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# Minutes



Minutes of the open section of the seventh Campaspe Shire Council virtual meeting held on Tuesday, 19 May 2020, commencing at 5:00pm.

## Present

Councillors	Officers
<b>Remotely:</b> Cr Adrian Weston (Mayor) Cr Vicki Neele (Deputy Mayor) Cr Daniel Mackrell Cr Kristen Munro Cr Neil Pankhurst Cr Leanne Pentreath Cr Annie Vickers Cr Leigh Wilson	<b>Remotely:</b> Declan Moore – Chief Executive Officer Fleur Cousins – General Manager Corporate Services Jason Deller – General Manager Infrastructure Services Paul McKenzie – General Manager Regulatory and Community Services Keith Oberin – General Manager Economic and Community Development  <b>In person in the Council Chamber:</b> Sharolyn Taylor – Council Support Officer Jarrod Williams – IT Coordinator

## Business

### 1. Apologies and Requests for Leave of Absences

#### Apologies

Cr John Zobec

#### COUNCILLORS VICKERS / MUNRO

That the apologies be accepted

CARRIED

#### Requests for Leave of Absence

Nil

## 2. Confirmation of Minutes and Attachments

For the:

- Open section of the Council Meeting held on 21 April 2020
- The minutes of the Campaspe Briefing Session held on 7 April 2020
- The minutes of the Campaspe Briefing Session held on 14 April 2020
- The minutes of the Campaspe Briefing Session held on 21 April 2020

### **COUNCILLORS PENTREATH / MUNRO**

**That the following minutes be confirmed:**

- **Open section of the Council Meeting held on 21 April 2020**
- **The minutes of the Campaspe Briefing Session held on 7 April 2020**
- **The minutes of the Campaspe Briefing Session held on 14 April 2020**
- **The minutes of the Campaspe Briefing Session held on 21 April 2020**

**CARRIED**

## 3. Changes to the Order of Business

Nil

## 4. Declaration of Interests

Disclosure of Conflict of Interests are to be made immediately prior to any relevant item being discussed.

### *Local Government Act 1989 Section 79*

- (1) If a Councillor or member of a special committee has a conflict of interest in a matter which is to be considered or discussed at a meeting of the Council or the special committee, the Councillor or member must, if he or she is attending the meeting, disclose the conflict of interest in accordance with subsection (2).
- (2) A Councillor or member of a special committee who has a conflict of interest and is attending the meeting of the Council or special committee must make a full disclosure of that interest:
  - (a) by either
    - (i) advising the Council or special committee at the meeting of the details required under paragraphs (b) and (c) immediately before the matter is considered at the meeting; or
    - (ii) advising the Chief Executive Officer in writing of the details required under paragraphs (b) and (c) before the meeting; and
  - (b) classifying the type of interest that has given rise to the conflict as either:
    - (i) a direct interest; or
    - (ii) an indirect interest and specifying the particular kind of indirect interest under section 78, 78A, 78B, 78C, 78D or 78E; and
  - (c) describing the nature of the interest; and
  - (d) if the Councillor or member advised the Chief Executive Officer of the details under paragraph (a)(ii), the Councillor or member must make a disclosure of the class of interest only to the meeting immediately before the matter is considered at the meeting.

Nil

## 5. Responsible Authority Decisions

Nil

## 6. Planning Authority Decisions

### 6.1 Alterations to Amendment C118 (Omnibus) by Smart Planning

#### **Author:**

Penny Loader, Planner

#### **Responsible Manager:**

Planning and Building Manager

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#### **1. Purpose**

This report seeks approval for minor changes to several policies associated with Planning Scheme Amendment C118. The changes have been instigated by the State government's Smart Planning Review Panel and have occurred since Council resolved to seek authorisation for the Amendment on 21 April 2020.

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#### **2. COUNCILLORS PANKHURST / WILSON**

**That Council as the Planning Authority:**

**Endorse the changes made by Smart Planning and note that the amendment will proceed to the Minister for authorisation to exhibit.**

**CARRIED**

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#### **3. Conflict of Interest**

In accordance with Section 80B of the *Local Government Act 1989*, the officer preparing this report declares no conflict of interest regarding this matter.

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#### **4. 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*.

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#### **5. Instrument of Delegation**

This report has considered and complies with the Instrument of Sub-Delegation (S6) by the Chief Executive Officer in so far as this report is not contrary to the existing policy or strategy previously adopted by Council.

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#### **6. Background**

The Campaspe Shire Council has prepared Amendment C118 to the Campaspe Planning Scheme.

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On 31 July 2018, the State Government introduced state-wide changes to the Victoria Planning Provisions through planning scheme amendment VC148, which:

- Introduced a new Planning Policy Framework (PPF);
- Enabled the future introduction of a Municipal Planning Strategy (MPS);
- Introduced a new state, regional and local integrated policy structure;
- Modified the schedules to some existing zones, overlays and provisions to accommodate additional local content; and
- Created new operational provisions.

The majority of PPF translations were expected to be implemented through planning scheme amendments using a fast-track process under section 20(4) of the Planning and Environment Act 1987. The translations were required to be policy neutral.

Council resolved, on 21 April 2020, to seek authorisation from the Minister for Planning pursuant to Section 8A of the *Planning and Environment Act 1987* to prepare Planning Scheme Amendment C118 to the Campaspe Planning Scheme.

## 7. Content

Following Council's decision that the amendment proceed, Officers were contacted by the Department of Environment, Land, Water and Planning and directed to provide Smart Planning (an independent review body appointed by the State government) with the Amendment to undertake a final review prior to seeking authorisation. This review has resulted in minor changes to several policies which are highlighted in the table below. The policies themselves are attached as amended.

Policy	Change Description	Actual Change
<b>02.03</b> <b>Strategic Directions</b>	<ul style="list-style-type: none"> <li>▪ Reword strategic direction relating to natural resource management to clarify the outcome being sought</li> <li>▪ Correction of wording of strategic direction relating to natural resource management</li> <li>▪ Reduction of words used in strategic direction relating to natural resource management</li> <li>▪ Correction of spelling mistakes in the table describing Echuca's commercial hierarchy</li> <li>▪ Replacement of 'require', with 'implement' in strategic direction relating to infrastructure</li> </ul>	<ul style="list-style-type: none"> <li>▪ Define separate subdivision and housing requirements in 'growth and consolidation' areas; and 'niche' areas to distinguish between agricultural expansion areas and specialised agricultural areas.</li> <li>▪ Restrict rural living opportunities in the Farming Zone, given the extensive supply of lots in the Rural Living Zone.</li> <li>▪ Encourage accommodation and ecotourism in the designated RAZ area to the west of Echuca.</li> <li>▪ Implement development contributions plans to ensure that required services and infrastructure are funded and provided.</li> </ul>
<b>02.04</b> <b>Strategic Framework Plans</b>	<ul style="list-style-type: none"> <li>▪ Inclusion of introductory sentence</li> <li>▪ Inclusion of title of each plan e.g. Campaspe Shire Strategic Framework Plan</li> </ul>	<ul style="list-style-type: none"> <li>▪ The plans contained in Clause 02.04 are to be read in conjunction with the strategic directions in Clause 02.03.</li> </ul>

Policy	Change Description	Actual Change
<b>11.01-1L Settlement in Campaspe</b>	<ul style="list-style-type: none"> <li>Correction of incorrectly spelled town names</li> <li>Rewording of policy guideline and removal of 'require'</li> </ul>	<ul style="list-style-type: none"> <li>Girgarre and Toolleen</li> <li>Including community spaces in greenfield development subdivisions in townships that are within a walkable distance of approximately 400- 800 metres.</li> </ul>
<b>11.03-1L Echuca CBD Activity Centre</b>	<ul style="list-style-type: none"> <li>References to 'Figure xx' replaced with the title of the plan being referenced</li> </ul>	<ul style="list-style-type: none"> <li>This policy applies to the Echuca CBD as identified on the Echuca Framework Plan to Clause 11.01-1.</li> </ul>
<b>12.01-1L Biodiversity</b>	<ul style="list-style-type: none"> <li>Replacement of 'bushland reserves' with 'land set aside for public purposes'</li> </ul>	<ul style="list-style-type: none"> <li>Encourage more land set aside for public purposes on public and private land particularly along waterways.</li> </ul>
<b>13.01-1L Carbon storage in Campaspe</b>	<ul style="list-style-type: none"> <li>Replacement of 'which' with 'that'</li> </ul>	<ul style="list-style-type: none"> <li>Encourage use or development that incorporates carbon storage actions including retention of remnant native vegetation, revegetation and tree planting.</li> </ul>
<b>13.07-1L Land use conflicts in Campaspe</b>	<ul style="list-style-type: none"> <li>Grammatical correction to policy guidelines to match the introductory statement</li> </ul>	<ul style="list-style-type: none"> <li>Providing buffers of at least 100 metres from existing rural living development to any new industrial lots.</li> <li>Allowing roads, drainage or similar uses within the buffer area.</li> </ul>
<b>14.01-1L Dwellings in the Farming Zone</b>	<ul style="list-style-type: none"> <li>Rewording of policy guidelines to accord with Ministerial Direction on Form and Content of Planning Schemes</li> <li>Removal of 'require' from policy guidelines and minor formatting changes</li> </ul>	<ul style="list-style-type: none"> <li>Whether the dwelling is located on a lot:</li> <li>Of at least 2 hectares in area.</li> <li>Created after 1st January 1960.</li> <li>Whether an agreement under Section 173 of the Act is required to:</li> <li>Ensure the dwelling is to be used in conjunction with an agricultural use...</li> <li>Small lot subdivisions to support productive agricultural outcomes, particularly farm consolidation.</li> <li>Whether an agreement under Section 173 of the Act is required to:</li> </ul>
<b>14.01-2L Sustainable agricultural land use in Campaspe</b>	<ul style="list-style-type: none"> <li>Removal of 'require' from policy guidelines</li> </ul>	<ul style="list-style-type: none"> <li>Chemical and fuel storage and stormwater drainage from intensive farming industries to minimise any impacts on the environmental values of the site.</li> </ul>



Policy	Change Description	Actual Change
<b>15.03-1L</b> <b>Heritage conservation</b> <b>Campaspe</b>	<ul style="list-style-type: none"> <li>Removal of 'and' from policy guideline dot-points</li> <li>Removal of 'require' from policy guideline dot points</li> <li>Grammatically restructure policy guideline relating to front fences</li> <li>Redistribute policy documents to sit underneath the policies they are relevant to</li> </ul>	<ul style="list-style-type: none"> <li>The replacement building displays design excellence</li> <li>An application for demolition to be accompanied by a replacement development proposal.</li> <li>The materials and scale of new fences to be consistent with the architectural period of the significant or contributory heritage building, or in the case of non-contributory buildings, the precinct.</li> <li>Front fences being a maximum of 1.2 metres in height and constructed in solid materials if this is consistent with the architectural period of the building or precinct.</li> </ul>
<b>17.03-1L</b> <b>Industrial land supply - Campaspe</b>	<ul style="list-style-type: none"> <li>Strategies reworded to reference the Echuca South East Industrial and Commercial Growth Corridor Land Strategy</li> </ul>	<ul style="list-style-type: none"> <li>Encourage a mix of lot sizes as shown in the Echuca South East Industrial and Commercial Growth Corridor Land Strategy.</li> <li>Release industrial land in Echuca in a north-south direction as identified in the Echuca South East Industrial and Commercial Growth Corridor Land Strategy.</li> </ul>

Officers have reviewed the changes and determined that they are minor, largely grammatical and do not alter the policy content of any of the clauses.

## 8. Issues

The changes listed have been made by Smart Planning an independent review body appointed by the State and have occurred since Council resolved to seek authorisation on 21 April 2020. Though the changes are minor, they do constitute a variation to the documents Council resolved to submit for authorisation.

Should Council resolve not to accept the changes and proceed to seek authorisation with the documents as approved on 21 April 2020, the Minister may refuse authorisation, or give authorisation conditionally, most likely requiring the changes described above. This would delay the amendment process considerably and negatively impact the timeline for the amendment to be completed.

## 9. Options

### Option 1: Resolve to accept the changes and proceed with authorisation request

This option is recommended by officers.

The proposed changes to the planning scheme have been mandated by the State Government to accord with Ministerial Direction 14 on the Form and Content of Planning Schemes and have been reviewed by Smart Planning. The changes to the previously approved policies are minor and consistent with the intent of the documents approved by Council on 21 April 2020.

### Option 2: Do not accept the changes and proceed with authorisation

This option is not recommended by officers.

The changes proposed to the amendment are minor and have been made with the intent of complying with the Ministerial Guideline on the Form and Content of Planning Schemes. Should Council resolve not to accept the changes and proceed with the amendment documents as approved at the previous meeting of 21 April 2020, it is likely the changes will be required as a condition of authorisation, though it is possible authorisation may be refused.

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## 10. Strategic Planning Environments

Strong and Engaged Communities	No Impact
Resilient Economy	No Impact
Healthy Environment	No Impact
Balanced Services and Infrastructure	No Impact
Responsible Management	The Campaspe Planning Scheme seeks to facilitate the <b>development</b> of land in a fair, <b>orderly</b> , economic and environmentally sustainable manner

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## 11. Consultation

Consultation has been undertaken within the Planning team, the Planning and Building Manager and General Manager Regulatory and Community Services.

## 7. Question Time

Nil

## 8. Acknowledgements

**Cr Wilson – acknowledged Individual Volunteer Award winner Heather Darbyshire and Organisation Volunteer Award winner Rochester Lions Club**

**Cr Vickers -acknowledged Young Person Volunteer Award winner – Mia Oberin**

## 9. Council Decisions

### 9.1 Alliance for Gambling Reform Funding Request

**Author:**

Sam Campi, Community Engagement Manager

**Attachments:**

9.1 Proposal from Alliance for Gambling Reform

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#### 1. Purpose

To affirm Council's position in response to a request from the Alliance for Gambling Reform for financial support.

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#### 2. COUNCILLORS PENTREATH / WILSON

**That Council:**

1. Decline the offer to participate in the partnership proposal put forward by the Alliance for Gambling Reform.
2. Note that officers will write to the Alliance for Gambling Reform advising them of Council's decision.

**CARRIED**

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#### 3. Conflict of Interest

In accordance with Section 80B of the *Local Government Act 1989*, the officer preparing this report declares no conflict of interest regarding this matter

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#### 4. 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*.

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#### 5. Instrument of Delegation

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

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#### 6. Background

A request has been received from the Alliance for Gambling Reform (The Alliance) seeking Council to join its partnership reform initiative.

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### The Proposal

The Alliance is a collaboration of organisations that advocate about the harmful aspects of gambling and its normalisation in Australian culture. The Alliance campaigns for reforms of the gambling industry to reduce its harm to local communities.

The request is seeking \$5,000 from Council to join its Alliance for Gambling Reform initiative. It is a partnership program that incorporates 23 other Councils from across Victoria. The focus is to advocate for state and national reforms on gambling; members of the initiative are branded "Champions of Change". The initiative specifically targets electronic poker machines, sports and online gambling.

The proposal articulates that if Council agrees to subscribe to this program it will receive the following benefits:

- Support in developing localised anti-gambling messaging.
- Key spokespeople such as the Alliance's Chief Advocates the Rev Tim Costello and Dr Susa Rennie to provide support in engaging local media.
- Support in developing strategy and messaging about poker machine licensing.
- Guidance on policy development, with focus on advocacy, community engagement, support and education.
- Promote Campaspe Shire Council's anti-gambling related initiatives such as advocacy, community consultation, support and education.
- Increased the knowledge and understanding of residents and ratepayers of the issues surrounding gambling.

### Funding expectations

The Alliance has also articulated its expectations of Council, should we engage in the initiative, these are:

- Council tailoring communications, including strategies and materials to support residents to;
  - Learn more about gambling reforms and minimise gambling harm
  - Share information with family, friends and peers
  - Engage in advocacy activities such as social media, emails and volunteer groups
- Share relevant community demographic and communications research to support The Alliance communications
- Use of The Alliance communications materials to promote gambling reform via its various platforms
- Promotion of relevant Alliance community engagement actions to residents and community groups in Campaspe Shire

### Current Policy and Planning Scheme requirements

Council's current policy position on gaming machines is well defined within the Campaspe Planning Scheme. The Gaming Machine Policy Framework 2011 led to the incorporation of a local policy, Clause 22.05 Gaming Policy in 2013. The policy reinforces the current Victorian legislation but recognises that the location of gaming machines in the shire should seek to balance competing social, economic and environmental issues to achieve a net community benefit. The policy identifies appropriate areas for gaming and sets criteria for assessment, consistent with State policy.

Although not expressed within the planning scheme, there is a cap on the number of machines within Victoria. Any proprietor looking to provide more machines within the Campaspe Shire will only be eligible to do so if current licenses are vacated and made available.

Any increase in gaming machines (area) or any new establishment wanting to have gaming machines would require a planning permit, and assessment against the State and local policies.

## 7. Issues and Risk Management

### Issues:

#### Issue 1 Limited consultation on the broader impact.

Historically this region has significant working partnerships with locally based organisations that facilitate electronic gaming services. This has evolved into a number of positive “partnership” arrangements examples being grants for local health agencies, sporting groups, and disability services and arts initiatives. If Council were to consider engaging in a program such as this it would potentially risk a number of key arrangements, negatively impacting Council and the community.

#### Issue 2 Current COVID -19 environment

Current social distancing regulations in response to the COVID-19 pandemic has seen the local hospitality industry decimated. At this time it may be seen as insensitive and inappropriate for Council to engage in this type of activity when we have large job losses impacting the entire community.

#### Issue 3 Current planning scheme

The current planning scheme provisions create a high level of improbability for more electronic gaming machines within Echuca and throughout the other towns across the Shire.

### Risk:

Risk	Likelihood	Consequence	Rating	Mitigation action
Reputational Risk; Council engaging in this program it risks a negative perception from local business and community who are impacted by job losses in hospitality at this time.	Almost Certain	Moderate	High	Do not proceed with the request
Potential loss of sponsorships from key community and business activities	Possible	Moderate	Moderate	Do not proceed with the request

## 8. Options

### Option 1: Decline the offer

Council already has strong structures in place through policy and the planning scheme to protect its residents from the oversupply of electronic gaming machines and the social issues created in these circumstances.

This option is recommended by officers.

### Option 2: Accept the offer

Councils Advocacy plan outlines our key organisational advocacy priorities. Advocating for gambling reform is not identified as a key priority area. Campaspe already has in place strong controls restricting the installation of electronic gaming machines across the shire. Community education on the impacts of gambling is not a core service of local government.

This option is not recommended by officers.

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## 9. Strategic Planning Environments

Strong and Engaged Communities	Nil
Resilient Economy	Facilitate and enable local enterprise, Council has strong working partnerships with local organisations who provide electronic gaming machine activities. Along with strong and effective processes through the planning scheme to ensure the community is provided a balance level of service.
Healthy Environment	Planning scheme ensures that the Campaspe community does not have an oversupply of gaming machines and can maintain healthy access to the service
Balanced Services and Infrastructure	Nil
Responsible Management	Nil

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## 10. Consultation

### Internal consultation:

- Investment Attraction Team identified strong community partnerships, especially in Kyabram where significant donations had been made by the locally based gaming machine providers to various groups with its community.
- Community Engagement Team, identified that the proposal and works were not consistent with Council's current health and wellbeing activities and there were concerns about capacity to meet the requirements of the proposal
- Planning Department provided advice in relation to the impact of the planning scheme and how it made this work proposed less relevant under current arrangements.

## **9.2 Decommissioning of School Crossings**

**Author:**

Nick Curnow Local Laws Coordinator

**Responsible Manager:**

Public Environments Manager

**Attachments:**

9.2 School Crossing Supervisor Count for 2019/20

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### **1. Purpose**

To inform Council that the school crossings at Eyre St Echuca and Edward Street Rochester are no longer eligible for funding through the State Government Children's Crossing Supervisor Subsidy Scheme.

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### **2. COUNCILLORS PENTREATH / NEELE**

**That Council:**

- 1. Shutdown and retire the school crossings at Eyre Street Echuca and Edward Street Rochester.**
- 2. Advise affected school communities that the crossings no longer meet the VicRoads funding criteria for school crossings due to the reduced number of users.**

**CARRIED**

A division was called

**Those in favour of the motion – Crs Weston, Vickers, Munro, Neele, Wilson, Pentreath, Pankhurst**

**Those against the motion – Cr Mackrell**

**The motion was CARRIED**

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### **3. Conflict of Interest**

In accordance with Section 80B of the *Local Government Act 1989*, the officer preparing this report declares no conflict of interest regarding this matter

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### **4. 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*.

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### **5. 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.

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## 6. Background

A State Government subsidy, administered through VicRoads, is provided to Council under the Children's Crossing Supervisor Subsidy Scheme for the supervision of pedestrian crossings used by school children.

Eligibility for funding for individual crossings is based on accident risk to children crossing the road at these sites. The risk is assessed through examining traffic volumes, vehicle speeds, visibility and the number of children crossing. Primary school aged children are particularly at risk. Supervised children's crossings, pedestrian crossings, signalised pedestrian crossings and pedestrian crossings at signalised intersections are eligible for subsidy under this scheme if the following warrants are met:

- Children's crossings for primary school children - where the number of children (minimum 20) multiplied by the number of vehicles in the hour (minimum 100) exceeds 5,000.
- Children's crossings for secondary school children - where the number of children (minimum 20) multiplied by the number of vehicles in the hour (minimum 250) exceeds 25,000.
- Pedestrian operated signals - more than 20 primary school children per hour.
- Other crossings - when the Council obtains VicRoads agreement that there is a need for supervision on account of special needs (e.g. children with disabilities) or other factors affecting safety, such as excessive vehicle speed, road geometry, limited sight distance, volume of heavy vehicles or road width.

Under the scheme guidelines Council officers are required to review the eligibility of all crossings annually and provide VicRoads with a listing of eligible crossing locations, their associated data and the number of supervisors required at each crossing. VicRoads for them to undertake a review of the crossings to determine ongoing eligibility for funding warrants under the Children's Crossing Supervisor Subsidy Scheme.

The July 2019 counts for the Eyre Street, Echuca crossing servicing the Echuca East Primary School and the Edward Street, Rochester crossing servicing the Rochester Primary School and Secondary College have been identified as not meeting the VicRoads warrant and therefore will no longer be subsidised under the scheme.

## 7. Content

Council currently has sixteen supervised school crossings throughout the municipality, including the two that no longer meet warrant from 1 July 2020.

The full cost of providing all crossings for 2020/21 is budgeted to be \$268,039 which comprises the subsidy of \$95,000 (projected) averaged at \$6,785 per funded crossing and Council's contribution of \$173,039. When the total operational cost is spread out across all 16 crossings the average cost is \$16,752 per crossing. Therefore, Council is heavily subsidising this activity.

The following table indicates the location of the crossings, schools serviced and the state grant and Council contribution to each crossing.

No.	Street/Road Name	Name of School(s) Serviced	State Funding Average Allocation \$	Council Contribution Average \$
1	High Street Echuca	Echuca Central (208)	\$6,785	\$9,967
2	Sutton Street	Echuca East Primary	\$6,785	\$9,967
3	Murray Valley Highway Echuca	St Mary's Primary	\$6,785	\$9,967
4	McSwain Road Echuca	Twin Rivers Primary	\$6,785	\$9,967



No.	Street/Road Name	Name of School(s) Serviced	State Funding Average Allocation \$	Council Contribution Average \$
5	Northern Hwy Echuca	See Note 11	\$6,785	\$9,967
6	Murray Valley Highway Gunbower	Gunbower Primary	\$6,785	\$9,967
7	Northern Highway Rochester	Rochester Primary School & Secondary College	\$6,785	\$9,967
8	Midland Highway Stanhope	Stanhope Primary	\$6,785	\$9,967
9	Bendigo Murchison Road Rushworth	Rushworth P - 12	\$6,785	\$9,967
10	Church Street Kyabram	St Augustine's P - 12	\$6,785	\$9,967
11	Tulloh Street Kyabram	St Augustine's P - 12	\$6,785	\$9,967
12	Fischer Street Kyabram	Kyabram P - 12	\$6,785	\$9,967
13	Haslem Street Kyabram	Kyabram P - 12	\$6,785	\$9,967
14	Bridlington Avenue	St Marys Primary School	\$6,785	\$9,967
15	Eyre Street Echuca	Echuca East Primary	\$ 0	\$16,752
16	Edward Street Rochester	Rochester Primary School & Secondary College	\$ 0	\$16,752

## 8. Issues and Risk Management

### Issues:

#### Issue 1

The Eyre Street, Echuca crossing services the Echuca East Primary School. This school is also serviced by another funded and supervised crossing on Sutton Street. However, children approaching the school from the North and East are not able access the Sutton Street crossing without first crossing a feeder road.

The Edward Street, Rochester crossing services the Rochester Primary School and Rochester Secondary College on a co-located site. This site is also serviced by a crossing on the Northern Hwy. However, children attending school from the East are not able to access this crossing without first crossing a feeder road.

There is an inherent risk in crossing any road due to the presence of moving vehicles however VicRoads has developed the funding model to identify those crossings where the risk is greatest and provides an intervention level based on the volumes, speed and number of users. In this way the risk is mitigated.

Note that the decision to remove crossings may not be permanent in nature. School communities change over time and attendances/foot traffic may rise again in the future facilitating the need to review options for reinstallation of supervised crossing points.

**Issue 2**

The ability to provide controlled crossing points for all children walking to school that must cross a road is not possible. Council from time to time receives requests to provide additional crossing points by schools and parents. However, without a framework that determines a level at which intervention is required Council would have no ability to assess/prioritise the allocation of its resources. While some may argue that the bar is set to high or too low in the VicRoads framework, it nevertheless provides Council with a rationale and logical basis on which to allocate its funds.

**Issue 3**

If Council determines to withdraw its support for a crossing it cannot simply stop manning the site as there are several risks that must be mitigated first. Schools, parents and children require notification and any crossing infrastructure must be removed. Leaving infrastructure in place in the event the numbers change, and the crossing is reinstated is not recommended due to the risk that the community perceive that crossing is still operational. It is important that pedestrians are not mislead into thinking that there is no additional protection provided by the illusion of a controlled crossing.

**Risk:**

Risk	Likelihood	Consequence	Rating	Mitigation action
Unsafe crossing of roads by children if crossing is shutdown	Possible	Serious	High	Ensure crossings are completely removed so that they not used unmanned.

**9. Options****Option 1: Shutdown and retire the crossings**

As the numbers of children using the crossings and vehicle movements are now below the criteria for funding officers recommend shutting down and retiring both crossings. Thereby bringing these areas into line with other residential roads used by children to access schools. To continue operating the crossings exposes Council to the risk of increasing the number of crossings funded with no consistency or prioritisation.

This option is recommended by officers

**Option 2: Council fully fund the provision of School Crossing Supervisors**

Council may choose to continue to provide the school crossings at Eyre St Echuca and Edward St Rochester meeting the full cost of the services through its own resources. The appointment of a school crossing supervisor is not dependent on a Government subsidy and a Council may appoint a supervisor at any time, on a voluntary or paid basis, provided the person is properly trained and equipped.

This option is not recommended by officers.

**10. Strategic Planning Environments**

Strong and Engaged Communities	No impact
Resilient Economy	No impact
Healthy Environment	No impact
Balanced Services and Infrastructure	Infrastructure is provided to meet identified need and funding guidelines
Responsible Management	Changes to the service levels in line with safety requirements and funding availability

**11. Consultation**Internal consultation:

- Design Technical Officer
- Road Services Engineer
- Public Environments Manager
- Regulatory and Community Services General Manager

External consultation:

- VicRoads

### **9.3 Kyabram Fauna Park Master Plan**

**Author:**

Keith Oberin, General Manager Economic and Community Development

**Attachments:**

9.3 Kyabram Fauna Park Strategic and Master Plan

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**1. Purpose**

To seek endorsement of the Master Plan and Strategic Pillars for the Kyabram Fauna Park (KFP).

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**2. COUNCILLORS NEELE / PANKHURST****That Council:**

1. **Thank the DELWP Committee of Management for the opportunity to comment on their Strategic and Master Plan.**
2. **Advise the Committee of Management that their Plan appears to appropriately address the future needs, aspirations, opportunities and community expectations for the Fauna Park.**
3. **Note that it may be able to support the Committee of Management develop some of the opportunities identified in the Plan, subject to further consideration and availability of funds.**
4. **Note that a further report, regarding the proposed development of the drainage components of the Kyabram Fauna Park wetlands, will be presented to a future Council meeting.**

**CARRIED**

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**3. Conflict of Interest**

In accordance with Section 80B of the *Local Government Act 1989*, the officer preparing this report declares no conflict of interest in regard to this matter.

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**4. 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*.

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**5. 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.

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**6. Background**

The Kyabram Fauna Park (the Park) has been in operation for over 40 years. The Park was established in 1976 on Council freehold land and Crown Land (auspiced by the Department of Environment, Land, Water and Planning (DELWP)) and is managed by a Committee of Management appointed by DELWP. The Park grew to become the second largest collection of Australian native fauna in Victoria, with more than 600 native animals across the 55-hectare site.

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The Park is an important regional visitor attraction, providing visitors the opportunity to experience nature, while learning about birds and animals native to Australia. As well as being actively involved in conservation programs with Australian and international partners, with a focus on threatened and vulnerable species. The Park provides environmental, economic and social benefits for the region. However, in recent years, the viability of the Park has been threatened by a range of operational issues, resulting in a decline in visitation and profitability.

The development of a strategy for the Park aimed to enhance the environs and fauna collection to ensure its sustainability, while ensuring that it remains loved by locals and a must-see for visitors. The project sought to re-imagine the place and establish a new vision that will take the Park into the future and encourage potential investment from the public and private sectors.

Engagement with the community and local businesses was critical in the development of the vision for the Park. Community consultation was undertaken during July and August 2019 to seek feedback on the proposed future direction and developments. The consultation process was promoted via social media and local media.

Face-to-face briefing sessions were run with residents in the Kyabram township and at the Park. Briefings were also held with Campaspe Shire councillors and DELWP stakeholders. A survey (online and hard copy) was promoted to the local community, with 317 surveys completed. A copy of the consultation survey is contained in Appendix H of the Kyabram Fauna Park Strategic and Master Plan document.

The consultation highlighted that there was overall strong support amongst the community for the draft Master plan and the future direction of the Park.

Some of the key themes from the consultation included:

- Strong support for increasing the number of animals on display;
- Preference for the focus of the Park to remain with native animals (45% of respondents);
- Support for developing a nature play area within the Park, in addition to the retention of the current playground on John Pilley Reserve;
- The need to upgrade the cafe and park entrance;
- Concerns from neighbouring properties about the impact of changes to existing fencing and the location of onsite buildings.

KFP will continue to consult with the community throughout the implementation process.

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## **7. Content**

Based on the consultation themes, research and current trends a vision for the Park and four strategic pillars which support the implementation have been developed.

### **Vision**

To be northern Victoria's premier wildlife attraction.

### **Purpose**

To provide meaningful and memorable visitor experiences, that educate and inspire action to protect wildlife and its habitat.

### **Strategic Pillars**

- Welfare - The welfare and wellbeing of our wildlife is paramount
- Conservation - We are committed to contributing to wildlife and habitat conservation

- Sustainability - Business sustainability will ensure we deliver ongoing benefits to the community and environment
- Experience - Interactions with our wildlife and environment will make visitors feel part of nature

## **Strategic Priorities**

### Welfare

1. Accreditation - To be recognised as a facility that has animal welfare and wellbeing at the forefront of the business. Gaining Zoo and Aquarium Association (ZAA) accreditation will validate our standards, provide improved access to animal data and animal exchange programs and is essential to gaining the support of the industry.
2. Enrichment - Environmental enrichment is a foundation of good animal welfare. Our animal enrichment program will be an integral part of caring for our wildlife and will be on show for our visitors.
3. Training and conditioning - Training and conditioning programs will become part of daily operations. These programs will assist in the delivery of daily presentations + encounters, as well as aid keepers in their day-to-day operations.

### Conservation

1. Education - Teach visitors about the wildlife + environment at KFP through education messaging delivered onsite, online and through our schools program
2. Endangered species conservation - KFP will contribute to the efforts to conserve endangered species (fauna and flora).
3. Research - Support conservation-based research programs within KFP that align to our business values.
4. Conservation funding - Establish a conservation funding program to deliver conservation outcomes within KFP + support external organisations to deliver local programs.

### Sustainability

1. Business performance - Run a profitable business to support ongoing investment into the Park and conservation programs.
2. Environment - Reduce the environmental impact of the business and become recognised for our environmentally friendly business practices.
3. Workforce - Support a skilled, effective and motivated workforce of staff and volunteers.

### Experience

1. Visitor engagement - Achieve a high level of visitor engagement through expansion of the animal collection, improved design of the built environment, immersive natural landscapes and interaction with staff and wildlife.
2. Experience development - Enrich the visitor experience through the delivery of a range of up-close animal interactions and ongoing investment in experience development through encounters, tours and events.

The vision has sought to be all inclusive and reflective of the desired outcomes for the park in the longer term.

The vision and strategic pillars are to be used to guide planning and development of new infrastructure, programs and the operational environment of the facility.

Collaboration is critical to the success of the vision. The Committee of Management alone will not be able to recognise the potential successes and opportunities envisaged by the plan without the support and buy in of key stakeholders and the community. In finalising the draft vision and strategic pillars, a presentation was held

with stakeholders to test the vision and strategic pillars. This session sought to affirm that the vision and plan held true and reflected the aspirations of the community. The session also sought to confirm support for collaboration in the implementation of the vision. In this regard a number of community advocates representing a broad cross section of the community have been identified. The advocates will support the Committee of Management in the launch and communication of the vision to the broader community.

The Master plan divides the Park into unique landscape zones, each with its own look and feel to give visitors an engaging experience. Each zone will include new exhibits and species, including non-native species.

1. *Green Garden Zone*

The green garden zone includes changes to parking, entry and the café so visitors feel welcome and get a sense of the exciting experience they are about to have. This zone includes a function lawn, semi-free ranging animals and lots of family activities including nature play and water play areas.

2. *Grey Garden Zone*

The grey garden zone will have drought resistant native trees and encompass the Park's existing heritage area, which will be expanded to include a hay barn play area and farm animals. Other new exhibits in this zone include a night encounter pavilion, reptile encounter, bird encounter and raptor encounter.

3. *River Trail*

The river trail area contains flexible exhibits that can be used interchangeably for a range of animals. In this area, visitors will experience a meandering walk along boardwalks and other pathways with many interesting vistas of different landscapes.

4. *Seasonal lake landscape and ecosystems*

Leveraging the wetlands is a key element of the Master plan design. This zone includes developing an event centre and restaurant on land reclaimed from the evaporation lagoon, which could be developed for a variety of Park events and private functions. The Wetlands detailed design undertaken in conjunction with the Fauna Park plan will be the subject of a further report to Council.

5. *North service zone*

The developments in this zone are intended to support park operations and are predominantly back-of-house. It is designed for staged construction and expansion as needed.

6. *South service zone*

This zone includes off-exhibit holding and exercise yards combined with browse plantation and town stormwater inlet pond.

7. *Safari camp*

A safari-style "tented camp" accommodation will be developed beside a billabong, along with overnight wildlife experiences. Initially, an area for self-contained campers has been proposed.

The Master plan provides a clear vision to support KFP Committee of Management to achieve its strategic priorities over the next 20 years and has the potential to significantly improve the visitor experience, work environment and animal management practices at the Park. Once implemented, the Master plan has the potential to drive positive economic and social outcomes for the region.

The upgrades will also create a renewed sense of community pride in the Park which has already been shown by those works undertaken to date. However, it should be recognised that a significant capital investment will be required to achieve the Master Plan vision. The ability to self-fund capital improvements is limited due to the Park's current financial situation.

The Master plan includes a large list of upgrades and proposed new developments, several of which will need to be thoroughly assessed in terms of their feasibility and potential return on investment (ROI). Accessing public funding to invest in the proposed operational upgrades with limited ROI may be challenging.

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## 8. Issues and Risk Management

### Issues:

#### Issue 1: The plan is not embraced by Council or the community:

The development of the plan has sought to engage with the broader community. These engagement opportunities sought to capture ideas, opportunities and current issues impacting the Park.

Successful implementation and realisation of the plan is reliant upon the collaboration between a range of stakeholders. It is important to note that it is not solely the responsibility of the Committee of Management, DELWP or Council to implement the plan but all relevant agencies must ensure their actions reflect the intent of the plan.

### 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.

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## 9. Options

#### Option 1: Endorse the plan for the Park and the strategic pillars that support its implementation.

This option is recommended by officers.

The plan as presented was developed involving extensive community engagement. It seeks to capture and represent the aspirations of the community and reflect current trends. Affirming the plan will set a direction to guide planning and development of new infrastructure, programs and the operational environment of the facility.

#### Option 2: Not endorse the plan for the Park and the strategic pillars that support its implementation.

This option is not recommended by officers.

Not endorsing the plan would result in the facility remaining without a strategic direction. Further provide reduced confidence to stakeholders given their commitment to the visioning and planning process.

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## 10. Strategic Planning Environments

Strong and Engaged Communities:	The vision and strategic directions support implementation of strategy 3 by identifying opportunity to support artistic, cultural and leisure opportunities across the area.
Resilient Economy:	The vision and strategic directions support implementation of strategies 1, 2 and 3 by providing direction to guide planning and development of new infrastructure, programs and the operational environment.
Healthy Environment:	No impact.
Balanced Services and Infrastructure:	The vision and strategic directions support implementation of strategy 2 by providing direction for future services and infrastructure.
Responsible Management:	The development of the vision and strategic directions have been developed in line with strategies 1 and 3.

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**11. Consultation**

The development of the vision and strategic pillars have been informed by extensive community and stakeholder consultation, including numerous briefings of Council and Councillor involvement in community sessions. Numerous opportunities and formats for engagement were offered during the development of the vision and strategic pillars.

## **9.4 Council Policy Review**

**Author:**

Sharolyn Taylor, Council Support Officer

**Responsible Manager:**

General Manager Corporate Services

**Attachments:**

- 9.4.1 Council Policy 052 – Street Public Lighting
- 9.4.2 Council Policy 069 – Road Closures
- 9.4.3 Council Policy 132 – Private Assets in Road Reserves
- 9.4.4 Council Policy 036 – Temporary Road and Street Closure – to be revoked

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### **1. Purpose**

To present to Council three reviewed policies for adoption and one policy for revocation.

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### **2. COUNCILLORS PENTREATH / WILSON**

**That Council:**

- 1. **Adopt the following reviewed Council policies:**
  - a) **Council Policy 052 – Street Public Lighting**
  - b) **Council Policy 069 – Road Closures**
  - c) **Council Policy 132 – Private Assets in Road Reserves**
- 2. **Revoke the following policies:**
  - d) **Council Policy 036 – Temporary Road and Street Closure.**

**CARRIED**

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### **3. Conflict of Interest**

In accordance with Section 80B of the *Local Government Act 1989*, the officer preparing this report declares no conflict of interest in regards to this matter.

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### **4. 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*.

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### **5. 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.

## 6. Background

Policies are critical to the strategic objectives of Council and provide a predetermined course of action to the community.

Council policies have been prepared and reviewed by the responsible officers in accordance with Council Policy 156 – Policy Framework which establishes a Policy Framework incorporating a policy hierarchy, process for the preparation of new policies and review of existing policies, and a methodology for the management of policies and procedures. It applies to Council and Internal policies.

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

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

## 7. Content

A summary of the reviewed policies is listed below, and the policies are also attached.

Policy No.	Policy Title	Purpose	Summary of Proposed Changes
<b>DIVISION – INFRASTRUCTURE SERVICES</b>			
052	Street Public Lighting	To provide the basis for the determination of the level of street lighting in urban areas.	Changes have been made to sections one and two of the policy statement to reflect current practices.  The review period is proposed to be changed to four years as per the risk assessment matrix.:
069	Road Closures	To provide guidance when Council resolves to discontinue a non-government or a government road.	It is proposed to change the title to Road Closures.  Changes have also been made to the policy statement to provide greater clarity of the process required for the discontinuance of roads.  The review period is proposed to be changed to four years as per the risk assessment matrix.
132	Private Assets in Road Reserves	To define the criteria and requirements under which private assets will be permitted into the road reserve	It is proposed to change the title to Private Assets in Road Reserves.  Additional changes to the policy include clarifying landowner insurance requirements and applicable legislation.  The review period is proposed to be changed to three years as per the risk assessment matrix.
Policy No.	Policy Title	Reasoning for Revocation	
<b>Council policies to be revoked</b>			
036	Temporary Road and Street Closure	It is proposed to revoke this policy as it will be considered under the new Grants and Sponsorship policy being prepared by the CEO	

## **8. Issues and Risk Management**

### **Issues:**

Nil

### **Risk:**

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

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## **9. Strategic Planning Environments**

Strong and Engaged Communities:	No impact
Resilient Economy:	No impact
Healthy Environment:	No impact
Balanced Services and Infrastructure:	Policies improve delivery on services to the community and give clear direction to officers.
Responsible Management:	Council policies assist with establishing guidelines, effective decision making and being accountable to the community.

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## **10. Consultation**

### **Internal Consultation**

- Responsible policy officers
- Executive Management Group

### **Councillors**

- 12 May 2020 Briefing session.

## **9.5 New Council Policy – Chief Executive Officer Employment and Remuneration**

### **Author:**

Declan Moore, Chief Executive Officer

### **Attachments:**

9.5 Draft Policy

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#### **1. Purpose**

To provide Council with a draft policy to guide the future employment and remuneration of the Chief Executive Officer.

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#### **2. COUNCILLORS PANKHURST / NEELE**

That Council note the draft policy and refer it to the next Council (2020 – 24) for their consideration and implementation before September 2021, as required by the *Local Government Act 2020*.

Cr Mackrell foreshadowed an alternate motion to adopt the policy should the motion be lost

The motion was PUT to the vote and was LOST

A division was called

Those against the motion – Crs Weston, Munro, Wilson, Pentreath, Mackrell, Pankhurst

Those in favour of the motion – Crs Neele, Vickers

The motion was LOST

#### **COUNCILLORS MACKRELL / WILSON**

That Council:

1. Adopt the Chief Executive Officer Employment and Remuneration policy.
2. Add to the policy the policy no, date adopted, and scheduled for review date.

**CARRIED**

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#### **3. Conflict of Interest**

While the author of the report is the incumbent CEO, the new policy relates primarily to the employment of subsequent CEOs, so in accordance with Section 80B of the *Local Government Act 1989*, the officer preparing this report declares no conflict of interest regarding this matter

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#### **4. 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*.

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## 5. Instrument of Delegation

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

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## 6. Background

At its 19 November 2019 meeting, Council considered (at Item 7.7) the final report of the CEO Employment and Contract Committee, which evidenced how the Committee had fulfilled its purpose and could now be dissolved. Council determined to:

1. *Note the report of the activities of the CEO Employment and Contract Committee and thank the members of the committee for their professional contribution.*
  2. *Note the dissolving of the CEO Employment and Contract Committee as it has now fulfilled its purpose.*
  3. *Request the CEO to develop a policy for Council's consideration on Chief Executive Officer Employment and Remuneration which will include processes for recruitment, setting of remuneration, performance, contract conditions and finalisation of contract and Terms of Reference for the Advisory Committee.*
- 

## 7. Content

Consistent with Council's decision the (then) Governance Manager reviewed Policies and Procedures of some Victorian and interstate Councils, as well as the Victorian Local Government Inspectorate's February 2019 report entitled "Managing the employment cycle of a council CEO".

Elements of each were then incorporated into the draft policy (Attachment 9.5) by the CEO.

The draft addresses the requirements of the 2020 Local Government Act, in as much as a Policy must be adopted by 1 September 2021.

In the meantime, Council has already established a Chief Executive Officer Performance and Remuneration Advisory Committee and appoints representatives to this committee on an annual basis. The Council also endorsed a performance assessment and review methodology, and, as part of its end of year performance review will consider remuneration.

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## 8. Issues and Risk Management

### Issues:

Nil

### Risk:

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

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## 9. Options

### Option 1: Council notes the report and refers the draft policy to the next Council

Given that the current Council has only recently recruited a new CEO (to a four-year contract) and agreed a performance & review process with them, there is no immediate need to adopt a Policy.

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The next Council (2020 – 2024) would have the opportunity to consider the draft policy and subsequent Terms of Reference and agree the process for managing the next CEO appointment; while the current performance management process could be renegotiated with the incumbent should the next Council wish to do so.

This option is recommended by officers.

Option 2: Council adopts the draft policy and requires the CEO to develop Terms of Reference for the Committee

Council could adopt the draft policy, with or without modification, and require the development of Terms of Reference for their consideration and adoption (with or without modification).

It would then be open for the next Council to continue with the policy, or review and modify it as they may deem appropriate.

This option is not recommended by officers.

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## 10. Strategic Planning Environments

Strong and Engaged Communities	Not applicable
Resilient Economy	Not applicable
Healthy Environment	Not applicable
Balanced Services and Infrastructure	Not applicable
Responsible Management	The establishment and operation of such a committee fits with the strategy of delivering sound governance and fiscal responsibility and the requirements of the Local Government Act 2020 (effective September 2021).

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## 11. Consultation

### Councillors:

- Councillors at the 12 May 2020 Council Briefing Session.

## 10. Council Information

### 10.1 Assembly of Councillors Records

**Author:**

Sharolyn Taylor, Council Support Officer

**Responsible Manager:**

General Manager Corporate Services

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**1. Purpose**

To present to Council the open records for the Assemblies of Councillors held in the month of April 2020.

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**2. COUNCILLORS MUNRO / WILSON**

**That Council note the Assemblies of Councillors records.**

**CARRIED**

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**3. Conflict of Interest**

In accordance with Section 80B of the *Local Government Act 1989*, the officer preparing this report declares no conflict of interest in regards to this matter.

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**4. 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*.

---

**5. 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.

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**6. Background**

The *Local Government Act 1989* provides a definition of an assembly of Councillors where conflicts of interest must be disclosed.

A meeting will be an assembly of Councillors if it considers matters that are likely to be the subject of a Council decision, or, the exercise of a Council delegation and the meeting is:

1. An advisory committee of the Council that includes at least one Councillor; or
2. A planned or scheduled meeting that includes at least half the Councillors (5) and one member of Council staff.

The requirement for reporting provides increased transparency and the opportunity for Councillors to check the record, particularly the declaration of conflict of interest.



## 7. Content

The following Assemblies of Councillors were held in the month of April 2020:

Meeting Information			
Meeting Name/Type	Campaspe Briefing Session		
Meeting Date	7 April 2020		
Start time:	11.03am	Finish time:	4.15pm
Matters Discussed	<div>1. Welcome, present and apologies</div> <div>2. Declaration of Interests</div> <div>3. Delegation – Murray Regional Tourism Update</div> <div>4. McConnell Dowell – Echuca Moama Bridge Contractor Update</div> <div>5. Echuca West Planning Update</div> <div>6. Business Arising</div> <div>6.1 Echuca Moama Bridge Project Update</div> <div>6.2 Federal Infrastructure Projects Funding</div> <div>7. 2020/21 Budget Session No. 6</div> <div>8. Delegation - Port Precinct Working Group</div> <div>9. Port Precinct Review</div> <div>10. Briefing Review</div> <div>11. Meeting close</div>		
Attendees			
Councillors	In person - Daniel Mackrell (11:07am -4:15pm) Remotely - Adrian Weston (Mayor), Kristen Munro, Vicki Neele, Neil Pankhurst, Leanne Pentreath, Annie Vickers, Leigh Wilson, John Zobec		
Staff	Declan Moore, Fleur Cousins, Andrew Cowin (11:03am – 12:00pm), Jason Deller, Sharolyn Taylor		
Apologies	Nil		
Conflict of Interest disclosures			
Matter No.	Councillor/officer making disclosure		Left meeting: Yes/No
Nil			

Meeting Information			
Meeting Name/Type	Campaspe Briefing Session		
Meeting Date	14 April 2020		
Start time:	9:30am	Finish time:	1:21pm
Matters Discussed	<div>1. Welcome, present and apologies</div> <div>2. Declaration of Interests</div> <div>3. Business Arising</div> <div>3.1 Shepparton Council Request for Support for Designated Area Migration Agreement</div> <div>3.2 Echuca Moama Bridge Project Update</div> <div>3.3 Riverfront Development Site Damage</div> <div>3.4 2020/21 Budget</div> <div>4. Local Government Act 2020 Update</div> <div>5. Echuca Paddlesteamers Review</div> <div>6. Financial Support Measures in Response to COVID 19 Pandemic</div> <div>7. Grants, Sponsorships and Donations Review</div> <div>8. Briefing Review</div> <div>9. Meeting close</div>		
Attendees			
Councillors (remotely)	Adrian Weston (Mayor), Kristen Munro, Leanne Pentreath, Neil Pankhurst, Annie Vickers, Leigh Wilson, Daniel Mackrell, Vicki Neele, John Zobec (9:34am – 1:21pm)		
Staff	Declan Moore, Fleur Cousins, Andrew Cowin, Jason Deller, Sharolyn Taylor, Paul McKenzie		
Apologies	Nil		
Conflict of Interest disclosures			
Matter No.	Councillor/officer making disclosure		Left meeting: Yes/No
6 – 3(e)	Cr Mackrell		Yes

Meeting Information			
Meeting Name/Type	Campaspe Briefing Session		
Meeting Date	21 April 2020		
Start time:	12:03pm	Finish time:	2:33pm
Matters Discussed	<div>1. Welcome, present and apologies</div> <div>2. Declaration of Interests</div> <div>3. Business Arising</div> <div>3.1 High Street Echuca Proposed Development</div> <div>3.2 Kyabram Community Development Plan</div> <div>3.3 Missing Links Project</div> <div>3.4 Echuca Moama Bridge Project Update</div> <div>3.5 DARMA Funding</div> <div>4. Council Meeting Agenda – Open Q &amp; A</div> <div>5. Council Meeting Agenda – Confidential Q &amp; A</div> <div>6. Monthly Performance Reporting – Procurement</div> <div>7. Monthly Performance Reporting – Finance</div> <div>8. Monthly Performance Reporting – Operational</div> <div>9. Monthly Performance Reporting – Capital Works</div> <div>10. Monthly Performance Reporting – Council Resolutions for Action</div> <div>11. Briefing Minutes Review</div> <div>12. Meeting Schedule</div> <div>13. Communication Reports</div> <div>14. Councillor Portfolio and Committee Updates, Reports from Conference and Training Attended</div> <div>14.1 Loddon Campaspe Councils</div> <div>14.2 EMT Board Meeting</div> <div>14.3 GVWRRG</div> <div>14.4 COVID-19 Business Support Grants</div> <div>15. General Discussion and Question Time</div> <div>15.1 Regional Rural Land Use Strategy (RRLUS)</div> <div>15.2 Aged Care Update</div> <div>15.3 New EPA Legislation</div> <div>16. Briefing Review</div> <div>17. Meeting close</div>		
Attendees			
Councillors (Remotely)	Cr Adrian Weston (Mayor), Cr Vicki Neele (Deputy Mayor) Cr Daniel Mackrell, Cr Kristen Munro, Cr Neil Pankhurst, Cr Leanne Pentreath, Cr Annie Vickers, Cr Leigh Wilson, Cr John Zobec		
Staff	Declan Moore, Fleur Cousins, Andrew Cowin, Jason Deller, Paul McKenzie, Sharolyn Taylor		
Apologies	Nil		
Conflict of Interest disclosures			
Matter No.	Councillor/officer making disclosure	Left meeting: Yes/No	
4-9.1	Cr Weston	Yes	
4-9.5	Cr Mackrell	No – no discussion	
4-10.4	Cr Mackrell	No – no discussion	
5-19.1	Cr Pentreath	No – no discussion	
5 – 19.2	Cr Pentreath	No – no discussion	

## **8. Issues and Risk Management**

### **Issues:**

Nil.

### **Risk:**

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

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## **9. Strategic Planning Environments**

Strong and Engaged Communities:	No impact
Resilient Economy:	No impact
Healthy Environment:	No impact
Balanced Services and Infrastructure:	No impact
Responsible Management:	No impact

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## **10. Consultation**

Nil.

## **10.2 Letters of Appreciation**

The following have been received:

- Chen Qun, Mayor, Shangri-la City – sending thoughts and best wishes to the people of Campaspe Shire Council during the current Coronavirus pandemic. Shangri-la City have every belief that under the strong leadership of Council the pandemic will be defeated.
- Echuca Card Players – thank you for the approval to purchase another round table and chairs for the Campaspe Regional Library.
- Neville Hunter, Kyabram – thank you for filling the hole in the shoulder of South Boundary Road adjacent to the bird hide that looks into the Fauna Park Lakes. It is much appreciated by many who park off the road to observe the Fauna Park birds.
- Rochester Community Playspace Committee – thank you to Jenny Turner, Community Engagement Officer for the assistance provided towards playspace in Rochester. The professionalism, warmth, advice, support and encouragement is appreciated and the committee looks forward to working with Jenny into the future.

### **COUNCILLORS MUNRO / VICKERS**

**That Council note the letters of thanks and appreciation as listed.**

**CARRIED**

### **10.3 Councillor Expenses**

**Author:**

Sharolyn Taylor, Council Support Officer

**Responsible Manager:**

General Manager Corporate Services

**Attachments:**

10.3. Councillor expenses summary 1 July 2019 to 31 March 2020

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**1. Purpose**

To note the Councillor expenses summary from 1 July 2019 to 31 March 2020.

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**2. COUNCILLORS WILSON / NEELE**

**That Council note the Councillor expenses summary from 1 July 2019 to 31 March 2020.**

**CARRIED**

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**3. Conflict of Interest**

In accordance with Section 80B of the *Local Government Act 1989*, the officer preparing this report declares no conflict of interest in regards to this matter.

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**4. 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*.

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**5. 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.

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**6. Background**

Section 39 of the *Local Government Act 2020* states that Mayor and Councillors are entitled to an annual allowance. The annual allowances are reviewed and determined by Council following the general Council election and are then reviewed annually by the Minister for Local Government.

There are very substantial time commitments required of Councillors in order for them to properly represent the community and perform their significant legal responsibilities, often requiring travel and late hours. The provision of IT equipment such as mobile phones and iPads, reimbursement of official travel expenses and if applicable, child care expenses is generally provided by municipalities across the state to assist Councillors to defray some of the costs incurred in meeting their responsibilities.

Council Policy 058 – *Councillor Support and Entitlements*, s.75B of the *Local Government Act 1989* and s. 40 of the *Local Government Act 2020* provide guidance on the reimbursement of out of pocket expenses, and

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provision of reasonable resources and facilities necessary to enable Councillors to effectively perform their role.

The cost of allowances and reimbursed expenses paid to Councillors together with the costs of related services and resources are managed as part of Council's annual budget process.

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## 7. Content

Each Councillor attends regular Council Meetings and Councillor Briefings. In addition to these, a typical Councillor's workload includes meeting with residents and staff; community consultation sessions and other opportunities to engage with constituents which can often involve long hours and travel; correspondence with the community by mail, email and telephone; site inspections and visits; community celebrations and ceremonial functions; and extensive reading of reports, briefings and other preparation to support effective decision-making.

To contribute to Council's openness and transparency, Councillors' expenses are published on Council's website.

Attachment 10.3 details the expenses incurred by each Councillor in the following categories below in accordance with Council policy 058 – Councillor Support and Entitlements:

**Allowance:** includes statutory allowances for the Mayor and Councillors, inclusive of a provision in recognition of the fact that Councillors do not receive superannuation or any other retirement benefit.

**Travel Expenses:** includes taxi fares, public transport costs, car parking fees, a payment of \$40 per round trip exceeding 100kms and reimbursement to Councillors for kilometres travelled in their private vehicles associated with Council related. The Mayor is also provided with full private use of a motor vehicle.

**Telephone:** includes the capital costs, monthly fees and usage costs associated with Councillor mobile phone, and computer equipment.

**Training and Conferences:** includes any registration fees, associated with attendance or participation in conferences or professional development programs within Victoria.

**Accommodation:** includes accommodation costs associated with attendance or participation in conferences, meetings or professional development programs within Victoria.

**Reimbursement of Expenses:** includes carer expenses and other incidental expenditure incurred by Councillors in performing their Councillor role.

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## 8. Issues and Risk Management

### Issues:

The public expect accountability and transparency from its Council and this report and the publishing of Councillor expenses on Council's website responds to this expectation.

### Risk:

There may be increased questions from the public about Councillor expenses, but this would be considered a positive development as it would show that Council welcomes scrutiny.

## 9. Strategic Planning Environments

Strong and Engaged Communities:	The Councillor's role includes acting as a point of contact for residents, which can include meeting with residents; attending community consultation sessions, site inspections and visits; community celebrations and ceremonial functions. The Councillors assist with fostering Council's strategic objectives of strong and engaged communities.
Resilient Economy:	No impact
Healthy Environment:	No impact
Balanced Services and Infrastructure:	No impact
Responsible Management:	The cost of allowances and reimbursed expenses paid to Councillors together with the costs of related services and resources are managed as part of Council's annual budget process.

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## 10. Consultation

- General Manager Corporate Services



## **10.4 Statutory Requirements Update**

**Author:**

Sharolyn Taylor, Council Support Officer

**Responsible Manager:**

General Manager Corporate Services

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**1. Purpose**

To advise Councillors on the progress of meeting statutory obligations under the *Local Government Act 1989* and the *Local Government Act 2020*.

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**2. COUNCILLORS PANKHURST / PENTREATH**

**That Council note the third quarter Statutory Requirements update.**

**CARRIED**

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**3. Conflict of Interest**

In accordance with Section 80B of the *Local Government Act 1989*, the officer preparing this report declares no conflict of interest regarding this matter

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**4. 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*.

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**5. Instrument of Delegation**

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

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**6. Background**

Councils are governed by the requirements of the *Local Government Act 1989*, the *Local Government Act 2020* and associated legislation. There is an expectation by other levels of government and the community in general that Councillors are making sufficient enquiries and scrutinising information so as to satisfy themselves that the Council is meeting its statutory obligations.

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**7. Content**

The report advises of the obligations Council has met in the last quarter and what it needs to meet in the next quarter in regard to its statutory obligations.

For the period 1 January 2020 – 31 March 2020 the following has been achieved:

- Received the quarterly financial statements for the period 1 October 2019 – 31 December 2019 (s138(1) of the *Local Government Act 1989*).
-

- Completed the Councillor and Senior officer ordinary returns for inclusion in the Register of Interests (s81(5)(b) of the *Local Government Act 1989*).
- Advised the Minister for Local Government and the Secretary of the Department of Health that Council has reviewed and determined that the Council Plan (incorporating the Municipal Public Health and Wellbeing Plan) remains appropriate (s125(7) of the *Local Government Act 1989*).

For the period 1 April 2020 – 30 June 2020 the following is required to be achieved:

- Adopt the budget for 2020-21 (s.127 (1) and (130) of the *Local Government Act 1989*)
- Declare rates and charges for 2020-21 (s.158, s.159, s.162, s.163 of the *Local Government Act 1989*)
- Adopt the Strategic Resource Plan for 2020-21 (s.126 (3) of the *Local Government Act 1989*)

## 8. Issues and Risk Management

### Issues:

Nil

### Risk:

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

## 9. Options

There are no options presented with this report as the information is presented for noting.

## 10. Strategic Planning Environments

Strong and Engaged Communities	Nil
Resilient Economy	Nil
Healthy Environment	Nil
Balanced Services and Infrastructure	Nil
Responsible Management	<p>This report supports the implementation of the following strategic objectives:</p> <p>Support clear and open communication</p> <p>Deliver sound governance and fiscal responsibility</p>

## 11. Consultation

Nil

## **10.5 Council Plan Initiatives Quarter 3 Update**

**Author:**

Andrew Cowin, Corporate Strategy Manager

**Attachments:**

10.5 Council Plan Initiatives Quarter 3 Update

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**1. Purpose**

To provide Council with the third quarter update on the progress of implementation of the 2019/20 Council Plan Initiatives.

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**2. COUNCILLORS PENTREATH / NEELE**

**That Council note the progress towards the 2019/20 Council Plan Initiatives supporting implementation of the Council Plan 2017/21.**

**CARRIED**

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**3. Conflict of Interest**

In accordance with Section 80B of the *Local Government Act 1989*, the officer preparing this report declares no conflict of interest regarding this matter

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**4. 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*.

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**5. Instrument of Delegation**

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

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**6. Background**

The 2017-2021 Council Plan (Plan) is Council's key strategic document for the term of the Council, which reflects the outcomes of stakeholder and community engagement. The Plan describes Council's strategic objectives, strategies for achieving the objectives and how the outcomes will be measured. Supporting the delivery of the Council's vision is the Strategic Resource Plan which describes the financial and non-financial resources required to implement the Council Plan over the four year period.

The Plan incorporates the requirements of the *Public Health and Wellbeing Act* for Council to prepare a Municipal Public Health and Wellbeing Plan (MPHWP). Incorporation of the MPHWP within the Plan strengthens the integrated planning approach across all Council activities and allows Council to focus on health and wellbeing outcomes for the community and enables a more optimal use of resources.

This Plan sets a vision of 'We are strong, supportive, vibrant and sustainable' which aligns and furthers the vision of Campaspe Our Future.

The Plans is supported by initiatives funded in the 2019/20 Program Budget. A list of progress on the implementation of these initiatives is reported to Council quarterly. This report is the third report of initiatives funded under the 2019/20 budget.

As part of the first report the following 4 initiatives were completed. As they were completed in Q1 & 2 they will not be displayed as part of the Q3 report.

#### Strong and Engaged Communities

- We will fund the construction of the Kyabram Breen Avenue walking track.

#### Responsible Management

- We will support the Victorian Electoral Commission in undertaking an electoral representation review and make a submission regarding the review findings.
- We will develop and commence implementation of a digitisation plan in line with Public Records Office Guidelines.
- We will implement stage two of council's rebranding program focusing on shire entry and town entry signs.

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## **7. Content**

Across the remaining 22 initiatives:

- Three have not started,
- One needs attention,
- 17 are in progress,
- One is completed.

Progress in relation to the implementation of the initiatives are reported to Council and the community quarterly. This report is the third quarterly report of initiatives funded under the 2019/20 budget.

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## **8. Issues and Risk Management**

### Issues:

The Plan outlines some of the key challenges that are facing not only Campaspe but also many other rural and regional communities. The key challenges include:

- High costs of inputs for industry (energy and water)
- Renewal of community facilities
- An ageing population
- Engagement of young people
- Substance abuse issues
- Family violence
- Availability of regional education and training
- Cross-border issues

Many of the initiatives seek to address these key challenges.

The delivery of the remaining initiatives may be impacted as a consequence of the Covid-19 pandemic. This will mostly like be reflected in the next and final quarterly report for these initiatives.

### **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.

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## **9. Options**

### **Option 1: Council note the progress towards implementation of the Council Plan**

This option is recommended by officers.

This report seeks to provide Council and the community with an update in relation to the progress of implementation of initiatives funded under the 2019/20 budget that support the delivery of Councils Vision.

### **Option 2: Council not note the progress towards implementation of the Council Plan**

This option is not recommended by officers.

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## **10. Strategic Planning Environments**

Strong and Engaged Communities:	The action plan activities support the delivery of Strong and Engaged Communities
Resilient Economy:	The action plan activities support the delivery of a Resilient Economy
Healthy Environment:	The action plan activities support the delivery of a Healthy Environment
Balanced Services and Infrastructure:	The action plan activities support the delivery of Balanced Services and Infrastructure
Responsible Management:	The action plan activities outline the organisations commitment to the Responsible Management

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## **11. Consultation**

General Managers and Department Managers from across the organisation have been consulted in relation to the progress of initiatives funded under the 2019/20 budget.

## **10.6 Quarterly Financial Statements**

### **Author:**

Ailsa Box, Finance Manager

### **Attachments:**

10.6 Quarterly March Financial Statements

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### **1. Purpose**

To present to Council a quarterly income statement and additional financial reports to provide a summary of the financial position of Council for the quarter ended March 2020.

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### **2. COUNCILLORS NEELE / PENTREATH**

**That Council note the March 2020 Quarterly Financial Statements.**

**CARRIED**

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### **3. Conflict of Interest**

In accordance with Section 80B of the *Local Government Act 1989*, the officer preparing this report declares no conflict of interest in regards to this matter.

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### **4. 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*.

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### **5. 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.

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### **6. Background**

The *Local Government Act 1989* s138(1) requires that a statement comparing budgeted revenue and expenditure for the financial year with actual revenue and expenditure year to date is presented to the Council at a Council meeting which is open to the public.

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### **7. Content**

A pack of the financial statements is included as attachment 10.6 and contains:

Income Statement	Comparison of 2019/20 budget, 2019/20 actuals and 2018/19 actuals for the nine months ended 31 March 2020.
Balance Sheet	Comparison of 2019/20 budget, 2019/20 actuals and 2018/19 actuals for the nine months ended 31 March 2020.

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Cash Flow Statement	Comparison of 2019/20 budget, 2019/20 actuals and 2018/19 actuals for the nine months ended 31 March 2020.
Statement of Capital Works	Comparison of 2019/20 budget, 2019/20 actuals and 2018/19 actuals for the nine months ended 31 March 2020.

### Income Statement

The major variations to budget for the nine months ended 31 March 2020 are:

- Increased rate income raised due to the supplementary rates being processed for new properties and works on existing properties which increases the property valuation used to calculate rates, these changes occur after the budget has been set.
- Unbudgeted grants have been received impacting favourably on grant income, Murray Darling Basin grants have been received for Rochester and Roads to Recovery works and the related grant claim have been completed ahead of expected timing.
- Materials and services costs are favourable due to timing of work programs and their associated spend, however service delivery is on track for completion by year end.

### Capital Works Statement

The following comparisons can be made with reference to Statement of Capital works:

- Aerodrome projects have been put on hold while a concept plan is developed for the area.
- Drainage works have been delayed on two major projects, one as the result of consultation with effected landowners requiring change to the scope and design of the project and one due to finalisation of easements with landowners.
- A number of projects have been delayed either due to outside influences, ongoing community consultation or timing of works, these include Rushworth streetscape, Rushworth Groves Weir bridge, Wanalta Corop Road and Kow Swamp toilet demolition.

## **8. Issues and Risk Management**

### **Issues:**

Nil

### **Risk:**

This is a quarterly report that monitors Council's performance against the budget, any major variances have been explained in the report and attached statements. There is no perceived risk that would prevent Council achieving budget targets in the 2019/20 financial year for maintenance projects. The impact of COVID19 is not fully known at this time, as services were only closed in the latter half of March. The impact of COVID-19 will be analysed and reported on at year end.

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.

## **9. Strategic Planning Environments**

Strong and Engaged Communities:	No Impact
Resilient Economy:	No Impact
Healthy Environment:	No Impact

Balanced Services and Infrastructure: No Impact

Responsible Management: To provide Council and the community with a summary of our financial performance for the period ended 31 March 2020.

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## **10. Consultation**

- General Manager Corporate Services
- 

## **11. Officer Comment**

The Quarterly Statements give Council and the community the opportunity to monitor and understand Council's ongoing financial performance.

Council's operational performance year to date is in line with expectations except for some maintenance programs that have been scheduled for the last quarter of the year. These variances will not have an impact on Council's service delivery.



## **10.7 Quarterly Capital Works Program Update – 2019/20 Quarter Three**

**Author:**

Sarah Butterworth, Capital Works Coordinator

**Responsible Manager:**

General Manager Infrastructure Services

**Attachments:**

10.7 Capital Works Program Quarter Three 2019/20 Dashboard March 2020

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**1. Purpose**

To provide Council with an update on the progress of the annual Capital Works Program as at 31 March 2020.

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**2. COUNCILLORS PENTREATH / NEELE**

**That Council note the contents of this report.**

**CARRIED**

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**3. Conflict of Interest**

In accordance with Section 80B of the *Local Government Act 1989*, the officer preparing this report declares no conflict of interest regarding this matter.

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**4. 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*.

---

**5. Instrument of Delegation**

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

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**6. Background**

The 2019/20 program consists of 70 new projects and 31 carry over projects totalling a budget spend of \$39,188,375. This report provides a summary of delivery during quarter three. Refer also to the attached dashboard.

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**7. Content****2018/19 Carry Over Projects**

Civil and landscaping works as part of the Riverfront Development in Echuca continued.

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**2019/20 Projects**

Kyabram Plaza Theatre Roof Works and EWMAC Ceiling Sisalation Replacement were both completed this quarter.

Footpath renewal works in Kyabram, Echuca Pine Street Road Rehabilitation, Mundarra Court Road Rehabilitation and a further three kerb and channel projects were practically completed.

Gravel Road Resheeting and Shoulder programs continued to deliver on schedule throughout the quarter. The works in Kyabram to upgrade the McEwen Road East and West Retardation Basins continued.

Works commenced on Falls Bridge. Irrigation works in Echuca Westwood Park also commenced and solar installation on the Basketball stadium was completed. Works to install a sluice valve as part of the multi-year Ash Street Drainage upgrade commenced in March. Insulation and noise suppression works at the Campaspe Animal Shelter also commenced. Rushworth Hall roof replacement works were also started this quarter.

Annesley Street Urban Rehabilitation, Echuca Environment Centre and Echuca Nanneella Road Rehabilitation contracts were all awarded with the majority of works scheduled from March onwards.

Tenders for Murray Esplanade Retaining Wall, Ramsay Street, Rochester Open Drain, Echuca Holiday Park Detailed Design and Wanalta-Corop Road Rehabilitation are being evaluated and will be awarded in April. McKenzie Road, Echuca Drainage is currently out for tender.

Advance Designs for road rehabilitations for the 2020/21 program are well underway with all rehabilitation designs due for completion before the end of June.

**Activities for Quarter Four**

Works will commence on the remaining projects out for tender.

Tenders will commence for Rushworth Murchison Open Drain Renewal and the Gunbower Landfill Cap Remediation.

All regular, scope to budget programs of work will be closed out prior to the end of the financial year.

Advance designs will be completed for 2020/21 so that works crews scheduling can be commenced before July and external construction tenders advertised early in the new financial year.

Quarter Four of the capital program historically delivers a higher spend than previous quarters due to the number of projects in construction and finalisation of financials for regular programs of works.

**Additional projects or existing projects with increased scope**

This quarter a number of additional projects or funding were included in the program using savings from this year's budget review as agreed by Council in March:

<b>Project Number</b>	<b>Project Name</b>	<b>Action agreed by Council</b>	<b>Allocation</b>
PR-100309	Rushworth Groves Bridge Replacement 2019 - 2021	Complete independent assessment, Level 3 inspection	\$ 50,000
PR- 100497	Kanyapella Little Stewarts Bridge Renewal	Review of heritage bridges including Old Stewarts	\$ 50,000
PR-100177	Echuca Council Offices Extension	Refurbish lower level of civic centre	\$300,000
PR-100324	Major Plant Replacement Program	Purchase of bobcat for Echuca District Livestock Exchange	\$ 80,000

**Cancelled projects**

Echuca Francis Street /Service Street Roundabout Rehabilitation – due to the location of Coliban Water main and requirements for pavement depth over their assets, this project has been postponed until alternative design options or ongoing maintenance treatments can be explored. It will be included for consideration in the 10 Year Capital Plan for 2021/22 financial year.

**Financially Completed projects**

The following projects were financially completed this quarter i.e. all invoices have been received and paid and project closed financially:

<b>Project Code</b>	<b>Project Name</b>	<b>Budget</b>	<b>Savings</b>	<b>Savings Returned to</b>	<b>Comments</b>
PR-100015	Shire Stadium Renewal Program 2018/19	\$ 58,035	\$ 0	n/a	
PR-100069	Bridge Renewal 2018/19	\$225,400	\$ 520	Asset Renewal Unallocated Cash	
PR-100099	Echuca South Recreation Reserve – Cricket Practice Nets	\$209,500	\$ 3,424	Asset Renewal Unallocated Cash	
PR-100122	Echuca Francis Street / Service Street	\$179,000	\$161,860	Asset Renewal Unallocated Cash	Project cancelled due to Coliban Water main issues
PR-100149	Minor Plant/Fleet Replacement 2018/19	\$234,000	\$ 23,623	Plant Reserve	
PR-100236	Rochester William Street Kerb and Channel	\$ 41,000	\$ 14,132	Asset Renewal Unallocated Cash	
PR-100270	Jamieson Drive Pavement Rehabilitation	\$209,895	\$ 41,455	Asset Renewal Unallocated Cash	
PR-100329	Echuca Stadium Ventilation System	\$ 54,842	\$ 314	Asset Renewal Unallocated Cash	
PR-100344	Echuca Campaspe Esplanade Erosion Repair	\$ 90,000	\$ 20,886	Asset Renewal Unallocated Cash	
100622	Rochester, Netball Club Lights	\$246,750	\$ 29,572	Asset Renewal Unallocated Cash	
100643	Diggora Lockington Road Blackspot Project	\$517,000	\$ 6,480	Asset Renewal Unallocated Cash	

## 8. Issues and Risk Management

### Issues:

Two issues impact the successful and timely delivery of the annual capital works program.

#### Issue 1:

Insufficient resource and technical expertise in key areas of the business due is a result of ongoing recruitment issues in attracting staff. The impact can lead to some projects being inadequately scoped before the commencement of the new financial year causing delays to delivery and/or inaccurate cost estimates.

To mitigate this issue, additional support will be sourced externally from consultants to support business areas in the development of project charters.

#### Issue 2:

Delivery of the capital works program has been historically based on design and construction being completed in the same financial year. This results in most construction activity taking place in the second half of the year which has a detrimental effect on the scheduling of internal works and external procurement activities. It also means any issues in terms of cost estimates are not identified until later in the financial year causing further delays having to source additional funding. The 2020/21 budget will see capital works projects proposed to be delivered over multiple years so that design and approvals can be completed in the first year, and construction in subsequent years.

### Risk:

Risk	Likelihood	Consequence	Rating	Mitigation action
Non delivery of adopted program resulting in reputational damage and council assets not being renewed in a timely manner.	Possible	Major	High	Ongoing monitoring and monthly reporting to EMG of 'at risk' projects Delivery of projects over multiple years

## 9. Strategic Planning Environments

Strong and Engaged Communities	No impact
Resilient Economy	No impact
Healthy Environment	No impact
Balanced Services and Infrastructure	Delivery of the capital works program contributes towards council's objective to manage and maintain assets to optimise their lifecycle.
Responsible Management	Development of the capital works program and ongoing delivery of projects within the program involve engaging and consulting with the community and strengthening relationships with partners. The project delivery process ensures the program is delivered with clear governance and project financial control.

## 10. Consultation

### Internal consultation:

- Relevant project sponsors.

## **10.8 Echuca Moama Bridge Project Update**

### **Author:**

Richard Conway, Assets Manager

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### **1. Purpose**

To provide an update to Council on the Echuca Moama Bridge project.

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### **2. COUNCILLORS PANKHURST/ WILSON**

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

- 1. The progress of the Echuca Moama Bridge project.**
- 2. That the Administration will write again to Major Road Projects Victoria about the design issues identified in this report and make a further request for a copy of their Communication Plan.**

### **CARRIED**

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### **3. Conflict of Interest**

In accordance with Section 80B of the *Local Government Act 1989*, the officer preparing this report declares no conflict of interest regarding this matter.

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### **4. 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*.

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### **5. Instrument of Delegation**

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

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### **6. Background**

In March 2020 Council received a report on the status of the designs for the road, footpath, active transport bridge and drainage. Council resolved to:

- 1 Note the progress of the Echuca Moama Bridge project.*
  - 2 Write to Major Road Projects Victoria identifying concerns with the designs provided and the lack of information in key areas primarily around the interface with Victoria Park.*
  - 3 Write to Major Road Projects Victoria (MRPV) requesting the active transport bridge over the Campaspe River remain a state asset once constructed.*
  - 4 Consider endorsement of the Echuca Moama Bridge project design once concerns have been addressed.*
  - 5 Write to Major Road Projects Victoria requesting the Echuca Moama Bridge Project Communications plan.*
-

## 7. Issues and Risk Management

### Issues

Staff implemented the resolutions of Council with the following results:

On the issue of designs provided, point 2 of the original resolution, the previously listed concerns were included in the letter to MRPV, but since then further concerns have been identified with the following items:

#### Shared Paths

- Crossfall: There are sections of the shared path where acceptable cross fall for a concrete surface is exceeded.
- Edging: required to asphalt Shared Paths as per the operable standard.
- Street Lighting: Design mentions allowance for future streetlight installation but fails to provide any provision for such installation (e.g. ducts for cable)

#### New active transport bridge across the Campaspe River.

- The height above flood level is proposed to be much lower than would be acceptable to Council. The two existing footbridges that CSC has over the Campaspe River have the deck above the 1:100-year flood level and are suspension bridges without superstructure underneath. The proposed bridge is much lower and will be at risk of flooding in much lower events and trapping flood debris which may cause damage to the structure at Council expense.
- The design is not to an appropriate standard for universal access. Although it accommodates the bicycle aspects of a shared path it does not appropriately address the needs of pedestrians, including those with a disability, pushing prams etc.
- The design does not include a handrail and kerb rail compliant with the Australian Standard, which presents a hazard to wheel chair users, walking frame users, users of prams and pushers, those under 1.2m in height either on foot or on a bicycle.
- The footbridge does not include Public Lighting. The two existing footbridges that Council has over the Campaspe River do have Public Lighting in place. Council has an expectation that the appropriate service level for the proposed footbridge will provide Public Lighting. As a flow on from this, there is an expectation that the Murray River Bridge pedestrian way is provided with Public Lighting to the appropriate state code, and that this feature is continued across the Campaspe Footbridge to provide our community with a safe route for the entire foot or bicycle journey between Echuca and Moama.

On the issue of the bridge, point 3 of the previous resolution, a letter was also sent to MRPV requesting the Active Transport Bridge be retained by the state. A formal response to that request has not yet been received although a meeting between RRV, MRPV and Council has been arranged.

On the final issue, point 5 of the previous resolution (the communications plan), a plan has yet to be provided to Council.

**Risk:**

Risk	Likelihood	Consequence	Rating	Mitigation action
The final outcome of the project is a road, drainage or bridge infrastructure that is difficult to manage or causes problems to users or the community	Medium The timeframe the contractor is required to deliver to has restricted the amount of time available for engagement and amendment. Council is not in control of the process or contractor.	High As some of the assets would not be Council's to rectify the impact would possibly be community or township size and ongoing.  In the case of the footbridge and some of the drainage and road the asset would be Council's and the amendment or removal costs are into the millions which would be unplanned and undepreciated cost.	High	Continued engagement with the contractors and MRPV to incorporate Council's advice into their designs.

**8. Strategic Planning Environments**

Strong and Engaged Communities	The users of Victoria Park have been engaged in the process of developing the masterplan continuing engagement with the state on this project is important to see their vision implemented.
Resilient Economy	The project will set up the infrastructure for large parts of Echuca for generations, so it is important to advocate courageously for the economic life of the town.
Healthy Environment	Drainage and flood management is a key input into a healthy sustainable environment. Ensuring the apt development of these items, and road infrastructure is vital.
Balanced Services and Infrastructure	Many of the assets developed by the project will be inherited by Council. Advocating for the right assets, in the right format is therefore of central importance to Council.
Responsible Management	Council takes an active interest in the financial and operational responsibilities it will take on as part of the project. Continuing to seek a better resolution to the project is important to ensure Council remains sustainable in the long term.

**9. Consultation****Internal consultation:**

- Design Technical Officer
- Assets Manager
- Planning Manager

- Infrastructure Manager
- Infrastructure Development Coordinator
- Recreation Manager
- Property and Legal Manager
- Commercial Operations Manager
- General Manager Infrastructure Services
- General Manager Regulatory and Community Services

External consultation:

- McConnell Dowell Construction
- Major Road Projects Victoria



## 11. Councillor Reports

Cr Adrian Weston	
24 April 2020	Loddon Campaspe Councils Meeting
28 April 2020	Girgarre Development Group Meeting
1 May 2020	Mark Gepp Meeting
5 May 2020	MAV Virtual Mayoral Forum
6 May 2020	SIR Senior Combined Partners Meeting
12 May 2020	MDBA Lower Lakes Research Findings Webinar
14 May 2020	Audit and Risk Committee Meeting

Cr Daniel Mackrell	
12 May 2020	MDBA Lower Lakes Research Findings Webinar

Cr Kristen Munro	
12 May 2020	MDBA Lower Lakes Research Findings Webinar

Cr Vicki Neele	
22 April 2020	EMDTA Board Meeting
12 May 2020	MDBA Lower Lakes Research Findings Webinar

Cr Neil Pankhurst	
12 May 2020	MDBA Lower Lakes Research Findings Webinar

Cr Leanne Pentreath	
12 May 2020	MDBA Lower Lakes Research Findings Webinar
14 May 2020	Audit and Risk Committee Meeting

Cr Annie Vickers	
7 May 2020	IMEMPC Meeting

Cr Leigh Wilson	
30 April 2020	Delivering Recycling Victoria Meeting
11 May 2020	Rochester Projects Meeting

Cr John Zobec	
23 April 2020	Kyabram Flood Study - Reference Committee Meeting
12 May 2020	MDBA Lower Lakes Research Findings Webinar

### COUNCILLORS MUNRO / WILSON

That the Councillor reports be noted.

CARRIED

## 12. Chief Executive Officer's Report

Since the last Council Meeting 21 April 2020, the CEO's main focus has been on the response to the COVID-19 pandemic with teleconferences and web meetings such as:

- Daily Business Continuity Plan Team meetings
- Weekly Community Leadership Forum COVID-19 Response (health, vulnerable, aged and disability care focused)
- Fortnightly Loddon Campaspe Council CEO meetings
- Loddon Campaspe Councils Mayors & CEOs meeting
- Teleconference with Member for Northern Victoria, Mark Gepp
- Loddon Campaspe Regional Partners meeting
- Murray Darling Basin Webinar - CSIRO Lower Lakes Scientific Study Review Findings
- Audit & Risk Committee Meeting
- Teleconference with Federal Member for Nicholls, Damian Drum

### **COUNCILLORS MUNRO / MACKRELL**

**That the Chief Executive Officer's report be noted.**

**CARRIED**

## 13. Petitions and Letters

Nil

## 14. Notices of Motion

Nil

## 15. Urgent Business

Nil

## 16. Closed Session of the Meeting to the Public

COUNCILLORS PANKHURST / MACKRELL

That pursuant to the provisions of the *Local Government Act 2020* (the Act), the meeting will now be closed to members of the public at 6:19pm in accordance with section 66(2)(a) of the Act to enable the meeting to consider confidential information as defined in section 3(1)(l) of the Act as the items to be considered relate to minutes of a Council meeting closed to the public in accordance with section 89(2) of the *Local Government Act 1989*.

CARRIED

## 17. Confirmation of Confidential Minutes and Attachments

This item was declared as confidential information under Section 66(2) and 3(1)(l) *information that was confidential information for the purposes of section 89(2) of the Local Government Act 1989*.

## 18. Confidential Council Information

Nil

## 19. Confidential Business

Nil

## 20. Confidential Council Meeting Close

This item was declared confidential information under Section 66(2) and 3(1)(h) *confidential meeting information, being the records of meetings closed to the public under section 66(2)(a).*

## 21. Items Determined to be no Longer Confidential

Nil

## 22. Open Meeting to the Public

COUNCILLORS WILSON / VICKERS

That Council resolves to open the meeting to the public at 6:22pm

CARRIED

## 23. Close Meeting

There being no further business, the meeting concluded at 6:22pm.



Cr Adrian Weston

Mayor