



# Council Minutes



**Campaspe**  
Shire Council

**Date:** 17 November

**Time:** 6:30 pm

**Venue:** Echuca Civic Centre

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## Present

### Councillors

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

### Officers

Declan Moore - Chief Executive Officer  
Fleur Cousins - General Manager Corporate  
Jason Deller - General Manager Infrastructure (virtual)  
Paul McKenzie - General Manager Development  
Keith Oberin - General Manager Community  
Andrew Cowin - Manager Governance and Strategy  
Annette Waters - Governance Officer  
Rebecca Jones - Governance Officer

## 1 Apologies and Requests for Leave of Absences

### 1.1 Apologies

Nil.

### 1.2 Leave of Absence

Nil.

## 2 Confirmation of Minutes

Moved by Cr Zobec

Seconded by Cr Jarman

That the following minutes be confirmed:

- Campaspe Council Meeting held on 20 October 2021.

**CARRIED**

## 3 Changes to the Order of Business

Nil.

## 4 Declarations of Conflict of Interest

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

**Cr Weston declared a material conflict of interest in Item 9.3.**

**Cr Jarman declared a general conflict of interest due to private interests in Item 9.3.**



Cr Mackrell declared a material conflict of interest in Item 10.3.

## 5 Responsible Authority Decisions

Nil.

## 6 Planning Authority Decisions

Nil.

## 7 Question Time

Nil.

## 8 Acknowledgements

**Cr Zobec acknowledged the retirement of Meryl Mawson, Kyabram, as a volunteer with Council .**

*Meryl Mawson is the epitome of a Volunteer, selfless and giving.*

*Meryl began volunteering to drive for Campaspe Shire 20 years ago.*

*Meryl has been a valuable member of both the Volunteer Community Transport team and Meals on Wheels delivery service.*

*She drove vulnerable members of our community to vital medical appointments in other towns such as Bendigo and Shepparton.*

*She enjoyed her role immensely and took on the role as 'her job', performing her duties with the highest standards.*

*Meryl has been a very reliable volunteer, and she was always the first person to put her hand up for a drive.*

*Return clients would often ask for Meryl to drive them next time if possible.*

*Meryl was also a fantastic volunteer with our meals on wheels program, ensuring that everyone in our community was well looked after.*

*Meryl has driven countless hours for the good of her community and we thank her for being a part of the delivery of community services and wish her well in her well-deserved retirement.*

**Cr Mackrell acknowledged the sad passing of Kiyoshi Eguchi (KC).**

*I would like to acknowledge the sad passing of Kiyoshi Eguchi – fondly known to many as KC.*

*As part of our International Friendship with Shiroi, Japan, KC led many delegations to Campaspe, as well as being actively involved in our community delegation visits to Shiroi.*

*He not only led many delegations, he translated for our friendship visits, an amazing talent.*

*KC has stayed with, and is known to, many local families. He was an intelligent, kind and worldly man.*

*We say farewell to a true gentleman and friend.*

## 9 Council Decisions

### 9.1 2021/2022 Community Grants Program (Round two)

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

That Council approve seven applications received during the 2021/2022 Community Grants Program, Round Two

**Moved by Cr Jarman**

**Seconded by Cr Amos**

**That Council:**

- 1. Approve community grant applications as follows**
  - \$3,500 Echuca Moama Toy Library Inc., to purchase themed party packs to be available for use by families as required**
  - \$3,000 Echuca Moama Search & Rescue Inc., to purchase a compressor and tool boxes**
  - \$3,000 Echuca Moama Apex Club Inc., to purchase an automatic log splitter to build a sustainable wood chopping program**
  - \$3,800 Rotary Club of Rochester Inc., to establish DDA compliant pathways throughout the community garden located at the Historic Rochester Court House**
  - \$4,000 Echuca Moama Rotary Club Inc., to carryout facility improvements to encourage and promote broader community use of the venue**
  - \$2,600 Stanhope & District Development Committee Inc., to purchase three iPads to support community members to navigate and access services such as MyGov and Centrelink**
  - \$3,072 Girgarre Development Group Inc., to purchase gazebos, outdoor chairs, tables and umbrellas**
- 2. Advise unsuccessful applicants in writing.**

**CARRIED**

## 9.2 Community Equipment Grants Program

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

That Council consider the trial of a new Community Equipment Grants Program utilising the unspent funds from the 2021-22 Community Grants Program.

**Moved by Cr Gates**

**Seconded by Cr Amos**

**That Council approve the allocation of unspent funds from the 2021-22 Community Grants Program towards the trial of a new Community Equipment Grants Program.**

**CARRIED**

**Cr Weston declared a conflict of interest at item 9.3 and vacated the Chamber at 6:44pm.**

**Cr Jarman declared a conflict of interest at item 9.3 and vacated the Chamber at 6:44pm.**

## 9.3 Business Assistance Grants Round One

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

That Council approve six applications received for the Business Assistance Grants Program 2021-2022 Round One.

**Moved by Cr Pentreath**

**Seconded by Cr Gates**

**That Council approve Business Assistance Grants as follows:**

- \$1,490**      **The Port Folio, Echuca – to purchase additional easels for adult workshops.**
- \$3,000**      **The Social Wine Bar, Echuca – to develop the rear of their site along the interface with the Campaspe River Walk.**
- \$5,000 to**      **Echuca Distillery, Echuca – to purchase canning equipment to expand into a ready drink range.**
- \$3,000**      **Bryants Buds Pty Ltd, Echuca – to assist with relocation costs and purchase of a cool room.**
- \$3,000**      **Fuzion Café, Echuca – to purchase outdoor dining equipment to enhance CBD activation.**
- \$10,000**      **Billabong Ranch Adventure Park Pty Ltd, Echuca – to purchase cabinets, mannequins, screens and surround sound & a fit-out to complete visitor attraction**

**CARRIED**

**Cr Weston re-entered the Chamber at 6:49pm.**

**Cr Jarman re-entered the Chamber at 6:49pm.**

#### **9.4 Business Development Small Grants**

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

That Council consider a trial of a Business Development Small Grants Program to utilise any unspent funds from the 2021-22 Business Assistance Grants Program, at the conclusion of round two.

**Moved by Cr Jarman**

**Seconded by Cr Marwood**

**That Council approve the allocation of any unspent funds from the 2021-22 Business Assistance Grants Program, towards the trial of a new Business Development Small Grants Program.**

**CARRIED**

#### **9.5 10 Year Capital Works Program**

<b>Author</b>	<b>Department</b>	<b>Manager</b>	<b>General Manager</b>
Capital Works Coordinator	Projects & Facilities	Manager Projects & Facilities	General Manager Infrastructure

This report provides Council with the latest update of the Ten-Year (10Yr) Capital Works Program with effect from the 2021/22 financial year. It also provides a summary of significant changes from the program previously adopted in July 2020.

**Moved by Cr Pentreath**

**Seconded by Cr Jarman**

**That Council:**

- 1. Adopt the 10Yr Capital Works Program for works ending 30 June 2031.**
- 2. Note the changes from the 2020/21 10Yr Capital Works Program adopted in July 2020.**
- 3. Note that further work will continue to be undertaken to refine the 10Yr Capital Works Program including Disposals, Acquisitions and Programmed Maintenance during the 2021/22 FY.**
- 4. Note that the 10Yr Capital Works Program is subject to annual review.**

**CARRIED**

## 9.6 Policy 126 - Procurement policy

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

The Procurement Policy (Policy 126) sets out the procurement framework for the purchase of goods, services or works in accordance with the *Local Government Act 2020 (the Act)*. The Act requires Council to adopt the Procurement Policy under the Act by 31 December 2021.

The policy has been developed in collaboration with the Loddon Mallee Regional Procurement Excellence Network.

The Procurement Policy now incorporates the requirements of the current Creditor Management Policy (Policy 150), and on this basis it is recommended the Creditor Management Policy be revoked.

**Moved by Cr Marwood**

**Seconded by Cr Weston**

**That Council:**

- 1. Adopt Policy 126 - Procurement Policy, appended as Attachment 1.**
- 2. Revoke Policy 150 - Creditor Management, appended as Attachment 2.**

**CARRIED**

## 9.7 Policy 174 - Complaint Handling

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

The Complaint Handling policy was first adopted by Council in February 2020. The policy was drafted in line with the Victorian Ombudsman report, Councils and Complaints – A Good Practice Guide. The policy has been reviewed in line with Section 170 of the Local Government Act 2020 requiring the policy to be reviewed prior to 31 December 2021. The review has resulted in minor amendments, as well as alignment to the current policy template.

**Moved by Cr Jarman**

**Seconded by Cr Weston**

**That Council adopt Policy 174 – Complaint Handling.**

**CARRIED**



## 9.8 Policy 54 Requests for Upgrades to the Road Network

Author	Department	Manager	General Manager
Manager Assets	Assets	Manager Assets	General Manager Infrastructure

Council is committed to undertaking the inspection, maintenance, and repair of its public roads network to its current level of service.

Policy 054, which has been reviewed and presented for adoption, provides the basis for assessing applications to Council to upgrade the road network.

Procedure 137 Assessing Applications for Request for Upgrades to the Road Network, outlines the process undertaken by the Administration in accordance with Policy 054.

**Moved by Cr Pentreath**

**Seconded by Cr Jarman**

**That Council adopt Policy 054 Requests for Upgrades to the Road Network as presented.**

**CARRIED**

## 9.9 Quarterly financial report

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

This report presents the quarterly financial position compared to the budget.

The financial position continues to be impacted by the COVID-19 pandemic, the impacts of the pandemic were difficult to predict given the uncertainty around restrictions.

As part of the first quarter financial review \$500,000 of genuine savings have been identified from employee vacancies. These funds have been considered and a portion of those funds are recommended for reallocation.

**Moved by Cr Marwood**

**Seconded by Cr Amos**

**That Council:**

1. **Accept the September 2021 Quarterly Budget Report.**
2. **Reallocate the following amounts from the \$590,000 unallocated funds comprised of budgeted funds and identified savings from the first quarter financial review;**
  - a. **\$300,000 to advance the detailed designs required for the Victoria Park Multi-Use Community Facility; and**
  - b. **\$50,000 to advance designs required for the Lockington Recreation Reserve, including the netball courts.**

3. Refer any remaining unallocated funds to the next quarterly budget review.

CARRIED

## 10 Council Information

### 10.1 Notes of Appreciation

Moved by Cr Jarman

Seconded by Cr Gates

That Council acknowledge the notes of appreciation as listed.

CARRIED

### 10.2 Responsive Grants Program

Author	Department	Manager	General Manager
EA General Manager Community	Community		General Manager Community

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

Moved by Cr Gates

Seconded by Cr Weston

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

- Kyabram Parkland Golf Club Inc. – towards the construction of a pedestrian crossing over a concrete drain, \$1,000

CARRIED

Cr Mackrell declared a conflict of interest at item 10.3 and vacated the Chamber at 7:12pm.

### 10.3 Community Event Sponsorship

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

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

Moved by Cr Weston

Seconded by Cr Zobec

That Council note the following sponsorships were approved in accordance with the Community Event Sponsorship criteria and the applicants advised in writing:

- Girgarre Development Group Inc. - \$5,000 cash and \$400 in-kind support for waste management to assist with costs associated to host the Girgarre Moosic Muster to be held from 5 – 9 January 2022,
- Alcoholics Anonymous – in-kind to the value of \$2,100 for venue hire (Kyabram Stadium), for the Kyabram 50<sup>th</sup> Anniversary AA Minicon to be held from 28 – 30 January 2022,
- The Scout Association of Australia Victorian Branch Inc. - \$5,000 cash and \$600 in-kind for temporary white picket fencing and event bunting to assist with the Victorian Scout Jamboree, to be held at the Elmore Events Centre, from 29 December 2021 – 8 January 2022.

**CARRIED**

Cr Mackrell re-entered the Chamber at 7:16pm.

#### **10.4 Capital Works Program 2021/22 Quarter 1 Update**

<b>Author</b>	<b>Department</b>	<b>Manager</b>	<b>General Manager</b>
Capital Works Coordinator	Projects & Facilities	Manager Projects & Facilities	General Manager Infrastructure

This report presents an overview of progress of the annual Capital Works Program (CWP), as at 30 September 2021.

The 2021/22 program consists of 90 new projects (included in the 2021/22 Capital Works budget), 20 additional projects and 31 carry-over projects totalling an initial overall adopted budget of \$38.9M.

The year to date (YTD) expenditure by 30 September was \$4.1M and \$11.5M had been committed providing a total actual and committed figure of \$15.6M.

Target spend for the year is \$35M. This target spend excludes any grant dependent projects where funding has not been confirmed.

This report and the accompanying attachment provide a summary of delivery during Quarter 1.

**Moved by Cr Jarman**

**Seconded by Cr Weston**

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

**CARRIED**

## **11 Councillor Reports**

Nil.

## **12 Chief Executive Officer's Calendar**

Nil.

## 13 Petitions and Letters

Nil.

## 14 Notices of Motion

### 14.1 Former Section 86 Committees

Moved by Cr Gates

Seconded by Cr Jarman

That Council:

1. Conduct a survey of all community group entities listed in the Council report dated 18 August 2020 relating to Section 86 Committees Transition, to understand:
  - 1.1 for groups who entered into a Management Agreement, what have been the benefits and what opportunities exist for Council assistance or improvement; and
  - 1.2 for groups who have not entered into a Management Agreement, what are the reasons, concerns, or basis.
2. Bring a report back to Councillors presenting opportunities for optimising support for these entities going forward.

**CARRIED**

## 15 Urgent Business

Nil.

## 16 Confidential Business

Closure of Public Meeting – 7:25pm

Moved by Cr Weston

Seconded by Cr Zobec

**CARRIED**

That pursuant to the provisions of the Local Government Act 2020 (the Act), the meeting will now be closed to members of the public in accordance with section 66(2)(a) of the Act to enable consideration to be given to items that contain confidential information as defined in section 3(1) of the Act as follows:

### 16.1 Land Sale

- g) private commercial information, being information provided by a business, commercial or financial undertaking that:
  - (i) relates to trade secrets; or

- (ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage;

The report contains confidential information regarding the applicant and their proposal for the land, which if released to the public may disadvantage them unreasonably

### **16.2 Land Sale**

- g) private commercial information, being information provided by a business, commercial or financial undertaking that:

- (i) relates to trade secrets; or

- (ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage;

The report contains confidential information regarding the applicant and their proposal for the land, which if released to the public may disadvantage them unreasonably

### **16.3 CEO Performance and Remuneration Advisory Committee Update**

- (f) personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs

The report contains personal information in relation to the Chief Executive Officer.

### **Resumption of Public Meeting**

#### **7.45pm the Council meeting resumed in Open Session.**

Council determined, in confidential session that the following decisions no longer be kept confidential.

#### **16.1 Land Sale**

1. Commence the statutory procedures, pursuant to Section 114 of the Local Government Act 2020 for the sale by private treaty of land being Lot 12 on Plan of Subdivision 724007Y comprised in Certificate of Titles Volume 12001 Folio 886 known as 30 Kuhle Road, Kyabram; to Dean A Simm for a price of \$175,000 plus GST.
2. If no submissions are received from the public notice published pursuant to Section 114 of the Local Government Act 2020 in respect of the proposal, sell the land being Lot 12 on Plan of Subdivision 724007Y comprised in Certificate of Titles Volume 12001 Folio 886 known as 30 Kuhle Road, Kyabram to Dean A Simm for the price of \$175,000 plus GST.

#### **16.2 Land Sale**

1. Commence the statutory procedures, pursuant to Section 114 of the Local Government Act 2020 for the sale by private treaty of land being Lot 8 on Plan of Subdivision 724007Y comprised in Certificate of Titles Volume 12001 Folio 883 known as 17 Kuhle Road, Kyabram to PA Colman Pty Ltd ATF Colman Superannuation Fund for a price of \$60,000 plus GST.
2. If no submissions are received from the public notice published pursuant to Section 114 of the Local Government Act 2020 in respect of the proposal, sell the land being Lot 8 on Plan of Subdivision 724007Y



comprised in Certificate of Titles Volume 12001 Folio 883 known as 17 Kuhle Road, Kyabram to PA Colman Pty Ltd ATF Colman Superannuation Fund for the price of \$60,000 plus GST.

## 17 Close Meeting

There being no further business, the Mayor closed the meeting at 7.46pm.



.....  
**Cr Christine Weller**

**Mayor**