



# Council Agenda



**Date:** 21 March 2023  
**Time:** 6:00 pm  
**Venue:** Echuca Civic Centre

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For a meeting of the Campaspe Shire Council held on Tuesday 21 March 2023, commencing at 6:00 pm 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 Absences

## 1.1 Apologies

## 1.2 Leave of Absence

# 2 Confirmation of Minutes

## RECOMMENDATION

**That the Minutes of the Campaspe Shire Council Meeting held on 21 February 2023 be confirmed.**

# 3 Changes to the Order of Business

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

# 4 Declarations of Conflict of Interest

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

# 5 Responsible Authority Decisions

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

Nil received.

# 6 Planning Authority Decisions

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

Nil received

# 7 Question Time

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



## **8 Acknowledgements / 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.

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

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

## 9 Officers Reports

### 9.1 Office of the CEO

#### 9.1.1 Australian Local Government Association - National General Assembly Motions

Directorate:	Community
Responsible Officer:	Acting Director Community
Manager:	Chief Executive Officer
Attachments:	Nil

#### 1. PURPOSE

For Council to consider the motions it seeks to place before the National General Assembly of the Australian Local Government Association (ALGA).

#### 2. RECOMMENDATION

**That Council requests the consideration of the following motions at the National General Assembly of the Australian Local Government Association:**

- 1. This National General Assembly calls on the Australian Government to provide a national proactive plan to deliver tailored support & services to vulnerable groups or those who may become vulnerable during natural disasters or emergencies.**
- 2. This National General Assembly calls on the Australian Government to review and strengthen traditional Emergency Management structures nationally, to be more unified, coordinated, and reflective of current and future community vulnerabilities.**
- 3. This National General Assembly calls on the Australian Government to provide long term investment for programming and services to improve the health and wellbeing outcomes for communities in regional areas.**
- 4. This National General Assembly calls on the Australian Government to strategically address local government skills shortages.**

#### 3. DISCUSSION

The Australian Local Government Association will hold its national conference and National General Assembly in Canberra on the 13 - 16 June 2023. Local Government Authorities from across Australia are invited to place motions of national significance before the assembly for consideration. The Executive Management Group with the support of relevant staff have developed four motions believed to be worthy of consideration by the National General Assembly. The closing date for these to be put before the ALGA National General Assembly is 24 March 2023.

Officers workshopped ideas with Councillors on the 7 March, with four motions of interest identified. These have since been developed into potential motions with the following rationale:

## **Motion one - Vulnerable Groups**

Amid any disaster, it is known that a person(s) identified within any “vulnerable” group are less likely to survive the event and or are more likely to face dire long-term consequences. During an emergency response, many agencies who are at the forefront of disaster relief/intervention are not equipped or trained to effectively support, communicate and or engage with vulnerable groups or those who may become vulnerable. Those identified as vulnerable face a vast range of barriers to accessing and comprehending information, many are totally reliant on external support, family, friends or service providers. This places these community members at high risk.

Local Government continues to advocate for the best way to support local communities and vulnerable groups during natural disasters or emergencies and calls on the Australian Government to:

- Ensure there is consistent, integrated messaging across disaster management stakeholders and community partners and greater coordination of services delivery and support.
- Undertake critical financial investment and a shared approach to adaptive resources and communication.
- Implement a national proactive approach to emergency preparedness and risk reduction, to support vulnerable groups and those who may become vulnerable.
- Provide education and training for emergency agencies, providers and support services who work within vulnerable communities to ensure preparedness and planning is robust and person centric.
- Implement arrangements and specialised support to care for vulnerable people where public sheltering/relief centres are not suitable e.g., mental health, children, oxygen-dependent individuals etc.
- Ensure continuity of vital support systems that people with vulnerabilities rely on such as medical, mental health support etc. which are often disrupted.
- Require National Disability Insurance Scheme (NDIS) planning processes to explicitly include a section on safety issues and planning for emergencies with NDIS participants (not opt in but standard process)
- Require that NDIS planners/case managers are given adequate training to equip them to support personal emergency planning.
- Note that multiple short term pilot projects funded by state and federal governments have been established with success, however a lack of ongoing funding and support put these projects at risk.

## **Motion two - Emergency Management Structures**

This National General Assembly calls on the Australian Government to review and strengthen traditional Emergency Management structures to deliver a unified nationally coordinated plan.

As a nation we are experiencing more frequent, intense and concurrent disasters creating significant strain on local communities and resources. The capacity to respond to and recover from these events is becoming increasingly challenging as we continue to see heightened risk and vulnerability across community including increased poverty, inequality, climate change, poor land management and non-risk informed policies.



The Emergency Management sector nationally relies on individual and varying structures that are not equipped to manage the new 'normal' for natural disasters and emergencies and lack a unified, coordinated approach to disaster management and risk reduction. As a sector, it is acknowledged that disasters have no boundaries, making it challenging and complex to navigate across state and territory borders. Lack of consistency in approach to disaster management and risk reduction reduces the focus on consequence management, impacting community relief and recovery.

Local Government advocates for the best way to support local communities during natural disasters or emergencies and calls on the Australian Government to:

- Review, strengthen and coordinate the current disparity between State and Federal Emergency Management agencies to plan, lead and respond, particularly during campaign style events.
- Ensure trust and focus of all agencies is concentrated on building community resilience through robust planning/management through all phases of an emergency.
- Review, learn and strengthen traditional Emergency Management structures nationally to ensure they are reflective of current and future community vulnerabilities to deliver a consistent and inclusive service model for all emergencies.
- Create continuity in agency structures nationally and focus on cross agency collaboration and training to support a strength-based approach to risk reduction, response and recovery.

### **Motion three - Mental Health**

Regional areas have been impacted by the inconsistency of access to services and programming that specifically support and focus on the health and wellbeing of the community. Due to current funding being linked to election cycles, there are limited, to no, long-term investment in activities to support community mental health and wellbeing.

In regional areas it is known that mental health needs are on the rise, the rate of suicide is increasing and is way above the rate of Australia's capital cities. The per capita availability of mental health supports and access to funded mental health services decreases with remoteness. Any intervention that is focused upon the primary health needs of the individual and or the community requires long term investment.

Long term investment builds trust, the ability to create sustainable community networks and a platform for real change. Often programming and or services, are cut short at the time it is starting to have traction in a community. Groups such as the Aboriginal community must build trust and relationships with any activity prior to deep and real engagement, the current structures in place do not allow for this.

Long term, ongoing investment in upstream preventative programs is the only way that this issue can be addressed successfully.

Local Government call on the following:

- Long term investment for programs that deliver mental health services in rural areas and mental health training and education to support regional communities.
- Community wellbeing initiatives that are localised.
- Investments which support communities to build resilience or cope with adversities such as droughts, should not be subject to short-term or episodic investments. Rather, long term investments that assist communities to build a strong foundation of support for current and future adversities are needed.

- Investment in whole of community resilience and capacity building activities helping locals to build skills and identify the local assets – community development to build more local community champions and capacity to act when adversity occurs. Centred around culture change, this can include men sharing feelings, or a change in negative eating habits. All require regularity and consistent intervention.
- Longer-term contracts to Primary Health Networks (PHNs) and non-government organisations will provide consistency and certainty to service providers, enabling them to build trust with community members and make investments which allow the delivery of services efficiently in rural areas and undertake the necessary preparatory work with communities to handle severe or prolonged adversity when it occurs.

#### **Motion four – Local Government Workforce**

Local Government has experienced years of staff shortages and fails to attract applicants in various skill sets such as planning, building, engineering, environmental health and human resources. It is recognised that there are industry shortages which is why advocating that change or assistance needs to occur.

Many of the skilled industry shortages are not considered as attractive/desirable vocations. The Commonwealth needs to assist by promoting employment opportunities through university courses, promoting and assisting people to work at Council and the benefits these positions offer to the community.

Local Government calls on the following:

- Greater support for university courses in fields where there are local government industry shortages and a dedicated career path for graduates.
- Assisted funding (education fees) associated with specific courses.
- Funding for local governments to enter into agreements with the universities for traineeships/student placements and reviewing options of appropriate pay (based on skill sets) to retain staff within the industry.
- Development and promotion of coordinated sector-wide strategies to address Local Government Skills Shortage issues and secure funding opportunities for the implementation.

#### **CONSULTATION**

##### Internal consultation:

- Executive Management Group
- Emergency Management Staff

##### External consultation:

- Nil

##### Councillors:

- 7 March 2023 Council Briefing Session.

#### **4. POLICY AND LEGISLATIVE IMPLICATIONS**

The requirements of sections 9(2)(a) and (h) of Local Government Act 2020 have been considered.

The motions propose that changes to the Commonwealth Government legislation would be required to provide a consistent approach to emergency management response and recovery nationwide.

## **5. FINANCIAL AND ECONOMIC IMPLICATIONS**

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

## **6. 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.

## **7. SOCIAL IMPLICATIONS**

The requirements of Section 9(2)(c) of Local Government Act 2020 have been considered and positive social implications for the municipality have been identified with this report, such as the potential to improve mental wellbeing, including suicide prevention, contributing to the Campaspe Primary health network and advocating on their behalf.

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

The proposed Notices of Motion to the National General Assembly endeavour to address all areas of the Council Plan and support the Community Vision that states:

*Our places are vibrant and sustainable, our people are strong and supportive.*

## **9. ISSUES AND RISK MANAGEMENT**

### **Issues:**

#### **Issue 1:**

Regional and rural communities have been significantly impacted by both Covid-19 and more recently, the 2022 Floods. It is imperative that we learn from these disasters and work together across all tiers of government and with the community to mitigate the impacts from future events, providing a co-ordinated approach at a national level to ensure that the community understand what can be expected from each level of government in terms of response and recovery.

#### **Issue 2:**

The gap in workforce attraction across a range of industries is at an all-time high, particularly in the local government sector. Urgent action is required to ensure that regional and rural communities have the same access to a qualified and skilled workforce that can provide the level of service required.

## **10. CONFLICT OF INTEREST**

Nil

## **11. CONCLUSION**

The motions submitted meet the criteria, are relevant to the work of local government, are consistent with the themes of the National General Assembly and complement the policy objectives of our Council and State.



## 9.1.2 Campaspe Economic and Tourism Development Strategy Update

Directorate	Office of the CEO
Responsible Officer:	Manager Corporate and Strategic Planning
Manager	Chief Executive Officer
Attachment	Nil

### 1. PURPOSE

To inform Council of the delays in relation to the delivery of a Campaspe Shire Wide Tourism Strategy.

### 2. RECOMMENDATION

#### That Council note:

- a) the development of the Campaspe Economic Development Strategy is to incorporate tourism.
- b) the proposed timeline for delivery of the Campaspe Economic and Tourism Development Strategy 2023-28.

### 3. DISCUSSION

In June 2022 Dr David Cochrane of Cloudstreet Economics presented an overview of a draft Economic Development Strategy - Issues and Opportunities Discussion Paper (the Paper) to Council. The Paper was the first step in the development of a Campaspe Economic Development Strategy. Further is proposed to be used to inform industry engagement, raising issues and questions for consideration. The outcomes of which were to inform the development of a Campaspe Economic Development Strategy.

The scope of the Paper did not incorporate the effects of tourism or Covid-19 on the Campaspe economy. The omission of these matters was concerning.

In October 2022 Campaspe was impacted by significant flooding and staff resources were redeployed resulting in the strategy being placed on hold.

Council at its meeting of the 14 December 2022 in considering item 9.3.2 resolved;

*Moved by Cr Jarman*

*Seconded by Cr Marwood*

*That Council:*

- 1. Agree to Echuca Moama & District Tourism Association's deferral of their presentation to Council until February 2023;
- 2. Authorise the CEO to commence the development of a Campaspe Shire Wide Tourism Strategy to be completed in April 2023; and

3. *Advise all key stakeholders that Council's further investment in tourism will be reviewed as part of the 2023/2024 budget development to deliver the outcomes of its proposed Tourism Strategy.*

#### **CARRIED**

Noting item 2 of Council's resolution, the project scope for the development of the Paper and subsequent Campaspe Economic and Tourism Development Strategy (the Strategy) has been amended. The scope has been amended to incorporate tourism, as well as the impacts of COVID and flooding on the economy.

The delay in the publication of the Paper has also allowed the release of new statistics and census information. This updated information will be incorporated where appropriate.

A revised project plan has been prepared identifying the finalisation of the Paper for engagement and discussion by mid-April. Pending the outcomes and timing of engagement the finalisation of the Strategy is scheduled for mid-September.

#### **4. CONSULTATION**

##### Internal consultation:

- CEO

##### Councillors:

- 28 March 2022 Council Briefing Session.

#### **5. POLICY AND LEGISLATIVE IMPLICATIONS**

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

#### **6. FINANCIAL AND ECONOMIC IMPLICATIONS**

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.

#### **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**

##### **Flourishing local economy**

A resilient long-term economy attractive to local and external investors

Stimulated economic activity that provides local jobs

## **10. ISSUES AND RISK MANAGEMENT**

### **Issues:**

#### **Issue 1: Informing investment in tourism**

The Campaspe Economic and Tourism Development Strategy 2023-28 will not be finalised to inform Council of its future investment in tourism as part of the 2023/24 budget development.

## **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 in so far as this report is not contrary to the existing policy or strategy previously adopted by Council.



## 9.2 Corporate

### 9.2.1 Audit and Risk Committee - Charter Review

Directorate	Corporate
Responsible Officer:	Acting Director Corporate
Manager	Chief Executive Officer
Attachments	<ol style="list-style-type: none"><li>1. Campaspe Audit Risk Committee Charter Proposed Final March 2023 [9.2.1.1 - 10 pages]</li><li>2. Campaspe Audit Risk Committee Charter Proposed Changes March 2023 [9.2.1.2 - 11 pages]</li><li>3. Campaspe Audit Risk Committee Charter 2020 Adopted - Reviewed 2022 [9.2.1.3 - 10 pages]</li></ol>

#### 1. PURPOSE

This report seeks approval for changes to be made to Council's Audit and Risk Committee Charter.

#### 2. RECOMMENDATION

**That Council approve the changes to the Audit and Risk Committee Charter and adopt the updated Charter appended as Attachment 1.**

#### 3. DISCUSSION

Council has had an Audit and Risk Committee operating since 1997 to oversee Council's discharge of its responsibilities in financial and performance management, risk management and its internal control environment. Council developed and adopted the current Audit and Risk Committee Charter in response to the introduction of the Local Government Act 2020 (the Act).

Council requires a review to be undertaken every two years to ensure the adequacy of the Audit and Risk Committee Charter. The Charter was reviewed by Council's Executive Management Group in May 2022 with no changes recommended. The Charter was discussed at the February 2023 Audit and Risk Committee Meeting and minor changes were suggested for CEO consideration. Changes have been considered and subsequently discussed with Council in a Briefing.

The proposed Charter is presented as Attachment 1 to this report for Council approval.

The first change is to remove the reference to a specific meeting (December) for the appointment of the Chairperson of the Committee. This has been changed to allow more flexibility as to when the appointment can be made, while retaining the intent for this to be an annual appointment.

The second change is to allow for a chairperson to exceed a two-year consecutive term only by Council resolution.

## 4. CONSULTATION

### Internal consultation:

- Executive Management Group

### External consultation:

- 2 February 2023 Audit & Risk Committee meeting

### Councillors:

- 28 February 2023 Council Briefing Session.

## 5. POLICY AND LEGISLATIVE IMPLICATIONS

The present Audit and Risk Committee Charter was developed to respond to the legislated requirements under the Act. The changes proposed remain in keeping with the requirements of the Act.

## 6. FINANCIAL AND ECONOMIC IMPLICATIONS

The Charter outlines the purpose, authority and responsibilities of the Audit and Risk Committee along with guidance on the membership and tenure of the Committee and the conduct of meetings. The purpose of the Committee is to provide independent oversight and monitoring of Council's approach to financial and performance reporting, the internal control environment, risk management, fraud preventions systems and controls, internal audit, external audit and compliance management.

## 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.

## 8. SOCIAL IMPLICATIONS

The Audit and Risk Committee includes suitably qualified community members to provide independent oversight for Council. The oversight includes fraud prevention and Council's internal control environment that covers areas such as privacy and data protection controls (including Information Technology and cyber security) which relate directly to how well Council manages and protects customer information.

## 9. RELEVANCE TO COUNCIL PLAN 2021-2025

### **Growing quality of life**

Effective and efficient services available locally

## 10. ISSUES AND RISK MANAGEMENT

### Issues:

#### Issue 1:

The existing Charter was identified as being too prescriptive by including a specific month for the appointment of the Chairperson. This has been addressed by removing the month and instead simply requiring annual appointment of the Chairperson.

## Issue 2:

The existing Charter did not contemplate the situation that Council could find itself in the position that, due to unforeseen circumstances, the position of Chairperson may need to be filled by the same individual beyond the stated 2-year maximum continuous term. The change proposed allows an individual to exceed the 2-year term as Chairperson only by Council resolution.

## 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 in so far as this report is not contrary to the existing policy or strategy previously adopted by Council.

### **14. CONCLUSION**

A review of the Audit and Risk Committee Charter has been completed and is presented in this report for Council's consideration and adoption.



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**Campaspe Shire Council  
Audit and Risk Committee  
Charter**

**Date of Approval: 21 March 2023**

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## **Campaspe Shire Council – Audit and Risk Committee Charter**

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### **Appendices**

- A. Committee Member Regulatory Obligations – Guidance to Members**

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## Campaspe Shire Council – Audit and Risk Committee Charter

### 1. Purpose

The Campaspe Shire Council has established an Audit and Risk Committee (the Committee) pursuant to Section 53 of the *Local Government Act 2020* (the Act) to:

- support Council in discharging its oversight responsibilities related to financial and performance reporting, risk management, fraud prevention systems and control, maintenance of a sound internal control environment, assurance activities including internal and external audit; and
- Council's performance with regard to compliance with its policies and legislative and regulatory requirements.

The Committee acts in this capacity by monitoring, reviewing, endorsing and advising on the above matters as set out in this Charter.

This Charter has been developed in accordance with Section 54 of the Act.

The appointment of independent members to the Committee, as outlined in this Charter, enables the Committee to provide advice to Council on matters related to its responsibilities based on broader skills and experience than might otherwise be the case, and in so doing, bring additional benefits to Council.

The Committee has no executive authority and no delegated financial responsibilities.

### 2. Authority

The Committee is directly responsible to Council for discharging its responsibilities as set out in this Charter. The Committee has no delegated authority from Council unless specifically provided by Council from time to time and any such authority will be temporary and may only relate to specific matters as directed by Council.

The Committee has the authority to:

- Endorse key documents and reports that must be approved by Council, including annual financial reports, annual performance statements, new or revised policies and other documents that assist in maintaining a strong internal control environment;
- Approve internal audit plans including internal audit plans with an outlook of greater than one year, and provide feedback on external audit plans;
- Provide advice and make recommendations to Council on matters within its areas of responsibility;
- Retain counsel of relevant independent experts where it considers that is necessary in order to execute its responsibilities, subject to prior agreement with the Chief Executive Officer;
- Seek any relevant information it requires from Council, Chief Executive Officer and external parties;
- Meet with Council Officers, internal and external auditors and other parties as required to discharge its responsibilities, subject to prior agreement with the Chief Executive Officer.

The Committee will, through the Chief Executive Officer, have access to appropriate management support to enable it to discharge its responsibilities effectively.

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## Campaspe Shire Council – Audit and Risk Committee Charter

### 3. Membership and Tenure

The Committee will consist of five members appointed by Council, three of whom must be independent members. Council employees cannot be members of the Committee. Council may appoint an independent affiliate member.

Details of membership and tenure are set out below:

#### *Independent Members*

- 3.1 will be appointed for four year terms;
- 3.2 may be reappointed for one additional four-year term subject to satisfactory performance, that is, a maximum of eight consecutive years;
- 3.3 must collectively have expertise in financial management and reporting and risk management and also experience in public sector management;
- 3.4 terms of appointment will be set so that as far as possible only one member retires at a time in order to minimise the loss of knowledge of Council's business that may occur on change of membership;
- 3.5 have full voting rights;
- 3.6 receive an annual allowance as approved by Council, having reviewed the allowance once every four years with like sized rural councils. An approved allowance will be increased annually by the annual CPI percentage based on the March quarter result for Melbourne All Groups CPI;
- 3.7 absent for two consecutive meetings, without submitting an apology or been granted a leave of absence, will create a casual vacancy.

#### *Independent Affiliate Member*

- 3.8 will be appointed for a single two year term;
- 3.9 may be appointed to an Independent Member role for two additional four-year terms subject to satisfactory performance, that is, a maximum of ten consecutive years;
- 3.10 must have expertise in either financial management and reporting or risk management or experience in public sector management, demonstrate an interest in the committee and live and work within the municipality of Campaspe Shire Council;
- 3.11 does not have voting rights, however, will be entitled to receive all information, attend all meetings and participate in the deliberations of the Committee.
- 3.12 absent for two consecutive meetings, without submitting an apology or been granted a leave of absence, will create a casual vacancy.

#### *Councillor Members*

- 3.13 Councillor members will be appointed to the Committee by Council annually;
- 3.14 Councillors who are not appointed as members of the Committee, may attend any meeting of the Committee as an observer. For clarity, only Councillors appointed by Council to the Committee have voting rights.

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## Campaspe Shire Council – Audit and Risk Committee Charter

### *Chairperson*

- 3.15 The Chairperson of the Committee must be an independent member;
- 3.16 The Committee will appoint the Chairperson of the Committee on an annual basis;
- 3.17 If the Chairperson is unable to attend a meeting, the members in attendance at the meeting will appoint a Chairperson for that meeting from among the attending independent members;
- 3.18 The Chairperson must not exceed any two-year continuous period without Council resolution;
- 3.19 In the event of a tied vote, the presiding Chairperson will hold a casting vote.

### *Quorum for Meetings*

- 3.20 A quorum will comprise at least one Councillor member and two independent members;

### *Induction*

- 3.21 All Committee members will receive an induction to the purpose and responsibilities of the Committee and on Campaspe Shire Council's objectives.

### *Removal of a Member*

- 3.22 If Council proposes to remove a member of the Committee prior to the conclusion of their term, it must give written notice of its intention to do so and afford the member an opportunity to respond and be heard at a Council meeting if the affected member so chooses. The Council meeting to hear the response will be open to the public.

### *Recruitment*

- 3.23 At the completion of each term of an independent member or independent affiliate member, the position will be made vacant. An outgoing independent member or independent affiliate member will be eligible to re-nominate for the position, subject to the maximum allowable term.
- 3.24 If a casual vacancy exists, the vacancy will be filled as if the appointment term of the vacating member had been fulfilled.
- 3.25 All vacancies of independent members and the independent affiliate member will be advertised sufficiently to attract the required skills but as a minimum within the Shire of Campaspe.
- 3.26 A selection panel, comprising one independent member and one Councillor member of the Committee and the Chief Executive Officer, will conduct a selection process to identify candidates suitable to recommend to Council for appointment.
- 3.27 The criteria for the appointment of independent members will be experience and qualifications to meet the collective skills mix of the Committee.
- 3.28 The criteria for the appointment of an independent affiliate member will be the same relevant skills, qualifications and experience as independent members, but must reside or work within the Shire of Campaspe.
- 3.29 If there are more applications than positions vacant, the selection panel should consider and give weight to the following points when recommending appointments to Council;

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- a. Individuals who have already served on the Committee and not reached the maximum term, who have demonstrated a valuable and consistent contribution to the Committee;
  - b. Individuals who demonstrate skills, qualifications and experience in more than 2 of the identified fields of expertise; and
  - c. Individuals who live and/or work within the Shire of Campaspe.
- 3.30 The selection panel, when recommending a preferred applicant for appointment to the Committee will also have regard to the skill mix of the currently appointed independent members and when possible, ensure at least one independent member has a sound knowledge and understanding of the local government sector and its roles and responsibilities.

*Insurance*

- 3.31 Members of the committee are covered by Council's insurance policies.

**4. Meetings**

The Committee will meet at least four times a year, with authority to convene additional meetings, as circumstances require:

- 4.1 A schedule of meetings will be developed annually and agreed by members;
- 4.2 All Committee members are expected to attend each meeting in person, although in special circumstances members can attend through electronic means;
- 4.3 The Committee will invite members of Council's management team, the internal and external auditors and other personnel as appropriate to attend meetings. The Chief Executive Officer, the General Manager Corporate and Manager Finance will attend all meetings.
- 4.4 The Committee may ask staff members, other than the Chief Executive Officer to leave the meeting to discuss a confidential item. If the Committee wishes to discuss a confidential item without the Chief Executive Officer, the Committee must resolve to close the meeting to all Council employees.
- 4.5 Committee members and the internal and external auditors can request the Chairperson to convene additional meetings if they feel that is justified to address unexpected matters that may have arisen;
- 4.6 Meeting agendas and appropriate briefing materials will be provided prior to distribution to the Chairperson for approval 1.5 weeks prior to the scheduled meeting and final agenda and attachments will be provided to members at least one week before each meeting;
- 4.7 Minutes will be prepared for all meetings, provided to the Chairperson for review and approval and then distributed to all members and Councillors;
- 4.8 If a matter is required to be dealt with by the Committee between meetings, it may be undertaken by a circulating motion. The report outlining the matter and a request to vote on the item will be sent via email. The outcome of this matter will be recorded in the minutes of the next meeting held by the Committee.



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### 5. Responsibilities

The Committee will carry out the following responsibilities.

#### Financial and Performance Reporting

- 5.1 At least annually review significant accounting and external reporting issues, including complex or unusual transactions, transactions and balances in areas where judgement is required, changes to accounting policies, recent accounting, professional and regulatory pronouncements and legislative changes, and understand their effect on the annual financial report and the audit thereof;
- 5.2 At least annually review changes to the Local Government Performance Reporting Framework and understand the impact of those changes on Council's performance indicators;
- 5.3 Review the annual financial report and annual performance statement and consider whether they are complete, consistent with information known to Committee members, reflect appropriate accounting treatments and adequately disclose Council's financial performance and position;
- 5.4 Review with management and the external auditors the results of the audit, including any difficulties encountered by the auditors and how they were resolved;
- 5.5 Recommend the adoption of the annual financial report and annual performance statement to Council; and
- 5.6 Review the appropriateness of the format and content of periodic management financial reports and performance statements to Council as required.

#### Internal Control Environment

- 5.7 Review the adequacy and effectiveness of key policies, systems and controls for providing a sound internal control environment. This should be done on a rotational basis over a four year period and in accordance with approved review dates;
- 5.8 Determine whether systems and controls are reviewed regularly and updated where required;
- 5.9 Monitor significant changes to systems and controls to assess whether those changes significantly impact Council's risk profile;
- 5.10 Ensure that a programme is in place to test compliance with systems and controls;
- 5.11 Assess whether the control environment is consistent with the Governance Principles defined within the *Local Government Act 2020*.

#### Risk Management

- 5.12 Review annually the effectiveness of Council's risk management framework;
- 5.13 Review Council's risk appetite statement and the degree of alignment with Council's risk profile;
- 5.14 Review Council's risk profile and the changes occurring in the profile from meeting to meeting;

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- 5.15 Review Council's treatment plans for significant risks, including the timeliness of mitigating actions and progress against those plans;
- 5.16 Review the insurance programme annually prior to renewal; and
- 5.17 Review the approach to business continuity planning arrangements, including whether business continuity and disaster recovery plans have been regularly updated and tested.

### Fraud Prevention Systems and Controls

- 5.18 Review Council's Fraud Prevention policies and controls, including the Fraud Control Plan and fraud awareness programmes at least every two years;
- 5.19 Receive reports from management about actual or suspected instances of fraud or corruption including analysis of the underlying control failures and action taken to address each event; and
- 5.20 Review reports by management about the actions taken by Council to report such matters to the appropriate integrity bodies.

### Internal Audit

- 5.21 Review the Internal Audit Charter regularly to determine that it provides an appropriate functional and organisational framework to enable Council's internal audit function to operate effectively and without limitations;
- 5.22 Review and approve the three year strategic internal audit plan, the annual internal audit plan and any significant changes to them;
- 5.23 Review progress on delivery of the annual internal audit plan;
- 5.24 Review and approve proposed scopes for each review in the annual internal audit plan;
- 5.25 Review reports on internal audit reviews, including recommendations for improvement arising from those reviews;
- 5.26 Meet with the leader of the internal audit function at least annually in the absence of management;
- 5.27 Monitor action by management on internal audit findings and recommendations;
- 5.28 Review the effectiveness of the internal audit function and ensure that it has appropriate authority within Council and has no unjustified limitations on its work;
- 5.29 Recommend to Council the appointment of an internal audit service provider;
- 5.30 Recommend to Council, if necessary, the termination of the internal audit contractor.

### External Audit

- 5.31 Annually review and provide feedback on the external audit scope and plan proposed by the external auditor for their consideration;
- 5.32 Discuss with the external auditor any audit issues encountered in the normal course of audit work, including any restriction on scope of work or access to information;
- 5.33 Ensure that significant findings and recommendations made by the external auditor, and management's responses to them, are appropriate and are acted upon in a timely manner;

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## Campaspe Shire Council – Audit and Risk Committee Charter

- 5.34 Review the effectiveness of the external audit function and ensure that the Victorian Auditor General's Office (VAGO) is aware of the Committee's views through Council;
- 5.35 Consider the findings and recommendations of any relevant performance audits undertaken by VAGO and monitor Council's responses to them; and
- 5.36 Meet with the external auditor at least annually in the absence of management.

### Compliance Management

- 5.37 Review the systems and processes implemented by Council for monitoring compliance with relevant legislation and regulations and the results of management's follow up of any instances of non-compliance;
- 5.38 Obtain briefings on any significant compliance matters; and
- 5.39 Receive reports from management on the findings of any examinations by regulatory or integrity agencies (whether related to investigations at Council or other agencies), such as the Ombudsman, IBAC, Victoria Government Inspectorate, etc. and monitor Council's responses.

### 6. Reporting to Council

- 6.1 Minutes of Committee meetings will be provided to Councillors at the first available opportunity after clearance by the Committee Chairperson following each Committee meeting;
- 6.2 The Chairperson will prepare a report to Council through the Chief Executive Officer on the Committee's activities twice per annum. One of these reports will be prepared after the meeting at which the annual financial report and the annual performance statement have been considered and recommended to Council for adoption, such report indicating how the Committee has discharged its responsibilities as set out in this Charter for the previous year.

### 7. Performance Evaluation

The Committee must undertake a process to evaluate its performance annually and report the outcomes of the evaluation process to Council through the Chief Executive Officer, including recommendations for any opportunities for improvement. The evaluation will include feedback from both Committee members and senior officers who have regular interactions with the Committee.

### 8. Committee Member Regulatory Obligations

Committee members are expected to be aware of their obligations under Section 53 of the Act. These obligations relate to misuse of position as a member of the Committee (Section 123), confidential information (Section 125) and conflict of interest (Sections 126 to 131). Details about these obligations are included in Appendix A to this Charter.

### 9. Review of Charter

The Committee will review and assess the adequacy of the Charter every two years or earlier if necessary and submit requests to Council through the Chief Executive Officer for revisions and improvements for approval.

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## Campaspe Shire Council – Audit and Risk Committee Charter

## Appendix A

## Committee Member Regulatory Obligations

## Guidance to Members

LGA Section	LGA Requirement
<b>Misuse of Position</b>	
123(1)	A Committee member must not intentionally misuse their position to: <ul style="list-style-type: none"> <li>a) Gain or attempt to gain, directly or indirectly, an advantage for themselves or for any other person; or</li> <li>b) Cause, or attempt to cause, detriment to the Council or another person</li> </ul>
123(3)	Circumstances involving misuse of a position by a member of the Committee include: <ul style="list-style-type: none"> <li>a) Making improper use of information acquired as a result of being a member of the Committee; or</li> <li>b) Disclosing information that is confidential information; or</li> <li>c) Directing or improperly influencing, or seeking to direct or improperly influence, a member of Council staff; or</li> <li>d) Exercising or performing, or purporting to exercise or perform, a power, duty or function that the person is not authorised to exercise or perform; or</li> <li>e) Using public funds or resources in a manner that is improper or unauthorised; or</li> <li>f) Participating in a decision on a matter in which the member has a conflict of interest.</li> </ul>
<b>Confidential Information</b>	
125	A member of the Committee must not intentionally or recklessly disclose information that the member knows, or should reasonably know, is confidential information. There are some exemptions to this requirement, the key one being that if the information disclosed by the member has been determined by Council to be publicly available.
<b>Conflicts of Interest</b>	
126	A member of the Committee has a conflict of interest if the member has: <ul style="list-style-type: none"> <li>a) A general conflict of interest as described in Section 127; or</li> <li>b) A material conflict of interest as described in Section 128.</li> </ul>
127	A member of the Committee has a general conflict of interest in a matter if an impartial, fair-minded person would consider that the members private interests could result in that member acting in a manner that is contrary to their public duty as a member of the Committee.
128	A member of the Committee has a material conflict of interest in a matter if an affected person would gain a benefit or suffer a loss depending on the outcome of the matter.
<p style="text-align: center;"><b>Please Note</b></p> <p><i>The above guidance is not verbatim from the Act and does not include all details as explained in Part 6, Division 1 of the Act. For a full understanding of the requirements of the Act in relation to the matters summarised above, members are expected to make themselves fully aware of the requirements of the Act.</i></p>	

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## **Campaspe Shire Council Audit and Risk Committee Charter**

**Date of Approval: 21 ~~July~~ March 202~~30~~3**  
**~~Date Of Review – May 2022~~**

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## Campaspe Shire Council – Audit and Risk Committee Charter

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- 3. Membership and Tenure**
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  - **Internal Audit**
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## Campaspe Shire Council – Audit and Risk Committee Charter

### 1. Purpose

The Campaspe Shire Council has established an Audit and Risk Committee (the Committee) pursuant to Section 53 of the *Local Government Act 2020* (the Act) to:

- support Council in discharging its oversight responsibilities related to financial and performance reporting, risk management, fraud prevention systems and control, maintenance of a sound internal control environment, assurance activities including internal and external audit; and
- Council's performance with regard to compliance with its policies and legislative and regulatory requirements.

The Committee acts in this capacity by monitoring, reviewing, endorsing and advising on the above matters as set out in this Charter.

This Charter has been developed in accordance with Section 54 of the Act.

The appointment of independent members to the Committee, as outlined in this Charter, enables the Committee to provide advice to Council on matters related to its responsibilities based on broader skills and experience than might otherwise be the case, and in so doing, bring additional benefits to Council.

The Committee has no executive authority and no delegated financial responsibilities.

### 2. Authority

The Committee is directly responsible to Council for discharging its responsibilities as set out in this Charter. The Committee has no delegated authority from Council unless specifically provided by Council from time to time and any such authority will be temporary and may only relate to specific matters as directed by Council.

The Committee has the authority to:

- Endorse key documents and reports that must be approved by Council, including annual financial reports, annual performance statements, new or revised policies and other documents that assist in maintaining a strong internal control environment;
- Approve internal audit plans including internal audit plans with an outlook of greater than one year, and provide feedback on external audit plans;
- Provide advice and make recommendations to Council on matters within its areas of responsibility;
- Retain counsel of relevant independent experts where it considers that is necessary in order to execute its responsibilities, subject to prior agreement with the Chief Executive Officer;
- Seek any relevant information it requires from Council, Chief Executive Officer and external parties;
- Meet with Council Officers, internal and external auditors and other parties as required to discharge its responsibilities, subject to prior agreement with the Chief Executive Officer.

The Committee will, through the Chief Executive Officer, have access to appropriate management support to enable it to discharge its responsibilities effectively.

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## Campaspe Shire Council – Audit and Risk Committee Charter

### 3. Membership and Tenure

The Committee will consist of five members appointed by Council, three of whom must be independent members. Council employees cannot be members of the Committee. Council may appoint an independent affiliate member.

Details of membership and tenure are set out below:

#### *Independent Members*

- 3.1 will be appointed for four year terms;
- 3.2 may be reappointed for one additional four-year term subject to satisfactory performance, that is, a maximum of eight consecutive years;
- 3.3 must collectively have expertise in financial management and reporting and risk management and also experience in public sector management;
- 3.4 terms of appointment will be set so that as far as possible only one member retires at a time in order to minimise the loss of knowledge of Council's business that may occur on change of membership;
- 3.5 have full voting rights;
- 3.6 receive an annual allowance as approved by Council, having reviewed the allowance once every four years with like sized rural councils. An approved allowance will be increased annually by the annual CPI percentage based on the March quarter result for Melbourne All Groups CPI;
- 3.7 absent for two consecutive meetings, without submitting an apology or been granted a leave of absence, will create a casual vacancy.

#### *Independent Affiliate Member*

- 3.8 will be appointed for a single two year term;
- 3.9 may be appointed to an Independent Member role for two additional four-year terms subject to satisfactory performance, that is, a maximum of ten consecutive years;
- 3.10 must have expertise in either financial management and reporting or risk management or experience in public sector management, demonstrate an interest in the committee and live and work within the municipality of Campaspe Shire Council;
- 3.11 does not have voting rights, however, will be entitled to receive all information, attend all meetings and participate in the deliberations of the Committee.
- 3.12 absent for two consecutive meetings, without submitting an apology or been granted a leave of absence, will create a casual vacancy.

#### *Councillor Members*

- 3.13 Councillor members will be appointed to the Committee by Council annually;
- 3.14 Councillors who are not appointed as members of the Committee, may attend any meeting of the Committee as an observer. For clarity, only Councillors appointed by Council to the Committee have voting rights.

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### *Chairperson*

- 3.15 The Chairperson of the Committee must be an independent member;
- 3.16 The Committee will appoint the Chairperson of the Committee ~~in December of each year~~ on an annual basis;
- 3.17 If the Chairperson is unable to attend a meeting, the members in attendance at the meeting will appoint a Chairperson for that meeting from among the attending independent members;
- 3.18 The Chairperson must not exceed any two-year continuous period without Council resolution;
- 3.19 In the event of a tied vote, the presiding Chairperson will hold a casting vote.

### *Quorum for Meetings*

- 3.20 A quorum will comprise at least one Councillor member and two independent members;

### *Induction*

- 3.21 All Committee members will receive an induction to the purpose and responsibilities of the Committee and on Campaspe Shire Council's objectives.

### *Removal of a Member*

- 3.22 If Council proposes to remove a member of the Committee prior to the conclusion of their term, it must give written notice of its intention to do so and afford the member an opportunity to respond and be heard at a Council meeting if the affected member so chooses. The Council meeting to hear the response will be open to the public.

### *Recruitment*

- 3.23 At the completion of each term of an independent member or independent affiliate member, the position will be made vacant. An outgoing independent member or independent affiliate member will be eligible to re-nominate for the position, subject to the maximum allowable term.
- 3.24 If a casual vacancy exists, the vacancy will be filled as if the appointment term of the vacating member had been fulfilled.
- 3.25 All vacancies of independent members and the independent affiliate member will be advertised sufficiently to attract the required skills but as a minimum within the Shire of Campaspe.
- 3.26 A selection panel, comprising one independent member and one Councillor member of the Committee and the Chief Executive Officer, will conduct a selection process to identify candidates suitable to recommend to Council for appointment.
- 3.27 The criteria for the appointment of independent members will be experience and qualifications to meet the collective skills mix of the Committee.
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- 3.29 If there are more applications than positions vacant, the selection panel should consider and give weight to the following points when recommending appointments to Council;
- Individuals who have already served on the Committee and not reached the maximum term, who have demonstrated a valuable and consistent contribution to the Committee;
  - Individuals who demonstrate skills, qualifications and experience in more than 2 of the identified fields of expertise; and
  - Individuals who live and/or work within the Shire of Campaspe.
- 3.30 The selection panel, when recommending a preferred applicant for appointment to the Committee will also have regard to the skill mix of the currently appointed independent members and when possible, ensure at least one independent member has a sound knowledge and understanding of the local government sector and its roles and responsibilities.

*Insurance*

- 3.31 Members of the committee are covered by Council's insurance policies.

**4. Meetings**

The Committee will meet at least four times a year, with authority to convene additional meetings, as circumstances require:

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### 5. Responsibilities

The Committee will carry out the following responsibilities.

#### Financial and Performance Reporting

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- 5.4 Review with management and the external auditors the results of the audit, including any difficulties encountered by the auditors and how they were resolved;
- 5.5 Recommend the adoption of the annual financial report and annual performance statement to Council; and
- 5.6 Review the appropriateness of the format and content of periodic management financial reports and performance statements to Council as required.

#### Internal Control Environment

- 5.7 Review the adequacy and effectiveness of key policies, systems and controls for providing a sound internal control environment. This should be done on a rotational basis over a four year period and in accordance with approved review dates;
- 5.8 Determine whether systems and controls are reviewed regularly and updated where required;
- 5.9 Monitor significant changes to systems and controls to assess whether those changes significantly impact Council's risk profile;
- 5.10 Ensure that a programme is in place to test compliance with systems and controls;
- 5.11 Assess whether the control environment is consistent with the Governance Principles defined within the *Local Government Act 2020*.

#### Risk Management

- 5.12 Review annually the effectiveness of Council's risk management framework;
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- 5.14 Review Council's risk profile and the changes occurring in the profile from meeting to meeting;



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- 5.15 Review Council's treatment plans for significant risks, including the timeliness of mitigating actions and progress against those plans;
- 5.16 Review the insurance programme annually prior to renewal; and
- 5.17 Review the approach to business continuity planning arrangements, including whether business continuity and disaster recovery plans have been regularly updated and tested.

**Fraud Prevention Systems and Controls**

- 5.18 Review Council's Fraud Prevention policies and controls, including the Fraud Control Plan and fraud awareness programmes at least every two years;
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## Campaspe Shire Council – Audit and Risk Committee Charter

- 5.34 Review the effectiveness of the external audit function and ensure that the Victorian Auditor General's Office (VAGO) is aware of the Committee's views through Council;
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### Compliance Management

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## Campaspe Shire Council – Audit and Risk Committee Charter

## Appendix A

## Committee Member Regulatory Obligations

## Guidance to Members

LGA Section	LGA Requirement
<b>Misuse of Position</b>	
123(1)	A Committee member must not intentionally misuse their position to: <ul style="list-style-type: none"> <li>a) Gain or attempt to gain, directly or indirectly, an advantage for themselves or for any other person; or</li> <li>b) Cause, or attempt to cause, detriment to the Council or another person</li> </ul>
123(3)	Circumstances involving misuse of a position by a member of the Committee include: <ul style="list-style-type: none"> <li>a) Making improper use of information acquired as a result of being a member of the Committee; or</li> <li>b) Disclosing information that is confidential information; or</li> <li>c) Directing or improperly influencing, or seeking to direct or improperly influence, a member of Council staff; or</li> <li>d) Exercising or performing, or purporting to exercise or perform, a power, duty or function that the person is not authorised to exercise or perform; or</li> <li>e) Using public funds or resources in a manner that is improper or unauthorised; or</li> <li>f) Participating in a decision on a matter in which the member has a conflict of interest.</li> </ul>
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**Campaspe Shire Council  
Audit and Risk Committee  
Charter**

**Date of Approval: 21 July 2020  
Date Of Review – May 2022**

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- 7. Performance Evaluation**
- 8. Committee Member Regulatory Obligations**
- 9. Review of Charter**

### **Appendices**

- A. Committee Member Regulatory Obligations – Guidance to Members**

## Campaspe Shire Council – Audit and Risk Committee Charter

### 1. Purpose

The Campaspe Shire Council has established an Audit and Risk Committee (the Committee) pursuant to Section 53 of the *Local Government Act 2020* (the Act) to:

- support Council in discharging its oversight responsibilities related to financial and performance reporting, risk management, fraud prevention systems and control, maintenance of a sound internal control environment, assurance activities including internal and external audit; and
- Council's performance with regard to compliance with its policies and legislative and regulatory requirements.

The Committee acts in this capacity by monitoring, reviewing, endorsing and advising on the above matters as set out in this Charter.

This Charter has been developed in accordance with Section 54 of the Act.

The appointment of independent members to the Committee, as outlined in this Charter, enables the Committee to provide advice to Council on matters related to its responsibilities based on broader skills and experience than might otherwise be the case, and in so doing, bring additional benefits to Council.

The Committee has no executive authority and no delegated financial responsibilities.

### 2. Authority

The Committee is directly responsible to Council for discharging its responsibilities as set out in this Charter. The Committee has no delegated authority from Council unless specifically provided by Council from time to time and any such authority will be temporary and may only relate to specific matters as directed by Council.

The Committee has the authority to:

- Endorse key documents and reports that must be approved by Council, including annual financial reports, annual performance statements, new or revised policies and other documents that assist in maintaining a strong internal control environment;
- Approve internal audit plans including internal audit plans with an outlook of greater than one year, and provide feedback on external audit plans;
- Provide advice and make recommendations to Council on matters within its areas of responsibility;
- Retain counsel of relevant independent experts where it considers that is necessary in order to execute its responsibilities, subject to prior agreement with the Chief Executive Officer;
- Seek any relevant information it requires from Council, Chief Executive Officer and external parties;
- Meet with Council Officers, internal and external auditors and other parties as required to discharge its responsibilities, subject to prior agreement with the Chief Executive Officer.

The Committee will, through the Chief Executive Officer, have access to appropriate management support to enable it to discharge its responsibilities effectively.



## Campaspe Shire Council – Audit and Risk Committee Charter

### 3. Membership and Tenure

The Committee will consist of five members appointed by Council, three of whom must be independent members. Council employees cannot be members of the Committee. Council may appoint an independent affiliate member.

Details of membership and tenure are set out below:

#### *Independent Members*

- 3.1 will be appointed for four year terms;
- 3.2 may be reappointed for one additional four-year term subject to satisfactory performance, that is, a maximum of eight consecutive years;
- 3.3 must collectively have expertise in financial management and reporting and risk management and also experience in public sector management;
- 3.4 terms of appointment will be set so that as far as possible only one member retires at a time in order to minimise the loss of knowledge of Council's business that may occur on change of membership;
- 3.5 have full voting rights;
- 3.6 receive an annual allowance as approved by Council, having reviewed the allowance once every four years with like sized rural councils. An approved allowance will be increased annually by the annual CPI percentage based on the March quarter result for Melbourne All Groups CPI;
- 3.7 absent for two consecutive meetings, without submitting an apology or been granted a leave of absence, will create a casual vacancy.

#### *Independent Affiliate Member*

- 3.8 will be appointed for a single two year term;
- 3.9 may be appointed to an Independent Member role for two additional four-year terms subject to satisfactory performance, that is, a maximum of ten consecutive years;
- 3.10 must have expertise in either financial management and reporting or risk management or experience in public sector management, demonstrate an interest in the committee and live and work within the municipality of Campaspe Shire Council;
- 3.11 does not have voting rights, however, will be entitled to receive all information, attend all meetings and participate in the deliberations of the Committee.
- 3.12 absent for two consecutive meetings, without submitting an apology or been granted a leave of absence, will create a casual vacancy.

#### *Councillor Members*

- 3.13 Councillor members will be appointed to the Committee by Council annually;
- 3.14 Councillors who are not appointed as members of the Committee, may attend any meeting of the Committee as an observer. For clarity, only Councillors appointed by Council to the Committee have voting rights.

## Campaspe Shire Council – Audit and Risk Committee Charter

### *Chairperson*

- 3.15 The Chairperson of the Committee must be an independent member;
- 3.16 The Committee will appoint the Chairperson of the Committee in December of each year;
- 3.17 If the Chairperson is unable to attend a meeting, the members in attendance at the meeting will appoint a Chairperson for that meeting from among the attending independent members;
- 3.18 The Chairperson must not exceed any two-year continuous period;
- 3.19 In the event of a tied vote, the presiding Chairperson will hold a casting vote.

### *Quorum for Meetings*

- 3.20 A quorum will comprise at least one Councillor member and two independent members;

### *Induction*

- 3.21 All Committee members will receive an induction to the purpose and responsibilities of the Committee and on Campaspe Shire Council's objectives.

### *Removal of a Member*

- 3.22 If Council proposes to remove a member of the Committee prior to the conclusion of their term, it must give written notice of its intention to do so and afford the member an opportunity to respond and be heard at a Council meeting if the affected member so chooses. The Council meeting to hear the response will be open to the public.

### *Recruitment*

- 3.23 At the completion of each term of an independent member or independent affiliate member, the position will be made vacant. An outgoing independent member or independent affiliate member will be eligible to re-nominate for the position, subject to the maximum allowable term.
- 3.24 If a casual vacancy exists, the vacancy will be filled as if the appointment term of the vacating member had been fulfilled.
- 3.25 All vacancies of independent members and the independent affiliate member will be advertised sufficiently to attract the required skills but as a minimum within the Shire of Campaspe.
- 3.26 A selection panel, comprising one independent member and one Councillor member of the Committee and the Chief Executive Officer, will conduct a selection process to identify candidates suitable to recommend to Council for appointment.
- 3.27 The criteria for the appointment of independent members will be experience and qualifications to meet the collective skills mix of the Committee.
- 3.28 The criteria for the appointment of an independent affiliate member will be the same relevant skills, qualifications and experience as independent members, but must reside or work within the Shire of Campaspe.
- 3.29 If there are more applications than positions vacant, the selection panel should consider and give weight to the following points when recommending appointments to Council;

## Campaspe Shire Council – Audit and Risk Committee Charter

- a. Individuals who have already served on the Committee and not reached the maximum term, who have demonstrated a valuable and consistent contribution to the Committee;
  - b. Individuals who demonstrate skills, qualifications and experience in more than 2 of the identified fields of expertise; and
  - c. Individuals who live and/or work within the Shire of Campaspe.
- 3.30 The selection panel, when recommending a preferred applicant for appointment to the Committee will also have regard to the skill mix of the currently appointed independent members and when possible, ensure at least one independent member has a sound knowledge and understanding of the local government sector and its roles and responsibilities.

### *Insurance*

- 3.31 Members of the committee are covered by Council's insurance policies.

## **4. Meetings**

The Committee will meet at least four times a year, with authority to convene additional meetings, as circumstances require:

- 4.1 A schedule of meetings will be developed annually and agreed by members;
- 4.2 All Committee members are expected to attend each meeting in person, although in special circumstances members can attend through electronic means;
- 4.3 The Committee will invite members of Council's management team, the internal and external auditors and other personnel as appropriate to attend meetings. The Chief Executive Officer, the General Manager Corporate and Manager Finance will attend all meetings.
- 4.4 The Committee may ask staff members, other than the Chief Executive Officer to leave the meeting to discuss a confidential item. If the Committee wishes to discuss a confidential item without the Chief Executive Officer, the Committee must resolve to close the meeting to all Council employees.
- 4.5 Committee members and the internal and external auditors can request the Chairperson to convene additional meetings if they feel that is justified to address unexpected matters that may have arisen;
- 4.6 Meeting agendas and appropriate briefing materials will be provided prior to distribution to the Chairperson for approval 1.5 weeks prior to the scheduled meeting and final agenda and attachments will be provided to members at least one week before each meeting;
- 4.7 Minutes will be prepared for all meetings, provided to the Chairperson for review and approval and then distributed to all members and Councillors;
- 4.8 If a matter is required to be dealt with by the Committee between meetings, it may be undertaken by a circulating motion. The report outlining the matter and a request to vote on the item will be sent via email. The outcome of this matter will be recorded in the minutes of the next meeting held by the Committee.

## Campaspe Shire Council – Audit and Risk Committee Charter

### 5. Responsibilities

The Committee will carry out the following responsibilities.

#### Financial and Performance Reporting

- 5.1 At least annually review significant accounting and external reporting issues, including complex or unusual transactions, transactions and balances in areas where judgement is required, changes to accounting policies, recent accounting, professional and regulatory pronouncements and legislative changes, and understand their effect on the annual financial report and the audit thereof;
- 5.2 At least annually review changes to the Local Government Performance Reporting Framework and understand the impact of those changes on Council's performance indicators;
- 5.3 Review the annual financial report and annual performance statement and consider whether they are complete, consistent with information known to Committee members, reflect appropriate accounting treatments and adequately disclose Council's financial performance and position;
- 5.4 Review with management and the external auditors the results of the audit, including any difficulties encountered by the auditors and how they were resolved;
- 5.5 Recommend the adoption of the annual financial report and annual performance statement to Council; and
- 5.6 Review the appropriateness of the format and content of periodic management financial reports and performance statements to Council as required.

#### Internal Control Environment

- 5.7 Review the adequacy and effectiveness of key policies, systems and controls for providing a sound internal control environment. This should be done on a rotational basis over a four year period and in accordance with approved review dates;
- 5.8 Determine whether systems and controls are reviewed regularly and updated where required;
- 5.9 Monitor significant changes to systems and controls to assess whether those changes significantly impact Council's risk profile;
- 5.10 Ensure that a programme is in place to test compliance with systems and controls;
- 5.11 Assess whether the control environment is consistent with the Governance Principles defined within the *Local Government Act 2020*.

#### Risk Management

- 5.12 Review annually the effectiveness of Council's risk management framework;
- 5.13 Review Council's risk appetite statement and the degree of alignment with Council's risk profile;
- 5.14 Review Council's risk profile and the changes occurring in the profile from meeting to meeting;

## Campaspe Shire Council – Audit and Risk Committee Charter

- 5.15 Review Council's treatment plans for significant risks, including the timeliness of mitigating actions and progress against those plans;
- 5.16 Review the insurance programme annually prior to renewal; and
- 5.17 Review the approach to business continuity planning arrangements, including whether business continuity and disaster recovery plans have been regularly updated and tested.

### **Fraud Prevention Systems and Controls**

- 5.18 Review Council's Fraud Prevention policies and controls, including the Fraud Control Plan and fraud awareness programmes at least every two years;
- 5.19 Receive reports from management about actual or suspected instances of fraud or corruption including analysis of the underlying control failures and action taken to address each event; and
- 5.20 Review reports by management about the actions taken by Council to report such matters to the appropriate integrity bodies.

### **Internal Audit**

- 5.21 Review the Internal Audit Charter regularly to determine that it provides an appropriate functional and organisational framework to enable Council's internal audit function to operate effectively and without limitations;
- 5.22 Review and approve the three year strategic internal audit plan, the annual internal audit plan and any significant changes to them;
- 5.23 Review progress on delivery of the annual internal audit plan;
- 5.24 Review and approve proposed scopes for each review in the annual internal audit plan;
- 5.25 Review reports on internal audit reviews, including recommendations for improvement arising from those reviews;
- 5.26 Meet with the leader of the internal audit function at least annually in the absence of management;
- 5.27 Monitor action by management on internal audit findings and recommendations;
- 5.28 Review the effectiveness of the internal audit function and ensure that it has appropriate authority within Council and has no unjustified limitations on its work;
- 5.29 Recommend to Council the appointment of an internal audit service provider;
- 5.30 Recommend to Council, if necessary, the termination of the internal audit contractor.

### **External Audit**

- 5.31 Annually review and provide feedback on the external audit scope and plan proposed by the external auditor for their consideration;
- 5.32 Discuss with the external auditor any audit issues encountered in the normal course of audit work, including any restriction on scope of work or access to information;
- 5.33 Ensure that significant findings and recommendations made by the external auditor, and management's responses to them, are appropriate and are acted upon in a timely manner;

## Campaspe Shire Council – Audit and Risk Committee Charter

- 5.34 Review the effectiveness of the external audit function and ensure that the Victorian Auditor General's Office (VAGO) is aware of the Committee's views through Council;
- 5.35 Consider the findings and recommendations of any relevant performance audits undertaken by VAGO and monitor Council's responses to them; and
- 5.36 Meet with the external auditor at least annually in the absence of management.

### Compliance Management

- 5.37 Review the systems and processes implemented by Council for monitoring compliance with relevant legislation and regulations and the results of management's follow up of any instances of non-compliance;
- 5.38 Obtain briefings on any significant compliance matters; and
- 5.39 Receive reports from management on the findings of any examinations by regulatory or integrity agencies (whether related to investigations at Council or other agencies), such as the Ombudsman, IBAC, Victoria Government Inspectorate, etc. and monitor Council's responses.

### 6. Reporting to Council

- 6.1 Minutes of Committee meetings will be provided to Councillors at the first available opportunity after clearance by the Committee Chairperson following each Committee meeting;
- 6.2 The Chairperson will prepare a report to Council through the Chief Executive Officer on the Committee's activities twice per annum. One of these reports will be prepared after the meeting at which the annual financial report and the annual performance statement have been considered and recommended to Council for adoption, such report indicating how the Committee has discharged its responsibilities as set out in this Charter for the previous year.

### 7. Performance Evaluation

The Committee must undertake a process to evaluate its performance annually and report the outcomes of the evaluation process to Council through the Chief Executive Officer, including recommendations for any opportunities for improvement. The evaluation will include feedback from both Committee members and senior officers who have regular interactions with the Committee.

### 8. Committee Member Regulatory Obligations

Committee members are expected to be aware of their obligations under Section 53 of the Act. These obligations relate to misuse of position as a member of the Committee (Section 123), confidential information (Section 125) and conflict of interest (Sections 126 to 131). Details about these obligations are included in Appendix A to this Charter.

### 9. Review of Charter

The Committee will review and assess the adequacy of the Charter every two years or earlier if necessary and submit requests to Council through the Chief Executive Officer for revisions and improvements for approval.

## Campaspe Shire Council – Audit and Risk Committee Charter

## Appendix A

## Committee Member Regulatory Obligations

## Guidance to Members

LGA Section	LGA Requirement
<b>Misuse of Position</b>	
123(1)	A Committee member must not intentionally misuse their position to: <ul style="list-style-type: none"> <li>a) Gain or attempt to gain, directly or indirectly, an advantage for themselves or for any other person; or</li> <li>b) Cause, or attempt to cause, detriment to the Council or another person</li> </ul>
123(3)	Circumstances involving misuse of a position by a member of the Committee include: <ul style="list-style-type: none"> <li>a) Making improper use of information acquired as a result of being a member of the Committee; or</li> <li>b) Disclosing information that is confidential information; or</li> <li>c) Directing or improperly influencing, or seeking to direct or improperly influence, a member of Council staff; or</li> <li>d) Exercising or performing, or purporting to exercise or perform, a power, duty or function that the person is not authorised to exercise or perform; or</li> <li>e) Using public funds or resources in a manner that is improper or unauthorised; or</li> <li>f) Participating in a decision on a matter in which the member has a conflict of interest.</li> </ul>
<b>Confidential Information</b>	
125	A member of the Committee must not intentionally or recklessly disclose information that the member knows, or should reasonably know, is confidential information. There are some exemptions to this requirement, the key one being that if the information disclosed by the member has been determined by Council to be publicly available.
<b>Conflicts of Interest</b>	
126	A member of the Committee has a conflict of interest if the member has: <ul style="list-style-type: none"> <li>a) A general conflict of interest as described in Section 127; or</li> <li>b) A material conflict of interest as described in Section 128.</li> </ul>
127	A member of the Committee has a general conflict of interest in a matter if an impartial, fair-minded person would consider that the members private interests could result in that member acting in a manner that is contrary to their public duty as a member of the Committee.
128	A member of the Committee has a material conflict of interest in a matter if an affected person would gain a benefit or suffer a loss depending on the outcome of the matter.
<p style="text-align: center;"><b>Please Note</b></p> <p><i>The above guidance is not verbatim from the Act and does not include all details as explained in Part 6, Division 1 of the Act. For a full understanding of the requirements of the Act in relation to the matters summarised above, members are expected to make themselves fully aware of the requirements of the Act.</i></p>	



## 9.2.2 Audit and Risk Committee - Half Yearly Report

Directorate Corporate

Responsible Officer: Acting Director Corporate

Manager Chief Executive Officer

Attachment 1. Audit & Risk Committee Half Yearly Report - July 22 - December 22  
[9.2.2.1 - 4 pages]

### 1. PURPOSE

The Audit and Risk Committee supports Council in discharging its governance oversight responsibility including financial management, risk management, fraud prevention, maintenance of a sound internal control environment and assurance activities thorough internal and external audit.

Under its Charter, which was adopted by Council in July 2020, the Audit and Risk Committee reports to Council on its activities twice per year. The Charter aligns with the requirements of the Local Government Act 2020.

The attached Half Yearly Report, prepared by the Chair of the Committee reports on the activities undertaken by the Committee against the key responsibility areas defined in the Charter.

The purpose of this report is to receive and note the Half Yearly Report from the Audit and Risk Committee, outlining the work of the Committee during 1 July 2022 and 31 December 2022.

### 2. RECOMMENDATION

**That Council note the report from the Audit and Risk Committee and acknowledge the work of the Committee during the period 1 July 2022 and 31 December 2022.**

### 3. DISCUSSION

In accordance with the Audit and Risk Committee Charter, 'the Chairperson will prepare a report to Council through the Chief Executive Officer on the Committee's activities twice per annum. One of these reports will be prepared after the meeting at which the annual financial report and performance statement have been considered and recommended to Council for adoption, the report will indicate how the Committee has discharged its responsibilities as set out in the Charter for the previous year'.

On receipt of the report from the Committee, the Chief Executive Officer is to table the report to the next available Council meeting. This report satisfies these requirements.

### 4. CONSULTATION

External consultation:

- The Audit and Risk Committee reviewed the Half Yearly Report prepared in consultation with the Chair of the Committee at their meeting held on 2 February 2023.

## Councillors:

- The Chairperson of the Audit and Risk Committee attended the Council Briefing Session on 28 February 2023 to talk to the Half Yearly Report and provided an opportunity for Councillors to ask any questions.

## **5. POLICY AND LEGISLATIVE IMPLICATIONS**

This report is in line with Council's Audit and Risk Committee Charter and meets the obligations on Council under the Local Government Act 2020.

## **6. FINANCIAL AND ECONOMIC IMPLICATIONS**

The Half Yearly Report documents how the Audit and Risk Committee is meeting the objectives of providing independent oversight and monitoring of Council's approach to financial and performance reporting, the internal control environment, risk management, fraud preventions systems and controls, internal audit, external audit and compliance management.

## **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.

## **8. SOCIAL IMPLICATIONS**

The tabling of the Half Yearly Audit and Risk Committee Report provides information to our community about how Council is ensuring that it adequately manages risks. This includes areas such as privacy and data protection controls (including Information Technology and cyber security) which relate directly to how well Council manages and protects customer information.

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

### **Growing quality of life**

Effective and efficient services available locally.

## **10. ISSUES AND RISK MANAGEMENT**

### **Issues:**

There are no issues identified in connection with this report.

### **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 in so far as this report is not contrary to the existing policy or strategy previously adopted by Council.

### **14. CONCLUSION**

The Audit and Risk Committee reports to Council twice a year on its activities and how it is fulfilling its responsibilities defined within the Audit and Risk Committee. This report outlines the activities of the Committee for the period 1 July 2022 to 31 December 2022.



# AUDIT AND RISK COMMITTEE

Half Yearly Report.  
1 July 2022 – 31 December 2022



# OFFICIAL

## Audit & Risk Committee Half Yearly Report

### 1. INTRODUCTION

The Campaspe Shire Council Audit and Risk Committee (the Committee) operates in accordance with the Audit and Risk Committee Charter (the Charter) that was adopted by Council at its meeting held on 21 July 2020. The Charter is due for a review.

The Charter, in alignment with the Local Government Act 2020, requires the Chairperson, through the Chief Executive Officer, to prepare a report to Council, twice per annum on the Committee's activities. The Committee has agreed that a report on activities will be prepared for July to December with a full year report covering July to June. Such reports will outline how the Committee has discharged its responsibilities contained in its Charter.

The Committee reviewed the half yearly report for the reporting period 1 July 2022 to 31 December 2022 at its meeting held on 2 February 2023 and confirmed that it is an accurate reflection of the Committee's work.

### 2. AUDIT AND RISK COMMITTEE ACTIVITIES

Within the reporting period, the Audit and Risk Committee met on one occasion, 9 September 2022. Due to a major flood event, the scheduled 27 October 2022 and 8 December 2022 meetings were required to be cancelled.

The following table outlines the activities of the Committee during the reporting period and is reported under the areas of responsibilities defined within the Audit and Risk Committee Charter.

Financial & Performance Reporting
<ul style="list-style-type: none"> <li>Reviewed the Annual Financial and Performance Statements for the 2021/22 year. The review included presentation and discussion of the Victorian Auditor General's Office (VAGO) drafts of the 2021/22 Management Letter and Closing Report. After review and consideration of all documentation, the Committee recommended to Council that the Annual Financial and Performance Statements be signed.</li> </ul>
Internal Control Environment
<ul style="list-style-type: none"> <li>Nothing to Report</li> </ul>
Risk Management
<p>The Committee:</p> <ul style="list-style-type: none"> <li>Reviewed the current Strategic Risk Register of Council and the profile of these risks against the risk matrix. During the reporting period all strategic risks were classified at or below Council's current risk appetite of 'moderate'.</li> <li>Were advised by Governance of the review of Council's insurance program and of significant increases in insurance premiums incurred by Council over the last four financial years. The Committee raised a number of issues regarding Council's insurance portfolio and requested the CEO to engage a suitably qualified person or persons to undertake an analysis of Council's insurance policies to ensure best value for money is being obtained and that all aspects of insurance are covered.</li> </ul>
Fraud Prevention Systems & Controls
<ul style="list-style-type: none"> <li>Nothing to Report.</li> </ul>



# OFFICIAL

## Audit & Risk Committee Half Yearly Report

### Internal Audit

- Two Internal Audits were completed by the Internal Auditor, AFS.

#### **Building Maintenance (Including Essential Safety Measures)**

The areas of scope of the Building Maintenance (including Essential Safety Measures) audit were to:

- Review the processes supporting identification, planning and monitoring of planned maintenance, including retention of supporting compliance documentation (including Essential Maintenance Measure inspections and compliance for Council buildings).
- Review the processes for receiving, recording and responding to reported faults or failures.
- Review the processes for collecting asset condition information to inform building asset renewal or replacement schedules.
- Review the processes for the ongoing monitoring and reporting relating to the performance of building assets and the maintenance function.
- Confirm and report resolution of any previously reported items/non-compliances with the Essential Safety Measures.

The report outlined seven areas of strength that were identified and deemed as managed. Two areas of risk were identified and rated as moderate, four areas of risk were identified and rated as minor and two opportunities were identified. The non-managed moderate identified risks related to the absence of Service Level Agreements; formalising processes for the conduct of building inspections of Council owned buildings and improving budgeting processes. Management agreed to implement all the recommendations made.

#### **Purchasing Card Use and Management**

The areas of scope of the Purchasing Card Use and Management audit were to:

- Assess the use of purchasing cards by cardholders of Council including Mayor and CEO to ensure checks occur, documentation is appropriate and approvals and reconciliations are occurring.
- Perform data analytics over purchasing card spending (if possible) to identify categories and trends in the use of purchasing cards.
- Identifying the use of purchasing cards for purchases where an alternate purchasing mechanism is available (eg. Fuel cards or purchase order under contract).

The report outlined five areas of strength that were identified and deemed managed. One area of risk was identified and rated as moderate, three areas of risk were identified and rated as minor. The non-managed risks identified related to the necessity to improve some administrative processes. Management agreed to implement all the recommendations made.

The Committee:

- Reviewed the status of the Annual Internal Audit Plan and the scope for the upcoming Internal Audit on Request and Complaint Management.
- Reviewed the status of all actions recommended by the Internal Auditor from past Internal Audits that remain in progress and noted the closure of 3 actions by management.
- Reviewed progress by management on open audit recommendations.
- Reviewed the effectiveness of the internal audit function.

# OFFICIAL

## Audit & Risk Committee Half Yearly Report

<b>External Audit</b>
<ul style="list-style-type: none"> <li>Reviewed the report titled "Fraud Control Over Local Government Grants" that was tabled into Parliament on 11 May 2022. The report was informed by auditing six councils, reviewing selection of their grant programs over the past five years.</li> </ul> <p>At the conclusion of the audit, VAGO made nine recommendations to all Victorian Councils. Management undertook a 'gap analysis' of this Report and will make some minor changes to Campaspe's grant process to ensure that it complies with the recommendations made by VAGO.</p>
<b>Compliance Management</b>
<ul style="list-style-type: none"> <li>Reviewed the status of Council's compliance with implementing the requirements of the Local Government Act 2020.</li> </ul>
<b>Reporting to Council</b>
<ul style="list-style-type: none"> <li>Noted the Audit and Risk Committee 2021-2022 Annual Report was reported to Council at the 21 September 2022 Council meeting.</li> </ul>
<b>Review of Charter</b>
<ul style="list-style-type: none"> <li>The Committee Charter is due for renewal and will be considered by the Committee at its Meeting on 2 February 2023.</li> </ul>
<b>Other Matters</b>
<ul style="list-style-type: none"> <li>Reviewed the Annual Work Plan of the Committee.</li> <li>Received a report summarising Councillor expenses &amp; reimbursements received in accordance with Council's adopted Councillor Expenses Policy.</li> </ul>



### 9.2.3 Audit and Risk Committee - Appointment of Chairperson

Directorate	Corporate
Responsible Officer:	Acting Director Corporate
Manager	Chief Executive Officer
Attachment	Nil

#### 1. PURPOSE

The Audit and Risk Committee operate in accordance with a Charter adopted by Council on 21 July 2020 and provides for the appointment of the Audit and Risk Committee Chairperson, setting a maximum consecutive term of two years. The Chairperson of the Audit and Risk Committee (the Committee) must be an independent member of the Committee.

This report presents a recommendation from the Audit and Risk Committee to Council in the absence of any nominations received in accordance with Council's adopted Audit and Risk Committee Charter and seeks the appointment of Ms MacRae as Chairperson of the Committee for the 2023 year, for a fourth consecutive year.

#### 2. RECOMMENDATION

**That Council appoint Ms MacRae as Chairperson of the Audit and Risk Committee for the 2023 year, noting that the appointment will be for a fourth consecutive year.**

#### 3. DISCUSSION

The Audit and Risk Committee (the Committee) operates in accordance with a Charter adopted by Council in July 2020 and provides for the appointment of the Audit and Risk Committee Chairperson, setting a maximum consecutive term for two years. The Chairperson of the Audit and Risk Committee must be an independent member of the Committee.

At the 19 January 2022 Council meeting Ms MacRae was appointed as Chairperson of the Committee for the 2022 year by Council resolution, noting that the appointment was for a third consecutive year, due to the absence of nominations from the other members of the Committee.

At the 2 February 2023 meeting of the Committee a call for nominations for the position of Chairperson for the 2023 year was conducted in accordance with the Charter. During discussion it was noted that 'the [non-Chairperson] Committee members advised the Committee that they were not interested in the position of Chair due to other commitments and stated they were comfortable for Ms MacRae to continue as Chair for a further year'. The Chief Executive Officer advised that she would seek the opinion of Council regarding this matter.

Committee members spoke highly of the experience and capability of Ms MacRae as the Chairperson over the past three years and, in the absence of other independent members nominating for the position, the Committee felt it appropriate for Ms MacRae to be appointed for a fourth consecutive term.

As the appointment would be outside the parameters within the adopted Audit and Risk Committee Charter, the report is being brought to Council to consider and appoint the Chair for the 2023 year.

## 4. CONSULTATION

### Internal consultation:

- Executive Management Group

### External consultation:

- Informal consultation with independent members of the Audit and Risk Committee occurred prior to the February Committee meeting to ensure all eligible members were aware of the requirements of and support provided to the Chairperson of the Committee to fulfill the role.
- 2 February 2023 Committee meeting.

### Councillors:

- 28 February 2023 Council Briefing session.

## 5. POLICY AND LEGISLATIVE IMPLICATIONS

The Audit and Risk Committee Charter requires that the Chairperson must not exceed any two-year continuous period. As the appointment of Ms MacRae would be outside the parameters within the adopted Audit and Risk Committee Charter, the report is being brought to Council to consider and appoint the Chair for the 2023 year. The Local Government Act 2020 does not prohibit a chairperson remaining in the role for more than two consecutive years.

## 6. FINANCIAL AND ECONOMIC IMPLICATIONS

The purpose of the Committee is to provide independent oversight and monitoring of Council's approach to financial and performance reporting, the internal control environment, risk management, fraud preventions systems and controls, internal audit, external audit and compliance management. Having an actively engaged chairperson and committee is a key part of ensuring the oversight continues to be rigorous and appropriate.

## 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.

## 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

### **Growing quality of life**

Effective and efficient services available locally.

## 10. ISSUES AND RISK MANAGEMENT

### Issues:

The current Audit and Risk Committee Charter does not allow for an independent member to fulfill the role of Chairperson for more than a two-year continuous period. This was to ensure that appointment to the role was accessible to all independent members during their term on the

Committee. In a separate Council report, officers have recommended that Council consider amending the Charter to be more explicit that this issue two-year continuous period can only be exceeded through Council resolution.

The only independent member interested in being appointed to the role is Ms MacRae. In the absence of any other nominations for the role at the February 2023 Audit and Risk Committee meeting, this report seeks Council's approval to appoint Ms MacRae as the independent member Chairperson for a fourth consecutive year.

If Council decide not to appoint Ms MacRae to the role of Chairperson of the Committee for the 2023 year, this will lead to the position of Chairperson remaining vacant. The Committee Charter does not provide direction as to how the Audit Committee would operate in the absence of an appointed Chairperson.

**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 in so far as this report is not contrary to the existing policy or strategy previously adopted by Council.

**14. CONCLUSION**

At the February 2023 meeting of the Audit and Risk Committee a call for nominations of Chairperson was conducted in accordance with the Committee Charter. In the absence of any nominations in accordance with the Charter, it was recommended that Council appoint Ms MacRae as Chairperson for the 2023 year, notwithstanding it would be for a fourth consecutive year.

As the appointment would be outside of the parameters within the adopted Audit and Risk Committee Charter, the report is being brought to Council to appoint the Chair for the 2023 year.

## 9.2.4 Rate relief for flood affected properties

Directorate	Corporate
Responsible Officer:	Finance Manager
Manager	Chief Financial Officer
Attachment	Nil

### 1. PURPOSE

To present Council with options to provide rate relief for flood affected properties.

### 2. RECOMMENDATION

**That Council:**

1. Note that all flood impacted properties that have had a secondary impact assessment and that have been through the supplementary rates process will have adjustments applied as per the Victorian Valuer General process. The cost to Council of this adjustment for 2022-23 is \$41,355.
2. Approve a credit for 2022-23 Municipal Charges of \$200 per property for all properties that have had a secondary impact assessment and been through the supplementary rates process.
3. Approve a credit for 2022-23 Municipal Charges of \$200 per property for all properties that have been identified within the Catchment Management Authority flood mapping impacted area that have not yet had a secondary impact assessment and been through the supplementary rates process.
4. Approve a 50% rates adjustment for 2022-23 for all properties that have been identified within the Catchment Management Authority flood mapping impacted area that have not yet had a secondary impact assessment and been through the supplementary rates process.
5. Note that the impact to Council rates revenue of the recommendation is estimated at:

<b>Victorian Valuer General Adjustment</b>	<b>Assessed properties</b>	<b>\$41,355</b>
<b>Municipal Charge</b>	<b>Assessed properties</b>	<b>\$199,600</b>
<b>Municipal Charge</b>	<b>Non-Assessed properties</b>	<b>\$300,000</b>
<b>50% Rates Adjustment</b>	<b>Non-Assessed properties</b>	<b>\$588,000</b>
<b>Total</b>		<b>\$1,128,955</b>

6. Authorise the Chief Executive Officer to apply the same level of rate adjustment for 2022-23 to any properties that are subsequently identified and assessed as being flood impacted.
7. Note that once all property assessments are complete, they will be subject to the supplementary valuation process by the Victorian Valuer General.

### 3. DISCUSSION

The Flood event in October 2022 affected properties across the municipality.

The flood has damaged properties resulting in residents being forced to find alternative accommodation, and/or live in their flood damaged homes.

#### **Assessed Properties**

Emergency Recovery Victoria have engaged contractors to undertake secondary impact assessments (SIAs). Approximately 1,000 properties across the shire have had these assessments completed. However, there is a delay in the uptake of SIA for a variety of reasons including residents yet to return home, properties owned by other government and community organisations, and residents being anxious about letting strangers into their homes. For many, they are unaware of the benefits that a secondary impact assessment could offer them.

For those properties that have received an SIA, the Valuer General has approved adjustments as detailed in the following table.

<b>Assessed Properties (as at 21 March 2023)</b>				
Category of relief based on Secondary Impact Assessment	Definitions	No. of homes identified	% Rate Relief	Value of rate relief \$
1. Water 'Above Floor' level and demolition order in place.	Property to be demolished	4	100%	\$41,355
2. Water "Above Floor" level	property damaged - uninhabitable	36	50%	
3. Water "Above Floor" level	property damaged – habitable	92	20%	
4. Water "Below Floor" level	Property flooded but water height below floor level.	122	Nil %	Nil \$
5. Water "On Property"	Residence not flooded, but property may have been isolated or impacted by surrounding flood water	744	Nil %	Nil \$
<b>Total Properties</b>		<b>998</b>		<b>\$41,355</b>

As can be seen in the table above, the Victorian Valuer General assessment process does not provide any rate relief for those impacted by the flood due to property flooding below floor height or properties that were isolated or impacted by surrounding flood water. An option for Council to consider is to provide a credit to these properties for the \$200 Municipal Charge. To provide this credit to all 998 assessed properties would cost Council \$199,600.

#### 4. ISSUES

##### **Non-Assessed Properties**

Due to the severity of the flood and the number of properties impacted across the municipality, a number of residents have not, or are unable to return home, and in many instances remain uncontactable. As a result, a high number of SIAs will not be completed in time for the supplementary rate process to occur. Therefore, we can only speculate as to what the reduced valuations will be across the board.

The delay in assessments impacts Council's ability to apply the Victorian Valuer General's process.

Council has used Catchment Management Authority (CMA) flood mapping to identify an additional 1508 properties for assessment. Council is cognisant that there may be properties outside the CMA mapping that may have been impacted by flooding. Where this is the case, we encourage ratepayers to contact Council and these will be dealt with individually.

Officers are seeking Council direction on the level of rate relief that should be offered where secondary impact assessments are yet to be completed.

#### 5. OPTIONS

##### **Financial Relief Proposal for non-assessed flood impacted properties.**

In order to provide a solution until such time as SIAs are undertaken and an adjusted valuation can be determined, officers propose the following options for Council's consideration:

**Option 1** – apply credit for the Municipal Charge of \$200 to all properties that are in the CMA mapped flood impacted area. The indicative cost of this option is: \$300,000. This could be matched with a \$200 Municipal Charge credit to all assessed properties as discussed above.

**Option 2** – apply a percentage reduction to the rates payable on the property for the period 14 October 2022 to 30 June 2023, for all properties that are in the CMA mapped flood impacted area. Also apply credit for the Municipal Charge of \$200.

The indicative cost of this option will depend on the percentage reduction to be applied. The table below provides cost estimates for three selected percentage adjustments:

	100% Adjustment	50% Adjustment	20% Adjustment
Rate Adjustment	\$1,176,000	\$588,000	\$235,000
Municipal charge	\$300,000	\$300,000	\$300,000
Total	\$1,476,000	\$888,000	\$535,000

\*based on 1,500 properties

**Option 3** - apply a fixed dollar value reduction to the rates payable for the period 14<sup>th</sup> October 2022 to 30 June 2023, for all properties that are in the CMA mapped flood impacted area. Also apply credit for the Municipal Charge of \$200.

The indicative cost of this option will depend on the fixed dollar adjustment to be applied. The table below provides cost estimates for three suggested dollar adjustments:

	\$200 Adjustment	\$300 Adjustment	\$500 Adjustment
Rate Adjustment	\$300,000	\$450,000	\$750,000
Municipal charge	\$300,000	\$300,000	\$300,000
Total	\$600,000	\$750,000	\$1,050,000

\*based on 1,500 properties

**Option 4** – Do not apply an adjustment to rates for properties that have not had a secondary impact assessment.

Officers are recommending options 1 & 2 as the preferred model being the most equitable. The municipal charge credit would be applied to every property irrespective of whether it has been assessed by the Victorian Valuer General. The application of a percentage rate adjustment is proportionate to the value of each property. Applying a fixed dollar value adjustment is not recommended as it disproportionately favours lower value properties.

Option 4 is not recommended as many in this category may represent those that have suffered the greatest impact.

## 6. CONSULTATION

### Internal consultation:

- Rates and Property
- Chief Financial Officer
- Finance Manager
- Executive Management Group

### Councillors:

- 14 March 2023 Council Briefing Session.
- At this briefing Councillors considered the impact on properties and asked officers to propose options for providing rate relief that included a percentage adjustment or a fixed dollar adjustment.
- In addition, Councillors discussed that a credit be applied for Council's Municipal Charge.

## 7. POLICY AND LEGISLATIVE IMPLICATIONS

The requirements of sections 9(2)(a) and (h) of *Local Government Act 2020* have been considered and there are no legislative, Council Policy, regional, state or national plans and policies implications arising from this report.



Rates are calculated on the valuation of the property; this includes the site value and the capital improved value. Officers are proposing to apply the adjustment to the overall rate, pro rata from the 14 October 2022 to 30 June 2023.

While there will be a short-term financial impact to Council, depending on the level of adjustment offered, the long-term impact to Council for rates revenue will not alter.

The financial relief to rate payers seeks to alleviate financial household pressures for those who have been affected by the flood event of October 2022.

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

Council's rate revenue will not be impacted in subsequent years, however the distribution of the rates levied on properties will change in following years based on the changes to property values.

## **9. RISK MANAGEMENT**

### **Risk:**

Risk management has been considered in the preparation of this report as follows:

Risk	Likelihood	Consequence	Rating	Mitigation action
Secondary Impact assessments not completed for all affected ratepayers promptly.	Likely	Property valuations will not be reduced, and rate calculations will not be accurate.	Medium	Communications to encourage rate payers to contact Council.
Financial assistance does not align with retrospective property rate calculation.	Possible	Some ratepayers may be financially better off than others if their property was not greatly impacted.	Low	Ratepayers who are adversely impacted will be able to object to their property valuation.
Financial impact to Council's revenue	Certain	Reduction of approximately \$1,000,000	High	Identify savings opportunities in other programs or have a deficit year end result.

## **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.

## **13. CONCLUSION**

Despite the lack of information available to provide an accurate assessment of the flood impact to properties, Council acknowledges the ongoing hardship being experienced by our community. Whilst the proposed 50% rate adjustment and municipal charge credit may, in some instances, be more than what would be received under the supplementary rate process, it endeavours to provide some relief to those who have been impacted the most.

## 9.3 Community

### 9.3.1 Recreation Fees & charges (Policy 133)

Directorate	Recreation
Responsible Officer:	Manager Recreation
Manager	Acting Director Community
Attachment	<ol style="list-style-type: none"><li>1. 133 Recreation fees &amp; charges CURRENT POLICY ADOPTED JANUARY 2021 [9.3.1.1 - 5 pages]</li><li>2. 133 Recreation fees charges 2023 review 20230228 WITH TRACKED CHANGES [9.3.1.2 - 6 pages]</li><li>3. 133 Recreation fees &amp; charges 2023 review 20230228 PROPOSED POLICY [9.3.1.3 - 6 pages]</li></ol>

#### 1. PURPOSE

To present Council with a revised Policy 133 Recreation Fees and Charges for the purpose of adoption.

The revised Policy 133 Recreation Fees and Charges includes the following amendments:

1. Inclusion of section 4.6, providing flexibility into the calculation of Fees and Charges to factor in periods of Recreation Reserve closure e.g. pandemic, floods, maintenance etc.
2. Inclusion of section 4.7, providing flexibility into the calculation of Utility Expenses to factor in periods of Recreation Reserve closure.
3. Changing terminology from 'in-kind works' to 'voluntary contribution'.
4. Inclusion of Appendix A – Recreation Reserves included in the policy.

#### 2. RECOMMENDATION

**That Council adopt the revised Policy 133 Recreation Fees and Charges as attached.**

#### 3. DISCUSSION

Policy 133 Recreation Fees and Charges was last adopted in January 2021.

The policy provides a transparent process to the calculation of fees and charges and has worked effectively.

However, when the policy was adopted, it was based on Recreation Reserves being available for use 52 weeks of the year. Forced closures of Recreation Reserves e.g., state government forced closures in 2020 and 2021 due to the pandemic; forced closures in 2022 due to flooding events, highlighted the policy's inability to factor in periods that the Recreation Reserve is unavailable to user groups.

The result of this inflexibility in the policy lead to some user groups being charged higher fees and charges due not to increased usage on their part, but due to decreased usage from other user groups.

The current review of Policy 133 includes sections 4.6 and 4.7 allowing periods of closure to be considered when calculating fees and charges for user groups.

There are also minor administrative changes, most notably changing the terminology of 'in-kind contribution' to 'voluntary contribution' and the addition of 'Appendix A – Recreation Reserves included in this policy'.

#### **4. CONSULTATION**

##### Internal consultation:

- 01 February 2023 – Executive Management Group

##### External consultation:

The 11 affected user groups (9 x sports groups and 2 x schools) were emailed the draft policy on three separate occasions – 1 February 2023, 9 February 2023 and 14 February 2023. On each occasion user groups were invited to submit feedback verbally or in writing, or to request a meeting to discuss the proposed Policy 133. From this:

- 1 x user group requested a meeting
- 2 x user groups provided an emailed response
- 1 x user group discussed the changes verbally via telephone
- 1 x user group confirmed via email that they had no feedback
- 6 x user groups provided no response

Discussions/feedback from user groups was that they supported the changes to recognise periods the reserve is closed, with no objections to any of the proposed changes to Policy 133.

##### Councillors:

- 28 February 2023 Council Briefing Session.

#### **5. POLICY AND LEGISLATIVE IMPLICATIONS**

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.

#### **6. FINANCIAL AND ECONOMIC IMPLICATIONS**

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and issues of ongoing financial viability of the Council have been identified within this report. The financial implications on Council are negligible. However, financial implications for the user groups affected by this policy can be more significant. The changes to the policy are designed to have positive financial implications on the user groups affected by this Policy by providing a fairer method for calculating fees and charges that considers periods that Recreation Reserves are closed to the public and user groups.

## **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 with this report.

## **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.

The benefits of the amendments to the policy will in fact reduce the negative impact to volunteers in managing the financial sustainability of clubs and committees.

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

### **Land use for the future**

Quality, attractive recreational spaces.

## **10. ISSUES AND RISK MANAGEMENT**

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

## **11. CONFLICT OF INTEREST**

No officers involved in the preparation of this report have any conflicts of interest in this matter.

## **12. CHARTER OF HUMAN RIGHTS**

This report does not raise any implications or risks under the Charter of Human Rights.

## **13. 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.

## **14. CONCLUSION**

Adoption of this revised Policy 133 Recreation Fees and Charges will alleviate issues that has arisen with the implementation of the current version of Policy 133, providing a more flexible policy that allows accurate calculation of fees and charges to user groups of Council's directly managed reserves.

# Recreation Fees and Charges

<b>Council Policy Number</b>	<b>133</b>
Date adopted	20 January 2021
Scheduled for review	January 2023



Council Policy

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## 1. Preamble

Formal or structured active sport and recreation is well established across the municipality and is highly valued by the community and the Campaspe Shire Council ('Council'). Sport and physical activity provides significant health benefits and has the capacity to increase social connectedness in the community.

In order to provide the agreed level of service to the community, Council must recover some costs for the repairs and maintenance of sport and recreation facilities from the user groups of these assets. These costs are recovered in the form of fees and charges.

## 2. Purpose

To outline the methodology for determining fees and charges.

## 3. Definitions

Council	Elected Councillors of Campaspe Shire Council.
Council managed recreation facility	Recreation facilities that are managed and maintained by Council.
Exclusive Use	Attributable to organisations/individuals that use the facilities exclusively, restrict access, charge admission, fees or memberships.
Fees and Charges	Cost charged to users of a recreation reserve.
Maintenance	Works required to maintain Occupational Health and Safety standards, extend asset end of life and continue intended use.
Participant	A person actively engaged in structured/organised sport or active recreation activity
Recreation Reserve	A space primarily for the undertaking of organised sport and recreation activities. May include playing fields, courts, competition tracks and similar facilities
Sport	An activity involving physical exertion and skill as the primary focus of the activity with elements of competition where rules and patterns of behaviour governing the activity exist formally through organisations and is generally recognised as sport
Use	Attributable to organisations/individuals that use the reserve in a seasonal, casual (one off), or annual basis.
User Agreement	A seasonal agreement between Council and a recreational club, group or association governing the terms and conditions of an agreed use of a designated recreational reserve
User Group	Any sporting club, group, association using any sporting or recreational reserve, oval or other sporting or recreational facility.

#### 4. Policy Statement

##### 4.1. Scope

This Policy applies to recreation reserves managed by Council and their respective user groups

##### 4.2. Maintenance Costs

Council has classified its recreation reserves into three categories:

- a. Regional Reserves
- b. Local Reserves
- c. Sport Specific Reserves

The classification level for the reserves throughout the municipality have been developed in consideration of the principles, current industry classifications and the uniqueness of the municipality and the activities that take place on the reserves. When applicable and reasonably financially achievable, the policy classification hierarchy aligns with sport and active recreation governing body guidelines regarding infrastructure, playing surfaces and standards.

*Table 1: Reserve classification as described in Policy 93*

Regional Reserves	Local Reserves	Sport Specific Reserves
Service a collection of communities or geographic areas within a municipality and cater for more than three sporting clubs, codes or activities. They are designed to accommodate broader community access including schools and general recreational use. Regional facilities/ venues support regional growth, can host competition finals, larger multisport events, are maintained to a high standard and have the ability to attract major league sports to the region	Service the immediate community they are located in and are designed to cater for local level competition and broader local community access, schools and general community recreational use. Ideally facilities and playing surfaces are multi-use and are the "home" of more than two clubs of the same or different discipline. Competition is generally of the local level but can be adapted to support finals and smaller scale sporting events	Due to the nature of the primary sport or recreation activity taking place, the facility cannot be readily adapted easily to meet the needs of other activities. Co-location of two or more clubs of the same code or discipline with regular use over a twelve-monthly period.

##### 4.3. Types of Community Contributions

Fees and charges can be apportioned to user groups in the following forms:

###### *Cash*

User groups can contribute to recreation reserve maintenance costs through the payment of a cash fee.

###### *In-Kind*

Council acknowledges the valuable contributions that community volunteers can make and when appropriate, maintenance activities may be performed at a reserve to offset the cost of fees for seasonal user groups, once approved in advance.



In order to ensure assets are maintained to maximise integrity and longevity all works undertaken on Council facilities must be approved in writing by the Recreation Manager and if necessary, will be overseen by the Infrastructure and Facilities Maintenance Unit.

Council will not consider retrospective requests for in-kind work approval.

User groups who wish to undertake maintenance work to offset user fees must contact Council prior to engaging qualified labour. Details of the proposed works including the names of the nominated tradespeople/specialist and copies of necessary registrations and insurances as outlined in Council's Approved Supplier requirements must be provided.

Works may include:

- a. Planned maintenance e.g. cyclical painting, non-urgent repairs.
- b. Reactive maintenance e.g. electrical or plumbing repairs.

If approved works are undertaken during the season, then the reasonable/agreed value of these works will be deducted from the second instalment for seasonal user charges.

#### 4.4. Apportioning User Group Fees and Charges

Fees and Charges for User Groups are calculated using the following method:

**(% of club's total participants x 70% of recovery amount) + (% of club's use x 30% of recovery amount)**

The **% of club's total participants** is calculated as a percentage of the total number of participants using the reserve by all User Groups. The **% of club's use** is the actual hours of use that User Groups have used the reserve.

Note: These figures are derived from the period of the most recently completed User Agreement.

The **recovery amount** is the total combined amount that User Groups will contribute towards the maintenance of the Recreation Reserve.

*Example of calculating User Group Fees and Charges:*

Three User Groups use the reserve for the 12-month period. The total participants using the reserve from all User Groups equals 750 participants; the total hours all User Groups used the reserve equals 2000 hours. This is broken down into:

- User Group A has 450 participants (60% of total participants) and used the reserve for 1000 hours (50% of total hours the reserve was used)
- User Group B has 250 participants (33% of total participants) and used the reserve for 750 hours (37.5% of total hours the reserve was used)
- User Group C has 50 participants (7% of total participants) and used the reserve for 250 hours (12.5% of total hours the reserve was used)

For this example only, the recovery amount to cover the maintenance cost of the reserve is \$30,000. Of this recovery amount \$21,000, or 70% will be recouped by calculating the percentage of participants using the reserve, while \$9,000 or 30% will be recouped by calculating the percentage of hours used by each User Group.

For this example, the fees and charges for each User Group is:

- User Group A will be charged \$17,100. This is calculated as (60% x \$21,000) + (50% x \$9,000)
- User Group B will be charged \$10,305. This is calculated as (33% x \$21,000) + (37.5% x \$9,000)
- User Group C will be charged \$2,595. This is calculated as (7% x \$21,000) + (12.5% x \$9,000)

#### Casual Use

Casual users will be charged in accordance with Fees and Charges as listed in Council's adopted budget.

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**4.5. Charging fees to users**

To accommodate the possibility of clubs performing in-kind work to offset their annual reserve usage fee (calculated in 4.4) two payment periods per season will occur.

*First Seasonal Instalment*

An invoice for payment will be issued for the first half of the usage period. This will be set at 25% of the total annual fees and charges and is exempt from in-kind works deductions.

*Second Seasonal Instalment*

An invoice for payment will be issued during the second half of the usage period in which all agreed in-kind contributions agreed in advance and at an agreed cost will be deducted and payment will be required. In-kind works shall not exceed the total of the second seasonal instalment.

*One Off*

Payment is required upon booking of facilities prior to access.

**4.6. Seasonal User Agreements**

User Groups that use the same reserve six times or more in a calendar year must enter into a Seasonal User Agreement with Council. This should be returned prior to the commencement date of the booking with the first fee instalment.

**4.7. Reporting Fees and Charges**

While seasonal users may trade off in-kind works against their user fee in order to reduce their cash contribution the charge reported in the Annual Budget will be the full "cash" user fee for the reserve.

**5. Exclusions**

The Recreation Fees and Charges policy excludes the following properties:

- Council swimming pools
- Privately owned sporting facilities
- Council stadiums
- Council community halls
- Public open spaces

**6. Human Rights**

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

**7. Related Legislation**

Nil

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

Council Policy 093 – Council Contribution to Recreation Reserves Maintenance

**9. Attachments**

Nil

**Review Period**

Two years

**Responsible officer**

Manager Recreation

**Administrative Updates**

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

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

Approval History

Revised	21 January 2021	Minute Book Reference No 6 (item 9.1)
Revised	22 February 2021	Administrative update to apply consistent reference to Campaspe Shire Council ('Council')

Chief Executive Officer:  .....

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

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# Recreation Fees and Charges

<b>Council Policy Number</b>	<b>133</b>
Date adopted	20 January 2021
Scheduled for review	January 2023



Council Policy

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Fees and Charges	Cost charged to users of a recreation reserve.
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Participant	A person actively engaged in structured/organised sport or active recreation activity
Recreation Reserve	A space primarily for the undertaking of organised sport and recreation activities. May include playing fields, courts, competition tracks and similar facilities
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- Sport Specific Reserves

The classification level for the reserves throughout the municipality have been developed in consideration of the principles, current industry classifications and the uniqueness of the municipality and the activities that take place on the reserves. When applicable and reasonably financially achievable, the policy classification hierarchy aligns with sport and active recreation governing body guidelines regarding infrastructure, playing surfaces and standards.

*Table 1: Reserve classification as described in Policy 93*

Regional Reserves	Local Reserves	Sport Specific Reserves
Service a collection of communities or geographic areas within a municipality and cater for more than three sporting clubs, codes or activities. They are designed to accommodate broader community access including schools and general recreational use. Regional facilities/ venues support regional growth, can host competition finals, larger multisport events, are maintained to a high standard and have the ability to attract major <del>league</del> sports <u>events</u> to the region	Service the immediate community they are located in and are designed to cater for local level competition and broader local community access, schools and general community recreational use. Ideally facilities and playing surfaces are multi-use and are the "home" of more than two clubs of the same or different discipline. Competition is generally of the local level but can be adapted to support finals and smaller scale sporting events	Due to the nature of the primary sport or recreation activity taking place, the facility cannot be readily adapted easily to meet the needs of other activities. Co-location of two or more clubs of the same code or discipline with regular use over a twelve-monthly period.

##### 4.3. Types of Community Contributions

Fees and charges can be apportioned to user groups in the following forms:

###### *Cash*

User groups can contribute to recreation reserve maintenance costs through the payment of a cash fee.

###### *~~In-Kind~~ Voluntary contribution*

Council acknowledges the valuable contributions that community volunteers can make and when appropriate, maintenance activities may be performed at a reserve to offset the cost of fees for seasonal user groups, once approved in advance.

In order to ensure assets are maintained to maximise integrity and longevity all works undertaken on Council facilities must be approved in writing by the Recreation Manager and if necessary, will be overseen by the Infrastructure and Facilities Maintenance Unit.

Council will not consider retrospective requests for ~~in-kind~~ voluntary contribution work approval.

User groups who wish to undertake maintenance work to offset user fees must contact Council prior to engaging qualified labour. Details of the proposed works including the names of the nominated tradespeople/specialist and copies of necessary registrations and insurances as outlined in Council's Approved Supplier requirements must be provided.

Works may include:

- a. Planned maintenance e.g. cyclical painting, non-urgent repairs.
- b. Reactive maintenance e.g. electrical or plumbing repairs.

If approved ~~works are~~ voluntary contribution is undertaken during the season, then the reasonable/agreed value of these works will be deducted from the second instalment for seasonal user charges.

#### 4.4. Apportioning User Group Fees and Charges

Fees and Charges for User Groups are calculated using the following method:

**(% of club's total participants x 70% of recovery amount) + (% of club's use x 30% of recovery amount)**

The **% of club's total participants** is calculated as a percentage of the total number of participants using the reserve by all User Groups. The **% of club's use** is the actual hours of use that User Groups have used the reserve.

Note: These figures are derived from the period of the most recently completed User Agreement.

The **recovery amount** is the total combined amount that User Groups will contribute towards the maintenance of the Recreation Reserve.

*Example of calculating User Group Fees and Charges:*

Three User Groups use the reserve for the 12-month period. The total participants using the reserve from all User Groups equals 750 participants; the total hours all User Groups used the reserve equals 2000 hours. This is broken down into:

- User Group A has 450 participants (60% of total participants) and used the reserve for 1000 hours (50% of total hours the reserve was used)
- User Group B has 250 participants (33% of total participants) and used the reserve for 750 hours (37.5% of total hours the reserve was used)
- User Group C has 50 participants (7% of total participants) and used the reserve for 250 hours (12.5% of total hours the reserve was used)

For this example only, the recovery amount to cover the maintenance cost of the reserve is \$30,000. Of this recovery amount \$21,000, or 70% will be recouped by calculating the percentage of participants using the reserve, while \$9,000 or 30% will be recouped by calculating the percentage of hours used by each User Group.

For this example, the fees and charges for each User Group is:

- User Group A will be charged \$17,100. This is calculated as (60% x \$21,000) + (50% x \$9,000)
- User Group B will be charged \$10,305. This is calculated as (33% x \$21,000) + (37.5% x \$9,000)
- User Group C will be charged \$2,595. This is calculated as (7% x \$21,000) + (12.5% x \$9,000)

#### Casual Use

Casual users will be charged in accordance with Fees and Charges as listed in Council's adopted budget.

#### 4.5. Charging fees to users

To accommodate the possibility of ~~clubs performing in-kind work-voluntary contributions from clubs~~ to offset their annual reserve usage fee (calculated in 4.4) two payment periods per season will occur.

#### *First Seasonal Instalment*

An invoice for payment will be issued for the first half of the usage period. This will be set at 25% of the total annual fees and charges and is exempt from ~~in-kind works-voluntary contribution~~ deductions.

#### *Second Seasonal Instalment*

An invoice for payment will be issued during the second half of the usage period in which all agreed ~~in-kind-voluntary~~ contributions (agreed in advance and at an agreed cost) will be deducted and payment for the balance will be required. ~~In-kind works-The voluntary contribution~~ shall not exceed the total of the second seasonal instalment.

#### *One Off*

For Casual Use, Payment is required upon booking of facilities prior to access.

#### 4.6. Fees and Charges period

Fees and charges shall be calculated over the 12-month period from 1 October in any given year, to 30 September the following year.

For periods when clubs are not permitted to access the Recreation Reserve (e.g. pandemic, emergency relief), the recovery amount shall be reduced on a pro-rata basis.

Extending on the example in section 4.4, the Recreation Reserve is closed for a period of 56 days (8 weeks), which equates to 15.3% of the year. The recovery amount to cover the maintenance cost of the reserve (\$30,000) is reduced by 15.3%. The recovery amount to be recouped from user groups shall be the reduced amount of \$25,410.

#### 4.7. Apportioning utility expenses

Utility expenses for a recreation reserve will be apportioned to user groups of that reserve based on their hours of use and invoiced separately to fees and charges. Where multiple user groups are accessing facilities at the same time, utility costs will be attributed proportionately.

Usage charges for gas and electricity will be charged to user groups with service charges absorbed by Council. Council will continue to absorb water charges.

For periods when clubs are not permitted to access the Recreation Reserve, section 4.6 will apply to apportioning utility expenses.

#### 4.6.4.8. Seasonal User Agreements

User Groups that use the same reserve six times or more in a calendar year must enter into a Seasonal User Agreement with Council. This should be returned prior to the commencement date of the booking with the first fee instalment.

#### 4.7. Reporting Fees and Charges

~~While seasonal users may trade off in-kind works against their user fee in order to reduce their cash contribution the charge reported in the Annual Budget will be the full "cash" user fee for the reserve.~~

### **5. Exclusions**

The Recreation Fees and Charges policy excludes the following properties:

- Recreation Reserves managed on behalf of Council by a third party
- Council swimming pools



- Privately owned sporting facilities
- Council stadiums
- Council community halls
- Public open spaces

## 6. Human Rights

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

## 7. Related Legislation

Nil

## 8. Related Policies, Procedures and Strategies

Council Policy 093 – Council Contribution to Recreation Reserves Maintenance

## 9. Attachments

Appendix A – Recreation Reserves included in this policy.

### Review Period

Three years

### Responsible officer

Manager Recreation

### Administrative Updates

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

### Approval History

Revised	21 January 2021	Minute Book Reference No 6 (item 9.1)
Revised	22 February 2021	Administrative update to apply consistent reference to Campaspe Shire Council ('Council')

Chief Executive Officer: .....

Date: .....

Council Policy

Council Policy

Council Policy

Council Policy

**Appendix A** Recreation Reserves included in the policy.

Each recreation reserve listed below is directly managed by Campaspe Shire Council and is subject to the conditions of this policy.

It must be noted that this list may be subject to change based on Council decisions, in between policy updates.

<b>Regional</b>
Echuca South Recreation Reserve
Kyabram Recreation Reserve
Victoria Park, Echuca
<b>Sport Specific</b>
Echuca South Netball Complex

Council Policy

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Council Policy

# Recreation Fees and Charges

**Council Policy Number** 133

Date adopted

Scheduled for review



Council Policy

## Preamble

Formal or structured active sport and recreation is well established across the municipality and is highly valued by the community and the Campaspe Shire Council ('Council'). Sport and physical activity provides significant health benefits and has the capacity to increase social connectedness in the community.

In order to provide the agreed level of service to the community, Council must recover some costs for the repairs and maintenance of sport and recreation facilities from the user groups of these assets. These costs are recovered in the form of fees and charges.

## Purpose

To outline the methodology for determining fees and charges.

## Definitions

Council	Elected Councillors of Campaspe Shire Council.
Council managed recreation facility	Recreation facilities that are managed and maintained by Council.
Exclusive Use	Attributable to organisations/individuals that use the facilities exclusively, restrict access, charge admission, fees or memberships.
Fees and Charges	Cost charged to users of a recreation reserve.
Maintenance	Works required to maintain fit-for-purpose surfaces and facilities, Occupational Health and Safety standards, extend asset end of life and continue intended use.
Participant	A person actively engaged in structured/organised sport or active recreation activity
Recreation Reserve	A space primarily for the undertaking of organised sport and recreation activities. May include playing fields, courts, competition tracks and similar facilities
Sport	An activity involving physical exertion and skill as the primary focus of the activity with elements of competition where rules and patterns of behaviour governing the activity exist formally through organisations and is generally recognised as sport
Use	Attributable to organisations/individuals that use the reserve in a seasonal, casual (one off), or annual basis.
User Agreement	A seasonal agreement between Council and a recreational club, group or association governing the terms and conditions of an agreed use of a designated recreational reserve
User Group	Any sporting club, group, association using any sporting or recreational reserve, oval or other sporting or recreational facility.

Council Policy

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**Policy Statement****.1. Scope**

- This Policy applies to recreation reserves managed by Council and their respective user groups

**.2. Maintenance Costs**

Council has classified its recreation reserves into three categories:

- Regional Reserves
- Local Reserves
- Sport Specific Reserves

The classification level for the reserves throughout the municipality have been developed in consideration of the principles, current industry classifications and the uniqueness of the municipality and the activities that take place on the reserves. When applicable and reasonably financially achievable, the policy classification hierarchy aligns with sport and active recreation governing body guidelines regarding infrastructure, playing surfaces and standards.

*Table 1: Reserve classification as described in Policy 93*

Regional Reserves	Local Reserves	Sport Specific Reserves
Service a collection of communities or geographic areas within a municipality and cater for more than three sporting clubs, codes or activities. They are designed to accommodate broader community access including schools and general recreational use. Regional facilities/ venues support regional growth, can host competition finals, larger multisport events, are maintained to a high standard and have the ability to attract major sports events to the region	Service the immediate community they are located in and are designed to cater for local level competition and broader local community access, schools and general community recreational use. Ideally facilities and playing surfaces are multi-use and are the "home" of more than two clubs of the same or different discipline. Competition is generally of the local level but can be adapted to support finals and smaller scale sporting events	Due to the nature of the primary sport or recreation activity taking place, the facility cannot be readily adapted easily to meet the needs of other activities. Co-location of two or more clubs of the same code or discipline with regular use over a twelve-monthly period.

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- Council stadiums
- Council community halls
- Public open spaces

**Human Rights**

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

**Related Legislation**

Nil

#### **Related Policies, Procedures and Strategies**

Council Policy 093 – Council Contribution to Recreation Reserves Maintenance

#### **Attachments**

Appendix A – Recreation Reserves included in this policy.

#### **Review Period**

#### **Responsible officer**

Three years Manager Recreation

#### **Administrative Updates**

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Echuca South Netball Complex

Council Policy

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### 9.3.2 Victoria Park Master Plan

Directorate	Recreation
Responsible Officer:	Manager Recreation
Manager	Acting Director Community
Attachment	1. Victoria Park Master Plan 2023 [9.3.2.1 - 39 pages]

#### 1. PURPOSE

To seek adoption of the Victoria Park and Scenic Trail Masterplan (The Plan) following community engagement and feedback.

As the key strategic document to guide the planning and development of the passive and active recreation spaces within Victoria Park and the Scenic Trail area, it is intended the Plan replace the existing Scenic Drive and Victoria Park Infrastructure and Service Plan providing an updated and relevant direction for Victoria Park and Scenic Trail.

#### 2. RECOMMENDATION

##### **That Council:**

- 1. Adopt the Victoria Park and Scenic Trail Masterplan.**

#### 3. DISCUSSION

The Victoria Park Master Plan (the Plan) has had various reviews and iterations for over a decade. The Plan in its current form was adopted by Council on 19 March 2019.

The review of the current Plan was initiated following the November 2021 Council meeting and was brought about by the Echuca Moama Bridge Project and changes to land tenure arrangements and placement of infrastructure.

The project commenced in December 2021 followed by community engagement activities in April 2022 with the community surveys and stakeholder engagement in May 2022.

215 responses were received to the survey monkey and 53 responses to the open form. The Project Reference Group (PRG) was formed in June 2022, following an expression of interest process distributed to user groups and interested parties for representatives. The PRG representatives are community members with an interest in the project and working with Council and various user groups to bring the initiatives to fruition.

The plan was developed taking into consideration the community aspirations and initiatives identified through the engagement process.

At the 7 July 2022 Councillor briefing, officers provided three options regarding the future location of a new multipurpose building and the proposed upgrade of the change facilities under the current grandstand.

Following review of the positives and negatives of each proposal, in principle support was given to demolish the existing grandstand and changeroom facilities and incorporate spectator viewing and

change facilities into the new multi-purpose building. This proposal was also supported by the PRG.

Following the briefing with Councillors on 5 October, Officers sought additional feedback from key stakeholders and user groups from 11 October to the 14 November. This extended time frame was to take into account the flooding across the Shire during October. Two stakeholders provided feedback on the masterplan, Echuca Moama Water Sports and the Echuca Tennis Club.

Incorporating feedback where applicable, officers presented the final draft Master Plan to Council on the 14 December and proceeded to public display from 9 January to 27 January 2023.

Items of key interest identified and promoted to draw the attention of community to the Plan and provide comment included:

- Scenic Drive will be renamed Scenic Trail for pedestrian and cycle passive recreation.
- Vehicle access for authorised vehicles only.
- Protection of the natural environment, particularly to the west of the Dhungala Bridge.
- Engage with Yorta Yorta to establish a cultural trail and work collaboratively.
- Upgrades to the Victoria Park Sporting Precinct, namely:
  - Demolition of the Haw Pavilion, grandstand, changerooms and Boral Bar, replacing with a multi-purpose facility including changerooms.
  - Construction of a kickabout area for junior sport and training opportunities.
  - Construction of a netball changeroom and amenity facility.
  - Construction of formal car parking, review and formalise traffic flow.
  - Improvements to existing oval including turf and irrigation.
- Demolition of public toilets to the east of Victoria Park Sporting Precinct, replacing with new toilets.
- Enhanced pedestrian and cycling connectivity between the Port of Echuca, Victoria Park Sporting Precinct, boat ramp, Scenic Trail and Crofton Street.
- Realignment, renewal and upgrade of drainage and road from Crofton Street to obelisk (linking into where Major Road Projects Victoria finished their works).
- Inclusion of proposed Victoria Park boat ramp upgrades and surrounding infrastructure.
- Review existing management of Victoria Park and explore/implement alternative management models.

The engagement undertaken in January 2023 revealed limited changes to the communities' priorities regarding the master planning of Victoria Park and the Scenic Trail area.

19 submissions were received from the open community engagement activities. Items raised are as follows:

- **Grandstand** – a number of comments were received regarding the removal of the grandstand. The general concern is there will not be raised viewing for spectators. The new single level building will have undercover terraced seating for approximately 400 people. This will be both accessible and provide an elevated view of up to two metres above the playing field.

As the playing field is in the base of a former velodrome, this will also enhance the elevated view.

- **Improved boat ramp facilities** – there are a number of opportunities raised that are currently underway or in the planning stages. This includes improvements to the boat ramp and retaining walls, improved seating/ picnic facilities, new toilet facilities, storage area for the Inland Outrigger Canoe club, accessible public pontoon.
- **Scenic Trail** – one respondent raised concerns regarding vehicle access. This was specifically in regard to access to the river for fishing. All other comments were supportive of the proposed closure to vehicle access.
- **Female changerooms** – a change facility will be located near the netball courts and new change facilities will be included in the multipurpose building.
- **Destination Playground** – the Masterplan incorporates a playground for the servicing of the recreation reserve. While this will not be a destination playground, a new playground will be developed and constructed during the construction of the multi-purpose building.

#### 4. CONSULTATION

##### Internal consultation:

Workshops have been held with all departments of Council to ensure the initiatives are achievable, meet legislative or regulatory requirements and are operationally practical.

Officers provided regular updates to the Executive Leadership Team over the last 12 months.

##### External consultation:

- Community surveys and stakeholder engagement, April 2022, May 2022, October/ November 2022, January 2023
- PRG meetings

##### Councillors:

- December 2021 Council Briefing Session.
- June 2022 Council Briefing Session.
- July 2022 Council Briefing Session.
- September 2022 Briefing Session.
- October 2022 Council Briefing Session.
- December 2022 Briefing Session.
- March 2023 Briefing Session.

#### 5. POLICY AND LEGISLATIVE IMPLICATIONS

The requirements of sections 9(2)(a) and (h) of *Local Government Act 2020* have been considered and there are no legislative, Council Policy, regional, state or national plans and policies implications arising from this report.

## **6. FINANCIAL AND ECONOMIC IMPLICATIONS**

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.

Should Council adopt the Plan it is expected the project and initiatives will be incorporated into the 10 Year Capital Works Program and Operational budget where applicable.

## **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.

A key priority of the Plan is the protection of the natural environment, particularly to the west of the Dhungala Bridge.

## **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.

Working in collaboration with Yorta Yorta and community to see the implementation of projects and initiatives that will enhance health and wellbeing of both residents and visitors alike.

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

### **Well planned places**

Quality, attractive recreational spaces.

### **Growing quality of life**

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

## **10. ISSUES AND RISK MANAGEMENT**

### **Issues:**

#### *Road Network*

The existing road network as it remains following the completion of the Echuca Moama Bridge project requires review of the practicality of traffic flow, standard of sealed roads, drainage challenges and realignment in places to protect heritage elements and important habitat trees and rare vegetation.

A traffic study will be undertaken to address the traffic flow challenges, including the narrowing of the road from the Oblisk to the shared user path (SUP) crossing. While the road is dual carriage to the SUP crossing, the current status of the road does not meet Council service standards.

Challenges associated with this section of road are the levy bank to the Eastern side protecting the caravan park, and the tree line to the Western side. The Department of Energy, Environment and Climate Action (DECCA) have indicated that further removal of native trees from Victoria Park would not be supported.

### **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 in so far as this report is not contrary to the existing policy or strategy previously adopted by Council.

### **14. CONCLUSION**

The Plan is built upon extensive community engagement and analysis to ensure projects and initiatives reflect community and Council expectations and needs. This Plan will assist Council in the upgrade, renewal and the provision of infrastructure, passive and active recreation spaces that are inclusive, accessible and encourage enhanced social, physical and mental wellbeing.





## SCENIC TRAIL AND VICTORIA PARK Infrastructure and Services Plan (Master Plan)





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1. Introduction



Figure 1: Study Area

1.1 Study Area

This project involves the creation of a Master Plan to guide the future management and improvements for the Scenic Drive and Victoria Park Study area. The study area is approximately 160 hectares in size.

Victoria Park is a prominent open space in Echuca that is highly valued by the community. 31% of respondents to a 2013 survey (as reported in Council's 2013 Open Space Strategy) declared Victoria Park to be their favorite open space.

1.2 Project Aim

The aim of the project is:

*To prepare a Master Plan for the Victoria Park Reserve to inform rejuvenation and long-term management that will deliver maximum benefit and value for the community and users.*

1.3 Project Objectives

The objectives of the project include:

- Develop a long-term vision for the use of the Reserve that recognises existing Council Strategies, the views of the community, the Echuca Moama Bridge and connections with the historic Port of Echuca and surrounding riverine environment while supporting and encouraging increased Public Access and use.
- Identify opportunities which support new and evolving uses and users within the park, accommodating changing community requirements for open space and recreation facilities.
- Identify short-, medium- and long-term infrastructure opportunities which support and encourage multiuse recreation facilities and colocation of user groups in an efficient manner.
- Identify areas for managed pedestrian and vehicle access and movement in and throughout the site to maximise the visitor experience, promote active transport and at the same time control and limit the impact on the natural environment.



2. Context



Figure 2: Map of Victoria, Source: Google Maps



Figure 3: Map of the Shire of Campaspe, Source: Google Maps

3

2.1 Shire of Campaspe

The Shire of Campaspe has an area of around 4,500 square kilometres and is located in north central Victoria, approximately 180 kilometres north of Melbourne.<sup>1</sup> It is bounded to the north by the Murray River and the New South Wales border. The Shire is named after the Campaspe River.

Although predominantly rural, Campaspe Shire has significant residential areas in the townships of Echuca and Kyabram, two largest towns in the Shire.<sup>2</sup> 'Agricultural production, based on intensive irrigated areas and large tracts of dry land farming, is a major contributor to the local economy. In addition to on-farm food production, food processing, manufacturing, construction and tourism are major employers.'<sup>3</sup>

In 2016 the Shire of Campaspe had an estimated population of over 36,800. Population growth rates in the Shire tend to be variable, responding to structural changes in the food processing industry as well as to climatic conditions. The average annual population growth rate between 2006 and 2011 was only 0.09%, however the rate of growth is expected to rise slightly between 2016 and 2026 to 0.38%. Population modelling has predicted that the population of the Shire will be approximately 39,000 in 2026 and 42,000 in 2036.<sup>4</sup>

In 2011 the proportion of youth (under 15) and seniors (over 65) in the Shire was slightly higher than the Regional Victoria average, at 21.4% and 19.4% of the population respectively.<sup>5</sup> The largest increase in persons between 2011 and 2026 is forecast to be in ages 75 to 79, which is expected to increase by 619 and account for 5.0% of the total persons.<sup>6</sup>

Along with its position in one of Victoria's richest and most diverse agricultural and food processing areas, Campaspe Shire's history, cultural heritage, natural assets and location in relation to major urban centres are predicted to provide the Shire with extensive opportunities for growth and development in the future.<sup>7</sup>

1 [www.communityprofile.com.au/campaspe](http://www.communityprofile.com.au/campaspe)  
2 [www.forecast.id.com.au/campaspe](http://www.forecast.id.com.au/campaspe)  
3 [www.economyprofile.com.au/campaspe](http://www.economyprofile.com.au/campaspe)  
4 [www.forecast.id.com.au/campaspe](http://www.forecast.id.com.au/campaspe)  
5 [www.communityprofile.com.au/campaspe](http://www.communityprofile.com.au/campaspe)  
6 [www.forecast.id.com.au/campaspe](http://www.forecast.id.com.au/campaspe)  
7 [www.communityprofile.com.au/campaspe](http://www.communityprofile.com.au/campaspe)

2.2 Echuca

Echuca is the largest and most populous town in the Campaspe Shire.<sup>1</sup> The town is situated in a picturesque location close to the junction of the Goulburn, Campaspe and Murray Rivers. It is closely linked with its 'twin town', Moama, which is located just across the Murray River on the New South Wales side.

In 2011 Echuca was home to approximately 13,700 people, while Moama had around 5,500. Like the broader Shire, Echuca has a larger proportion of youth and seniors than the Victorian Regional average (22.14% and 18.41% respectively in 2011).<sup>2</sup>

Tourism is an important part of Echuca's economy, much of which draws on Echuca's historic features. Echuca Moama is the key holiday leisure destination in the Murray Region and the historic Port of Echuca and paddlesteamers are the most iconic attraction along the length of the Murray.<sup>3</sup> The river and its environs play a key part in major festivals held in the town, such as the Club Marine Southern 80 (the world's biggest water ski festival).<sup>4</sup>

1 [www.campaspe.vic.gov.au](http://www.campaspe.vic.gov.au)  
2 [www.communityprofile.com.au/campaspe](http://www.communityprofile.com.au/campaspe)  
3 Port of Echuca Discovery Centre Operational Review - 2016 Update  
4 [www.echucamoama.com/events-festivals](http://www.echucamoama.com/events-festivals)



2.3 Historical Context

The Yorta Yorta Nation Aboriginal Corporation (YYNAC) are the Registered Aboriginal Party for the Study Area. Many ‘scar trees’ have been identified in and around the Study Area, some of them visible along Scenic Drive. The large number of scar trees is an indication of the intensity to which the floodplain was traditionally used by Yorta Yorta people and of the historical links of the people to this area.<sup>1</sup>

The Yorta Yorta People come from a unique stretch of forest-wetlands that are located in what is now known as the Central Murray – Goulburn regions. The Yorta Yorta peoples lifestyle and culture was based on hunting, fishing and collecting food from the variety of food sources provided by the ancestral lands.

Traditional Yorta Yorta lands lie on both sides of the Murray River roughly from Cohuna to Albury/ Wodonga. This includes Echuca and Moama. Being river based people, most of their time was occupied by fishing, as the majority of food that was provided came from the rich networks of rivers, lagoons, creeks and wetlands which are still regarded as the life source and the spirit of the Yorta Yorta Nation.

Prior to European settlement, the Study Area and its immediate environs

would have contained a number of resources that could have been utilised by the traditional Aboriginal owners. The region would have supported a diverse range of fauna...The Murray and Campaspe Rivers contain several edible fish species...Freshwater would have been available from the evident watercourses, namely the Murray River and Campaspe River... The lowland and grassy forest...would have provided protection for camping during wet winter months. A number of plants would have been seasonally available, especially along the river and the fresh supply of water would have also attracted animals to the area.<sup>2</sup>

The European settlement at Echuca was initially known as “Hopwood’s Ferry”, after its founder Henry Hopwood who had a business transporting people and goods across the Murray. The settlement later became the largest inland port in Australia and was renamed ‘Echuca’, an Aboriginal word which means “meeting of the waters”.<sup>3</sup>

The historic river port at Echuca was an important part of the town’s development, and is now one of its major tourist attractions. For many years, Echuca was the main shipbuilding centre for the river transport industry. At its peak, Echuca supported 8 sawmills and turned over up to 240 paddlesteamers a year. A portion of the red gum wharf built in 1865 still services timber hulled paddlesteamers, including the *PS Adelaide* (said to be the oldest wooden hulled paddlesteamer operating anywhere in the world).<sup>4</sup>

The Echuca Historic Area is centred around the northern part of the town and is strongly associated with the Murray River. The Study Area is located just north of the Historic

Area, on a portion of land bounded on most sides by the Murray and Campaspe Rivers.

The Heritage Impact Assessment for the proposed road through the Study Area provides a detailed history of the early European history of the site:

*The area currently known as Victoria Park...was originally part of the Wharparilla Run and was leased by [Henry] Hopwood. This area of land, between the west bank of the Murray River, the junction of the Campaspe and Murray Rivers and the north bank of the Campaspe River, was known as the ‘Junction Paddock’ prior to being named Victoria Park (Coulson, 1995: 35, Priestley, 1965: 21). The western half of the paddock was used by the police to graze their horses, and some early attempts at cultivation were made in the paddock near the Campaspe River (Priestley, 1965: 21).*

*The bush park area north of the Victoria Park oval and tennis courts has been used for a range of activities, including cattle grazing, sand mining, a shooting range, timber cutting for firewood, a hockey field and a reserve for social gatherings (Heather Rendell, Echuca Historical Society, pers. comm. 14/8/2008). During WWII an army camp was established on the oval and the adjacent bushland was used for training (Heather Rendell, letter to David Rhodes, 20/8/2008).<sup>5</sup>*

Recreational activities within the Study Area have been well documented photographically, including through a series of postcards in the first half of the twentieth century.

Another historic use of the site is the former Echuca College, which was originally built 1903 and has now been demolished. Some palm trees are still evident on the site.

1 Rhodes, David and Young, John. Cultural Heritage Report: Report on Assessment for Aboriginal Cultural Heritage Values, Echuca-Moama Bridge Project, report prepared for VicRoads, June 2015, p. 9.  
2 Rhodes, David and Young, John. Cultural Heritage Report: Report on Assessment for Aboriginal Cultural Heritage Values, Echuca-Moama Bridge Project, report prepared for VicRoads, June 2015, p. 39.  
3 www.campaspe.vic.gov.au  
4 www.portofechuca.org.au/discover  
5 Rhodes, David. Echuca-Moama Bridge EES Historic Heritage Impact Assessment, report prepared for VicRoads, June 2015, pp. 11-12



Figure 4: Aerial photo of Echuca, c1960 Source: SLV



Figure 5: Internal track, c1906 Source: SLV



Figure 6: Cycling race around oval, c1940 Source: SLV



Figure 7: Rose Garden, c1920-1954 Source: SLV



Figure 8: Camping area, c1920-1954 Source: SLV



Figure 9: Internal track, c1920-1954 Source: SLV

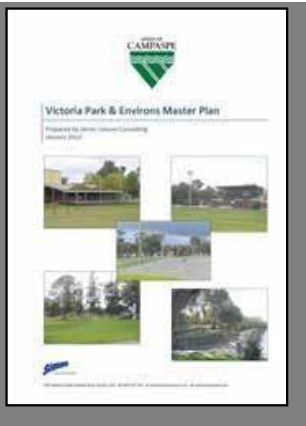


2.4 Strategic Context

Purpose/Objective statement

The project shall conduct a review of the previously adopted Master Plan and revise the plan to suit necessary changes as a result of the new Echuca-Moama bridge. There is also the opportunity to re-visit original Master Plan recommendations to ensure they are still relevant and suit the needs of the community.

A range of documents inform the preparation of the Master Plan. The following is a summary of key documents in relation to the Master Plan. A more detailed review of the 2010 Master Plan is included in Appendix A.



**Scenic Drive and Victoria Park Infrastructure and Services Plan (Master Plan) (2010)**

Victoria Park & Environs Master Plan (2010)  
In 2006, the Campaspe Shire Council completed and endorsed a master plan to guide the future development and use of Victoria Park. Changing circumstances between 2006 and 2009 (no

requirement for a dual synthetic hockey-tennis facility, and the prospect of a roadway being created through the site for a second Echuca-Moama bridge crossing) led to the commissioning of the Victoria Park Master Plan Review Study in July 2009 with the aim to prepare a new master plan and strategic direction for Victoria Park and its environs.

The 2010 Master Plan focused primarily on reconfiguration of the sporting facilities to accommodate the proposed new roadway, and improvement of amenity and traffic circulation in the around the existing oval. Key recommendations include:

- Additional netball and tennis courts and associated infrastructure north of the existing courts.
- Establishment of a new sports field (cricket and football) north of the existing CFA training and events area, including relocation of the Henry Hopwood Memorial (obelisk).
- New pavilion and community facility to replace Boral Bar and adjacent public toilets.
- Establishment of a new sports field (cricket and football) or two soccer fields on the former school site, and associated parking.
- Formalised parking west of the existing oval and along Crofton Street, and removal of the eastern access road.



**Echuca Moama Recreation Plan (2006)**

The report observed the aging population of the Echuca-Moama region may reduce some demand for active sporting opportunities but will increase demand for unstructured and passive leisure and recreation pursuits, such as walking, golf, lawn bowls, indoor social activities, and use of parks. A perception of safety in the community and safe accessible areas will be important features of the region for older adults.

There will continue to be a need to provide active sporting opportunities for young people / families. Just under one-third of all residents in the Echuca-Moama region are aged under 25 years, a range which includes the most active age cohorts in relation to participation in sporting and recreation activities.

The report made the following observations regarding Victoria Park;

- Identified poor playing surface conditions at Victoria Park main oval.
- Moama Recreation Reserve and Victoria Park are identified as premier sporting precincts.
- Suggested Victoria Park could be a site for a shared use hockey/tennis facility – however this is no longer required (as hockey has been developed elsewhere and tennis have not expressed a desire for hard courts).
- Identified need for new/upgraded social pavilion and improved change room facilities.
- Support informal use of Scenic Drive environs, however restrict/improve vehicle circulation and pedestrian safety.

**Campaspe Open Space Strategy (2014)**

Victoria Park and Scenic Drive are identified as important municipal open space reserves. Victoria Park is considered a Premier sporting reserve for high profile outdoor sporting events. The Strategy recommends:

- Development of a second oval at Victoria Park.
- Development of a Master Plan for Victoria Park and surrounds.

**Campaspe Walking and Cycling Strategy (2007)**

The strategy outlines recommendations for walking and cycling within Campaspe. For the study area and surrounds it recommends:

- Development of a Victoria Park Bushland Management Plan including strategic direction for walking and cycling tracks.
- Encourage effective linkages and connections to/from Echuca Port, town centre and surrounding areas.
- Encourage use of Victoria Park and Scenic Drive for walking and cycling.

**Campaspe Shire Recreation Reserves Analysis (2007)**

The report assesses the current and forecast recreation needs for the Campaspe community. Observations include:

- Victoria Park has been assessed as a Regional standard reserve.
- Key improvements required include upgrade the playing surface condition of the main oval and establish dedicated netball change rooms. The use of kikuyu grass as a turf species is not ideal as it is dormant in winter and is too spongy for cricket.
- Victoria Park is currently Council managed, it was recommended that a community/user Reserve Committee be established to help guide Council initiatives.
- Suggestions for improvement that are yet to be undertaken include:
  - Installation of a protective fence at the grandstand end of ground to control stray cricket balls (or review internal car parking arrangements).
  - Installation of additional seating around the oval, and improve existing.
  - Continued work to improve the quality of the centre cricket wicket.
  - Joint social room development with all Reserve user groups in a more central location on the Reserve, to replace Haw Pavilion.
  - Upgrade of the grandstand, including the visitor's rooms and umpires' rooms, and install netting in the understorey of the roof to "bird-proof".

**Port of Echuca Discovery Centre Operational Review (2016)**

The Port of Echuca, which is adjacent to the subject site, is a major tourist attraction not only for Campaspe Shire, but for the Murray region. The 'authentic heritage experience' provided at the Port is its main drawcard. The Port of Echuca generates approximately \$81 million in direct expenditure to the region, and 46% of visitors to Echuca are motivated primarily by a visit to the Port of Echuca.

**Wayfinding Strategy And Style Guide (2013)**

The report makes recommendations for trails and signage within Echuca including Victoria Park and Scenic Drive.

- Identifies Victoria Park and Scenic Drive as a key destination point. Information and directional signage will be established throughout Echuca directing visitors to Victoria Park.
- Incorporate signage and way finding within Victoria Park and Scenic Drive as identified in the Wayfinding Strategy, i.e. Primary, Secondary and fingerboard signage at strategic locations.



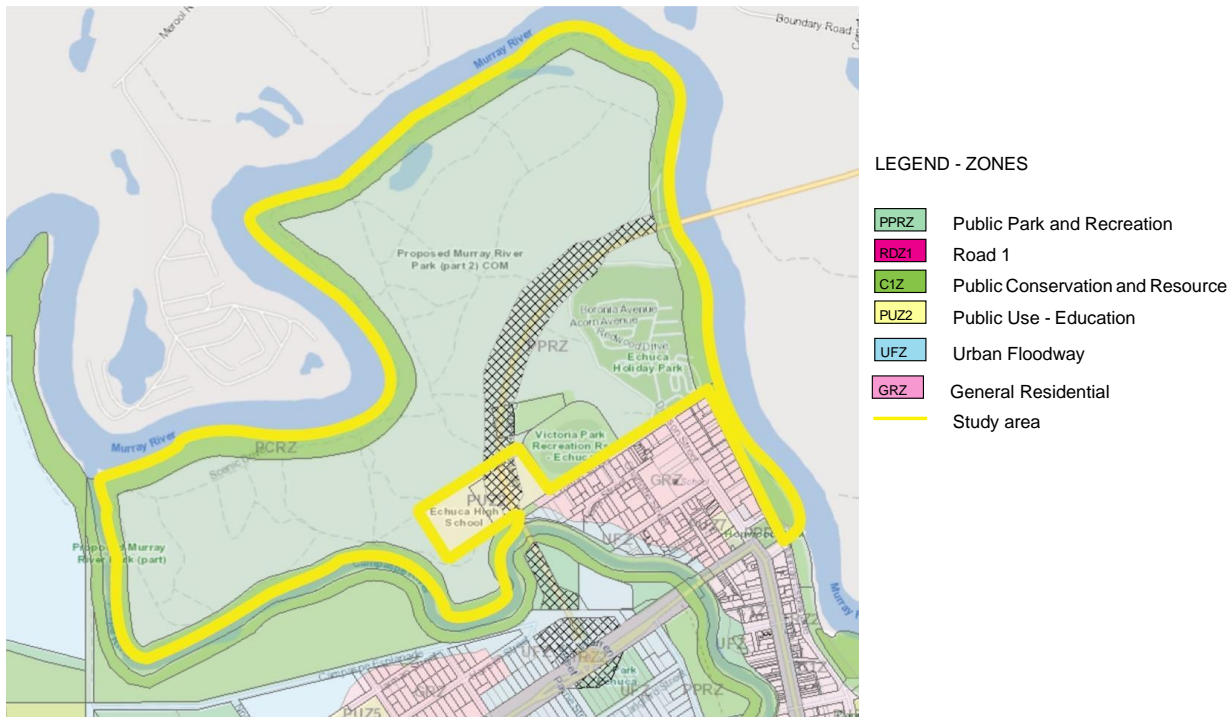


Figure 10: Zones. Image source: Planning Maps Online

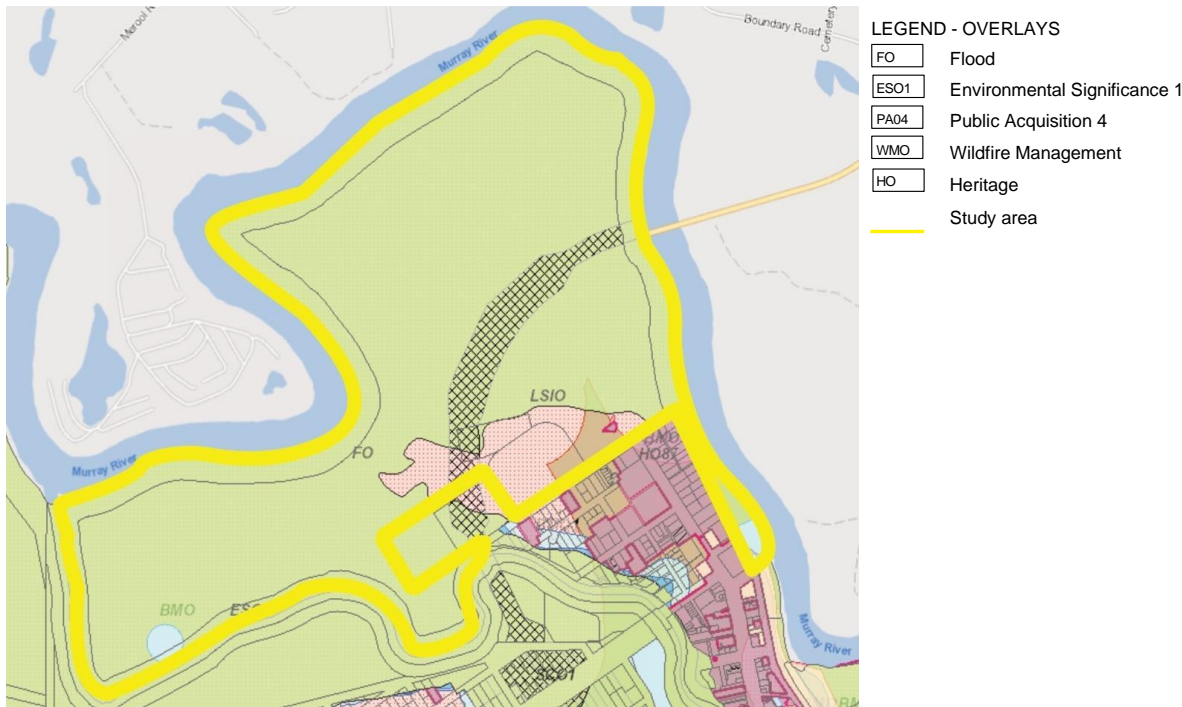


Figure 11: Overlays. Image source: Planning Maps Online

2.5 Zones and Overlays

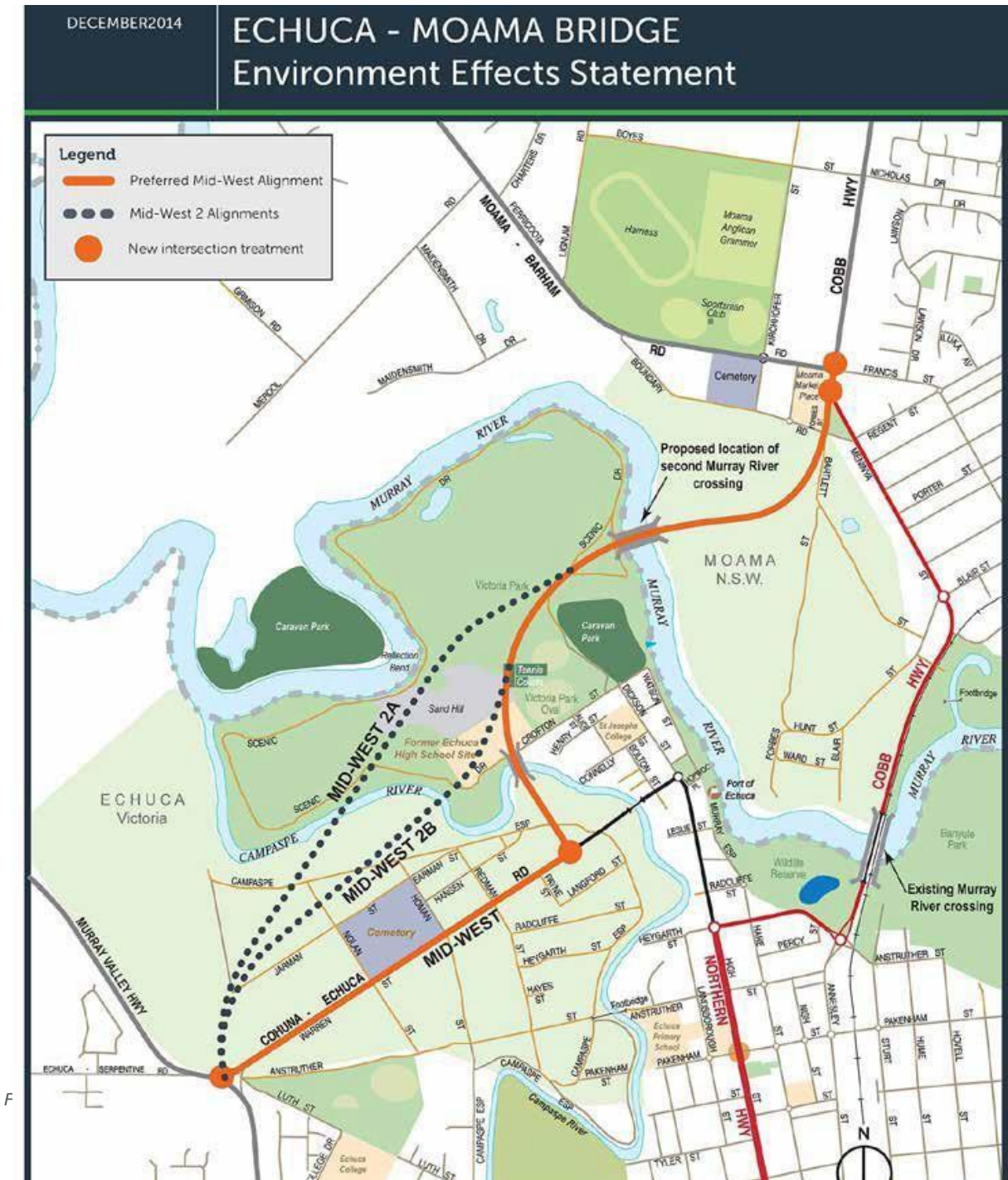
The majority of the Study Area is zoned *Public Park and Recreation* with the areas along waterways zoned *Public Conservation and Resource*. The former Echuca College site is zoned *Public Use - Education*.

Several overlays apply to the Study Area. The ‘bush’ portion of the site is covered by Flood, Wildfire Management, and Environmental Significance Overlays. A Public Acquisition Overlay sets aside land for the future roadway associated with the proposed second Echuca-Moama Bridge crossing.

Three Heritage Overlays are located within the Study Area. HO33 and HO72 cover the Fountain and Statuary, and the Red Gum Memorial Archway respectively. HO79 applies to a stand of Murray Pine north of the former Echuca College site.

Some portions of the site are included as Aboriginal Cultural Heritage Sensitivity, which could trigger a ‘Cultural Heritage Management Plan’, and within the Designated Bushfire Prone Areas, in which special building requirements apply.





2.6 Echuca-Moama Bridge Project

Major Road Projects Victoria (MRPV), in partnership with New South Wales Roads and Maritime Services (Roads and Maritime) undertook planning activities for a second Murray River crossing known as the 'Echuca-Moama Bridge Project' (the Project) and completed its construction in early 2022. The objective of the Project was to alleviate congestion on the existing bridge, provide alternate access for traffic between the two towns and cater for road freight.

In developing plans for the Project, a number of studies were commissioned by MRPV. Many of the studies have a significant overlap with the Study Area and subject matter of the Master Plan and have therefore been used as background information in its development. They include:

- Biodiversity and Habitat Impact Assessment
- Aquatic Flora and Fauna Impact Assessment
- Cultural Heritage Impact Assessment
- Heritage Impact Assessment

Some of the recommendations in the reports are potentially relevant to the Master Plan's proposals and it is advised that detailed designs consider these in the development of their proposals.

It is important to aim for future actions linked to this Master Plan to be inclusive of all planning matters, sensitivities and overlays and integrate them in the design development process.

The EES prepared as part of the Echuca-Moama Bridge Project (i.e. dated August 2015) was exposed to public review and later received the Minister's assessment (dated March 2016). The outcomes from the report were publicly available and findings and recommendations included:

- Mid-West Option was the best alignment in relation to environmental effects.
- Mid-West Option would improve accessibility and connectivity, capacity requirements and enable efficient movement of freight between southern NSW and Victoria.
- Several mitigation measures shall be developed to reduce biodiversity and habitat impacts as well as a management plan for the Victoria Park should be prepared by DELWP and the land manager, Campaspe Shire Council and VicRoads.
- Known effects on Aboriginal and historic cultural heritage are moderate and minor, respectively, and shall allow for relevant management and execution of contingency measures.
- The Mid-West Option is consistent with the Campaspe Planning Scheme and other planning strategies and although Victoria Park land is impacted, the separation between the active and passive uses is not considered detrimental.
- The impact on the six tennis courts in Victoria Park is considered of local significance hence a prompt replacement of recreational facilities is recommended.
- Design quality should be prioritised early in the design and procurement processes.
- Mitigation measures shall be considered in reducing the potential visual impacts of the new road.
- Potential effects on surface water environments are not significant by need to be minimised around the coffer dams and reiver bank on the Murray River.
- Noise impacts at the Echuca Lawn Tennis Club are moderate and locally significant. VicRoads is to develop mitigation measures such as extending the Crofton Street noise wall as required.

Reference to these recommendations is found in the Echuca Moama Bridge Project, Minister's Assessment, Minister for Planning, March 2016.





Figure 14 Habitat study for the Echuca-Moama Bridge project. Source Brett lane & Assoc.

Legend

- Study area
- Midwest Alignment
- Recommended crossing zone
- Important habitat trees

Habitat quality

- High
- Medium
- Low

1 DPI Biodiversity Interactive Map, accessed 12.06.2017  
2 Rhodes, David. Echuca-Moama Bridge EES Historic Heritage Impact Assessment, report prepared for VicRoads, June 2015, p. 7.  
3 Brett Lane & Associates. Echuca-Moama Bridge Project Biodiversity and Habitat Impact Assessment EES Report, July 2015. P. 30.  
4 Brett Lane & Associates. Echuca-Moama Bridge Project Biodiversity and Habitat Impact Assessment EES Report, July 2015. P. xv.  
5 VicRoads. Echuca-Moama Bridge Environmental Effects Statement, vol. 1 of 4. August 2015, section 9.11.  
6 VicRoads. Echuca-Moama Bridge Environmental Effects Statement, vol. 1 of 4. August 2015, section 9.11.  
7 Brett Lane & Associates. Second Murray River Crossing, Echuca Moama: Squirrel Glider Habitat Linkage Strategy, July 2015. P. 1.

2.7 Flora and Fauna

There has been considerable modification to the vegetation communities in the Study Area since European settlement. Pre-settlement EVCs for the Study Area are:

- Riverine Chenopod Woodland (EVC 103) Grassy Riverine Forest (EVC 106) Floodplain Riparian Woodland (EVC 56)
- Mosaic Riverine Grassy Woodland/Sedgy Riverine Forest (EVC 255) Plains Grassland (EVC 132)

In addition to the above, a sandhill has been identified to the west of the former Echuca College which is 'likely to be associated with an ancient prior stream. The sandhill is covered with largely regenerated red gum and box woodland, but also contains the only remnant stand of Murray Pine in the local area.'

Several flora and fauna assessments have been made in relation to the Echuca-Moama Bridge Project. Much of the information contained in the reports commissioned by MRPV in association with the bridge is relevant to the Master Plan Study Area, particularly the 'Victorian side' of the MRPV study area, which covers a considerable part of the 'bush portion' of the Master Plan Study Area.

A summary of the existing vegetation on the Victorian side of the MRPV study area was as follows:

The Study Area was composed of fertile to heavy clay soils on a mostly flat landscape. Observed vegetation in the Victorian part of the Study Area consisted of River Red-gum, Grey Box and Black Box dominated woodland with several large old trees, predominantly River Red- gums close to the edges of the Campaspe and Murray Rivers. Native shrubs and grasses including Pale-fruit Ballart Rough, spear grasses and common wallaby grass species were common in these areas, though the understorey layer was mostly degraded with a high cover of introduced flora including Barley Grass, Wild Oat and Great Brome and several other ground cover weeds. Large areas of Black Box woodland occurred at the eastern end of Warren Street as well as between the former Echuca College and the Murray River. These areas supported various native shrub and herb species and presented a low cover of introduced flora.

There are no nationally significant flora species or communities judged to be affected by the Bridge Project, however examples of one threatened flora species (Pale Flax-lily, DELWP listed) and one rare flora species (Blue Burr-daisy, DELWP listed) were identified within the study area. Additionally, many hollow bearing, and potentially hollow bearing, large old trees were identified within the MRPV study area. Such hollows are an important habitat feature for fauna.

Several listed species were identified as occurring or likely to occur within the VicRoads study area:

There are seven EPBC Act listed fauna species considered likely to occur in the study area, and one of these was identified in site assessments: The Rainbow Bee-eater. There are 16 FFG Act fauna listed species considered likely to occur, and three were recorded during the surveys. The recorded species include the Masked Owl [only recorded in the NSW component], Squirrel Glider and Yellow-bellied Sheathtail Bat.

A Squirrel Glider Habitat Linkage Strategy (2015) was developed to reduce the likelihood of the project having a significant impact on the local Squirrel Glider population.

Recommended crossing zones, habitat quality, and important habitat trees are indicated on the plan at left. In addition to rope bridges at the crossing points across the proposed alignment, the Strategy recommends the installation of glide poles, and revegetation, to improve habitat connectivity in areas adjacent to the proposed alignment over the short- and medium- long term time frames respectively. Proposals included in the Victoria Park Master Plan will be developed with reference to these issues.

In terms of Aquatic species, there were no National or State threatened species sighted during field surveys, however from the desktop survey there were four species judged 'likely' to occur: Murray Cod, Silver Perch, Golden Perch and Murray Spiny Crayfish. Four species were judged 'possible' to occur: Trout Cod, Freshwater Catfish, Flat-headed Galaxias, and Murray River Turtle.

2.8 Flora and Fauna Considerations

Echuca-Moama Bridge Environment Effects Statement (2015)

The Environment Effects Statement (EES) provides an overview of the Echuca-Moama Bridge project, foreseen environmental effects and recommended management measures. The Minister's Assessment was issued in 2016 and provides an official acceptance and a guide on how the effects should be addressed.

Further reports and strategies were developed by the Echuca Moama Bridge Project, namely:

- Echuca Moama Bridge Project Revised Threatened Species Management Plan
- Echuca Moama Bridge Project Hollow Replacement Strategy
- Echuca Moama Bridge Project Squirrel Glider and Victorian Temperate Woodland Bird Community Monitoring Program

Following the instructions and recommendations highlighted in the EES and associated reports, all the proposed works outlined in this Master Plan shall consider mitigation measures to reduce biodiversity and habitat impacts. The Victoria Park Master Plan scope extends over areas of high and medium habitat quality and therefore, to be in line with the EES instructions, it shall take a careful approach in its development and consult, collaborate, and obtain any statutory approvals required during detailed design.

The "bush portion" is mainly classified as high-quality habitat and hence its treatment shall reflect a great amount of care.

- Existing paths retained shall be provided with improved signage at key locations.
- New paths shall be avoided.
- Removed paths shall be revegetated

In addition to the north side of the Bridge, part of the study area of the Habitat study covered the boat ramp area, which shall be accessed and hence will inevitably impact some of the high-quality habitat.

Some considerations near the boat ramp are:

- Protect existing vegetation.
- Revegetate areas affected by previous works.



3. Community Consultation

3.1. Stakeholders

The participation of stakeholders, community groups and individuals in the consultation process is pivotal in identifying issues, ideas and opportunities for further planning consideration. The engagement process also provides stakeholders with the opportunity to progressively provide the project team with feedback on the Master Plan as it is developed.

During the process of community consultation, the following key stakeholders were informed, involved and consulted:

- Echuca Landcare
- Yorta Yorta
- Echuca Lawn Tennis Club
- Echuca Triathlon Club
- Moama Watersports Club
- Echuca Cricket Club
- Echuca Football and Netball Club
- Shire of Campaspe Community Planning
- Shire of Campaspe Parks and Gardens
- Shire of Campaspe Road Services
- Shire of Campaspe River Services
- Shire of Campaspe Environment Officer
- Echuca CFA
- DELWP
- St Joseph’s Secondary College

3.2. Community and Stakeholder Engagement - Phase 1

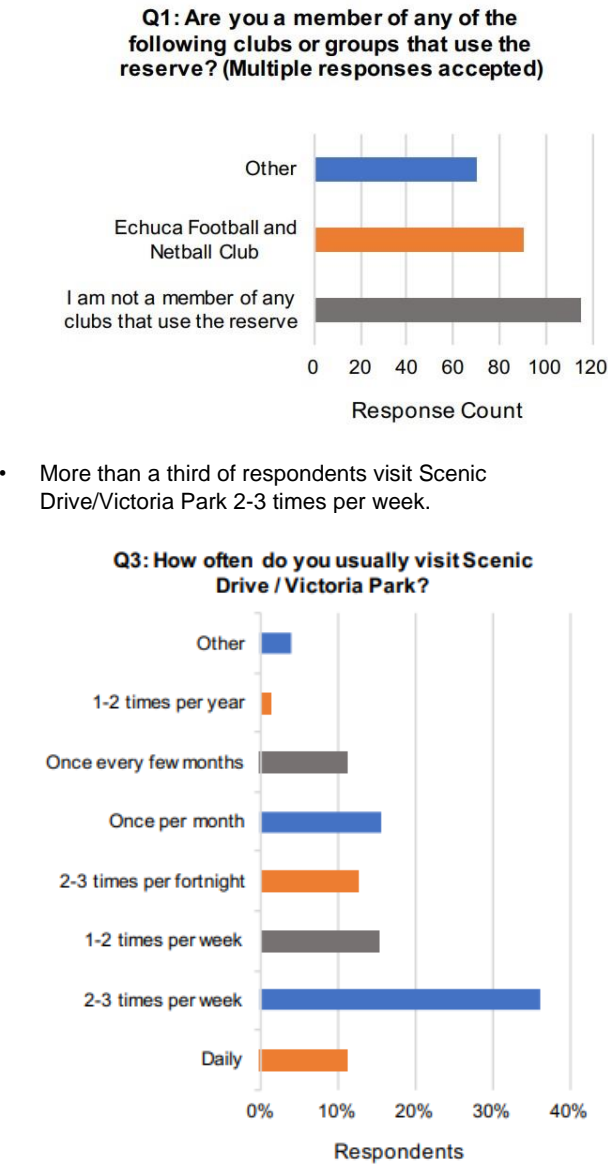
Refer to Appendix B Consultation Phase 1 for detailed comments, issues and suggestions received 2017.

The following consultation activities have been completed as part of Phase 1 of consultation:

- Meeting with Council staff to discuss site and operational issues and opportunities
- Initial meeting with key stakeholders to discuss the issues and opportunities.
- Online community survey and feedback form.

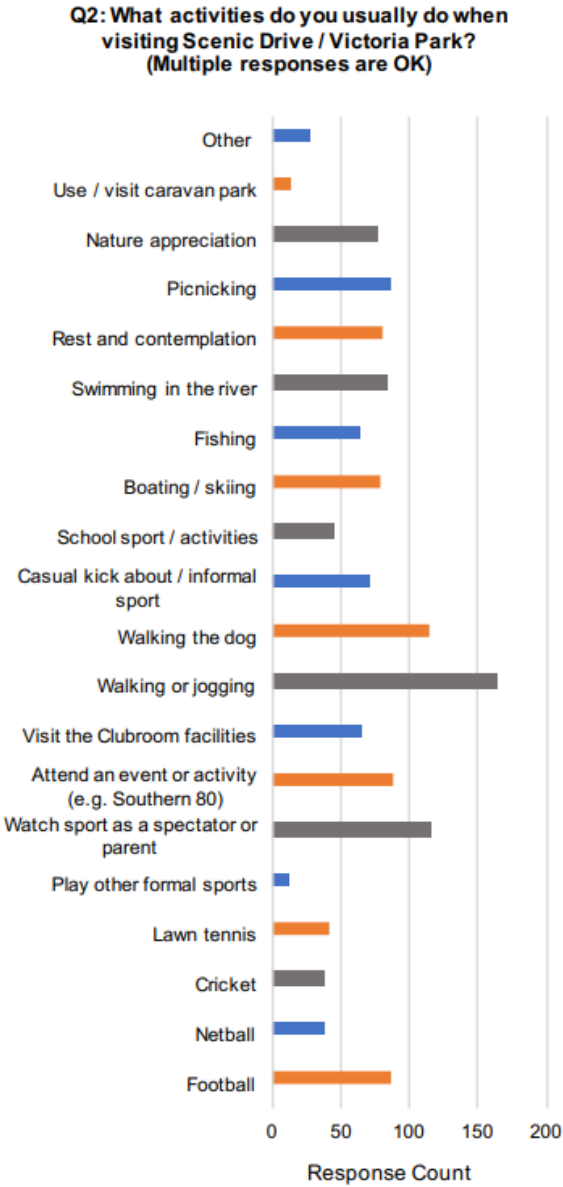
The community survey and feedback form received 236 responses. The following are some key points derived from the responses received:

- The majority of respondents were members of an existing club or group that uses the study area, and more than half of these were members of the Echuca Football and Netball Club. However, a large proportion of respondents (just over 40%) said they weren’t a member of such a group.

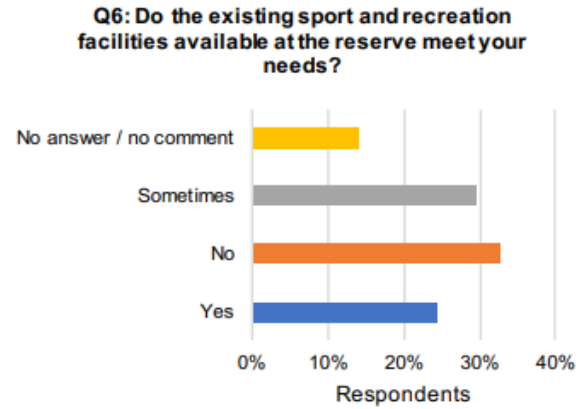


- More than a third of respondents visit Scenic Drive/Victoria Park 2-3 times per week.

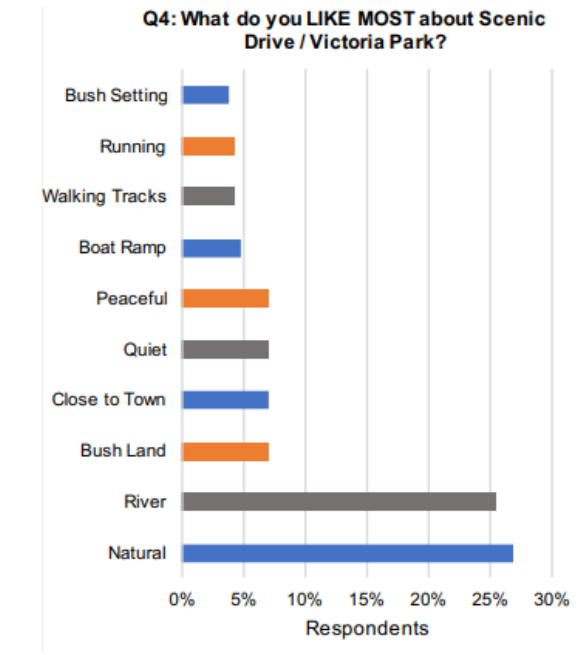
- Passive recreation featured most strongly in activities people ‘usually do’ when visiting Scenic Drive/ Victoria Park.



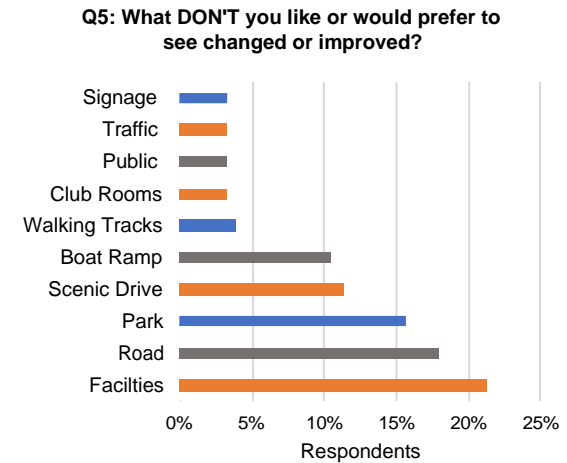
- The majority of respondents who answered the question said the existing sport and recreation facilities do not meet their needs, or meet their needs only sometimes



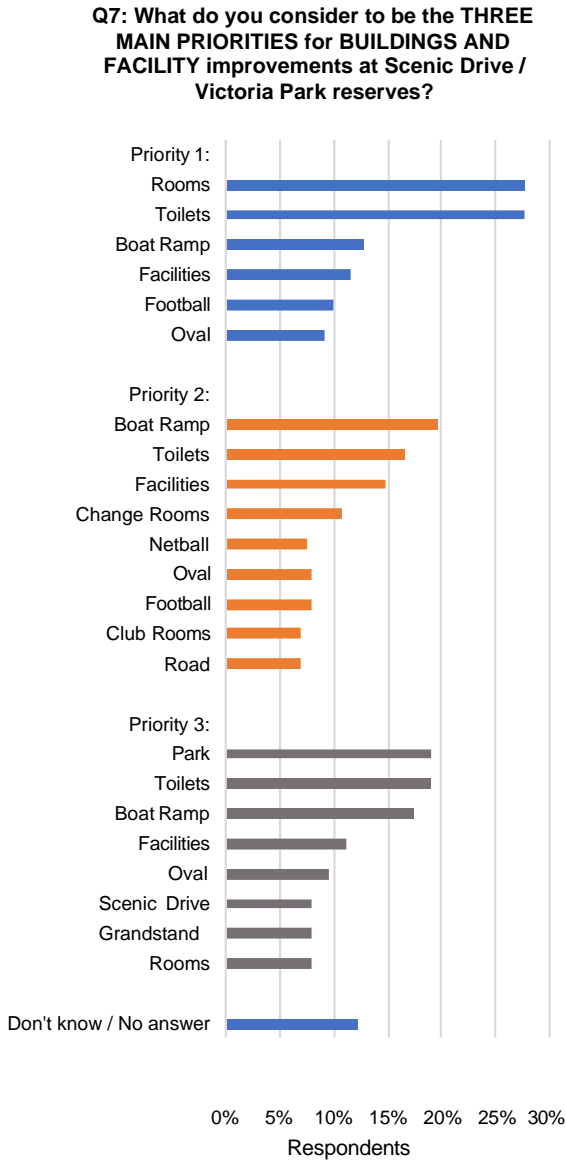
- The vast majority of respondents said the natural environment and river were their favourite aspects of the site (this was an open-ended question).



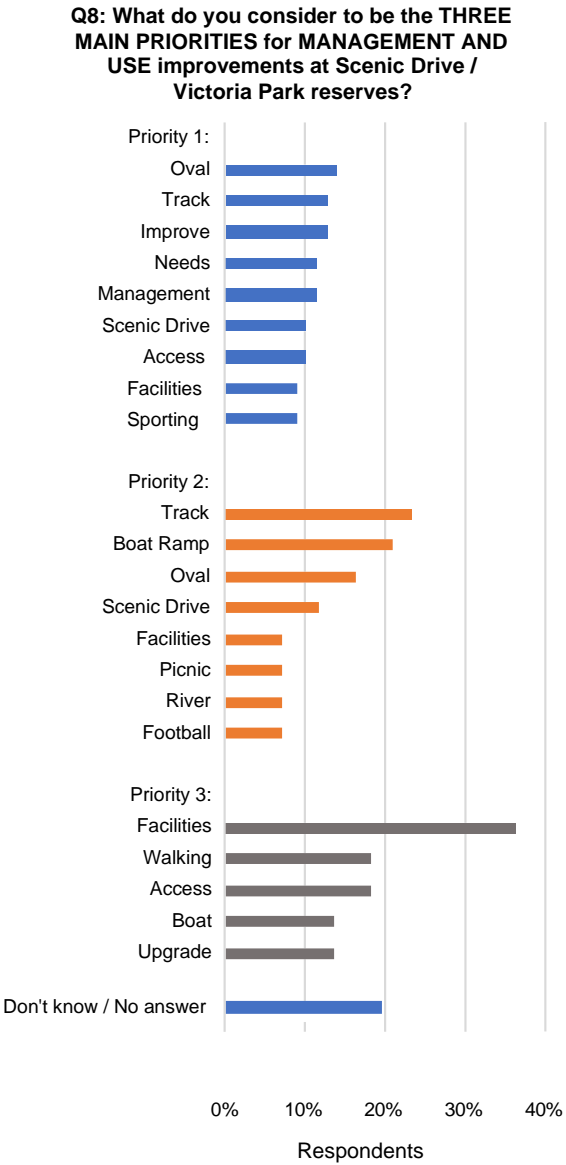
- Improvements to general facilities, internal roads, access and car parking were the most common aspects that respondents would like to see changed or improved. (This was an open-ended question).



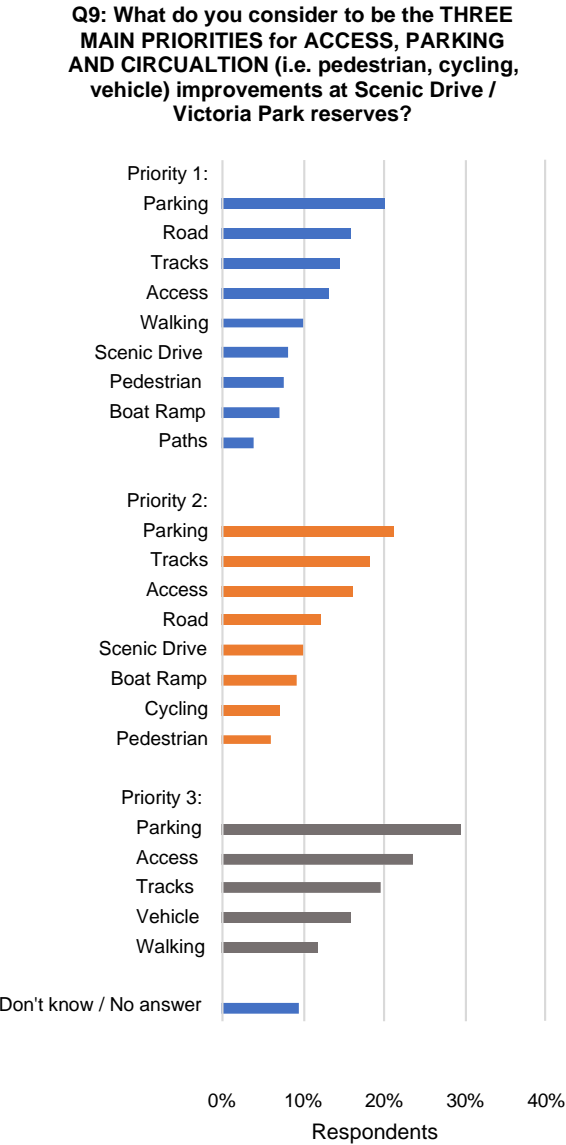
- Improvements to club rooms, public toilets and the boat ramp were identified as common priorities for building and facility improvements. (This was an open-ended question).



- Priorities for management and use improvements for the reserve included oval surface upgrade, enhanced tracks and trails, boat ramp functionality and facilities to support walking and informal use of the reserve. (This was an open-ended question).



- Car parking, internal roads, access, tracks and trails were identified as key priorities for improvements to access, parking and circulation. (This was an open-ended question).







**3.3. Community and Stakeholder Engagement - Consultation Phase 2**

Phase 2 consultation coincided with the development of the initial Draft Master Plan. The draft report was presented and circulated to key stakeholders and placed on Public Exhibition for a four-week period in September 2017.

Ten written submissions were received during the Phase 2 consultation period. Appendix C provides a summary of the key comments, issues or suggestions made as well as an indication of the resultant changes to the final master plan. Except for the Tennis Club, feedback received was generally very positive and indicated strong support for the proposed directions outlined in the draft report.

The Tennis Club indicated a preference for an alternative location for the six new replacements courts as well as a desire to retain their existing clubroom facility. However, the location identified by the Tennis Club for the replacement courts would result in greater negative impacts on existing significant vegetation and is therefore not supported.

Furthermore, the development of multi-use, multi-purpose community facilities (i.e. sports pavilion) is preferred by Council and potential funding partners in order to service a wide variety of community needs and therefore remains the preferred direction for the master plan.

Therefore, only minor changes to elements of text have been included in this Final Report as a result of the Phase 2 consultation. Overall planning directions, key recommendations, proposed layout and functionality improvements remain unchanged from the draft to final reports.

**3.4. Community and Stakeholder Engagement - Consultation Phase 3**

To validate the Master Plan requirements and recommendations, a new Community and Stakeholder Engagement survey was presented and circulated to key stakeholders and open for public response for a three-week period in April 2022.

The community survey received 215 responses. The following are some key points from the responses received:

- Between 65% and 86% of respondents have been Echuca residents for more than 15 years.
- 65% of respondents intend to stay in Echuca.
- Nearly 45% of the respondents are members of a club or group using the reserve, and within this group of respondents, of which 48% are members of Echuca Football and Netball Club.
- 170 of the respondents usually travel around the area by bicycle or foot, whereas 120 respondents use a vehicle.
- Key points such as visitation frequency and usual activities performed in the area did not change in relation to the Community and Stakeholder Engagement Phase 1.
- The April 2022 survey confirmed the Community and Stakeholders' desire to see the facilities changed or improved. In particular, the multi-purpose facility, grandstand, changerooms and toilets. Similarly, when asked to rank the priorities for management and use improvements, respondents chose the oval, boat ramp and facilities as the main priorities.
- In relation to access, parking, and circulation, responses were equal in favour of the options presented: the boat ramp, car parking, access roads, Victoria Park roadway and walking/cycling tracks, including Scenic Trail.

Consultation Phase 3 focused on the effect the completion of the new Echuca-Moama Bridge had in the facilities, their use and perception of Victoria Park, as well as the impact of COVID in the community interactions with the place.

- More than 75% respondents do not consider COVID changed the activity they usually do when visiting Victoria Park.
- 75 out of 181 respondents think Victoria Park does not meet their needs before or after COVID.
- Opinions are divided in relation to the impacts the new Echuca-Moama Bridge has had on the character of the area.

**3.4 Community and Stakeholder Engagement – Phase 3 (Continued)**

The following consultation activities were completed as part of Phase 3 consultation:

- Meeting with Council staff to discuss site and operational issues and opportunities.
- Initial meeting with key stakeholders to discuss issues and opportunities.
- Online community survey and feedback form.

Meetings with relevant Council departments included Parks & Gardens, Local Laws, Caravan Park and River Management, Property, Emergency Management, Facilities Maintenance, Waste Management and Economic Development teams. Additional meetings with key stakeholders involved the Outrigger Canoe Club, Echuca-Moama Water Sports Club, Echuca CFA, Echuca Football and Netball Club, St. Joseph's College and the Cricket Club. Finally, 215 responses were received in the multiple-choice survey format as well as 52 open-form survey responses.

The following are some key points derived from the responses received:

**ROAD NETWORK**

- Provide safe access for emergency vehicles, such as ambulances, delivery vehicles, CFA vehicles or similar.
- Allow for provision of hard road surface where access roads are proposed.

**PICNIC FACILITIES**

- Provide BBQ and picnic areas.
- Provide toilets near picnic areas.
- Allow for sufficient bins, recycling, and organic waste, around picnic areas.

**PEDESTRIAN / CYCLING PATH NETWORK AND PASSIVE RECREATION**

- Restrict access to Scenic trail allowing only emergency vehicles, pedestrians, and cyclists.
- Reinstate a 5km running, walking and cycling loop.
- Construct a public pontoon to mitigate safety issues and improve access/egress from vessels.
- Accommodate beaching areas on the riverbank, providing a safe environment for land and river users

**SIGNAGE**

- Improve signage by providing clear and expanded information about track distance/times, as well as trail rules i.e. dogs must be on leash.

**SPORTS PRECINCT/MULTI-PURPOSE FACILITY IMPROVEMENTS**

- Provide new and sufficient seating around the ground to support spectator comfort.
- Include a kick about area.
- Construct a new multi-purpose facility with significant focus on club facilities, community utilisation and capacity for 300 people.
- Allow for netball courts to be closer or adjacent to new change rooms.
- Umpire room needs to be improved.
- Provide DDA compliant (accessible) facilities.
- Include female and family friendly facilities.
- Improve netball spectator seating and facilities.
- Locate playground with viewing and supervision considerations for parents.

**SERVICES**

- Services, both underground and over need to be investigated for compliance with current regulations and to reduce maintenance costs.

**STAGING**

- During construction periods, training and competition spaces shall be impacted and user groups will need to find alternative spaces.

Requirements, recommendations, and comments received in the varying methods of community engagement have been addressed and recommendations reflected within the study area plans. Further studies need to be commissioned before works start and design shall respond to technical and environmental conditions as required.

**BOAT RAMP AREA**

- Upgrade and extend existing boat ramp.
- Formalise boat and parking areas.



4. Master Plan

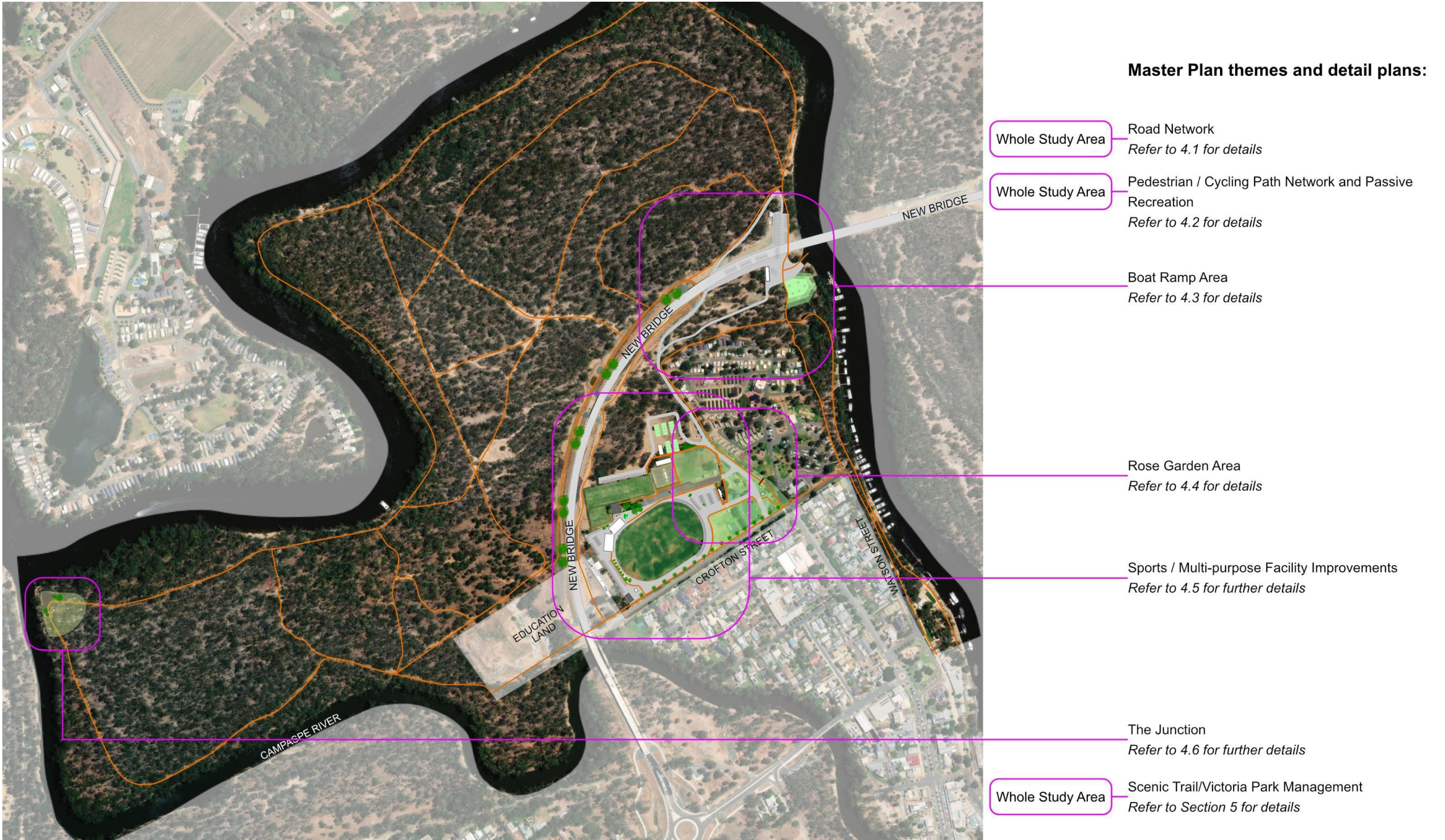


Figure 15: Master Plan





Figure 16: Proposed Road Network (excludes Caravan Park)

4.1. Road Network

Issues/ opportunities

- The existing road network is to be formalised and maintained in accordance with Council service standards.
- Drainage issues, especially west of the caravan park area.



Recommendations

- 4.1.1. Realign road to boat ramp:
- Move the road west out of Rose Garden Area to avoid heritage elements (memorial arch, fountains, statues and obelisk) and to prevent runoff falling towards the caravan park.





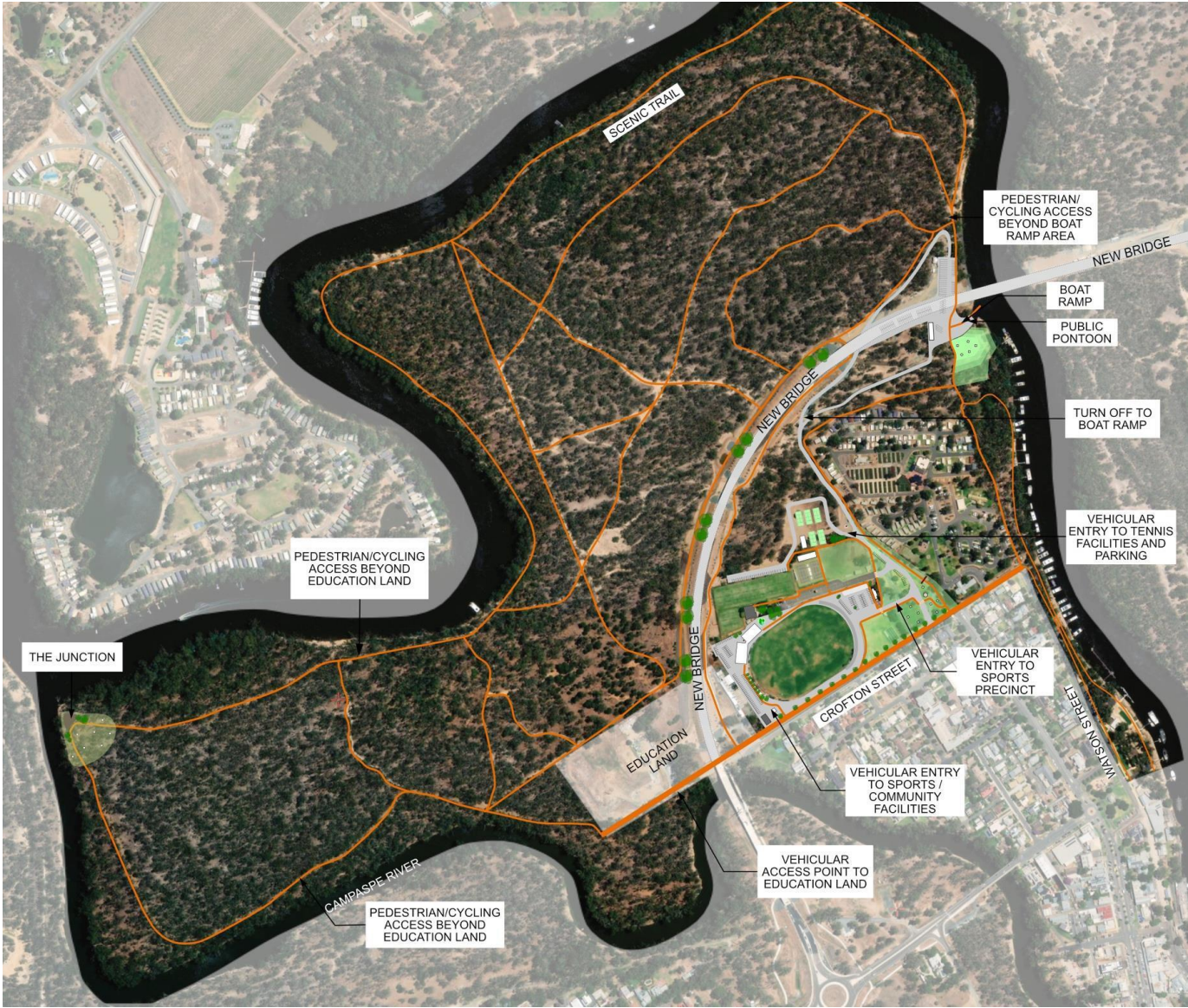


Figure 17: Road Network Improvements – detail plan

- 4.1.2. Limit vehicular movement within the Reserve to key areas (emergency vehicles excepted):
- From the western end of Crofton Street to Scenic trail.
  - From the north of boat ramp car park to Scenic trail.
- 4.1.3. Implement traffic calming and control measures where appropriate:
- Install locked gates or similar for authorised access only.
  - Install removable bollards where limited access is proposed.
  - Place salvaged logs or fencing across path entries to restrict vehicle access where emergency access is not required.

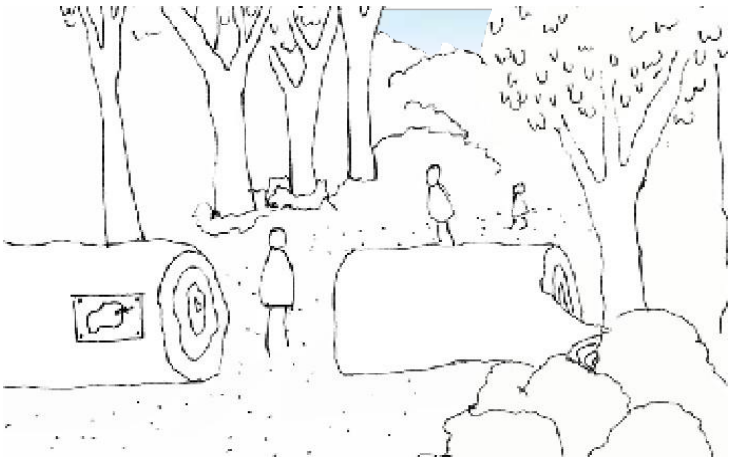


Figure 18: Illustrative image of log placed to prevent vehicular access





Figure 19: Proposed walking trails

- Scenic Trail 'loop track' following the existing Scenic Drive alignment, with the addition of a pedestrian link along Crofton Street (most of loop track to be closed to vehicles)
- 2.5k Circuit
- 5.0k Circuit
- Link to Riverboat Dock

4.2. Pedestrian/ Cycling Path Network and Passive Recreation

Issues/ opportunities

- A key aim of the Master Plan is to encourage the use of Victoria Park and Scenic Trail for passive recreational activities such as picnicking, walking and cycling.
- Vehicular traffic was restricted within the Reserve during construction of the new Bridge, whilst pedestrian access was maintained. There is a notable improvement in the fauna and flora of the area and the community has expressed its support for the area to remain closed to vehicles.
- There are many informal tracks in the bushland area of the reserve without signage or hierarchy leading to greater areas of vegetation being impacted.
- The sandhill has been identified in the Impact Assessments for the proposed VicRoad works as being culturally and ecologically significant. The sandhill is located within a floodway overlay.
- The sandhill also holds a stand of Murray Pine which are covered by a heritage overlay.



Recommendations

- 4.2.1. Rationalise and formalise a network of internal unformed trails in bushland area, allowing revegetation of former trails.
- Establish a proposed network of walking trails.
  - Provide signage showing track routes, distance and expected timeframes. Name the tracks and incorporate markers/wayfinding indicators.
  - Exclude vehicular access along Scenic trail, except for authorized vehicles.
- 4.2.2. Potential Yorta Yorta Cultural Centre and Heritage Walk
- Collaborate with Yorta Yorta to define a Cultural Heritage Walk.
  - Consider location of potential cultural centre and design the Centre to minimise likelihood of flooding
  - Liaise and consider potential synergies with the Bridge Arts Project Echuca Moama, which aims 'to oversee the construction of an additional indoor contemporary art gallery, outdoor sculpture space and historic interpretive centre on the N.S.W. landing of the new bridge' across the Murray River.

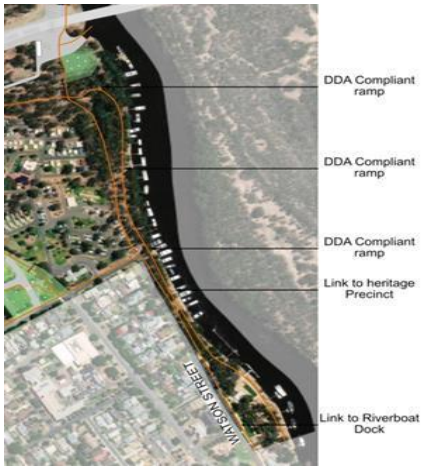


Figure 20: Pedestrian link along river

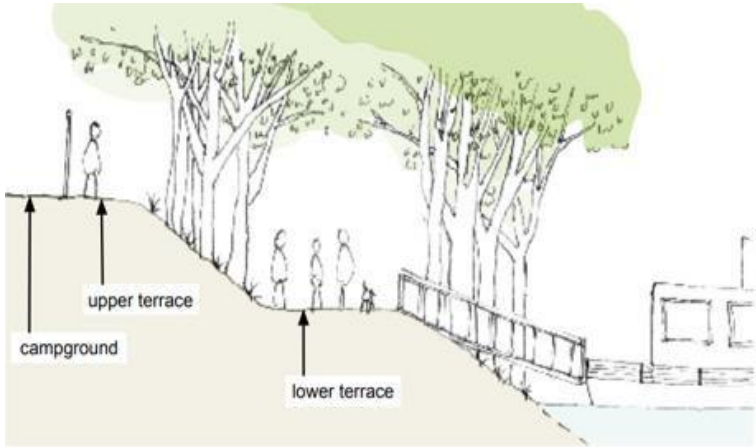


Figure 21 Illustrative section showing upper and lower terraces



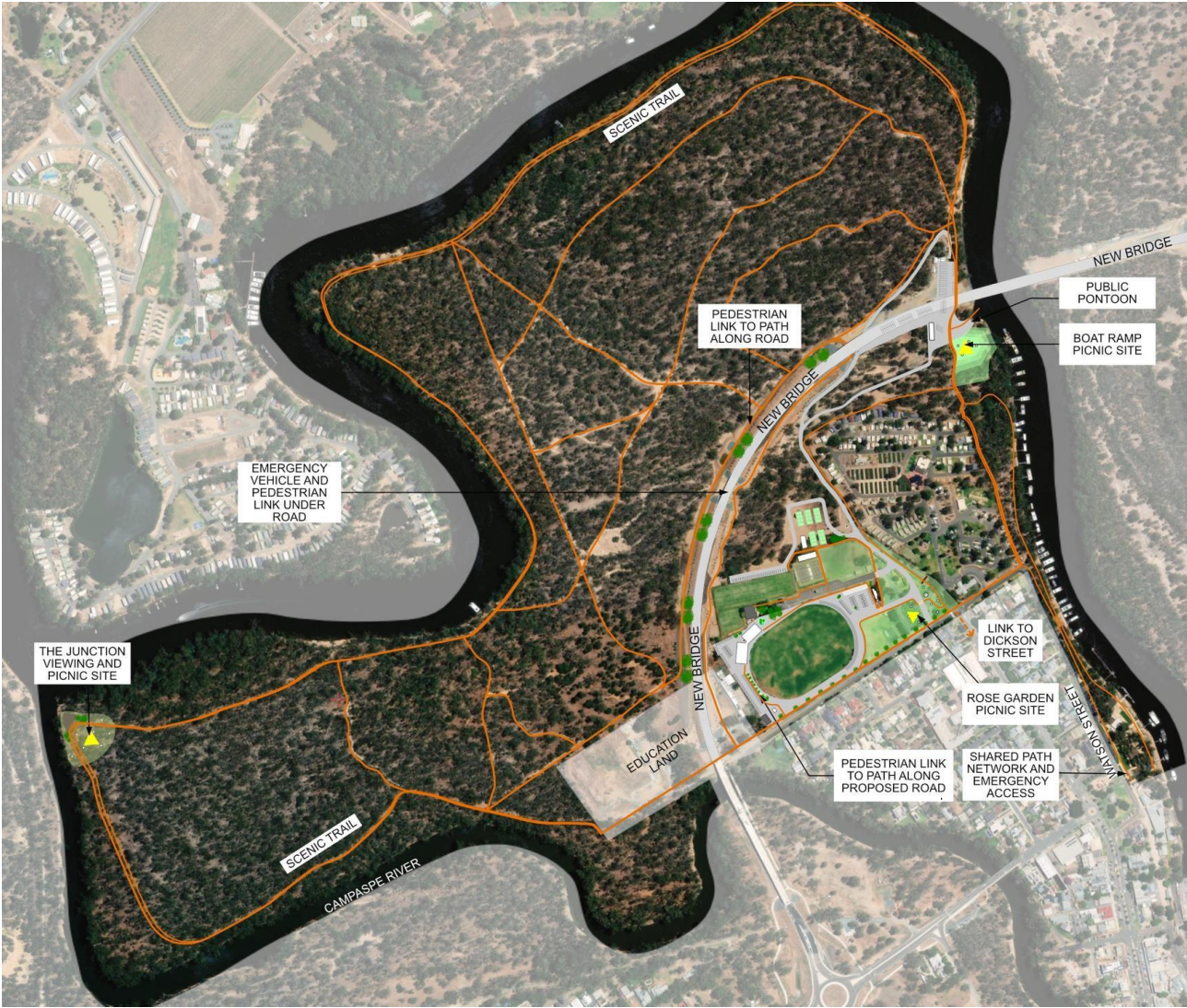


Figure 22: Passive Recreation and Pedestrian/ Cycling Links - detail plan

- 4.2.3. Strengthen the pedestrian link along the Murray River between the Boat Ramp Area and the Echuca Heritage Precinct (located south-east of the Study Area):
- Formalise track along lower terrace.
  - Provide DDA compliant connection at Crofton Street, from the boat ramp connecting to River Boat Dock.
  - Construct pedestrian paths within the Reserve linking Crofton Street, the boat ramp
  - Between the Rose Garden and the Multi-purpose Building.
- 4.2.4. Co-ordinate path network with Echuca Moama Bridge Project:
- Explore further opportunities to link existing pathways to new Echuca Moama Bridge infrastructure.
- 4.2.5. Improve wayfindingsignage:
- Implement recommendations for wayfinding signage as per Council's Wayfinding Style Guide, providing Primary, Secondary and fingerboard signage at strategic locations. Provide interpretive signage at key locations.
- 4.2.6. Rest areas:
- Investigate the provision of rest / picnic areas and seating.
- 4.2.7. Lighting:
- As use of the reserve after dark for passive recreation is not encouraged, public lighting is not proposed outside of the main sports facilities.



Example of trail head signage



Example of informal seating and fencing within a sensitive environment





Figure 23: Boat Ramp Area Improvements - detail plan

4.3. Boat Ramp Area

Issues/opportunities

- Construction of the new Echuca Moama Bridge crossing impacted the existing roadways around the boat ramp which will need to be realigned.
- During events a large amount of parking is required.
- Several important habitat trees and rare vegetation (Blue Burr Daisy) are present in the area. Refer to EES for location of Blue Burr Daisy which is located to the northwest of the car park.



Recommendations

- 4.3.1. Car parks and roadways are to be formalised to minimise encroachment on vegetation and to make circulation more efficient, especially for events. Where possible roads and car parks are to be aligned following the new Echuca Moama Bridge boundary, the existing road alignment, or making use of other disturbed land, to minimise encroachment on high quality habitat and high-quality habitat trees (refer to section 2.7 Flora and Fauna for further details).
  - Provide formalised standard vehicle parking and separate long vehicle/ trailer parking, with separate turnoff for boat ramp access. Nominal layout shown on plan.
  - Existing habitat areas are to be protected with suitable barriers. Other existing vegetation to be retained and protected with temporary barriers during events.
  - Overflow parking to be within the sports precinct (refer to 4.5.5).
- 4.3.2. Renew boat ramp as per existing Council plans and evaluate through detailed design, the option to include a new public pontoon to improve safety, access/egress and reduce agglomeration within the boat ramp.
- 4.3.3. Upgrade riverbank terrace including grassed area, picnic facilities and overall amenity. Investigate opportunities to duplicate terrace area on south side of boat ramp to provide additional area for informal recreation and spectator viewing during events.
- 4.3.4. Retain new public toilets provided by MRPV through the Echuca Moama Bridge Project. Investigate the inclusion of service pits and infrastructure to support event bump-in and out.



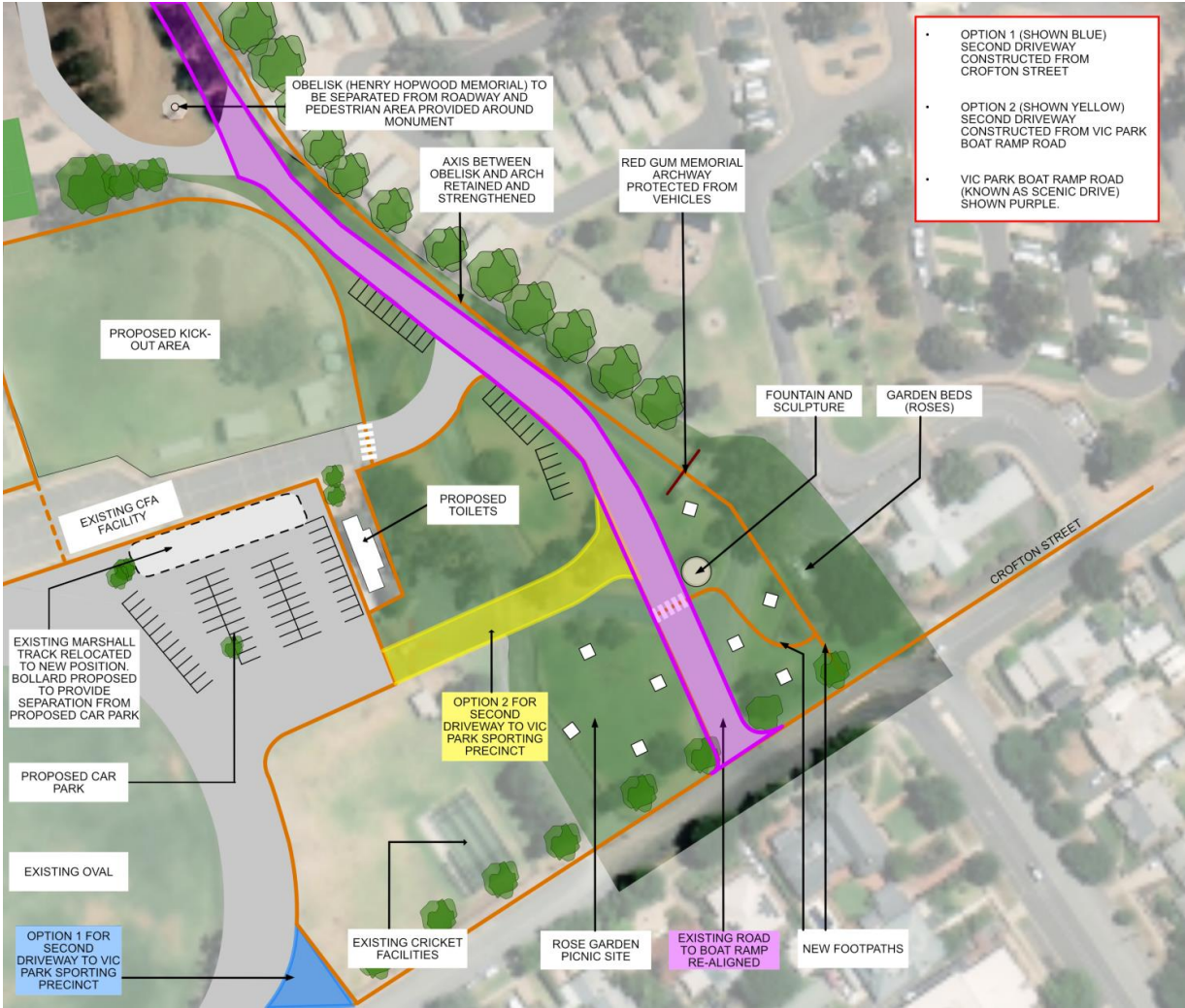


Figure 24: Rose Garden Area Improvements - detail plan

4.4. Rose Garden Area

Issues/ opportunities

- The Rose Garden area is a historically important part of the reserve which contains several historic features. The Master Plan seeks to restore the Rose Garden's amenity and protect and enhance visitor experience of heritage landscape elements.
- The Rose Garden is currently divided by roads that are located close to heritage elements and visually dominate the landscape.



Recommendations

- 4.4.1. Upgrade picnic facilities, including amending drainage and provision/replacement of:
  - Picnic tables
  - Shelter
  - Barbecue
  - Drinking water
- 4.4.2. Public toilets to be demolished and replaced. Refer to Figure 24.
- 4.4.3. Planting:
  - Provide avenue planting for shade and to screen road
  - Remove Pine Trees
  - Install garden beds at strategic locations
- 4.4.4 Pedestrian-only links are to be created that sensitively respond to the heritage elements.



Figure 25: Illustrative sketch showing new multipurpose building and changeroom location

4.5. Sports Club/ Community Facility Improvements

Issues/ opportunities

- The research and consultation identified several limitations with the existing sports facilities, including asset age, condition and functionality, in particular limited capacity to cater for female use or activities.
- The Master Plan intends to provide facilities in line with Victoria Park’s status as a ‘sporting precinct’.
- The Department of Education and Training confirmed the former High School site will be offered as per the Crown land disposal process. As it can be an exhaustive and extensive process, the Master Plan will only consider the current property borders for the proposed plans. It is recommended that Council continue to monitor and maintain interest in this land.
- Following the October 2022 flooding across the Shire and the need to activate a relief centre, it was evident that the Echuca stadium is not a suitable building for this purpose.
- Consideration should be given to the multi-purpose building being designed in such a way that it could support the additional purpose of being a relief centre during times of need. Preliminary investigation has indicated that the 2022 flood levels are below the height of the proposed building, and the recreation reserve and associated buildings remained accessible during the flooding.



Recommendations

- 4.5.1. New Multi-purpose building:
- Demolish the Boral Bar, public toilets, Haw Pavilion and Grandstand.
  - Construct a single shared-use, multi-purpose building to service sporting and community uses. The total area of new building is to be approximately 950 - 1050m2 in line with AFL Local Facility and Cricket Victoria preferred standards. Incorporate undercover external viewing areas to service the main oval. (Refer to illustrative concept sketches.)
  - Strengthen pedestrian access to multipurpose building from surrounding areas.
- 4.5.2. New Netball Change facilities:
- Provide change room facilities in line with Netball Victoria standards to the north of existing Netball courts.
- 4.5.3. New tennis courts:
- Echuca Lawn Tennis Club and MRPV are undertaking this project independently of Council.
- 4.5.4. Upgrade existing oval:
- Upgrade drainage of oval and surrounds.
  - Change oval grass to a suitable playing surface.





Figure 26: Sports Club /Community Facility Improvements – detail plan

4.5.5. Update vehicular access and carparking:

- Provide a main access point from Crofton Street and formal hardstand parking on the west side of the existing oval.
- Retain informal parking around oval where possible, limiting bottle necks.
- Investigate and evaluate formalised parking on Crofton Street.
- Tree planting around parking areas to provide shade and buffer wind.
- Removable bollards to entry points and around Cricket facilities' green space and CFA tracks.
- Formalise parking and access in the area to the northeast of the oval. Detail design to explore the opportunity to incorporate Marshall track into the new car park in collaboration with CFA. The near-by irrigated green space also provides opportunity for further event use.



Example of formalised car park



Example of overflow car park

4.5.6. Construct playground adjacent to new multi-purpose building. Include provisions for seating, shade and drinking water.



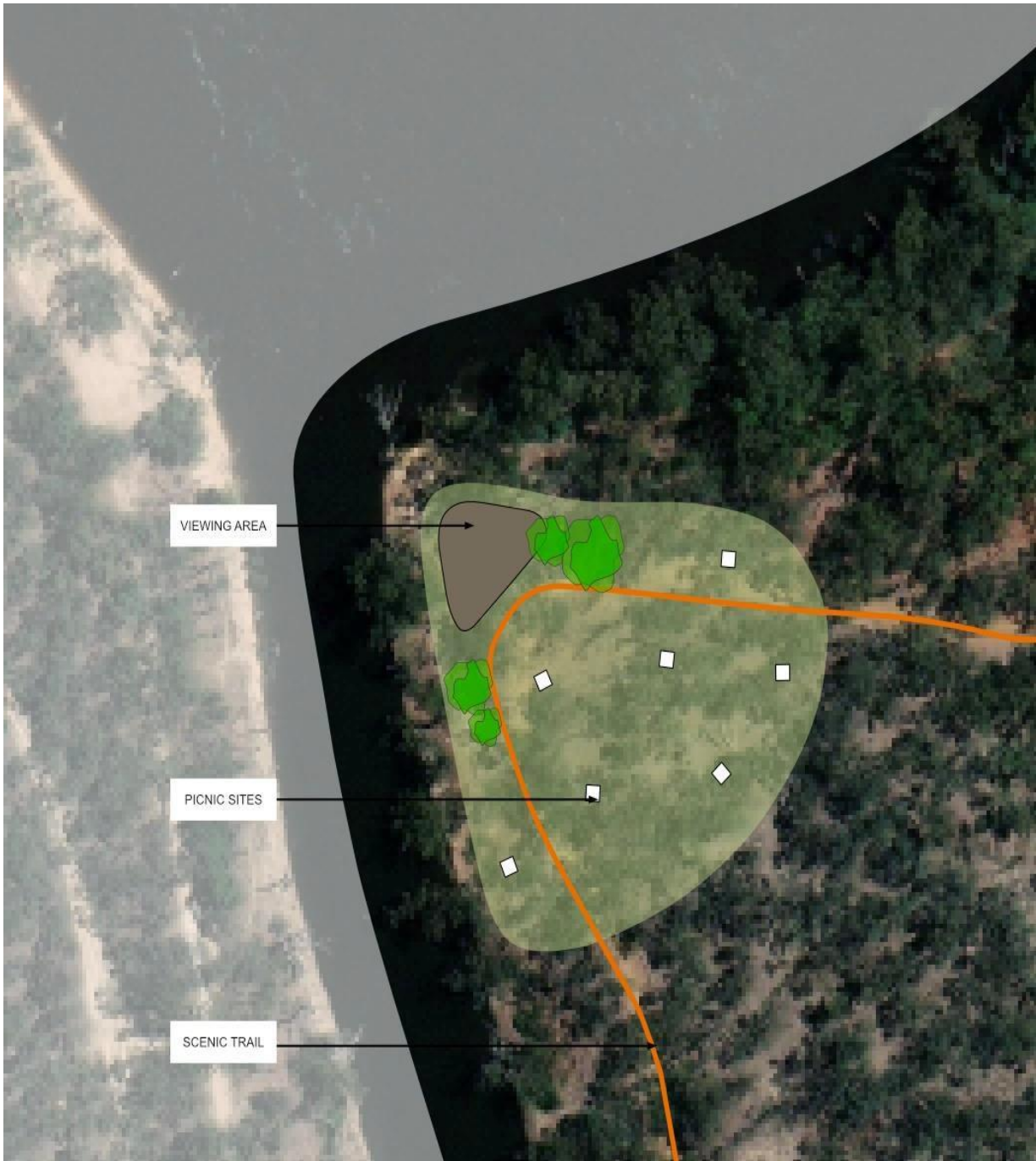


Figure 27: The Junction - detail plan

4.6. The Junction

Issues/ opportunities

- The site is a popular picnic spot located at the junction between the Campaspe and Murray Rivers.
- Vehicular traffic was restricted within the Reserve during construction of the new Bridge, whilst pedestrian access was maintained. There is a notable improvement in the fauna and flora of the area and the community has expressed its support for the area to remain closed to vehicles and prioritise the safety of pedestrians and cyclists.
- The Master Plan proposes that only emergency and maintenance/service vehicles are allowed along Scenic Trail from Crofton Street.

Recommendations

- 4.6.1. Provide viewing area and suitable seating.
- 4.6.2. Detail design to consider trail location to avoid requirements of riverbank stabilisation due to potential maintenance costs.
- 4.6.3. The Master Plan recommends that access to the junction is restricted to pedestrians, cyclists and emergency vehicles.



Example of signage on lookout



5. Scenic Drive and Victoria Park Management

Several management arrangements are currently in place within the study area. In particular:

- Scenic Trail Reserve and Victoria Park Reserve are Crown Land reserves managed by Council as the delegated Committee of Management.
- However, the existing Tennis Courts and clubhouse are Crown Land managed by the Echuca Lawn Tennis Club as Committee of Management.
- The former school site remains owned by the Department of Education.

There are opportunities to consolidate management arrangements to improve efficiencies, delineate responsibilities, enhance community and environmental outcomes as well as empower user groups to actively participate in the ongoing management of the precinct.

Establishment of the second Echuca-Moama Bridge dissects the study area and creates a separation between the passive and active open spaces.



Figure 28: Management zones

North of the New Road/Bridge – Scenic Trail Reserve

Role:

- Scenic Trail Reserve is a high value environmental, conservation and informal community use reserve which provides community access to the Murray and Campaspe River environs.

Vision:

- Scenic Trail Reserve will be retained, enhanced and managed in order to protect the environmental values, features and characteristics of the site, including cultural heritage. Informal community use – particularly walking, cycling and nature appreciation will be encouraged and promoted.

Management:

- There are several potential long-term management options for the site, including:
  - Ongoing management by Council.
  - Management by another Government agency, e.g. Parks Victoria.
  - Management by a committee.
  - Management by the YortaYorta.

Recommendation:

- In the short term, develop a Fire and Weed Management Plan.
- It is recommended that Council explore opportunities to negotiate handing over management responsibilities for Scenic Trail Reserve (i.e. north of the new road/ bridge) to a suitable entity such as Yorta Yorta or Parks Victoria / DELWP.

South of the New Road/Bridge – Victoria Park Reserve:

Role:

- Victoria Park is a high-use active sport and recreation reserve.

Vision:

- Victoria Park will be managed and developed to enhance its role as an important sport and recreation reserve, whilst protecting its environmental values and cultural heritage.

Management:

- There are two main options for the potential long-term management of the reserve – including the proposed shared use, multi-purpose building: specifically:
  - Maintain the status quo – i.e. ongoing management by Council and individual users.
  - Management by a Recreation Reserve Committee comprising representatives from existing users, sporting clubs and the community. This could be a formal Committee of Management managing the daily operations of the reserve and reporting to Council.

Recommendation:

- Council will investigate the most appropriate management model.
- Maintain interest in Department of Education Land.

Campaspe Shire Council Strategic Content Report – Echuca Moama (B-75) bridge to Annesley to Meninya Street bridge

Campaspe Shire Council will manage the Moorings contained within the Victoria Park Master Plan project area. A report regarding the future strategic direction of the river front from Echuca-Moama (B-75) bridge to Annesley Street bridge, particularly, the Moorings and associated licensing conditions is required.

It is recommended that Council undertake a separate strategic study at its earliest opportunity to inform management of moorings and the river connection to Vic Park Land. This information will allow the identification of any challenges inclusive of Environmental, Tourist/Business opportunities and recommendations in future with respect to the use of this area.

## 6. Staging and Implementation

The following table provides an outline of the recommendations contained within the Master Plan and priorities for implementation, numbered as per the Master Plan drawing for ease of reference.

4.1 ROAD NETWORK			
No.	Action	Priority	Cost
4.1.1	Realign road from Crofton Street	Short-term	\$800,000 - \$850,000
4.1.2	Limit vehicular movement within the reserve to key areas	Short-term	\$100,000 - \$150,000
4.1.3	Implement traffic calming measures (logs, removable bollards). Gates to emergency access tracks.	Short-term/ ongoing	\$70,000 - \$100,000
4.2 PEDESTRIAN/ CYCLING PATH NETWORK			
No.	Action	Priority	Cost
4.2.1	Rationalise and formalise a network of internal unformed trails in bushland area	ongoing	\$500,000 - \$600,000
4.2.2	Strengthen the pedestrian link along the Murray River between boat ramp area and Echuca Heritage Precinct. Provide DDA compliant connection at Crofton St from the boat ramp connecting to Riverboat Dock.	Short-term	\$250,000 - \$300,000
4.2.2-a	Construct pedestrian paths within reserve linking Crofton St and boat ramp	Short-term	\$50,000 - \$200,000
4.2.2-b	Construct pedestrian paths between the Rose Garden and the new Multi-purpose building.	Medium-term	\$150,000 - \$200,000
4.2.3	Coordinate path network with Echuca Moama Bridge Project	Short-term	\$100,000
4.2.4	Improve wayfinding signage	Short-term/ ongoing	\$50,000
4.2.5	Investigate provision of seating at rest areas	Medium-term	\$75,000
4.3 BOAT RAMP AREA			
No.	Action	Priority	Cost
4.3.1-a	Formalise car parking at boat ramp (line marking, wheel stops etc.)	Short-term	\$50,000 - \$75,000
4.3.2	Upgrade boat ramp as per existing Council plans and construct new public pontoon, if found relevant in Detailed Design.	Short-term	\$1,600,000
4.3.3	Upgrade river bank terrace, picnic and overall facilities. Potential for duplication on the other side of boat ramp	Medium-term	\$300,000 - \$350,000
4.4 ROSE GARDEN			
No.	Action	Priority	Cost
4.4.1	Upgrade picnic tables, shelter, BBQ, drinking fountain	Short-term	\$70,000 - \$100,000
4.4.2	Demolish and replace with new public toilets	Long-term	\$500,000 - \$600,000
4.4.3	Avenue planting and succession planting of trees. Garden beds. (Includes establishment maintenance)	Medium-term	\$70,000 - \$80,000
4.4.4	Create pedestrian only links that sensitively respond to heritage elements	Medium-term	\$15,000 - \$30,000
4.5 SPORTS CLUB/ COMMUNITY FACILITY IMPROVEMENTS			
No.	Action	Priority	Cost
4.5.1	New multi-purpose building including changerooms	Medium-term	\$7,500,000 – \$8,000,000
4.5.2	New Netball change facilities	Short-term	\$450,000 - \$550,000
4.5.4	Undertake works to improve drainage, irrigation and playing surface.	Short-term	\$1,100,000
4.5.5-a	Provide vehicular access point from Crofton St and formal hardstand parking on west side of existing oval	Medium-term	\$450,000 - \$500,000
4.5.5-c	Investigate formalised parking on Crofton St	Medium-term	\$200,000 - \$240,000
4.5.5-d	Tree planting to existing parking around oval and along Crofton Street (trees proposed in new car parks are included in new car park costs)	Medium-term	\$15,000 - \$20,000
4.5.5-e	Removable bollards to entry points around cricket facilities, green space and CFA track	Short-term	\$75,000-\$100,000
4.5.5-f	Formalise parking and access in the area northeast of the oval	Long-term	\$500,000 - \$600,000
4.5.6	Construct playground adjacent to new multi-purpose building. Include provisions for seating, shade and drinking water	Medium-term	\$150,000 - \$200,000
4.6 THE JUNCTION			
No	Action	Priority	Cost
4.6.1	Provide viewing area and suitable seating	Short-term	\$75,000 - \$100,000

Short term: To be completed in 1-3 years  
Medium term: To be completed in 3-5 years  
Long term: To be completed in 5+ years

NOTE – these costings are indicative and for guidance only. They should be revisited once detailed project scopes for any project are implemented.



## Appendix A: Review of previous Victoria Park Master Plan Key Directions

Key Directions of the 2010 Master Plan		Implementation Status (as at March 2017)	Ongoing relevance to 2017 Master Plan	Ongoing relevance to 2022 Master Plan
<b>Ref</b>	<b>1. Echuca Lawn Tennis Club</b>			
A1	Replace the six grass tennis courts required for the proposed road alignment.	Not completed	Relevant – relocation site to be determined	Updated plans – Five courts to be replaced plus Tennis Club facility.
A2,3 & 4	Construct an additional three replacement grass courts, two new dual-use hard courts (tennis and netball) and two new tennis hard courts on an area of land north of the existing tennis complex.	Partially completed – two dual - use tennis and netball hard courts established.	Explore requirements for additional tennis courts and possible locations.	Two dual purpose hard courts built.
N/A	Install floodlights to all new hard courts.	Not completed.	Relevant, include in 2017 Master Plan.	No longer relevant.
	<b>2. Reinstatement of Second Sports Field (135m x 110m)</b>			
B	Reinstate the secondary sports field to be used for cricket matches, junior football matches, football training for all ages, and miscellaneous uses such as fire brigade competitions, circuses, camping linked to events, etc.	Not completed.	No longer possible. Two dual use tennis / netball courts have subsequently been developed in this location which prevents reestablishment of the secondary oval.	Kick about area allows for a 50x75m oval, suitable for in-club, school competitions and NAB AFL Auskick program. Refer to Figure 26.
N/A	Sports field not to be fenced to maximise its flexibility as a sporting and events space.	Not completed.	No longer relevant.	No longer relevant.
B2	Remove existing netball court and reinstate to grass.	Not completed.	No longer relevant – refer above.	No longer relevant.
B3	Remove the existing cricket practice facilities and install four new permanent cricket practice nets on the eastern edge of the secondary sports field.	Not completed.	No longer relevant (in conjunction with secondary oval). Consider options to upgrade Cricket Nets in 2017 Master Plan, including preferred location.	No longer relevant.
B4	Small extension to existing shed for cricket store.	Not completed.	Review in 2017 Master Plan.	Status to confirm.
B5	Relocate the Henry Hopwood memorial.	Not completed.	Review in 2017 Master Plan.	No longer relevant.
	<b>3. New Shared Pavilion and Community Facility</b>			
D	Construct a new shared-use two storey pavilion and community social facility comprising change rooms for the away football teams, umpires and netballers, a public bar and canteen facilities, new public toilets and offices on the ground floor, and a 300 seat social space, bar, kitchen and toilets, and external spectator viewing areas on the first floor.	Not completed.	Relevant – assess preferred site options in 2017 Master Plan.	Design awarded and in development. Local facility requirements, 300-spectator seating area and community flexible spaces included. New multi-purpose building to be only one storey.
E	Upgrade the Grandstand seating area by installing a bird-wire ceiling to prevent pigeons roosting in the rafters, and redevelop the ground floor amenities to include home team football change rooms, cricket rooms and two indoor cricket practice nets.	Not completed.	Relevant.	No longer relevant.
E1	Provide a new covered spectator area in front of the Grandstand building.	Not completed.	Relevant.	Relevant.
F2	Remove the existing Boral Bar shed and public toilets following the opening of the new pavilion and community facility.	Not completed.	Relevant.	Relevant. Existing grandstand is also to be removed.
	<b>4. Upgrade the Main Oval</b>			
F	Resurface the playing field.	Completed.	Completed.	Completed.
F	Install a new turf wicket table.	Completed.	Completed.	Completed.
F	Install a retractable soft netting fence along the northern boundary of the oval to enhance spectator safety.	Not completed.	Relevant.	Relevant.
F	Upgrade the oval flood lighting to 300lux.	Completed.	Completed.	Completed.
N/A	Install two spectator shelters and seats.	Not completed.	Review if still required.	No longer required.
F5	Remove the existing wooden storage shed along Crofton Street.	Not completed.	Review use of the building and if it serves an ongoing role.	Review in 2022 Master Plan.
F3	Upgrade and extend the existing playground.	Not completed.	Relevant.	Remove and built a new playground.
F4	Remove the existing roadway on the south side of the main oval and reinstate with grass and trees.	Not completed.	Review in 2017 Master Plan.	No longer relevant.
	<b>5. Echuca Urban Fire Brigade Training and Competition Area</b>			
C2	Install a low-level grass spectator berm along the south side of the Ira O'Neill Track.	Not completed.	Review in 2017 Master Plan.	Review in 2022 Master Plan.

Key Directions of the 2010 Master Plan		Implementation Status (as at March 2017)	Ongoing relevance to 2017 Master Plan	Ongoing relevance to 2022 Master Plan
C1	Relocate the junior training track to allow for the installation of a spectator berm outside the eastern end of the main football/cricket oval.	Not completed.	Review in 2017 Master Plan.	Status to confirm.
C3	Retain and upgrade the existing public toilets in the eastern section of Victoria Park.	Not completed.	Relevant.	Existing public toilets to be demolished. Construct new toilets in proposed location.
<b>6. Improve the Traffic Management</b>				
H1	Formalise and extend the car park (96 car parks) and entry off Crofton Street as the main entry into Victoria Park.	Not completed.	Review in 2017 Master Plan.	Location reassessed. Formalised car park numbers to be confirmed with Detailed Design.
H2	Roundabouts to improve traffic flow.	Not completed.	Review in 2017 Master Plan.	Review in 2022 Master Plan.
H3	Formalise access between the tennis complex and the rear of the grandstand to allow access for emergency vehicles and service vehicles to access the tennis clubrooms and the new pavilion and community facility.	Not completed.	Review in 2017 Master Plan.	Review in 2022 Master Plan.
F1	Cease the existing vehicle access around the east side of the main oval and install a low-level grass spectator berm.	Not completed.	Review in 2017 Master Plan.	Maintain vehicle access to the east of the main oval up until formalized car park.
H4	Relocate the reserve perimeter fence along Crofton Street into the park to enable angled car parking to be provided along Crofton Street (58 car parks).	Not completed.	Review in 2017 Master Plan.	Review in 2022 Master Plan.
H5	Remove cricket practice nets and retain space for overflow car parking.	Not completed.	Review in 2017 Master Plan.	No longer relevant.
H6	New vehicle access to Scenic Drive.	Not completed.	Review in 2017 Master Plan.	No longer relevant. Scenic trail to be reserved for pedestrians, cyclists and emergency vehicles.
H7	Construct a new car park to service the users of the sporting facilities on the former school site (27 car parks).	Not completed.	Review in 2017 Master Plan.	New car park provided next to new Multi-purpose facilities. Car park number to be confirmed with Detailed Design.
<b>7. Upgrade the Amenity of Victoria Park</b>				
C4	Decommission the existing formal reserve entry in the eastern parklands and remove the road through the park and reinstate to grass.	Not completed.	Review in 2017 Master Plan.	Review in 2022 Master Plan.
C4	Remove pine trees in senescence and replace with new trees.	Not completed.	Review in 2017 Master Plan.	Review in 2022 Master Plan.
N/A	Upgrade the picnic facilities in the eastern parklands.	Not completed.	Review in 2017 Master Plan.	Review in 2022 Master Plan.
N/A	Plant trees throughout Victoria Park to define sporting areas and to provide shade.	Not completed.	Review in 2017 Master Plan.	Review in 2022 Master Plan.
N/A	Construct car parks with provision for trees to be planted intermittently.	Not completed.	Review in 2017 Master Plan.	Review in 2022 Master Plan.
<b>8. Other Recommendations</b>				
N/A	That VicRoads and Council collaborate for the construction of a new public toilet facility near the Victoria Park boat ramp, prior to the demolition of the existing toilet block which will be required as part of the works associated with the construction of the bridge.	Not completed.	Review in 2017 Master Plan.	Completed as part of the Bridge Project. MRPV to finalise the new toilet block.
N/A	That Council liaise with the relevant government agencies to resolve the future management of the site of the former Echuca College Crofton Street campus.	Not completed.	Review in 2017 Master Plan.	Review in 2022 Master Plan.

## Appendix B: Consultation Phase 1

The table below provides a summary of key comments, issues or suggestions received in 2017 on the Draft Master Plan report.

Stakeholder / Group	Key issues, comments or suggestions	Implications for the Master Plan
Echuca Landcare	<ul style="list-style-type: none"> <li>Invasive weed control (Bridal Creeper) is a significant challenge.</li> <li>Support the concept for establishment of a Cultural Heritage Walk (or similar) with focus on culture, environmental interpretation and education.</li> <li>The group has previously worked with Vic Roads to install and monitor breeding boxes for Squirrel Gliders.</li> <li>Landcare is a small group of active members (approx. 6), therefore capacity is limited.</li> <li>Removal of introduced species and inclusion of a monitoring program to protect significant native fauna and flora</li> <li>Appropriate separation of vehicles and people</li> </ul>	<ul style="list-style-type: none"> <li>Support the concept for establishment of a Cultural Heritage Walk (or similar) with focus on culture, environmental interpretation and education. Refer Item 4.2.2.</li> <li>Enhance environmental outcomes, including vegetation management, weed control and habitat.</li> <li>Improve pedestrian and vehicle circulation and control.</li> </ul>
Yorta Yorta	<ul style="list-style-type: none"> <li>Aspirations to establish a significant <i>Cultural Interpretive Centre</i> within the reserve (i.e. former High School site) – relocating and expanding activities currently accommodated at Customs House. Concept of a 2-storey, turtle shaped building – creating a hub for Indigenous Tourism in the region. Facility to have a focus on art, Yorta Yorta history, music, dance, language, education and training.</li> <li>Support upgrade/improvements to existing interpretive information and establishment of a Cultural Heritage Walk. Consider options to link with the Bridge Art Project on NSW side.</li> <li>Extend the Echuca Tourism Precinct (Port area) to encompass Scenic Drive area.</li> <li>Yorta Yorta could consider taking on management responsibilities for Scenic Drive – with appropriate resources and ongoing funding – to promote as an important environmental and cultural reserve.</li> <li>Would like rationalization of internal roads to help improve environmental outcomes.</li> <li>Establish Trail Head facilities at the former High School site to reduce car volumes within Scenic Drive.</li> <li>Scenic Drive needs a Conservation Management Plan to guide vegetation management.</li> </ul>	<ul style="list-style-type: none"> <li>Identify/excise a potential site for a Cultural Centre (subject to detailed feasibility assessment). Refer Item 4.2.2.</li> <li>Recommend establishment of a Conservation Management Plan.</li> <li>Rationalise traffic movements and circulation. Refer Item 4.1.</li> <li>Establish Trail Head facilities.</li> <li>Improve/establish a Cultural Heritage Walk and environmental education.</li> </ul>

Stakeholder / Group	Key issues, comments or suggestions	Implications for the Master Plan
Echuca Lawn Tennis Club	<ul style="list-style-type: none"> <li>Need to replace the 6 lawn courts and shelters that will be lost with new Vic Roads road.</li> <li>Club is 15 years into a 25 year lease (DEWLP)</li> <li>Primary Tennis season is Sept to Easter. However courts are used year round for Croquet.</li> <li>Currently regularly use 13-15 of the 17 courts for weekly club use, however all 17 are needed for the annual Easter Tournament (89<sup>th</sup> year).</li> <li>Approx. 140-150 members now, which has declined from around 250 10-years ago.</li> <li>Preference is to retain Grass court surfaces.</li> <li>The Tennis Club allow the Netball Club to use their changerooms (small fee).</li> <li>Court lighting is not considered required. There is no demand for a winter or mid-week night tennis competition. One already exists at Rich River which services any community demand.</li> </ul>	<ul style="list-style-type: none"> <li>Identify site options for relocation/reestablishment of 6 grass courts – having regard to possible options for alternative community uses if long-term demand for tennis reduces in the future. Completed as part of the Echuca Moama Bridge Project</li> </ul>
Echuca Triathlon Club	<ul style="list-style-type: none"> <li>Currently based at Winbi Resort (NSW).</li> <li>Currently use the river (boat ramp area) and reserve for swimming and running training.</li> <li>Approx. 130 members, including 40 juniors.</li> <li>Scenic Drive area is great for off-road cycling (mountain/hybrid bikes only).</li> <li>Ideally like to separate vehicle and cycle routes/paths throughout the reserve.</li> <li>Like to see drinking fountains near the boat ramp area.</li> <li>Review public lighting in key areas.</li> </ul>	<ul style="list-style-type: none"> <li>Rationalise circulation, separate vehicle and cycle routes Shared paths refer Item 4.2</li> <li>Install drinking taps throughout.</li> <li>Ensure adequate public lighting at key locations. Refer Item 4.2.7</li> </ul>
Moama Water Sports Club	<ul style="list-style-type: none"> <li>Approx. 30-40 members. Primary activity is hosting the annual Southern 80 Ski Race which attracts 400-450 entries.</li> <li>Priorities for improvement – upgrade the boat ramp; upgrade the grassed terrace seating/spectator/picnic area along the river bank; separate pedestrian path off the road leading to the boat ramp area – consider one-way road options for circulation.</li> <li>Upgrade the public toilets near boat ramp (as part of Vic Roads works) – consider options for co-location of a storage facility for Outrigger Club.</li> <li>Ensure emergency vehicle access is retained to Scenic Drive.</li> <li>Install 3-phase power access to support the S80 event.</li> </ul>	<ul style="list-style-type: none"> <li>Upgrade the boat ramp (as per existing Council plans) Refer Item 4.3.2</li> <li>Improve traffic and pedestrian circulation and safety Refer Item 4.2</li> <li>Establish boat trailer parking area.</li> <li>Upgrade river bank terrace.</li> <li>Upgrade/replace public toilet and incorporate storage facility.</li> <li>Include services to allow event bump-in and out – 3 phase power, water, etc</li> <li>Refer to Boat Ramp Area Improvements: Figure 23</li> </ul>



Stakeholder / Group	Key issues, comments or suggestions	Implications for the Master Plan
Echuca Cricket Club	<ul style="list-style-type: none"> <li>Approx. 60 senior and 140 junior members.</li> <li>Would like to refurbish/upgrade the Haw Pavilion, including change rooms (including umpires and women). Could consider extending the Grand Stand to provide better change room facilities.</li> <li>Would like access to a second oval – primarily for junior cricket only.</li> <li>No major issues with the current main oval. Happy with other facilities.</li> </ul>	<ul style="list-style-type: none"> <li>Consider options to improve change room facilities and upgrade the Haw Pavilion. Refer Item 4.5, and Figure 25</li> <li>Explore options for a second oval.</li> </ul>
Echuca Football Netball Club	<ul style="list-style-type: none"> <li>Approx. 250 senior and 350 junior members.</li> <li>Current ground has poor drainage and surface condition in winter. Council are in the process of designing a drainage upgrade.</li> <li>Single lane access to the ground is an issue (due to the location of the fire track).</li> <li>Need to prevent vehicle access in front of the Grand Stand – removable bollards.</li> <li>Current facilities do not cater for females – Netball use the Tennis Club rooms for change rooms. No female Umpire facilities. The club has had a youth girls team for 5-years, Senior Women is expected to commence in 2017.</li> <li>Haw Pavilion is restricted to a capacity of approx. 80 people. Ideally would like a significant Community Facility capable of hosting 200-300 people.</li> <li>The club currently use the Moama Bowls Club for major functions (club sponsor) i.e. 2 major functions per year.</li> <li>Existing Netball courts are cracking and need repair.</li> <li>Netball requires a small storage shed.</li> <li>Ideally like access to a second oval – primarily for juniors. Additional separate change rooms are not required.</li> <li>Priorities – new pavilion; female friendly facilities; improve road access, improve oval drainage.</li> </ul>	<ul style="list-style-type: none"> <li>Consider options for new change rooms – particularly for females.</li> <li>Upgrade or replace the Haw Pavilion – refer Item 4.5</li> <li>Improve vehicle access.</li> <li>Upgrade oval drainage Refer Item 4.5.4</li> <li>Establish second junior oval.</li> </ul>

Stakeholder / Group	Key issues, comments or suggestions	Implications for the Master Plan
CSC Community Planning	<ul style="list-style-type: none"> <li>There is a lack of community meeting rooms/spaces in Echuca – could consider in Vic Park as part of any new facilities.</li> <li>Protect and enhance the natural values of the area.</li> <li>Rationalise tracks and circulation.</li> <li>Protect the Sand Hill and Murry Pines – provide interpretive information.</li> <li>Improve weed control and environmental values.</li> <li>Establish a Cultural History Trail or similar.</li> <li>Promote walking and cycling use. Improve way-finding.</li> <li>Improve picnic spots and park furniture – promote the Junction as a picnic/gathering space. May need to consider a composting toilet. Retain natural character.</li> <li>Consider establishing themed walking routes e.g. River Walk, Dunes Walk, History/Cultural Walk.</li> <li>Link (via interpretive information) to the Bridge Art project on NSW side.</li> <li>Consider options to re-use trees that are to be removed for the Vic Roads road within the reserve – including as road blocks.</li> </ul>	<ul style="list-style-type: none"> <li>Consider option to include a community meeting space in Vic Park improvements.</li> <li>Improve circulation and opportunities for informal use.</li> <li>Establish ‘themed’ walks.</li> <li>Improve interpretive information.</li> <li>Consider options for use of removed trees within the site.</li> </ul>
St Joseph’s Secondary College	<ul style="list-style-type: none"> <li>Would like access to a multi-use second oval, particularly if access to the main oval is restricted to protect the surface.</li> <li>Improve pedestrian connections and linkages to the reserve (from school and town). Promote walking and cycling use.</li> <li>Crofton Street is used for bus parking, drop-off and turnaround.</li> <li>Consider replacing or over sowing winter grass for better year-round surface.</li> </ul>	<ul style="list-style-type: none"> <li>Consider options for a multi-use second oval.</li> <li>Improve circulation, linkages and connections – promote walking and cycling use. Refer item 4.2</li> <li>Provide a better year-round playing surface on the main oval Refer Item 4.5.4</li> </ul>
CSC Road Services	<ul style="list-style-type: none"> <li>Need a two-way road to the boat ramp – currently only wide enough for one vehicle.</li> <li>Provide separated pedestrian paths from roads.</li> <li>Review overall internal road layout, rationalize and improve where possible.</li> <li>Consider if the gate on Crofton Street is required.</li> <li>Establish treed avenues.</li> <li>Review access/road under the Arch.</li> <li>Protect heritage areas and features.</li> <li>Scenic Drive should be restricted to authorised vehicles only.</li> <li>Promote access to the Junction from Crofton Street.</li> <li>Improve drainage adjacent to the Caravan Park – ensure road run-off is directed away from the existing levy/retarding wall.</li> </ul>	<ul style="list-style-type: none"> <li>Improve vehicle and pedestrian circulation. Refer item 4.2</li> <li>Rationalise internal roads.</li> <li>Consider avenue planting.</li> <li>Improve road run-off drainage.</li> </ul>

Stakeholder / Group	Key issues, comments or suggestions	Implications for the Master Plan
CSC River Services	<ul style="list-style-type: none"> <li>Prevent vehicle access to the Docks behind the Caravan Park.</li> <li>Support restricting vehicles on Scenic Drive and improving overall circulation.</li> <li>Ensure pedestrian linkages to River Warf area and appropriate way finding.</li> </ul>	<ul style="list-style-type: none"> <li>Improve vehicle and pedestrian circulation, including linkages. Refer item 4.2</li> </ul>
Echuca CFA	<ul style="list-style-type: none"> <li>Approx. 50 active members.</li> <li>Both tracks are used at least once per month (April-Oct), plus two major 2-day events in Feb and March.</li> <li>Previously hosted State and National events at the site (most recent was in 2015).</li> <li>Water recycling is a major advantage of the site.</li> <li>Green space to the north of the track is used to support events.</li> <li>There have been issues with cricket balls landing on the Tracks from the practice nets.</li> <li>CFA would have no objection to vehicles driving on the junior track to establish a two-way entry into the reserve (when not in use). Need to improve access gates.</li> <li>Has been issues with water pooling in the grassed area near the CFA building.</li> <li>CFA uses the public toilets near the tracks.</li> <li>Need to maintain emergency vehicle access in the Scenic Drive area, but this does not need to be a 'ring-road'. Need 2.4m wide and turn-around space (i.e. at the Junction).</li> </ul>	<ul style="list-style-type: none"> <li>Retain capacity for ongoing use of both CFA training tracks.</li> <li>Ensure emergency vehicle access to Scenic Drive area.</li> </ul>
DEWLP	<ul style="list-style-type: none"> <li>Ensure the Master Plan directions are consistent with the reservation purposes of the reserve.</li> <li>Could consider options for Parks Vic to manage the Scenic Drive reserve.</li> <li>The Yorta Yorta would need to negotiate access (or purchase) land from the Education Dept. to utilise the former high school site. Or Council may need to acquire the land.</li> <li>Improve infrastructure to support event use in the boat ramp area, i.e. access to power, water, improved toilets. May need to establish a Conservation / Vegetation Management Plan for the site.</li> </ul>	<ul style="list-style-type: none"> <li>Recognise land ownership status and titles – particularly former High School site.</li> <li>Upgrade the boat ramp area.</li> <li>Consider options for other parties (e.g. Parks Vic) to manage the Scenic Drive reserve.</li> <li>Recommend development of a Conservation / Vegetation Management Plan.</li> </ul>

Stakeholder / Group	Key issues, comments or suggestions	Implications for the Master Plan
CSC Parks & Gardens	<ul style="list-style-type: none"> <li>Recognise Heritage protected trees and features.</li> <li>Improve and rationalize circulation.</li> <li>Support informal use of the Junction.</li> <li>Change oval grass from Kikuyu to Couch/Rye blend and improve drainage.</li> <li>Improving the main oval surface is a higher priority than establishing a second oval.</li> <li>Upgrade the boat ramp area and terracing for informal use. Retaining walls need replacing and expand grassed area.</li> <li>Improve access to power and water.</li> <li>Better protect irrigated grassed surfaces in Vic Park from vehicle damage, e.g. cricket nets and outside main gates.</li> <li>Will need water tanks and pumping to irrigate the second oval. Do not support event use of second oval if it is likely to damage undersurface irrigation.</li> </ul>	<ul style="list-style-type: none"> <li>Protect heritage trees and features.</li> <li>Improve and rationalize circulation.</li> <li>Support informal use of the Junction.</li> <li>Change main oval grass from Kikuyu to Couch/Rye blend and improve drainage Refer Item 4.5.4</li> <li>Improve amenity and informal use of boat ramp area – upgrade and expand grassed terracing. Refer Item 4.3</li> <li>Protect irrigated grass areas from vehicles.</li> </ul>
Inland Outrigger Canoe Club	<ul style="list-style-type: none"> <li>Currently use the boat ramp facilities at least three times per week.</li> <li>Club is active with members who compete in State zone, Nationally and internationally.</li> <li>The club membership includes juniors through to seniors, with the majority of members aged over 40 years.</li> <li>The main issue for the club is a lack of secure storage facilities for the club's 45 foot boats and associated equipment.</li> <li>The club is also concerned about possible impacts of the bridge/road construction limiting access to the boat ramp.</li> <li>The club would like access to secure storage and meeting space.</li> </ul>	<ul style="list-style-type: none"> <li>Explore options to incorporate a secure storage space and involvement/access to any shared use pavilion facilities, including change rooms.</li> </ul>
Heritage Victoria	<p>General feedback:</p> <ul style="list-style-type: none"> <li>1. Victoria Park and the associated River Red Gum woodland consisting of Scenic Drive is a significant cultural and natural asset in Echuca. The Red Gum Arch is included on the Victorian Heritage Register and the fountain, statues and obelisk are of historical value.</li> <li>2. The Park is a major tourist site especially the junction of the Campaspe and Murray Rivers. The Park includes major sporting venues and is a place for passive and active recreation and camping.</li> <li>3. The Park features a range of significant vegetation types including a now rare sandhill community of Callitris &amp; Acacia and River Red Gum floodplain. The sandhill community will be significantly impacted by the new road and second river crossing.</li> </ul>	<ul style="list-style-type: none"> <li>Comments noted and addressed in draft master plan where appropriate.</li> </ul>

Stakeholder / Group	Key issues, comments or suggestions	Implications for the Master Plan
	<p>A possible range of improvements include;</p> <ul style="list-style-type: none"> <li>1. Develop a revegetation plan (prior to removal) for the sandhill community.</li> <li>2. Provide an element of entry into Victoria Park</li> <li>3. Manage vehicle movement and access through the Park and designated carparks. One of the greatest impacts on the Park is uncontrolled parking and the numerous tracks</li> <li>4. Develop a landscape that provides a better setting for the arch, fountain, statues and obelisk and entry into Victoria Park</li> <li>5. Street tree planting along Crofton Street, Park roads and tree planting within the sports precinct, garden and caravan park</li> <li>6. Provide multiuse facilities for football, tennis, netball/basketball</li> <li>7. Provide facilities for cycling and walking</li> <li>8. Develop an interpretive program and trail on the history, vegetation and aboriginal values of the place</li> <li>9. Provide for the interpretation of the former high school site which occupied the land for almost 100 years</li> </ul>	<ul style="list-style-type: none"> <li>Comments noted and addressed in current Masterplan review</li> </ul>
From:	Key comments, issues or suggestions	Implications for the Master Plan
Resident -	<ul style="list-style-type: none"> <li>I would like the park left in its natural state.</li> <li>The one road kept narrow allowing for one-way traffic.</li> <li>Picnic table and chairs at reflection point and at river junction.</li> <li>Information and mud map available at slip way car park.</li> </ul>	<ul style="list-style-type: none"> <li>Improve circulation and pedestrian safety.</li> <li>Encourage/promote walking opportunities.</li> <li>Improve park furniture and informal gathering spaces. Refer Item 4.2</li> </ul>
Resident	<ul style="list-style-type: none"> <li>Concerned that marine groups – mainly water sports club and houseboat operators – have too substantial a say in the development and will push the plan to emphasise their single weekend of the year.</li> <li>Doesn't want to focus on a single user or group;</li> <li>Believed that there is an unfair and unnecessary focus on tourists in the development and operation of Echuca.</li> <li>Believed that the commercialisation of the waterfront was detrimental to the year-round utilisation of the space by residents and that the creation of the commercial moorings, the boat ramp and the waterfront area, requesting their removal and reversion to a more natural and passive outdoor environment.</li> <li>Lobbied for the removal of the existing houseboat moorings.</li> </ul>	<ul style="list-style-type: none"> <li>Comments noted.</li> </ul>

From:	Key comments, issues or suggestions	Implications for the Master Plan
	<ul style="list-style-type: none"> <li>People encouraged to walk.</li> <li>A gate at entrance to drive.</li> </ul>	<ul style="list-style-type: none"> <li>Incorporate way finding and interpretive information.</li> </ul>
Echuca Football Netball Club	<ul style="list-style-type: none"> <li>Wish to see Vic Park developed as a Regional Sports Complex.</li> <li>Approx. 356 playing members, plus 110 Auskick, plus 50 Netballers.</li> <li>Senior women and youth girls teams.</li> <li>Existing change rooms do not adequately cater for females. Existing facilities are not capable of accommodating multiple teams and cross-over between games.</li> <li>Main oval drainage requires improvement. Also drainage around the oval is poor impacting on spectator amenity. Blue metal/gravel is washed onto the ground surface.</li> <li>The turf cricket wicket contributes to poor playing surface in winter.</li> <li>Main oval orientation and size is acceptable, however surrounding area require remodeling/improvement.</li> <li>There can be scheduling issues between cricket and football, impacting on availability for training and pre-season games.</li> <li>The high level of use of the oval impacts on playing surface condition.</li> <li>Strongly support need for a second full size oval. May require support amenities and change rooms, depending on location.</li> <li>The Grandstand is valued and well used, however the facilities under (i.e. change rooms, warm up area and umpires rooms require significant upgrade). Facilities under the grandstand could be refurbished for Home teams, and new Away team amenities constructed, including catering for netball and umpires.</li> <li>Existing public toilets require upgrade/replacement.</li> <li>The existing outdoor Bar area remains essential, however this could be relocated if required.</li> <li>Suggest the Haw Pavilion be demolished and a new Community Facility capable of accommodating 300 people, plus office space, be established.</li> <li>Need to improve traffic management and circulation across the site.</li> <li>Storage sheds remain required, however could be relocated if needed.</li> <li>Club priorities are: <ul style="list-style-type: none"> <li>Oval redevelopment – drainage, irrigation, and surface condition.</li> <li>New/additional change rooms and redevelopment of existing change rooms.</li> <li>Developed a 2<sup>nd</sup> oval.</li> <li>Improve traffic management.</li> <li>New social rooms.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Consider opportunities to address club priorities, in particular: <ul style="list-style-type: none"> <li>Oval redevelopment – drainage, irrigation, and surface condition. Refer Item 4.5.4</li> <li>New/additional change rooms and redevelopment of existing change rooms. Refer Item 4.5.1</li> <li>Developed a 2<sup>nd</sup> oval.</li> <li>Improve traffic management.</li> <li>New social rooms.</li> </ul> </li> </ul>

From:	Key comments, issues or suggestions	Implications for the Master Plan
Resident	<ul style="list-style-type: none"><li>• Houseboat owner, mooring near the intersection of Crofton and Watson.</li><li>• Access for vehicles and pedestrians seen as a priority. Access to their moorings are difficult at the best of times and impossible on busy weekends or when there is adverse weather.</li><li>• Stated that providing access to the mooring for disabled relatives (blind mother-in-law, Wheelchair bound friends) is extremely difficult to impossible.</li><li>• Emergency access to moorings restricted, required to float guest downstream on a dinghy to be picked up by ambulance once per year.</li><li>• Public toilets inadequate.</li><li>• Ballast near ramp damages boats.</li></ul>	<ul style="list-style-type: none"><li>• Comments noted.</li></ul>
Resident	<ul style="list-style-type: none"><li>• Houseboat owner, mooring adjacent to Coliban Pump Station.</li><li>• Parking is a major problem since the change of Watson Street to four hour.</li><li>• Jenny and her husband placed the blue metal between the boat ramp staging area and the Coliban Asset</li><li>• Large increase in number of boats along the waterfront since they purchased their boat approx. 10 yrs ago.</li><li>• Access and parking is their primary and predominant concern on the site. View the site as a potential risk to users/pedestrians considering unformed nature of access.</li></ul>	<ul style="list-style-type: none"><li>• Comments noted.</li></ul>
Resident	<ul style="list-style-type: none"><li>• Concerned that the peace and quiet in this area may be effected.</li><li>• Would like to be informed of any proposals and meetings in regard to this area in the future please.</li></ul>	<ul style="list-style-type: none"><li>• Comments noted.</li></ul>



## Appendix C: Consultation Phase 2

The table below provides a summary of key comments, issues or suggestions received in 2017 on the Draft Master Plan report.

From:	Key comments, issues or suggestions	Implications for the Master Plan
Jason Warren Manager Project Delivery Echuca Moama Bridge Project VicRoads	<ul style="list-style-type: none"> <li>The following comments have been submitted for Council's consideration:               <ol style="list-style-type: none"> <li>VicRoads is supportive of the realignment of Scenic Drive between Crofton Street and the boat ramp as discussed in Section 4.1.</li> <li>Development of the parking arrangements shown in Figure 24 will need to consider bridge pier locations and future bridge maintenance requirements (e.g. safe access).</li> <li>VicRoads has committed to a new toilet block in the vicinity of the boat ramp. However, it is noted that VicRoads has not committed to provision of a secure storage facility or 3-phase power supply as discussed in Recommendation 4.3.4.</li> <li>The proposed relocation of the 6 grass tennis courts as shown in Figure 26 is supported in principle, noting the following:                   <ul style="list-style-type: none"> <li>VicRoads will require Echuca Lawn Tennis Club's agreement to the proposal;</li> <li>VicRoads' cultural heritage report did not include the area proposed and consequently further investigations would be required.</li> </ul> </li> <li>In reference to Recommendation 4.6.2, VicRoads proposes to utilise the former Echuca High School oval as a storage compound during the construction of the new Echuca Moama Bridge and associated works.</li> </ol> </li> </ul>	<ol style="list-style-type: none"> <li>No change.</li> <li>No change.</li> <li>No change – Council may need to contribute financially to storage and power upgrade costs, subject to further negotiation with VicRoads.</li> <li>Agreed, no change.</li> <li>Noted, no change.</li> </ol>
Region General Manager AFL Goulburn Murray	<ul style="list-style-type: none"> <li>AFL Goulburn Murray support the development of a Master Plan for Victoria Park to recognise the facility's critical role in the delivery of community sport and recreation.</li> <li>Victoria Park is the premier sports facility in Echuca and is a crucial sporting hub for the community and it is this important status which will be enhanced through this Master Planning process.</li> <li>AFL Goulburn Murray wish the following matters to be considered in the Master Plan:               <ol style="list-style-type: none"> <li>The development of new social rooms which would include unisex change rooms.</li> <li>Upgrade of the oval and rectification of the current drainage issues.</li> <li>The development of the old High School Oval into a ground suitable for training and games.</li> <li>Upgrade of the grandstand and spectator amenities including backed seating.</li> </ol> </li> </ul>	<ol style="list-style-type: none"> <li>No change required. Refer to recommendation 4.5.1. The proposed new facility will include provision of new social room and unisex change rooms.</li> <li>No change required. Refer to recommendation 4.5.4, i.e. upgrade oval surface and drainage.</li> <li>No change required. Refer to recommendation 4.6.2, i.e. development of a junior oval at the former High School site.</li> <li>No change required. Refer to recommendation 4.5.2, i.e. upgrading grandstand amenities and installation of bird netting. Installation of backed seating could be considered when existing seating reaches the end of its useful asset life – however this unlikely during the term of this Master Plan and not considered a priority.</li> </ol>

From:	Key comments, issues or suggestions	Implications for the Master Plan
Committee for Echuca Moama	<ul style="list-style-type: none"> <li>Acknowledge and commend Council's commitment toward developing a Master Plan for this precinct.</li> <li>Expressed concern that restricting vehicle access along the majority of Scenic Drive may limit access for some members of the community – this could be seen as a significant change for those who have previously had access to the Park through this use. This may include those seeking to visit house boats, the elderly or disabled who wish to explore the park via vehicle use or those who have traditionally enjoyed this type of access in the past for other recreational pursuits such as fishing, water play or exploration for example.</li> <li>Support proposed Master Plan directions and recommendations, including changes to the boating precinct.</li> </ul>	<ul style="list-style-type: none"> <li>Restricting vehicle access along sections of Scenic Drive is a significant change, however it is believed this will support broader community recreational use as well as important environmental and safety benefits. No change to the final Master Plan is proposed.</li> </ul>
Community Care CSC	<ul style="list-style-type: none"> <li>The redevelopment of the Victoria Park / Scenic Drive precinct presents a wonderful opportunity for increased access by community groups, including older persons requiring an accessible facility to use as an activities base and a site that provides options for passive exercise and enjoying the environment. The inclusion of picnic facilities and informal seating along walking tracks makes this an attractive option for delivering group activities. A shared use facility that is sensitive to the needs of those with physical impairments and which allows easy vehicular (small passenger bus) access would be highly regarded and a great asset to the community. Strongly support proposed shared use facility to service Victoria Park and the broader community.</li> </ul>	<ul style="list-style-type: none"> <li>Support for shared use facility noted. No change required.</li> </ul>
Echuca Lawn Tennis Club	<ul style="list-style-type: none"> <li>The club raised the following concerns with the draft master plan:               <ul style="list-style-type: none"> <li>Club preferred location for the six replacement courts is abutting courts 1 to 8.</li> <li>Road access to all the courts. Currently there is a formed gravel road provided to courts 1 through 12. This needs to be maintained to ensure the Health and Safety for all participants. It would be needed for Ambulance access in case of an illness or injury.</li> <li>The existing clubrooms are fit for purpose and have a significant amount of useful life left in the building and should be maintained.</li> <li>Preservation of the existing legal status of the ELTC, including the existing lease arrangements with the relevant State Government Department.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Locating the new/replacement courts adjacent to courts 1-8 is not possible due to environmental impacts on existing significant vegetation in this area.</li> <li>Emergency vehicles will be able to access all courts in the proposed layout. The former road access to courts 1-8 is to be removed and revegetated.</li> <li>Clubrooms - To discuss / confirm with Council.</li> <li>Legal status - To discuss / confirm with Council.</li> </ul>

From:	Key comments, issues or suggestions	Implications for the Master Plan
Echuca Football Netball Club	<ul style="list-style-type: none"> <li>EFNC supports the draft plan in its broad thrust to provide a plan for development of the Victoria Park Sports precinct.</li> <li>We especially support the following proposals:               <ul style="list-style-type: none"> <li>New multi use social rooms and unisex change facilities – request ongoing involvement of the club in detailed designing.</li> <li>Grandstand facilities upgrade</li> <li>New entries restricting vehicles and providing designated parking areas including overflow areas</li> <li>The separation of vehicles and pedestrians</li> <li>Oval upgrade/renewal and general drainage issues– ensure full automated irrigation system installed.</li> <li>Retention of the old High School Oval site for development of a ground suitable for games and training.</li> </ul> </li> <li>Other comments / suggestions:               <ol style="list-style-type: none"> <li>Ensure oval upgrade includes irrigation.</li> <li>Suggest an alternative location for the playground - Possibly locate it at the eastern end of the new social rooms with visibility for football, netball &amp; tennis and additional shelter from prevailing winter and summer sun.</li> <li>Netball courts require further structural repairs (cracking). Suggest space for additional (future) multi-use courts may need to be considered. Also suggest court area needs to be included in secure fenced area for gatekeeping.</li> <li>Public toilets - Need to allow for new compliant public toilet facilities on the western side of the grandstand to replace those to be demolished. Inappropriate to utilize the social room players/officials change areas due to public/player/officials interaction and security reasons.</li> <li>Storage facility – additional storage facilities required, including possible shed closer to netball courts.</li> <li>Old High School Oval - Require provision of direct access from the main Vic Park Oval facilities to maintain connection; The area will require secure fencing to protect the assets from vehicle access and animals such as kangaroos/wallabies; This oval needs to have a footprint that allows for a full size oval, minimum of 160m goal to goal and 130m wide. Medium to long term, the area needs to allow for the provision of unisex change and toilet facilities. Provision of power supply needs to be allowed to provide for training lights and full ground lighting in the future.</li> </ol> </li> <li>The EFNC priorities for development are listed as follows:               <ul style="list-style-type: none"> <li>Immediate/short term - Oval redevelopment with an integrated sub- surface and surface flow drainage system. This includes the re-profiling of the oval and new grassed surface with a couch and rye grass suitable for winter football and summer cricket.</li> <li>Immediate/short term -Development of unisex change facilities capable of catering for the existing need of netball, mens and women's football and all officials/umpires.</li> <li>Immediate/short term - A traffic management plan is essential.</li> <li>Medium term - full redevelopment of traffic flows and parking areas required.</li> <li>Medium term - Development of new social rooms to replace the Haw Pavilion.</li> <li>Medium term - Development of a second oval with appropriate amenities.</li> </ul> </li> </ul>	<p>Response to other comments / suggestions:</p> <ol style="list-style-type: none"> <li>Cost allowance for 4.5.4 to be increased (extra \$100,000) to allow full oval profiling and automated irrigation as well as drainage.</li> <li>No change to the proposed playground location, inadequate space of the eastern side.</li> <li>Court cracking to be addressed by Council outside of the Master Plan process. Space for additional courts is not considered required. Fencing will be limited to the courts only, not surrounding the entire sports precinct. Access to the 'netball' car park can be controlled by volunteers on match days as required.</li> <li>The remodeled grandstand and new club room facility is to incorporate publicly accessible toilets.</li> <li>Addition of a small storage shed to service the netball courts has been added adjacent to the existing coaches boxes.</li> <li>The former school site is spatially constrained due to environmental sensitivities and only capable of accommodating a junior sized oval. Full development – including change rooms, lighting and larger oval – is not supported in this location. The oval is intended as a junior oval and community event precinct.</li> </ol> <p>Club suggested priorities are noted and reflect existing prioritisation.</p>

From:	Key comments, issues or suggestions	Implications for the Master Plan
Government Relations Manager, Tennis Victoria	<ul style="list-style-type: none"> <li>No direct feedback or comment on the proposed Master Plan.</li> <li>Tennis Victoria are keen to ensure the local club is happy with proposed changes.</li> </ul>	<ul style="list-style-type: none"> <li>No change.</li> </ul>
Goulburn Valley Football Umpires Association (GVFUA)	<ul style="list-style-type: none"> <li>Supports the long term Master Plan to develop the entire Victoria Park sporting precinct in Echuca.</li> <li>Our interest in this development is in relation to the substandard umpire change room currently being provided to umpires who officiate at matches played at Victoria Park.</li> <li>Ideally the umpire change room should accommodate 10 adults, include separate shower &amp; toilet facilities and also a table &amp; chairs for completing paperwork. Therefore, separate female and male change room and shower facilities should be incorporated in the change room planning phase. If this is not possible female umpires would welcome changing and showering in close by netball change rooms.</li> </ul>	<p>The Master Plan recommends redevelopment of change room facilities to service</p> <ul style="list-style-type: none"> <li>umpires and other sporting users of the reserve, including females. No change required</li> </ul>
Resident	<ul style="list-style-type: none"> <li>Supports development of the Master Plan.</li> <li>Comments relate to design of the proposed shared use pavilion. Suggested a double story facility with walkway linked to the Grandstand. Upstairs social room with views over all sport facilities (particularly useful for the elderly) for meals and social gathering. Ensure disabled access.</li> <li>Also suggested traffic changes to Crofton Street.</li> </ul>	<p>No change. Detailed design of the proposed shared use pavilion will be subject to a separate planning process.</p>
Program Manager Regional Planning and Approvals Department of Environment, Land, Water and Planning	<ul style="list-style-type: none"> <li>Supports the work and vision of the Shire of Campaspe relating to the creation of a masterplan for the future infrastructure and service requirements for Victoria Park and Scenic Drive.</li> <li>The department is supportive of the overall development outlined in the masterplan, and seeks to be involved in its future development and implementation.</li> <li>Management of the Site:               <ul style="list-style-type: none"> <li>The department notes that the Victorian Environmental Assessment Council (VEAC) River Red Gum Investigation 2008 recommends the site to be in the proposed Murray River Regional Park to be managed by Parks Victoria.</li> <li>Parks Victoria is unwilling to accept responsibility for management of the proposed infrastructure. Future management of the site will need to be determined and formalised prior to the department approving works on the land.</li> </ul> </li> <li>Native Title:               <ul style="list-style-type: none"> <li>The subject land is located within the Yorta Yorta Native Title Claim boundaries. It is the State of Victoria's view that the provisions of the Native Title Act 1993 (NTA) do not apply within the Yorta Yorta Claim area, therefore, there are no requirements under that Act.</li> </ul> </li> <li>Impacts on Native Vegetation:               <ul style="list-style-type: none"> <li>The plan identifies that there are several new developments proposed within the subject area, these developments will all have the potential to impact on native vegetation. However, the department is pleased to see that the developments have been sited to protect areas of sensitive habitat and have been informed by the work undertaken as part of the Echuca- Moama Bridge Environmental Effects Statement.</li> <li>Prior to any development work being undertaken that will impact on native vegetation, an ecological assessment will need to be undertaken to determine the true impact on the site's extensive native vegetation.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Comments noted. No changes required to the Final Master Plan. Future implementation of specific actions/projects will need to consider DELWP processes in relation to Management of the site, Native Title and impacts on Native Vegetation.</li> </ul>

## Appendix D: Consultation Phase 3

The table below provides a summary of key comments, issues or suggestions received on the User Groups and Stakeholders engagement sessions carried out on April 2022.

Stakeholder / Group	Key issues, comments or suggestions	Implications for the Master Plan
Park & Garden –	<ul style="list-style-type: none"> <li>Water main infrastructure (old pipes) in the ground is an issue near Archway</li> <li>Drainage is an issue in general</li> <li>There may be a requirement to redo irrigation</li> <li>Old toilets in Rose Garden and Crickets net area have several problems. Upgrade of these toilets is recommended.</li> <li>Any new toilets should consider the need for Self-Locking on timer system.</li> <li>Existing Pine Tress could be removed and replaced</li> </ul>	<ul style="list-style-type: none"> <li>It is encouraged to develop further services studies to assess compliance of existing infrastructure.</li> <li>A new toilet Facility has been included in as part of the Master Plan. Refer to Figure 24..</li> <li>Detailed designs to consider planting with complimentary/appropriate indigenous species</li> </ul>
CSC Local Laws, Caravan Park / River management, Property Services	<ul style="list-style-type: none"> <li>Support restricting vehicles on Scenic drive and improving overall circulation</li> <li>Introduce signages</li> <li>Caravan Park access to share paths</li> <li>Designated vehicular access to the west side of fire tracks</li> <li>Access to emergency services down the near mooring</li> </ul>	<ul style="list-style-type: none"> <li>Recommendations of use of signage and physical barriers to inform circulation are included. Refer to 4.2.4.</li> <li>Designated vehicular access has been included exclusive to fire tracks. General recommendations within the Master Plan aim to improve access in general and promote connectivity between facilities in the precinct.</li> </ul>
Events, Comms. And Community Engagement	<ul style="list-style-type: none"> <li>The area in general hosts significant regional events like Southern80, Echuca Lawn Tennis Club's Easter Tennis Tournament, stopping point for the Murray River Marathon and Sweat v Steam, etc.</li> <li>New Bridge Project has opened up walking opportunities and greater connection in general for the community</li> <li>Lack of conference spaces in Echuca</li> <li>Walking across bridge</li> </ul>	<ul style="list-style-type: none"> <li>Noted.</li> <li>A number of tracks, circuits and pedestrian paths connect the precinct to promote community engagement and participation.</li> <li>Detailed designs of the Multi-purpose facility to address the need for conference spaces.</li> </ul>
Waste Management – Environmental officer -	<ul style="list-style-type: none"> <li>Improve weed control and environmental values</li> <li>Mitigate access to the rose garden</li> <li>Opportunity to use area around cricket nets for parking which results in the relocation of long jump pits used by schools</li> <li>Provision of CCTV around waste disposal area at a boat ramp</li> <li>With Regards to Multipurpose facility have provision of service yard as a part of it</li> <li>Provide access for big trucks to bin area that accommodates approx. 20+ bins</li> </ul>	<ul style="list-style-type: none"> <li>Consider Vehicle access</li> <li>Detailed design of the multi-purpose building to address service yards and bin area requirements.</li> <li>A big portion of the Rose Garden is unaffected by the realigned entry road in order to mitigate impacts.</li> </ul>
Outrigger Canoe Club –	<ul style="list-style-type: none"> <li>Currently, use the boat ramp facilities at least three times per week.</li> <li>The main issue for the club is a lack of secure storage facilities for the club's 45-foot boats and associated equipment.</li> <li>The club would like access to secure storage and meeting spaces.</li> <li>Toilets at boat ramps are very old and need to be reinstated</li> <li>The boat ramp is slippery and dangerous. Needs to be updated</li> <li>Lighting is an issue in winter</li> </ul>	<ul style="list-style-type: none"> <li>An improved Boat Ramp has been included in the recommendations as well as a new public pontoon. Refer to Figure 23.</li> <li>The new multi-purpose facility will be managed by Council and detailed design will address meeting and storage spaces that could potentially satisfy this requirement.</li> </ul>
Stakeholder / Group	Key issues, comments or suggestions	Implications for the Master Plan

Echuca Moama water sport club	<ul style="list-style-type: none"> <li>The boat ramp has issues with access and parking</li> <li>Explore levelled terrace area to the east of the boat ramps</li> <li>Upgrade the public Toilets near the boat ramp</li> <li>Storage Opportunity</li> <li>De-silting of the boat ramp is an issue</li> <li>Pontoon/jetty would be beneficial</li> </ul>	<ul style="list-style-type: none"> <li>Recommendations include to improve the boat ramp, Road works have progressed in the area and any other accessibility issue shall be addressed in detail design.</li> <li>Storage under the Bridge is no longer possible due to licensing issues in the area.</li> <li>A pontoon is included in the recommendations described in 4.3.2.</li> </ul>
Echuca CFA	<ul style="list-style-type: none"> <li>30m hoses area</li> <li>Hardstand would be negative to CFA</li> <li>Fence at end of marshal track is urgent requirement</li> </ul>	<ul style="list-style-type: none"> <li>A green kick-out area adjacent to the existing fire track allows for the use of 30m hoses.</li> <li>Marshall track relocated to the south of existing track, Fence would not be required at the new location. Refer Figure 24</li> </ul>
Echuca Football and Netball Club	<ul style="list-style-type: none"> <li>EFNC holds around 30-40 weekly events that cater for between 100 – 200 people and approximately 10 large social events that cater for between 200-300 people</li> <li>Running track outside of east fence line</li> <li>Playground is important</li> <li>Remove peppercorns</li> <li>Storage for netball</li> <li>Open up access around the track to allow connectivity</li> <li>Family-friendly facility</li> <li>The Club would require access to an attached outdoor bar/BBQ area (part undercover).</li> <li>A place where players and families can gather outside. Grassed and shaded areas with seating. Whilst having access to the bar outside.</li> <li>Large storage room to house tables &amp; chairs, surplus supplies, and sporting equipment and smaller storage cabinets/lockers for specific user groups</li> </ul>	<ul style="list-style-type: none"> <li>Multi-purpose detailed design to address capacity and storage requirements.</li> <li>Space restrictions would not allow for a running track to be located to east fence line.</li> <li>Playground to be relocated to the west of existing fire tracks at a visible spot from spectator viewing areas.</li> <li>Removable bollards are included in the recommendations to avoid complete enclosure and still guarantee the correct use of the fire tracks. Refer Figure 24</li> <li>BBQ to be addressed in detailed design.</li> </ul>
Echuca Cricket Club	<ul style="list-style-type: none"> <li>Shade issue for summer</li> <li>Kitchen to prepare meals, Bar with outside access (Cricket)</li> <li>Team announcements and meetings, Selection meetings, Presentation Meetings - Juniors 200+ and Seniors 100+, Ramp Night +400ppl and Ladies Carnival Ramp +250</li> </ul>	<ul style="list-style-type: none"> <li>Multi-purpose detailed design to address comments.</li> </ul>
St. Josephs –	<ul style="list-style-type: none"> <li>Use facility for Exams, Training, Functions and seminars (200 capacity)</li> <li>Secondary oval for informal soccer</li> <li>Public toilets are important</li> <li>Conference facility with A/V and screens provisions in multi-purpose building</li> <li>Raised grassed hill</li> </ul>	<ul style="list-style-type: none"> <li>Multi-purpose detailed design to address comments regarding capacity and conference spaces.</li> <li>Secondary oval to be address during detail design if kick-out area allows for it.</li> <li>New public toilets are proposed. Refer Figure 24</li> </ul>
Emergency	<ul style="list-style-type: none"> <li>Emergency relief centre not required on site</li> <li>Wayfinding signage and emergency mark to scenic trails</li> </ul>	<ul style="list-style-type: none"> <li>Recommendations regarding wayfinding signage can be referred to.</li> </ul>

Scenic Trail and Victoria Park Infrastructure and Services Plan (Master Plan)



## Appendix E: Consultation Phase 4

The table below provides a summary of key comments, issues or suggestions received on the public surveys published on the 12<sup>th</sup> of April, 2022 and open for comments for a period of 2 weeks.

Reference Number	Key issues, comments or suggestions	Implications for the Master Plan
	<ul style="list-style-type: none"> <li>CFA Vehicles to have access to Competition and Training area</li> </ul>	<ul style="list-style-type: none"> <li>Vehicular access to CFA tracks is included. Refer to Figure 26.</li> </ul>
	<ul style="list-style-type: none"> <li>Access for Delivery vehicles, Ambulance, Fire trucks, and Cranes to change lights on light towers</li> </ul>	<ul style="list-style-type: none"> <li>Emergency vehicle access is allowed through both east and west of the oval.</li> </ul>
Ref. 12	<ul style="list-style-type: none"> <li>Hard road surfaces throughout the area for vehicular circulation are recommended. The new car entrance is positive.</li> </ul>	<ul style="list-style-type: none"> <li>The Master Plan considers hard surfaces for vehicular entries and roadways. Detail design will consider this recommendation.</li> </ul>
Ref. 2 (CSC Waste Coordinator)	<ul style="list-style-type: none"> <li>Access to The Junction suitable for the side lift truck</li> </ul>	<ul style="list-style-type: none"> <li>Detailed design will address this comments. Emergency vehicles standard sizes should be allowed too.</li> </ul>
Q19-R166	<ul style="list-style-type: none"> <li>Picnic area at The Junction</li> </ul>	<ul style="list-style-type: none"> <li>Allowed for. Refer to Figure 27.</li> </ul>
Q20-R11	<ul style="list-style-type: none"> <li>Toilets at The Junction</li> </ul>	<ul style="list-style-type: none"> <li>Not practical. No water connection, power, planning challenges.</li> </ul>
Q22-R7	<ul style="list-style-type: none"> <li>Improved walking tracks around the scenic with access to dog poo bags and bins at both ends of the track</li> </ul>	<ul style="list-style-type: none"> <li>Walking tracks included. Bins and dog poo bags to be addressed in detailed design if approved.</li> </ul>
Q19-R152	<ul style="list-style-type: none"> <li>Mountain bike tracks could be built and maintained using the sandhill. Mountain biking is boring for most groups when the terrain is flat. This is the best hill in town.</li> </ul>	<ul style="list-style-type: none"> <li>This conflicts with management's role to protect flora/fauna and cultural heritage.</li> </ul>
	<ul style="list-style-type: none"> <li>Echuca Moama Triathlon and Johnno's Run CLRS Fun Run have the potential to be hosted in Victoria Park if facilities and development of the area allow for it.</li> </ul>	<ul style="list-style-type: none"> <li>Walking tracks of different extents have been identified in Figure 19. Further management matters could be addressed to allow for these events.</li> </ul>
Ref 8 + Ref 9	<ul style="list-style-type: none"> <li>The Scenic Trail has been much safer and user-friendly for cyclists and walkers and runners since it has been closed to vehicles. It would be nice to see this as a permanent thing.</li> </ul>	<ul style="list-style-type: none"> <li>Restricted access to Scenic Trail has been recommended.</li> </ul>
Ref. 14	<ul style="list-style-type: none"> <li>More vehicular restriction</li> </ul>	<ul style="list-style-type: none"> <li>Addressed to the north side of the new Bridge.</li> </ul>
Ref. 26	<ul style="list-style-type: none"> <li>Reintroducing public vehicle access would create safety and erosion issues</li> </ul>	<ul style="list-style-type: none"> <li>Restricted access to Scenic Trail has been recommended.</li> </ul>
Ref.27	<ul style="list-style-type: none"> <li>The scenic drive is a unique walking track in the centre of Echuca and should remain closed, vehicular access often result in rubbish dumping and unsavoury behaviour.</li> </ul>	<ul style="list-style-type: none"> <li>Restricted access to Scenic Trail has been recommended.</li> </ul>
Ref. 28	<ul style="list-style-type: none"> <li>Non-essential public traffic in the Scenic Drive should be banned to enhance the character of the town and make it more attractive for families to visit</li> </ul>	<ul style="list-style-type: none"> <li>Restricted access to Scenic Trail has been recommended.</li> </ul>
Ref. 31	<ul style="list-style-type: none"> <li>No cars should be allowed to use scenic trail. The area has been amazing since no cars, there has been no rubbish and area has gone back to nature.</li> </ul>	<ul style="list-style-type: none"> <li>Restricted access to Scenic Trail has been recommended.</li> </ul>
Ref. 32	<ul style="list-style-type: none"> <li>The scenic drive flora and fauna have rejuvenated over the last few years without the constant vehicle traffic, and it is a safer and more pleasant walk.</li> </ul>	<ul style="list-style-type: none"> <li>Restricted access to Scenic Trail has been recommended.</li> </ul>

Reference Number	Key issues, comments, or suggestions	Implications for the Master Plan
Ref. 34	<ul style="list-style-type: none"> <li>Preserving this restriction will maintain safety for users, minimise generation of environmental waste and avoid road damage requiring maintenance</li> </ul>	<ul style="list-style-type: none"> <li>Restricted access to Scenic Trail has been recommended.</li> </ul>
Ref. 37	<ul style="list-style-type: none"> <li>The scenic drive has never been better since cars have stopped going around. It now represents a scenic track that many people use</li> </ul>	<ul style="list-style-type: none"> <li>Restricted access to Scenic Trail has been recommended.</li> </ul>
Ref. 38	<ul style="list-style-type: none"> <li>The many walkers, bike riders, runners, people with prams and dog walkers would be greatly and adversely affected if vehicles are reintroduced.</li> </ul>	<ul style="list-style-type: none"> <li>Restricted access to Scenic Trail has been recommended.</li> </ul>
Ref. 39 + Ref. 41	<ul style="list-style-type: none"> <li>Ban vehicles from the scenic drive and maintain it as a walking track</li> </ul>	<ul style="list-style-type: none"> <li>Restricted access to Scenic Trail has been recommended.</li> </ul>
Ref. 45	<ul style="list-style-type: none"> <li>Without vehicles, the drive can become a safer and sought after dedicated walking path</li> </ul>	<ul style="list-style-type: none"> <li>Restricted access to Scenic Trail has been recommended.</li> </ul>
Ref. 47	<ul style="list-style-type: none"> <li>A dedicated walk to the junction could be a great tourist initiative as well</li> </ul>	<ul style="list-style-type: none"> <li>Restricted access to Scenic Trail has been recommended.</li> </ul>
Ref. 48 + Ref.49	<ul style="list-style-type: none"> <li>Public will feel much safer if cars remain out of the scenic drive</li> </ul>	<ul style="list-style-type: none"> <li>Restricted access to Scenic Trail has been recommended.</li> </ul>
Ref. 50 + Ref. 51 + Ref. 53	<ul style="list-style-type: none"> <li>It should be encouraged to walk and explore Scenic Trail for both locals and tourists.</li> </ul>	<ul style="list-style-type: none"> <li>Walking tracks of different extents have been identified in Figure 19.</li> </ul>
Ref. 14	<ul style="list-style-type: none"> <li>New/reinstated 5Km running loop</li> </ul>	<ul style="list-style-type: none"> <li>Walking tracks of different extents have been identified in Figure 19.</li> </ul>
Ref. 7	<ul style="list-style-type: none"> <li>Tree top walk that connects the old bridge to the new bridge</li> </ul>	<ul style="list-style-type: none"> <li>Scope of works for the this Master Plan review extend to Riverboat Dock. Pedestrian connections recommended until that point.</li> </ul>
Ref. 15	<ul style="list-style-type: none"> <li>Events such as the Southern 80, Massive Murray Paddle and Victorian Canoeing Mini Marathon use the boat ramp which has proven to be a hazard. (CSC)</li> <li>The rock scour protection at the boat ramp prevents boats from pulling up on the bank to load occupants</li> </ul>	<ul style="list-style-type: none"> <li>An improved Boat Ramp has been included in the recommendations as well as a new public pontoon. Refer to Figure 23.</li> </ul>
Ref. 18	<ul style="list-style-type: none"> <li>Due to low water levels in the summer months, the boat ramp ends, and the trailers drop off the back, in addition to silt and crush rock built up from 5m - 10 behind the ramp. (Local Water Skier)</li> </ul>	<ul style="list-style-type: none"> <li>An improved Boat Ramp has been included in the recommendations as well as a new public pontoon. Refer to Figure 23.</li> </ul>
Ref. 4	<ul style="list-style-type: none"> <li>Upgrade /replace the public toilet and incorporate an undercover, secure storage facility (such as canoes, outriggers, etc.) (Outrigger Canoe Club)</li> </ul>	<ul style="list-style-type: none"> <li>Upgrades to public toilets have been done recently. Secure storage under the Bridge is no longer possible for planning restrictions.</li> </ul>
Ref. 18 + Ref.19	<ul style="list-style-type: none"> <li>Landing jetty would improve the safety of the ramp as well as congestion, as currently, users have entered and exited the ramp on the boat ramp.</li> <li>The council should re-assess the current plan to install beaching on the riverbank around the</li> </ul>	<ul style="list-style-type: none"> <li>A new public pontoon is included in the recommendations. Refer to Figure 23.</li> <li>Detail design of the area to address risks associated with the riverbank works.</li> </ul>



	boat ramp. This adds risk to the user as well as risk to the property	
Key issues, comments or suggestions		Implications for the Master Plan
<ul style="list-style-type: none"> <li>The Moama beach is great but there needs to be some other outdoor water area/grassed area for families to utilise.</li> </ul>		<ul style="list-style-type: none"> <li>Picnic and terrace areas included in the Boat Ramp area. Refer to Figure 23.</li> </ul>
<ul style="list-style-type: none"> <li>The Splash area act as accessible, family friendly, located along the river space. A great space to cool off, get wet and have fun, which is exactly what Echuca needs with our climate.</li> </ul>		<ul style="list-style-type: none"> <li>Not recommended by Council officers due to costs, staffing and water quality requirements</li> </ul>
<ul style="list-style-type: none"> <li>Kids are the next generation, and the town is overflowing with new young families. There needs to be more baby/toddler friendly things to do.</li> </ul>		<ul style="list-style-type: none"> <li>To be reviewed through detailed designs.</li> </ul>
<ul style="list-style-type: none"> <li>Improved seating around the ground</li> </ul>		<ul style="list-style-type: none"> <li>Multi-purpose detailed design to address comments.</li> </ul>
<ul style="list-style-type: none"> <li>Update Echuca Tennis Club facilities location as per new plans of relocation</li> <li>Clubrooms are in the wrong place; they should be where current Haw Pavilion is</li> <li>Fire Brigade track has to be moved elsewhere.</li> </ul>		<ul style="list-style-type: none"> <li>Multi-purpose detailed design to address comments.</li> <li>Fire track kept in place due to costs and time implications of that potential change. Refer Figure 24</li> </ul>
<ul style="list-style-type: none"> <li>It would be great if the club could also utilise the existing school grounds for a second oval to support growth and make use of the space</li> </ul>		<ul style="list-style-type: none"> <li>Existing school ground will go through an exhaustive and lengthy process of transfers and hence, will not be considered for the MP plans at this stage.</li> </ul>
<ul style="list-style-type: none"> <li>The preferred location for multi-purpose facilities would be in the current location of the Haw Pavilion and Boral Bar (and toilet block). The second preference is between the Grandstand and the Netball Courts, similar to the placement in the current masterplan.</li> <li>Keep the same location, access is easy around the oval (Cricket Club)</li> </ul>		<ul style="list-style-type: none"> <li>Multi-purpose detailed design to address comments. Refer Figure 25</li> </ul>
<ul style="list-style-type: none"> <li>Priority must be given to a facility that has significant community utilisation. Priority must be given to the requests of the major user group, e.g., EFNC. The EFNC represents most of the precincts use, with a very large user group</li> </ul>		<ul style="list-style-type: none"> <li>Multi-purpose detailed design to address comments. User group included in consultations throughout the review process</li> </ul>
<ul style="list-style-type: none"> <li>In doing these upgrades consideration needs to be given to constructing a venue that can accommodate the increasing population of our town and ensure facilities can fit 300 plus people for the next 50 years</li> </ul>		<ul style="list-style-type: none"> <li>Multi-purpose detailed design to address comments. Refer Item 4.5</li> </ul>
<ul style="list-style-type: none"> <li>Victoria Park facilities do not include any conference space and it is losing opportunities to generate revenue.</li> </ul>		<ul style="list-style-type: none"> <li>Multi-purpose detailed design to address comments.</li> </ul>
<ul style="list-style-type: none"> <li>Netball Courts should be moved closer to Pavilion with Women's changerooms and toilets close by.</li> </ul>		<ul style="list-style-type: none"> <li>Additional changerooms will be placed adjacent to existing Netball courts. Multi-purpose will be located where the existing grandstand is.</li> </ul>
<ul style="list-style-type: none"> <li>Provide a new athletics track</li> </ul>		<ul style="list-style-type: none"> <li>Not achievable within the confines of the location.</li> </ul>
<ul style="list-style-type: none"> <li>The umpire room needs improvement with toilet, shower and basin</li> <li>There are no disabled facilities within the complex facilities at the moment</li> </ul>		<ul style="list-style-type: none"> <li>Multi-purpose detailed design to address comments.</li> </ul>
<ul style="list-style-type: none"> <li>Retain existing cricket nets and storage sheds</li> </ul>		<ul style="list-style-type: none"> <li>Retained.</li> </ul>
<ul style="list-style-type: none"> <li>Upgrade of changerooms to provide female friendly facilities for netball and women's football.</li> </ul>		<ul style="list-style-type: none"> <li>Multi-purpose detailed design to address comments.</li> </ul>

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Reference Number	Key issues, comments or suggestions	Implications for the Master Plan
Q22-R10	<ul style="list-style-type: none"> <li>Female showers and toilets for the female football players in the rooms under the grandstand</li> </ul>	<ul style="list-style-type: none"> <li>Multi-purpose detailed design to address comments.</li> </ul>
Q22-R14	<ul style="list-style-type: none"> <li>Improved Netball viewing facilities</li> </ul>	<ul style="list-style-type: none"> <li>To be reviewed through detailed design.</li> </ul>
Q22-R45	<ul style="list-style-type: none"> <li>Current placement of playground excludes parents from viewing games (football and netball) whilst supervising children.</li> </ul>	<ul style="list-style-type: none"> <li>Multi-purpose detailed design to address comments.</li> </ul>
Q22-R28	<ul style="list-style-type: none"> <li>Better access for all abilities including wheelchair access around the precinct</li> </ul>	<ul style="list-style-type: none"> <li>Multi-purpose detailed design to address comments.</li> </ul>
Ref. 23	<ul style="list-style-type: none"> <li>Skate Park</li> </ul>	<ul style="list-style-type: none"> <li>Not feasible at this stage.</li> </ul>
Ref. 9 + Ref. 19	<ul style="list-style-type: none"> <li>Provision of BBQ and Picnic Facilities</li> </ul>	<ul style="list-style-type: none"> <li>Recommended. Refer to 4.4.1. and Figure 24.</li> </ul>
	<ul style="list-style-type: none"> <li>The kitchen needs to be a commercial kitchen in order to serve a variety of events, and it should be accessible and functional for either indoor or outdoor functions.</li> </ul>	<ul style="list-style-type: none"> <li>Multi-purpose detailed design to address comments.</li> </ul>
	<ul style="list-style-type: none"> <li>A cool room is required for sporting events and storage.</li> </ul>	<ul style="list-style-type: none"> <li>Multi-purpose detailed design to address comments.</li> </ul>
	<ul style="list-style-type: none"> <li>The social space should allow for 250-300 people in place.</li> <li>The space should allow to have compartmentalization options and give the spaces some flexibility to accommodate simultaneous smaller functions.</li> </ul>	<ul style="list-style-type: none"> <li>Multi-purpose detailed design to address comments.</li> </ul>
Ref. 6	<ul style="list-style-type: none"> <li>Monthly dance days that allow tables and chairs (Echuca Country Music)</li> </ul>	<ul style="list-style-type: none"> <li>Multi-purpose detailed design to address comments.</li> </ul>
Ref. 1	<ul style="list-style-type: none"> <li>Clear signage could improve the peace and safety of all using the reserve and protect the fauna within the boundary. I.e., Dogs must be on a leash. As well as signs with information about length / time to complete the track, where does it lead to, safety measures (Scenic Drive Walking Group)</li> </ul>	<ul style="list-style-type: none"> <li>Recommendations regarding wayfinding signage refer to Item 4.2.4</li> <li>Refer Figure 19 – Proposed Walking Trails</li> </ul>
Q22-R194	<ul style="list-style-type: none"> <li>Dog on leash signage</li> </ul>	<ul style="list-style-type: none"> <li>Recommendations regarding wayfinding signage can be referred to in Item 4.2</li> </ul>
Ref. 3	<ul style="list-style-type: none"> <li>Underground services are having to get emergency works on broken water mains after the backflow near the archway several times. (Parks and Gardens)</li> </ul>	<ul style="list-style-type: none"> <li>It is encouraged to develop further services studies to assess compliance of existing infrastructure.</li> </ul>
Ref. 12	<ul style="list-style-type: none"> <li>Recommendations regarding unisex changerooms, Showers etc</li> </ul>	<ul style="list-style-type: none"> <li>Multi-purpose detailed design to address comments.</li> </ul>
Ref. 16	<ul style="list-style-type: none"> <li>5 female netball teams and two female football team in need of changing rooms</li> </ul>	<ul style="list-style-type: none"> <li>Multi-purpose detailed design to address comments.</li> <li>Multi user change facility to be located near the netball courts.</li> </ul>
Ref. 19	<ul style="list-style-type: none"> <li>Improved toilets with room for a pram</li> </ul>	<ul style="list-style-type: none"> <li>Multi-purpose detailed design to address comments.</li> </ul>
Ref. 43	<ul style="list-style-type: none"> <li>Change rooms and social rooms require an upgrade</li> </ul>	<ul style="list-style-type: none"> <li>Multi-purpose detailed design to address comments.</li> </ul>
Ref. 9	<ul style="list-style-type: none"> <li>Extra parking spaces required</li> </ul>	<ul style="list-style-type: none"> <li>Formalised and overflow parking has been identified. Refer to Figure 23.</li> </ul>

Scenic Trail and Victoria Park Infrastructure and Services Plan (Master Plan)

Ref. 10	<ul style="list-style-type: none"> <li>Concerned that if there are no barriers along the roads that cars will park under trees decimating ground cover as they do at the moment.</li> </ul>	<ul style="list-style-type: none"> <li>Removable bollards have been included in recommendations where required.</li> </ul>
Ref. 2	<ul style="list-style-type: none"> <li>location for high visitation skips near the boat ramp with suitable access for both hook lift, front lift and side loader trucks (CSC Waste Coordinator)</li> <li>History of illegal dumping at Vic Park boat ramp so an area that can be monitored by CCTV would be ideal, with fixed CCTV. (CSC Waste Coordinator)</li> </ul>	<ul style="list-style-type: none"> <li>Council management will address these requirements.</li> </ul>
	<ul style="list-style-type: none"> <li>The club utilizes around 20 red bins and 20 yellow bins on a normal week to cater for functions and game days of 2-3 days a week. The number of bins increases by around 30% on the Easter weekend and other games that fall on a special holiday weekend.</li> </ul>	<ul style="list-style-type: none"> <li>Multi-purpose detailed design to address comments. Noted</li> </ul>
Ref. 13	<ul style="list-style-type: none"> <li>Guarantee training and competition spaces for the user groups while being developed</li> </ul>	Council will work in collaboration with the user groups to support these requirements where possible.
	<ul style="list-style-type: none"> <li>Wi-Fi for live scoring (Cricket)</li> </ul>	<ul style="list-style-type: none"> <li>Multi-purpose detailed design to address comments.</li> </ul>
	<ul style="list-style-type: none"> <li>Integrated AV system that is attached to outdoor speaker system to enable announcements to be made during gameday and events.</li> </ul>	<ul style="list-style-type: none"> <li>Multi-purpose detailed design to address comments.</li> </ul>
	<ul style="list-style-type: none"> <li>LED (dimnable) and external sensor lighting. Lighting to be done in zones.</li> </ul>	<ul style="list-style-type: none"> <li>Multi-purpose detailed design to address comments.</li> </ul>
	<ul style="list-style-type: none"> <li>A mix of carpet tiles and laminate flooring on the high use areas at entrances and near the bar. Use of sustainable materials (EFNC)</li> </ul>	<ul style="list-style-type: none"> <li>Multi-purpose detailed design to address comments.</li> </ul>

## Appendix F: Feedback October 2022

Echuca Tennis Club	One missing element in the plan is the provision of lights for the all weather courts being constructed on the new area in the north east corner of the Park.	<ul style="list-style-type: none"> <li>• Lighting of the tennis courts responsibility of the land manager, in this case the tennis Club</li> </ul>
Inland Outrigger Canoe Club	It is the boat ramp development which predominately impacts on our activity. The changes mentioned above do not necessarily impact passive water sport. It is a pity due recognition for passive water sport is not provided with more support as a recreational activity to be accessed from the Vic Park reserve. Hopefully the boat ramp development provides for greater support for passive water sport activities.	<ul style="list-style-type: none"> <li>• Refer Item 4.3</li> </ul>
Moama Water Sports Club	<p>2.7 Flora and Fauna.</p> <p>Our main concern is the area bounded by the caravan park to new bridge. We agree with protecting the trees that are in place and planting new areas but would like to be involved in the process so we can still achieve large area for parking of trailers and cars at our event other than what in on the hard stand under bridge.</p> <p>We do have some car parking along the access road to north of bridge and wish to keep this in place, cars only, emergency service and event staff only.</p> <p>Road Network</p> <p>4.3 Boat ramp area.</p> <p>Gravel road to rear of toilet block to connect the parking area on hard stand for tractors to take and return trailers to boat ramp. Tractors also used to collect and return trailers to area between bridge and walking path north side of caravan park.</p> <p>4.4 Rose Garden Area- entry</p> <p>Entry road from Crofton to Bridge ( figure 17 point labelled Turn off to boat ramp) to be 2 way traffic to allow larger towing vehicles with trailers to pass each other at a slow speed.</p> <p>Pedestrian access from Crofton st to walking footpath behind caravan park to be on west side of entry road for safety. A path is shown to east side but this would have to be on top of levy bank with handrail to stop falls.</p>	<ul style="list-style-type: none"> <li>• Noted for future works detailed design</li> </ul>
Echuca Football Netball Club	<ul style="list-style-type: none"> <li>• Feedback received for Concept plan of Multipurpose building</li> </ul>	<ul style="list-style-type: none"> <li>• No impact to Masterplan – items to be addressed at Detailed Design</li> </ul>
Echuca Cricket Club	<ul style="list-style-type: none"> <li>• Feedback received for Concept plan of Multipurpose building</li> </ul>	<ul style="list-style-type: none"> <li>• No impact to Masterplan – items to be addressed at Detailed Design</li> </ul>

### 9.3.3 SRV Country Football Netball Program

Directorate Recreation

Responsible Officer: Manager Recreation

Manager Acting Director Community

- Attachments
1. Cost Estimates Rochester Recreation Reserve Moon Oval Lighting Project [9.3.3.1 - 2 pages]
  2. Cost Estimates Toolleen Netball Court Renewal 20221121 [9.3.3.2 - 3 pages]

#### 1. PURPOSE

To inform Council of the Sport and Recreation Victoria (SRV) Country Football Netball Program (CFNP) and recommended projects, in order to determine if Council should apply for the current round of the CFNP, and which project is most suitable for an application.

#### 2. RECOMMENDATION

##### That Council

1. **Approve an application for a \$250,000 grant through Sport and Recreation Victoria's Country Football Netball Program for the Rochester Recreation Reserve Moon Oval Lighting Upgrade.**
2. **Apply for funding of \$458,000 incl. GST, through the Local Roads and Community Infrastructure program, noting that if unsuccessful, Council will be required to fund the remaining costs of the Rochester Recreation Reserve Moon Oval lighting upgrade project.**

#### 3. DISCUSSION

The Country Football, Netball Program (CFNP) is an annual state government funding program which provides funding to assist the development of football and netball facilities.

Eligible projects can include:

- Developing new or redeveloping sports ovals and courts to increase capacity, inclusion and safety
- Sports lighting that improves facility capacity and participant safety.

Priority projects include:

- Supporting communities in areas of need that have experienced natural disasters, such as bushfires, flood and drought.

Applications are currently open, closing on 27 March 2023.

Up to \$250,000 per project is available through the program and up to three applications can be lodged, however the maximum funding amount sought cannot exceed \$250,000.

The funding ratio for the grant program is SRV 3:1 Rural LGA.



Officers reviewed several projects for consideration for the 2023 CFNP:

- Rochester Recreation Reserve Moon Oval lighting upgrade
- Toolleen Recreation Reserve Netball Court renewal
- Lockington Recreation Reserve Oval lighting upgrade

This review included an assessment against the funding body criteria and Council's Project Scoring Assessment Tool, to arrive at the following priority order, with the Rochester Recreation Reserve Moon Oval Lighting upgrade being the highest scoring project.

***Rochester Recreation Reserve Moon Oval Lighting upgrade (to football competition standard)***

This project was nominated by the Rochester community as part of the consultation process of utilising income from the rationalisation of water rights from the Rochester Racecourse Recreation Reserve (RRRR's) and is included in the committee-funded Master Plan for the Reserve.

The Reserve is Crown land and used by the Rochester Football Netball Club, the Rochester Cricket Club and the Rochester Agricultural and Pastoral (A&P) Society.

The Recreation Reserve is considered a Regional Reserve as per the Council Contribution to Recreation Reserve Policy. The oval lighting requirement for a Regional Reserve is competition standard, 100 lux minimum / 150 lux recommended, as per the AFL Preferred Facilities Guidelines. The oval lights are currently at a training standard and a design project to upgrade the lights was approved as part of the 2022/23 Council budget, utilising funds from the water reimbursement.

The oval lighting has been designed to 150 lux, the recommended level for local football (not cricket). The lights will also be used by the A&P Society for the Rochester Show.

Landowner approval for the project has been received from the Department Energy, Environment and Climate Action (DEECA). The estimated project cost is \$1.1 million inc. GST. A detailed breakdown of the costs is included as an attachment.

The Committee and user groups have committed \$312,000 to the project. There is approximately \$80,000 remaining from the water reimbursement, bringing the total cash available for the project to approximately \$392,000 (meeting the CFNP funding ratio). This leaves a funding shortfall of approximately \$708,000 inc. GST.

A successful grant application of \$250,000 through CFNP would reduce the shortfall to approximately \$458,000 inc. GST. Council could nominate the project for LRCI Round 4 or a later stage to fund the balance or alternatively fund the project through Council's budgeting process. SRV has confirmed that Council can use two grant funding sources to fund the project.

Preliminary discussion with the SRV advisor has indicated this project would be suitable for submission. Particularly due to the impact on the region of the flooding event.

An alternate funding source for oval lighting for both Lockington and Rochester lighting projects could be the SRV Local Sport Infrastructure Fund (LSIF). This was last made available in May 2022, the LSIF has a lighting stream where \$250,000 is available for LGA's to apply for.

This project has been proposed by the Recreation Department for inclusion in the 2023/24 capital works program as grant dependent.

***Toolleen Recreation Reserve Netball Court renewal***

The project was nominated by the Toolleen Recreation Reserve Committee of Management and the Mount Pleasant Football Netball Club.

The Reserve is Crown land and one community group uses the courts, the Mount Pleasant Football/Netball Club.

The Recreation Reserve is considered a Local Reserve as per the Council Contribution to Recreation Reserve Policy. The requirements are for two courts, which is consistent with Netball Victoria's Facilities Guidelines. The design project was commissioned due to non-compliance and poor condition of the existing courts and court drainage.

The design project was funded by the Toolleen Recreation Reserve Committee of Management following discussion with Council indicating that if the Committee were to fund the design, Council would seek grant funding for the construction. The design stage is nearing completion, with an application for landowner permission pending with DEECA.

The estimated project cost is \$630,000 inc GST. A detailed breakdown of the costs is included as an attachment.

A successful grant application of \$250,000 through CFNP would reduce the shortfall to approximately \$380,000 inc GST. Council could nominate the project for LRCI to fund the balance.

SRV has confirmed that Council can use two grant funding sources to fund the project.

The CFNP notes that applications for like-for-like surface replacement projects are not considered a priority, except in exceptional circumstances for safety/compliance issues. Council would have to apply for this project based on exceptional circumstances on the grounds of safety/compliance which is legitimate in this instance.

It is important to note that the maximum funding amount under the CFNP is \$250,000. The LSIF has a community facilities stream with funding up to \$300,000 per eligible project available. This project would also be eligible for the LSIF program in which the increased amount of \$300,000 could be applied for.

This project has been submitted for inclusion in the 2023/24 capital works program as grant dependent. Council has previously provided in-principle support to fund the project using LRCI funds and it is understood that the project will be proposed for inclusion in LRCI Round 4.

#### ***Lockington Recreation Reserve Oval Lighting upgrade (to football competition standard)***

The project has been nominated by the Lockington Bamawm United Football Netball Club (LBUFNC). The reserve is owned by both Campaspe Shire Council and DEECA. The area of property containing the oval lights is Council owned. One community group uses the oval, the Lockington Bamawm United Football Netball Club.

The Recreation Reserve is considered a Local Reserve as per Council to Recreation Reserve Maintenance Policy. The oval lighting requirement for a Local Reserve is training standard, 50 Lux, as per the AFL Preferred Facilities Guidelines. In 2020 an independent assessment of oval lighting was undertaken by Council, and one light tower at the ground was not working. The advice from the contractor was that once the tower was working it was expected that the lighting would meet the minimum requirements for community football club training. The tower has since been made operational by the Reserve's Committee of Management using Council allocated maintenance funds.

In January 2023 a contractor was engaged to undertake an assessment of the oval lights at the Reserve. If it is found that the lights do not meet the basic training service level for the reserve (50 Lux) then Council will be required to fund a lighting project to training standard only.

At present no designs exist for the upgrade of the lights to competition standard (100 Lux minimum) for Australian Football. An upgrade would be above the service level for a Local Reserve. There is also no budget for this project.

This project was not submitted for inclusion in the 2023/24 capital works program as it currently meets the requirements for training purposes.

The Lockington Recreation Reserve Committee could coordinate a lighting project, with appropriate permissions from Council. The Committee would be required to raise the funds, Council could assist by applying for appropriate grants to assist fund the project. The Committee would need to apply to Council and seek permission before pursuing this option.

Preliminary discussion with an SRV advisor has indicated that with no designs or budget for an upgrade of the lights, an application to the CFNP is likely to be unsuccessful.

Consideration could be given to including this as a future design project, subject to the requirement to play night-time football. Review of the league fixtures indicates only two senior games (of the 72 to be played) are scheduled for evening play across the league designated area in 2023, and only one game was scheduled for evening play in 2022, suggesting minimal return on investment

#### *Mandatory requirements of the Country Football Netball Program*

The table below lists the mandatory requirements for the CFNP and whether each project meets these requirements.

<b>Documentation required</b>	<b>Rochester</b>	<b>Toolleen</b>	<b>Lockington</b>
Project management framework	Yes	Yes	Yes
Site specific plan	Yes	Yes	Yes
Site specific schematic	Yes	Yes	No
Lighting plans including lux charts	Yes	Yes	No
Project costings	Yes	Yes	No
Evidence confirming funding requirements	Yes	Yes	No
Completed in-kind and voluntary labour support form	Yes	Yes	Yes
Schedule of use	Able to obtain	Able to obtain	Able to obtain
Completed fair play form from tenants of the facility	Able to obtain	Able to obtain	Able to obtain
Letters of support	Able to obtain	Able to obtain	Able to obtain
Evidence of community and stakeholder consultation	Yes	Yes	No

The projects have also been considered against the mandatory requirements of the funding body and using Council's Project Scoring Assessment Tool to arrive at a recommendation.

## Recommendation

Of the three projects listed above, the Rochester Recreation Reserve Moon Oval Lighting Project is the only project that is shovel ready. While Toolleen is nearing completion, landowner approval has not been received and more funding is available through the LSIF. The Lockington lighting proposal first requires an assessment of the lights, before a detailed design project can be considered.

Based on assessment of each project against the criteria, it is recommended an application be made to the CFNP for \$250,000 for the **Rochester Recreation Reserve Moon Oval Lighting Project**. A successful application would leave this project with a shortfall of \$458,000 including GST, for which LRCI or Council funds could be considered.

## 4. CONSULTATION

### Internal consultation:

- 21 February 2023 – Executive Leadership Team

### External consultation:

- Rochester Recreation Reserve Committee of Management has been involved in the creation of the detailed design for the Moon Oval lighting project.
- Toolleen Recreation Reserve Committee of Management has been involved in the creation of the detailed design of the netball court renewal project.

### Councillors:

- 7 March 2023 – Council Briefing Session

## 5. POLICY AND LEGISLATIVE IMPLICATIONS

The requirements of sections 9(2)(a) and (h) of *Local Government Act 2020* have been considered and there are no legislative, Council Policy, regional, state or national plans and policies implications arising from this report.

## 6. FINANCIAL AND ECONOMIC IMPLICATIONS

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.

If Council submits an application for the CFNP and is successful, it will be expected that Council complete the project. Any funding shortfall (regardless of the project) will need to be considered and planned to ensure funding is acquired, either internally or externally, to complete the project. Otherwise, Council will be forced to return SRV funding which will cause reputational damage upon Council.

## 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.

## 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.



Supporting an application for funding will assist with the social and emotional well being of the Rochester community and users of the recreation reserve. Council has auspiced grant funds on behalf of Crown committees of management in the past and provides opportunity to grow the quality of life within a community that has been impacted by natural events.

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

### **Well planned places**

Quality, attractive recreational spaces

### **Growing quality of life**

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

## **10. ISSUES AND RISK MANAGEMENT**

### **Issues:**

#### **Issue 1:**

A successful application to the CFNP for any of the three projects presented will leave a funding shortfall which Council will need to consider.

If SRV approves a funding application, SRV will expect that Council will deliver the project by December 2024. The SRV funds can be returned if the funding balance is unable to be acquired, however this will cause reputational damage for Council, potentially affecting future SRV applications.

Council will need to consider funding streams for the balance of the funds, the most notable being LRCI.

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 in so far as this report is not contrary to the existing policy or strategy previously adopted by Council.

## **14. CONCLUSION**

The Rochester Recreation Reserve Moon Oval Lighting upgrade project is a shovel ready project that is consistent with Council's service for this category of reserve.

Of the three Council projects eligible for the CFNP, it is the most advanced project and ideally placed for a CFNP application.

The Toolleen Netball Court renewal project would better suit an application to the LSIF and/or through LRCI, while further information and consultation is required for the Lockington Recreation Reserve lighting upgrade.

ROCHESTER RECREATION RESERVE  
MOON OVAL

MASTERPLAN SITE DEVELOPMENT

NEW ELECTRICAL RETICULATION & OVAL FLOODLIGHTING

PRE TENDER ISSUE UPDATE - ELECTRICAL SERVICES ESTIMATE BREAKDOWN - 14.09.22



	Description	QTY	Unit	Rate \$	Amount \$	
	<b>SITE WORKS</b>					
1	Site establishment, maintenance Clean-up on completion, reinstatement	1	Item	\$ 4,000.00	\$ 4,000.00	
2	Inspections/Surveys of Existing Site Services	1	Item	\$ 2,000.00	\$ 2,000.00	
3	Removal of redundant electrical services installations & poles	1	Item	\$ 6,000.00	\$ 6,000.00	
4	As Built Drawings	1	Item	\$ 2,000.00	\$ 2,000.00	
5	Establishment of New External Weatherproof Site Main Switchboard and Group Metering Enclosure	1	item	\$35,000.00	\$ 35,000.00	
6	External Raised Access Platforms to MSB/GMP and Showground Sub DB	2	item	\$30,000.00	\$ 60,000.00	
7	Liaison & co-ordination with Powercor for New Incoming Electricity Supply Connection	1	item	\$15,000.00	\$ 15,000.00	
	<b>SITE WORKS - Sub Total</b> (Excludes Supply Authority Charges)				\$ 124,000.00	# - 1
	<b>ELECTRICAL SITE RETICULATION UPGRADES/RE-DIRECTION OF SUPPLIES ETC.</b>					
1	Replace/Upgrade Showground Sub-Distribution Switchboard & Electrical Reticulation, includes excavation & trenching for site reticulation and electrical cubicle foundations	1	Item	\$55,000.00	\$ 55,000.00	
2	New elevated External Weatherproof Showground Sub-Distribution switchboard, disconnection, testing, reconnection of existing supplies to new switchboard installation and re-feed of existing reticulation etc.,	1	Item	\$29,000.00	\$ 29,000.00	
3	New Underground electrical sub-reticulation/supply to Football Pavilions	1	Item	\$35,000.00	\$ 35,000.00	
4	New Underground electrical sub-reticulation/supply to Wildridge Oval Pavilion	1	Item	\$28,000.00	\$ 28,000.00	
5	New Underground electrical sub-reticulation/supply to River Pumps etc.,	1	Item	\$20,000.00	\$ 20,000.00	
6	New Underground electrical sub-reticulation/supplies to Anglers, Cricket & Pony Clubs	1	Item	\$30,000.00	\$ 30,000.00	
7	New Underground electrical sub-reticulation/supply to Scoreboard switchboard	1	Item	\$15,000.00	\$ 15,000.00	
8	Installation of New Public Lighting & Power Distribution & Area Lighting, new LED Lighting & Poles	1	Item	\$25,000.00	\$ 25,000.00	
9	Testing and Commissioning	1	Item	\$ 3,000.00	\$ 3,000.00	
10	Reinstatement/making good top soil and re-seeding of trenching	1	item	\$ 2,000.00	\$ 2,000.00	
	<b>ELECTRICAL SITE RETICULATION UPGRADES - Sub Total</b>				\$ 242,000.00	# - 2
	<b>FOOTBALL OVAL FLOODLIGHTING - AFL - 150 LUX AVERAGE LOCAL COMPETITION STANDARD</b>					
1	Mast mounted Floodlighting Distribution Board Cubicle & Electrical Reticulation, includes excavation & trenching for site reticulation	1	Item	\$56,000.00	\$ 56,000.00	
2	Mast foundations includes excavation, boring, structural cages, concrete and set-outs.	4	No	\$ 8,000.00	\$ 32,000.00	
3	Supply, Delivery of 30m Lighting Masts, structural cages, cross arms, mounting bolts etc.,	4	No	\$25,000.00	\$ 100,000.00	
4	Lighting mast installations - Crane Hire, assembly & erection	4	No	\$ 5,000.00	\$ 20,000.00	
5	Supply of Flood Lights (8 x 1500W - LED/Mast x 4) - AFL Local Competition standard 150 lux	32	No	\$ 5,500.00	\$ 176,000.00	
6	Installation and connection of Flood Lights	32	No	\$ 1,000.00	\$ 32,000.00	
7	"HalyTech" Floodlighting Control System & DALI Controls	1	No	\$24,000.00	\$ 24,000.00	
8	Lighting Mast Distribution Board Cubicle & connections	4	No	\$ 7,000.00	\$ 28,000.00	
9	Structural Footings & Certification/Permits	1	Item	\$ 4,000.00	\$ 4,000.00	
10	Testing, Commissioning, set-up and Night Audit	1	Item	\$ 2,000.00	\$ 2,000.00	
11	Reinstatement/making good top soil and re-seeding of trenching	1	item	\$ 2,000.00	\$ 2,000.00	
	<b>AFL LOCAL COMPETITION - 150 LUX FOOTBALL OVAL FLOODLIGHTING - Sub Total</b>				\$ 476,000.00	# - 3
	<b>"OPTIONAL" - ADDITIONAL FLOODLIGHTING TO GVVFL STANDARDS - 300 LUX</b>					
GVWFL1	Additions to Flood Lighting controls	1	Item	\$ 4,000.00	\$ 4,000.00	
GVWFL2	Supply of additional Flood Lights (4 x 1500W - LED/pole x 4) - GVVFL Standards - 300 Lux	16	No	\$ 5,500.00	\$ 88,000.00	
GVWFL3	Installation and connection of Flood Lights	16	No	\$ 1,000.00	\$ 16,000.00	
GVWFL4	Additional connections/wiring at Lighting Mast Distribution Board Cubicles	4	No	\$ 2,000.00	\$ 8,000.00	
GVWFL5	Additional Lighting Mast Distribution Cubicles	4	No	\$ 7,000.00	\$ 28,000.00	
GVWFL6	Testing, Commissioning, set-up and Night Audit	1	Item	\$ 2,000.00	\$ 2,000.00	
	<b>OPTIONAL UPGRADE OF FLOODLIGHTING TO GVVFL STANDARDS - 300 LUX - NOT INCLUDED - Sub Total</b>				\$ 146,000.00 Not Included	
	<b>"OPTIONAL" - ADDITIONAL FLOODLIGHTING TO CRICKET CLASS IV STANDARDS - 500 LUX - INFIELD</b>					
C1	Additions to Flood Lighting controls	1	Item	\$ 2,000.00	\$ 2,000.00	
C2	Supply of additional Flood Lights (4 x 1500W - LED/pole x 4) - Cricket Class IV	16	No	\$ 5,500.00	\$ 88,000.00	
C3	Installation and connection of Flood Lights	16	No	\$ 1,000.00	\$ 16,000.00	
C4	Additional connections/wiring at Lighting Mast Distribution Board Cubicles	4	No	\$ 2,000.00	\$ 8,000.00	
C5	Testing, Commissioning, set-up and Night Audit	1	Item	\$ 2,000.00	\$ 2,000.00	
	<b>OPTIONAL UPGRADE OF FLOODLIGHTING TO CRICKET STANDARDS - NOT INCLUDED - Sub Total</b>				\$ 116,000.00 Not Included	
	<b>MISCELLANEOUS</b>					
1	Poor ground conditions/Rock Allowance	1	Item	\$30,000.00	\$ 30,000.00	# - 4
	<b>PROVISIONAL SUM</b>					
2	Powercor Charges - New Pole substation installation	1	item	\$95,000.00	\$ 95,000.00	# - 5
	<b>TOTAL PROJECT COST</b> (excluding Optional GVVFL and Cricket Floodlighting Upgrades)				\$ 967,000.00	# Total

		<u>CONTINGENCY</u>	3%	\$ 29,010.00
		<u>SUBTOTAL - incl Contingency</u>		\$ 996,010.00
		<u>GST</u>	10%	\$ 99,601.00
	<b>TOTAL INCLUDING CONTINGENCY &amp; GST</b>			\$ 1,095,611.00

## EXCLUSIONS

*Existing Netball Courts Point of Supply/Switchboard & Metering remain as Powercor's advice.  
Optional upgrades for Floodlighting to GVWFL and Cricket Standards.  
Electronic Scoreboard Installation to Oval.  
GeoTech Site Investigations.  
Upgrading Showgrounds power outlet installations.  
Upgrading of Sports Pavilions etc.,  
Upgrading existing site distribution boards within individual buildings.  
Professional fees.*



<b>CAMPASPE SHIRE COUNCIL</b> <b>BUDGET - Schedule of Prices</b> <b>Toolleen Recreational Reserve, Toolleen - Netball Courts Redevelopment</b>						
Item	Description	Quantity	Unit	Rate	\$	Amount
<b>1</b>	<b>Site Preliminaries</b>					
1.1	<b>Site establishment</b> & mobilisation, survey & setting out of works. Site Safety Fencing. Provision of a Detailed Dilapidation Report prior to commencement of works. All site Management and Overheads	1	Item	\$ 15,000.00	\$	15,000.00
1.2	<b>Management Plans</b> - Site Safety Management, Site Environmental Management, Quality Management/Testing and Traffic Management during construction	1	Item	\$ 1,500.00	\$	1,500.00
1.3	<b>Protection</b> - of all surrounding infrastructure, pavilion, Visitors Shed and septic tank system within Toolleen Recreational Reserve.	1	Item	\$ 750.00	\$	750.00
1.4	<b>Underground Service Detection</b> - Locate and proofing of all existing underground services.	1	Item	\$ 750.00	\$	750.00
<b>2</b>	<b>Demolition</b>					
2.1	<b>Existing fence barrier</b> - to be removed as identified on drawings including foundation and made good. Western side of court next to track	1	Item	\$ 500.00	\$	500.00
2.2	<b>Existing Light Poles</b> - existing light poles and light fittings to be removed and disposed. Includes and works to disconnect and terminate power supply to existing light poles. All foundations to be removed and disposed. All holes to be backfilled and compacted with approved material as instructed by Superintendent	1	Item	\$ 2,000.00	\$	2,000.00
2.3	<b>Remove all sports equipment</b> - netball posts and sleeves and dispose. All footings to be filled with approved materials and compacted	1	Item	\$ 250.00	\$	250.00
2.4	<b>Remove asphalt</b> - remove existing asphalt surface layer. Area to be removed 1568m <sup>2</sup> .	1	Item	\$ 2,500.00	\$	2,500.00
2.5	<b>Shelter</b> - Demolish, remove and dispose of existing shelter along the west side of existing courts, including concrete pavement	1	Item	\$ 1,000.00	\$	1,000.00
2.6	<b>Existing trees to be removed</b> - existing trees to be removed including stump prior to court construction works, as detailed in drawings	1	Item	\$ 2,750.00	\$	2,750.00
2.7	<b>Existing signs to the south side</b> - existing signs to the south of existing courts to be removed and relocated as directed by Council Superintendent.	1	Item	\$ 800.00	\$	800.00
2.8	<b>Existing bench seats</b> - seats along the west, north and south-east side of the existing courts to be removed and disposed of or as directed by Council Superintendent.	1	Item	\$ 800.00	\$	800.00
<b>3</b>	<b>Earthworks</b> <i>Earthworks including importation of clean fill where required. All excavation, removal and disposal of excess materials, stripping and stockpiling topsoil for reuse at completion of works, cutting of batters, placement and compaction of selected excavated material to a dry density of not less than 98% Standard compaction as per AS 1289 and as specified.</i>					
3.1	<b>Cut</b> - Excavate to design subgrade. Excess material to be disposed offsite at Contractors cost at certified landfill site. Volume excludes the initial asphalt surface removed as per Item 2.4.	877	m <sup>3</sup>	\$ 48.00	\$	42,096.00
<b>4</b>	<b>Court Pavement</b>					
4.1	<b>Pavement Subgrade</b> prepare, shape and compact subgrade to 95% standard compaction density. Includes, but is not limited to; all costs associated with the required testing, such as proof rolling, compaction and moisture content tests as per the specification by a NATA accredited testing company.	1624	m <sup>2</sup>	\$ 1.70	\$	2,760.80
4.2	<b>Geogrid</b> - Supply and install on top of sub-grade TX160 triaxial geogrid or similar approved product.	1624	m <sup>2</sup>	\$ 7.00	\$	11,368.00
4.3	<b>Pavement Sub-base Course.</b> Placement of 150mm compacted depth of Class 3 crushed rock, including compaction to 95% modified compaction test. Includes, but is not limited to; all costs associated with the required testing, such as proof rolling, compaction and moisture content tests as per the specification by a NATA accredited testing company. Subbase layer to be extended 150mm behind back of kerbing.	1624	m <sup>2</sup>	\$ 24.00	\$	38,976.00
4.4	<b>Pavement Base Course</b> 120mm compacted depth of Class 2, 20mm FCR, including compaction to 95% modified compaction test. Includes, but is not limited to; all costs associated with the required testing, such as proof rolling, compaction and moisture content tests as per the specification by a NATA accredited testing company.	1483	m <sup>2</sup>	\$ 28.00	\$	41,524.00

4.5	<b>Prime Seal</b> the entire finished crushed rock base layer at the minimum applied rate of 1 litre/sqm	1483	m <sup>2</sup>	\$ 6.50	\$ 9,639.50
4.6	<b>Asphalt Base.</b> 35mm wearing course Light Duty Asphalt Type L 7mm nominal aggregate. The final tolerance on the finished surface shall be +/- 3mm such that no point on the court shall vary greater than 3mm under a 3m straight edge on any two points on the new base.	1483	m <sup>2</sup>	\$ 34.00	\$ 50,422.00
5	<b>Track pavement</b>				
5.1	<b>Pavement Base Course</b> 150mm compacted depth of Class 3, 20mm FCR, including compaction to 95% modified compaction test. Includes, but is not limited to; all costs associated with the required testing, such as proof rolling, compaction and moisture content tests as per the specification by a NATA accredited testing company.	174	m <sup>2</sup>	\$ 24.00	\$ 4,176.00
6	<b>Concrete Works:</b> including supply of all labour, plant and materials, formwork, spreading, laying, compacting, jointing and finishing as specified and detailed on plan.				
6.1	<b>Spoon drain 600mm wide</b> reinforced concrete F'c=32Mpa and reinforced with SL81 mesh with M2 kerb profile, 50mm deep invert. Broom finish. Vibrate concrete during placement.	118	Lm	\$ 125.00	\$ 14,750.00
6.2	<b>Concrete edge strip 300mm wide</b> reinforced concrete F'c=32Mpa and reinforced with SL81 mesh with edge strip profile.	155	Lm	\$ 115.00	\$ 17,825.00
6.3	<b>Footpath and shelter slab area - 125mm depth</b> 25MPa concrete with 100mm compacted depth of recovered stockpiled crushed rock bedding and SL82 centrally located reinforcement.	370	m <sup>2</sup>	\$ 135.00	\$ 49,950.00
7	<b>Stormwater Drainage:</b> including excavation of trench in material as is found, supply, bedding, laying and backfilling the following pipes with rubber ring joints (RRJ) unless noted otherwise. Rates to include testing of backfill compaction as per Council requirements and specification.				
7.1	<b>GIP</b> Grated Inlet Pit 450x450mm (internal dimensions) with modified "V" shaped hot dipped galvanised cover. Backfill tightly around pits using site spoil.	4	No.	\$ 1,650.00	\$ 6,600.00
7.2	<b>Subsurface drainage inspection and flush out pits with concrete surround.</b> Backfill tightly around pits using clean site material for pit support.	2	No.	\$ 350.00	\$ 700.00
7.3	<b>Subsurface drainage.</b> 100mm slotted PVC subsurface drain. Backfill with 20mm single size screenings with 50mm bedding using same material. All AG drains to discharge into stormwater pits.	145	Lm	\$ 55.00	\$ 7,975.00
7.4	<b>Supply, bed &amp; lay 225mm RRJ RCP Class 2</b> with bedding consisting of 75mm thickness of 14mm class 2 compacted to a minimum of 98% modified compaction. Backfill using Class 3 (min), 20mm FCR in max. 150mm layers up to underside of basecourse and compacted to minimum 98% modified compaction.	35	Lm	\$ 165.00	\$ 5,775.00
7.5	<b>Supply, bed &amp; lay 150mm PVC SN8</b> with bedding consisting of 75mm thickness of 14mm class 2 compacted to a minimum of 98% modified compaction. Backfill using Class 3 (min), 20mm FCR in max. 150mm layers up to underside of basecourse and compacted to minimum 98% modified compaction.	55	Lm	\$ 145.00	\$ 7,975.00
7.6	<b>Headwall</b> - Refer Idm standard SD497 for new 225 dia pipe.	1	No.	\$ 1,850.00	\$ 1,850.00
7.7	<b>Rock beaching at outlet</b> - Contractor to provide rock beaching at outlet with rock size between 150 to 300mm diameter set in mortar cement to prevent scouring at outlet.	9	m <sup>2</sup>	\$ 100.00	\$ 900.00
8	<b>Miscellaneous Items</b>				
8.1	<b>Topsolling</b> Respread 100mm total depth topsoil to all new batters and disturbed area comprising the bottom 50mm using existing stripped & stockpiled material, and the top 50mm using approved imported sandy loam. All topsolling is to be seeded using a drought tolerant seed blend sown with a lawn starter fertiliser all at label rates. This includes the area of existing tennis courts that is to be removed and disposed off.	400	m <sup>2</sup>	\$ 12.50	\$ 5,000.00
8.3	<b>Netball Goal posts</b> - Supply & installed complete with rings & nets. Inclusive of 350mm diameter x 700mm deep, F'c = 25Mpa concrete footings. Vibrate concrete during placement. Goal posts are to be 76.1mm x 4.5mm round hot dipped galvanised CHS steel tube type and must be powder coated white. These must be installed as per the specification to comply with a finished ring height of 3050mm from court surface level. Must be compliant to Netball Vic requirements. Sleeve to be galvanised and hinged lid and when closed sits flush with surface	2	sets	\$ 2,220.00	\$ 4,440.00
8.4	<b>Goal Post Padding</b> - supply and install full length 3m height goal post padding. - Cylindrical Type	2	sets	\$ 900.00	\$ 1,800.00

8.5	<b>Acrylic sports surface</b> - supply and apply a basic 3 coat acrylic surface system to new multi purpose court including runoff areas. Allowance must be made for Two Tone Colours to suit design. The surface (including lines) shall be non-slip and fit for purpose being all weather netball. Council Project Manager to approve colours prior to ordering. The 3 coats shall consist of an acrylic concrete primer coat and 2 (coloured) top coats. Tenderers should make allowance for contrasting court and runoff colours in their rate. Line marking to be included for Tennis (White) and Netball (Yellow) The Supplier/Applicator to provide test certificates to confirm that the acrylic sports surface complies to the Slip Resistance as set by Netball Australia - Technical Manual	1483	m <sup>2</sup>	\$ 21.00	\$ 31,143.00
8.7	<b>Fencing 1200mm low</b> - black fencing to AS 1725.1-2010 with top & bottom rails. All posts & rails to be galvanised medium duty tubing and powder coated black. Chainmesh to be heavy duty galvanised wire (Class W10) and be PVC coated black with 50mm pitch.	28	Lm	\$ 225.00	\$ 6,300.00
8.8	<b>12.0m Long Netball Shelter</b> - Design, Supply and install on prepared concrete base approved shelter 12.0m long shelter with a Scorers Bench as per sample shown in Appendix F1. Shelter to include bench seat for full length of shelter with hardwood slats. Allowance must be made in shelter for standing/Wheelchair area. As per Netball Vic Inclusive Fact Sheet (Concrete base NOT included in this item). Allow for downpipe and drainage outlet as shown in drawings. Contractor to allow for all cost for design and building permits where required.	1	No.	\$ 18,000.00	\$ 18,000.00
8.9	<b>Timber Bollards</b> - Supply and install treated pine timber posts as shown on sheet 04 along the southern and eastern side of the courts. Price to include bollards placed within concrete footing.	30	No.	\$ 275.00	\$ 8,250.00
8.9	<b>Tree Root Barrier (1200mm deep)</b> - Backfill and moderately compact with excavated site material to avoid the trench backfill becoming saturated.	40	Lm	\$ 65.00	\$ 2,600.00
8.10	<b>Handover</b> - Pavement, drainage & electrical asbuilts, permits, material test reports, slip test report, asbuilt survey, warranty and maintenance information & all other handover documentation. All documentation to be presented in a Operations and Maintenance Manual	1	Item	\$ 3,500.00	\$ 3,500.00
9	<b>Electrical &amp; Lighting</b>				
9.1	<b>New Court LED Lighting System</b> - Total cost for the supply and installation of new netball court lighting to competition standard - 200 Lux, for Netball competition. Transfer price from completed Schedule found in Electrical Specifications. Schedule of breakdown to be attached separately	1	Item	\$ 95,000.00	\$ 95,000.00
<b>Subtotal - Excluding Provisionals</b>				<b>\$ 519,895.30</b>	
<b>Contingency</b>				<b>10.0%</b>	<b>\$ 51,989.53</b>
<b>Subtotal - Incl Contingency</b>				<b>\$ 571,884.83</b>	
<b>GST</b>				<b>\$ 57,188.48</b>	
<b>Construction Total</b>				<b>\$ 629,073.31</b>	

**NOTES**

Cost estimates provide are a opinion, and based on our experience for similar projects and historical pricing information

Tender prices may vary to what has been published in Budget Schedule due to change in market conditions, timing of tender and volume of work in current market due to current market conditions

The Budget Costings is based on the Design Drawings provided. Quantities is an estimation only

**IDWALA**
**BUILT FOR SPORT**

Rev-B

21-Nov-22

## 9.4 Infrastructure

### 9.4.1 C22047 Engineering Services Panel of Suppliers - Contract Award

Directorate	Finance
Responsible Officer:	Procurement Manager
Manager	Acting Director Infrastructure
Attachment	<ol style="list-style-type: none"><li>1. CONFIDENTIAL - Attachment 1 - Tenderers [9.4.1.1 - 2 pages]</li><li>2. CONFIDENTIAL - Attachment 2 - Shortlisted Tenderers [9.4.1.2 - 2 pages]</li></ol>

#### 1. PURPOSE

Campaspe Shire Council, as lead Council in a collaborative tender with Buloke Shire Council, wishes to establish a panel of consultants to provide high quality engineering services.

Several participating councils within the Loddon Mallee Procurement Network (LMPN) will have the benefit of engaging suppliers based on the rates under this Contract. This will provide support to our local businesses, leverage buying power to achieve value for money and encourage as even a distribution of work among the suppliers in each service category as possible. For clarity, the LMPN includes Campaspe Shire Council, Buloke Shire Council, Mildura Rural City Council, City of Greater Bendigo Central Goldfields Shire Council, Macedon Ranges Shire Council, Mount Alexander Shire Council, Swan Hill Rural City Council, Loddon Shire Council and Gannawarra Shire Council.

The initial term of the Contract will be three (3) years, with two options thereafter for extension (in Council's absolute discretion) for two (2) further terms of one (1) year each.

The scope of this Contract will include engineering services across a range of categories and specialisations to assist in carrying out Council's infrastructure renewal and maintenance programs and provide advice and consultancy to support Council's Infrastructure teams where in-house expertise may be limited, or those with expertise lack capacity from time to time. It is Council's expectation that contractors are suitably qualified and experienced in the types of services for which they have submitted a schedule of rates under this Contract, including but not limited to holding any registration which may be required for their chosen engineering service categories under the *Professional Engineers Registration Act 2019*.

#### 2. RECOMMENDATION

##### That Council:

1. **Approve Contract 22047 – Engineering Services Panel of Suppliers to the Tenderers included in the attached shortlist, for an initial period of three (3) years and any further period which may be granted in Council's absolute discretion; and**
2. **Authorise the Chief Executive Officer to sign any such document necessary to give effect to Council's resolution.**
3. **Authorise the release to the public of the details in Attachment 2 (Shortlisted Tenderers) once all unsuccessful suppliers have been notified as to the outcome of the tender process.**



### 3. DISCUSSION

#### **Procurement Plan and Tender Process**

The Procurement Plan, which was approved prior to release of the tender, set out the procedure to be followed and the weighted criteria by which the tender submissions would be assessed.

The Procurement Plan was followed strictly for the duration of the tender and the evaluation and recommendation process.

**A tender evaluation panel was formed to evaluate the tender submissions comprising the following:**

- Acting Manager Assets
- Infrastructure Development Coordinator
- Engineering Design Coordinator
- From Buloke Shire Council: Coordinator Project Delivery
- From Buloke Shire Council: Director Infrastructure and Delivery

A public request for tender was advertised as open to submissions between 14 October 2022 and 11 November 2022 using Council's online tendering portal (eProcure) via Council's website and in Campaspe's local papers the week following its release. Buloke Shire Council also advertised in its local newspapers and an advertisement was placed in the Age newspaper.

#### **Evaluation of Submissions**

At the close of the tender period, a number of submissions were received (as detailed in confidential Attachment 1). All members of the evaluation panel signed conflict of interest declarations prior to gaining access to tender submissions.

The conforming tenders were then evaluated using a weighted attribute method based on the evaluation criteria and weightings listed in the tender documents as noted below.

#### **Mandatory:**

- OH&S: Demonstration of effective and routine application of OH&S and risk management.
- Registrations/Certifications: Registration or eligibility to obtain registration under the Professional Engineers Registration Act, where it is required to perform the particular services.

#### **Financial Benefit: 60%**

- Price (Schedule of Rates)

#### **Capability/Methodology: 10%**

- Demonstration of how the services will be delivered to meet the outcomes required, as detailed in the Specification.

#### **Experience: 30%**

- Demonstration of past performance by Tenderer and key personnel in delivering the required services.

Each scoring panel member assigned a score for each tender submission and each category. Initial scoring was completed by individual panel members on the basis of the following scoring rationale:

<b>5 – Very High Standard</b>	The submission exceeds the selection criteria in some or all respects. The supporting information is comprehensive and complete. Considered likely to exceed Council's requirements in delivery of the contract.
<b>4 – High Standard</b>	The submission satisfies the selection criteria in all respects. The supporting information is reasonable and complete. Considered likely to deliver the contract to Council's requirements with minimal supervision.
<b>3 – Good Standard</b>	The submission satisfies the selection criteria to an acceptable degree. There are some minor deficiencies and shortcomings in the detail of the supporting information. Delivery of the contract to Council's requirements is probable with standard level of supervision
<b>2 – Sub Standard</b>	The submission does not fully satisfy the selection criteria. There are deficiencies in the detail of the supporting information. Delivery of the contract to Council's requirements is possible with a high level of supervision.
<b>1 – Poor</b>	The submission does not satisfy the selection criteria. There are major deficiencies in the detail of the supporting information. Delivery of the contract to Council's requirements is unlikely without significant and regular supervisory intervention.
<b>0 - Unacceptable</b>	Unacceptable standard, the supporting information is insufficient to allow any judgement on compliance, or the supporting information provided demonstrates non-compliance.

Of the submissions received, 67 were initially conforming and were scored. A tender evaluation panel meeting was held, where each engineering category was discussed in turn and the panel members reached consensus on the average score of each tenderer per engineering category.

Through the group moderation process, further non-conformances were confirmed, and the panel reached agreement on a shortlist of 47 tenderers, all of whom met the minimum required average panel score of 3 for methodology/capability and experience. The panel decided as a group to seek clarification on certain aspects of the tender submission of 18 shortlisted tenderers, to ensure there were no purported departures from Council's requirements under the contract.

Following the Request for Information stage, the shortlist was reduced further to a final 40 tenderers (as detailed in Attachment 2). The panel agreed that contracts would be awarded for all services tendered for by each contractor, but that each tenderer would be advised as to the categories for which they are preferred. The preferred tenderers per category are shown in the rationale provided in the evaluation matrices for each.

A guide for engaging suppliers from the panel will be created for staff reference. Among other notes, the guide will state that selection of a supplier for any engagement under this contract must take into consideration:

- Price (Schedule of rates);
- Suitability of experience for relevant work; and
- Timeframe for completion and the contractor's capacity to meet same.

A schedule of performance review meetings will be confirmed between Campaspe Shire Council and Buloke Council throughout the course of this contract and any performance issues identified, so that the appropriate management action can be taken, and lessons learned can inform future market approaches for similar work.

#### **4. CONSULTATION**

Internal consultation:

- Manager Assets
- Infrastructure Development Coordinator

#### **5. POLICY AND LEGISLATIVE IMPLICATIONS**

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

#### **6. FINANCIAL AND ECONOMIC IMPLICATIONS**

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.

#### **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**

##### **Flourishing local economy**

A resilient long-term economy attractive to local and external investors

## 10. ISSUES AND RISK MANAGEMENT

### RISK:

Risk	Likelihood	Consequence	Rating	Mitigation action
Poor Contractor performance	Possible	Moderate	Moderate	Regular contract performance reviews, recording risk factors for staff using the contract to be aware of when engaging a contractor, all contractor credentials and insurances are obtained before contract commencement. No obligation to engage any supplier, so feedback can be given, and a choice made in future not to engage for similar work again if the issue is significant.
Staff lack of fairness in engaging suppliers from contract – lack of adequate spread of allocation of work across suppliers	Likely	Minor	Moderate	Regular (monthly) reports to be run regarding spend distribution across supplier panel and any issues managed with the staff member/s.

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 in so far as this report is not contrary to the existing policy or strategy previously adopted by Council.

## 14. CONCLUSION

The submissions of the shortlisted tenderers detailed in Attachment 2, together with further information obtained from each, provides confidence that Council will receive value for money and Contractors have the resources, experience and capability to undertake work as required under this Contract:

It is recommended that Council enters into a contract (jointly with Buloke Shire Council) with each of the abovenamed suppliers for provision of the services.



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## 9.4.2 Davis Road & Two Tree Road

Directorate	Infrastructure
Responsible Officer:	Road Services Engineer
Manager	Acting Director Infrastructure
Attachment	Nil

### 1. PURPOSE

To advise Council of the opportunity to seek the reclassification of Two Tree Road and Davis Road to Main Roads which would see the ongoing management of this road infrastructure transfer to the Department of Transport and Planning (DoTP).

### 2. RECOMMENDATION

**That Council authorise the Chief Executive Officer to commence negotiation with the Department of Transport and Planning (DoTP) for the transfer management responsibility of Two Tree Road and Davis Road to DoTP.**

### 3. DISCUSSION

#### Patho landfill and Davis Road:

- Road length 3.2 kms
- The site is listed in the Statewide Waste and Resource Recovery Infrastructure Plan as one of 22 “Hubs of State Importance”. Also note that it is 1 of 8 outside of the metropolitan area.
- The Goulburn Valley (GV) Waste Implementation Plan also lists it as a site of significance, and obviously its importance becomes even more significant in relation to the region. It is 1 of 6 landfills in the GV region, only 2 (Patho and Cosgrove (Shepparton)) are listed in the Statewide Implementation Plan.
- Plenty of airspace (estimated 30+ years of life remaining) and is licensed for Putrescible, solid inert, shredded tyres, and asbestos.

#### Biomix site and Two Tree Road

Biomix is not currently listed in the Statewide Waste and Resource Recovery Infrastructure Plan as it was not operating as it is now at the time the plan was developed, it is however listed in the Goulburn Valley Waste Implementation Plan as being needed to accommodate planned inflows from municipal and commercial contracts. This plan was developed in 2016 and released in 2017. This has progressed further since and the significance is much greater than it was in 2017 with organics waste coming from outside the region, including metropolitan Melbourne.

### 4. CONSULTATION

#### Internal consultation:

- Road Services Staff
- Executive Director
- Executive Management Group

#### External consultation:

- Senior Officers, Department of Transport

#### Councillors:

- 07 02 2023 Council Briefing Session.

### **5. POLICY AND LEGISLATIVE IMPLICATIONS**

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

### **6. FINANCIAL AND ECONOMIC IMPLICATIONS**

Ownership and maintenance of Two Tree and Davis Roads currently sits with Campaspe Shire Council. As these roads provide access to sites of significance for the state of Victoria's landfilling and composting services, each are highly utilised by a significant proportion of heavy vehicles gaining access to the sites. The vehicles are hauling materials from local government areas across the state and private businesses. Therefore, it is appropriate that the DoTP take over responsibility of the roads and provide the required maintenance and upgrade activities into the future.

#### Annual maintenance costs Davis Rd

Over the last five years Council has spent a total of \$94,000 on general maintenance of Davis Road, averaging \$23,700 per year.

In addition to this, in 2021 Council spent \$166,000 on re-sheeting Davis Road. During the floods Council spent an additional \$59,500 in an attempt to make the road accessible leading up to and during the floods. This work took place prior to DoTP undertaking further emergency work to ensure the site remained open. This work occurred immediately following the floods as it was recognised the importance of the facility remaining accessible due to its service to the north central area of the state.

#### Annual maintenance costs Two Tree Rd

Over the last five years Council has spent \$84,600 on general maintenance of Two Tree Davis Rd, averaging \$16,900 per year. This includes a flood-way bridge.

In addition to this, over the last five years Council has spent \$322,500 in capex on this road.

### **7. ENVIRONMENTAL IMPLICATIONS**

The roads leading to these significant sites require upgrade to ensure that they meet current standards and are suitable for the heavy mass vehicles accessing the sites. Any upgrade will assist in addressing the current environmental impacts, for example dust suppression.

### **8. SOCIAL IMPLICATIONS**

Not applicable

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

#### **Well planned places**

Ability to travel safely and easily by road and rail

## **10. ISSUES AND RISK MANAGEMENT**

### **Issues:**

#### **Annual maintenance costs**

Over the last five years Council has spent more than \$725,000 on maintenance and upgrade of Davis and Two Tree Roads. Campaspe Shire Council has provided the full amount of the funding required, despite several other local governments and businesses from outside Campaspe benefiting from access to the facilities.

#### **Impact on waste and recycling**

Access to both facilities is critical to providing our general waste and garden organics and food organics kerbside collection service which is now considered an essential service following the Circular Economy Act. Both facilities accept material from multiple Local Governments Areas therefore this cost should not be borne by Campaspe alone.

### **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 in so far as this report is not contrary to the existing policy or strategy previously adopted by Council.

## **14. CONCLUSION**

That Council agree to the organisation commencing negotiations with DoTP for the transfer of the above roads.

### 9.4.3 Award Contract - LRCI Resheeting Stage 3

Directorate	Finance
Responsible Officer:	Procurement Coordinator
Manager	{custom-field-manager}
Attachment	1. C 23002 Location of Works [9.4.3.1 - 2 pages]

#### 1. PURPOSE

To seek approval to enter into C23002– Campaspe Shire, LRCI – Gravel Resheeting Stage 3. Additional gravel roads have been identified as requiring intervention for resheeting. This is to be funded by Local Roads and Community Infrastructure (Stage 3).

From the asset condition inspection, the road segments in this program have been identified at or above intervention level. The segments have been assessed and prioritised based on the asset condition data and an on-site assessment of the road. The average gravel material on the road segments, corrugations and potholes which are leading to deterioration are also the bases for confirmation of renewal.

Once renewed, the identified segments of gravel roads will continue to provide road users with an all-weather access road.

#### 2. RECOMMENDATION

##### That Council:

- 1. Accept the tender submitted by ReCivil Pty Ltd of 11 Despatch Street, Echuca Vic 3564 to undertake C23002 – Campaspe Shire, LRCI – Gravel Resheeting Stage 3 for the amount of \$1,648,368.70 including GST. Total contract price includes a lump sum of \$1,637,368.70 including GST, and a provisional sum for Council dayworks of \$11,000.00 including GST.**
- 2. Authorise the Chief Executive Officer to approve variations to this contract up to the allocated contingency of \$164,836.87.**
- 3. Resolve, pursuant to section 125(2) of the Local Government Act 2020, that the confidential information should only be publicly available for the limited purpose of communicating the effect of this Resolution, and then only to the extent necessary to give effect to it; and**
- 4. Authorise the Chief Executive Officer to communicate the effect of this Resolution to the extent necessary to give effect to it.**

#### 3. DISCUSSION

##### Procurement Plan and Tender Process

The procurement plan, which was approved prior to release of the tender, set out the procedure to be followed and the weighted criteria by which the tender submissions would be assessed.

The procurement plan was followed strictly for the duration of the tender and the evaluation and recommendation process.



**A tender evaluation panel was formed to evaluate the tender submissions comprising the following:**

- Quarry Manager Works
- Construction Team Leader
- Road Services Engineer (Consultant)

A public request for tender was advertised as open to submissions between 31 January and 23 February 2023 using Council's online tendering portal (eProcure) via Council's website and in Campaspe's local papers the week following its release.

### **Evaluation of Submissions**

At the close of the tender period, 4 submissions were received. All members of the evaluation panel signed conflict of interest declarations prior to gaining access to tender submissions.

<b>No.</b>	<b>Tenderer</b>
1	Berne Fleming Civil
2	Guiney Excavations & Civil Pty Ltd
3	Northern Constructions Group (Aust) Pty Ltd
4	ReCivil Pty Ltd

The conforming tenders were then evaluated using a weighted attribute method based on the evaluation criteria and weightings listed in the tender documents as noted below.

**Mandatory:**

- OH&S: Demonstration that safe systems of work will be maintained throughout the delivery of the works

**Financial Benefit: 60%**

- Price

**Methodology: 10%**

- Demonstration of how the works will be delivered to meet the outcomes required, as written in the specification

**Experience: 30%**

- Demonstration of past performance by tenderer and key personnel in delivering the required works.

Each scoring panel member assigned a score for each tender submission and each category. Initial scoring was completed by individual panel members on the basis of the following scoring rationale:

Scoring Rationale	Scoring
<b>Very High Standard:</b> The submission exceeds the selection criteria in some or all respects. The supporting information is comprehensive and complete. Considered likely to exceed Council's requirements in delivery of the contract.	5
<b>High Standard:</b> The submission satisfies the selection criteria in all respects. The supporting information is reasonable and complete. Considered likely to deliver the contract to Council's requirements with minimal supervision.	4
<b>Good Standard:</b> The submission satisfies the selection criteria to an acceptable degree. There are some minor deficiencies and shortcomings in the detail of the supporting information. Delivery of the contract to Council's requirements is probable with standard level of supervision.	3
<b>Sub Standard:</b> The submission does not fully satisfy the selection criteria. There are deficiencies in the detail of the supporting information. Delivery of the contract to Council's requirements is possible with a high level of supervision.	2
<b>Poor:</b> The submission does not satisfy the selection criteria. There are major deficiencies in the detail of the supporting information. Delivery of the contract to Council's requirements is unlikely without significant and regular supervisory intervention.	1
<b>Unacceptable:</b> Unacceptable standard, the supporting information is insufficient to allow any judgement on compliance, or the supporting information provided demonstrates non-compliance.	0

The final scoring resulted in the following:

1. ReCivil Pty Ltd
2. Northern Constructions Group (Aust) Pty Ltd
3. Guiney Excavations & Civil Pty Ltd
4. Berne Fleming Civil

The four submissions for this tender were from experienced contractors in this field. The top two submissions demonstrated both experience and a good methodology, however, only one stated they could deliver the works within the required timeframe of 30.6.2023. This timeframe is imperative due to funding constraints.

## 4. CONSULTATION

### Internal consultation:

- Capital Works Coordinator
- Project Management Coordinator
- Works Supervisor
- Roads Engineering (Consultant)

### Councillors:

- 11/05/ 2022 Council Briefing Session.

## 5. POLICY AND LEGISLATIVE IMPLICATIONS

The requirements of sections 9(2)(a) and (h) of *Local Government Act 2020* have been considered and there are no legislative, Council Policy, regional, state or national plans and policies implications arising from this report.

## 6. FINANCIAL AND ECONOMIC IMPLICATIONS

The Local Roads and Community Infrastructure (LRCI) Program supports all Australian councils to deliver priority local road and community infrastructure projects in their region, creating jobs and long-lasting benefits for communities. The LRCI funds provide Council with opportunity to upgrade the road network using grant funding.

## 7. ENVIRONMENTAL IMPLICATIONS

Once renewed, the identified segments of gravel roads will continue to provide road users with an all-weather access road.

## 8. SOCIAL IMPLICATIONS

The re sheeting works completed as part of this project will provide the community with a safer road network.

## 9. RELEVANCE TO COUNCIL PLAN 2021-2025

### **Well planned places**

Ability to travel safely and easily by road and rail

## 10. ISSUES AND RISK MANAGEMENT

### **Issues:**

#### Issue 1:

Timeframe – to meet the LRCI Stage 3 funding requirements, these works need to be completed by 30.6.2023

### **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 in so far as this report is not contrary to the existing policy or strategy previously adopted by Council.

## **14. CONCLUSION**

The submission from ReCivil Pty Ltd provides confidence that Council will receive value for money and the Contractor has the resources, experience, and capability to undertake work as required under this Contract.



## Location of Works

Page 1 of 2

Asset Number	Road M' ment Zone	Street Name	From Street	To Street	Length (m)	Width (m)	No. of Houses	Tn's	Quarry
1007207	Zone08	McDonald Rd Tongala	White Rd	Gillies Rd	1560	4	2	1404	Mt Scobie
1007208	Zone07	McDonald Rd Tongala	Gillies Rd	Webb Rd	1670	4	1	1503	Mt Scobie
1007209	Zone07	McDonald Rd Tongala	Webb Rd	MacGregor Rd	1730	4	0	1557	Mt Scobie
1007211	Zone05	McDonald Rd Tongala	Rowe Rd East	2000M South	2000	4	0	1800	Mt Scobie
1007216	Zone05	McDonald Rd Tongala	Glanville Rd	Bangarang Rd	1660	4	1	1494	Mt Scobie
1007834	Zone05	Watson Rd Kanyapella	Sealed Floodway	Scott Rd	1710	4	1	1539	Mt Scobie
1007835	Zone05	Watson Rd Kanyapella	Scott Rd	Mitchell Rd	1800	4	0	1620	Mt Scobie
1007396	Zone05	Odea Rd	Murphy Rd	Watson Rd	970	4	0	873	Mt Scobie
1007837	Zone05	Watson Rd Kanyapella	Glanville Rd West	Bangarang Rd	1250	4	0	1125	Mt Scobie
1007844	Zone06	Weller Rd	Finley Rd	Sth side of Hogan Rd	1490	4	2	1341	Mt Scobie
1007845	Zone06	Weller Rd	Sealed Bell Nth side of Finlay Rd	Wilson Rd	1610	4	1	1449	Mt Scobie
1007846	Zone06	Weller Rd	Wilson Rd	Echuca-Mooroopna Rd	1600	4	1	1440	Mt Scobie
1038268	Zone06	Weller Rd	Seal Nth Side of Graham Rd	Sinclair Rd	1610	4	2	1449	Mt Scobie
1038269	Zone06	Weller Rd	Sinclair Rd	Matheson Rd	1620	4	2	1458	Mt Scobie
1038429	Zone05	Odea Rd	Tehan Rd	Tehan Rd	430	4	2	387	Mt Scobie
1085393	Zone07	Graham Rd	Murphy Rd	Seal West of Watson Rd	690	4	1	621	Mt Scobie
1083973	Zone03	Restdown Rd	Whinfield Rd West	Lowrie Rd	1610	4	1	1449	Nanneella

Shire of Campaspe Tender 22056 – LRCI Gravel Resheeting Stage 3 – Attachment A – Location of Works

## Location of Works

Page 2 of 2

Asset Number	Road M'ment Zone	Street Name	From Street	To Street	Length (m)	Width (m)	No. of Houses	Tn's	Quarry
1085337	Zone01	Mt Terrick Rd	Highett Rd	Monahan Rd	2650	4	0	2385	Nanneella
1006873	Zone01	Hancock Rd	Leitchville South Rd	East for 220M	220	4	1	198	Pyramid Hill
1007318	Zone01	Mt Terrick Rd	Echuca Mitiamo Rd	Trimby Rd	1340	4	0	1206	Pyramid Hill
1007321	Zone01	Mt Terrick Rd	Watson Rd	Smith Rd	2380	4	0	2142	Pyramid Hill
1007323	Zone01	Mt Terrick Rd	Old Burnt Out Church Rd	Highett Rd	1180	4	1	1062	Pyramid Hill
1007971	Zone01	Mt Terrick Rd	NE speed curve at Echuca	Echuca Mitiamo	380	4	0	342	Pyramid Hill
1046697	Zone01	Hancock Rd	420M East of Leitchville South Road	1620M East of Leitchville South Road	1200	4	0	1080	Pyramid Hill
1046700	Zone01	Mt Terrick Rd	Trimby Rd	Lynch Rd	2170	4	1	1953	Pyramid Hill
1048394	Zone01	Hancock Rd	Main Channel	Murray Valley Hwy	980	4	2	882	Pyramid Hill
1048398	Zone01	Mt Terrick Rd	Monahan Rd	1900M East of Monahan	1900	4	0	1710	Pyramid Hill
1048399	Zone01	Mt Terrick Rd	Old Shed 1900M East of Monahan Rd	East of Martin Rd	1360	4	1	1224	Pyramid Hill
1007836	Zone05	Watson Rd	Kanyapella Mitchell Rd	Glanville Rd West	1620	4	0	1458	Mt Scobie
					65,990			59,391	

## 10 Council Information

### 10.1 Notes of Appreciation

The following have been received:

- Sue Daw – thank you to Wendy O'Hara, Library Services for her assistance with finding a particular journal article Sue was looking for.

*"Echuca doesn't know how lucky it is having you very special, committed librarians. You go to no end of trouble for your customers; above and beyond peoples' expectations and always with willingness and warmth."*

- Alison Pye, Echuca – thank you for the support the Shire is giving during Sydney World Pride 2023.

*"It is wonderful to see the effort being made to recognise and include LGBTIQA+ people in the Campaspe Shire."*

#### RECOMMENDATION

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

## 10.2 Community Event Sponsorship

Directorate:	Executive Director
Responsible Officer:	Executive Assistant Community
Manager:	Executive Director
Attachments:	Nil

### 1. PURPOSE

That Council acknowledge two successful applications received for Community Event Sponsorship.

### 2. RECOMMENDATION

**That Council:**

- 1. Acknowledge the following sponsorship was approved, in accordance with the Community Event Sponsorship criteria, and the applicant advised in writing:**
  - a. Waranga Catchment Landcare Collective (Goulburn Murray Landcare Network Inc.), \$800 to assist with hosting the 'Boogie in the Bush' Community Bush Dance held on 25 February 2023.**
  - b. Kyabram Lawn Tennis Club Inc., \$1,000 cash and additional support to the value of \$120 (waste management) towards hosting the Kyabram Lawn Tennis Club Annual Easter Tournament to be held from 8 – 10 April 2023.**

### 3. DISCUSSION

The Community Event Sponsorship program offers financial support to not-for-profit community organisations, groups and associations to conduct events that contribute to the municipality and support Council's vision.

The program has guidelines for applications submitted to Council.

The following applications were received:

**Waranga Catchment Landcare Collective (Goulburn Murray Landcare Network Inc. –** requested \$800 cash to assist with hosting 'Boogie in the Bush' community bush dance to be held on 25 February 2023.

Waranga Catchment Landcare Collective is a newly formed group, the first new Landcare Group, within the shire, in 10 years, encompasses groups from within the Waranga micro-catchment, includes Colbinabbin, Girgarre/Stanhope and Rushworth.

'Boogie in the Bush' will bring together communities from the Waranga micro-catchment and is open to community members outside the area to have a night of social interaction and also an opportunity for the group to promote Landcare and the services they provide.

To negate any risk associated with food service people who attend are able to bring along their own hamper to cater their needs.



Promotion of the event is underway on Facebook and the group will be asked to add the Campaspe Shire logo and also forward to the Event Support Officer for promotion through Council's social media platforms.

Council will receive recognition of the sponsorship through the use of banners at the event and the Campaspe Shire logo will also be used on all promotional material relating to the event, including website and social media.

The application was submitted on 23 January 2023 which is not within the required three-month notification period.

**Kyabram Lawn Tennis Club Inc.** – requested \$2,000 cash and waste management support to the value of \$120 to assist with hosting their Annual Easter Tournament to be held from 8 – 10 April 2023.

While this event is a regional event it has a target audience, ie. tennis players, therefore, not open to the whole community.

Following the success of the introduction of seniors and tri double age groups in 2022 the club will again offer this in 2023.

There are entry fees associated with participating in this event. These fees vary depending on age and how many events participants register for.

- *Senior events \$25 per doubles event per person*
- *Senior event \$30 per singles event*
- *Junior events \$20 per doubles event per person*
- *Junior events \$25 per singles event*

The club work with Tennis Victoria and tennis clubs across the state to promote the event as well as local schools, businesses and newspapers.

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

Council will receive recognition of the sponsorship through the use of teardrop banners at the event and the Campaspe Shire logo will also be used on all promotional material relating to the event, including website and social media.

The application has been submitted within the required three-month notification period.

Organisation	Project details	Amount requested	Project expenditure	Amount recommended
Waranga Catchment Landcare Collective (auspiced by Goulburn Murray Landcare Network Inc.)	'Boogie in the Bush' Community Bush Dance	\$800	\$1,000	\$800
Kyabram Lawn Tennis Club Inc.	Kyabram Lawn Tennis Club Annual Easter Tournament	\$2,000	\$11,315	\$1,000
<b>TOTAL</b>		<b>\$2,800</b>	<b>\$12,315</b>	<b>\$1,800</b>

<b>Events Sponsorship Program fund balance prior to these applications:</b>	<b>\$31,250</b>
<b>Requested Funding:</b>	<b>\$2,800</b>
<b>Funding amount recommended:</b>	<b>\$1,800</b>
<b>2022/2023 Fund Balance: (as at 21 February 2023)</b>	<b>\$29,450</b>

Council's contribution of \$1,800 cash and additional support to the value of \$120 will assist in the provision of events with an estimated value of \$12,315.

#### **4. CONSULTATION**

##### Internal consultation:

- Grants assessment panel
- EMG

#### **5. POLICY AND LEGISLATIVE IMPLICATIONS**

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

#### **6. FINANCIAL AND ECONOMIC IMPLICATIONS**

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.

#### **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.

These events is an opportunity to come together to support one another for positive social outcomes.

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

##### **Growing quality of life**

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

Children, young people and families healthy and well

Inclusive, connected, culturally diverse and safe

#### **10. ISSUES AND RISK MANAGEMENT**

##### **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 in so far as this report is not contrary to the existing policy or strategy previously adopted by Council.

## **14. CONCLUSION**

Council received two applications to the Community Event Sponsorship Program. It should be noted that the applications were successful in receiving a total of \$1,800 cash and additional support (waste management) to the value of \$120 towards event costs.

## 10.3 Responsive Grants Program

Directorate:	Executive Director
Responsible Officer:	Executive Assistant Community
Manager:	Executive Director
Attachments:	Nil

### 1. PURPOSE

To acknowledge the outcome of the Responsive Grants Program applications considered in accordance with the grant guidelines and criteria.

### 2. RECOMMENDATION

**That Council acknowledge the following applications were approved in accordance with the Responsive Grants Program criteria:**

- 1. Nanneella Community Inc., \$200 towards the cost of food and beverage items for the "Community Chill" barbecue to be held at the Nanneella Hall on 24 March 2023**
- 2. Rochester Community House Inc., \$1,000 towards the cost to host a Community Brass Band Concert to be held at Rochester Racecourse Recreation Reserve on 30 April 2023**

### 3. DISCUSSION

The Responsive Grants Program provides funding for community initiatives and has guidelines for applications submitted Council.

As these applications were from Rochester and district, they were forwarded to the Rochester Community Recovery Committee for its consideration.

A condition will be placed on all funding provided for flood recovery events, that mental health support should attend each event. To assist event organisers, contact details for Echuca Regional Health's Mental Health Support and Flood Recovery Support Team will be provided to applicants.

This month the following applications were received:

**Nanneella Community Inc.** – towards the cost to host a community gathering "Community Chill" to be held on 24 March 2023 at the Nanneella Hall.

This event is open to all of community and will provide an opportunity for families to come together in a social environment following the October flood event.

Nanneella Community Inc. will contribute volunteer labour to coordinate and run the event.

**Rochester Community House Inc.** – towards the cost to host a Community Brass Band Concert to be held on 30 April at the Rochester Racecourse Recreation Reserve.

This event is open to all of community and will provide an opportunity for families to come together in a social environment following the October flood event.



Rochester Community House will contribute volunteer labour to coordinate and run the event and also cover any expenses over \$1,000.

Organisation	Amount requested	Amount recommended	Purpose	Comment
Nanneella Community Inc.	\$200	\$200	Towards the cost to host a community gathering - "Community Chill"	Recommendation approved by the CEO <ul style="list-style-type: none"> <li>The event will provide an opportunity for the community to come together and will support the mental health and wellbeing of the flood affected community at minimal to no cost.</li> </ul>
Rochester Community House Inc.	\$1,000	\$1,000	Towards the cost to host a Community Brass Band Concert	Recommendation approved by the CEO <ul style="list-style-type: none"> <li>The event will provide an opportunity for the community to come together and will support the mental health and wellbeing of the flood affected community at minimal to no cost.</li> </ul>

#### 4. CONSULTATION

##### Internal consultation:

- Chief Executive Officer

##### External consultation:

- Not required

##### Councillors:

- Not required

#### 5. POLICY AND LEGISLATIVE IMPLICATIONS

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.

#### 6. FINANCIAL AND ECONOMIC IMPLICATIONS

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.

## **8. SOCIAL IMPLICATIONS**

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

These events provide an opportunity for the community to come together to support one another and achieve positive social outcomes.

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

### **Growing quality of life**

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

Children, young people and families healthy and well

Inclusive, connected, culturally diverse and safe

## **10. ISSUES AND RISK MANAGEMENT**

### **Issues:**

No issues

### **Risk:**

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

## **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 in so far as this report is not contrary to the existing policy or strategy previously adopted by Council.

## **14. CONCLUSION**

Council received two applications to the Responsive Grants Program in February. Council to note that both applications were successful.

## **11 Petitions and Letters**

- Petition – Kyabram's Shared Pathway

## **12 Notices of Motion**

## **13 Urgent Business**

## **14 Confidential Business**

## **15 Close Meeting**

Pauline Gordon

Chief Executive Officer