



Council Minutes



Date: 16 November 2022

Time: 6:00 pm

Venue: Echuca Civic Centre

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Minutes of the open section of the Campaspe Shire Council meeting held on Wednesday 16 November 2022, commencing at 6:00 pm at the Council Chambers, Echuca Civic Centre.

Present

Councillors

Cr Robert Amos - Mayor
Cr Colleen Gates
Cr Daniel Mackrell
Cr Anthony Marwood
Cr Leanne Pentreath
Cr Adrian Weston
Cr John Zobec

Officers

Pauline Gordon - Chief Executive Officer
Matthew McPherson - Acting Director Corporate
Andrew Fletcher - Acting Director Community
Emily Cordingley - Governance Advisor
Rebecca Jones - Governance Officer
Annette Waters - Governance Officer

1 Apologies and Requests for Leave of Absences

1.1 Apologies

Cr Weller

Moved by Cr Gates

Seconded by Cr Marwood

That the apology be accepted

CARRIED

1.2 Leave of Absence

Nil.

2 Confirmation of Minutes

Moved by Cr Gates

Seconded by Cr Marwood

That the following minutes be confirmed:

- **Campaspe Council Meeting held 21 September 2022.**
- **Unscheduled Campaspe Council Meeting held 26 October 2022.**
- **Unscheduled Campaspe Council Meeting held 4 November 2022 with an administrative amendment to record the nominations for the Mayor and Deputy Mayor.**

CARRIED

3 Changes to the Order of Business

Nil.

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.

Cr Weston declared a general conflict of interest in Item 5.2 – Environment Strategy, due to being a director of GBCMA.

Cr Mackrell declared a general conflict of interest in Item 14.1 – Financial Assistance – Flood, due to being a business owner affected by the proposed recommendation.

5 Undisposed Business - Council Meeting 19 October 2022

The Council Meeting Agenda for Wednesday 19 October 2022 was published, and the Meeting subsequently postponed until further notice due to the flooding emergency.

Pursuant to Campaspe Shire Council Governance Rules 2.6.45 and 2.6.45 a meeting is deemed to have lapsed if a meeting does not commence and if a Council Meeting lapses, the undisposed-of Business will, unless it has already been disposed of at an unscheduled Council Meeting, be included in the agenda for the next scheduled Council Meeting. Further, the business of the lapsed meeting must be dealt with prior to any other business and in the same order as the original meeting papers.

Item 9.1 Annual Report 2021-22 was considered at the unscheduled Council Meeting held Wednesday 26 October 2022. All other business items are included within this section for consideration.

Cr Weston declared a conflict of interest at Item 5.2 and vacated the chamber at 6:08pm.

5.2 Environment Strategy

Division: Infrastructure

The Environment Strategy 2022-2026 is a key strategic document to guide Council in setting environmental policies and determining roles, responsibilities and priorities for implementation.

Moved by Cr Marwood

Seconded by Cr Pentreath

That Council adopts the Environment Strategy 2022-2026 as attached to this report.

CARRIED

During debate, Cr Zobec requested an extension of speaking time.

Moved by Cr Mackrell

Seconded by Cr Pentreath

That Cr Zobec be granted an extension of speaking time of two (2) minutes.

CARRIED

Cr Weston returned to the chamber at 6:21pm.

5.3 Echuca Moama Torrumbarry Flood Study (draft for release for public consultation)

Division: Infrastructure

Council officers in conjunction with officers from Murray River Council, the North Central Catchment Management Authority and NSW Department of Planning and Environment are overseeing preparation of the Echuca Moama Torrumbarry Flood Plain Management Project. It investigates riverine flooding along the Murray River between Barmah and downstream of Torrumbarry including the lower reaches of the Goulburn and Campaspe Rivers and its impact on the floodplain including the townships of Echuca and Moama and adjoining developing areas.

Moved by Cr Weston

Seconded by Cr Marwood

That Council:

- 1. Note that the flood mapping tool developed as part of the Echuca Moama Flood Study has been available on the Council website as a community resource during the recent flood event.**
- 2. Resolve that the draft EMFS report will not be placed on public exhibition.**
- 3. Refer the draft EMFS report back to Council officers for further revision and input from subject matter experts and impacted community members following the recent floods.**

CARRIED

5.4 Echuca community infrastructure levy

Division: Community

Amendment C117 Echuca West Precinct Structure Plan (PSP) was gazetted on 7 September 2022. As part of the Ministers approval, the Minister directed Council to review the adequacy of the provision and funding of community infrastructure within one year of the date of gazettal of Amendment C117.

The Planning Department will provide the project scope to the Department of Environment, Land, Water and Planning to be endorsed. The purpose of this report is for Council to note the scope.

Moved by Cr Pentreath

Seconded by Cr Marwood

That Council note the project scope for the Echuca West community infrastructure assessment.

CARRIED

5.5 Residential Land availability

Division: Community

The Residential Land Review provides an overview of residential land supply and demand for the main townships of Campaspe. Council, as the Planning Authority are required to ensure at least 15 years supply of land is provided for residential purposes. The review aims to ensure appropriate land is earmarked for residential purposes and appropriate planning policy is updated.

Moved by Cr Weston

Seconded by Cr Marwood

That Council

- 1. Adopt Version 2 of the Residential Land Review 2022, as attached.**
- 2. Commence the Planning Scheme Amendment process based on the information provided in the Residential Land Review 2022.**
- 3. Allocate funds for an additional staff resource for a period of two years to complete the work required for the amendment process and to support the work required for the Echuca Community Infrastructure Levy.**

CARRIED

5.6 Road Management Plan update

Division: Infrastructure

Due to ongoing inclement weather events across Campaspe Shire during winter and early spring of 2022, Council's Interim Chief Executive Officer has suspended all response times in the Campaspe Shire Council Road Management Plan (RMP), related to maintenance grading for the period Monday 10 October – Sunday 11 December 2022. After this time, the response times within the RMP will resume unless a further extension is authorised.

Moved by Cr Gates

Seconded by Cr Pentreath

That Council:

- 1. Note Council's Interim Chief Executive Officer has suspended all response times in the Campaspe Shire Council Road Management Plan (RMP), related to maintenance grading for the period Monday 10 October – Sunday 11 December 2022, with resumption of the RMP unless a further extension is authorised.**
- 2. Note the allocation of additional funds in the 2022/23 operational budget for a temporary grading crew to assist with meeting grading requirements**

CARRIED

5.7 Policy 080 Filming Activities

Division: Corporate

Policy 080 Filming Activities Policy is scheduled for review. The Policy has been amended to streamline the language and remove redundant information.

The Filming Permit application form is now available online.

Moved by Cr Gates

Seconded by Cr Marwood

That Council adopt Version 3 of Policy 080 Filming Activities, attached to this report.

CARRIED

5.8 Interim CEO Performance Plan Review

Division: Office of the CEO

In accordance with the CEO Employment and Remuneration Policy, Councillors and the Interim CEO developed a Performance Plan which includes Key Performance Indicators (KPIs) for the period of engagement of the Interim CEO.

This report is to advise Councillors of the outcome of the Interim Chief Executive Officer's (CEO's) final performance review for the period 30 June 2022 to 21 September 2022.

Moved by Cr Gates

Seconded by Cr Mackrell

That Council endorse the Interim Chief Executive Officer's 21 September 2022 Performance Review.

CARRIED

5.9 Notes of Appreciation

Division: Community

The following have been received:

- G.T. Allsop, Echuca - *"Yet again outstanding service from the Campaspe Shire, this time Kaye in Customer Service who assisted me in raising a customer complaint regarding the riding of motorbikes in the late afternoon and over the weekends."*
- Peter McSwain – following email advice of the gazettal of Amendment C117 (Echuca West PSP/DCP).

"I just wanted to pass on my thanks and gratitude to yourselves and the other relevant current and former members of the Campaspe Planning Department (Allie Wilkie and Emily Hardy) for your expertise, hard work and stoic efforts to reach a successful conclusion to this matter."

- Marilyn & Hansie Jaensch – thank you to the staff and Councillors for putting on a great show celebrating seniors, morning tea and the fabulous Beatlez entertainment quartet, at the Paramount Theatre, Echuca on 30 September.

“The place was buzzing, and happiness showed on all the faces as they left the building. Well done.”

Moved by Cr Pentreath

Seconded by Cr Gates

That Council acknowledge the notes of appreciation as listed.

CARRIED

5.10 Responsive Grants Program

Division: Community

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

Moved by Cr Gates

Seconded by Cr Marwood

That Council note that the following application was approved in accordance with the Responsive Grants Program criteria:

1. **Kyabram Yarn Bombers (Kyabram Development Committee Inc.) the amount of \$500 towards the purchase of wool and materials to create knitted, crocheted and sewn displays to be placed in trees in Kyabram throughout the Christmas and holiday period.**

CARRIED

5.11 Community Equipment Grants Program

Division: Community

That Council note the eight successful applications which met the criteria for Community Equipment Grants.

Moved by Cr Pentreath

Seconded by Cr Gates

That Council note the following successful community equipment grants awarded under delegation by the CEO:

1. **Echuca Country Music Club Inc. - awarded \$2,000 to purchase power leads, lighting and promotional banners.**
2. **Girgarre Community Cottage Inc. - awarded \$1,400 to assist with the purchase of kitchen appliances for the Community Meals Program.**

3. Rochester Basketball Association Inc. - awarded \$1,480 to assist with the purchase of basketballs for training and game day for the upcoming representative season.
4. Stanhope & District Men's Shed Inc. - awarded \$1,500 to assist with the purchase of two welding tables.
5. Moama Echuca Border Raiders Soccer Association Inc. - awarded \$2,000 to purchase junior competition soccer balls for under 7 – under 11 competition and training programs.
6. Rushworth Golf Club Inc. - awarded \$2,000 to assist with the purchase of a ride on mower to replace old broken-down mower.
7. Nanneella Playgroup (Nanneella Community Inc.) - awarded \$2,000 to purchase outdoor equipment to expand playgroup activities provided to the community.
8. Rushworth Public Cemetery – awarded \$2,000 to assist with the purchase of a double door fireproof document safe.

CARRIED

5.12 Seniors Program Grants 2022/2023

Division: Community

Annually Council allocates \$12,000 to deliver Seniors Program Grants to support the community. The objective of the funding is increasing the health, wellbeing and social connectedness of older citizens across Campaspe.

For the 2022-2023 round of grants Council received 21 applications from across the Shire with a total ask of \$17,450. The depth and broadness of applications was outstanding ranging from walking groups to training to support seniors identify an online or telephone scam.

After a comprehensive review, the recommendation to the Executive Management Group from the internal assessment panel were to approve 13 applications totalling \$11,600 in funding.

The remaining funds are to be utilised for a morning tea to recognise the successful applicants. This will be held at the end of October which coincides with the Victorian Seniors Festival celebration.

Moved by Cr Pentreath

Seconded by Cr Mackrell

That Council:

1. Note the following recipients of the 2022/2023 Seniors Program Grants

Community Group	Amount	Project/Event description
Lockington Senior Citizens Club Inc	\$1000	Free Seniors Community Christmas Event that includes transport support.
Rushworth Community House	\$1000	8 Free Sessions of Yoga and Strength and Balance classes to encourage wary seniors to reengage back into the community and reconnect.

Echuca Moama Centennial Probus Club	\$1000	Come and Try expo dedicated to providing a unique opportunity to showcase the broad range of activities available to participate in by joining Probus.
Rochester Community House	\$700	Holding two free social media/email scam sessions for all of community seniors with a dedicated facilitator and partnering with local police.
Girgarre Community Group	\$1000	Free bus trip for seniors of Stanhope and Girgarre to Nagambie experiencing the tourism sites and includes morning tea.
Tongala Lions Club	\$1000	Producing a series of drawing videos that will be used to support seniors in self-paced but guided learning that will help seniors take their time to develop skills without pressure.
Campaspe LGBTIQ+ & Allies Group	\$1000	Supporting seniors post covid to venture back out with a picnic and bush walk in Rushworth with help of a local guide followed by yoga and meditation session.
Echuca Dance Group	\$1000	Seniors Week event open to all senior community bringing together with partnerships from aged care hostels. Includes a luncheon and transport.
Kyvalley Swimming Club	\$800	Free seniors' concert open to all of community held in Kyvalley Hall which is accessible for all abilities. Transport options available to reconnect community.
Rochester Bowls Club	\$1000	A free open to all community event encouraging new members and thinking of people who would benefit from social interaction. Includes afternoon tea and other activities for those unable to play bowls.
Toolleen Senior Luncheon Group	\$600	Free senior community Christmas Lunch with transport provided to those requiring in order to attend.
Echuca Moama Uniting Church	\$1000	Seed funding for a support group for grandparents who care for grandchildren. A fortnightly support group to reduce isolation and provide advice, guest speakers and catering.
Tongala Senior Citizens Club Inc	\$500	new membership drive that includes several meet and greet afternoons and printing flyers to support a campaign to welcome new members, targeting those isolated and needing support.

2. Note the allocation for the remaining funding of \$400.00 is being used to hold a morning tea celebration event in acknowledgment of the successful applicants.

CARRIED

6 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.

Nil received.

7 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.

Nil received.

8 Question Time

Nil received.

9 Acknowledgements / Councillor Reports

Cr Marwood acknowledged the passing of Don Oberin.

Tonight we would like to acknowledge the passing of Don Oberin, former Mayor and Councillor of the City of Echuca.

Don was actively involved across the community, a successful businessperson, with a passion for primary producers.

Our sympathy is extended to his family.

10 Council Decisions

10.1 Echuca CBD & Historic Port Precinct Parking Strategy

Division: Community

Providing appropriate parking for the Echuca CBD and Port Precinct is important for the turnover and access to car parking for visitors and tourists to the area. The Echuca CBD and Historic Port Precinct Parking Strategy provides ten (10) recommendations to improve the turnover and access to car parking and affordability. The following report highlights the changes that are required to ensure the Parking Strategy is implemented correctly and any previous changes to parking be amended to be consistent with the strategy.

Moved by Cr Pentreath

Seconded by Cr Marwood

That Council:

- 1. Implement the remaining recommendations and actions from the Echuca CBD and Historic Port Precinct Parking Strategy with the additional changes:**
 - a. The parking restrictions along the north side of Hopwood Place be changed from 4 hours to 3 hours.**
 - b. The parking restrictions along the north side of Radcliffe Street be changed from 2 hours to 3 hours.**
- 2. Agree to review the changes to parking permit prices for High and Nish Street carparks as part of the 2023/24 budget process.**

CARRIED

10.2 Scheduled Council Meeting Dates 2023

Division: Office of the CEO

In accordance with Council's Governance Rules, Council will fix the dates, times and places of Council Meetings for a twelve (12) month period at a meeting of Council which is to be held no earlier than the fourth Saturday in October and no later than 30 November in each year.

In 2022, Council Meetings were scheduled to be held on Wednesday evenings at 6:00pm, however if Council agrees, Council Meeting will be scheduled for Tuesday evenings at 6:00pm for 2023.

Moved by Cr Weston

Seconded by Cr Zobec

That Council:

- 1. Adopt the following dates for the 2023 Scheduled Council Meetings to be held at Echuca Civic Centre commencing at 6:00pm**
 - a) 21 February 2023**

- b) 21 March 2023.
- c) 18 April 2023.
- d) 16 May 2023.
- e) 20 June 2023.
- f) 18 July 2023.
- g) 15 August 2023.
- h) 19 September 2023.
- i) 17 October 2023.
- j) 21 November 2023
- k) 12 December 2023

CARRIED

10.3 Councillor Committee Representation

Division: Office of the CEO

The appointment of Council representatives to committees, forums and industry groups is reviewed annually.

Moved by Cr Marwood

Seconded by Cr Gates

That Council appoint the representatives to committees, forums and industry groups as attached to this report for a period of 12 months commencing 16 November 2022.

CARRIED

Pauline Gordon, Chief Executive Officer, requested leave from the meeting as she was named in the report pertaining to Item 10.4 and vacated the chamber at 7:02pm.

10.4 Temporary Appointment of Acting CEO

Division Governance

At a Council Meeting held on 9 September 2022, Council resolved to appoint Pauline Gordon as the new CEO of Campaspe Shire Council. Pauline commenced with Council on 24 October 2022, however, had prior commitments that require her to take pre-approved leave from 19 December 2022 until 18 January 2023.

Council is committed to ensuring stability throughout this period and is seeking to appoint an acting CEO during this period.

Moved by Cr Pentreath

Seconded by Cr Gates

That Council:

- 1. Appoint Mr Tim Tamlin as the Acting Chief Executive Officer (CEO) for the period between 19 December 2022 and 18 January 2023.**
- 2. Authorise the Mayor to execute a Contract of Employment subject to the following:**
 - a) The Terms and Conditions can take guidance from the previous Interim CEO Contract.**
 - b) The TRP will be consistent with the previous Interim CEO contract of Mr Tim Tamlin.**
- 3. Authorise the Mayor to issue a Media Release announcing the appointment of an Acting CEO during this period.**

CARRIED

Pauline Gordon, Chief Executive Officer returned to the chamber at 7:04pm.

10.5 Business Assistance Grants (Round One)

Division: Community

That Council approve three applications received for the Business Assistance Grants Program 2022-2023 Round One.

Moved by Cr Pentreath

Seconded by Cr Marwood

That Council:

- 1. Approve Business Assistance Grants applications as follows:**

\$1,580	Delilah & P, Echuca – to assist with the purchase of start-up Easter/Valentines collection in January 2023.
\$1,500	The Kyabram Collective, Kyabram – to assist with social media marketing.
\$5,000	Hair Studio, Echuca – to assist with shop renovations.
- 2. Suspend the Business Assistance Program and review the program as part of the Economic Development Strategy redevelopment.**

CARRIED

11 Council Information

11.1 Notes of Appreciation

Division: Community

The following have been received:

- Linsey Weppner, Echuca – *“thank you for providing the recent outing during Seniors Week. It was great to hear the music and have fun. Thank you.”*
- Close the Loop – thank you for being part of the circular economy! Campaspe Shire Council has recycled a total of 7.28kg of toner cartridges between 1/7/2022 to 30/9/2022.

Moved by Cr Pentreath

Seconded by Cr Mackrell

That Council acknowledge the notes of appreciation as listed.

CARRIED

11.2 Community Event Sponsorship

Division: Community

That Council note the three successful and three unsuccessful applications received for Community Event Sponsorship.

Moved by Cr Pentreath

Seconded by Cr Weston

That Council note:

The following sponsorships were approved, in accordance with the Community Event Sponsorship criteria, and the applicants advised in writing:

1. **Moama Water Sports Club Ltd, \$5,000 and in-kind support to the value of \$360 (waste management) to assist with hosting the Beehag 100 Water Ski Race to be held 17 December 2022.**
2. **Wyuna Community Memorial Hall Inc., \$750 to assist with costs associated with hosting the Wyuna Community Christmas to be held on 20 December 2022.**
3. **Girgarre Development Group Inc., \$3,750 and in-kind support to the value of \$660 (waste management) to assist with hosting the Girgarre Moosic Muster to be held on 4 January 2023.**

The following sponsorships were not approved, in accordance with the Community Event Sponsorship criteria, and the applicants advised in writing:

4. Lifestyle Markets Australia Inc., to assist with hosting the Port of Echuca Christmas Market to be held in Hopwood Gardens on 10 December 2022.
5. Corop Sculpture Park Inc., to assist with hosting the official opening of the Corop Sculpture Park to be held on 23 October 2022
6. Corop Community Action Group Inc., to assist with hosting the Junk Art Exhibition to be held at the Corop Community Centre on 22 October 2022.

CARRIED

12 Petitions and Letters

Moved by Cr Weston

Seconded by Cr Zobec

That the petition received from William Ogden requesting the reclassification of Harley Road Wanalta (between Depot and Sprunt Roads) from earth to gravel be tabled and referred to the CEO for consideration.

CARRIED

13 Notices of Motion

Nil.

14 Urgent Business

Moved by Cr Weston

Seconded by Cr Gates

That Council accept Item 14.1 Financial Assistance - Flood as urgent business.

CARRIED

Cr Mackrell declared a conflict of interest in Item 14.1 and vacated the chamber at 7:19pm.

14.1 2022 Financial Assistance Measures- Flood

Division: Finance

The effects of the Campaspe Floods 2022 are being experienced by all businesses, agencies and individuals across our local government area. The impacts are also being experienced in different ways depending on individual circumstances and the eligibility for the range of support measures provided by the State and Federal Governments.

This report seeks to outline the first stage of financial assistance measures to be offered by Campaspe Shire Council in support of individuals, businesses, community groups and agencies within the municipality.

Moved by Cr Gates

Seconded by Cr Weston

That Council:

- 1. Endorse the following financial assistance measures for ratepayers:**
 - a. Waiving of interest on any rates and charges debt for the period 1 July 2022 to 30 June 2023.**
 - b. Facilitation of payment plan arrangements, on the request of a ratepayer, that responds to their individual needs and circumstances.**
- 2. Endorse the following financial support measures for individuals:**
 - a. Refund of all fees paid in advance to hire Council facilities, including the Wharf, Pop Up Park and recreation reserves, if an event has been cancelled as a result of the Flood.**
 - b. Cancellation of bookings for the Echuca Holiday Park tourist sites and cabins as a result of the flood and evacuation order will receive a full refund.**
 - c. Waive parent/guardian gap fees paid due to the Campaspe Community Children's Centre and the Rochester and District Child Care Centre being unable to open as a result of the flood. The waiver will relate to the period the facility was closed.**
 - d. The extension of all items on loan from library services until the service is permitted to open.**
 - e. Pausing of direct debits for the Echuca War Memorial Aquatic Centre (EWMAC) during periods the facility is closed.**
 - f. Waste disposal bins – residents requiring a second bin due to the household accommodating persons who have evacuated a flood affected property can apply for this by contacting council.**
- 3. Endorse the following financial support measures for businesses and community groups:**
 - a. Refund the 2022/23 Public Spaces Trading permits for the display of goods, A frames and footpath trading.**
 - b. Waive the registration fees for premises registered under the Public Health and Wellbeing Act 2008.**
 - c. Refund, on a pro rata basis, the annual or quarterly off street parking permits paid in advance, for businesses that have been impacted by the Floods, on application by the business and only if evidence of the business closure can be provided.**
 - d. Recalculate user fees (including utility costs) for the 2022/23 year, for community groups occupying Council recreation reserve buildings and facilities by way of a User Agreement and who have been impacted by the Floods.**

4. Note that all fees and charges incurred prior to 15th October 2022, remain outstanding and are due and payable to Council in accordance with previous resolutions of Council.
5. Encourage individuals, businesses and community groups to contact Council should they feel that the support measures provided by Council do not support their specific circumstances.

CARRIED

Cr Mackrell returned to the chamber at 7.23pm.

15 Confidential Business

Nil.

16 Close Meeting

There being no further business, the Mayor closed the meeting at 7:23pm

.....
CR ROBERT AMOS
MAYOR