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Minutes



Minutes of the open section of the seventh Campaspe Shire Council meeting held virtually via Zoom on Tuesday, 23 June 2020, commencing at 5:06pm at the Council Chambers, Echuca Civic Centre.

Present

Councillors	Officers
<p>Remotely: Cr Adrian Weston (Mayor) Cr Vicki Neele (Deputy Mayor) Cr Daniel Mackrell Cr Kristen Munro Cr Neil Pankhurst Cr Leanne Pentreath Cr Annie Vickers Cr Leigh Wilson Cr John Zobec</p>	<p>Remotely: Declan Moore – Chief Executive Officer Fleur Cousins – General Manager Corporate Services Jason Deller – General Manager Infrastructure Services</p> <p>In person in the Council Chamber: Sharolyn Taylor – Council Support Officer</p>

Business

1. Apologies and Requests for Leave of Absences

Nil

2. Confirmation of Minutes and Attachments

Minutes for the following:

- Campaspe Council Meeting held on 19 May 2020
- Campaspe Briefing Session held on 5 May 2020
- Campaspe Briefing Session held on 12 May 2020
- Campaspe Briefing Session held on 19 May 2020

COUNCILLORS WILSON / MUNRO

That the following minutes be confirmed:

- **Campaspe Council Meeting held on 19 May 2020**
- **Campaspe Briefing Session held on 5 May 2020**
- **Campaspe Briefing Session held on 12 May 2020**
- **Campaspe Briefing Session held on 19 May 2020**

CARRIED

3. Changes to the Order of Business

Nil

4. Declaration of Interests

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

Local Government Act 1989 Section 79

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

Cr Wilson declared a conflict of interest in item 9.9 by way of conflicting duties

5. Responsible Authority Decisions

6. Planning Authority Decisions

7. Question Time

8. Acknowledgements

The Mayor acknowledged the sad passing of Marion Riley and from everyone from Campaspe Shire Council passed on our condolences to Marion's husband Ian and their family, Marion was a Campaspe Shire Councillor from 1999 to 2012.

9. Council Decisions

9.1. Change of Council Meeting Dates

Author:

Fleur Cousins, General Manager Corporate Services

1. Purpose

To seek Council approval to schedule a Council meeting for the 29 September 2020 and change the previously resolved meeting date for the October 2020 Council meeting.

2. COUNCILLORS NEELE / MUNRO**That Council:**

- Schedule a Council meeting for the 29 September at 5:00pm; and**
- Alter the October 2020 Council meeting date from 20 October to 13 October at 5:00pm.**

CARRIED

3. Conflict of Interest

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

4. Charter of Human Rights

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

5. Instrument of Delegation

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

6. Background

Council resolved at its 2019 Statutory Meeting all meeting dates for the remainder of this Council's term.

In response to the COVID-19 pandemic the Minister for Local Government extended the timelines for Council to adopt their 2020/21 Budget by 31 August 2020 and submit their 2019/20 Annual Report by 30 November 2020.

In light of these time extensions and confirmation that the conduct of the General Election will be held on 24 October 2020, changes to the scheduled Council meetings are required to ensure that the financial statements are adopted by Council and can be included in the Annual Report, which requires Council noting prior to the General Election.

Therefore, it is recommended that an additional Council meeting be scheduled on 29 September and the scheduled Council Meeting of 20 October 2020 be changed to 13 October 2020.

7. Issues and Risk Management

Issues:

The Council meetings proposed by this report will both be conducted within the declared election period prior to the General Election. Council can still consider reports and make decisions within the election period subject to any limitations defined within the *Local Government Act 2020* and Council's adopted Election Period Policy.

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 scheduling of Council meetings to enable the business of Council to proceed and meet the statutory obligations under the Local Government Acts, meets the strategic objectives under responsible management.

9. Consultation

Internal consultation:

- Executive Management Group

9.2. Governance Rules

Author:

Fleur Cousins, General Manager Corporate Services

Attachments:

9.2.1 Draft Governance Rules

9.2.2 Council Policy 152 - Election Period

1. Purpose

To endorse the Campaspe Shire Council Governance Rules and commence a period of consultation by giving public notice and calling for any submissions from the community prior to Council considering the adoption of the Governance Rules at their Council Meeting to be held on 18 August 2020.

2. COUNCILLORS PANKHURST / WILSON

That Council:

1. **Endorse the Draft Governance Rules appended as Attachment 9.2, as the Governance Rules prepared by Council for the purposes of section 60 of the *Local Government Act 2020*.**
2. **Authorise the Chief Executive Officer to:**
 - a) **Give public notice inviting submissions from members of the public for Council consideration; and**
 - b) **Make available for public inspection the Draft Governance Rules on Council's website and in each Customer Service Centre.**
3. **Consider any submission received in writing prior to 5:00pm on Thursday 30 July 2020.**
4. **Hear any submissions (if required) on the Draft Governance Rules at a Submissions Hearing to be held at the Echuca Civic Centre Function Room or in an approved web/phone meeting on Tuesday 4 August 2020 at 5:00pm.**
5. **Consider any motion to adopt the Draft Governance Rules at a Council meeting to be held on Tuesday 18 August 2020, having regard to all submissions received.**
6. **Adopt the amended Council Policy 152 - Election Period appended as Attachment 9.2.2.**

CARRIED

3. Conflict of Interest

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

4. Charter of Human Rights

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

5. Instrument of Delegation

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

6. Background

On the 24 March 2020, the *Local Government Act 2020* (the new Act) received royal assent and a proclamation of commencement was made.

The new Act is to commence in 4 stages, Stage 1 commencing 6 April 2020, Stage 2 commencing 1 May 2020, Stage 3 commencing 24 October 2020 and Stage 4 commencing 1 July 2021. With the commencement of each stage, a number of specific obligations provide Council with additional time to achieve compliance with the obligation. This is the case with the Governance Rules as outlined further below.

On the 6 April 2020, the first of the provisions of the *Local Government Act 2020* commenced which included the various principles including the;

- Overarching Governance Principles and Support Principles (section 9)
- Community Engagement Principles (section 56)
- Public Transparency Principles (section 58)
- Strategic Planning Principles (section 89)
- Financial Management Principles (section 101)
- Service Performance Principles (section 106)

On 1 May 2020, section 60 of the *Local Government Act 2020* commenced, which relates to the requirement of Council to develop, adopt and keep in force Governance Rules by 1 September 2020. The contents of the Governance Rules are further defined in section 60 of the *Local Government Act 2020* and appear below:

60 Governance Rules

(1) A Council must develop, adopt and keep in force Governance Rules for or with respect to the following-

- (a) The conduct of Council meetings;*
- (b) The conduct of delegated committees;*
- (c) The form and availability of meeting records;*
- (d) The election of the Mayor and the Deputy Mayor;*
- (da) The appointment of an Acting Mayor;*
- (e) An election period policy in accordance with section 69;*
- (f) The procedures for the disclosure of a conflict of interest by a Councillor or member of a delegated committee under section 130;*
- (g) The procedure for the disclosure of a conflict of interest by a Councillor under section 131;*
- (h) The disclosure of a conflict of interest by a member of Council staff when providing information in respect of a matter within the meaning of section 126(1);*
- (i) Any other matters prescribed by the regulations.*

- (2) *The Governance Rules must provide for a Council to –*
- (a) *Consider and make decisions on any matter being considered by the Council fairly and on the merits; and*
 - (b) *Institute decision making processes to ensure that any person whose rights will be directly affected by a decision of the Council is entitled to communicate their views and have their interests considered.*
- (3) *A Council may amend its Governance Rules.*
- (4) *Subject to subsection (5), a Council must ensure that a process of community engagement is followed in developing or amending its Governance Rules.*
- (5) *Subsection (4) does not apply if the Council is developing and adopting or amending a Governance Rule that only adopts a good practice guideline issued by the Minister under section 87.*
- (6) *A Council must comply with its Governance Rules.*
- (7) *A Council must adopt the first Governance Rules under this section on or before 1 September 2020.*
- (8) *Until a Council adopts Governance Rules under this section, the Local Law Meeting Procedures made by Council under the Local Government Act 1989 apply as if the Local Law Meeting Procedures had been adopted as Governance Rules under this section.*
-

7. Content

The Draft Governance Rules, appended as Attachment 9.2 have been developed to meet the requirements of the *Local Government Act 2020* while also recognising that the *Local Government Act 1989* is still in operation during the implementation phase of the new Act.

When preparing the Draft Governance Rules, consideration has been given to the current Local Law No. 1 Meeting Procedures 2019 and the Draft Model Governance Rules released by Local Government Victoria.

In accordance with section 60 of the new Act, this report seeks to endorse the Draft Governance Rules to commence a process of community engagement that will involve making the Draft Governance Rules available at Council's Customer Service Centres and on Council's website and issuing a public notice in local circulating papers and Council's website calling for submissions in writing.

People making a submission will be provided the option to speak to their submission and be heard at a meeting of Council.

All submissions received will be considered by the Council prior to them considering a report at the Council Meeting to be held on 18 August 2020, to adopt Governance Rules in accordance with the new Act.

This report also seeks the adoption of an updated Election Period policy to comply with section 69 of the new Act. The Governance Rules incorporate this document in accordance with section 60 of the new Act.

8. Issues and Risk Management

Issues:

The preparation of Governance Rules is a new requirement of the *Local Government Act 2020* and has been prepared using all available information. As new information becomes available or if either Ministerial Guidelines or Regulations are enacted the Governance Rules may need to be further amended.

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 preparation of Governance Rules meets Council's obligations under the Local Government Act 2020.

10. Consultation

The Draft Governance Rules were presented at a Councillor Briefing held on 9 June 2020 and feedback from that session has been considered and incorporated where possible into the Draft Governance Rules as appended in Attachment 9.2.1.

9.3. Proposed Local Law No. 1 Use of Common Seal

Author:

Fleur Cousins, General Manager Corporate Services

Attachments:

9.3.1 Proposed Campaspe Shire Council Local Law No. 1 Use of Common Seal 2020

9.3.2 Community Impact Statement

1. Purpose

To endorse the draft Local Law No. 1 Use of Common Seal for the purpose of public consultation.

2. COUNCILLORS PANKHURST / NEELE**That Council:**

- 1. In accordance with section 119(2) of the *Local Government Act 1989*, advertises its intention to make the Campaspe Shire Council Local Law No. 1 Use of Common Seal 2020.**
- 2. Considers submissions (if any) in accordance with section 223 of the *Local Government Act 1989* at a Submissions Hearing meeting to be held at 5:00pm on Tuesday 4 August 2020 at the Echuca Civic Centre Function Room or in an approved web/phone meeting.**
- 3. Subject to there being no submissions received in accordance with section 223 of the *Local Government Act 1989*, makes the Campaspe Shire council Local Law No. 1 Use of Common Seal 2020 and completes the statutory requirements in accordance with section 119 of the *Local Government Act 1989*.**

CARRIED

3. Conflict of Interest

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

4. Charter of Human Rights

A Community Impact Statement has been prepared by Maddocks Lawyers and includes an assessment of the compliance with the Human Rights and Responsibilities contained in the *Charter of Human Rights and Responsibilities Act 2006*.

5. Instrument of Delegation

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

6. Background

On the 24 March 2020, the *Local Government Act 2020* (the new Act) received royal assent and a proclamation of commencement was made.

On 1 May 2020, section 60 of the *Local Government Act 2020* commenced, which relates to the requirement of Council to develop, adopt and keep in force Governance Rules by the 1 September 2020. The development of the Campaspe Shire Council is the subject of another report presented for Council consideration at its meeting on the 23 June 2020.

The creation of Governance Rules means that the Local Law No. 1 Meeting Procedures 2019, is no longer required, however Part 16 of the Local Law No. 1 Meeting Procedure that governs the authorised use of Council's Common Seal needs to remain in a Local Law.

This report seeks to commence the statutory process to make a new Local Law No. 1 Use of Common Seal 2020, to define the authorised use of the common seal and on commencement revoke Local Law No. 1 Meeting Procedure Local Law 2019.

The statutory process will enable submissions to be received in accordance with section 223 of the *Local Government Act 1989*, and submissions will be accepted until 5:00pm on Thursday 30 July 2020.

If any submissions wish to speak in support of their submission, then a Submissions Hearing meeting will be held at the Echuca Civic Centre Function Room or in an approved web/phone meeting on Tuesday 4 August 2020 at 5:00pm.

If no submissions are received in response to the statutory process, this report seeks to make the Campaspe Shire Council Local Law No. 1 Use of Common Seal 2020 by completing the statutory processes outlined in section 119 of the *Local Government Act 1989*.

7. Issues and Risk Management

Issues:

There are no issues 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.

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 preparation of Governance Rules and the making of a new Local Law that governs the authorised use of the Common Seal, ensures Council meets its statutory obligations under the *Local Government Act 1989* and *Local Government Act 2020*.

9.4. Review – Grants, Sponsorships and Donations

Author:

Declan Moore, Chief Executive Officer

Attachments:

- 9.4.1 New Policy - Grants, Sponsorships and Donations
 - 9.4.2 Community Grant Application Form
 - 9.4.3 Junior Development Grant Application Form
 - 9.4.4 Donation Application Form
 - 9.4.5 Sponsorships – community and not for profit events – Guidelines and Application Form
 - 9.4.6 Sponsorships – business and commercial events – Guidelines and Application Form
 - 9.4.7 Responsive Grant Guidelines
 - 9.4.8 Responsive Grant Application Form
-

1. Purpose

To amend Council's Grants, Sponsorships and Donations Program, as outlined in this report.

2. Recommendation

That Council:

- 1. Adopt the new Grants, Sponsorships and Donations Program Policy.
- 2. Note the associated program guidelines and application forms.

COUNCILLORS PANKHURST / WILSON

That Council

- 1. **Adopt the new Grants, Sponsorships and Donations Program Policy, with the additional requirement that no Council funds be used by recipients to make subsequent grants, sponsorships or donations to other individuals or organisations, without the prior approval of Council.**
- 2. **Note the associated program guidelines and application forms.**

Cr Munro foreshadowed the original recommendation should this motion be lost

The MOTION was put to the vote and was CARRIED

A division was called

Those in favour of the motion – Councillors Mackrell, Munro, Pankhurst, Pentreath, Weston, Wilson, Zobec

Those against the motion– Councillors Neele, Vickers

The MOTION was declared CARRIED

3. Conflict of Interest

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

4. Charter of Human Rights

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

5. Instrument of Delegation

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

6. Background

At its meeting of 21 April 2020 Council considered a report from the CEO that sought to amend the existing policy for the Grants and Donations program and the creation of a formal Sponsorship Program in two parts (community/commercial).

Council endorsed the proposals and directed that guidelines and application forms be developed to support the new policy and programs; as follows:

That Council:

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

Recommendation 2 d) is the subject of a separate report in this agenda.

7. Content

The amended policy, associated guidelines, information sheets and application forms are attached as follows:

- 9.4.1 Policy
 - 9.4.2 Community Grants and Donations Program
 - 9.4.3 Community grants
 - 9.4.4 Junior Individual grants
 - 9.4.5 Donations
-

9.4.6 Sponsorships – community and not for profit events

9.4.7 Sponsorships – business and commercial events and associated forms

▪ **Community Grants – Annual and Responsive**

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

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

▪ **Junior Individual Development Grants**

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

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

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

▪ **Donations**

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

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

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

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

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

▪ **Sponsorships – Business and Commercial**

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

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

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

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

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

8. Issues and Risk Management

Issues:

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.

9. Strategic Planning Environments

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

10. Consultation

Councillors:

- Informal with Councillors during Briefing sessions

9.5. Review – Business Assistance

Author:

Declan Moore, Chief Executive Officer

Attachments:

- 9.5.1 Table of Financial Supports
 - 9.5.2 Current Business Assistance Policy 153
 - 9.5.3 New Council Policy 153 – Business Assistance
 - 9.5.4 Business Assistance Application Form
-

1. Purpose

To amend Council's Business Assistance Program, as outlined in this report.

2. COUNCILLORS PENTREATH / NEELE

That Council:

1. **Adopt the amended Business Assistance Policy.**
2. **Note the associated program guidelines and application form.**

CARRIED

3. Conflict of Interest

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

4. Charter of Human Rights

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

5. Instrument of Delegation

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

6. Background

At its meeting of 21 April 2020 Council considered a report from the CEO that sought to amend the existing policy for the Grants and Donations program and the creation of a formal Sponsorship Program in two parts (community/commercial).

In its subsequent resolution to proceed with the Grants, Donations and Sponsorships outlined in the report, Council directed at 2d) that the CEO:

Review the remaining financial support programs contained within Attachment 9.3.2 and report back to Council's June 2020 meeting.

7. Content

There are a number of financial support programs conducted by the Administration on Council's behalf but given the recent impact of COVID 19 and the necessary priority it received; this report only canvasses the Business Assistance Grants.

Attachment 9.5.1 outlines the range of Council's financial supports and a timetable for their review and presentation to Council.

The existing Policy 153 (Attachment 9.5.2) provides for the Administration to determine whether financial assistance may be made available 'by an invitation to apply', and for the Administration to make the decision on the application.

The amended Policy 153 (Attachment 9.5.3) sets out a public call for applications, twice each year, the eligibility criteria, assessment and decision making processes.

The application form is at Attachment 9.5.4.

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.

9. Strategic Planning Environments

Strong and Engaged Communities	The amended policy, guidelines and programs will continue to foster partnerships and support local businesses to be more actively engaged in their community
Resilient Economy	Minimal impact generally
Healthy Environment	Minimal impact
Balanced Services and Infrastructure	No impact
Responsible Management	Supports principles of transparency, equity and social justice. Promotes clear and open communication, relationship and partnership development, and fosters a customer centred approach.

10. Consultation

Councillors:

- Informal with Councillors during Briefing sessions
-

9.6. Council Policy Review

Author:

Sharolyn Taylor, Council Support Officer

Responsible Manager:

General Manager Corporate Services

Attachments:

- 9.6.1 Council Policy 126 – Procurement
 - 9.6.2 Council Policy 134 – Rates and Charges
 - 9.6.3 Council Policy 136 – Asset Valuation
 - 9.6.4 Council Policy 144 – Asset Capitalisation
 - 9.6.5 Council Policy 148 – Revenue and Debt Collection
 - 9.6.6 Internal Policy INT158 – Managing Unreasonable Complainants
-

1. Purpose

To present to Council six reviewed policies for adoption.

2. COUNCILLORS PENTREATH / VICKERS**That Council:**

- 1. Adopt the following reviewed Council policies:**
 - a) Council Policy 126 – Procurement**
 - b) Council Policy 134 – Rates and Charges**
 - c) Council Policy 136 – Asset Valuation**
 - d) Council Policy 144 – Asset Capitalisation**
 - e) Council Policy 148 – Revenue and Debt Collection**
- 2. Approve the following policy be changed from a Council policy to an Internal policy:**
 - a) Internal Policy 158 – Managing Unreasonable Complainants.**

CARRIED

3. Conflict of Interest

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

4. Charter of Human Rights

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

5. Instrument of Delegation

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

6. Background

Policies provide guidance to staff, Council and the community to promote consistency in decision making, guide service delivery and the pursuit of strategic objectives.

Council policies have been prepared and reviewed by the responsible officers in accordance with Council Policy 156 – Policy Framework which establishes a Policy Framework incorporating a policy hierarchy, process for the preparation of new policies and review of existing policies, and a methodology for the management of policies and procedures. It applies to Council and Internal policies.

The purpose of the Policy Framework is to contribute to the consistency, clarity, transparency and accountability of Council's decision - making processes and in the delivery of services. This will be achieved by providing a mechanism whereby Councillors and staff can create and access a comprehensive collection of current Council and internal policies and procedures.

Campaspe Shire Council is committed to maintaining a robust and integrated Governance Framework that will assure stakeholders that Council is pursuing its objectives and fulfilling its responsibilities with due diligence and accountability.

7. Content

A summary of the reviewed policies is listed below, and the policies are also attached.

Policy No.	Policy Title	Purpose	Summary of Proposed Changes
DIVISION – CORPORATE SERVICES			
126	Procurement	This policy has been prepared to outline the framework for the procurement of goods, services and works for and on behalf of the Campaspe Shire Council (Council), to ensure that this occurs in compliance with relevant legislation and industry best practice.	The proposed changes are to provide more clarity of the process, recognise the relevant provisions of the <i>Local Government Act 2020</i> and update the responsible officer. The policy has also been reviewed by the Audit and Risk Committee who recommends the policy to Council for adoption.
134	Rates and Charges	To provide a framework for the application of rates and charges under Part 8- Rates and Charges on Rateable Land of the <i>Local Government Act 1989</i> (the LGA89).	Extensive changes have been made to the policy to reduce duplication of the legislative provisions contained in the <i>Local Government Act 1989</i> . The review period has been changed to three years and the responsible officer changed to the Finance Manager.

136	Asset Valuation	<p>This policy covers the valuation of non-current assets throughout their lifecycle. This includes:</p> <ul style="list-style-type: none"> ▪ Valuation on initial recognition ▪ Valuation for financial management ▪ Valuation for asset management ▪ Valuation of shared assets ▪ Valuations relating to sale of assets ▪ Insurance valuations <p>Application of this policy will drive consistent processes to produce comparable valuations.</p>	<p>Changes have been made to the Appendix with the inclusion of a field for Asset Class and Asset Component.</p> <p>The review period has remained unchanged at three years.</p> <p>The policy has also been reviewed by the Audit and Risk Committee who recommends the policy to Council for adoption.</p>
144	Asset Capitalisation	<p>To provide consistent guidelines, in accordance with relevant Accounting Standards and State Government Policy, regarding which Council assets are to be capitalised (as opposed to expensed).</p> <p>The policy:</p> <ul style="list-style-type: none"> ▪ Specifies the principles for recognising an asset for capitalisation ▪ States what 'Measurement and Recognition' model Council applies to its assets ▪ Provides guidance to staff involved in budgeting and expenditure decisions around assets ▪ Provides direction on responsibilities around asset data management ▪ Assists staff in determining appropriate funding sources for asset works. <p>This policy applies to all non-current assets of the Campaspe Shire Council.</p>	<p>Changes have been made to Appendix B to include an Asset Class field (previously Asset Category).</p> <p>The review period has remained unchanged at three years</p> <p>The policy has also been reviewed by the Audit and Risk Committee who recommends the policy to Council for adoption.</p>
148	Revenue and Debt Collection	<p>To provide a framework for the collection of revenue and general debts in association with the <i>Local Government Act 1989</i> (LGA89), <i>Local Government Act 2020</i> (LGA20), <i>Valuation of Land Act 1960</i> (VLA), <i>Fire Services Property Levy Act 2012</i> (FSPLA) and Department of Justice guidelines.</p>	<p>Extensive changes have been made to the policy to include the new <i>Local Government Act 2020</i> requirements, revenue streams and debt collection options; and changes to the definitions.</p> <p>The review period has been changed to three years.</p>

INT158	Managing Unreasonable Complainants	To provide a set of principles on how the council will manage unreasonable complainants.	It is proposed to change this policy from a Council to an Internal policy. Minor grammatical changes are proposed, along with links to relevant legislation and external documentation. The review period has also been changed to three years
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8. Issues and Risk Management

Issues:

Nil

Risk:

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

9. Strategic Planning Environments

Strong and Engaged Communities: No impact

Resilient Economy: No impact

Healthy Environment: No impact

Balanced Services and Infrastructure: Policies improve delivery on services to the community and give clear direction to officers.

Responsible Management: Council policies assist with establishing guidelines, effective decision making and being accountable to the community.

10. Consultation

Internal Consultation

- Responsible policy officers
- Executive Management Group

Councillors

- 2 June 2020 Briefing session
- 9 June 2020 Briefing session.

9.7. Appointments and Authorisations - Planning Officers

Author:

Sharolyn Taylor, Council Support Officer

Responsible Manager:

General Manager Corporate Services

Attachments:

- 9.7.1 Instrument of Appointment and Authorisation for Andrew Michael Fletcher
 - 9.7.2 Instrument of Appointment and Authorisation for Ally Sinclair Wilkie
 - 9.7.3 Instrument of Appointment and Authorisation for Penelope Loader
 - 9.7.4 Instrument of Appointment and Authorisation for Samuel Lloyd Hockly
 - 9.7.5 Instrument of Appointment and Authorisation for Vicky Wei Cheng Lu
 - 9.7.6 Instrument of Appointment and Authorisation for Amanda Jessie Ellis
 - 9.7.7 Instrument of Appointment and Authorisation for Emily Sarah Hardy
-

1. Purpose

To appoint Andrew Michael Fletcher, Ally Sinclair Wilkie, Penelope Loader, Samuel Lloyd Hockly, Vicky Wei Cheng Lu, Amanda Jessie Ellis and Emily Hardy as authorised planning officers for Campaspe Shire Council.

2. COUNCILLORS NEELE / MUNRO

That Council:

In the exercise of the powers conferred by section 224 of the *Local Government Act 1989* (the Act) and the other legislation referred to in the attached instruments of appointment and authorisation (the instruments), Campaspe Shire Council (Council) resolves that:

1. **The members of Council staff referred to in the instruments and listed below be appointed and authorised as set out in their respective instruments:**
 - a) **Andrew Michael Fletcher**
 - b) **Ally Sinclair Wilkie**
 - c) **Penelope Loader**
 - d) **Samuel Lloyd Hockly**
 - e) **Vicky Wei Cheng Lu**
 - f) **Amanda Jessie Ellis**
 - g) **Emily Sarah Hardy**
 2. **The instruments come into force immediately the common seal of Council is affixed to the instruments and remains in force until Council determines to vary or revoke them, or on cessation of the officer's employment with Council.**
-

3. The instruments be sealed.

CARRIED

3. Conflict of Interest

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

Two new staff members have commenced employment in the Planning and Building Department. Planning officers require delegated authority as authorised officers under various legislation to undertake statutory obligations. Tasks include entering sites, gathering evidence or serving of legal notices, if required, appropriate to their level of experience and qualifications.

Emily Sarah Hardy and Amanda Jessie Ellis commenced employment to the position of Planning Officer with the Campaspe Shire Council on 18 May 2020.

Additionally, with the introduction of the *Local Government Act 2020* the instruments of appointment and authorisations for the existing planners have been updated with the relevant legislation changes.

7. Content

Section 14 of the *Planning and Environment Act 1987* requires Council to efficiently administer and enforce the planning scheme. This duty must be carried out by a delegated officer of Council.

Section 224 of the *Local Government Act 1989* provides for the appointment of authorised officers.

Authorisation under the following legislation is required for Council's Planner positions.

1. *Planning and Environment Act 1987*
2. *Environment Protection Act 1987*
3. *Residential Tenancies Act 1997*
4. *Summary Offences Act 1966*
5. *Sex Work Act 1994*
5. Section 224 of the *Local Government Act 1989*

And the regulations and local laws made under each of the above Acts.

8. Issues and Risk Management

Issues:

If officers are not authorised, they will be unable to fully undertake their responsibilities as identified in their position descriptions. This in part could affect the productivity of the department, be contested or subject to review through the Victorian Civil and Administrative Tribunal (VCAT) and cause reputational damage to Council.

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:	Regulatory work has wide application in maintaining and ensuring an appropriate built environment.
Healthy Environment:	No impact
Balanced Services and Infrastructure:	Officers must be correctly authorised to be able to deliver to the community the services required.
Responsible Management:	Officer authorisation is a requirement for effective service delivery and to ensure Council is acting in accordance with statutory requirements.

10. Consultation

Internal consultation:

- Planning and Building Manager
- General Manager Corporate Services

External consultation:

- Maddocks
-

11. Officer Comment

The correct authorisation of officers is a statutory matter necessary for Council to carry out its functions.

9.8. 2020/2021 Community Grants Program Round One – Community Support

Author:

Bobbi Aitken, Economic and Community Development Executive Assistant

Responsible Manager:

General Manager Economic and Community Development

1. Purpose

To seek Council's endorsement of recommendations for the 2020/2021 Community Grants Program Round One – Community Support category.

2. COUNCILLORS WILSON / NEELE**That Council:****1. Approve Community Grant applications in the Community Support category as follows:**

- | | |
|----------------|--|
| \$1,732 | Active Transport Echuca East Group (Echuca Neighbourhood House Inc.), Echuca Moama community cycling. |
| \$1,000 | Campaspe Murray Mental Health Group (Campaspe Cohuna Local Learning and Employment Network Inc.), mental health cruise. |
| \$300 | Bamawm Extension Pony Club Inc., Bamawm Extension Pony Club first aid. |
| \$1,669 | Colbinabbin Preschool Inc., Colbinabbin bush kinder. |
| \$4,000 | Echuca Moama Search and Rescue Inc., commercial pressure washer. |
| \$2,519 | Echuca Moama Rockets Inc., 2020 Echuca Moama Rockets season. |
| \$4,000 | Lockington Bamawm United Football Netball Club Inc., installation of solar panels at Lockington Recreation Reserve. |
| \$4,000 | Kyabram Lawn Tennis Club Inc, replacement mower. |
| \$4,000 | Rochester Recreation Reserve Committee of Management, Rochester Recreation Reserve master plan. |
| \$4,000 | Echuca Specialist School, STOMP combined schools concert. |
| \$3,974 | Stanhope and District Men's Shed Inc., tools for Stanhope shedders. |
| \$3,987 | Echuca Moama Uniting Church, installation of commercial dishwasher. |
| \$4,000 | Crossenvale Community House Inc., healthy communities project. |
| \$3,800 | Lions Club of Tongala Inc., Tongala street art. |
| \$4,000 | Girgarre Stanhope Rail Trail (Girgarre Community Group Inc.), Girgarre Stanhope Rail Trail – stage 3. |

- \$540 Echuca Historical Society Inc., purchase building maintenance materials.**
- \$515 Strathallan Family Landcare (Landcare Victoria Inc.), promotional flyers for gliders and tree hollows.**
- \$4,000 Lockington District Landcare Group (Landcare Victoria Inc.). purchase of dung beetles to improve soil.**
- \$4,000 Rotary Club of Rochester Inc, community garden.**
- 2. Advise unsuccessful applicants in the Community Support category in writing.**

CARRIED

3. Conflict of Interest

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

4. Charter of Human Rights

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

5. Instrument of Delegation

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

6. Background

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

Category	Total 2020/2021 Budget	July 2020 Funds Available	July 2020 Allocation	Balance
Community Support	\$128,400	\$64,200	\$56,036	\$8,164
Events	\$85,600	\$42,800	\$32,700	\$10,100
Total	\$214,000	\$107,000	\$88,736	\$18,264

All applications received were assessed by a panel of three staff using the assessment matrix in the guidelines.

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.

Category: Community Support

The Community Support Grants aim to deliver programs, projects and activities that benefit the residents of the shire and align with Council priorities and strategic directions. Maximum grant \$4,000.

- Total funds available for Community Support applications: \$64,200
- Total of applications received: \$72,049
- Total of grants allocated: \$56,036

Organisation	Project Details	Grant Requested	Project Expenditure	Recommended Allocation
Active Transport Echuca East Group (auspiced by Echuca Neighbourhood House Inc)	Echuca Moama Community Cycling	\$1,732	\$1,732	\$1,732
Campaspe Murray Mental Health Network (auspiced by Campaspe Cohuna Local Learning and Employment Network Inc)	Mental Health Cruise	\$1,000	\$4,000	\$1,000
Bamawm Extension Pony Club Inc	Bamawm Extension Pony Club First Aid	\$300	\$300	\$300
Colbinabbin Preschool Inc	Colbinabbin Bush Kinder	\$1,669	\$2,269	\$1,669
Ky Project Committee Inc	Kyabram Water Tank Mural	\$4,000	\$90,180	\$0
Echuca Moama Search and Rescue Inc	Commercial Pressure Cleaner	\$4,000	\$6,599	\$4,000
Echuca Moama Rockets Inc	2020 Echuca Moama Rockets season	\$2,519	\$2,519	\$2,519
Community Living and Respite Services Inc	Kyabram Clothing Collection Bin	\$4,000	\$5,500	\$0
Rotary Club of Rochester Inc	Community Garden	\$4,000	\$8,000	\$4,000
Echuca Moama Theatre Company Inc	Re-opening of Echuca Moama Theatre Company activities and productions	\$4,000	\$52,600	\$0
Lockington Bamawm United Football Netball Club Inc	Installation of solar panels at Lockington Recreation Reserve	\$4,000	\$8,499	\$4,000
Kyabram Lawn Tennis Club Inc	Replacement mower	\$4,000	\$7,000	\$4,000
Rochester Recreation Reserve Committee of Management	Rochester Recreation Reserve Master Plan	\$4,000	\$10,000	\$4,000
Echuca Specialist School	Stomp combined school concert	\$4,000	\$6,508	\$4,000
Stanhope and District Men's Shed Inc	Tools for Stanhope Shedders	\$3,974	\$3,974	\$3,974
Echuca Moama Uniting Church	Installation of commercial dishwasher	\$4,000	\$4,000	\$3,987
Crossenvale Community House Inc	Healthy Communities Project	\$4,000	\$17,400	\$4,000
Lions Club of Tongala Inc	Tongala Street Art	\$3,800	\$37,080	\$3,800
Girgarre Stanhope Rail Trail (auspiced by Girgarre Community Group Inc)	Girgarre Stanhope Rail Trail – Stage 3	\$4,000	\$6,820	\$4,000
Echuca Moama Darts Association Inc	Equipment upgrade – electronic scoreboards and LED light surrounds	\$4,000	\$4,000	\$0
Echuca Historical Society Inc	Purchase of building maintenance materials	\$540	\$2,220	\$540
Strathallan Family Landcare (auspiced by Landcare Victoria Inc)	Promotional flyers for gliders and tree hollows	\$515	\$515	\$515

Organisation	Project Details	Grant Requested	Project Expenditure	Recommended Allocation
Lockington District Landcare Group (auspiced by Landcare Victoria Inc)	Purchase of dung beetles to improve soil	\$4,000	\$5,000	\$4,000
Total		\$72,049	\$286,715	\$56,036

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 start 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.
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.

9. Consultation

Community Support assessments were completed by the Community Engagement Manager, Recreation Service Officer and Environment Project Officer – Conservation.

10. Officer Comment

Successful applicants will be notified in writing of the outcome of their application with funds to be paid into 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 \$56,036 will lead to the provision of projects to the value of \$286,715.

COUNCILLORS PANKHURST / MUNRO

That this report be split into two parts 9.9A and 9.9B with the Rochester Community House Whole Town Garage Sale to be moved to item 9.9B to afford Cr Wilson the opportunity to participate in item 9.9A.

CARRIED

9.9A. 2020/2021 Community Grants Program (Round One) - Events**Author:**

Bobbi Aitken, Economic and Community Development Executive Assistant

Responsible Manager:

General Manager Economic and Community Development

1. Purpose

To seek Council's endorsement of recommendations for the 2020/2021 Community Grants Program Round One – Events Community and Events Significant category.

2. COUNCILLORS PANKHURST / MUNRO**That Council:****1. Approve community grant applications in the Events category as follows:**

\$500 Bella A'Capella (Winter Blues Festival Inc.), sounds of spring singing workshops.

\$750 Kyvalley Swimming Club Inc., spring entertainment at Kyvalley.

\$750 Girgarre Community Group Inc., Girgarre Open Garden Festival.

\$450 Echuca Moama Accommodation Association Inc., Port Grand Final Fever 2020.

\$1,000 Colbinabbin and District Historical Society Inc., Colbinabbin silo opening.

\$750 Lockington Bowls Club Inc., Ladies Invitation Fours Tournament.

\$4,000 Stanhope Show and Shine (Stanhope Development Committee Inc.), Stanhope Show Shine and Swap Meet.

\$5,000 Veterans Cricket Victoria Inc., 8th annual over 60's cricket carnival.

\$1,500 Tongala Cruisers Club Inc., Tongala's Beersheba Road, Custom, Classic Car and Bike Show.

\$4,000 Girgarre Development Group Inc., Girgarre Moosic Muster.

\$5,000 Kyabram Fauna Park, Kyabram Fauna Park Fun Day.

\$5,000 Rochester Go Kart Club Inc., State Cup.

\$3,000 Kyabram RV Country Music Festival (Kyabram Development Committee Inc.), Kyabram RV Country Music Festival.

2. Advise unsuccessful applicants in the Events category in writing.

CARRIED

9.9B. 2020/2021 Community Grants Program (Round One) - Events

Cr Wilson declared a conflict of interest in item 9.9B and vacated the meeting at 6:02pm

1. COUNCILLORS MUNRO / PENTREATH

That Council:

1. Approve community grant applications in the Events category as follows:

\$1,000 Rochester Community House Inc., Rochester whole town garage sale.

CARRIED

3. Conflict of Interest

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

4. Charter of Human Rights

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

5. Instrument of Delegation

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

6. Background

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 (current round)
- Round two, advertised in August, awarded in December

Category	Total 2020/2021 Budget	July 2020 Funds Available	July 2020 Allocation	Balance
Community Support	\$128,400	\$64,200	\$56,036	\$8,164
Events	\$85,600	\$42,800	\$32,700	\$10,100
Total	\$214,000	\$107,000	\$88,736	\$18,264

All applications received were assessed by a panel of three staff using the assessment matrix in the guidelines.

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.

The Events Grant aims to encourage and assist the development and implementation of events. Maximum grant \$1,000 (community) and \$5,000 (significant).

- Community Grants Program funding available: \$42,800
 - Total value of applications received (community): \$6,600
 - Total value of applications received (significant): \$31,000
- Total value of applications received (community and significant): \$37,600
 - Total of grants allocated community: \$5,200
 - Total of grants allocated significant: \$27,500
- Total of grants allocated (community and significant): \$32,700

Category: Events Community

Organisation	Project Details	Grant Requested	Project Expenditure	Recommended Allocation
Bella A'Capella (auspiced by Winter Blues Festival Inc)	Sounds of Spring Singing Workshops	\$1,000	\$1,250	\$500
Kyvalley Swimming Club Inc	Spring entertainment at Kyvalley	\$1,000	\$2,278	\$750
Girgarre Community Group Inc	Girgarre Open Garden Festival	\$1,000	\$3,000	\$750
Echuca Moama Accommodation Association Inc	Port Grand Final Fever 2020	\$600	\$1,200	\$450
Rochester Community House Inc (item 9.9B)c	Rochester Whole Town Garage Sale	\$1,000	\$1,156	\$1,000
Colbinabbin and District Historical Society Inc	Colbinabbin Silo Opening	\$1,000	\$1,000	\$1,000
Lockington Bowls Club Inc	Ladies Invitation Fours Tournament	\$1,000	\$3,840	\$750
Total		\$6,600	\$13,724	\$5,200

Category: Events Significant

Organisation	Project Details	Grant Requested	Project Expenditure	Recommended Allocation
Stanhope Show and Shine (auspiced by Stanhope Development Committee Inc)	Stanhope Show, Shine and Swap Meet	\$4,000	\$19,195	\$4,000
Veterans Cricket Victoria Inc	8 th Annual Over 60's Cricket Carnival	\$5,000	\$70,630	\$5,000
Tongala Cruisers Club Inc	Tongala's Beersheba Rod, Custom, Classic Car and Bike Show	\$5,000	\$15,668	\$1,500
Girgarre Development Group Inc	Girgarre Moosic Muster	\$4,000	\$23,619	\$4,000
Kyabram Fauna Park	Kyabram Fauna Park Fun Day	\$5,000	\$10,250	\$5,000
Rochester Go Kart Club Inc	State Cup	\$5,000	\$27,000	\$5,000
Kyabram RV Country Music Festival (auspiced by Kyabram Development Committee Inc)	Kyabram RV Country Music Festival	\$3,000	\$49,925	\$3,000
Total		\$31,000	\$216,287	\$27,500

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 are 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 holding of some events. This will be worked through with individual organisations regarding the events 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.

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

9. Consultation

Community and Significant Event assessments were completed by the Investment Attraction Manager, Economic and Community Development Executive Assistant and Community Engagement Officer.

10. Officer Comment

Successful applicants will be notified in writing of the outcome of their application with funds to be paid into 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 \$31,000 will lead to the provision of events to the value of \$230,011.

Cr Wilson re-joined the meeting at 6:03pm

Mrs Heather Darbyshire joined the meeting at 6:03pm to address Council in relation to item 9.10pm

9.10. Rochester Playspace

Author:

Kerrie Hawkes, Recreation Manager

Responsible Manager:

General Manager Regulatory and Community Services

1. Purpose

To seek in principle support for the concept plan to redevelop Rotary Park Rochester, as designed by the consultant engaged by the Rochester Business Network, and progress to detailed design.

2. COUNCILLORS WILSON / NEELE

That Council:

- 1. Adopt the concept plan to redevelop the Rochester Rotary Park.**
- 2. Collaborate with the community to progress and complete the detailed design within an allocated budget.**
- 3. Seek approval from Murray Darling Basin Authority to reallocate funding from the Rochester Walking/Cycling track project to the construction of the Rochester Rotary Park play space.**
- 4. Include the construction of the Rochester Rotary Park play space in the 2020/21 Capital Works Program, subject to approval of the funding body to reallocate funds.**
- 5. Acknowledge the estimated ongoing maintenance costs that will be incurred with the higher service level the new play space will require, and the impacts on future operational budgets.**
- 6. Note that officers will undertake a review of the remaining playgrounds/equipment and open spaces across Rochester to consolidate and decommission equipment, based on Council endorsed service levels.**

CARRIED

3. Conflict of Interest

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

4. Charter of Human Rights

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

5. Instrument of Delegation

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

6. Background

At the 16 December 2014 Council meeting, Council adopted an Open Space Strategy to guide the development, management and improvement of public open space. Throughout the development of the Open Space Strategy it was clear our communities thought open spaces should be accessible, managed effectively, and provide a variety of experiences for resident and visitors alike.

The key principles of the Open Space Strategy are to have open spaces that will:

- Reflect “whole of community” values
- Provide flexible and multipurpose settings
- Be accessible, connected and distributed to allow access for the whole community
- Provide diverse opportunities
- Be environmentally sustainable spaces
- Maximise community benefit
- Focus upon partnerships and working together

The strategy identified a number of opportunities to rationalise smaller “pocket” parks across the Shire and focused on developing identified key open spaces for flexible uses and to enhance economic activity. This included the investigation into rationalising the open spaces containing playgrounds in Rochester.

Rochester was identified as having an oversupply of open space, particularly within the central area of town where Market Reserve, River Reserve, Rotary Park, Rotunda Park and Lions Park all provide open space access within a 400 metre radius. While these spaces provide different opportunities and functions, it was identified that Rotary Park provides similar opportunities to Lions Park in that they both have toilets and a playground however Lions Park also includes a BBQ.

In 2018, following the closure of Murray Goulburn, Council undertook the development and adoption of the Rochester Community Economic Development Plan (RCEDP). This plan identified 19 projects, including a play space that could attract travellers to stop and stay awhile and a walking cycling track being two of these projects.

To support the development of initiatives identified in the place based plan, Council in consultation with the Rochester Governance Committee allocated \$10,000 towards:

- The facilitation of an engagement process on open spaces within Rochester - \$5000 (June 2018)
- A concept design for a natural play space - \$5000 (outcome of engagement undertaken in May 2019)

Officers first met with representatives from the Community Committee in October 2018 to discuss the service level of the parks, the open space strategy and recommendation to rationalise open space in Rochester.

In June 2019, the Murray Darling Basin Authority (MDBA) announced its grant program. While Council submitted an application for a number of projects totalling nearly a million dollars, the Rochester Business Network (RBN) also applied for \$500,000 resulting in some duplication of projects.

In July 2019 the RBN announced it had budgeted \$34,000 from its successful MDBA application, towards the detailed design of a natural place space.

Community Application		Council Original Application	
Rochester Mural Festival	\$36,000	Street Beatification Plan	\$53,000
Sports Museum Video	\$50,000	Street Art/Furniture Project	\$220,000
Street Art Projects	\$90,000	Wayfinding signage	\$32,000
(Each project \$30,000)		Augmented reality tours	\$150,000
Wall Mural		Total	\$455,000
Water Tower			
Silo Art			
Marketing Plan	\$60,000		
Lighting Project	\$90,000		
Natural Play Space	\$34,000		
Security Project	\$50,000		
Electronic Signs			
Rec Reserve	\$30,000		
CBD	\$20,000		
Unallocated	\$37,000		
Current total	\$497,000		
Tabled to Council officers July 2019			

After discussion with the RCEDP and referral to the Executive Management Group in August 2019, officers submitted a request to MDBA with revised projects:

Projects	Funding	Grant Milestones	Current Progress
Walking/cycling track - Detail design Construction	\$310,000	Detail design 30/6/2020 Construction Completed August 2021	RFQ ready for circulation Construction delayed to 21/22 capital works program
Natural Play Space	\$50,000	August 2021 Play space constructed	Conceptual Plan developed by community, currently negotiating appropriateness of concept plan and location
Arts and Culture Plan for Rochester	\$20,000	Plan drafted by June 2020 Activities from the plan delivered by August 2021	Community consultation completed. The plan is on target to be finalised by June 2020
All abilities fishing pontoon pathway	\$60,000	Construction of walkway connecting all abilities pontoon 30 June 2020	Agreement in place b/w Council and NCCMA, monies transferred to NCCMA and delivery of project underway

Following the allocation of funds, officers again met with representatives of the community to discuss play space service levels, items to be excluded from the design such as water play, BBQ and consideration of consolidation of open spaces in Rochester. The basis of the discussion to consolidate open spaces was due to the significant level of open space within the CBD of Rochester and the proposed increase in service level as a result of the increased infrastructure the concept plan proposed.

Discussions with the Lions Club were commenced by the community group leading the playground project. The Recreation Manager also had initial discussions with a representative of the Lions Club regarding the proposed consolidation of parks within Rochester. The Lions Club indicated it would prefer to retain the open space and BBQ.

Council should note that there is a current capital works program project for renewal of irrigation at the Lions Park valued at approximately \$15,000. This project will continue regardless of the outcome of this report.

No further conversations have been held with the Lions Club to this time.

7. Content

Upon receipt of the final concept plan, officers undertook an operational review of the plan to ascertain an estimate of the ongoing operational costs the plan would incur.

Current Operational Cost – Rotary Park	\$33,844
Current Operational Cost –Lions Park	\$30,139
Approximate Operational Cost of redeveloped Rotary Park based on Concept	\$66,773

Please note the approximate figure is based on the concept design. This could increase or decrease subject to final design components.

Concept design as provided by Rochester Business Network.



8. Issues and Risk Management

Issues:

Issue 1: Rotary Park

The Open Space Strategy identified Rochester Rotary Park as an option for decommissioning. The reasoning behind this was the similarity of service provided by the Lions Park i.e. there only needed to be one park. However, it was because of the number of heavy vehicles that access Murray Goulburn via Moore Street that had resulted in Rotary Park being named as the candidate for decommissioning.

With the closing of Murray Goulburn and changes to traffic conditions as a result of the closure, the original rationale for prioritising the Lions Park is no longer relevant however the abundance of open space within the CBD of Rochester remains.

Representatives of the community have identified Rotary Park as the preferred location for redevelopment based upon attracting travellers. There has been limited consideration of:

- the increase in costs associated with maintaining a park of this level,
- Pedestrian and vehicle access/ egress during high traffic periods on the Northern Highway.

The redevelopment of this park will see a significant increase in operational costs associated with maintenance and, in the long term, the capital works program for renewal. Based on the estimates provided the annual maintenance cost will almost double.

Issue 2: Lions Park

While the Lions Park had previously been identified in Council's strategic documents as a park to retain, review of the space has identified a number of elements that could impact on redeveloping this open space.

- Power lines run overhead throughout the park,
- Drainage runs through the space,
- Vehicle/ pedestrian access is limited by the Northern Highway,
- The land is a combination of Road and Industrial Zone,
- Private access to three properties through the road reserve.

These challenges indicate the Lions Park would not be suitable for the development of a large playspace.

Issue 3: Redevelopment of Rotary Park and retaining Lions Park

The operational costs of maintaining both the redeveloped Rotary Park and the Lions Park (in its current form) would require an increase in excess of \$30,000 to the operational budget. There would also be an increase in the capital renewal budget over a period of years. This cannot be defined at this time due to the 'unknown' elements within the concept plan and will be identified upon finalisation of the detailed design.

The community wish to create a statement park in the centre of Rochester to meet the needs of local residents while attracting travellers to stop and stay awhile. The infrastructure that forms the Lions Park has been identified for renewal in 2023. It is suggested that a review be undertaken to ascertain the playground needs of Rochester and to determine if the Lions Park playground equipment is to be retained.

Issue 4: Funding

Council currently have \$310,000 in funding from the Murray Darling Basin Authority for the detailed design and construction of a walking/ cycling track in Rochester. There is only \$50,000 allocated towards the construction of the playspace. Indicative costs based on the concept plan indicate the playspace will cost approximately \$400,000. As there are insufficient grant funds available, and no funds allocated in the 2020/21 capital works

budget, it is suggested the \$310,000 currently allocated towards the walking/ cycling track be reallocated to the playspace.

Risk:

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

9. Options

Option 1: Construct the play space at Rotary Park and retain Lions Park with a review of remaining playgrounds/ equipment and open space across Rochester to consolidate and decommission equipment, based on Council endorsed service levels.

This option is recommended by officers. This project has been developed by the community and would see the identified goals of the Rochester Community and Economic Development Plan realised. The reallocation of already secured grant funds towards the play space would assist with the construction phase. Officers will undertake a review of the remaining play and open spaces across Rochester, within three years, to consolidate and decommission equipment if assessed surplus to Council service levels.

Option 2: Construct the play space at Rotary Park and decommission Lions Park.

This option is not recommended by officers. Officers will undertake a review of the remaining play and open spaces across Rochester, within three years, to consolidate and decommission equipment if assessed surplus to Council service levels.

Option 3: Maintain both Rotary Park and Lions Park at the current service level with no redevelopment as presented in the concept plan.

This option is not recommended by officers. The community has identified an opportunity to develop Rotary Park with the concept plan finalised by the community and has significant community support. Retaining two substandard play spaces within 150 metres of each other would not be conducive to building a collaborative partnership with the community.

10. Strategic Planning Environments

Strong and Engaged Communities	Enables community to be active and engaged in their community and supports participation in leisure activities.
Resilient Economy	Supports and develops Rochester's tourism and economic opportunities.
Healthy Environment	No Impact
Balanced Services and Infrastructure	Supports the review community assets and the relinquishment of services surplus to community need.
Responsible Management	Strengthens relationships and partnerships to maximise service and infrastructure, deliver joint initiatives and secure external funding.

11. Consultation

The Rochester Business Network – Play Space Committee has undertaken significant community engagement through the development of the concept plan. Initial discussion with the Lions Club has indicated a willingness to review the current structure of the Lions Park.

Internal consultation:

- Parks and Gardens
- Community Engagement
- Executive Management Group – 27 May 2020

External consultation:

- Rochester Business Network – Play Space Committee
- Preliminary conversation with Lions Club representative in 2019
- MDBA

Councillors:

- 2 June 2020 Briefing Session.

COUNCILLORS MUNRO /ZOBEC

That the meeting be adjourned at 6:21pm for 10 minutes for a comfort break.

CARRIED

Crs MUNRO / ZOBEC

That the meeting be reconvened at 6:32pm

CARRIED

9.11. Echuca South Recreation Reserve Behind Goal Netting**Author:**

Marc Turri, Recreation Coordinator

Responsible Manager:

Recreation Manager

Attachments:

- 9.11.1 Site aerial of Echuca South Recreation Reserve
- 9.11.2 Behind Goal Netting (concept)
- 9.11.3 Correspondence from AFL Goulburn Murray

1. Purpose

To advise Council of a request by Echuca United Football Netball Club and AFL Victoria to install behind goal netting at the Echuca South Recreation Reserve.

2. COUNCILLORS PENTREATH / MACKRELL**That Council:**

1. **Note the installation of behind goal netting is above the service level defined in the AFL Preferred Facility Guidelines.**
2. **Agree to Echuca United Football Netball Club and AFL Victoria supplying and installing behind goal netting at Echuca South Recreation Reserve under the following conditions:**
 - a) **That Echuca United Football Netball Club are the owners of the nets and associated infrastructure.**
 - b) **That all operation and maintenance costs of the nets are the responsibility of the Echuca United Football Netball Club.**
 - c) **That the Echuca United Football Netball Club will be responsible for the costs associated with the removal of the nets at the end of their useful life.**

- d) **That Echuca United Football Netball Club acknowledge that Council has the right to remove the nets at any time.**

CARRIED

3. Conflict of Interest

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

4. Charter of Human Rights

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

5. Instrument of Delegation

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

6. Background

Echuca South Recreation Reserve (ESRR) is one of Council's three directly managed recreation reserves. ESRR has five user groups which use the reserve under User Agreements.

The Echuca United Football Netball Club (EUFNC) has been selected by AFL Goulburn Murray to receive funding from AFL Victoria for behind goal netting for one set of goals. The supply and installation of behind goal netting will be funded by AFL Victoria with the installation to be coordinated by AFL Victoria's consultant, Equipment Solutions Plus.

7. Content

The EUFNC is seeking permission to install behind goal netting at the southern end of the ground. The behind goal netting will consist of permanent poles that will be positioned immediately outside the oval fence with netting that can be removed and stored. The height of the poles and net measures 10m and the width of the net measures 20m.

Prior to the redevelopment of ESRR, the facility had two access points in which cars could enter/exit the venue. However, the construction of two netball courts at the precinct forced the closure of one of those access points. All cars now entering/exiting the precinct are required to enter at the one entry/exit at the southern end of the ground.

When a ball is kicked towards the goal, quite often the ball will travel beyond the playing surface onto the gravel road surrounding the oval. Due to the design of the facility, the gravel road hugs the oval fence and is only 6m (approx.) from the goal line.

The close proximity of the gravel road to the oval places spectators who are positioned behind or walking past the goals at risk of getting hit by a ball; the ball hitting cars that are travelling past the goals; and people retrieving a ball when cars are travelling past. These safety concerns are heightened at the southern end of the ground given the majority of patrons to the ground by car will travel past the southern goals.

Without Council's knowledge or prior engagement, the EUFNC have been granted behind goal netting from AFL Victoria. Each of AFL Victoria's country regions were given the opportunity to select one club within their region to receive behind goal netting for safety purposes. EUFNC was identified by AFL Goulburn Murray (a regional commission of AFL Victoria) as a club whose home ground would benefit from the behind goal netting.

The rationale for AFL Goulburn Murray selecting EUFNC is included in correspondence from AFL Goulburn Murray (Attachment 9.11.1).

AFL Victoria will cover the cost of the fence, installation and an independent project manager (Equipment Solutions Plus) to work with clubs, Council's and contractors to have behind goal netting fences installed across the state.

There has been a difference of opinion between AFL Goulburn Murray and EUFNC on which end the behind goal netting would be best placed, with EUFNC believing it would be best placed behind the northern goals whilst AFL Goulburn Murray believes it would be best placed behind the southern goals.

The fence is expected to benefit all users of the reserve, including EUFNC, Echuca South Cricket Club, Echuca Masters Football Club, Echuca Rockets Football Club and the Rochester & Echuca Football Umpires Association.

ESRR is a shared zone. This safety feature mitigates some of the safety concerns of EUFNC and AFL Goulburn Murray as it ensures that all cars travelling in the venue must travel at a maximum speed of 15km per hour and must give way to pedestrians at all times.

8. Issues and Risk Management

Issues:

Issue 1: Provision of only one set of behind goal netting

AFL Victoria is only funding one set of behind goal netting.

In selecting EUFNC/ESRR, AFL Goulburn Murray's intention was for the behind goal netting to be installed behind the southern goals near the reserve's entrance. However, EUFNC believes the behind goal netting would be better placed at the northern end as the Club believes there is a greater number of foot traffic at this end which could be hit by a football.

Issue 2: Evidence of the need for behind goal netting

There is limited evidence of incidents or safety concerns to support the installation of behind goal netting at ESRR. A search of council's records did not reveal any incident reports submitted to Council and correspondence submitted by AFL Goulburn Murray indicates that ESRR was only selected due to the author's observations. It is acknowledged that on occasions the ball leaves the field of play and must be retrieved however this inconvenience is not an OHS matter given the low speed environment and the frequency of vehicles moving through the area.

Issue 3: Service Level of Reserve

The AFL's Preferred Facility Guidelines describes behind goal netting as a "valuable addition to any ground" but does not list it as a requirement for any level of football. Council's service level for reserves does not extend to providing behind goal netting. There is a possibility that by installing behind goal netting at ESRR, other requests will follow from clubs at Victoria Park and Kyabram Recreation Reserve.

Behind goal netting was approved by Council in 2019 for Kyabram Northern Oval. However, in this instance the ownership of the fences remains with St Augustine's Football Club who are responsible for all costs and liability including installation, maintenance and removal. Balls falling onto public roads and private property were safety concerns highlighted at Kyabram Northern Oval; these concerns do not appear to be a driver in this situation.

The installation of behind goal netting is not considered a necessity by Council nor the AFL's Preferred Facility Guidelines. Any decision in support of the installation of behind goal netting must reinforce that the approval relates specifically to ESRR and should not be considered a precedent should any other Club or Committee approach Council with a similar request at a different ground.

Issue 4: Financial cost of Council's project manager

AFL Victoria's provision extends as far as the supply and installation of equipment and provision of their own, independent project manager. No consideration has been given to costs associated with Council's project management. While formal project management is supplied by AFL Victoria, Council is ultimately responsible under the building code for all structures on its land. Therefore, it has been Council's practice to either fully project manage any projects that require a building permit or closely monitor the construction to ensure quality and compliance.

The Netting Project will require a building permit however given the relative simplicity of the project and the provision of an AFL project manager who is likely to be doing a number of these projects a monitoring role is appropriate and this cost would have to be found within the Infrastructure Project Management budget.

Issue 5: Ongoing costs

Equipment Solutions Plus has provided an estimate of the whole of life costs of the behind goal netting. Costs based on 2020 prices and is within the capabilities of EUFNC to renew given their annual turnover of \$425,000.

Item	Replacement Cost	Lifespan
Poles	\$9,000	20+ years
Netting	\$2,500 - \$3,000	10 years (excluding any vandalism). Lifespan will extend if nets are taken down in off-season.

Risk:

Risk	Likelihood	Consequence	Rating	Mitigation action
Project Management	Likely	Major	High	<p>Experience has shown that infrastructure requires the support of qualified and experienced project management to ensure compliant and satisfactory completion of building works.</p> <p>Regardless of the fact that AFL Victoria will provide a project manager by engaging Equipment Solutions Plus, a Council Project Manager should be engaged to ensure compliant and satisfactory completion of building works as the works will be conducted on Council managed land.</p> <p>Provision of Project Management through Council's Project Management Team will mitigate this risk.</p>
Safety concerns by not approving project	Unlikely	Low	Low	<p>While it is acknowledged that behind goal netting provides a level of safety to individuals and cars, there is a lack of evidence of injury or damage from wayward balls to suggest the infrastructure would have a meaningful impact on safety.</p>

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

9. Options

Option 1: Agree to Echuca United FNC / AFL Victoria erecting behind goal netting at Echuca South Recreation Reserve

This option is recommended by officers subject to the club agreeing to pay all capital, maintenance, removal and rectification costs. It is also important that EUFNC acknowledge that Council can at any time direct EUFNC to remove the structure at the Club's cost. This should be documented in an agreement between Council and EUFNC.

Option 2: Not agree to Echuca United FNC AFL Victoria erecting behind goal netting at Echuca South Recreation Reserve

This option is not recommended by officers.

While the project is not within Council's service level to provide behind goal netting nor is there sufficient evidence to suggest that behind goal netting is warranted for reasons of safety to individuals or damage to property, officers acknowledge Echuca United FNC and AFL Victoria have secured funding to erect infrastructure to address a perceived safety concern.

10. Strategic Planning Environments

Strong and Engaged Communities	No impact
Resilient Economy	No impact
Healthy Environment	No Impact
Balanced Services and Infrastructure	The project aligns with Strategy 2: " <i>Plan and advocate for services and infrastructure to meet community need</i> ". The project will provide infrastructure for the benefit of community groups and the community.
Responsible Management	No impact

11. Consultation

External:

- Echuca United Football Netball Club
- AFL Victoria Goulburn Murray
- AFL Victoria
- Equipment Solutions Plus

Internal:

- Recreation Manager
- Project Manager Coordinator

9.12. Kyabram Northern Oval Spectator Shelters

Author:

Marc Turri, Recreation Coordinator

Responsible Manager:

Recreation Manager

Attachments:

- 9.12.1 Site Aerial (locality view)
- 9.12.2: Design
- 9.12.3: Commitment letters
- 9.12.4: Computations
- 9.12.5: Quote 1 – Kyabram Steel and Fabrications
- 9.12.6: Quote 2 – CnD Contractors

1. Purpose

To seek Council approval for the Northern Oval Committee of Management to install spectator shelters at the Northern Oval Recreation Reserve for the use and benefit of user groups and local community.

2. COUNCILLORS NEELE / PANKHURST**That Council:**

1. **Note that Northern Oval Committee of Management has secured external funding to cover the costs associated with the supply and installation of two 10m x4m spectator shelters.**
2. **Agree to the Northern Oval Committee of Management supplying and installing a spectator shelters at the Kyabram Northern Oval under the following conditions:**
 - a) **That the structure's capital cost is fully funded by the Northern Oval Committee of management and at no cost to Council.**
 - b) **That Council's maintenance contribution is not used to fund the spectator shelter.**
 - c) **That the project must be supervised/monitored by an officer from the Infrastructure Department to ensure quality and compliance with the building code.**
 - d) **That the two shelters do not exceed the 10m x 4m dimensions.**
 - e) **That the project complies with Council's Procurement guidelines.**
 - f) **That the project is delivered by a suitably qualified contractor.**
3. **Note that the spectator shelter is above the service level for a reserve however has agreed to the project due the distance from the main pavilion and the lack of available shelter.**

Cr Munro vacated the meeting at 6:38pm

Cr Munro re-joined the meeting at 6:39pm**The MOTION was put to the vote and was CARRIED**

3. Conflict of Interest

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

4. Charter of Human Rights

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

5. Instrument of Delegation

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

6. Background

The Northern Oval in Kyabram underwent a major renewal and upgrade in 2016. The works were completed in accordance with the 2013 Kyabram Northern Oval Recreation Reserve Master Plan.

Consultation between the user groups and the Northern Oval Committee of Management (CoM) has resulted in identification of projects that the Committee would like to undertake to improve the amenities provided to user groups and the general community. One such project is spectator shelters, a project which was included in the 2013 Master Plan but not completed at the time of construction due to the Northern Oval Redevelopment project budget being insufficient to include all aspects of the Master Plan.

7. Content

The CoM is seeking permission to install two spectator shelters each measuring 10m x 4m at Northern Oval Recreation Reserve, Kyabram.

The reserve has limited areas that provide shelter, particularly on the football/cricket field side of the pavilion. There are no trees to provide natural shade nor a dedicated spectator shelter to provide protection from inclement weather. The pavilion has a veranda facing the ground, however, is located approximately 28m from the playing surface at its nearest point. Whilst there is also limited shelter for spectators overlooking the hard courts, the pavilion veranda is located much closer to the courts, approximately 14 metres at its nearest point and is seen as a lesser concern.

The CoM has advised that two of their three user groups have requested shelters for their respective spectators and supporters. The Kyabram Fire Brigade Cricket Club is requesting shelters to protect their participants, officials and spectators from the summer sun, while the St Augustine's Junior Football Club is seeking shelters to protect their spectators from rain during the winter months.

These requests from the user groups to install spectator shelters are consistent with the Kyabram Northern Oval Recreation Reserve Master Plan 2013 which has spectator shelters included in the design.

The CoM has provided designs and structural computations for the shelters and has confirmed they have raised the funds required to pay all capital costs relating to this infrastructure. The structure is anticipated to have a lifespan of 25 plus years with minimal/negligible annual maintenance costs.

The Cricket Australia Community Cricket Facility Guidelines describe sheltered spectator viewing as a 'key design feature' however fall short of listing it as mandatory. The Facility Guidelines note that "sheltered

spectator areas provide a refuge from the sun during the hot summer months” with a cricket match or a day’s play taking up to eight hours to complete.

The AFL Preferred Facility Guidelines lists ‘Spectator Seating’ as optional for football facilities at the Local Level however makes no specific reference to spectator shelters; it can be assumed that spectator shelters would be optional at the local level.

The CoM’s commitment to pay all capital costs and the expected low maintenance costs of the spectator shelters has led to officers requesting Council agree to allow the Northern Oval Committee of Management to proceed with this project subject to compliance with all relevant statutory and Council requirements including Project Management and Procurement.

8. Issues and Risk Management

Issues:

Issue 1: Safety issues

The Northern Oval Recreation Reserve does not have covered player benches and there is limited natural shelter for participants, officials and spectators.

Summer user groups in particular are concerned about the lack of shade and exposure to the sun for participants and spectators. Winter user groups are mindful that there is limited protection to adverse weather.

Shelters will provide spectators with protection from the weather.

Issue 2: Capacity of CoM to deliver the project

There are two projects currently underway at Northern Oval – the erection of a ball protection fence behind each goal and an extension to the storage shed.

Council Officers are mindful of the CoM over-extending themselves beyond their capacity by taking on too many projects at once. However, the ball protection fence is nearing completion with the project at sign-off stage by Council’s Project Manager and the storage shed extension has recently obtained its building permit and is about to commence construction. With these projects seemingly under control and with the postponement of football seasons across the state there is an opportunity to undertake this project with minimal to no inconvenience to user groups and the public.

Issue 3: Financial capacity of the CoM to deliver the project

The CoM has been proactive in acquiring external funds to install the spectator shelters, with two quotes received in the range of \$14,000-\$15,000. The CoM is committed to covering the construction costs to erect the spectator shelters using these external contributors.

Council’s project managers will deliver the project.

Issue 4: Service Level of Reserve

Council’s service level for reserves does not extend to providing dedicated spectator shelters at local level reserves.

The Northern Oval Recreation Reserve is categorised as a Local Reserve under Policy 93. Other recreation reserves categorised as a local reserve (e.g. Colbinabbin Town Recreation Reserve, Lockington Recreation Reserve, Girgarre Recreation Reserve) do not have dedicated spectator shelters. It is noted that the pavilion at Northern Oval Recreation Reserve is set a considerable distance away from the playing surface (approximately 28 metres). Most other local level reserves have a pavilion with a veranda within 10m of the playing surface and in some cases also have natural shade. Given the distance it is not an unreasonable request however any approval to build spectator shelters at Northern Oval Recreation Reserve relates specifically to that reserve and should not be considered a precedent should any other Club or Committee approach Council with a similar request.

If Council agrees to allow the structures to be built, then these assets will belong to Council.

Issue 5: Costs

Maintenance costs for shade shelters are generally low to non-existent due to their lack of complex components, no servicing and few operational costs.

Description	Annual Cost	Lifetime Cost
Operational and maintenance costs	\$0	\$0
Depreciation	\$196 per annum	\$14,700

Risk:

Risk	Likelihood	Consequence	Rating	Mitigation action
Project Management	Likely	Major	High	Experience has shown that infrastructure projects require the support of qualified and experienced project management to ensure compliant and satisfactory completion of building works. Provision of Project Management through Council's Project Management Team will mitigate this risk.

9. Options

Option 1: Agree to Northern Oval CoM erecting 2 x supporter's shelters at Northern Oval, Kyabram

This option is recommended by officers.

Agreement being subject to the CoM paying all capital costs associated with this infrastructure and that the project must be supervised by a Council Project Manager. Assets to ensure all compliance and procurement requirements are met.

Option 2: NOT agree to Northern Oval CoM erecting a supporter's shelter at Northern Oval, Kyabram.

This option is not recommended by officers.

The current committee has been proactive over the past 12 months in improving the service offered by the facility to user groups and to the public. The spectator shelters may be above service level however the particular nature of the Northern Oval viewing areas is such that the structures are not an unreasonable request.

By not agreeing to this request, it may stifle the CoM's current levels of enthusiasm for the care and maintenance of the facility.

10. Strategic Planning Environments

Strong and Engaged Communities	No impact
Resilient Economy	No impact
Healthy Environment	No Impact
Balanced Services and Infrastructure	The recommendation seeks to align with Strategy 2: "Plan and advocate for services and infrastructure to meet community need".

The project will provide infrastructure for the benefit of community groups and the community.

Responsible Management

No impact

11. Consultation

External:

- Northern Oval Recreation Reserve Committee of Management

Internal:

- Recreation Manager
- Project Manager Coordinator
- Building Maintenance
- Assets Analyst
- Strategic Asset Coordinator

9.13. Echuca Aquatic Reserve/Onion Patch Detailed Design and Business Case Project

Author:

Kerrie Hawkes, Recreation Manager

Responsible Manager:

General Manager Regulatory and Community Services

Attachments:

9.13.1 Council Minutes 16 February 2016 – item 6.2 Echuca Aquatic Reserve Infrastructure and Service Plan

9.13.2 Council Minutes 17 October 2017 - item 6.6 Echuca Moama Community 2017/18 Implementation Plan

1. Purpose

To seek approval for the concept plan as developed based upon the Echuca Aquatic Reserve Infrastructure and Service Plan endorsed by Council in February 2016.

2. Recommendation

That Council:

1. Note the detailed design project will be progressed to completion as per the authorised funding agreement with Regional Development Victoria.
2. Note the business case will be progressed to completion as per the authorised funding agreement with Regional Development Victoria.
3. Accept the funding offered from Regional Development Victoria for the construction of elements of the finalised detailed design of the Aquatic Reserve, Onion Patch and connecting pathways.

COUNCILLORS NEELE / VICKERS

That Council:

1. **Discontinue any further work associated with concept plans, business cases or detailed designs for the Aquatic Reserve, Onion Patch, connecting pathways, Wharf Cargo Shed and Railway Carriage and the so called Echuca Entertainment Precinct;**
2. **Pay out any contractual obligations associated with the works identified in point 1 as appropriate and necessary;**
3. **Reimburse any grant funds if requested by Regional Development Victoria;**
4. **Not support further development of the Wharf Cargo Shed or Railway Carriage and any partially or completed business case not be used to seek funding for same;**
5. **Acknowledges the unique environmental attributes of the Aquatic Reserve and Onion Patch and accordingly resolves any future works be limited to the:**
 - a) **Aquatic Reserve levee bank,**
 - b) **Aquatic Reserve pedestrian access**

- c) **Aquatic Reserve water quality and water's edge access,**
 - d) **Aquatic Reserve tree management - all (items a, b, c, and d) done in accordance with the Echuca Aquatic Reserve Infrastructure and Service plan,**
 - e) **Limiting vehicular access to the Aquatic Reserve and Onion Patch being designed and achieved using log placement and indigenous riparian plantings;**
6. **Decline the funding offered by Regional Development Victoria for the construction of elements of proposed works in the Aquatic Reserve, Onion Patch, connecting pathways and the Echuca Entertainment Precinct;**
7. **Note the Aquatic Reserve trees will continue to be managed in accordance with Council's Risk Management Framework.**

Cr Munro vacated the meeting at 6:47pm due to technical issues and re-joined the meeting at 6:48pm

Cr Pankhurst foreshadowed the original recommendation should the motion be lost

COUNCILLORS VICKERS / ZOBEC

That the meeting be adjourned for 5 minutes to attempt to resolve Cr Munro's technical difficulties at 7:25pm

CARRIED

COUNCILLORS ZOBEC / WILSON

That the meeting be reconvened at 7:33pm

CARRIED

The MOTION was put to the vote and was CARRIED

A division was called

Those in favour of the motion – Councillors Munro, Neele, Vickers, Weston, Zobec

Those against the motion – Councillors Mackrell, Pankhurst, Pentreath, Wilson

The MOTION was declared CARRIED

Cr Mackrell foreshadowed a rescission motion

Cr Mackrell left the meeting at 7:49pm

Cr Mackrell re-joined the meeting at 7:50pm

3. Conflict of Interest

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

4. Charter of Human Rights

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

5. Instrument of Delegation

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

6. Background

The Echuca Aquatic Reserve is a Crown Land Reserve with Council the appointed Crown Land Management Committee. The area has been developed from a natural flood course of the Murray River by installing a levee bank in the 1970's that has allowed a more highly developed public open space to be maintained. Over time infrastructure has been installed that has supported a number of large community events such as the Riverboats Festival, Carol's By Candle Light, Community New Year's Eve Party as well as many smaller private and community events.

The use of the area for events (of all sizes) has been considered to make a positive contribution to the social and economic wellbeing of the community. However, Council has for some time been concerned that the natural environmental values of the space are balanced with its use for events and that future generations can enjoy the area's unique blend of natural beauty, maintained lawns and unobtrusive infrastructure.

In February 2015, Council commenced a review of the Echuca Aquatic Reserve in order to identify ways to enhance its role as a developed open space and event venue. The review included consultation with key stakeholders such as festival organisers and representatives of local and regional tourism and development groups and committees. As an outcome of this review, the Echuca Aquatic Reserve Infrastructure and Services Plan was developed and included a concept plan and priority actions.

The Plan outlined a vision, principles and project outcomes to maximise the potential of the site and its impact environmentally, economically and socially. Throughout the consultation phase of developing the plan there was a clear and consistent message that Council should seek to retain the environmental and natural values of the Aquatic Reserve including "...its manicured nature, where infrastructure is unobtrusive, and the qualities of passive open space can be enjoyed without distraction." The Plan identified a number of issues within the space such as:

- Low water quality in the lake with associated odours and algal blooms - Blue Green algae is consistently identified in summer months resulting in restricted access and use of the reserve while unpleasant odours have also become a feature associated with low water levels.
- High maintenance requirements – The reserve is manually watered and tree pruning for safety requires the largest of cranes to reach the top of the river red gums.
- Safety – The safety of reserve users requires Council to monitor and understand the health of the trees in the reserve and to keep a record of the works completed. There were no identified fall zones or safe zones for patrons that might reduce the risk of harm from falling limbs and there was a lack of formal access routes to enable people to safely negotiate their way into the reserve. Low lighting levels increased the risks to users and added to the access issues.
- Tree health – compaction around the trees from vehicles, the effects of long term pruning, the age of the tree stock and the poor recruitment of new trees were identified as needing to be addressed if the reserve was to be maintained in its current form

- Inadequate access for All Abilities – the undulating nature of the reserve, the levee bank that creates the amphitheatre and the railway line all pose significant challenges for people with physical impairments
- The need for services (3 phase power, town water etc.) and improved facilities to support events

After consultation with the community Council adopted the following resolution at the 16 February 2016 Council Meeting:

That Council:

- i. Note the Echuca Aquatic Reserve Infrastructure and Service Plan (draft Plan);*
- ii. Note that officers have undertaken further review of the consultant's recommendations arising from the draft Plan;*
- iii. Endorse the following to be outcomes and initiatives arising from the development of the draft plan, including the level of priority for each initiative:*
 - a. Retain the levee at its current height, as the final response to draft plan recommendation 1;*
 - b. Paint edge line marking on each side of the path as recommended by the internal risk assessment as the final response to draft plan recommendation 2 (high priority);*
 - c. Construct grassed ramps to provide two points of access to the base of the site, with materials and details to be determined through detailed design, as the final response to draft plan recommendation 3 (high priority);*
 - d. Undertake a review of the existing drainage system and the prepare a Storm Water Management Plan to improve the water quality and wetland function, as a response to draft plan recommendations 4 and 6 (high priority);*
 - e. Install planting to provide a barrier to the water's edge and support ecological habitat, as a final response to draft plan recommendation 5 (medium priority);*
 - f. Rebuild swale crossings at greater width when existing structures reach intervention and require replacement, as the response to recommendation 7 (low priority);*
 - g. Design and construct an irrigation system to reduce the ongoing maintenance hours, as the final response to draft plan recommendation 9 (high priority);*
 - h. Develop and implement a Tree Management Masterplan, as the final response to draft plan recommendation 10 (high priority);*
 - i. Provide improved access across the rail line, with the optimal solution to be determined through a further investigation that will be presented to Council for consideration prior to work occurring, as the final response to draft plan recommendation 11 (high priority);*
 - j. Maintain the current low-level barriers along the top of the levee, or barriers of a similar style when the existing barriers need replacement, as the final response to draft plan recommendation 12;*
 - k. Establish improved facilities to support events held in the Aquatic Reserve as the response to draft plan recommendations 13, 14, 15, 16 and 19, comprising of the following:*
 - 1. Upgraded toilet and amenity facilities at the Echuca Pump House building (currently operating as the Visitor Information Centre) when these assets require renewal (high priority)*
 - 2. Installation of a drinking fountain and bike parking/racks to be co-located with the public barbeque on Heygarth Street (medium priority);*

3. *Installation of additional town water taps and review water supply to ensure adequate water pressure exists to reasonably support general needs (high priority);*
 4. *Installation of three phase electricity points (high priority);*
 5. *Installation of low-level site lighting (medium priority);*
- l. Prepare an Aquatic Reserve Facilities and Access Plan (high priority) for distribution to event coordinators and groups to inform their event planning and management, as the final response to draft plan recommendations 8, 17 and 18 and ensure the plan includes the locations of:*
1. *accessible areas;*
 2. *nominated marquee locations;*
 3. *services and facilities (as listed in the preceding dot point); and*
 4. *other relevant services (i.e. water, irrigation, power and drainage);*
- m. Develop a Landscape Plan for the Council and Court House area overlooking the Aquatic Reserve, as the final response to draft plan recommendation 20 (medium priority);*
- n. Explore the opportunities to develop a contemporary interactive trail of Wollithica history and culture which provides a dynamic visitor experience, as the response to draft plan recommendation 21 (medium priority); and*
- o. Develop a play space concept which includes some water play element(s), as the response to draft plan recommendation 22 (low priority);*
- iv. Note that officers will prepare an implementation strategy based on the endorsed initiatives and activities and associated priority levels endorsed by Council, inclusive of estimated project costs and a funding strategy, for future consideration by Council; and*
- v. Approve endorsed initiatives to be pursued and delivered where they can be accommodated within Council's standard operating or capital budgets without impact on other projects, or where grants can be obtained without further funding demand or commitment from council.*

It should be noted that the resolution did not adopt the Infrastructure and Service Plan recommendations without change. Councillors prioritised actions and removed or amended others. This included opting to leave the levee in its current form. A copy of the full Council report is included as Attachment 9.13.1.

Council recognised that implementation of all the plan's recommendations could not be achieved without a funding strategy. However high priority actions were implemented where possible through operational budgets. These included the development of a tree register and risk/tree maintenance plan, the renewal of walkways and decking on the stage etc.

In October 2018 Council allocated \$102,000 from the Echuca Community Planning Implementation funds & Council Cash for the development of a detailed design and costing, of the Aquatic Reserve concept plan and expanded the scope to include the Onion Patch. There was a growing understanding that the Aquatic Reserve concept plan would need to be expanded to cover the Onion Patch as it had not been included in the original concept plan. The Onion Patch at the time of the 2014 review had been largely left in its natural state and was used infrequently, mainly due to its condition having deteriorated as a result of flooding. A clean-up of the area for the celebrations of the Brisbane Commonwealth Games Baton Relay saw an immediate increase in its use and it is now a popular location for weddings with its backdrop of the historic Port of Echuca Wharf and the river.

The Council resolution appears below, and a copy of the Council report has been included as an Attachment 19.13.2.

Council adopted the following resolution at the 17 October 2017 Council Meeting:

That Council endorse the 2017/18 Implementation Plan for Echuca Moama including the following projects:

- a. *Proposed Echuca Arts Precinct Development Plan*
- b. *2017 New Year's Eve Celebration*
- c. *Aquatic Reserve Detailed Design Plan.*

These funds were utilised as leverage to apply for a further \$150,000 for the project. As a requirement of the successful grant application, RDV required that Council complete a Business Case (including detailed design and costings) for the "Echuca Entertainment Precinct." It included consideration of three main components:

1. Linkages and supporting infrastructure that facilitate access between the Port of Echuca, the Onion patch, the Aquatic reserve and moorings
2. Infrastructure to support events and functions on the wharf including the provision of toilets and food preparation area contained within a train carriage and an expanded cargo shed that could be used as a function facility
3. Aquatic Reserve and Onion Patch detailed design and costing

It should be noted that while the Aquatic Reserve master plan had been adopted in 2016 with some alterations from the concept contained within the Infrastructure and Service Plan, this did not include the Onion Patch. Therefore, a new concept plan was required which captured the changes that Council had made in its 2016 decision and the inclusion of the Onion Patch as per Councils October 2018 decision, combined with the additional RDV requirements for the wharf facilities and linkages etc.

Officers presented the information to Council at a briefing session where Councillors expressed concerns regarding the business case and inclusion of the wharf projects and linkages. Officers addressed these concerns with RDV and the business case component was separated from the detailed design of the Aquatic Reserve and Onion Patch. The Aquatic Reserve and Onion Patch project scope was reduced to exclude anything on the river side of the levee bank track, severing any connection within NSW including the moorings.

Officers progressed a design brief, developing a scope and initiating a call for tenders. There were four responders ranging from \$397,000 - \$723,000 and all were well in excess of the available budget. It was at this time a further funding request was initiated to provide additional funding of \$250,000 for the project. This additional funding was allocated in the 2019/20 Budget Allocation and a further call for tender was initiated. The second tender had four responders ranging from \$156,000 - \$381,000. The successful tender was contracted at \$197,000.

Council approved the carryover of funds 31 July 2019 as per the project charter information.

Confirmed budget allocation.

2018/19 Budget Allocation	Grant	\$150,000
2018/19 Budget Allocation	Council Cash	\$61,500
2019/20 Budget Allocation	Council Cash	\$250,000
Additional transfer	Community Planning Implementation funds	\$40,500
Total Budget		\$502,000

In the lead up to the State and Federal Government elections Council endorsed an Advocacy Framework which included the Aquatic Reserve Project implementation.

A revised concept plan has now been completed, documenting the 2016 changes and with the inclusion of the Onion Patch and seek Council endorsement to enable progression to detailed design.

7. Content

To secure funding with RDV, elements of the endorsed Infrastructure and Service Plan (the Plan) were selected based on priority and eligibility within the funding guidelines. Officers were conscious of ensuring the primary purpose of the space, being open space, and have endeavoured to develop a concept that protects the environment while encouraging both passive and community use of the space.

The plan also identified opportunities to support economic development initiatives across the Port Precinct which resulted in funding from RDV to carry out the following:

- Completion of detailed Construction Designs for the Aquatic Reserve and Onion Patch
- Complete a Planning Application for the Aquatic Reserve including Onion Patch
- Completion of a Business Case to include all areas of the Echuca Entertainment Precinct as specified and tendered

To achieve this the project has been formed into two parts:

The first is the detailed design of the Aquatic Reserve. The initial stage of this project is to develop concept plans that are focussing on the endorsed Infrastructure and Service Plan and stakeholder endorsed issues within the area denoted by the blue line, which on the river side, is the NSW border.



The focus of the design project is to address:

- Circulation and Access including:

- Safe and compliant DDA access into the area
- Safe and compliant shared paths linking the area
- Restricting vehicle access to the areas
- Water Quality of the lake including:
 - Upgrade the quality of the water to prevent algal blooms
 - Have the ability to regulate water in periods of high rainfall
- Tree Management including:
 - Tree safety and exclusion zones
 - Tree succession planning
- Opportunities to enhance the space for events

Areas excluded from the design project are:

- Any design work below the nominal high water mark on the NSW side of the border
- Any design work outside the Aquatic Reserve/Onion Patch areas
- Any design work upstream of the Cobb Highway bridge

The second component of the project is a business case. The purpose of the business case is to identify economic opportunities for the area referred to as the Entertainment Precinct. This area is the Aquatic Reserve through to the north western end of the Murray Esplanade including the Wharf and Cargo Shed. The business case will be used to advise Council of economic drivers for the area and assist in the facilitation of grants in the future.

With the recent release of funds to stimulate the economy as a result of COVID-19, RDV has allocated three million dollars towards the construction of elements of the Aquatic Reserve following completion of detailed design, costing and successful planning application.

Once finalised, the business case will be the key document to facilitate funding towards the potential development of the Cargo Shed Extension and the Wharf Rollingstock Toilets/Food preparation areas. The development of these areas may see an opportunity to increase function opportunities offered by the Port of Echuca Discovery Centre if supported by the completed Business Case.

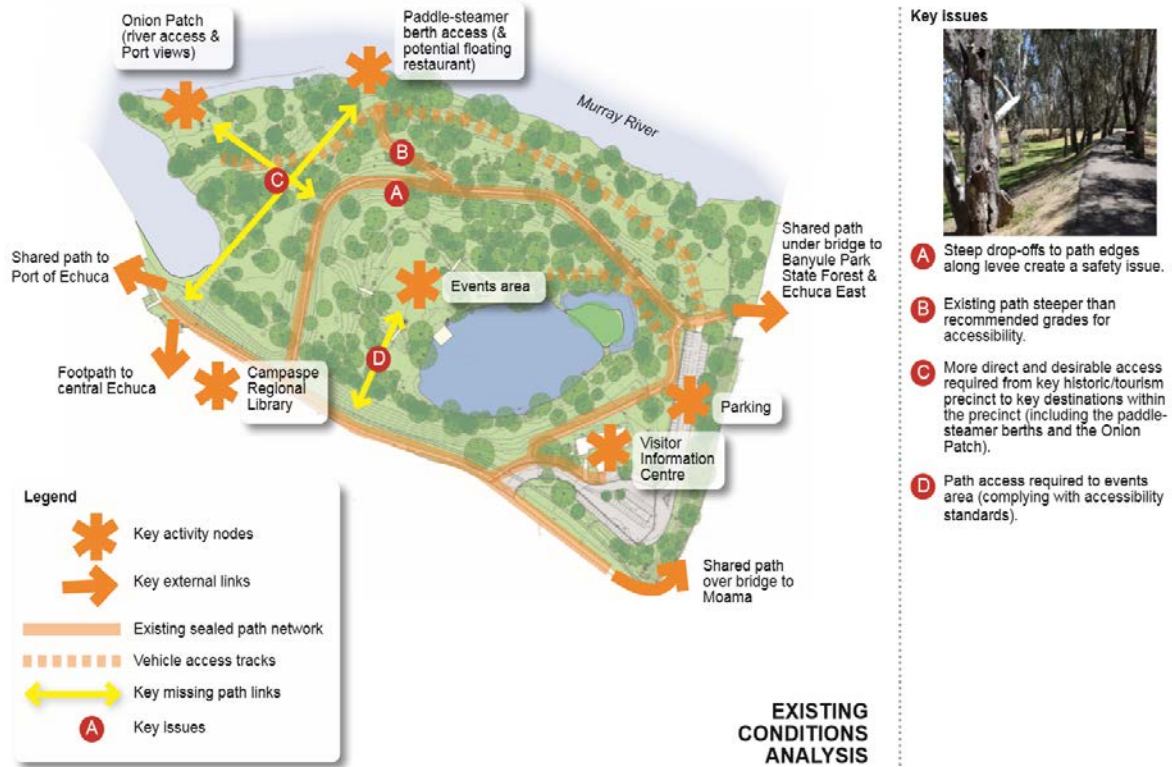
8. Issues and Risk Management

Issues:

Issue 1: Circulation and Accessibility

The current network of paths and tracks do not create a link, nor do they provide equitable access into the space below the levy to the grassed open space. The current path along the levy embankment has steep drop-offs that are a safety risk, steep gradients and do not allow people to flow through the space on appropriate DDA compliant surfaces.

Circulation/access - footpaths/shared paths



Whilst the Infrastructure and Services Plan identifies grassed slopes to increase accessibility, this is not a DDA compliant option. The development of a network of pathways that are formed and elevated will create a walk that brings public closer to the natural habitat and River Red Gums, while also contributing towards environmental sustainability through reduction of impact on trees.

Currently there are few restrictions on vehicle access to the space. The uncontrolled vehicle access to the river edge has created significant damage to the riparian vegetation and contributes to erosion. The undefined turn around area for caravans, long vehicles has become much larger than required, and frequent use by campers has resulted in damage throughout the reserve.

Implementing vehicle control points to permit authorised vehicle access only along with designated vehicle turn around locations, will mitigate the risk of uncontrolled access and the ongoing vehicle damage to the reserve.

Circulation/access



Key proposals

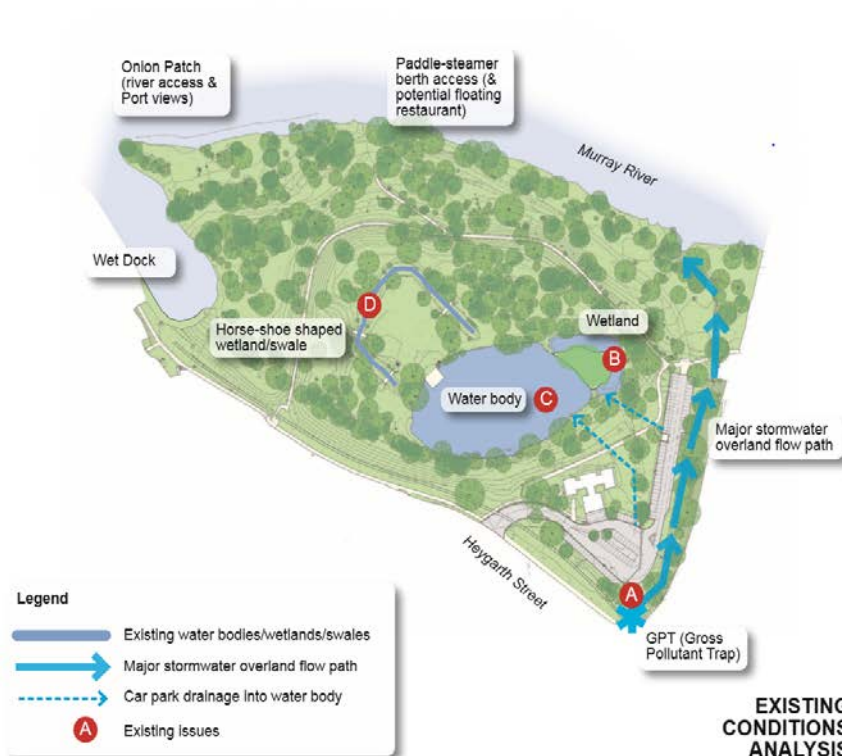
- 1 Authorised vehicle access route to the Wet Dock
- 2 New accessible path to river side (including paddle steamer berths and Onion Patch). Elevated walkway and less expensive (and less direct) at grade options shown.
- 3 Pedestrian-only pathway to Onion Patch.
- 4 New accessible ramp into event lawn. Elevated walkway and at-grade options shown.
- 5 Relocation of levee-top path to address safety issues - refer section on following pages.
- 6 Vehicle turn-around (authorised vehicles only).
- 7 Elevated path detours around trees and provides lookout points over the event lawn - refer section on following pages.
- 8 Pathway around event lawn helps to define spaces, including for management of tree risk issues (refer later section addressing trees). The alternative shown uses the existing levee-top path, but will require hand rails.
- 9 Waterside walkway provides safe opportunities to access the water edge.
- 10 Path and authorised vehicle access to event lawn.
- 11 Elevated path detours around trees and provides lookout point to river. The alternative shown uses the existing levee-top path, but will require hand rails.
- 12 Vehicle turn-around point formalised.

CONCEPT PROPOSALS

Issue 2: Water Quality

The purpose of the existing water body is to filter storm water. Unfortunately, the area is impacted by lack of circulation which creates an environment for algal blooms and erosion along the banks of the water body.

Water quality



Key Issues

- A Gate valve at GPT is partially closed, restricting access to water to the water body (presumably to avoid fluctuating water body water levels, given the lack of an outfall).
- B Erosion within the existing wetland means that water flows are not occurring as intended.
- C Lack of water circulation through the water body results in poor water quality.
- D Horse-shoe shaped wetland/swale is not operating as intended, and seems to be providing limited water quality benefits to the water body.

EXISTING CONDITIONS ANALYSIS

Modification of the existing water body to create improved water flow, along with improved wetland environment would see an improvement to the water flow and the quality of the water with the reserve.

Water quality



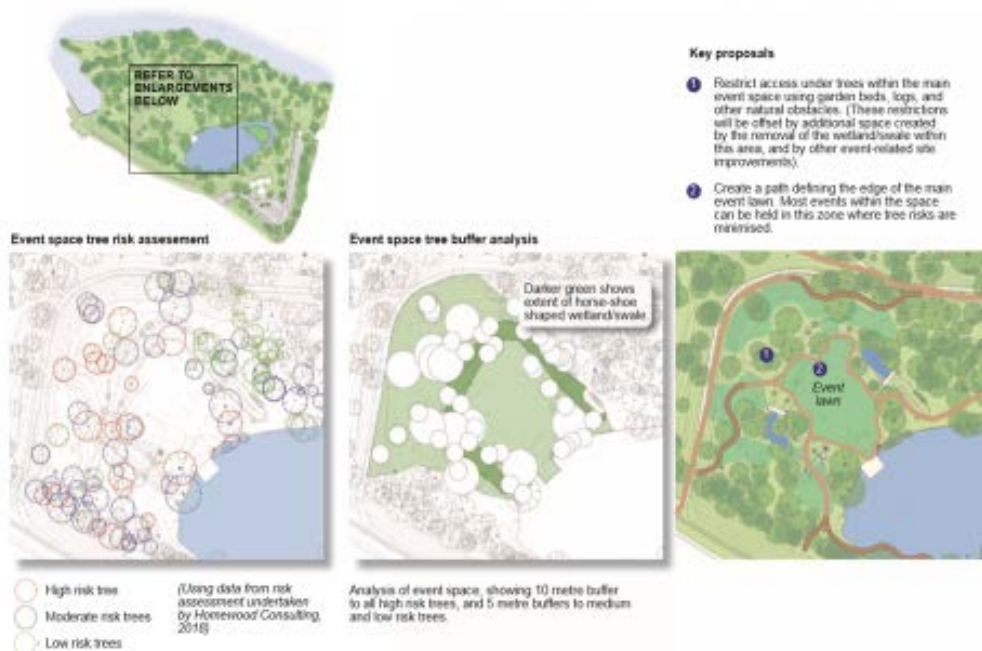
- Key proposals**
- 1 Open gate valve at GPT to increase water flow into the system.
 - 2 Create an outlet from the water body to the river to avoid the system over-filling.
 - 3 Modifications to the existing wetland to improve performance.
 - 4 Shaping of the water body bed to promote flows through the system.
 - 5 Removal of most of the existing horse shoe shaped wetland/swale. Potential to retain some sections (and associated bridges) for ornamental purposes. The removal of this system will open up space able to be used for events, and help to offset restrictions proposed to be introduced relating to tree risks (refer to a later section relating to trees).

Issue 3: Tree Management

The most significant risk within the space is large River Red Gums. While there have been a number of reports undertaken regarding the health of the trees and provide risk management options, implementation has been restricted to a program of maintenance including regular inspections and tree trimming. Operationally, the installation of exclusion zones, including mulching and planted native garden areas, will support the sustainability of the space.

The finalisation of a site specific tree management plan will build upon the current risk management practices and a detailed plan to manage each tree. There would be opportunity to detail conservation of the existing River Red Gums and implement revegetation of the area with species of trees indigenous to the location.

Tree issues



Issue 4: Event Management

For the purpose of this project, an event may range from community gatherings, weddings, to large commercial events such as the Riverboats Festival. While the primary purpose of the space is for passive recreation, the natural beauty of the location attracts a range of events. Developing a concept design that designates vehicle access, temporary infrastructure placement and supports access, will ensure sustainability of the space for future use by the community.

While there is acknowledgement of the attraction for large events, the management of the space requires limitations of the number of large events held in the space with all major events requiring a council resolution to progress; limit the capacity of the people who can attend events; and designated areas for small events and activities.

This management will contribute to the sustainability of the environment and reduce risks associated with safety, allowing for continued community use.

Risk:

Risk	Likelihood	Consequence	Rating	Mitigation action
Public Image and Reputation	Possible	Major	High	Council approve the concept plan as presented. Regular engagement with the project to support development.
Financial	Possible	Major	High	Complete the project as currently endorsed by Council and budget allocation.

9. Options

Option 1: Accept the funding advised by RDV (\$3M) and approve the concept plan as the basis for the Aquatic Reserve Development and continue the Design and Business Case project to fulfil the original funding agreement with RDV.

Approving the current body of work will see Council progressing the previously endorsed Infrastructure & Services Plan, which underwent significant community engagement during the development.

Council will also honour its funding agreement commitments with RDV.

The concept plan will progress to the detailed design in order to guide the Aquatic Reserve development.

This option is recommended by officers.

Option 2: Not approve the concept plan and continue the project to completed detailed design and business case

Should Council not approve this design project it would be anticipated the project would cease and Council would have to consider the reimbursement of expended grant funds back to RDV. (\$100,000) Council also have a contractual obligation with the consultant engaged to deliver the detailed design and business case. It would be expected Council would have to pay this contract regardless of work being completed. (\$100,000)

It would be highly unlikely that State funding for projects in the area would be considered if the current offer (\$3M) is declined.

This option is not recommended by officers.

10. Strategic Planning Environments

Strong and Engaged Communities	Supports community to access the reserve in both a passive and organised format. The development of a network of accessible pathways will see an inclusive space which supports best practice service delivery.
Resilient Economy	No impact
Healthy Environment	Supports the restriction of vehicle access and implementation of tree management practices contributing towards environmental sustainability through reduction of impact on trees.
Balanced Services and Infrastructure	No impact
Responsible Management	Engaging with community and key stakeholders supports the development and implementation of projects that are inclusive, build relationships and foster partnerships with funding bodies.

11. Consultation

There has been considerable internal and external consultation conducted by the design agency during the periods 28-29 October and 6-8 December 2019. Open community consultation was also conducted on 8 December 2019. Other consultations have been with:

Internal consultation:

- Parks and Gardens
- Community and Economic Development
- Road Services
- Planning
- Communications
- Waste and Environment

External consultation:

- Regional Development Victoria
- Echuca Moama Tourism
- Yorta Yorta Nation Aboriginal Corporation
- Murray River Tourism Board
- Event Organisers
- DELWP Victoria

Councillors:

Councillors at the:

- 3 October 2017 Briefing Session
- 17 April 2018 Briefing Session

- 5 March 2019 Briefing Session
- 13 March 2019 Budget Discussion
- 13 August 2019 Budget Discussion
- 3 March 2020 Briefing Session under the Port of Echuca Precinct Presentation
- 2 June 2020 Council Briefing Session.

9.14. Road Naming (12-24 Lockington Road, Lockington)

Author:

Jane Waser, Project Manager

Responsible Manager:

Assets Manager

1. Purpose

That Council endorse the proposed street naming and numbering changes to resolve anomalies within the Shire.

2. COUNCILLORS PENTREATH / VICKERS

That Council:

1. **Agree to support the proposal to amend 12-24 Lockington Road, Lockington**
 - a) **Lockington Community Care Community Committee Inc complex will be known as "Waterwheel Court, Lockington" and a private road.**
 - b) **Existing unit numbers will be retained.**
2. **Agree to a reallocation of numbering at 26 Lockington Road, Lockington (CFA Shed) with a Rural Road number as approved by Geographic Names.**

CARRIED

3. Conflict of Interest

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

4. Charter of Human Rights

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

5. Instrument of Delegation

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

6. Background

Renaming of roads in the mid 1990's resulted in the Kotta Lockington Road and the Prairie Lockington Road being renamed to Lockington Road. The names were changed but not the street numbering and this has resulted in duplicate street numbers.

The following issues have been brought to Council's attention by the Lockington Community Care Inc and by notification of the Vicmap Editing Service:

1. Lockington Community Care Facility (north of Singer Road, Lockington) which has the address 12-24 Lockington Road and has a number of units within the complex which duplicate other addresses in Lockington Road (south of Singer Road).
2. Duplication of 26 Lockington Road, Lockington – CFA property (Prop ID 3581 north of Singer Road) and Church property (Prop ID 26926 south of Singer Road).



7. Content

This project has been submitted to Vicmap for inclusion in the “Complex site addressing program”. This program aims to provide unique identification for each sub-address within large or complex sites such as retirement villages, camping sites, sporting facilities, tourist venues and caravan parks. This program is driven by the State Government and primarily emergency services.

The current advice for the site is to formalise the private road within the complex as Waterwheel Court, Lockington. The existing numbering of units within the complex is to be retained. For example, Unit 1 12-24 Lockington Road, Lockington will become Unit 1 Waterwheel Court, Lockington. This would result in 12-24 Lockington Road, Lockington no longer being in existence. Verbal communication with Graeme Wood, Lockington Community Care Inc indicates they support this proposal.

This would still result in a duplication of 26 Lockington Road, Lockington, CFA Shed. Geographic Names and Vicmap have approved this location to be renumbered using the Rural Road Numbering procedures.

It should be noted that the above solution doesn’t allow for an additional street numbering as a result of development to the north of 12-24 Lockington Road, Lockington. Given that the most likely development on that section of Lockington Road is an extension to the existing aged care units which would exist within Waterwheel Court the suggested solution is the most practical.

If approved, there would be no need to readdress the 18 properties to the south of the intersection of Lockington Road and Pannoo Road/Singer Road.

8. Issues and Risk Management

Issues:

Issue 1: Compensation

Council Policy 168 Street Naming and Numbering and Procedure 140 - Street Numbering covers any compensation claims.

Risk:

Risk	Likelihood	Consequence	Rating	Mitigation action
Emergency Services unable to locate properties efficiently.	High	Major – In the interests of public safety, and enabling effective emergency response, we are responsible for compliant street naming and numbering.	High	Council resolves to amend street naming and numbering.

9. Options

Option 1: Option Title

In order to remove the numbering duplication in Lockington Road, Lockington, undertake the following:

- Formally name Waterwheel Court, Lockington and number existing units.
- Allocate 26 Lockington Road, Lockington (CFA Shed) with a Rural Road Number. Although this is not standard practice in the urban area an exemption has been granted by Geographic Names.

It is noted that this solution does not allow for allocation of numbers should future subdivision occur to the north of 12-24 Lockington Road, Lockington. But the most likely development will be by the Lockington Community Care Facility and private road naming protocols can be utilised to address this issue.

This option is recommended by officers.

Option 2: Existing Road Naming and numbering remain the same

To leave the naming and numbering as it currently exists could be detrimental. In the interests of public safety and to allow the efficient dispatch of emergency services duplication of numbers needs to be removed.

This option is not recommended by officers.

10. Strategic Planning Environments

Strong and Engaged Communities	The changing of street name or number is a process that requires engagement as a core part of the process.
Resilient Economy	No impact
Healthy Environment	No impact
Balanced Services and Infrastructure	No impact

Responsible Management

This recommendation supports Council role as a road naming and numbering authority. Ensuring the best outcome for the community through strong leadership, advocacy and good governance.

11. ConsultationInternal consultation:

- Assets Manager
- Rates/Revenue/Debtors Team Leader
- Executive Management Group on 27 May 2020

External consultation:

- Lockington Community Care Committee Inc
- DELWP – Vicmap Data Supply and Geographical Names Victoria

9.15. Adoption of the 2020-21 Budget

Author:

Ailsa Box, Finance Manager

Attachments:

9.15.1. 2020-21 Budget and Strategic Resource Plan

9.15.2 Summary of Public Submissions

1. Purpose

To adopt the 2020-21 Shire of Campaspe Budget and Strategic Resource Plan.

2. COUNCILLORS VICKERS / PENTREATH

That Council:

1. **Adopt the 2020-21 Budget provided in Attachment 9.15.1, noting that it is the Proposed 2020-21 Budget endorsed and released for public comment by Council on the 21 April 2020, inclusive of the following amendments;**
 - a) **Rates tables 5.1.1 (a), (b), (c), (d), (f), (h), (j) and (k) have been updated after receiving certification of the 2020 general property valuation from the Victorian Valuer General. This has resulted in a minor change in the rate in the dollar from what was published in the proposed budget document.**
 - b) **Update the document to correct minor spelling, grammar and formatting errors.**
 - c) **Update the document to reflect a change to when loan borrowings will be drawn down, this has impacted interest on loan expense, reducing it by \$38,000 as loan funds will not be accessed until June 2021.**
 - d) **Update the document to correct the amount to be raised in Waste Services charges to reflect the charges for the actual number of services provided.**
 - e) **Include an additional fee to charter the PS Alexander Arbuthnot under Echuca Paddlesteamers, in recognition of the reduced passenger numbers.**
 2. **Note the submissions received in response to the Proposed 2020-21 Budget, thank the submitters and provide a written response notifying submitters of the decision and the reason for the decision as outlined in Attachment 9.15.2, in accordance with Section 223(1)(d) of the *Local Government Act 1989*.**
 3. **Authorise the Chief Executive Officer to give public notice of this decision in accordance with section 130(2) of the *Local Government Act 1989*.**
 4. **Submit a copy of the adopted 2020-21 Budget and Strategic Resource Plan to the Minister for Local Government in accordance with section 130(4) of the *Local Government Act 1989*.**
 5. **Declare the Rates, Municipal Charge and Annual Service Charges for the 2020-21 financial year as set out within the 2020-21 Budget document on pages 27-33.**
 6. **Declare the Fees and Charges for the 2020-21 financial year contained as Appendix A of the 2020-21 Budget document.**
-

7. **Note that the Fees and Charges for Child Care services will not increase until after the Federal Government's defined transition relief period, which is expected to conclude on 27 September 2020.**
8. **Having reviewed the Strategic Resource Plan, as contained within the 2020-21 Budget, in accordance with Section 126(3) of the *Local Government Act 1989* determines to update the financial and non-financial resources requirements in line with the Local Government (Planning and Reporting) Regulations 2014 for the four year period to achieve the strategic objectives contained in the Council Plan and determines that the Plan, to be known as the Strategic Resource Plan 2020-21, is appropriate for the remaining period of the Council Plan or until it is replaced with a new Council Plan.**
9. **Authorise the Mayor to advise the Minister of Local Government that the Strategic Resource Plan 2020-21 has been adopted.**

Cr Mackrell left the meeting at 8:01pm but it did not arise out of technical difficulty

Cr Mackrell re-joined the meeting at 8:05pm

The MOTION was put to the vote and was CARRIED

3. Conflict of Interest

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

4. Charter of Human Rights

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

5. Instrument of Delegation

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

6. Background

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

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

- (1) *A Council must implement the principles of sound financial management*
- (2) *The principles of sound financial management are the Council must:*
 - (a) *manage financial risks faced by the Council prudently, having regard to economic circumstances;*
 - (b) *pursue spending and rating policies that are consistent with a reasonable degree of stability in the level of the rates burden;*

(c) *ensure that decisions are made and actions are taken having regard to their financial effects on future generations;*

(d) *ensure full, accurate and timely disclosures of financial information relating to the Council.*

(3) *The risks referred to in sub-section (2)(a) include risks relating to:*

(a) *the level of Council debt;*

(b) *the commercial or entrepreneurial activities of the Council;*

(c) *the management and maintenance of assets;*

(d) *the management of current and future liabilities;*

(e) *changes in the structure of the rates and charges base.*

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

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

At the time of presenting the Proposed 20-21 Budget to Council for endorsement to proceed to public consultation, it was recognised that a number of services have been restricted and that our community and businesses have been significantly impacted by the current COVID-19 pandemic. It is still too early to have a true and accurate picture of the impacts of the pandemic on Council's 2020/21 budget and will still be dependent upon the ongoing easing of restrictions. That said both Councillors and the administration are fully aware that the impacts will be far reaching and support for all communities to recover from the pandemic will be required.

A revised budget will be prepared when it is possible to more accurately quantify the impact of COVID-19 and Council's exit from the provision of Aged and Disability Services. At the time the Budget was put out for public consultation there had been no announcement from the Federal Government on who had been selected to provide Aged and Disability Services. The Proposed Budget endorsed by Council reflected the full cost of Council delivering these services. To ensure accuracy in accounting for the impact of exiting the service on the budget it was decided to adopt the budget as proposed and to prepare a revised budget when the costs of remaining services are known.

7. Content

The Proposed 2020-21 Council Budget was endorsed on 21 April 2020 and released for public comment until 9 May 2019.

Council should note that the Proposed 2020-21 Budget was extensively publicised in all local papers and double page advertisements were also placed in local papers. The Proposed 2020-21 Budget was available on Council's website along with an online submission form and budget information was included in our regular half page Campaspe Shire advertisement, included in the community newsletter and posted on Council's Facebook page.

The Budget is required to be advertised for a minimum of **28 days**; this requirement has been met.

In response to the public advertising and call for submissions to the proposed 20-21 Budget, sixty two (62) submissions were received and a submissions hearing was held on 2 June 2020. Of the sixty two (62) submissions received seven requested to speak to their submission.

In summary, of the sixty two (62) submissions, forty six (46) submissions were seeking support for the construction of the Murchison/Rushworth Rail Trail, twelve (12) submissions were related to infrastructure projects including roads, shared paths, playgrounds and drainage, one (1) submission related the distribution of rates, one (1) submission related to parking fees and one (1) submission provided comment and sought clarification on a range of service and capital projects outlined within the budget document. One (1) submission was made, that did not provide any comment on the proposed budget document.

Council reviewed and discussed the submissions post the submission hearing and at a Council briefing held on the 9 June 2020. Responses will be provided to those who made a submission, as outlined in Attachment 9.15.2.

The Budget is further required to be adopted prior to 31 August 2020. Council then needs to issue a public notice that the Budget has been adopted, which staff will do once Council has adopted the 2020-21 Budget.

Rates

Council believes the most equitable and efficient distribution of the rate burden to rate payers is through the use of differential rates. The differential rate ratios are as follows:

- General Land (100% of the general rate in the dollar);
- Farm Land (90% of the general rate in the dollar);
- Commercial Land (116% of the general rate in the dollar);
- Industrial Land (116% of the general rate in the dollar); and
- Cultural and Recreation (50% of the general rate in the dollar).

The Fair Go Rate cap increase of 2.00% has been complied with in setting the differential rate in the dollar.

The Budget being presented for adoption has been updated to reflect the final valuation figures provided by the Victorian Valuer General. In all cases the rate in the dollar for each group of differentials has slightly reduced.

The rates in the dollar to be applied for the 2020-21 year are as follows.

Type or class of land	2020-21 cents/\$CIV*
General land	0.0042281
Farm land	0.0038053
Commercial land	0.0049046
Industrial land	0.0049046
Cultural and recreation	0.0021140

The budget has been prepared on the basis of maintaining a zero increase to expenses where possible and a full cost recovery model where it is deemed appropriate. Council officers have paid particular attention to being able to deliver the services expected and needed by the community within the confines of a rate capped environment and to meet the principles adopted by Council at the 3 December 2019 Council meeting.

All statutory fees and charges reflect the State Governments decision not to increase fees in 2020-21 as a result of COVID-19.

The Federal Government has also advised Council of a transition relief period that has been defined for the commencement of fees related to the provision of Early Childhood Education and Care services, which requires the maintenance of current fees. Therefore, fees set in the 2020-21 Budget for Childcare Services will not increase until after the transition relief period, expected to be 27 September 2020.

8. Issues and Risk Management

Issues:

In considering the development of the budget Council has identified that the long term sustainability of council will need to be monitored. The adjusted underlying result for the forward three year period shows a small operating surplus for the 2021-22 year with deficits for the remaining two years. To ensure ongoing financial sustainability, Council will continue to review the services it delivers to the community as part of its Service Planning program.

Risk:

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

9. Strategic Planning Environments

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

10. Consultation

Public comment on the budget and fees and charges has been sought by advertising for submissions from members of the public in accordance with section 223 of the Local Government Act 1989. Section 223 of the Act provides for people to make written submissions and allows for anyone to address the Council in support of that submission. A submissions hearing was held on 2 June 2020 at the Echuca Headquarters Function room, where seven people spoke to their submissions.

The proposed budget was advertised in the Riverine Herald, Campaspe News and Kyabram Free Press. Throughout the public advertisement period Council issued many media releases and published a double page advertisement in all local papers providing details on the budget. The Proposed Budget document was available to the public via our website or hardcopies posted on request, due to COVID-19 Council Service Centres were closed therefore copies were not available to be viewed in person.

Consultation also included discussions with the Executive Management Group, the Leadership Group, Finance and Councillors during workshops and briefing sessions.

10. Council Information

10.1 Letters of Appreciation

The following have been received:

- Department of Health and Human Services, North Division – thank you to Campaspe Shire Council staff for their efforts and flexibility during the COVID-19 restriction period. A standout has been the collaboration between agencies and the department.

This time has witnessed innovation, generosity and co-operation across programs and agencies in order to deliver quality services in the face of challenge and opportunity. The department values the relationship that we have with your organisation.

- Mia Oberin, Echuca – thank you to Campaspe Shire Council for the congratulatory email and reward for winning the “Young Person” category of the 2020 Campaspe Community Volunteer Awards. It was an honour to be nominated and to win means a lot.
- BIAM Shade Sails & Playgrounds – thank you to Andrew Pope, Building Surveyor for his efficiency and timeliness with recent building inspections within the Campaspe Shire. It is greatly appreciated as it keeps the consistency of work flowing on projects.
- Colin Neate, Colbinabbin – thank you to all involved for the wonderful grading job of Pook Road, Toolleen.
- Kikuo Kasai, Mayor, Shiroy City Council – thank you for the mighty message in the midst of dealing with the Covid-19 infection.

In Japan, the declaration of emergency has been lifted and the city is currently working to prevent the spread of the infection again. Looking forward to visiting Campaspe in 2021.

COUNCILLORS VICKERS / MUNRO

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

CARRIED

10.2. Audit and Risk Committee Meeting Minutes – 14 May 2020

Author:

Fleur Cousins, General Manager Corporate Services

Attachments:

10.2 Draft Minutes of the Audit and Risk Committee meeting held on 14 May 2020

1. Purpose

To note the Audit and Risk Committee Meeting Draft Minutes of the meeting held on 14 May 2020.

2. COUNCILLORS PENTREATH / ZOBEC

That Council note the Draft Minutes of the Audit and Risk Committee meeting held on 14 May 2020 subject to confirmation by the Audit and Risk Committee.

CARRIED

3. Conflict of Interest

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

4. Charter of Human Rights

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

5. Instrument of Delegation

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

6. Background

The Audit and Risk Committee's role is to monitor, review and advise Council on matters of accountability and internal control.

The Audit and Risk Committee provides Council with Draft Minutes after each meeting, the draft Minutes are then formally adopted at the following meeting.

To enable officers to present the Minutes to Council in a timely manner the process has been changed. It is appropriate that Council is presented with the outcomes from the Audit and Risk Committee meetings as soon as practical after meetings.

This will necessitate the noting of the Draft Minutes and adoption of the final Minutes once formally adopted by the Audit and Risk Committee at the following meeting.

7. Content

Meeting: 14 May 2020

The 14 May 2020 Audit and Risk Committee meeting was attended by:

<u>Members:</u>	Linda MacRae, Michael Bennett, Simone Knight, Cr Leanne Pentreath,
<u>Affiliate Member:</u>	Ray Warren
<u>Internal Auditor:</u>	Brad Ead (AFS and Associates)
<u>External Auditor:</u>	Ryan Schiscka (Johnsons MME) – Left meeting at 10.30am
<u>Officers:</u>	Declan Moore (Chief Executive Officer), Fleur Cousins (General Manager Corporate Services), Ailsa Box (Finance Manager), Jason Deller (General Manager Infrastructure Services) (left meeting at 11.10am – re-joined meeting at 11.15am), Donna Standfast (Corporate Support Executive Assistant)
<u>Apologies:</u>	Cr John Zobec

Items discussed at the meeting were:

1. Present and Apologies
2. Declarations
3. Charter of Human Rights
4. Adoption of Previous Minutes
5. Quarterly Financial Report
6. *Local Government Act 2020* and Audit and Risk Committee Charter
7. Expense Reimbursements to Councillors and Members of Delegated Committees
8. Policies for Audit and Risk Committee Review
9. Campaspe Shire Council Strategic Risk Register
10. Audit and Risk Committee Work Plan
11. Internal Audit Report – Governance Reporting and Data Quality
12. Update of Outstanding Internal Audit Actions Register
13. Process for Outstanding Internal Audit Actions
14. Summary of Actions from Audit and Risk Committee
15. Internal Audit Program Status Update
16. Note External Auditors Audit Strategy
17. Occupational Health and Safety Overview
18. For Information – AFS Quarterly Update

19. Administration
20. Next Meeting
21. Closure

Refer to Attachment 10.2 for copy of the Draft Minutes 14 May 2020.

8. Issues and Risk Management

As this report is for noting, there are no applicable issues or risks outside of those noted in the Minutes.

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: Audit reviews and findings are a critical aspect in the implementation of appropriate governance within the organisation. Control risks are reviewed, identified and actions implemented ensuring organisational risk and exposure are minimised

10. Consultation

The Audit and Risk Committee includes four external people to provide a broad range of specialist skills and facilitates wider consultation and participation in Council's financial management, governance and internal controls.

11. Councillor Reports

Cr Adrian Weston	
20 May	CLAPIC Meeting
26 May	Campaspe Urban Forest Plan Engagement Plan Consultation Session
26 May	Girgarre Development Group Meeting
4 June	MRGC Meeting

Cr Daniel Mackrell	

Cr Kristen Munro	

Cr Vicki Neele	
25 May	Kyabram Club and Kyabram Bendigo Bank Fauna Park Meeting
26 May	Campaspe Urban Forest Plan Engagement Plan Consultation Session
27 May	Echuca Moama and District Tourism Association Board Meeting
4 June	Jamestrong Meeting
10 June	Echuca Moama and District Tourism Association Board Meeting
15 June	Ky Development Group Meeting

Cr Neil Pankhurst	
25 May	Kyabram Club and Kyabram Bendigo Bank Fauna Park Meeting
26 May	Campaspe Urban Forest Plan Engagement Plan Consultation Session
4 June	Jamestrong Meeting

Cr Leanne Pentreath	
26 May	Campaspe Urban Forest Plan Engagement Plan Consultation Session

Cr Annie Vickers	
26 May	Campaspe Urban Forest Plan Engagement Plan Consultation Session

Cr Leigh Wilson	
21 May	Goulburn Broken Greenhouse Alliance Committee Meeting
22 May	Goulburn Valley Local Government Waste Forum Meeting
26 May	Campaspe Urban Forest Plan Engagement Plan Consultation Session
27 May	Rochester Secondary College Meeting
5 June	GVWRRG Meeting
11 June	Goulburn Broken Greenhouse Alliance Extraordinary General Meeting
19 June	GVWRRG Meeting

Cr John Zobec	

COUNCILLORS VICKERS / WILSON

The Councillor Reports be noted.

CARRIED

12. Chief Executive Officer's Report

Since the last Council Meeting 19 May 2020, the CEO's main focus has been on the response to Covid-19 with teleconferences and web meetings such as:

- Daily Business Continuity Meetings
- Community Leadership Forum Covid-19 Response meeting
- Loddon Campaspe Council's CEO Covid-19 Response meeting
- MRGC CEO's meeting
- Loddon Campaspe Roundtable - Journey to Recovery - COVID-19 Impacts and Response Priorities
- DHHS Covid-19 Response tele-meeting
- RDV Project Funding meeting
- Public Submission Hearing for the Budget
- MRGC Mayors & CEOs meeting
- Loddon Campaspe Regional Partners meeting
- Loddon Campaspe Councils Meeting

COUNCILLORS NEELE / ZOBEC

The Chief Executive Officer's report be noted.

CARRIED

13. Petitions and Letters

13.1 Decommissioning of Eyre Street School Crossing

COUNCILLORS VICKERS / MACKRELL

“I move that the petition received from Bianca Goodson requesting the decommissioning of the Eyre Street School Crossing be deferred for three months with the purpose of conducting three recounts to resubmit current data to VicRoads be tabled and referred to the CEO for a report to be prepared for consideration by Council.

CARRIED

14. Notices of Motion

15. Urgent Business

16. Confidential Business

Confidential Business– Close

COUNCILLORS MACKRELL / MUNRO

That pursuant to the provisions of the *Local Government Act 2020* (the Act), the meeting will now be closed to members of the public at 8:20pm 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:

16.1. Disposal of Land - Luth Street Echuca

- a) *Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released*

This report discloses information in officers' internal workings in recommending surplus land for sale, confidential property valuations, the basis for setting a confidential reserve price at a public auction.

- c) *Land use planning information, being information that if prematurely released is likely to encourage speculation in land values*

This report contains information on property valuation, which may cause speculation on auction and reserve price, adjoining properties and those properties in the vicinity of the land for future land use and values for the same or similar zoned land.

16.2. Sale of Land Lot 2 on Proposed Plan of Subdivision PS827036S, Wilkinson Drive, Echuca

- a) ***Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released***

This report discloses information on confidential negotiations to date with a proposed purchaser, valuations of Council property and proposed recommendations of a commercial land sale.

- c) ***Land use planning information, being information that if prematurely released is likely to encourage speculation in land values***

This report references proposed planning amendments to land that may affect or cause speculation on land values on the said land and surrounding land in the local area.

- g) ***Private commercial information, being information provided by a business, commercial or financial undertaking that - (ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.***

This report details confidential information supplied by the proposed purchaser, as a part of confidential negotiations with Council.

16.3. Disposal of Land - 'Kyvalley Community Park'

- a) ***Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released***

This report discloses information on confidential negotiations with the proposed purchaser, previous contract conditions in sale of former Council land with a community group and Council confidential sale valuation for the land.

- c) ***Land use planning information, being information that if prematurely released is likely to encourage speculation in land values***

This report may cause speculation on the nature of future use and purchase price affecting the land value and adjoining properties within the same or similar zoning.

- h) ***Confidential meeting information, being the records of meetings closed to the public under section 66(2)(a)***

This report relies on a former Council decision made in a confidential meeting closed to the public July 2019.

16.4. Sale of 16 Kuhle Road, Kyabram

- a) ***Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released***

This report discloses information on confidential negotiations to date with proposed purchaser and proposed recommendations of a commercial land sale.

- g) ***Private commercial information, being information provided by a business, commercial or financial undertaking that - (ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.***

This report details confidential information supplied by the proposed purchaser, as a part of confidential negotiations with Council.

CARRIED

16.1. Disposal of Land - Luth Street Echuca**COUNCILLORS PANKHURST / MACKRELL**

That Council authorise the CEO to:

1. Commence the statutory procedures pursuant to Sections 189 and 223 of the Local Government Act 1989 for the proposed sale of land being the land at Lot 1 TP580161 comprised in Certificate of Title Volume 9425 Folio 911, known as Luth Street, Echuca by public auction or private sale following an auction.

CARRIED**16.2. Sale of Land Lot 2 on Proposed Plan of Subdivision PS827036S, Wilkinson Drive, Echuca****COUNCILLORS PENTREATH / MUNRO**

That Council:

1. Commence the statutory procedures pursuant to sections 189 and 223 of the *Local Government Act 1989* for the proposed sale of land being Lot 2 on proposed plan of subdivision PS827036S, Wilkinson Drive, Echuca comprised in Certificate of Title Volume 11549 Folio 506 to Roman Catholic Trusts Corporation for the Diocese of Sandhurst on behalf of St Mary's Primary School Echuca for the consideration of \$550,000 plus GST.
2. In the event that no submissions are received under Section 223 of the *Local Government Act 1989* in respect of the proposal:
 - a) Sell the land being Lot 2 on proposed plan of subdivision PS827036S, Wilkinson Drive, Echuca comprised in Certificate of Title Volume 11549 Folio 506 to Roman Catholic Trusts Corporation for the Diocese of Sandhurst on behalf of St Mary's Primary School Echuca for the consideration of \$550,000 plus GST.

CARRIED**16.3. Disposal of Land - 'Kyvalley Community Park'****COUNCILLORS PANKHURST / NEELE**

That Council:

1. Commence the statutory procedures pursuant to sections 189 and 223 of the Local Government Act 1989 for the proposed sale of the land being Lot 1 Title Plan 419989T comprised in certificate of title Volume 3721, Folio 147, known as 'Kyvalley Community Park', Scobie Rd, Kyvalley to Kyvalley Swimming Club Incorporated (Inc.) for the consideration of \$100 plus GST.
2. In the event that no submissions are received under Section 223 of the *Local Government Act 1989* in respect of the proposal;

CARRIED

Confidential Business - Open

COUNCILLORS NEELE / MUNRO

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 8:46pm.

CARRIED

17. Close Meeting

The meeting was declared closed at 8:47pm

.....
CR ADRIAN WESTON

MAYOR