



# Council Agenda



**Date:** 17 November 2021

**Time:** 6:30pm

**Venue:** Echuca Civic Centre

**Photo Left to Right:** Cr Daniel Mackrell, Cr Rob Amos, Cr Leanne Pentreath (Deputy Mayor), Cr Tony Marwood, Cr John Zobec, Cr Colleen Gates, Cr Paul Jarman, Cr Chrissy Weller (Mayor), Cr Adrian Weston.

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For a meeting of the ninth Campaspe Shire Council meeting held on Wednesday 17 November 2021, commencing at 6:30 pm at the Echuca Function Room, Echuca Civic Centre.

## **Acknowledgement of Country**

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

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

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

## **Opening Prayer**

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

Amen

## **Meeting Procedures**

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

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

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

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

## **1 Apologies and Requests for Leave of Absences**

### **1.1 Apologies**

### **1.2 Leave of Absence**

## **2 Confirmation of Minutes**

### **Recommendation**

**That the following minutes be confirmed:**

- **Campaspe Council Meeting held on 20 October 2021.**

### **3 Changes to the Order of Business**

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

### **4 Declarations of Conflict of Interest**

In accordance with Section 130(1)(a) of the *Local Government Act 2020* Councillors are required to disclose any conflict of interest in respect of a matter to be considered at a Council meeting.

### **5 Responsible Authority Decisions**

Responsible Authority – Defined under Section 13 of the *Planning & Environment Act 1987*. Responsible for administering and enforcing the planning scheme and its provisions in relation to use and development.

### **6 Planning Authority Decisions**

Planning Authority – Defined under Section 12 of the *Planning & Environment Act 1987*. Responsible for implementing the objectives of planning in Victoria and reviewing and preparing amendments to a planning scheme.

### **7 Question Time**

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

### **8 Acknowledgements**

At each Ordinary Meeting, Councillors will have the opportunity to acknowledge significant community members and events. These may relate to notable achievements by community members and groups and offering of condolences to a person who has previous distinguished service in the local area.

The duration of any report from a Councillor will be limited to two (2) minutes.

Any acknowledgment intended to be raised by a Councillor at an Ordinary meeting must be notified to the Chief Executive Officer at least three (3) hours before the commencement of the meeting.



## 9 Council Decisions

### 9.1 2021/2022 Community Grants Program (Round two)

Author	Department	Manager	General Manager
Community Executive Assistant	Community		General Manager Community

#### 1. SUMMARY

That Council approve seven applications received during the 2021/2022 Community Grants Program, Round Two

#### 2. RECOMMENDATION

That Council:

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

- \$3,500** Echuca Moama Toy Library Inc., to purchase themed party packs to be available for use by families as required
- \$3,000** Echuca Moama Search & Rescue Inc., to purchase a compressor and tool boxes
- \$3,000** Echuca Moama Apex Club Inc., to purchase an automatic log splitter to build a sustainable wood chopping program
- \$3,800** Rotary Club of Rochester Inc., to establish DDA compliant pathways throughout the community garden located at the Historic Rochester Court House
- \$4,000** Echuca Moama Rotary Club Inc., to carryout facility improvements to encourage and promote broader community use of the venue
- \$2,600** Stanhope & District Development Committee Inc., to purchase three iPads to support community members to navigate and access services such as MyGov and Centrelink
- \$3,072** Girgarre Development Group Inc., to purchase gazebos, outdoor chairs, tables and umbrellas

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

#### 3. PURPOSE

To seek approval of the recommendations for the 2021/2022 Community Grants Program Round two.

#### 4. DISCUSSION

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

The Community Grants Program has two rounds:

\* round one, advertised in March, awarded in July

\* round two, advertised in August, awarded in December (current round)

Category	Total 2021/2022 Budget	December 2021 Funds Available	December 2021 Allocation	Balance
<b>Total</b>	<b>\$114,000</b>	<b>\$88,000</b>	<b>\$22,972</b>	<b>\$65,028</b>

This grant program aims to:

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

Applicants must be an:

- incorporated association, or
- A not for profit group (e.g. education institution, healthcare, religious or faith based institution), or
- a Crown Land Committee of Management, or
- a Government Department on behalf of a community group, or
- have their application submitted by an appropriate auspicing body which meets the above.

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

All applications received were assessed by a panel of five staff, across Recreation, Community and Environment teams, using the following assessment criteria matrix, as indicated in the funding guidelines.

Criteria	Description
Community / social benefit	<p>Involvement of community members, enrichment of the shire.</p> <p>For example:</p> <ul style="list-style-type: none"> <li>• A plan for engaging the target group is outlined.</li> <li>• The activity or event is being held within Campaspe Shire Council (mandatory).</li> <li>• The application outlines what measures will be used to evaluate whether it has been successful in achieving the stated outcome/s – includes both qualitative and quantitative measures.</li> </ul>
Partnership	<p>Contribution by group or others to the project either cash and/or in-kind, including project partnership participation (not just financial contribution).</p> <p>For example:</p>

	<ul style="list-style-type: none"> <li>The application outlines a plan for delivery – including consideration of risk, integration with other partners and innovation.</li> <li>The application outlines matched funding, in kind support or partner contribution (financial and in kind).</li> </ul>
Council Plan alignment	The application identifies a clear outcome/s, aligned to the strategic priorities of Council as outlined by the Council Plan.
Project	<p>One off project/event.</p> <p>For example:</p> <ul style="list-style-type: none"> <li>The application responds to one or more of the grant program priority areas.</li> <li>The application demonstrates innovation and evidence and/or clear reason for why it has been developed.</li> <li>The application demonstrates consideration of: <ul style="list-style-type: none"> <li>environmental sustainability</li> <li>inclusivity of all members of our community and accessibility for all</li> <li>low or no cost for disadvantaged groups</li> <li>sustainability - not reliant on ongoing grant funding.</li> </ul> </li> </ul>
Economic benefit	Increase spending to retail, industry and accommodation, enhancement of economic base, or funds spent locally.

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

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

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

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

- Total funds available for applications: \$88,000
- Total of applications received: \$96,783
- Total allocations recommended: \$22,972

Organisation	Project details	Amount requested	Project expenditure	Amount recommended
Echuca Pistol Club Inc.	IPSC Props – purchase target stands and competition fence feet to enable the expansion of competitions at the facility	\$4,000	\$4,675	\$0
Girgarre Cricket Club Inc.	Girgarre Recreation Reserve Cricket Pitches	\$3,500	\$4,500	\$0



Gunbower Memorial Hall Committee	Restore Hall roof (Stage one)	\$3,880	\$5,880	\$0
Echuca Football Netball Club Inc	Improving Community Safety through provision of temporary fencing at home games	\$3,000	\$4,643	\$0
Kyabram Theatre Group Inc.	Community Theatre Project Kyabram 2022	\$4,000	\$9,000	\$0
Echuca Moama Toy Library Inc	Party packs for hire	\$3,500	\$3,600	\$3,500
Echuca Lawn Tennis Club Inc	Shade Sail Replacement	\$4,000	\$5,100	\$0
Echuca Bowls Club Inc.	Detailed Building Assessment	\$4,000	\$4,114	\$0
Echuca Moama United Football Club Inc	Training and game equipment	\$4,000	\$4,130	\$0
Community Living & Respite Services Inc.	Living Independently in my Community	\$4,000	\$9,700	\$0
Echuca Moama Search & Rescue Inc	Compressor & tool boxes	\$3,000	\$3,000	\$3,000
Rochester Community House Inc.	Plastic Straws Suck - replace plastic straws with more sustainable paper straws within the Rochester community	\$2,374	\$2,574	\$0
Echuca Moama Apex Club Inc.	Purchase of an automatic log splitter to build a sustainable wood chopping program	\$3,000	\$3,750	\$3,000
Tongala Football Netball Club Inc.	Grandstand Seating to provide for spectator seating at football and netball games	\$4,000	\$8,778	\$0
Nanneella Timmering Landcare Group	Regen the Plains Nanneella- Community through tree planting	\$1,785	\$1,785	\$0
Inland Outrigger Canoe Club Inc.	Inland Outrigger Canoe Club single and double canoe repairs and maintenance.	\$2,000	\$2,750	\$0
Rotary Club of Rochester Inc.	Access all areas – pathways throughout the community garden located at the Historic Rochester Court House	\$3,800	\$3,859.50	\$3,800
Rotary Club of Echuca Moama Inc.	Rotary Park Facilities improvement to encourage and promote broader community use of the venue	\$4,000	\$8,000	\$4,000
Stanhope & District Development Committee Inc.	Learning on iPads & Tablets - purchase of three iPads to respond to an emerging community need	\$2,600	\$2,697	\$2,600
Kyabram Lawn Tennis Club Inc	Purchase new Turf Scarifier to scarify and improve the	\$4,000	\$6,254.55	\$0

	surface of our 16 grass courts.			
Bamawm Extension Pony Club Inc	Purchase of cross country jumping equipment	\$4,000	\$4,500	\$0
Little Paws & Big Paws Animal Rescue Inc.	Companion Animal Desexing Program	\$4,000	\$4,000	\$0
Ky Project Committee Inc.	Signage for Kyabram Art Trail viewing area	\$3,500	\$4,600	\$0
Stanhope Senior Citizens Club Inc.	Upgrade Senior Citizens Kitchen facilities – replacement of old stove with new freestanding dual fuel cooker and rangehood to accommodate the provision of Community Meals by the Stanhope Business Centre	\$4,000	\$5,104	\$0
Echuca Moama Arts Initiative Inc.	New Laptop for EMAI (The Foundry Art Space)	\$1,349	\$1,738	\$0
We Are Vivid	Vivid Active - fitness centre	\$3,923	\$11,199	\$0
Girgarre Development Group Inc	Covid safe eventing – purchase of gazebos, outdoor chairs, tables and umbrellas	\$3,072	\$3,603	\$3,072
Kyabram Bowls Club Inc	Bowlers shade – extension of existing verandah	\$4,000	\$4,565	\$0
<b>TOTAL</b>		<b>\$96,783</b>	<b>\$138,999</b>	<b>\$22,972</b>

## 5. CONSULTATION

### Internal consultation:

- Executive Management Group

## 6. POLICY AND LEGISLATIVE IMPLICATIONS

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no Council Policy and relevant law has been identified within this report.

## 7. FINANCIAL AND ECONOMIC IMPLICATIONS

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no economic sustainability issues for the municipality have been identified within this report.

## 8. ENVIRONMENTAL IMPLICATIONS

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no environmental sustainability issues including mitigation and planning for climate change risks have been identified within this report.

## 9. SOCIAL IMPLICATIONS

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no social implications for the municipality have been identified with this report.

## **10. RELEVANCE TO COUNCIL PLAN 2021-2025**

### **Strong and Engaged Communities**

- Enable residents to be active and engaged in their community and support participation in artistic, cultural, sporting, and leisure opportunities.

## **11. ISSUES AND RISK MANAGEMENT**

### **Issues:**

The current coronavirus pandemic may impact the commencement and/or completion 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.

## **12. CONFLICT OF INTEREST**

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

## **13. 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*.

## **14. 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.

## **15. CONCLUSION**

Council received 28 applications for the 2021/2022 Community Grants Program (Round Two). It is recommended that Council approve seven applications and advise all applicants, in writing, of the outcome of their application.

Council's contribution of \$22,972 will lead to the provision of projects to the value of \$28,510.

Several unsuccessful applications for this funding round, would meet the criteria for the proposed Community Equipment Grant Program, should Council agree to trial this program.

## 9.2 Community Equipment Grants Program

Author	Department	Manager	General Manager
Community Executive Assistant	Community		General Manager Community

### 1. SUMMARY

That Council consider the trial of a new Community Equipment Grants Program utilising the unspent funds from the 2021-22 Community Grants Program.

### 2. RECOMMENDATION

**That Council approve the allocation of unspent funds from the 2021-22 Community Grants Program towards the trial of a new Community Equipment Grants Program.**

### 3. PURPOSE

To seek approval for the reallocation of unspent funds from the Community Grants Program towards a trial Community Equipment Grants Program.

### 4. DISCUSSION

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

Many applications for Community Grants focus on equipment purchases that would benefit the operations of the group, but not necessarily extend that benefit to other community members, which is one of the criteria for a successful application.

There is an annual budget allocation of \$164,000 for the Grants program and in the past there has remained unspent funds at the conclusion of round two of the program. This year there will be an unspent allocation of \$111,028, should the administration recommendations be adopted.

It is proposed that a new Equipment Grants Program be trialled to expend the remaining budget allocation for the 2021/2022 financial year.

2021/2022 Community Grants Program (Round two) received several applications that were unsuccessful, but would meet the proposed funding criteria and could be referred to this trial program.

The purpose of the proposed program would be to support community groups and sporting clubs purchase equipment for programs and activities.

Expected outcomes for the Community Equipment Grants Program include but are not limited to:

- Conduct local events, activities and programs that celebrate and encourage a diverse, inclusive and welcoming community.
- Promotes art in public spaces including community buildings, streetscapes and open spaces.
- Supports a resilient community through community involvement, social connections and life-long learning.
- Provides sporting, and recreational programs and facilities that facilitate active and healthy lifestyles for all ages and abilities.
- Facilitate community health, wellbeing and safety.
- Recognise our unique local cultural identity and heritage.

The maximum amount available for each application is suggested to be \$2,000 and applications would need to be submitted by 31 January 2022.

## 5. CONSULTATION

Internal consultation:

- EMG
- Community Grants assessment panel

## 6. POLICY AND LEGISLATIVE IMPLICATIONS

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no Council Policy and relevant law has been identified within this report.

## 7. FINANCIAL AND ECONOMIC IMPLICATIONS

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no economic sustainability issues for the municipality have been identified within this report.

## 8. ENVIRONMENTAL IMPLICATIONS

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no environmental sustainability issues including mitigation and planning for climate change risks have been identified within this report.

## 9. SOCIAL IMPLICATIONS

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no social implications for the municipality have been identified with this report.

## 10. RELEVANCE TO COUNCIL PLAN 2021-2025

### **Strong and Engaged Communities**

- Enable residents to be active and engaged in their community and support participation in artistic, cultural, sporting, and leisure opportunities.

## 11. 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.

## 12. CONFLICT OF INTEREST

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

## 13. 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*.

#### **14. 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.

#### **15. CONCLUSION**

In the past there has been unspent funds at the conclusion of round two of the Community Grants Program. This year there will be an unspent allocation of \$111,028 should the administration's recommendations be adopted.

It is proposed that a new Community Equipment Grants Program be trialled to expend the remaining budget allocation for the 2021/2022 financial year.

The purpose of the proposed program would be to support community groups and sporting clubs purchase equipment for programs and activities.

#### **16. ATTACHMENTS**

1. Community Equipment Grants Guidelines - Final [9.2.1 - 3 pages]
2. Equipment Grants Application Form [9.2.2 - 9 pages]



## COMMUNITY EQUIPMENT GRANTS

Community Equipment Grants assist community groups and sporting clubs purchase equipment for their programs and activities.

### Before Applying

Read the following information and contact Bobbi Aitken, Executive Assistant Community on 5481 2206, to discuss your intentions.

### Eligibility Criteria

Incorporated not-for-profit organisations and groups are eligible to apply if they:

- Are located within the Council area and primarily serve Campaspe Shire residents.
- Can demonstrate their capacity (if located outside of the Campaspe Shire Council) to provide services and/or benefits to Council residents by forming partnerships with one or more local community groups.
- Have a current ABN or are auspiced/sponsored by an incorporated body with an ABN.
- Are a school and can demonstrate a partnership with one or more local community group(s) for the delivery of the funded activity. Applications from schools require approval from the school's governing council/board prior to making a submission to the Campaspe Shire Council.
- Can establish (if asked) the bona fides of their group by providing the following information:
  - a copy of their constitution/statement of purposes;
  - a copy of the minutes from their most recent AGM;
  - a membership application form and annual cost of membership (if any); total membership numbers and the percentage of members who are residents of Campaspe Shire; and
  - the name and contact details of group members who are authorised to speak on behalf of their group.
- Councillors, council staff and members of their households are ineligible to receive community equipment grants, sponsorships or donations.

However, community and sporting groups are not precluded from applying for, or receiving these grants, just because a member of their groups lives in the same household as a Councillor or council staff member.

### Funding Priorities

Equipment grants are available to support local clubs and groups:

- Conduct local events, activities and programs that celebrate and encourage a diverse, inclusive and welcoming community.
- Promote art in public spaces including community buildings, streetscapes and open spaces.
- Support a resilient community through community involvement, social connections and life-long learning.
- Provide sporting, and recreational programs and facilities that facilitate active and healthy lifestyles for all ages and abilities.
- Facilitate community health, wellbeing and safety.
- Recognise our unique local cultural identity and heritage.

### Ineligible Applications

Projects, initiatives, events or resources are considered ineligible if they:

- Clearly duplicate an existing service, program, project or event.
- Have a political or religious purpose and objectives.
- Are deemed to be inappropriate or offensive.

- Seek to make financial profits, charge entry/participation fees more than a gold coin donation or undertake commercial activities.
- Are considered the primary role or responsibility of another level of government, including the State Education Department and the Commonwealth Departments responsible for Aged and Disability
- Are eligible for funding by other levels of Government.
- Are not open and/or accessible to the wider Campaspe Shire Council community.
- Seek funding for recurrent operating, for the day-to-day operation of the organisation/group.
- Seek funding for salaries, where the salary forms part of the organisation's/individuals usual responsibility (not including instructors or tuition fees).
- Seek funding for the payment of travelling allowances or prize money.
- Seek funding for projects or initiatives which have already commenced or been completed prior to the application being lodged.
- Seek funding for large capital expenditure – i.e. purchase or lease of real estate, renovation, repair or maintenance of buildings or purchase of major equipment.
- Seek funding that is to be used for overseas purchase without approval by Council.

### Assessment of Applications

All applications will be assessed to determine the extent to which their intended purchase/s support the funding priorities.

Applicants will be notified in writing of the outcome of their application within six weeks of their application. In cases where the Administration recommend less than the grant funding applied for, the applicant will be contacted and advised.

Assessment for **Community Equipment Grants** will consider the following:

- The application identifies clear outcome/s resulting from the purchase/s
- The application addresses one or more of the funding priorities.
- The application clearly demonstrates the link between the purchase/s and the intended outcome/s
- A plan for adding to, or growing, target group/s is outlined
- How will it promote inclusivity of all members of our community and accessibility for all?
- The application outlines matched funding, in kind support or partner contribution (financial and in kind)
- The purchase/s are made in and support Campaspe Shire businesses.
- Value for money in regard to the items being purchased

### Accountability

All successful applicants will be required to provide an Acquittal report on outcomes achieved with the funding, within 8 weeks of the purchase/s being made.

The Acquittal Report must include receipts and a short statement on the effectiveness of the program/event/equipment in achieving the stated outcomes in the application.

Expenditure statements must be signed by the appointed Treasurer of the organisation where applicable.

Failure to fulfil this requirement will prejudice any future funding applications and/or funds received may be required to be reimbursed.

### **General Requirements**

- Grants funding must be returned to Council if purchase/s do not proceed.
- Applications will not be accepted when the same applicant submits multiple applications with no indication of priority based on need.
- Applicants may only receive one equipment grant per year.
- Financial acquittal forms must be completed within eight weeks of the activity being completed unless otherwise negotiated.
- Applications must be completed in full, or they will not be accepted.
- All applications must include an itemised budget and quotes for each item.
- Council will not be responsible for any expenses incurred by an applicant in preparing their application or as a result of an applicant anticipating approval of their application.
- Approval of applications is subject to annual budgetary limitations.
- Grant funds must not be used for out of Shire purchases without approval from Council.
- Receipt of an equipment grant must be acknowledged by the club in it's next club communication, and within eight weeks, a copy of the communication must be provided with the acquittal report.
- If considering the use of Council's logo in the acknowledgement, contact Campaspe Shire Council Communications team – do not download the logo from a website.
- If statements contained in the application process are found to be untrue or incorrect, the grant funds must be returned to Council.

### **Grant amount - maximum of \$2,000**

Applicants can only apply for one grant per financial year, when the annual grants budget has reached its limit all rounds will be closed until the following financial year.

### **Recommended times to submit your application**

Please note timelines for assessment of applications are based on when Council meets to discuss grant applications.

Approvals for grants will be made every six months.

The approval process will take approximately six weeks.

### **Further information**

For further information or assistance, please contact Bobbi Aitken, Executive Assistant Community on 5481 2206.

## Community Equipment Grants Program Application Form

### Eligibility and Contact Details

\* indicates a required field

#### Applicants: please note

An online application to our grants program is an acceptance that the applicant agrees to the Campaspe Shire Council's conditions for any grant approval.

Incomplete applications and/or applications received after the activity/event date will not be considered.

#### Have you spoken to a Council officer regarding your application? \*

Yes  No

#### If yes, please enter the name of the Council officer \*

### Applicant Organisation Details

#### Organisation name \*

Please use your organisation's full name. Check your spelling and make sure you provide the same name that is listed in official documentation such as with the ABR, ACNC or ATO.

#### Primary address \*

If your organisation operates in multiple locations or from multiple offices, please pick one as your primary address.

#### Postal address (if different to above)

#### Applicant website

If available. Must be a URL

#### Primary Contact Person \*

This is the person we will correspond with about this grant



## Community Equipment Grants Program Application Form

**Position held in organisation \***

e.g. Manager, Board Member, Fundraising Coordinator

**Primary phone number \***

**Back-up phone number \***

**Primary contact person email address \***

This is the address we will use to correspond with you about this grant.

### Organisation details

\* indicates a required field

**Describe why your organisation exists, what does it aim to achieve and how? \***

Must be no more than 100 words.

**Does your organisation have an ABN? \***

Yes  No

**ABN \***

**What is your incorporation number?**

Incorporated Association or Australian Corporation Number

**Does your organisation have current public liability insurance? \***

Yes  No

Attach certificate of currency:

Permitted attachment types pdf, doc, xls, docx, xlsx, jpg

## Community Equipment Grants Program Application Form

### What type of not-for-profit organisation are you?

- Educational institution (includes preschools, schools, universities & higher education providers)
- Healthcare not-for-profit
- Community group
- Professional/business association
- Religious or faith-based institution
- Sporting/recreational club
- General not-for-profit (i.e. not listed above)

Please choose the option that best applies to your organisation.

### What is your organisation's annual revenue?

- Less than \$50,000
- \$50,000 or more, but less than \$250,000
- \$250,000 or more, but less than \$1 million
- \$1 million or more, but less than \$10 million

Your revenue includes grants, donations, and other fundraising activities, fees for services, sale of goods, interest, royalties and in-kind donations that have been included in your accounts as 'revenue'. The Australian Charities and Not-for-profits Commission (ACNC) has more detailed information here: <https://www.acnc.gov.au/tools/topic-guides/charity-size>

### What is your organisation's legal structure?

- Unincorporated association
- Incorporated association
- Indigenous corporation, association or cooperative
- Crown Land Committee of Management
- Trust

If your organisation is unincorporated it must have an auspice organisation

### Auspice Information

\* indicates a required field

### Is your organisation auspiced by another organisation for the purposes of this grant?

- Yes
- No

Unincorporated organisations applying for a grant must be auspiced by an incorporated organisation.

### Auspice Organisation Details

#### Name of auspicing organisation \*

#### Auspicing organisation's primary (physical) address \*

#### Auspicing organisation's postal address (if different to above)





## Community Equipment Grants Program Application Form

### Auspicing organisation's website

Must be a URL

### Primary contact person at auspicing organisation \*

We may contact this person to verify that this auspicing arrangement is valid and current.

### Position held in organisation

e.g. Manager, CEO

### Contact person's primary phone number \*

### Contact person's back-up phone number

### Contact person's email address \*

Must be an email address

### Please attach a letter from the auspicing organisation confirming this arrangement is valid and current \*

Attach a file (permitted file types - pdf, doc, xls, docx, xlsx, jpg):

Letter must be signed by an appropriately authorised person (e.g. manager, CEO, Board Chair) and must include, name, position, signature and date.

### Does the auspicing organisation have an Australian Business Number (ABN)? \*

Yes  No

### ABN of auspicing organisation

## Equipment Details

\* indicates a required field

### Purchase title: \*

## Community Equipment Grants Program Application Form

Provide a name for your purchase. Your title should be short but descriptive

**Please outline equipment details for this application \***

Must be no more than 20 words.

This should be a description of the project

**How does the purchase of this equipment align to the strategic priorities of Council as outlined by the Council Plan or Place Based Plan? \***

Must be no more than 150 words.

To refer to the Campaspe Shire Council Plan or Place Based Plans go to <https://www.campaspe.vic.gov.au/Our-council/Documents>

**Does this application respond to one or more of the program priority areas? \***

Must be no more than 150 words.

For Program Priority areas, refer to funding priorities tab on the Community Equipment Grants webpage at [www.campaspe.vic.gov.au](http://www.campaspe.vic.gov.au).

**How does the purchase of this equipment demonstrate innovation?\***

Must be no more than 150 words.

**How do you plan to engage the target groups this equipment is for? \***

Must be no more than 150 words.

**Do you have a plan for how this equipment will be used? Does your plan consider risks involved, and how you will work with partner organisations (if applicable)? \***



## Community Equipment Grants Program Application Form

Must be no more than 150 words.

### Reporting your success

**How will you know if you have achieved your intended outcomes? \***

Must be no more than 150 words.

**Will the project be carried out in partnership with other relevant organisations? \***

Yes  No

Name of organisation	Contact person	Role/contribution

### Partner organisation funding

**What is the amount to be funded by your partner organisation (if applicable)?**

\$

Must be a dollar amount.

**What will the grant funds be spent on?**

Equipment (specify)

**What is the total cost of the proposed purchases? \***

\$

Must be a dollar amount.

**What is the amount sought from Council? \***

\$

Must be a dollar amount. Maximum amount \$1,000

**What is the amount to be funded by your organisation? \***



## Community Equipment Grants Program Application Form

Must be a dollar amount.

**If any, how many volunteer hours will be contributed to this project? \***

Must be a number.

### Further information

*Attached is:*

**Supporting documents that may be appropriate (maximum of two pages)**

Attach a file:

Maximum 25mb, recommended size no bigger than 5mb

**Three quotes for purchases of any items**

Attach a file:

Maximum 25mb, recommended size no bigger than 5mb

### Previous Grants received from Council

**If applicable, please list all grants received from the Campaspe Shire Council in the past three years.**

Amount	Date received	Project, initiative or resource

### Application payment details

If successful, funds will be deposited directly to your nominated bank account.

Bank Name:	
Account Name:	
BSB:	
Account Number:	

### Certification

\* indicates a required field

I certify that to the best of my knowledge the statements made within this application are true and correct.

I also confirm that I have read and understood the conditions for funding as outlined in the



## Community Equipment Grants Program Application Form

[Campaspe Shire Council's Equipment Grants Program Guidelines](#) and accept and agree to abide by the conditions therein.

I also accept and agree to abide by any additional conditions outlined in any approval letter.

I agree \*  Yes  No

**Name of authorised person \***

Must be a senior staff member, board member or appropriately authorised volunteer

**Position \***

Position held in applicant organisation (e.g. CEO, Treasurer)

**Contact phone number \***

**Mobile number**

**Contact Email \***

Must be an email address.

**Date \***

Must be a date

### Feedback

You are nearing the end of the application process.

Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback.

**\*This section is not mandatory\***

**Please indicate how you found the online application process:**

Very easy  Easy  Neutral  Difficult  Very difficult



## Community Equipment Grants Program Application Form

**Please provide us with your suggestions about any improvements and/or additions to the application process/form that you think we need to consider.**



### 9.3 Business Assistance Grants Round One

Author	Department	Manager	General Manager
Community Executive Assistant	Community		General Manager Community

#### 1. SUMMARY

That Council approve six applications received for the Business Assistance Grants Program 2021-2022 Round One.

#### 2. RECOMMENDATION

That Council approve Business Assistance Grants as follows:

<b>\$1,490</b>	<b>The Port Folio, Echuca – to purchase additional easels for adult workshops.</b>
<b>\$3,000</b>	<b>The Social Wine Bar, Echuca – to develop the rear of their site along the interface with the Campaspe River Walk.</b>
<b>\$5,000</b>	<b>Echuca Distillery, Echuca – to purchase canning equipment to expand into a ready to drink range.</b>
<b>\$3,000</b>	<b>Bryants Buds Pty Ltd, Echuca – to assist with relocation costs and purchase of a cool room.</b>
<b>\$3,000</b>	<b>Fuzion Café, Echuca – to purchase outdoor dining equipment to enhance CBD activation.</b>
<b>\$10,000</b>	<b>Billabong Ranch Adventure Park Pty Ltd, Echuca – to purchase cabinets, mannequins, screens and surround sound &amp; a fit-out to complete visitor attraction</b>

#### 3. PURPOSE

To seek approval of the Administration's recommendations for the Business Assistance Grants Round One.

#### 4. DISCUSSION

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

The Business Assistance Grants Program has two rounds:

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

Total 2021/2022 Budget	December 2021 funds available	December 2021 allocation	Balance
<b>\$50,000</b>	<b>\$25,000</b>	<b>\$25,490</b>	<b>\$24,510</b>

Funding is available in four categories:

**1. Start up / new**

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

**2. Small business**

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

**3. Medium business**

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

**4. Large business**

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

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

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

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

- Total funds available for applications: \$25,000
- Total of applications received: \$57,481
- Total of grants allocated: \$25,490

Five applications were received in the **Start up/new business** category, only two met the assessment criteria.

Business name	Details of assistance requested	Amount requested	Project expenditure	Amount recommended
The Port Folio Echuca (Echuca)	Purchase of additional easels for adult workshops and a Point of Sale system	\$3,000	\$8,892	\$1,490
The Social Wine Bar (Echuca)	Engage the services of a landscaper and/or materials to develop the rear of the site along the interface with the Campaspe River walk. Planter boxes, feature fencing, decking, bin enclosures and beautiful landscaping will be designed to attract more people along the Campaspe River Walk	\$3,000	\$25,000	\$3,000
<b>TOTAL</b>		<b>\$6,000</b>	<b>\$33,892</b>	<b>\$4,490</b>

Five applications were received in the **Small business** category, only three met the assessment criteria.

Business name	Details of assistance requested	Amount requested	Project expenditure	Amount recommended
Echuca Distillery (Echuca)	Purchase canning machine including bench tops, compressor to power canning processing line, labels, filler tanks & tables.	\$5,000	\$65,000	\$5,000
Bryants Buds Pty Ltd (Echuca)	Assistance with relocation costs and purchase of a cool room.	\$5,000	\$6,250	\$3,000
Fuzion Café (Echuca)	Social Media Marketing, Signage, Planning Application fees, outdoor dining equipment.	\$5,000	\$30,000	\$3,000
<b>TOTAL</b>		<b>\$15,000</b>	<b>\$101,250</b>	<b>\$11,000</b>

Two applications were received in the **Medium business** category, only one met the assessment criteria:

Business name	Details of assistance requested	Amount requested	Project expenditure	Amount recommended
Billabong Ranch Adventure Park Pty Ltd (Echuca)	Purchase cabinets, mannequins, screens and surround sound & a fit-out to complete visitor attraction.	\$10,000	\$57,830	\$10,000
<b>TOTAL</b>		<b>\$10,000</b>	<b>\$57,830</b>	<b>\$10,000</b>

## 5. CONSULTATION

### Internal consultation:

- Assessment Panel
- EMG

### External consultation:

- Nil

### Councillors:

- 10 November 2021 Council Briefing Session.

## 6. POLICY AND LEGISLATIVE IMPLICATIONS

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no Council Policy and relevant law has been identified within this report.

## 7. FINANCIAL AND ECONOMIC IMPLICATIONS

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no economic sustainability issues for the municipality have been identified within this report.

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no issues of ongoing financial viability of the Council have been identified within this report.

## **8. ENVIRONMENTAL IMPLICATIONS**

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no environmental sustainability issues including mitigation and planning for climate change risks have been identified within this report.

## **9. SOCIAL IMPLICATIONS**

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no social implications for the municipality have been identified with this report.

## **10. RELEVANCE TO COUNCIL PLAN 2021-2025**

### **Resilient Economy**

- Facilitate and enable local enterprise, support existing businesses and develop stronger business networks.

## **11. ISSUES AND RISK MANAGEMENT**

### **Issues:**

#### **Issue 1:**

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

### **Risk:**

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

## **12. CONFLICT OF INTEREST**

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

## **13. 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*.

## **14. 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.

## **15. CONCLUSION**

Twelve applications were received for the Business Assistance Grants Program (Round one). It is recommended to approve six of these applications and advise all applicants, (successful and unsuccessful), in writing of their application outcome.

Council's contribution of \$25,490 will lead to the provision of projects to the value of \$192,972.

## 9.4 Business Development Small Grants

Author	Department	Manager	General Manager
Community Executive Assistant	Community		General Manager Community

### 1. SUMMARY

That Council consider a trial of a Business Development Small Grants Program to utilise any unspent funds from the 2021-22 Business Assistance Grants Program, at the conclusion of round two.

### 2. RECOMMENDATION

**That Council approve the allocation of any unspent funds from the 2021-22 Business Assistance Grants Program, towards the trial of a new Business Development Small Grants Program.**

### 3. PURPOSE

To seek approval to allocate any unspent funds, at the conclusion of round two, from the 2021-22 Business Assistance Grants Program towards the trial of a new grants program Business Development Small Grants Program.

### 4. DISCUSSION

The Business Assistance Program offers support to businesses that can demonstrate innovation, employment growth, capital spend and flow on economic activity. There is an annual budget allocation of \$50,000 for the program and in the past there has been unspent funds at the conclusion of round two of the program.

It is proposed that a new Business Development Small Grants Program be trialled to expend the total budget allocation for the 2021-22 financial year, should there be any unspent funds at the conclusion of round two.

The purpose of the grant is to support businesses to meet their governance requirements, undertake future planning for their business or develop new skills. This grant is targeted at businesses who have been negatively impacted by COVID to build internal capacity.

Expected outcomes for the Business Development Small Grants Program include but are not limited to:-

- financial assistance for start-ups and businesses impacted by COVID-19
- employment growth and greater diversity of skills,
- improved resilience of businesses
- enhanced business capacity to plan, operate and grow
- expansion of existing product, service offering and output
- increased awareness of research and development opportunities through collaboration with the higher education sector

The maximum suggested amount available for each application would be \$2,000.

It is proposed that this would be a competitive application process, with funds to be expended by 31 March 2022.

The grants would be open to businesses that have been trading for a period of more than 12 months and demonstrate capacity for continued sustainability and growth.

### 5. CONSULTATION

Internal consultation:

- Economic Development Manager

- EMG

Councillors:

- 10 November 2021 Council Briefing Session.

## **6. POLICY AND LEGISLATIVE IMPLICATIONS**

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no Council Policy and relevant law has been identified within this report.

## **7. FINANCIAL AND ECONOMIC IMPLICATIONS**

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no economic sustainability issues for the municipality have been identified within this report.

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no issues of ongoing financial viability of the Council have been identified within this report.

## **8. ENVIRONMENTAL IMPLICATIONS**

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no environmental sustainability issues including mitigation and planning for climate change risks have been identified within this report.

## **9. SOCIAL IMPLICATIONS**

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no social implications for the municipality have been identified with this report.

## **10. RELEVANCE TO COUNCIL PLAN 2021-2025**

### **Resilient Economy**

- Facilitate and enable local enterprise, support existing businesses and develop stronger business networks.

## **11. 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.

## **12. CONFLICT OF INTEREST**

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

## **13. 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*.

#### **14. 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.

#### **15. CONCLUSION**

It is proposed that a new Business Development Small Grants Program be trialled utilising any unspent budget allocation at the conclusion Business Assistance Grants Program (Round two).

The purpose of the grant is to support businesses to meet their governance requirements, undertake future planning for their business or develop new skills. This grant is targeted at businesses who have been negatively impacted by COVID to build internal capacity.

#### **16. ATTACHMENTS**

1. Guidelines - Business Development Small Grants Program [9.4.1 - 5 pages]
2. Application Form - Business Development Small Grants Program [9.4.2 - 3 pages]

## Business Development Small Grants Program

The purpose of the funding stream is to support businesses to meet their governance requirements, undertake future planning for their business or develop new skills. This funding stream is targeted at businesses who have been negatively impacted by COVID to build internal capacity.

Expected outcomes for the Business Development Small Grants Program include but are not limited to:-

- financial assistance for start-ups and businesses impacted by COVID-19
- employment growth and greater diversity of skills,
- improved resilience of businesses
- enhanced business capacity to plan, operate and grow
- expansion of existing product, service offering and output
- increased awareness of research and development opportunities through collaboration with the higher education sector

This is a competitive application process. Funds must be spent by March 31, 2022.

### Funding Amount

Up to \$2,000

### Specific Eligibility Requirements

This funding stream is open to businesses that have been trading for a period of more than 12 months and demonstrate capacity for continued sustainability and growth.

### Typical Projects

Projects and activities eligible for this funding stream include but are not limited to:

- training and education programs
- mentoring programs
- upskilling staff
- best practice resources and guides
- technology and systems
- development of strategies and plans
- strategic, business and financial planning activities (e.g. business plans, mentoring, program development, capital raising, membership)
- investment in marketing collateral

### Applications will be assessed against the following criteria

#### Address an identified skills gap

- Applicants must identify a knowledge or skills gap and demonstrate how the funded activity will address or remove this gap.

#### Improve operational activities

- Applicants must demonstrate how the proposed funded activity will create improvements to normal operational activities.

#### COVID impact

- Businesses must demonstrate how the funded activity will assist in COVID recovery.

#### Support local



- Campaspe Shire Council will preference the use of local suppliers and businesses where possible.

## Who can apply?

The Campaspe Shire Council Business Development Small Grants Program is available to Campaspe Shire Council businesses who:

- are a legal entity with an ABN, ACN or are incorporated or have an auspice that is a legal entity
- are based within the Campaspe Shire Council, meaning its principal place of business is located within the Campaspe Shire Council area
- can demonstrate the benefit to themselves and the communities within the Campaspe Shire
- have acquitted all previous Campaspe Shire Council grants
- have no outstanding debts to Council
- are not be part of a retail chain or franchise
- demonstrate the grant/contribution will be used for a purpose in accordance with the terms and conditions of this agreement
- demonstrate they are capable of delivering the proposed activity
- are compliant with all relevant local, state and federal legislation
- agree to being contacted to complete a post-grant survey

## What won't be funded?

Contributions and grants are not available for:

- Projects that have already started (that is, no retrospective funding)
- Businesses that have an adverse effect on, safety, the environment, or heritage or whose activities do not align with the Council's values
- Projects that have already been funded by Council
- Permanent staffing costs or ongoing operational costs
- Programs or activities considered the responsibility of State and Federal Government Projects that directly contravene Council policy
- Activities that could be perceived as benefiting a political party or party political campaign
- Activities that inhibit basic human rights, discriminate or encourage discriminatory behaviour
- Projects that are harmful to our residents or communities
- Projects that unnecessarily destroy or waste non-recurring natural resources, pollute land, air or water
- Market, promote or advertise products or services in a misleading or deceitful manner

## How do I apply?

### Application process

All applications must be submitted through the online application forms on the Campaspe Shire Council website: <https://www.campaspe.vic.gov.au>

Preview application forms can be downloaded to assist businesses in preparing their answers.

Read through the guidelines, terms and conditions and preview the application form before commencing your application.

Aim to upload your documents and submit your application well before the due date and time.

Applications commenced but not submitted will not be assessed by Council. Council does not accept submissions after the grant round has closed.

Campaspe Shire Council completes acceptance checks after applications are submitted.

**Key dates for the Grants Program:**

Xx November 2021 – Applications open  
 Xx December 2021 – Applications close  
 Xx January 2021 – Applicants notified of outcome  
 Xx February 2021 – Funding agreements due  
 31 March 2022 – Acquittal due

## Application support

Applications need to provide the requested supporting documentation.

All applicants are strongly encouraged to speak to the grants team to obtain advice and assistance before commencing their application.

To learn more about the Campaspe Shire Council Business Development Small Grants Program, including how to prepare a strong application you can:

- Visit our website at <https://www.campaspe.vic.gov.au>
- Contact us by email at [grants@campaspe.vic.gov.au](mailto:grants@campaspe.vic.gov.au)

## Assessment

All grant applications will be assessed against the criteria listed in the Business Development Small Grants Program Guidelines and submitted to an independent panel.

Grant submissions must be received by the date set in the guidelines.

Successful applicants will be advised by the Council of the outcomes

All grants must be acquitted by March 31, 2022.

## Agreements

All successful applicants are required to enter into an agreement with the Campaspe Shire Council and will require the acceptance of applicable terms and conditions.

The agreement outlines the reporting, monitoring and acquittal requirements for the grant.

It also outlines the dates and times of payments, as well as the deliverables required for each payment.

Once the funding agreement is submitted to council, funds will be direct deposited to the nominated bank account detailed in the application.

Applicants will have until 31 March 2022 to successfully acquit the grant, demonstrating that they have paid the full amount requested and delivered the proposed project.

## Further information

Information on the Campaspe Shire Council Business Development Small Grants Program is made available through the Council website and social media pages.

Support and guidance for applications who may require assistance to access application forms is available through Council's Economic Development unit.

You can find more information about the Campaspe Shire Council Business Development Small Grants Program on our website at <https://www.campaspe.vic.gov.au>

To contact us, please email [grants@campaspe.vic.gov.au](mailto:grants@campaspe.vic.gov.au).

## Terms and Conditions

1. The following terms and conditions apply to the following grant program administered by Campaspe Shire Council ABN 23 604 881 620 (Council) – Business Development Small Grants Program 2021/2022.
2. Information contained in any guidelines, forms and other information published by the Council in relation to the Grant (Information) forms part of these terms and conditions. Submission of a Grant application constitutes deemed acceptance of these terms and conditions by the Applicants.
3. Applicants must meet the relevant Grant eligibility requirements set out in the application form and other Information. Applications submitted by persons who do not meet the relevant criteria will be deemed invalid. The Council reserves the right to make further enquiries with Applicants to determine eligibility.
4. The Council will accept Grant applications from 8:30am AEST on xx November 2021 until 5:00pm AEST on xx November 2021 (Application Period).
5. Applications received by the Council outside of the Application Period will be deemed invalid.
6. To apply, eligible Applicants must, during the Application Period, submit a complete Grant application form online via the Campaspe Shire website.  
  
Incomplete or indecipherable Grant applications will be deemed invalid.
7. Applications will be determined at the discretion of the Council (or whatever person or panel is appointed by the Council for that purpose) based on the relevant eligibility criteria.

The determination is final and no correspondence will be entered with Applicants.

8. Submission of a complete and valid Grant application does not guarantee the success of that application. From time to time Grants will be oversubscribed and it is not possible to fund every valid application.
9. Successful applicants will be required to enter into a grant agreement with the Council, on terms required by the Council, to obtain the Grant.
10. Applicants' personal information will be collected by the Council and used for the purposes of administering this Grant program. Failure to provide personal information where required on the relevant Grant application form may render the application invalid.

Note the Council is bound by the information privacy principles set out in the Privacy and Data Protection Act 2014 (Vic).

DRAFT

# Business Development Small Grants Program Application Form

Business trading name **Required**

ABN/ACN **Required**

Street address **Required**

Suburb **Required**

Postcode **Required**

Brief description of what your business does. **Required**

Website (if applicable)

Facebook (if applicable)

Provide a brief description of how you would use the funding. **Required**

Explain how the funded activity will improve your business. **Required**

How will the funding assist in COVID recovery? **Required**

How will your business be using local suppliers for the funding activity? **Required**

Total project cost? **Required**

Total amount of funding sought? **Required** Note that the maximum funding available for this stream is up to \$2,000

Provide a breakdown of the estimated expenditure for the project. **Required**

This is an optional feature to attach supporting documentation to your application i.e. business plans, images, quotes, budget.

Choose file...

Max files: **3** Allowed file types: **pdf,doc,docx,xls,xlsx,png,jpg,jpeg** Size limit: **5.00 MB**

## Bank Details

---

Bank name:

Account name:

BSB: \_\_\_\_\_ Account number:

*This section must be completed, as should your application be successful the funding amount will be deposited directly into your bank account*

## Confirmation

---

I confirm that I have read and understood the following documents: **Required**

- [Program Guidelines](#)
- [Terms and Conditions](#)
- [Eligibility Criteria](#)

I understand the following payment schedule will apply if I am successful in this application: **Required**

- A funding agreement will be emailed to the successful applicant upon awarding of the grant.
- The business will complete and return the funding agreement.
- Upon return of the signed funding agreement funds will be direct deposited to the bank account nominated in the application.

- To fully acquit the grant, the applicant will need to demonstrate that they have **paid for and delivered the proposed project in full**.
- The acquittal form is to be submitted no later than March 31, 2022.

### Authorised Representative

---

First Name **Required**

Last Name **Required**

Position **Required**

Phone number **Required Mobile preferred**

Email **Required**

I declare that I am authorised for and on behalf of the Applicant/Business nominated in this application to provide this Declaration and to submit this Application, and the information provided in this Application (including attachments) is true and correct to the best of my knowledge. **Required**

Do you have any conflicts of interest to declare, such as an established relationship with the Campaspe Shire Council or nominated supplier(s)? **Required**

## 9.5 10 Year Capital Works Program

Author	Department	Manager	General Manager
Capital Works Coordinator	Projects & Facilities	Manager Projects & Facilities	General Manager Infrastructure

### 1. SUMMARY

This report provides Council with the latest update of the Ten-Year (10Yr) Capital Works Program with effect from the 2021/22 financial year. It also provides a summary of significant changes from the program previously adopted in July 2020.

### 2. RECOMMENDATION

**That Council:**

1. **Adopt the 10Yr Capital Works Program for works ending 30 June 2031.**
2. **Note the changes from the 2020/21 10Yr Capital Works Program adopted in July 2020.**
3. **Note that further work will continue to be undertaken to refine the 10Yr Capital Works Program including Disposals, Acquisitions and Programmed Maintenance during the 2021/22 FY.**
4. **Note that the 10Yr Capital Works Program is subject to annual review.**

### 3. PURPOSE

To provide Council with the latest iteration of the 10Yr Capital Works Program (CWP) for adoption with effect from 2021/22 financial year, including the changes from the 10Yr Capital Works Program adopted in July 2020.

### 4. DISCUSSION

In accordance with Section 91 of the Local Government Act 2020, councils are required to develop a 10Yr Financial Plan including a 10Yr CWP by July 2022.

On the 18 August 2020, Council adopted the 10Yr CWP for works ending 30 June 2030.

10Yr CWP is reviewed annually and presented to Council for adoption. This is done to consider changes and opportunities that are identified through the year and are informed by such things as asset condition assessments, strategic considerations, and funding announcements such as the Local Roads and Community Infrastructure (LRCI) funding.

This is the first review year for the 10Yr CWP. Amendments to the previous 10Yr CWP are recommended in the follow asset classes:

#### **Bridges**

- Several project delivery years have been delayed allowing for a full review of condition across the asset class.
- Quirks Bridge barrier project has been removed as works were completed in 2020/21.

#### **Buildings and Structures**

Inclusion of:



- Kyabram Plaza Theatre Shop works (2021/22)
- Rushworth Band Room demolition (2021/22)
- Campaspe Community Children's Centre Works (2021/22)
- Echuca Council Offices - Partial Re-Roof and Plant Structure Renewal (2021/22)
- Echuca Council Offices - Refurbishment – design only in 2021/22, (construction in subsequent years)
- Review of Holiday Park Master Plan Implementation further to Council Report in October 2021.
- Inclusion of Projected Spend from years 5 onwards.

### **Footpaths and Cycleway**

Inclusion of Breen Avenue as this had been omitted in previous version. New projects:

- Echuca Anstruther Street Footpath (Aldi) (2022/23)
- Echuca Shared Pathway – Wet dock to Wharf (design from 2022/23)
- Echuca River Reserve Development - Riverboat Dock to Vic Park (design from 2022/23)
- Campaspe River Shared Path renewal – Radcliff Street to Warren Street (design from 2025/26).

### **Open Spaces and Recreation**

Inclusion of:

- Rochester Recreation Reserve Moon Oval Lighting Upgrade - design only in 2021/22, construction in subsequent years
- Kyabram Northern Oval Drainage Upgrade (2021/22)
- Lockington Multi-Purpose Court Upgrade (design 2022/23)
- Marungal Bend Park Upgrade (2022/23)
- Inclusion of indicative netball facilities upgrade program following briefing to Council in September 2021.

### **Pools**

Several pool/aquatic projects have been deferred pending the outcome of the Aquatic review.

### **Retaining Walls**

Additional design works to be included further to receipt of condition data. The construction costs for these works will not be known until the designs are undertaken.

### **Roads**

Inclusion of:

- Northern Highway Service Roads (design 2021/22)
- Echuca Murray Valley Highway Service Roads (design 2021/22)
- High Street Echuca streetscape - Radcliff Street to Warren Street (design only 2023/24 to inform construction costs).

- Reduction in projected spend for Shire Sealed Road Resurfacing Program in 2022/23 due to some \$1.0M of work brought forward from 2021/22 to 2020/21 financial year.

Further scoping and site visits have taken place to ratify sealed road projects for years 1 and 2. Some sections have been removed and will be included in the maintenance program.

A high-level review and levelling of renewal spend across years for regular programs of work has been completed (e.g., Kerb and Channel, Re-sheeting, Shoulders and Seals). This has included merging works by location and removing duplicate records or where works have been completed as part of other projects. Further work is continuing to refine the data in this asset class.

## **Land**

Inclusion of:

- Echuca Industrial Estate Construction 2022/23 (grant dependent).
- Rochester Industrial Estate Design 2022/23.

## **Marine Vessels**

The regular annual capital spend on marine vessels has been deferred to 2022/23 as all boats will continue to be worked this year due to the program carrying over because of slip access issues.

## **Stormwater and Flood Control**

Inclusion of the Kyabram Flood Study Mitigation Program following adoption of the Kyabram Flood Study. Work to further scope the works will be completed over the coming months.

## **Waste**

Inclusion of the 10 Year Waste program.

## **Works delivered early**

Due to Local Road and Community Infrastructure (LRCI) funding several projects have been brought forward and delivered in the 2020/21 financial year, and therefore either modified or removed from the forward CWP:

- New and Upgrade footpaths (missing links)
- DDA works
- Collins Street, Colbinabbin.

## **General**

The latest program is attached.

Each iteration of the CWP, aligning with the annual budget process, will be subject to further interrogation, refinement and review by the relevant service managers and asset owners as our data matures.

The current figures from year three through to year 10 of the CWP are produced using 'Predictor', a system that estimates future capital costs based on known life span of assets and assists with future financial and resource planning.

In 2021/22 Council's building stock will be audited and assessed again. This will provide up to date data and better inform service planning, asset management decision making and the 10Yr CWP. In addition, outcomes from the planned 'Community Facility Plans' developed by the Community Development team as part of the ongoing Place Based Planning program will also be considered in the next version of the 10 Yr CWP.

The maturing of data is an ongoing process based on asset condition assessments, ground truthing, and the introduction of maintenance, acquisitions, and disposal programs. As the asset management planning progresses, figures are refined within the 10Yr CWP. This will begin this financial year with the development of strategic asset plans.

## 5. OPTIONS

### Option 1: Adoption of the 10Yr Capital Works Program as presented.

This option is recommended by officers.

### Option 2: Not adopt the 10Yr Capital Works Program.

This option is not recommended by officers.

## 6. CONSULTATION

### Internal consultation:

- Service Managers
- EMG
- Strategic Assets
- Road Services

### Councillors:

- June 2021 Council Briefing Session
- 21 July Council Meeting
- 18 August 2021 Council Meeting
- 10 November 2021 Briefing Session

## 7. POLICY AND LEGISLATIVE IMPLICATIONS

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no Council Policy and relevant law has been identified within this report.

## 8. FINANCIAL AND ECONOMIC IMPLICATIONS

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and issues of ongoing financial viability of the Council have been identified within this report.

## 9. ENVIRONMENTAL IMPLICATIONS

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no environmental sustainability issues including mitigation and planning for climate change risks have been identified within this report.

## 10. SOCIAL IMPLICATIONS

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and social implications for the municipality have been identified with this report.

## 11. RELEVANCE TO COUNCIL PLAN 2021-2025

### **Balanced Services and Infrastructure**

- Manage and maintain assets to optimise their lifecycle considering social, economic, and environmental sustainability.

- Plan and advocate for services and infrastructure to meet community need.
- Relinquish services and assets that no longer meet community need.

### **Responsible Management**

- Enable the delivery of services, facilities, and programs to the community through sound corporate governance and fiscal responsibility.

## **12. ISSUES AND RISK MANAGEMENT**

### **Issues:**

#### Issue 1: Changes in Legislation

Certain changes in Government Legislation can impact on costs associated with capital works projects. For example, changes in the Environmental Protection Act requires Council to increase the transparency and traceability of contaminated soils. Building and Road Construction are considered examples of “Industrial Waste” and must be registered. It is unknown how this will affect the cost of future capital works, which could impact on the 10Yr CWP.

#### Issue 2: Government Grants:

There is uncertainty around what Government Grants may or may not be available in future years. An increase in available funds would bring forward projects that are planned over the next few years, impacting on the 10yr CWP.

#### Issue 3: Changes in Service Planning and Political influences

Priorities on future capital works programs can change. Certain assets may lose their significance and no longer be considered useful or valuable, impacting on renewal works within the 10Yr CWP.

#### Issue 4: Cost Escalation risk

Cost fluctuation results when changes occur to the price of specific goods or services over a period. It may be a result of inflation, market volatility, labour and skill shortages, construction congestion and demand. These may all impact on the 10Yr CWP.

### **Risk:**

The risks associated with the 10Yr CWP, highlighted within the fundamental issues above can all be managed through the annual review process. It is to be noted that the 10Yr CWP is a ‘live’ working document, iterative by nature and modified as required and approved each financial year by Council.

## **13. CONFLICT OF INTEREST**

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

## **14. 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*.

## **15. 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.

## **16. CONCLUSION**

This report provides Council with the latest iteration of the Ten-Year (10Yr) Capital Works Program with effect from the 2021/22 financial year for its consideration and adoption as a requirement of the *Local Government Act 2020*.

A summary of significant changes from the program previously adopted in July 2020 have been included. This process of development and refinement of the forward 10Yr CWP will continue as data is updated, interrogated, and refined with the next version (2022) to include Disposals, Acquisitions and Programmed Maintenance activities.

## **17. ATTACHMENTS**

1. 2122 10 YEAR CWP V 2 011121 SUMMARY [9.5.1 - 4 pages]

**Ten Year Capital Works Program**  
For the ten years ending 30 June 2031



	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	
<b>Renewal</b>											
<b>Bridges</b>											
Bridges	46,500	741,879	2,978,699	1,720,026	1,404,017	1,237,995	1,312,274	1,391,011	1,474,471	1,562,940	13,869,812
<b>Buildings &amp; Structures</b>											
Buildings & Structures	720,500	1,806,345	1,758,075	1,351,180	1,625,280	1,520,730	1,514,730	1,633,040	1,667,422	1,767,468	15,364,767
<b>Footpaths &amp; Cycleways</b>											
Footpaths & Cycleways	733,500	578,123	578,123	578,123	578,123	578,123	578,123	578,123	578,123	578,123	5,936,607
<b>Irrigation</b>											
Irrigation	100,000	106,000	112,360	119,101	126,247	133,822	141,851	150,363	159,384	168,947	1,318,075
<b>Kerb &amp; Channel</b>											
Kerb & Channel	1,700,000	1,224,697	1,734,976	1,841,384	1,540,007	4,450,000	4,450,000	4,650,000	4,450,000	3,150,000	29,191,064
<b>Marine Vessels</b>											
Marine Vessels	-	180,000	190,800	202,248	214,382	227,245	240,880	255,333	270,653	286,892	2,068,433
<b>Open Spaces &amp; Recreation Assets</b>											
Playing Surfaces & Courts	690,000	50,000	50,000	136,000	413,000	110,000	750,000	603,000	75,000	50,000	2,927,000
<b>Plant &amp; Equipment</b>											
Plant & Equipment	2,756,198	3,641,256	2,015,017	2,492,021	1,929,998	1,058,900	6,173,163	1,963,731	2,558,500	2,372,810	26,961,594
<b>Roads</b>											
Gravel Roads	2,500,000	3,154,481	3,154,481	3,154,481	3,154,481	3,154,481	3,154,481	3,154,481	3,154,481	3,154,481	30,890,325
Sealed Roads	5,549,500	8,992,630	6,606,050	6,097,984	5,311,299	6,161,554	5,511,472	8,761,447	10,661,659	6,761,666	70,415,261
<b>Stormwater &amp; Flood Control</b>											
Stormwater & Flood Control	640,000	700,000	424,000	449,440	476,404	504,988	535,288	567,404	601,452	637,536	5,536,512
<b>Swimming Pools</b>											
Pools & Equipment	50,000	150,000	50,000	50,000	50,000	250,000	220,000	50,000	60,000	63,600	993,600
<b>Total Renewal</b>	<b>15,486,198</b>	<b>21,325,410</b>	<b>19,652,580</b>	<b>18,191,987</b>	<b>16,823,237</b>	<b>19,387,837</b>	<b>24,582,261</b>	<b>23,757,933</b>	<b>25,711,145</b>	<b>20,554,463</b>	<b>205,473,050</b>

N.B. Planning document only. Subject to review annually.

1/11/2021

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**Ten Year Capital Works Program**  
For the ten years ending 30 June 2031



	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	
<b>Upgrade</b>											
<b>Buildings &amp; Structures</b>											
Buildings	1,638,000	3,274,000	1,745,000	560,000	580,000	818,000	1,072,000	-	-	-	9,687,000
<b>Footpaths &amp; Cycleways</b>											
Footpaths & Cycleways	1,730,000	-	624,250	177,000	250,000	101,000	267,000	24,000	-	-	3,173,250
<b>Land Improvements</b>											
Land	2,200,000	-	-	-	-	-	-	-	-	-	2,200,000
<b>Open Spaces &amp; Recreation Assets</b>											
Playing Surfaces & Courts	380,000	1,455,100	2,018,000	800,000	125,000	-	-	-	-	-	4,778,100
<b>Roads</b>											
Gravel Roads	-	-	55,000	900,000	-	-	-	-	-	-	955,000
Sealed Roads	2,848,500	5,238,000	3,180,000	-	-	-	20,000	-	-	-	11,286,500
<b>Stormwater &amp; Flood Control</b>											
Stormwater & Flood Control	220,000	50,000	500,000	500,000	500,000	500,000	500,000	-	-	-	2,770,000
<b>Swimming Pools</b>											
Pools & Equipment	-	88,000	1,783,000	1,783,000	450,000	805,000	-	1,375,000	2,207,000	-	8,491,000
<b>Waste</b>											
Waste Reserve funded projects	-	200,000	600,000	435,000	-	-	-	-	-	-	1,235,000
<b>Total Upgrade</b>	<b>9,016,500</b>	<b>10,305,100</b>	<b>10,505,250</b>	<b>5,155,000</b>	<b>1,905,000</b>	<b>2,224,000</b>	<b>1,859,000</b>	<b>1,399,000</b>	<b>2,207,000</b>	<b>-</b>	<b>44,575,850</b>

**N.B. Planning document only. Subject to review annually.**

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**Ten Year Capital Works Program**  
For the ten years ending 30 June 2031



	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31
<b>New</b>										
<b>Buildings &amp; Structures</b>										
Buildings	406,000	625,000	90,000	-	-	-	-	-	-	1,121,000
<b>Footpaths &amp; Cycleways</b>										
Footpaths & Cycleways	1,800,000	1,124,250	500,000	2,343,000	550,000	401,000	567,000	324,000	300,000	7,909,250
<b>Land Improvements</b>										
Land	-	-	4,150,000	2,000,000	-	-	-	-	-	6,150,000
<b>Marine Vessels</b>										
Marine Vessels	20,000	-	-	-	-	-	-	-	-	20,000
<b>Open Spaces &amp; Recreation Assets</b>										
Open Spaces & Recreation Assets	-	-	-	-	-	-	-	-	-	-
<b>Plant &amp; Equipment</b>										
Plant & Equipment	87,000	-	-	-	-	-	-	-	-	87,000
<b>Roads</b>										
Other Road Elements	170,000	-	-	25,000	-	550,000	-	-	-	745,000
<b>Stormwater &amp; Flood Control</b>										
Stormwater & Flood Control	-	-	50,000	-	-	-	-	-	-	50,000
<b>Total New</b>	<b>2,483,000</b>	<b>1,749,250</b>	<b>4,790,000</b>	<b>4,368,000</b>	<b>550,000</b>	<b>951,000</b>	<b>567,000</b>	<b>324,000</b>	<b>300,000</b>	<b>16,082,250</b>

N.B. Planning document only. Subject to review annually.

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**Ten Year Capital Works Program**  
For the ten years ending 30 June 2031



	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31
<b>Grant Dependent</b>										
<b>Bridges</b>										
Moorings	-	25,000	530,000	500,000	-	-	-	-	-	1,055,000
<b>Roads</b>										
Sealed Roads	-	465,000	1,700,000	-	-	-	-	-	-	-
<b>Total Grant Dependent</b>	-	490,000	2,230,000	500,000	-	-	-	-	-	3,220,000
<b>TOTAL CAPITAL WORKS</b>	26,985,698	33,869,760	37,177,830	28,214,987	19,278,237	22,562,837	27,008,261	25,480,933	28,218,145	20,554,463

**N.B. Planning document only. Subject to review annually.**

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## 9.6 Policy 126 - Procurement policy

Author	Department	Manager	General Manager
Manager Finance	Finance	Manager Finance	General Manager Corporate

### 1. SUMMARY

The Procurement Policy (Policy 126) sets out the procurement framework for the purchase of goods, services or works in accordance with the *Local Government Act 2020 (the Act)*. The Act requires Council to adopt the Procurement Policy under the Act by 31 December 2021.

The policy has been developed in collaboration with the Loddon Mallee Regional Procurement Excellence Network.

The Procurement Policy now incorporates the requirements of the current Creditor Management Policy (Policy 150), and on this basis it is recommended the Creditor Management Policy be revoked.

### 2. RECOMMENDATION

**That Council:**

- 1. Adopt Policy 126 - Procurement Policy, appended as Attachment 1.**
- 2. Revoke Policy 150 - Creditor Management, appended as Attachment 2.**

### 3. PURPOSE

To adopt the Procurement policy (Policy 126) which sets out the procurement framework for the purchase of goods, services or works in accordance with the Act and to revoke the Creditor Management Policy (Policy 150).

### 4. DISCUSSION

Council's current Procurement Policy has been in place for many years and has served Council well in the procurement of goods, services and works.

In accordance with Section 108 of the *Local Government Act 2020* Council is required to adopt a Procurement Policy within six months of the commencement of Section 108. The time frame requires the policy to be adopted by the 31 December 2021. The policy has been developed in collaboration with the Loddon Mallee Regional Procurement Excellence Network and incorporates the requirements of Council's current Creditor Management Policy (Policy 150).

Key features of the new draft Procurement Policy include:

- Strengthening and clarifying the compliance and control measures in place to support accountable procurement practice including ethics, probity, conduct of councillors and staff and management of conflicts of interest, refer section 4.4 of the draft Policy.
- Inclusion of the complaints handling process in relation to procurement activity.
- Introduction of a detailed section on collaborative procurement.
- Setting of procurement thresholds for all procurement activity including public tenders.

The draft Procurement Policy was tabled for review by the Audit and Risk Committee at its meeting held on 28 October 2021. Feedback from the Audit and Risk Committee was very positive of the draft policy and the level of detail contained within the document. Part of the feedback suggested the need to:

- Clarify references to GST through the document for consistency.
- Clarify the wording within 4.6.5.4 Probity Advisor to clarify that in addition to the occasions a Probity Advisor is appointed, a Probity Advisor can be appointed at other times at any stage of the procurement process.
- Add additional wording under section 4.6.6 Collaborative Procurement, that referred to acting in accordance with the prohibitions of anti-competitive conduct defined within the Competition and Consumer Act 2020.

These suggestions have been incorporated into the draft Procurement Policy.

It is recommended Policy 150 Creditor Management be revoked, as it is no longer required.

## **Options**

### Option 1: Adopt the Procurement Policy

Summary of option

Adoption of the policy will meet the requirements of the Act

This option is recommended by officers.

### Option 2: Not adopt the Procurement Policy

Summary of option

Not adopting the policy will mean Council will not meet the requirements of the *Local Government Act 2020* within the required timeframe.

This option is not recommended by officers.

## **5. CONSULTATION**

### Internal consultation:

- Contracts and Procurement Manager
- Manager Finance
- Executive Management Group
- Audit and Risk Committee on 28 October 2021

### External consultation:

- Loddon Mallee Regional Procurement Excellence Network.

### Councillors:

- 03 11 2021 Council Briefing Session.

## **6. POLICY AND LEGISLATIVE IMPLICATIONS**

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no Council Policy and relevant law has been identified within this report.

## **7. FINANCIAL AND ECONOMIC IMPLICATIONS**

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no economic sustainability issues for the municipality have been identified within this report.

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no issues of ongoing financial viability of the Council have been identified within this report.

## **8. ENVIRONMENTAL IMPLICATIONS**

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no environmental sustainability issues including mitigation and planning for climate change risks have been identified within this report.

## **9. SOCIAL IMPLICATIONS**

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no social implications for the municipality have been identified with this report.

## **10. RELEVANCE TO COUNCIL PLAN 2021-2025**

Not applicable

## **11. ISSUES AND RISK MANAGEMENT**

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

## **12. CONFLICT OF INTEREST**

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

## **13. 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*.

## **14. 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.

## **15. CONCLUSION**

*The Act* requires Council to adopt a Procurement Policy that complies with the new requirements of *the Act*, the policy must be adopted within six months of the commencement of Section 108. The policy has been developed in collaboration with the Loddon Mallee Regional Procurement Excellence Network and incorporates the current Policy 150 objectives, as a result of this Policy 150 can be revoked.

## **16. ATTACHMENTS**

1. 126 Procurement Policy - draft [9.6.1 - 18 pages]
2. 150- Creditor-management [9.6.2 - 2 pages]

# Procurement

<b>Council Policy Number</b>	<b>126</b>
Date adopted	17 November 2021
Scheduled for review	November 2025



Council Policy

Council Policy

Council Policy

Council Policy

## 1. Preamble

This policy is made under Section 108 of the [Local Government Act 2020 \(the Act\)](#). The Act requires each council to:

- Prepare and adopt a procurement policy which specifies the principles, processes and procedures applying in respect of the purchase of goods and services and carrying out of works by the Council; and
- Review its procurement policy at least once during each 4-year term of the Council.

## 2. Purpose

This policy outlines the guidelines in relation to the procurement of goods, services and works by Council in the delivery of services to the community and the operations of the organisation.

## 3. Definitions

Act	Local Government Act 2020 ( <i>The Act</i> )
Collaborative Procurement Arrangement	A contract established by the Council, government or a nominated agent, such as Procurement Australasia (PA), Municipal Association of Victoria (MAV), Loddon Mallee Procurement Network of Councils or a local government entity, for the benefit of numerous state, federal and/or local government entities that achieves best value by leveraging combined economies of scale.
Commercial in Confidence	Information that, if released, may prejudice the business dealings or commercial interests of Council or another party, e.g. prices, discounts, rebates, profits, methodologies, and process information, etc.
Conflict of Interest	A conflict of interest exists when private interests conflict with public duty. In a situation where private interests may benefit from or be adversely affected by public duty a conflict of interest probably exists and it should be declared.
Contract Management	The process that ensures all parties to a contract fully meet their respective obligations as efficiently and effectively as possible, in order to deliver the contract objectives and provide Value for Money.
Council	Campaspe Shire Council
Councillors	Council's elected representatives (the Mayor and Councillors) or Administrator(s) appointed to act in this capacity.
IBAC	Independent Broad-based Anti-Corruption Commission

Indigenous Business	An Indigenous Business is one that is at least 50% owned by an Aboriginal or Torres Strait Islands person(s) (consistent with Supply Nation's definition). <a href="https://supplynation.org.au/benefits/indigenous-business/">https://supplynation.org.au/benefits/indigenous-business/</a>
Local Business(es)	A commercial business with an operational premises that is physically located within the municipal borders.
Loddon Mallee Procurement Network (LMRN)	The 10 councils comprising the LMPN, being the Buloke Shire Council, Campaspe Shire Council, Central Goldfields Shire Council, City of Greater Bendigo, Gannawarra Shire Council, Loddon Shire Council, Macedon Ranges Shire Council, Mildura Rural City Council, Mount Alexander Shire Council and Swan Hill Rural City Council.
Principles	Procurement principles are the fundamental propositions or forces that serve as the foundation for the policy and will govern procurement practices and decision making.
Probity	Within government, the term "probity" is often used in a general sense to mean "good process". A procurement process that conforms to the expected standards of probity is one in which clear procedures that are consistent with the Council's policies and legislation, are established, understood, and followed from the outset. These procedures need to consider the legitimate interests of suppliers and ensure that all potential suppliers are treated equitably.
Procurement	Procurement is the whole process of acquisition of external goods, services and works. This process spans the whole life cycle from initial concept through to the end of the useful life of an asset (including disposal) or the end of a service contract.
Procurement Manual	The manual containing the specific operational methodologies used during procurement processes.
Public Advertising	Public Advertising is online/digital through Council's eTender Portal
Schedule of Rates Contract	A standing offer arrangement based on a Schedule of Rates contract that sets out rates for goods and services which are available for the term of the agreement but without a commitment to purchase a specified value or quantity of goods or services.
Social Economic Benefit	The positive impacts on people, places or communities generated through procurement practices in the Loddon Mallee Region.
Staff	Includes all Council officers, temporary employees, contractors, volunteers and consultants while engaged by Council.
Supplier Panels	Panels of suppliers or vendors who can supply goods, works or services. Panels are contracts that have already been tendered and are based on categories such as trade services and plant hire. Panels mean that Council staff can request a quotation (from suppliers on the panel) without publicly inviting tenders (noting that the number of quotations requested still needs to be compliant with the policy).
Suppliers	Any organisation which supplies goods or services to Council including but not limited to, contractors, subcontractors, manufacturers, wholesalers, retailers and consultants.
Sustainability	Activities that meet the needs of the present without compromising the ability of future generations to meet their needs.

Council Policy

Council Policy

Council Policy

Council Policy

Tender Process	The process of inviting parties from either a select list or via public advertisement to submit an offer by tender followed by evaluation of submissions and selection of a successful bidder or tenderer in accordance with pre-determined evaluation criteria.
Total Contract Sum	The potential total value of the contract including: <ul style="list-style-type: none"> <li>• costs for the full term of the contract, including any options for either party to extend the contract;</li> <li>• applicable goods and services tax (GST);</li> <li>• anticipated contingency allowances or variations, and</li> <li>• all other known, anticipated and reasonably foreseeable costs.</li> </ul>
Value for Money	Value for Money in procurement is about selecting the supply of goods, services and works taking into account both cost and non-cost factors including: <ul style="list-style-type: none"> <li>• contribution to the advancement of Council's priorities, fitness for purpose, quality, service and support, and</li> <li>• whole-of-life costs and transaction costs associated with acquiring, using, holding, maintaining and disposing of the goods, services or works.</li> </ul>

Council Policy

Council Policy

Council Policy

Council Policy

#### 4. Policy Statement

Council will adhere to all required provisions in the Local Government Act 2020 and the Competition and Consumer Act 2010 in all procurement matters and maintain consistency with any Victorian Local Government Best Practice Procurement Guidelines.

##### 4.1. Scope and Application

This Policy applies to all procurement activities and is applicable to the Council, council staff and all persons undertaking procurement on Council's behalf.

This Policy will assist achieve Council objectives such as obtaining Value for Money, supporting local economies and sustainable and socially responsible procurement, leading to a better result in the provision of goods, services and works for the benefit of the community.

This Policy provides direction on the conduct of procurement activities throughout the sourcing, management and disposal phases. It does not extend to the related accounts payable processes.

The Council and council staff must comply with this Procurement Policy before purchasing or entering a contract for, the purchase of goods, services or the carrying out of works.

##### 4.2. Objectives

This Policy is consistent with the requirements of Section 108 (2) of the Act and will:

- Promote open and fair competition and provide value for money;
- Provide clear guidelines to the Council to promote consistency and control over procurement activities;
- Demonstrate accountability to ratepayers and residents;
- Provide guidance on ethical behaviour in public sector procurement;
- Demonstrate the application of best practice in procurement activities;
- Demonstrate the consideration of sustainability in procurement with respect to social, economic and environmental factors;
- Increase the probability of obtaining the best outcome for the municipal community when procuring goods and services and delivering works; and
- Promote collaborative procurement.

These objectives will be achieved by requiring that the Council's contracting, purchasing and contract management activities:



- Support the Council's corporate strategies, aims and objectives;
- Span the whole life cycle of an acquisition and take sustainability and environmental benefit considerations into account;
- Achieve demonstrable value for money;
- Are conducted in, and demonstrate, an impartial, fair and ethical manner;
- Seek continual improvement through innovative and technological initiatives, and
- Generate and support Local Business when value for money is evidenced.

#### 4.3. Application of GST

All monetary values stated in this policy include GST, unless specifically stated otherwise.

#### 4.4. Effective Legislative, Policy Compliance and Control

##### 4.4.1. Ethics and Probity

Council's procurement activities will be performed in an open, transparent and ethical manner that demonstrates integrity, fairness and accountability to meet relevant legal requirements.

All tender processes will be conducted in accordance with the requirements of this Procurement Policy and any associated procedures, relevant legislation, relevant Australian Standards, Commercial Law and the Act.

##### 4.4.2. Conduct of Councillors and Council Staff

Councillors and council staff will at all times conduct themselves in ways that are in accordance with the Councillor Code of Conduct or the Employee Code of Conduct respectively, perform their duties ethically and with integrity and must:

- Treat potential and existing suppliers with equality and fairness;
- Not use their position to seek or receive personal gain in procurement matters;
- Maintain confidentiality of Commercial in Confidence information;
- Present the highest standards of professionalism and probity;
- Provide suppliers and tenderers with the same information and an equal opportunity to tender or quote for goods, services and works contracts;
- Be able to account for all decisions and demonstrate and provide evidence of the processes followed;
- Not perform any work under any Council contracts they are supervising i.e. Council staff cannot also work for the relevant supplier;
- Query incidents, decisions or directions that appear to contradict or deviate from Council's standards of ethics, probity or established policies and procedures; and
- Ensure that this policy and Council's Procurement guidelines are adhered to in relation to the expenditure of Council funds.

##### 4.4.3. Conflict of Interest

Councillors and council staff must, at all times, avoid situations which may give rise to an actual or perceived conflict of interest. A conflict of interest may be a 'general' or a 'material' conflict of interest.

A person has a general conflict of interest in a matter if an impartial, fair-minded person would consider that the person's private interests could result in that person acting in a manner that is contrary to their public duty.

A person has a material conflict of interest in a matter if an affected person would gain a benefit or suffer a loss depending on the outcome of the matter. The benefit or loss may be direct or indirect and pecuniary or non-pecuniary. Affected persons include, among others, the member of staff and their family members.

Council staff involved in the procurement process, in particular preparing tender documentation, writing tender specifications, opening tenders, participating in tender evaluation panels, preparing a recommendation report; and Councillors and council staff awarding tenders must:



- Avoid material or general conflicts of interest, whether actual, potential or perceived;
- Declare if they have a conflict of interest in respect of the procurement. Staff participating in tender evaluation panels must complete a conflict of interest declaration. Staff must declare any actual or perceived conflicts in line with Council's internal processes for reporting conflicts of interest; and
- Observe prevailing Council and Government guidelines on how to prevent or deal with conflict of interest situations; and not take advantage of any tender related information, whether or not for personal gain.

#### 4.4.4. Fair and Honest Dealing

All prospective contractors and suppliers must be treated impartially and afforded an equal opportunity to tender or submit a quotation.

Any suspected improper conduct, including fraud, corruption, substantial mismanagement of public resources, risk to public health and safety, risk to the environment, or detrimental action should be managed in accordance with Council's Disciplinary Action Procedure for staff or the Councillor Code of Conduct for Councillors.

#### 4.4.5. Probity, Accountability and Transparency

Accountability in procurement means being able to justify and provide evidence of the process followed. An independent third party must be able to see clearly that a process has been followed and that the process was fair and reasonable.

Council staff must be able to account for all procurement decisions and ensure all procurement activities leave an audit trail for monitoring and reporting purposes.

#### 4.4.6. Gifts and Benefits

Any gift or benefit offered to a Councillor or staff member will be managed in accordance with the Councillor Gift Policy or Employee Code of Conduct.

Councillors and staff, particularly contract supervisors must not knowingly engage a council supplier for private benefit, unless that engagement is on proper commercial terms.

#### 4.4.7. Disclosure of Information

Commercial in Confidence information received by the Council must not be disclosed and must be stored in a secure location.

Councillors and staff must take all reasonable measures to maintain confidentiality of:

- Information disclosed by organisations in tenders, quotations or during tender negotiations; and
- Commercial in Confidence information.

Councillors and staff must avoid references to current or proposed contracts in discussion with acquaintances or outside interests.

Discussion with potential suppliers during tender evaluations should not go beyond the extent necessary to resolve doubt on what is being offered by that supplier.

At no stage should any discussion be entered into which could improperly influence the procurement process, or negotiation of a contract, prior to the contract approval process being finalised, other than authorised pre-contract negotiations.

#### 4.4.8. Complaints & Reporting suspicious activities

##### Complaints Handling

Members of the public and suppliers are encouraged to report known or suspected incidences of improper conduct to the CEO. The management of complaints will in accordance with Council's Complaint Handling Policy.

##### Reporting Suspicious Activities

Councillors, staff and suppliers are required, at all times, to act honestly and with integrity and to safeguard the public resources for which they are responsible. Council is committed to protecting all revenue, expenditure and assets from any attempt to gain illegal benefits (financial or otherwise).

Council will take all reasonable steps to protect those who assist Council by providing information about suspected fraud. This may include the provision of information on Council's Public Interest Disclosure Procedure, maintaining the confidentiality of identity and protection from harassment, to the extent possible.

Suspected improper conduct, offers of bribes, commissions and any other irregular approaches from suppliers, prospective suppliers or other individuals will be investigated and reported in accordance with Council's policies and processes.

The CEO must notify IBAC of any matter they suspect on reasonable grounds to involve corrupt conduct occurring (or having occurred) in accordance with mandatory reporting requirements under the Independent Broad-based Anti-Corruption Commission Act 2011.

#### 4.5. Governance Structure

Council has delegated a range of powers, duties and functions to the CEO in relation to procurement. The delegations aim to ensure that the Council's procurement structure operates according to processes that:

- Are flexible enough to procure in a timely manner the diverse range of goods, works and services required by Council;
- Guarantee that prospective contractors and suppliers are afforded an equal opportunity to tender or submit a quotation; and
- Encourage competition and collaboration.

##### 4.5.1. Methods

The Council's standard methods for procuring goods, services and works are:

- Purchase order that represents best Value for Money under the quotation process from suppliers for goods or services under the thresholds adopted by the Council. An approved purchase order must be created prior to committing expenditure on behalf of Council;
- Under a contract following a quotation or tender process;
- Under a Supplier Panel
- Using collaborative procurement arrangements;
- Multi-stage tenders commencing with an EOI followed by a tender process;
- Under a sole-sourcing arrangement in line with the conditions contained in Appendix 3 - Exemptions from the Policy;
- Purchasing Cards;

unless other arrangements are authorised by Council.

#### 4.5.2. Responsible Financial Management

The principles of responsible financial management will be applied to all procurement activities. To give effect to these principles, the availability of existing funds within an approved budget or source of funds should be established prior to the commencement of any procurement action for the supply of goods, services or works.

Council funds must be used efficiently and effectively to procure goods, services and works and every attempt must be made to contain the costs of the procurement process without compromising any of the procurement principles set out in this policy.

#### 4.6. Procurement Thresholds and Competition

Council will invite offers from the supply market for goods, services, and works in accordance with the thresholds listed in Appendix 1.

##### 4.6.1. Procurement Principles

Council will apply the following fundamental best practice principles to procurement, irrespective of the value and complexity of that procurement:

- Value for money;
- Sustainability (social, economic and environmental);
- Open and fair competition;
- Accountability;
- Risk management, and
- Probity and transparency.

##### 4.6.2. Procurement Methodology

Section 108 of the Act details that each Council will set the public tender threshold above which tenders or expressions of interest for contracts must be publicly invited.

A public tender process must be used for all procurements valued at \$200,000 and above for goods, services or works.

For procurements valued under \$200,000, the procurement methodology and thresholds detailed in Appendix 1 will apply.

##### 4.6.3. Contract Variations

All contract variations must be assessed to determine whether they are properly characterised as variations, or whether they are in effect a new contract. This will depend on factors like:

- The monetary value of the proposed variation, i.e. the value of the variation in the context of the thresholds fixed by the Procurement Policy; and
- The subject matter of the proposed variation, and whether it is consistent with the scope of the original contract.

##### 4.6.4. Payment for Goods, Services and Works

Request for payment of goods, services and works must be in the form of a Tax Invoice as defined by the Australian Taxation Office (ATO). Payment will be made within 7 days on confirmation of receipt of goods and services and supply of a Tax Invoice.

##### 4.6.5. Public Tender Requirements

All public tenders invited by the Council will be published via Council's eTendering Portal and may be advertised in the local media.

Information regarding current tenders and awarded tenders will be published on Council's web site.

**4.6.5.1. Tender Evaluation**

A tender evaluation panel will be established to evaluate each tender submission against the tender's selection criteria. Tender evaluation panels may include external personnel in order to ensure the best outcome for a procurement activity and must comprise at least 3 persons and a chairperson.

A detailed tender evaluation plan should be developed, approved and strictly adhered to by the panel.

The tender evaluation plan should be completed and signed off prior to the tender or quotation being issued.

**4.6.5.2. Evaluation Criteria**

The Council will include the following evaluation criteria categories, unless identified as optional, to determine whether a proposed contract provides Value for Money:

- Mandatory Compliance criteria (e.g. ABN registration, OH&S, Fair Work Act, risk and conflict of interest);
- Tendered price (Mandatory);
- Capability/Methodology of the tenderer to provide the goods and/or services and/or works (Mandatory);
- Capacity of the tenderer to provide the goods and/or services and/or works (Mandatory); and
- Demonstration of sustainability (Optional).

The specific methodology used during the evaluation process must be detailed in the Procurement Manual.

**4.6.5.3. Local Procurement**

In support of local businesses, if there are equal scoring tenderers at the conclusion of the evaluation process, preference will be given to the local business.

**4.6.5.4. Probity Advisor**

A formal probity plan must be developed, and a probity advisor appointed in the following circumstances:

- If the proposed Total Contract Sum exceeds \$10 million over the life of the contract, or for any lesser value set by Council from time to time; or
- If a proposed contract is considered by Council or the CEO to be particularly complex, of a high risk or controversial nature, and requiring a high level of public confidence.

Outside of the above requirements, a probity advisor may be appointed by the CEO, at any stage of the procurement process.

**4.6.5.5. Shortlisting and Negotiations**

Council may conduct a shortlisting process during EOI, tender and quotation processes. Shortlisting must be based on the advertised selection criterion.

Shortlisted tenderers may be invited by the Council to submit a best and final offer in relation to all or certain aspects of their respective tenders.

Once one or more preferred tenderers are selected, negotiations can be conducted in order to obtain the optimal solution and commercial arrangements within the original scope and intent of the tender. Probity requirements apply to all negotiations.

**4.6.6. Collaborative Procurement**

In accordance with section 108(c) of the Act, the Council will first give consideration to collaboration with other councils and public bodies or utilise Collaborative Procurement Arrangements, when procuring goods, services and works in order to take advantage of economies of scale.

Council staff must consider any opportunities for Collaborative Procurement in relation to a procurement process undertaken by Council. Any report that recommends commencing a procurement process must set out information relating to opportunities for Collaborative Procurement, if available, including:

- The nature of those opportunities, if any, and the councils or public bodies with which they are available; and
- Why Council did, or did not, pursue the identified opportunities for collaboration in relation to that procurement process.

When collaborating with the LMPN, the Council will do so in accordance with the following:

- The LMPN will develop a consolidated contract register to identify joint procurement projects on an annual basis;
- Council contracts with a minimum value of \$1 million per annum (per Council), for the ongoing supply of goods or provision of services or works, other than projects that are unique to an individual council (e.g. unique construction or works projects), will be included in the consolidated contract register for collaboration consideration;
- Other contracts which, due to the subject matter, nature or scope, are likely to deliver operational efficiencies if procured in collaboration with the LMPN, must be included in the consolidated contract register for consideration as a possible joint procurement opportunity; and
- In accordance with the prohibitions on anti-corruption conduct outlined in the Competition and Consumer Act 2020.

If Collaborative Procurement is to be pursued with the LMPN:

- A pre-market approval submission will be submitted to each council and the LMPN prior to commitment to collaboration, seeking delegation of contract approval to CEOs;
- The LMPN will establish a Heads of Agreement that gives authority for a lead council to act as each council's agent in the Collaborative Procurement;
- Each of the councils who participate will be able to enter into a contract with the preferred supplier identified through the Collaborative Procurement process, or may choose as a group to enter into a contract using "opt-in" contract provisions during the contract term, or with the Council which conducted the public tender; and
- Each participating council must be involved in:
  - The initial decision to undertake the Collaborative Procurement;
  - Preparation of, and agreement to, the specifications and evaluation criteria;
  - Ensuring probity for the Collaborative Procurement; and
  - The acceptance of tender(s) and awarding of contract(s).

Furthermore, Council may collaborate with other councils or other agents such as MAV Procurement or Procurement Australasia to procure goods, services or works, or utilise existing Collaborative Procurement Arrangements for the procurement of goods, services or works established through a public tender process where it provides an advantageous, value for money outcome for the Council.

The following principles will be applied when utilising procurement agents and whole of government contracts:

- Council will use an agent when potential cost savings exist.
- The use of procurement agents must not eliminate the ability of suppliers locally and within the region to submit a quotation or tender.

Any Federal or State Government grant funded projects may be excluded from collaborative procurement if required as part of the funding agreement.

#### 4.6.7. Delegation of Authority

Delegations define the limitations within which council staff are permitted to commit Council to the procurement of goods, services or works and the associated costs. The Instrument of Delegation allows specified council staff to undertake certain purchases, quotation, tender and contractual processes without prior referral to the Council. This enables the Council to conduct



procurement activities in an efficient and timely manner whilst maintaining transparency and integrity.

Council has delegated responsibilities relating to the expenditure of funds for the purchase of goods, services and works, the acceptance of quotations and tenders and for contract management activities to the CEO. The CEO has further delegated some of those responsibilities to other members of council staff, subject to specified conditions and limitations see Appendix 4, Financial Delegations.

#### 4.6.8. Internal Controls

The CEO must implement and maintain a framework of internal controls over procurement processes that will ensure:

- More than one person is involved in and responsible for the authorisation and management of a transaction from end to end;
- Transparency in the procurement process;
- A clearly documented audit trail exists for procurement activities;
- Appropriate authorisations are obtained and documented;
- Systems are in place for appropriate monitoring and performance measurement; and
- A process is in place for escalation, where appropriate, of procurement matters (including procedural non-compliance) to the Executive Management Group, the Audit and Risk Committee and Council.

#### 4.6.9. Risk Management

Council is committed to the practice of effective risk management to provide improved stakeholder confidence and trust, and to support improved compliance and better corporate governance. Risk management is to be appropriately applied at all stages of procurement activities including:

- Standardisation of contracts including current and relevant clauses
- Requiring security deposits when appropriate
- Referring specifications to relevant industry experts
- Ensuring contractual agreements are in place before the commencement of works
- Use of and enforcement of delegated authorities
- Use of or reference to relevant Australian Standards (or equivalent)
- Effectively manage the contract through ongoing monitoring to ensure the required performance is being achieved

To protect the interests of Council, terms and conditions must be settled in advance of any commitment being made with a supplier. Any exceptions to this requirement exposes Council to risk.

Contracts must be proactively managed by council staff responsible for the delivery of the project/contract. Each should be assessed equivalent to size, type, complexity, duration and value to determine the level of risk. This will then determine the level of management of the particular project / contract and forms an integral part of good contract management.

Risk assessments are a vital part of the procurement planning process, particularly for significant contracts. Risks will be identified for each part of the sourcing, transition, delivery and finalisation stages of procurement. Appropriate risk avoidance and mitigation strategies will be employed whenever practicable and appropriate.

#### 4.6.10. Endorsement

Council staff must not publicly endorse products or services without the prior approval of the CEO.

#### 4.6.11. Dispute Resolution

All Council contracts will incorporate dispute management and alternative dispute resolution provisions to minimise the chance of disputes escalating to legal action.

#### 4.6.12. Contract Management

In order to continually improve its procurement and contract management processes and outcomes, Council will evaluate and seek to improve on all aspects of procurement and contract management, in accordance with its documented procurement processes and Contract Management Framework.

Good contract management ensures goods, services and works are delivered to the required standards of quality and quantity as intended by the contract through:

- Establishing a system to monitor and achieve the responsibilities and obligations of all parties under the contract;
- Providing a means for the early recognition of issues and performance problems and the identification of solutions;
- Adhering to Council's risk management framework and relevant Occupational Health and Safety and sustainability requirements.

Council contracts must include contract management requirements commensurate with the complexity of the procurement. Furthermore, contracts must be proactively managed by the member of Council Staff responsible for the delivery of the contracted goods, services or works to ensure the Council, and therefore the community, receives Value for Money.

#### 4.6.13. Training

All staff with duties that involve the purchasing of good and services undertake procurement training when they commence employment. In order to ensure existing staff are up-to-date with the latest requirements of this policy they should participate in refresher training every two years. Staff that breach the policy will be required to undertake refresher training immediately and may be subject to disciplinary action.

### 4.7. Demonstrate Sustained Value

#### 4.7.1. Achieving Value for Money

The Council's procurement activities are carried out on the basis of obtaining Value for Money. This means minimising the total cost of ownership over the lifetime of the requirement consistent with acceptable quality, reliability and delivery considerations. Lowest price is not the sole determinant of Value for Money.

Obtaining value for money will be facilitated by:

- Achieving continuous improvement in procurement activities;
- Developing, implementing and managing processes that support the co-ordination and streamlining of activities throughout the procurement lifecycle;
- Effective use of competition;
- Using existing Council contractual arrangement or collaborative procurement arrangements if appropriate;
- Identifying and rectifying inefficiencies in procurement processes;
- Developing cost efficient tender processes;
- Staff responsible for providing procurement services or assistance providing competent advice in terms of available products and agreements; and
- Working with suppliers to create relationships that are professional, productive, and appropriate to the value and importance of the goods, services and works being acquired.

#### 4.7.2. Sustainable Procurement

Sustainable procurement involves decision making that has the most positive environmental, social and economic impacts possible across the entire lifecycle of goods, services and works.

Staff will have a clear and shared understanding about what sustainable procurement means and how they can apply it to their daily tasks. Council commits to applying the principles of sustainability to its decision-making and activities.

Council demonstrates sustainable procurement by:

- Being accountable for its impacts on society, the economy and the environment including the impacts of the organisation's supply chain;
- Examining anticipated organisational, project and/or community needs;
- Continually improving sustainability specifications, practices and outcomes.

#### 4.8. Build and Maintain Supply Relationships

##### 4.8.1. Managing Suppliers

Council recognises the importance of effective and open working relationships with its suppliers and the administration is committed to managing existing suppliers via performance measurements to ensure the benefits negotiated through procurement are delivered.

##### 4.8.2. Supply Market Development

A wide range of suppliers are encouraged to compete for Council work. The focus for new work need not always be with the larger more familiar businesses. Other types of organisations offering business diversity include:

- Local, small to medium sized enterprises (SMEs) and Social enterprises;
- Green suppliers;
- Ethnic and minority businesses (e.g. Indigenous Business); and
- Volunteer and community organisations.

#### 4.9. Procurement Manual

The CEO will ensure that a procurement manual is maintained, to provide direction to Council staff on the operational aspects of procurement.

#### 4.10. Organisational Model for Procurement

The administration operates a centre-led procurement structure. All strategy, policy, technology, best practice and networking in procurement matters will be led by Council's Contracts and Procurement Manager who is responsible for the centralised procurement team.

For day to day purchasing, Council operates a decentralised system where requests for quotations may come from any department.

#### 4.11. Delegations and Authorisations

The CEO will ensure a documented register of procurement delegations is maintained, identifying Council staff authorised to make such procurement commitments in respect of materials, goods, services and works on behalf of council, to include but not necessary be limited to the following:

- Acceptance of tenders and of quotes.
- Contract term extensions (within authorised budget).
- Contract amendment (non-financial).
- Contract amendment (financial).

#### 5. Exclusions

Nil

#### 6. Human Rights

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



**7. Related Legislation***Competition & Consumer Act 2010**Independent Broad-based Anti-Corruption Commission Act 2011**Local Government Act 2020***8. Related Policies, Procedures and Strategies**

Council Policy 039 - Risk Management

Council Policy 075 - Fraud

Council Policy 181 – Councillor Gifts

Council Policy 174 – Complaint Handling

Council Procedure PR141 - Public Interest Disclosure

Council Procedure PR130 - Disciplinary Action

Employee Code of Conduct

Councillor Code of Conduct

**9. Attachments**

Nil

**10. Review Period      Responsible officer**

Four years

Contracts and Procurement Manager

**11. Administrative Updates**

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter the policy, such a change may be made administratively. Examples include a change to the name of a Council department, a change to the appendices of this policy, a change to the name of a Federal or State Government department, and a minor update to legislation which does not have a material impact. However, any change or update which materially alters this document must be by resolution of Council.

**12. Approval History**

Adopted	17 November 2009	Minute Book Reference No 14731 (Item 9.5)
Revised	21 September 2010	Minute Book Reference No 16407 (Item 12.6)
Revised	18 October 2011	Minute Book Reference No 18261 (Item 13.3)
Revised	21 August 2012	Minute Book Reference No 1057 (Item 4.16)
Revised	20 August 2013	Minute Book Reference No 1041 (Item 6.3)
Revised	19 August 2014	Minute Book Reference No 878 (Item 6.1)
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Revised	16 August 2016	Minute Book Reference No 731 (Item 6.2)
Revised	20 March 2018	Minute Book Reference No 486 (Item 7.1)
Revised	23 June 2020	Minute Book Reference No 2221 (Item 9.6)

Chief Executive Officer: .....

Date: .....

Council Policy

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## Appendix 1 Council – Procurement Methodology Thresholds

Council will invite tenders, proposals, quotes and expressions of interest from the supply market for goods, services and works in accordance with these thresholds:

Expenditure (Including GST)	Quotation Method
\$0 - \$1,000	No quote required
\$1,001 - \$5,000	One written quotation must be obtained.
\$5,001 - \$15,000	Two written quotations must be obtained.
15,001 - <\$200,000	Three or more written quotations must be obtained via issue of a written request for quotation or a public tender* Advertising is not required unless undertaking a public tender.
\$200,000+	Public tender to be undertaken.

A public tender process may be used for values less than \$200,000 if this will service Council's interests and produce a better outcome in the context of this Policy.

It is recognised that there will be specific and limited circumstances when obtaining multiple quotations may not be possible, practical or represent the best value for money. Examples of this include but are not limited to:

- Purchase of unique items
- Purchase of a performance or a piece of art
- Adjustment to a recently completed piece of work
- Purchase of intellectual property
- Purchase of goods, services or works from a Statutory Authority
- Purchase of works through a public utility

In this type of situation, a waiver of the requirement for multiple quotations is available via the completion of the quotation waiver section of the quotation summary form. The form must detail the circumstances and reasons why a waiver is required, and the form must be approved by the CEO.

The requirement for public tendering cannot be waived.

**Appendix 2 Council – Performance KPIs**

Council will seek to improve its procurement performance by capturing and analysing data on key performance indicators including:

- New collaborative procurement contracts;
- New panel contracts;
- The number of local businesses engaged and proportion of local spend; and
- The number and details of any procurement over \$200,000, when a public tender process was not undertaken.

A report detailing actual performance against these indicators will be presented annually to the Audit & Risk Committee.

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### Appendix 3 Exemptions from the Policy

The following circumstances are exempt from the general publicly advertised tender, quotations and expression of interest requirements.

Utilisation of these exemptions is via the completion of the quotation waiver section of the quotation summary form. The form must detail the exemption name and the reasons why the exemption applies to the requested procurement. The form must be approved by the Chief Executive Officer.

The CEO may approve ad-hoc exemptions in exceptional circumstances if it can be demonstrated that it is in the best interests of the community to do so.

The public tender threshold and related exemptions also apply to collaborative procurements.

Exemption Name	Explanation, limitations, responsibilities and approvals
1. A contract made with the approval of the CEO because of genuine emergency	<ul style="list-style-type: none"> <li>When the CEO has declared that the contract must be entered into because of an emergency (e.g. to provide immediate response to a natural disaster, declared emergency, etc.)</li> </ul>
2. A contract made with, or a purchase from a contract made by, another government entity, government-owned entity or other approved third party	<ul style="list-style-type: none"> <li>This general exemption allows engagements:               <ul style="list-style-type: none"> <li>With another government entity or government owned entity. For example, Federal, State or Local Government or an entity owned by the Federal, State or Local Government; and/or</li> <li>In reliance on contracts and arrangements established by another government entity, local authority or local government group purchasing scheme, Municipal Association of Victoria (MAV) or National Procurement network members (e.g. Local Buy), Procurement Australia (PA), or LMPN</li> </ul> </li> </ul>
3. Extension of contracts while Council is at market to replace that contract.	<ul style="list-style-type: none"> <li>Allows Council to extend an existing contract if the procurement process to replace the contract has commenced, and when the tender process or negotiations will take or are taking longer than expected.</li> <li>This exemption may be used when the establishment of an interim short-term arrangement with an alternative supplier is considered not to be in the public interest, as it may be cost prohibitive and/or present a risk in the delivery of critical public services to the municipality.</li> </ul>
4. Novated Contracts	<ul style="list-style-type: none"> <li>When the initial contract was entered into in compliance with <i>the Act</i> and due diligence has been undertaken in respect to the new party.</li> </ul>
5. Information technology resellers and software developers	<ul style="list-style-type: none"> <li>Allows Council to renew software licenses, maintenance and support agreements, or upgrade existing systems, when there is only one supplier of the software who holds the intellectual property rights to the software.</li> </ul>
6. Regional Waste and Resource Recovery Groups	<ul style="list-style-type: none"> <li>Situations when a Regional Waste and Resource Recovery Group constituted under the <i>Environment Protection Act 1970</i> had already conducted a public tender for and on behalf of its member councils.</li> </ul>
7. Statutory Compulsory Monopoly Insurance Schemes	<ul style="list-style-type: none"> <li>Motor vehicle compulsory third party</li> <li>WorkCover</li> <li>Joint/mutual insurance schemes, specifically catering to Local Government</li> </ul>

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Exemption Name	Explanation, limitations, responsibilities and approvals
8. Plant and Equipment Servicing	<ul style="list-style-type: none"> <li>If it is required to maintain a valid warranty,</li> <li>When works need to be carried out by recognised suppliers using genuine parts. To achieve this Council utilises servicing by the manufacturers from whom the plant and equipment was originally purchased. Spare parts from specific manufacturers can be purchased to complete works on plant and equipment in Council's workshop.</li> </ul>
9. Artworks, Statues and Monuments	<ul style="list-style-type: none"> <li>It is not practical to obtain quotes for artworks, statues and monuments as each piece of work is unique. Please note that if an artwork is commissioned then this exemption does not apply and quotations or tenders must be sought.</li> </ul>
10. Shop Supplies	<ul style="list-style-type: none"> <li>Units of Council that operate a retail outlet that are required to purchase stock for resale to the public. This is due to the nature of the goods that are offered for resale, which may be unique.</li> </ul>
11. Performers	<ul style="list-style-type: none"> <li>Units of Council that engage performers as part of their performance program are exempt.</li> </ul>
12. Sole Supplier	<ul style="list-style-type: none"> <li>There is no market to test and obtain multiple quotations. Examples: Regional water corporations, PowerCor, professional membership payments (relating to positions held at Council), when the supplier is the sole source of intellectual property (e.g. Facebook, Google, Apple or Microsoft) Advertising (newspapers, magazines and the like)</li> </ul>

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## Appendix 4 Financial Delegations

The CEO will maintain a documented register of procurement delegations, identifying Council staff authorised to make such procurement commitments in respect of materials, goods, services and works on behalf of Council, to include but not necessarily limited to the following:

- a) Acceptance of tenders and of quotes.
- b) Contract term extensions (within authorised budget).
- c) Contract amendment (non-financial).
- d) Contract amendment (financial).

The values outlined in the financial delegations are **'inclusive of GST'**.

The structure of procurement delegations will be as follows:

Nominated officers	Up to \$ 10,000 – nominated by the General Manager
Managers	Up to \$ 50,000
General Managers	Up to \$ 200,000
Chief Executive Officer	Up to \$1,000,000
Council	Greater than \$1,000,000

The Chief Executive Officer (CEO) may approve lower or higher delegations for individual officers if operational circumstances require this authority. However, any approved delegation must not exceed the CEO's authority delegated by Council.

Any officer exercising a financial delegation must do so in accordance with Council's adopted budget.

During the financial year, a small number of payments (including cumulative) require approval that may be greater than the CEO's delegation. These expenditure items are required for statutory purposes and are embedded in Council's approved budget.

Council specifically delegates approval to the CEO to authorise these payments. This additional delegation is restricted to:

- a) Workers Compensation Scheme premiums.
- b) Local Government Insurance premiums.
- c) Superannuation Contributions.
- d) Taxation and GST obligations.
- e) Utility payments.

# Creditor Management

<b>Council Policy Number</b>	<b>150</b>
Date adopted	25 June 2019
Scheduled for review	June 2021



## Purpose

To provide guidance on the payment terms for suppliers for the provision of goods and services to Campaspe Shire Council ('Council').

## Policy Statement

### Purchase Orders

When making a purchase, the Council is entering into a contract of sale even if no formal agreement exists. When purchasing on behalf of the Council a purchase order must be issued and that purchase order should adequately describe the good/service being purchased.

Suppliers must not supply goods or services without the receipt of an official Council purchase order.

Suppliers are not to be engaged without first setting them up as a supplier on the purchasing system via the supplier completing the vendor application kit which details Council's terms and conditions.

### Goods Receipting

The goods receipt is an acknowledgement that the goods or services have been received and implies that payment can occur as the conditions of the purchase order have been met.

Once the goods or services are received there is a legal obligation to pay for the goods/services and the goods receipting reflects that obligation.

### Invoice

For a supplier to receive payment, the goods/services must have been delivered and an invoice issued by the supplier.

The supplier's invoice must be a Tax Invoice and include:

- Supplier's Australian Business Number ('ABN')
- The Goods and Services Tax ('GST') price and the GST amount
- Purchase order number
- The words "Tax Invoice" stated prominently
- The date of invoice issue
- The supplier's name
- Item description.

If the supplier does not have an ABN then statement by supplier needs to be provided.

### Payment

Council pays its suppliers directly to their nominated bank accounts via Electronic Funds Transfer ('EFT'). A remittance advice will be forwarded to suppliers immediately after payment by EFT.

Council's standard payment terms are payment on invoice and payment runs occur every Friday.

### Exclusions

Nil

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Council Policy  
Council Policy



**Human Rights**

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

**Definitions**

ABN	Australian Business Number.
EFT	Electronic Funds Transfer.
GST	Goods and Services Tax.

**Related Legislation**

Nil

**Related Policies**

Council Policy 126 - Procurement

**Attachments**

Nil

**Review Period/Responsible Officer**

Two years Finance Manager

**Administrative Updates**

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter the policy, such a change may be made administratively. Examples include a change to the name of a Council department, a change to the name of a Federal or State Government department, and a minor update to legislation which does not have a material impact. However, any change or update which materially alters this document must be by resolution of Council.

**Approval History**

Adopted	21 April 2015	Minute Book Reference No	384 (Item 6.1)
Revised	19 July 2016	Minute Book Reference No	654 (Item 6.2)
Revised	26 June 2018	Minute Book Reference No	1541 (Item 7.3)
Revised	25 June 2019	Minute Book Reference No	1988 (Item 7.1)
Revised	22 February 2021	Administrative update to apply consistent reference to Campaspe Shire Council ('Council') and abbreviations	

Chief Executive Officer:..... 

Date: ..... 24/2/2021

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## 9.7 Policy 174 - Complaint Handling

Author	Department	Manager	General Manager
Manager Communications	Customer Service	Manager Communications	General Manager Corporate

### 1. SUMMARY

The Complaint Handling policy was first adopted by Council in February 2020. The policy was drafted in line with the Victorian Ombudsman report, Councils and Complaints – A Good Practice Guide. The policy has been reviewed in line with Section 170 of the Local Government Act 2020 requiring the policy to be reviewed prior to 31 December 2021. The review has resulted in minor amendments, as well as alignment to the current policy template.

### 2. RECOMMENDATION

**That Council adopt Policy 174 – Complaint Handling.**

### 3. PURPOSE

Council delivers a range of services and community infrastructure for the community and at times these services and infrastructure will not meet expectations of community members. A clear and transparent complaints handling process enables community members to provide direct feedback to Council on their dissatisfaction with an action (or inaction) taken, a decision made, or a service provided with the aim of resolving the matter.

### 4. DISCUSSION

The policy acknowledges members of the public have the right to complain and provide feedback and this policy aims to:

- Inform the community of how Council will manage their complaints;
- Ensure that Council staff are aware of their obligations in relation to complaint handling;
- Clarify the roles and responsibilities of Council staff;
- Establish timeframes for resolving complaints;
- Ensure complaints are handled fairly and objectively; and
- Ensure an open and transparent process.

The policy reinforces Council's desire to provide customers with a complaint handling process that is effortless, accurate and friendly, in line with the Customer First Strategy.

The policy sets out a four-tiered approach to complaint handling but acknowledges that customers may prefer to escalate their concerns directly to another body (e.g. Ombudsman).

In summary, the levels include:

Level 1 – The staff who receive the complaint resolve it immediately.

Level 2 – The complaint progresses to the business area Coordinator or Manager to investigate and report the findings to their General Manager for a decision.

Level 3 – An interview review, conducted by a General Manager not within the business area.

Level 4 – Advise the complainant of external avenues they can use to pursue their complaint.

The policy also sets out the roles and responsibilities of staff at each level.

## **5. OPTIONS**

### Option 1: Option Title

Adopt the reviewed policy in line with requirements of the Local Government Act 2020.

This option is recommended by officers.

### Option 2: Option Title

Not adopt the reviewed policy.

This option is not recommended by officers.

## **6. CONSULTATION**

### Internal consultation:

- Customer Service Coordinator.
- Management Team

### External consultation:

- The policy aligns with the Victorian Ombudsman report, Councils and Complaints – A Good Practice Guide, first published in February 2015 and updated in July 2021.

### Councillors:

- 3 November 2021 Council Briefing Session.

## **7. POLICY AND LEGISLATIVE IMPLICATIONS**

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no Council Policy and relevant law has been identified within this report.

## **8. FINANCIAL AND ECONOMIC IMPLICATIONS**

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no economic sustainability issues for the municipality have been identified within this report.

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no issues of ongoing financial viability of the Council have been identified within this report.

## **9. ENVIRONMENTAL IMPLICATIONS**

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no environmental sustainability issues including mitigation and planning for climate change risks have been identified within this report.

## **10. SOCIAL IMPLICATIONS**

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no social implications for the municipality have been identified with this report.

## **11. RELEVANCE TO COUNCIL PLAN 2021-2025**

Not applicable

## **12. ISSUES AND RISK MANAGEMENT**

### **Issues:**

A Priority 1 action in the Customer First Strategy Action Plan is to provide further internal training and support to ensure staff know their responsibility at each level within the four-level process and to monitor adherence to the policy. This is a key focus for the remainder of the 2021/22 financial year.

The framework and reporting system, will enable the organisation to have a clear indication of the number of complaints and at what level they are being resolved.

### **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.

## **13. CONFLICT OF INTEREST**

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

## **14. 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*.

## **15. 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.

## **16. CONCLUSION**

A clear and transparent complaints handling process enables community members to provide direct feedback to Council on their dissatisfaction with an action or inaction, taken, a decision made, or a service provided with the aim of resolving the matter.

## **17. ATTACHMENTS**

1. Council Policy 174 Complaints Handling for Council approval [9.7.1 - 6 pages]
2. Council Policy 174 Complaints Handling reviewed with changes [9.7.2 - 6 pages]

# Complaint Handling

<b>Council Policy Number</b>	<b>174</b>
Date adopted	17 November 2021
Scheduled for review	November 2025



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## 1. Preamble

Council delivers a diverse range of services and community infrastructure for the community and recognises that at times these services and infrastructure will not meet the expectations of community members. A clear and transparent complaints handling process enables community members to provide direct feedback to Council on their dissatisfaction with an action or inaction taken, a decision made or a service provided with the aim of resolving the matter. Campaspe Shire Council ('Council') is committed to the management and resolution of complaints.

## 2. Purpose

Members of the public have a right to complain and provide feedback and the purpose of this policy is to:

- Inform the community of how Council will manage their complaints;
- Ensure that Council staff are aware of their obligations in relation to complaint handling;
- Clarify the roles and responsibilities of Council staff;
- Establish timeframes for resolving complaints;
- Ensure complaints are handled fairly and objectively; and
- Ensure an open and transparent process.

This policy reinforces Council's desire to provide customers with a complaints handling process that is effortless, accurate and friendly, in line with Council's Customer First Strategy.

## 3. Definitions

### Service request -v- a complaint

#### Service request

Contact with Council to seek assistance, access to a new service, advice or to inform / make a report about something for which Council has responsibility.

#### Complaint

An expression of dissatisfaction with:

- The quality of an action taken (or not taken), decision made, or service provided by Council or a Council contractor
- A delay or failure in providing a service, taking an action, or making a decision by Council or a Council contractor.

Examples:

Service request	Complaint
I forgot to put my bin out this morning and missed the collection. Can you send someone to collect my bin this afternoon?	I put my bin out on time this morning and the truck didn't collect it.
My neighbour's dog keeps barking and I can't sleep. Can Council do something about it?	Council has said the neighbour's barking dog isn't breaching any noise laws, but I think Council is wrong and they just haven't investigated the situation properly.
There is a pothole on West Road. Can you send someone to fix it?	I reported a pothole on West Road to Council about six weeks ago. I haven't heard anything since and it still hasn't been fixed.

#### 4. Policy Statement

##### 4.1. Guiding principles

This policy is based on the seven principles outlined in the Victorian Ombudsman's publication; *Councils and complaints – A good practice guide*.

##### Commitment

We are committed to resolving complaints that we receive. Our culture recognises people's right to complain and considers complaint handling to be part of our core business of serving the community and improving service delivery.

##### Accessibility

People can easily find out how to complain to us, and we actively assist them with the complaint process.

##### Transparency

The complaint handling system clearly sets out how to complain, where to complain, and how the complaint will be handled. The steps taken to respond to a complaint are recorded and will stand up to scrutiny.

##### Objectivity and fairness

Under the complaint handling system, complainants and staff are treated with respect and courtesy, and complaints are judged on merit and fact.

##### Confidentiality

The complaint handling system protects the personal information of people making a complaint, so that Council staff are informed only on a 'need to know' basis.

##### Accountability

We are accountable, both internally and externally, for our decision making and complaint handling performance. We provide explanations and reasons for decisions and ensure that our decisions are subject to appropriate review processes.

##### Continuous improvement

We regularly analyse complaint data to find ways to improve how we operate and how we deliver our services. We then implement these changes.

##### 4.2. Scope

This policy applies to complaints received by Council from members of the public. It applies to all Council staff and all third-party contractors carrying out a service on Council's behalf.

#### 4.3. Exclusions

Some complaints must be handled according to specific legislation, such as those concerning infringements and some planning matters. These complaints will not be dealt with in line with this policy, however complainant's will be advised of the process and timelines for these types of complaints. These complaints will be included in Council's complaint handling data and analysis and the core complaint handling principles remain.

Unreasonable complainant conduct will be managed in line with Policy 158 Managing Unreasonable Complainants.

Complaints falling outside any specific statutory review scheme will be handled in accordance with Council's Complaint Handling Policy.

Disclosures made under the *Public Interest Disclosures Act 2012* will be dealt with in accordance with Council's Public Interest Disclosures Procedure.

If a service request or complaint is received by Council and the matter relates to a service or infrastructure not provided by Council, the person lodging the service request or complaint will be advised of the correct agency to direct the service request or complaint to.

#### 4.4. Accessibility

Anyone who has been affected by an action or inaction of Council can make a complaint.

The complaint should include the following information (if relevant):

- The date, time, location or event;
- The nature and description of the complaint; and
- A statement identifying what the complainant seeks in order to resolve their complaint.

A complainant may use an advocate or authorised personal representative to progress their complaint.

If required, an interpreting or scribing service will be provided to assist the complainant submit their complaint.

Other assistive services or adjustment can be made available to a complainant with the support of the Customer Service Coordinator.

Council will also accept anonymous complaints provided enough information is provided to do so. Staff are encouraged to advise the complainant that providing information will assist Council in administering the complaint handling policy. If a complainant is unwilling to disclose their details the investigation process is disadvantaged because:

- anonymity generally reduces Council's ability to properly investigate a matter, and
- it can be difficult to clarify the nature of the complaint and obtain additional information from the complainant.

An anonymous complainant can be disadvantaged because Council is unable to contact or provide the person(s) with reasons for any decision made about their complaint.

Notwithstanding the above constraints, Council will endeavour to address anonymous complaints in a manner consistent with the principles and processes applied to other complaints.

#### 4.5. Complaint Handling

Council acknowledges that customers may prefer to escalate their concerns directly to another body (e.g. Ombudsman) however seeks the opportunity to address the concerns in the first instance.

Council staff will advise customers, on request, of any external avenues through which their complaint may be pursued, this information is also available on Council's website.

Council takes a four-tiered approach to complaint handling, as follows:

##### **Level 1 - Frontline resolution**

Frontline staff receive the complaint and resolve it immediately, if possible.

If this is not possible the complaint will be escalated to Level 2.

#### **Level 2 - Investigation**

Relevant business area Coordinator or Manager will investigate and report the findings to their General Manager for a decision.

If the matter is complex and requires coordination across several business areas, it will be referred to the Customer Service Coordinator.

If unable to be resolved; the complaint will be escalated to Level 3.

#### **Level 3 - Internal Review**

If the complaint has not been resolved by staff, or the complainant is not satisfied with the outcome of the investigation at Level 2, they can request an internal review.

This will be conducted by a General Manager not within the business area. The review will be independent of the person who originally took the action, made the decision; or provided the service that the complaint is about.

If unable to be resolved by the General Manager, the complaint will be escalated to Level 4 External Review.

#### **Level 4 – External Review**

If the complainant is not satisfied with the process or outcome of an internal review, Council will inform them of the relevant external agency through which they can raise their complaint. The relevant agencies include the Victorian Ombudsman, Victorian Independent Broad-based Anti-Corruption Commission (IBAC), Victorian Inspectorate or Victorian Civil and Administrative Tribunal (VCAT).

#### **4.6. Timeframes**

Council will acknowledge all complaints in accordance with Council's customer service standards, currently within 10 working days.

Council will investigate and respond to all complaints in accordance with Council's customer service standards, currently within 28 working days; except for complicated issues when the complainant will be advised of when a response will be expected.

Customer service standards, including timelines, will be reviewed biennially and published on Council's website.

#### **4.7. Roles and responsibilities of Council staff and contractors**

##### **Frontline staff**

Receive and record the complaint in the Customer Request Management System and acknowledge that it has been received within 10 working days.

Assess it and resolve it immediately if possible and record the outcome.

If unable to be resolved, refer to relevant officer.

##### **Third party contractors and volunteers**

Refer all complaints received to a frontline staff member.

##### **Customer Service Coordinator**

Responsible for overseeing implementation of the policy; ensuring that staff are adequately trained to handle complaints; providing assistance to other staff in the handling of complaints; undertaking internal reviews of complaints as required.

##### **Managers / Coordinators**

Investigate complaints referred to them.

Contact complainant (within 28 days) to advise contact details of the staff member managing the complaint, and how long it will take to resolve the matter.

Write to, or speak with, the complainant to advise them of the outcome.



**General Managers**

Deal with complaints escalated to them.

Responsible for internal review of complaints, provided they do not have a significant connection to the complainant or the subject matter of the complaint.

Write to, or speak with, the complainant to advise them of the outcome.

Liaise with Councillors on complaints raised by them, including advising of outcomes (except for complaints relating to personnel matters).

**Chief Executive Officer**

Manages complaints about General Managers.

Liaise with Councillors on complaints raised by them, including advising of outcomes (except for complaints relating to personnel matters).

Manages complaints relating to Councillors in accordance with the Councillor Code of Conduct.

Legislation requires that the CEO must notify the Independent Broad-Based Anti-Corruption Commission ('IBAC') of any matter they suspect on reasonable grounds to involve corrupt conduct.

**Councillors**

Refer community complaints to the Chief Executive Officer ('CEO') or relevant General Manager.

When a Councillor forwards a complaint, they will be advised of the outcome by the CEO or relevant General Manager (except for complaints relating to personnel matters).

Councillors may be contacted as part of a complaint investigation.

**4.8. How to make a complaint**

A person can make a complaint by:

Mail:	Campaspe Shire Council PO Box 35 Echuca 3564
Telephone:	1300 666 535 (STD free within the shire) 03 5481 2200
Online:	<a href="http://www.campaspe.vic.gov.au">www.campaspe.vic.gov.au</a>
Email:	<a href="mailto:shire@campaspe.vic.gov.au">shire@campaspe.vic.gov.au</a>
In person:	to any Council customer service centre

**5. 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*.

**6. Related Legislation**

*Charter of Human Rights and Responsibilities Act 2006*

*Freedom of Information Act 1982*

*Information Privacy Act 2000*

*Local Government Act 2020*

*Public Interest Disclosures Act 2012*

**7. Related Policies, Procedures and Strategies**

Customer First Strategy

Customer Complaints Process

Policy 158 Managing Unreasonable Complainants





Public Interest Disclosures Procedure

**8. Attachments**

Nil

**9. Review Period**

Four years

**Responsible officer**

Manager Customer Service

**10. Administrative Updates**

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter the policy, such a change may be made administratively.

Examples include a change to the name of a Council department, a change to the name of a Federal or State Government department, and a minor update to legislation which does not have a material impact. However, any change or update which materially alters this document must be by resolution of Council.

**11. Approval History**

Adopted 18 February 2020

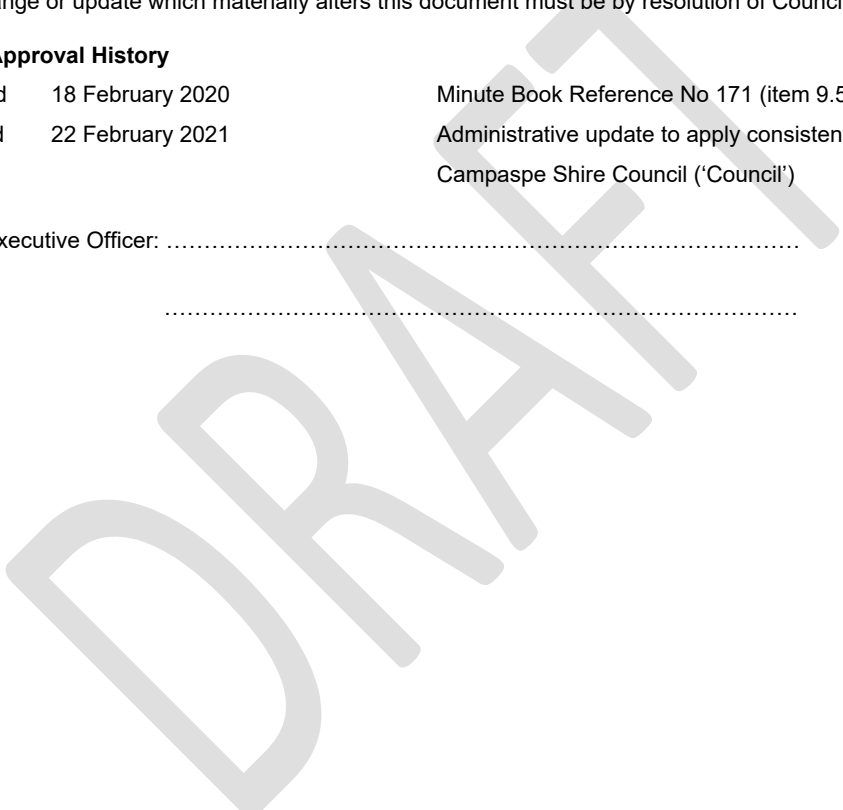
Minute Book Reference No 171 (item 9.5)

Revised 22 February 2021

Administrative update to apply consistent references to Campaspe Shire Council ('Council')

Chief Executive Officer: .....

Date: .....



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# Complaint Handling

<b>Council Policy Number</b>	<b>174</b>
Date adopted	<del>18 February 2020</del> <del>xx November 2021</del>
Scheduled for review	<del>February 2023</del> <del>November 2025</del>



Council Policy

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## 1. Preamble

~~introductory statement to outline the reasons for and intent of the policy~~ Council delivers a diverse range of services and community infrastructure for the community and recognises that at times these services and infrastructure will not meet the expectations of community members. A clear and transparent complaints handling process enables community members to provide direct feedback to Council on their dissatisfaction with an action or inaction taken, a decision made or a service provided with the aim of resolving the matter. Campaspe Shire Council's ('Council') is committed to the management and resolution of complaints.

## 2. Purpose

~~This policy is to outline Campaspe Shire Council's ('Council') commitment to the management and resolution of complaints.~~

~~This policy reinforces Council's desire to provide customers with a complaints handling process that is effortless, accurate and friendly, in line with Council's Customer First Strategy.~~

Members of the public have a right to complain and provide feedback and ~~this the purpose of this policy is aims is\_~~ to:

- Inform the community of how Council will manage their complaints;
- Ensure that Council staff are aware of their obligations in relation to complaint handling;
- Clarify the roles and responsibilities of Council staff;
- Establish timeframes for resolving complaints;
- Ensure complaints are handled fairly and objectively; and
- ~~Ensure an open and transparent process.~~

~~This policy reinforces Council's desire to provide customers with a complaints handling process that is eeffortless, accurate and friendly, in line with Council's Customer First Strategy.~~

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## 3. Definitions

### Service request -v- a complaint

#### Service request

Contact with Council to seek assistance, access to a new service, advice or to inform / make a report about something for which Council has responsibility.

#### Complaint

An expression of dissatisfaction with:

- The quality of an action taken (~~or not taken~~), decision made, or service provided by Council or a Council contractor
- A delay or failure in providing a service, taking an action, or making a decision by Council or a Council contractor.

Examples:

Service request	Complaint
I forgot to put my bin out this morning and missed the collection. Can you send someone to collect my bin this afternoon?	<u>I put my bin out on time this morning and the truck didn't collect it.</u>
My neighbour's dog keeps barking and I can't sleep. Can Council do something about it?	<u>Council has said the neighbour's barking dog isn't breaching any noise laws, but I think Council is wrong and they just haven't investigated the situation properly.</u>
There is a pothole on West Road. Can you send someone to fix it?	<u>I reported a pothole on West Road to Council about six weeks ago. I haven't heard anything since and it still hasn't been fixed.</u>

#### 4. Policy Statement

##### 4.1. Guiding principles

This policy is based on the seven principles outlined in the Victorian Ombudsman's publication; *Councils and complaints – A good practice guide*.

##### Commitment

We are committed to resolving complaints that we receive. Our culture recognises people's right to complain and considers complaint handling to be part of our core business of serving the community and improving service delivery.

##### Accessibility

People can easily find out how to complain to us, and we actively assist them with the complaint process.

##### Transparency

The complaint handling system clearly sets out how to complain, where to complain, and how the complaint will be handled. The steps taken to respond to a complaint are recorded and will stand up to scrutiny.

##### Objectivity and fairness

Under the complaint handling system, complainants and staff are treated with respect and courtesy, and complaints are judged on merit and fact.

##### Confidentiality

The complaint handling system protects the personal information of people making a complaint, so that Council staff are informed only on a 'need to know' basis.

##### Accountability

We are accountable, both internally and externally, for our decision making and complaint handling performance. We provide explanations and reasons for decisions and ensure that our decisions are subject to appropriate review processes.

##### Continuous improvement

We regularly analyse complaint data to find ways to improve how we operate and how we deliver our services. We then implement these changes.

##### 4.2. Scope

This policy applies to complaints received by Council from members of the public. It applies to all Council staff ~~and~~.

~~It also applies to~~ all third-party contractors carrying out a service on Council's behalf.

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#### 4.3. Exclusions

Some complaints must be handled according to ~~a-specific~~ legislation, such as those concerning infringements and some planning matters. These complaints will not be dealt with in line with this policy, however ~~they will be included in Council's complaint handling data and analysis and the core complaint handling principles remain. complainant's will be advised of the process and timelines for these types of complaints. These complaints will be included in Council's complaint handling data and analysis and the core complaint handling principles remain.~~

Unreasonable complainant conduct will be managed in line with ~~:~~

- ~~Policy 158 Managing Unreasonable Complainants, and~~
- ~~Procedure PR100 Changing or Restricting a Complainant's Access to Services~~

Complaints falling outside any specific statutory review scheme will ~~generally~~ be handled in accordance ~~the-with~~ Council's Complaint Handling Policy.

~~Disclosures made under the Public Interest Disclosures Act 2012 will be dealt with in accordance with Council's Public Interest Disclosures Procedure.~~

~~If a service request or complaint is received by Council and the matter relates to a service or infrastructure not provided by Council, the person lodging the service request or complaint will be advised of the correct agency to direct the service request or complaint to.~~

#### 4.4. Accessibility

Anyone who has been affected by an action or inaction of Council can make a complaint.

The complaint should include the following information (if relevant):

- The date, time, location or event;
- The nature and description of the complaint; and
- A statement identifying what the complainant seeks ~~as an acceptable outcome to the complaint by way of resolution. in order to resolve their complaint.~~

A complainant may use an advocate or authorised personal representative to progress their complaint.

If required, an interpreting or scribing service will be provided to ~~facilitate assist~~ the complainant ~~submit their complaint.~~

Other assistive services or adjustment can be made available to a complainant with the support of the Customer Service Coordinator.

Council will also accept anonymous complaints provided enough information is provided to do so. Staff are encouraged to advise the complainant that providing information will assist Council in administering the complaint handling policy. If a complainant is unwilling to disclose their details the investigation process is disadvantaged because:

- anonymity generally reduces Council's ability to properly investigate a matter, and
- it can be difficult to clarify the nature of the complaint and obtain additional information from the complainant.

An anonymous complainant can be disadvantaged because Council is unable to contact or provide the person(s) with reasons for any decision made about their complaint.

Notwithstanding the above constraints, Council will endeavour to address anonymous complaints in a manner consistent with the principles and processes applied to other complaints.

#### 4.5. Complaint Handling

~~Council takes a four-tiered approach to complaint handling, as follows; Council~~ acknowledges that customers may prefer to escalate their concerns directly to another body (e.g. Ombudsman) ~~however seeks the opportunity to address the concerns in the first instance.~~

Council staff will advise customers, on request, of any external avenues through which their complaint may be pursued, ~~this information is also available on Council's website.~~

~~Council takes a four-tiered approach to complaint handling, as follows:~~

#### **Level 1 - Frontline resolution**

Frontline staff receive the complaint and resolve it immediately, if possible.

If this is not possible the complaint will be escalated to Level 2.

#### **Level 2 - Investigation**

Relevant business area Coordinator or Manager will investigate and report the findings to their General Manager for a decision.

If the matter is complex and requires coordination across several business areas, it will be referred to the Customer Service Coordinator.

If unable to be resolved; the complaint will be escalated to Level 3.

#### **Level 3 - Internal Review**

If the complaint has not been resolved by staff, or the complainant is not satisfied with the outcome of the investigation at Level 2, they can request an internal review.

This will be conducted by a General Manager not within the business area. ~~The review will be independent of the person who originally took the action, made the decision; or provided the service that the complaint is about.~~

If unable to be resolved by the General Manager, the complainant will ~~be offered appropriate referrals fo~~escalated to Level 4 External Review. ~~(as appropriate).~~

#### **Level 4 – External Review**

If the complainant is not satisfied with the process or outcome of an internal review, Council will inform them of ~~any the relevant external avenues agency~~ through which they ~~might pursue can raise~~ their complaint. ~~The relevant agencies include the Victorian Ombudsman, Victorian Independent Broad-based Anti-Corruption Commission (IBAC), Victorian Inspectorate or Victorian Civil and Administrative Tribunal (VCAT).~~

### **4.6. Timeframes**

Council will acknowledge all complaints ~~in accordance with Council's customer service standards, currently~~ within 10 working days.

Council will investigate and respond to all complaints ~~in accordance with Council's customer service standards, currently~~ within 28 working days; except for complicated issues when the complainant will be advised of when a response will be expected.

~~Customer service standards, including timelines, will be reviewed biennially and published on Council's website.~~

### **4.7. Roles and responsibilities of Council staff and contractors**

#### **Frontline staff**

Receive and record the complaint in the Customer Request Management System and acknowledge that it has been received within 10 working days.

Assess it and resolve it immediately if possible and record the outcome.

If unable to be resolved, refer to relevant officer.

#### **Third party contractors and volunteers**

Refer all complaints received to a frontline staff member.

#### **Customer Service Coordinator**

Responsible for overseeing implementation of the policy; ensuring that staff are adequately trained to handle complaints; providing assistance to other staff in the handling of complaints; undertaking internal reviews of complaints as required.

#### **Managers / Coordinators**

Investigate complaints referred to them.

Contact complainant (within 28 days) ~~providing contact person and to~~ advise contact details of the staff member managing the complaint, and how long it will take to resolve the matter ~~(within 28 days)~~.

Write to, or speak with, the complainant to advise them of the outcome.

#### **General Managers**

Deal with complaints escalated to them.

Responsible for internal review of complaints, provided they do not have a significant connection to the complainant or the subject matter of the complaint.

Write to, or speak with, the complainant to advise them of the outcome.

Liaise with Councillors on complaints raised by them, including advising of outcomes (except for complaints relating to personnel matters).

#### **Chief Executive Officer**

Manages complaints about General Managers.

Liaise with Councillors on complaints raised by them, including advising of outcomes (except for complaints relating to personnel matters).

Manages complaints relating to Councillors in accordance with the Councillor Code of Conduct.

Legislation requires that the CEO must notify the Independent Broad-Based Anti-Corruption Commission ('IBAC') of any matter they suspect on reasonable grounds to involve corrupt conduct.

#### **Councillors**

Refer community complaints to the Chief Executive Officer ('CEO') or relevant General Manager.

When a Councillor forwards a complaint, they will be advised of the outcome by the CEO or relevant General Manager (except for complaints relating to personnel matters).

Councillors may be contacted as part of a complaint investigation.

#### **4.8. How to make a complaint**

A person can make a complaint by:

Mail: Campaspe Shire Council PO Box 35 Echuca 3564

Telephone: 1300 666 535 (STD free within the shire) 03 5481 2200

Online: [www.campaspe.vic.gov.au](http://www.campaspe.vic.gov.au)

Fax: ~~03 5481 2290~~

Email: [shire@campaspe.vic.gov.au](mailto:shire@campaspe.vic.gov.au)

In person: to any Council customer service centre

#### **5. 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*.

**6. Related Legislation**

Charter of *Human Rights and Responsibilities Act 2006*

*Freedom of Information Act 1982*

*Information Privacy Act 2000*

*Local Government Act 1989-2020*

~~*Protected Public Interest Disclosures Act 2012*~~

**7. Related Policies, Procedures and Strategies**

Customer First Strategy

~~[Customer Complaints Process](#)~~

~~Council Policy 158 Managing Unreasonable Complainants~~

~~[Council Procedure 100 Changing or Restricting a Complainant's Access to Services Public Interest Disclosures Procedure](#)~~

~~[Customer Complaints Process](#)~~

**8. Attachments**

Nil

**9. Review Period**

~~Three-Four~~ years

**Responsible officer**

~~Communications~~ Manager [Customer Service](#)

**10. Administrative Updates**

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter the policy, such a change may be made administratively.

Examples include a change to the name of a Council department, a change to the name of a Federal or State Government department, and a minor update to legislation which does not have a material impact. However, any change or update which materially alters this document must be by resolution of Council.

**11. Approval History**

Adopted 18 February 2020

Minute Book Reference No 171 (item 9.5)

Revised 22 February 2021

Administrative update to apply consistent references to Campaspe Shire Council ('Council')

Chief Executive Officer: .....

Date: .....

Council Policy

Council Policy

Council Policy

Council Policy



## 9.8 Policy 54 Requests for Upgrades to the Road Network

Author	Department	Manager	General Manager
Manager Assets	Assets	Manager Assets	General Manager Infrastructure

### 1. SUMMARY

Council is committed to undertaking the inspection, maintenance, and repair of its public roads network to its current level of service.

Policy 054, which has been reviewed and presented for adoption, provides the basis for assessing applications to Council to upgrade the road network.

Procedure 137 Assessing Applications for Request for Upgrades to the Road Network, outlines the process undertaken by the Administration in accordance with Policy 054.

### 2. RECOMMENDATION

**That Council adopt Policy 054 Requests for Upgrades to the Road Network as presented.**

### 3. PURPOSE

To seek the adoption of an amended Policy 054 - Requests for Upgrades to the Road Network.

### 4. DISCUSSION

Council recognises that there are legitimate reasons why it will be necessary to consider upgrading the road network. Improvements include:

- Upgrading a gravel road to a sealed road,
- Upgrading an earth road to a gravel or sealed road,
- Widening a sealed road including the sealing of the shoulders of a road, and
- Application of a dust suppression treatment.

Applications will be assessed in accordance with the procedures set out on PR137 Assessing Requests for Upgrades to the Road Network.

### 5. OPTIONS

#### Option 1: Adoption of Policy 054 Requests for Upgrades to the Road Network as presented

This policy stipulates the requirements of any upgrades and already established guiding principle of prioritising of renewal over upgrade and its ambitions to maintain a sustainable asset base.

This option is recommended by officers.

#### Option 2: Adoption of Policy 054 Requests for Upgrades to the Road Network with changes

Changing this policy may have a negative effect on Council resources, budget, and its future sustainable asset management.

This option is not recommended by officers.



### Option 3: Not adopt Policy 054 Requests for Upgrades to the Road Network

#### Summary of option

Changing this policy may have a negative effect on Council resources, budget, and its future sustainable asset management.

This option is not recommended by officers.

## **6. CONSULTATION**

#### Internal consultation:

- Executive Management Group.
- Asset Department.

#### Councillors:

- 3 November 2021 Council Briefing Session.

## **7. POLICY AND LEGISLATIVE IMPLICATIONS**

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and the following Council Policy and/or relevant law are impacted by this report:

- The Road Management Act 2004

## **8. FINANCIAL AND ECONOMIC IMPLICATIONS**

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no economic sustainability issues for the municipality have been identified within this report.

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and issues of ongoing financial viability of the Council have been identified within this report.

If an application is approved by Council, and landowner/s are required to contribute to the works, contributions must be paid in full as invoiced by Council before works commence, unless otherwise approved in writing by Council.

## **9. ENVIRONMENTAL IMPLICATIONS**

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no environmental sustainability issues including mitigation and planning for climate change risks have been identified within this report.

## **10. SOCIAL IMPLICATIONS**

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no social implications for the municipality have been identified with this report.

## **11. RELEVANCE TO COUNCIL PLAN 2021-2025**

This policy supports Council's priorities of *Well-planned places* and *Ability to travel safely and easily by road and rail*.

## 12. ISSUES AND RISK MANAGEMENT

### Issues:

#### **Issue 1: Following established priorities for investment**

This policy is in line with the already established guiding principle of renewal over upgrade and its ambition to maintain a sustainable asset base.

Clear and professional standards for delivery ensure mitigated asset risks (re-work, renewal, maintenance and safety or third-party liability causing increased costs to the ratepayers as a whole).

#### **Issue 2: Opening of a Government Road**

Opening a Government Road to provide access to an allotment. This type of application normally results from:

- A planning application to construct a dwelling or business on a leased or unconstructed government road.
- A request to provide access to an allotment.

In both cases the applicant must pay the full cost of the improvement works.

#### **Issue 3: Upgrade works including dust suppression**

Upgrade of gravel or earth roads to sealed roads have decision requirements of Council. Approval will be given to upgrade an earth or gravel road to a sealed road, provided the applicant pays the full cost of undertaking the work, unless the following applies:

- Dust suppression works for houses on gravel roads

There are two general types of dust suppression treatments:

- Sealing of road
- Gravel treatments

Council will allocate a maximum of \$50,000 to the dust suppression program in any one financial year with those funds coming from the general budget allocation for gravel road re-sheeting (Refer to Council Policy 097).

### 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.

## 13. CONFLICT OF INTEREST

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

## 14. 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*.

## **15. 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.

## **16. CONCLUSION**

The purpose of the Policy is to enable Council, in consultation with the community is to set sustainable and affordable Levels of Service.

This report seeks Council's adoption of Policy 054 Requests for Upgrades to the Road Network.

## **17. ATTACHMENTS**

1. 054 Requests for Upgrades to the Road Network - Existing [9.8.1 - 2 pages]
2. 054 Requests for Upgrades to the Road Network - Revised [9.8.2 - 3 pages]
3. P R 137 - Assessing Applications for Request for Upgrades to the Road Network - Existing [9.8.3 - 3 pages]
4. P R 137 - Assessing Applications for Request for Upgrades to the Road Network - Revised [9.8.4 - 3 pages]

# Request for Upgrades to the Road Network

<b>Council Policy Number</b>	<b>054</b>
Date adopted	16 April 2019
Scheduled for review	April 2021



Council Policy

## 1. Purpose

To provide a basis for assessing applications to Campaspe Shire Council ('Council') to upgrade the road network.

## 2. Definitions

Nil

## 3. Policy Statement

Council recognises that there are legitimate reasons why it will be necessary to consider upgrading the road network. Improvements include:

1. Upgrading a gravel road to a sealed road
2. Upgrading an earth road to a gravel or sealed road
3. Widening a sealed road including the sealing of the shoulders of a road
4. Application of a dust suppression treatment

Council will consider undertaking upgrades to the road network when:

1. The traffic count warrants such an improvement
2. All weather access is required to an existing or proposed residence, business, intensive livestock, dairy or industry
3. Dust is adversely impacting houses on a gravel road, providing the landowner contributes 50% of the cost of the works
4. There are adequate funds to carry out the proposed works: Priority is given to funding the renewal of existing road infrastructure in preference to improving the level of service of the road network.
5. There are benefitting landowners willing to contribute to the actual cost of the works in accordance with the benefit that they receive.

Council priorities, or order, for expenditure on its road network are as follows:

1. maintaining the existing road network at its current level of service
2. funding improvements to intersections and other locations to improve the safety of motorists, cyclists and pedestrians
3. works which reduce the future maintenance costs of Council and enhance the life of existing assets
4. upgrades to the road network.

### Payment for Works regardless of type

Where the application is approved by Council and landowner/s are required to contribute to the works such contributions are required to be paid in full before works commence unless otherwise approved in writing by Council.

Council may allow landowners to make payments under this policy on a time repayment basis including interest.

Council Policy

Council Policy

Council Policy

Council will consider using a Special Charge Scheme to fund the work where there are more than two adjoining landowners wishing to upgrade a length or width of road.

The newly upgraded road and associated infrastructure including but not limited to: intersection, safety, signage, drainage works will be delivered to the standards of the operative Infrastructure Design Manual at the time of the work unless expressly stated otherwise and to Councils sole satisfaction.

Special charge schemes will be in accordance with the *Local Government Act* Part 8, Div 1, Sec. 163 – 166 and Council Policy 134 – Rates and Charges.

#### 4. Exclusions

Where the road is subject to a planning permit the permit holder would pay for the upgrade of the road unless expressly stated otherwise in the permit.

#### 5. 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*.

#### 6. Related Legislation

Nil

#### 7. Attachments

Procedure PR - Assessing applications for improvement to the level of service in the Road Network

#### 8. Review Period Responsible Officer

Two years

Asset Manager

#### 9. Administrative Updates

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter the policy, such a change may be made administratively. Examples include a change to the name of a Council department, a change to the name of a Federal or State Government department, and a minor update to legislation which does not have a material impact. However, any change or update which materially alters this document must be by resolution of Council.

#### 10. Approval History

Adopted	28 January 1999	Minute Book Reference No	10.1, 3323
Revised	8 July 1999	Minute Book Reference No	12.1, 3737
Revised	12 September 2000	Minute Book Reference No	12.1, 4658
Revised	11 September 2001	Minute Book Reference No	12.2, 5565
Revised	13 August 2002	Minute Book Reference No	12.1, 6305
Revised	13 September 2005	Minute Book Reference No	12.1, 9008
Revised	16 October 2007	Minute Book Reference No	9.1, 11542
Revised	18 August 2009	Minute Book Reference No	9.1, 14208
Revised	21 September 2010	Minute Book Reference No	12.6, 16407
Revised	19 August 2014	Minute Book Reference No	6.1, 878
Revised	13 September 2016	Minute Book Reference No	6.5, 823
Revised	20 March 2018	Minute Book Reference No	7.1, 486
Revised	16 April 2019	Minute Book Reference No	7.3, 1054
Revised	1 March 2021	Administrative update to apply consistent reference to Campaspe Shire Council ('Council')	

Chief Executive Officer: .....

Date: .....

# Request for Upgrades to the Road Network

<b>Council Policy Number</b>	<b>054</b>
Date adopted	XX 2021
Scheduled for review	XX 2024



Council Policy

## 1. Preamble

Campaspe Shire Council (Council) is committed to retaining the inspection, maintenance, and repair of its public roads network at its current level of service.

## 2. Purpose

To provide a basis for assessing applications to upgrade the road network.

## 3. Definitions

Nil

## 4. Policy Statement

Council recognises that there are legitimate reasons to consider upgrading elements of the road network.

### 4.1 Improvements include:

- a. Upgrading a gravel road to a sealed road
- b. Upgrading an earth road to a gravel or sealed road
- c. Widening a sealed road, including the sealing of the shoulders of a road
- d. Application of a dust suppression treatment

### 4.2 Council will consider undertaking upgrades to the road network when:

- a. Traffic counts warrant an improvement
- b. All weather access is required to an existing or proposed residence, business, intensive livestock, dairy or industry
- c. Dust is adversely impacting houses on a gravel road, provided the landowner contributes 50% of the cost of the works
- d. There are adequate funds to carry out the proposed works; priority is given to funding the renewal of existing road infrastructure in preference to improving the level of service of the road network.
- e. There are benefitting landowners willing to contribute to the actual cost of the works, commensurate with the benefit that they receive.

### 4.3 Council's priorities for expenditure on its road network are, in order:

- a. maintaining the existing road network at its current level of service
- b. funding improvements to intersections and other locations to improve the safety of motorists, cyclists and pedestrians
- c. works that reduce the future maintenance costs of Council and enhance the life of existing assets
- d. upgrades to the road network.

Council Policy

Council Policy

Council Policy

#### 4.4 Payment for Works regardless of type

- If an application is approved by Council, and landowner/s are required to contribute to the works, contributions must be paid in full as invoiced by Council before works commence, unless otherwise approved in writing by Council.
- Council may allow landowners to make payment instalments (plus interest) under this policy, over a timeframe approved in writing by Council
- Council will consider using a Special Charge Scheme to fund the work, when there are more than two adjoining landowners wishing to upgrade the length or width of road.
- The newly upgraded road and associated infrastructure, including but not limited to intersection, safety, signage and drainage works, will be delivered to the standards of the operative Infrastructure Design Manual at the time of the work, unless expressly stated otherwise.
- Special charge schemes will be in accordance with the *Local Government Act* Part 8, Div 1, Sec. 163 – 166 and Council Policy 134 – Rates and Charges.

#### 5. Exclusions

If the road is subject to a planning permit, the permit holder must pay for the upgrade of the road, unless expressly stated otherwise in the permit.

#### 6. 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*.

#### 7. Related Legislation

*The Road Management Act 2004*

*The Local Government Act 2020*

#### 8. Attachments

Procedure PR - Assessing applications for improvement to the level of service in the Road Network

#### 9. Review Period Responsible Officer

Three years

Manager Assets

#### 10. Administrative Updates

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter the policy, such a change may be made administratively.

Examples include a change to the name of a Council department, a change to the name of a Federal or State Government department, and a minor update to legislation which does not have a material impact. However, any change or update which materially alters this document must be by resolution of Council.



**11. Approval History**

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Revised	20 March 2018	Minute Book Reference No	7.1, 486
Revised	16 April 2019	Minute Book Reference No	7.3, 1054
Revised	1 March 2021	Administrative update to apply consistent reference to Campaspe Shire Council ('Council')	

Council Policy

Council Policy

Council Policy

Council Policy

Chief Executive Officer: .....

Date: .....





# Procedure – Assessing Applications for Request for Upgrades to the Road Network

<b>Procedure Number</b>	<b>PR137</b>
Date adopted	16 April 2019
Scheduled for review	April 2021



Procedure

## Purpose

This procedure applies to all applications made to improve the level of service of the road network under Council Policy 054 - Request for Upgrades to the Road Network.

## Procedure Statement

This procedure applies to the following types of applications:

1. Opening a Government Road to provide access to an allotment for a dwelling or business
2. Upgrade of earth or gravel roads to sealed roads.
3. Dust suppression works for houses on gravel roads

The procedure for each of these types of application is detailed below.

### Opening a Government Road to provide access to an allotment

This type of application normally results from:

- A planning application to construct a dwelling or business on a leased or unconstructed government road.
- A request to Council to provide access to an allotment

If the road is leased then the applicant will need to gain approval from the Department of Environment, Land, Water and Planning to have the road opened.

In both cases the applicant is required to pay the full cost of the improvement works requested. In the case of providing an access to a dwelling or a house the minimum standard is a 4m wide, 150mm gravel pavement.

### Upgrade of gravel or earth roads to sealed roads. – decision requirements of Council

Approval will be given to upgrade an earth or gravel road to a sealed road providing the applicant pays the full cost of undertaking the work unless the following applies:

- i. Where the total cost to provide a sealed road is less than the total cost to provide a gravel road (over the life of the road), Council may consider contributing funds to the works.
- ii. There is wider community benefit beyond the abutting landowners
- iii. Each year prior to the budget process, an analysis will be undertaken of the costs to maintain and provide gravel roads compared to sealed roads.

As a guide any gravel road that has more than:

- a. 300 vehicles per day, or
- b. 200 vehicles per day with more than 40 percent commercial vehicles, or
- c. is graded more than six times per year.

Procedure

Procedure

Procedure

will be analysed and compared to the cost to maintain and provide a sealed road. (This includes sealing gravel shoulders on narrow roads). If any roads are identified and the costs of providing a sealed road is less than the cost to provide and maintain a gravel road, then this road will be provided for consideration during the budget process under new and upgrade works.

If the road does not meet the above requirements (a-c), or the Council cannot or chooses not to fund, then any improvements will occur under the “special charge scheme” provisions where costs are assigned based on benefiter pays standards.

The sealing and associated infrastructure shall always be constructed to the standard specified in the Infrastructure Design Manual.

## 2a. Business and residential specific requirements

Approval will be further subject to:

- i. In the case of providing an all-weather gravel access road to an existing residence by the shortest route from the existing road network where no all-weather access is currently available, the Council will pay the full cost of undertaking the work if there are sufficient funds allocated in the budget for this purpose. In some cases, a planning permit condition may require the full cost to be paid by the applicant.
- ii. In the case of providing an all-weather gravel access road to a business, intensive livestock operation such as a dairy or the like by the shortest route from the existing road network where the annual average daily traffic (AADT) count is less than 50 and no all-weather gravel access road is currently available, the applicant will pay the full cost of the works.
- ii. In the case of providing an all-weather gravel access road to a business, intensive livestock operation such as a dairy or the like by the shortest route from the existing road network where the annual average daily traffic (AADT) count is greater than 50 and no all-weather gravel access road is currently available, Council will consider contributing up to 50% of the cost based on public / private benefit, provided that Council has the funds available for this purpose.

Priority will be given to higher trafficked roads first if there are a number of candidate projects. Council will maintain the gravel road at Council's cost after it is constructed.

## Dust suppression works for houses on gravel roads

There are two general types of dust suppression treatments as follows:

- Sealing of road
- Gravel treatments

Council will allocate a maximum of \$50,000 to the dust suppression program in any one financial year with those funds coming from the general budget allocation for gravel road re-sheeting (Refer to Council Policy 097).

## 3a. When dust suppression process no longer applies

When a project involves more than two adjoining landowners, the project will no longer be considered a dust suppression treatment and will be considered as an upgrade from a gravel road to a sealed road which has higher construction standards. This includes the requirements for funding using a special charge scheme.

## 3b. Bitumen Seal Treatment for dust suppression

Applications for sealing of a gravel road to control dust will be considered from any owner of a house located within 300 metres of a road frontage.

Council will contribute 50% of the cost of sealing roads up to the following lengths

- Single residence between 100 and 200 metres
- Single residence located at the intersection of two gravel roads 300 metres

Council will pay 100% of the cost of sealing gaps in seal sections less than 100m in length.

This provision also applies to unsealed shoulders in urban areas.

Procedure

Procedure

Procedure

Procedure

The minimum construction standard for dust control seals is as follows:

- Seal width: 4m minimum
- Pavement depth: 150mm minimum
- Shoulder width: 1.5m minimum.

### 3c. Gravel Treatment for dust suppression

Approval may be given to apply a low fines crushed rock product for a 150 metre section past a residence, where the residence is up to 100 metres from the road provided that the resident meets the cost of supply and cartage of that crushed rock i.e. excluding placement costs.

Where a residence is greater than 100 metres from the road provided, the landowner will be responsible for the total cost of supplying and placement of the dust suppression material.

Once a landowner has paid for dust suppression works on a gravel road the Council will be responsible for the replacement of the treatment when the roads are resheeted.

### Exclusions

Nil

### 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*.

### Definitions

Nil

### Related Legislation

Nil

### Attachments

Nil

<b>Review Period</b>	<b>Responsible Officer</b>
Two years	Asset Manger

### Administrative Updates

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter the procedure, such a change may be made administratively. Examples include a change to the name of a Council department, a change to the name of a Federal or State Government department, and a minor update to legislation which does not have a material impact. However, any change or update which materially alters this document must be by resolution of Council.

### Approval History

Adopted 16 April 2019

Minutes Book Reference No Item 7.3, 1054

Chief Executive Officer: .....

Date: .....

Procedure

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Procedure

# Procedure – Assessing Requests for Upgrades to the Road Network

<b>Procedure Number</b>	<b>PR137</b>
Date adopted	XX 2021
Scheduled for review	XX 2024



Procedure

Procedure

Procedure

Procedure

## Purpose

This procedure applies to all applications made to improve the level of service of the road network under Council Policy 054 - Request for Upgrades to the Road Network.

## Procedure Statement

This procedure applies to the following types of applications:

1. Opening a Government Road, to provide access to an allotment for a dwelling or business
2. Upgrade of earth or gravel roads to sealed roads.
3. Dust suppression works for houses on gravel roads

The procedure for each application is detailed below.

### 1. Opening a Government Road to provide access to an allotment

This type of application normally results from:

- A planning application to construct a dwelling or business on a leased or unconstructed government road.
- A request to provide access to an allotment

In both cases the applicant must pay the full cost of the improvement works.

The minimum standard for access to a dwelling or a house is a 4m wide, 150mm gravel pavement.

If the road is leased, the applicant will first need to obtain approval from the Department of Environment, Land, Water and Planning to have the road opened.

### 2. Upgrade of gravel or earth roads to sealed roads. – decision requirements of Council

Approval will be given to upgrade an earth or gravel road to a sealed road, provided the applicant pays the full cost of undertaking the work, unless the following applies:

- i. If the total cost to provide a sealed road is less than the total cost to provide a gravel road (over the life of the road), Council may consider contributing funds to the works.
- ii. There is an established wider community benefit, beyond the abutting landowners
- iii. Each year prior to the budget process, an analysis will be undertaken of the costs to maintain and provide gravel roads compared to sealed roads.

As a guide, any gravel road that has more than:

- a. 300 vehicles per day, or
- b. 200 vehicles per day with more than 40 percent commercial vehicles, or
- c. is graded more than six times per year.

will be analysed and compared to the cost to maintain and provide a sealed road, including sealing gravel shoulders on narrow roads.

If any roads are identified and the costs of providing a sealed road is less than the cost to provide and maintain a gravel road, they may be considered during the budget as new and/or upgrade works.

If the road does not meet the above requirements (a-c), or the Council cannot, or chooses not to fund it, then any improvements must be funded under the "special charge scheme" provisions i.e. costs are assigned based on the standard, those who benefit pay.

Sealing and associated infrastructure works must be constructed to the standard specified in the Infrastructure Design Manual.

### 2.1 Business and residential specific requirements

Approval will be further subject:

- i. In the case of providing an all-weather gravel access road to an existing residence; by the shortest route from the existing road network if no all-weather access is currently available.

Council will pay the full cost of undertaking the work if there are sufficient funds allocated in the budget for this purpose. In some cases, a planning permit condition may require the full cost to be paid by the applicant.

- ii. In the case of providing an all-weather gravel access road to a business, intensive livestock operation such as a dairy or the like; by the shortest route from the existing road network if the annual average daily traffic (AADT) count is less than 50 and no all-weather gravel access road is currently available, the applicant must pay the full cost of the works.
- iii. In the case of providing an all-weather gravel access road to a business, intensive livestock operation such as a dairy or the like; by the shortest route from the existing road network if the annual average daily traffic (AADT) count is greater than 50 and no all-weather gravel access road is currently available. Council will consider contributing up to 50% of the cost based on public / private benefit, provided that Council has the funds available for this purpose.

Priority will be given to higher trafficked roads first and Council will maintain the gravel road (at its cost) after it is constructed.

### 3. Dust suppression works for houses on gravel roads

There are two general types of dust suppression treatments:

- Sealing of road
- Gravel treatments

Council will allocate a maximum of \$50,000 to the dust suppression program in any one financial year with those funds coming from the general budget allocation for gravel road re-sheeting (Refer to Council Policy 097).

#### 3a. When dust suppression process no longer applies

When a project involves more than two adjoining landowners, the project will be considered as an upgrade from a gravel road to a sealed road, which has higher construction standards. This includes the requirement for funding being way of a special charge scheme.

#### 3b. Bitumen Seal Treatment for dust suppression

Applications for sealing of a gravel road to control dust will be considered from any owner of a house located within 300 metres of a road frontage.

Council will contribute 50% of the cost of sealing roads:

- Between 100 and 200 metres for a single residence
- 300 metres if the single residence is located at the intersection of two gravel roads

Council will pay 100% of the cost of sealing gaps in seal sections less than 100m in length. This provision also applies to unsealed shoulders in urban areas.

The minimum construction standard for dust control seals is:

- Seal width: 4m minimum

- Pavement depth: 150mm minimum
- Shoulder width: 1.5m minimum.

### 3c. Gravel Treatment for dust suppression

Approval may be given to apply a low fines crushed rock product for a 150 metre section past a residence, if the residence is up to 100 metres from the road, provided that the resident meets the cost of supply and cartage of the crushed rock i.e. excluding placement costs.

If a residence is greater than 100 metres from the road, the landowner will be responsible for the total cost of supplying and placement of dust suppression material.

Once a landowner has paid for dust suppression works on a gravel road, Council will replace the treatment (at its cost) when the roads are resheeted.

### Exclusions

Nil

### 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*.

### Definitions

Nil

### Related Legislation

Nil

### Attachments

Nil

### Review Period      Responsible Officer

Three years

Manger Assets

### Administrative Updates

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter the procedure, such a change may be made administratively. Examples include a change to the name of a Council department, a change to the name of a Federal or State Government department, and a minor update to legislation which does not have a material impact. However, any change or update which materially alters this document must be by resolution of Council.

### Approval History

Adopted	16 April 2019	Minutes Book Reference No	Item 7.3, 1054
Adopted	XX 2021	Minutes Book Reference No	

Chief Executive Officer: .....

Date: .....

Procedure

Procedure

Procedure

Procedure

## 9.9 Quarterly financial report

Author	Department	Manager	General Manager
Manager Finance	Finance	Manager Finance	General Manager Corporate

### 1. SUMMARY

This report presents the quarterly financial position compared to the budget.

The financial position continues to be impacted by the COVID-19 pandemic, the impacts of the pandemic were difficult to predict given the uncertainty around restrictions.

As part of the first quarter financial review \$500,000 of genuine savings have been identified from employee vacancies. These funds have been considered and a portion of those funds are recommended for reallocation.

### 2. RECOMMENDATION

**That Council:**

1. **Accept the September 2021 Quarterly Budget Report.**
2. **Reallocate the following amounts from the \$590,000 unallocated funds comprised of budgeted funds and identified savings from the first quarter financial review;**
  - a. **\$300,000 to advance the detailed designs required for the Victoria Park Multi-Use Community Facility; and**
  - b. **\$50,000 to advance designs required for the Lockington Recreation Reserve, including the netball courts.**
3. **Refer any remaining unallocated funds to the next quarterly budget review.**

### 3. PURPOSE

**To present to Council a quarterly income statement and additional financial reports to provide a summary of the financial position of Council for the quarter ended December 2020 and to consider the allocation of funds that were set aside in the budget along with identified savings from the first quarter financial review.**

### 4. DISCUSSION

A pack of the financial statements that makes up the quarterly budget report is included and contains:

Income Statement	Comparison of 2021/22 budget, 2021/22 actuals and 2020/21 actuals for the three months ended 30 September 2021.
Balance Sheet	Comparison of 2021/22 budget, 2021/22 actuals and 2020/21 actuals for the three months ended 30 September 2021.
Cash Flow Statement	Comparison of 2021/22 budget, 2021/22 actuals and 2020/21 actuals for the three months ended 30 September 2021.
Statement of Capital Works	Comparison of 2021/22 budget, 2021/22 actuals and 2020/21 actuals for the three months ended 30 September 2021.

Income Statement



The major variations to budget for the three months ended 30 September 2021 are:

- Revenue is less than budgeted by \$2.5 million of this Local Roads and Community Infrastructure funds were budgeted in the current year but were received in 2020/21. Restrictions related to Covid-19 have impacted revenue from tourism related services.
- expenses are less than budgeted due to savings in employee expenses due to vacancies across the organisation and expenses related to services impacted by Covid-19 restrictions being less than budgeted. Part of the variance is also related to the timing of payments.

#### Capital Works Statement

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

- Kerb and channel works (drainage) are progressing ahead of schedule.
- Works on Council's three paddlesteamers, PS Adelaide, PS Alexander Arbuthnot and PS Pevensey, budgeted in prior years, were carried out to ensure that the vessels would remain 'in survey'.
- Issue with the supply of plant and equipment has seen the 2020/21 program being carried over to the current year.
- Work on the Echuca East Community Precinct is progressing ahead of schedule.

#### Available Funds for Allocation

Based on the first quarter financial review \$500,000 of genuine savings have been identified from employee vacancies. These funds are available for reallocation by Council along with the \$90,000 of funds set aside in the 2021/22 budget that remain unallocated. A total of \$590,000 is available for allocation.

Council's resolution when adopting the 2021/22 budget including the following considerations if any savings were identified within the budget year.

- Advance the designs required for the Lockington Recreation Reserve Netball Courts; and
- Advance the planning and designs required for the Victoria Park Multi-Use Community facility.

It is recommended that available funds be allocated to progress both projects in the 2021/22 year and any remaining funds be considered following the outcome of the second quarter financial review.

## **5. OPTIONS**

### Option 1: Accept the quarterly financial report and allocate funds as recommended

#### Summary of option

By accepting the report, the requirements of the *Local Government Act 2020* sec 97 (1) and (2) will have been complied with. Allocating funds from the first quarter review will enable council officers to progress these projects.

This option is recommended by officers.

### Option 2: Accept the quarterly financial report and not allocate funds as recommended

#### Summary of option

By accepting the report, the requirements of the *Local Government Act 2020* sec 97 (1) and (2) will have been complied with. Funds not allocated from the first quarter review will be tabled for consideration at the completion of the second quarter review.

This option is recommended by officers.



## Option 2: Not accept the report quarterly financial report

### Summary of option

If the report is not accepted the requirements of the *Local Government Act 2020* sec 97 (1) and (2) will not have been complied with. Funds not allocated from the first quarter review will be tabled for consideration at the completion of the second quarter review.

This option is not recommended by officers.

## **6. CONSULTATION**

### Internal:

- Executive Management Group
- Audit and Risk Committee – 28 October 2021

### Councillors:

- 10 November 2021 Council Briefing Session.

## **7. POLICY AND LEGISLATIVE IMPLICATIONS**

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no Council Policy and relevant law has been identified within this report.

## **8. FINANCIAL AND ECONOMIC IMPLICATIONS**

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no economic sustainability issues for the municipality have been identified within this report.

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no issues of ongoing financial viability of the Council have been identified within this report.

## **9. ENVIRONMENTAL IMPLICATIONS**

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no environmental sustainability issues including mitigation and planning for climate change risks have been identified within this report.

## **10. SOCIAL IMPLICATIONS**

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no social implications for the municipality have been identified with this report.

## **11. RELEVANCE TO COUNCIL PLAN 2021-2025**

Nil

## **12. ISSUES AND RISK MANAGEMENT**

### Issues:

Nil

### Risk:

This is a quarterly report that monitors Council's performance against the budget, any major variances have been explained in the report and attached statements. There is no perceived risk that would prevent Council achieving budget targets in the 2021/22 financial year for maintenance projects.

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.

### **13. CONFLICT OF INTEREST**

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

### **14. 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*.

### **15. 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.

### **16. CONCLUSION**

It is recommended that the report be accepted as a summary of Councils financial position at the quarter ended September 2021. Acceptance of this report meets the requirements of the *Local Government Act 2020* sec 97 (1) and (2). It is also recommended that funds be allocated from the first quarter financial review to advance the two projects identified at the time of adopting the 2021/22 budget.

### **17. ATTACHMENTS**

1. Quarterly Statements Q 1 21-22 [9.9.1 - 8 pages]

Campaspe Shire Council  
**INCOME STATEMENT**  
 For the period ended 30 September 2021

	Notes	Actuals	Budget	Actuals	Variances		Full Year Budget
		3 mths ended 30 Sept 2021 \$'000	3 mths ended 30Sept 2021 \$'000	3 mths ended 30 sept 2020 \$'000	Actual v Bgt \$'000 %		As at 30 Jun 2022 \$'000
<b>Revenue</b>							
Rates income	Note 1	39,586	39,645	38,512	(59)	(0.1%)	39,754
Waste charges	Note 2	5,928	6,018	5,905	(90)	(1.5%)	6,018
Statutory fees and fines	Note 3	333	360	369	(27)	(7.4%)	1,553
Grants commission	Note 4	1,627	1,882	1,463	(255)	(13.5%)	12,600
Other recurrent grants	Note 5	318	609	320	(291)	(47.8%)	1,871
Non-recurrent grants	Note 6	373	1,492	471	(1,118)	(75.0%)	5,965
Contributions - Capital		10	-	-	10	100.0%	-
User fees	Note 7	2,970	3,628	2,791	(658)	(18.1%)	14,441
Interest and other income	Note 8	248	272	-	(24)	(8.9%)	1,024
<b>Total revenue</b>		<b>51,393</b>	<b>53,904</b>	<b>49,831</b>	<b>(2,512)</b>	<b>(4.7%)</b>	<b>83,225</b>
<b>Expenses</b>							
Employee benefits	Note 9	6,156	6,834	6,078	678	9.9%	30,896
Materials and services	Note 10	4,952	8,258	4,883	3,306	40.0%	22,889
Depreciation	Note 11	5,108	5,253	5,139	144	2.7%	21,010
Depreciation leased assets		-	-	-	-	0.0%	558
Finance costs	Note 12	24	24	31	-	0.0%	130
Finance costs - lease liability		-	-	-	-	0.0%	-
Other expenses	Note 13	806	1,175	861	370	31.4%	4,568
<b>Total expenses</b>		<b>17,046</b>	<b>21,545</b>	<b>16,993</b>	<b>4,498</b>	<b>20.9%</b>	<b>80,051</b>
Net gain (loss) on disposal of property, infrastructure, plant and equipment	Note 14	783	183	-	601	0.0%	290
<b>Surplus (deficit) for the year</b>		<b>35,130</b>	<b>32,542</b>	<b>32,839</b>	<b>2,587</b>	<b>8.0%</b>	<b>3,464</b>

**Campaspe Shire Council****INCOME STATEMENT****For the period ended 30 September 2021**

Note 1 (Rates income) - Revenue from rates is less than budgeted due to supplementary rates being processed since rates were raised that has reduced rate income.

Note 2 (Garbage charges) - The increase in the number of services expected when setting the budget has not occurred.

Note 3 (Statutory fees and charges) - Less enforcement activities have been occurring due to Covid19 restrictions, car parking fines have been impacted the most.

Note 4 (Grants commission) - The amount of grants prepaid in 2020/21 was greater than the expected 50%, this means that the amount to be received quarterly will be less during 2021/22. The full amount of grants will be received, the timing is what has been effected.

Note 5 (Other recurrent grants) - The payment of a number of State Government grants have not been received in line with prior years as expected. It is expected that these will be received in the second quarter.

Note 6 (Non-recurrent grants) - Local Roads and Community Infrastructure funding was budgeted to occur in 2021/22, these funds were received in 2020/21.

Note 7 (User fees) - Revenue from user fees is less than budgeted due to closure of a number of services related to Covid19 restrictions.

Note 8 (Interest) - Interest is less than budget due to the interest on a number of investments being reinvested on rollover of term deposits. The budget does not take this into account.

Note 9 (Employee expenses) - Vacancies across the organisation and the closure of services due to Covid19 restrictions has seen savings in employee expenses.

Note 10 (Materials and services) - The timing of the payment of some invoices have resulted in the large variance, software licences \$663k, waste invoices have been delayed due to the new contractor still bedding down processes \$560k, closure of services due to Covid19 restrictions have seen savings in some areas.

Note 11 (Deprecation) - The depreciation expense is under budget due to the sale of the Paramount and disposing of a number of plant items.

Note 12 (Finance costs) - Finance costs are less than budgeted due to the loans for Echuca East Community precinct and Gunbower Lions Park redevelopment have not be drawn down as early as budgeted.

Note 13 (Other expenses) - Commission costs related to the management of Echuca Holiday park and other tourism related services are less than budgeted due to closures related to Covid19 restrictions \$195k, printing, office supplies, marketing and advertising \$90k.

Note 14 (Net gain on fixed assets) - Sale of the Paramount Theatre was not budgeted as it was unsure the sale would be completed.

Campaspe Shire Council  
BALANCE SHEET  
As at 30 September 2021

Note	Actuals	Budget	Actuals	Variances		Full Year Budget	
	As at 30 Sept 2021 \$'000	As at 30Sept 2021 \$'000	As at 30 sept 2020 \$'000	Actual v Bgt		As at 30 Jun 2022 \$'000	
				\$'000	%		
<b>Current assets</b>							
Cash and cash equivalents	Note 1	15,504	15,830	14,869	(325)	(2.1%)	15,830
Trade and other receivables	Note 2	41,158	41,197	39,790	(39)	(0.1%)	3,197
Inventories		703	831	716	(128)	(15.4%)	831
Financial assets	Note 3	44,030	42,171	43,000	1,859	4.4%	42,171
Other assets	Note 4	208	1,178	355	(969)	(82.3%)	1,178
Non-current assets classified as held for sale	Note 5	850	-	-	850	0.0%	0
<b>Total current assets</b>		<b>101,604</b>	<b>101,206</b>	<b>98,732</b>	<b>398</b>	<b>0.4%</b>	<b>63,207</b>
<b>Non-current assets</b>							
Trade and other receivables		17	22	-	(5)	0.0%	22
Right of use assets		1,848	1,567	-	280	100.0%	1,567
Financial assets		18,500	18,329	10,000	171	0.9%	14,329
Property, infrastructure, plant and equipment	Note 7	713,709	715,316	700,686	(1,608)	(0.2%)	718,316
Investment property	Note 6	-	7,312	7,312	(7,312)	(100.0%)	7,312
Intangible assets	Note 8	3,721	3,811	3,811	(90)	(2.4%)	3,811
<b>Total non-current assets</b>		<b>737,794</b>	<b>746,357</b>	<b>721,808</b>	<b>(8,563)</b>	<b>(1.1%)</b>	<b>745,357</b>
<b>Total assets</b>		<b>839,398</b>	<b>847,564</b>	<b>820,539</b>	<b>(8,166)</b>	<b>(1.0%)</b>	<b>808,564</b>
<b>Current liabilities</b>							
Trade and other payables		2,314	2,098	2,898	(215)	(10.3%)	7,098
Trust funds and deposits	Note 10	1,607	2,171	1,271	564	26.0%	2,171
Unearned income		3,444	497	-	-	-	497
Provisions		7,531	7,241	8,275	(291)	(4.0%)	6,541
Interest-bearing loans and borrowings	Note 11	736	1,090	782	354	32.5%	1,090
Lease liabilities		388	778	-	390	50.2%	778
<b>Total current liabilities</b>		<b>15,633</b>	<b>13,097</b>	<b>13,226</b>	<b>(2,536)</b>	<b>(19.4%)</b>	<b>18,176</b>
<b>Non-current liabilities</b>							
Trust funds and deposits	Note 10	18	20	1,271	2	10.0%	20
Provisions non current		485	519	721	35	6.7%	2,219
Interest bearing loans and borrowings non current	Note 11	2,322	2,358	3,331	36	1.5%	8,958
Lease liability - Non-Current		205	-	-	-	-	1,461
<b>Total non-current liabilities</b>		<b>2,825</b>	<b>2,898</b>	<b>5,323</b>	<b>72</b>	<b>2.5%</b>	<b>12,658</b>
<b>Total liabilities</b>		<b>18,458</b>	<b>15,994</b>	<b>18,549</b>	<b>(2,464)</b>	<b>(15.4%)</b>	<b>30,834</b>
<b>Net assets</b>		<b>820,940</b>	<b>831,569</b>	<b>801,990</b>	<b>(10,630)</b>	<b>(1.3%)</b>	<b>777,730</b>
<b>Equity</b>							
Accumulated surplus		356,271	333,486	357,745	22,785	6.8%	333,486
Reserves		464,669	498,083	444,244	(33,415)	(6.7%)	444,244
<b>Total equity</b>		<b>820,940</b>	<b>831,569</b>	<b>801,990</b>	<b>(10,630)</b>	<b>(1.3%)</b>	<b>777,730</b>

**Campaspe Shire Council**  
**BALANCE SHEET**  
**As at 30 September 2021**

Note 1 (Cash and cash equivalents) - It is difficult to budget the exact cash position when setting the budget, as this is dependent on when invoices are received, especially for capital works.

Note 2 (Trade and other receivables) - The collection of rates is above targets for the time of year, this may drop off as the year progresses, this was Councils experience in 2020/21 with the amount of rates outstanding at year end greater than previous years.

Note 3 (Financial assets) - Additional term deposits have been purchased with funds received in advance (Grants Commission) these will be redeemed for cashflow purposes as the year progresses.

Note 4 (Other assets) - The assumptions made when setting the budget predicted greater accrued revenue than what has occurred. The actuals are in line with prior years.

Note 5 (Non-current assets classified as held for sale) - The Paramount Theatre was reclassified as asset held for sale at year end when it became certain that the sale would be completed in 2021/22.

Note 6 (Investment property) - Investment properties were reclassified at the end of 2020/21 after reviewing why these were held by Council. The properties no longer met the criteria and were moved to building and land assets.

Note 7 (Property, infrastructure, plant and equipment) - The delivery of the capital program impacts on the actual versus budget, the budget is set based on delivering the full program of capital works each year, this does not occur in reality with there being a percentage of works carried over every year.

Note 8 (Intangible assets) - The value of water rights reduced at the end of 2020/21 due to increased certainty around water supply due to storages levels increasing due to high levels of rainfall.

Note 10 (Trust funds and Deposits current & non-current) - The budget for receipt of trust funds and deposits is based on prior year, it is difficult to predict what might be received as it is dependent on what work is being carried out that requires the payment of bonds.

Note 11 (Interest-bearing loans and borrowings) - Loans have not been drawn down as yet for the works being carried out on the Echuca East Community Precinct and Gunbower Lions Park. The draw down has been adjusted to match stage completion of works. The first draw down will occur early in 2022.

## Campaspe Shire Council

## CASH FLOW STATEMENT

For the period ended 30 September

2021

	Notes	Actuals	Budget	Actual	Variances		Full Year Budget
		3 mths ended 30 Sept 2021 \$'000	3 mths ended 30 Sept 2021 \$'000	3 mths ended 30 Sept 2020 \$'000	Actual v Bgt \$'000 %		As at 30 Jun 2022 \$'000
<b>Cash flows from operating activities</b>							
Rates and charges	Note 1	11,625	10,723	10,194	901	8.4%	45,723
Statutory fees and fines	Note 2	333	553	-	(220)	(39.8%)	1,553
User fees and fines	Note 3	1,026	1,441	2,645	(416)	(28.8%)	14,441
Operating grants	Note 4	1,945	3,463	2,254	(1,518)	(43.8%)	14,463
Capital grants	Note 5	373	877	-	(504)	(57.4%)	5,977
Interest received	Note 6	142	335	297	(193)	(57.7%)	535
Other Receipts	Note 7	106	592	-	(486)	(82.1%)	392
Net GST (payment)/refund		621	-	951	621	0.0%	-
Proceeds/(repayment) of trusts and deposits	Note 8	(1,090)	-	(898)	(1,090)	0.0%	-
Payments to employees	Note 9	(6,312)	(7,911)	(5,978)	1,599	(20.2%)	(30,911)
Payments to suppliers	Note 10	(6,973)	(7,805)	(13,404)	832	(10.7%)	(22,805)
Other Payments		(886)	(1,568)	-	682	(43.5%)	(4,568)
<b>Net cash inflow (outflow) from operating activities</b>		<b>910</b>	<b>700</b>	<b>(3,941)</b>	<b>209</b>	<b>(4)</b>	<b>24,800</b>
<b>Cash flows from investing activities</b>							
Payments for property, infrastructure, plant and equipment	Note 11	(1,431)	(1,663)	(3,096)	232	14.0%	(33,522)
Purchase of financial assets	Note 12	(3,000)	-	-	(3,000)	0.0%	-
Proceeds from sale of financial assets	Note 12	4,000	5,000	6,000	(1,000)	0.0%	5,000
Proceeds from sale of property, infrastructure, plant and equipment	Note 13	783	-	-	783	0.0%	-
<b>Net cash inflow (outflow) from investing activities</b>		<b>353</b>	<b>3,337</b>	<b>2,905</b>	<b>(2,985)</b>	<b>89.4%</b>	<b>(28,522)</b>
<b>Cash flows from financing activities</b>							
Finance costs		(24)	(130)	(31)	106	81.4%	(130)
Repayment of borrowings		(273)	(1,041)	(281)	768	73.8%	(1,041)
Proceeds from borrowings		-	-	-	-	0.0%	7,758
<b>Net cash inflow (outflow) from financing activities</b>		<b>(297)</b>	<b>(1,171)</b>	<b>(313)</b>	<b>874</b>	<b>74.6%</b>	<b>6,587</b>
<b>Net increase (decrease) in cash and cash equivalents</b>		<b>965</b>	<b>2,866</b>	<b>(1,349)</b>	<b>(1,901)</b>	<b>66.3%</b>	<b>2,865</b>
Cash and cash equivalents at the beginning of the year		14,539	12,965	16,219	1,574	12.1%	12,965
<b>Cash and cash equivalents at the end of the period</b>		<b>15,504</b>	<b>15,831</b>	<b>14,870</b>	<b>(327)</b>	<b>(2.1%)</b>	<b>15,830</b>

**Campaspe Shire Council****CASH FLOW STATEMENT****For the period ended 30 September****2021**

Note 1 (Rates and charges) - Cash collected from rates and charges is a reflection of the greater than predicted collection rates at the end of the first quarter.

Note 2 (Statutory fees and fines) - Less enforcement activities have been occurring due to Covid19 restrictions, car parking fines have been impacted the most this is reflected in the cash position.

Note 3 (User fees and fines (inclusive of GST) - Revenue from user fees is less than budgeted due to closure of a number of services related to Covid19 restrictions and this is reflected in the cash position.

Note 4 (Operational grants) - The payment of a number of State Government grants have not been received in line with prior years as expected as well as less than budgeted Financial Assistance Grants being paid due to early payment.

Note 5 (Capital grants) - Local Roads and Community Infrastructure funding was budgeted to occur in 2021/22, these funds were received in 2020/21 which is reflected in less than budgeted cash being received.

Note 6 (Interest received) - Interest is less than budget due to the interest on a number of investments being reinvested on rollover of term deposits. The budget does not take this into account.

Note 7 (Other receipts) - Property rent has been waived in some areas as a result of Covid19 restrictions.

Note 8 (Proceeds/(repayment) of trusts and deposits) - the cashflow from the proceeds of trusts funds and deposits is not budget as this is unknown factor.

Note 9 (Payments to employees) - Vacancies across the organisation and the closure of services due to Covid19 restrictions has seen savings in employee expenses.

Note 10 (Payments to suppliers (inclusive of GST) - The timing of the payment of some invoices have resulted in the variance and closure of services due to Covid19 restrictions.

Note 11 (Payments for property, infrastructure, plant and equipment) - the delivery of the capital program has been effected by Covid19 restrictions and weather.

Note 12 (Purchase of/Proceed from financial assets) - Investments are purchased or redeemed as required to met cashflow needs.

Note 13 (Proceeds from sale of property, infrastructure, plant and equipment) - Sale of the Paramount Theatre was not budget as it was not certain that the sale would occur.



Campaspe Shire Council  
 STATEMENT OF CAPITAL WORKS  
 For the period ended 30 September 2021

Capital Works Areas	Notes	Actuals	Budget	Variances		Full Year Budget
		3 mths ended 30 Sept 2021 \$'000	3 mths ended 30 Sept 2021 \$'000	Actual v Bgt \$'000 %		As at 30 Jun 2022 \$'000
<b>Infrastructure</b>						
Aerodromes		-	-	-	-	1,824
Bridges		18	20	(2)	(11.1%)	56
Drainage	Note 1	643	596	47	7.3%	2,900
Footpaths and Cycleways	Note 2	3	10	(7)	(233.3%)	4,406
Other Infrastructure		-	-	-	0.0%	100
Parks, Open Space and Streetscapes	Note 3	34	17	17	50.0%	170
Recreational, Leisure and Community Facilities	Note 4	45	17	28	62.2%	1,180
Roads		1,375	1,382	(7)	(0.5%)	9,591
Waste Management		-	-	-	0.0%	240
<b>Total Infrastructure</b>		<b>2,118</b>	<b>2,042</b>	<b>76</b>		<b>20,467</b>
<b>Equipment and other</b>						
Heritage Plant and Equipment	Note 5	499	-	499	100.0%	25
Plant, Machinery and Equipment	Note 6	359	17	342	95.3%	2,855
<b>Total Equipment and other</b>		<b>858</b>	<b>17</b>	<b>841</b>		<b>2,879</b>
<b>Property</b>						
Buildings	Note 7	1,146	67	1,079	94.2%	2,761
Building improvements		-	-	-	0.0%	-
Heritage buildings		-	-	-	0.0%	-
Land Improvements	Note 8	18	12	6	33.3%	2,250
<b>Total Roads, Drains and Bridges</b>		<b>1,164</b>	<b>79</b>	<b>1,085</b>		<b>5,011</b>
<b>Total Capital Works</b>		<b>4,140</b>	<b>2,138</b>	<b>2,002</b>		<b>28,357</b>

**Campaspe Shire Council**  
**STATEMENT OF CAPITAL WORKS**  
**For the period ended 30 September 2021**

Note 1 (Drainage) - Kerb and channel works are progressing ahead of schedule and works carried over from prior year have been completed this year.

Note 2 (Footpaths and cycleways) - The wet weather has impacted the delivery of the program.

Note 3 (Parks, open spaces and streetscapes) - Works carried over from prior year are being completed in the current year.

Note 4 (Recreational, leisure and community facilities) - Works carried over from prior year are being completed in the current year.

Note 5 (Heritage plant and equipment) - Works on Council's three paddles teamers, the PS Adelaide, PS Alexander Arbuthnot and PS Pevensey, budgeted in prior years, were carried out. The work was essential to ensure all of the vessels obtained certification and remain 'in survey' so they can continue to operate.

Note 6 (Plant, machinery and equipment) - The additional spend is a carryover from the prior year. Issues with the supply of machinery and plant have delayed the delivery of the 2020/21 replacement program.

Note 7 (Buildings) - The construction of Echuca East Community Precinct is progressing ahead of what was expected when the budget was set.

Note 8 (Land improvements) - Work on stage 1 of the Aquatic Reserve and Onion Patch are ahead of schedule.

## 10 Council Information

### 10.1 Notes of Appreciation

The following have been received:

- Close the Loop – congratulations and thank you for the great effort the Campaspe Shire Council has put in to divert printer cartridges from landfill. For the period 1 July to 30 September 2021 Council has diverted 4.82kg of cartridges from landfill.
- North Central CMA – thank you to Keith Oberin and Sam Campi for attending the opening of the Rochester Fishing Platform and Kayak Launch.

*The livestream on Facebook was a good option in the end and came across really well.*

*I'm proud of the facility we have been able to build and couldn't have done it without your support.*

### RECOMMENDATION

**That Council acknowledge the notes of appreciation as listed.**

### 10.2 Responsive Grants Program

Author	Department	Manager	General Manager
EA General Manager Community	Community		General Manager Community

#### 1. SUMMARY

That Council note one successful applicant to the Responsive Grants Program.

#### 2. RECOMMENDATION

**That Council note the following application was approved in accordance with the Responsive Grants Program criteria:**

- **Kyabram Parkland Golf Club Inc. – towards the construction of a pedestrian crossing over a concrete drain, \$1,000**

#### 3. PURPOSE

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

#### 4. DISCUSSION

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

This month, the following application was received:

**Kyabram Parkland Golf Club Inc.** – towards the construction of a pedestrian crossing over a concrete drain. The drain is integral to the town's drainage system and is a Council asset.

The club would like to construct a bridge using four closely fitted treated pine sleepers with treated pine post handrails either side to replace the current makeshift pedestrian crossing over the concrete drain, located at the north west corner of the reserve, as it is unstable and potentially dangerous.

*“Approximately 100 walkers per week cross the current bridge to access the reserve for daily exercise.”*

The Manager Assets is supportive of this application as it is a potential safety issue across Council drainage, located on an easement through the reserve. It should be noted that if the grant application is successful, a condition of the funding is that Council will not take future responsibility for the asset.

It is further noted that landowner permission from DEWLP has been provided for this project and funding was conditional upon the provision of such.

Organisation	Amount	Amount Recommended	Purpose	Comment
Kyabram Parkland Golf Club Inc.	\$1,000	\$1,000	Towards the construction of a safe pedestrian crossing over a concrete drain. The drain is integral to the towns drainage system and is a Council asset.	Approved by CEO <ul style="list-style-type: none"> <li>reduces safety issues for local residents who use the bridge to access the reserve for regular exercise.</li> </ul>

**Fund Balance Prior to application approval:** \$25,000

**Funding approved:** \$1,000

**2021/2022 Fund Balance: (17 November 2021)** \$24,000

## 5. CONSULTATION

Internal consultation:

- Manager Assets
- Recreation Coordinator

External consultation:

- DEWLP

Councillors:

- Not required

## 6. POLICY AND LEGISLATIVE IMPLICATIONS

Funds utilised for this program were budgeted in the 2021/2022 financial year.

## 7. FINANCIAL AND ECONOMIC IMPLICATIONS

The annual budget allocates funding for Responsive Grants Program requests for community initiatives that demonstrate the need for funds at short notice and can't wait for the Community Grants Program.

## 8. ENVIRONMENTAL IMPLICATIONS

No impact

## **9. SOCIAL IMPLICATIONS**

This funding provides support, at short notice, to community groups and organisations to provide a service, program or activity used by, or for benefit of Campaspe Shire residents.

## **10. RELEVANCE TO COUNCIL PLAN 2021-2025**

### **Strong and Engaged Communities**

- Enable residents to be active and engaged in their community and support participation in artistic, cultural, sporting, and leisure opportunities.

## **11. ISSUES AND RISK MANAGEMENT**

### **Issues:**

No issues

### **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.

## **12. CONFLICT OF INTEREST**

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

## **13. 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*.

## **14. 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.

## **15. CONCLUSION**

Council received one application to the Responsive Grants Program in October. Council to note that this application was successful.

## 10.3 Community Event Sponsorship

Author	Department	Manager	General Manager
Executive Assistant Community	Community		General Manager Community

### 1. SUMMARY

That Council note the three successful applications received for Community Event Sponsorship.

### 2. RECOMMENDATION

**That Council note the following sponsorships were approved in accordance with the Community Event Sponsorship criteria and the applicants advised in writing:**

- **Girgarre Development Group Inc. - \$5,000 cash and \$400 in-kind support for waste management to assist with costs associated to host the Girgarre Moosic Muster to be held from 5 – 9 January 2022,**
- **Alcoholics Anonymous – in-kind to the value of \$2,100 for venue hire (Kyabram Stadium), for the Kyabram 50<sup>th</sup> Anniversary AA Minicon to be held from 28 – 30 January 2022,**
- **The Scout Association of Australia Victorian Branch Inc. - \$5,000 cash and \$600 in-kind for temporary white picket fencing and event bunting to assist with the Victorian Scout Jamboree, to be held at the Elmore Events Centre, from 29 December 2021 – 8 January 2022.**

### 3. PURPOSE

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

### 4. DISCUSSION

The Community Event Sponsorship program offers financial support to not for profit community organisations, groups and associations to conduct events that contribute to the municipality and support Council's vision.

The program has guidelines for applications submitted to Council.

The following applications were received:

**Girgarre Development Group Inc.** – requested \$5,000 to assist with hosting the Girgarre Moosic Muster to be held from 5 – 9 January 2022 and \$400 in-kind Council support for the provision of additional rubbish bins for the event.

An annual event that has state-wide awareness with a strong following and folk music devotee demographic. The event attracts approximately 2,000 people over the five days to enjoy and join in the creative style of music the Moosic Muster offers. The event has at least an 80% repeat visitation rate.

The Girgarre Moosic Muster committee is made up of passionate community members from Girgarre as well as other townships within the Campaspe Shire.

The event coincides with the monthly Girgarre Farmers Market which provides another opportunity for visitors to enjoy music from the Muster.

The 2022 event will see the introduction of user pays workshops, however attendance of the concert and dance will be free of charge to keep the weekend affordable for all.

The event will be hosted in-line with COVID guidelines/restrictions in place at the time. Council will receive recognition of the sponsorship through the use of pull up banners at the event and the Campaspe Shire logo will also be used on all promotional material relating to the event, including website and social media.

The application has been submitted within the required three month notification period.

**Alcoholics Anonymous Inc. (AA)** – requested \$2,100 in-kind venue hire (Kyabram Stadium) for the Kyabram 50th Anniversary AA Minicon to be held from 28 – 30 January 2022.

Previous events have been held at a Kyabram Community Learning Centre (KCLC), however, due to covid restrictions and density limitations the group are seeking to hold the event in a larger space to accommodate the anticipated attendance numbers.

AA groups from surrounding areas will be invited to attend the Minicon, which enables members, new and old, to come together to share their experiences and access medical and health professionals.

*“As well as recovering alcoholics and those trying to achieve sobriety, the event will also be open to family members and members of the public to join open meetings to listen to the sharing of experiences. It will also provide an opportunity, for those living with loved ones suffering alcoholism, to obtain information and strategies to cope.”*

The event will be hosted in-line with COVID guidelines/restrictions in place at the time.

Council will receive recognition of the sponsorship through the use of pull up banners at the event and the Campaspe Shire logo will also be used on all promotional material relating to the event, including website and social media.

The application has been submitted within the required three month notification period.

**The Scout Association of Australia Victorian Branch** – requested \$5,000 and \$600 in-kind utilisation of temporary white picket fencing and event bunting for the Victorian Scout Jamboree (Vic Jam) to be held at the Elmore Events Centre from 29 December 2021 – 8 January 2022.

In 2007 the National Scout Jamboree was held at the Elmore Events Centre attracting the attendance of 12,000 Scouts. Due to covid and the cancellation of the 2022 National Scout Jamboree the event is now condensed to be a State Jamboree, with only Victorian Scouts to attend.

Should Covid restrictions inhibit the conduct of the event at this time, it will be rescheduled not cancelled.

The Scout Association of Australia, Victorian Branch have invested in infrastructure at the Elmore Events Centre that will remain at the centre for years to come and benefit the community and future events. In 2007 the installation of power to camp sites was undertaken and in 2022, the installation of tanks for potable water and plumbing will be installed and remain at the Elmore Events Centre for future events to use. These works have an estimated value of \$310,000.

The majority of the event is based at the Elmore Events Centre, however the geographic location provides an opportunity to connect with activities in Bendigo, Echuca, Shepparton and Nagambie. All Scouts attending Vic Jam will have a day trip to Echuca included in their activities.

The event will be hosted in-line with Covid guidelines/restrictions in place at the time. All Leaders are required to be vaccinated and there will be an onsite hospital to deal with any health issues during the Jamboree.

The Jamboree is a tier one event and a Covid plan will be developed in consultation with the State Government.

Council will receive recognition of the sponsorship through the use of banners at the event and the Campaspe Shire logo will also be used on all promotional material relating to the event, including website and social media.

The application has been submitted within the required three month notification period.

Organisation	Amount	Amount Recommended	Purpose	Comment
Alcoholics Anonymous	\$2,100 in-kind facility hire	\$2,100 in-kind facility hire	For venue hire (Kyabram Stadium) for the Kyabram 50th Anniversary AA Minicon to be held from 28 – 30 January 2022.	Approved by CEO Event expected to attract 150 - 200 participants from across regional Victoria.
Girgarre Development Group Inc.	\$5,000 cash and \$400 in-kind waste management	\$5,000 cash and \$400 in-kind waste management	To assist with hosting the Girgarre Moosic Muster to be held from 5 – 9 January 2022.	Approved by CEO Event expected to attract 2,000 people locally, regional and metropolitan Victoria as well as interstate.
The Scout Association of Australia, Victorian Branch	\$5,000 cash and \$600 in-kind temporary white picket fencing and event bunting	\$5,000 cash and \$600 in-kind temporary white picket fencing and event bunting	To assist with hosting the Victorian Scout Jamboree to be held at the Elmore Events Centre from 29 December 2021 – 8 January 2022	Approved by CEO

**Events Sponsorship Program fund balance prior to these applications: \$21,625**

**Requested Funding: \$10,000**

**Funding amount recommended: \$10,000**

**2021/2022 Fund Balance: (17 November 2021) \$11,625**

Council's contribution of \$10,000 cash \$3,100 in-kind equipment and venue hire will lead to the provision of events to the approximate value of \$5,678,500.

## 5. CONSULTATION

Internal consultation:

- Grants Panel
- EMG

## 6. POLICY AND LEGISLATIVE IMPLICATIONS

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no Council Policy and relevant law has been identified within this report.

## 7. FINANCIAL AND ECONOMIC IMPLICATIONS

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no economic sustainability issues for the municipality have been identified within this report.



The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no issues of ongoing financial viability of the Council have been identified within this report.

## **8. ENVIRONMENTAL IMPLICATIONS**

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no environmental sustainability issues including mitigation and planning for climate change risks have been identified within this report.

## **9. SOCIAL IMPLICATIONS**

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no social implications for the municipality have been identified with this report.

## **10. RELEVANCE TO COUNCIL PLAN 2021-2025**

### **Strong and Engaged Communities**

- Enable residents to be active and engaged in their community and support participation in artistic, cultural, sporting, and leisure opportunities.

### **Resilient Economy**

- Facilitate and enable local enterprise, support existing businesses and develop stronger business networks.

## **11. ISSUES AND RISK MANAGEMENT**

### **Issues:**

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

### **Risk:**

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

## **12. CONFLICT OF INTEREST**

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

## **13. 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*.

## **14. 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.

## **15. CONCLUSION**

Council received three applications to the Community Event Sponsorship Program. Council to note that the applications were successful in receiving \$10,000 cash towards event costs and \$3,500 in-kind support for facility and equipment hire.

## 10.4 Capital Works Program 2021/22 Quarter 1 Update

Author	Department	Manager	General Manager
Capital Works Coordinator	Projects & Facilities	Manager Projects & Facilities	General Manager Infrastructure

### 1. SUMMARY

This report presents an overview of progress of the annual Capital Works Program (CWP), as at 30 September 2021.

The 2021/22 program consists of 90 new projects (included in the 2021/22 Capital Works budget), 20 additional projects and 31 carry-over projects totalling an initial overall adopted budget of \$38.9M.

The year to date (YTD) expenditure by 30 September was \$4.1M and \$11.5M had been committed providing a total actual and committed figure of \$15.6M.

Target spend for the year is \$35M. This target spend excludes any grant dependent projects where funding has not been confirmed.

This report and the accompanying attachment provide a summary of delivery during Quarter 1.

### 2. RECOMMENDATION

**That Council note the contents of this report.**

### 3. PURPOSE

To provide Council with an update on the progress of the annual Capital Works Program by 30 September 2021.

### 4. DISCUSSION

#### **Update Quarter 1 - Carry over Projects**

During this quarter, the carried over asphaltting phase of the 2020/21 Sealed Road Resurfacing program was completed.

The three Marine Vessel projects continued with works on the PS Alexander Arbuthnot and PS Adelaide completed and the PS Pevensey nearing completion. The completion of the PS Pevensey is expected in October 2021. Works carried over as part of the 2020/21 Kerb and Channel program were finalised in Echuca's Crossen, Leichardt, and High Streets.

The Rushworth High Street Renewal construction works were subject to delays due to issues with Telstra assets. A recommendation to vary the contract was endorsed by Council in September. The project is now progressing with a variation to works under construction (WUC) with completion revised to December 2021.

The Anstruther Street Footbridge project has progressed to tender stage with procurement activity planned in October.

The installation of new storage facilities and demolition of old sheds at Lockington and Colbinabbin Recreation Reserve continued. The Lockington shed was installed in 2020/21 with demolition of retired assets being completed in this quarter. The Colbinabbin shed build will be completed in Quarter 2.

Stage 3 of the McEwen Road Basin upgrades in Kyabram commenced with pump station survey works complete and earthworks underway. Works are scheduled to be completed in December.

#### **Update Quarter 1 – New and Multi Year Projects**

The construction of shire wide annual Gravel Road Resheeting and Kerb and Channel renewal programs commenced and despite the wet weather experienced this quarter, are currently on track to be delivered to time and budget. Works on the Echuca East Recreation Reserve redevelopment are well underway with the building slab, car park kerb and basketball court formed. The Rochester Play Space project construction commenced and is progressing well.

The annual program of pool painting (this year at Tongala and Rushworth pools) will be completed by October, as will the shade sail replacement at Rushworth Lions Park. Stage 2 of the column rectification works at the Echuca and District Livestock Exchange commenced and the Open Drain renewal in Paroo Street, Echuca that was designed last financial year is now under construction and forecast to be completed in Quarter 2.

Construction of the following projects were completed; Echuca Holiday Park Electrical upgrade (part of the wider program of works underway), Kyabram Plaza Theatre Shop renewal and works at various locations under the Kerb and Channel program.

Contracts were awarded for Echuca Sturt Street Drainage upgrade, Torrumbarry Roslynmead Road Upgrade and the Echuca Parking Meters program.

Footpath and Culvert renewal program designs commenced with construction planned later in the financial year. Design and approvals continued for Kyabram Breen Avenue Walking and Cycle Trail, Rushworth Murchison Rail Trail, Echuca Aerodrome Concept Plan and Cornella McEvoy's bridge removal. Road rehabilitation and bridge advance design works commenced in preparedness for the 2022/23 capital program.

Following the extension of time for Local Roads and Community Infrastructure (LRCI) Phase 1 and 2 projects, works under this program continue to be prepared for delivery by June 2022.

### **Progress**

Overall, this Quarter showed total spend of \$4.1M and a value of \$15.6M with the inclusion of commitments.

### **Activities for Quarter 2**

Shire Sealed Road Resurfacing program, Echuca Sturt Street Upgrade and Torrumbarry Roslynmead Road Upgrade will all commence construction.

Tenders will be advertised for Kyabram Graham Road Rehabilitation, Corop Lake Cooper Rehabilitation and Ash Street Drainage Upgrade.

### **Projects achieving 'Practical Completion'**

The following projects were practically completed this Quarter. 'Practically Completed' (PC) means site works are completed and open for public use.

- Echuca Crossen Street Kerb and Channel
- Echuca Leichardt Street Kerb and Channel
- Echuca High Street (Mckinlay-Tyler) Kerb and Channel
- Echuca Collier Street Kerb and Channel
- Rochester Campaspe Street Kerb and Channel (LRCI Stage 2)
- Echuca Dobinson Street Kerb and Channel
- Kyabram Tulloh Street Kerb and Channel
- Echuca Cornelia Creek Road Kerb and Channel
- Echuca Pakenham Street Kerb and Channel
- Echuca Simmie Street Kerb and Channel
- Echuca Boothman Street Kerb and Channel
- Shire Sealed Road Resurfacing 20/21
- Echuca Marine Vessels 19/20 Adelaide

- Echuca Marine Vessels 20/21 Alexander Arbuthnot

### **Grant Dependent and Externally Funded Projects**

Several projects on the 2021/22 program are grant dependent and their commencement will be reliant on external funds being sourced:

- An application for match funding for the construction phase of the Echuca Aquatic Reserve project is outstanding with Regional Development Victoria. Confirmation is expected in November.
- Applications for match funding were made through the Building Better Regions Fund (BBRF) grant program for construction phases of the Echuca Aerodrome, Rushworth Murchison Rail Trail and Kyabram Netball Court projects.

In October, confirmation was received that all applications under the program were unsuccessful.

As external funds are confirmed, target spend for these projects will be included in future Capital Works reports.

## **5. CONSULTATION**

Internal consultation:

- Relevant Project Sponsors

## **6. POLICY AND LEGISLATIVE IMPLICATIONS**

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no Council Policy and relevant law has been identified within this report.

## **7. FINANCIAL AND ECONOMIC IMPLICATIONS**

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no economic sustainability issues for the municipality have been identified within this report.

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no issues of ongoing financial viability of the Council have been identified within this report.

## **8. ENVIRONMENTAL IMPLICATIONS**

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no environmental sustainability issues including mitigation and planning for climate change risks have been identified within this report.

## **9. SOCIAL IMPLICATIONS**

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no social implications for the municipality have been identified with this report.

## **10. RELEVANCE TO COUNCIL PLAN 2021-2025**

### **Balanced Services and Infrastructure**

- Manage and maintain assets to optimise their lifecycle considering social, economic, and environmental sustainability.
- Plan and advocate for services and infrastructure to meet community need.
- Maximise access and usage of assets through innovative design and partnership initiatives.

- Relinquish services and assets that no longer meet community need.

### Responsible Management

- Enable the delivery of services, facilities, and programs to the community through sound corporate governance and fiscal responsibility.

## 11. ISSUES AND RISK MANAGEMENT

### Issues:

#### Issue 1:

Typical delays in receiving approvals from external organisations. The achievement of approvals from external bodies continues to be a source of delay in several projects resulting in the extension of project timelines. Mitigation measures have been put in place with projects being split over multiple years with a minimum of one year for design and approvals.

#### Issue 2:

Additional state and federal funding received due to Covid-19 stimulus packages has resulted in the program being larger than anticipated. Engagement of consultant Project Manager/s to deliver externally funded projects will reduce the impact.

### Risk:

Risk	Likelihood	Consequence	Rating	Mitigation action
Non delivery of adopted program resulting in reputational damage and council assets not being renewed in a timely manner.	Likely	Moderate	High	Ongoing monitoring and monthly reporting to EMG of 'at risk' projects.  Delivery of projects over multiple years.

## 12. CONFLICT OF INTEREST

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

## 13. 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*.

## 14. 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.

## **15. CONCLUSION**

The annual Capital Works Program has progressed with a total spend of \$4.1M by 30 September 2021 and \$11.5M committed, a total spend of \$15.6M for Quarter 1 of the 2021/22 FY.

## **16. ATTACHMENTS**

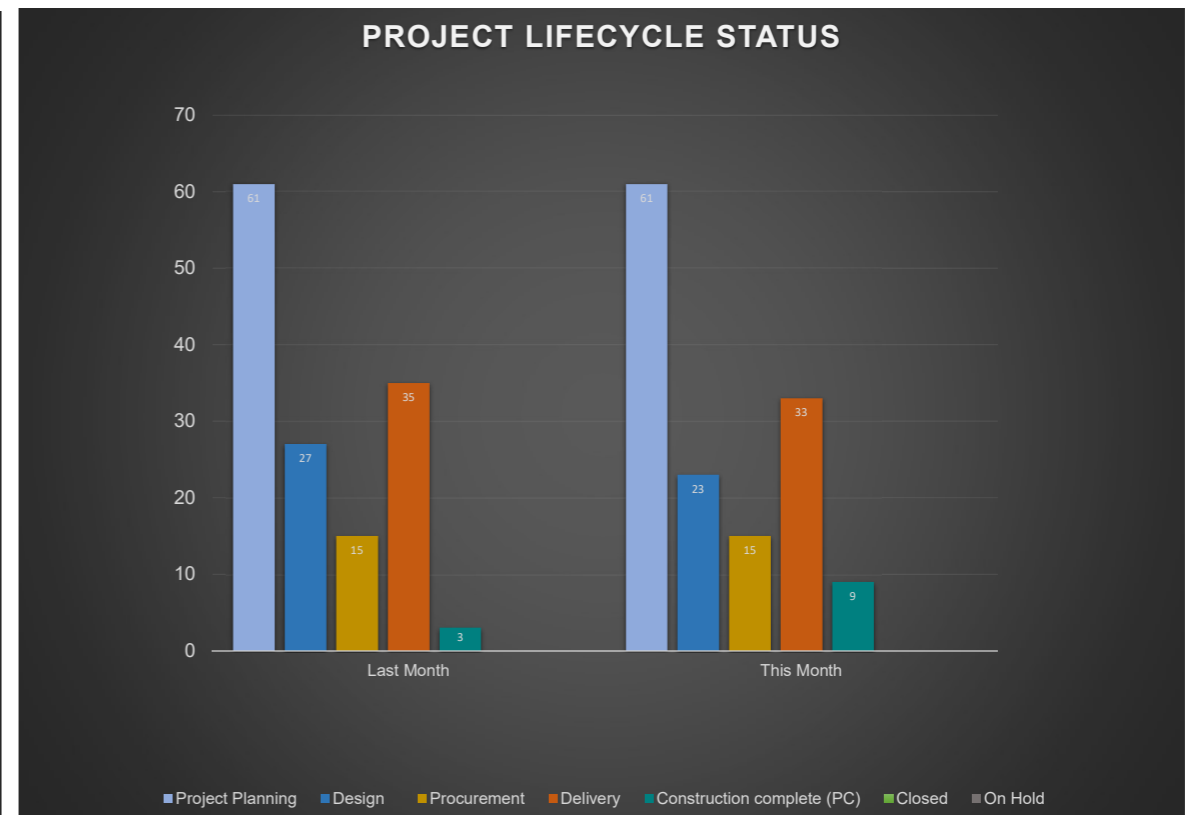
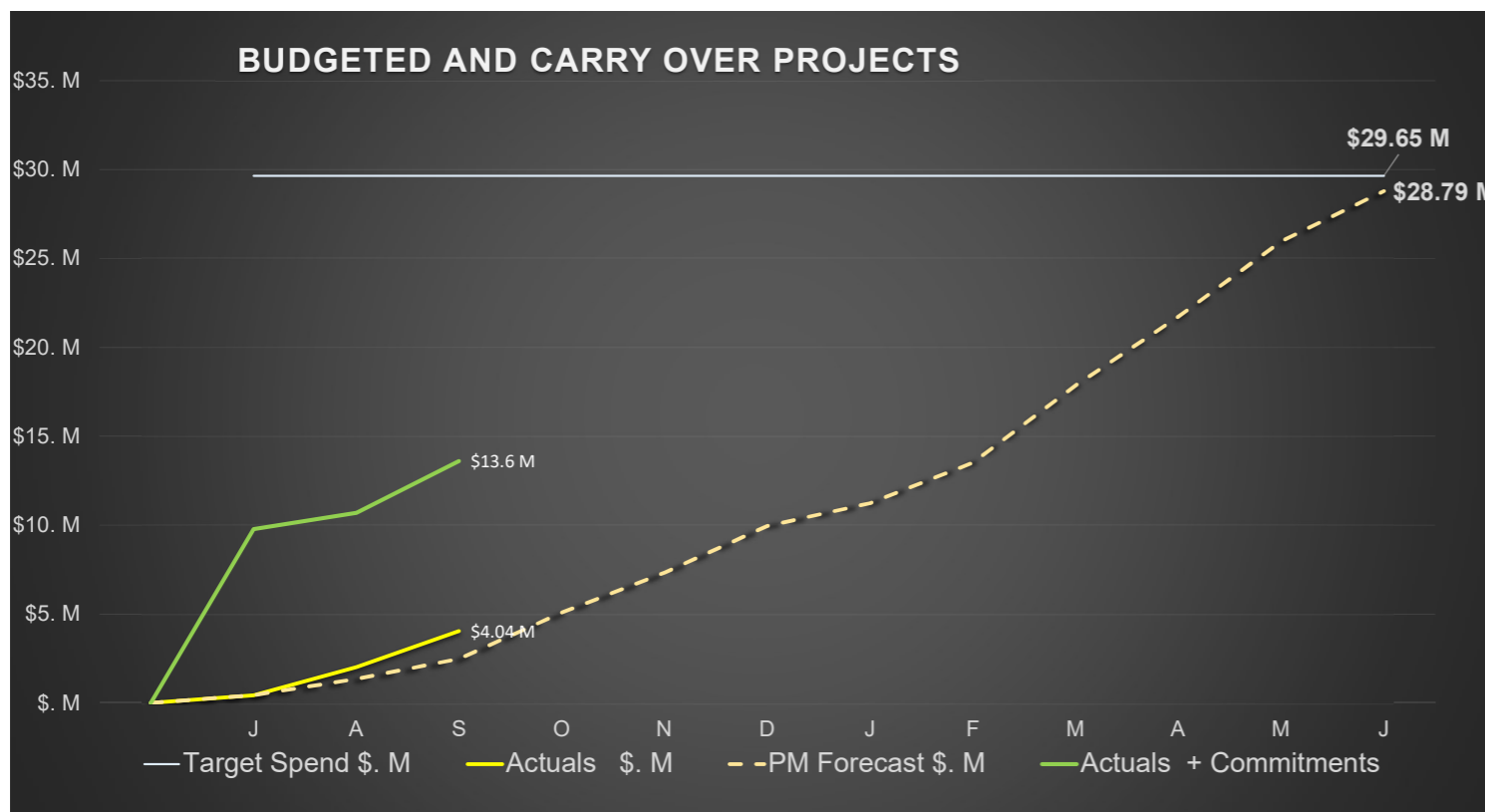
1. 2021 Q 1 CWP Dashboard [**10.4.1** - 2 pages]



2021/22 Capital Works Program - September 2021

**Budgeted and Carry Over / Multi Year Projects \***

Asset Class	Budgeted New Works 21/22	Carry Over/Multi-Year Projects from 20/21	Grant Dependent spend	Revised Target Spend (Budget and Carry Over less Grant Dependent) *	Actual Spend as at 30/09/2021	% spend to annual target	Comments
Bridges	\$46,500	\$1,964,859		\$2,011,359	\$7,509	0%	Carry over bridge projects include Groves Weir and Anstruther Street Footbridge. Due to go to tender.
Building & Structures	\$2,764,500	\$3,688,913		\$6,453,413	\$1,139,670	18%	Multi year - Echuca East Redevelopment. Construction has commenced and is on track.
Footpaths & Cycleways	\$2,973,500	\$0	\$1,800,000	\$1,173,500	\$2,778	0%	Grant dependent project - Rushworth Murchison trail (Building Better Regions grant application unsuccessful).
Irrigation	\$100,000	\$0		\$100,000		0%	Irrigation project being scoped.
Kerb & Channel	\$1,700,000	\$140,589		\$1,840,589	\$612,850	33%	21/22 Kerb program progressing well despite weather.
Land	\$2,200,000	\$0	\$2,200,000	\$0	\$17,900	0%	Grant dependent project - Echuca Aquatic Reserve (grant notification not expected until November)
Marine Vessels	\$20,000	\$396,169		\$416,169	\$498,654	120%	Adelaide and Alexander Arbutnot works complete. PS Pevensey almost complete. Additional funds transferred to Pevensey project.
Open Spaces & Recreation Assets	\$765,000	\$129,944	\$470,000	\$424,944	\$34,011	8%	Carry Over Colbinabbin Storage Shed (commenced). Grant dependent - Kyabram Netball Courts (Building Better Regions grant application unsuccessful).
Plant & Equipment	\$2,843,198	\$464,784		\$3,307,982	\$359,485	11%	Lead times are delayed for many plant and fleet items due to the pandemic.
Playgrounds	\$0	\$803,814		\$803,814	\$22,413	3%	Multi Year - Gunbower Lions Park Redevelopment
Roads	\$10,259,500	\$1,266,045	\$1,700,000	\$9,825,545	\$1,317,093	13%	Carry over works, Rushworth High Street (in progress) and Seals (complete). Grant dependent project - Echuca Aerodrome (Building Better Regions grant application unsuccessful).
Stormwater & Flood Control	\$670,000	\$2,574,522		\$3,244,522	\$25,849	1%	Carry over works - Echuca Ash Street drainage (tender to be advertised in October, estimated award date of December) and Kyabram McEwen Road Basins (works commenced)
Swimming Pools	\$50,000	\$0		\$50,000		0%	Pool painting has commenced.
<b>Total</b>	<b>\$24,392,198</b>	<b>\$11,429,639</b>	<b>\$6,170,000</b>	<b>\$29,651,837</b>	<b>\$4,038,213</b>	<b>14%</b>	



\* Target spend excludes additional projects added to the program post budget (see page 2) and grant dependent projects (Aerodrome, Aquatic Reserve, Rushworth Murchison Trail, Kyabram Netball Courts). Target spend will be revised to include grant funded projects as funds are confirmed. As of 13/10/21 Building Better Region grant applications were unsuccessful.



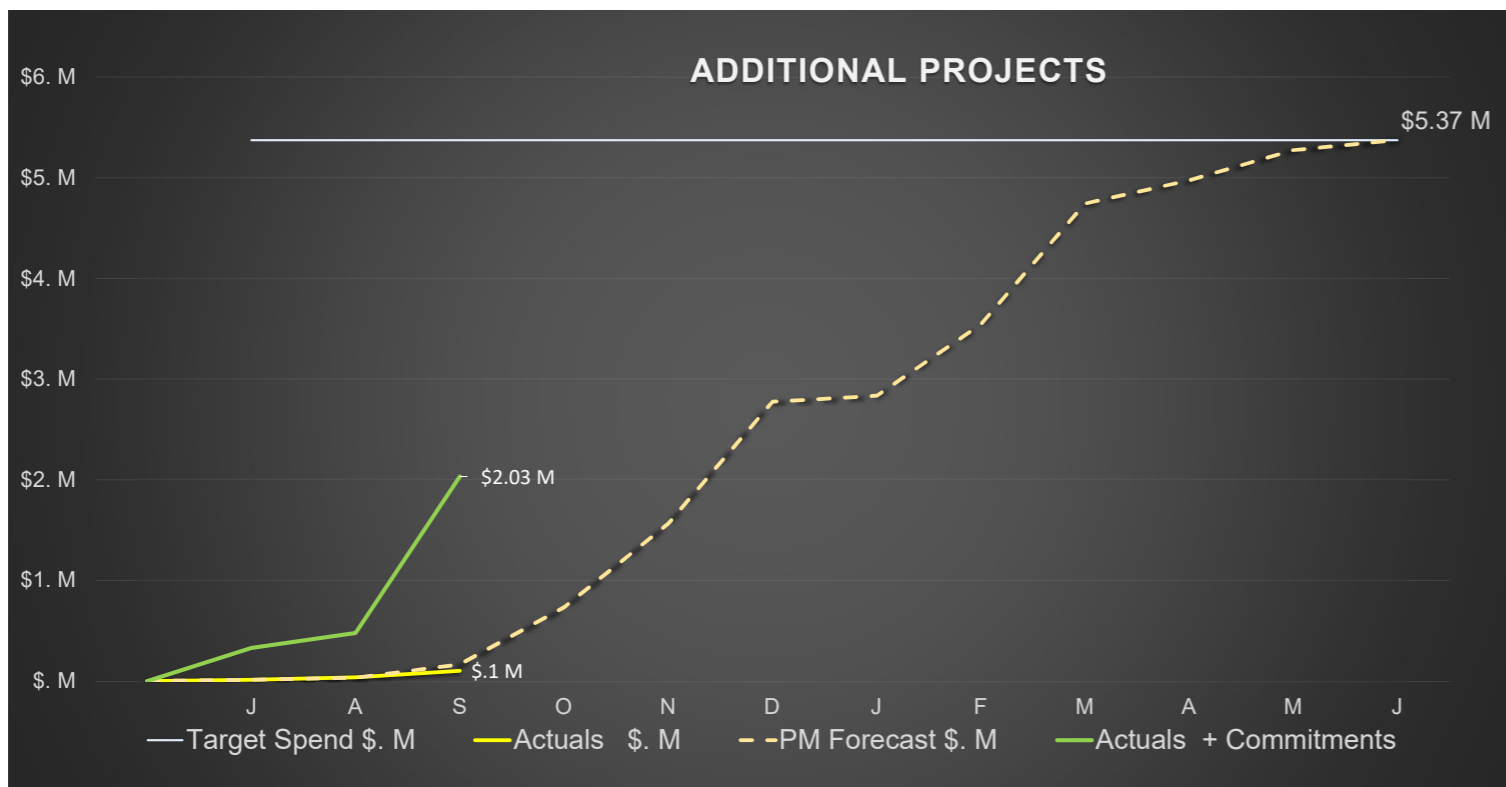


2021/22 Capital Works Program - September 2021

**Additional Projects \*\***

Asset Class	Additional Projects 21/22	Carry Overs from 20/21	Total Target Spend 21/22	Spend as at 30/09/2021	% spend to annual target	Comments
Bridges		\$127,207	\$127,207	\$10,171	8%	Wharf DDA (carry over from 20/21) - ramp is installed
Building & Structures	\$388,889	\$582,240	\$971,129	\$5,909	1%	Log Slip and FOGO Glass bunkers (new 21/22) and Kyabram Fauna Park Reptile House (carry over from 20/21)
Footpaths & Cycleways	\$1,290,000		\$1,290,000	\$3,987	0%	LRCI Phase 2 Footpaths and DDA
Open Spaces & Recreation Assets	\$305,000		\$305,000		0%	LRCI Phase 2 Netball Court Resurfacing
Playgrounds		\$330,864	\$330,864	\$22,739	7%	Rochester Play Space (works underway)
Roads	\$561,282	\$1,598,723	\$2,160,005	\$58,385	3%	LRCI Phase 2 Torrumbarry Weir Road, Line Marking. Carry over LRCI Phase 1 Shire Stabilising
Stormwater & Flood Control	\$190,000		\$190,000		0%	LRCI Phase 2 Culverts
<b>Total</b>	<b>\$2,735,171</b>	<b>\$2,639,034</b>	<b>\$5,374,205</b>	<b>\$101,191</b>	<b>2%</b>	

\*\* Included in program outside of annual budget cycle. Includes Local Roads and Community Infrastructure Projects. Echuca Vic Park parking and footpaths (part of Echuca-Moama Bridge project, scope and finance pending) is not currently included.



Spend Summary	New Works 21/22 and Carry Overs /Multi Year Projects from 20/21	Additional Projects	Total
Budget 21/22	\$ 35,821,837	\$ 5,374,205	\$ 41,196,042
Target Spend 21/22*	\$ 29,651,837	\$ 5,374,205	\$ 35,026,042
Actual Spend 30/09/2021	\$ 4,038,213	\$ 101,191	\$ 4,139,404
Commitments 30/09/2021	\$ 9,566,748	\$ 1,930,666	\$ 11,497,414
Actuals Plus Commitments	\$ 13,604,961	\$ 2,031,857	\$ 15,636,818

\*Excluding grant dependant projects that have yet to receive funding

Project Manager Forecasts	New Works 21/22 and Carry Overs /Multi Year Projects from 20/21	Additional Projects	Total
Target Spend	\$ 29,651,837	\$ 5,374,205	\$ 36,026,042
PM Forecast September	\$ 28,790,134	\$ 5,373,100	\$ 34,163,234
Variance - Potential Savings	\$ 861,703	\$ 1,105	\$ 862,808
Variance - At risk projects	\$ -	\$ -	\$ -



## 11 Councillor Reports

## 12 Chief Executive Officer's Calendar

## 13 Petitions and Letters

## 14 Notices of Motion

### CR GATES

#### That Council:

1. Conduct a survey of all community group entities listed in the Council report dated 18 August 2020 relating to Section 86 Committees Transition, to understand:
  - 1.1 for groups who entered into a Management Agreement, what have been the benefits and what opportunities exist for Council assistance or improvement; and
  - 1.2 for groups who have not entered into a Management Agreement, what are the reasons, concerns, or basis.
2. Bring a report back to Councillors presenting opportunities for optimising support for these entities going forward.

#### Rationale:

In accordance with the legislation change for the *Local Government Act 2020*, Section 86 Committees were required to transition to an alternative governance model by the end of August 2020. A resolution was passed at the 18 August 2020 Council meeting electing to transition 20 committees across to alternative arrangements.

It has been more than 12 months since the Council decision and a number of entities have not been able to successfully transition to a Management Agreement for a number of reasons.

In light of this, it would now be timely to reach out to all groups (whether they have entered into a Management Agreement or not) to understand how the transition and ongoing support can be optimised so that local community groups, events and access to community facilities can be supported by the shire.

#### Officer Comment:

The Administration will be providing background information for all community building arrangements (including those formerly on s86 arrangements) to the Councillor Portal ahead of a scheduled briefing on 8 December 2021. Including the additional information now being sought should be straightforward.

## 15 Urgent Business

## 16 Confidential Business

### Closure of Public Meeting

#### RECOMMENDATION

That pursuant to the provisions of the *Local Government Act 2020* (the Act), the meeting will now be closed to members of the public in accordance with section 66(2)(a) of the Act to enable consideration

to be given to items that contain confidential information as defined in section 3(1) of the Act as follows:

- a) Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released.
- b) Security information, being information that if released is likely to endanger the security of Council property or the safety of any person.
- c) Land use planning information, being information that if prematurely released is likely to encourage speculation in land values.
- d) Law enforcement information, being information which if released would be reasonably likely to prejudice the investigation into an alleged breach of the law or the fair trial or hearing of any person.
- e) Legal privileged information, being information to which legal professional privilege or client legal privilege applies.
- f) Personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs.
- g) Private commercial information, being information provided by a business, commercial or financial undertaking that:
  - (i) relates to trade secrets; or
  - (ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.
- h) Confidential meeting information, being the records of meetings closed to the public under section 66(2)(a).
- i) Internal arbitration information, being information specified in section 145.
- j) Councillor Conduct Panel confidential information, being information specified in section 169.
- k) Information prescribed by the regulations to be confidential information for the purposes of this definition.
- l) Information that was confidential information for the purposes of section 77 of the Local Government Act 1989.

#### Items

16.1 Land Sale

16.2 Land Sale

16.3 CEO Performance and Remuneration Advisory Committee Update

#### Resumption of Public Meeting

## 17 Close Meeting

Declan Moore

Chief Executive Officer