



# Council Minutes



**Campaspe**  
Shire Council

**Date:** 18 May 2022

**Time:** 6:04 pm

**Venue:** Virtual Meeting

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Minutes of the open section of the eighth Campaspe Shire Council held as a virtual meeting on Wednesday 18 May 2022, commencing at 6:04 pm.

## Present

### Councillors

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

### Officers

Keith Oberin – Acting Chief Executive Officer  
Fleur Cousins - General Manager Corporate  
Paul McKenzie – General Manager Development  
Mark Dibsedale – Acting General Manager Infrastructure  
Kate Lemon – Acting General Manager Community  
Kaye Mason – CEO Executive Assistant  
Rebecca Jones - Governance Officer

## 1 Apologies and Requests for Leave of Absences

### 1.1 Apologies

Nil.

### 1.2 Leave of Absence

Cr Marwood

**Moved by Marwood**

**Seconded by Gates**

**That a Leave of Absence be approved for Cr Marwood from 12 June 2022 to 5 September 2022.**

**CARRIED**

## 2 Confirmation of Minutes

**Moved by Cr Amos**

**Seconded by Cr Marwood**

**That the following minutes be confirmed:**

- **Campaspe Council Meeting held on 20 April 2022.**
- **Unscheduled Campaspe Council Meeting held on 26 April 2022.**

**CARRIED**

### 3 Changes to the Order of Business

Nil.

### 4 Declarations of Conflict of Interest

Cr Mackrell declared a conflict of interest in Item 9.3 by way of a material interest.

### 5 Responsible Authority Decisions

Nil.

### 6 Planning Authority Decisions

Nil.

### 7 Question Time

Question

Summary of response

Related to a confidential matter pursuant to Rule 2.4.9(4)(a) of the Governance Rules

No response will be provided pursuant to Rule 2.4.9(11) of the Governance Rules.

### 8 Acknowledgements / Councillor Reports

Nil.

### 9 Council Decisions

#### 9.1 Review of policies: 55 Media Relations and 131 Social Media

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

This report considers the review of two Council policies, Policy 55 – Media Relations and Policy 131 – Social Media and recommends the Council adopt the two revised policies.

In undertaking the review, minor amendments have been made to each policy to provide clarity and update the documents to align with Council's current policy template, however the intent of each remains unchanged.

**Moved by Cr Pentreath**

**Seconded by Cr Marwood**

**That Council:**

- 1. Adopt Policy 55 – Media Relations, appended as attachment 9.1.1; and**
- 2. Adopt Policy 131 – Social Media, appended as attachment 9.1.3.**

**CARRIED**

David Wearne addressed Council in relation to Item 9.2.

## 9.2 Echuca Aerodrome User Fees

Author	Department	Manager	General Manager
Manager Projects & Facilities	Projects & Facilities	Manager Projects & Facilities	Infrastructure

The Echuca Aerodrome (YECH) is a Council owned and operated facility located on McKenzie Road (Echuca-Kyabram Road) Echuca. Council first took ownership of the site in 1972 when it was transferred from the Department of Civil Aviation. The Echuca Aerodrome is positioned on the south-eastern fringe of Echuca, approximately 3km south of the Echuca CBD.

The main part of the site, containing the existing aerodrome facilities, is located on the western side of Echuca-Kyabram Road. This part has an area of approximately 167 hectares and is comprised of both Council owned land and freehold allotments.

This report considers the introduction of user fees at Echuca Aerodrome. Council has full operational responsibility for the site and as it currently stands there are no income streams to support or offset the provision of the service. While it is acknowledged that the income potentially generated by user fees as proposed in this document will not cover average annual operational costs the proposal is in keeping with the fiscally responsible fee for service principles applied to other facilities and amenities.

Using the suggested charges and the trial period aircraft movements data, it is demonstrated that a modest income will be able to be generated that will offset, in part, some operational costs associated with the aerodrome. It is estimated that this income will be in the order of \$15-20k annually.

It is noted that Council has expressed no intent to charge fees to any aeromedical or emergency services aircraft.

**Moved by Cr Amos**

**Seconded by Cr Jarman**

**That Council:**

- 1. Agree to the introduction of user fees at Echuca Aerodrome 1 July 2022 and incorporate the fees in the table below into the 2022/23 Budget.**

USER GROUP	TYPE	FEES & CHARGES (ex GST)	COMMENT
Landing Fees	Single Use (SU)	\$10.00 (per landing)	'Touch and Goes' - 6 per hour as a 'single use' charge
Access Fee General	Annual	\$240.00	Annual fee (pro rata). Aeroclub members, hanger owners, aircraft located at Echuca full time.

Access Fee Commercial	Annual	\$360.00	Annual fee (pro rata). Local Echuca Aerodrome based Commercial operators – eg charters, flying school, ag and haulage etc
Parking Fee	Annual	\$360.00	Outdoor 'tie down' parking of aircraft.

**2. Review the fees and charges annually as part of the Campaspe Shire Council's annual budget process.**

**CARRIED**

**Cr Mackrell called for a division.**

**The decision was set aside, and the Mayor put the matter to a vote.**

**Those for the motion:** Cr Amos, Cr Marwood, Cr Weller, Cr Gates, Cr Jarman and Cr Weston.

**Those against the motion:** Cr Zobec, Cr Mackrell and Cr Pentreath.

**CARRIED**

**Cr Mackrell declared a conflict of interest in Item 9.3 and left the virtual meeting at 6.34pm.**

### **9.3 Grants Programs Review**

<b>Author</b>	<b>Department</b>	<b>Manager</b>	<b>General Manager</b>
Community Executive Assistant	Community		General Manager Community

Council presently has ten grants programs which are available for application from community groups and organisations at varying times during the year. A review of the grant programs has been undertaken following which some suggested amendments are recommended to be considered by Council.

**Moved by Cr Jarman**

**Seconded by Cr Gates**

**That Council approve the amendments to the grants programs as proposed in this report.**

**CARRIED**

**Cr Mackrell re-entered the virtual meeting at 6.38pm.**

## 10 Council Information

### 10.1 Notes of Appreciation

Moved by Cr Pentreath

Seconded by Cr Marwood

That Council acknowledge the notes of appreciation as listed.

**CARRIED**

### 10.2 Responsive Grants Program

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

That Council note three successful and one unsuccessful applications to the Responsive Grants Program.

Moved by Cr Gates

Seconded by Cr Zobec

That Council;

1. Note that the following applications were approved in accordance with the Responsive Grants Program criteria:
  - Kyabram Youth Club Inc. – in-kind support to the value of \$960 to cover the cost of the hire of two courts for the school holiday program to be held at the Kyabram Sports & Entertainment Centre from 11 – 22 April 2022
  - Moora Working Draught Horses Inc. - to assist with the hire of portable toilets, trestle tables and chairs for the Moora Working Draught Horses to be held at the Moora Recreation Reserve on 17 April 2022, \$1,000
  - Kyabram Town Hall Inc. - to assist with catering for the official opening and production of 15 gallery copy booklets for the Rathbone Collection Exhibition to be held on 23 April 2022, \$825
2. Note that the following application was not approved in accordance with the Responsive Grants Program criteria:
  - Lockington & District Campdraft Club Inc. –towards the upgrade of Campdraft arena at Scurrah Reserve, Lockington

**CARRIED**

### 10.3 Quarter 3 Financial Report

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

This report presents the quarterly financial position compared to the adopted 2021/22 Budget.

**Moved by Cr Amos**

**Seconded by Cr Jarman**

**That Council note the March 2022 Quarterly Budget Report.**

**CARRIED**

### 10.4 Quarter 3 Council Plan Actions

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

This report provides an update on the implementation of the 54 actions funded under the adopted 21/22 Budget and listed as year 1 actions in the Council Plan, to support the delivery of the Vision 'Our places are vibrant and sustainable, our people are supportive'. The range of initiatives reflect the diverse services that Council provide to the community. Progress in relation to the implementation of these initiatives are reported quarterly. This report provides a status of the initiatives at the end of quarter three, March 2022.

**Moved by Cr Marwood**

**Seconded by Cr Pentreath**

**That Council note the progress towards the initiatives contained in the adopted 2021/22 Budget and year 1 actions of the Council Plan, supporting implementation of the Council Plan Vision.**

**CARRIED**

## 11 Petitions and Letters

Nil.

## 12 Notices of Motion

Nil.



## 13 Urgent Business

Cr Gates proposed a matter for consideration that has arisen since the distribution of the agenda and involves an item of urgency pursuant to rule 2.4.14(1)(a) and 2.4.14(1)(c) of the Governance Rules.

**Moved by Cr Gates**

**Seconded by Cr Jarman**

**That Council accept a matter for urgent business.**

**CARRIED**

**Moved by Cr Gates**

**Seconded by Cr Jarman**

**That Council:**

- 1. Note a previous resolution to appoint Keith Oberin as Interim Acting CEO for 4 weeks.**
- 2. Agree that the CEO Remuneration and Employment Advisory Committee will bring forward a recommendation to Council for the engagement of an independent and suitably qualified recruitment consultant to manage the end-to-end recruitment process for a new CEO**
- 3. Agree that until such time as a new CEO can be recruited and employed, the CEO Remuneration and Employment Advisory Committee will lead a process and will make a recommendation to Council regarding the appointment of an Interim CEO to cover the recruitment process.**
- 4. Extend the appointment of Keith Oberin as Interim Acting CEO until such time as an Interim CEO has been appointed and commences.**

**Cr Weston proposed to amend the motion to remove “Interim” and replace with “Acting”.**

**The mover and seconder accepted the amendment.**

**Moved by Cr Gates**

**Seconded by Cr Jarman**

**That Council:**

- 1. Note a previous resolution to appoint Keith Oberin as Interim Acting CEO for 4 weeks.**
- 2. Agree that the CEO Remuneration and Employment Advisory Committee will bring forward a recommendation to Council for the engagement of an independent and suitably qualified recruitment consultant to manage the end-to-end recruitment process for a new CEO**
- 3. Agree that until such time as a new CEO can be recruited and employed, the CEO Remuneration and Employment Advisory Committee will lead a process and will make a recommendation to Council regarding the appointment of an Acting CEO to cover the recruitment process.**
- 4. Extend the appointment of Keith Oberin as Acting CEO until such time as an Acting CEO has been appointed and commences.**

**CARRIED**

## 14 Confidential Business

### Closure of Public Meeting - 7.13pm

Moved by Cr Mackrell

Seconded by Cr Jarman

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:

#### 14.1 Tender

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

Tender over \$1,000,000

**CARRIED**

### Resumption of Public Meeting

The Council Meeting reopened to the public at 7.22pm.

## 15 Close Meeting

There being no further business, the Mayor closed the meeting at 7.23pm.

Cr Christine Weller

Mayor