparation of a budget at this particular time presents challenges due to the many unknowns and current restrictions imposed as a result of the COVID-19 pandemic. Due to these unknowns this budget is being presented as an 'as usual' operating budget. Once greater certainty of the longevity of the restrictions and the financial impacts of the pandemic are known, a revised budget will be prepared and released for public consultation.

2. Recommendation

That Council

- 1. Endorse the proposed "Campaspe Shire Council Budget 2020-21" appended as Attachment 9.6, as the Proposed Budget prepared by Council for the purposes of Section 127(1) of the *Local Government Act (1989)*.**
 - 2. Authorise the Chief Executive Officer to:**
 - a) Give notice of the preparation of the Proposed Budget in accordance with Section 129(1) and (3) of the *Local Government Act (1989)*.**
 - b) Make available for public inspection the information required to be made available by Section 129 of the *Local Government Act and Local Government (Planning and Reporting) Regulations 2014*, excepting information exempted by Order-In-Council; and**
 - 3. Consider any submission on a proposal (or proposals) contained within the proposed budget in accordance with Section 129(2) and Section 223 of the *Local Government Act (1989)*.**
 - 4. Hear any submissions (if required) on the proposed budget and schedule of fees and charges at a Budget Submissions Hearing Meeting to be held in the Echuca Civic Centre Function Room or in an approved web/phone meeting on Tuesday, 2 June at 5:00pm.**
 - 5. Consider any motion to adopt the proposed budget and schedule of fees and charges at a Council Meeting to be held on Tuesday, 23 June 2020, having regard to all submissions received.**
 - 6. Note that a revised 2020/21 budget will be prepared and released for public consultation once greater certainty on the longevity and financial impact of the current COVID-19 pandemic are known.**
-

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

This budget has been prepared based on an 'as usual' operation of Council.

At the time of presenting this budget to Council for endorsement to proceed to public consultation, it is recognised that a number of services have been restricted and that our community and businesses have been significantly impacted by the current COVID-19 pandemic. It is currently too early to have a true and accurate picture of the impacts of the pandemic on Council's 2020/21 budget, that said both Councillors and the administration are fully aware that the impacts will be far reaching and support for all communities to recover from the pandemic will be required.

Section 127 of the Local Government Act 1989 requires that Council prepares a budget for the year and the *Local Government (Planning and Reporting) Regulations 2014* specify the information required for public display.

Section 136 of *the Act* requires that Council implement the principles of sound financial management. The principles are identified in the Act as:

- (1) a Council must implement the principles of sound financial management.
- (2) The principles of sound financial management are the Council must:
 - (a) manage financial risks faced by the Council prudently, having regard to economic circumstances;
 - (b) pursue spending and rating policies that are consistent with a reasonable degree of stability in the level of the rates burden;
 - (c) ensure that decisions are made and actions are taken having regard to their financial effects on future generations
 - (d) ensure full, accurate and timely disclosures of financial information relating to the Council
- (3) The risks referred to in sub-section (2)(a) include risks relating to:
 - (a) the level of Council debt;
 - (b) the commercial or entrepreneurial activities of the Council;
 - (c) the management and maintenance of assets;
 - (d) the management of current and future liabilities;
 - (e) changes in the structure of the rates and charges base.

Further to these principles defined in the Local Government Act 1989, Council adopted additional financial principles on 3 December 2019 to guide the development of the 2020-21 Proposed Budget. These principles are:

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

On Thursday 9 April 2020, Councils were advised that the Minister for Local Government, Hon Adem Somyurek, had approved an extension to the 31 August 2020, by which councils needed to have adopted a budget for the 2020/21 year. This, in essence, extends the timeframe by two months. But it is not clear whether Council will be in a better position within that two-month period to forecast and prepare a more accurate budget, therefore despite the extension, it is recommended that Council proceed to prepare and adopt a budget that will be closely monitored and revised once the impacts of the pandemic are quantifiable and better understood.

7. Content

In presenting the proposed 2020/21 budget and strategic resource plan, the following parameters have been used:

- Consumer Price Index (CPI) based on the September 2019 quarter – 1.7%
- Large sites and street lighting electricity charges – as per current contract rates
- Gas, Water and all small sites electricity charges – increased by CPI
- Full employee establishment funded including 2% increase in accordance with Council's Enterprise Agreement and all known increments
- Retention of existing service levels

Further to the above parameters, the proposed budget has included funds to:

- conduct the 2020 Council General Election
- conduct compulsory council candidate training
- induct a new council following the General Election
- support the development of a new community vision and council plan, in accordance with the Local Government Act 2020

- appoint two additional full time equivalent parks and gardens team members, in recognition of the additional workload from new subdivision development and the redevelopment of a number of spaces around the shire

At the Ordinary Council meeting held on the 19 November 2020, Council resolved to submit two applications to the 2019 Community Infrastructure Loan Scheme, to redevelop the Echuca East Community Precinct (Stages 1-4) and Gunbower Lions Park. Council has been advised that both of the applications have been successful, and the proposed budget recognises the two Community Infrastructure Loans under interest bearing loans and borrowings outlined in the Balance Sheet.

8. Issues and Risk Management

Issues:

While the budget has been deliberately prepared on a *business as usual* basis, Council acknowledges that there are many unknowns that will negatively impact the budget moving into the new financial year. These will be addressed by the preparation of a revised budget later in the calendar year.

Risk:

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

9. Strategic Planning Environments

Strong and Engaged Communities	The proposed budget provides services to improve the health, wellbeing and safety of our community
Resilient Economy	Programs and initiatives within this budget will support economic growth, investment opportunities and community development.
Healthy Environment	The budget will assist in the delivery of initiatives to support the health of our communities' environment and promotes environmentally sustainable practices.
Balanced Services and Infrastructure	The budget continues to finance maintenance and renewal of existing assets, as well as providing some funding to support creation of new infrastructure.
Responsible Management	The budget has been built based on the principles of sound financial management.

10. Consultation

Public comment on the budget and fees and charges will be sought by advertising for submissions from members of the public in accordance with section 223 of the *Local Government Act 1989*. Section 223 of the Act provides for people to make written submissions and allows for anyone making a submission to address the Council in support of that submission at a time and venue fixed by the Council prior to the Council finally considering the budget for adoption.

The proposed budget will be advertised in the Riverine Herald, Campaspe News and Kyabram Free Press in the week following the Councils' resolution to release the proposed budget as the budget to be presented to the public for the purposes of section 127 of the *Local Government Act 1989*.

Submissions received from the public and other groups prior to the preparation of this proposed budget have been considered in the development of the document.

Consultation in the preparation of the Proposed Budget has included discussions with EMG, Leadership Group, Finance and Councillors during workshops and briefing sessions.

Councillors have been consulted on the development of the proposed budget at a number of Council Briefing Session over the period November 2019 to April 2020.

11. Officer Comment

Council needs to prepare the proposed budget and give public notice by advertisement in the local papers that the proposed budget is available for inspection and public and invited to make submissions on the proposed budget until 5:00pm, Wednesday, 27 May 2020

Any submitters wishing to speak in support of their submissions will be heard at a meeting of Council on Tuesday, 2 June 2020 at 5.00pm.

Council will then need to consider any submissions, amend the budget if required and finally adopt the budget and declare the rates and charges for 2020-21 year, at a Council meeting to be held at 5.00 pm, Tuesday, 23 June 2020 at Echuca.

10. Council Information

10.1. Assembly of Councillors Records

Author:

Sharolyn Taylor, Council Support Officer

Responsible Manager:

General Manager Corporate Services

1. Purpose

To present to Council the open records for the Assemblies of Councillors held in the month of March 2020.

2. Recommendation

That Council note the Assemblies of Councillors records.

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 March 2020:

Meeting Information		
Meeting Name/Type	Campaspe Briefing Session	
Meeting Date	3 March 2020	
Start time:	10:02am	Finish time: 4:20pm
Matters Discussed	<ol style="list-style-type: none"> 1. Welcome, present and apologies 2. Declaration of Interests 3. Delegation - Victorian Murray Floodplain Restoration Project 4. Port of Echuca Precinct 5. Campaspe Planning Scheme Amendment (Omnibus) 6. Planning Scheme Amendment C111 7. Planning Applications Call in Process 8. Echuca Moama Bridge Update 9. Waste and Resource Recovery Contracts 10. Policy Review 11. Kyabram Fauna Park 12. Business Arising 13. Briefing Review 14. Meeting Close 	
Attendees		
Councillors	Adrian Weston (Mayor), Daniel Mackrell (10:02am – 12:50pm), Kristen Munro, Vicki Neele, Neil Pankhurst, Leanne Pentreath (10:02am – 10:40am), Annie Vickers, Leigh Wilson, John Zobec	
Staff	Declan Moore, Fleur Cousins, Keith Oberin, Paul McKenzie (10:02am – 3:24pm), Jason Deller, Sharolyn Taylor	
Apologies		
Councillors	Cr Pentreath (10:40am – 4:20pm)	
Conflict of Interest disclosures		
Matter No.	Councillor/officer making disclosure	Left meeting: Yes/No
Nil		

Meeting Information		
Meeting Name/Type	Campaspe 2020/21 Budget Session No. 2	
Meeting Date	10 March 2020	
Start time:	9:32am	Finish time: 12:43pm
Matters Discussed	<ol style="list-style-type: none"> 1. Apologies 2. Outline for Sessions on 24 and 31 March 2020 3. 2020/21 Budget 4. Cash Reserves 5. Mid – Year Budget Review 6. Service Profiles 7. Meeting Close 	
Attendees		
Councillors	Cr Vicki Neele, Cr Neil Pankhurst, Cr Leanne Pentreath, Cr Leigh Wilson, Cr Daniel Mackrell, Cr Kristen Munro, Cr Annie Vickers (9:31am – 12:41pm), Cr John Zobec	
Staff	Declan Moore, Fleur Cousins, Ailsa Box, Richard Conway, Keith Oberin, Paul McKenzie (9:54am – 12:43pm), Sharolyn Taylor	
Apologies		
Councillors	Cr Adrian Weston	
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	10 March 2020	
Start time:	1:18pm	Finish time: 3:19pm
Matters Discussed	<ol style="list-style-type: none"> 1. Welcome, present and apologies 2. Declaration of Interests 3. Business Arising 4. Complimentary Car Parking Analysis 5. Aquatic and Leisure Services Strategy Workshop No. 2 6. Briefing Review 7. Meeting Close 	
Attendees		
Councillors	Vicki Neele, Daniel Mackrell (1:18pm – 2:09pm), Kristen Munro, Neil Pankhurst, Annie Vickers (1:23pm – 3:19pm), Leigh Wilson, John Zobec (1:23pm – 3:19pm)	
Staff	Declan Moore, Fleur Cousins, Keith Oberin, Paul McKenzie, Richard Conway, Sharolyn Taylor	
Apologies		
Councillors	Cr Adrian Weston, Cr Pentreath	
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	17 March 2020	
Start time:	12:32pm	Finish time: 3:23pm
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 Groves Weir Bridge 3.2 Paramount Theatre 3.3 Echuca Aerodrome 3.4 Coliban Water Elmore Wastewater Treatment Plant 3.5 Victorian State of Emergency 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 – Procurement Report 8. Monthly Performance Reporting – Finance Report 9. Monthly Performance Reporting – Capital Works 10. Monthly Performance Reporting – Council Resolutions for Action 11. Briefing Minutes Review 12. Meeting Schedule 13. Communication Reports <ol style="list-style-type: none"> 13.1 Law Court Place Echuca 13.2 Resilience Rochester Project Update 13.3 'Active Living Census Update 14. Councillor Portfolio and Committee Updates, Reports from Conferences and Training attended <ol style="list-style-type: none"> 14.1 Echuca Moama and District Tourism Association (EMDTA) Board Meeting 14.2 Property Valuations 15. General Discussion and Question Time <ol style="list-style-type: none"> 15.1 Paramount Theatre 15.2 Courts Services Victoria 16. Briefing Review 17. Meeting Close 	
Attendees		
Councillors	Adrian Weston (Mayor), Daniel Mackrell, Kristen Munro (1:00pm – 3:23pm), Vicki Neele, Neil Pankhurst, Leanne Pentreath, Annie Vickers, Leigh Wilson, John Zobec (12:32pm – 3:23pm)	
Staff	Declan Moore (12:32pm – 3:13pm), Fleur Cousins, Keith Oberin, Paul McKenzie, Jason Deller, Sharolyn Taylor	
Apologies	Nil	
Conflict of Interest disclosures		
Matter No.	Councillor/officer making disclosure	Left meeting: Yes/No
19.3	Fleur Cousins	No
19.3	Keith Oberin	No
19.3	Declan Moore	No

Meeting Information		
Meeting Name/Type	Campaspe 2020/21 Budget Session No. 3	
Meeting Date	31 March 2020	
Start time:	9:30am	Finish time: 4:30pm
Matters Discussed	1. 2020-21 Operational Budget	
Attendees		
Councillors	In person - Kirsten Munro, Daniel Mackrell. Remote Access - Adrian Weston, Vicki Neele, Neil Pankhurst, Leanne Pentreath, Annie Vickers, Leigh Wilson and John Zobec	
Staff	Declan Moore, Andrew Cowin, Kate Iemon, Jason Deller, Fleur Cousins and Ailsa Box	
Apologies		
Councillors		
Conflict of Interest disclosures		
Matter No.	Councillor/officer making disclosure	Left meeting: Yes/No
Nil		

8. Issues and Risk Management

Issues:

Nil.

Risk:

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

9. Strategic Planning Environments

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

10. Consultation

Nil.

10.2. Letters of Appreciation

The following have been received:

- Colbinabbin Silo Art Trail Project - thank you for promptly supplying temporary signage in Collins Street, Colbinabbin to assist with wayfinding and traffic flow into the Silo Art Viewing Area. Peter Blair, Road Maintenance Unit was fantastic and very accommodating with the installation of the signage.
- Colbinabbin & District Historical Society and Colbinabbin Silo Art Trail Project - thank you for additional funding from the Shire of Campaspe to the Colbinabbin Silo Art Trail Project. The funds will be spent on Interpretative Boards to be placed in the viewing area. This funding allows for the purchase of an additional Interpretative Board which will be able to provide further detail of the history of Colbinabbin for the visitors to enjoy.
- Norma Sefton-Rowston, thank you for the wonderful grading job of Winter and McColl Road, Girgarre last month.
- Close the Loop – congratulations and thank you for the great effort the Campaspe Shire Council has put in to divert printer cartridges from landfill. For the period 1 January to 31 March 2020 Council has diverted 9.78kg of cartridges from landfill.
- Colbinabbin Silo Art Trail – thank you to Cr Adrian Weston for his recent visit to view the progress of the Colbinabbin Silo Art project. Support from the Campaspe Shire Council for this project is very much appreciated.
- Julie Bright, Rochester – thank you for the prompt response to the Snap Send Solve incident. The request has been completed and would like to acknowledge the great work.

Recommendation

That Council note letters of thanks and appreciation as listed.

10.3. Responsive Grants Program

Author:

Bobbi Aitken, Civic Events and Grants Officer

Responsible Manager:

General Manager Economic & Community Development

1. Purpose

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

2. Recommendation**That Council:**

1. **Note the following grants have been approved in accordance with the Responsive Grants Program guidelines and criteria and applicant advised in writing:**
 - **Goulburn Valley Devils Under 18 Lawn Bowls Team (Stanhope Bowls Club Inc) - \$1,000 to assist with accommodation, food and entry fees associated with nine juniors representing the Goulburn Valley at the Under 18 Victorian Lawn Bowls Championships to be held in Narre Warren from 30 March until 2 April 2020.**
 - **Kyabram Blue Light Inc, \$448 to assist with venue hire fees (Kyabram Stadium – four hours at \$56 per hour for two courts), for vents to be held on 13 March and 1 May, due to roof replacement at the regular venue.**
 2. **Note the following grant has not been approved in accordance with the Responsive Grants Program guidelines and criteria and applicant advised in writing:**
 - **Murray River Strings (Echuca Moama Uniting Church) to assist with venue hire fees and insurance for Murray River Strings rehearsals and evening performance held from 2 February – 21 March 2020.**
-

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 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
Goulburn Valley Devils Under 18 Lawn Bowls Team (Stanhope Bowls Club Inc)	\$1,000	\$1,000	To assist with accommodation, food and entry fees associated with nine juniors representing the Goulburn Valley at the Under 18 Victorian Lawn Bowls Championships to be held in Narre Warren	Approved by CEO – met assessment criteria
Kyabram Blue Light Inc.	\$448	\$448	To assist with venue hire fees (Kyabram Stadium – four hours at \$56 per hour for two courts), for vents to be held on 13 March and 1 May, due to roof replacement at the regular venue	Approved by CEO – met assessment criteria
Murray River Strings (Echuca Moama Uniting Church)	\$408	\$0	To assist with venue hire fees and insurance for Murray River Strings rehearsals and insurance held from 2 February – 21 March 2020	Not approved by CEO – did not meet assessment criteria Funds requested retrospectively and Council funding programs do not fund retrospective projects

Fund Balance Prior to application approval:	\$20,136.50
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Funding approved:	\$1,448
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2019/2020 Fund Balance: (21 April 2020)	\$18,688.50
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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

10.4. Findings from the “12 Days of Christmas” Free Parking Trial

Author:

Richard Conway, Assets Manager

Stacey Fraser, Business Support Officer

1. Purpose

To advise Council of the outcome of analysis of the impact of the “12 days of Christmas” free parking trial carried out in Echuca over late December 2019.

2. Recommendation

That Council note the outcome of the analysis on the “12 days of Christmas” free parking trial.

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

Echuca Moama Business and Trades Association (EMBTA) proposed the “free” parking concept on behalf of local businesses as a way of encouraging more shoppers into the Echuca CBD, to spend locally and to boost Christmas trade for retailers.

At the 3 December 2019 meeting Council resolved that for the period commencing at 8am Thursday, 12 December ending midnight Tuesday, 24 December 2019 parking in Nish and High Street car parks would be free. It further resolved that the outcome of the initiative should be analysed and a report presented to Council. This report is in pursuance of that resolution.

7. Content

Staff implemented the free parking in accordance with Council’s resolution. In order to evaluate the impact of the trial traffic counters were placed on key roads around Echuca as well as the entrances to the car parks. The locations were:

1. At the exit of the High Street Car Park.
 2. At the entry to the Nish Street Car park.
-

3. On the west bound lane only of Florence Street, East of Car Park Entry.
4. Hare Street between Anstruther and Pakenham Street.
5. Anstruther Street between Hare and High Street.
6. Pakenham Street between Hare and High Street.
7. Annesley Street between Pakenham and Anstruther Street.

These locations were chosen to best capture traffic movements in the car parks and retail traffic accessing the centre of town, in order to give perspective of peak traffic volumes.

Staff also manually counted the occupancy of the car parks at 10am and 2pm before the trial began so that occupancy under “normal” circumstances could be gauged as close as possible to the trial beginning. Notably by that time the announcement of the trial was public.

Publicity

The availability of free parking locations was communicated via local media, Campaspe Shire Economic Development eNews, social media and signage attached to meters in the two car parks subject to the trial. There was feedback that despite the publicity some members of the public were still unsure where the free parking was applicable. Seven infringements requested a review citing they were unaware that free parking did not apply to on street parking.

Feedback from traders and shoppers

Traders agreed it was a good initiative and a positive step forward by Council. In addition to free off street parking, shoppers would have also welcomed free on street parking. Some shoppers were confused where the free parking applied. Feedback also centred around the anomaly of parking time limits and paid parking in Echuca CBD. An example given was Hare Street on street parking is paid and 1 hour vs High Street on street parking free and all day (in some areas).

Analysis

The parking trial analysis has considered financial, statistical and behaviour norms.

A spike in hourly carpark use was its highest between 11am-12pm with the busiest day being the 23rd December and the lowest Christmas Day. Overall increased use between the pre and during trial use was 25%. The surrounding streets saw a drop in traffic of 5% or around 770 vehicle movements during the 12 days of Christmas.

While the carparks were used more during the trial period than prior to it what was not clear is if that was due solely to the free parking or if the final 12 days before Christmas are typically a more frequented shopping period. The fact that the 25 December was the lowest parking day for example is not because the fees went back on but because it was Christmas Day. “ShopperTrak”, a UK consumer behaviour website, and “Credicardcompare.com.au”, an Australian spending tracker, name the two most popular high street shopping days as the penultimate and final Saturdays before Christmas. On this evidence it would seem this period has the most popular shopping.

Without prior years and prior month’s data it is not possible to draw a conclusion based on the information available.

Reduction in income from parking fees

For the period 12 December to 24 December 2018 all parking meters generated \$38,533.80. The High Street carpark generated \$3,682.20 and Nish Street \$3,922.60 (PayStay was not in use in 2018).

For the period 12 December to 24 December 2019 all meters generated \$26,207.60. PayStay for this period was \$6,690.33, therefore the actual difference in income was \$5,635.87, down on previous year.

Table. Parking income comparison 2018 vs 2019.

	12 to 24 Dec 2018	12 to 24 Dec 2019
Meters	\$38,533.80	\$26,207.60
PayStay	Nil	\$ 6,690.33
Total	\$38,533.80	\$32,897.93

Note, in 2019/2020 Council increased off Street parking fees (8.3%) from \$1.20 to \$1.30 per hour and on Street parking (7.1%) from \$1.40 per hour to \$1.50 per hour.

Decreased infringements

No infringements were issued for the free parking period in the off street all-day car parks. Council officers issued a total of 4 infringement notices for the same period last year.

Fee reduction or refund for long term quarterly car parking permits

Long term quarterly car parking permit renewals received for January 2020 have received a \$30 fee reduction (the equivalent of 12 days of parking). Request was raised by a local Business owner who has multiple current long term quarterly permits. Fee reduction or refund was approved by the CEO. To date in 2020, 21 fee reductions have been applied, totalling \$660. In the December 2019 quarter there were 57 permits which would equate to refunds totalling \$1,710 once all the refunds are applied.

8. Issues and Risk Management

Issues:

Issue 1: Lack of comparative data makes drawing direct conclusions difficult

If there were results of road traffic counts as well as parking saturations surveys for the period up to the free trial it would be more reasonable to draw a conclusion. Especially if this information was also compared with shopper behaviour in other comparable towns. Are the final 12 days of Christmas universally the most popular as national and international evidence would suggest or did this trial really did make a difference is unknown. As it stands the data gathered is information without perspective.

Issue 2: Cost to Council

The Council has taken around \$8000 in lost revenue between lower parking fees and refunds in long term car park permits. Without knowing the true benefit of that to the community, whether more people really did visit Echuca centre because of the trial, and the dollar value of that extra visitation it is difficult to define a true cost benefit.

Issue 3: Making trials robust

If another 'free' parking initiative were to be undertaken in 2021 it is suggested that traffic counts and parking saturation surveys in its major towns should be done in the period from November 2020 to January 2021 to define the parking behaviour of users. It would be beneficial to use smart technologies, such as number plate recognition, drone saturation counts and time lapse photography to identify the in centre movements of vehicles and improve the validity of the data as well as potentially give value added information such as location of visitors or average number of hours spent in the area. If that information was added to research with neighbouring towns and Shires on the behaviours of their main centres a truer understanding of community behaviour and the impact of any free parking. This would incur a cost to the organisation that has not been planned for at this time.

Issue 4: Ultimate conclusion

There was no clear economic value evident in the 2019 trial. The lack of prior year information as well as the national and international evidence that the final 12 days of Christmas shopping include the highest consumer spending hinder the opportunity to clearly see a cause and effect of free parking. To gain that level of clarity more investment in further counts, technology to assist with data collection would be required. As it stands the trial does not appear to have a definable positive economic impact for the community.

Risk:

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

9. Options**Option 1: Note the outcome of the analysis on the 12 days of Christmas free parking trial**

While the outcome is inconclusive from the point of view of understanding whether the increased traffic was as a result of the trial, more parking took place during the period.

This option is recommended by officers.

Option 2: Note the outcome of the trial and further parking initiatives.

It is not known if the increased parking was a result of the trial or a natural outcome of the time of year. There was not enough data recorded and research into free parking prior to Council making the decision to undertake the trial. Understanding the cost to the Council in providing free car parking in Echuca would require potentially expert analysis to be undertaken before another trial is undertaken.

This option is not recommended by officers.

Option 3: Note the outcome of the trial and require that time limited parking is made free in that period

Timed parking encourages shopping throughput the area and ensures there is a steady turnover of car parks for new visitors. As with option two however, understanding normal community behaviour is necessary before undertaking another trial.

This option is not recommended by officers.

10. Strategic Planning Environments

Strong and Engaged Communities	The trial derived from a community request. The outcome of it and any extension would be in response to an engaged group.
Resilient Economy	Council aims to support and stimulate the economy where it is able.
Healthy Environment	No Impact
Balanced Services and Infrastructure	No Impact
Responsible Management	Without knowing the link between the trial and the observed parking behaviour it is difficult to gauge the value of the trial.

11. Consultation**Internal consultation:**

- Tourism Support Officer

- Infrastructure Development Coordinator
 - Assets Manager
 - Finance Manager
 - Business Support Officer
 - General Manager Infrastructure Services.
 - Executive Management Group
-

12. Officer Comment

It is not recommended that we compare this trial with City of Greater Shepparton's free parking at Christmas as their circumstances and CBD is configured differently.

11. Councillor Reports

Cr Adrian Weston	
21 March 2020	National 3 Wheelers Club of Australia Show n Shine
21 March 2020	Colbinabbin Silo Art and Hotel Meeting
2 April 2020	MAV Virtual Mayoral Forum
6 April 2020	Citizenship Ceremony
9 April 2020	Loddon Campaspe Mayors Meeting

Cr Daniel Mackrell	
18 March 2020	Kyabram Deakin Residents and Ratepayers Development Group Incorporated General Meeting

Cr Kristen Munro	
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Cr Vicki Neele	
23 March 2020	Kyabram Development Committee Meeting
2 April 2020	EMDTA Informal Board Meeting
6 April 2020	Citizenship Ceremony

Cr Neil Pankhurst	
22 March 2020	Lions Youth of the Year

Cr Leanne Pentreath	
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Cr Annie Vickers	
20 March 2020	High Kicks and Hard Shoes Celli Dance

Cr Leigh Wilson	
17 April 2020	GVWRRG Board Meeting

Cr John Zobec	
18 March 2020	Kyabram Deakin Residents and Ratepayers Development Group Incorporated General Meeting

Recommendation

The Councillor Reports be noted.

12. Chief Executive Officer's Report

Activities and meetings attended since the previous Council meeting

Since the last Council Meeting the CEO's main focus has been on the response to Covid-19 with teleconferences and web meetings such as:

- Daily Business Continuity Plan Team meetings
- Ongoing Briefing Sessions with Campaspe Councillors and the Executive team.
- Murray River Group of Council CEO meetings
- Weekly Loddon Campaspe Council CEO meetings
- MAV Coronavirus teleconference for CEOs
- Weekly Community Leadership Forum COVID-19 Response (health, vulnerable, aged and disability care focused)

In addition to these the CEO attended various ongoing operational meetings via video conferencing with and Campaspe welcomed 17 new Citizens at a restructured Citizenship Ceremony at the start of April.

Recommendation

The Chief Executive Officer's report be noted.

13. Petitions and Letters

13.1 Petition Response – Kow Swamp Picnic Area Erosion

Author:

Kerrie Hawkes, Recreation Manager

Attachment:

13.1 Petition

1. Purpose

To advise Council of actions undertaken regarding the petition received from chief petitioner Warwick Hawken as tabled at the 17 March 2020 Council meeting requesting support from Campaspe Shire Council in stopping the erosion at Kow (GHOW) Swamp.

2. Recommendation

That Council note that correspondence has been sent to Goulburn Murray Water requesting urgent action to address the erosion problems at Kow Swamp.

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

On 17 March 2020 a petition was tabled from 212 signatories seeking Council write to GMW to action to address the erosion at Kow (Ghow) Swamp.

Kow Swamp is located on the Gunbower – Pyramid Road, Gunbower Victoria 2566. The primary use of Kow Swamp is as a mid- Murray water storage facility operating with high water levels for extended periods of time.

Erosion at Kow Swamp has been an item of significant discussion within the community and also at the Kow Swamp Land & On Water Management Plan Community Reference Group meetings. This group comprises representatives from Campaspe Shire Council, Goulburn Murray Water (GMW), Department Environment Land Water & Planning (DELWP), Yorta Yorta Nation Aboriginal Corporation, Country Fire Association (CFA), Department of Jobs, Precincts and Regions (DJPR) formerly known as the Department of Economic Development, Jobs, Transport & Regions (DEDJTR), North Central Catchment Management Authority

(NCCMA), and representatives from the community. Council has also written to GMW on behalf of this group in an attempt to draw GMW's attention to the erosion issues.

7. Issues and Risk Management

Issues:

Issue 1: Lack of erosion control measures will see the increase of the lake's boundary, possibly exposing areas of cultural significance, threats to road infrastructure and land holdings.

Risk:

Risk	Likelihood	Consequence	Rating	Mitigation action
Continued erosion of Kow Swamp	likely	Exposure of areas of cultural significance, damage to road infrastructure and land holdings.	high	Provide letter of advocacy on behalf of community.

8. Strategic Planning Environments

Strong and Engaged Communities	Advocating on behalf of residents facilitates strong, engaged communities who are supported to build community partnerships and achieve mutual goals.
Resilient Economy	No impact
Healthy Environment	No impact
Balanced Services and Infrastructure	No impact
Responsible Management	No impact

9. Consultation

Internal consultation:

- Environmental Health
- Manager Planning & Building
- A/ General Manager Regulatory and Community Services

External consultation:

- Not required.

14. Notices of Motion

14.1 Notice of Motion Response – Councillor Induction and Training

Author:

Fleur Cousins, General Manager Corporate Services

1. Purpose

To respond to a Notice of Motion that was resolved at the Council Meeting held on 18 February 2020.

2. Recommendation

That Council note the information contained in the report relating to Councillor Induction and Training.

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

At the Council Meeting held on 18 February 2020, Council resolved:

That the CEO prepare for Council a report for presentation to the 21 April 2020 Ordinary Council Meeting detailing:

- a) *The induction process provided to Councillors.*
- b) *All additional training and governance education provide to Councillors during this term of Council.*
- c) *Any additional reviews undertaken to build effective teams.*
- d) *The cost to Council.*

The motion considered by Council was tabled through a Notice of Motion raised by Cr Neil Pankhurst with the rationale documented as follows:

'Councillors take up their role with a variety of skills, experience and expectations. It is important for the community to understand the significant amounts of training provided to Councillors to assist them in their role. With elections due in October, it provided an opportunity to raise awareness of role of Councillor.'

7. Content

Following the General Election held on 22 October 2016, a comprehensive induction program was delivered to the elected members. The outline of the induction program that was delivered during November and December 2016 was as follows:

<p>Session 1 – Conducted Internally</p> <ul style="list-style-type: none"> • Tour of Council facilities and current projects across the Shire 	7 hours
<p>Session 2 – Conducted Internally</p> <ul style="list-style-type: none"> • Roles and Responsibilities of Mayor, Deputy Mayor, Councillors, Senior Staff and overview of organisation. • Decision Making Processes • Access to Information • Conflicts of Interest • Code of Conduct • Occupational Health & Safety legislation • Council Meeting Procedures Local Law • Overview of Council Performance • Integrity Oversight and roles of the Independent Broad-based Anti-corruption Commission (IBAC), Local Government Investigations and Compliance Inspectorate and Ombudsman's office. • Councillor support and entitlements • Primary and Ordinary Returns 	7 hours
<p>Session 3 – Conducted Internally</p> <ul style="list-style-type: none"> • Complaint Handling and Councillor role in Customer Service • Council Reports • Council Plan Overview • Budget Overview • Overview of Corporate Services Department 	7.5 hours
<p>Session 4 – Conducted Internally</p> <ul style="list-style-type: none"> • Overview of Economic and Community Development Department including placed based community plans • Overview of Infrastructure Services Department • Introduction to the Planning Scheme • Overview of Regulatory and Community Services Department 	7.5 hours
<p>Municipal Association of Victoria (MAV) Councillor Induction Day – Melbourne</p> <ul style="list-style-type: none"> • Councillor Essentials: Getting Started • Councillor Key Roles – Governance, Accountability and Reputation 	7 hours

<ul style="list-style-type: none"> • Councillor Areas of Responsibility – Insurance, Finance, Funding & Rates • Council Planning – planning programs and activities • Council Emergency Management Framework • Understanding Social Policy • Introduction to Commercial Services • Councillor Development • Councillor Leadership 	
<p>Session 5 – Working Together to Deliver Program – Externally Facilitated</p> <ul style="list-style-type: none"> • Who is in Council? • Building an effective team • How do we want to work together? • What do you want for Council? • Working relationships • Leadership Team • Developing a Vision • Perspectives of Council • Engaging with the Community • Performance Management • Maintaining the Momentum 	<p>2 days</p>

In addition to the above an MAV session for Mayors and Deputy Mayors was provided as part of the Induction Program.

During the term of the current Council, the following training has been provided to all Councillors:

May 2017	Council Meeting Procedures – delivered by a contractor
June 2017	Media and Presentation Training – delivered by a contractor
September 2017	Understanding the Planning and Environment Act – Roles of Council
January 2018	Councillor Conflict of Interests
March 2019	Cultural Awareness

The Municipal Association of Victoria (MAV) and the Victorian Local Governance Association (VLGA) provide a range of programs targeted at delivering training and professional development for elected members, and individual Councillors register their interest to attend these sessions. One of the annual programs offered by the MAV is the Councillor Development Workshop held over 2 days. Councillors have participated in this session each year. Further to this as an example, the MAV provide training on topics such as:

- Performing in the Role of a Councillor/Roles and Responsibilities of a Councillor
- Decision Making / Strategic Planning and Effective Meetings/Meeting Procedures
- Understanding Council Finances
- Public Speaking

- Land Use Planning and Building
- Negotiation and Influencing Capabilities
- Managing Communications
- Rapid Reading
- Building Leadership
- Conflict of Interest for Councillors

Individual Councillors can register to attend any of the above training courses in accordance with the Councillor Support and Entitlements Policy.

In 2019, a Governance Practice Review was undertaken with Council as well as a program to facilitate the strengthening of working relationships amongst Councillors, Council and the administration. Both programs were delivered by external facilitators and consultants.

In summary the cost of the training offered to Councillors during the current Council term, to date, equates to \$99,234, and is summarised below:

Induction Program	\$28,536
Conflict of Interest	\$3,248
MAV Councillor Development Workshops	\$10,740
Strengthening Working Relationships	\$24,590
Governance Practice Review	\$25,200
Other Training – conferences and workshops in specific areas of focus such as tourism, economic development and natural resources	\$6,920

Planning for a comprehensive Induction Program is underway in preparation for elected members following the General Election, currently scheduled for the 24 October 2020.

8. Issues and Risk Management

There are no issues related to the nature of this report and risk management has not been considered.

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 The provision and facilitation of access to training to support Councillors in undertaking their role, enables the effective and responsible management of the organisation, while also enabling the progress of Council's strategic objectives.

10. Consultation

No consultation has occurred in the preparation of this report.

The above noted, Councillors are encouraged to advise the CEO of any additional topics/programs that they believe may assist the new Council take up its role e.g. orientation, skills training, cultural awareness, team building, negotiation skills, team building etc.

15. Urgent Business

16. Closed Session of the Meeting to the Public

Recommendation

That pursuant to the provisions of the *Local Government Act 1989*, the meeting will now be closed to members of the public to enable the meeting to discuss matters in items 17, 18, 19 and 20 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.

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

Declan Moore

Chief Executive Officer