



Council Agenda



Date: 18 July 2023

Time: 6:00 pm

Venue: Echuca Civic Centre

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

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For a meeting of the Campaspe Shire Council held on Tuesday 18 July 2023, commencing at 6:00pm at the Council Chambers, Echuca Civic Centre.

Acknowledgement of Country

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

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

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

Opening Prayer

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

Amen

Meeting Procedures

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

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

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

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

1 Apologies and Requests for Leave of Absence

1.1 Apologies

1.2 Leave of Absence

2 Confirmation of Minutes and Attachments

RECOMMENDATION

That the Minutes of the Campaspe Shire Council Meeting held on 20 June 2023 be confirmed.

3 Disclosure of Conflicts 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.

4 Changes to the Order of Business

Once an Agenda has been published on the Council website, the Order of Business for that Council Meeting may only be altered as follows: -

- by the CEO prior to the commencement of the Council Meeting following consultation with the Mayor. Where the alteration occurs after the Agenda has been distributed to the public the alteration must be communicated to the Chair to explain the alteration at the Council Meeting under “changes to Order of Business”; or
- by the Chair during the Council Meeting; or
- by Resolution of the Council during the Council Meeting.

A change to the Order of Business after distribution of the Agenda to the public will be recorded in the Minutes of that Council Meeting.

5 Public Question Time

Question time will be available at a Council Meeting, except for an Unscheduled Meeting, to enable members of the public to address questions to Council.

All questions must: -

- be received in writing on either of the prescribed forms as outlined on Council's website; and
- be received no later than 12:00pm (noon) on the day before the Council Meeting.

Please refer to Council's Governance Rules for further information regarding Public Question Time procedures.

6 Petitions / Joint Letters

7 Acknowledgements / Councillor Reports

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 the offering of condolences to a person who has distinguished service in the local area.
- report on any meetings, conferences or events that they have recently attended; or
- report on any matters or progress in relation to a Delegated Committee they are part of.

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

The CEO must be notified of any acknowledgment or report to be raised by a Councillor at a Council Meeting at least three (3) hours before the commencement of the Council Meeting.

8 Council Decisions

8.1 Responsible Authority Decisions

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

Nil received.

8.1.1. Planning Decision monthly update

Directorate:	Sustainability
Responsible Officer:	Planning Team Leader
Manager:	Director Sustainability
Attachments:	Nil

1. PURPOSE

The purpose of this report is to provide information on the determined planning applications including other planning decisions as of 30 June 2023.

2. RECOMMENDATION

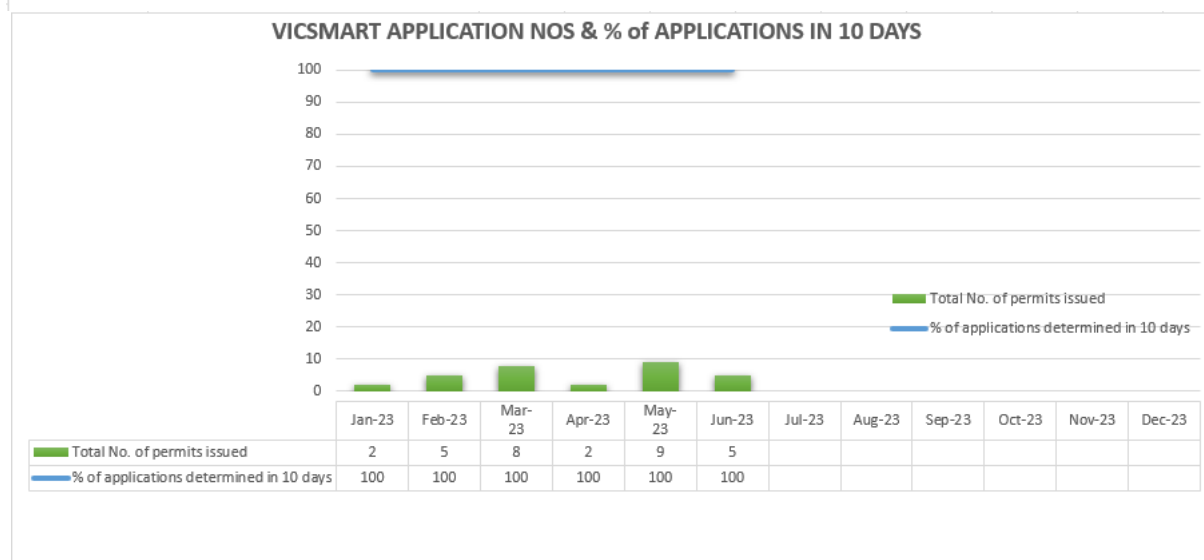
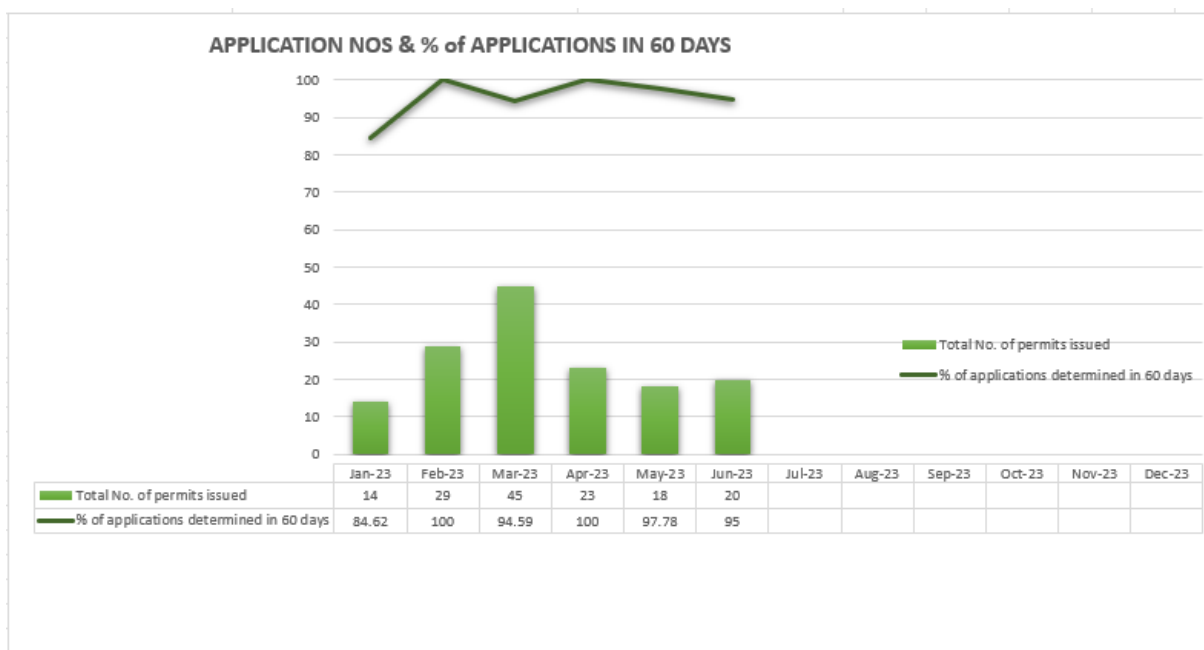
That Council acknowledge the determined planning permit applications and other planning decisions, to 30 June 2023.

3. DISCUSSION

The snapshot provided below outlines the number of applications determined and processing times of determined planning permit applications for the month of June 2023. The figures provided indicated that at the end of the reporting period.

- 24 Planning permit applications received.
- 39 Applications (including amendments, secondary consents, etc) were determined under delegations.
- 20 Planning permit applications were determined under delegation.
- The median processing of an application to determination is 40 days.

These results are extremely good, especially noting the severe staff shortages and the number of applications received.



It is noted that the statutory timeframe to determine and application within 60 days under the *Planning and Environment Act 1987* includes mandated referral authority time and advertising. When reviewing the timeframes, consideration must be applied where the application has requested additional time to resolve matters for an improved outcome, resolving matters with referral authorities or where the additional information sought requires specialised skills.

Planning Applications are prioritised based on their complexity, being:

P1 Applications – 10 Days (Vicsmart, no referrals, exempt from notice)

P2 Applications – 11 – 45 Days (Referred, advertised, no objections)

P3 Applications – 46 – 60 Days (Referred, advertised, received objections, consultation)

Planning register

All planning permit applications are available on the planning register to view the progress of the application, check if further information is required, check for public notification and view decisions on applications: online www.campaspe.vic.gov.au/Plan-build/Planning/Planning-register

Delegate Decisions 01-Jun-2023 to 30-Jun-2023

Monthly Determined

Application ID	Full Details	Property Address	Stage/Decision	Days Utilised
PLN002/2023	Use and development (Industry) of the land in the Industrial 1 Zone and Reduction car parking requirements pursuant to Clause 52.06	22 Malloy Street ROCHESTER VIC 3561	Lapsed	14
PLN022/2020.A	Use and development of the land for a dwelling, outbuilding, and swimming pool in the Rural Activity Zone and Environmental Significance Overlay Schedule 1 and Removal of Clause two (2) restriction on PS301914X pursuant to Clause 52.02	25 River View Court WHARPARILLA VIC 3564	PmtAmend	45
PLN048/2023	Use and development of the land for a Rural Industry and buildings and works (agricultural buildings) in the Farming Zone Schedule 1 and Land Subject to Inundation Overlay and a reduction of carparking requirements pursuant to Clause 52.06 and alteration of access to a Transport Zone 2	1278 Day Road TONGALA VIC 3621	PrmlIssued	72
PLN051/2023	Buildings and Works (dwelling extension and swimming pool) in the Farming Zone Schedule 1 and Land Subject to Inundation Overlay	2069 Day Road YAMBUNA VIC 3621	PrmlIssued	59
PLN071/2023	Re-subdivision of the land into two (2) lots in the Farming Zone Schedule 1 and Land Subject to Inundation Overlay	148 Pannoo Road LOCKINGTON VIC 3563	Lapsed	24
PLN080/2023	Buildings and works (Extension and Alteration to existing building) in the Land Subject to Inundation Overlay and reduction of car parking requirements pursuant to clause 52.06	86-96 Fenaughty Street KYABRAM VIC 3620	PlnRecvd	60
PLN084/2023	Native vegetation removal along Bendigo-Echuca railway corridor (34 scattered trees and 0.943 hectares of vegetation patch) in accordance with Clause 52.17	Ramsay Street ROCHESTER VIC 3561	PmtAmend	43
PLN087/2023	Buildings and works (external alterations) and Floodlit Business Identification Signage in the Commercial 1 Zone and Design & Development Overlay - Schedule 4 and pursuant to Clause 52.05	200-202 Pakenham Street ECHUCA VIC 3564	PrmlIssued	51
PLN088/2023	Buildings and works (Agricultural Shed) in the Rural Activity Zone and Land Subject to Inundation Overlay	350 Bail Road TORRUMBARRY VIC 3562	PrmlIssued	35

PLN092/2023	Buildings and works (Outstand) in the Transport Zone 2 and Land Subject to Inundation Overlay	456 High Street ECHUCA VIC 3564	Lapsed	15
PLN099/2023	Buildings and works (Dwelling) in the Bushfire Management Overlay Schedule 1	21-35 Nuggety Hill Road RUSHWORTH VIC 3612	Prmlssued	36
PLN100/2023	Buildings and works (dwelling extension) in the Land Subject to Inundation Overlay	76 Echuca Road ROCHESTER VIC 3561	Prmlssued	49
PLN102/2023	Building and Works (shed, concrete plinth and 2 silos) in association with an existing Section 2 use in the Public Use Zone - PUZ1	20 Midland Highway STANHOPE VIC 3623	Completed	37
PLN115/2023	Buildings and works (six light towers) in the Public Park and Recreation Zone	Girgarre Recreation Reserve Wallace Street GIRGARRE VIC 3624	Prmlssued	36
PLN121/2023	Buildings and works (Replacement Dwelling) in the Farming Zone Schedule 1	2057 Henderson Road GIRGARRE VIC 3624	Prmlssued	9
PLN185/2022	Subdivision of Land into 59 Lots in the General Residential Zone, Land Subject to Inundation Overlay and alteration of access to a Transport Zone 2 and removal of an easement (E-1 on Lot 1 of LP41356 and E-1 of Lot 2 of LP88826) pursuant to Clause 52.02	413 Allan Street KYABRAM VIC 3620	PmtNOD	14
PLN286/2022	Staged subdivision of the land into 89 lots in the General Residential Zone, removal of an easement pursuant to Clause 52.02 and creating and altering access to a road in a Transport Zone 2 pursuant to Clause 52.29	142 Albion Street KYABRAM VIC 3620	PmtNOD	44
PLN353/2022.A	AMENDMENT - Buildings and works (cabins) and vegetation removal (1 tree) in the Public Park and Recreation Zone, and the Environmental Significance Overlay Schedule 1, Floodway Overlay, and Bushfire Management Overlay	Victoria Park - Caravan Park Residence 10 Crofton Street ECHUCA VIC 3564	PmtAmend	59
PLN366/2022	Business Identification signage (non-illuminated) in the Heritage Overlay Schedule 2	203-205 Hare Street ECHUCA VIC 3564	Withdrawn	0
PLN394/2022	Use and development of the land for an Education Centre (childcare centre and kindergarten and ancillary maternal child health facility) in the Special Use Zone Schedule 2 and Business Identification Signage pursuant to Clause 52.05	88 Wilkinson Drive ECHUCA VIC 3564	Prmlssued	55

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Monthly Determined - VicSmart

Application ID	Full Details	Property Address	Stage/Decision	Days Utilised
PLN128/2023	VICSMART - Building & Works (Outbuilding) in the Farming Zone Schedule 1	1283 Strathallan Road BAMAWM VIC 3561	PrmIssued	2
PLN143/2023	VICSMART - Buildings and works (swimming pool/spa) in the Farming Zone Schedule 1	1765 Curr Road TONGALA VIC 3621	PrmIssued	8

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Secondary Consent Determined

Application ID	Full Details	Property Address	Stage/Decision
PLN002/2022	Buildings and Works (dwelling and garage) in the Bushfire Management Overlay and buildings and works (swimming pool) in the Urban Floodway Zone and Environmental Significance Overlay - Schedule 1	154 Wharparilla Drive ECHUCA VIC 3564	PmtAmend
PLN046/2022	Development of the land for industry (horse float assembly and painting) in the Industrial 1 Zone	16 Kuhle Road KYABRAM VIC 3620	PmtAmend
PLN120/2022	Buildings and Works (Extension of existing factory) and Business Identification Signage in the Industrial 1 Zone and Land Subject to Inundation Overlay and reduction in Car Parking pursuant to Clause 52.06	7 Slattery Road KYABRAM VIC 3620	PmtAmend
PLN170/2019	(Amendment) Staged Subdivision of the Land into 173 Lots and in the Low-Density Residential Zone and General Residential Zone, Bushfire Management Overlay, Land Subject to Inundation Overlay and alteration of a Road Zone Category 1 pursuant to Clause 52.29 and Removal of Native Vegetation pursuant to Clause 52.17	Wharparilla Drive ECHUCA VIC 3564	PmtAmend

PLN261/2020	Amendment - Boundary realignment in the Farming Zone Schedule 2, Floodway Overlay, Land Subject to Inundation Overlay and Restructure Overlay and Use and Development of the land for a dwelling, swimming pool and agricultural shed in the Farming Zone Schedule 1, Land Subject to Inundation Overlay and Restructure Overlay and end Section 173 Agreement U344430B (Crown Allotments 37E, 38B, 38C, 38G, 38H, 38I)	269 Brown Road ECHUCA VILLAGE VIC 3564	PmtAmend
PLN299/2022	Buildings and Works associated with an existing Section 2 use (utility- high pressure gas pipeline) in a Transport Zone 2 and removal of native vegetation pursuant to Clause 52.17	Echuca Shire Office 2 Heygarth Street ECHUCA VIC 3564	PmtAmend

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Extension of Time Determined

Application ID	Full Details	Property Address	Stage/Decision
PLN103/2021	Buildings and works (external alterations and additions and partial demolition) and internally illuminated business identification signage in the Commercial 1 Zone and Heritage Overlay Schedule 203, a reduction of car parking pursuant to Clause 52.06 and alteration to existing red line plan pursuant to Clause 52.27	8-22 Gillies Street ROCHESTER VIC 3561	EOTCompleat
PLN132/2021	Subdivision of the land into 4 lots in the Commercial 1 Zone	Shop 1/201-203 Pakenham Street ECHUCA VIC 3564	EOTCompleat

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Condition Plans Determined

Application ID	Full Details	Property Address	Stage/Decision
PLN019/2023	Buildings and Works (out stand, external fans and heater, solar panels, external alterations) in the Heritage Overlay Schedule 1	542 High Street ECHUCA VIC 3564	Completed
PLN038/2022	Subdivision of the land into 3 lots and Development of the land for a second dwelling in the Township Zone	10 Steele Street STANHOPE VIC 3623	Completed
PLN038/2023	Buildings and works (Walkway) in the Urban Floodway Zone	212 Wharparilla Drive ECHUCA VIC 3564	Completed
PLN075/2023	VICSMART - Buildings and Works (Agricultural Sheds) in the Farming Zone Schedule 1	1133 Echuca-Mitiamo Road BAMAWM EXTENSION VIC 3564	Completed

PLN094/2021	Subdivision of the land into two lots in the General Residential Zone and Land Subject to Inundation Overlay	39 Edward Street ROCHESTER VIC 3561	Completed
PLN099/2021.A	Subdivision of the land into two (2) lots in the Commercial 1 Zone and creation of a carriageway easement pursuant to Clause 52.02	154 Hare Street ECHUCA VIC 3564	Completed
PLN120/2022	Buildings and Works (Extension of existing factory) and Business Identification Signage in the Industrial 1 Zone and Land Subject to Inundation Overlay and reduction in Car Parking pursuant to Clause 52.06	7 Slattery Road KYABRAM VIC 3620	PmtAmend
PLN170/2019	(Amendment) Staged Subdivision of the Land into 173 Lots and in the Low-Density Residential Zone and General Residential Zone, Bushfire Management Overlay, Land Subject to Inundation Overlay and alteration of a Road Zone Category 1 pursuant to Clause 52.29 and Removal of Native Vegetation pursuant to Clause 52.17	Wharparilla Drive ECHUCA VIC 3564	PmtAmend
PLN179/2021	Subdivision of the land into 23 lots in the Township Zone and removal of an easement (E-1) pursuant to Clause 52.02	715 Henderson Road TONGALA VIC 3621	Completed

8.2 Planning Authority Decisions

A Planning Authority is defined under Section 12 of the *Planning & Environment Act 1987* and is responsible for implementing the objectives of planning in Victoria and reviewing and preparing amendments to a planning scheme.

Nil received.

8.3 Office of the CEO

8.3.1 Approval of Councillor Gifts Policy

Directorate: Office of the CEO

Responsible Officer: Governance Advisor

Manager: Chief Executive Officer

Attachments: 1. Councillor Gifts Policy NEW for Council Meeting [8.3.1.1 - 14 pages]

1. PURPOSE

This report seeks Council approval of the Councillor Gift Policy.

2. RECOMMENDATION

That Council approve the Councillor Gift Policy.

3. DISCUSSION

The Councillor Gift Policy is a requirement of Section 138 of the Local Government Act 2020 and is an important aspect of the integrity framework for Council.

The policy contains procedures for the maintenance of a gifts register and is managed in a way that any gifts, benefits, or hospitality accepted by Councillors do not diminish public trust or cause a conflict of interest.

A review of the current policy has been undertaken to:

1. Incorporate reference to the Victorian Public Sector Commission's Model Gifts Policy.
2. identify a value for token offers.
3. Incorporate a table for assessment of offers.

Although the changes are not substantial, they are aimed at strengthening the policy in managing offers of gifts, benefits, and hospitality.

4. CONSULTATION

Internal consultation:

- Manager Governance and Strategy

External consultation:

- Victorian Public Sector Commission resources

Councillors:

- 6 June 2023 Council Briefing Session.

5. STRATEGIC ALIGNMENT

Council Plan 2021-2025

Not applicable

6. POLICIES AND RELATED COUNCIL DOCUMENTS

Councillor Code of Conduct

7. LEGAL AND STATUTORY OBLIGATIONS

Section 9(2)(a) of the *Local Government Act 2020* (Vic) (the Act) provides that Council decisions are to be made and actions taken in accordance with the relevant law.

This report relates to Section 138 of the Act.

8. FINANCIAL IMPLICATIONS

Section 9(2)(g) of the *Local Government Act 2020* (Vic) provides that the ongoing financial viability of the Council is to be ensured.

There are no financial implications with this report.

9. ECONOMIC, SOCIAL AND ENVIRONMENTAL IMPLICATIONS

There are no economic, social and environmental implications with this report.

10. ISSUES AND RISK MANAGEMENT

Issues:

As community leaders Councillors are often invited to community and other functions to represent the Council. Councillors can sometimes be offered gifts by community groups when representing the Council. This report provides a framework for managing such offers.

Risk:

The Local Government Act 2020 requires Council to approve a Councillor Gift Policy. The Council has a policy in place to satisfy the legislation.

In operating under the Councillor Gift Policy, Councillors are required to manage any reputational risk that may arise from the offer and acceptance of gifts, benefits and hospitality.

11. 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.

12. CHARTER OF HUMAN RIGHTS

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

13. INSTRUMENT OF DELEGATION

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

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Councillor Gifts Policy



Council Policy

1. Purpose

This policy sets out Campaspe Shire Council's framework for Councillors when responding to offers of gifts, benefits and hospitality.

The policy aims to ensure that Councillors are not compromised in the performance of their duties by accepting offers which may result in a sense of obligation, could be interpreted as an attempt to influence, or could diminish public trust in the Council.

2. Scope

This policy applies to Campaspe Shire Councillors.

3. Policy Statement

Council is committed to an open and transparent environment in relation to the offer and acceptance or decline of gifts, benefits and hospitality.

To support this commitment, Council has developed a framework for assessment and recording of gifts, benefits and hospitality which is underpinned by the principles incorporated in the Victorian Public Sector Commission's Gifts Benefits and Hospitality Model Policy¹, which are:

Obligations:

Councillors will ~~obey~~ comply with the provisions of the Local Government Act 2020 in relation to gifts, benefits and hospitality.

Impartiality

Councillors have a duty to place the public interest above their private interests when carrying out their official functions. Councillors will not accept gifts, benefits or hospitality that could raise a reasonable perception of, or actual, bias or preferential treatment. Councillors will not accept offers from those about whom they are likely to make business decisions.

Accountability¹

Councillors are accountable for:

- declining non-token offers of gifts, benefits and hospitality, or where an exception applies under this policy, seeking approval to accept the offer.
- declaring all non-token offers of gifts, benefits and hospitality;
- recording non-token gift offers regardless of whether they are accepted or not.

The Mayor and Chief Executive Officer are accountable for overseeing management of acceptance or refusal of non-token gifts, benefits and hospitality, modelling good practice and promoting awareness of gifts, benefits and hospitality policies and processes to Councillors.

Integrity¹

¹ Based on (and amended for relevance to Council) the Victorian Public Sector Commission, Gifts Benefits and Hospitality Model Policy, July 2018

Council Policy

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Councillors strive to earn and sustain public trust through responding to offers of gifts, benefits and hospitality in a manner that is consistent with community expectations.

Councillors will refuse any offer that may lead to an actual, perceived or potential conflict of interest.

Councillors will not solicit gifts for themselves or anyone else, in any form. To do so may constitute misuse of their position and may result in a serious misconduct allegation. It may also constitute corruption and lead to criminal prosecution.

Risk-based approach¹

Campaspe Shire Council, through its policies, processes and the Audit and Risk Committee, will ensure gifts, benefits and hospitality risks are appropriately assessed and managed.

4. Management of Offers of Gifts, Benefits and Hospitality

4.1. Gifts, Benefits and Hospitality

4.1.1. Gifts

Section 3 of the *Local Government Act 2020* defines "Gift" -

means any disposition of property otherwise than by will made by a person to another person without consideration in money or money's worth or with inadequate consideration, including—

- (a) *the provision of a service (other than volunteer labour); and*
- (b) *the payment of an amount in respect of a guarantee; and*
- (c) *the making of a payment or contribution at a fundraising function;*

A gift is anything of monetary or other value that is offered by an external organisation or individual to a Councillor as a result of their role with Council. It includes free or discounted items or services, benefits or hospitality that exceeds common courtesy.

The following constitutes a gift:

- goods and services given of a commercial value
- property (real or otherwise)
- transfers of money
- loans of money or property
- free services (tickets to events, conferences, accommodation, entertainment, sporting events etc)
- goods and services made available at heavily discounted prices.

Examples of gifts include:

- A bottle of wine or spirits
- Tickets to sporting events
- Gift voucher
- Corporate hospitality at a corporate facility
- Discounted products for personal use
- Use of a holiday home
- Free or discounted travel
- Free training excursions
- Door prize or voucher if a Councillor has not personally paid to attend.

4.1.2. Benefits

Benefits mean something that is believed to be of value to the receiver. Examples of benefit include:

- Preferential treatment
- Access to a sporting event
- Privileged access (including access to confidential information)
- Access to discount or loyalty programs
- Personal services
- Promise of a new job.

Council Policy

Council Policy

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4.1.3. Hospitality

Hospitality is considered a gift, unless the hospitality was reasonable and received as part of attending a function or event in an official capacity as a Councillor.

- Reasonableness test: the hospitality must be of a standard and type that an independent observer would consider appropriate and not excessive.
- Official capacity test: it must clearly be your duty as a Councillor to attend the relevant function or event.

Hospitality that exceeds common courtesy will be avoided. It is inconsistent with community expectations and has a high risk of creating a conflict of interest. Examples of gift offers of hospitality that exceed common courtesy include:

- A 'fine dining and wines' working lunch at another organisation's premises
- An offer to pay for a working lunch at a café
- An offer of a free spot on an industry golf day
- Attending as a guest in a corporate box at sporting or other event
- Attending a concert or theatre event
- Attending an industry golf day at a reduced fee
- Being 'shouted' a meal at a restaurant
- Accepting discounted or complimentary tickets for a family member to attend an event.

Reasonable hospitality that does not exceed common courtesy does not need to be declared. Hospitality that does not exceed common courtesy and is therefore not a gift includes:

- Sandwiches and pastries over a lunchtime meeting
- A cup of coffee at another organisation's premises
- A cup of coffee at a café (unless there is a conflict of interest).

Refer to 4.3 *Deciding on Acceptance of an Offer for IBAC's GIFT Test and HOST Test.*²

4.2. Types of Offers (gifts, benefits, or hospitality)

4.2.1. Gestures

Councillors can accept gestures without approval or declaring the offer on Council's Gifts, Benefits and Hospitality Register.

An example of a gesture is an object with no monetary value such as flowers cut from the person's garden or homemade baked goods.

A gesture may also be a souvenir or memento received from a person or company as a result of attending a seminar or conference held, conducted or sponsored by them, for which an appropriate fee was paid to attend. An example of this is a tie, pen, cap, mug or promotional items.

4.2.2. Token offers

Councillors can accept token offers without approval or declaring the offer on Council's Gifts, Benefits and Hospitality Register.

A token offer is an offer of a gift, benefit or hospitality that is of inconsequential or trivial value to both the person making the offer and the individual. It may include promotional items such as pens and note pads, and modest hospitality that would be considered a basic courtesy, such as light refreshments during a meeting.

A token offer cannot be worth more than ~~\$50~~**\$50.00**.

4.2.3. Non-token offers

² <https://www.ibac.vic.gov.au/node/444>, Gifts Benefits and Hospitality Policy, p11: Accessed 8 May 2023

Council Policy

Council Policy

Council Policy

Council Policy

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Councillors can only accept non-token offers if they have a legitimate business benefit.

All accepted non-token offers must be approved in writing by the Chief Executive Officer, recorded in the Gift Register and be consistent with the following requirements:

- the offer does not raise an actual, potential or perceived conflict of interest or have the potential to bring the individual or Council into disrepute, and
- there is a legitimate business reason for acceptance. It is offered in the course of the individual's official duties, relates to the individual's responsibilities and has a benefit to Council or the municipality.

Councillors may be offered a gift, benefit or hospitality where there is no opportunity to seek written approval from the CEO prior to accepting. For example, they may be offered a wrapped gift that they later identify as being a non-token gift. In these cases, the Councillor must seek approval from the CEO within five business days to accept the offer.

However, where the gift would likely bring the Councillor or Council into disrepute, Council should return the gift. If it represents a conflict of interest for the Councillor, Council should either return the gift or transfer ownership to Council to mitigate this risk.

4.2.4. Repeat offers

Councillors must refuse repeat offers from the same source if they create a conflict of interest or may lead to reputational damage.

Receiving multiple offers (token or non-token) from the same person or organisation can generate a stronger perception that the person or organisation could influence a Councillor.

4.2.5. Ceremonial gifts

Ceremonial gifts are official gifts provided as part of the culture and practices of communities and government, within Australia or internationally. They are usually provided when conducting business with official delegates or representatives from another organisation or community.

Ceremonial gifts remain the property of the Council, irrespective of value, and should be accepted by individuals on behalf of Council. A letter of thanks will be prepared and sent by the Council acknowledging the gift to Council and not the individual Councillor.

All ceremonial gifts must be disclosed and recorded on Council's Gifts, Benefits and Hospitality Register but this information does not need to be published online.

4.2.6. Corporate gifts

Councillors may be involved in social, cultural or community events where official gifts are presented or exchanged. It is reasonable for Councillors in performing official duties as representatives of Council to accept official gifts on behalf of the Council, when it would appear impolite or inappropriate to decline the offer of a gift.

Corporate gifts remain the property of the Council, irrespective of value, and should be accepted by individuals on behalf of Council. A letter of thanks will be prepared and sent by the Council acknowledging the gift to Council and not the individual Councillor.

All corporate gifts received must be disclosed and recorded in the Gifts, Benefits and Hospitality Register but this information does not need to be published online.

4.2.7. Anonymous gifts

In accordance with Section 137 of the Local Government Act 2020 (the Act) Councillors must not accept anonymous gifts. The Act states"

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- (1) *Subject to subsection (2), a Councillor must not accept, directly or indirectly, a gift for the benefit of the Councillor the amount or value of which is equal to or exceeds the gift disclosure threshold³ unless—*
- (a) *the name and address of the person making the gift are known to the Councillor; or*
 - (b) *at the time when the gift is made—*
 - (i) *the Councillor is given the name and address of the person making the gift; and*
 - (ii) *the Councillor reasonably believes that the name and address so given are the true name and address of the person making the gift.*
- Penalty: 60 penalty units.*
- (2) *If the name and address of the person making the gift are not known to the Councillor for whose benefit the gift is intended, the Councillor is not in breach of subsection (1) if the Councillor disposes of the gift to the Council within 30 days of the gift being received.*
- (3) *In addition to the penalty specified in subsection (1), a Councillor who is found guilty of a breach of that subsection must pay to the Council the amount or value of the gift accepted in contravention of that subsection.*

If for any reason a Councillor finds themselves in possession of a gift (that exceeds the disclosure threshold) when they don't know the name and address of the person who gave the gift, the Councillor must give the gift to the Council within 30 days to avoid committing an offence.

4.2.8. Prohibited offers

A prohibited offer is any offer that is inconsistent with community values and could bring a Councillor's integrity, or that of the Council, into disrepute. Councillors are prohibited from accepting, and must refuse, the following gift offers:

- Offers of money or equivalent: gift cards, gift vouchers, or gifts that are easily converted into money (for example, shares).
- Offers that create a conflict of interest (real, potential, or perceived).
- Offers from individuals or groups that may be involved with a permit application or regulatory activity (for example, planning permit, infringement appeal).
- Offers from current or prospective suppliers, or any offer that is made during a procurement or tender process by a person or organisation involved in the process.
- Bequests to Councillors resulting from their position with Council. Arrangements may be made to donate the bequest to a charitable institution in the name of the donor or returned to the donor's immediate family within 30 days of the bequest.

Accepting a prohibited gift may constitute misuse of a Councillor's position, and a breach of this policy, and may result in a serious misconduct allegation. In addition, if the gift was offered with the expectation of something in return, such as preferential treatment, accepting it may constitute a bribe or other form of corruption and lead to criminal prosecution.

4.2.9. Conferences

Attendance offered at no charge to conferences (sponsored attendance, participation, travel or accommodation) must be declined unless the invitation is issued by a government department or a Local Government affiliated peak body, such as Municipal Association of Victoria, and Rural Council's Victoria.

Door prizes and raffle prizes at functions or conferences are not considered a gift if the Councillor has personally paid for their attendance, or when the Councillor has personally paid for the raffle ticket.

4.3. Deciding on Acceptance of an Offer

When deciding whether to accept an offer, Councillors should first consider if the offer could be perceived as influencing them in the performance of their duties or lead to reputational damage. The more valuable the offer, the more likely that a conflict of interest exists or reputational damage will occur.

³ Currently \$500

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The GIFT test and HOST test, developed by the Victorian Public Sector Commission, provide guidance on the assessment of offers.

4.3.1. GIFT Test

G	Giver	Who is providing the gift, benefit or hospitality and what is their relationship to me? Does my role require me to select contractors, award grants, regulate industries or determine government policies? Could the person or organisation benefit from a decision I make?
I	Influence	Are they seeking to gain an advantage or influence my decisions or actions? Has the gift, benefit or hospitality been offered to me publicly or privately? Is it a courtesy or a token of appreciation or valuable non-token offer? Does its timing coincide with a decision I am about to make?
F	Favour	Are they seeking a favour in return for the gift, benefit or hospitality? Has the gift, benefit or hospitality been offered honestly? Has the person or organisation made several offers over the last 6-12 months? Would accepting it create an obligation to return a favour?
T	Trust	Would accepting the gift, benefit or hospitality diminish public trust? How would the public view acceptance of this gift, benefit or hospitality? What would my colleagues, family, friends or associates think?

4.3.2. Host Test

H	Host	To whom is the gift or hospitality being provided? Will recipients be external business associates, or individuals of the host organisation?
O	Objectives	For what purposes will hospitality be provided? Is the hospitality being provided to further the conduct of official business? Will it promote and support government policy objectives and priorities? Will it contribute to staff wellbeing and workplace satisfaction?
S	Spend	Will public funds be spent? What type of hospitality will be provided? Will it be modest or expensive, and will alcohol be provided as a courtesy or an indulgence? Will the costs incurred be proportionate to the benefits obtained?
T	Trust	Will public trust be enhanced or diminished? Could you publicly explain the rationale for providing the gift or hospitality? Will the event be conducted in a manner which upholds the reputation of the public sector? Have records in relation to the gift or hospitality been kept in accordance with reporting and recording procedures?

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4.4. Requirement for Refusing Offers

Councillors should consider the GIFT test and the HOST Test and the requirements below to help decide whether to refuse an offer. Councillors must refuse all offers:

- likely to influence them, or be perceived to influence them, in the course of their duties or that raise an actual, potential or perceived conflict of interest
- that could bring them or Council into disrepute
- made by a person or organisation about which they will likely make or influence a decision (this also applies to processes involving grants, sponsorship, regulation, enforcement or licensing), particularly offers:
 - made by a current or prospective supplier
 - made during a procurement or tender process by a person or organisation involved in the process
 - likely to be a bribe or inducement to make a decision or act in a particular way
 - that extend to their relatives or friends
 - of money, or used in a similar way to money, or something easily converted to money
 - where, in relation to hospitality and events, the organisation will already be sufficiently represented to meet its business needs
 - where acceptance could be perceived as endorsement of a product or service, or acceptance would unfairly advantage the sponsor in future procurement decisions
 - made by a person or organisation with a primary purpose to lobby Council
 - made in secret
 - have no legitimate business benefit.

4.4.1. Attempts to Bribe

A Councillor who receives a gift offer that they believe is an attempted bribe must refuse the offer. They must report the matter to the Chief Executive Officer (CEO) or Public Interest Disclosure Co-ordinator who should report any criminal or corrupt conduct to Victoria Police or the Independent Broad-based Anti-Corruption Commission (IBAC).

A Councillor who believes another person within the Council may have solicited or been offered a bribe which they have not reported, must notify the CEO or report the matter as a public interest disclosure in accordance with Council's Public Interest Disclosure Procedures.

4.5. Retention and Disposal of Gifts

The Chief Executive Officer may dispose of gifts by any of the following methods:

- Return to the donor.
- Transfer to other public agencies or authorities.
- Transfer as a gift to a recognised charitable aid or non-profit organisation.
- Archival action by the Victorian Museum or State Library;
- By offer to the recipient.
- Destruction; or
- By resolution of Council.

4.6. Recording Offers

4.6.1. Declaration of Official Gifts Form

Councillors must complete the Declaration of Official Gifts Form within 14 days of receiving the gift (or 14 days of the date of returning to Australia if the gift was received overseas).

The form will include all information required to populate the Gifts, Benefits and Hospitality Register.

4.6.2. Gifts, Benefits and Hospitality Register

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With the exception of gestures (4.2.1) and token offers (4.2.2), all accepted offers, whether accepted or declined, must be recorded in the Gifts, Benefits and Hospitality Register, and include:

- Date of declaration.
- Name of Councillor.
- The name of the person or organisation making the offer.
- A description of the offer.
- Business reason for accepting the offer (if accepted).
- The estimated retail value of the offer.
- Whether it was accepted or declined (as Councillors may choose to register a declined offer).
- What was done with the gift (e.g. kept by recipient, returned, provided to Council).

The business reason for accepting the non-token offer must be recorded in the register with sufficient detail to link the acceptance to the individual's work functions and benefit to the Council.

Councillors should consider the following examples of acceptable and unacceptable levels of detail to be included in the register when recording the business reason:

Acceptable

"Individual is responsible for evaluating and reporting on the outcomes of the Council's sponsorship of Event A. Individual attended Event A in an official capacity and reported back to the Council on the event."

"Councillor presented to a visiting international delegation. The delegation presented the Councillor with a cultural item worth an estimated \$200. Declining the gift would have caused offence. The gift was accepted on behalf of the Council."

Unacceptable

- "Networking"
- "Maintaining stakeholder relationships"

In accordance with Council's Public Transparency Policy, the Gifts, Benefits and Hospitality Register will be published on Council's website.

Consideration will be given to maintaining reasonable confidentiality in situations where public disclosure will prejudice a proposed development or business venture, legal advice or legal proceedings.

4.7. Monitoring and Reporting

4.7.1. Audit and Risk Committee

Council's Audit and Risk Committee will be provided with an annual report on administration and quality control of this policy, processes and Gifts Register.

The report will include analysis of gifts, benefits and hospitality, including multiple offers from the same source and offers from business associates, risk mitigation strategies and any proposed improvements.

4.7.1. Biannual Personal Interest Returns

In addition to the requirements of this policy, Councillors are required to provide details of gifts received under Section 134(1) of the Local Government (Governance and Integrity) Regulations 2020 (Regulations) when lodging a biannual interest return during March and September annually.

Section 134(1) of the Regulations state:

- (k) *subject to subregulation (4), the details of any gift received by the specified person, the value of which equals or exceeds \$500 or the threshold amount fixed by the Secretary under subregulation (2) (whichever is greater), including gifts in the form of goods or services and multiple gifts that together equal or exceed that amount, which was received at any time since the specified person lodged the preceding initial or biannual personal interests return, including—*

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- (i) a description of the gift; and
 - (ii) the monetary value of the gift; and
 - (iii) the name of the person who gave the gift; and
 - (iv) if the gift was given on behalf of another person or body, the name of that person or body;
- (4) Subregulation (1)(k) does not apply in respect of the following—
- (a) gifts received by a specified person from a family member;
 - (b) gifts disclosed in an election campaign donation return made under section 306 of the Act;
 - (c) any reasonable hospitality received by the specified person at an event or function that the person attended in an official capacity as a Councillor, Chief Executive Officer, member of Council staff or member of a delegated committee.

4.7.2. Other Reporting

A Councillor who has a conflict of interest as a result of receiving a gift, benefit or hospitality must disclose the conflict of interest in accordance with Section 8 of Council's Governance Rules.

In accordance with Section 306 of the Act, gifts above the gift disclosure threshold that are election campaign donations must be disclosed in an election campaign donation return.

5. Definitions

Term	Details
Bribe	A bribe is an offer of money or other inducement made with the intention to corruptly influence a Councillor, officer or contractor in the performance of their duties. Bribery or attempted bribery of a public official is a criminal offence.
Types of Conflicts of Interest	<p>A conflict of interest is a conflict between a Councillor's public duty to act in the best interest of the Council and their private interests (financial or non-financial). A conflict exists whether it is:</p> <ul style="list-style-type: none"> • Real – it currently exists • Potential – it may arise, given the circumstances • Perceived – members of the public could reasonably form the view that a conflict exists, or could arise, that may improperly influence the person's performance of their duty to the Council, now or in the future.
Division 2 – Conflict of Interest Section 126 Definitions	<p>(1) In this Division—</p> <p>family member means—</p> <ul style="list-style-type: none"> (a) a spouse or domestic partner of the relevant person; or (b) a parent, grandparent, sibling, child, grandchild, step-parent, step-sibling or step-child of the relevant person or of their spouse or domestic partner; or (c) any other relative that regularly resides with the relevant person; <p>matter means a matter with which a Council, delegated committee, community asset committee or a member of Council staff is concerned and that will require—</p> <ul style="list-style-type: none"> (a) a power to be exercised, or a duty or function to be performed, or a decision to be made, by the Council, delegated committee or community asset committee in respect of the matter; or (b) a power to be exercised, or a duty or function to be performed, or a decision to be made by a member of Council staff in respect of the matter; <p>not-for-profit organisation means a body that—</p> <ul style="list-style-type: none"> (a) operates exclusively for charitable, civil, sporting or other social purposes; and (b) does not share or allocate the funds or profits of the body or organisation with the owners, shareholders or executives of the body or organisation; <p>relevant person means a person who is a—</p> <ul style="list-style-type: none"> (a) Councillor; or

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Term	Details
	<ul style="list-style-type: none"> (b) member of a delegated committee who is not a Councillor; or (c) member of Council staff. (2) For the purposes of this Division, a relevant person has a conflict of interest if the relevant person has— <ul style="list-style-type: none"> (a) a general conflict of interest within the meaning of section 127; or (b) a material conflict of interest within the meaning of section 128.
Section 12 General conflict of interest	<ul style="list-style-type: none"> (1) Subject to section 129, a relevant person has a general conflict of interest in a matter if an impartial, fair-minded person would consider that the person's private interests could result in that person acting in a manner that is contrary to their public duty. (2) For the purposes of subsection (1)— <ul style="list-style-type: none"> private interests means any direct or indirect interest of a relevant person that does not derive from their public duty and does not include an interest that is only a matter of personal opinion or belief; public duty means the responsibilities and obligations that a relevant person has to members of the public in their role as a relevant person.
Section 128 Material Conflict of Interest	<ul style="list-style-type: none"> (1) Subject to section 129, a relevant person has a material conflict of interest in respect of a matter if an affected person would gain a benefit or suffer a loss depending on the outcome of the matter. (2) The benefit may arise or the loss incurred— <ul style="list-style-type: none"> (a) directly or indirectly; or (b) in a pecuniary or non-pecuniary form. (3) For the purposes of this section, any of the following is an affected person— <ul style="list-style-type: none"> (a) the relevant person; (b) a family member of the relevant person. (c) a body corporate of which the relevant person or their spouse or domestic partner is a Director or a member of the governing body; (d) an employer of the relevant person, unless the employer is a public body; (e) a business partner of the relevant person; (f) a person for whom the relevant person is a consultant, contractor or agent. (g) a beneficiary under a trust or an object of a discretionary trust of which the relevant person is a trustee. (h) a person from whom the relevant person has received a disclosable gift. (4) For the purposes of subsection (3)(h), disclosable gift means one or more gifts with a total value of, or more than, \$500 or if an amount is prescribed for the purposes of this subsection, the prescribed amount, received from a person in the 5 years preceding the decision on the matter— <ul style="list-style-type: none"> (a) if the relevant person held the office of Councillor, was a member of Council staff or was a member of a delegated committee at the time the gift was received; or (b) if the gift was, or gifts were, or will be, required to be disclosed as an election campaign donation— <ul style="list-style-type: none"> but does not include the value of any reasonable hospitality received by the relevant person at an event or function that the relevant person attended in an official capacity as a Councillor, member of Council staff or member of a delegated committee.
Section 129 Exemptions (Conflict of Interest)	<p>A conflict of interest does not arise if any of the following applies—</p> <ul style="list-style-type: none"> (a) the conflict of interest is so remote or insignificant that it could not be reasonably regarded as capable of influencing the actions or decisions of the relevant person in relation to the matter; (b) the interest that would give rise to a conflict of interest is held in common with a substantial proportion of the residents, ratepayers or electors of the municipal district and does not exceed the interest held by the other residents, ratepayers or electors;

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Term	Details
	<ul style="list-style-type: none"> (c) the relevant person does not know the circumstances that give rise to the conflict of interest, and could not be reasonably expected to know those circumstances; (d) the interest only arises because the relevant person is the representative of the Council on a not-for-profit organisation that has an interest in the matter and the relevant person receives no personal advantage from the not-for-profit organisation; (e) the interest only arises because a family member of the relevant person is a member but not an office-holder of a not-for-profit organisation; (f) the interest only arises because the relevant person is a member of a not-for-profit organisation that has expressed an opinion or advocated for an outcome in regard to the matter; (g) the interest arises in relation to a decision by a Councillor on a matter or in a circumstance that is prescribed to be exempt by the regulations.
Value	Value means the face value or estimated retail value

6. Acknowledgements

Traditional Owners

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.

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Appendix 1: First Level Assessment

Type	Can be accepted?	Declaration required?	CEO approval required?	Gifts Benefits and Hospitality Register entry?
4.1.3 Hospitality	No, unless it fits within the definitions under: 1. Reasonableness test and 2. Official capacity test Refer to 4.1.3 of this policy	Yes	Yes	Yes
4.2.1 Gestures	Yes	No	No	No
4.2.2 Token Offers	Yes	No	No	No
4.2.3 Non-Token Offers	No, unless there is a legitimate business benefit	Yes	Yes	Yes
4.2.4 Repeat Offers	No, if there is a conflict of interest or reputational risk	Yes	Yes	Yes
4.2.5 Ceremonial Gifts	Yes, on behalf of Council	Yes	Yes	Yes (but not published on the public register)
4.2.6 Corporate Gifts	Yes, on behalf of Council, if it would be impolite or inappropriate to decline	Yes	Yes	Yes (but not published on the public register)
4.2.7 Anonymous offers	No	Yes	Yes	Yes
4.2.8 Prohibited offers	No	Yes	Yes	Yes
4.2.9 Conferences	No, unless it is a peak body such as the Municipal Association of Victoria or Rural Councils Victoria	Yes	Yes	Yes

Appendix 2: Second Level Assessment (if required)

If an offer fits any criteria within Section 4.4 *Requirement for Refusing Offers* of the policy, it must be refused.

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Policy Information

Document Number:	ECM Number		
Document Type:	Council Policy		
Document Status:	Under Review		
Policy Owner (by position):	Manager Governance and Strategy		
Internal Endorsement Required:	Audit and Risk Committee		
Final Approval By:	Council		
Date Approved:	17/02/2021		
Evidence of Approval:	Minutes dated: 17/02/2021		
Version	2	Frequency of Review	4 Years
Review Date:	20/02/2027		
Related Legislation:	Local Government Act 2020 Victorian Charter of <i>Human Rights and Responsibilities Act 2006</i> . <i>Gender Equality Act 2020</i> <i>Victorian Disability Act 2006</i>		
Related Strategic Documents, Policies, or Procedures	Governance Rules Councillor Code of Conduct		
Attachments:	Declaration of Official Gifts Form		
Date Rescinded:	Click or tap to enter a date. or Not Applicable <input checked="" type="checkbox"/>		

Approval History: Date:	Reason for review
5/05/2023	Review of policy into new template and to incorporate Victorian Public Sector Commission Model Policy and IBAC Model Policy elements
26/03/2021	Administrative update to Approval History Reference No
19/02/2021	Administrative update to apply consistent references to Campaspe Shire Council ('Council')
17/02/2021	Minute Book Reference No 177 (Item 9.6)

Currency: Documents are amended from time to time; therefore, you should not rely on a printed copy being the current version. Please consult the Campaspe Shire Council website to ensure that the version you are using is up to date. This document is available in alternative formats (e.g. larger font) if requested.

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8.4 Corporate

8.4.1 Community Satisfaction Survey Action Plan

Directorate:	Corporate
Responsible Officer:	Manager Governance and Strategy
Manager:	Director Corporate
Attachments:	1. Community Satisfaction Survey Action Plan [8.4.1.1 - 8 pages]

1. PURPOSE

To seek Council's endorsement of an action plan developed in response to the low performing areas of the 2023 Community Satisfaction Survey results.

2. RECOMMENDATION

That Council:

- a. endorse the 2023 Community Satisfaction Survey Action Plan initiatives.
- b. note progress on implementation of the initiatives will be reported to Council quarterly.

3. DISCUSSION

Council at its meeting of 16 May 2023 resolved:

Moved by Cr Pentreath

Seconded by Cr Jarman

That Council:

- a) *receives the results of the 2023 Campaspe Community Satisfaction Survey.*
- b) *acknowledge areas such as Waste and Library services where scores meet or exceed industry average.*
- c) *acknowledge areas of lower scoring in customer service, local roads, drains, footpaths and amenity areas.*
- d) *authorise the Chief Executive Officer to develop an action plan to address the lower scoring results, to be developed by the end of June 2023.*

CARRIED

This report seeks Council's endorsement of an action plan developed in response to Council's resolution of 16 May 2023.

4. CONSULTATION

Internal consultation:

- Executive Leadership Team
- Management Team

Councillors:

- 6 June 2023 Council Briefing Session.
- 27 June 2023 Council Briefing Session

5. STRATEGIC ALIGNMENT

Council Plan 2021-2025

Growing Quality of Life

- Effective and efficient services available locally

The Community Satisfaction Survey is a measure of the Campaspe Shire community's satisfaction with Council's services and facilities. The 2023 survey results show some small increases on the previous 2022 results across several measures, and a longer-term downward trend in relation to satisfaction with sealed local roads. To address this declining trend in community satisfaction with Council services and facilities an action plan has been developed to improve public perception and satisfaction with Council.

6. POLICIES AND RELATED COUNCIL DOCUMENTS

Nil.

7. LEGAL AND STATUTORY OBLIGATIONS

Section 9(2)(a) of the *Local Government Act 2020* (Vic) provides that Council decisions are to be made and actions taken in accordance with the relevant law.

Nil.

8. FINANCIAL IMPLICATIONS

Section 9(2)(g) of the *Local Government Act 2020* (Vic) provides that the ongoing financial viability of the Council is to be ensured.

Financial and non-financial resources required to implement the initiatives outlined in the plan have been considered. All initiatives are within current resources.

9. ECONOMIC, SOCIAL AND ENVIRONMENTAL IMPLICATIONS

Nil.

10. ISSUES AND RISK MANAGEMENT

Issues:

The initiatives identified in the action plan seek to address and improve public perception of Council's services and facilities. Without action, public perception and the Community Satisfaction Survey scores are likely to continue to decline.

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.

11. CONFLICT OF INTEREST

Section 130 of the *Local Government Act 2020* (Vic) requires members of Council staff to disclose any general or material conflict of interest in matters to be considered at a Council Meeting.



Community Satisfaction Survey Results

Action Plan

July 2023



Introduction

Local Government Victoria each year coordinates a Community Satisfaction Survey to rate the importance and performance of local government services across Victoria.

The 2023 Survey provided Council with a wide range of information covering community satisfaction, community sentiment, and involvement in services and facilities. The survey has highlighted several low performing areas that require redress. The results also confirm a continued longer-term downward trend of community satisfaction with services and facilities provided by Council.

Failure to take note of the results and improve services and facilities is likely to have continued significant reputational impact for the organisation but, more importantly, Council is not meeting the needs of our community through the services provided.

In response Council resolved to develop an action plan to seek to address these lower scoring areas as well as Council's corporate communications approach.

This document contains a set of initiatives and outcomes that Council will deliver over 2023 -2024 as the action plan to address the key areas of lower community satisfaction.



Communication

Initiative

Review the Communications Strategy for relevance, with emphasis on educating the community on what Local Government do, and services provided.

Outcome

Communications Strategy Review completed and presented to Council for endorsement.

Completed by

Communications by 30 June 2024.

Initiative

Deliver a centralised and consistent branding project to increase visibility of Campaspe's people, services, facilities and activities in collaboration with communication strategy review.

Outcome

Campaspe vehicles rebranded inline with communications strategy review recommendations.

Signage audit completed identifying former branding requiring removal.

Project construction site fence screening designed.

Completed by

Communications by 30 June 2024.

Initiative

Develop pre-paid postcards for letterbox dropping at the completion of local projects (e.g. local street resheeting) that offer a few tick boxes and free text area for residents to return about how the project was communicated and delivered.

Outcome

Post cards developed, incorporated in the project management process and rolled out for five projects.

Completed by

Communications & Major Projects by 30 June 2024.

Initiative

Partner with local community champions to celebrate achievements and the benefits to our community from the delivery of projects, services, programs, grants etc.

Outcome

One media campaign delivered per month incorporating community champions.

Completed by

Communications by 30 June 2024.

Initiative

Commence the delivery of an upgraded Request Management System.

Outcome

Request Management System upgrade commenced.

Completed by

Information Communication Technology by 30 June 2024.

Initiative

Continue to update key technology systems to improve customer interactions, for both external and internal customers.

Outcome

Transition to CiAnywhere for accounts payable and purchasing.

Completed by

Information Communication Technology by 30 December 2023.

Initiative

Deliver staff training on the use of the request management system.

Outcome

Refresher training on the use of Request Management provided to departments and staff who are identified as requiring this.

New staff who are expected to use Request Management to receive Request Management within two months of commencement.

Completed by

Information Communication Technology by 30 June 2024.



Communication

Initiative

Deliver customer service training to council staff with technical roles to improve communication and customer interactions, including outlining councils Customer Service Charter delivery promise.

Outcome

Training delivered.

Completed by

People and Culture by 30 June 2024.

Initiative

Deliver staff training on IAP2 model with specific focus on the different engagement approaches.

Outcome

Training delivered.

Completed by

People and Culture by 30 June 2024.

Initiative

Develop and implement a post service request closure survey to understand the customers journey and opportunities for improvement in the process.

Outcome

Survey developed, survey rollout plan prepared. Survey implementation completed in accordance with rollout plan.

Completed by

Office of the CEO by 30 June 2024.

Initiative

Deliver livestream community information (Q&A) sessions.

Outcome

Six sessions delivered.

Completed by

Office of the CEO by 30 June 2024.

Initiative

Review the customer experience journey across key community facing service areas, identifying touch points of weakness and improvement opportunities.

Outcome

Review completed and reported to Executive Leadership Team.

Completed by

Office of the CEO by 30 June 2024.

Initiative

Review community grant funding agreement to incorporate increased recognition and acknowledgment of Council's contribution to supporting the event.

Outcome

Review completed and reported to Executive Leadership Team.

Completed by

Office of the CEO by 30 June 2024.

Initiative

Investigate options for the establishment of community panels/reference groups and how they may be used to support improved community satisfaction with Council's services and facilities.

Outcome

Investigation completed, options identified and presented to Council for consideration.

Completed by

Office of the CEO by 30 June 2024.

Initiative

Increase the public face of the Council through Councillor /Executive community conversations/ listening posts.

Outcome

20 Sessions held (at least one per ward on a quarterly basis).

Completed by

Office of the CEO by 30 June 2024.



Roads

Initiative

Complete the Toolleen Axedale Road widening project.

Outcome

Road widening completed and project closed.

Completed by

Major Projects by 30 June 2024.

Initiative

Continue stage two of the Rushworth Streetscape renewal project.

Outcome

Stage 2 works completed and project closed.

Completed by

Major Projects by May 2024.

Initiative

Deliver our road resheeting and resealing programs.

Outcome

Road resheeting and resealing program for 2023/24 completed and project closed.

Completed by

Major Projects by 30 June 2024.

Initiative

Purchase new plant and equipment, made up of the following, to maintenance of roads and public open spaces:

- One grader
- Five Utes
- Two truck and dog trailers
- Tractor and roller
- Prime mover and water cart
- Fuel cart
- Excavator and trailer
- Four trucks (8 & 12 tonne)
- Stump grinder and chipper
- Weed spraying equipment.

Outcome

New plant and equipment purchased.

Completed by

Major Projects by 30 June 2024.

Initiative

Review the gravel roads maintenance program to incorporate a "zoned grading" approach and newly purchased plant and equipment for increased efficiency.

Outcome

Review completed and Council briefed.

Completed by

Engineering by 30 June 2024.

Initiative

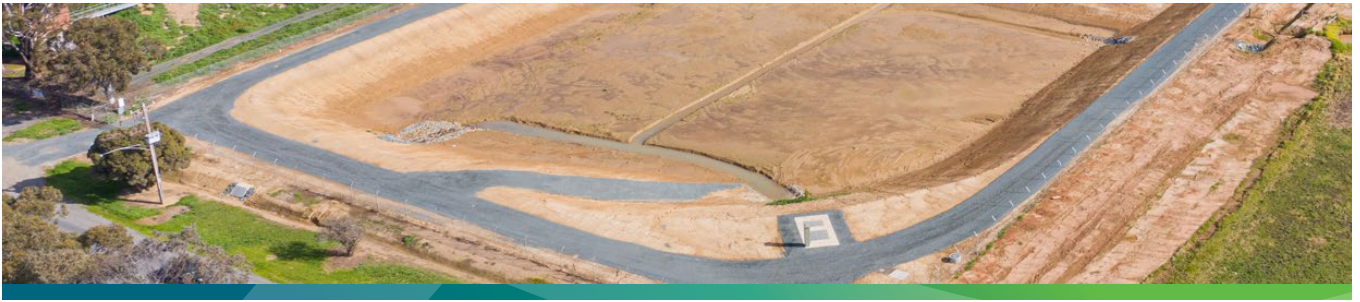
Commence review of the Road Management Plan.

Outcome

Review commenced.

Completed by

Engineering by 30 June 2024.



Drainage

Initiative

Complete storm water pump well renewal at Colbinabbin and Echuca.

Outcome

Renewal projects completed at Gamble Court and Mt Terrick.

Completed by

Major Projects by 30 June 2024.

Initiative

Complete the Integrated Water Management project at the Echuca Aquatic Reserve drainage basin.

Outcome

Works at the Echuca Aquatic Reserve completed and project closed.

Completed by

Major Projects & Recreation & Leisure by 30 January 2024.

Initiative

Investigate and renew high priority rural drainage culverts in accordance with adopted budget.

Outcome

Renewal works completed.

Completed by

Operations by 30 June 2024.

Initiative

Complete a review of the drainage inspection procedure.

Outcome

Procedure reviewed and signed by required parties, staff trained and implemented.

Completed by

Operations by 1 April 2024.



Footpaths & Shared Paths

Initiative

Complete the construction of Breen Ave Shared User Path (Kyabram).

Outcome

Construction completed and project closed.

Completed by

Major Projects & Recreation & Leisure by 30 January 2024.

Initiative

Complete the Rushworth (Waranga) Rail Trail.

Outcome

Construction completed and project closed.

Completed by

Major Projects & Recreation & Leisure by 30 June 2024.

Initiative

Undertake a review of the shared path network across the shire.

Outcome

Review completed and Council briefed.

Completed by

Integrated Planning & Recreation & Leisure by 31 March 2024.

Initiative

Continue to review and update wayfinding signs across the shire.

Outcome

Review completed and Council briefed on updates required.

Completed by

Major Projects & Recreation & Leisure by 30 September 2023.

Initiative

Commence preliminary investigation and detail design for the Riverboat Dock to Victoria Park shared path.

Outcome

Project scope and charter submitted.

Completed by

Recreation & Leisure by 31 October 2023.

Initiative

Complete the construction of the Echuca East Recreation Reserve pump bike track.

Outcome

Construction completed and project closed.

Completed by

Major Projects & Recreation & Leisure by 30 June 2024.



Public Toilets

Initiative

Renew three existing public toilet facilities.

Outcome

Construction completed and project closed.

Completed by

Major Projects by 30 January 2024.



Emergency Management

Initiative

Conduct a review on Council's response during the flood, including community consultation and engagement exercise, with a view to release an open report, with actions attached.

Outcome

Review completed and reported to Council.

Completed by

Emergency Management by 30 December 2023.

Initiative

Establish a Recovery Hub, for a period of 2 years to ensure Community has access to services and support post floods.

Outcome

Recovery Hub established and operational.

Completed by

Emergency Management by July 2023.

Initiative

Improve Council's internal preparedness to an Emergency, including its Emergency Management Structure, Policies and Procedures.

Outcome

Preparedness review completed and recommendations reported to Council.

Completed by

Emergency Management by July 2024.

Initiative

Establishment of a Municipal Recovery Committee to guide Recovery, made up of community members and agency staff

Outcome

Municipal Recovery Committee established.

Completed by

Emergency Management by July 2023.

8.4.2 Appointment and Authorisation

Directorate: Corporate

Responsible Officer: Manager Governance and Strategy

Manager: Director Corporate

Attachments: 1. Instrument of appointment and authorisation Shannon Maynard [8.4.2.1 - 1 page]

1. PURPOSE

To appoint Shannon John Maynard as an authorised officer for the purposes of the administration and enforcement of Acts and regulations which relate to the functions and powers of Council.

2. RECOMMENDATION

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

- 1. The member of Council staff referred to in the instrument and listed below be appointed and authorised as set out in the instrument:**
 - 1.1. Shannon John Maynard**
- 2. The instrument comes into force immediately the common seal of Council is affixed to the instrument and remains in force until Council determines to vary or revoke it, or on cessation of the officer's employment with Council.**
- 3. The instruments be sealed.**

3. DISCUSSION

This authorisation will ensure that Council is able to fulfill its administration and enforcement responsibilities under relevant legislation as listed in the authorisation.

4. CONSULTATION

Internal consultation:

- Chief Executive Officer
- Director Emergency Management

Councillors:

- 04 07 2023 Council Briefing Session.

5. STRATEGIC ALIGNMENT

Council Plan 2021-2025

Not applicable

6. POLICIES AND RELATED COUNCIL DOCUMENTS

Nil.

7. LEGAL AND STATUTORY OBLIGATIONS

Section 9(2)(a) of the *Local Government Act 2020* (Vic) provides that Council decisions are to be made and actions taken in accordance with the relevant law.

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

Section 224(1) of the *Local Government Act 1989* provides that:

A Council may appoint any person other than a Councillor to be an authorised officer for the purposes of the administration and enforcement of any Act, regulations or local laws which relate to the functions and powers of the Council.

This appointment seeks authorisation under the following legislation.

- *Planning and Environment Act 1987*
- *Environment Protection Act 2017*
- *Residential Tenancies Act 1997*
- *Summary Offences Act 1966*
- *Local Government Act 2020*
- *Section 224 of the Local Government Act 1989*

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

8. FINANCIAL IMPLICATIONS

Section 9(2)(g) of the *Local Government Act 2020* (Vic) provides that the ongoing financial viability of the Council is to be ensured.

Nil.

9. ECONOMIC, SOCIAL AND ENVIRONMENTAL IMPLICATIONS

Nil.

10. ISSUES AND RISK MANAGEMENT

Issues:

Without appropriately skilled authorised officers Council is unable to fulfill its administration and enforcement responsibilities under relevant legislation as listed in the authorisation.

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.

11. CONFLICT OF INTEREST

Section 130 of the *Local Government Act 2020* (Vic) requires members of Council staff to disclose any general or material conflict of interest in matters to be considered at a Council Meeting.

Instrument of Appointment and Authorisation

In this instrument “officer” means:

Shannon John Maynard

by this instrument of appointment and authorisation Campaspe Shire Council (Council):

PART A

1. under section 224 of the *Local Government Act 1989* – appoints the officer to be an authorised officer for the administration and enforcement of:
 - the *Environment Protection Act 2017*
 - the *Residential Tenancies Act 1997*
 - the *Local Government Act 1989*
 - the *Local Government Act 2020*
 - the *Summary Offences Act 1966*
 - the *Planning and Environment Act 1987*
 - the regulations made under each of those Acts
 - the local laws made under the *Local Government Act 1989* or the *Local Government Act 2020*
 - and any other Act, regulation or local law which relates to the functions and powers of the Council;

PART B

2. under section 228(2) of the *Building Act 1993* – authorised the officer to exercise the powers of an authorised person under Division 2 of Part 13 of the *Building Act 1993*
3. under section 114(2) of the *Environment Protection Act 2017* – appoints the officer to be a litter enforcement officer for the purposes of the *Environment Protection Act 2017*.
4. under section 242(2) of the *Environment Protection Act 2017* – appoints the officer to be an authorised officer for the purposes of the *Environment Protection Act 2017*.
5. under section 525(2) of the *Residential Tenancies Act 1997* – appoints the officer to exercise the powers set out in section 526 of that Act.
6. under s 71(1) of the *Housing Act 1983* – appoints the officer to be an authorised person for the purposes of entering a house or building and conducting an inspection under s 71 of the *Housing Act 1983*.
7. under s 3 of the *Infringements Act 2006* – appoints the officer to be an issuing officer for the purposes of the *Infringements Act 2006*

PART C

8. under section 147(4) of the *Planning and Environment Act 1987* – appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act.
9. under section 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this Instrument:

- (a) comes into force immediately upon its execution;
- (b) remains in force until varied; or
- (c) remains in force until this appointment and authorisation is revoked on cessation of the officer's employment with Council

This instrument is authorised by a resolution of the Campaspe Shire Council on 18 July 2023

Councillor _____

Councillor _____

Chief Executive Officer _____



8.4.3 Growing regions grant program grant expression of interest – Victoria park multipurpose facility

Directorate:	Corporate
Responsible Officer:	Manager Governance and Strategy
Manager:	Director Corporate
Attachments:	Nil

1. PURPOSE

For Council to endorse an Expression of Interest application for Round 1 of the Growing Regions Program. The application would progress the Victoria Park Multi-Purpose Facility infrastructure project that is “shovel ready”.

Additionally, officers are seeking authorisation to investigate suitable projects for consideration for round 2 for the Growing Regions Program Round, date yet to be announced.

2. RECOMMENDATION

That Council:

- 1. Endorse the Victoria Park Multi-Purpose Facility, as a key “shovel ready” project candidate, together with a co-contribution amount of up to 50% of the estimated project costs, for submission as Council’s Expression of Interest application to the Growing Regions Program Round 1.**
- 2. If the Expression of Interest for Round 1 is successful, authorise officers to prepare a full grant application for the Victoria Park Multi-Purpose Facility.**
- 3. Authorise the CEO to investigate suitable projects for consideration for Round 2 of the Growing Regions Program.**

3. DISCUSSION

The Growing Regions Program is an Australian Federal Government funding program which seeks to drive regional economic prosperity by providing access to funding for community-focused infrastructure projects throughout rural and regional areas of Australia. Funding will be provided through 2 rounds.

The application is in two stages with the first stage being an Expression of Interest round closing on 1 August 2023. If successful in the first stage, Council will progress to submit a full application closing on 12 December 2023.

The minimum grant amount is \$500,000 and maximum amount is \$15 million per application and the project must be completed by 31 December 2025.

A co-contribution is required, however for *projects located in areas impacted by natural disaster from 1 May 2022 onwards as defined in Australian disasters where the specific project site was directly impacted by the disaster* the total Commonwealth Government funding towards eligible project costs provide a 90% Commonwealth Government funding contribution. Council officers are

awaiting confirmation on co-contribution eligibility for Victoria Park for this application as given the October 2022 flooding event across the Campaspe Shire, the facility has been designed to support the additional purpose of being a relief centre during times of need.

If Council is deemed ineligible, a co-contribution of up to 50% of eligible project costs would be required. Approval is sought to proceed with the Expression of Interest notwithstanding the co-contribution requirement amount not yet being confirmed.

In March 2023, Council adopted the Victoria Park Masterplan (Master Plan) which proposed a new single, large multipurpose facility, located on the oval's centre wing, incorporating elevated viewing to accommodate the removal of the grandstand. The building would be a large facility, meeting AFL and Cricket Victoria standards. The facility would be a multi-use space, designed and developed to accommodate all current and future users of the site, including the wider community needs.

Within Echuca there are few public facilities available for events and private functions other than commercial operators, predominantly located in NSW.

A briefing report was provided to Council on 27 June 2023 by the Manager Governance and Strategy providing Councillors with suitable projects for consideration for Round 2. Dates for Round 2 are yet to be confirmed.

4. CONSULTATION

Internal consultation:

- Executive Leadership Team

External consultation:

The following key stakeholders are aware of the proposal to submit an EOI under the Growing Regions Fund.

Recreation Groups	Position Consulted
Echuca Cricket Club	President
Echuca Cricket Club	Secretary
Echuca CFA	
Moama Water Sports Club	President
Echuca Football Netball Club	President

Community surveys and stakeholder engagement was undertaken during April 2022, May 2022, October/ November 2022, January 2023 for the broader Masterplan and multi-purpose facility project.

Councillors:

- Tuesday 27th June 2023 Council Briefing Session.

5. STRATEGIC ALIGNMENT

Council Plan 2021-2025

- Flourishing local economy
- Well planned places
- Growing quality of life

Victoria Park Masterplan 2023

6. POLICIES AND RELATED COUNCIL DOCUMENTS

This report will not impact any Council policies and related documents.

7. LEGAL AND STATUTORY OBLIGATIONS

Section 9(2)(a) of the *Local Government Act 2020* (Vic) provides that Council decisions are to be made and actions taken in accordance with the relevant law.

This report considers and complies with all legal and statutory obligations.

8. FINANCIAL IMPLICATIONS

Section 9(2)(g) of the *Local Government Act 2020* (Vic) provides that the ongoing financial viability of the Council is to be ensured.

If the application is successful, this will provide a timely progression for this project. Funding implications will depend on whether the proposed project meets the grant definition of disaster impacted and may vary between 10% and 50% of the project cost. Council has received quantity surveyor cost estimates to inform the total project estimate that come to \$9.93million. This means Council's financial contribution requirement could vary between one and five million dollars if successful under the Expression of Interest submission. Council could fund this contribution from existing reserves or through borrowing.

9. ECONOMIC, SOCIAL AND ENVIRONMENTAL IMPLICATIONS

Funding this project will benefit a diverse range of community and sporting user groups by improving infrastructure that meets the needs of the community and sporting standards. In addition, this project will be purpose built as a disaster relief centre during future flooding and natural disaster.

The facility would be a multi-user space, designed and developed to accommodate all the users of the site and to engage with the community to service wider community needs. Within Echuca there are few public facilities available for events and private functions other than commercial operators, predominantly located in NSW.

10. ISSUES AND RISK MANAGEMENT

Issues:

Issue 1:

Council does not yet have clarity on whether the proposed project qualifies as *disaster impacted* for the purposes of the grant. As such the contribution required by council may change from as little as 10% to as much as 50% to be successful with the project. This will be confirmed through the EOI process before Council is committed to funding the project.

Officers are continuing to seek confirmation as to whether the proposed project qualifies as 'disaster impacted'. If not, Council has the option to withdraw from the grant program or proceed with a 50% funding contribution.

Issue 2:

There is short timeframe on the expression of interest process and the grant criteria require a well-developed project scope with realistic timelines and comprehensive budget, clear deliverables, measurable outcomes, and evidence of project readiness. As such only practically 'shovel ready' projects fit the grant criteria. Officers have proposed this project most likely to meet the grant requirements.

Risk:

Risk	Likelihood	Consequence	Rating	Mitigation action
Council may not be successful in the grant EOI	Possible	Major	High	If council were not successful in the EOI, alternate sources of funding would need to be secured to progress the Vic Park Multi-Purpose Facility.
Council may be successful in the EOI but be required to fund 50% of the project cost to proceed to the next stage	Possible	Minor	Low	Officers will seek confirmation as to whether the proposed project qualifies as 'disaster impacted'. If not, Council would have the option to withdraw from the grant program or proceed with a 50% funding contribution using existing reserves or through

				borrowing.
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11. CONFLICT OF INTEREST

Section 130 of the *Local Government Act 2020* (Vic) requires members of Council staff to disclose any general or material conflict of interest in matters to be considered at a Council Meeting.

The officer preparing this report has no conflict of interest.

12. CHARTER OF HUMAN RIGHTS

This report is in compliance with the Victorian Charter of Human Rights and Responsibilities.

13. INSTRUMENT OF DELEGATION

The officer preparing this report is acting within their delegation.

8.5 Infrastructure

8.5.1 LRCI Update

Directorate: Infrastructure

Responsible Officer: Capital Works Coordinator

Manager: Manager Projects & Facilities

Attachments: 1. LRCI double spread - June 2023 (003) [8.5.1.1 - 1 page]

1. PURPOSE

To provide Council with an update on the Local Roads and Community Infrastructure (LRCI) Program and gain agreement for projects to be nominated under LRCI Phase 4.

2. RECOMMENDATION

That Council

1. Note the updates for Local Roads and Community Infrastructure Phases 1-3
2. Approve the following nominated projects for LRCI Phase 4 that require completion between July 2023 – June 2025 with a total funding allocation of \$4,135,682.
 - 2.1. Toolleen Axedale Road Widening and Safety Enhancement \$2,324,500
 - 2.2. Kyabram Netball Court Shelter \$250,000
 - 2.3. Rochester Recreation Reserve Lighting \$306,000
 - 2.4. Toolleen Recreation Reserve \$180,000
 - 2.5. Campaspe Public Amenities Program \$575,182
 - 2.6. Campaspe Dog Parks \$500,000

3. DISCUSSION

The LRCI program commenced in July 2020 and the first 3 phases have been extended for all Councils with Phases 1- 3 to be completed by June 2024. In total \$10,605,875 in funding has been received under Phases 1-3. Phases 1 and 2 have been completed delivering a range of projects across the municipality.

LRCI Phase 1

The following projects have been delivered under Phase 1 (total funding \$2,622,795):

- Echuca Shared Path Lighting
- Colbinabbin Collins Street Road Widening
- Shire Wide Street Trees

- Shire Wide Resheeting
- Shire Wide Culvert Replacements
- Shire Wide Footpath Upgrades
- Echuca and Kyabram Line Marking

LRCI Phase 2

The following projects have been delivered under Phase 2 (total funding \$2,737,493):

- Rochester Campaspe Street Kerb and Channel Upgrade
- Shire Wide Footpath Upgrades
- Shire Wide Disability and Discrimination Act Improvements
- Shire Wide Netball Court Resurfacing
- Shire Wide Culvert Upgrades
- Roslynmead Shoulder Stabilising
- Gravel Road Resheeting

LRCI Phase 3

Delivery of this phase is required by June 2024 (total funding \$5,245,590). Current status:

Project	Status
Kyabram Recreation Reserve Netball Court and Lighting Upgrade	Court and lighting construction complete. Synthetic court surface to be applied post season.
Rushworth Murchison Rail Trail	Final approvals are pending. Tender packages drafted ready for release once received.
Campaspe Wide Solar Program <ul style="list-style-type: none"> • Echuca East Community Building • Kyvalley Hall • Kyabram Plaza Theatre • Girgarre Memorial Hall • Koyuga Hall • Nanneella Memorial Hall • Tongala Community Centre • Lockington Community Centre • Rochester Service Centre 	Site specific designs are currently being finalised with construction planned between July – September 2023.
Campaspe Wide Gravel Road Resheeting	Program 60% complete with remaining roads to be completed by August 2023.
Campaspe Public Amenities Program <ul style="list-style-type: none"> • Echuca Alton Reserve • Rushworth Lions Park • Rochester Rotary Park 	Contract has been awarded and works are expected to be completed by October 2023.
Lancaster Netball Court Resurfacing	Works were completed in February 2023.

LRCI Phase 4

This phase will be completed between July 2023 – June 2025 with a total funding allocation of \$4,135,682 (\$1,512,887 of which must be spent on roads). The following projects are nominated for delivery under the program and are subject to final approval by Council and the funding body:

Project	Est. spend	Status
Toolleen Axedale Road Widening and Safety Enhancement	\$2,324,500	Full designs and indicative costs received. Some approvals pending.
Kyabram Netball Court Shelter	\$250,000	Indicative costs received.
Rochester Recreation Reserve Lighting	\$306,000	Full designs and indicative costs received. Committee to manage project.
Toolleen Recreation Reserve	\$180,000	Full designs and indicative costs received. Committee to manage project.
Campaspe Public Amenities Program	\$575,182	Suggested locations, final list dependant on funding: Echuca Apex Park, Colbinabbin, Lockington Lions Park
Campaspe Dog Parks	\$500,000	Suggested locations, final list dependant on feasibility and funding: Kyabram and Tongala

4. CONSULTATION

Internal consultation:

- Director Infrastructure
- Manager Projects and Facilities
- Manager Recreation

External consultation:

- Committees of Management – Toolleen and Rochester

Councillors:

- 4 July 2023 Council Briefing Session.

5. STRATEGIC ALIGNMENT

Council Plan 2021-2025

Well planned places

Quality, attractive recreational spaces.
Improved walkability and cyclability within townships.
Ability to travel safely and easily by road and rail.

Growing quality of life

Communities have a say on local infrastructure and attractions that stimulate engagement and activity.

Inclusive, connected, culturally diverse and safe.

6. LEGAL AND STATUTORY OBLIGATIONS

The requirements of Section 9(2)(c) of Local Government Act 2020 have been considered and there are no legislative implications arising from this report.

7. FINANCIAL IMPLICATIONS

Section 9(2)(g) of the *Local Government Act 2020* (Vic) provides that the ongoing financial viability of the Council is to be ensured.

LRCI funding is additional to existing capital funds and therefore no risk to ongoing financial viability of the Council, however it is necessary that funds are appropriately allocated, reported, and acquitted in line with the funding guidelines.

8. ECONOMIC, SOCIAL, AND ENVIRONMENTAL IMPLICATIONS

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered.

The funding received through the LRCI program allows delivery of additional projects providing improvements to council-owned assets for the benefit of the local community.

9. ISSUES AND RISK MANAGEMENT

Issues:

Issue 1:

Funding body not accepting one or more of the nominated projects.

Action: Submission of nominated projects will be completed in a timely manner to provide adequate time to review and replace with alternative projects if necessary.

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.

10. 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.

11. 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.

12. INSTRUMENT OF DELEGATION

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

June 2023

LRCI Program Update



Phases 1 & 2 Delivered

The Local Roads and Community Infrastructure Program initially provided Council with a total of \$10,605,875 to be spent on road and infrastructure projects over three phases. The program started in July 2020 and has been extended with Phases 1- 3 to be completed by June 2024.

Campaspe Shire Council has delivered Phases 1 and 2, spending a total of \$5,360,285 on projects across the shire including footpaths, DDA improvements, sealed and gravel road programs and netball court resurfacing.



Phase 3



Completion by June 2024
Status: In progress.



Allocation
\$5,245,590
Spend by March 2023
\$625,000
Expected spend by June 2024
\$5,245,590

Kyabram Recreation Reserve Netball Court and Lighting

Under construction



Shire Wide Resheeting

Works are underway with an expected completion date of July 2023.



Shire Wide Solar

Designs are complete and installation of solar on community buildings will commence at the following locations:

- Echuca East Community Building
- Kyvalley Hall
- Kyabram Plaza Theatre
- Girgarre Memorial Hall and Supper Room
- Koyuga Hall
- Nanneella Memorial Hall
- Tongala Community Centre
- Lockington Community Centre
- Rochester Shire Hall



Rushworth Murchison Rail Trail

Designs and approvals are continuing with the works due to be tendered soon.



Shire Wide Public Amenities Program

Installation of replacement, accessible toilets and DDA parking if not already available are due to commence at:

- Alton Reserve, Echuca
- Rotary Park, Rochester
- Lions Park, Rushworth



Lancaster Netball Court Resurfacing

Plexi-pave resurfacing of the court has been completed.



Phase 4

Phase 4 of the program provides a further \$4,135,682 of funding. Projects to be confirmed and to be delivered between July 2023 – June 2025

8.6 Council Information

8.6.1 Notes of Appreciation

Directorate: Office of the CEO

Manager: CEO

1. PURPOSE

To present Notes of Appreciation received:

2. RECOMMENDATION

That Council acknowledge the Notes of Appreciation as listed and convey this appreciation to the relevant parties.

Council has received the following Notes of Appreciation:

1. Kyabram Urban Landcare Group

Thank you to the works team for the mowing recently done at Ern Miles Reserve, Kyabram.
"It was much appreciated."

2. Dianne Hickson, Life Member Mount Pleasant Football Netball Club

Thank you to the Councillors for approving a grant to Toolleen Recreation Reserve for new netball courts.

3. Declan Napier, Kyabram

"I just wanted to touch base and say a huge thank you for our two new nature strip trees! We're very happy with them, and with some TLC we're sure they'll grow to add a lot to the street, and our home."

4. Campaspe Cohuna Local Learning & Employment Network (CCLLEN)

Thank you to Emma Dux, Fitness & Lifestyle Leader for her support as a presenter and the Kyabram Industry Day 2023 and making a significant contribution to the futures of our local young people.

5. Name withheld

"Echuca is breathtaking to say the least. It is absolutely stunning. You and your team should be very proud. It was so lovely to stop in and have a stroll around and it brought back many memories of my childhood."

6. Jill Fleming, Echuca

"Last night I was grateful for the opportunity to attend and listen to guest speaker, Rabia Siddique.

Wow, I'm in awe of her, what a remarkable woman. You could have heard a pin drop from the listening. And furthermore, to be able to speak to her personally afterwards was a wonderful thrill.

Finally, having a lovely supper at the end of the night was delightful and encouraged good friendly mingling. The whole night was, I'm sure, inspiring for all who attended especially in our current times of suffering so much hardship and loss (moreso Rochester residents).

A special mention must go to your Bobbie Aitken. Her energetic nature is inspiring and always shines through.

Thank you for a heartfelt evening and a huge thank you to Bobbie once again, not to forget to mention Mayor Rob Amos. Rob is such a good presenter and his gentlemanly manner also shone through."

8.6.2 Business Assistance Grants (Round two)

Directorate:	Communities
Responsible Officer:	Communities Executive Assistant
Manager:	Director Communities
Attachments:	Nil.

1. PURPOSE

To seek Council's approval for the Business Assistance Grants Program 2022-2023 Round two.

2. RECOMMENDATION

That Council:

1. Approve Business Assistance Grants applications as follows:

- | | |
|----------------|---|
| \$3,000 | The Cottage Ice Cream Shoppe, Rushworth – to assist with a shop front upgrade. |
| \$2,500 | Rushworth Variety, Rushworth – to assist with business signage. |
| \$5,000 | Taylor Made Blooms, Echuca – to assist with a farm shed conversion to a functional studio to allow hosting floral arranging workshops. |
| \$5,000 | Moroney's Plumbing Pty Ltd, Rochester – to assist with the purchase of a new RM200 Rigid Drain inspection sewer camera. |
| \$2,000 | Sap Architecture, Echuca – to assist with the cost to attend a Passivhaus course. |
| \$3,000 | Colbinabbin General Store Co-op, Colbinabbin – to assist with the purchase of food display cabinets and tables and chairs. |

2. Advise all applicants, (successful and unsuccessful), in writing of their application outcome.

3. DISCUSSION

The Business Assistance Grants offer financial support to local businesses who can demonstrate innovation, diversification, employment growth, capital spend/co-contribution and flow on economic activity. The grants are also available to businesses re-locating to our Shire.

The Business Assistance Grants Program has two rounds:

- Round one, advertised in August, awarded \$8,080 in December.
- Round two, advertised in March, (current round), recommending allocation of \$20,500.

Total 2022/2023 Budget	Round one 2022/2023 allocation	Round two 2022/2023 allocation	Balance
\$50,000	\$8,080	\$20,500	\$21,420

This funding program has three categories:

- **New Investment**
Existing and new businesses.
- **Innovation, Diversification, Sustainability and Efficiency**
Initiatives that enhance efficiency, sustainability or introduce diversification or innovation.
- **Activation**
Supports initiatives that increase activation of a business or enhance the precinct/local area.

Council endorsed the suspension of the Business Assistance Program at its 16 November 2022 meeting to allow review of the program as part of the Economic Development and Tourism Strategy redevelopment.

Council, at its 21 March 2023 Ordinary Meeting, endorsed reinstating the program and applications for Business Assistance Grants (Round two) were called for in late March, closing 28 April, with officer recommendations endorsed by the Executive Management Team on 14 June for progression to Council.

Categories and criteria were reviewed and simplified for this round to make the process less onerous for applicants. The maximum amount available for all applications was also adjusted to \$5,000.

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

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

The successful applicants are required to enter into a Funding Agreement with the Campaspe Shire Council that stipulates the conditions of the grant. The total amount requested across the six applications was \$30,000.

Eight applications were received in the ***New Investment*** category, two applications met the assessment criteria, two partially met the criteria.

Business name	Details of assistance requested	Amount requested	Project expenditure	Amount recommended
The Cottage Ice Cream Shoppe (Rushworth)	Upgrade of shop front – timber, paint, weatherboards, and tradespeople	\$5,000	\$7,000	\$3,000
Rushworth Variety (Rushworth)	Business signage, advertising, window exposure and purchase of shelving	\$5,000	\$5,000	\$2,500
Taylor Made Blooms (Echuca)	Conversion of existing farm shed into a functional studio – including new roofing and wall sheeting, timber for framing and cladding of walls, insulation, and plywood for internal walls	\$5,000	\$7,881	\$5,000
Moroney's Plumbing Pty Ltd (Rochester)	Purchase a new RM200 Rigid Drain inspection sewer camera	\$5,000	\$12,500	\$5,000
TOTAL		\$20,000	\$32,381	\$15,500

Five applications were received in the ***Innovation, Diversification, Sustainability and Efficiency*** category, one partially met the assessment criteria.

Business name	Details of assistance requested	Amount requested	Project expenditure	Amount recommended
Sap Architecture (Echuca)	Marketing of new services, SmartPlus Academy Passivhaus certification course	\$5,000	\$5,000	\$2,000
TOTAL		\$5,000	\$5,000	\$2,000

One application was received in the ***Activation*** category, and partially met the assessment criteria.

Business name	Details of assistance requested	Amount requested	Project expenditure	Amount recommended
Colbinabbin General Store Co-op (Colbinabbin)	Advertising, purchase of food display cabinets, chairs and tables	\$5,000	\$6,000	\$3,000
TOTAL		\$5,000	\$6,000	\$3,000

4. CONSULTATION

Internal consultation:

- Assessment Panel
- Executive Leadership Team

External consultation:

- Nil

Councillors:

- Nil

5. 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.

6. 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.

7. 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.

Providing Business Assistance Grants offers financial support to local businesses leading to employment growth economic activity.

8. 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.

9. RELEVANCE TO COUNCIL PLAN 2021-2025

Resilient Economy

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

Business Assistance Grants provide the opportunity for local businesses to build capacity and consider innovative and new ways of doing business that they otherwise might not have the funds available.

10. ISSUES AND RISK MANAGEMENT

Issues:

Before future rounds are released a review of the program categories and criteria is required to ensure clear and direct guidance is provided for both applicants and the assessment panel.

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.

11. 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.

12. 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*.

13. 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.

14. CONCLUSION

14 applications were received for the Business Assistance Grants Program (Round two). It is recommended to approve seven of these applications and advise all applicants, (successful and unsuccessful), in writing of their application outcome. Details of unsuccessful applicants are provided in the confidential attachment.

Council's contribution of \$20,500 will lead to the provision of projects to the value of \$43,381.

9 Notices of Motion

10 Urgent Business

11 Confidential Business

Nil.

12 Close Meeting

Pauline Gordon

Chief Executive Officer