

# Contents

1.	Apologies and Requests for Leave of Absences.....	4
2.	Confirmation of Minutes and Attachments.....	4
3.	Changes to the Order of Business .....	4
4.	Declaration of Interests.....	5
5.	Responsible Authority Decisions .....	6
6.	Planning Authority Decisions.....	6
7.	Question Time .....	6
8.	Acknowledgements.....	6
9.	Council Decisions .....	7
9.1.	Council Meeting Dates 2021.....	7
9.2.	Councillor Appointments to Committees and Outside Organisations.....	9
9.3.	Municipal Association Victoria Mayoral Induction Program.....	13
9.4.	Financial Support Measures in Response to COVID-19 Pandemic – Part 1 .....	15
9.5.	Financial Support Measures in Response to COVID-19 Pandemic – Part 2 .....	23
9.6.	2020/2021 Community Grants Program Round Two .....	29
9.7.	Business Assistance Grants Round One .....	35
10.	Council Information.....	40
10.1	Letters of Appreciation.....	40
10.2.	Responsive Grants Program .....	41
10.3.	2019-2020 Annual Report.....	43
10.4.	Council Plan Initiatives - Quarter One Update.....	45
10.5.	Quarterly Budget Report.....	48
10.6.	Echuca On-Street Parking Changes .....	51
10.7.	Community Event Sponsorship .....	54
11.	Councillor Reports .....	57
12.	Chief Executive Officer's Report.....	58
13.	Petitions and Letters .....	59
14.	Notices of Motion .....	59
14.1.	Aquatic Reserve Echuca.....	59
14.2.	Section 86 Committees .....	60
15.	Urgent Business .....	61
16.	Confidential Business .....	61
17.	Close Meeting.....	61

**Attachments**

9.6. 2020/2021 Community Grants Program Round Two ..... 62

9.7. Business Assistance Grants Round One ..... 66

10.3. 2019-2020 Annual Report..... 69

10.4. Council Plan Initiatives - Quarter One Update..... 217

10.5. Quarterly Budget Report..... 222

10.6. Echuca On-Street Parking Changes ..... 229

# Agenda



For a meeting of the eighth Campaspe Shire Council to be held on Tuesday, 8 December 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**

Minutes for the following:

- Campaspe Council Meeting held on 20 October 2020

#### **Recommendation**

**That the following minutes be confirmed:**

- **Campaspe Council Meeting held on 20 October 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**

## **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. Council Meeting Dates 2021

**Author:**

Council Support Officer

**Responsible Manager:**

Manager Governance and Strategy

Chief Executive Officer

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#### 1. Purpose

To approve the Council Meeting dates for 2021.

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#### 2. Recommendation

**That Council approve the following Council Meeting dates for 2021, noting that meetings will be held at 6:00pm in the Council Chambers, Echuca Civic Centre:**

- 20 January 2021
  - 17 February 2021
  - 17 March 2021
  - 21 April 2021
  - 19 May 2021
  - 16 June 2021
  - 21 July 2021
  - 18 August 2021
  - 15 September 2021
  - 20 October 2021
  - 17 November 2021
  - 15 December 2021
- 

#### 3. Conflict of Interest

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

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#### 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*.

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#### 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.

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#### 6. Background

In accordance with rule 2.2.1(1) of the Governance Rules, Council must fix the date, time and place of Council Meetings for a twelve (12) month period at a meeting of Council, with a minimum of twelve Council meetings to be held per calendar year to conduct the business of Council (Rule 2.2.1(2) Governance Rules).

The setting of meeting dates was discussed at the 2020 Offsite Councillor Induction Program held from 22 to 24 November 2020.

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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.

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#### 8. 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 scheduling of Council meetings enables the business of Council to proceed and meet the statutory obligations under the <i>Local Government Act 2020</i> and meets the strategic objectives under responsible management

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#### 9. Consultation

##### Internal consultation:

- Manager Governance and Strategy

##### Councillors:

- 2020 Offsite Councillor Induction.
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## **9.2. Councillor Appointments to Committees and Outside Organisations**

### **Author:**

Council Support Officer

### **Responsible Manager:**

Manager Governance and Strategy

Chief Executive Officer

### **1. Purpose**

To appoint Councillors to the nominated committees, peak industry bodies, regional and community based organisations.

### **2. Recommendation**

**That Council appoint the following Councillors to the nominated committees, as Council representatives, as follows:**

<b>Councillor Representation and Training</b>	<b>Councillor Representative</b>
When the Administration becomes aware of meetings, forums, conferences, or consultations with respect to the following areas they will make first contact with those Councillors listed below to determine their availability.	
Waste and Renewables	1. Cr Colleen Gates
Emergency Management	1. Cr Rob Amos 2. Cr Christine Weller
Tourism/Arts	1. Cr Paul Jarman 2. Cr Rob Amos
Economic Development	1. Cr Colleen Gates 2. Cr Tony Marwood 3. Cr Daniel Mackrell
Planning and Building	1. Cr Adrian Weston 2. Cr John Zobec
Health and Wellbeing	1. Cr Leanne Pentreath
Roads	1. Cr John Zobec
Youth and Early Years	
Natural Resource Management	1. Cr Adrian Weston
Sport and Recreation	1. Cr Paul Jarman 2. Cr Tony Marwood 3. Cr Leanne Pentreath

<b>Council Advisory Committee</b>	<b>Councillor Representative</b>
Audit and Risk Committee <i>* note representatives were formally adopted at the 17 November 2020 Council Meeting</i>	1. Cr Rob Amos 2. Cr Tony Marwood
CEO Performance and Remuneration Advisory Committee	1. Cr Christine Weller 2. Cr Colleen Gates 3. Cr Daniel Mackrell 4. Cr Adrian Weston
<b>Industry Forums</b>	<b>Councillor Representative</b>
Municipal Association of Victoria	1. Mayor 2. Cr Colleen Gates (reserve)
Murray River Group of Councils	1. Mayor 2. Deputy Mayor (reserve)
Loddon Campaspe Councils	1. Mayor 2. Deputy Mayor (reserve)
Rural Councils Victoria	1. Mayor 2. Deputy Mayor (reserve))
Senior Combined Partners	1. Cr Adrian Weston 2. Cr Tony Marwood
<b>Board of Management</b>	<b>Councillor Representative</b>
Echuca Moama & District Tourism Development Association	1.
<b>External Advisory Committees</b>	<b>Councillor Representative</b>
Goulburn Broken Greenhouse Alliance	1.
<b>MAV Advisory Committees</b>	<b>Councillor Representative</b>
MAV Planning Committee	1. Cr Tony Marwood

### 3. Conflict of Interest

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

### 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 start of each term council is required to make appointments to various committees and outside organisations. Details of the external committees are detailed below to assist council in determining the representatives.

Committee	Purpose	Member No's	Meeting frequency	Location	Remuneration	No. of reps
Goulburn Broken Greenhouse Alliance	Promote regional action on climate change.	8 councils and GBCMA	quarterly	Benalla	Nil	1
Echuca Moama & District Tourism Development Association	Regional tourism association responsible for marketing Echuca Moama both internally and externally.	8	7 - held every 6 weeks	Echuca	Nil	1
Audit and Risk Committee	To assist Council in fulfilling its oversight responsibilities for the financial reporting process, the system of internal control, risk management, the audit process and Council's process for monitoring compliance with legislation and the code of conduct.	5 - 2 Crs and 3 independent members	bi monthly	Echuca	nil	2
CEO Performance and Remuneration Advisory Committee	Advisory committee to facilitate the CEO's performance and annual review	4	As required	Echuca	Nil	Up to four
MAV Planning Committee	<ul style="list-style-type: none"> <li>* To engage member councils and inform and progress land use planning issues impacting on local government as prioritised by the MAV Strategic Plan and through State Council.</li> <li>* To advise the Committee of the current, priority Planning issues and challenges within their municipality and/or region.</li> <li>* To participate in the formulation of MAV state-wide policy positions and campaigns.</li> </ul>	EOI from councils. No more than two representatives from each council.	quarterly	Melbourne	Nil	up to two

## 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.

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## 8. 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	Councillor appointments enables the delivery of services, facilities and programs to the community through sound corporate governance and fiscal responsibility

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## 9. Consultation

### Internal consultation:

- Executive Management Group
- Manager Governance and Strategy

### Councillors:

- 2020 Offsite Councillor Induction, 22 to 24 November 2020
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## 10. Officer Comment

Once the nominations have been determined the relevant organisations will be notified of Council's representatives.

### **9.3. Municipal Association Victoria Mayoral Induction Program**

**Author:**

Manager Governance and Strategy

**Responsible Manager:**

Chief Executive Officer

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**1. Purpose**

To seek Council's endorsement of the participation of Mayor, Councillor Cr Christine Weller and Deputy Mayor Councillor Leanne Pentreath in the MAV Mayoral Induction Program.

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**2. Recommendation**

**That Council endorse the participation of Mayor Councillor Christine Weller and Deputy Mayor Councillor Leanne Pentreath in the MAV Mayoral Induction program.**

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**3. Conflict of Interest**

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

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**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*.

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**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.

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**6. Content**

An invitation has been received from the Municipal Association of Victoria (MAV) seeking registrations to the Mayoral Induction program. The program provides information on:

- Roles and responsibilities of the mayor as defined in the Local Government Act
- Chairing a Council meeting
- Building a productive relationship with the CEO

The training is online over two sessions, to be held on the 17 and 18 December and is free is offered free of charge.

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## 7. Issues and Risk Management

### Issues:

No issues have been identified.

### Risk:

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

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## 8. 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 program supports the development of strong leadership and good governance.

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## 9. Consultation

### Internal consultation:

- Chief Executive Officer

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

### **Author:**

General Manager Corporate

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### **1. Purpose**

To provide an update and seek approval for ongoing support measures in response to the COVID-19 pandemic with an aim to support community members during the recovery phase. This report also seeks to provide clarity on the roadmap of when changes to the support measures will be made.

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### **2. Recommendation**

#### **That Council:**

1. **Endorse the following arrangements for ratepayers for the remainder of the 2020/2021 financial year:**
  - a) **Encourage ratepayers experiencing financial hardship to contact Council to discuss their individual circumstances and commence a suitable direct debit payment arrangement.**
  - b) **Waive interest on current outstanding rates and charges until 30 June 2021.**
  - c) **Suspend any debt collection action until 30 June 2021 on any outstanding rates and charges less than five years old as at the 28 February 2020.**
  - d) **Commence debt collection in January 2021 on any outstanding rates and charges debts that are five years or older as at 28 February 2020.**
  - e) **Commence the charging of interest and debt collection action on any outstanding rates and charges, excluding those ratepayers who have commenced a direct debit payment arrangement, from the 1 July 2021.**
2. **Endorse the following ongoing arrangements as financial support measures for businesses and community groups and individuals for the remainder of the 2020/2021 financial year:**
  - a) **Waive timed car parking fees in Echuca until 1 January 2021.**
  - b) **Note that time limits on car parking in Echuca remain in force and any vehicles found to overstay time limits may incur an infringement.**
  - c) **Waive entry fees to the Port of Echuca Discovery Centre as described in the adopted 2020/2021 budget and instead implement new fees for the participation in guided tours as outlined below:**
    - i. **\$10.50 (adult), \$8.50 (concession and groups) and \$5.00 (school group) for a guided tour during the day**
    - ii. **\$15.00 for a guided port after dark tour**
  - d) **Recalculate utility charges for the 2020/2021 financial year, for community groups occupying Council buildings and facilities by way of a User Agreement and who have been previously impacted by the restricted activities direction issued by the State Government and issue the invoice for these charges in January 2021.**

- e) **Extend payment terms of any outstanding fees that community groups occupying Council buildings and facilities by way of a User Agreement, including recalculated utility charges for 2020/2021, until 30 September 2021.**
  - f) **Note the reduction in child care fees compared to those adopted in the 2020/2021 Budget with child care fees frozen at the 2019/2020 rates in accordance with the funding guidelines for the Commonwealth Government's transitional support and relief package funding that has been provided to Council.**
  - g) **Commence charging child care fees as adopted in the 2020/2021 Budget on cessation of the Commonwealth Government's recovery package funding.**
  - h) **Note the ongoing waiving of the 14-day notice period for the cancellation of any child care attendance at Council operated child care centres and confirm the reintroduction of this notice period on commencement of charging the adopted 2020/2021 child care fees.**
  - i) **Note that debt collection will commence in January 2021 for any outstanding fee for service debtors incurred greater than 90+ days.**
3. **Encourage ratepayers, residents, community groups and businesses to contact Council directly should they feel that the support measures provided by Council do not address their specific circumstances.**
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### 3. **Conflict of Interest**

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

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### 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*.

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### 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.

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### 6. **Background**

Council at its meeting held on the 21 April 2020, considered two reports and resolved to implement a range of financial support measures in response to the COVID-19 pandemic for ratepayers, residents, community groups and businesses. The resolutions are as follows:

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

*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).*

and

### **Financial Support Measures in Response to COVID-19 Pandemic – Part 2**

*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.*

On the second wave of the pandemic, Council reviewed the financial support measures already in place and considered a further report at its Council meeting held on the 18 August 2020 and resolved to extend existing arrangements and implement further support measures. The resolution from that meeting is as follows:

*That Council:*

1. *Note the current delegation provided to the Chief Executive Officer to vary and/or extend the various periods referred to in the resolution of Council made on 21 April 2020 in relation to the report titled 'Financial Support Measures in Response to COVID-19 Pandemic – Part 1'.*
2. *Authorise the Chief Executive Officer to continue waiving, on a monthly pro rata basis, the fees related to 2020/21 Public Spaces Trading permits for the display of goods, A frames and footpath trading, if businesses have been impacted by the State Government Restricted Activities direction, until the State Government direction is revoked.*
3. *Extend the waiving of interest on any debts incurred by ratepayers experiencing financial hardship since 25 March 2020 until the end of the current financial year 30 June 2021.*
4. *Note the Commonwealth Government's announcement of 5 August 2020, that all Victorian centre based childcare enrolments will receive 30 approved absence days in addition to the usual 42 days allocated, which will enable families to utilise available days of absence to hold their child's place at a service, should children be unable to attend the service.*
5. *Endorse the following additional support measures for residents, community groups and businesses;*
  - a) *Waiving the daily gap fee when allowable absences are being applied for children unable to attend the childcare service (noting that Council will continue to receive the Child Care Subsidy for each day of non-attendance with the Stage 3 restriction period), in accordance with the Commonwealth Government's recommendation.*
  - b) *Waiving, on a month by month pro rata basis, the annual site holder fees at the Echuca Holiday Park, until such time as the Stage 3 restricted activities restrictions are revoked.*
  - c) *Waiving of ground hire fees calculated for the 20/21 financial year for community groups occupying Council buildings and facilities by way of a User Agreement and impacted by the State Government Restricted Activities direction.*
  - d) *Defer the recalculation of utility payments for community groups occupying Council buildings and facilities by way of a User Agreement and impacted by the State Government Restricted Activities direction, until after 30 September 2020.*
  - e) *Waiving of annual stadium hire fees for community groups and operators impacted by the State Government Restricted Activities direction for the 2020-21 financial year.*
  - f) *Waiving one-half of the annual registration renewals documented in Council's 2020-21 Adopted Budget for the 2021 calendar year, for businesses classed as Food Act premises or businesses registered under the Public Health and Wellbeing Act premises (beauty and accommodation premises).*
  - g) *Waiving of one-sixth of the caravan park registration fee (a 3-year fee) documented in Council's 2020-21 Adopted Budget.*
  - h) *Waiving, on a month by month basis, the licence fee for Council approved operators under Policy 67 – Port of Echuca Precinct Tourism Ride Operators.*
  - i) *Refund, on a pro rata basis, the annual off street parking permits paid in advance for the period impacted by and at the conclusion of the Stage 3 Stay at Home restrictions.*
  - j) *Adjust the second quarter payment for off-street parking permits, on a pro rata basis for the period impacted by the Stage 3 Stay at Home restrictions.*
  - k) *During the period impacted by the Stage 3 Stay at Home restrictions timed car parking fees in Echuca will be waived.*
6. *Authorise the Chief Executive Officer to vary and/or extend the various periods referred to in recommendation 5 above, should the circumstances warrant such action(s).*

The report presented to Council on the 18 August 2020 also noted that the Chief Executive Officer (CEO) extended/varied several of the support measures approved by Council on the 21 April 2020 using the delegation provided by Council resolution. The extensions approved by the CEO were:

1. *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 Thursday 6 August 2020. (Previous reference, resolution 2a).*
2. *Extend the deferral of enforcement action on unpaid dog and cat registrations until the 30 November 2020 (Previous reference, resolution 2b)*
3. *Continue to refund all fees paid in advance to hire Council run facilities including the Echuca Wharf and recreations reserves, if an even has been cancelled as a result of the pandemic. (Previous reference, resolution 2d)*
4. *Continue to waive rental payments on a month by month basis for commercial property rentals occupying a Council building, if the business is impacted by the State Government Restricted Activities Direction. (Previous reference, resolution 3a)*
5. *Continue to waive rental payments on a pro rata month by month basis 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. (Previous reference, resolution 3b)*
6. *Deferral of payment for community groups with outstanding amounts from the 2019/20 financial year, impacted by the State Government Restricted Activities direction, occupying Council buildings and facilities by way of a User Agreement, until 30 September 2021 (Previous reference, resolution 3c)*
7. *Continue to suspend any debt collection processes until 30 June 2021. (Previous reference, resolution 3e).*
8. *Continue to waive the 14 day notice period for the cancellation of any child care attendance at Council run child care centres (Previous reference, resolution 4)*

These financial support measures have all been implemented by the organisation and a further review has now been completed with relevant service areas to inform this report.

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## 7. Content

Council has introduced and implemented a range of financial support measures for ratepayers, residents, community groups and businesses since the commencement of the COVID-19 pandemic. These measures have recognised that everyone has been impacted in different ways and the support measures have been spread across various services delivered by Council.

Council has also been impacted by the restrictions imposed by the State Government to contain and suppress the spread of the virus, which has resulted in service closures.

This report recommends the continuation of some financial support measures and outlines the timelines when support measures will stop during the remainder of the financial year. Financial support measures referred to in previous Council resolutions have been implemented and if there is no reference to those measures in this report then it is intended that those support measures will be or have ceased.

### **Support for Ratepayers**

Council has waived the accrual of interest on outstanding rates and charges since the 25 March 2020 and suspended debt collection activity on any outstanding rates and charges at this time. Since the commencement of the pandemic, 54 ratepayers have made contact on the grounds of financial hardship as a result of COVID-19 and have entered a direct debit payment arrangement that meets their individual circumstances. Payment arrangements have been encouraged if ratepayers are experiencing any difficulty in meeting the payment of rates and charges and can accommodate weekly, fortnightly and monthly payments.

The waiving of interest in the 2020/21 financial year is anticipated to cost Council approximately \$100,000, this will be reflected in the revised budget.

Prior to the commencement of the pandemic, several ratepayers had increasing amounts of unpaid rates and charges. It is recommended that rather than wait until the end of the financial year, debt collection commence in January 2021 for those ratepayers who had outstanding rates and charges for five years or longer as at the 28 February 2020. The age of these outstanding balances are prior to any restrictions being imposed as a result of the pandemic. Based on a report generated at the close of the 2019/20 financial year, 29 ratepayers had outstanding rates and charges for five years or longer with a total value of \$427,280.

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.

### ***Parking Fees***

Council at its meeting on 18 August 2020 resolved to waive car parking fees in the timed areas of Echuca. Of note, this did not remove the time limits and officers have continued to patrol the parking areas and issue infringements on vehicles found to have overstayed the time limits. A total of 204 penalty infringement notices (PINs) have been issued since 19 August 2020 for parking longer than signed.

It is estimated that since the commencement of car parking fees being waived, \$173,000 of reduced revenue has been experienced by Council.

It is recommended that the waiving of car parking fees continue through the month of December 2020 and parking fees be reintroduced from the 2 January 2021. All parking areas will continue to be time limited in accordance with the signage and any vehicle found to overstay time limits may incur an infringement.

### ***Port of Echuca Discovery Centre (PoEDC)***

The Port of Echuca Discovery Centre was directly impacted by the State Government Restricted Activities direction and was closed for several months. On reopening, limited numbers were able to access the site and the interpretive section of the facility remained closed, therefore, the entry fee was waived and instead a smaller fee was charged if visitors participated in a guided tour of the area either during the day or after dark. Prices for the guided tours are \$10.50 per adult, \$8.25 per concession holder and groups and \$5.00 per person for school groups. The port after dark tour is for people over 12 years of age and costs \$15.00 per person. The port after dark tour includes a ticket to a guided tour during the day.

This approach has been received positively to date. It is estimated that by continuing with this approach an estimated \$190,000 of revenue will be foregone. Merchandise sales have been impacted by the availability of stock from suppliers however sales have continued throughout the year with the introduction of the online store.

On this basis it is recommended that this model continue with the waiving of entry fees to the PoEDC and wharf and new fees be set by Council for the guided tours offered by the staff at the PoEDC.

### ***Recreation***

Council has provided support to sporting clubs and community groups occupying Council buildings and facilities by way of a User Agreement and have waived hire fees for the 2020/21 financial year, which is estimated at a cost of \$76,200. Utility invoices were deferred and to be recalculated to ensure they reflected the actual cost to Council within the 2019/2020 year and considered the limited use these facilities had due to the State Government restrictions. Once these charges are recalculated it is recommended the utility charges be invoiced to clubs in January 2021. This timing aligns with the ordinary issuing of invoices to clubs.

In recognition of the clubs/community groups limited capacity to generate revenue over the past 12 months, it is also recommended that the payment terms be extended for any outstanding fees including the recalculated utility charges for 2020/2021, until the 30 September 2021.

### **Child Care Services**

The Commonwealth Government at the commencement of the pandemic implemented an approach of free childcare that funded services were required to implement. Following this period, the Commonwealth Government provided service providers with transitional support funding and then relief package funding on the condition that services did not increase their fees above those fees' users were paying as at 2 March 2020. The relief package funding is due to end on 31 January 2021.

As a funded service provider Council has experienced a reduction in user fees this financial year when compared to the adopted 2020/2021 budget, however the transitional support and relief package funding has offset this in full. It is recommended that once the relief package funding ends, child care fees be increased to the fees and charges contained within the adopted 2020/2021 budget.

The service has also waived the 14 day notice period for service users to advise of absences. While this has not often applied, it is recommended that this notice period be reinstated at the same time that child care fees are increased to those in the adopted 2020/2021 budget.

### **Fee for Service Debtors**

During the pandemic, Council maintained a range of services that operated on a fee for service basis, i.e. quarries. Since the commencement of the pandemic, some operations have continued however debt collection for these services has not been undertaken. It is recommended that in the new year, as we move to the COVID normal phase, debt collection commence for any outstanding debtor balances beyond 90+ days.

In establishing these financial support measures to support ratepayers, community groups and businesses, Campaspe Shire Council recognises everyone's circumstances will be different. Therefore, if these measures do not provide any assistance, individuals are encouraged to contact Council to discuss their individual circumstances.

## **8. Issues and Risk Management**

The impact of the COVID-19 pandemic 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 to recover from the impacts of the restrictions imposed during the pandemic.

Council itself has been impacted by the State Government restrictions and will be reflecting these impacts in a revised budget that is currently under development.

### **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 businesses 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**

### Internal consultation:

- Chief Executive Officer
- Manager Finance

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

### **Author:**

General Manager Corporate

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### **1. Purpose**

To provide an update and seek approval for ongoing support measures in response to the COVID-19 pandemic with an aim to support community members during the recovery phase. This report also seeks to provide clarity on the roadmap of when changes to the support measures will be made.

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### **2. Recommendation**

#### **That Council:**

- 1. Endorse the following financial support measures for businesses and community groups:**
    - a) Waive 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, until 31 December 2020 and then commence a phased discount to rentals for the remainder of the financial year, based on the following schedule:**
      - i. 50% monthly rental reduction from 1 January – 31 March 2021**
      - ii. 25% monthly rental reduction from 1 April – 30 June 2020**
      - iii. 0% rental reduction from 1 July 2021**
    - b) Waive the fees related to the 2020/21 Public Spaces Trading permits for the display of goods, A frames and footpath trading to the end of 30 June 2020.**
  - 2. Encourage businesses and community groups to contact Council should they feel that the support measures provided by Council do not address their specific circumstances.**
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### **3. Conflict of Interest**

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

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### **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*.

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### **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.

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## 6. Background

Council at its meeting held on the 21 April 2020, considered two reports and resolved to implement a range of financial support measures in response to the COVID-19 pandemic for ratepayers, residents, community groups and businesses. The resolutions are as follows:

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

*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).*



and

### **Financial Support Measures in Response to COVID-19 Pandemic – Part 2**

*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.*

On the second wave of the pandemic, Council reviewed the financial support measures already in place and considered a further report at its Council meeting held on the 18 August 2020 and resolved to extend existing arrangements and implement further support measures. The resolution from that meeting is as follows:

*That Council:*

- 1. Note the current delegation provided to the Chief Executive Officer to vary and/or extend the various periods referred to in the resolution of Council made on 21 April 2020 in relation to the report titled 'Financial Support Measures in Response to COVID-19 Pandemic – Part 1'.*
- 2. Authorise the Chief Executive Officer to continue waiving, on a monthly pro rata basis, the fees related to 2020/21 Public Spaces Trading permits for the display of goods, A frames and footpath trading, if businesses have been impacted by the State Government Restricted Activities direction, until the State Government direction is revoked.*
- 3. Extend the waiving of interest on any debts incurred by ratepayers experiencing financial hardship since 25 March 2020 until the end of the current financial year 30 June 2021.*
- 4. Note the Commonwealth Government's announcement of 5 August 2020, that all Victorian centre based childcare enrolments will receive 30 approved absence days in addition to the usual 42 days allocated, which will enable families to utilise available days of absence to hold their child's place at a service, should children be unable to attend the service.*
- 5. Endorse the following additional support measures for residents, community groups and businesses;*
  - a) Waiving the daily gap fee when allowable absences are being applied for children unable to attend the childcare service (noting that Council will continue to receive the Child Care Subsidy for each day of non-attendance with the Stage 3 restriction period), in accordance with the Commonwealth Government's recommendation.*
  - b) Waiving, on a month by month pro rata basis, the annual site holder fees at the Echuca Holiday Park, until such time as the Stage 3 restricted activities restrictions are revoked.*
  - c) Waiving of ground hire fees calculated for the 20/21 financial year for community groups occupying Council buildings and facilities by way of a User Agreement and impacted by the State Government Restricted Activities direction.*
  - d) Defer the recalculation of utility payments for community groups occupying Council buildings and facilities by way of a User Agreement and impacted by the State Government Restricted Activities direction, until after 30 September 2020.*
  - e) Waiving of annual stadium hire fees for community groups and operators impacted by the State Government Restricted Activities direction for the 2020-21 financial year.*
  - f) Waiving one-half of the annual registration renewals documented in Council's 2020-21 Adopted Budget for the 2021 calendar year, for businesses classed as Food Act premises or businesses registered under the Public Health and Wellbeing Act premises (beauty and accommodation premises).*
  - g) Waiving of one-sixth of the caravan park registration fee (a 3-year fee) documented in Council's 2020-21 Adopted Budget.*
  - h) Waiving, on a month by month basis, the licence fee for Council approved operators under Policy 67 – Port of Echuca Precinct Tourism Ride Operators.*
  - i) Refund, on a pro rata basis, the annual off street parking permits paid in advance for the period impacted by and at the conclusion of the Stage 3 Stay at Home restrictions.*
  - j) Adjust the second quarter payment for off-street parking permits, on a pro rata basis for the period impacted by the Stage 3 Stay at Home restrictions.*

- k) *During the period impacted by the Stage 3 Stay at Home restrictions timed car parking fees in Echuca will be waived.*
6. *Authorise the Chief Executive Officer to vary and/or extend the various periods referred to in recommendation 5 above, should the circumstances warrant such action(s).*

The report presented to Council on the 18 August 2020 also noted that the Chief Executive Officer (CEO) extended/varied several of the support measures approved by Council on the 21 April 2020 using the delegation provided by Council resolution. The extensions approved by the CEO were:

1. *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 Thursday 6 August 2020. (Previous reference, resolution 2a).*
2. *Extend the deferral of enforcement action on unpaid dog and cat registrations until the 30 November 2020 (Previous reference, resolution 2b)*
3. *Continue to refund all fees paid in advance to hire Council run facilities including the Echuca Wharf and recreations reserves, if an even has been cancelled as a result of the pandemic. (Previous reference, resolution 2d)*
4. *Continue to waive rental payments on a month by month basis for commercial property rentals occupying a Council building, if the business is impacted by the State Government Restricted Activities Direction. (Previous reference, resolution 3a)*
5. *Continue to waive rental payments on a pro rata month by month basis 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. (Previous reference, resolution 3b)*
6. *Deferral of payment for community groups with outstanding amounts from the 2019/20 financial year, impacted by the State Government Restricted Activities direction, occupying Council buildings and facilities by way of a User Agreement, until 30 September 2021 (Previous reference, resolution 3c)*
7. *Continue to suspend any debt collection processes until 30 June 2021. (Previous reference, resolution 3e).*
8. *Continue to waive the 14 day notice period for the cancellation of any child care attendance at Council run child care centres (Previous reference, resolution 4)*

These financial support measures have all been implemented by the organisation and a further review has now been completed with relevant service areas to inform this report.

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## 7. Content

Council has introduced and implemented a range of financial support measures for ratepayers, residents, community groups and businesses since the commencement of the COVID-19 pandemic. These measures have recognised that everyone has been impacted in different ways and the support measures have been spread across various services delivered by Council.

This report recommends the continuation of some financial support measures and outlines the timelines when support measures will stop during the remainder of the financial year. Financial support measures referred to in previous Council resolutions have been implemented and if there is no reference to those measures in this report then it is intended that those support measures will be or have ceased.

### **Commercial Rentals**

Council in its capacity as a landlord, resolved to waive monthly commercial rental payments on a month by month basis since the commencement of the pandemic and while the business was impacted by the State Governments Restricted Activities direction. The businesses benefiting from this resolution have had the opportunity to return to operation, albeit in a reduced capacity, since September 2020. As the state of Victoria nears to reaching a COVID Normal phase, it is appropriate to provide clarity to tenants on the plan for returning

to rental payments, while still supporting businesses during a recovery phase having been closed for many months.

On that basis, it is recommended that a phased rental plan for the remainder of the financial year be provided, with rentals commencing in January 2021 at a discounted rate of 50% and then from April 2021 at a discounted rate of 25%, finally returning to full rental payments from the start of the new financial year on 1 July 2021.

It is estimated that Council has had a revenue reduction of approximately \$99,800 due to the waiving of commercial rentals on those businesses impacted by the State Governments restricted activities directions. Based on the recommendation of phased rental reductions a further \$37,400 of reduced revenue would be experienced by Council.

### ***Street Trading and A Frame Permits***

Initially, Council resolved to waive the fees for 2020/2021 Public Spaces Trading permits for the display of goods, A frames and footpath trading on a pro rata basis, while businesses are impacted by the State Government directions. Since this resolution, the State Government have offered businesses with a range of grants to support the implementation of outdoor trading and to meet the requirements defined in the restricted activities directions.

Therefore, it is recommended that the 2020/2021 Public Spaces trading permits for the display of goods, A frames and footpath trading continue to be waived until the end of the financial year, ending 30 June 2021.

In establishing these financial support measures to support businesses and community groups, Campaspe Shire Council recognises everyone's circumstances will be different. Therefore, if these measures do not provide any assistance, individuals are encouraged to contact Council to discuss their individual circumstances.

### ***State Government Grant***

Council has been the recipient of a \$250,000 grant to assist respond to business requests for alternative short-term approvals, and the costs associated with these permits, in order to meet the State Government directions.

The funding is intended to assist the following activities directly associated with outdoor dining and entertainment:

- Administering permit regulation and approval processes
- Traffic management
- Provision of place based infrastructure and shared entertainment requirements such as bollards, planter boxes, signage, seating bubbles, temporary street furniture etc.
- Minor civil works
- Additional waste management and sanitation in public areas
- Increases to public liability insurance
- Additional enforcement and monitoring activities
- Local marketing and communications to promote outdoor dining

Staff have been liaising with other councils, also looking to assist traders, and have developed a range of proposed initiatives to provide opportunities across the Shire utilising this funding. These include; umbrella sleeves, planter boxes, temporary fencing, lighting (festoon and projected), bunting/flags, seating, tables and flag runners. Staff will shortly commence an EOI process for a number of these initiatives.

For example, the Rochester Business Network has held preliminary discussions regarding accessing this fund to undertake outdoor dining initiatives in their area.

Council has also established an internal working group to establish a quick response service for hospitality/food traders to apply for permits to extend areas for outdoor dining. The related *Concierge Service* has been able to assist 21 businesses to date, with applications approved. A further five businesses have held initial discussions but have yet to make a formal application.

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## 8. Issues and Risk Management

The impact of the COVID-19 pandemic 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 to recover from the impacts of the restrictions imposed during the pandemic.

Council itself has been impacted by the State Government restrictions and will be reflecting these impacts in a revised budget that is currently underway.

### **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.

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## 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 businesses 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

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## 10. Consultation

### Internal consultation:

- Chief Executive Officer
- Manager Finance

## **9.6. 2020/2021 Community Grants Program Round Two**

### **Author:**

General Manager Community

### **Attachments:**

9.6 Community Grants Program Funding Guidelines

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### **1. Purpose**

To seek Council's endorsement of recommendations for the 2020/2021 Community Grants Program Round Two.

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### **2. Recommendation**

#### **That Council:**

#### **1. Approve community grant applications as follows:**

- \$4,000 Kyabram Blue Light Inc., Kyabram health, fitness and wellbeing centre located at Kyabram P12 College**
- \$4,000 LeadOn Echuca Moama Inc., Safe wheels required – purchase of a new car for Kyabram L2P Program**
- \$4,000 Kyabram Urban Landcare Group, purchase of a ride on mower to help control weeds at Ern Miles Reserve, Racecourse Reserve and the Kyabram Fauna Park**
- \$4,000 Rochester Business Network Inc., Rochy by video**
- \$3,000 Echuca Moama Broadcast Service Inc., purchase of an audio processor (FM limiter)**
- \$3,000 Lockington Bowls Club Inc., main switchboard upgrade**
- \$2,984 Rushworth Bowls Club Inc., restoration of Jacobson Green**
- \$3,000 Rochester Bowls Club Inc., purchase of a lawn mower**
- \$4,000 Kyabram Fauna Park (Gargarro Botanic Gardens Ltd), community koala plantation for Kyabram Fauna Park**
- \$4,000 Kyabram Town Hall Writers' Group (Kyabram Town Hall Inc.), Kyabram Town Hall Writers' Group book "Celebrating Women"**
- \$4,000 Girgarre Development Group Inc., sound desk for the performing arts**
- \$2,399 Bamawm Lockington United Cricket Club Inc., purchase of a motorised pitch cylinder mower**
- \$1,714 Girgarre Facilities Committee Inc., new blinds for the supper room at Girgarre Memorial Hall**
- \$1,500 Campaspe Golf Club Inc., noxious weed control – spraying of noxious weeds**

#### **2. Advise unsuccessful applicants in writing.**

### 3. Conflict of Interest

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

### 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 Community Grants Program offers financial support to not for profit community organisations, groups and associations for projects, events, exhibitions and/or performances which contribute to the municipality, making it a vibrant and stimulating place for people to live, work and visit.

The Community Grants Program has two rounds:

- round one, advertised in March, awarded in July
- round two, advertised in August, awarded in December (current round)

Category	Total 2020/2021 Budget	December 2020 Funds Available	December 2020 Allocation	Balance
<b>Total</b>	<b>\$214,000</b>	<b>\$75,264</b>	<b>\$46,597</b>	<b>\$28,667</b>

This grant program aims to:

- Support not-for-profit community groups provide a range of opportunities for residents;
- Facilitate support for initiatives that strengthen the community through opportunities for participation, development, inclusion and sustainability;
- Foster support across a range of pursuits and interest areas including health and welfare, community support, arts and culture, sports and recreation, youth, ageing, environment, access and equity;
- Provide an equitable opportunity for groups to seek funding assistance from Council.

Applicants must be an:

- incorporated association, or
- not for profit group (eg. education institution, healthcare, religious or faith based institution), or

- a Crown Land Committee of Management, or
- a Government Department on behalf of a community group, or
- have their application submitted by an appropriate auspicing body which meets the above.

Organisations that have licensed gaming / gambling facilities or derive funds from gambling are ineligible to apply.

All applications received were assessed by a panel of five staff, Community Programs Coordinator, Recreation Coordinator, Manager Works, Environmental Project Officer – Conservation and the Executive Assistant Community using the following assessment criteria matrix as indicated in the funding guidelines. Weighted score for each application is determined from following:

<b>Criteria</b>	<b>Description</b>	<b>Weighting</b>
Community / social benefit	Involvement of community members, enrichment of shire.	40%
Partnerships	Contribution by group or others to the project either cash and / or in kind, including project partnership participation (not just financial contribution).	25%
Council Plan alignment	Addresses strategies within the Council Plan or place based plans.	20%
Project	One off project / event.	10%
Economic benefit	Increase spending to retail, industry and accommodation, enhancement of economic base, or funds spent locally.	5%
		100%

Panel members who declared a conflict of interest with any of the applications did not participate in the assessment of those applications.

Applicants with outstanding acquittals from a previous Community Grant round are not eligible for funding consideration, as outlined in the guidelines.

Successful applicants are required to enter into a Funding Agreement with the Campaspe Shire Council that stipulates the conditions of the grant.

Applications can be for a maximum of \$4,000.

- Total funds available for applications: \$75,264
- Total of applications received: \$119,221

▪ Total of grants allocated: **\$46,597**

<b>Organisation</b>	<b>Project details</b>	<b>Grant requested</b>	<b>Project expenditure</b>	<b>Recommended allocation</b>
Kyabram Blue Light Inc.	Kyabram health, fitness and wellbeing centre located at Kyabram P12 College	\$4,000	\$17,000	\$4,000
LeadOn Echuca Moama Inc.	Safe wheels required – purchase of a vehicle for the Kyabram L2P Program	\$4,000	\$22,950	\$4,000
Kyabram Urban Landcare Group	Purchase of a ride on mower to help control weeds at Ern Miles, Racecourse Reserves and Kyabram Fauna Park	\$4,000	\$5,100	\$4,000
Rochester Business Network Inc.	Rochy by video	\$4,000	\$5,000	\$4,000
Echuca Moama Broadcast Service Inc.	Purchase an audio processor (FM limiter)	\$3,000	\$3,643	\$3,000
Lockington Bowls Club Inc.	Main switchboard upgrade	\$3,000	\$3,420	\$3,000
Rushworth Bowls Club Inc.	Restoration of Jacobson Green	\$2,984	\$3,274	\$2,984
Rochester Bowls Club Inc.	Purchase of lawn mower	\$4,000	\$8,380	\$4,000
Kyabram Fauna Park (Gargarro Botanic Gardens Ltd)	Community Koala plantation for Kyabram Fauna Park	\$4,000	\$4,700	\$4,000
Kyabram Town Hall Writers' Group (Kyabram Town Hall Inc.)	Kyabram Town Hall Writers' Group Book - "Celebrating Women" seed funding	\$4,000	\$17,000	\$4,000
Girgarre Development Group Inc.	Sound desk for the performing arts	\$4,000	\$5,131	\$4,000
Bamawm Lockington United Cricket Club Inc.	Purchase of a motorised pitch cylinder mower	\$2,399	\$2,799	\$2,399
Girgarre Facilities Committee Inc.	New blinds for the supper room at Girgarre Memorial Hall	\$1,714	\$1,715	\$1,714
Campaspe Golf Club Inc.	Noxious weed control - spraying of noxious weeds.	\$1,500	\$2,625	\$1,500
Colbinabbin Silo Art Trail (Colbinabbin & District Historical Society Inc.)	Colbinabbin Silo Art project - viewing area platform	\$4,000	\$5,240	\$0
Rochester & District Horse & Pony Club Inc.	Clubhouse insulation	\$3,932	\$4,382	\$0
Bamawm Extension Pony Club Inc.	Purchase of cross country jumps	\$4,000	\$6,000	\$0
Kyabram District Health Service	The Art of our Town – display of local artworks at the Stanhope Community Health Centre	\$3,824	\$3,924	\$0
Rochester Basketball Association Inc.	Just like the big associations! - purchase new balls and equipment	\$2,000	\$2,090	\$0
Community Living & Respite Services Inc.	Healthy Community – purchase and installation of an oven to support programs and community groups at St Mary's Hall.	\$2,000	\$4,000	\$0
Kyabram Cricket Club Inc.	iPads and equipment	\$4,000	\$7,624	\$0
Echuca South Cricket Club Inc. (Echuca Cricket Club)	Cricket fun day for girls - purchase of equipment	\$2,571	\$4,796	\$0
Tongala Cricket Club Inc.	Replacement of artificial grass wicket cover at Brose Reserve	\$3,293	\$4,293	\$0
Kiwanis Club of Echuca Moama Inc.	Motor vessel upkeep and operation	\$1,926	\$2,726	\$0
Echuca Historical Society Inc.	Repairs to the museum - in particular painting	\$3,948	\$4,048	\$0
Northern Plains Conservation Management Network Inc.	Northern Plains Grasslands Calendar	\$975	\$975	\$0



Rushworth Golf Club Inc.	Golf Club upgrade - painting and minor repairs	\$4,000	\$7,180	\$0
Rochester Golf Club Inc.	Equipment for volunteers for club maintenance	\$584	\$584	\$0
St Augustines Junior Football Club Inc.	Equipment for 2021 and beyond	\$1,870	\$1,870	\$0
Echuca Moama Arts Initiative Inc.	Echuca Moama Arts Initiative eCommerce Website	\$4,000	\$6,974	\$0
Tongala Lawn Tennis Club Inc.	Tongala Lawn Tennis Club lighting upgrade	\$4,000	\$4,275	\$0
Kyabram Croquet Club Inc.	Purchase new clubroom chairs	\$3,980	\$3,980	\$0
Echuca Moama Theatre Company Inc.	Storage shelving for wardrobe/props	\$4,000	\$5,000	\$0
Echuca Lions Club Inc.	Purchase of essential equipment to assist running the club	\$2,996	\$2,996	\$0
Echuca Moama Landcare Group (Landcare Victoria Inc.)	Spraying to remove Bridal Creeper in Banyule Forest	\$4,000	\$4,000	\$0
Kyabram Sporting Complex Inc. (Northern Oval, Kyabram)	Provision of shade to landscape oval – plant ornamental pear trees to provide shade for spectators in summer.	\$2,750	\$2,750	\$0
Life Saving Victoria	Purchase of inflatable Nipper Boards and life jackets for the Bush Nippers Program	\$3,977	\$5,927	\$0
<b>TOTAL</b>		<b>\$119,223</b>	<b>\$198,371</b>	<b>\$46,597</b>

It is important to note that where an initiative pertains to Council owned or managed infrastructure or facilities, the awarding of a grant through one of Council's funding programs does not constitute approval to undertake any works. Such approval must be separately requested from Council in its capacity as landowner/manager. Requests for Council to auspice any related grants is also subject to a separate application.

There may also be specific permit or other approval requirements needed for this initiative. It remains the responsibility of the funding recipient to obtain these approvals through the relevant Council department or other authority.

## 7. Issues and Risk Management

### Issues:

The current coronavirus pandemic may impact the commencement of some projects. This will be worked through with individual organisations regarding the projects concerned and restrictions imposed at the time.

### 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:** Community Grants directly support community groups to implement locally identified projects and programs that will lead to increased partnerships, connect people, promote diversity, develop leadership, build self-efficiency, improve the environment and strengthen communities.

**Resilient Economy:** The Community Grants Program supports communities to undertake a range of projects.

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Healthy Environment:	The Community Grants Program supports communities to undertake a range of projects.
Balanced Services and Infrastructure:	The Community Grants Program supports communities to undertake a range of projects.
Responsible Management:	Council has allocated \$214,000 to Community Grants for the 2020/2021 financial year. The development of the Community Grants Program has resulted in an open and transparent use of financial resources, available to all community groups.

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## **9. Consultation**

Assessments were completed by the Executive Assistant Community, Community Programs Coordinator, Recreation Coordinator, Environment Project Officer – Conservation and Manager Works and reviewed by the Executive Management Group.

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## **10. Officer Comment**

A review of the program with consideration given to the feedback provided by applicants, officers and the administration will be undertaken before 2021/2022 Community Grants Program (Round one) which opens in March 2021.

Successful applicants will be notified in writing of the outcome of the application with funds to be paid into nominated bank accounts upon return of signed funding agreements.

Due to the COVID-19 pandemic there are no plans to hold a civic reception to celebrate the applications successful under this round of community grants.

Council's contribution of \$46,597 will lead to the provision of projects to the value of \$102,737.

Where applicants have requested part funding of projects dependant on receipt of funds from other funding partners, Council's contribution will only be provided when evidence of full project funding is demonstrated.

## **9.7. Business Assistance Grants Round One**

### **Author:**

General Manager Community

### **Attachments:**

9.7 Council Policy 153 – Business Assistance

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#### **1. Purpose**

To seek Council's endorsement of recommendations for the Business Assistance Grants Round One.

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#### **2. Recommendation**

##### **That Council:**

##### **1. Approve business assistance grants applications as follows:**

- \$1,500 Locals Direct (Online) Kyabram, set up and training costs for new website platform for products**
- \$1,500 Innovate Critical Care Consultancy Echuca, business coaching and marketing**
- \$5,000 The Shiraz Republic Toolleen, purchase and installation of permanent high quality sound and lighting equipment to encourage high calibre artists to perform at the venue**
- \$3,750 Colbinabbin Country Hotel, establishment of a website, local vineyard mapping and database**
- \$2,500 Lets Do Coffee Roasters Echuca, purchase of equipment to assist with roasting, grinding, weighing and labelling coffee beans**
- \$2,500 Fifteen50 Consulting Pty Ltd Echuca, professional business coaching**
- \$2,500 Advanced Reproduction Pty Ltd Kyabram, purchase of equipment and business expansion in the local region**

##### **2. Advise unsuccessful applicants in writing**

---

#### **3. Conflict of Interest**

In accordance with Section 130 of the *Local Government Act 2020*, the officer preparing this report declares no conflict of interest in regards to this matter.

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#### **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*.

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#### **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.

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## 6. Background

The Business Assistance Grants offer financial support to local businesses to diversify and expand, as well as attract new businesses to the Shire.

The Business Assistance Grants Program has two rounds:

- round one, advertised in August, awarded in December (current round)
- round two, advertised in March, awarded in July

Category	Total 2020/2021 Budget	December 2020 Funds Available	December 2020 Allocation	Balance
<b>Total</b>	<b>\$50,000</b>	<b>\$25,000</b>	<b>\$19,250</b>	<b>\$30,750</b>

Funding is available in four categories:

### 1. Start up / new

- Operating less than one year
- 2-10 full time equivalent employees
- Maximum grant per application \$3,000

### 2. Small business

- 2-10 full time equivalent employees
- Maximum grant per applicant \$5,000

### 3. Medium business

- More than 10, but less than 20 full time equivalent employees
- Maximum grant per applicant \$10,000

### 4. Large business

- More than 20 full time equivalent employees
- Maximum grant per applicant \$15,000

Applications for the Business Assistance Grants are called for twice per year, closing in September and March, with \$25,000 available in each round.

The applications received were assessed by a panel of four staff, Economic Development Manager, Manager Projects and Facilities, Environmental Project Officer – Conservation and the Executive Assistant Community using the assessment criteria in the guidelines.

The successful applicants are required to enter into a Funding Agreement with the Campaspe Shire Council that stipulates the conditions of the grant.

- Total funds available for applications: \$25,000
- Total of applications received: \$66,000
- Total of grants allocated: \$19,250

Six applications were received in the **Start up/new business** category, only two were eligible for assessment as remainder did not provide a Business Plan.

Business name	Details of assistance requested	Amount requested	Project expenditure	Amount recommended
Innovate Critical Care Consultancy (Echuca)	Business coaching and marketing	\$2,000	\$3,500	\$1,500
Locals Direct (Online) (Kyabram)	Set up and training costs for new website platforms for products	\$3,000	\$30,000	\$1,500
<b>TOTAL</b>		<b>\$5,000</b>	<b>\$33,500</b>	<b>\$3,000</b>

Ineligible applications were received from:

- Tongala Food & Fuel, Tongala
- Birds of a Feather, Lockington
- Averys Outdoors, Kyabram
- Pampered Animal Transport, Echuca

Eight applications were received in the **Small business** category, only five were eligible for assessment as remainder did not provide a Business Plan.

Business name	Details of assistance requested	Amount requested	Project expenditure	Amount recommended
The Shiraz Republic (Toolleen)	Purchase and installation of permanent high quality sound and lighting equipment to encourage high calibre artists to perform at the venue	\$5,000	\$24,000	\$5,000
Colbinabbin Country Hotel (Colbinabbin)	Establishment of a website, local vineyard mapping and database	\$5,000	\$15,000	\$3,750
Lets Do Coffee Roasters (Echuca)	Purchase of equipment to assist with roasting, grinding, weighing and labelling coffee beans	\$5,000	\$5,548	\$2,500
Fifteen50 Consulting Pty Ltd (Echuca)	Professional business coaching	\$5,000	\$25,000	\$2,500
Advanced Reproduction Pty Ltd (Kyabram)	Purchase of equipment and business expansion in the local region.	\$5,000	\$400,000	\$2,500
<b>TOTAL</b>		<b>\$25,000</b>	<b>\$469,548</b>	<b>\$16,250</b>

The ineligible applications were received from:

- Ignition ASV Echuca
- Century 21 Rich River Real Estate, Echuca
- Savage Force Pty Ltd, Echuca

One application was received in the **Large business** category:

Business name	Details of assistance requested	Amount requested	Project expenditure	Amount recommended
Tongala & District Memorial Aged Care Service Inc. (Tongala)	Purchase of a smart temperature measurement terminal and a photocopier	\$9,000	\$9,500	\$0
<b>TOTAL</b>		<b>\$9,000</b>	<b>\$9,500</b>	<b>\$0</b>

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## 7. Issues and Risk Management

### Issues:

The current coronavirus pandemic may impact the commencement of some projects. This will be worked through with individual organisations regarding the projects concerned and restrictions imposed at the time.

### 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.

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## 8. Strategic Planning Environments

Strong and Engaged Communities:	Business Assistance Grants directly support local businesses to diversify and expand, as well as attract new businesses to the Shire Resilient Economy: The Business Assistance Grants support businesses to undertake a range of projects.
Healthy Environment:	The Business Assistance Grants support local businesses to undertake a range of projects.
Balanced Services and Infrastructure:	The Business Assistance Grants support local businesses to undertake a range of projects.
Responsible Management:	Council has allocated \$50,000 to Business Assistance Grants for the 2020/2021 financial year. The development of the Business Assistance Program has resulted in an open and transparent use of financial resources, available to all businesses.

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## 9. Consultation

Community Support assessments were completed by the Executive Assistant Community, Economic Development Manager, Manager Projects and Facilities and the Environment Project Officer – Conservation and reviewed by the Executive Management Group.

**10. Officer Comment**

A review of the program with consideration given to the feedback provided by applicants, officers and the administration will be undertaken before Business Assistance Grants (Round two) which opens in March 2021.

Successful applicants will be notified in writing of the outcome of the application with funds to be paid into nominated bank accounts upon return of signed funding agreements.

Due to the COVID-19 pandemic there are no plans to hold a civic reception to celebrate the applications successful under this round of business assistance grants.

Council's contribution of \$19,250 will lead to the provision of business support projects to the value of \$503,048.

## 10. Council Information

### 10.1 Letters of Appreciation

The following have been received:

- Echuca Historical Society Inc. – thank you for the annual contribution and continued support. This greatly assists with supporting volunteers and visitors to the museum.
- Rochester Historical & Pioneer Society Inc. – thank you for the annual contribution. It is greatly appreciated by the Society members and volunteers as it assists to maintain and run a very important part of the history of Rochester and district.
- Kyabram District Health Service – thank you to the Parks & Gardens team for their cooperation when asked if they could stop mowing the Memorial Gardens lawn for ten minutes while the NAIDOC celebrations and presentations were being filmed by WIN News.
- Melva & Gerald Hay – thank you to Tim Goulding, Parks & Gardens Operations Team Leader for the prompt action taken to treat the meat ant infestation that had invaded their garden from Rosendale Court. The treatment seems to have worked well and is greatly appreciated.
- Elizabeth Haw – thank you to Rick Keen and his staff for the clean-up of the rubbish dumped on Morrisey Road, Stanhope. The prompt action to this request is greatly appreciated.
- Committee for Echuca Moama Inc. (C4EM) – congratulations to all Councillors elected for the next four year term of Council. C4EM board, members and staff look forward to working together for the betterment of all people, business and industry. Wishing you all every success for the future.

#### **Recommendation**

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



## **10.2. Responsive Grants Program**

### **Author:**

Executive Assistant Community

### **Responsible Manager:**

General Manager Community

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### **Purpose**

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

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### **1. Recommendation**

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

- **Lions Club of Tongala Inc – towards the purchase of a new HP laptop to carryout administrative tasks for the club, \$900**
- 

### **2. Conflict of Interest**

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

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### **3. 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*.

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### **4. 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.

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### **5. 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:

Lions Club of Tongala Inc – to purchase a HP laptop to carryout administrative tasks for the club as the clubs current laptop is eight years old and no longer receives support from Windows.

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Organisation	Amount	Amount Recommended	Purpose	Comment
Lions Club of Tongala Inc	\$900	\$900	To purchase a HP laptop to replace their current laptop that is no longer supported by Windows.	<p>Approved by CEO</p> <p>To allow continued day to day administrative tasks with a laptop that is their own and compatible/supported by Windows and has all templates used by the club installed.</p> <p>The club will purchase the laptop from a local supplier to support local business as they come out of a very quiet period due to the Covid 19 pandemic.</p>

<b>Fund Balance Prior to application approval:</b>	\$24,500
<b>Funding approved:</b>	\$900
<b>2020/2021 Fund Balance: (8 December 2020)</b>	\$23,600

## 6. 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.

## 7. 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.

## 8. Consultation

Assessment of this application was completed by the Executive Assistant Community and approved by the Chief Executive Officer.

### **10.3. 2019-2020 Annual Report**

**Author:**

Manager Communications

**Responsible Manager:**

General Manager Corporate

**Attachments:**

10.3 2019-2020 Annual Report

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**1. Purpose**

To receive the Annual Report for the year ended 30 June 2020 as required by section 134 of the *Local Government Act 1989*.

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**2. Recommendation****That Council:**

- 1. Receive the Annual Report for the year end 30 June 2020.**
  - 2. Note the Annual Report has been forwarded to the Minister for Local Government.**
- 

**3. Conflict of Interest**

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

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**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.

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**6. Background**

Section 131 of the *Local Government Act 1989* requires Council to prepare an Annual Report and submit it to the Minister within three months of the end of each financial year.

This year, due to the coronavirus pandemic, the due date for submitting the Annual Report to the Minister for Local Government was extended to 30 November 2020 (Local Government Victoria Bulletin 26/2020).

The draft Annual Report, without the VAGO approved financial and performance statements, was presented to Council at its meeting on 20 October 2020 and Council resolved:

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*“That Council:*

1. *Receive the Annual Report for the year end 30 June 2020.*
2. *Authorise the inclusion of the Victorian Auditor General’s Office (VAGO) approved financial and performance statements, once finalised and received.*
3. *Authorise the Chief Executive Officer to amend the Annual Report if there is any change to the VAGO approved financial and performance statements, to ensure consistency of content throughout the Annual Report.*
4. *Note the Annual Report will be forwarded to the Minister for Local Government prior to 30 November 2020.*
5. *Note the final Annual Report document, as forwarded to the Minister for Local Government, will be placed on Council’s website and tabled for noting by Council at the 8 December 2020 Council meeting.”*

The Annual Report, as attached, includes the Victorian Auditor General's Office (VAGO) approved financial and performance statements and only minor amendments were made to ensure the Annual Report aligned with the VAGO approved financial and performance statements, in accordance with point 3 of Council's resolution.

The finalised Annual Report was submitted to the Minister for Local Government on 16 November 2020 and met the extended timeline provided by the Victorian Government.

In accordance with point 5 of Council's resolution above, the final Annual Report is being presented to Council.

## **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	No impact.
Resilient Economy	No impact.
Healthy Environment	No impact.
Balanced Services and Infrastructure	No impact.
Responsible Management	The Annual Report details Council's performance for 2019-2020 against the Council Plan, Strategic Resource Plan and Budget. This is the third year of reporting against the 2017-2021 Council Plan. Importantly the report contains the audited financial and performance statements.

## **9. Consultation**

The document was compiled following input from across the organisation.

## **10.4. Council Plan Initiatives - Quarter One Update**

### **Author:**

Manager Governance and Strategy

### **Responsible Manager:**

Chief Executive Officer

### **Attachments:**

10.4 Council Plan Initiatives Quarter 1 Update

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### **1. Purpose**

To provide Council with the first quarter update on the progress of implementation of the 2020/2021 Council Plan Initiatives.

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### **2. Recommendation**

**That Council note the progress towards the 2020/21 Council Plan Initiatives supporting implementation of the Council Plan 2017/2021.**

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### **3. Conflict of Interest**

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

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### **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*.

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### **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.

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### **6. Background**

The 2017-2021 Council Plan (Plan) is Council's key strategic document for the term of the Council, which reflects the outcomes of stakeholder and community engagement. The Plan describes Council's strategic objectives, strategies for achieving the objectives and how the outcomes will be measured. Supporting the delivery of the Council's vision is the Strategic Resource Plan which describes the financial and non-financial resources required to implement the Council Plan over the four year period.

The Plan incorporates the requirements of the *Public Health and Wellbeing Act* for Council to prepare a Municipal Public Health and Wellbeing Plan (MPHWP). Incorporation of the MPHWP within the Plan strengthens the integrated planning approach across all Council activities and allows Council to focus on health and wellbeing outcomes for the community and enables a more optimal use of resources.

This Plan sets a vision of 'We are strong, supportive, vibrant and sustainable'.

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The Plan is supported by initiatives funded in the 2020/21 Budget.

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## 7. Content

The list incorporates a total of 27 initiatives. Across these initiatives:

- 1 has not started,
- 0 need attention,
- 26 are in progress,
- 0 are completed.

Progress in relation to the implementation of the initiatives are reported to Council and the community quarterly. This report is the first quarterly report of initiatives funded under the 2020/21 budget.

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## 8. Issues and Risk Management

### Issues:

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

- High costs of inputs for industry (energy and water)
- Renewal of community facilities
- An ageing population
- Engagement of young people
- Substance abuse issues
- Family violence
- Availability of regional education and training
- Cross-border issues

Many of the initiatives seek to address these key challenges.

### 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.

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## 9. Options

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

This option is recommended by officers.

This report seeks to provide Council and the community with an update in relation to the progress of implementation of initiatives funded under the 2020/21 budget that support the delivery of Councils Vision.

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

This option is not recommended by officers.

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**10. Strategic Planning Environments**

Strong and Engaged Communities:	The action plan activities support the delivery of Strong and Engaged Communities
Resilient Economy:	The action plan activities support the delivery of a Resilient Economy
Healthy Environment:	The action plan activities support the delivery of a Healthy Environment
Balanced Services and Infrastructure:	The action plan activities support the delivery of Balanced Services and Infrastructure
Responsible Management:	The action plan activities outline the organisations commitment to the Responsible Management

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**11. Consultation**

General Managers and Department Managers from across the organisation have been consulted in relation to the progress of initiatives funded under the 2020/21 budget.

## **10.5. Quarterly Budget Report**

### **Author:**

Manager Finance

### **Responsible Manager:**

General Manager Corporate

### **Attachments:**

10.5 September Quarterly Budget Report

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#### **1. Purpose**

To present to Council a quarterly budget report that contains a quarterly income statement and additional financial statements to provide a summary of the financial position of Council against the adopted budget for the quarter ended 30 September 2020.

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#### **2. Recommendation**

**That Council note the September 2020 Quarterly Budget Report.**

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#### **3. Conflict of Interest**

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

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#### **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*.

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#### **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.

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#### **6. Background**

The *Local Government Act 2020* (section 97) requires that a quarterly budget report, comparing budgeted revenue and expenditure for the financial year with actual revenue and expenditure year to date with explanations of any material variations, be presented to the Council at a Council meeting that is open to the public.

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#### **7. Content**

The quarterly budget report provides Council and the community with the opportunity to monitor and understand Council's ongoing financial performance against the Council's adopted budget.

A pack of the financial statements that make up the quarterly budget report is included as Attachment 10.5 and contains:

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Income Statement	Comparison of 2020/2021 budget, 2020/2021 actuals and 2019/2020 actuals for the three months ended 30 September 2020.
Balance Sheet	Comparison of 2020/2021 budget, 2020/2021 actuals and 2019/2020 actuals for the three months ended 30 September 2020.
Cash Flow Statement	Comparison of 2020/2021 budget, 2020/2021 actuals and 2019/2020 actuals for the three months ended 30 September 2020.
Statement of Capital Works	Comparison of 2020/2021 budget, 2020/2021 actuals and 2019/2020 actuals for the three months ended 30 September 2020.

### Income Statement

The major variations to budget for the three months ended 30 September 2020 are:

- The effect of exiting Aged Care services by Council, the 2020/21 budget included the full cost of continuing to deliver the service as Council was unsure that approval would be received in time to exit by the 30 June 2020. This has impacted the receipt of grant income and user fees as well as reduced employee cost and materials and services costs.
- Decrease in user fees and employee costs due to the closure of services as a result of the COVID-19 pandemic.
- Materials and services have a favourable variance and some savings due to the service closures through the pandemic and the timing of maintenance projects. There will be some permanent savings from fuel and plant maintenance costs.

### Capital Works Statement

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

- Bridge works are ahead of schedule due to planning works commencing in the prior financial year.
- Footpath renewal works have been a priority for Council this year and works have commenced earlier than planned which is reflected in the amount spent compared to budget.
- Delays have been experienced sourcing plant items due to the COVID-19 pandemic and in the awarding of contracts for one large piece of plant.

Overall, Council's performance year to date has been impacted by the COVID-19 pandemic restrictions which have prevented some services from operating. The impact of the closures and ongoing restrictions will be addressed through the preparation of a revised budget.

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## **8. Issues and Risk Management**

This is a quarterly report that monitors Council's performance against the adopted budget, any major variances have been explained above and in the attached quarterly report. Despite some delays, the timing of maintenance projects is on track to achieve budget targets in the 2020/2021 financial year. The exit of Aged Care services and the impact of the COVID-19 pandemic based on what each service has been able to deliver in accordance with the State Government directions will be addressed in the revised budget.

### **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              The provision of quarterly budget reports to Council is in accordance with Council's legislative obligations and this report demonstrates to the community Council's performance progress for the period ended 30 September 2020 against the adopted 2020/2021 budget.

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**10. Consultation**

General Manager Corporate

## **10.6. Echuca On-Street Parking Changes**

### **Author:**

Manager Assets

### **Responsible Manager:**

General Manager Infrastructure

### **Attachments:**

10.6. Echuca On-Street Parking Changes

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### **1. Purpose**

To note upcoming changes to on-street car parking in Echuca.

This item was considered by the previous Council at its last meeting and was referred to the new Council for its consideration.

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### **2. Recommendation**

**That Council note the changes to on-street car parking in Echuca that will begin in January 2020.**

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### **3. Conflict of Interest**

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

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### **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*.

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### **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.

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### **6. Background**

Council undertook a review of car parking in Echuca in 2018 with a strategy adopted by Council resolution in January 2019. As part of that resolution officers began work on developing the scope and cost of high priority parking initiatives within the strategy.

One of those initiative was to alter the parking restrictions in the CBD, High Street and Murray Esplanade in order to encourage decreased parking durations with increased occupancy.

Part of the review also aims to make equitable the parking times across the different areas so there is a demonstrated logic to the parking zones.

---

## 7. Content

The review of parking zones has been completed and the image below shows the newly adopted structure.

As part of the timing changes, accessible car parking spaces in the Riverfront, Hopwood Place and Leslie Street will be increased. At this time there are 9 available accessible car parking spaces. As this is only 1 more than the minimum number required, an additional 5 spaces will be added to this precinct.

Signage and line marking will be changed where appropriate. This will be started immediately should Council endorse the recommendation/s and aims to be completed by November 2020. The changes are listed below:

Road Name	From (location)	To (location)	From (Time)	To (Time)
Murray Esplanade	Radcliffe Street	Leslie Street	All day	2 hours
High Street	Warren Street	Leslie Street	All day	2 hours
Leslie Street	High Street	Campaspe River	All day	4 hours
Hopwood Place	Murray Esplanade	High Street	All day	4 hours
Watson Street	Hopwood Place	Crofton Street	All day	4 hours
Heygarth Street	High Street	Landsborough Street	2 hours	4 hours
Anstruther Street	High Street	Landsborough Street	2 hours	4 hours
Heygarth Street	Hare Street	Anstruther Street	All day	2 hours
Dickson Street	Crofton Street	High Street	All day	Formally painted all day
Crofton Street	Watson Street	Dickson Street	All day	Formally painted all day
Watson Street	Crofton Street	Law Court Place	All day	Formally painted all day
Remove Equitable Access Carpark	Riverboat Dock	-	-	-
Relocate Equitable Access Carpark	Hopwood Place midblock (x1)	Hopwood Place at Murray Esplanade end increasing to 2	All day	4 hours
Relocate Equitable Access Carpark	High Street south of Hopwood Lane	High Street immediately north of Radcliffe Street	All day	2 hours

## 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.

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## 9. Strategic Planning Environments

Strong and Engaged Communities	No Impact
Resilient Economy	The changes to parking are aimed to improve throughput in the CBD which is of benefit to the commercial operators.
Healthy Environment	No Impact
Balanced Services and Infrastructure	No Impact
Responsible Management	No Impact

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## 10. Consultation

### Internal consultation:

- Planning
- Assets
- General Manager Infrastructure

### Councillors:

- 11 August 2020 Council Briefing Session.
- 1 December 2020 Council Briefing Session

## **10.7. Community Event Sponsorship**

### **Author:**

Executive Assistant Community

### **Responsible Manager:**

General Manager Community

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#### **1. Purpose**

To note the outcomes of the Community Event Sponsorship applications considered in accordance with the grant guidelines and criteria.

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#### **2. Recommendation**

**That Council note the following grants have been approved in accordance with the Community Event Sponsorship guidelines and criteria and applicant advised in writing:**

- **Embrace Church Inc. – towards the annual Tongala Carols by Candlelight, \$1,000 cash plus in-kind waste management to the value of \$64 and use of the Tongala Soundshell**
  - **Kyabram Chamber of Commerce Inc. – towards the Kyabram 12 Days of Christmas promotion, \$1,000**
- 

#### **3. Conflict of Interest**

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

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#### **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*.

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#### **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.

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#### **6. Background**

The Events Sponsorship program offers financial support to not for profit community organisations, groups and associations to operate events that contribute to the municipality and support Council's vision and has guidelines for applications submitted to council.

Community Events Sponsorships encourage and assist the development and implementation of community/social events that:

- are innovative, creative and inclusive celebrations of community;
  - demonstrate partnerships with other local groups and individuals, particularly developing new links;
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- reduce the isolation of individuals and groups within a community; and
- strengthen and develop community skills i.e. leadership, performing skills, event management.

This funding stream has two categories local community events (maximum cash \$1,000 and negotiated in-kind to a maximum of \$5,000) and regional community events (maximum cash \$5,000 plus negotiated in-kind).

A community/social event will typically have:

- Social benefit
- Relevance to the local community
- Limited opportunities to raise operational budget needs
- Marketing will be locally/Shire based
- Reliant on local participation/attendance
- Minimal economic impact on community

Applications for community sponsorship are received throughout the year but must be lodged three months prior to the planned event.

This month, the following applications have been received:

Kyabram Chamber of Commerce Inc. – towards the Kyabram 12 Days of Christmas promotion from 11 – 22 December 2020.

Embrace Church Inc. – towards the Tongala Carols by Candlelight to be held in the Tongala Soundshell on 12 December 2020.

Organisation	Amount	Amount Recommended	Purpose	Comment
Kyabram Chamber of Commerce Inc	\$1,000	\$1,000	Kyabram 12 Days of Christmas promotion	Approved by CEO The event is promoting spending locally rather than outside of Kyabram, which in turn will enhance the economic base for local traders.
Embrace Church Inc	\$1,000	\$1,000	Tongala Carols by Candlelight to be held on 12 December 2020.	Approved by CEO This event would normally attract approx. 600 people and this year the group are using an alternative way to still deliver the event to the community through live streaming.

Council's contribution of \$2,000 will lead to the provision of events to the estimated value of \$20,545.

<b>Fund Balance Prior to application approval:</b>	\$64,000
<b>Funding approved:</b>	\$2,000
<b>2020/2021 Fund Balance: (8 December 2020)</b>	\$62,000

## 7. Issues and Risk Management

### **Issues:**

#### Issue 1:

The current coronavirus pandemic restrictions may impact these events. This will be worked through with individual organisations regarding the event concerned and restrictions imposed at the time.

### **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.

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## 8. Strategic Planning Environments

Strong and Engaged Communities: This funding source provides support to Community Event Sponsorship 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 Community Event Sponsorship requests for community initiatives.

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## 9. Consultation

### Internal Consultation:

- Assessment of this application was completed by the Executive Assistant Community, Event Support Officer, Recreation Coordinator, Capital Works Coordinator and Environmental Project Officer – Conservation.
- Officer recommendations were presented to the Administration and approved by the Chief Executive Officer.



## 11. Councillor Reports

Cr Christine Weller	
2-3 December	Murray River Group of Councils Meeting

Cr Robert Amos	
20 November	Moama Recreation Reserve Official Opening Night

Cr Colleen Gates	
19 November	Ky Place Based Plan Consultation Session
5 December	Tongala Lawn Tennis Club Mural Opening

Cr Paul Jarman	
Cr Daniel Mackrell	
18 November	KDRRDG AGM
25 November	VIC Tourism Resilience Research Project Focus Group Echuca Moama
25 November	Koyuga Community Meeting
5 December	Tongala Lawn Tennis Club Mural Opening

Cr Tony Marwood	
2 December 2020	C4EM Christmas Drinks

Cr Leanne Pentreath	
26 November	Echuca Moama Beacon Foundation AGM

Cr Adrian Weston	
2-3 December	Murray River Group of Councils Meeting

Cr John Zobec	

### Recommendation

**The Councillor Reports be noted.**

## 12. Chief Executive Officer's Report

The CEO participates in a variety of meetings in response to the Covid-19 Pandemic, in addition to normal operational activities.

Meetings continue to be conducted remotely via teleconferences and web meetings.

### COVID-19 related:

- Twice weekly Business Continuity meetings
- Weekly DHHS/MAV/LGV engagement meetings
- Weekly NSW Border Issues Briefings (Cross Border Commissioners and LG CEOs)
- Loddon Mallee Regional COVID meetings (various)
- Fortnightly Loddon Campaspe CEO meetings

### General

- Echuca Neighbourhood House AGM
- Murray River Group of Councils CEO meeting
- Loddon Campaspe Regional Partnership Meeting
- Launch of Housing Victoria's *the Big Housing Build*
- Meeting with Court Services Victoria
- Murray River Group of Councils meeting

### **Recommendation**

**The Chief Executive Officer's report be noted.**

## 13. Petitions and Letters

## 14. Notices of Motion

### 14.1. Aquatic Reserve Echuca

Cr Paul Jarman

**That Council:**

1. **Direct the CEO to provide a briefing to Council on the current status of the Aquatic Reserve and Onion Patch detailed design and construction project.**
2. **Direct the CEO to prepare a report to the February 2021 meeting of Council that:**
  - a) **identifies the elements of work required to be completed within the Aquatic Reserve to improve safety, accessibility and support increased utilisation.**
  - b) **investigates and identifies funding sources available which may support delivery of the required works, including Council Reserves, grant funding bodies including engaging with the state government around available funds.**

### **Rationale**

The justification for the request is that I have concerns regarding the Original Aquatic reserve decision which halted the design project for this valuable community facility.

I have been approached by many people to seek to understand what happened to the aquatic reserve project and why it was halted mid project.

This motion allows for the Council to review the options regarding the project and to consider what the next steps may be.

### **Officer Comment**

Subject to Council's decision on the Notice of Motion, the Administration can provide the background information and reports via the councillor portal, provide a briefing in January 2021 and a report to the February 2021 meeting of Council.

**14.2. Section 86 Committees****Cr Colleen Gates**

**That Council direct the CEO to provide a briefing to Council on:**

- 1. The current status of the transition to alternative management, licence or lease agreements or sale of council owned facilities formerly operated as s.86 committees prior to their revocation on the 1 September 2020; and**
- 2. Any additional matters for consideration that may have arisen, or that the new Council may not be aware of, since the decision of the August 2020 Council meeting.**

**Rationale**

The justification for the request is based on multiple approaches to a number of councillors by affected groups and ratepayers. The new council seeks to receive a copy of previous briefing reports, and to understand if new issues, that may have been unforeseen in August, require strategic consideration in how transition is managed going forward.

**Officer Comment**

Subject to Council's decision on the Notice of Motion, the Administration can provide the background information and reports via the councillor portal and provide a briefing in January 2021.

## 15. Urgent Business

## 16. Confidential Business

### Confidential Business– Close

#### Recommendation

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

- a) *Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released*
- c) *Land use planning information, being information that if prematurely released is likely to encourage speculation in land values*
- g) *Private commercial information, being information provided by a business, commercial or financial undertaking that –(i) relates to trade secrets; or (ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.*

### Confidential Business - Open

#### Recommendation

That Council, having considered all items of confidential business in accordance with section 66(2) of the *Local Government Act 2020*, open the meeting to the public at

## 17. Close Meeting

Declan Moore

Chief Executive Officer