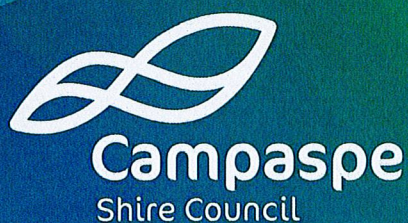




Council Minutes



Date: 21 November 2023

Time: 6:00 pm

Venue: Echuca Civic Centre

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

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Minutes of the open section of the Campaspe Shire Council meeting held on Tuesday 21 November 2023, commencing at 6:00 pm at the Council Chambers, Echuca Civic Centre.

Present

Councillors

Cr Anthony Marwood – Acting Mayor
 Cr Paul Jarman
 Cr Daniel Mackrell
 Cr Chrissy Weller
 Cr Adrian Weston

 Cr John Zobec

In Attendance

Officers

Pauline Gordon - Chief Executive Officer
 Matthew McPherson - Director Corporate
 Jo Bradshaw – Director Communities
 Kate Lemon - Director Infrastructure
 Shannon Maynard – Director Community Safety and Recovery

 Michael Sharp – Director Sustainability
 Doreen Stringer – Executive Assistant
 Rebecca Jones – Office of the CEO Support Officer

1 Apologies and Requests for Leave of Absence

1.1 Apologies

Cr Leanne Pentreath due to leave of absence granted,
 Mayor Rob Amos,
 Cr Colleen Gates.

Moved by Cr Mackrell

Seconded by Cr Zobec

That the apologies be accepted.

CARRIED

1.2 Leave of Absence

Nil.

2 Confirmation of Minutes and Attachments

Moved by Cr Zobec

Seconded by Cr Mackrell

That the Minutes of the Campaspe Shire Council Meeting held on Tuesday 17 October 2023 and the Unscheduled Council Meeting Tuesday 14 November 2023 be confirmed.

CARRIED

3 Disclosure of Conflicts of Interest

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

Nil declared.

4 Changes to the Order of Business

In accordance with Campaspe Shire Council Governance Rule 2.3.2, Changes to the Order of Business

- 1) Once an agenda has been published on the website, the order of Business for that Council meeting may only be altered as follows.
 - (a) by the CEO prior to the commencement of the Council meeting following consultation with the Mayor. Where the alteration occurs after the agenda has been distributed to the public the alteration must be communicated to the Chair to explain the alteration at the Council Meeting, and
- 2) A change to the order of Business after distribution of the Agenda to the public will be recorded in the Minutes of that Council Meeting.

Item 8.1.2 of the Agenda will not be considered.

At the request of the applicant, item 8.1.2 of the meeting agenda - Planning Application PLN064/2023 for 10 Mount Terrick Road, Echuca has been withdrawn from the agenda to allow the submission and assessment of an updated Traffic Report.

Planning Officers will provide an updated report for a future Council meeting and relevant parties will be informed.

5 Public Question Time

David Baker - When is the honour board that is on the wall in the foyer going to be updated?

Response - The board is in the process of being updated and that a local contractor has been contacted to add Mayor Rob Amos and CEO Pauline Gordon's name to the board.

David Baker - When is the new toilet block that is going in Alton Reserve going to be completed as it was meant to be done by the end of October?

Response - The completion date on our Council Webpage for Alton Reserve is 31 December 2023. However we are pushing to have it completed prior to the Xmas break.

Initially it was programmed for construction between August and October, however due to delays with VicRoads MOAs and planning approvals it only commenced in October. The timeframes on the works notification signs at the site have also been updated to reflect this change.

As discussed in our PCG meeting, we may hold off on installing the epoxy coat flooring until after the Xmas break if this is the only item that needs completion to open the amenities.

6 Petitions / Joint Letters

Nil.

7 Acknowledgements / Councillor Reports

Nil.

8 Council Decisions

8.1 Responsible Authority Decisions

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

8.1.1 Planning Decision Monthly Update

Directorate: Sustainability

Responsible Officer: Manager Planning and Building

Manager: Manager Planning and Building

Attachments: 1. Monthly Councillor Reporting October 2023 [8.1.1.1 - 4 pages]

The purpose of this report is to provide information on the determined planning applications including other planning decisions as of 31 October 2023.

Moved by Cr Jarman

Seconded by Cr Mackrell

That Council note the determined planning permit applications and other planning decisions, to 31 October 2023.

CARRIED

8.1.2 PLN064/2023 10 Mount Terrick Road Echuca

Withdrawn

8.2 Planning Authority Decisions

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

8.3 Communities

8.3.1 Community Grants 2023/2024

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

The Community Grants Program offers financial support to not-for-profit community organisations, groups and associations for projects, events and exhibitions. In the second round of funding, Council has received 18 applications. This report recommends that Council approve 15 successful and three unsuccessful applications to 2023/2024 Community Grants Program (Round two).

Moved by Cr Weston

Seconded by Cr Jarman

That Council:

1. approve the following community grant applications:
 - \$2,000 Kyabram AH&P Society Inc., to assist with the purchase of a new photocopier.**
 - \$2,702 Welton Recreation Reserve, to assist with Recreation Reserve toilet block improvements.**
 - \$4,000 Stanhope & District Development Committee Inc., to assist with the re-establishment of the driveway and pathway to make the community garden accessible for all ages and abilities.**
 - \$2,160 Rochester Basketball Association Inc., to assist with a Referee Program to support juniors to become basketball referees.**
 - \$2,188 Girgarre Community Group Inc., to assist with the development of an edible garden for Girgarre residents.**
 - \$4,000 Colbinabbin Lawn Bowling Club Inc., to assist with concreting the uneven pathway at the north end of the bowls club to make it safe for users.**
 - \$3,500 Echuca Bowls Club Inc., to assist with the refurbishment of the outdoor entertainment area.**

- \$3,808 Echuca Moama Theatre Company Inc., to assist with the replacement of inefficient lighting with LED light fittings.**
 - \$4,000 Echuca Moama Apex Club Inc., to assist with the creation of a community garden at Crossenvale Community House.**
 - \$3,419 Rushworth Community House Inc., to assist with the development of a sustainable garden with wicking beds to grow fresh produce.**
 - \$1,000 Echuca Regional Health, to assist with the purchase of clothing for the Patient Clothing Program for vulnerable patients.**
 - \$4,000 Echuca Moama Broadcast Service Inc. EMFM104.7, to assist with the installation of sound dampening insulation in Studio 1.**
 - \$4,000 Bamawm Lockington United Cricket Club Inc., to assist with the construction of an equipment storage shed.**
 - \$4,000 Rushworth Golf Club Inc., to assist with the purchase of a golf cart and trailer.**
 - \$1,800 Rochester Mural Festival (Committee 4 Rochester Inc.), to assist with the purchase of paint for the murals.**
- 2. advise unsuccessful applicants in writing.**

CARRIED

8.3.2 Southern 80 Multi-year agreement

Directorate:	Communities
Responsible Officer:	Manager Tourism, Arts & Culture
Manager:	Director Communities
Attachments:	1. 2024 2025 2026 Southern 80 Multi Year MOU [8.3.2.1 - 4 pages]

To seek Council's approval to enter a three-year funding agreement with the Moama Water Sports Club (the Club) to support the delivery and growth of the 2024, 2025 & 2026 Southern 80 Ski Race.

Moama Water Sports Club have requested financial support of \$30,000 plus GST plus voluntary contribution support of \$25,000 plus GST per annum.

The voluntary contribution request amount was dependent on Emergency Services approval of pedestrian access to Victoria Park (Finish Line Precinct), noting if not approved, Moama Water Sports Club will seek additional cash support to provide buses.

RECOMMENDATION

That Council agree to:

- ~~1. Exempt the 2023 Southern 80 Ski Race from the Campaspe Shire Event Strategy 2019-2024 and the funding guidelines for community events sponsorship under Council policy 176 Grants, Sponsorships and Donations Programs, which limit the cash contribution to \$5,000.~~
- ~~2. Enter into a three-year agreement with the Moama Water Sports Club for the delivery of the Southern 80 Ski Races with the following contribution:~~
 - ~~2024- \$30,000 + GST cash and \$25,000 + GST voluntary contribution,~~
 - ~~2025- \$25,000 + GST cash and \$25,000 + GST voluntary contribution,~~
 - ~~2026- \$25,000 + GST cash and \$25,000 + GST voluntary contribution.~~

Moved by Cr Jarman

Seconded by Cr Mackrell

That Council agree to:

1. Exempt the 2023 Southern 80 Ski Race from the Campaspe Shire Event Strategy 2019-2024 and the funding guidelines for community events sponsorship under Council policy 176 Grants, Sponsorships and Donations Programs, which limit the cash contribution to \$5,000.
2. Enter into a three-year agreement with the Moama Water Sports Club for the delivery of the Southern 80 Ski Races with the following contribution:
 - 2024- \$30,000 + GST cash and \$25,000 + GST Council in-kind contribution,
 - 2025- \$25,000 + GST cash and \$25,000 + GST Council in-kind contribution,
 - 2026- \$25,000 + GST cash and \$25,000 + GST Council in-kind contribution.

CARRIED

8.4 Corporate

8.4.1 Review of Remuneration for Audit and Risk Committee

Directorate: Corporate

Responsible Officer: Director Corporate

Manager: Chief Executive Officer

Attachments: 1. Victorian Government Appointment and Remuneration Guidelines [8.4.1.1 - 45 pages]

The purpose of this report is to provide a proposed change to remuneration for the Chairperson and Independent Members of Council's Audit and Risk Committee.

RECOMMENDATION

~~That Council approves:~~

- ~~1. That remuneration for Audit and Risk Committee Chairperson and Independent Members be paid in line with the Victorian Government Appointment and Remuneration Guidelines – Group B Organisation, Daily Fee Paying Boards, Band B1 (the Guidelines).~~
- ~~2. The Chairperson being paid 2 times the Guidelines' maximum daily amount per meeting attended, which is \$1,396 (\$698.00 x 2).~~
- ~~3. The Independent Members being paid 1.5 times the Guidelines' maximum daily amount per meeting attended, which is \$1,047 (\$698.00 x 1.5).~~
- ~~4. The Independent Members being paid a travel allowance per meeting attended in person, set at \$100.~~
- ~~5. That remuneration be reviewed and increased annually in line with the Guidelines' increases.~~
- ~~6. That the travel allowance be reviewed and increased annually in line with inflation.~~

Moved by Cr Jarman

Seconded by Cr Weston

That Council approves:

1. That remuneration for Audit and Risk Committee Chairperson and Independent Members be paid in line with the Victorian Government Appointment and Remuneration Guidelines – Group B Organisation, Daily Fee Paying Boards, Band B1 (the Guidelines).
2. The Chairperson being paid 2 times the Guidelines' maximum daily amount per meeting attended, which is \$1,396 (\$698.00 x 2).
3. The Independent Members being paid 1.5 times the Guidelines' maximum daily amount per meeting attended, which is \$1,047 (\$698.00 x 1.5).

4. The Independent Members being paid a travel allowance per meeting attended in person, set at \$100.
5. That remuneration be reviewed and increased annually in line with the Guidelines' increases.
6. That the travel allowance be reviewed and increased annually in line with CPI.

CARRIED

8.4.2 Audit and Risk Committee - Charter Review

Directorate Corporate

Responsible Officer: Director Corporate

Manager Chief Executive Officer

Attachments 1. Campaspe Audit Risk Committee Charter Proposed [8.4.2.1 - 13 pages]

This report seeks Council approval of the Audit and Risk Committee Charter.

Moved by Cr Jarman

Seconded by Cr Mackrell

That Council, upon recommendation of the Audit and Risk Committee, approve the Audit and Risk Committee Charter.

CARRIED

8.4.3 Tender - Toolleen Axedale Rd Upgrade

Directorate: Corporate

Responsible Officer: Contracts and Procurement Manager

Manager: Director Corporate

Attachments: 1. CONFIDENTIAL - C23049 Evaluation Panel Report for Council Meeting [8.4.3.1 - 4 pages]

To provide the necessary information to Council to enable it to consider an award of Contract 23049 – Axedale – Toolleen Road Widening, to the preferred tenderer.

Moved by Cr Jarman

Seconded by Cr Weston

That Council approve:

1. The award of tender C23049 to the preferred tenderer as proposed in the recommendation section of the confidential attachment to this report;
2. The signing by the Chief Executive Officer of any documents which may be required to give effect to this resolution by Council;
3. The approval by the Chief Executive Officer of a purchase order to the amount proposed by the preferred tenderer in the confidential attachment to this report;
4. The Chief Executive Officer's authorisation of any variations within the approved budget for this project; and
5. The publishing of the successful tenderer name and contract sum on Council's website.

CARRIED

8.4.4 Council Plan Action progress report

Directorate:	Corporate
Responsible Officer:	Director Corporate
Manager:	Chief Executive Officer
Attachments:	1. Council Plan Action Update - Q 1 2023-24 [8.4.4.1 - 4 pages]

To provide Council with the first quarterly update on the progress and achievement of implementation of the 2023/24 Council Plan Actions.

Moved by Cr Jarman

Seconded by Cr Weller

That Council receive and note the progress towards the year 3 actions of the Council Plan supporting implementation of the Council Plan Vision.

CARRIED

8.4.5 Quarterly Financial Report

Directorate:	Corporate
Responsible Officer:	Director Corporate
Manager:	Manager Finance
Attachments:	1. Quarterly Financial Reports- Q 1-2024 [8.4.5.1 - 8 pages]

To present to Council a quarterly income statement, balance sheet, cashflow and capital works statements to provide a summary of the financial position of Council for the quarter ended September 2023.

Moved by Cr Jarman

Seconded by Cr Weston

That Council receive and note the September Quarterly Financial Budget Report.

CARRIED

8.4.6 Community Satisfaction Survey Action Plan Progress Report

Directorate: Corporate

Responsible Officer: Director Corporate

Manager: Chief Executive Officer

Attachments: 1. Community Satisfaction Survey Action Plan Q1 Update Report
[8.4.6.1 - 3 pages]

To inform Council of the progress on implementation of initiatives against the Community Satisfaction Survey Action Plan, developed in response to the low performing areas of the 2023 Community Satisfaction Survey results.

Moved by Cr Mackrell

Seconded by Cr Jarman

That Council acknowledge the 2023 Community Satisfaction Survey Action Plan initiative update and quarterly report as attached.

CARRIED

8.4.7 Appointment and Authorisation - James Maw

Directorate: Corporate

Responsible Officer: Acting Manager Governance and Risk

Manager: Director Corporate

Attachments: 1. Inst Auth James Maw 2023 11 08 [8.4.7.1 - 1 page]

To appoint James Maw as an authorised officer for the purposes of the administration and enforcement of Acts and Regulations which relate to the functions and powers of Campaspe Shire Council.

Moved by Cr Jarman

Seconded by Cr Weston

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

- 1. The member of Council staff referred to in the instrument and listed below be appointed and authorised as set out in the instrument:**
 - 1.1 James Maw**
- 2. The instrument comes into force following Council resolution and remains in force until Council determines to vary or revoke it, or on cessation of the officer's employment with Council.**
- 3. The instrument be signed by two Councillors and the Chief Executive Officer.**

CARRIED

8.4.8 C23055 - Supply and Delivery or Supply only of Rock and Quarry Materials - Council Meeting

Directorate:	Corporate
Responsible Officer:	Procurement Coordinator
Manager:	Contracts and Procurement Manager
Attachments:	1. CONFIDENTIAL - C23055 Evaluation Panel Report [8.4.8.1 - 4 pages]

To provide the necessary information to Council to enable it to consider an award of Contract 23055 – Supply and Delivery or Supply only of Rock and Quarry Materials.

Moved by Cr Mackrell

Seconded by Cr Jarman

That Council approve:

- 1. The award of tender C23055 - Supply and Delivery or Supply only of Rock and Quarry Materials to the preferred tenderer as proposed in the confidential attachment to this report for an initial term of three (3) years;**
- 2. The signing by the Chief Executive Officer of any documents which may be required to give effect to this resolution by Council;**
- 3. The Chief Executive Officer's authorisation of any variations within the approved budget for these services;**
- 4. The Chief Executive Officer's authorisation of any further contract term option within the approved budget; and**
- 5. The publishing of the successful tenderer name on Council's website.**

CARRIED

8.4.9 Tender - Echuca Aerodrome, Renewal and Upgrade

Directorate: Corporate

Responsible Officer: Contracts and Procurement Manager

Manager: Director Corporate

Attachments: 1. CONFIDENTIAL - C23027 Evaluation Panel Report - Confidential [8.4.9.1 - 3 pages]

To provide the necessary information to Council to enable it to consider an award of Contract 23027, Echuca Aerodrome Upgrade Works, to the preferred tenderer.

Moved by Cr Jarman

Seconded by Cr Weston

That Council approve:

1. The award of tender C23027 to the preferred tenderer as proposed in the recommendation section of the confidential attachment to this report.
2. The signing by the Chief Executive Officer of any documents which may be required to give effect to this resolution by Council;
3. The approval by the Chief Executive Officer of a purchase order to the amount proposed by the preferred tenderer in the confidential attachment to this report;
4. The Chief Executive Officer's authorisation of any variations within the approved budget for this project;
5. The publishing of the successful tenderer name and contract sum on Council's website; and
6. Waiver by the Chief Executive Officer of the published Aerodrome Fees for any period as may be considered necessary during the construction stage of this project.

CARRIED

8.5 Infrastructure

8.5.1 Community Leasing Policy

Directorate: Infrastructure

Responsible Officer: Property Manager

Manager: Director Infrastructure

Attachments:

1. 161 Leases for Local Community Organisations and Artisans [8.5.1.1 - 4 pages]
2. Community Leasing Policy Draft 27 October 2023 (1) [8.5.1.2 - 3 pages]
3. Application for Community Lease or Licence Draft [8.5.1.3 - 3 pages]
4. Annual Fees and Charges (1) [8.5.1.4 - 1 page]

To seek Council approval of the Community Leasing Policy to be reflective of internal and external user feedback for a simplified user-friendly approach to leasing Council owned and managed properties, and adopt an erratum to the annual community leasing fees.

RECOMMENDATION

That Council:

- ~~1. Adopt the updated Community Leasing Policy~~
- ~~2. Adopt an Erratum to Council Annual 2023/24 budget for Community Leasing Fees and Charges, at Attachment 8.7.1.4.~~
- ~~3. Note the process to be used by officers, to assess eligibility to the Community Leasing Policy through an application form.~~

Moved by Cr Jarman

Seconded by Cr Mackrell

That Council:

1. Adopt the updated Community Leasing Policy
2. Adopt an Erratum to Council Annual 2023/24 budget for Community Leasing Fees and Charges, at Attachment 8.5.1.4.
3. Note the process to be used by officers, to assess eligibility to the Community Leasing Policy through an application form.

CARRIED

8.6 Council Information

8.6.1 Notes of Appreciation

Directorate:	Office of the CEO
Responsible Officer:	Office of the CEO Support Officer
Manager:	CEO Executive Officer

To present the notes of appreciation that Council has received since its last meeting.

Moved by Cr Weston

Seconded by Cr Jarman

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

CARRIED

1. Ceilia Cass, Maternal Childhood Health Nurse

"Thank you (Melissa) so much for organising my wonderful week of placement with your Maternal Childhood Health Nurses team. I really enjoyed it and gained a lot from their years of experience".

"Please convey my gratitude to Jen, Kendal and Kim also".

2. Anonymous

"I would like to take this opportunity to congratulate you and your group for taking a stand against the Murray Darling Basin Buyback scheme. I have said since the introduction of the Water Buy Back that the future would reduce our Food Production.

Once again well done and stay very strong."

3. Aaron Waters Conveyancing

"I just wanted to reach-out and say thank you, and to give you a little recognition for your work. I have received two Land Information Statements recently within a short timeframe. The flow-on effect this has for me and my business to finalise Contract documents early to facilitate people selling (and buying) properties in our community, is immeasurable. It's really energising. Our daily grind (our purpose) is one piece of the puzzle that allows the people in our community to move forward in their lives.

We often don't contemplate the full effect our contribution has on an individual, our community or society at large. We rarely meet the people face-to-face that we ultimately help (merely by doing our job). But your contribution might just bring the happiness to a first home buyer purchasing his or her first home, help a family upsize their home to accommodate an expanding family (or downsize after the death of a loved one), or maybe even help someone quickly moveout of a toxic home environment."

4. Anonymous

Thanks to the crew responsible for the grading of Axedale-Toolleen Road.

5. Sarah Anderson, Echuca

"Just wanted to let you know how much my husband and son liked listening to Shane Jacobson last night. They had a great time. Thanks for bringing him to Echuca."

6. Marilyn & Hansie Jacksh

Please thank your Council for its generous offer of free tickets to Shane Jacobsen's very entertaining talk.

One of the highlights was the revelation that the daughter of the couple he was mentioning in his talk, was in the audience.

He will remember Echuca favourably for a long while!

7. Leah Taaffe, Community Living and Respite Services

"Thank you to the Campaspe Shire Council for being a supporter of Johnn's Run 2023. Without your support it is not possible to hold this community event"

8. Bev Werner

"Thanks Campaspe Shire Council for mowing the old South School grounds. It looks so much safer and nicer".

9. Anonymous

"We wish to thank you for the delivery of mulch and also wish to extend our gratitude and compliments to all the workers who are doing a wonderful job keeping the grass mown and the entrances, looking neat and tidy."

9 Notices of Motion

Nil.

10 Urgent Business

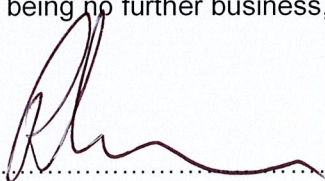
Nil.

11 Confidential Business

Nil.

12 Close Meeting

There being no further business, the Acting Mayor closed the meeting at 7:05pm.



.....
Cr Rob Amos
Mayor