



# Council Agenda



**Date:** 21 July 2021

**Time:** 6:00 pm

**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.

# Contents

1	Apologies and Requests for Leave of Absences .....	5
1.1	Apologies .....	5
1.2	Leave Of Absence .....	5
2	Confirmation of Minutes .....	5
3	Changes to the Order of Business.....	5
4	Declarations of Conflict of Interest.....	5
5	Responsible Authority Decisions .....	5
6	Planning Authority Decisions .....	5
7	Question Time .....	6
8	Acknowledgements.....	6
9	Council Decisions .....	7
9.1	Community Vision - Community Consultation.....	7
9.2	Creative Campaspe - Arts And Culture Strategy .....	19
9.3	Ten Year Capital Works Program .....	47
9.4	Murray River Tourism Value Proposition 2021-2024 .....	61
9.5	Flag Flying Policy .....	74
9.6	Policy Framework Policy.....	81
9.7	Annual Caravan Site Occupancy Policy .....	90
9.8	Policy 159 Public Spaces Trading Policy.....	96
10	Council Information.....	141
10.1	Kyabram Place Based Plan .....	141
10.2	Notes Of Appreciation.....	170
10.3	Responsive Grants Program.....	171
10.4	Community Event Sponsorship.....	174
10.5	Junior Development Grants Program .....	178
11	Councillor Calendars .....	181
12	Chief Executive Officer's Calendar .....	183
13	Petitions and Letters .....	183
14	Notices of Motion .....	183
15	Urgent Business .....	183
16	Confidential Business .....	183
17	Close Meeting.....	184

For a meeting of the ninth Campaspe Shire Council to be held on Wednesday 21 July 2021, commencing at 6:00 pm at the Echuca Function Room, Echuca Civic Centre.

## **Opening Prayer**

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

Amen

## **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.

## **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

Minutes for the following:

- Campaspe Council Meeting held on 16 June 2021

## RECOMMENDATION

That the following minutes be confirmed:

- Campaspe Council Meeting held on 16 June 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.

***Cr Marwood to acknowledge Mr Rob Owens, late of Echuca.***

## 9 Council Decisions

### 9.1 Community Vision - Community Consultation

Author	Department	Manager	General Manager
Manager Community Development	Community	Manager Community Development	General Manager Community

#### 1. SUMMARY

Council is required under the *Local Government Act 2020* to facilitate a long-term Community Vision, which should reflect the Community's long-term aspirations and influence, if not direct, subsequent strategic planning documents such as the Council Plan, long term financial plan and asset management plan.

Officers undertook an engagement process inviting the Campaspe community to participate in reviewing the existing Vision, testing if it still resonated with them, or did it need to be amended or changed entirely.

As part of that process Council collected a broad set of data from the community, some of which were relevant to the Vision, while other data were seen as relevant for other key strategic work that Council will be required to facilitate in the future, both at a Shire and local community level.

This report is a summary of the validation processes conducted with the community on the data received about the Community Vision demonstrating that the officers' interpretation developed during the consultation phase is in line with the community's intention.

#### 2. RECOMMENDATION

**That Council acknowledges community support for retaining the Community Vision as being: “We are strong, supportive, vibrant and sustainable”.**

#### 3. PURPOSE

To obtain Council's acknowledgement that the outcome of the community consultation process reflected community opinion for the Community Vision statement.

As described in the Local Government Act 2020 Section part 4 section 88, a Community Vision must

- be developed through a deliberative engagement process,
- reflect the community's aspirations for the future of the municipality

This is an important junction in the process of further developing the Community's Vision beyond the initial/leading statement (*We are strong, supportive, vibrant and sustainable*).

Officers have reviewed the data that the Community provided through 12 open community sessions, six pop up listening posts and an online survey completed by 381 residents. The data were drafted into one-page town by town summaries that were then circulated and promoted to the community.

Council provided a two-week response period that closed on the 25 June 2021. In that time Council received 13 written submissions. Most of the commentary related to localised issues identified when Council undertook the consultation process. These issues have been identified as requiring attention through subsequent plans or actions.

Based on the original data received/evaluated and the feedback provided through the validation process, officers are confident to recommend to Council that the Vision remains relevant and supported.

## 4. DISCUSSION

The validation of data collected from the Community in the development of the Community Vision is a critical component of this engagement process, it ensures that Council has the information to progress this process and meets the requirements of community engagement as outlined in the *Local Government Act 2020*.

The scope of this engagement was multifaceted, it offered the opportunity for Council to engage with the entire Campaspe community and gain an insight to a broad spectrum of issues and opportunities. The data collected not only provided a clear direction for the Community Vision, but provides Council an insight to local issues that will impact a range of other strategic documents, including but not limited to:

- The Council plan
- Long term Asset plan and Financial plan
- The Municipal Public Health and Wellbeing Plan (MPHWP)

### Validation process

Officers developed a set of one-page town by town summaries relating to the data collected through the engagement process. A communication plan was enacted promoting the availability of the summaries. The communication plan included a press release, numerous social posts as well as officers targeting key community leaders to support the awareness of the summaries and direct community attention to them.

The one-page summaries were posted for a two-week period on Council's website. In that time 13 submissions were received from across the shire including:

- Rochester
- Lockington
- Bamawm
- Colbinabbin
- Echuca

### Issues identified in the submissions included

#### Local issues

Some were heavily focused on local concerns particular to that community. Council recognises the validity of the points raised and does not dismiss these issues. As the focus of this project is specifically on the Community Vision, Council will, through the Community Development Team, work with each community on these specific issues in a timely manner.

#### Repetitive responses

The other major concern raised in many of the submissions was some of the one-page summaries were repetitive. That noted, many communities offered similar and, in some instances, identical feedback through the consultation process. Given that many issues were broadly defined in the summaries, such a result is not unexpected.

#### Options

Option 1: Validate the community feedback



As the process for the collection and assessment of the data has been robust and transparent, officers strongly recommend that Council accept this information as a validated representation of the Community's position and thus enable the Community Vision project to continue forward.

**This option is recommended by officers.**

Option 2: Not to validate the community feedback

Council could elect to reinterpret the data or rerun the engagement process, but neither would meet the criteria laid out in the Local Government Act (process and timing requirements.)

This option is not recommended by officers.

## **5. CONSULTATION**

Internal consultation:

- EMG

External consultation:

Officers focused on building awareness across the Shire on the availability of the one-page summaries for each community. These summaries were posted on Council's website for a two-week period.

- 13 Community submissions received

Most submissions were quite positive about the quality and content within the reports. It needs to be stressed that the focus on the confirmation process undertaken was to ensure Council had heard what the community wanted for its long-term Community Vision.

Several submissions articulated concerns about local issues not being addressed through the posted summaries. It must be reinforced that the data acquired through the consultation processes was quite in-depth, and will be used for multiple purposes, these include future community planning such as Place-Based Planning across the shire.

Councillors:

- 9 June 2021 Community Vision workshop.

## **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 2017-2021

### Responsible Management

- Consult and engage with all sectors of the community to determine their priorities and support Council decision making.

## 11. ISSUES AND RISK MANAGEMENT

### Issues:

#### Issue 1: Timeframes

Council is mandated through the *Local Government Act 2020* to facilitate an endorsed Community Vision through a deliberative engagement process by October 2021. Validating the Council reviewed data collected from the community is a critical component of this process to ensure Council meets its legislative requirements.

### Risk:

Risk	Likelihood	Consequence	Rating	Mitigation action
Council does not meet its legislative requirements by endorsing a Community Vision by October 2021.	Possible	Minor	Low	Council has engaged external support with clear guidelines and timeframes for the delivery of the project
The Vision is not reflective of community input through the consultation process	Possible	Minor	Low	Council has enacted a robust validation process that has provided transparency for the community and Council to make informed decisions and the data tabled.

## 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. ATTACHMENTS**

1. Campaspe Community Vision 2021 – Overview [9.1.1 - 1 page]
2. Collated data from Community Vision Submission Final [9.1.2 - 6 pages]



# Campaspe Community Vision 2021 – Overview

Campaspe: Thriving Together

To support the development of the next Community Vision called Campaspe Thriving Together Campaspe Shire's Community Development team spoke to over 1000 people through face to face consultations and online surveys.

## Community health

"Access to good food and exercise options" were still important to the responders, followed by "friendly, rich and vibrant communities", then "safety and a secure place to live". Secondary issues included topics such as mental health and bike and walking path aspirations.



## Bricks, mortar and cement

"More bike paths and options for active travel" were voted most important, followed by "higher quality assets such as libraries, roads and parks". Residents also discussed the maintenance of the local facilities.



## Our land

People stated that "sustainable population growth" was most important, followed by "protection of our farmland" and "protection of the character of our neighbourhoods" finishing close by. Other discussions included Aboriginal culture and recognition of, local land shortage for further development in their town, water and zoning.



## Neighbourhoods

"A healthy natural environment" was indicated by nearly half of the people engaged as the highest priority. This was followed by the need of "long-term availability of natural resources". Issues also covered were supporting of growing populations, eco-tourism, the future of farming locally and cultural tourism opportunities.



## Growth and the future

The clear leading choice was around "local employment opportunities, especially for young people". Other discussions included youth career development, access to education, events and activations.

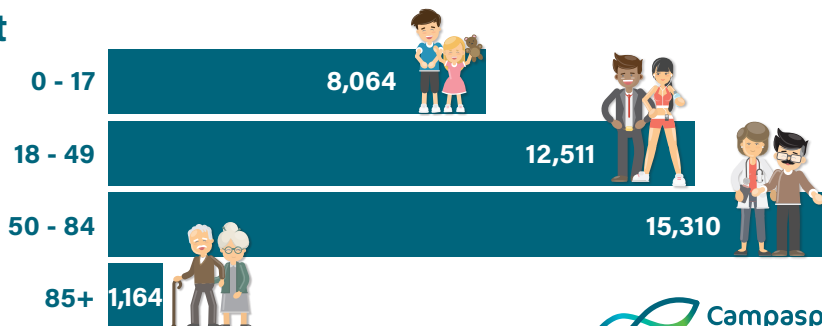
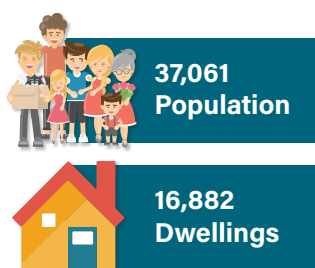


## Feedback

The public sought a number of options equally, with "ensuring the money is spent where it is most needed" leading the voting, but only just, over "transparency" and "meeting the changing needs of the community". Issues also included were increased presence of council staff and councillors visiting towns and listening to citizens face to face.



## Campaspe snapshot





### Review of Community responses to the Campaspe Community Vision

Over a two-week period, Council provided the opportunity for the Community to review summaries of Council's interpretation of the data sourced from the Community through a two-month engagement process. Below is a collation of the 1 submissions received and how they impacted the Community Vision project.

Respondent	Feedback	Officer Comment	Follow up
Colbinabbin	<p>The presentation format is great and clear to read. I have just a couple of comments below that I recall however cannot see listed on the summary</p> <p>There was a focus discussion around public transport gaps which then impacts on access and availability of medical and health services plus there is currently no service provision for those people with disabilities, currently wouldn't be an attractive option of choice for families with special needs children or relatives to relocate to this area.</p> <p>Infrastructure in some of the current housing estates are not completed and option for new housing estates would be additional bonus to increase population for long term sustainability.</p> <p>Now that Colbinabbin is a tourist destination greater facilities to support visitors to the town e.g. toilets, caravan park etc</p> <p>The current town street scape design hasn't sustained with many trees dying and needing replacing and to then not survive - the streetscape plan needs a review to promote attractive landscape for township of Colbinabbin.</p>	No change to the Vision statement required	<p>Officers to work with the community on the localised issues identified.</p> <p>Comments will be added to feedback undergoing analysis, to progress a number of plans.</p>



Colbinabbin	<p>Thank you I have reviewed the Colbinabbin summary. Looks great thank you.</p> <p>I would add that the housing issue is critical</p> <p>For sustainability if the township had about 5 x one acre blocks and 5 x two acre blocks would be crucial to assisting the young families who want to return to the country, who have qualifications in the Trades and can bring alternative work to the community eg. Agricultural consultancy, business, agri business etc.</p> <p>The central location gives access to Melbourne, Echuca, Bendigo and Shepparton.</p> <p>Young families help with the school, sporting clubs and so forth</p> <p>Importantly, uniform streetscaping is essential so that the blocks are aesthetically suitable to a rural life style.</p> <p>Probably the only area that can be developed is south of the village now, entry by Plain Rd.</p> <p>The industrial area to the north could also be developed further.</p> <p>A population of about 350 - - 400 should be the goal</p> <p>Further, I am aware that Wheelhouse enterprises for e.g., wish to develop their business and invest in capital but are being hindered by Victrack, as they own the land,</p> <p>This type of project would be best if sits with Local Govt</p> <p>I am happy to be further involved if I can assist.</p>	No change to the Vision statement required	<p>Officers to work with the community on the localised issues identified.</p> <p>Comments will be added to feedback undergoing analysis, to progress a number of plans.</p>
-------------	---	--	--



Echuca	Echuca, Rochester and Kyabram. Emergency preparedness e.g. flood, fire are critical to the Shire (and particularly these areas for flood) but aren't noted on the summaries. Long term sustainability also includes climate change, but perhaps this could be added too.	No change to the Vision statement required	Community member will be advised that Council's Emergency Management Plan Addresses Flood, Fire and other critical incidents.  Comments will be added to the 3,400 specific items of feedback undergoing analysis, to progress a number of plans.
Echuca	Specific to ECHUCA & Campaspe Shire Draft forms: After completing the initial survey forms & making specific comments (as I'm sure many residents also did), I find the summary report completely disappointing and lacks depth. A one page, brief description of a couple of points which were indicated as important tells us absolutely nothing about what shires plans might be going forward. How many people completed the surveys? What number of residents is this data based on? What percentage of survey respondents found each issue of high importance? Survey numbers are an important point missing and should be disclosed to the public & included in an initial summary report.	No change to the Vision statement required	Community member will be advised that the summaries do not represent the Plan (in development); and provided the data they seek to clarify questions identified in this submission.  Comments will be added to feedback undergoing analysis, to progress a number of plans.
Echuca	In the Echuca summary sheet, it states bike paths but no mention of walking paths. There is in issue particularly in Murrumbidgee Drive (the end closest to the highway) where children and adults are walking on the roads due to residents planting hedges across their nature strips blocking any pedestrians from walking on them. They are having to walk on the roads. This road is quite busy at times and cars 'zigzag' through Pevensey Place, Enterprise and Murrumbidgee Drive cutting corners and nearly hitting pedestrians.	No change to the Vision statement required	Issues identified in the submission will be referred to Council's Road services team for action.  Comments will be added to feedback undergoing analysis, to progress a number of plans.



Lockington/ Bamawn	Very limited scope for our town with no mention of the business growth focus and sporting group improvement projects that are in focus for the town, to further strengthen our towns fabric.	No change to the Vision statement required	Comments will be added to feedback undergoing analysis, to progress a number of plans.
Lockington	I attended the meeting in Lockington. One major thing missing from the sheet is saving and maintaining our pool. It had a huge amount of green stickers on it and there is no mention on the sheet. The plains wanderer stuff was also way out of left field.	No change to the Vision statement required	Council will communicate with this respondent about survey responses and how they impacted the final result for Lockington  Comments will be added to feedback undergoing analysis, to progress a number of plans.
Lockington	I attended the Lockington Community meeting and feel that too much emphases has been put on the Plains-wanderer in your "Future Focus" section for Lockington. I am heavily involved with the Plains-wander in our community and feel this has already been covered by our Plains-wanderer working groups that I am involved with. I feel that better communication with the Lockington community should be of highest priority and that the meeting was not organized for the best outcome for the community. Putting green dots on various things did not work for the best result for the community as we did not know what other groups discussed in their sessions. I don't think that small groups worked in this case. I can be contacted for further comment if required.	No change to the Vision statement required	Council recognises the work of DEWLP and working groups with respect to the Plains Wanderer.  The respondent will be offered feedback on the process.  Comments will be added to feedback undergoing analysis, to progress a number of plans.





Lockington	<p>Lockington -I felt that the half page filled with photos and stats, were of no consequence to future planning and could have been left out. This would have provided the room for more detail on how the Shire would address issues raised on the night. I was also concerned that Lockington and Nanneella had identical content and yet our town is extremely different to the township of Nanneella. No mention of the town swimming pool. The focus on the Plains Wanderer received more significance than I thought it required. Topics that the Council have no control over (eg. Roads, water shortage) would have been better placed under a heading "advocate on your behalf". This would then have been seen as a positive outcome of the Shire supporting our town in the future. Are the statistics from the night going to be made available to all the individual town groups? In line with "increased transparency on Council decision making". It was good to see that town boundaries were mentioned and the need for care of our elderly, including food supply were a focus for the future.</p>	No change to the Vision statement required	<p>Many communities offered similar input and data. This is a reflection that many Campaspe communities are facing similar/identical issues</p> <p>Feedback will be provided to the respondent to address the issues raised.</p> <p>Comments will be added to feedback undergoing analysis, to progress a number of plans.</p>
Lockington	<p>You Missed save our pool          Support Tourism          Open accountable councils          Disclosure of town by town budget and previous exact spending          Removal of asbestos mains and water Pressure          Also I've noticed you've put traffic counters on Restdown road at the least busiest time of the year I hope there staying there for 12 months?</p>	No change to the Vision statement required	<p>This respondent was provided direct feedback throughout the process. Further follow up will be provided</p> <p>Comments will be added to feedback undergoing analysis, to progress a number of plans.</p>



Rochester	Survey looks great BUT actions need to follow, Build toilets and BBQ's at the Muriel strip as travellers come into our town to enjoy the week of painting and want to stop enjoy walking though area admiring paintings to enable gatherings. It is the perfect stop to park cars Caravans and walk to tour our town. BUT no toilet or BBQ'S Echuca and Kyabram have been made a very inviting towns to visit. Rochester is the start to the shire of Campaspe and all our arts, museum cafes are ready. Invest to make the door to or shire incredible, create all our towns the best in Victoria.	No change to the Vision statement required	This respondent will be offered the opportunity to engage with local groups currently targeting these issues within the Rochester community.  Comments will be added to feedback undergoing analysis, to progress a number of plans.
Rochester	We need more housing opportunities for people on lower income and people living on social welfare. Council needs to build more housing commission units/houses within the Rochester community	No change to the Vision statement required	Comments will be added to feedback undergoing analysis, to progress a number of plans.

## 9.2 Creative Campaspe - Arts and Culture Strategy

Author	Department	Manager	General Manager
Manager Community Development	Community Development	Manager Community Development	General Manager Community

### 1. SUMMARY

The process of developing *Creative Campaspe* clearly demonstrated that artistic and cultural endeavour across the Shire serves multiple purposes, including participation and enjoyment, social inclusion, and economic and tourism development. It also indicated that a variety of formal and informal groups are progressing their passions requiring/desiring limited direct Council support.

*Creative Campaspe* is the proposed Arts and Culture strategy for the Campaspe Shire Council (CSC), it recognises the extent of activity across the Shire and recommends means by which Council can support community artistic and cultural endeavours.

### 2. RECOMMENDATION

**That Council endorse the Campaspe Arts and Culture strategy entitled “*Creative Campaspe*”.**

### 3. PURPOSE

To seek Council endorsement of the Campaspe Arts and Culture strategy, titled “*Creative Campaspe*”.

At its April 2021 meeting, Council resolved “That Council seek community feedback on the proposed arts and culture strategy titled “*Creative Campaspe*” before considering the matter further”.

As a result of the resolution “*Creative Campaspe*” arts and culture strategy was published for public consultation for a period of four weeks.

The proposed strategy was placed on Council’s website for comment and various media channels were used to promote the opportunity for feedback. Council Officers from the Community Development team contacted community arts and culture groups directly to encourage feedback.

### 4. DISCUSSION

From the consultation process undertaken it was confirmed that key stakeholders were supportive of the strategy and the feedback received demonstrated it was clear that the document reflected the ambitions of community and represented Council’s current level of service.

Slight adjustments have been made to the final document to reflect the feedback received, this includes a deeper explanation of the role that the Council Library service provides in the area of Arts and Culture across the Shire as well as an adjustment to the acknowledgement of traditional owners.

### 5. OPTIONS

#### Option 1: Endorse “*Creative Campaspe*” as the Arts and Culture strategy for Campaspe Shire Council

The document articulates the level of service Council will deliver in supporting community with its artistic and cultural endeavour and this has been supported through two rounds of consultation.

This option is recommended by officers.

#### Option 2: Do not endorse *Creative Campaspe*

By not endorsing this document might hinder Council's ability to clearly articulate its position in supporting artistic and cultural activity across the municipality.

This option is not recommended by officers.

## **6. CONSULTATION**

### Internal submission:

Submission received from the Library Services Team

### External consultation:

The proposed strategy was posted on Council's website and feedback was received from the following community groups:

Colbinabbin Silo Committee  
Echuca/Moama  
EMAI – Echuca Moama Arts Initiative  
Bridge Arts Project  
Yorta Yorta community member  
Girgarre Development Committee  
Gunbower community Member  
Kyabram Town Hall Committee  
Kyabram community member  
Rochester Silo Committee  
Rushworth Arts Depot group

A copy of each submission has been provided as an attachment to this report.

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

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no Council Policy or 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 2017-2021**

### **Strong and Engaged Communities**

- Foster community partnerships and support other agencies in the delivery of services.

- Build strong, healthy and vibrant communities through innovation and implementing best practice in service delivery for our diverse community.
- Enable residents to be active and engaged in their community and support participation in artistic, cultural, sporting, and leisure opportunities.

### **Resilient Economy**

- Support and develop Campaspe's tourism opportunities.

### **Balanced Services and Infrastructure**

- Maximise access and usage of assets through innovative design and partnership initiatives.

### **Responsible Management**

- Foster a customer centered approach.

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

### **Issues:**

#### Clear community support

The document has been supported by stakeholders who have stated that the strategy clearly identifies how Council will support the artistic and cultural endeavours of the community.

### **Risk:**

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

## **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**

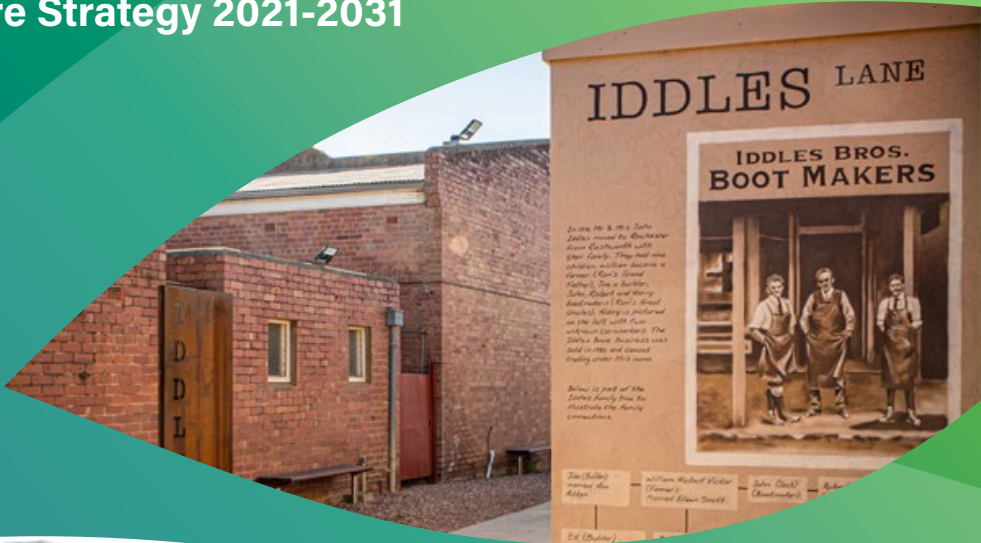
*Creative Campaspe* is a strategy that enables Council to express its level of service and commitment to Artistic and Cultural endeavour across the Shire. The strategy celebrates and supports the role of community in facilitating a broad range of events and activities, all of which provide positive social, health and economic outcomes.

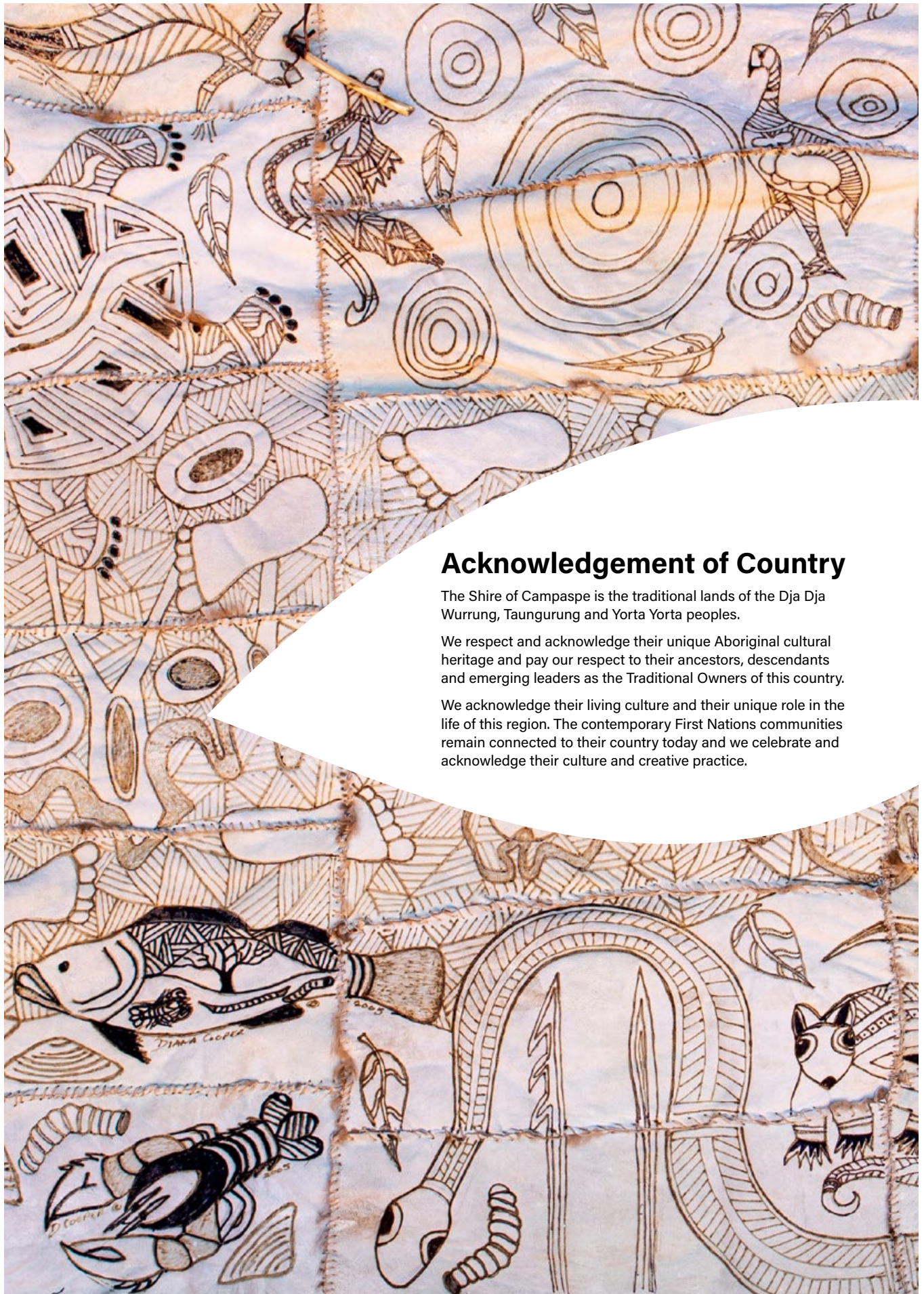
## **17. ATTACHMENTS**

1. Creative Campaspe - Arts and culture strategy v 2 [**9.2.1** - 18 pages]
2. Arts and Culture strategy submissions May 2021 [**9.2.2** - 6 pages]

# Creative Campaspe

## Arts & Culture Strategy 2021-2031





## 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. The contemporary First Nations communities remain connected to their country today and we celebrate and acknowledge their culture and creative practice.



# Contents

- [Executive Summary](#) ..... 1
- [Introduction](#) ..... 2
- [Definitions](#) ..... 3
- [Campaspe's Creative Communities](#) ..... 4
- [Community Engagement](#) ..... 9
- [Arts and Culture Strategic Plan](#) ..... 11



Image: Rochester Silo Art

## Executive Summary

Campaspe is home to a diverse collection of creative communities whose artistic and cultural activities are celebrated and supported. Council recognises the essential role arts and culture plays in the life of its residents, contributing positively to health and wellbeing, community vibrancy and economic prosperity.

This strategy has been developed in consultation with the community, with the aim of creating an environment where arts and cultural endeavours are supported across the shire so they can flourish and continue to evolve for the benefit of all.

Creative Campaspe identifies three key strategic priority areas, supported by actions linked to existing Council strategies, plans, policies and community priorities. These strategic priority areas are:

- **Support the artistic and cultural endeavours of communities within Campaspe by:**
  - Providing place-based planning, advice and networking/partnership development
  - Providing services and infrastructure that meet community needs in a sustainable manner
  - Ensuring equitable access and inclusion for Campaspe Communities of Priority
  - Access to community grants to progress arts and cultural initiatives
- **Ongoing sustainable management of Council's arts and cultural assets, including:**
  - Facilities
  - Open spaces
  - Art collection
  - Public art
- **Development of a public art management framework for Campaspe.**

Through this strategy, Council acknowledges the unique needs and ambitions of Campaspe's creative communities and reaffirms its commitment to, and role in, supporting artistic and cultural activity and endeavour, by:

- Management of Council's art collection
- Providing sustainable access to facilities and open spaces
- Supporting artistic and cultural organisations to grow
- Overseeing the delivery of public art.



# Introduction

## Overview

98% of Australians engage with the arts and 84% acknowledge the positive impacts of the arts – on child development, our sense of wellbeing and happiness, dealing with mental health issues, understanding other people and cultures, and bringing customers to local businesses.\*

Council recognises that arts and culture are important to the mental health and wellbeing of our residents, the vibrancy of our towns and the economic prosperity of our shire.

This recognition underpins Creative Campaspe by affirming Council's commitment to the ongoing development of culturally vibrant, resilient and active communities, and clarifying Council's role to support community aspirations, and encourage creative industries and community-based endeavours through planning, advice and the sustainable usage of Council facilities.

Council recognises the need to support all groups explore opportunities to celebrate the artistic and cultural heritage that exists within Campaspe. Building and growing key relationships base upon trust and mutual respect with the Aboriginal community ranging from individual artists and representative groups is a critical element within this strategy.

Aligned with the Council Plan and informed by extensive stakeholder and community engagement, this strategy will guide Council decision-making and resource allocation to support arts and culture across the shire for the decade 2021-2031. It applies to arts and cultural programs, services and projects led by or involving Campaspe Shire Council.

At its heart, the strategy seeks to create an environment where arts and culture is nurtured so it can continue to flourish and make a valuable contribution to Campaspe's vibrancy, sense of identity, community connectedness and local economy.

## Alignment to Council's Vision

While Creative Campaspe is a standalone document, each year, based on programs, services and community requests, Council will identify specific Actions to promote the strategy.

These Actions will be always be referenced to the Council Plan in operation at that time.



\*Source: Australia Council for the Arts "Creating Our Future – Results of the National Arts Participation Survey" August 2020, <https://www.australiacouncil.gov.au/research/creating-our-future>

## Definitions

### Arts and Culture

Arts and culture is a broad term encompassing all forms of creative expression. It includes activities in which individuals and communities seek to interpret, explore and celebrate their identities. These activities include music, literature, performing and visual arts, textiles and craft, multimedia, events and festivals, and heritage. Arts and cultural activities can range from hobbies through to amateur and professional pursuits, and be for a myriad of purposes such as economic development, personal development, personal enjoyment and therapeutic value.

### Creative Industries

Creative industries are those based on individual creativity, skill and talent, and/or which have the potential for job and wealth creation through the generation and exploitation of intellectual property. Creative industries include commercial galleries, graphic designers, printers, dance studios, writers, musicians and the like.

### Public Art

Public art is art designed for, and situated in, the public realm. It can be physical or sensory, permanent or temporary, functional or passive. It can include, but is not limited to, sculpture, painting, installation, assemblage, sound, digital, performance, textile and video. Most public art in the Shire of Campaspe is the result of community-driven initiatives, and includes silo art, soundscapes and murals.



## Campaspe's Creative Communities

Artistic and cultural activity in communities across Campaspe has evolved in response to changing economic conditions and a growing desire by local people to participate in creative endeavours for their own enjoyment, social connection and wellbeing. Embracing the opportunity to stimulate tourism and local economies through arts and culture, many Campaspe townships have successfully established new events, festivals and artistic displays. This, in turn, has further encouraged community involvement and participation in arts and cultural activities.

Below is a summary of the diverse and eclectic artistic and cultural endeavors conducted throughout the Shire of Campaspe.

### Echuca and Moama

Echuca and Moama, located on the Murray River and connected by a bridge crossing, share a vibrant arts and cultural scene.

- The historic Port of Echuca Wharf is a world heritage listed icon. The **Echuca Creative Arts Space Masterplan** has been developed by Council as part of the Echuca Port Precinct Vision and Strategy. The Arts Precinct consists of the Council-owned Foundry Arts Space, the Old Murray Hotel and the Old Brothel.
- **The Foundry Arts Space** is a multipurpose, volunteer-run facility used for workshops, exhibitions and performances. It is run by **Echuca Moama Arts Initiative Inc**, a not-for-profit community organisation established in 2010 to lift the profile of arts and culture in the region. Membership includes a range of arts groups, artists and interested community members.
- Established in 1954, **Echuca Moama Artists Inc** is a small, traditional community art group located at the Alton Gallery in the Echuca central business district. The group holds a licence agreement with Council to occupy the building.
- **The Loco Shed**, located within the Echuca Rail Precinct, is owned by Echuca Loco Shed Inc. This site has been identified as a potential function, entertainment or arts venue for the future. However, funding is required to bring this to fruition.
- **Echuca Moama Theatre Company** is an active local musical and theatre performance group, operating from the Paramount Theatre in Echuca. It aims to stage one large show and a series of smaller performances, annually. The group has indicated a need for a small Black Box Theatre, located locally.
- The **Echuca Paramount Theatre** hosts cinema and live shows, and is jointly owned through a private/Council partnership.
- Located within the historic Echuca Port Precinct, the **Old Court House** is owned by Njernda Aboriginal Corporation. The corporation is redeveloping this venue into a cultural and gallery space.
- The **Bridge Arts Project Echuca Moama** is a large-scale, community-led project located in Moama. The **Bridge Arts Masterplan** consists of several staged projects with a total estimated cost of \$25+ million. The focus is to provide a broader understanding of Indigenous history and culture, and the natural environment.
- The Echuca Moama area also hosts several **festivals** annually that have a significant impact on Campaspe's economy. These festivals include the Riverboats Music Festival (over 6,000 attendees and \$2.75m impact on local economy, 2019) and the Echuca Winter Blues Festivals (19,000 attendees and a \$7.2m impact on the economy, 2019).





## Kyabram

As the second largest town in the Shire of Campaspe Shire, Kyabram is a service centre to local agricultural industries, including dairying and fruit growing. In recent times, there has been significant development in arts and cultural activities.

- **Kyabram Town Hall** has four different gallery spaces – each with a different theme e.g., Classic, Community, Splinter Contemporary Art and Isabel Harvie. Exhibitions change on a regular basis and feature both local and national artists, contemporary art, textiles, historical fashion, memorabilia, and travelling exhibitions. There is also a shop, tourist information service and meeting rooms for hire and is home to a writer's group and Splinter contemporary artists. It is managed by a community committee of volunteers.
- **Kyabram Plaza Theatre** is a volunteer run facility for the past 30 years with seating capacity for 437 persons. During this time, it has been transformed from a cinema only, to staging live theatre with an orchestra pit. It holds cinema films weekly, stages local school and ballet and drama school productions, and opportunity for travelling live shows. There is also interest in regular art house movies.
- The **Clearwater Mural Project** has been recently completed. It's unique, as the artwork completely circles this very large tank located at the Goulburn Valley Water site.
- **Key cultural festivals** in Kyabram include RV and Country Music Festival, Kyabram Rodeo, Ky Engine and Machinery Rally.

### Other areas of interest are:

- Within the CBD there are murals, feature sculpture and cultural displays.
- **Hazelman's Cottage** located at Kyabram Fauna Park is an example of an early European dwelling furnished relevant to the era with a display of old-time machinery and horse drawn vehicles.
- Key cultural festivals - include RV and Country Music Festival, the Gift, Kyabram Rodeo and Ky (antique) Engine and Machinery Rally.

## Rochester

The Rochester Community Economic Plan 2018 was developed in response to the closure of the Murray Goulburn Dairy manufacturing plant. One of the most successful projects of the plan was the painting of murals on the Grain Corp silos, an initiative driven and funded by the community. A local Arts and Culture Strategy and action plan was also developed for the town, identifying how community engagement in artistic and cultural activity could be increased.

- Development of the **Rochester Sports Museum** was the result of funding received via a Victorian Government Pick My Project bid in 2018. The museum opened in 2019. The Sports Museum collection was made possible by the late John Forbes' donation of a large collection of sporting memorabilia and was driven by the local Lions Club.
- Silo extension and Sculpture Trail
- Rochester is home to a variety of other arts and culture venues and activities, including:
  - The Mural Festival established in 2015
  - The Fine Arts Exhibition (biannual event)
  - The Opperman Museum (opportunity to combine with the Rochester Sports Museum being pursued)
  - Rochester Historical & Pioneer Society
  - Motors and Music Festival (annual event)
  - Rochester Rod, Custom and Classic Car and Bike Show (biannual event)
- Although the township of Elmore is not within the boundaries of Campaspe, the **Elmore Events Centre** is located in the shire and is one of the nation's leading outdoor events spaces. It hosts several nationally renowned events, including the Elmore and District Machinery Field days. Developed as a community-owned social enterprise, this facility is a prime example of the community using festivals and infrastructure to support economic development.



## Rushworth

An old goldmining town, Rushworth has a strong artistic community and uses many of its heritage buildings for arts and cultural activities.

- The **Rushworth Events Group Inc**, established in 2015, is the umbrella organisation for a number of arts and culture initiatives, including:
  - The annual Winter Film Festival
  - Open Garden Weekend
  - Rushworth Renaissance Group
  - Other arts activities organised by the Rushworth Artistry group.
- Other arts and cultural events and activities include:
  - Rushworth Heritage Easter Festival, a long-term annual event
  - "Fire in the Belly"; a locally produced and filmed short film released in 2018, involving many community members
  - Moora Working Draught Horse event, also at Easter, celebrates this community's pioneering culture and history.
- The **Rushworth Arts Precinct** is in the early stages of development at the former Campaspe Shire Council depot site. Owned and managed by the Rushworth Community House, this is a community-led project with the aim of providing a space for artists, performances and workshops.



## Colbinabbin

- The Colbinabbin community was successful in receiving funding through a Victorian Government Pick My Project bid in 2018 to establish **murals on privately-owned silos**. These giant murals tell the story of Colbinabbin and have activated the local economy with increased tourist visitation and stopovers.



### Stanhope

- A partnership between community and local business, the Fonterra Mural, a community-based arts project, is a montage of thousands of photos taken by the local community.
- In addition, the Arts Space located in the new rest stop area in town, has the potential to hold small-scale exhibitions.

### Tongala

- Known as the 'Mural Town', Tongala has more than 70 murals throughout the town. In January 2019, an old grocer's shop was temporarily leased as an art studio where artists from Echuca, Tongala and Rochester have gathered to produce many artworks. The group is looking for a permanent arts venue.
- Tongala also hosts the biennial Beersheba Rod, Custom and Classic Car and Bike Show, which draws visitors from various locations and has a positive impact on the local economy.





## Girgarre

- In 2016, Girgarre was awarded a Small Town Transformations grant through Regional Arts Victoria. This funded several initiatives, including: an outdoor performance space known as The Gargarro Soundshell within the developing Gargarro Botanical Garden; an artist-in-residence program which formed the junk orchestra 'The Junkestra'; and creation of a five-panelled quilt - **The Fabric of Girgarre: Past, Present and Future** located in the Girgarre Memorial Hall. The grant has enabled a number of ongoing art activities, such as the Girgarre Sound Walk.
- Girgarre is renowned for its **strong music program**, including its monthly community **Jigarre Jamming** sessions, where people come together to learn and play musical instruments. Girgarre also holds an annual weekend music festival - the **Girgarre Moosic Muster** featuring 60 workshops and five concerts, as well as a concert program.



## Lockington

- Opened in 1997, the **Lockington & District Living Heritage Centre** is a community-owned, volunteer-run local history museum and resource centre, as well as a community venue.
- The Lockington District and Community Centre has held an annual weekend country music festival. Another significant event held in Lockington is the Vintage Tractor and Stationary Engine Rally.

## Torrumbarry

- Events such as the Summer Startup Ute Show and Camp Over Cook Off are Torrumbarry's main cultural activities, to support social connectedness and economic opportunities.

## Other Communities

- It is recognised that many other smaller communities in Campaspe have begun, and / or developed, a range of arts and cultural activities. The activation of halls and other spaces for craft markets, car meets and agricultural shows are examples of such activities.

## Libraries throughout the Shire

The Campaspe Library service network supports arts and cultural activity with a range of groups across Campaspe. Its primary focus is literature which it supports by author/literary events and partnerships with writing groups. The library network also participates in music festivals, hosts art, culture and photographic exhibitions and links people together through arts and culture activities.



# Community Engagement

This strategy has been informed by an extensive stakeholder and community engagement process. This involved a community online survey, and stakeholder consultations with arts and cultural community groups, Indigenous representatives, councillors, Council staff and the Youth Advisory Committee.

## Community Survey

Conducted in late 2020, the online community survey aimed to identify current arts and culture participation trends, perceptions about the importance of arts and culture, and future support needs.

A snapshot of the survey results shows:

- 96% of respondents participate in arts and culture to some degree - 66% often (a few times a week or more) and 30% regularly (once every week or so).
- The top five arts and culture activities people would like to see more of in Campaspe are workshops (76%), festivals (73%), live music (70%), theatre (63%) and exhibitions (60%).
- On a scale of one to 10 where 10 is the highest rating, 86% of respondents rated arts and culture between eight and 10 for its importance to the community.
- On a scale of one to 10 where 10 is the highest rating, 79% of respondents rated arts and culture between eight and 10 for its importance to the economy of Campaspe.
- 96% of respondents indicated that Campaspe Shire Council should provide more support to arts and culture into the future.

## Stakeholder Consultations

The stakeholder engagement program included a variety of consultation opportunities and was conducted in line with COVID-19 restrictions of the day. Methodologies included face-to-face, video conference and telephone interviews as well as email correspondence.

Stakeholders consulted in the development of this strategy, included:

- First Nations community representatives
- Individual artists
- Community art organisations
- Youth Advisory Group
- Councillors
- Council staff
- Partner agency representatives
- Broader community



## Engagement Themes

### Community Identity

Almost all stakeholders spoke about the unique identities of their communities and how “cookie cutter” approaches were not appropriate when determining how Council could support community groups. Population size, community capacity, geography and community facilities all play a role in determining both the requirements and aspirations of an individual community.

### Marketing and Promotion

Promoting events and activities was a key challenge identified by many groups, primarily due to volunteers lacking marketing skills and time. The situation of similar events, such as markets, happening on the same day in different towns, was seen to be impacting on the ability of each event to attract good numbers of patrons.

For groups that book musical performances in venues, such as community halls, the effort in generating awareness and being able to attract enough patrons to cover costs was seen as an added burden given the existing commitments of volunteers.

Local newspapers were identified as being very supportive in promoting and supporting arts and cultural activities in the shire. Prime example being the promotion of the Campaspe Arts Trail.

### Grants and Permits

Completing required paperwork is time-consuming for community event organisers and groups managing community cultural facilities. Many stakeholders noted that Council only allowed one grant application per organisation in the community grants program. Feedback from volunteers indicated that further support from Council in navigating the required paperwork would assist in event planning.

There is a general perception that there is too much “red tape” that impacts on the ability of groups to deliver community arts and cultural events and activities, year after year.

The majority of stakeholders considered Council’s support of community groups was generally appropriate. Most thought Council performed relatively well in its role of supporting activity rather than leading it. Ongoing financial support was a key issue for many and the constant need to apply for grant funding was an ongoing challenge.

*Note: While Council provides a range of support and resources to assist the community to promote and run arts and cultural activities, awareness and take-up of these by groups is fairly low.*

### Succession Planning

As with most volunteer groups, succession planning was highlighted as an issue. Council is able to assist with this matter and has done so successfully with Colbinabbin’s Silo Art and Girgarre’s ongoing arts and cultural events.

### Exhibitions and Performances

Exhibition, performance and commercial opportunities were identified as lacking, particularly in smaller communities. Many community halls do not have the technical equipment needed, such as lighting and audio to host performances. Outside Echuca and Kyabram, exhibition opportunities were perceived to be lacking.

### Infrastructure Plans

Many groups identified specific infrastructure needs to support ongoing endeavours to engage the community in artistic and cultural activities. Some of the infrastructure needs identified included “Black Box” theatres and improved access to exhibition, studio/workshop spaces.



# Arts & Culture Strategic Plan

## Council's Role

Council's primary role is to provide support and resources to foster the continued growth of artistic and cultural endeavour across the shire, and to enrich the lives of our community through diverse and accessible arts and cultural opportunities.

Council acknowledges the different aims and significant community benefits of the broad range of artistic and cultural activities conducted by various community groups across the shire. These aims and benefits include:

- Economic development and jobs growth through tourism, event facilitation and small business expansion
- Participation by members of the community
- Social connectedness
- Community health and wellbeing

Council provides a range of supports and resources to enable community groups to achieve their goals in conducting successful arts and cultural activities for the community.

These include:

- **Place-based planning** to help communities identify and prioritise artistic and cultural activities within their catchment. Examples include:
  - Rochester, Stanhope and Kyabram Place-Based Plans
  - The Echuca Arts and Culture Precinct Masterplan
- Specific **project-based support** including:
  - Event development and management
  - Tourism and marketing
  - Community engagement
  - Exposure to broader stakeholder networks and external funding opportunities
  - Partnership development
- Provision of **facilities and locations** that support the participation and delivery of artistic and cultural activity.

Council is also the curator of an extensive art collection and has a role in the ongoing management of public art.

## Strategic Priorities

Two strategic priorities underpin this strategic plan, as follows:

- **Support the artistic and cultural endeavours of communities within Campaspe** by:
  - Providing place-based planning, advice and networking/partnership development
  - Providing services and infrastructure that meet community needs in a sustainable manner
  - Ensuring equitable access and inclusion for Campaspe Communities of Priority\*\* through grant advice and assistance
  - Access to community grants to progress arts and cultural initiatives
- **Ongoing sustainable management of Council's art and cultural assets**, including:
  - Facilities
  - Open spaces
  - Arts collection
  - Public art

\*\* *Communities of Priority* are Aboriginal and Torres Strait Islanders, Youth, People with Mental illness, Older people, Women, LGBTIQ+, People with disability, People with Social disadvantage, Culturally diverse groups.

## Potential Actions

The below table identifies key activities over the next ten years to support delivery of the two key strategic priorities.

No.	Action	Council Teams	Potential Partners	Measures of Success	Timeframes
<b>1. Support the artistic and cultural endeavours of communities within Campaspe</b>					
1.1	Through a Place-Based Planning process, support Campaspe's communities to identify artistic and cultural activities that facilitate economic and jobs growth.	Community Development Property Management Recreation Planning and Building	Relevant community groups involved in arts and cultural activities, Regional Arts Vic, South West Arts (NSW)	Place-Based Plan process identifying and facilitating community-based activities that support economic and jobs growth	All townships across shire have a Place-Based Plan by 2026
1.2	Action identified initiatives in the Echuca Arts Precinct Masterplan, based on available funding.	Community Development Property Team Infrastructure Project Management Recreation Parks and Gardens Discovery Centre	Regional Arts Vic, South West Arts (NSW), Echuca Port traders	A vibrant precinct is developed with usage contributing positively to the local economy and increased community participation	Masterplan strategies enacted by 2030
1.3	Work collaboratively with local Indigenous organisations, groups and artists to support artistic and cultural endeavour.	All of Council	Individuals and organisations that represent Dja Dja Wurrung, Taungurung, Yorta Yorta peoples Njernda Local Aboriginal Network (LAN) Brokers Primary Care Partnership Aboriginal Healthcare partnership Aboriginal Liaison Officers at various government agencies examples being: <ul style="list-style-type: none"> <li>▪ VicPol</li> <li>▪ Campaspe based health agencies</li> <li>▪ Dept of Justice</li> <li>▪ Dept of Premier and Cabinet</li> <li>▪ Dept Families, Fairness and Housing</li> </ul>	Increased Indigenous artistic and cultural activities	Annual review

No.	Action	Council Teams	Potential Partners	Measures of Success	Timeframes
1.4	Provide advice and support to community groups on artistic and cultural activities that leverage economic and jobs growth, including: <ul style="list-style-type: none"> <li>• Events development</li> <li>• Tourism development</li> <li>• Marketing and promotion</li> <li>• Partnership development</li> <li>• Identifying funding opportunities.</li> </ul>	Community Development	Arts and Culture groups Echuca Moama and District Tourism Association Regional Arts Vic South West Arts	Level of satisfaction with support provided	Annual review
1.5	Provide advice and support to community groups on artistic and cultural activities that focus on broader community health and wellbeing, and access and inclusion for Campaspe Communities of Priority.	Community Development Community Health	Primary Care Partnership Cultural groups Health Services	Level of satisfaction with support provided	Annual Review
1.6	Support artistic and cultural endeavour through the availability of community grants.	Community Development	Regional Arts Vic South West Arts	Success of grants applied for	Annual review
1.7	Facilitate equitable access to, and inclusion in, artistic and cultural activities by Campaspe Communities of Priority.	Community Development Community Health Recreation Property	Agencies that provide services to Campaspe Communities of Priority	Higher usage levels by Campaspe Communities of Priority	Annual review
1.8	Support the attraction of key events that generate significant positive economic impacts for Campaspe.	Community Development	Echuca Moama and District Tourism Association	Increased number of events	Annual review
<b>2.0. Ongoing sustainable management of Council's art and cultural assets</b>					
<b>2.1 Facilities and open space</b>					
2.1.1	Encourage multiuser arrangements between artistic and cultural community groups across all facilities managed by Council or other government entities.	Community Development Property Planning and Building Recreation	Department of Environment, Land, Water and Planning	Higher levels of usage in all facilities	Annual Review
2.1.2	Monitor community usage of Council buildings and identify gaps/opportunities to provide space/venues for local artistic and cultural endeavour.	Community Development Property Planning and Building Recreation	Community groups Council's Commercial and Community tenants	Higher levels of usage in all facilities	Annual Review
2.1.3	Redirect to a different purpose and/or dispose of facilities and assets deemed surplus.	Community Development Recreation Property		Better access to higher standard facilities for the community	Annual review

No.	Action	Council Teams	Potential Partners	Measures of Success	Timeframes
2.1.4	Opportunity to reinvest funds derived from the sale of Council's arts and cultural assets into local arts and cultural activities. This may include reinvestment into remaining facilities or programming.	Council Executive Management Group Infrastructure Community Development Recreation	Department of Environment, Land, Water and Planning South West Arts Regional Arts Vic	Better access to higher standard facilities for the community	As required
2.1.5	Promote the availability of facilities and open spaces (community and commercially based) suitable for artistic and cultural activity.	Community Development Property Planning and Building Recreation Communications	Echuca Moama and District Tourism Association	Higher levels of usage and positive community feedback on access	June 2022
<b>2.2. Arts collection and public art</b>					
2.2.1	Finalise deaccession of Council's arts collection.	Community Development Asset	Community Arts Groups and Galleries	Completed process	June 2022
2.2.2	Curate and display Campaspe's art collection in partnership with community groups.	Community Development	South West Arts Regional Arts Vic Local arts groups	Multiple exhibitions facilitated across the shire annually	Annual Review
2.2.3	Identify opportunities to share Campaspe's art collection with communities external to the municipality through a public art swap initiative, thereby providing opportunities to local community groups to display diverse art.	Community Development	Other Local Government Authorities South West Arts Regional Arts Vic	Multiple exhibitions facilitated	Annual Review
2.2.4	Support the development of community-based public art initiatives in line with Council-endorsed place-based plans, policies and strategies.	Community Development Infrastructure Finance Recreation	Community Groups Regional Arts Vic South West Arts	Completion of projects in line with the strategic direction of the community and Council	As required
2.3.1	Implement a public art policy that supports the development of public art initiatives by the community.	Council Executive Management Group Community Development Infrastructure Planning Recreation Finance	Community Groups Regional Arts Vic South West Arts	Policy enacted	Dec 2022
2.3.2	Wayfinding signage to support increased promotion of artistic and cultural endeavour.	Community Development Recreation Planning Infrastructure	Rural Roads Victoria	Signage installed and updated across shire to effectively support awareness and engagement	Annual review



No.	Action	Council Teams	Potential Partners	Measures of Success	Timeframes
2.3.3	Develop an internal contribution process for Council projects valued at \$1m+ to support temporary or permanent public arts installations.	Community Development Infrastructure Planning Recreation Finance		Process enacted	Dec 2022





## Submission received for the Arts and Culture Strategy

Submitter	Comments	Response
Colbinabbin Silo Committee	Commitment from the Shire of Campaspe for Arts and Culture next 10 years is fantastic. Arts and culture has grown rapidly across the Shire in last couple of years - and everyone is talking about it and wanting to visit neighbouring towns and support each other endeavours. It is positive to see the Local Shire delivering this long term support to the small communities. There is definitely a growing pride and confidence amongst local residents living in small communities and a shift in peoples mindsets and the arts and culture contributes to this. This strategies will only strengthen this and assist to maintain future sustainability	Acknowledged
Echuca Moama Arts Initiative	<p>RE: Creative Campaspe: Arts &amp; Culture Strategy 2021 - 2031</p> <p>The EMAI Inc committee of management and Members thank the Shire Council for the opportunity to respond to the strategy plan. Our feedback is as follows:</p> <ul style="list-style-type: none"> <li>o The plan refers at every point to "Community Groups": such groups are made up of volunteers who are at the coalface of providing all these community benefits at little or no cost to the Shire. The only support received is through specific purpose grants which have to be applied for case by case by these volunteers. It is noted in the strategy preliminaries that a weakness for most of the groups is in marketing, but also in administration. There needs to be a means by which funds can be made available for such essential community group running costs on an ongoing annual basis to enable the development and implementation of community arts programs to avoid the burnout of volunteers.</li> <li>o 1.2 Echuca Arts Precinct Masterplan identifies only SW arts; Regional Arts Victoria and Echuca Port Traders as potential partners. EMAI Inc. has been self-funding initiatives for the promotion of the arts in the Port area for 10 years. Recognition of the potential role that EMAI Inc is able to play beyond Port retail to add to the arts and cultural value to the precinct should be included.</li> </ul>	Acknowledged

	o 2.3.1 A permanent full time Arts & Culture council support person is essential for the support of Community Groups as partners in the implementation of the policy by Dec 2022'rt it is to be achieved with their input	
Bridge Arts Program	I wanted to suggest that it would be good to see collaboration with the Bridge Art Project development in Moama in the action list. Facilitate the development of the planned arts circuit between Echuca and Moama as a recreational and arts resource.	Acknowledged and noted
Yorta Yorta Representative	What happened to page two with the acknowledgment?	Traditional Owners section updated
Gunbower resident	<p>Have read the strategy , interested to know how and from where funding is to be provided to get the Loco Shed up and running as an events venue , it lends itself to so many applications .</p> <p>Such an iconic building sitting empty for a very long time . This building needs to be in use ! It's an eyesore . Another building I'm interested in is the Old court House . Wondering what the progress of this building is? Walk by there frequently and it looks totally abandoned and definitely does not appear to be any refurbishment ur work happening at present .</p> <p>Can council advise where the Njernda corporation are at re getting this up and functioning again . When it is functioning again , will it be open for all to use? As an accom business owner(accom in Echuca) and shire ratepayer , am very interested in what is happens in our area, and nothing worse than seeing empty abandoned buildings . Does little to promote our lovely area.</p> <p>I am a Gunbower area resident , and wondering if there may be any initiatives , future plans for a possible neighbourhood/community house that could be established for our community ?? Something I believe we would all definitely benefit from being on the fringe of the shire. Many of our residents are older and do not have means to regularly travel into Echuca , some are quite isolated and a community /neighbourhood house would be a huge boost mentally and assist in connecting people who have limited contact . These little communities need a central place to connect with one another , for mental and creative connection . Thankyou for the opportunity to put this forward .</p>	Acknowledged

<p>Ky Town Hall Committee</p>	<p>Creative Campaspe Strategy Feedback from Kyabram Town Hall .... 21<sup>st</sup> May 2021</p> <p>We would like to congratulate the Shire on the Strategy and fully support the two strategic priorities underpinning Creative Campaspe.</p> <p>The fact that the Strategy was developed during the Covid lockdown period we believe has limited community consultation and resulted in some inaccuracies we noted in the Kyabram section. As a strategy is used as a tool to support Council and communities to develop plans, promote opportunities, apply for funding etc it is important that each town can also use it to support goals. Kyabram has much more to offer than indicated and some errors that need to be addressed. We would like to offer suggested wording which we believe is more accurate and relevant.</p> <p>'Kyabram with a population of 7000 is Campaspe's second largest town. Local industries and services support the surrounding farming and orchard activities. Two schools and kindergartens support 2000 students and the local hospital and medical clinics offer comprehensive medical services. Kyabram is a vibrant township offering diverse shopping opportunities, numerous cafes and eateries and walkway murals, fountain sculpture and cultural activities.</p> <ul style="list-style-type: none"> <li>• <b>The Kyabram Town Hall</b> is a Council owned building leased by an incorporated community committee for the past 8 years, during which time they have co-funded extensive renovation and staged numerous exhibitions while fully staffed by volunteers. The four gallery sections - Classic, Community, Splinter and Isabel Harvie - house exhibitions that change on a regular basis and feature both local and national artists, contemporary art, textiles, historical fashion, memorabilia, and travelling exhibitions. There is also a shop, tourist information service and meeting rooms for hire and is home to a writers group and Splinter contemporary artists.</li> <li>• <b>Kyabram Plaza Theatre</b> a Council owned building managed by a community committee and run by volunteers for the past 30 years. During</li> </ul>	<p>Acknowledged</p> <p>It was determined that the entry about Kyabram currently within the published draft did not require any further changes</p>
-------------------------------	---	--

	<p>this time, it transformed from a cinema only, to also staging live theatre with an orchestra pit and a fly tower which can fly 20 sets. Seating 437, it is very versatile and offers current cinema films weekly, stages local school and ballet and drama school productions, and opportunity for travelling live shows. It is home to a Grand Piano. There is also interest in regular art house movies.</p> <ul style="list-style-type: none"> <li>• The recently completed <b>Water Tank Mural</b> is unique in that the artwork completely circles this very large tank with the major viewing point at the old station platform with opportunity for a walking cycling track to circumnavigate.</li> <li>• <b>Hazelman's Cottage</b> is an original pioneer dwelling furnished relevant to the era and also displaying a display of pioneer machinery and horse drawn vehicles.</li> <li>• <b>Key cultural festivals</b> in Kyabram include RV and Country Music Festival, the Gift, Kyabram Rodeo and Ky (antique) Engine and Machinery Rally.</li> </ul>	
Kyabram Community Member	<p>*Well thought out; comprehensive. Good it recognises Indigenous culture. Also mentions minority groups. What about the various migrant cultures in Campaspe?</p> <p>They contribute much and need acknowledgement. Culture is more than creative activities - it is EVERYTHING humans do. History, science, politics, social, sport, movements/activities.</p> <p>Also - need to acknowledge the negative, e.g. youth and other sections of society DISengagement in the community. What can be done there? And what about starting formal community awareness in the schools? We need a PURPOSE-EDUCATED COMMUNITY ARTS AND CULTURE OFFICER WITH A SMALL DEPARTMENT OF TRAINED ASSISTANTS spread throughout the shire to implement and maintain these strategies.</p>	<p>Acknowledged</p> <p>Note that Council Officers working with Kyabram community about some of issues raised through the Kyabram Place based Plan</p>

	Of course it will cost - salary and wages are fair expenditure: jobs equals spending in the community. It goes round . . .Etc. . . . Looking forward to the programs that push the A&CS forward . . .	
Rochester Silo Committee	<p>It seems to be very comprehensive for the moment but as with all art and culture it is an ever changing and evolving piece of landscape. So what may be relevant today may not be in the future.</p> <p>I think the Campaspe Shire has to embrace the arts as it is now more relevant as a tourist draw card than what used to be considered tourism.</p>	Acknowledged
Rushworth Arts Depot Group	It's fine. Will be nice to experience any of the strategy outcomes in Rushworth. Currently working very hard for the Arts here, relying completely on unpaid workers.	Acknowledged
<b>Internal Submission</b>		
Library Services Team	<p>Good afternoon Sam,</p> <p>As the deadline for feedback on the Arts and Culture Strategy is today I hope you don't mind if I forward some information and request that Library Services are mentioned for their contribution to the Arts and Culture of our region. Although 'literary' is mentioned it would be good if libraries could be acknowledged in how we do that, as well as how we also contribute to the cultural life – music and art.</p> <p><b>Examples of how we do this</b></p> <p>Regular book launches and literary events with visiting Authors</p> <p>International Women's Day Celebration</p> <p>Local Authors Showcase, inaugural event held May 22 and 23 2021</p> <p>Exhibitions – eg. Writing the War, Kenneth Jack, Blind as a Backpack, Land is Family</p> <p>Music events including participating in Winter Blues Festival in July and Make Music Day in June</p> <p>Book chats and movie discussions</p> <p>Art Exchange with Sister city in Shiroi</p> <p>Providing support and resources to at least ten book clubs across the region, including the Next Chapter Book Club for adults/teens with intellectual disabilities</p> <p>Physical and digital collections providing access to over 3 million items in a variety of formats through Libraries Victoria</p>	Libraries identified within the Plan

	<p>Partnering with organisations to conduct Writers Workshops, eg Kyabram Town Hall Writers Workshop</p> <p>Participating with the National Gallery of Victoria Kids Tour during January each year</p> <p>School Holiday Programs providing a range of art, craft and tech sessions for primary aged students</p> <p>Early literacy program for babies &amp; new parents, toddlers and pre-schoolers eg Baby Rhymetime, Toddler Rhymetime and Storytime</p> <p>Community Outreach Programs including Books on Wheels, Words on Wheels, Wellbeing Sessions, Adult Literacy, Pastoral Times/Riverine Herald recording and distribution, English Conversation Circle and Social Seniors</p> <p>Participating in local festivals and events eg Youth Expo, Aged Care Expo</p>	
--	---	--

## 9.3 Ten 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.

In July 2022, Disposals, Acquisitions and Maintenance, along with other refinements that occur because of the iterative nature of the forward 10Yr CWP, will be presented to Council for consideration and adoption.

### 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 (July 2021) 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 20/21

## **Buildings and Structures**

Inclusion of:

- Kyabram Plaza Theatre Shop works (21/22)
- Rushworth Band Room demolition (21/22)
- Campaspe Community Children's Centre Works (21/22)
- Echuca Council Offices - Partial Re-Roof and Plant Structure Renewal (21/22)
- Echuca Council Offices - Refurbishment – design only in 21/22, (possible construction in subsequent years)
- 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) (22/23)
- Echuca Shared Pathway – Wet dock to Wharf (design from 22/23)
- Echuca River Reserve Development - Riverboat Dock to Vic Park (design from 22/23)
- Campaspe River Shared Path renewal – Radcliff Street to Warren Street (design from 25/26)

## **Open Spaces and Recreation**

Inclusion of:

- Rochester Recreation Reserve Moon Oval Lighting Upgrade - design only in 21/22, possible construction in subsequent years
- Kyabram Northern Oval Drainage Upgrade (21/22)
- Lockington Multi-Purpose Court Upgrade (design 22/23)
- Marungal Bend Park Upgrade (22/23)

## **Pools**

A number of 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 21/22)
- Echuca Murray Valley Highway Service Roads (design 21/22)
- High Street Echuca streetscape - Radcliff Street to Warren Street (design only 23/24 to inform construction costs)
- Reduction in projected spend for Shire Sealed Road Resurfacing Program in 22/23 due to some \$1.0M of work brought forward from 21/22 to 20/21 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. Further work is continuing to refine the data in this asset class.



## Land

Inclusion of:

- Echuca Industrial Estate Construction 22/23 (grant dependent).
- Rochester Industrial Estate Design 22/23.

## Marine Vessels

The regular annual capital spend on marine vessels has been deferred to 22/23 as all boats will continue to be worked this year due to the program carrying over because of slip access issues.

## Waste

Inclusion of the 10 Year Waste program, omitted in the previous version.

## Works delivered early

Due to Local Road and Community Infrastructure (LRCI) funding several projects have been brought forward and delivered in the 20/21 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 provided in attachment 9.3.1.

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.

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.

The next iteration will include Disposals, Acquisitions and Maintenance and will be shared with Council at a future briefing prior to formal consideration in July 2022.

## 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:

- 2 June 2021 Council Briefing Session.

## 7. POLICY AND LEGISLATIVE IMPLICATIONS

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

- Council Policies; 91 Sustainable Asset Management and 118 Asset Rationalisation.

## 8. FINANCIAL AND ECONOMIC IMPLICATIONS

The requirements of Part 2 - 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.

This program contributes toward Council's legislative requirement within the *Local Government Act 2020*, Part 4 - section 91 and supports the intent of Council Policies 91 Sustainable Asset Management and 118 Asset Rationalisation.

## 9. ENVIRONMENTAL IMPLICATIONS

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

As the scope, design, referrals and permit applications (if/as required) are developed, environmental considerations will be considered for each project.

## 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 2017-2021

### 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.

## 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 of time. 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. Ten Year Capital Works Plan [9.3.1 - 9 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>											
<b>Bridges</b>	46,500	395,000	3,402,309	1,558,576	1,087,862	1,237,995	1,312,274	1,391,011	1,474,471	1,562,940	13,468,938
Gunbower Thompsons Bridge Barrier Renewal	46,500	200,000	-								
Gunbower Taylors Creek Bridge Renewal		36,500	2,080,320								
Colbinabbin Egans Bridge Renewal		25,000	165,000								
Wanalta Nine Mile Creek Abutments Renewal		5,500	43,787								
Toolleen Bridge Abutments Renewal		8,800	87,228	39,142							
Myola Tuohills Bridge Abutments Renewal		5,500	26,317								
Colbinabbin Geigans Bridge Railings/Barrier Renewal, Bridge Deck/Slab		33,000	318,541								
Muskerry Hicksons Bridge Railings/Barrier Renewal		5,500	23,280								
Runnymede Bueges Bridge Railings/Barrier Renewal		17,600	180,791								
Runnymede Avonmore Bridge Railings/Barrier Renewal			38,500	357,410							
Gunbower Baggotts Bridge Railings/Barrier Renewal			17,600	172,795	130,913						
Torrumbarry Baillieu Bridge Railings/Barrier Renewal			16,500	155,716							
Cornella Bosseys Bridge Railings/Barrier Renewal			16,500	100,269							
Myola Bourkes Bridge Railings/Barrier Renewal			11,000	56,740							
Pine Grove Pollocks Bridge Bridge Railings/Barrier Renewal			11,000	59,243	29,384						
Muskerry Russells Bridge Railings/Barrier Renewal/Culvert Renewal		17,600	165,945	301,561							
Gunbower Ormadys Bridge Renewal				16,500	167,138						
Yambuna Day Road Bridge Approach Barrier Renewal				11,000	51,626						
Gunbower Gap Creek Bridge Approach Barrier Renewal				11,000	78,491						
Strathallan Quinns Bridge Approach Barrier Renewal				16,500	116,751						
Toolleen Redcastle Bridge Approach Barrier Renewal				11,000	64,407						
Kanyapella Watson Road Bridge Approach Barrier Renewal and Deck Renewal				13,200	103,050						
Stanhope Two Tree Road Floodway Bridge Deck Renewal		40,000	200,000								
Gunbower Thompsons Bridge Renewal - Pads/High Bearing Pedestals				16,500	126,102						
<b>Bridges and Major Culverts Projected spend</b>				220,000	220,000	1,237,995	1,312,274	1,391,011	1,474,471	1,562,940	
<b>Buildings &amp; Structures</b>											
<b>Buildings &amp; Structures</b>	720,500	1,794,365	1,441,945	1,478,835	1,734,050	1,514,000	1,506,500	1,633,040	1,667,422	1,767,468	15,258,125
Shire Shade Sail Renewal	20,000	20,000		40,000		40,000		40,000			
Saleyards Column Rectification	140,000	165,000									
Kyabram Recreation Reserve Wilf Cox Pavilion DESIGN	50,000	1,000,000									
Echuca & District Livestock Exchange (Saleyards) Concrete Loading Ramp Removal	100,000										
Tongala Community Centre Renewal DESIGN	20,000										
Campaspe Community Children's Centre Renewal	83,000										
Kyabram Plaza Theatre Shop Renewal	40,000										
Echuca Depot Toilet Renewal	107,500										
Rushworth Band Room Demolition	40,000										
Echuca Council Offices Partial Re-Roof and Plant Structure Renewal	75,000										
Tongala Tennis Club Rooms Renewal DESIGN	45,000										
Echuca Port of Echuca Star Bar Toilets - Port		8,000									
Echuca Freemans Flat (Murray Hotel)		55,000									
Echuca Former Brothel Renewal		20,000	663,675								
Echuca Council Depot Storage Bays		11,000									
Echuca Senior Citizens Club Rooms Toilets		20,000									
Lockington Rec Reserve Sports Pavillion Toilets Renewal		27,500									
Rochester Child Care Centre Flooring Renewal		13,365									
Rochester Service Centre Roof Renewal		60,500									
Rushworth Service Centre Roof Renewal and Internal Wall Removal		54,100									
Waranga Neighbourhood Centre Roof Renewal		8,800									
Lockington Community Centre Toilet Renewal		29,700									
Echuca Band Room High St Kitchen Renewal		8,800									
Rushworth Mechanics Institute Repainting		13,750									

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

14/07/2021

1 of 9

**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
Echuca Caravan Park Cabin Kitchen and Bathroom Renewals		35,750								
Kyabram Basketball Stadium Flooring Renewal		16,500								
Echuca Caravan Park Camp Kitchen Flooring		6,600								
Northern Sports Oval Netball Pavillion Bathroom Renewal		45,000								
Echuca Victoria Park Grandstand Changing Room Renewals		145,000								
Kyabram Rec Res Old Toilet Block		30,000								
Echuca Permewan Wright - Port (Star)			10,000							
Echuca Port of Echuca Star Bar Toilets - Port			200,000							
Echuca Senior Citizens Club Rooms Toilets			100,000							
Echuca Hare St Alton Gallery Kitchen Replacement			11,000							
Rochester Shire Hall Roof Renewal			33,000							
Rushworth Railway Reserve Goods Shed Roof Renewal			20,900							
Rochester Senior Citizens Ceiling and Roof Renewal			44,000							
Echuca Caravan Park Cabin Kitchen and Bathroom Renewals			226,270							
Kyabram Rec Reserve Wilf Cox Pavillion Kitchen and Toilet Renewals			15,000							
Girgarre Rec Res - Maurice Varcoe Pavillion Roof Downpipes			6,600							
Kyabram Pool Changing Room, Office and Kiosk Renewals			16,500							
Echuca Caravan Park West Amenities Block Renewal			88,000							
Rec Res Tongala - Public Toilets Flooring Renewal			7,000							
Rochester Swimming Pool Kiosk and Clubroom Pergola Renewals				28,600						
Echuca Star Bar Hotel Renewal				10,000						
Echuca Permewan Wright - Port (Star)				550,000						
Echuca Murray Hotel				20,000						
Rochester Bull Ring Roof Renewal				40,000						
Rushworth Swimming Pool - Pool & Kiosk Pergola Renewal				7,150						
Echuca Freemans Building Renewal				25,850						
Lockington Pool Pergola Renewal				19,635						
Rochester Swimming Pool Change Room/Kiosk Renewal				11,000						
Echuca Caravan Park Cabin Kitchen and Bathroom Renewals				21,000						
Wyuna Public Hall Disposal				200,000						
Koyuga Rec Reserve Tennis/Cricket Pavillion Kitchen Renewal				16,500						
Stanhope Senior Citizens Kitchen Renewal				22,000						
Echuca Caravan Park Ablutions Block				11,000						
Kyabram Rec Reserve Wilf Cox Pavillion Kitchen and Toilet Renewals				150,000						
Girgarre Rec Res - Maurice Varcoe Pavillion Roof Downpipes				67,000						
Kyabram Pool Changing Room, Office and Kiosk Renewals				150,000						
Echuca Vic Park Toilet Renewals (Grandstand and Toilet Block)				77,000						
John Pilley Reserve Toilet Block Roof Renewal				12,100						
Echuca Star Bar Hotel Renewal					250,000					
Echuca Murray Hotel					1,135,750					
Echuca Freemans Building Renewal					55,000					
Echuca Caravan Park Cabin Kitchen and Bathroom Renewals					58,500					
Kyabram Senior Citizens Club Rooms Kitchen Renewal					35,000					
Kyabram Pre School & M C H Centre Renewals (Various)					42,000					
Echuca Tourist Information Centre Ceiling Replacement					15,000					
Gunbower Aquatic Reserve Toilet Block Flooring					6,000					
Girgarre Memorial Hall Supper Room Roof Renewal					30,800					
Tongala Pool Office and Change Room Renewals					80,000					
Tongala Recreation Reserve Tennis Club Room Flooring Renewal					26,000					
Echuca Caravan Park Cabin Kitchen and Bathroom Renewals						24,000				
Echuca Caravan Park Residence Office Fitout						15,000				
Ky Valley Hall Bathroom Renewal						35,000				
Echuca Caravan Park Cabin Kitchen and Bathroom Renewals							22,500			
Tongala Depot Roof Renewal								20,000		
Buildings & Structures Projected Spend						1,400,000	1,484,000	1,573,040	1,667,422	1,767,468

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

14/07/2021

2 of 9

**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>Footpaths &amp; Cycleways</b>											
<b>Footpaths &amp; Cycleways</b>	<b>733,500</b>	<b>1,139,483</b>	<b>863,715</b>	<b>743,406</b>	<b>107,941</b>	<b>959,898</b>	<b>125,874</b>	<b>563,857</b>	<b>107,970</b>	<b>593,960</b>	<b>5,939,604</b>
Shire Footpath Renewal Program	733,500	1,139,483	863,715	743,406	107,941	959,898	125,874	563,857	107,970	593,960	
<b>Irrigation</b>											
<b>Irrigation</b>	<b>100,000</b>	<b>106,000</b>	<b>112,360</b>	<b>119,101</b>	<b>126,247</b>	<b>133,822</b>	<b>141,851</b>	<b>150,363</b>	<b>159,384</b>	<b>168,947</b>	<b>1,318,075</b>
Shire Parks and Playgrounds Irrigation Renewal	100,000	106,000	112,360	119,101	126,247	133,822	141,851	150,363	159,384	168,947	
<b>Kerb &amp; Channel</b>											
<b>Kerb &amp; Channel</b>	<b>1,700,000</b>	<b>749,895</b>	<b>2,208,593</b>	<b>2,476,749</b>	<b>1,480,898</b>	<b>4,450,000</b>	<b>4,450,000</b>	<b>4,650,000</b>	<b>4,450,000</b>	<b>3,150,000</b>	<b>29,766,135</b>
Shire Kerb and Channel Renewal Program	1,700,000					4,300,000	4,300,000	4,500,000	4,300,000	3,000,000	
Shire Kerb and Channel Scoping & Design		150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	
Echuca Haverfield Street: Garden Cres to Freeman St		45,598									
Tongala Stewarts Place: Hobbs Crt to end of court		24,936									
Tongala Torney Street: Nihill St to Gooda St		26,101									
Lockington Shakespeare Crescent : Mccoll St to Bart		50,526									
Kyabram Tulloh Street : Unwin St to Church St		58,394									
Kyabram Tristania St : McEwen Rd to Crossthwaite St		48,137									
Kyabram Rowlands Ct : End Of Court to Forrest St		46,824									
Kyabram Davies Court : Bond St to End Of Court		23,244									
Kyabram Crossthwaite Street : Cedar Crt to Prunus Crt		38,533									
Kyabram Church Street : Unitt St to Bradley St		64,327									
Kyabram Bishop Street : Fenaughty St to Allan St		58,685									
Echuca South Street : Poplar St to Boyle St		114,590									
Echuca Haverfield Street : Garden Cres to Eddy Crt				47,796							
Rochester Campaspe Street: School Crossing to 8 Campaspe St				47,247							
Tongala Mangan St (IGA)				74,589							
Rushworth Wigg St: High St to High St				63,360							
Rushworth High St				43,994							
Rushworth Murchison Rd : Holden St to Percy St				144,103							
Rushworth Wigg Street : High St to Nicholson St				41,440							
Rochester Northern Hwy (Diggora Rd to George St)				157,750							
Rochester George St : Northern Hwy to Edward St				57,981							
Kyabram Jacaranda Avenue : Allan St to oak Dene Crt				47,203							
Girgarre Winter Rd : Morgan Cres to Church St				57,586							
Echuca Stawell Street : Court Endto Leihardt St				105,717							
Echuca Mckinlay Street : Mitchell St to Sutton				62,931							
Echuca Mckinlay Street : Francis St to High St				63,063							
Echuca Mckinlay Street : Hopwood St to Francis				64,244							
Echuca Mckenzie Street : Randell Ct to Ogilvie Ave				39,616							
Echuca Hovell Street : Pakenham St to Darling St				115,892							
Echuca Hovell Street : Leichardt St to Eyre St				115,843							
Echuca Hopwood Street : Tyler St to Mckinlay St				71,842							
Echuca High St : Tangey Ln to Rutley Cr				33,627							
Echuca Haverfield St : Ogilvie Ave to Freeman S				46,692							
Echuca Haverfield St : Ogilvie Ave to Service St				42,747							
Echuca Haverfield Street : Civic Av to Poplar				46,818							
Echuca Goulburn Rd : Bowen St to McIntosh St				81,715							
Echuca Francis Street : Mckinlay St to Tyler St				72,529							
Echuca Francis Street : Eyre St to Mckinlay St				119,035							
Echuca Cornelia Creek Road: South of McMillan Rd				34,968							
Echuca Boothman Street : Rose St to Dobinson St				63,267							
Echuca Bowen St : Leichardt St to Amaroo Crt				60,948							
Echuca Anstruther St : 0.09Km East Of Lord Ct t				34,050							
Tongala Mangan St (in front of St Patricks School)						46,115					
Tongala Eddie Hann Drive : Finlay Rd to 160M North(West and East Side)						178,000					
Kyabram James Street : Albion St to Rodney St						70,304					

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

14/07/2021

3 of 9

**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	
Echuca Bowen St : Eyre St to Amaroo Crt				47,290							
Echuca Watson Street : north of Law Court Place				78,704							
Echuca Stawell St : Leichardt St to Eyre St				119,046							
Echuca Service Street : End of St to Bowen St				55,531							
Echuca Ostram Ct : Moore St to End Of Court (East)				75,095							
Echuca Ostram Court : Moore St to End Of Court (West)				72,837							
Echuca Nile Court : Maggie Ct to End of Court				41,385							
Echuca Moore Street : Bowen St to Ostram Crt				38,583							
Echuca Mckinlay St : Mitchell St to Sutton St				62,767							
Echuca Landsborough St: Anstruther St to Pakenham St				83,868							
Echuca Hovell St : Service St to Leichardt St				124,572							
Echuca Hopwood Place: Service St to Ogilvie Ave				58,806							
Echuca Hopwood Street : Tyler St to McKinlay St				71,700							
Echuca Hopwood Street : Eyre St to McKinlay St (West)				118,095							
Echuca Hopwood Street : Eyre St to McKinlay St (East)				118,793							
Echuca Haverfield Street : Mckinlay St to Tyler				69,969							
Echuca Francis Street : Service St to Ogilvie Ave				71,057							
Echuca Eyre Street : Mitchell St to Sutton St				62,618							
Echuca Darling St : Hume St to Hovell St				63,558							
Echuca Crofton St : 20M East Of Dickson St to W				56,322							
Echuca Crofton St : Court Bowl to Alice St				102,300							
Echuca Crofton Street : Start At Court Bowl to				114,063							
Echuca Collier Street : Murray St to River St				52,438							
Echuca Collier Street : Yarra St to Landsborough				38,215							
Echuca Barry Street : Darling St to McKinlay St				117,172							
Echuca Annesley Street : Eyre St to McKinlay St				117,546							
Rochester Campaspe Street: Fraser St to Pascoe					71,969						
Kyabram Fenaughty St: Lake Rd to Union St					66,008						
Rochester Mackay Street: 22-24 Mackay Street					37,907						
Rushworth Simpson Street: Moora Rd to Heilly St					63,179						
Tongala Lambert Street : Morris Crt to Hobbs Crt					64,415						
Stanhope Ross Ct : Girgarre Rushworth Rd to End of Crt					52,482						
Rushworth Murchison Rd : Wigg St to Holden St					166,738						
Rushworth Parker St : Esmonde St to Phillips St					71,969						
Kyabram Turnbull Street : Tulloh St to Dawes Rd (West)					64,437						
Kyabram Turnbull Street : Tulloh St to Dawes Rd (East)					67,898						
Kyabram Tulloh Street : Dawes Rd to Turnbull St					60,097						
Kyabram Racecourse Road : Andrews Rd to End					72,370						
Kyabram Fischer Street : Lancaster St to Tweddle St					90,774						
Kyabram Saunders St: South of Dawes Rd					40,500						
Kyabram Allan Street : Jacaranda Av to Saunders St					54,465						
Echuca Mckenzie Street : Hicks Cr to Cadell Ct					44,637						
Echuca Landsborough Street : 0.09Km East Of Lord Crt					116,733						
Echuca High St : Rutley Cr to Simmie St					124,320						
<b>Marine Vessels</b>											
<b>Marine Vessels</b>	-	180,000	190,800	202,248	214,382	227,245	240,880	255,333	270,653	286,892	2,068,433
Echuca Marine Vessels (based on one vessel per year)		180,000	190,800	202,248	214,382	227,245	240,880	255,333	270,653	286,892	
<b>Open Spaces &amp; Recreation Assets</b>											
<b>Playing Surfaces &amp; Courts</b>	690,000	-	-	86,000	363,000	60,000	700,000	553,000	25,000	-	2,477,000
Echuca District Netball Court Seating renewal	20,000										
Kyabram Rec Res Cricket Nets	200,000										
Kyabram Rec Res Netball Court	470,000										
Kyabram Recreation Reserve - Scoreboard				42,000							
Kyabram Recreation Reserve - Drainage and Playing Surface				44,000	363,000						
Echuca South Recreation Reserve - Surface Renewal						60,000	700,000	553,000			

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

14/07/2021

4 of 9

**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	
Rochester Racecourse Recreation Reserve Shade Sail									25,000		
<b>Plant &amp; Equipment</b>											
<b>Plant &amp; Equipment</b>	<b>2,756,198</b>	<b>3,841,256</b>	<b>1,815,017</b>	<b>2,492,021</b>	<b>1,929,998</b>	<b>1,058,900</b>	<b>6,173,163</b>	<b>1,963,731</b>	<b>2,558,500</b>	<b>2,372,810</b>	<b>26,961,594</b>
Major Plant Replacement Program	2,586,198	3,471,256	1,815,017	2,372,021	1,779,998	808,900	1,103,163	1,913,731	2,238,500	2,372,810	
Core Switch Replacement	170,000										
Disused radio tower removal		100,000									
Port of Echuca and EPS Point of Sale and ticketing system replacement		200,000							200,000		
Disaster Recovery On-premise equipment replacement		70,000					70,000				
Branch switching and WiFi equipment replacement				105,000					105,000		
A0 Printer/Scanner replacement				15,000					15,000		
Contact Centre and Telephony					100,000						
Kiosk and branch office virtual meeting room replacement					50,000						
Quarry software replacement						250,000					
Financial, Property, Document Management and Payroll system replacement							5,000,000				
Security System								50,000			
<b>Roads</b>											
<b>Gravel Roads</b>	<b>2,500,000</b>	<b>3,197,612</b>	<b>4,999,648</b>	<b>3,099,316</b>	<b>2,498,925</b>	<b>2,099,735</b>	<b>2,296,107</b>	<b>4,499,649</b>	<b>3,199,333</b>	<b>2,500,000</b>	<b>30,890,325</b>
Shire Road Re-sheeting Program	2,500,000	3,197,612	4,999,648	3,099,316	2,498,925	2,099,735	2,296,107	4,499,649	3,199,333	2,500,000	
<b>Sealed Roads</b>	<b>5,549,500</b>	<b>11,301,964</b>	<b>7,943,589</b>	<b>8,279,318</b>	<b>8,399,633</b>	<b>8,999,888</b>	<b>5,053,306</b>	<b>8,300,281</b>	<b>10,200,993</b>	<b>7,300,000</b>	<b>81,328,472</b>
Shire Sealed Road Unsealed Shoulder Re-sheeting Program	1,000,000	3,999,964	2,699,977	2,999,994	2,499,633	3,199,888	2,199,806	2,599,781	1,899,993	2,000,000	
Shire Sealed Road Resurfacing Program	1,100,000	2,400,000	3,000,000	2,600,000	3,550,000	3,300,000	3,500	500	1,000	1,000,000	
Echuca Sturt Street Drainage Upgrade	1,714,500										
Shire Major Patching Renewal	200,000										
Kyabram Fenaughty Street Rehabilitation	686,000										
Kyabram Graham Road Pavement Rehab	300,000										
Barnadown-Myola Road Pavement Rehab	178,000										
Corop Lake Cooper Pavement Rehab	186,000										
Barnadown Dalton Road Floodway Renewal	50,000										
Girgarre Mason Road Rehabilitation	20,000	855,000									
Rochester McColl Road Rehabilitation	15,000	588,000									
Echuca Service Street Urban Road Rehabilitation	20,000	375,000									
Colbinabbin Andrews Road Rehabilitation	15,000	400,000									
Echuca Nish Street Urban Road Rehabilitation	20,000	350,000									
Muskerry Barnadown Knowsley Road Rehabilitation	15,000	480,000									
Kyabram Willow Court Road Rehabilitation	15,000	283,000									
Rushworth Lions Park Internal Road Rehabilitation	15,000	140,000									
Waranga Finninghans Court-Harriman Point Rd To End		5,500	35,521								
Rochester Murdoch Road-O.09Km Nth Of Webb Rd To Nth ( Unused Rd		5,500	37,695								
Stanhope Morrissey Road-Starts 840M East Of Henderson Rd		5,500	44,101								
Buramboot Trewin Road-0.86Km East Of Branson Rd To Heathcote		8,800	59,431								
Rochester Morton Road-1.48Km Past Foster Rd To Makepeace Ln		8,800	66,867								
Runnymede Colbinabbin-Elmore Road-2.19Km East Of Nth Hwy To 110M East Of M		11,000	62,741								
Colbinabbin Johnson Street Colbinabbin-Bendigo Murchison Rd To Mead		5,500	25,344								
Burnewang Trewin Road-1.25Km East Of Mckenzie Rd		5,500	30,888								
Echuca Wave Court-Start To Alfred St		5,500	34,188								
Colbinabbin Gamble Court-Starts At Channel Rd		5,500	39,270								
Rushworth Old Corop Road-Starts 0.88 Km East Of Geodetic Rd Nth		5,500	41,127								
Rochester Diggora Road-1540M East Of Lowe Rd To East		5,500	42,385								
Wanalta Groves Weir Road (Bell Sth Of Cornelia Church Rd To Nth & End Bakers Bridge Rd)		10,000	100,000								
Rushworth Old Corop Road-Geodetic Road North To The East		5,500	50,794								
Rushworth Parker Street-Esmonde St To High St		8,800	71,610								
Wharparilla Sarandu Park Road-Starts 1.32Km West Of Point Rd		8,800	75,046								
Gunbower Gunbower Island Road-Nth To 260M Sth Of Island School Rd		8,800	78,593								
Toolleen Barnadown-Myola Road-Houlden Intersection To Northern Hwy		11,000	83,112								

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

14/07/2021

5 of 9



**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	
Wanalta Bendigo-Murchison Road Service Road-Old Road At Wanalta			5,500	31,000							
Colbinabbin Cornella Church Road			12,000	100,000							
Lancaster Dunbar Road-Lancaster Rd Intersect To Graham Rd			8,800	43,000							
Moorra High Street Moorra-Bendigo Murchison Rd To Moorra Heathcot			5,500	31,000							
Stanhope Middle Road-Baldwin Rd To Nth			5,500	31,000							
Colbinabbin Weppner Road-Depot Rd To North			5,500	31,000							
Echuca Hare Street- Pakenham & Hare Roundabout			5,500	31,000							
Echuca Alice Street-Henry St To Crofton St			5,500	31,000							
Stanhope Birdwood Avenue-Monash St To Police Station Bend			16,500	200,324							
Echuca Carpark - Stadium End Of College Lane, College Drive- Echuca			16,500	200,000							
Echuca Hare Street-Eyre St To Mckinlay St			33,000	210,000							
Tongala Carpark - Mangan St Tongala Behind Iga, Mangan St- Tongala			23,100	210,000							
Echuca Sutton Street-Leichardt St To Eyre St			22,000	210,000							
Colbinabbin Egans Bridge Road				20,000	200,000						
Road pavements - projected spend					850,000	1,200,000	1,550,000	4,400,000	7,000,000	3,000,000	
Asphalt Seals		1,300,000	1,100,000	1,300,000	1,300,000	1,300,000	1,300,000	1,300,000	1,300,000	1,300,000	
<b>Stormwater &amp; Flood Control</b>											
<b>Stormwater &amp; Flood Control</b>	<b>640,000</b>	<b>536,000</b>	<b>1,088,950</b>	<b>449,440</b>	<b>476,405</b>	<b>504,990</b>	<b>535,289</b>	<b>567,406</b>	<b>601,452</b>	<b>637,538</b>	<b>6,037,470</b>
Shire Rural Culvert, Pits and Pipes Renewal Program	330,000	300,000	318,000	337,080	357,304	378,743	401,467	425,555	451,089	478,154	
Shire Open Drain Renewal	160,000	100,000	106,000	112,360	119,101	126,247	133,822	141,851	150,363	159,384	
Shire, Open Drain Renewal Program Design	150,000										
Kyabram South Boundary Road Drainage		36,000	664,950								
Echuca Murray Esplanade Walk Retaining Wall Design		50,000									
Echuca Vic Park Boat ramp Retaining Wall Design		50,000									
<b>Swimming Pools</b>											
<b>Pools &amp; Equipment</b>	<b>50,000</b>	<b>6,000</b>	<b>22,000</b>	<b>20,000</b>	<b>18,000</b>	<b>250,000</b>	<b>220,000</b>	<b>50,000</b>	<b>60,000</b>	<b>63,600</b>	<b>759,600</b>
Swimming Pool Maintenance and Paint Program	50,000	6,000	22,000	20,000	18,000	250,000	220,000	50,000	60,000	63,600	
<b>Total Renewal</b>	<b>15,486,198</b>	<b>23,247,575</b>	<b>24,088,926</b>	<b>21,005,010</b>	<b>18,437,341</b>	<b>21,496,473</b>	<b>22,755,244</b>	<b>24,577,671</b>	<b>24,775,178</b>	<b>20,404,155</b>	<b>216,273,771</b>

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

14/07/2021

6 of 9

**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>										
<b>Buildings</b>	<b>1,638,000</b>	<b>1,272,000</b>	<b>1,115,000</b>	<b>560,000</b>	<b>580,000</b>	<b>818,000</b>	<b>1,072,000</b>	<b>100,000</b>	<b>-</b>	<b>7,155,000</b>
Shire Environmental Efficiency Program	103,000									
Echuca Holiday Park Master Plan Implementation (Year 3) and Electrical Services Replacement and Upgrade	950,000									
Shire Security Review Implementation	100,000	310,000								
Echuca Saleyards Roof Compliance Upgrade	150,000									
Echuca Moama Arts Precinct Design	50,000									
Shire DDA Works	130,000									
Rushworth Service Centre Upgrade	25,000	662,000								
Echuca Council Offices Upgrade	50,000	100,000	1,000,000							
Echuca Victoria Park Changerooms Upgrade	80,000	200,000								
Echuca Saleyards Bugle Laneway Fencing			55,000							
Lockington Recreation Reserve Pavilion Upgrade			60,000	500,000						
Tongala Recreation Reserve Facilities Upgrade				60,000	500,000					
Kyabram Jack Stone Grandstand Upgrade					80,000	818,000				
Echuca South Recreation Reserve Facilities Reconstruction							1,072,000			
Echuca Vic Park Grandstand and Amenities Design								100,000		
<b>Footpaths &amp; Cycleways</b>										
<b>Footpaths &amp; Cycleways</b>	<b>1,730,000</b>	<b>-</b>	<b>624,250</b>	<b>177,000</b>	<b>250,000</b>	<b>101,000</b>	<b>267,000</b>	<b>24,000</b>	<b>-</b>	<b>3,173,250</b>
Kyabram Breen Avenue Walking Cycle Trail	440,000									
Shire Footpath New and Upgrade Program (LRCI Stage 2)	1,100,000									
Shire DDA Works (LRCI Stage 2)	190,000									
Kyabram Lake Road Cycle Lane				134,000						
Recreation Cycling Paths and Footpaths Program			624,250	43,000	250,000	101,000	267,000	24,000		
<b>Land Improvements</b>										
<b>Land</b>	<b>2,200,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,200,000</b>
Echuca Aquatic Reserve	2,200,000									
<b>Open Spaces &amp; Recreation Assets</b>										
<b>Playing Surfaces &amp; Courts</b>	<b>380,000</b>	<b>955,100</b>	<b>1,518,000</b>	<b>300,000</b>	<b>125,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,278,100</b>
Rochester Recreation Reserve Moon Oval Lighting Upgrade DESIGN	30,000	600,000								
Kyabram Northern Oval Drainage Upgrade	45,000									
Shire Netball Court Asphaltting and Flexi Pave Program (LRCI Stage 2)	305,000									
Marungal Bend Park Upgrade		150,000								
Lockington Multi Purpose Hard Court Upgrade		50,000	500,000							
Echuca South Netball Complex Floodlights		33,000								
Kyabram Recreation Reserve Amenity Upgrade		56,100								
Echuca Victoria Park Playing Field Drainage and Irrigation		66,000	1,018,000							
Echuca South Netball Complex Floodlights				300,000						
Echuca South Recreation Reserve Facilities Upgrade					80,000					
Tongala Wayside Stop Redevelopment					45,000					
<b>Roads</b>										
<b>Gravel Roads</b>	<b>-</b>	<b>-</b>	<b>55,000</b>	<b>900,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>955,000</b>
Echuca Scenic Drive Upgrade			55,000	900,000						
<b>Sealed Roads</b>	<b>2,848,500</b>	<b>7,068,000</b>	<b>3,050,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>20,000</b>	<b>-</b>	<b>-</b>	<b>12,986,500</b>
Shire Line Marking Wide Streets (LRCI Stage 2)	190,000									
Torrumberry Weir Road Road Safety Works	429,500									
Rushworth Senior Citizens / Kindergarten Carpark Upgrade	250,000									
Echuca Northern Highway Service Roads	40,000	2,970,000	3,000,000							
Echuca Aerodrome Upgrade Stage 1	1,700,000	2,148,000								
Echuca Murray Valley Highway Service Roads DESIGN	50,000									
Rochester Campaspe Street Kerb & Channel (LRCI Stage 2)	189,000									
Draft Murray Esplanade Concept Plan and Social Seating Plan		130,000								
Nine Mile and Paramatta Gully Road Intersection Safety Upgrade		120,000								
Toolleen, Toolleen Axedale Road Widening		170,000								
Echuca High Street Upgrade - Radcliff Street to Warren Street (Design)			50,000							

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

14/07/2021

7 of 9

**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
Bonn Aysons Reserve Car Park Upgrade							20,000			
<b>Stormwater &amp; Flood Control</b>										
<b>Stormwater &amp; Flood Control</b>	<b>220,000</b>	-	-	-	-	-	-	-	-	<b>220,000</b>
Shire Culvert New and Upgrade Program 2020/21	190,000									
Echuca Rutley Crescent Drainage Upgrade DESIGN	30,000									
<b>Swimming Pools</b>										
<b>Pools &amp; Equipment</b>	-	<b>147,400</b>	<b>1,783,000</b>	<b>1,783,000</b>	<b>466,000</b>	<b>805,000</b>	-	<b>1,375,000</b>	<b>2,207,000</b>	<b>8,566,400</b>
EWMAC Maintenance		59,400			16,000					
Kyabram Swimming Pool Reconstruction		88,000	1,783,000	1,783,000						
Stanhope Swimming Pool Reconstruction					450,000	805,000				
Rochester Swimming Pool Reconstruction							1,375,000	2,207,000		
<b>Waste</b>										
<b>Waste Reserve funded projects</b>	-	<b>300,000</b>	<b>600,000</b>	<b>535,000</b>	<b>770,000</b>	<b>110,000</b>	<b>250,000</b>	<b>350,000</b>	<b>100,000</b>	<b>3,015,000</b>
Investigate options to prevent ingress of water into waste skips		25,000								
Matching funding - projects		100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	
Renewal / replacement of bin fleet or RFID retro-fit		50,000								
Upgrade skip loading bays to eliminate lifting of material into skips (Colbinabbin, Toolleen, Lockington).		25,000								
Waste Management Software System		100,000								
Hardstand maintenance (EEC and Mt Scobie)			150,000							
Renewal / replacement of bin fleet or RFID retro-fit			150,000							
Unlicensed Landfill Remediation Works			50,000							
Upgrade skip loading bays to eliminate lifting of material into skips (Colbinabbin, Toolleen, Lockington).			150,000							
Renewal / replacement of bin fleet or RFID retro-fit				150,000						
Unlicensed Landfill Remediation Works				125,000						
Upgrade skip loading bays to eliminate lifting of material into skips (Colbinabbin, Toolleen, Lockington).				160,000						
Introduction of full food and garden organics service					300,000					
Renewal / replacement of bin fleet or RFID retro-fit					75,000					
Unlicensed Landfill Remediation Works					125,000					
Upgrade skip loading bays to eliminate lifting of material into skips (Colbinabbin, Toolleen, Lockington).					170,000					
RRC and Closed Landfill Drainage Refurbishment.						10,000				
RRC and Closed Landfill Drainage Refurbishment.							150,000			
Hardstand maintenance (EEC and Mt Scobie)								150,000		
Replacement of Waste Recovery Stillage / Containers								100,000		
<b>Total Upgrade</b>	<b>9,016,500</b>	<b>9,742,500</b>	<b>8,745,250</b>	<b>4,255,000</b>	<b>2,191,000</b>	<b>1,834,000</b>	<b>1,609,000</b>	<b>1,849,000</b>	<b>2,307,000</b>	<b>-</b>

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

14/07/2021

8 of 9

**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>											
<b>Buildings</b>	<b>406,000</b>	<b>625,000</b>	<b>90,000</b>	-	-	-	-	-	-	<b>1,121,000</b>	
Campaspe Animal Shelter Cat Facility	61,000	525,000									
Echuca and Tongala Street Sweeping New Waste Facilities	220,000										
Mt Scobie Resource Recovery Centre Fencing and Water Connections	95,000										
Echuca & District Livestock Exchange (Saleyards) Chemical Storage	30,000										
Echuca Victoria Park Clubroom DESIGN		100,000									
Echuca West, Integrated Early Years Hub   Stage 1 DESIGN			90,000								
<b>Footpaths &amp; Cycleways</b>											
<b>Footpaths &amp; Cycleways</b>	<b>1,800,000</b>	<b>1,124,250</b>	<b>500,000</b>	<b>2,343,000</b>	<b>550,000</b>	<b>401,000</b>	<b>567,000</b>	<b>324,000</b>	<b>300,000</b>	<b>7,909,250</b>	
Heathcote Murchison (Waranga) Trail	1,800,000										
Shire Missing Links Footpaths Program		300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000		
Echuca Anstruther Street Footpath (Aldi)		200,000									
Echuca Simmie Street Footpath Missing Link			100,000								
Echuca Shared Pathway - Wetdock to Wharf			50,000	1,000,000							
Echuca River Reserve Development - Riverboat Dock to Vic Park			50,000	1,000,000							
Recreation Cycling Paths and Footpaths Program		624,250		43,000	250,000	101,000	267,000	24,000			
<b>Land Improvements</b>											
<b>Land</b>	-	-	<b>4,150,000</b>	<b>2,000,000</b>	-	-	-	-	-	<b>6,150,000</b>	
Echuca Industrial Estate			4,000,000								
Rochester Industrial Estate Design			150,000	2,000,000							
<b>Marine Vessels</b>											
<b>Marine Vessels</b>	<b>20,000</b>	-	-	-	-	-	-	-	-	<b>20,000</b>	
Echuca Paddlesteamers - WIFI access and speaker system	20,000										
<b>Open Spaces &amp; Recreation Assets</b>											
<b>Open Spaces &amp; Recreation Assets</b>	-	-	-	-	-	-	-	-	-	-	
<b>Plant &amp; Equipment</b>											
<b>Plant &amp; Equipment</b>	<b>87,000</b>	-	-	-	-	-	-	-	-	<b>87,000</b>	
Saleyards - Secondary Cattle Crush	42,000										
Saleyards - WIFI access, RFID readers and security cameras	45,000										
<b>Other Road Elements</b>	<b>170,000</b>	-	-	<b>25,000</b>	-	<b>510,000</b>	-	-	-	<b>705,000</b>	
Echuca - Onstreet /off street parking meters	150,000					510,000					
Echuca Campaspe Esplanade New Car Park DESIGN	20,000										
Scenic Trail Signage				25,000							
<b>Stormwater &amp; Flood Control</b>											
<b>Stormwater &amp; Flood Control</b>	-	-	<b>50,000</b>	-	-	-	-	-	-	<b>50,000</b>	
Echuca Simmie Street Table Drain New			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>911,000</b>	<b>567,000</b>	<b>324,000</b>	<b>300,000</b>	<b>16,042,250</b>	
<b>Grant Dependent</b>											
<b>Bridges</b>											
<b>Moorings</b>		<b>480,000</b>	<b>50,000</b>	<b>500,000</b>	-	-	-	-	-	<b>1,030,000</b>	
Murray River Mooring Points			50,000	500,000							
Murray River Canoe Platform		80,000									
Murray River Public Mooring Pontoon		400,000									
<b>Roads</b>											
<b>Sealed Roads</b>			<b>1,700,000</b>	-	-	-	-	-	-	<b>1,700,000</b>	
Toolleen, Axedale-Toolleen Road Widening			1,700,000								
Echuca Campaspe Esplanade Car Park		465,000									
<b>Total Grant Dependent</b>	-	<b>480,000</b>	<b>1,750,000</b>	<b>500,000</b>	-	-	-	-	-	<b>2,730,000</b>	
<b>TOTAL CAPITAL WORKS</b>	<b>26,985,698</b>	<b>35,219,325</b>	<b>39,374,176</b>	<b>30,128,010</b>	<b>21,178,341</b>	<b>24,241,473</b>	<b>24,931,244</b>	<b>26,750,671</b>	<b>27,382,178</b>	<b>20,404,155</b>	<b>276,595,271</b>

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

14/07/2021

9 of 9

## 9.4 Murray River Tourism Value Proposition 2021-2024

Author	Department	Manager	General Manager
Manager Community Development	Community Development	Manager Community Development	General Manager Community

### 1. SUMMARY

The Murray River Tourism Board (MRTB) has presented its revised Local Government Partner Value Proposition to Council for consideration (Attachment One). The document is a revised version of the previous agreement between Council and MRTB that expired June 2021. Council is invited to recommit to MRTB by signing the agreement and committing to the terms contained within it.

### 2. RECOMMENDATION

**That Council:**

- 1. Agrees to sign the Murray River Tourism Local Government Partner Value Proposition 2021-2024.**
- 2. Advises MRTB that Council's priorities, programs and services will take precedence over MRTB membership obligations.**

### 3. PURPOSE

To seek Council's agreement to sign the Murray River Tourism Local Government Partner Value Proposition 2021-2024. This report quantifies the requirements within the agreement and demonstrates the long-term benefits for the Campaspe and Regional Tourism industries through recommitting funding to this group.

### 4. DISCUSSION

Identified in the current Council plan as a key strategic activity, the development of tourism across the municipality is regarded as a key economic driver for the long-term community benefit. The growth of tourism delivers positive economic outcomes for private business, community groups and Council itself. Key Council examples would be the Echuca Caravan Park and the Port of Echuca precinct.

This report will address:

- Who MRTB are, and what services they provide
- Council's financial commitment in signing the agreement
- The impact on Council resources (staffing)

Council has committed significant resources to support the delivery of Tourism Services, in addition to its own tourism ventures. The majority of this investment has been with Murray River Tourism and the Echuca Moama and District Tourism Association.

The recent expiry of the agreement with MRTB and the upcoming expiry (in 12 months) of the Destination Marketing and Visitor Services Service Level agreements with EMDTA, it is opportune for Council to reflect on its future needs.

For Council to maintain a multifaceted approach to the growth of tourism, locally and regionally, there needs to be clear expectations/outcomes placed on all parties in receipt of Council funding, as well as the broader community benefits.

#### **Murray River Tourism**

Murray River Tourism (MRT) is the peak cross border tourism entity for the Murray Region. With thirteen members and a collective visitation rate of over 8.6 Million people per annum (2019), this group focuses on one of the most significant economic drivers for the river's regional economies. MRT focuses on

coordinating the collective competitive advantage that its members possess, joint marketing tourism opportunities and providing councils a cost saving opportunity through economies of scale in purchasing.

MRT's access to state peak agencies such as Visit Victoria and Destination NSW enables MRT members the ability to target funds for this catchment, which in turn provide positive financial outcomes for each community.

At a direct level MRT provides Campaspe access to data and trends that support Council make informed decisions on the development of tourism activities across the Shire. Key strategies that have impacted Council and the region include:

### **Membership**

Membership of MRT comprises the following local government authorities:

- Albury City Council
- Berrigan Shire Council
- Campaspe Shire Council
- Federation Council
- Edward River Council
- Gannawarra Shire Council
- Greater Hume Shire Council
- Mildura Rural City Council
- Moira Shire Council
- Murray River Council
- Swan Hill Rural City Council
- Wodonga City Council
- Wentworth Shire Council

### **Murray Regional Tourism – Strategic Plan**

Although its new plan is currently in draft, previous versions provided all members clarity to the direction of MRT and where Council would secure direct and indirect support.

The draft strategic plan is clearly working through the impact of the Covid 19 pandemic, which has still an ongoing risk for the local economy. Rebuilding local tourism to be "Covid Proof" will require long term collaboration. The MRT structure also provide advocacy to Federal and State investment into key investments that will support tourism in our region, these include:

- Murray River Adventure trail
- Ports of Murray Strategy
- Murray Farm to Plate strategy

### **Murray Destination Management Plan (DMP)**

Aligned to the strategic plan for MRT this document provides key data and management frameworks for the local tourism industry,

- Clear identification of current and emerging tourism opportunities
- Framework for maximising these opportunities

It also provided the MRT members with a prioritisation tool to help perpetuate key projects that will provide significant positive economic impact to all the communities along the Murray River.

### **Financial Commitment**

The document outlines the increasing financial commitment for Council as a member, from 2021 through to 2024, see table below, with fees based on x cents per overnight visitor.

	<i>2021-20223. 3 Cents per visitor</i>	<i>2022-2023 3.7 Cents per visitor</i>	<i>2023-2024 4 Cents per visitor</i>	<i>Visitors 3yr Avg. (YE Dec 19)</i>
Campaspe Shire Council	\$54,426	\$60,114	\$64,380	1,422,000

### **Additional Support**

In addition to the annual financial commitment, the agreement requires member councils to:

1. Facilitate, where relevant, the involvement of Partner Council personnel in Murray Regional Tourism Board activities.
2. Work with Murray Regional Tourism Board to determine the relevance of specific activities;
3. Integrate Murray Regional Tourism Board initiatives into the annual work plans of Partner Council personnel.
4. Advocate Murray Regional Tourism Board to industry and government, as appropriate.
5. Allocate, where agreed, funding for partnering on projects and programs.
6. Make available opportunities for Murray Regional Tourism Board representatives to present to, and engage with, Partner Councils.
7. Include, where relevant, Murray Regional Tourism Board in key industry programs and strategic developments.
8. Partner with Murray Regional Tourism Board in the sharing of necessary information relevant to the development of the regional tourism industry.
9. Partner with Murray Regional Tourism Board for visits and forums within Partner Council areas. monthly group meetings, reviewing proposed promotional materials developed by MRT.

The Administration recommends that if Council agrees to renew its membership, it does so on the basis that Council's priorities, programs and services take precedence over MRTB membership obligations.

### **Differentiation between MRT and EMTDA**

Council current commitments in external tourism support sit with MRT and EMTDA, both agreements have similarities in service. Issues such as destination marketing is an area where there is a potential for duplication. MRT is generally looking at the promotion of the "Murray River" and the key tourism destinations that sit along the river, while the marketing services through EMTDA should be a localised approach that incorporates the needs of the broader Campaspe and Murray Shires.

Council will need to monitor both groups, and receive regular advice from them about their activities, to ensure ongoing value for money.

## **5. OPTIONS**

### Option 1: Council agrees to sign the Murray River Tourism Local Government Partner Value Proposition 2021-2024

By signing this agreement, subject to Council requirements taking precedence over MRTB 'obligations', Council demonstrates its ongoing commitment to the regional partnership and future support for the local tourism industry.

This option is recommended by officers.

## Option 2: Council does not sign the Murray River Tourism Local Government Partner Value Proposition 2021-2024

Council may determine that the fees and obligations do not merit ongoing membership compared with the services offered, and determine to pursue alternate arrangements or conditions, or decline ongoing membership.

Given the inclusion of recommendation 2 (above), this option is not recommended by officers.

### **6. CONSULTATION**

#### Internal consultation:

- Community Development Manager
- CEO

### **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 2017-2021**

#### **Resilient Economy**

- Support and develop regional tourism opportunities.

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

#### Issue 1: Pricing model

The pricing model identified Proposition 2021-2024 is based upon the number of visitors coming to a catchment over a three-year average, this sees Campaspe paying higher fees than other more densely populated local government areas such as Albury City Council, without any evidence that the work of MRT has impacted visitor nights, noting that EMDTA also claim responsibility for increased nights, as do individual operators and service providers.



## Issue 2: Covid 19 recovery

Based on the impact of the Covid 19 pandemic on tourism and the need to implement strategic solutions such as those identified by the MRTB Partner Value Proposition, it is considered that Council should maintain its membership.

### **Risk:**

Risk	Likelihood	Consequence	Rating	Mitigation action
Reputational risk by not signing the Murray River Tourism Local Government Partner Value Proposition 2021-2024	Possible	Minor	Low	Council agrees to sign the agreement

### **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. ATTACHMENTS**

1. MRT Local Government Partner 2021-2024 Value Proposition Final [9.4.1 - 8 pages]



# Local Government Partners Value Proposition 2021 - 2024



## MRT Local Government Partner Value Proposition

---

### Introduction

Murray Regional Tourism (MRT) is the peak cross border tourism entity for the Murray region and its inception came from a partnership between the Local Governments within the broader Murray region along with Visit Victoria (formerly Tourism Victoria) and Destination NSW.

The foundation of MRT and more broadly regional tourism boards was to address the fragmented approach to growing the visitor economy over extended periods of time by both State and local government partners which had resulted in a decline in visitation over the proceeding 10 year period.

### MRT Structure

The MRT is structured as a Company Limited by Guarantee and operates with long term strategic plan to grow the visitor economy, a clearly defined charter, and Memorandum of Understandings and funding agreements to protect all organisations involved in the partnership.

The Board has an Independent Chair, Skills Based Directors and Directors appointed by the Riverina & Murray Joint organization, Murray River Group of Councils to ensure strong cross section of skills from both the private and public sector.

The organisation is managed by a Chief Executive Officer and supported by an Administration Assistant, and contracted marketing, digital, and industry development specialists as required to deliver our associated annual programs.

### Purpose

MRT exists to set the overarching strategic direction for the visitor within the Murray region and to guide and contribute to the holistic development of the visitor economy. To achieve this, the Board focuses on four key pillars as identified in the Strategic Plan, namely:

- 1. Industry development** – Improving the quality of tourism experiences in the region through industry education and support.
- 2. Product development**- Facilitate investment in infrastructure, new products and experiences that revitalise the Region's tourism offer.
- 3. Regional marketing**- Lead and support the Murray Region in the development of collaborative marketing programs.
- 4. Leadership and advocacy**- Leading the growth and development of the Murray Region through expert knowledge, advocacy and industry engagement.



## **MRT Local Government Partner Value Proposition**

---

In addition to the four strategic pillars MRT provides:

- Clear leadership for what was a previously fragmented industry
- Formal partnership for local government authorities to work together on visitor economy opportunities and identified issues
- Strong advocacy at all levels of Government on behalf of the sector
- Better coordination between all the key organisations involved within the visitor economy and a reduced duplication of effort across the region
- Improved communication between government and all industry stakeholders operating across the region
- Professional tourism leadership with direct links to key funding organisations - both State and Federal Governments
- A central point of contact for State and Federal Governments on visitor economy related issues
- Regional ownership of the strategic direction of the visitor economy through the locally managed approach and not by the state tourism offices

### **Why a Regional Tourism Board**

The Board unites the Murray region's tourism industry ensuring memorable visitor experiences within this beautiful river destination. Over the life of MRT the entity has had a positive impact across the sector, working to address many issues including fragmentation, poor resourcing, crisis management, heavy reliance on volunteers, assisted drive increased investment, cross border issues and a duplication of resources and effort.

The Board develops an overarching tourism strategy in conjunction with its stakeholders, provides clear developmental direction, focused product development and support for infrastructure developments within the region.

Since its inception MRT has delivered:

- A regional and coordinated approach to managing the visitor economy across the Murray region
- Significant growth in the visitor economy, employment and infrastructure development through our effective partnerships
- Reduction of duplication of effort through improved efficiencies in resource utilisation
- Increased investment from State government in the regions visitor economy



## MRT Local Government Partner Value Proposition

- A region wide sharing of tourism knowledge and skills
- A strong representative voice for the visitor economy in the Murray region
- Strong working relationships with State Governments and a lead agency for Local Government to address issues of regional wide significance
- Coordinated approach to create benefits and efficiencies that has delivered a sustainable return on investment to the LGAs
- Provision of expertise not necessarily available within each Local Government organisation.

### Key Outcomes

Murray Regional Tourism as an enabler for collaboration has proven the regional approach delivers outcomes. Pre COVID 19, the Murray was experiencing record visitation, overnight stays, visitor expenditure and jobs across the region.

Through the collaborative approach with our Local Government partners and two State Government agencies MRT has demonstrated the regional model is highly effective. The table below provides a high level summary of the benefits derived from a whole of region strategic approach.

### Visitation Tracking Data Murray Region 2011-2019

Measure	YE Dec 11	YE Dec 19	% Change
Total visitation to Murray Region	4.5 million	6.8 million	+51%
Total Nights	7.6 million	11.6 million	+52%
Total Expenditure	\$1.02 billion	\$2.1 billion	+105%
Domestic Overnight Visitors	2.1 million	3.2 million	+52%
Domestic Overnight Nights	6.5 million	9.8 million	+50%
Domestic Overnight Expenditure	\$750 million	\$1.5 billion	+100%
Domestic Daytrip Visitors	2.4 million	3.5 million	+46%
Domestic Daytrip Expenditure	\$252 million	\$359 million	+42%
International Visitors	50,200	72,000	+43%
International Nights	1.1 million	1.8 million	+63%

Source: Tourism Research Australia NVS/IVS December 2011 and Dec 2019

In addition to the significant uplift on all key matrix which the Strategic plan and associated annual plans focus on achieving, MRT over the past four years have also delivered a range of key programs and projects which provide direct and indirect benefit to our LGA partners and add value to the overall Murray region visitor economy.



## **MRT Local Government Partner Value Proposition**

---

Key activities to note include:

- 1.** Implementation of the 2015-2020 Strategic Plan along with 2020-2021 COVID Strategic Plan ensuring a holistic focus on both supply and demand issues in the region to support growth goals and objectives
- 2.** Continued as the lead cross border tourism entity for growing the visitor economy in the Murray region in partnership with both state and local governments
- 3.** Generated over \$2 million in direct investment by our NSW and Victorian government into the regional tourism partnership and leverage LGA investments
- 4.** Development of Murray region Destination Management Plan to set long term strategic direction for region and support destinations
- 5.** Supported significant growth in employment, visitation, nights, expenditure to record levels prior to COVID.
- 6.** Supported significant projects and aided investment in various key infrastructure priorities
- 7.** Facilitated whole of region tourism crisis management plan and associated crisis management committee to respond to and deal with crisis events. Activities have included, delivery of crisis media training, advocacy, research and marketing activation as examples along with specific detailed work to address COVID 19 and the associated border closures
- 8.** Undertook review of Murray Region brand and delivered refreshed brand strategy and approach along with cooperative marketing programs
- 9.** Development and delivery of strategic projects to address identified opportunities and growth including delivery of Murray Farm to Plate Strategy and associated programs, Visitor Transformation Strategy, Ports of Murray Region projects, Murray River Adventure Trail investment secured of \$10.3 million
- 10.** Development of and implementation of the 2018-2023 Murray Strategic Marketing plan to provide strategic direction to assist our LGA and State government partners better coordinate marketing investment
- 11.** Secured significant marketing investment and support from both DNSW and Visit Victoria to elevate the profile of the Murray region and associated destinations
- 12.** Continue to deliver strong Advocacy support on behalf of the sector to all levels of government to reduce barriers and impediments to growth of the region
- 13.** Invested in focused Research program providing valuable research to our partners, industry and government to assist monitor and assess the performance and strength of the visitor economy
- 14.** Implementation of Industry Development program to build skills and capacity of the sector
- 15.** Enhancement of new Digital program to provide consumer centric whole of Murray platform along with associated partner sites and activations

Through MRT the above overview of the various whole of region programs and activities have been able to be delivered for the benefit of LGA partners. Without a central lead entity these strategic investments and activities would not have been achieved by any one individual LGA or State agency.



## MRT Local Government Partner Value Proposition

---

### The Future

Over the next three years MRT will develop and deliver the 2021-2024 strategic plan. The plan will focus on building back the regions visitor economy from the current heavily impacted levels which latest research for the period ending December 2020 places the region at nearly 50% of pre COVID visitation, visitor nights and expenditure levels.

The focus of the organisation will be to continue to work in collaboration with both our LGA and State government partners to create region wide solutions to restore the visitor economy and set about building a viable and sustainable regional economy.

Key focus areas will include:

1. Implementation of the 2021-2024 Strategic Plan ensuring a holistic focus on the overall management of the destination through addressing both supply and demand issues
2. Continue as the lead cross border tourism entity for rebuilding the visitor economy in the Murray region in partnership with both state and local governments
3. Undertake a review and deliver a refreshed Murray Region Destination Management Plan
4. Work with our LGA partners and the private sector to identify a pipeline of infrastructure and investment opportunities for the region to strengthen the regions visitor experience
5. Work with partners to maximise marketing spend against shared objectives to drive increased visitation and yield
6. Oversee the implementation of Stage 1 of the Murray River Adventure Trail project along with the continued pursuit of funding for future stages
7. Continue to build industry capacity through delivery of best practice education and training initiatives
8. Coordinate access to timely and relevant research which provides shared benefits to our partners and industry
9. Continue to be key contact between the local industry, LGAs and government on tourism marketing, destination management planning, industry development and tourism product priorities
10. Provide strategic advice, access to skills and information from a whole of region perspective to avoid duplication of effort and maximise resources
11. Coordinate and deliver digital program to ensure a visitor focused whole of Murray experience
12. Assist LGA and industry with procurement of funding for key initiatives and events
13. Facilitate the implementation of the Murray Visitor Engagement Strategy
14. Advocate on whole of region cross border issues impacting the sector
15. Assist with implementation of the NSW Visitor Economy Strategy 2030 and Victorian Visitor Economy Recovery & Reform plan



## MRT Local Government Partner Value Proposition

---

In addition to the above strategic initiatives, at the commencement of each financial year, MRT will provide a detailed annual plan to our local government partners outlining the key projects and activities that MRT will deliver in partnership with our stakeholders.

### Funding Model

The funding model was designed in consultation with both State and local government partners and the structure agreed to by the local government partners based on ensuring it provided an opportunity for strong collaboration along with a high level of equity.

To achieve this the model consists of a two stage approach with each LGA partner contributing a flat fee as a base and the second element is to pay a levy per domestic overnight visitor night generated.

This model has been in existence since formation in 2010 and has remained relatively static over this period with the exception of CPI increases. With the development of the new 3 year MOU, the Board undertook a review of the operating environment and associated cost imposts to continue to deliver the cross border approach along with the need to respond to COVID 19 impacts and rebuild the visitor economy to determine the future arrangements.

The funding model remains centered on the two stage approach with the investment framework staged over the life of the agreement to provide incremental increases in investment required to support the sector as we recover from COVID.

The Partner Council contributions will be a flat fee of \$7,500 per participating Council per annum plus a payment based on domestic visitor nights based on the below:

2021-2022	3.3 cents per Domestic Visitor night (based on 3 year average of the National Visitor Survey for the period ending December 2019).
2022-2023	3.7 cents per Domestic Visitor night (based on 3 year average of the National Visitor Survey for the period ending December 2019).
2023-2024	4 cents per Domestic Visitor night (based on 3 year average of the National Visitor Survey for the period ending December 2019).

The visitor nights time period has been selected based on pre COVID level data as this provides the benchmark from which we can all work to building back the economy. The three-year average has been selected to align with the previous MOU structure and is designed to remove any high peaks which could otherwise increase the contribution of an LGA.

The time period also aligns with the strategic work which is being under with both the NSW and Victorian government who are using the pre COVID levels to inform recovery strategies.





## MRT Local Government Partner Value Proposition

---

A detailed funding table is provided below outlining each of our partners total respective investment over the life of the agreement.

PARTNER COUNCILS	2021-2022 \$ 3.3 cents	2022-2023 \$ 3.7 cents	2023-2024 \$ 4 cents	Visitors ('000) 3yr Avg (YE Dec 19)
Albury City Council	46,869	51,641	55,220	1,193
Berrigan Shire Council	21,426	23,114	24,380	422
Campaspe Shire Council	54,426	60,114	64,380	1,422
Federation Council	22,449	24,261	25,620	453
Edward River Council	16,245	17,305	18,100	265
Gannawarra Shire Council	17,796	19,044	19,980	312
Greater Hume Shire Council	11,922	12,458	12,860	134
Mildura Rural City Council	57,099	63,111	67,620	1,503
Moira Shire Council	45,912	50,568	54,060	1,164
Murray River Council	24,825	26,925	28,500	525
Swan Hill Rural City Council	27,201	29,589	31,380	597
Wodonga City Council	23,934	25,926	27,420	498
Wentworth Shire Council	13,539	14,271	14,820	183
<b>Total</b>	<b>\$383,643</b>	<b>\$418,327</b>	<b>\$444,340</b>	<b>8,671</b>

## 9.5 Flag Flying Policy

Author	Department	Manager	General Manager
Andrew Cowin	Governance and Strategy	CEO	CEO

### 1. SUMMARY

The Flag Flying Policy outlines that only formal flags are flown by the Campaspe Shire Council at its offices across the municipality, while other flags may be flown on Council flagpoles (including temporary flagpoles) in other locations. The policy also introduces an application process for community requests to fly other flags.

### 2. RECOMMENDATION

**That Council adopt the Flag Policy as per attachment 9.5.1.**

### 3. PURPOSE

To seek adoption of a Flag Flying Policy.

### 4. DISCUSSION

Council at its meeting of the 19 May 2021 heard a community question seeking the flying of a flag other than the formal flags currently flown. Given the absence of an adopted policy position that supports the consideration and determination of requests to fly alternative flags and the timing of the request, a decision to fly an alternative flag could not be made.

In order to address this, the attached Flag Flying Policy has been developed. The policy outlines the formal flags that will be flown at Council offices across the municipality and puts in place a community application process to enable the consideration of other flags on Council flag poles (including temporary flagpoles) in other locations.

### 5. CONSULTATION

Internal consultation:

- EMG

Councillors:

- 02 06 2021 Council Briefing Session.
- 07 07 2021 Council Briefing Session.

### 6. POLICY AND LEGISLATIVE IMPLICATIONS

The Australian National Flag and other flags must be flown in accordance with the *Australian flags – Part 2: The protocols for the appropriate use and the flying of the flag*.

### 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 policy outlines at Appendix 1 flags with 'pre approval' to be flown on other Council flagpoles; subject to them being in good repair, for a period determined by the Chief Executive Officer. The flags listed in appendix 1 align to significant national or cultural events that are supported by our community.

## **10. RELEVANCE TO COUNCIL PLAN 2017-2021**

Adoption of the Flag Flying Policy will support good governance and aligns to the objectives of "Responsible Management".

## **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**

This report seeks Council's adoption a Flag Flying Policy.

## **16. ATTACHMENTS**

1. Draft Flag Policy [9.5.1 - 5 pages]

# Flag Flying

**Council Policy Number** xxx  
 Date adopted  
 Scheduled for review Month Year



Council Policy

Council Policy

Council Policy

Council Policy

## 1. Preamble

Formal flags may be flown by the Campaspe Shire Council ('Council') at its offices across the municipality, while other flags may be flown on Council flagpoles in other locations.

## 2. Purpose

To guide the flying of flags at Council offices and in other locations.

## 3. Definitions

Formal flags	<p>Australian National Flag</p> <p>Victorian State Flag</p> <p>Aboriginal Flag</p> <p>Torres Strait Islander Flag</p> <p>Campaspe Shire Council Flag</p>
Special occasions	<p>As notified by the Department of the Prime Minister and Cabinet for special occasions or occasions when flags should be half-mast.</p> <p>As notified by the Victorian Department of Premier and Cabinet when there is an occasion that involves the flying of the national or state flag.</p>
Recognised occasions	<p>Specific occasions determined by the Council (from time to time) when pre-approved flags may be flown on flagpoles owned by Council, other than those at offices. Refer Appendix 1.</p>
Community requests	<p>Requests made by community groups, recognised by Council, to fly an appropriate flag at any other time on flagpoles other than at Council offices.</p>
Appropriate flag	<p>Flags must not contain words or images that might cause offence, they must be professionally made, be pre rigged to attach to a Council's flagpole(s), and not exceed the dimensions of the formal flags flown by Council.</p>

## 4. Policy Statement

### 4.1 Flying flags at Council Offices

The flying of flags at Council offices must be consistent with guidance in *Australian flags – Part 2: The protocols for the appropriate use and the flying of the flag* and notifications from the Department of Premier and Cabinet when there is an occasion to half-mast flags or fly specific flags.

Council Offices, with flagpoles, are located at:

- 2 Heygarth Street, Echuca
- 19 Lake Road, Kyabram
- 43-45 Mackay Street, Rochester

The table below outlines the number of flagpoles at each Council office and flags that must fly on them during daylight hours.

Only when flags are clearly illuminated can they be flown overnight.

Council's flag will be replaced by the Recognised Occasion flag at the Echuca office.

Recognised Occasion flags may also be flown on temporary flagpoles across the Shire.

Service Centre	Permanent Flagpoles	Flags flown	Temporary Flagpoles
Echuca	3	Australian National Aboriginal Campaspe Shire	Recognised occasion flag
Kyabram	2	Australian National Aboriginal	
Rochester	2	Australian National Aboriginal	

#### 4.2 Flying Aboriginal Flag

The Aboriginal Flag will be flown at Council offices throughout the year in recognition of Aboriginal people as the traditional owners of the land on which the Campaspe Shire is located.

#### 4.3 Recognised Occasions

Appendix 1, which may be updated by the Chief Executive Officer in consultation with the Mayor from time to time, outlines the flags with 'pre approval' to be flown on other Council flagpoles; subject to them being in good repair, for a period determined by the Chief Executive Officer.

#### 4.4 Community Requests

The Governance team will manage community requests to fly other flags or banners, including seeking the approval of the Council and communicating the Council's decision.

Applications to fly other flags or banners must be made in accordance with Appendix 2.

Subject to approval, banners may be flown on Council light poles, in various towns, that have been adapted to hold banners.

Please note that requests to fly flags/banners:

- highlighting an issue, cause or group that would be inconsistent with Council's values and commitment to inclusiveness, may be refused by the Chief Executive Officer without reference to the Council.
- that are associated with religious, political or extremist groups or which may incite unrest or ill feeling within the community, or flags for advertising purposes, may be refused by the Chief Executive Officer without reference to the Council.

#### 4.5 Flying flags at half-mast

The Department of Premier and Cabinet is responsible for notifying Victorian organisations when there is an occasion that involves the Australian National Flag and the Victorian State Flag.

Flag notifications relate to the half-masting of flags or an instruction to fly specific flags.

Compliance with notifications from the Department of Premier and Cabinet is mandatory.

**4.6 ANZAC Day**

On 25 April each year flags would normally be flown at half-mast until noon then at the peak of the flag pole for the remainder of the day. As there is no attendance at Council Offices on public holidays, flags will not be raised at Council Offices on ANZAC Day.

**4.7 Remembrance Day**

On 11 November each year flags must be flown at the peak of the flag pole from 8.30am to 10.30am, lowered to half-mast from 10.30, and raised back to the peak from 11.02am for the remainder of the day. When Remembrance Day falls on a weekend, flags will not be raised at Council Offices on Remembrance Day.

**4.8 Public notifications**

When flags are flown at half-mast at Council offices, a notice will be published on Council's website and socials indicating the reason.

When flags are flown on other Council flagpoles, a notice will be published on Council's website and socials indicating the reason.

**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**

*Flags Act 1953*

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

The *Australian flags – Part 2: The protocols for the appropriate use and the flying of the flag* is available at <https://www.pmc.gov.au/resource-centre/government/australian-flags-booklet-part-two>.

Victorian State Government flag notifications are available at <https://www.vic.gov.au/flag-notifications>

United Nations Flag Code is available at <https://www.un.org/depts/dhl/maplib/docs/stsgb132.pdf>

**9. Attachments**

Attachment 1 - Recognised occasions

Attachment 2 - Flag flying application form

**10. Review Period**

4 years

**Responsible officer**

Chief Executive Officer

**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 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 date

Minute Book Reference No (Item xx)

Chief Executive Officer: .....

Date: .....

## Attachment 1

**Recognised Occasions**

Date	Event	Flag flown
3 <sup>rd</sup> Thursday in March	National Close the Gap Day	Aboriginal and Torres Strait Islander Flags
15-21 March	Harmony Week	Orange Flag
21 March	United Nations International Day for the Elimination of Racial Discrimination.	Orange and Black flag
17 May	International Day Against Homophobia Biphobia and Transphobia	Rainbow Flag
21 May	World Day for Cultural Diversity for Dialogue and Development	United Nations Flag
27 May to 3 June	National Reconciliation Week	Aboriginal and Torres Strait Islander Flags
20 June	World Refugee Day	Orange and Black flag
July	National Aborigines and Islanders Day Committee (NAIDOC)	Aboriginal and Torres Strait Islander Flags
24 October	United Nations Day	United Nations Flag
16 November	International Day for Tolerance	United Nations Flag

Council Policy

Council Policy

Council Policy

Council Policy





## 9.6 Policy Framework Policy

Author	Department	Manager	General Manager
Manager Governance & Strategy	Governance & Strategy		Chief Executive Officer

### 1. SUMMARY

Following a review of Council Policy 156 - Policy Framework, it is recommended that the policy be revoked and replaced with an Administrative Policy.

### 2. RECOMMENDATION

**That Council revokes Council Policy 156 – Policy Framework, noting that it will be replaced with an Administrative Policy.**

### 3. PURPOSE

To provide Council with an overview of the review of this Policy and recommend it be revoked, to be replaced with an Administrative Policy to guide the Administration manage policies pursuant to the *Local Government Act 2020* and Council's Governance Rules and operating procedures.

### 4. DISCUSSION

Policy 156 Policy Framework Policy was due for review in November 2020, a review has now been completed.

The Policy incorporates a policy hierarchy, process and a methodology for the management of policies and procedures. While it is a high-level strategic document, the review identified that the policy is procedural in nature and contains specific actions for policy management as a routine operational matter. Transferring this guidance to an Administrative Policy would be more appropriate and the current Policy objectives would still be achieved.

The review presented an opportunity to simplify the process steps to support Council officers to develop and review policies in a more efficient manner.

The Administrative Policy would provide a basic methodology for evaluating, on a periodic basis, the effectiveness of various policies or developing new Policies. The same consultation and approval steps would be applied to both Council and Administrative Policies resulting in consistent and meaningful policies.

Council would continue to demonstrate implementation of the requirements of the *Local Government Act 2020*, Council's Governance Principles and general operating procedures.

### 5. CONSULTATION

#### Internal consultation:

- Executive Management Group June 2021

#### Councillors:

- Communication Report issued 6 July 2021

## **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 2017-2021**

### **Balanced Services and Infrastructure**

- Plan and advocate for services and infrastructure to meet community need.

### **Responsible Management**

- Consult and engage with all sectors of the community to determine their priorities and support council decision making.

## **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**

This report recommends revocation of the current Policy Framework Policy, noting it will be replaced by an Administrative Policy.

#### **16. ATTACHMENTS**

1. 156 Policy Framework proposed TO BE REVOKED [9.6.1 - 6 pages]

# Policy Framework



**Council Policy Number** 156  
**Date adopted** 20 November 2018  
**Scheduled for review** November 2020

### Purpose

This Policy establishes a Policy Framework incorporating a policy hierarchy, process for the preparation of new policies and review of existing policies, and a methodology for the management of policies and procedures. It applies to Council and Internal policies.

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

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

### Policy Objectives

The objectives of council's Policy Framework policy is to:

1. Develop a holistic and hierarchical policy framework which logically accommodates all policies and underlying procedures to guide effective decision-making and service delivery.
2. Create a common, consistent and timely process for the development, adoption and review of policies which promotes alignment with council values.
3. Establish a common standard for the development of policies including the collection of adequate information to support implementation and review.
4. Establish controls for the management and retention of council's policies within council's electronic document management system (EDMS).
5. Establish a common standard for policy documents to ensure adequate information is collected to assist implementation and review through council's electronic document management system (EDMS).

### Policy Statement

#### 1. Policy Framework

Category	Approval Source	Comment
Council	Council	<p>Mandatory policy required by legislation AND policies established by Council for the guidance or direction of the organisation.</p> <p>For ease of reference these are grouped into common subject headings:</p> <ul style="list-style-type: none"> <li>▪ Council</li> <li>▪ Economic Development, Tourism and Events</li> <li>▪ Financial</li> <li>▪ Local Laws</li> <li>▪ Nature strip and Trees</li> <li>▪ Recreation</li> <li>▪ Roads and Footpaths</li> <li>▪ Waste and Environment</li> </ul> <p>Note: This list has been drawn from current council policies; and may be varied in the future.</p>

Council Policy  
Council Policy  
Council Policy  
Council Policy

Internal	Chief Executive Officer or Executive Management Group	Policies introduced by the Chief Executive Officer (CEO) and/or adopted by the Executive Management Group (EMG) to guide and direct staff. For convenience of use these are broken into sub-categories: <ul style="list-style-type: none"> <li>▪ Administrative/Financial</li> <li>▪ Human Resource</li> <li>▪ Workplace Health &amp; Safety</li> <li>▪ Risk Management</li> <li>▪ Asset Management</li> <li>▪ Information Technology</li> <li>▪ Corporate Information and Knowledge</li> <li>▪ Customer Service Centres</li> <li>▪ Contracts and Procurement</li> </ul>
----------	---	--

Policies are developed at two distinct levels:

- *Council Policies:* those policies that support the work of council, some of which may be required by legislation and are created by a resolution of Council; and
- *Internal Policies:* those policies that support the work of the CEO and are created by a decision of the CEO.

It should be noted, however, that some policies, whilst administrative in nature, also fall within the ambit of Council – i.e. procurement. Decisions as to whether these policies are adopted by CEO/EMG or Council are to be made on a case by case basis, with the CEO approving the final decision.

Policies may be supported by guidelines, codes and procedures which direct organisational action.

The creation of Council Policy can frequently bring about the creation of procedures to more specifically guide staff in the application of the Council's intent.

Both Council and Internal Policies have a number of different audiences (i.e. Councillors, management, staff, community, regulators, media, etc.) and care will need to be taken to consider the audience in an appropriate tone and style for the respective audiences.

#### Implementation and Delegation Responsibilities

*Council:* Section 3 of the *Local Government Act 1989* sets out the statutory 'Role, Functions and Objectives' of Council. Establishing Policies is one of the key mechanisms by which council carries out its statutory responsibilities.

The role of Council is therefore to determine council's policies and be knowledgeable of policy precedents to ensure a cohesive council policy environment.

*EMG:* Led by the CEO, EMG determines council's Internal policies and should be knowledgeable of the Council and Internal policy precedents to ensure a cohesive organisational policy environment.

*CEO:* Under the Section 4(A)(3A) of the *Local Government Act 1989* the CEO is responsible for ensuring that appropriate policies are in place.

*General Manager, Managers and Staff:* Ensure that Council and Internal policies and procedures are developed and maintained in accordance with this Framework and to be knowledgeable of, and act in accordance with, the policy and procedural environment.

*Records Management:* provide the EDMS system, consultancy, education and training to facilitate the classification of policies and procedures within an established file referencing hierarchy, and to establish universal accessibility and appropriate document management and retention.

*Governance Manager:* manages the implementation of the Framework including the policy development and review timetable and provides quality assurance for the development of policies and procedures.

*Delegation:* Council delegates to the CEO the authority to determine those matters that need to be referred to Council for adoption.

*Evaluation and Review:* performance measures for monitoring the effectiveness of the Policy Framework are:

- Availability and currency of strategy and council policy documents covering all the major areas of interest on Campaspe Shire Council's website;

Council Policy

Council Policy

Council Policy

Council Policy

- Availability and currency on the intranet, and policy register of all policies, procedures and guidelines necessary to give effect to council strategies and policies; and
- Consistency of terminology and format of policy, procedure and guideline documents.

## 2. Writing New Policies

### Format

All policies shall be presented in a standard format and will include:

- Policy Purpose
- Policy Statement
- Exclusions
- Human Rights
- Definitions
- Legislation
- Attachments
- Review Period
- Administrative Updates
- Approval History

The following steps of the process to develop new policies has been flow charted and can be found at Attachment 1.

<p>Step 1</p> <p><b>Research</b></p>	<p>Undertake research, review legislation, existing policies (which may require amending) and best practice.</p> <p>Consult with other work groups and external parties which may be affected.</p> <p>The review date for the policy needs to be determined by undertaking a risk assessment (refer to Attachment 2).</p> <p>If the policy has one or more risks that are in the approved risk assessment then the highest rated risk and consequent review term will be used as the review term for the policy.</p> <p>If the policy has none of the risks included in the assessment then the review term will be four years to fit with the council term of office.</p>
<p>Step 2</p> <p><b>Draft</b></p>	<p>Draft documents.</p> <p>Council and Internal Policies have a number of different audiences (i.e. Councillors, management, staff, community, regulators, media, etc.) and care will need to be taken to frame policies in an appropriate tone and style for the respective audiences.</p> <p>The standard template <u>must</u> be used and <u>not</u> modified. Refer to Attachments 3 and 4.</p>
<p>Step 3</p> <p><b>Consultation</b></p>	<ol style="list-style-type: none"> <li>1. Submit to relevant General Manager for approval to seek comment.</li> <li>2. There may be the need for primary and secondary consultation.</li> <li>3. Primary consultation: <ul style="list-style-type: none"> <li>▪ Will be undertaken on policies that may have an impact on a particular Division or Divisions. Those policies will be submitted to the relevant General Manager/s for consideration.</li> </ul> </li> <li>4. Secondary consultation <ul style="list-style-type: none"> <li>▪ Relates to policies where there are committees whose charter includes the review of relevant policies. These are: <ul style="list-style-type: none"> <li>▪ The Staff Consultative Committee will review human resource policies.</li> <li>▪ The OH&amp;S Committee will review OH&amp;S policies</li> <li>▪ The Audit and Risk Committee will review Internal Control Policies.</li> </ul> </li> </ul> </li> <li>5. Prior to undertaking any secondary consultation approval is required from EMG. Once consultation has been completed the draft policy may or may not be updated in light of comments. It is then resubmitted to the responsible General Manager for in principle approval.</li> </ol>

Council Policy

Council Policy

Council Policy

Council Policy

<p>Step 4</p> <p><b>Approval</b></p>	<p>The approval process is as follows:</p> <ol style="list-style-type: none"> <li>1. Submit draft policy and risk assessment to Council Support Officer for assignment of policy number, format checking and inclusion in the policy register as a draft policy.</li> <li>2. The Council Support Officer will schedule the policy onto the EMG agenda program for review by EMG. The Council Support Officer is responsible for the coordination of the policy throughout the various processing stages.</li> <li>3. If the policy is an internal policy EMG will either approve the policy or recommend further changes. If a council policy EMG will either approve the policy for inclusion in a Council meeting agenda or recommend further changes.</li> <li>4. Council policies, once approved by EMG, will then be submitted to Council for formal adoption.</li> </ol> <p>Policies for adoption by Council should be submitted as an attachment to a report. The template for the council report is located at Attachment 5.</p>
<p>Step 5</p> <p><b>Recording</b></p>	<p>Once adopted, the Council Support Officer will ensure:</p> <ol style="list-style-type: none"> <li>1. The adopted policy is signed by the CEO and recorded in the DMS and included in the policy register as an approved policy.</li> <li>2. Uploaded onto the intranet/internet as required.</li> </ol>
<p>Step 6</p> <p><b>Implementation</b></p>	<p>Once adopted the responsible officer will be responsible for implementing the policy. Depending upon the policy this may necessitate:</p> <ul style="list-style-type: none"> <li>▪ Advice to staff</li> <li>▪ Media releases</li> <li>▪ Drafting of complementary policies, or detailed operational procedures, etc.</li> </ul>

### 3. Monitoring of Policy Register

On a quarterly basis EMG will review the Policy Register paying special attention to overdue and upcoming policies. The Policy Register will be submitted to the Council Support Officer.

### 4. Reviewing Existing Policies

When reviewing policies, the Review & Evaluation of Policy Guideline (Attachment 6) should be followed.

After each Council election, the Governance Manager will establish a program for the review of all Council policies during the term of the new Council.

The review process will be initiated by the Council Support Officer who maintains the Policy Register.

### Administrative Update

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 to update which materially alters this document must be by resolution of Council.

A summary of administrative changes will be presented to council on an annual basis.

### **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*.

Council Policy

Council Policy

Council Policy

Council Policy

**Definitions**

EDMS	Electronic Document Management System
Internal Control	Means the process designed, implemented and maintained by those charged with governance, management and other personnel to provide reasonable assurance about the achievement of an entity's objectives with regard to reliability of financial reporting, effectiveness and efficiency of operations, and compliance with applicable laws and regulations. The term "controls" refers to any aspects of one or more of the components of internal control (Auditing Standard ASA315).
Policy	Is a statement of Council's philosophical position on a specific issue. It is a high-level commitment to guide present and future decisions in relation to specific issues, or principles of acceptable behaviour and action. Policies provide the overall framework in which Council operates.
Guidelines	Set parameters geared to implementing policy or complying with the law within which procedural choices may be made.  Guidelines: <ul style="list-style-type: none"> <li>▪ Are advisory steps;</li> <li>▪ Must be supportive of laws and corporate policies;</li> <li>▪ Respond to council policy and/or laws in a way that reflects council principles;</li> <li>▪ Are a way of enhancing efficiency (best-practice and continuous improvement) and a manner (consistency).</li> </ul>
Procedures	Are more stringent rules for action. Procedures define the specific rules, steps or actions required to apply or implement a Council or Internal Policy. Procedures will define management directives or rules, inputs, responsibilities, tasks to be completed, outputs and other elements necessary for the understanding and performance of a process.  Procedures set parameters, geared to implementing policy or complying with legislation, about which choices may not be made.  Procedures: <ul style="list-style-type: none"> <li>▪ Are mandatory steps (processes, templates etc.);</li> <li>▪ Must be supportive of laws and corporate policies;</li> <li>▪ Respond to council policy and/or laws in a way that reflects council principles;</li> <li>▪ Is a way of ensuring uniformity to behaviour across the organisation; and</li> <li>▪ Ensures consistency and continuity of services</li> </ul>
Strategies	From the Council Plan provide additional detail on how objectives will be achieved. These can be developed at the corporate, business unit or functional levels e.g. Asset Management Plans. The Policy Framework does not record or classify strategies, but strategy owners should be aware that elements of policy are often incorporated into strategies. If a strategy owner believed there is a need for a new or revised policy, then the process included in this framework should be followed.
OH&S	Occupational Health & Safety
HR	Human Resources
GM	General Manager
EMG	Executive Management Group

**Related Legislation***Local Government Act 1989*

Council Policy

Council Policy

Council Policy

Council Policy



**Attachments**

Attachment 1 – Policy Framework Flow Chart

Attachment 2 – Risk Assessment

2.1 Summary of Policy Risk Assessment to Determine Review Period

2.2 Risk Assessment for Setting of Policy Review Period for New Policies

Attachment 3 – Internal Policy template

Attachment 4 – Council Policy template

Attachment 5 – New Council Report template

Attachment 6 – Review &amp; Evaluation of Policy Guideline

6.1. Risk Assessment for Check of Policy Review Period for Existing Policies

6.2. Summary of Check of Review Period

6.3. Council Report for Reviewed Policies

**Review Period Responsible Officer**

Two years

Governance Manager

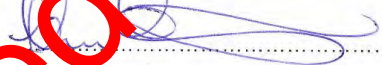
**Administrative Updates**

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 20 November 2018

Minutes Book Reference No (Item 7.2)

Chief Executive Officer: 

Date: 11 January 2019

## 9.7 Annual Caravan Site Occupancy Policy

Author	Department	Manager	General Manager
Manager Community Business	Community		General Manager Community

### 1. SUMMARY

Following a scheduled review of Council Policy 38 – Annual Caravan Site Occupancy, it is recommended that the policy be revoked.

### 2. RECOMMENDATION

**That Council revokes Council Policy 38 – Annual Caravan Site Occupancy.**

### 3. PURPOSE

To provide Council with an overview of the review of this Policy and recommend it be revoked as the content of this policy is covered in the Echuca Holiday Park Management - NRMA Annual User Agreement provided to all annual site holders.

### 4. DISCUSSION

Policy 38 Annual Caravan Site Occupancy is due for review which has now been completed.

Council Policy 38 Annual Caravan Site Occupancy was first adopted by Council in October 1996. The policy sought to provide an outline of terms and conditions to be complied with for annual site occupancy at Council's Echuca caravan park. At that time Council managed the facility directly but has since entered into a contract management agreement, which is currently held by the NMRA.

The review identified that the policy has a direct correlation to the information provided by the caravan park management in the Annual User Agreement i.e. it does not provide new or additional information to site holders. As such, the Administration recommends that the policy be revoked.

The current park management (NMRA) provides user agreements to all 12-month permit (annual) site holders for signing annually. The user agreement is revised by park management prior to being distributed to site holders each year.

Council can request to have any new or relevant information/requirements inserted into the agreement as needed.

### 5. CONSULTATION

Internal consultation:

- Executive Management Group – 29 June 2021

### 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 2017-2021**

### **Balanced Services and Infrastructure**

- Plan and advocate for services and infrastructure to 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:**

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**

This report seeks that Council revoke the current Annual Caravan Site Occupancy Policy and use the Annual User Agreement, provided to all annual site holders by NRMA Park Management for signing each year, to outline the terms and conditions to be complied with for annual site occupancy.

## **16. ATTACHMENTS**

1. 038 Annual caravan site occupancy proposed to be REVOKED [9.7.1 - 2 pages]
2. Comparison of Policy 38 and NRMA Annual Holiday Site Agreement [9.7.2 - 1 page]

## ANNUAL CARAVAN SITE OCCUPANCY

**COUNCIL POLICY NUMBER** 038

Date Adopted 17 October 2017

Scheduled for review November 2018



### PURPOSE

To provide an outline of terms and conditions to be complied with for annual caravan site occupancy at any Campaspe Shire Council caravan park.

To ensure persons seeking annual site occupation understand the terms and conditions on which such occupation is provided.

### POLICY STATEMENT

1. Caravan and annexe are to be kept in good order, repair and clean at all times.
2. Caravans are not to be sub-let or hired to other parties.
3. Caravans that are offered for sale shall be sold excluding the site and the prospective purchaser may apply for a site allocation, i.e. the prospective purchaser must not be under the misapprehension that any tenancy of the site goes with the purchase of the caravan.
4. Caravan owners wishing to connect to the park sewerage system must only do so with permission from park management, appropriate permits, and work carried out by an approved and qualified and licensed tradesperson.
5. On vacation of a site, full rectification of the site to its original condition and associated plumbing will be the responsibility of the site occupier or an appropriate fee and costs will be charged.
6. Motor vehicles are to be kept on the resident's site at all times and visitor's cars will be parked at a location directed by the park manager or his representative.
7. Caravans are to be removed from site when requested by park management within a reasonable time frame.
8. Annual site holders wishing to sell their caravans or cabins must first notify park management and obtain their permission to do so.
9. Any sale must be approved by the Manager in writing.

### EXCLUSIONS

Nil

### HUMAN RIGHTS

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

### DEFINITIONS

**Park management** The Managers appointed by the Campaspe Shire Council to operate and control the Caravan Park.

### RELATED LEGISLATION

Nil

### ATTACHMENTS

Nil

COUNCIL POLICY COUNCIL POLICY COUNCIL POLICY COUNCIL POLICY COUNCIL POLICY COUNCIL POLICY COUNCIL POLICY COUNCIL POLICY COUNCIL POLICY COUNCIL POLICY

**REVIEW PERIOD**

One Year

**RESPONSIBLE OFFICER**

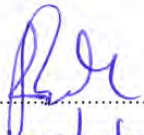
General Manager Corporate Services

**APPROVAL HISTORY**

**Adopted** 9 October 1996  
**Revised** 10 September 1998  
**Revised** 8 July 1999  
**Revised** 12 September 2000  
**Revised** 11 September 2001  
**Revised** 13 August 2002  
**Revised** 16 October 2007  
**Revised** 20 August 2013  
**Revised** 19 August 2014  
**Revised** 18 August 2015  
**Revised** 18 August 2015  
**Revised** 13 September 2016  
**Revised** 17 October 2017

**Minute Book Reference No** 1342 (Item 13.1)  
**Minute Book Reference No** 3038 (Item 13.1)  
**Minute Book Reference No** 3737 (Item 12.1)  
**Minute Book Reference No** 4658 (Item 12.1)  
**Minute Book Reference No** 5565 (Item 12.2)  
**Minute Book Reference No** 6305 (Item 12.1)  
**Minute Book Reference No** 11542 (item 9.1)  
**Minute Book Reference No** 1041 (item 6.3)  
**Minute Book Reference No** 878 (Item 6.1)  
**Minute Book Reference No** 905 (Item 6.2)  
**Minute Book Reference No** 905 (Item 6.2)  
**Minute Book Reference No** 823 (Item 6.5)  
**Minute Book Reference No** 2865 (item 6.3)

Chief Executive Officer

  
 .....  
 25/10/2017  
 .....

Dated

Proposed to be revoked

COUNCIL POLICY COUNCIL POLICY COUNCIL POLICY COUNCIL POLICY

### Comparison of Policy 38 and NRMA Annual Holiday Site Agreement

Policy 38	NRMA Annual Holiday Site Agreement
Caravan and annexe are to be kept in good order, repair and clean at all times.	Maintain the site in a neat and tidy condition and comply with the reasonable directions of the Owner (Council or its Representative), to do so;  Maintain the dwelling in good repair and in a clean and tidy condition and comply with the reasonable directions of the Owner to do so.  No building works or structural improvements to the dwelling are permitted.
Caravans are not to be sub-let or hired to other parties.	Not advertise or allow or suffer to be advertised by any means, the site or the dwelling, or any part thereof, as being available for rent on a short-term basis  Not allow or suffer any person to occupy the site or the dwelling, or any part thereof, on a short-term basis on payment of consideration whether or not the permitted occupants, or any of them, are also in occupation at the same time;
Caravans that are offered for sale shall be sold excluding the site and the prospective purchaser may apply for a site allocation, i.e. the prospective purchaser must not be under the misapprehension that any tenancy of the site goes with the purchase of the caravan.	If the principal occupant wishes to sell the dwelling to remain on site, the principal occupant must  request permission from the owner, in writing, to sell the Dwelling on Site, 28 days prior to entering into any agreement to sell or dispose of the dwelling; and  inform any prospective purchaser that the sale of the dwelling ends this agreement; and  advise any prospective purchaser that they must make their own inquiries of the owner as to whether the owner will allow, or is permitted to allow, the sale of the dwelling to remain on the site or any other site within the Caravan Park.  The owner must act reasonably in assessing any proposal advanced by the principal occupant for the sale of the dwelling to remain on the site but is not obliged to agree to the sale of the dwelling to remain on the site or any other site within the Caravan Park or to enter into an Annual Holiday Site Agreement with the purchaser of the dwelling.
Caravan owners wishing to connect to the park sewerage system must only do so with permission from park management, appropriate permits, and work carried out by an approved qualified and licensed tradesperson.	Not carry out, or cause to be carried out, any plumbing works or gas works on the site or in the dwelling unless such works have first been approved by the owner in writing and are carried out by a licensed plumber or licensed gas fitter (as the case requires) approved by the owner.
On vacation of a site, full rectification of the site to its original condition and associated plumbing will be the responsibility of the site occupier or an appropriate fee and costs will be charged.	12-month permits (annual permits) allow visitors to leave their caravan on-site for a 12-month period and to use the site at their convenience throughout that period, up to a maximum 180 days per year in total. A 12-month permit is not a guarantee for access to that site in subsequent years. At the end of the 12-month period, the caravan and any attachments must be moved or taken off site if another permit is not granted.
Motor vehicles are to be kept on the resident's site at all times and visitor's cars will be parked at a location directed by the park manager or his representative.	Only park on the site the number of vehicles specified in Item 8.7 of the schedule and not park vehicles within the Caravan Park other than within areas designated for that purpose.
Caravans are to be removed from site when requested by park management within a reasonable time frame.	On the end date the principal occupant must immediately vacate the site and remove all of the occupants' property (including the Dwelling unless it has been sold to remain on the site and the owner has entered into an Annual Holiday Site Agreement with the purchaser of the dwelling) from the site and, in any event, leave the site in a clean and tidy condition.
Annual site holders wishing to sell their caravans or cabins must first notify park management and obtain their permission to do so.	Request permission from the owner, in writing, to sell the dwelling on Site, 28 days prior to entering into any agreement to sell or dispose of the dwelling.
Any sale must be approved by the Manager in writing	Request permission from the owner, in writing, to sell the Dwelling on Site, 28 days prior to entering into any agreement to sell or dispose of the dwelling.

## 9.8 Policy 159 Public Spaces Trading Policy

Author	Department	Manager	General Manager
Manager Community Business	Community Business	Manager Community Business	General Manager Community

### 1. SUMMARY

At its May 2021 Council endorsed the Public Spaces Trading Policy and Guidelines, for a minimum 28-day consultation period. There were no submissions received from the community during the consultation period.

### 2. RECOMMENDATION

That Council

1. Note that there were no submissions received from the community during the 28-day consultation period
2. Adopt Council Policy 159 – Public Spaces Trading and the Public Spaces Trading Guidelines

### 3. PURPOSE

To adopt the public Spaces Trading Policy and Public Spaces Trading Guidelines

### 4. DISCUSSION

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

The purpose of the Public Spaces Trading Policy is to provide Council with a mechanism to control and regulate trading activities on Council's footpaths, parks and reserves.

The policy will assist officers to ensure that the footpath remains accessible and safe for all pedestrians and that trading does not detract from the amenity and aesthetics of the area.

The Public Spaces Trading Guidelines specify the timing, locations, activities and equipment relating to trading on Council owned and managed land and assist with the effective administration of the policy and provide clear guidance for the traders.

### 5. OPTIONS

#### Option 1: Adopt the policy

To ensure that the policy remains up to date it is recommended that Council adopt this option

This option is recommended by officers.

#### Option 2: Not adopt the policy

Council could choose not to adopt the policy

This option is not recommended by officers.

### 6. CONSULTATION

Internal consultation:



- EMG
- Manager Planning & Building
- Manager Recreation
- Local Laws Coordinator

External consultation:

- Campaspe Community

Councillors:

- 12 January 2021 Council Briefing Session
- 5 May 2021 Council Briefing Session
- 19 May 2021 Council Meeting

## **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 2017-2021**

### **Responsible Management**

- Consult and engage with all sectors of the community to determine their priorities and support council decision making.

## **12. 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.

### **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 Public Spaces Trading Policy and Guidelines were developed to ensure the appropriate and safe use of Council owned and managed land.

### **17. ATTACHMENTS**

1. Public Spaces Trading Policy [9.8.1 - 3 pages]
2. Public Spaces Trading Guidelines 2021 [9.8.2 - 39 pages]

# Public Spaces Trading

<b>Council Policy Number</b>	<b>159</b>
Date adopted	21 November 2017
Scheduled for review	May 2025



Council Policy

Council Policy

Council Policy

Council Policy

## 1. Preamble

To ensure appropriate and safe use of Campaspe Shire Council's ('Council') footpaths, parks and reserves for pedestrians and businesses.

## 2. Purpose

- To provide Council with a mechanism to control and regulate trading activities on Council's footpaths, parks and reserves.
- To ensure that the footpath remains accessible and safe for all pedestrians.
- To provide guidelines that clearly specify the timing, locations, activities and equipment relating to trading on Council owned and managed land.
- To ensure that trading does not detract from the amenity and aesthetics of the area.

## 3. Definitions

### Council Land – Public Space

This policy applies to all Council-managed public open space within the Campaspe Shire Council Local government area (including all footpaths, parks, sportsgrounds, and shared pathways within parks and open spaces/reserves) owned and/or managed by Council. Including:

Public land under the operational control of the Council includes:

- Crown Land where the Council is the delegated Committee of Management
- Crown Land which has been vested in the Council
- Land which is owned by the Council
- Land which is managed by a Committee of Management appointed by the Council
- Land which is leased by the Council

Any other public land where the Council has authority to apply this policy.

### Commercial Health /Fitness Provider

is defined as a person or business carrying out health or fitness activities (supervising/instructing a session of health and fitness exercising) with one or more paying participants in a single session. The activity is broadly described as supervising/instructing a session of health or fitness exercising for commercial reward and or monetary gain.

### Footpath

is the area between the back of kerb line and the building line. The primary activity of the Footpath is longitudinal pedestrian access.

to assist with the interpretation of this policy the Footpath is made up of a number of zones/areas.

Footpath - Kerbside Zone	this 0.7 metre area extends from the kerb line or kerb invert towards the centre of the footpath and allows for vehicle overhang and access to and from parked vehicles.
Footpath – Potential Trading Area	is the area 1.8 metres from the building line and 0.7 metres from the kerb line. This is the only area of the footpath where Council may provide approval for goods, café furniture and ancillary items, subject to this policy, to be placed.
Footpath - Walkway Zone	is the 1.8 metre zone immediately adjacent to the building line or property line and is the zone used to facilitate pedestrian access and travel. Pedestrian crossings and kerb crossings are part of the Walkway Zone.
Itinerant Trader	is identified as the person, company or organisation undertaking the selling of goods and services, generally the permit holder.  a group or individuals involved in a community or charitable event, market or festival are not classified as an Itinerant Trader.
Itinerant Trading	defined as the temporary or permanent offering of goods or services for sale for the benefit of a person, a company or organisation in a public place or on a street or road from any vehicle, caravan, trailer, bicycle, table, stall or similar structure.  Council has determined that Itinerant Trading in the municipality can only occur in conjunction with markets, events or festivals.
Loading Zone	a parking area defined by signage for the loading and unloading of goods by commercial vehicles.
Markets – Port of Echuca	markets held in the Port of Echuca Precinct are only open to applications from cooperatives and incorporated associations. Goods for sale must be locally made or grown produce and products, second-hand goods, crafts and hand made goods. No resellers are permitted at these markets.
Markets – Farmers', Town & Events	these markets generally consist of stalls where handmade/homemade/home grown produce is offered for sale. Markets where commercial goods are offered for sale are not supported on Council land unless they are operated in conjunction with an event.

#### 4. Policy Statement

##### 4.1. Footpath Trading

- a. The primary purpose of a footpath is to provide an accessible and safe means of travel for pedestrians. Trading is a secondary use for footpaths. Council may, in some circumstances, provide approval for trading to be conducted within the Potential Trading Area of some footpaths. Trading on footpaths can only occur with the permission of Council and must be confined to the area identified as the Potential Trading Area.
- b. Businesses wishing to conduct trading from the footpath adjacent to their premises must make an application to Council on the relevant application forms which are to be accompanied with the nominated fees for consideration.
- c. Council will consider all applications in accordance with the Public Spaces Trading Guidelines.

##### 4.2. Markets – Port of Echuca

- a. To specify the timing, location and requirements for conducting markets in parks and reserves within the Port of Echuca Precinct.
- b. Council will consider annual applications through an expression of interest process in accordance with the Public Spaces Trading Guidelines.

**4.3. Markets – Farmers’, Town and Event Markets**

- a. To specify the requirements for conducting markets in parks and reserves within the municipality.
- b. Council will consider applications in accordance with the Public Spaces Trading Guidelines.

**4.4. Commercial Health and Fitness Providers**

- a. Commercial Health and Fitness Providers operate in Council owned and managed parks and reserves across the municipality. The Guidelines specify the requirements for these providers when accessing Council property.
- b. Council will consider applications in accordance with the Public Spaces Trading Guidelines.

**5. Exclusions**

Policy does not apply to use of land other than that owned and managed by Council.

In order to facilitate a clear and consistently unobstructed footpath for pedestrian access footpaths of less than 2.5 metres cannot be used for street trading.

Council may undertake works that may alter the slope and surface of any footpath therefore preventing traders from accessing the trading zone of the footpath outside their premise. These works may affect access during the period that the works are undertaken or prevent use on a permanent basis.

**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**

*Disability Discrimination Act 1992 (Federal)*

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

Shire of Campaspe General Local Law No 8 2015 Policy 067 Port of Echuca Precinct Tourism Ride Operators

**9. Attachments**

Public Spaces Trading Guidelines

**10. Review Period Responsible officer**

Four years

Manager Community Business

**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 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 21 November 2017

Revised 16 February 2021

Revised 19 May 2021

Minute Book Reference No 3392

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

Chief Executive Officer: .....

Date: .....



# PUBLIC SPACES TRADING GUIDELINES



# Public Spaces Trading Guidelines

## TABLE OF CONTENTS

<b>EXECUTIVE SUMMARY</b>	<b>i</b>
<b>DEFINITIONS</b>	<b>ii</b>
<b>FOOTPATH ZONES</b> .....	<b>1</b>
Walkway Zone .....	1
Trading Zone .....	1
Kerbside Zone .....	2
Zone Widths .....	2
Delineation of trading areas .....	2
<b>ITINERANT TRADING</b> .....	<b>3</b>
<b>PORT OF ECHUCA PRECINCT</b> .....	<b>3</b>
<b>MARKETS - PORT OF ECHUCA PRECINCT</b> .....	<b>3</b>
Criteria for Markets held in the Port of Echuca .....	3
Location / Timing .....	3
<b>MARKETS - FARMER'S MARKETS, TOWN MARKETS &amp; EVENT MARKETS</b> .....	<b>5</b>
Criteria for Farmer's / Town / Events Markets .....	5
Excluded Activities for all Markets .....	5
<b>COMMERCIAL HEALTH AND FITNESS PROVIDERS</b> .....	<b>6</b>
Terms and Conditions of Access.....	6
Qualifications and Insurance .....	6
Locations .....	6
Hours of access.....	7
Weekend access .....	7
Exclusion zones.....	7
Permissible activities .....	7
Excluded activities .....	8
Group sizes .....	8
Groups excluded from Policy .....	8
Process to Obtain a Permit .....	8
Fees .....	8
<b>SHIRE OF CAMPASPE GENERAL LOCAL LAW NO. 8 (EXTRACT)</b> .....	<b>9</b>
<b>SHIRE OF CAMPASPE – TRADING CODE OF PRACTICE (EXTRACT)</b> .....	<b>10</b>
Advertising Signs on Roads and Public Places .....	10
Street furniture on Roads and Public Places .....	11
Display of Goods on Roads.....	12
Heritage areas of the Shire .....	12
Ancillary Items (umbrellas, enclosures, heaters and pot plants).....	13
Outdoor Speakers / Amplification Equipment .....	13
Noise Emission.....	13
Heaters .....	13
Umbrellas .....	13
Barrier Screens.....	13

# Public Spaces Trading Guidelines

Temporary Canvas Screens.....	14
Full Length Verandah Awnings / Blinds .....	14
Planter Boxes .....	14
Ancillary Items Owned by Business Remaining on the Footpath on A Semi Permanent Basis .	14
Bike Racks, Benches and Other Permanent Fixtures on the Footpath .....	15
<b>ENFORCEMENT OF PUBLIC SPACES TRADING POLICY AND PROCEDURE.....</b>	<b>16</b>
<b>ADMINISTRATION.....</b>	<b>17</b>
Street Cleaning.....	17
Service Authority Works and Special Events .....	17
Public Liability Insurance and Indemnity .....	17
Applying for a Permit.....	17
Decision Making .....	17
<b>FEES</b>	<b>18</b>
<b>ATTACHMENTS .....</b>	<b>19</b>



# Public Spaces Trading Guidelines

## EXECUTIVE SUMMARY

The Public Spaces Trading Guidelines were developed to assist businesses, individuals and groups who wish to make an application to trade on Council owned and managed land.

The guidelines seek to provide clarity for businesses who wish to apply to trade in public spaces and partner with Council and other business to ensure a safe and enjoyable environment is maintained for pedestrians and other public space users.

The guideline also seeks to address, for the benefit of all businesses, the inherent value of, and use of, public spaces and reserves, by, itinerant traders at markets, events and festivals and commercial health and fitness providers.

The guidelines will ensure that Council officers consider all applications for use of public spaces using the same criteria and that the same requirements are placed on all permit holders.

*Note: these guidelines should be considered in conjunction with Council's General Local Law No. 8 2015, and the Shire of Campaspe Trading Code of Practice.*

# Public Spaces Trading Guidelines

## DEFINITIONS

<b>Campaspe Shire Council</b>	local government organisation – Council
<b>Commercial Health /Fitness Provider</b>	<p>is defined as a person or business carrying out health or fitness activities (supervising/instructing a session of health and fitness exercising) with one or more paying participants in a single session. The activity is broadly described as supervising/instructing a session of health or fitness exercising for commercial reward and or monetary gain.</p> <p>may also be considered to be an itinerant trader when running activities from Council owned and managed land</p>
<b>Community Service Agencies</b>	services to community that are provided on a visiting or temporary basis.
<b>Council Land</b>	<p>this policy applies to all Council-managed public open space within the Campaspe Shire Council Local government area (including all parks, sportsgrounds, and shared pathways within parks and open spaces/reserves) owned and/or managed by Council. Including:</p> <p>Public land under the operational control of the Council includes:</p> <p>Crown Land where the Council is the delegated Committee of Management</p> <p>Crown Land which has been vested in the Council</p> <p>Land which is owned by the Council</p> <p>Land which is managed by a Committee of Management appointed by the Council</p> <p>Land which is leased by the Council</p> <p>Any other public land where the Council has authority to apply this policy</p>
<b>Port of Echuca Precinct</b>	the precinct is the area bounded by Anstruther Street and the Campaspe River to the Murray River and incorporates High, Warren, Dickson streets, Murray Esplanade and the areas known as Victoria Park, Hopwood Gardens, Aquatic Reserve and the Onion Patch. The car park area of the Echuca Moama Visitor Information Centre is excluded from this area.
<b>Footpath</b>	is the area between the back of kerb line and the building line. The primary purpose of the footpath is to provide safe and accessible longitudinal pedestrian access.
<b>Itinerant Trader</b>	<p>is identified as the person, company or organisation undertaking the selling of goods and services, generally the permit holder.</p> <p>a group or individuals involved in a community or charitable event, market or festival are not classified as an Itinerant Trader.</p>
<b>Itinerant Trading</b>	<p>defined as the temporary or permanent offering of goods or services for sale for the benefit of a person, a company or organisation in a public place or on a street or road from any vehicle, caravan, trailer, bicycle, table, stall or similar structure. Council has determined that Itinerant Trading, of this nature, in the Shire of Campaspe can only occur in conjunction with markets, events or festivals.</p> <p>Itinerant Trading may also be those activities offered by a commercial health or fitness providers, if those activities are offered on council owned and managed land.</p> <p>Council has determined that this type of trading can be offered on Council land.</p>

# Public Spaces Trading Guidelines

<b>Kerbside Zone</b>	extends from the kerb line or kerb invert and allows for vehicle overhang and access to and from parked vehicles.
<b>Loading Zones</b>	a parking area defined by signage for the loading and unloading of goods by commercial vehicles.
<b>Local Law</b>	a local law made under Part 5 of the Local Government Act 1989 and Section 42 of the Domestic Animals Act 1994.
<b>Markets – Farmers’, Town &amp; Events</b>	these markets generally consist of stalls where handmade/homemade/home grown produce is offered for sale. Markets where commercial goods are offered for sale are not supported on Council land unless they are operated in conjunction with an event.
<b>Markets – Port of Echuca</b>	markets held in the port of Echuca are only open to applications from cooperatives and incorporated associations. Goods for sale must be locally made or grown produce and products, second-hand goods, crafts and hand made goods. No resellers are permitted at these markets.
<b>Median Strips and Reserves</b>	defined as the dividing parcel of land between opposing lanes of vehicular traffic.
<b>Normal Business Hours</b>	8.30am - 5.30pm Monday to Friday and 8.30am – 1.00 pm Saturdays
<b>Not for Profit</b>	is defined as any organisation that is not operating for the profit or gain of its individual members, whether these gains would have been direct or indirect.
<b>Notice to Comply</b>	an official notice issued by Council under the Local Law or Trading Code of Practice directing that a particular act or direction must be carried out
<b>Penalty Unit</b>	prescribed sum issued to an individual or group who fails to comply with the Local Law or direction by an Authorised officer or with a Notice to Comply
<b>Reseller</b>	market stall holders selling mass produced and manufactured imported goods including but not limited to toys, clothing, jewellery, handbags, socks, shoes and food products
<b>Reserves</b>	land set aside for public recreation and benefit.
<b>Shire of Campaspe</b>	municipal area
<b>Tourism Ride Operators</b>	commercial operators offering experiences such as bike, motorbike, pedicab and horse drawn carriage rides/tours
<b>Potential Trading Area</b>	is the <u>only</u> area of the footpath where Council may provide approval for goods, café furniture and ancillary items, subject to this policy, to be placed
<b>Trading Code of Practice</b>	an appendix of the general local law that regulates and controls activities, events and practices so that no detriment is caused to the amenity of the neighbourhood nor nuisance to a person in the municipality
<b>Walkway Zone</b>	is the zone immediately adjacent to the building line or property line and is the zone primarily used to facilitate pedestrian access and travel. Pedestrian crossings and kerb crossings are part of the Walkway Zone.

# Public Spaces Trading Guidelines

## FOOTPATHS

Footpaths are provided for safe and accessible pedestrian access.

In some circumstances business owners/operators may seek approval to trade from an area of the footpath at the front of their business.

For the purpose of this guideline Council's footpaths are divided into three areas. This is to ensure that the primary purpose of the footpath which is to provide for a clear and unobstructed path of travel for pedestrian access, continues to be met.

### Walkway Zone

This area can be no less than 1.8 metres from the building line. Primary activity – Pedestrian longitudinal access

### Potential Trading Area

The only area of the footpath where Council may provide approval for trading

*\* NOTE: Not all footpaths within the municipality are of a suitable width to support footpath trading. Council officers will assess all applications for footpath trading using the Area Widths table shown at item 1.4.*

*\*\* NOTE: see attachment "CBD Footpath Widths" for general information regarding footpath measurements in CBD trading areas. Each application will be considered by officers, using all relevant information, at the time it is received.*

**Public infrastructure.** In some locations, the gradient or surface of the footpath or the presence of public infrastructure within the proposed potential trading area may mean that an area is not available for use for footpath trading.

Within the potential trading area Council requires appropriate setbacks from items of public infrastructure and will determine the trading area available at each location. In cases where there is public infrastructure in front of a premise it may be possible to achieve a reduced potential Trading area if sufficient setbacks from infrastructure can be achieved.

Public infrastructure could include: Litter Bins, Public Seating, Bicycle Racks (from outer edge of use footprint), Hydrant Plugs, Parking Meters, Pay Phones, Wayfinding Signage, Trees and Tree Surrounds, Light Poles and Power poles and perpendicular paths of travel between the walkway zone and the road edge, where pedestrians cross the road.

In cases where there is public infrastructure in front of a premise or the footpath gradient is currently unsuitable, it may be possible, at the discretion of Council, for the public infrastructure to be relocated or the footpath to be reconstructed, subject to engineering approval and with the full cost of works to be met by the applicant. At times this type of work may trigger the requirement for a Planning Permit.

Where a permit for trading is granted all the business's goods, plus circulation space to inspect the goods and seating push back areas must be contained within the potential trading area. None of the infrastructure, circulation space or chair push back areas can encroach onto the Walkway Zone or the Kerbside Zone

To allow Pedestrians access between On-Street Parking and the Walkway Zone council requires each potential trading area be separated from that of the adjoining business by a minimum of 1m (usually achieved by each business relinquishing 0.5m or potential trading area length). In the case of businesses with very long frontages an access point of minimum width 1.0 metre shall also be provided at minimum of every 6 angled parking bays and 3 parallel parking bays.

# Public Spaces Trading Guidelines

## Kerbside Zone

Provides access to and from vehicles and to provide a safety buffer from moving vehicles. Kerbside zones are to extend along all roadsides, including areas where extended outstands are constructed into the roadway and parking is not possible.

## Zone Widths

Footpath Width	Walkway	Potential Trading Area	Kerbside
<2.5m	All available width	No Trading	0.7m
2.5m>3.5m	1.8m	Remaining width	0.7m
3.5m<	2m (general)	Remaining width	0.7m
	2.5m (Echuca heritage)	Remaining width	0.7m

*\*NOTE: 1.8m is the minimum width requirement for the walkway area on CBD footpaths*

## Delineation of trading areas

To identify the Potential Trading Area permitted for each business delineation markers are required where the footpath is 5 metres or greater in width. The markers are used to clearly define the areas where the traders can set up goods for sale (Potential Trading Area). The use of markers also assists traders to ensure that they are not in breach of the Disability Discrimination Act, the Shire of Campaspe General Local Law No. 8 2015, and the Trading Code of Practice. Delineation Markers will assist business operators to ensure that the Walkway Zone and the Kerbside Zone are kept free from goods to ensure a safe path of travel for pedestrians.

Delineation markers are installed at each corner of the approved trading area for a business.

Where Outstands are constructed, delineation markers will be placed at the front of the area to ensure that furniture and trade does not encroach into the walkway zone.

The cost of the markers and the installation is to be paid for by the business owners as part of the application for footpath trading.

- New applications will include the charges at the time the application is received.
- Charges for installation will be a once only charge.
- Repairs to markers or reinstatement of footpath surface will be borne by Council.

# Public Spaces Trading Guidelines

## ITINERANT TRADING

Council has determined that it will only allow itinerant trading activities for the sale of goods and services to be carried out in conjunction with markets, events, festivals and for the purpose of activating the Port of Echuca precinct by permitting tourism rides and up to 8 markets per year.

Commercial health and fitness providers may apply for a permit to operate commercial/personal fitness training in a public space.

All other forms of Itinerant Trading are not permitted to be carried out on Council land at any time.

## PORT OF ECHUCA PRECINCT

The Port of Echuca Precinct is defined as the area from the roundabout at the corner of Heygarth and High Streets along to the Visitor Information Centre through to the roundabout at Warren Street and the area between the Murray and Campaspe rivers inclusive.

The precinct is recognised as a drawcard for tourists and includes several attractions including the Port of Echuca Discovery Centre, Hopwood Gardens, Riverboat Dock, the historic Echuca Wharf and Paddlesteamers.

Encouraging locals and visitors to linger in the precinct is a priority for Council. Council recognise that events and attractions add to the vibrancy of the precinct and enhance the experience for visitors and locals.

## MARKETS - PORT OF ECHUCA PRECINCT

### Criteria for Markets held in the Port of Echuca

- a. Annual applications will be considered through an expression of interest process from co-operatives and incorporated associations established within the municipality. Applications from other community groups and committees from outside of the Shire of Campaspe will be considered at the discretion of Council.
- b. Applications from commercial markets holders will not be considered.
- c. All Markets must support locally made or grown produce and products, second hand, crafts and hand made goods. No Resellers are permissible at these markets.
- d. Twilight markets may be held on a more regular basis throughout the year once approval is obtained from Council

### Location / Timing

Permission may be granted for the conducting of a market from a park, garden or reserve which is the property of and is maintained by the Campaspe Shire Council. The preferred timing for markets is on a holiday long weekend, or any other Sunday throughout the year. Where a market is planned to coincide with major precinct event, the express written approval of the event committee must be provided.

# Public Spaces Trading Guidelines

## **TOURISM RIDE OPERATORS – PORT OF ECHUCA PRECINCT**

The provision of services offered by tourism ride operators to ensure diversity and increase activation and atmosphere is encouraged within the precinct and includes bike hire, horse drawn carriage rides, pedicab rides/tours, motorbike rides/tours and heritage vehicles.

Applicants should refer to Campaspe Shire Council policy 067 – Tourism Ride Operators – Port of Echuca Precinct for full details.

# Public Spaces Trading Guidelines

## MARKETS - FARMERS' MARKETS, TOWN MARKETS & EVENT MARKETS

### Criteria for Farmers' / Town / Events Markets

Council will consider applications from groups established within the Shire of Campaspe for the running of Farmers' Markets, Town Markets and markets that are held in conjunction with an event on Council owned and/or managed land.

- a. Location of market must ensure that:
  - it is in an area where stalls, goods, tables or chairs must not encroach upon a roadway or designated carpark unless otherwise approved by Council;
  - an area that does not obstruct pedestrian traffic on footpaths;
  - that the market does not impede on the core use of the open space (the primary purpose for which the space is provided) as deemed by Council;
- b. If a market is planned to coincide with a major event, it must have written approval from the event committee.
- c. Itinerant Traders may only operate at a market, event, sporting event or festival when they have received the prior consent of the organiser of the market, event, sporting event or festival. In seeking the prior consent, the Itinerant Trader should provide evidence of current public liability insurance and Food Act Registration.

### Excluded Activities for all Markets

- No heavy vehicles on grass areas
- No tent pegs, spikes or steel posts are permitted on any parkland / ovals with irrigation systems in place
- Tent weights are to be used on all parks / ovals with irrigation systems in place
- Where vehicle access is permitted there is to be no sharp turning, twisting or spinning of wheels.
- No driving over irrigation solenoid boxes
- Dogs are to be on leads at all times
- No wet weather access for any vehicle on any park / oval
- Jumping castle owners MUST be fully insured with Council nominated on the policy prior to setting up on Council property
- All events, markets, festivals and sporting events are responsible for all rubbish and recycling generated.



# Public Spaces Trading Guidelines

## COMMERCIAL HEALTH AND FITNESS PROVIDERS

Campaspe Shire Council is committed to improving the health and wellbeing of our community in alignment with our Council Plan and Municipal Health and Wellbeing Plan. Council has made available a range of public infrastructure that Health and Fitness providers may seek approval to use to support community members to improve their health.

In developing these guidelines, Council is responding to high rates of participation in fitness activities and an increase in demand from commercial fitness operators conducting such activities in outdoor environments using public infrastructure.

Commercial fitness operators provide a great range of alternative physical recreation activities for residents. The guidelines aim to manage these activities in a manner that balances industry needs, provides protection of Council's built & natural assets and maintains community access and amenity. To help achieve this, the guideline formalises the principles of managing the activity and outlines the conditions of use of our public space for fitness activities.

The overarching principles of the management of Commercial Health and Fitness providers in accessing community spaces are to:

- a. Encourage and support the utilisation of public open space for health and recreational pursuits.
- b. Encourage a range of users to have access to Council parks, reserve and open space.
- c. Manage equitably the impact of commercial fitness activities on open space asset condition and maintenance
- d. Address and manage Public Liability risk exposure to Council in relation to commercial fitness operations on Council Land.

### Terms and Conditions of Access

The following terms and conditions of access will apply.

### Qualifications and Insurance

To be eligible commercial fitness operators must as a minimum provide copies of the following documentation valid for the duration of the agreement:

- Certificate IV in Fitness\* (or other relevant recognised qualification)
- Level 2 First Aid
- Current CPR
- Certificate of currency/insurance with \$10 million in Public Liability (\$20 million preferred)
- \$5 million Professional Indemnity.
- An ABN

*\* NOTE: activities such as yoga, Pilates etc. may not require Certificate IV in Fitness an alternative relevant qualification in the field will be considered.*

### Locations

Campaspe Shire Council welcomes applications to operate at a number of passive reserves and sporting grounds. The public open space requested to be accessed by a Commercial Health & Fitness Provider will be assessed for suitability on a case by case basis.

# Public Spaces Trading Guidelines

Please note:

- Open spaces that are excluded from access include; Apex Park Echuca, Alton Reserve Echuca and Kyabram Memorial Gardens. Or any other area deemed unsuitable by Council's officers.
- A Commercial Health and Fitness Provider - Permit does not grant exclusivity of the designated area. The area must always remain accessible to the general public.
- Campaspe Shire Council does not provide undercover training areas in the event of inclement weather. This is the responsibility of the operator to cancel the session or seek an alternative indoor venue. Campaspe Shire Council have several indoor facilities available to hire including Echuca, Tongala or Kyabram Stadium. Please contact the Shire to arrange a booking.

## Hours of access

Due to maintenance activities (mowing and irrigation) access to our reserve and public open spaces is limited to 5am – 7am and 3 pm onwards on weekdays

## Weekend access

Time limitations to weekend access do not apply

*Campaspe Shire Council will not consider applications for 'blanket bookings', (E.g. Monday to Friday 9am to 6pm).*

## Exclusion zones

No commercial fitness activity is permitted in or on the following areas:

- Playgrounds, specifically playground equipment and soft fall surrounds
- Trees (including an exclusion zone of 1.5 metres from the trunk), garden beds and vegetation.
- Picnic tables and chairs and barbecue facilities
- Park furniture (including tables, chairs and bench seats), buildings and structures (including grandstand areas)
- Environmentally sensitive areas
- Socially, historically or culturally sensitive areas, including memorials and shrines
- Art works
- Stairways within open spaces and footpaths may be transited but not used for training activity
- Any areas that may be temporarily closed by Campaspe Shire Council including during wet weather and/or maintenance activities
- Any other areas that may be nominated by Campaspe Shire Council

## Permissible activities

- Gym sessions (with or without hand weights, fit balls, skipping ropes etc.)
- Boxing and pad training
- Organised aerobic activity and running groups
- Circuit training
- A combination of any of the above
- Other activities as determined by the responsible Council officer

# Public Spaces Trading Guidelines

## Excluded activities

- Aggressive or intimidating activities including combat/fighting training
- Amplified music or use of amplified audio (voice) equipment
- The offering for sale of clothing, merchandise, equipment, refreshments, goods, services or products
- Use of equipment damaging to surfaces, infrastructure or trees such as tyres, medicine balls, large weights, sleds, ropes etc. Council officers will assist operators who utilise this equipment to find suitable alternative locations.
- Attaching of equipment to trees or park furniture etc.
- No pegs/stakes to be used at anytime
- Other activities as determined by the responsible Council officer

Commercial Health & Fitness Providers must not under any circumstance monopolize, impede and or restrict the general public's use of reserves or public space or any infrastructure within the reserve or public space.

## Group sizes

Participation numbers will be determined at the time of booking and will be dependent on ground conditions etc.

## Groups excluded from Policy

- Sporting clubs;
- Schools;
- Corporate groups
- Defence Forces;
- Social groups; and
- Organised group activities undertaken on public reserves.

These groups are however subject to an approval process under casual and regular booking procedures.

## Process to Obtain a Permit

Applications will be taken on a seasonal basis, in line with the Campaspe Shire Council summer/winter sporting club seasonal agreement process. Applications will be assessed on the following:

- Availability of reserve/sporting ground
- Other activities/events being held in the area
- Nature of activities to be undertaken and the potential impact that activity may have on neighbouring residents (e.g. Boot Camps)
- Facility preservation
- Past connection of applicant to the area requested
- Previous compliance/behaviour/relationships with other users

An application form for Commercial health and fitness operators' use is available from Council's website.

# Public Spaces Trading Guidelines

## SHIRE OF CAMPASPE GENERAL LOCAL LAW NO. 8 (EXTRACT)

Relevance of this Guideline to the Shire of Campaspe General Local Law No. 8, 2015.

Clause 13 of that Local Law provides that without a permit a person must not on a road or in a municipal place –

- (a) Place any advertising sign;
- (b) Display any goods;
- (c) Place any outdoor eating furniture or associated facilities;
- (d) Place any structure for the purpose of selling or offering to sell any goods or services;
- (e) Sell or offer for sale any motor vehicle
- (f) Goods or services carried about or placed on the person or any other moveable thing or do so from land adjacent to a road or a municipal place;
- (g) Solicit or collect any waste materials, gifts of money, or subscriptions, or do so from premises to premises adjacent to a road;
- (h) Busk; or
- (i) Hold a street festival or event, other than a funeral procession on any road or any public place.

# Public Spaces Trading Guidelines

## SHIRE OF CAMPASPE – TRADING CODE OF PRACTICE (EXTRACT)

Relevance of this Guideline to the Shire of Campaspe – Trading Code of Practice. This code is an appendix to Council's General Local Law no. 8 2015. Failure to comply with the following clauses in this Guideline may result in penalties being issued.

Penalty Unit \$100

### Advertising Signs on Roads and Public Places

An advertising sign shall be:

- (1) A minimum of 600mm high and 400mm in width;
- (2) If placed on a footpath, a maximum of 900mm high (measured from the ground) and 600mm wide;
- (3) If placed on any other part of a road, of a maximum size approved by Council.
- (4) All permitted signs are to be secured in place by a means that is not reliant on, or physically tied to any Council infrastructure. The means by which these signs are to be secured must not extend beyond the circumference of the permitted sign and must be to the satisfaction of an Authorised Officer. Any securing device is to be removed with the sign in accordance with permitted display timeframes.

The following requirements will also apply in respect of advertising signs:

- (5) Inflatable signs, portable electric signs, illuminated, revolving, spinning or flashing signs, flags and banners are prohibited from the footpath.
- (6) Signs must only be placed on the footpath during the normal hours of trade.
- (7) Signs must not be placed on roundabouts, or on kerb outstands outside the 'normal' alignment of the kerb adjacent to these outstands.
- (8) Signs may not be tied to poles or trees or any other street fixture, must only be on the footpath while a business is open and must only be outside the premises to which they relate.
- (9) Permission may be granted to allow the placement of an advertising sign outside a premise not occupied by the applicant. Any application must be accompanied by written permission from the proprietor of that business which fronts the footpath on which the items are intended to be placed. In this instance public liability insurance must be extended to include this situation of risk.
- (10) The maximum number of signs permitted per premise is two (2).
- (11) Any free-standing advertising sign shall be of such material and construction to minimise the risk of being blown over or of causing injury to any person.
- (12) No advertising signs shall remain on the footpath or road outside of trading hours.
- (13) Persons placing advertising signs shall produce the permit issued to an Authorised Officer of the Council as required.
- (14) Any permit issued by Council can be cancelled by Council or have conditions altered or added by Council at any time and for any reason.
- (15) Permits shall be subject to a minimum annual fee payable by the permit holder at the time of taking out the permit and thereafter of the commencement of each financial year.

## Public Spaces Trading Guidelines

- (16) Advertising signs can only be placed as listed below:
- a. In Echuca, no advertising signs are permitted on the footpath or road in the metered parking area;
  - b. In all other areas only where directed by Council.

### Street furniture on Roads and Public Places

- (1) Café furniture and associated ancillary items will only be permitted at premises, which are registered as such under the Food Act 1984 to serve food and/or beverages.
- (2) The permit holder is responsible for the conduct of patrons at tables and chairs in the outdoor seating area and must;
  - a. ensure that patrons do not move tables and chairs from their positions and obstruct the footpath;
  - b. ensure that patrons do not allow pets, prams or any other personal items to obstruct the footpath; and
  - c. not serve food or beverages to patrons standing on the footpath except for take away sales.
- (3) An Authorised Officer may place a condition on a permit requiring a permit holder to place written reminders to patrons in the outdoor seating area, regarding the above, if deemed appropriate by that Authorised Officer.
- (4) A set back of 0.5 metres is required from each side boundary of a premise to ensure access points from the footpath to the road are retained between each premise. Access points of minimum width 1.0 metre shall also be provided at minimum of every 6 angled parking bays and 3 parallel parking bays. This applies also to the construction of eating platforms (outstands) that comprise of plinths, bollards, ropes or chains that would ordinarily obstruct movement of pedestrians.

Traders are responsible for the appropriate disposal of all litter generated by patrons of their footpath dining areas.

- (5) Serving staff at cafes with kerbside trading/serving should facilitate free access by pedestrians and give pedestrians (prams, disabled, etc) passing priority over their own movements into and out of cafes.
- (6) Each operator is responsible for maintaining the outdoor seating area in a tidy manner. A permit may be cancelled or suspended if instances of littering or ongoing untidiness are noted.
- (7) Items which are placed on the footpath must be stable and of good design and are not able to damage the footpath.
- (8) Tables and chairs should have a contrasting colour to their background to assist the vision impaired.
- (9) Traders will be responsible for reimbursing Council for any reinstatement works as a result of damage to footpaths caused by chairs/tables etc.
- (10) Tables and chairs may only be displayed outside the premises to which they relate and must be contained within the property line, with the required setback from the property line of 0.5 metres on each side to allow for access. Permission may be granted to extend the placement of tables and chairs to one adjacent premise, however, there must still be a 0.5 metre setback from each property line and an access point provided every 6 angled parking bays and 3 parallel parking bays. Any application must be accompanied by written permission from the proprietor of that business which fronts the footpath on which the items are intended to be placed. In this instance, public liability insurance must be extended to include this situation of risk as per the permit conditions.

## Public Spaces Trading Guidelines

- (11) Footpath trading will only be permitted till 11pm unless, in the opinion of the Authorised Officer, the amenity, safety or access of nearby residences will not be affected.
- (12) Any premises that propose to serve alcohol on the footpath must have their liquor licence endorsed as part of the "licensed area" on the liquor licence for those premises.
- (13) An Authorised Officer reserves the right to prohibit chairs backing on to the walkway zone.

### Display of Goods on Roads

- (1) In order to provide a consistent, unobstructed walkway, goods displays may only be displayed in the Trading Zone.
- (2) Goods and goods stands must only be placed on the footpath during the normal hours of trade.
- (3) Goods (except furniture) must be displayed on stable stands approved by an Authorised Officer. Goods must be displayed on stable stands that are able to withstand adverse weather conditions. Stands must be secured in a manner which ensures that adverse weather conditions will not create a risk for pedestrians, property and passing traffic. Goods and goods stands must not cause any damage to the footpath.
- (4) Goods displays will not be permitted where access to a loading zone or disabled parking bay will be impeded.
- (5) Goods displays will not be permitted where they will cause difficulty to pedestrians and people exiting or accessing parked vehicles or the footpath. It is recognised that the opportunity exists for Council staff to work with traders to identify opportunities for street trading at sites where conditions of this nature exist. Stands and goods must be free of sharp edges and protrusions and must not present a hazard to pedestrians.
- (6) Goods displays will not be allowed to exceed a height of 1.5 metres and a length / width of 0.75 metres.
- (7) Goods should have a contrasting colour to their background to assist the vision impaired.
- (8) Goods displays will not be permitted to overhang either the kerb or walkway. Full-length shop awnings will be considered on a case by case basis to protect goods and may require a planning permit.

### Heritage areas of the Shire

- (1) Advertising Signs

Advertising signage must be in keeping with the heritage nature of the area, but regardless of location, be in a style that is neat and professional.

- (2) Street Furniture
  - a) Corporate sponsorship not exceeding 30% of the surface area may be permitted for advertising purposes on screens and umbrellas only in accordance with the specifications set out in the application form to the satisfaction of Council.
  - b) in keeping with the heritage areas, tables and chairs must be in accordance with seating type and lettering style guidelines attached to the application form. Works relating to outdoor dining may require a planning permission. As part of the application process the application will be forwarded to planning. A Local Law permit will not be issued until planning permission is granted.
  - c) Colours are to be chosen from the Heritage Paint Colours palette (see attachment)
  - d) Windbreaks will not be permitted where outstands and bollards have been constructed.

# Public Spaces Trading Guidelines

- e) Plastic chairs are generally not permitted, applications for use of same will be considered on a case by case basis

## Ancillary Items (umbrellas, enclosures, heaters and pot plants)

Unless authorised by an Authorised Officer, ancillary items will be allowed only in conjunction with café furniture, only for premises that are registered to serve food and/or beverages under the Food Act 1984.

## Outdoor Speakers / Amplification Equipment

- (1) Speakers that owners propose to affix to a building or veranda may require a planning permit. Where these items are fitted without permission, an Authorised Officer may require the items to be removed. In that event, the speakers must be removed.
- (2) No live entertainment in a Municipal place is permitted without a permit.

## Noise Emission

- (1) The permit holder of kerbside seating must take all necessary steps to ensure that no noise or other disturbance emanates from the footpath activity which causes a nuisance to others or causes detriment to the amenity of the neighbourhood.

## Heaters

- (1) Due to narrow footpath widths outdoor heaters should, wherever possible, be affixed to the awnings or verandas so as to be located off the footpath. A planning permit may be required in relation to fixed heaters. The application will be forwarded to planning. A Local Law Permit will not be issued until planning permission is granted.
- (2) If patio heaters, which have a base on the footpath, are to be used they must be licensed as part of a Public Space Permit Agreement and covered by traders' public liability insurance.
- (3) All outdoor heaters must comply with safety standards as specified by the Office of Gas Safety.
- (4) Solid fuel heaters must not be used on Council owned land.

## Umbrellas

- (1) Umbrellas may only be placed in the Trading Activities Zone.
- (2) Where umbrellas are allowed, they must be 2.2 metres high at the lowest point and must not protrude over the kerb. At times when it is raining water from large umbrellas should be discharged in the areas outside pedestrians walking path.
- (3) Umbrellas may be secured to the footpath by a lock-in device. Lock in devices will only be approved where the device lies flush with the footpath when the umbrellas are not displayed. Approval for a lock-in device will be given upon special application to Council's Local Laws Unit. Lock in devices for umbrellas should be fitted with a cap or lid covering the hole when umbrella is not in place. Plans and specifications of the items will be required to be lodged with Council prior to any umbrella being placed with a lock-in device. If a lock in device is fitted without prior Council approval, an Authorised Officer may require that the lock-in device is removed, and the footpath is reinstated to its original condition. In that event, the lock-in device must be removed.
- (4) Where a lock-in device is not used, umbrellas must be secured to the satisfaction of an Authorised Officer.

## Barrier Screens

- (1) Screens or screening devices must be placed where there are tables and chairs for safety reasons.



# Public Spaces Trading Guidelines

- (2) There are several types of screens approved by Council:
- a. Temporary canvas screens – of the type commonly provided by coffee companies;
  - b. High barrier screens – made of safety glass or heavy-duty opaque plastic and fitted to the footpath with a locking device will be considered on a case by case basis and will require planning approval; and
  - c. Full-length awnings/blinds attached from veranda to the footpath will be considered on a case by case basis and will require planning approval. These awnings/blinds are most appropriate for protection of perishable goods displays such as fruit or flowers.

## Temporary Canvas Screens

- (1) May only be placed in the Trading Zone. A set back of 0.5 metres is required from each property boundary to ensure a 1 metre access point between premises. Temporary canvas barrier screens must be placed so that the screens are stable and secured or weighted so that they will not be moved by patrons or weather conditions. Barriers must be removed from the footpath when a premise is not open. The signs should not be used for excess advertising other than for identification purposes.

## Full Length Verandah Awnings / Blinds

Will be considered on a case by case basis and upon design merit by Council's Heritage Advisor (if required), Road Services Department and planning staff. A planning permit may be required and as part of the process the application will be forwarded to planning.

## Planter Boxes

- (1) Planter boxes will only be allowed in the Trading Zone.
- (2) Planter Boxes must provide a positive contribution to the visual amenity of the street. Permits that allow planter boxes require that they be well maintained with healthy plants. If this is not adhered to the permit for the planter boxes will be revoked and the planter boxes will/must be removed.
- (3) Permission may be given for:
- a. Temporary Planters - must be brought in during non-trading hours.
  - b. Permanent Planters – must be of solid design. A planning permit may be required in heritage areas. As part of the application process the application will be forwarded to planning.
- (4) Unless written permission is provided by an Authorised Officer, permanent planters may not be used as enclosures unless the outdoor seating area is located on a kerbed outstand and must be placed so as to cause no obstruction to street cleaning vehicles.

## Ancillary Items Owned by Business Remaining on the Footpath on A Semi Permanent Basis

- (1) Semi permanent café furniture that is fixed with lock in devices will be allowed subject to Authorised Officer approval.
- (2) Lock-in Screen and Umbrellas – plans and specifications to be lodged with and will be assessed on a case by case basis and upon design merit by Road Services Department and planning staff.
- (3) Council reserves the right to place markers along the footpath when deemed necessary to ensure appropriate minimum pedestrian corridor is maintained at all times. Premises that breach the minimum required clearance may have the footpath marked as part of enforcement action.

## Public Spaces Trading Guidelines

### **Bike Racks, Benches and Other Permanent Fixtures on the Footpath**

- (1) Bike racks, benches, bins, pedestrian crossings, fire hydrants and other emergency assets, parking meters, traffic signal boxes, public transport shelters and other permanent fixtures placed on the footpath are public assets and have priority over commercial interests. A minimum clearance of 0.5 metres, or greater if deemed appropriate by an Authorised Officer, will be required on either side of any asset permanently affixed to the footpath. Failure to maintain this clearance will constitute a breach of permit and may result in fines and / or possible cancellation of permit. No items may be placed between parking meters and the Walkway Zone.
- (2) As a general rule, rubbish bins and parking meters will not be relocated at the request of traders. Traders should take this into account when selecting a site.
- (3) Operators may apply to Council to relocate other Council maintained fixtures such as bike racks and benches. A request in writing must be submitted with the application for a footpath trading permit. If approved, the costs associated with relocations will be met by the applicant.
- (4) The request must include a plan showing the site of the proposed relocation and a letter signed by the trader outside whose premises the rack or bench will be relocated. Council will charge traders for the cost of relocation of public assets.

# Public Spaces Trading Guidelines

## **ENFORCEMENT OF PUBLIC SPACES TRADING**

Upon determination of a breach of the Public Spaces Trading Policy, Guidelines or specific Permit conditions, Council may issue a written Notice to Comply – a first and final warning with a time limit for compliance.

Council may impound any items that do not comply with the Public Spaces Trading Policy and Guidelines and /or any conditions placed on a permit.

Incidents of non-compliance will be noted on the traders file.

Second and subsequent notices will be issued without warning for further acts of non-compliance.

Incidents of non-compliance will be taken into consideration when requests to vary a permit are received by Council.

# Public Spaces Trading Guidelines

## ADMINISTRATION

### Street Cleaning

All tables, chairs, trade displays, street trading signs and ancillary items (except those with approval to be left out permanently) must be removed from the foot path at the end of each day's trade. Proprietors are responsible cleaning the footpath area at the front of their premises daily.

### Service Authority Works and Special Events

Service authorities or Council may require the use of a site to undertake works. When this occurs, it will be normal to provide at least one week's general notice. In an emergency sites may need to be cleared immediately. Permit holders will be responsible for the movement of all items and any associated costs.

### Public Liability Insurance and Indemnity

The permit holder shall take out, and maintain during the currency of the permit, in the name of the permit holder a policy of insurance to the value of at least \$10,000,000 against liability for possible personal injury, whether at Common Law or by virtue of any statute or for liability for property damage which may arise or could be held to arise from any act allowed by the permit.

The permit holder shall provide proof of the insurance policy as required to Council when applying for a permit when paying the annual fee and at any time during the currency of the permit as Council or an Authorised Officer thereof may require.

### Applying for a Permit

All applications for a permit shall be in writing on any form prescribed by Council.

All applications must include a site plan that shows dimensions of the proposed alfresco dining facility, trade display, advertising sign and any ancillary activity. All applications must be accompanied by the permit fee.

Indicate setbacks from shop frontage, kerb and side boundaries and any other existing obstructions.

### Decision Making

Council will not permit any activity where it could compromise pedestrian or traffic safety or cause detriment to the amenity of the area. Relevant local conditions include the width of the footpath, proximity to major roads, disabled parking bays, loading zones, clearways, trees, parking meters, location of residences and other factors.

Council has the right to approve an application as submitted or with modifications and with or without conditions as set out in the Permit.

Council has the right to reject an application, modify the conditions of an existing Permit or withdraw a Permit if:

- Any conditions contained within the Public Spaces Trading Policy and Guidelines are not met
- The sight and access of drivers, cyclists and pedestrians is interfered with so as to cause a hazardous situation
- Permit requirements have not been previously met and there is a continuing failure to comply with directions
- The permit holder fails to maintain public liability insurance
- Under any circumstances likely to cause detriment to the amenity of the area

# Public Spaces Trading Guidelines

## FEES

- a. Permit fees will be set annually as part of Council's budget process.
- b. Permits will be issued for a 12-month period and will have a common expiry date, except in those instances where it is withdrawn by Council prior to the expiry date.
- c. Permit fees will not be refunded.
- d. Permits are not transferrable. A new permit must be obtained where there is a transfer of proprietorship.
- e. A permit expires if the permit holder ceases to maintain public liability insurance or to meet the condition of the permit or the Public Spaces Trading Policy and Guidelines.

### Delineation Markers

Once only fee – payable at the time of initial application. Cost of repairs and reinstatements will be met by Council.

# Public Spaces Trading Guidelines

## **ATTACHMENTS**

Application for Street Trading Permit

Port of Echuca Market Conditions

Public Spaces Trading - Exclusions

Commercial Health and Fitness Provider Permit Application

CBD Footpath Widths

Heritage Paint Colours – refer to Heritage areas of the Shire under the Trading Code of Practice



# Local Laws

## Application for Permit

Applicants should refer to General Local Law No. 8 2015, Council's Trading Code of Practice, Policy 159 Public Spaces Trading Policy and the Public Spaces Trading Guidelines prior to lodging this application. Please allow at least five (5) working days for the processing of this application.

A non-refundable permit fee applies. Please attach payment as detailed on Page 2. Your permit will be posted to you on approval of this application.

### Applicant's Details

Your Surname	
Given Name/s	Title (Mr/Mrs/Ms)
Business or Charity Name	
Mailing Address	
	Postcode
Day time Contact Number	
Email	

### Permit Details

Location - Street Name	
Town	Postcode
If raffle/stall, detail position on street, ie. north side	Property No. (not required for street stalls/raffles)

I hereby apply for a permit/s to undertake the following on a road or municipal place (tick box):

- Place advertising signs
- Display goods for sale or offer
- Place outdoor eating furniture or associated facilities
- Place a structure for the purpose of selling or offering goods
- Other (specify):

### Outdoor Furniture Details (not applicable for street stalls/raffles)

This application is for the following number of items (complete number of items in box provided):

Number of tables		@ \$154 per setting (max. 4 chairs per setting)	\$
Number of A Boards (Maximum 2)		@ \$92 per board (Not allowed in a metered area)	\$
Goods for sale		@ \$154	\$
Number of umbrellas		(no fee)	
Number of windbreaks		(no fee)	
Number of pot plants		(no fee)	
Number of outdoor heater		(no fee)	
Other: _____			

Total Fee for this Permit: \$

**Attachments** (not applicable for street stalls/raffles)

In support of this application I attach the following documents:

- Payment for this application (mandatory)
- Copy of your Public Liability Insurance Policy required in accordance with Council's Trading Code of Practice (mandatory)
- A site plan showing proposed layout (mandatory)
- Details of structures, signs or furniture including colour and materials (mandatory)
- Details of ANY advertising (mandatory)
- Photographs (recommended)
- Other:

I, the Applicant, acknowledge that notwithstanding the conditions listed as attached, all permits shall comply with the Campaspe Shire Council Trading Code of Practice.

Applicant's Signature

Date / /

**Lodgement Details**

Please return completed form, supporting documents and cheque to:

Mail	Email	Phone
Campaspe Shire Council	shire@campaspe.vic.gov.au	5481 2200 / 1300 666 535
PO Box 35	Web	Fax
ECHUCA VIC 3564	www.campaspe.vic.gov.au	5481 2290

**Office Use Only**

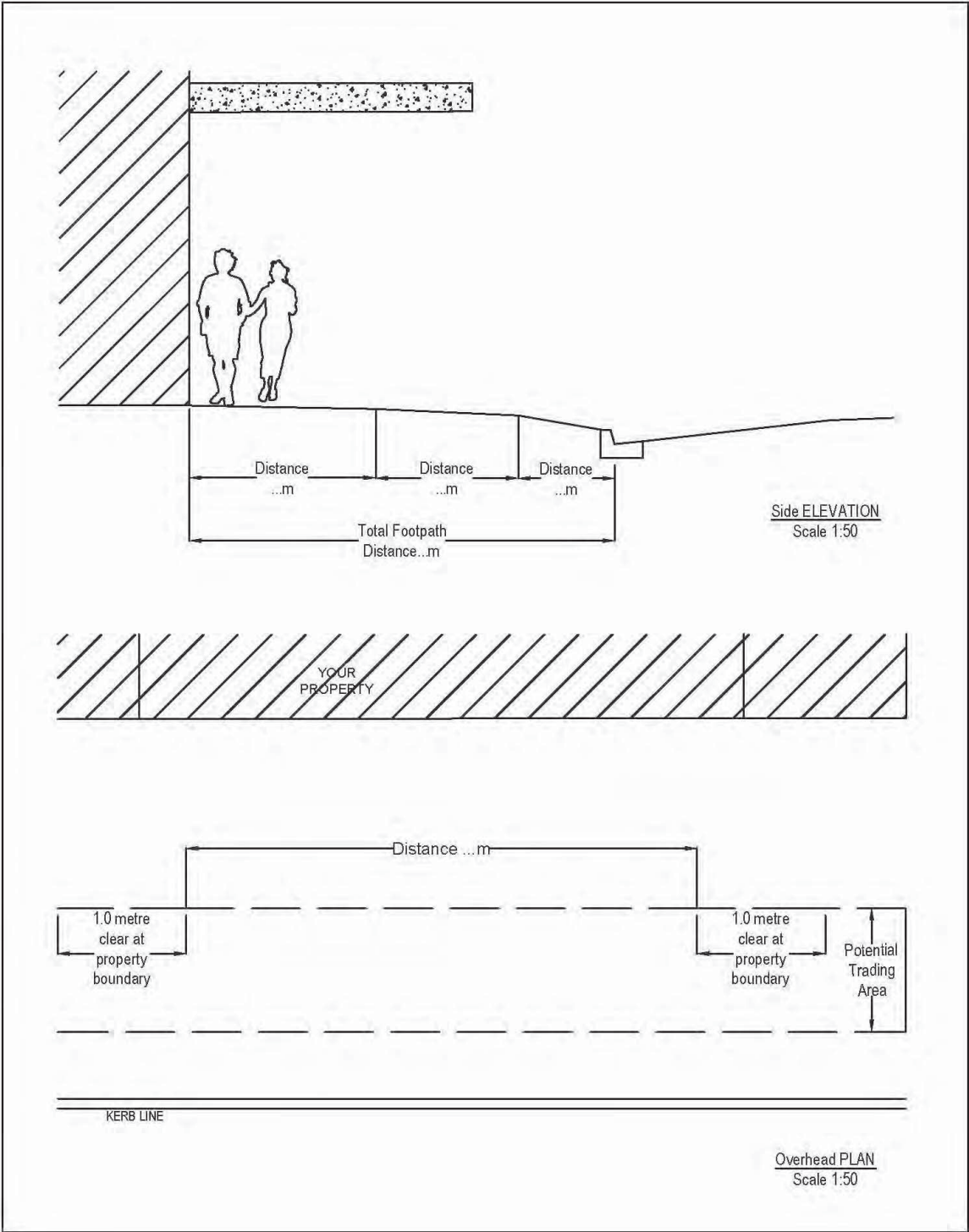
Received by	Date received
Receipt no	Date

**Conditions for the Issue of Permits**

- All applications for a permit shall be made in writing on the prescribed form.
- All permits expire annually on 30 June and new applications must be lodged for permit renewal
- Any permit issued by Council can be cancelled by Council or have conditions altered or added by Council at any time and for any reason.
- The permit holder shall take out, and maintain during the currency of the permit, in the name of the permit holder a policy of insurance to the value of \$10,000,000 indemnifying the permit holder against liability for possible personal injury, whether at common Law or by virtue of any state or for liability for property damage which may rise or could be held to arise from any act allowed by the permit. The insurance MUST list the Campaspe Shire Council as an interested party.
- The permit holder shall provide proof of the insurance policy as required in (4) to the Council when applying for a permit and paying the annual fee and also at any time during the currency of the permit as Council or an authorised officer thereof may require.
- Goods displayed on any footpath, nature strip or road in any area designated as a heritage area in any planning scheme shall only be permitted of the applicant first complies with the Codes of Practice or Council Policies relating to that area. In particular, style, material and colour of items to be located within any heritage area shall comply with adopted styles/schemes for those areas.
- Goods, street furniture and associated structures may be placed on the footpath only in accordance with the Campaspe Shire Council Public Spaces Trading Policy and Trading Code of Practice.
- Notwithstanding Clause (7), no goods, street furniture and associated structures shall be permitted to be placed on any footpath or nature strip, if in the opinion of the Council the area is unsuitable.
- No street furniture, unless fixed in place in a manner approved by Council, shall remain on a footpath or any part of a road outside of trading hours.



Typical Permit Application

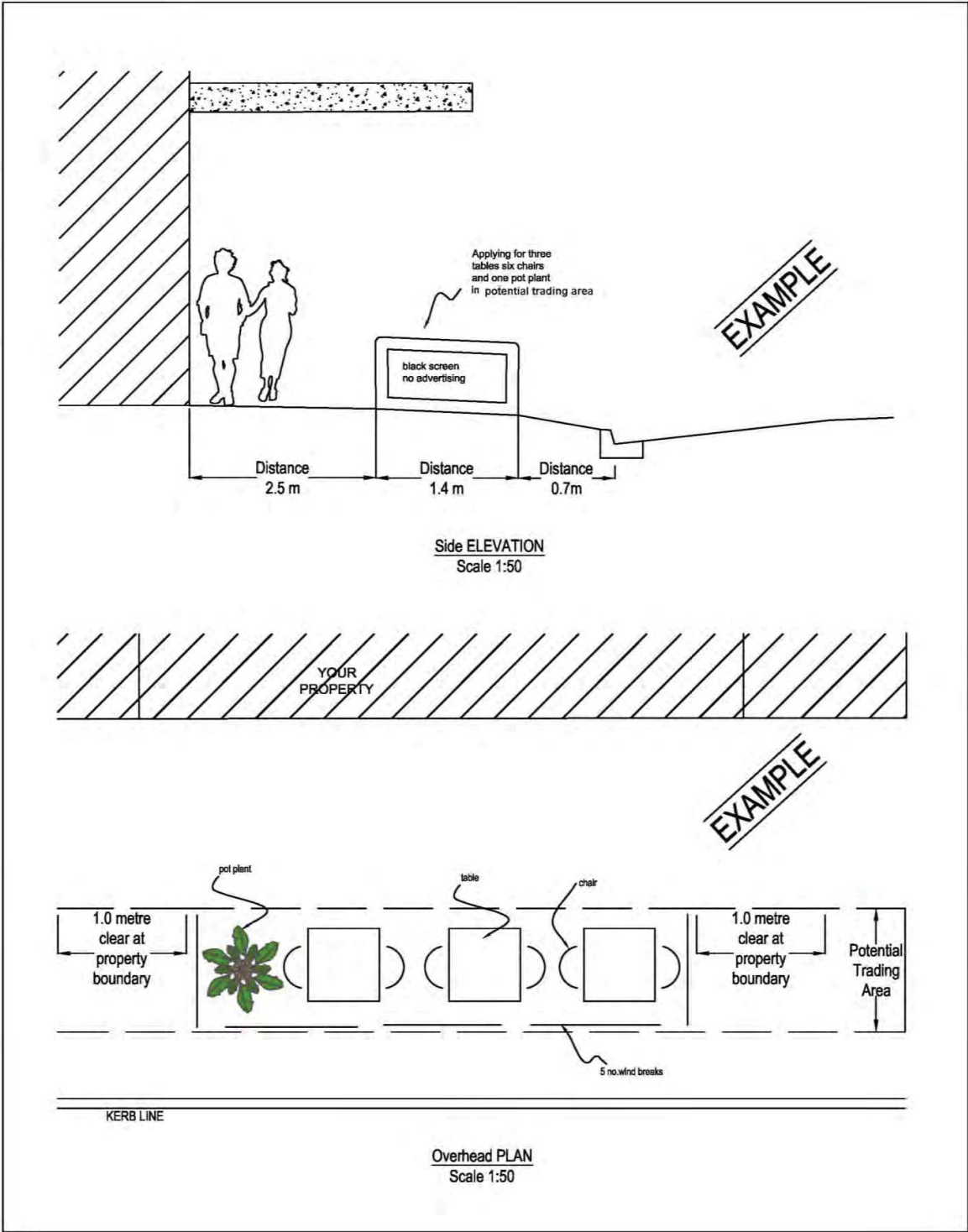


Blank Permit Application

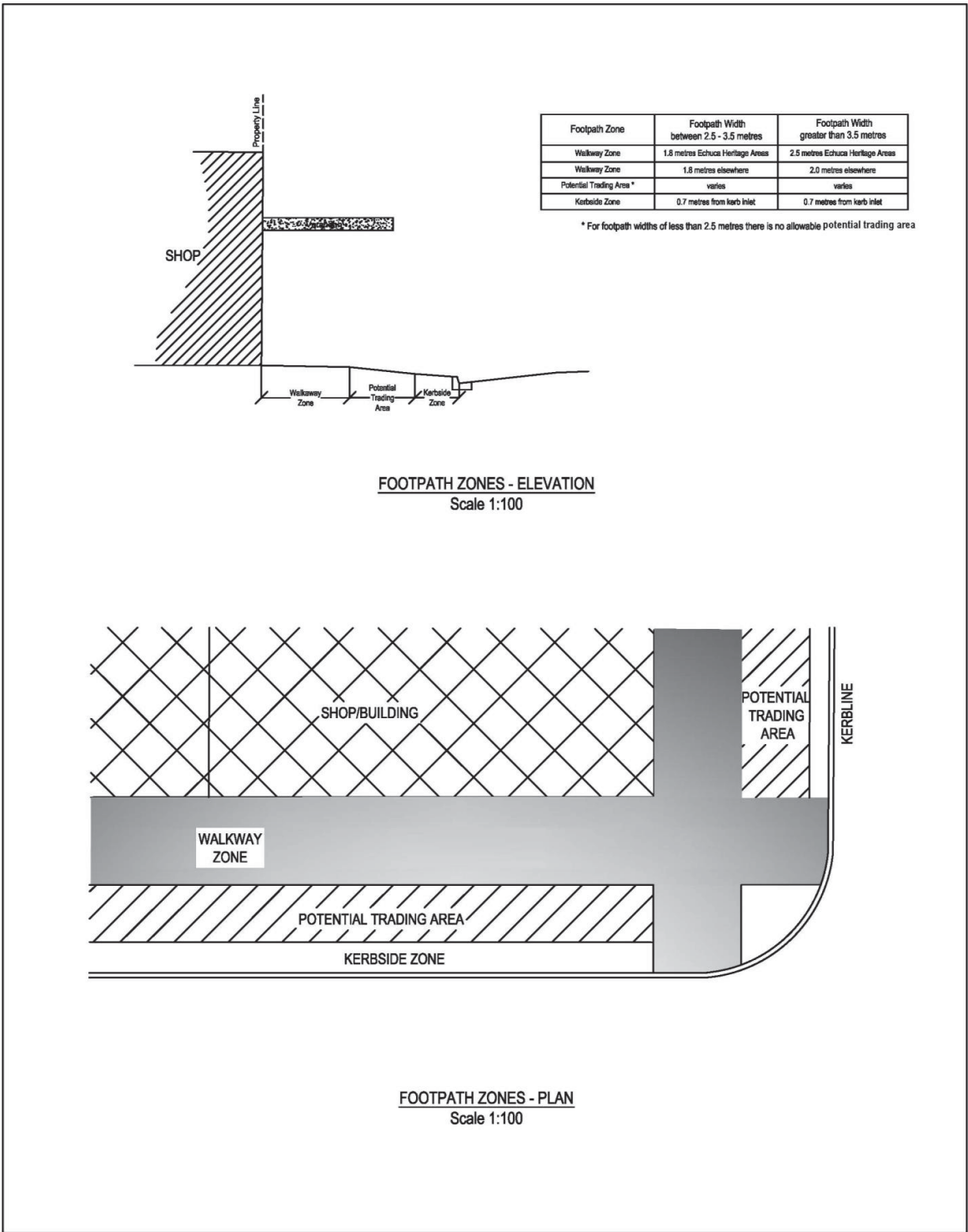
Overhead PLAN

Side ELEVATION

Sample Application



Footpath Zones



## Port of Echuca Market Conditions



1. Applications must be made in writing to Council at least three months prior to the date of the intended market.
2. The organisers will be required to provide public liability insurance cover to the value of \$10,000,000. Evidence of such insurance coverage must be supplied at the time of application.
3. Stalls, goods, tables or chairs must not encroach upon a roadway or designated car park unless otherwise approved by Council.
4. Use of the roadway will require permission from Council and the use of barricades from Council's depot will be erected. Draft Traffic Management Plans must be submitted at the time of application and may be subject to a fee.
5. No vehicles are to be driven or parked on any grassed area without the prior approval of Council.
6. No obstruction is to be caused to pedestrian traffic on footpaths.
7. The area is to be left in a clean and tidy condition. Failure to comply with this condition will result in a cleaning fee being levied on the organisation to cost recovery.
8. A bond may be requested at the discretion of Council. The amount of the bond will be determined by Council during the setting of the annual budget. This bond may be applied by the Council, at its sole discretion, to repair or replace any losses as a consequence of the market. This bond is refundable if the site is left in a clean and tidy manner and all conditions of the policy are met. The bond will be refunded by the Council within fourteen (14) days of the completion of the use of the location.
9. Compliance with all relevant Council Local Laws and Government regulations must be adhered to.
10. Markets planned to coincide with major precinct events must have written approval from the event committee.

January 2021

## Public Spaces Trading - Exclusions



### Commercial Health and Fitness Providers

#### Excluded Activities

- Aggressive or intimidating activities including combat/fighting training
- Amplified music or use of amplified audio (voice) equipment
- The offering for sale of clothing, merchandise, equipment, refreshments, goods, services or products
- Use of equipment damaging to surfaces, infrastructure or trees such as tyres, medicine balls, large weights, sleds, ropes etc.
- Attaching equipment to trees or park furniture etc.
- No pegs/stakes to be used at anytime
- Other activities as determined by the responsible Council officer

#### Excluded Zones

No commercial fitness activity is permitted in or on the following areas:

- Playgrounds, specifically playground equipment and soft fall surrounds
- Trees (including an exclusion zone of 1.5 metres from the trunk), garden beds and vegetation.
- Picnic tables, chairs and barbecue facilities
- Park furniture, (including tables, chairs and bench seats), buildings and structures (including grandstand areas)
- Environmentally sensitive areas
- Socially, historically or culturally sensitive areas, including memorials and shrines
- Art works
- Stairways within open spaces and footpaths may be transited but not used for training activity
- Any areas that may be temporarily closed by Campaspe Shire Council including during wet weather and/or maintenance activities
- Any other areas that may be nominated by Campaspe Shire Council

**Open spaces that are excluded from access include Apex Park Echuca, Alton Reserve Echuca and Kyabram Memorial Gardens, or any other area deemed unsuitable by Council officers.**

### Markets, Events and Festivals

#### Excluded Activities

- No heavy vehicles on grass areas
- No tent pegs, spikes or steel posts are permitted on any parkland / ovals with irrigation systems in place
- Tent weights are to be used on all parks / ovals with irrigation systems in place
- Where vehicle access is permitted there is to be no sharp turning, twisting or spinning of wheels.
- No driving over irrigation solenoid boxes
- Dogs are to be on leads at all times
- No wet weather access for any vehicle on any park / oval
- Jumping castle owners MUST be fully insured with Council nominated on the policy prior to setting up on Council property
- All events, markets, festivals and sporting events are responsible for all rubbish and recycling generated.

April 2012



# Commercial Health & Fitness Provider - Permit Application

This form is to be used if you wish to apply to Council to operate commercial/personal fitness training activities on a public open space / reserve managed by Council. This form is to be read in conjunction with Council's Public Spaces Guidelines and Council Commercial Health & Fitness Provider Permit Conditions.

## Applicant Details

Name of Business: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Postal Address: \_\_\_\_\_ Suburb: \_\_\_\_\_ Post Code: \_\_\_\_\_

## Proposed Areas of Use (please tick)

<input type="checkbox"/>	Hopwood Gardens Echuca	<input type="checkbox"/>	Onion Patch Echuca	<input type="checkbox"/>	Aquatic Reserve Echuca
<input type="checkbox"/>	Victoria Park Entrance Echuca	<input type="checkbox"/>	Vic Park Boat Ramp	<input type="checkbox"/>	Scenic Drive Echuca
<input type="checkbox"/>	John Pilley Reserve Kyabram				
<input type="checkbox"/>	Other (please specify)				

## Proposed Days/Times for Use

---



---

## Document Checklist

All Commercial Health Providers MUST submit the following documents;

- Certificate of Currency Public Liability Insurance (minimum \$10m)
- Copies of qualifications for each trainer/instructor including current first aid certificates
- Evidence of professional registration with Fitness Australia or relevant peak body
- Risk and Emergency Management Procedures

## Type of Activity

Detailed description of training/fitness activities to be undertaken: \_\_\_\_\_

---



---

## Permit Fees and Charges

2020/2021 Permit Fees:

\$300 for 12-month period



## Applicant Declaration

I certify that all details supplied in this application form and in the attached documents are true and correct to the best of my knowledge, and that the application has been submitted with the full knowledge and agreement of the management of the applicant organisation. I agree to contact Campaspe Shire Council in the event that any information regarding this application changes or is found to be incorrect. I acknowledge that I have read the 'Permit Conditions' and the 'Public Spaces Trading Guidelines' and agree to comply with all conditions listed.

Name: \_\_\_\_\_ Position in Organisation: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Submitting your application

Incomplete applications will not be assessed and will be returned to applicant.

Please submit your application to Campaspe Shire Council at least 14 days prior to your proposed activity date via email or post.

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

Post: Campaspe Shire Council  
Recreation Team  
PO Box 35  
ECHUCA VIC 3564

In person:  
Cnr Heygarth and High Streets  
ECHUCA VIC 3564

Enquiries: Contact the Recreation Services Officer Ph. 5481-2200 or 1300 666 535

### VICTORIAN GOVERNMENT INFORMATION PRIVACY ACT 2000

The personal information requested on this form is being collected by the Campaspe Shire Council for the provision of accessing Council managed reserves/open spaces. This information will be used solely by the Council, for that primary purpose or directly related purposes. If this information is not collected it will impede the processing of your application for use of a reserve/open space. The applicant understands that the personal information provided is for the processing of this application for use of a reserve/open space, and that he or she may apply to Council for access to and/or amendment of the information. Requests for access and/or correction should be made to the Privacy Officer, Campaspe Shire Council.



# CBD Footpath Widths



Footpath Width	Walkway	Potential Trading Area	Kerbside
<2.5m	All available width	No Trading	0.7m
2.5m>3.5m	1.8m	Remaining width	0.7m
3.5m<	2m (general) 2.5m (Echuca heritage)	Remaining width Remaining Width	0.7m 0.7m

Town	Street	Footpath Width (hard surface area only)
Echuca	High St (POE)(E)	7.8m
	High St (POE) (W)	5.5m
	Hare St (W)	5m
	Hare St (E)	5m
	Pakenham St (N)	5.5m
	Pakenham (S)	5.5m
Kyabram	Allan St (N)	4m
	Allan St (S)	4m
	Union St (W)	3.7m
	Union St (E) South end	2.5m
Girgarre	Morgan Cres (N)	3.4m
	Morgan Cres (S)	4.3m
Rochester	Moore St (E)	4m
	Mackay St (E & W)	4m
	Gillies St	4m
Rushworth	High St	4.6m
	Moora Rd	3.6m
Tongala	Mangan St (N)	3.6m
	Mangan St (S)	4m
Stanhope	Birdwood Ave (N)	4.2m
	Birdwood Ave (N) East end	3.6m
	Birdwood Ave (S)	4.2m
Lockington	Lockington Rd (W)	3.6m
	Hopetoun St (E)	3.6m
Gunbower	Main St	5m

April 2021

# Heritage Paint Colours



## Heritage Colours by Brand

### Creams

<u>Haymes</u>	<u>Bristol</u>	<u>Dulux</u>	<u>Wattle</u>	<u>Solver</u>	<u>Taubmans</u>
Cream	Eyre	Regency White	Off White	Pale Biscuit	
Manilla	MacArthur	Cream		Light Cream	
Eggshell	China Plate			Golden Ivory	
				Broken White	

### Light Stone

<u>Haymes</u>	<u>Bristol</u>	<u>Dulux</u>	<u>Wattle</u>	<u>Solver</u>	<u>Taubmans</u>
Toadstool	Captain Cook	Portland Stone	Mid Buff	Warm Beige	
Grey Green	Salamanca	Bath Stone	Deep Buff	Mid Biscuit	
	Eyre	Regency Cream	Light Beige	Light Earth	
	Arthur Phillip	Pale Stone		Manilla	
	Wattle n Daub	Golden Yellow		Rich Cream	
	Chiltern	Sea Coral		Cameo Pink	
	Lassiters Reef	Yorkstone		Citron	
	Como	Cream		Powder Rose	
				Pale Apricot	

April 2021

# Heritage Paint Colours



## Indian Red

<u>Haymes</u>	<u>Bristol</u>	<u>Dulux</u>	<u>Wattle</u>	<u>Solver</u>	<u>Taubmans</u>
Indian Red		Indian Red	Deep Indian Red	Indian Red	Redwood
Rich Red		Ox Blood	Rich Red	Venetian Red	Phillip
		Red Oxide	Terracotta		
			Venetian Red		

## Light Brown

<u>Haymes</u>	<u>Bristol</u>	<u>Dulux</u>	<u>Wattle</u>	<u>Solver</u>	<u>Taubmans</u>
	Fraser Island	Rose Beige	Deep Buff <i>Refer to "Light Stone" colours</i>	Deep Buff	
	Port Arthur	Warm Stone		Light Stone	
	Macquarie	Brown Stone		Warm Stone	
				Mid Earth	
				Light Olive	
				Middle Stone	

## Rich Brown

<u>Haymes</u>	<u>Bristol</u>	<u>Dulux</u>	<u>Wattle</u>	<u>Solver</u>	<u>Taubmans</u>
	Flinders Ranges	Red Oxide	Mission Brown	Tobacco	Mission Brown
	Port Arthur	Chocolate	Walnut Brown	Beachwood	
	Mission Brown	Senna Stone	Red Cedar	Mid Earth <i>Refer to "Light Brown" colours</i>	

April 2021

# Heritage Paint Colours



## Black and Off Black

<u>Haymes</u>	<u>Bristol</u>	<u>Dulux</u>	<u>Wattle</u>	<u>Solver</u>	<u>Taubmans</u>
			Charcoal	Carriage Green	

## Chrome Green and Related

<u>Haymes</u>	<u>Bristol</u>	<u>Dulux</u>	<u>Wattle</u>	<u>Solver</u>	<u>Taubmans</u>
Deep Brunswick Green	Brunswick	Deep Brunswick Green	Deep Brunswick Green	Carriage Green <i>Refer to "Black and off black" colours</i>	Mid Bristol Green
Mid Brunswick Green	Werribee Park	Mid Brunswick Green	Mid Brunswick Green	County Green	
Aircraft grey Green	Martindale	Grescendo Green	Middle Bronze Green	Green Tea	
Olive Drab	Ned Kelly		Deep Bronze Green	Deep Bronze Green	
				Regency Green	

## Blues

<u>Haymes</u>	<u>Bristol</u>	<u>Dulux</u>	<u>Wattle</u>	<u>Solver</u>	<u>Taubmans</u>
Regency	Blue Mountains	Ice Blue	Blue Isles	Stone Washed	
	Morton Bay	Jade Blue	Smoke Ash	Spruce Blue	
		Cobalt Blue	Light Admiralty Grey	Shadow Blue	
			Morning Sky		

## Greys

<u>Haymes</u>	<u>Bristol</u>	<u>Dulux</u>	<u>Wattle</u>	<u>Solver</u>	<u>Taubmans</u>
Dark Admiralty Grey	Bluestone	Naval Grey	Charcoal <i>Refer to "Black and off black" colours</i>		
Light Grey	Gargoyle	Lead Colour	Pastel Grey		
Koala Grey	Convict Days	Silver Grey			
	Morton Bay	Slate			

April 2021

# 10 Council Information

## 10.1 Kyabram Place Based Plan

Author	Department	Manager	General Manager
Manager Community Development	Community	General Manager Community	General Manager Community

### 1. SUMMARY

Commencing in early 2020, the Kyabram community, with the support of Council officers, has developed a four-year Place Based Plan (PBP). This is the third whole of township PBP constructed within Campaspe and is a true reflection of the long-term ambition of the Kyabram residents. Developed through extensive community and stakeholder consultation, this PBP has overcome many obstacles perpetuated by the COVID-19 pandemic and is a testament to the leadership and dedication within the Kyabram community.

The Kyabram PBP articulates their residents' vision and the strategic objectives for the township. The Kyabram PBP is broad in its scope and purpose and looks at facilitating projects and actions that will support Kyabram in embracing modern rural/regional living.

### 2. RECOMMENDATION

**That Council note the Kyabram Place Based Plan.**

### 3. PURPOSE

That Council note the Kyabram Place Based Plan and be aware of the strategic position that the Kyabram community has developed; as well as note the key priority projects and tasks identified by Kyabram as critical to meet its vision.

The development of the Kyabram PBP was facilitated with high levels of community engagement. Working in partnership with the Kyabram Development Committee, three rounds of community consultation facilitated the development of this plan and provided the Committee with a level of clarity around identifying the key issues for Kyabram.

As a result of the consultation process the newly defined vision for Kyabram is

“Kyabram is an inclusive and progressive community that embraces modern regional living”

The subsequent strategic objectives were identified as:

- Health, welfare and social wellbeing
- Industry, education and training
- Natural and built environment
- Retail and tourism

### 4. DISCUSSION

Following three rounds of consultation, the Kyabram community submits their PBP as a true reflection of its long term strategic needs to meet their vision for Kyabram. A testament to the hard work and ongoing focus of the community, the development of this plan has overcome numerous barriers, including the COVID-19 pandemic, to enable this community to articulate its needs and ambitions for the future.

This PBP has many features consistent with others developed across the Shire. Through a clear vision and strategic objectives, Kyabram has drafted several activities to help meet its needs. They have been categorised into the following:

- Quick wins (achievable in three to twelve months)
- Medium term (one to three years)
- Long term (four to ten years)
- Advocacy and support projects

The next phase is the roll out of the plan and the implementation of the projects. The Kyabram Development Committee will act as the Governance Committee for the plan. Subcommittees will be formed to deliver projects. Each subcommittee will be supported to develop project plans that will set out the scope of work, resources required and the timeframes for completion.

The Kyabram community has rallied around the plan with community organisations such as the Kyabram Club and the Kyabram Community Bank identifying \$10,000 each to go towards the seed funding of projects.

Council commends the work of the Kyabram Development Committee who have been exceptionally proactive in engaging the community in developing and ratifying this PBP. Its use of social media to communicate the elements of the plan and its openness to communicate with leading community groups within Kyabram reinforces that this PBP is a plan for the Kyabram community.

### **Community Consultation**

Consultation conducted by/with the Kyabram PBP Committee included:

- Online engagement via social pinpoint received.
  - 2,868 total visits
  - 784 unique users
  - 86 unique stakeholders
  - 144 comments on the ideas wall
- 63 people also completed an online survey
- 37 residents completed an ideas postcard
- 11 workshops (Online) were facilitated and 73 people attended
- 10 interviews were conducted with key residents in the Sport and recreation community
- 2 written submissions were received

The second-round community consultation in November 2020 was undertaken, entitled a “Think Tank Session” the project consultant facilitated with members of the Kyabram Development Committee as well as other members of the community to review all the data collected and prioritise projects.

### **Stakeholder Consultation**

An external stakeholder session was facilitated with Government agencies and peak bodies. Council used the session to identify strategic issues that should be considered as part of developing the Kyabram PBP. Attendees included:

- Echuca Moama and District Tourism Association
- North Central Catchment Management Authority

- Parks Victoria
- Sport and Rec Victoria
- Regional Development Victoria
- DEWLP
- Department of Transport
- Department of Health and Human Services

The final round of Community Consultation was facilitated in June 2021, when the draft plan was posted on Council's site.

- 26 submissions were received

These submissions from the community reinforced that the plan was a strong reflection of community sentiment and ambition. The Kyabram Development Committee facilitated a strong social media campaign to raise awareness of the plan and secured a high level of resident feedback.

## 5. OPTIONS

### Option 1: Council to note the Kyabram Place Based Plan

The Kyabram Place Based Plan has been developed through extensive engagement of the Kyabram community and other key stakeholder groups. The plan is a true reflection of this community's needs and ambitions.

Noting the Plan does not commit Council to undertake actions/costs, rather it allows officers support the community pursue its actions and assist them identify funding sources and partnership opportunities.

This option is recommended by officers.

### Option 2: Council not to note the Kyabram Place Based Plan

By not noting the plan Council risks not acknowledging the hard work and ambition of the Kyabram community, which could have the consequence of alienating relations between Council and this community.

This option is not recommended by officers.

## 6. CONSULTATION

### Internal consultation:

Various council officers have provided information and support throughout the process.

### Councillors:

- 7 July 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 2017-2021**

### **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.
- Work in partnership with industry, education providers and community to address skills for the future, lifelong learning opportunities and skills shortage gaps.

### **Healthy Environment**

- Strategically plan for future growth areas and existing communities while respecting our natural, built, social and economic environments.

### **Balanced Services and Infrastructure**

- Plan and advocate for services and infrastructure to meet community need.
- Maximise access and usage of assets through innovative design and partnership initiatives.

### **Responsible Management**

- Consult and engage with all sectors of the community to determine their priorities and support council decision making.
- Strengthen relationships and partnerships to maximise service and infrastructure opportunities, deliver joint initiatives, and leverage external funding.

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

### **Issues:**

#### **Issue 1: Infrastructure based projects**

The Kyabram community, through its Place Based Plan has identified an ambition for improved assets, such as aquatics services, off leash dog parks, regional parks, and a rail trail.

As Council is in the process of reviewing its service levels in aquatics and there is no current financial allocation for the development of the other above mention projects, Council cannot commit to supporting them financially.



Officers have begun working with the community on the scope of an “Off Leash Dog Park”, internal engagement has begun to inform the community of Council’s capacity to support this concept.

Issue 2: Seed funding of the project

Council has a budgeted commitment to provide \$15,000 towards the seed funding of projects identified within the Kyabram Place Based Plan in 2021/22. As process will be developed to review proposals from the community to use those funds to pursue the desired outcomes from the PBP.

**Risk:**

Risk	Likelihood	Consequence	Rating	Mitigation action
Unrealistic community expectation of Council’s role in managing the Kyabram Place Based Plan	Likely	Minor	Moderate	Officers to set clear expectations through the development of concise briefs and clear terms of reference for projects; clearly identifying the role that Council will provide in supporting the Plan and projects within it
Limited funding to deliver projects, causing delays and frustration with community	Likely	Moderate	High	Officers to work with Kyabram Development Committee to identify external funding opportunities

**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. ATTACHMENTS**

1. Kyabram Place based plan v 6 (2) [10.1.1 - 24 pages]

# Kyabram Place Based Plan

2021-2030

Kyabram is a welcoming, inclusive and progressive community that embraces modern regional living.





We respect and acknowledge the unique Aboriginal cultural heritage of the Bangarang and Yorta Yorta peoples, on whose land Kyabram is situated. We pay our respects to their ancestors, descendants and emerging leaders. We also acknowledge their living culture and their unique role in the life of this region.

We commit to ensuring that we work in partnership and consult with the indigenous community in relation to the projects contained within this Place-based Plan to ensure that we honour their culture and meet the needs of their community.

## Contents

<b>1.0 Executive summary</b>	<b>3</b>	<b>6.0 Our four key focus areas, objectives and actions</b>	<b>13</b>
Quick win (3-12 months)	5	<b>6.1 Health, welfare and social wellbeing</b>	<b>14</b>
Medium term projects (1-3 years)	6	How we aim to achieve this:	15
Long term projects (4-10 years)	7	<b>6.2 Industry, education and training</b>	<b>17</b>
Advocacy and support projects	7	How we aim to achieve this:	18
<b>2.0 Introduction</b>	<b>8</b>	<b>6.3 Natural and built environment</b>	<b>19</b>
<b>3.0 Our town</b>	<b>9</b>	How we aim to achieve this:	20
<b>4.0 Our history</b>	<b>12</b>	<b>6.4 Retail and tourism</b>	<b>21</b>
<b>5.0 Our vision</b>	<b>13</b>	How we aim to achieve this:	22
		<b>7.0 Our monitoring and evaluation</b>	<b>23</b>

# 1.0 Executive summary

The Kyabram Place Based Plan identifies the key priorities of the Kyabram community over the next ten years to help it become an even more liveable, inclusive, adaptive and resilient community.

The traditional owners of the land on which Kyabram is situated, i.e. the Bangarang and Yorta Yorta people, continue to care for the land and retain their very strong attachment to country. Since European settlement 180 years ago, Kyabram has experienced a range of ups and downs, but has always shown a high level of resilience and kept growing and developing the town and the surrounding farming communities. Recent years have seen some significant challenges including:

- Drought
- Deregulation of the dairy industry
- High cost of accessing water for farming, horticulture and industry
- Changing demand for commodities on the international market
- Impacts of climate change including higher temperatures in summer, more intense rainfall events and an increase in the number of extreme fire risk days
- Impacts of COVID-19 including job losses, decreased household incomes, social isolation, delays to other medical treatments and illness
- Rapidly changing technology, e.g. telecommunications and online environments
- Ageing infrastructure and lack of funds to renew this infrastructure
- Greater competition for grants
- Decreasing volunteerism of a traditional nature

In addition, the town and district has experienced what many other rural communities have experienced, e.g.

- An ageing community
- Relocation of young people to other locations such as Shepparton, Bendigo or Melbourne for work and study
- Increased cost of living and housing
- Smaller residential blocks with limited back yards
- Lack of some essential services, e.g. mental health services
- Shift towards renewable power sources, e.g. solar electricity and water.

Although faced with various challenges over the years, Kyabram has also maintained its very strong sense of community and is proud of its people, organisations and natural assets, including:

- Health services, e.g. Kyabram & District Health Services
- Community facilities, e.g. Kyabram Community and Learning Centre
- Sports facilities, e.g. Wilf Cox Complex, bocce, skate park, and indoor stadium
- Parks, gardens and playgrounds, e.g. Edis Park
- Service organisations
- Places of worship, e.g. Anglican Church of Australia
- Industries, e.g. Kyvalley Dairy Group and the camel dairy
- Education institutions, e.g. Kyabram P-12 School, St Augustine's and kindergartens
- Tourism, e.g. Kyabram Fauna Park, caravan parks and motels
- Arts and culture, e.g. Kyabram Town Hall and Kyabram Plaza Theatre
- Event spaces, e.g. Kyabram Showgrounds
- Retail sector, e.g. Knights Store (opened in 1886)
- Media, e.g. Kyabram Free Press.

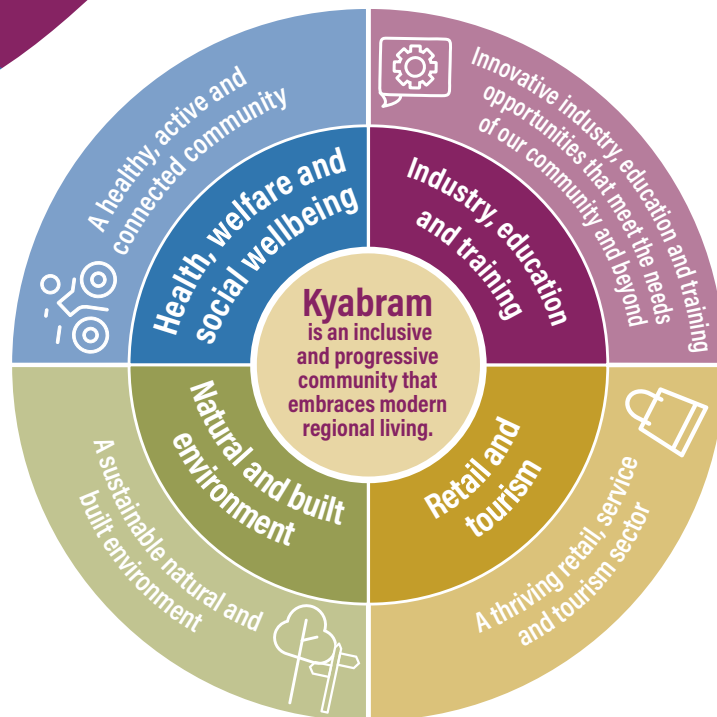
The Kyabram Place Based Plan was driven by the community and will help to guide decision making by Kyabram Development Committee and other key stakeholders in relation to initiatives in Kyabram. More than 900 local residents had their say in the future of their town through an array of community engagement activities undertaken throughout 2020 including:

- Online engagement - 2,868 total visits, with 784 unique users and 86 unique stakeholders. There were 144 individual comments on the ideas wall and 63 completed surveys
- 37 postcards
- 11 workshops featuring 73 people
- 10 key stakeholder interviews with 10 people
- 2 written submissions.

Together the community has agreed upon a shared vision for the town and surrounding region:

**Kyabram is an inclusive and progressive community that embraces modern regional living.**

To help achieve the vision, four key focus areas were developed. Each of the four key focus areas are supported by at least one objective:



Many potential projects were identified by the community throughout the engagement period. The list of potential projects was assessed by a community think tank (made up of a broad cross representative group of community members). Below is a summary of each of the proposed projects.

### Quick win (3-12 months)

1. Develop an **off-leash dog park** in Kyabram
2. Secure a **wheelchair accessible taxi** for Kyabram to enable residents in wheelchairs to more easily participate in all aspects of community life
3. Establish a **community website** to promote the liveability and unique attributes and attractions of Kyabram to local residents and to residents of other towns in the region and across Victoria. Through this site:
  - a. actively promote clubs and organisations such as sports clubs, service clubs and the Kyabram Community and Learning Centre
  - b. actively promote training, employment and volunteer opportunities available within Kyabram.
  - c. actively promote Kyabram businesses and products to help grow the market for these goods and services.
4. Install a **sign that welcomes people to Yorta Yorta country** and incorporate our indigenous culture into various initiatives around the town including public art works.
5. Establish **new social and support groups** for our local residents such as mothers groups and young professionals groups.
6. Introduce a **'shop local' campaign** to enable local businesses to survive and thrive.
7. Encourage **some local retail businesses to open on weekends** to support visitors to the area and encouraging local residents to shop on weekends.
8. Encourage the establishment of **pop-up businesses in empty shops** to enable local people with a business idea to test the market and see how well their products or services are received
9. Develop an **education and training centre** in Kyabram to train local residents to deliver quality health services in our community.
10. Develop a **calendar of events** to promote existing events and activities in the town
11. Create, facilitate and support **more events and activities** in Kyabram such as an Italian Fiesta, youth FReeZA events (drug and alcohol-free music events), Fun Runs (colour run), art / music festivals, piano festival and wine and food events (also medium term)
12. Establish an **art house cinema** at the Plaza Theatre in Kyabram to show attract non-mainstream and international films that attract both local residents and people from further away.

## Medium term projects (1-3 years)

1. Develop an exciting and inspiring **regional park** in Kyabram
2. Aspire to maintain and improve **aquatic facilities** in Kyabram
3. Monitor the completion of the **Breen Avenue shared path**
4. Further develop **sports facilities** at the Kyabram Northern Oval Recreation Reserve and Kyabram Recreation Reserve (also long term)
5. Organise or facilitate **sustainability events** in Kyabram to profile farmers, businesses or residents who have adopted sustainable practices.
6. Community groups running events and activities will be supported to incorporate **sustainable environmental and economic practices**.
7. Create, facilitate and support **more events and activities** in Kyabram such as an Italian Fiesta, youth FReeZA events (drug and alcohol-free music events), Fun Runs (colour run), art / music festivals, piano festival and wine and food events (also a quick win)
8. Improve the visual appeal of **town entrances** and install informational and directional signage to let visitors to the area know what is available within the town



## Long term projects (4-10 years)

1. Develop a **rail trail** between Kyabram and Echuca via Ky Valley and Tongala
2. Further develop **sports facilities** at the Kyabram Northern Oval Recreation Reserve and Kyabram Recreation Reserve (also medium term)

## Advocacy and support projects

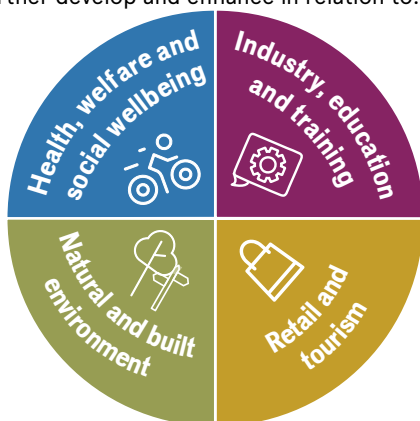
1. Support the expansion of Kyabram and District Health Service and the attraction of additional health and wellbeing services
2. Support the development of an Aboriginal Community Controlled Health Organisation (ACCHO) in Kyabram
3. Advocate for improved educational facilities in Kyabram to ensure that our children's learning environments are compatible with or better than early years facilities and schools in neighbouring towns / cities.
4. Advocate to the Federal Government to keep the price of water for farming and industry affordable.
5. Advocate for increased water pressure in Kyabram to improve business operations and to attract more businesses to relocate to the industrial estate.
6. Advocate to the Department of Transport for improved public transport services and timetables to destinations such as Melbourne, Bendigo, Echuca and Shepparton.
7. Advocate to Goulburn Valley Water and Goulburn Murray Water for improved water pressure in existing and new residential developments.
8. Support the implementation of recommendations contained within the Kyabram Fauna Park Master Plan.



## 2.0 Introduction

The overall aim of the Kyabram Place Based Plan is to strengthen and build the adaptive capacity and resilience of Kyabram and the community. It will achieve this through the establishment of a vision which reflects the Kyabram community's future ambitions. It also incorporates clear objectives and actions to guide decision making to support implementation of the vision.

The plan will be used in many ways. It will clearly identify the direction the Kyabram community wishes to further develop and enhance in relation to:

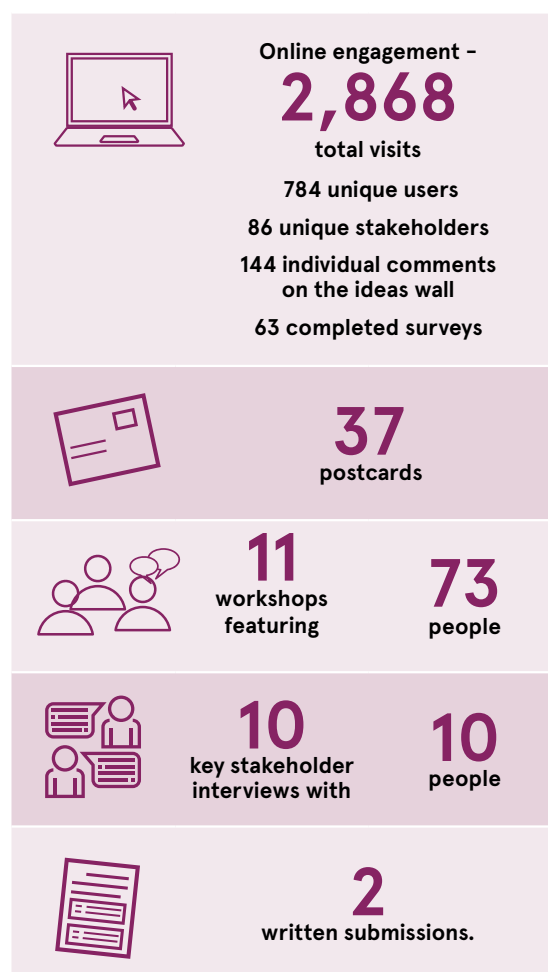


It will also be used to:

- identify partnerships
- stimulate economic growth and investment
- provide an evidence base of need
- attract funding
- advocate for specific resources and initiatives
- guide the provision and management of programs, services and facilities for the community.

To maintain momentum and to ensure continued engagement by the community, the plan has identified some quick wins, as well as some medium and longer-term actions. There are also some advocacy projects incorporated into the plan.

In order to prepare the Kyabram Place Based Plan, an extensive community engagement plan was undertaken including:



The Kyabram Development Committee promoted engagement opportunities extensively through its facebook page and drove a considerable amount of people to the online site to respond.

In addition to community engagement, a broad range of relevant documents including Campaspe Shire Council's Plan and the Kyabram Fauna Park Master Plan were reviewed and a demographic analysis undertaken.

# 3.0 Our town

## Overview













Kyabram is situated in the 'food bowl' of northern Victoria and is the Shire of Campaspe's second largest town. Located between Echuca and Shepparton and 200km north of Melbourne, it is renowned for its friendly, welcoming atmosphere and strong community spirit. First settled in the late 1800s, Kyabram has a rich history in agriculture, particularly horticulture.

Kyabram is Campaspe Shire's most multicultural community with a significant proportion of the community immigrating from Italy, Albania, India, Germany and the Philippines. These groups are well established with many being a part of the Kyabram community for multiple generations.



## Our people

The following table provides an overview of the Kyabram community, based on the 2016 Australian Bureau of Statistics Census. <sup>1</sup>

<p><b>Current population</b></p>  <p><b>7,331</b></p>	<p><b>Projected population of Kyabram East and West by 2036</b></p>  <p><b>9,174</b> (source: profile.id)</p>	<p><b>Median age</b></p>  <p><b>45</b> years of age (compared with 37 years of age for Victoria)</p>
<p><b>20–49 year olds (as a % of population)</b></p>  <p><b>31.2%</b> (compared with 42.4% for Victoria)</p>	<p><b>People over 65 (as a % of population)</b></p>  <p><b>25.2%</b> (compared with 15.6% for Victoria)</p>	<p><b>Aboriginal and Torres Strait Islander (as a % of population)</b></p>  <p><b>2.1%</b> (compared with 0.8% for Victoria)</p>
<p><b>People born in Australia</b></p>  <p><b>84.0%</b> (compared with 64.9% for Victoria)</p>	<p><b>Top countries of birth (other than Australia)</b></p>  <p>England, Italy, New Zealand, Philippines and India</p>	<p><b>Languages spoken at home other than English</b></p>  <p>Italian, Albanian, Tagalog, Filipino and Punjabi</p>
<p><b>Median age Median household weekly income</b></p>  <p><b>\$1,018</b> (compared with \$1,419 for Victoria)</p>	<p><b>Currently attending TAFE, university or tertiary institution</b></p>  <p><b>9.0%</b> (compared with 23.5% of Victorians)</p>	<p><b>Those with a Bachelor degree or above</b></p>  <p><b>9.4%</b> (compared with 24.3% of Victorians)</p>

<sup>1</sup>Australian Bureau of Statistics, 2016 Census QuickStats – Kyabram (State Suburb): [https://quickstats.censusdata.abs.gov.au/census\\_services/getproduct/census/2016/quickstat/SSC21404](https://quickstats.censusdata.abs.gov.au/census_services/getproduct/census/2016/quickstat/SSC21404)







## Changing economic environment

Traditionally Kyabram's economy was focused on agricultural, horticultural, dairy industries and food production. The township has grown and diversified and in addition to its farming industries now boasts a range of retail, industrial, commercial, health and community services. It has recently seen the development of innovative industries such as a camel farm.

Local families are able to access a broad range of services and opportunities within the town, enabling a high standard of living. As well as servicing local residents, Kyabram is an economic, retail and social hub for a number of smaller communities that surround the township, including Lancaster, Kyvalley and Wyuna.

## Emerging employment trends

Between 2011 and 2016 Census's employment growth was recorded in the following six industries in Kyabram:

Industry		Growth rate (2011-2016)
Health		+2.6%
Administrative and Support Services		+1.3%
Professional Scientific and technical Services		+0.5%
Wholesale Trade		+0.4%
Information Media and Telecommunications		+0.2%
Public Administration and Safety		+0.1%

## Arts and cultural opportunities

The Kyabram Town Hall is a Council owned building which houses a community run arts space with three distinct galleries focussing on contemporary art, historical fashion and visiting exhibitions. The volunteer group that governs and manages the hall has transitioned from being a Section 86 Committee of Council to an Incorporated Association with the aim of becoming a sustainable business into the future.

Kyabram Plaza Theatre is licenced to an incorporated body. The building was temporarily closed while repairs were undertaken and was also closed during COVID-19 restrictions. The site has great potential but is currently under-utilised at present.

The Clearwater Mural Project, located at the Goulburn Valley Water site, is another community-led art project.

## Tourism

The Kyabram Fauna Park is home to over 500 varieties of birds and animals. It is recognised for its breeding of Australian endangered species program. The park includes a café, playground, barbeques and a tourist information centre. A new masterplan was developed for the site by the Department of Environment Land, Water and Planning (DELWP) and Campaspe Shire Council, in consultation with the community.

The Kyabram Showgrounds also hold a number of events that draw a large number of local residents and visitors. These events include a rodeo; agricultural and pastoral show; country music festival; and engine and machinery rallies.

A comprehensive display of tourist information brochures can be found at the Kyabram Town Hall Gallery.

## Sport and recreation

Kyabram is well serviced in relation to sporting facilities. It features numerous parks, gardens and play spaces; walking / cycling tracks; two golf courses; an Olympic sized outdoor swimming pool; bowls; croquet; a bocce complex; tennis courts; a multi-purpose sports stadium; and sporting reserves that host traditional sports such as football, netball, soccer and cricket. In addition, there are several privately operated facilities offering dancing and martial arts.

## 4.0 Our history

For some 40,000 years prior to the arrival of Europeans, the Yorta Yorta peoples lived on the land. We recognise and respect their rich cultural history, care of the land and their elders past present and emerging.

The following table provides a timeline of Kyabram's history:

1840	The first squatter, M.F. Scobie, took up land in the district
1869-1872	The district was a single and huge sheep run owned by James McBain.
1875	School established at Kyabram South (later Cooma)
1876	First sale of town blocks
1876	A general store opened (the first business in town)
1878	Opening of Kyabram Post Office
1883	Quoits matches were held
1884	Opening of Sheridan Post Office
1886	Kyabram was renamed Kyabram East
1886	Knights' store opened
1886	Sheridan was renamed Kyabram
1887	The railway line reached Kyabram
1888	A skating rink was opened
1890's	Fruit orchards were established along with irrigation water
1891	Kyabram Mechanic's Institute was built. Already the town had 4 churches, 3 hotels, cordial and coach factories and several stores
1891	Kyabram Railway School opened
1915	School opened in Haslem St
1918	Soldier settlers took up orchards
1922	Kyabram Co-operative Fruit Cannery established
1924	Local resident John Allan became Premier of Victoria
1926	State-generated electricity was made available for the butter factory
1927	Kyabram Cinema opened
1933	A bush nursing hospital was established
1937	Council stockyard developed
1939	Cummeragunja Walk Off
1954	Kyabram was gazetted as a borough
1955	Kyabram High School opened
1959	Kyabram Irrigation Research Station was opened (and closed in 2008)
1960	Kyabram District Memorial Hospital opened
1967	Australian Referendum – allowing Aboriginal people to be included in the census.
1973	Kyabram was proclaimed a town
1974	Njernda was created
1994	Kyabram town formed part of Campaspe Shire

### Sources:

Victorian Places: <https://www.victorianplaces.com.au/kyabram>  
 Wikipedia: <https://en.wikipedia.org/wiki/Kyabram>  
 Britannica: <https://www.britannica.com/place/Kyabram>  
 Aussie Towns: <https://www.aussietowns.com.au/town/kyabram-vic>  
 Kyabram 3620 My Kind of Town: <http://www.kyabramtown.com.au/history.html>

## 5.0 Our vision

Kyabram is a welcoming, inclusive and progressive community that embraces modern regional living.



## 6.0 Our four key focus areas, objectives and actions

Our focus areas and objectives tell everyone what we want to achieve and relate directly to our vision.

## 6.1 Health, welfare and social wellbeing



### Objective: A healthy, active and connected community

Kyabram is a caring town where health and wellbeing services are inclusive, accessible and readily available to all.

Our people understand the importance of health and have embraced healthy and active lifestyles.

Our people have a strong sense of belonging and look out for one another. We know our neighbours and feel safe and supported at all times. Our people never hesitate to lend a hand to those in need.

We provide opportunities for the community to participate in a range of different indoor and outdoor activities to improve their health and wellbeing, enjoy our beautiful natural environment, have fun, develop their skills and make new social connections. These activities are located at quality spaces and places throughout the town such as parks, sports grounds, trails and halls. These activities are locally based and low cost to ensure maximum accessibility.

There are opportunities to connect with others in the community and make life-long friendships through our extensive range of clubs, organisations and casual meeting spaces. Our community-based organisations and clubs provide inclusive and welcoming environments for people of all backgrounds, ages, genders and abilities. There are ample opportunities for volunteering and 'giving back' to the community. Young people are included in planning and decision making.



## How we aim to achieve this:

1. The Kyabram community will develop an exciting and inspiring **regional park** in Kyabram featuring items such as: play opportunities for all ages and abilities, nature play, skate park, pump track, community art, BBQ and picnic facilities, shelters, performance space / activity space for free or low-cost family activities such as bands, seats, accessible shared pathways, accessible toilets, landscaping and free Wi-Fi.
2. The Kyabram community will aspire to maintaining and improving **aquatic facilities** in Kyabram so that our residents have access to lap swimming, learn to swim programs, water exercises and water play throughout summer and potentially through an extended season.
3. The Kyabram community will monitor the completion of the Breen Avenue shared path and aspire to develop a rail trail between Kyabram and Echuca via Ky Valley and Tongala to enable healthy recreational activities for local people and an attraction for visitors to the area. The rail trail will have a fauna theme to create a strong linkage to Kyabram Fauna Park and will help to entice visitors from Echuca. It will also feature interpretive information about our local indigenous history, post European settlement history, our unique agricultural features, local flora and fauna. Potentially there will be opportunities for local business development surrounding the rail trail such as bicycle hire and shuttle services, as well as farm gate sales and on trail accommodation.
4. The Kyabram community will aspire to develop an off-leash dog park in Kyabram where people and their dogs will feel welcome to exercise and socialise with other dogs and their owners. The site will feature a secure fence and gates, agility equipment, community art designed by local children with a dog theme, paths, seats, shade trees, bins, water and dog bags. We will support dog obedience training and dog related events at this site.





- 5.** The Kyabram community will work with stakeholders to develop sports facilities at the Kyabram Northern Oval Recreation Reserve and Kyabram Recreation Reserve (after reviewing existing master plans) so that they provide the best possible playing opportunities for our residents and visiting sports teams and enable us to retain and attract more sporting events to the town. Works, which have been identified in the master plans for each of these sites include:
- a. Kyabram Northern Oval –
    - extend and redevelop the sports pavilion to incorporate female and umpire change facilities, additional undercover spectator areas and storage for all user groups.
    - relocate the boundary fence and construct an irrigated and lit rectangular multi-use playing area that can accommodate one oval and two senior soccer pitches
    - redevelop the outdoor courts to achieve nine lit netball courts (with potential for 6 multi-use netball / tennis courts) and a shelter
    - car parking, roadway and landscape works
  - b. Kyabram Recreation Reserve –
    - renew the playing field and incorporate player shelters and digital scoreboard
    - upgrade Wilf Cox Pavilion and grandstand – including female friendly change facilities
    - construct an additional netball court, shelters and digital scoreboard
    - construct cricket practice net and safety fence
    - car parking, roadway and landscape works.
- 6.** The Kyabram community will support the expansion of Kyabram and District Health Service and the attraction of additional health and wellbeing services for all members of our community including mental health and dental services, more doctors and an emergency department attended by doctors on call.
- 7.** The Kyabram community will support the development of an Aboriginal Community Controlled Health Organisation (ACCHO) in Kyabram to develop community-led solutions to improve the quality of life and health outcomes for our indigenous residents.
- 8.** The Kyabram community will aspire to secure a wheelchair accessible taxi for Kyabram to enable residents in wheelchairs to more easily participate in all aspects of community life.
- 9.** The Kyabram community will actively promote clubs and organisations such as sports clubs, service clubs and the Kyabram Community and Learning Centre through our promotional channels.
- 10.** The Kyabram community will work in partnership with Campaspe Shire to help establish new social and support groups for our local residents such as mothers groups and young professionals groups.

## 6.2 Industry, education and training



### **Objective: Innovative industry, education and training opportunities that meet the needs of our community and beyond**

Despite adversity and change, Kyabram continues to reinvent itself by developing innovative new industries and farming enterprises that produce unique and quality products sold throughout Australia and internationally. Our businesses and farming enterprises embrace technology, new markets and new ways of doing things to continually enhance their viability.

Our early years' centres, primary schools and secondary schools provide a high standard of education for children across the district from birth to the completion of secondary college. These educational centres are attractive and welcoming and are equipped with the latest technology. Our educators genuinely care and do everything that they can to ensure that our children and young people can achieve their potential. As a result, families choose to utilise local educational facilities and our children and young people achieve excellent academic results, stay in school longer and are equipped with the skills to undertake further study or employment once their early years, primary and secondary schooling is complete.

Training and employment opportunities are also offered locally for residents through apprenticeships; traineeships; partnerships with universities, TAFE and health service providers; and a range of courses that are available through the Kyabram Community and Learning Centre. Young people in our community who want to remain in town once their education is completed are able to find work locally.



## How we aim to achieve this:

1. The Kyabram community will advocate for improved educational facilities in Kyabram to ensure that our children's learning environments are compatible with or better than early years facilities and schools in neighbouring towns / cities. Through the establishment of better-quality facilities, we may be in a position to encourage more local families to send their children to school in Kyabram and may also attract more families to relocate to Kyabram, thereby growing the town. As a consequence, there will be increased demand for additional teachers and a greater breadth of educational opportunities available locally.
2. The Kyabram community will support Kyabram District Health to develop an education and training centre in Kyabram to train local residents to deliver quality health services in our community. This training centre will incorporate partnerships with tertiary education providers.
3. The Kyabram community will actively promote training, employment and volunteer opportunities available within Kyabram through our promotional channels.
4. The Kyabram community will actively promote Kyabram businesses and products through our promotional channels to help grow the market for these goods and services.
5. The Kyabram community will seek Campaspe Shire Council support to advocate with us to keep water prices affordable for farming and industry.
6. The Kyabram community will seek Campaspe Shire Council support to advocate with us for increased water pressure in Kyabram to improve business operations and to attract more businesses to relocate to the industrial estate.



## 6.3 Natural and built environment



### Objective: A sustainable natural and built environment

Our parks, gardens and streetscapes are attractive and well maintained, predominantly featuring a variety of different native and indigenous plantings that are drought tolerant and easy to maintain. These spaces provide accessible paths, seats and shade, and depending on their size and purpose, may also feature toilets, BBQs, play equipment and picnic facilities. Local residents and visitors use these spaces for activities and events year-round.

Our roads and footpaths are safe and well maintained and connect people to key locations in the town. People are able to find their way around town and to key locations through well thought out wayfinding signage.

Public transport is an affordable, safe, reliable and practical transportation option for local residents. Timetables meet the needs of people travelling to destinations such as Melbourne, Bendigo, Echuca and Shepparton for work, study or leisure.

New residents are attracted to the town as additional residential land is opened up. Local residents involved directly or indirectly in housing construction have increased employment opportunities as a result of demand for new housing developments in Kyabram.

Water pressure in existing and new residential developments is improved and flood mitigation works have been implemented to reduce the impact of high-water events.

Our community has a high level of awareness of environmental sustainability, including recycling, composting, solar energy, recycled water, etc. Environmentally sustainable design components are included in all public works and public spaces, accompanied by an education process.

We recognise that the land on which we live is Yorta Yorta country. We have great respect for the traditions and customs of the Yorta Yorta people and embrace opportunities for indigenous members of the community to continue to share their culture with us all.



### How we aim to achieve this:

1. The Kyabram community will work in partnership with Campaspe Shire to advocate to the Department of Transport for improved public transport services and timetables to destinations such as Melbourne, Bendigo, Echuca and Shepparton.
2. The Kyabram community will work in partnership with Campaspe Shire to advocate to Goulburn Valley Water and Goulburn Murray Water for improved water pressure in existing and new residential developments. This will further enhance the appeal of Kyabram to attract new residents and will ensure that existing and future local residents have adequate water pressure for their daily activities.
3. The Kyabram community aspires to organise or facilitate sustainability events in Kyabram to profile farmers, businesses or residents who have adopted sustainable practices. This may include a festival or open days where interested people can visit homes or businesses that are operating in a sustainable manner. It may also include running workshops on how to become more sustainable, potentially linked with local organisations.
4. The Kyabram community will develop a policy on sustainability and incorporate sustainability practices into all of our events and activities.
5. The Kyabram community will support the installation of a sign that welcomes people to Yorta Yorta country and we will incorporate the indigenous culture into various initiatives around the town including public artworks.



## 6.4 Retail and tourism



### Objective: A thriving retail, service and tourism sector

Our existing shops are well supported by local people and some of these businesses will choose to open on weekends to service both local residents and visitors to the area. People are able to purchase almost everything that they need locally. People from neighbouring towns choose to shop in Kyabram rather than larger towns or cities nearby and enjoy the variety of unique family-run businesses.

New businesses will be encouraged to establish themselves in Kyabram through a range of incentives such as pop-up shop opportunities. Family-friendly food and beverage businesses focussed on creating opportunities for social interactions between local residents and incorporating the nature environment will also be encouraged.

We will become renowned throughout the region for our unique art house cinema. People from as far away as Shepparton and Echuca will regularly visit the cinema to view non-mainstream and international films. Local clubs will be able to work in partnership with the cinema to hold fundraising nights at the art house cinema.

The Kyabram Fauna Park will become one of the highest visited tourist attractions in the region. In accordance with its master plan, it will continue to grow and expand its offerings and encourage repeat visitation.

We will promote existing events and activities across the region and will instigate a number of new events to highlight our unique attributes and location.

Our town will also be recognised for its unique public art on the water tower and through murals throughout the town. Arts events and displays will become frequent additions to our community calendar of events.

Services that are integral to our community's safety and wellbeing, such as police, ambulance, hospital, health services and fire services, will be retained.



## How we aim to achieve this:

1. The Kyabram community will introduce a 'shop local' campaign to enable local businesses to survive and thrive. By encouraging local people to shop locally, it will reduce the need (particularly for those with no transport or limited transport options) to travel to Shepparton or Echuca if they can buy goods locally. It will also help to create more local employment opportunities. In addition, it will enable people to help local businesses who are often sponsors of local sport and community groups (i.e. give back to those who give).
2. The Kyabram community will encourage some local retail businesses to open on weekends to support visitors to the area (e.g. those who may be visiting Kyabram Fauna Park or attending an event) and encouraging local residents to shop on weekends. This will involve identifying businesses who may be keen to undertake a trial for a certain period of time (or when events are on) to determine viability of weekend openings.
3. The Kyabram community will encourage the establishment of pop-up businesses in empty shops to enable local people with a business idea to test the market and see how well their products or services are received. This will also create a sense of activity and busyness in the town centre.
4. The Kyabram community will support the implementation of recommendations contained within the Kyabram Fauna Park Master Plan including: new animal displays (non-Australian wildlife); new nature-themed water play area; improved animal display areas, animal encounters and viewing experiences; tented safari camp; event centre and restaurant; green garden zone; and various other infrastructure developments. This upgrade will enable the Fauna Park to further enhance its appeal to visitors, thereby providing economic benefits to local businesses and the broader community.
5. The Kyabram community will develop a calendar of events to promote existing events and activities in the town. This calendar will be promoted through our promotional channels.
6. The Kyabram community will aspire to create, facilitate and support more events and activities in Kyabram such as an Italian Fiesta, youth FReeZA events (drug and alcohol-free music events), Fun Runs (colour run), art / music festivals, piano festival and wine and food events. We will utilise the Plaza Theatre, Kyabram Town Hall, the main street and parks for these events and activities.
7. The Kyabram community will aspire to establish an art house cinema in Kyabram at the Plaza Theatre in Kyabram to show attract non-mainstream and international films that attract both local residents and people from further away. Local clubs will be encouraged to work in partnership with the cinema to hold fundraising nights.
8. The Kyabram community will work with Campaspe Shire Council and VicRoads to improve the visual appeal of town entrances through installation of informational and directional signage to let visitors to the area know what is available within the town. The key town entrances to transform include: Lancaster Road; McEwen Road (either side of McCormick Road to capture motorists coming north from Echuca along this road or south from Rochester along this road; John Allan Road / Albion Street from Wyuna; and Cooma Road. Directional signage will also be installed to show the location of the art trail and any other relevant attractions that do not currently have sufficient signage. Key features to include on town signs include town hall, Kyabram Fauna Park, water tank (as part of the art trail), food and retail.
9. The Kyabram community will establish a community website to promote the liveability and unique attributes and attractions of Kyabram to local residents and to residents of other towns in the region and across Victoria. This website will also have capacity for volunteers to be matched with volunteering opportunities.

## 7.0 Our monitoring and evaluation

A Kyabram Place Based Plan Implementation Committee, comprising of a broad cross section of the community (i.e. representative of the demographics of the community in terms of age, gender, background, abilities and experience) will be established to take on the role of implementing the plan, supported by Community Support Officers from Campaspe Shire Council.

An implementation plan has been produced to assist the Implementation Committee to progress projects. It incorporates the following information for each project:



The Kyabram Place Based Plan should be reviewed annually. There may also be a requirement to establish baseline data for some projects so that the impact of specific actions or initiatives can be measured.





## 10.2 Notes of Appreciation

The following have been received:

- Bo Hughes, Kyabram – thank you to Keith Oberin, Municipal Recovery Manager and John Boal, Emergency Management Planning Coordinator for their help and support following the loss of her home from a house fire on 17 June. The staff made dealing with the loss somewhat easier, booking accommodation for the night, for her and her son.

Bo is still without a house but won't give up searching. Keep up the good work.

- 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 April to 30 June 2022 Council has diverted 7.50kg of cartridges from landfill.
- John Shaw, Rochester – thank you for grading Cohen Street, Rochester.

### RECOMMENDATION

**That Council acknowledge the notes of appreciation as listed.**

## 10.3 Responsive Grants Program

Author	Department	Manager	General Manager
EA General Manager Community	Community		General Manager Community

### 1. SUMMARY

That Council note one successful application to the Responsive Grants Program.

### 2. RECOMMENDATION

That Council note the following application was approved in accordance with the Responsive Grants Program criteria and the applicant advised in writing:

- Echuca Historical Society Inc. – \$763.60 to assist with costs to reprint 3,000 Heritage Walk brochures for distribution to Echuca Moama Tourism, accommodation and activity providers.

### 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 applications have been received:

Echuca Historical Society Inc. – to assist with the cost to reprint 3,000 Heritage Walk brochures for distribution by the Visitor Information Centre, accommodation and attraction venues.

With an increase in visitors to the Campaspe Shire having the brochures available at the Visitor Information Centre, accommodation and attraction venues will promote opportunities for things to do while visiting Campaspe.

In turn, this creates an opportunity for visitors to escape the pressures of life coming out of COVID while being active in the local community.

Organisation	Amount	Amount Recommended	Purpose	Comment
Echuca Historical Society Inc.	\$763.60	\$763.60	To assist with the costs to reprint 3,000 Heritage Walk brochures.	Approved by CEO as the application met all the criteria. <ul style="list-style-type: none"> <li>• to assist with creating opportunities for activities to be undertaken with the increased volume of visitors to regional Victoria due to Covid restrictions easing,</li> <li>• the reprint is required outside the Community Grants Program timeframes and there is no other avenue of Council funding.</li> </ul>

<b>Fund Balance Prior to application approval:</b>	\$20,600
<b>Funding approved:</b>	\$763.60
<b>2020/2021 Fund Balance: (21 July 2021)</b>	\$19,836.40

## 5. CONSULTATION

### Internal consultation:

- Not required

### External consultation:

- Not required

### Councillors:

- Not required

## 6. POLICY AND LEGISLATIVE IMPLICATIONS

Funds utilised for this program were budgeted in the 2020/2021 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 2017-2021

### **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. Council to note that this application was successful.

## 10.4 Community Event Sponsorship

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

### 1. SUMMARY

That Council note two successful applications and one unsuccessful application for Community Event Sponsorship.

### 2. RECOMMENDATION

That Council:

1. Note the following sponsorships were approved in accordance with the Community Event Sponsorship criteria and the applicants advised in writing:
  - a. Echuca Moama Triathlon Club Inc. - to assist with the cost to host 2021 Sweat vs Steam to be held on 3 October 2021, \$3,500 in-kind (waste management (provision of bins), traffic management support, provision of temporary white picket fencing and Paddlesteamer).
  - b. Njernda Aboriginal Corporation - to assist with the cost to host The NAIDOC Winter Carnival to be held on 9 July 2021, \$1,000 and in-kind to the value of \$600 for the provision of temporary white picket fencing and bunting.
2. Note the following application was not approved in accordance with Community Event Sponsorship criteria and the applicant advised in writing:
  - a. 1<sup>st</sup> Kyabram Scouts (Scouts Victoria) - to assist with costs associated with hosting a Family Trivia Night.

### 3. PURPOSE

To note the outcomes of the 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 operate 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:

**Echuca Moama Triathlon Club Inc.** – requested \$4,300 cash and \$3,500 in-kind support, to assist with hosting the 2021 Sweat vs Steam, an event for all ages that brings the local community together as well as attracting people from across the region to enjoy the tourism opportunities on offer in Campaspe. The in-kind support requested relates to the provision of waste services, temporary fencing, traffic management and the provision of a competing paddlesteamer, (tickets are able to be purchased on the paddlesteamer to assist to defray this cost).

Past years have seen in excess of 500 entrants enjoying healthy exercise and is inclusive for all fitness levels offering 5km & 10km walk/run courses.

Historically sponsorship to the value of \$7,000 has been received toward this event however Covid may affect the ability for businesses to be as generous with sponsorship for the 2021 event.

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 banners, both teardrop and fence scrim, at the event.

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 event is to be held on 3 October 2021.

**Njernda Aboriginal Corporation** – requested \$5,000 cash and \$600 in-kind support, to assist with hosting the NAIDOC Winter Carnival, an event for all ages that brings the local community and visitors to Campaspe together to learn about the indigenous culture as well as enjoying some fun activities i.e. amusement rides.

This is the first time a NAIDOC Week event such as this has been open to all and encouraging non-indigenous attendance.

The application was for \$5,000 however it is a local community event and is only eligible for \$1,000 cash and negotiated in-kind.

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 banners, both teardrop and fence scrim, at the event.

The Campaspe Shire logo will also be used on all promotional material relating to the event, including website and social media. Promotion of the event has already started however if approved the Campaspe logo will be able to be added to further promotion.

The application was not submitted within the required three-month notification period due to the uncertainty of being able to hold the event due to Covid restrictions. The event is to be held on 9 July 2021.

**1<sup>st</sup> Kyabram Scouts (Scouts Victoria)** – requested \$1,000 cash, to assist with hosting a Family Trivia Night.

The event has been created to give Scouts an opportunity to learn how to plan and execute a community event.

The event will be hosted in-line with COVID guidelines/restrictions in place at the time.

The application has been submitted within the required three-month notification period. The event is to be held on 20 September 2021.

Organisation	Amount	Amount Recommended	Purpose	Comment
Echuca Moama Triathlon Club Inc.	\$4,300 plus in-kind of \$3,500	In-kind \$3,500	To assist with the cost of host 2021 Sweat vs Steam.	Approved by CEO, in kind only. The group donates operating profits to other groups, Council's cash contribution being the likely source of that profit. Sponsorship is to cover costs, not create profits.
Njernda Aboriginal Corporation	\$5,000 plus in-kind of \$600	\$1,000 plus in-kind \$600	To assist with hosting the NAIDOC Winter Carnival, an event for all ages that brings the local community and visitors to Campaspe together to learn about the indigenous culture as well as enjoying some fun activities i.e.. amusement rides.	Approved by CEO Estimated attendance 2,500. Open to all of community and encouraging attendance of non-indigenous community members.
1 <sup>st</sup> Kyabram Scouts (Scouts Victoria)	\$1,000	\$0	To assist with hosting a Family Trivia Night	Not approved by CEO Estimated attendance 100 people (local families) Minimal economic benefit or increase in visitation to the Shire. Not a community event. No partnerships

<b>Events Sponsorship Program fund balance prior to this application:</b>	<b>\$10,550</b>
<b>Requested Funding:</b>	<b>\$1,000</b>
<b>Funding amount recommended:</b>	<b>\$1,000</b>
<b>2020/2021 Fund Balance: (21 July 2021)</b>	<b>\$9,550</b>

Council's contribution of \$1,000 and in-kind to the value of \$4,500 will lead to the provision of events to the approximate value of \$34,300.

## 5. CONSULTATION

### Internal consultation:

- Grants Panel
- EMG

### External consultation:

- Not required

### Councillors:

- Not required



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

Funds utilised for this program were budgeted in the 2020/2021 Budget.

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

The annual budget allocates funding for the Community Event Sponsorship Program requests for community initiatives that encourage social interaction and participation.

## **8. ENVIRONMENTAL IMPLICATIONS**

No impact

## **9. SOCIAL IMPLICATIONS**

This funding provides support to community groups and organisations to provide events for the benefit of Campaspe Shire residents.

## **10. RELEVANCE TO COUNCIL PLAN 2017-2021**

### **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 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 three applications to the Community Event Sponsorship Program. Council to note that two applications were successful, and one was unsuccessful.

## 10.5 Junior Development Grants Program

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

### 1. SUMMARY

That Council note one successful application to the Junior Development Grants Program.

### 2. RECOMMENDATION

**That Council note the following application was approved in accordance with the Junior Development Grants Program criteria and the applicant advised in writing:**

- **Olivia Cartwright, Kyabram – \$200 to assist with costs associated to represent Victoria at the U18 Lawn Bowls State Test Series to be held in Tasmania in July 2021.**

### 3. PURPOSE

To note the outcome of the Junior Development Grants Program application considered in accordance with the grant guidelines and criteria.

### 4. DISCUSSION

The Junior Development Grants Program supports young people aged 18 years or younger in their personal development and growth.

More specifically, it supports local young people who have been chosen to represent their institution, club or organisation at a State or National level in a variety of areas including sport and recreation, culture, the arts, science and technology. This funding program has guidelines for applications submitted to council.

One application per person can be submitted per financial year for State representation.

If more than three applications are received for the same event or activity, the value of the three grants will be divided equally among the applicants.

Applications can be made throughout the year, subject to the availability of funds.

This month, the following application has been received:

Olivia Cartwright, Kyabram – to assist with costs associated with representing Victoria at the upcoming Victoria vs Tasmania U18 Lawn Bowls State Test Series to be held from 9 – 11 July at Kings Meadow Bowls Club, Launceston, Tasmania and Victoria vs Tasmania State Test Series to be held from 16 - 18 July in Burney, Tasmania.

Organisation	Amount	Amount Recommended	Purpose	Comment
Olivia Cartwright, Kyabram	\$200	\$200	To assist with costs associated to represent Victoria in the U18 Lawn Bowls State Test Series to be held in Tasmania in July	Approved by CEO as the application met all assessment criteria.

<b>Fund Balance Prior to application approval:</b>	\$25,000
<b>Funding approved:</b>	\$200
<b>2020/2021 Fund Balance:</b> (21 July 2021)	\$24,800

## 5. CONSULTATION

### Internal consultation:

- Not required

### External consultation:

- Not required

### Councillors:

- Not required

## 6. POLICY AND LEGISLATIVE IMPLICATIONS

Funds utilised for this program were budgeted in the 2020/2021 financial year.

## 7. FINANCIAL AND ECONOMIC IMPLICATIONS

The annual budget allocates funding for Junior Development Grants Program requests for young people chosen to represent the State in their chosen areas including sport and recreation, culture, the arts, science and technology.

## 8. ENVIRONMENTAL IMPLICATIONS

No impact

## 9. SOCIAL IMPLICATIONS

This funding provides support to young people who are Campaspe Shire residents who have been chosen to participate in activities or events that represent the State within Victoria, Australia or internationally.

## 10. RELEVANCE TO COUNCIL PLAN 2017-2021

### **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 Junior Development Grants Program. Council to note that this application was successful.

## 11 Councillor Calendars

Cr Christine Weller	
15 June 2021	Senior Citizens Meeting – Echuca
17 June 2021	PLN076/2020 - Use of the land for Intensive Animal Production in the Farming Zone Schedule
17 June 2021	Echuca EV charging station - Media opportunity
18 June 2021	VLGA Governance Advisory Network Meeting
20 June 2021	ALGA 27th NGA 2021
23 June 2021	C4EM Manufacturing & Agriculture Dinner
24 June 2021	Campaspe Family Violence Action Group - Launch of new strategic directions
29 June 2021	Meeting with Mr Mark Gepp MLC, Labor Member for Northern Victoria Region
03 July 2021	Christmas in July - Rotary Club Fundraiser
06 July 2021	Citizenship Ceremony
07 July 2021	Tour of Echuca Moama Bridge Project
07 July 2021	Campaspe Briefing Session
14 July 2021	Campaspe Briefing Session
12 July 2021	C4EM meeting
14 July 2021	Meeting with The Hon. Peter Walsh MP Member for Murray Plains, Leader of the Nationals
15 July 2021	VLGA – Covid and the impact on children & young people forum
18 July 2021	NAIDOC 2021 Dreaming Exhibition – Closing Ceremony
Cr Robert Amos	
21 June 2021	Echuca Moama and District Tourism Development Association – Planning Day
21 June 2021	Echuca Moama and District Tourism Development Association – Dinner
29 June 2021	Meeting with Mr Mark Gepp MLC, Labor Member for Northern Victoria Region
06 July 2021	Citizenship Ceremony
07 July 2021	Tour of Echuca Moama Bridge Project
07 July 2021	Campaspe Briefing Session
12 July 2021	C4EM meeting
14 July 2021	Campaspe Briefing Session
14 July 2021	Meeting with The Hon. Peter Walsh MP Member for Murray Plains, Leader of the Nationals
15 July 2021	VLGA – Covid and the impact on children & young people forum
Cr Colleen Gates	
17 June 2021	PLN056/2021 Consultation Meeting – 1319 McEwen Road KYABRAM VIC 3620
24 June 2021	Ministerial Boating Strategy Round Table
29 June 2021	Meeting with Mr Mark Gepp MLC, Labor Member for Northern Victoria Region
07 July 2021	Tour of Echuca Moama Bridge Project
07 July 2021	Campaspe Briefing Session
14 July 2021	Meeting with The Hon. Peter Walsh MP Member for Murray Plains, Leader of the Nationals
17 July 2021	PLN056/2021 Consultation Meeting

Cr Paul Jarman	
29 June 2021	Meeting with Mr Mark Gepp MLC, Labor Member for Northern Victoria Region
06 July 2021	Citizenship Ceremony
07 July 2021	Tour of Echuca Moama Bridge Project
07 July 2021	Campaspe Briefing Session
14 July 2021	Campaspe Briefing Session
14 July 2021	Meeting with The Hon. Peter Walsh MP Member for Murray Plains, Leader of the Nationals
Cr Daniel Mackrell	
29 June 2021	Meeting with Mr Mark Gepp MLC, Labor Member for Northern Victoria Region
06 July 2021	Citizenship Ceremony
07 July 2021	Campaspe Briefing Session
14 July 2021	Campaspe Briefing Session
14 July 2021	Meeting with The Hon. Peter Walsh MP Member for Murray Plains, Leader of the Nationals
Cr Tony Marwood	
17 June 2021	PLN098/2021 consultation meeting invite – Campaspe Esplanade
23 June 2021	C4EM Manufacturing & Agriculture Dinner
06 July 2021	Citizenship Ceremony
07 July 2021	Tour of Echuca Moama Bridge Project
07 July 2021	Campaspe Briefing Session
14 July 2021	Campaspe Briefing Session
14 July 2021	Meeting with The Hon. Peter Walsh MP Member for Murray Plains, Leader of the Nationals
Cr Leanne Pentreath	
07 July 2021	Campaspe Briefing Session
14 July 2021	Campaspe Briefing Session
14 July 2021	Meeting with The Hon. Peter Walsh MP Member for Murray Plains, Leader of the Nationals
Cr Adrian Weston	
06 July 2021	Citizenship Ceremony
07 July 2021	Campaspe Briefing Session
14 July 2021	Campaspe Briefing Session
14 July 2021	Meeting with The Hon. Peter Walsh MP Member for Murray Plains, Leader of the Nationals
Cr John Zobec	
07 July 2021	Campaspe Briefing Session
14 July 2021	Campaspe Briefing Session
14 July 2021	Meeting with The Hon. Peter Walsh MP Member for Murray Plains, Leader of the Nationals

## RECOMMENDATION

**That the Councillor Calendars be noted.**

## 12 Chief Executive Officer's Calendar

Activities and meetings attended since the previous Council meeting:

- Loddon Campaspe Councils CEOs workshop/meeting
- Loddon Campaspe Regional Partnership Meeting & meeting with Minister
- National General Assembly, Australian Local Government Association
- Henry Jones Foods site visit
- Meeting with Mark Gepp, Member for Northern Victoria
- Citizenship Ceremony
- DJPR, CEOs and MAV forum
- Meeting with Peter Walsh MP, Member for Murray Plains

### RECOMMENDATION

That Council note the Chief Executive Officer's activities.

## 13 Petitions and Letters

Nil.

## 14 Notices of Motion

Nil.

## 15 Urgent Business

Nil.

## 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 Community Business - Service Level
- 16.2 Land Purchase
- 16.3 Land Sale
- 16.4 Land Sale
- 16.5 Commercial Lease

#### **Resumption of Public Meeting**

## **17 Close Meeting**

Declan Moore

Chief Executive Officer



