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Minutes



Minutes of the open section of the seventh Campaspe Shire Council held on Tuesday, 19 November 2019, commencing at 5:00pm at the Council Chambers, Echuca Civic Centre.

Present

Councillors	Officers
Cr Adrian Weston (Mayor) Cr Vicki Neele (Deputy Mayor) Cr Daniel Mackrell Cr Neil Pankhurst Cr Leanne Pentreath Cr Annie Vickers Cr Leigh Wilson Cr John Zobec	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 Frank Crawley – Governance Manager Sandra Ennis – Communications Manager Sharolyn Taylor – Council Support Officer

Business

1. Apologies and Requests for Leave of Absences

Apologies

Cr Kristen Munro

Requests for Leave of Absence

Cr Neil Pankhurst has requested a leave of absence for Tuesday 3 December 2019

COUNCILLORS ZOBEC / WILSON

That Council grant a leave of absence to Cr Neil Pankhurst for Tuesday 3 December 2019

CARRIED

2. Confirmation of Minutes and Attachments

For the:

- Open section of the Council Meeting held on 15 October 2019
- The minutes of the Campaspe Briefing Session held on 1 October 2019
- The minutes of the Campaspe Briefing Session held on 8 October 2019
- The minutes of the Campaspe Briefing Session held on 15 October 2019
- The minutes of the Campaspe Briefing Session held on 22 October 2019

COUNCILLORS PENTREATH / ZOBEC

That the following minutes be confirmed:

- **Open section of the Council Meeting held on 15 October 2019**
- **The minutes of the Campaspe Briefing Session held on 1 October 2019**
- **The minutes of the Campaspe Briefing Session held on 8 October 2019**
- **The minutes of the Campaspe Briefing Session held on 15 October 2019**
- **The minutes of the Campaspe Briefing Session held on 22 October 2019**

CARRIED

3. Changes to the Order of Business

COUNCILLORS PANKHURST / NEELE

That Council Policy 076 be removed from item 7.6 and considered separately as item 7.11

CARRIED

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.

Cr Mackrell declared an indirect conflict of interest in item 7.11 by way of conflicting duty

Cr Pentreath declared an indirect conflict of interest in item 18.1 by way of financial interest

5. Responsible Authority Decisions

Nil

6. Planning Authority Decisions

Nil

7. Council Decisions

7.1. Planning Officer Appointment and Authorisation

Author:

Sharolyn Taylor, Council Support Officer

Responsible Manager:

Governance Manager

Attachments:

7.1.1 Instrument of Appointment and Authorisation for Samuel Lloyd Hockly

7.1.2 Instrument of Appointment and Authorisation for Vicky Wei Cheng Lu

1. Purpose

To appoint Samuel Lloyd Hockly and Vicky Wei Cheng Lu as authorised planning officers for Campaspe Shire Council.

2. COUNCILLORS PENTREATH / NEELE

That Council:

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

1. The members of Council staff referred to in the instrument as Samuel Lloyd Hockly and Vicky Wei Cheng Lu be appointed and authorised as set out in the respective instruments:
 - a) Under Section 147(4) *Planning & Environment Act 1987*
 - b) Under Section 4(1) and Section 48A *Environment Protection Act 1987*
 - c) Under Section 525(2) *Residential Tenancies Act 1997*
 - d) *Summary Offences Act 1966*

The instrument comes into force immediately the common seal of Council is affixed to the instrument and remains in force until this appointment and authorisation is revoked or on cessation of the officer's employment with Council.

CARRIED

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.

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.

6. Background

Two new staff members have commenced employment in the Planning and Building Department. Planning officers require delegated authority as authorised officers under various legislation to undertake statutory obligations. Tasks include entering sites, gathering evidence or serving of legal notices, if required, appropriate to their level of experience and qualifications.

Samuel Lloyd Hockly and Vicky Wei Cheng Lu commenced employment to the position of Planning Officer with the Campaspe Shire Council on 28 October 2019.

7. Content

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

Section 224 of the *Local Government Act 1989* provides for the appointment of authorised officers.

Authorisation under the following legislation is required for Council's Planner positions.

1. *Planning and Environment Act 1987*
2. *Environment Protection Act 1987*
3. *Residential Tenancies Act 1997*
4. *Summary Offences Act 1966*
5. Section 224 of the *Local Government Act 1989*

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

8. Issues and Risk Management

Issues:

If officers are not authorised they will be unable to fully undertake their responsibilities as identified in the position description. This in part could affect the productivity of the department, be contested or subject to review through the Victorian Civil and Administrative Tribunal (VCAT) and be reputationally damaging to Council.

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. Strategic Planning Environments

Strong and Engaged Communities:	No impact
Resilient Economy:	Regulatory work has wide application in maintaining and ensuring an appropriate built environment.
Healthy Environment:	No impact
Balanced Services and Infrastructure:	Officers must be correctly authorised to be able to deliver to the community the services required.
Responsible Management:	Officer authorisation is a requirement for effective service delivery and to ensure Council is acting in accordance with statutory requirements.

10. Consultation

Planning and Building Manager

11. Officer Comment

The correct authorisation of officers is a statutory matter necessary for Council to carry out its functions.

7.2. Municipal Fire Prevention Officer Authorisation

Author:

Andrew Cowin, Corporate Strategy Manager

Attachments:

7.2 Instrument of Appointment and Authorisation – John Boal

1. Purpose

To seek authorisation for the appointment of an Assistant Municipal Fire Prevention Officer under section 96A of the *Country Fire Authority Act 1958*.

2. COUNCILLORS VICKERS / WILSON

That Council

1. **Revoke the previous Instrument of Appointment and Authorisation authorising Benjamin Lee Trevena as an assistant Municipal Fire Prevention Officer.**
2. **In accordance with Section 96A(1)(b) of the *Country Fire Authority Act 1958*, approve the Instrument of Appointment and Authorisation authorising John Boal as an assistant Municipal Fire Prevention Officer.**
3. **Sign and seal the respective Instrument of Appointment and Authorisation for John Boal.**
4. **Note in accordance with Section 96A(2) of the *Country Fire Authority Act 1958* the Municipal Fire Prevention Officer delegates the duty required by Section 54(2)(a) of the *Country Fire Authority Act 1958* to act as the Chairman and Executive Officer of the municipal fire prevention committee to John Boal as an assistant Municipal Fire Prevention Officer.**

CARRIED

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

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.

6. Background

Council at its meeting in May 2018 resolved to:

1. *Revoke the previous Instrument of Appointment and Authorisation authorising Benjamin Lee Trevena as the Municipal Fire Prevention Officer;*
2. *Revoke the previous Instrument of Appointment and Authorisation authorising Allison Patricia McCallum as an assistant Municipal Fire Prevention Officer;*
3. *Revoke the previous Instrument of Appointment and Authorisation authorising Timothy McCormick as an assistant Municipal Fire Prevention Officer;*
4. *Revoke the previous appointment of Allison Patricia McCallum as an Authorised Officer under Section 224 of the Local Government Act 1989, for the purposes of the administration and enforcement of the Country Fire Authority Act 1958;*
5. *In accordance with Section 96A(1)(a) of the Country Fire Authority Act 1958, approve the Instrument of Appointment and Authorisation authorising Timothy McCormick as the Municipal Fire Prevention Officer;*
6. *In accordance with Section 96A(1)(b) of the Country Fire Authority Act 1958, approve the Instrument of Appointment and Authorisation authorising Benjamin Lee Trevena as an assistant Municipal Fire Prevention Officer;*
7. *Sign and seal the respective Instrument of Appointment and Authorisation for Timothy McCormick and Benjamin Lee Trevena;*
8. *Note in accordance with Section 96A(2) of the Country Fire Authority Act 1958 the Municipal Fire Prevention Officer delegates the duty required by Section 54(2)(a) of the Country Fire Authority Act 1958 to act as the chairman and executive officer of the municipal fire prevention committee to Benjamin Lee Trevena as an assistant Municipal Fire Prevention Officer.*

The Country Fire Authority Act 1958 (the Act) at Section 96A(2) states that:

A fire prevention officer may, by written instrument, delegate to an assistant fire prevention officer, either generally or as otherwise provided in the instrument, any power or duty of the fire prevention officer under this Act or the regulations except this power of delegation.

The Municipal Fire Prevention Officer (MFPO) under this provision has previously delegated to the assistant Municipal Fire Prevention Officer (Benjamin Lee Trevena) the power to undertake the functions of planning in accordance with Sections 54, 55, 55A of the Act.

7. Content

The Act at Section 96A(1) requires:

Each municipal council, the municipal district or part of the municipal district of which is in the country area of Victoria:

- (a) must appoint a person to be the fire prevention officer for that council for the purposes of this Act;*
- (b) may appoint any number of persons it thinks fit to be assistant fire prevention officers.*

This report seeks the appointment of an assistant MFPO. The delegation to Timothy McCormick as MFPO and David Muir as an assistant MFPO is not proposed to be altered by this report. The assistant MFPO's under the Country Fire Authority Act have all powers as the MFPO except the power the delegate which is reserved for the MFPO.

The MFPO and assistant MFPO's have two main functions in fire prevention and management under the provisions of the Act, and Part 6A of the Emergency Management Manual Victoria. These functions are best described as:

1. Planning, community resilience and capacity building; Council works with the community and agencies to build resilience the capabilities of individuals, their families and communities to prepare for, withstand and recover from a potential or real threat to life or property. Building our community's resilience and capacity enhances their ability to withstand the effects of emergency events, and allows them to efficiently and effectively return to daily routine as quickly as possible.
2. Administration and compliance. Council on behalf of the Country Fire Authority during the declared fire danger period issues Schedule 13 - Permit to Burn by a Private Person, to allow essential burning for agricultural purposes. Council also issues Schedule 15 - Fire Prevention Notice, to property owners for the removal of potential fire hazards on properties before the fire danger period begins.

These functions are split between Local Laws and Emergency Management.

Local Laws Officers currently support the Municipal Emergency Planning Management Coordinator acting as the MFPO. The support involves completing property inspections to support the issue of Fire Prevention Notices before the declaration of the fire danger period. At all other times Local Laws issue notices under Local Law No. 8 to property owners for Dangerous and Unsightly Land. Given the alignment with other duties performed by Local Laws to the administration and compliance role of the MFPO these duties are performed by Local Laws.

Emergency Management have a great focus on community resilience and capacity building. The Municipal Emergency Management Planning Coordinator as an assistant MFPO will continue to chair the Municipal Fire Prevention Committee and engage with Local Laws in the planning and prevention activities.

This report seeks to appoint John Boal as an assistant MFPO given his recent appointment to the role as Emergency Management Planning Coordinator.

8. Issues and Risk Management

Issues:

No issues have been identified. The appointment of John Boal as assistant MFPO will support the same operational structure as has existed since the realignment in early 2018.

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

Option 1: Council endorse the authorisations as presented

This option is recommended by officers.

The authorisations as presented will enable the more effective and efficient operation of the organisation.

Option 2: Council not endorse the authorisations as presented

This option is not recommended by officers.

The authorisations as presented enable the more effective and efficient operation of the organisation. Not endorsing the authorisations will not allow meeting of responsibilities and the ability for Emergency Management to have a greater focus on building our community's resilience and capacity to withstand the effects of emergency events.

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 authorisations sought support the implementation of Strategy 4 by ensuring the services are delivered in the most effective and efficient manner with the appropriate authorisations.

11. ConsultationInternal consultation:

- Councillor Support Officer was consulted in relation to the current delegations register.

7.3. Confirmation of Local Government Waste Forum Representatives

Author:

Declan Moore, Chief Executive Officer

Attachments:

7.3.1 GV Local Government Waste Forum Representative Position Description

7.3.2 Operating Guidelines of the Goulburn Valley Local Government Waste Forum

1. Purpose

This report sets out the actions required by Council to maintain involvement in the Goulburn Valley Waste and Resource Recovery Group (GVWRRG).

2. COUNCILLORS PENTREATH / WILSON

That Council write to the Goulburn Valley Waste and Resource Recovery Group advising the Campaspe Shire Council Representatives for the following positions:

- 1. Goulburn Valley Local Government Waste Forum (x1) – Mr Paul McKenzie.**
- 2. Goulburn Valley Local Government Waste Forum Advisory Member (x1) – Mr Brian Holmes.**

CARRIED

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.

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.

6. Background**Goulburn Valley Waste and Resource Recovery Group (GVWRRG)**

The GVWRRG was established under the *Environment Protection Act 1970* (EP Act) in 2014 to deliver waste and resource recovery planning, procurement, education and project functions in the Goulburn Valley waste and resource recovery region.

The establishment of the Waste and Resource Recovery Groups (WRRGs) has targeted the following deliverables:

- development of Regional Waste and Resource Recovery Implementation Plans including landfill and resource recovery infrastructure schedules;
- facilitation of joint procurement of infrastructure and services in partnership with local governments;
- education in accordance with the state's education approach; and
- projects as funded by Sustainability Victoria, councils and other organisations.

In seeking to achieve its objectives, a WRRG must collaborate with councils, Sustainability Victoria, the Environment Protection Authority, industry, business and the community.

The Local Government Waste Forum (Forum)

The EP Act also establishes a forum for each waste and resource recovery region.

The Local Government entities that comprise the Goulburn Valley Waste and Resource Recovery Region (members) are:

- Campaspe Shire Council
- Greater Shepparton City Council
- Moira Shire Council
- Mitchell Shire Council
- Murrindindi Shire Council
- Strathbogie Shire Council

Local Government Waste Forums are advisory bodies established under the EP Act. They have specific functions under section 49B(3) and must develop their own procedures under section 49B(4) for nominating persons to be appointed as directors of WRRG Boards.

The EP Act does not specifically describe the forums as a local government or a state government construct. A Forum's membership is comprised of local council representatives (local government); it is supported in carrying out its functions by the WRRG (a state government entity). The EP Act states that the Forum is to consist of the representatives of the councils in the region. It states that each council may nominate a representative to the forum.

7. Content

GVWRRG Purpose

The GVWRRG is a Statutory Authority established under section 49C of the EP Act. In accordance with Section 49G of the EP Act the objectives of the GVWRRG are:

- a. to undertake waste and resource recovery infrastructure planning to meet the future needs of its waste and resource recovery region while minimising the environmental and public health impacts of waste and resource recovery infrastructure; and
- b. to facilitate efficient procurement of waste and resource recovery infrastructure and services for its waste and resource recovery region through the collective procurement of waste management facilities and waste and resource recovery services in the region; and
- c. to integrate regional and local knowledge into Statewide waste and resource recovery market development strategies; and

- d. to educate businesses and communities within its waste and resource recovery region to reduce waste going to landfill by using waste and resource recovery infrastructure and services efficiently; and
- e. to ensure Regional Waste Resource Recovery Implementation Plans (regional implementation plans) and programs are informed by local government, business and community and inform Statewide waste and resource recovery planning and programs.

In seeking to achieve its objectives, a Waste and Resource Recovery Group (WRRG) must collaborate with councils, Sustainability Victoria (SV), the Environment Protection Authority (EPA), industry, business and the community.

The establishment of the WRRGs has targeted the following deliverables:

- a. development of regional implementation plans including landfill and resource recovery infrastructure schedules; and
- b. facilitation of joint procurement of infrastructure and services in partnership with local governments; and
- c. education in accordance with the state's education approach; and
- d. projects as funded by Sustainability Victoria, councils and other organisations.

Goulburn Valley Local Government Waste Forum Purpose

The EP Act states that the functions of the Forum are to:

- advise the Board of directors of the WRRG on matters and issues affecting the role of councils in waste management and resource recovery;
- act as a conduit for consultation between the WRRG and the councils in the waste and resource recovery region of that group.

The EP Act requires the Forum to develop procedures for the above functions. To this end, Operating Guidelines (rules) have been developed for the Forum.

To complement its statutory functions, the forum aims:

- To develop local governments' capacity to deliver effective, efficient and sustainable waste and resource recovery planning and management across the Goulburn Valley Waste and Resource Recovery Region;
- To engage with industry, government and community stakeholders to improve waste and resource recovery management and planning; and
- To assist the GVWRRG Board to engage councils across their region in the planning and management of waste.

8. Issues

Issue 1: Conflict of Interest process that applies

The forums are not public entities for the purposes of the Public Administration Act 2004. Therefore, the requirements under section 81 of the Public Administration Act 2004 regarding conflicts of interest do not apply to the forum.

The conflict of interest provisions under the Local Government Act 1989 (LG Act) apply to local government councils. However, the forums, whilst comprised of members of local government councils, are not councils. Therefore, the conflict of interest provisions in the LG Act do not apply to the forum.

Although there are no specific statutory requirements relating to conflicts of interest for the forums, as a matter of good governance, the forums should develop their own conflicts of interest policy consistent with good public sector governance practice.

Issue 2: Stability and Continuity

Council is in the fortunate position of having representation at every level of governance within the WRRG structure. Councillor Wilson is a Board member, Regulatory and Community Services General Manager Paul McKenzie is the current Forum chair and Waste and Environment Coordinator Brian Holmes is the Technical Advisory Group Reference Group Deputy Chair. While Council has the ability to nominate whom they wish, it is recommended that the incumbents are renominated. This provides a level of efficiency and stability for the group in an industry that is constantly changing.

9. Options**Option 1: Nominate the current representatives to continue their role.**

Paul McKenzie is the current Forum Chair and Brian Holmes is the Advisory member. This is the recommended option. Changing representatives has the potential to impact the stability and good governance of the forum. The waste industry is constantly evolving and requires up to date knowledge and involvement. Changing representatives frequently could negatively impact the effectiveness of the forum.

Option 2: Defer decision in order to further consider the specifics of these roles but any delay would need to be consistent with the GV Waste and Resource Recycling Group requirements.

This option is not recommended as suitable representatives are available.

Option 3: Nominate others as representatives.

This is not recommended as the incumbents have demonstrated through the executive positions they hold that they have the knowledge experience and the respect of their peers.

10. Strategic Planning Environments

Strong and Engaged Communities	The activities undertaken by the GVWRRG improve waste and resource recovery by engaging with the community through various education techniques.
Resilient Economy	The responsibilities of the GVWRRG encompasses developing infrastructure plans that could have an impact on regional development opportunities enhancing economic growth and the prosperity of communities.
Healthy Environment	The objectives of the GVWRRG aim to have a positive impact on the environment, community waste and resource recovery facilities and land use management.
Balanced Services and Infrastructure	No Impact
Responsible Management	There is a resource commitment required by the Waste and Environment Coordinator.

11. Consultation

Consultation has been undertaken between Council officers (Waste and Environment Coordinator and Governance Manager) and the Goulburn Valley Waste and Resource Recovery Group Chief Executive Officer.

12. Officer Comment

The Goulburn Valley Local Government Waste Forum (Forum) has adopted changes to its Operating Rules aimed to give greater flexibility to councils in nominating individuals for roles most suited to their skill set and experience.

In determining Council's position for the Forum Representative and Advisory Member, consideration must be given to the expectations of the role including those which relate to the meeting frequency, requisite skills and matters pertaining to conflict of duty and interest.

7.4. 2019/2020 Community Grants Program Round Two – Community Support

Author:

Bobbi Aitken, Economic & Community Development Executive Assistant

Responsible Manager:

General Manager Economic & Community Development

1. Purpose

To seek Council's endorsement of recommendations for the 2019/2020 Community Grants Program Round Two – Community Support category.

2. COUNCILLORS VICKERS / ZOBEC

That Council approve community grant applications in the Community Support category as follows:

\$4,000	Mount Pleasant Football Netball Club Inc., netball court resurface.
\$1,000	Echuca Historical Society Inc., poetry trail.
\$4,000	Echuca Neighbourhood House Inc., installation of CCTV system at the Back 9 Golf Course.
\$4,000	Crossenvale Community House Inc., an opportunity for residents to gather to garden and grow food.
\$4,000	Colbinabbin & District Historical Society Inc., installation of information boards at the new silo art viewing area.
\$600	Strathallan Family Landcare (Landcare Victoria Inc.), surveying squirrel gliders along the Campaspe River.
\$3,500	Campaspe Family Violence Action Group (Kyabram Community & Learning Centre Inc.), CFVAG strategic review.
\$4,000	We Are Vivid, installation of a new shed to safely and securely store equipment.
\$2,100	Echuca Moama Little Athletics Inc., purchase of computers to assist with efficient running of recently purchased timing gates.
\$2,000	Echuca Moama Apex Club Inc., purchase equipment to maintain yards/gardens of community members and groups.
\$2,000	Kyabram Youth Club Inc., purchase of interlocking floor mats for Kung Fu.
\$4,000	Little Paws & Big Paws Animal Rescue Inc., companion animal desexing program.
\$4,000	Rochester & District Horse & Pony Club Inc., remove and replace old and unsafe yards with Pony Club Victoria approved PVC yards that are safe and functional.
\$3,070	Kyabram Food Swap (Kyabram Community & Learning Centre Inc.), education opportunity to grow fresh fruit and vegetables, increase consumption of fresh local foods and reduce waste by swapping excess produce.
\$4,000	Wharparilla Recreation Reserve Committee of Management, installation of electricity to raw water pump.
\$2,381	Echuca United Football Netball Club Inc., purchase and installation of ice making machine for injury management and recovery.

\$1,313	Inland Outrigger Canoe Club Inc., storage fitout for safe and proper storage of small canoes and equipment.
\$3,176	Stanhope & District Men's Shed Inc., purchase and installation of a vertical panel saw.
\$4,000	One & All Inclusion Project (Echuca Specialist School), purchase of Wear Orange Day merchandise.
\$2,000	Girgarre Community Group Inc., a two day artist in residence program.
\$2,000	River Voices Inc., concert raisers and storage/transport trolley.
\$1,000	Tongala Cricket Club Inc., TCC Mini Blues Programme.
\$1,000	Echuca Specialist School, purchase of portable disabled toilet for VCAL students participating in farm program at Girgarre.
\$1,000	Echuca Moama Theatre Company Inc., installation of an alarm system at the rehearsal shed.

CARRIED**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.

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.

6. Background

The Community Grants Program offers financial support to not for profit community organisations, groups and associations for projects, events, exhibitions and/or performances which contribute to the municipality, making it a vibrant and stimulating place for people to live, work and visit.

The Community Grants Program has two rounds:

- round one, advertised in March, awarded in July
- round two, advertised in August, awarded in December (current round)

Total 2019/2020 Budget	July 2019 allocation	December 2019 Funds Available	December 2019 Allocation	Balance
\$128,400	\$63,990	\$64,410	\$64,140	\$270

All applications received were assessed by a panel of three staff using the assessment matrix in the guidelines.

Applicants with outstanding acquittals from a previous Community Grant round are not eligible for funding consideration, as outlined in the guidelines.

Successful applicants are required to enter into a Funding Agreement with the Campaspe Shire Council that stipulates the conditions of the grant.

Category: Community Support

The Community Support Grants aim to deliver programs, projects and activities that benefit the residents of the shire and align with Council priorities and strategic directions. Maximum grant \$4,000.

- Total funds available for Community Support applications: \$64,410
- Total of applications received: \$72,826
- Total of grants allocated: \$64,140

Organisation	Project Details	Grant Requested	Project Expenditure	Recommended Allocation
Mount Pleasant Football Netball Club Inc	Netball court resurface	\$4,000	\$52,300	\$4,000
Echuca Historical Society Inc	Poetry trial – print brochure highlighting stories and poets	\$1,000	\$1,177	\$1,000
Echuca Neighbourhood House Inc	B-secure at the Back 9 – installation of CCTV system at the Back 9 Golf Course	\$4,000	\$5,326	\$4,000
Crossenvale Community House Inc	Open Spaces Project – an opportunity for residents to gather to garden and grow food	\$4,000	\$6,132	\$4,000
Colbinabbin & District Historical Society Inc	Information boards – installation of information board at the new silo art viewing area	\$4,000	\$6,000	\$4,000
Strathallan Family Landcare (auspiced by Landcare Victoria Inc)	Surveying squirrel gliders along Campaspe – purchase of thermal imaging camera	\$600	\$600	\$600
Campaspe Family Violence Action Group (CFVAG) (auspiced by Kyabram Community & Learning Centre Inc)	CFVAG Strategic Review – to ensure the priority actions are still relevant and appropriate to the group and member expectations	\$3,500	\$11,740	\$3,500
We Are Vivid	The right tools for the jobs – installation of a new shed to safely and securely store equipment	\$4,000	\$16,286	\$4,000
Echuca Moama Little Athletics Inc	Digital technology update – purchase of computers to assist with efficient running of the recently purchased timing gates	\$2,100	\$2,348	\$2,100
Echuca Moama Apex Club Inc	Yard equipment – purchase equipment to maintain yards/gardens of community members and groups	\$2,000	\$2,113	\$2,000
Kyabram Youth Club Inc	Empowering youth through Kung Fu – purchase of interlocking floor mats	\$2,000	\$2,480	\$2,000
Little Paws & Big Paws Animal Rescue Inc	Companion animal desexing program	\$4,000	\$4,000	\$4,000
Rochester & District Horse & Pony Club Inc	Pony Club health and safety facilities upgrade – remove and replace old and unsafe yards with Pony Club Victoria approved PVC yards	\$4,000	\$11,680	\$4,000
Kyabram Food Swap (auspiced by Kyabram Community & Learning Centre Inc)	Kyabram Food Swap – opportunity to connect with the public to educate to grow fresh fruit & vegetables, increase consumption of fresh local foods and reduce waste by swapping excess produce	\$3,070	\$3,070	\$3,070

Organisation	Project Details	Grant Requested	Project Expenditure	Recommended Allocation
Wharparilla Recreation Reserve Committee of Management	Power us up – installation of electricity to raw water pump to supply water to toilets and grounds	\$4,000	\$4,097	\$4,000
Echuca United Football Netball Club Inc	Purchase and installation of ice making machine for injury management and recovery	\$2,381	\$2,581	\$2,381
Inland Outrigger Canoe Club Inc	Riverfront development Inland Outrigger Canoe – storage fitout for safe and proper storage of smaller canoes and equipment	\$1,313	\$1,313	\$1,313
Stanhope & District Men's Shed Inc	Purchase and installation of vertical panel saw	\$3,176	\$3,176	\$3,176
One & All Inclusion Project (auspiced by Echuca Specialist School)	Wear Orange Day – purchase of merchandise (slap bands/hi bounce balls)	\$4,000	\$7,180	\$4,000
Girgarre Community Group Inc	Dancing with Threads, Thread magic in Girgarre – a two day artist in residence program	\$4,000	\$4,420	\$2,000
River Voices Inc	Concert raisers and storage/transport trolley	\$4,000	\$5,879	\$2,000
Tongala Cricket Club Inc	TCC Mini Blues Programme – purchase of cricket balls, back packs, shirts and caps	\$1,000	\$2,655	\$1,000
Echuca Specialist School	Portable disabled toilet – to assist VCAL students participating in a farm program at a dairy goat farm in Girgarre	\$4,000	\$6,050	\$1,000
Echuca Moama Theatre Company Inc	Back to Base Security System – installation of an alarm system at the rehearsal shed	\$2,687	\$2,687	\$1,000
Total		\$72,827	\$165,290	\$64,140

It is important to note that where an initiative pertains to Council owned or managed infrastructure or facilities, the awarding of a grant through one of Council's funding programs does not constitute approval to undertake any works. Such approval must be separately requested from Council in its capacity as land owner/manager. Requests for Council to auspice any related grants is also subject to a separate application.

There may also be specific permit or other approval requirements needed for this initiative. It remains the responsibility of the funding recipient to obtain these approvals through the relevant Council department or other authority.

7. Issues and Risk Management

Issues:

No issues

Risk:

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

8. Strategic Planning Environments

Strong and Engaged Communities:	Community Grants directly support community groups to implement locally identified projects and programs that will lead to increased partnerships, connect people, promote diversity, develop leadership, build self-efficiency, improve the environment and strengthen communities.
Resilient Economy:	The Community Grants Program supports communities to undertake a range of projects.
Healthy Environment:	The Community Grants Program supports communities to undertake a range of projects.
Balanced Services and Infrastructure:	The Community Grants Program supports communities to undertake a range of projects.
Responsible Management:	Council has allocated \$214,000 to Community Grants for the 2019/2020 financial year. The development of the Community Grants Program has resulted in an open and transparent use of financial resources, available to all community groups.

9. Consultation

Community Support assessments were completed by the Community Programs Coordinator, Recreation Service Officer and Environment Project Officer – Conservation.

10. Officer Comment

Successful applicants will be awarded with funds at a civic reception programmed for Wednesday, 11 December at 5.45pm in Echuca.

Council's contribution of \$64,140 will lead to the provision of projects to the value of \$165,290.

7.5. 2019/2020 Community Grants Program (Round Two) - Events

Author:

Bobbi Aitken, Economic & Community Development Executive Assistant

Responsible Manager:

General Manager Economic & Community Development

1. Purpose

To seek Council's endorsement of recommendations for the 2019/2020 Community Grants Program Round Two – Events Community and Events Significant category.

2. COUNCILLORS NEELE / ZOBEC

That Council approve community grant applications in the Events category as follows:

\$750	Kyabram Chamber of Commerce Inc., gala night – a December promotion to shop locally.
\$940	Special Olympics Echuca, Special Olympics Echuca Swimming Club Games.
\$500	Echuca Moama Uniting Church, Festival of Christmas – a celebration.
\$1,000	Stanhope & District Development Committee Inc., Stanhope Community Carols Gala Night.
\$300	Rotary Club of Rochester Inc., Creative Seeds Exhibition.
\$1,000	Gunbower & District Development Committee Inc., Get Paddling Day.
\$1,000	Embrace Church Inc., Tongala Carols by Candlelight.
\$750	Rochester RSL Sub Branch (RSL Victoria Inc.), ANZAC Day 2020 Commemorations.
\$750	Kyvalley Swimming Club Inc., autumn entertainment.
\$1,500	Kyabram Lawn Tennis Club Inc., Easter tournament 2020.
\$1,500	Kyabram Community & Learning Centre Inc., Colour Fun Run.
\$5,000	Campaspe Valley Bowls Division Inc., 2020 Women's Country Bowls Carnival.
\$2,500	Goulburn Valley Auto Club Inc., March 2020 Long Weekend Race Meet at Rushworth.
\$4,000	Echuca Moama Triathlon Club Inc., EMTC Multi Sport Weekend.
\$3,000	Lions Club of Kyabram Inc., Legends of the Mountain.
\$3,500	Kyabram Vintage Engine & Machinery Restoration Group Inc., Kyabram Vintage Engine Rally & Mack Truck Muster.
\$3,000	Girgarre Development Group Inc., Jigarre Jammin.
\$3,500	Echuca Moama Wedding Expo Inc., Echuca Moama Bridal & Events Festival.
\$3,000	Rich River Rod & Custom Club Inc., Rich River Rod Run 2020.

- \$4,000 Kyabram AH&P Society Inc., Kyabram 75th Rodeo.**
- \$2,500 Goulburn Valley Leather Craft Association Inc., the Diversity of Leather.**
- \$5,000 Rushworth Easter Heritage Festival Inc., Rushworth Easter Heritage Festival 2020.**

CARRIED

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.

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.

6. Background

The Community Grants Program offers financial support to not for profit community organisations, groups and associations for projects, events, exhibitions and/or performances which contribute to the municipality, making it a vibrant and stimulating place for people to live, work and visit.

The Community Grants Program has two rounds:

- round one, advertised in March, awarded in July
- round two, advertised in August, awarded in December (current round)

Total 2019/2020 Budget	July 2019 allocation	December 2019 Funds Available	December 2019 Allocation	Balance
\$85,600	\$36,610	\$48,990	\$48,990	\$0

All applications received were assessed by a panel of three staff using the assessment matrix in the guidelines.

Applicants with outstanding acquittals from a previous Community Grant round are not eligible for funding consideration, as outlined in the guidelines.

Successful applicants are required to enter into a Funding Agreement with the Campaspe Shire Council that stipulates the conditions of the grant.

The Events Grant aims to encourage and assist the development and implementation of events. Maximum grant \$1,000 (community) and \$5,000 (significant).

▪ Community Grants Program funding available:	\$48,990
▪ Total value of applications received (community):	\$8,600
▪ Total value of applications received (significant):	\$60,500
▪ Total value of applications received (community and significant):	\$69,100
▪ Total of grants allocated community:	\$6,990
▪ Total of grants allocated significant:	\$42,000
▪ Total of grants allocated (community and significant):	\$48,990

Category: Events Community

<i>Organisation</i>	<i>Project Details</i>	<i>Grant Requested</i>	<i>Project Expenditure</i>	<i>Recommended Allocation</i>
Kyabram Chamber of Commerce Inc	Gala Night – December promotion to shop locally	\$1,000	\$3,390	\$750
Special Olympics Echuca	Special Olympics Echuca Swimming Club Games	\$1,000	\$1,004	\$940
Echuca Moama Uniting Church	Festival of Christmas – a celebration	\$1,000	\$1,000	\$500
Stanhope & District Development Committee Inc	Stanhope Community Carols Gala Night	\$1,000	\$1,000	\$1,000
Rotary Club of Rochester Inc	Creative Seeds Exhibition – showcase of emerging artists from Rochester & district	\$600	\$1,300	\$300
Gunbower & District Development Committee Inc	Get Paddling Day – an opportunity for the community to learn how to paddle a canoe so they can explore and appreciate the Gunbower wetlands, waterways and wildlife	\$1,000	\$1,000	\$1,000
Embrace Church Inc	Tongala Carols by Candlelight	\$1,000	\$3,113	\$1,000
Rochester RSL Sub Branch (auspiced by RSL Victoria Inc)	ANZAC Day 2020 Commemorations	\$1,000	\$2,085	\$750
Kyvalley Swimming Club Inc	Autumn entertainment	\$1,000	\$2,070	\$750
Total		\$8,600	\$15,962	\$6,990

Category: Events Significant

<i>Organisation</i>	<i>Project Details</i>	<i>Grant Requested</i>	<i>Project Expenditure</i>	<i>Recommended Allocation</i>
Kyabram Lawn Tennis Club Inc	Easter Tournament	\$1,500	\$15,145	\$1,500
Kyabram Community & Learning Centre Inc	Colour Fun Run	\$5,000	\$18,367	\$1,500
Campaspe Valley Bowls Division Inc	2020 Women's Country Bowls Carnival	\$5,000	\$38,400	\$5,000
Goulburn Valley Auto Club Inc	March 2020 Long Weekend Race Meet	\$5,000	\$421,334	\$2,500
Echuca Moama Triathlon Club Inc	EMTC Multi Sport Weekend	\$5,000	\$31,000	\$4,000
Lions Club of Kyabram Inc	Legends of the Mountain	\$5,000	\$44,100	\$3,000
Kyabram Vintage Engine & Machinery Restoration Group Inc	Kyabram Vintage Engine Rally & Mack Truck Muster	\$4,000	\$18,000	\$3,500
Girgarre Development Group Inc	Jigarre Jammin	\$5,000	\$11,720	\$3,000
Echuca Moama Wedding Expo Inc	Echuca Moama Bridal & Events Festival	\$5,000	\$27,000	\$3,500
Rich River Rod & Custom Club Inc	Rich River Rod Run 2020	\$5,000	\$60,850	\$3,000
Kyabram A&HP Society Inc	Kyabram 75 th Rodeo	\$5,000	\$99,000	\$4,000

Organisation	Project Details	Grant Requested	Project Expenditure	Recommended Allocation
Goulburn Valley Leather Craft Association Inc	The Diversity of Leather	\$5,000	\$21,700	\$2,500
Rushworth Easter Heritage Festival Inc	Rushworth Easter Heritage Festival 2020	\$5,000	\$17,370	\$5,000
Total		\$60,500	\$421,334	\$42,000

It is important to note that where an initiative pertains to Council owned or managed infrastructure or facilities, the awarding of a grant through one of Council's funding programs does not constitute approval to undertake any works. Such approval must be separately requested from Council in its capacity as land owner/manager. Requests for Council to auspice any related grants is also subject to a separate application.

There may also be specific permit or other approval requirements needed for this initiative. It remains the responsibility of the funding recipient to obtain these approvals through the relevant Council department or other authority.

7. Issues and Risk Management

Issues:

No issues

Risk:

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

8. Strategic Planning Environments

Strong and Engaged Communities:	Community Grants directly support community groups to implement locally identified projects and programs that will lead to increased partnerships, connect people, promote diversity, develop leadership, build self-efficiency, improve the environment and strengthen communities.
Resilient Economy:	The Community Grants Program supports communities to undertake a range of projects.
Healthy Environment:	The Community Grants Program supports communities to undertake a range of projects.
Balanced Services and Infrastructure:	The Community Grants Program supports communities to undertake a range of projects.
Responsible Management:	Council has allocated \$214,000 to Community Grants for the 2019/2020 financial year. The development of the Community Grants Program has resulted in an open and transparent use of financial resources, available to all community groups

9. Consultation

Community and Significant Event assessments were completed by the Event Support Officer, Tourism Support Officer and Community Engagement Officer.

10. Officer Comment

Successful applicants will be awarded with funds at a civic reception programmed for Wednesday, 11 December at 5.45pm in Echuca.

Council's contribution of \$48,990 will lead to the provision of events to the value of \$437,296.

7.6. Council Policy Review

Author:

Sharolyn Taylor, Council Support Officer

Responsible Manager:

Governance Manager

Attachments:

- 7.6.1 Council Policy 030 – Industrial Land Sale
 - 7.6.2 Council Policy 058 – Councillor Support and Entitlements
 - 7.6.3 Council Policy 127 – Art Collection Management
 - 7.6.4 Council Policy 139 – Special Committees of Council
 - 7.6.5 Council Policy 153 – Assistance for Business
-

1. Purpose

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

2. Recommendation

That Council:

1. Adopt the following reviewed policies:
 - a. Council Policy 030 – Industrial Land Sale
 - b. Council Policy 058 – Councillor Support and Entitlements
 - c. Council Policy 076 – Township Street Decorations
 - d. Council Policy 127 – Art Collection Management
 - e. Council Policy 139 – Special Committees of Council
 - f. Council Policy 153 – Assistance for Business
2. Revoke Council Policy 122 – Flag Pole Program

COUNCILLORS PENTREATH / NEELE

That Council adopt the following reviewed policies:

- a. **Council Policy 030 – Industrial Land Sale**
- b. **Council Policy 058 – Councillor Support and Entitlements**
- c. **Council Policy 127 – Art Collection Management**
- d. **Council Policy 139 – Special Committees of Council**
- e. **Council Policy 153 – Assistance for Business**

CARRIED

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.

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.

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
DIVISION – ECONOMIC AND COMMUNITY DEVELOPMENT			
030	Industrial Land Sale	<p>To ensure that the sale of industrial zoned Council land is completed in a planned, consistent and equitable manner which encourages business expansion, employment growth and activation of the site.</p> <p>To specify the requirements of the Campaspe Shire Council in relation to the sale of industrial zoned land.</p>	<p>Changes to the purpose and policy statement.</p> <p>The review date has been changed to three years in accordance with policy review matrix assessment.</p>

Policy No.	Policy Title	Purpose	Summary of Proposed Changes
DIVISION – ECONOMIC AND COMMUNITY DEVELOPMENT			
127	Art Collection Management	The Art Collection Management Policy provides guidance as to how Council's proprietary art collection is managed and curated, including storage, display, and deaccession and removal.	Minor changes to the policy statement. Change of review date to four years in accordance with policy review matrix assessment.
153	Assistance for Business	This policy provides Council officers with a framework and criteria to assist businesses within Campaspe Shire Council to access Council funds where applicable to help them grow and develop to the benefit of the community.	Minor changes to the policy. It is proposed to change this policy from an Internal to Council policy. Change of review date to four years in accordance with policy review matrix assessment.
DIVISION – CORPORATE SERVICES			
058	Councillor Support and Entitlements	To provide guidance on the reimbursement of expenses, and provision of facilities available to the Mayor and Councillors as required by <i>the Local Government Act 1989</i> , Section 75.	Extensive changes are proposed to the policy to clearly define the process for training and professional development, expense reimbursement claims, and clarification of hospitality and entertainment expenses. The policy review period has been assessed against Council Policy 156 - Policy Framework to change the review period to four years.
139	Special Committees of Council	This policy establishes a framework for the guidance of Council with regard to Special Committees of Council (Section 86 Committees) established under section 86 of the <i>Local Government Act 1989</i> (the Act) in relation to: a) The establishment and operation of Section 86 Committees. b) The compliance requirements of Section 86 Committees. c) The financial record keeping, bank account and meeting procedure requirements of Section 86 Committees.	Extensive changes are proposed to the policy regarding register of interests for Section 86 Committees, financial delegations and records, and clarification that annual audits will be undertaken by Council financial staff. The review period has been changed to four years in accordance with Council Policy 156 Policy Framework Risk Assessment Matrix.

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. 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 policy assist with establishing guidelines, effective decision making and being accountable to the community.

10. Consultation

Internal Consultation

- Responsible policy officers
- Executive Management Group
- Councillors at the 3 September and 12 November 2019 Briefing sessions.

7.7. CEO Employment and Contract Committee

Author:

Frank Crawley, Governance Manager

1. Purpose

To advise Council that the CEO Employment and Contract Committee has fulfilled its purpose and note the dissolving of the committee.

To recommend the development of a CEO Employment and Remuneration policy.

2. COUNCILLORS NEELE / PANKHURST

That Council:

- 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.**

CARRIED

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

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.

6. Background

The CEO Employment and Contract Committee was established by resolution of Council at its meeting on 19 March 2019. The committee members appointed were the Mayor - Cr Adrian Weston, Cr Neele, Cr Pankhurst and Cr Wilson. The role of the committee was to undertake activities resulting in a shortlist of candidates who would be interviewed by all Councillors for the position of Chief Executive Officer.

7. Content

The committee met on the following days:

4 April 2019, 9 April 2019, 16 April 2019, 13 May 2019, 21 May 2019, 11 June 2019, 25 June 2019, 8 August 2019, 27 August 2019 and 7 November 2019.

Secretarial assistance was provided by the Council Support Officer. The Council were kept updated on the progress of the committee. The committee was assisted by two consultants, Ms Topsy Petchey and from the PeopleScape recruitment agency, Ms Fiona McAllister.

The following activities were completed by the committee:

- Prepared timelines for actions
- Through an EOI process recommended a recruitment agency
- Developed selection criteria
- Reviewed position description
- Reviewed employment contract
- Advertised position
- Shortlisted applications
- Arranged interviews

As the committee has served its purpose it can now be disbanded.

The committee has suggested it would be beneficial for the Council to have a policy which will help guide future processes relating to CEO recruitment, contract negotiations, setting of remuneration, performance reviews and end of tenure issues.

The Victorian Local Government Inspectorate issued a report in February 2019 titled "Managing the employment cycle of a council CEO". It mentioned a number of cases where the employment relationship was not managed well and stated that there was broad acknowledgement that council would benefit from guidelines on how councils should go about the full employment cycle, including a remuneration policy.

This issue is relevant across all states and a number of states have passed legislation touching on some of the aspects of the CEO employment cycle. The proposed new Local Government Bill includes a provision that a Council must develop, adopt and apply a CEO Employment and Remuneration Policy.

The timing of the Bill through Parliament is unknown at this time. Given that uncertainty and the recent appointment of the Chief Executive Officer it is considered prudent to develop a policy now which can be used to inform upcoming performance reviews.

Council has established a Chief Executive Officer Performance and Remuneration Advisory Committee and appoints representatives to this advisory committee on an annual basis. At the time of developing the CEO Employment and Remuneration Policy, Terms of Reference for the Advisory Committee should also be developed.

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**Option 1: Support the recommendation**

This option is recommended by officers. The committee has finalised its activities and should be retired. The development of a policy is in line with the new Local Government Bill and displays good governance by the Council.

Option 2: Not support the recommendation

This option is not recommended by officers.

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 the committee fits with the strategy of delivering sound governance and fiscal responsibility.

11. Consultation**Internal consultation:**

- Mayor

External consultation:

- Not required

Councillors:

- Nil

7.8 Access and Inclusion Strategy 2020-26

Author:

Sam Campi, Community Engagement Manager

Attachments:

7.8 Campaspe Shire Council Access and Inclusion Strategy

1. Purpose

To adopt the Access and Inclusion Strategy 2020-26.

2. COUNCILLORS PENTREATH / WILSON

That Council adopt the Access and Inclusion Strategy 2020-26.

CARRIED

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.

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.

6. Background

As a local government authority, Campaspe Shire Council is required under the *Disability Act 2006* to prepare a Disability Action Plan. The Act states that the purpose of these plans is to contribute towards:

- Reducing barriers for people with disabilities accessing information, goods, services and facilities;
- Reducing barriers to people with disabilities obtaining or maintaining employment;
- Promoting inclusion and participation in the community; and
- Achieving tangible changes in attitudes and practices that discriminate against people with disabilities.

Previous iterations of this work had been focused on delivering activities that were in line with legislative expectations as outlined above, as well as service levels delivered by Council. The main target groups impacted were:

- People with Disability;

- Older people; and
- People from Lower Socio Economic groups

In developing this document it was essential to move from an action plan to a strategy. Through the consultation process it was clearly articulated that there were changing needs and expectations in Campaspe Shire, this was due to key environmental issues that were identified, examples being:

- Impact of the introduction of the National Disability Insurance Scheme (NDIS)
- Marriage equality plebiscite
- Changes to policy on immigration and its potential impact in regional areas such as Campaspe Shire
- Community desire to reduce stigma for people with mental illness and improve service access
- Youth and the desire to improve access to either social or economic opportunities
- Ongoing needs for better economic and social outcomes for local indigenous communities
- Reduce instances of family violence.

Council Officers, external Agencies and the Community identified a growing need to provide improved services and support to “other” groups needing access and inclusion.

To be branded as Campaspe’s Communities of Priority these nine communities are:

- Aboriginal and Torres Strait Islanders
- People with disabilities
- Older people
- Youth
- People with social disadvantage
- LGBTIQ+
- People with mental illness
- Women
- Culturally diverse group

Within the strategy is a framework for change, in summary this concept articulates a strategic vision;

“Campaspe enables communities to be accessible, inclusive and equitable.”

Through the delivery of this vision the following outcomes will be contributed to;

Our communities:

- Feel socially included
- Have equitable physical access
- Are engaged and respected
- Have increased satisfaction with Council services.

Council will be:

- Adaptive and flexible to the need of the Communities of Priority
- Effective in delivering appropriate services and infrastructure
- Aware of the need of the Communities of Priority.

Our partners

- Will identify Council as a supportive partner
- Consider Council as an effective advocate/stakeholder.

This will be delivered through the facilitation of the following strategies:

1. Plan and deliver Council services that enable access and inclusion.
2. Ensure Council's decision making processes include participation by, and consideration of, Campaspe's Communities of Priority.
3. Advocate for the needs of Council's identified Communities of Priority.
4. Develop and maintain partnerships with groups that support the needs of Council's identified Communities of Priority.

7. Issues and Risk Management

Issues:

Issue 1: Resourcing

The delivery and management of the Access and Inclusion strategy will be the responsibility by the Community Engagement Unit to lead the organisation in a holistic approach.

Issue 2: Level of influence

Many priority issues identified through the development of this strategy are not the responsibility of Council, eg. public transport. Council will continue to advocate for its communities on these important issues but recognises the limited capacity to drive specific change.

Risk:

Risk	Likelihood	Consequence	Rating	Mitigation action
Community backlash against the concept of the Campaspe Communities of Priority	Possible	Moderate	Moderate	By adopting the Access and Inclusion strategy and the concept of Communities of Priority within it, Council is showing broader leadership to the community on issues of acceptance and tolerance

8. Options

Option 1: Adopt the Access and Inclusion Strategy 2020-26

The Campaspe Access and Inclusion Strategy reflects the current needs and ambitions of the Community, the agencies servicing it and Council. The strategy is reflective of Council's current strategic directions as outlined in the Council plan.

This option is recommended by officers.

Option 2: Not to adopt the Access and Inclusion Plan

By not adopting this strategy Council will miss a significant opportunity to realign its strategic and operational efforts to increase inclusion and access for all members of the community.

This option is not recommended by officers.

9. Strategic Planning Environments

Strong and Engaged Communities	Through the adoption of the Access and Inclusion Strategy Council will have an improved ability to strengthen its relations with marginalised groups within Campaspe. It will support Council's endeavours to develop partnerships and enable more residents to feel engaged and to participate in all elements of life. This will only support the ongoing development of strong, vibrant and healthy communities.
Resilient Economy	Nil
Healthy Environment	Nil
Balanced Services and Infrastructure	The strategy will support Council maintain its focus on ensuring services and infrastructure meet community need.
Responsible Management	<p>The strategy enables Council to maintain focus on advocating to other levels of government that are responsible for key infrastructure and services required by Campaspe's communities.</p> <p>This strategy demonstrates Council's commitment to ensure engagement of key stakeholders to determine community priorities and support decision making.</p>

10. Consultation

The Community/Stakeholder consultation was conducted over three stages. The main focus was to ensure that the main groups impacted had significant input into the development of the strategy.

These main groups were identified as:

- Council staff;
- Sector, agencies that deliver services and support to marginalised groups in Campaspe; and
- The community.

Stage 1a Consultation: Environmental scan

The first step in this process was to undertake an environmental scan. The focus was to identify what significant environmental changes had occurred since the last plan that was developed in 2014. Both Council Officers

and sector representatives identified a number of significant changes impacting the whole community. This included changes to legislation, social acceptance, new programs and community expectation. Key issues identified were:

- Implementation of the NDIS
- Increasing ageing population
- Marriage equality legislation
- Increased focus on reducing situations of family violence
- Ongoing issues relating to social isolation
- Growth of issues relating to mental illness and reducing stigma
- Economic circumstances impacting low income families

Sector representatives and Council Officers articulated that the strategy required a new focus to effectively address the evolving issues facing Campaspe. It agreed for Council to broaden its focus to nine separate cohorts, which were identified as:

- Aboriginal and Torres Strait Islanders
- People with Disabilities
- Older people
- Low Socio Economic groups
- Women
- People with mental illness
- Culturally Diverse communities
- LGBTIQ+
- Youth

To support the acceptance of this new concept the collective was branded “Campaspe’s Communities of Priority”

Stage 1b: Community surveys

To gauge community need and understand its key issues relating to access and inclusion, a Shire wide survey was facilitated. Over 190 surveys were completed, respondents were a cross section of the community.

Although the analysis of the data showed that the majority of respondents were

- Socially connected
- Have access to services
- And felt council communication was satisfactory

A deeper evaluation of the data identified that there were a number of groups not experiencing positive levels of social connectedness or had the level of access to services they felt were critical. These included people who identified as Youth, LGBTIQ+, People with a mental illness.

Key community issues identified through this process were:

- Lack of public transport
- Limited employment opportunities
- Ongoing access to public buildings and toilets
- Access to Health services
- Community awareness and acceptance of mental illness
- Community education on NDIS

Stage 2: reaffirm position

The findings from the first round of consultation were presented to Council staff and external agencies. The process reaffirmed the need for Council to adopt the concept of Campaspe's Communities of Priority.

This stage also saw the conceptualisation of the "Framework for Change" as articulated in the strategy. This was presented to Council, where it confirmed its support for the structure of the strategy.

Stage 3: Final Community Consultation

As per legislative requirements under the *Disability Act 2006*, the drafted strategy was tabled for public comment for six weeks. In this stage of the consultation process the draft strategy was posted on the Council's website, Council staff undertook consultation sessions with key community groups that were representative of the nine communities of priority, along with three popup sessions in Kyabram, Rochester and Echuca. Social media posts also encouraged all members of the community to make comment.

Through this phase Council received positive feedback on the proposed strategy and its structure, slight amendments to the final plan were made but these were considered administrative adjustments.

The process reaffirmed the community engagement process undertaken by Council was robust and effective, it provided Council the opportunity to develop a strategy that met the needs of all stakeholders.

Internal consultation:

- Executive Management Group
- Community Engagement Team
- Customer Service Team
- Communication Unit
- Corporate Strategy Manager
- River Services manager
- Human Resources Manager
- ICT Manager
- Commercial Operations Manager
- Aged and Disability Services Manager
- Investment Attraction Manager
- Council's Youth Advisory Group (YAG)

External consultation:

- Campaspe Primary Care Partnership
- Intereach
- Echuca Regional Health
- Rochester and Elmore District Health Service
- Vivid
- One and All Project
- Community Living and Respite
- Echuca Specialist School
- Kyabram Community and Learning Centre
- Crossenvale Community Centre
- Aboriginal Mental Health working group
- Rural Australians for Refugees
- Kyabram and Deakin Residents Rate Payers and Development Group
- Campaspe LGBTIQ+ Committee
- Regional Resettlement Program
- Thorne Harbour
- Spire

Councillors:

Councillors at the three separate briefing sessions:

- 10 October 2018
- 14 May 2019
- 1 October 2019

7.9. Echuca Moama and District Tourism Association (EMDTA) Service Level Agreements – Destination Marketing and Visitor Services

Author:

Jemima Lewis, Tourism Support Officer

Responsible Manager:

Investment Attraction Manager

Attachments:

7.9.1. Service Level Agreement for Destination Marketing 1 July 2019 – 30 June 2022

7.9.2. Service Level Agreement for Visitor Services 1 July 2019 – 30 June 2022

1. Purpose

To seek Council's approval to enter into Service Level Agreements with Echuca Moama and District Tourism Association (EMDTA) for the delivery of Destination Marketing and Visitor Services for the period 1 July 2019 to 30 June 2022.

2. COUNCILLORS NEELE / VICKERS

That Council authorise the Chief Executive Officer to sign the Service Level Agreements for Destination Marketing and Visitor Services with Echuca Moama and District Tourism Association.

CARRIED

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.

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.

6. Background

Campaspe Shire Council contribute funds to support EMDTA to achieve the objectives outlined in the accompanying Service Level Agreements (SLA) in two specific areas:

- Destination Marketing
- Visitor Services

The aim of the Destination Marketing service level agreement is for EMDTA to provide marketing services for Echuca Moama and the other towns in Campaspe Shire.

The aim of the Visitor Services agreement is the operation of an accredited Visitor Information Centre to provide information and services to visitors to encourage dispersal and increase tourism opportunities for Echuca Moama and the other towns in Campaspe Shire.

Campaspe Shire acknowledge that EMDTA are a membership based organisation and that Council is not their only funding provider.

The existing service level agreements have been found to be ambiguous at times for both parties, which has resulted in misinterpretation.

Examples include:

- No agreed definition of what constitutes marketing activities.
- Marketing of the towns in Campaspe Shire outside of Echuca and a definition of what is reasonable.
- No confirmation of the source for CPI and the date.

Both agreements have been amended to be more specific and measurable. The reporting guidelines have been streamlined and contain specific, measurable, realistic and timely key performance indicators.

It should also be noted that prior to 2016 the service level agreements were combined, and in 2016 were separated into two agreements for visitor servicing and destination marketing respectively.

7. Content

The proposed Service Level Agreements outline responsibilities and obligations between EMDTA and Council in relation to destination marketing services and visitor servicing and are attached to this report for Council's consideration.

As a result of these Agreements, Council will contribute the following funds to EMDTA in the 2019 – 2020 financial year;

- \$89,263 for destination marketing (plus GST)
- \$235,534 for visitor services (plus GST)

The amounts will increase by 2% annually. The 2% increase is in lieu of CPI adjustments and will simplify the arrangement going forward.

Council and EMDTA have agreed definitions for marketing activities and visitor servicing and these have been added into the Agreements.

Within the visitor servicing agreement, Council have negotiated with EMDTA to conduct an annual survey of operators and community members to evaluate tourism opportunities. Council will produce the survey in consultation with EMDTA. EMDTA will distribute to its members, and Council to the broader community. Council will collate and present the findings with the intention that responses will help shape future tourism strategies and activities in Campaspe Shire.

The Victorian State Government are currently undertaking a review of Regional Tourism which is focused on delivery of tourism services in regional Victoria, including resourcing of regional tourism Boards and the visitor servicing model. The Review report is due to be delivered in early 2020.

Murray Regional Tourism Board are part way through a Visitor Transformation project which is focused on analysing who the visitors are, how to best reach them and how to enhance their experience.

Both of these strategies will impact Campaspe Shire tourism activities and the model of visitor servicing. As a result, a clause has been included in the Visitor Servicing agreement to state that if any future reviews impact the delivery of services, the agreement will be reviewed immediately.

Echuca Moama Visitor Information Centre is housed in the Echuca Pump House, which is on Crown land. The building is leased to EMDTA by the Department of Environment, Land, Water and Planning (DELWP) on a community lease and Council receive \$10 per annum in revenue, which will increase to \$104 + GST per annum under the new proposed lease agreement. EMDTA currently sub-lease part of the building to Murray Regional Tourism Board (MRTB) for \$12,000 per annum. The new Agreement notes that EMDTA need to acknowledge this revenue contributes to visitor servicing in their Annual report and budgets.

To ensure all towns in Campaspe Shire benefit from marketing efforts, EMDTA are required to demonstrate that at minimum of 10% of Council contributed funds are spent on promotion of towns, events, attractions and opportunities outside of Echuca Moama. In the marketing definitions, Council acknowledge that a reasonable portion of the allocation may be attributed to staff time preparing content, liaison, organisation and application.

EMDTA are a membership based organisation. Financial members are offered benefits that are not available to non-members, such as listing on the EMDTA website, brochures displayed at the Visitor Information Centre, promotion on social media and access to networking events. Members are also offered the opportunity to take part in subsidised collaborative cooperative marketing opportunities such as printed advertisements, television commercials and participation in expos.

Council has a responsibility to ensure funding for both visitor servicing and destination marketing is used to benefit the whole community regardless of membership to EMDTA. Council's funding contributions acts as a 'base service' payment for townships in Campaspe Shire. This may include promotion of community events, not for profit organisations, fundraisers, inclusion in Official Visitor Guides, etc.

A description of services available in each of the Campaspe Shire towns outside of Echuca Moama will be displayed by EMDTA on their website, with an expectation that visitors to the Centre will receive information on these areas. This information will be supplied by Council's Tourism Officer and updated regularly to ensure accurate information is available to visitors.

It is important that all reports produced by EMDTA for Campaspe Shire include details on activities and associated costs. For collaborative marketing opportunities and/or visitor servicing activities, the cost breakdown must include all revenue contributed by other participants to ensure that Council are provided with a true cost.

Reporting requirements for invoice payment for both agreements have been slightly simplified. An annual business plan for visitor servicing and annual marketing plan, with proposed budgets, is due on 1 July. The end of year reporting, activities versus plans and budgets versus true costs will be supplied on 1 November.

EMDTA has agreed to amend the monthly Board reports to include marketing activity and basic costs, and greater detail and alignment with the monthly financial reports to alleviate the need for quarterly reporting to Council. Invoices will continue to be paid quarterly providing Board reports are accurate and timely.

Campaspe Shire's elected Board nominee will attend monthly meetings for governance purposes, EMDTA management and administration will meet with Council staff on a regular basis (minimum bi-monthly). If Council's Board nominee cannot attend the monthly Board meeting, an elected proxy may attend in their place which may or may not be a Council staff member.

There are no other major material changes from the existing agreement to the proposed agreement.

8. Issues and Risk Management

Issues:

Issue 1: Changes to the visitor servicing model

Due to changes in the way consumers' access information and organise their travel plans, the need for visitors to physically access Visitor Information Centres has reduced over the past decade. These changes have resulted in a drop in attendance numbers at Visitor Information Centres; certified through statistics, industry

research and data. The Victorian State Government through Visit Victoria have undertaken a review of visitor servicing to determine the best delivery model to inform future funding and to assist the industry to transition into the future. Murray Regional Tourism Board (MRTB) are also completing a Visitor Transformation Project which looks at how consumers are accessing information and the tailored messaging required to reach priority audience, which will consequently determine the model that Murray LGAs are advised to adopt in the very near future.

Issue 2: Reporting

In the last few years EMDTA have had difficulty in satisfying Council's SLA requirements in a timely manner. On a number of occasions, clarification has been sought regarding incomplete information and Council Officers have had to follow up the EMDTA CEO on numerous occasions. During the period of the existing SLA there was a change in CEO at EMDTA and a change in Tourism Support Officer in Council which contributed to the delays and understanding of the SLA requirements. The ambiguity in the SLA's also caused confusion and delays. Discrepancies between financial figures published by EMDTA and supplied to Council were also identified.

Issue 3: Signing off on the Service Level Agreements and consequent back-payment

At this current time in a gesture of goodwill to keep operations running, Council has paid EMDTA as per the 2018-19 agreement, and 2% back-pay will be issued once the new agreements are executed.

EMDTA's CEO has advised that EMDTA will not execute the SLA's until such time as the new Lease for the Visitor Information Centre is in place.

Risk Management:

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

9. Options

Option 1: Council agrees to enter into the attached service level agreements (2) with EMDTA for the provision of destination marketing and visitor services and the subsequent funding allocation

This option is recommended by officers.

Option 2: Council does not agree to enter into the service level agreements (2) with EMDTA for the provision of destination marketing and visitor services and subsequent funding allocation

This option is not recommended by officers.

Option 3: Council wish to renegotiate the service level agreements (2) with EMDTA for the provision of services

This option is not recommended by officers

10. Strategic Planning Environments

Strong and Engaged Communities:	Tourism and events create enhanced social and economic opportunities for community members.
Resilient Economy:	Tourism is an important driver of our local and regional economy. It is also a key employment driver. Marketing of Echuca Moama and other Campaspe Shire towns is crucial in a highly competitive environment. It is also important that we welcome visitors and assist them to discover all that we have to offer.
Healthy Environment:	No impact

Balanced Services and Infrastructure: No impact

Responsible Management: The introduction of more specific and measurable reporting in the Agreements will make it easier for both parties and alleviate any ambiguity.

11. Consultation

Internal Consultation:

- General Manager Economic and Community Development
- Chief Executive Officer

External Consultation:

- EMDTA CEO, Kathryn McKenzie and/or Board Chair, Dick Phillips in person on 14 January, 31 January, 7 February, 25 February, 13 March, 3 April, 27 May, 3 June, 11 July, 22 July, 31 July, 17 September, 6 November 2019. Email correspondence and phone call follow up on numerous occasions.

Councillors

- Councillors at the 14 May, 4 June and 2 October 2019 Council Briefing Sessions
 - Councillors at the 15 October 2019 Council meeting
-

12. Officer Comment

Tourism is an important economic driver and large employer in Campaspe Shire. Whilst Echuca Moama is the 'hero' of the brand, it is important to acknowledge that Campaspe Shire expect the benefit of EMDTA's SLA's for both Marketing and Visitor Servicing, deliver benefit beyond Echuca.

7.10. Community Infrastructure Loan Scheme Applications

Author:

Ailsa Box, Finance Manager

Attachments

7.10.1 Gunbower Proposed Plan

7.10.2 Echuca East Community Precinct Plan – Stages 1-6

1. Purpose

To seek Council support for the lodgement of application(s) for a loan offered under the State Government Community Infrastructure Loan Scheme.

2. Recommendation

That Council:

1. Approve the lodgement of an application for a loan under the 2019 Community Infrastructure Loans Scheme for Echuca East Community Precinct, Stages 1, 2 and 4, \$5,780,935.
2. Approve the lodgement of an application for a loan under the 2019 Community Infrastructure Loans Scheme for Gunbower Lions Park, \$811,250.
3. Approve the lodgement of an application for a loan under the 2019 Community Infrastructure Loans Scheme for:
 - a. Echuca East Community Precinct Stage 3, \$1,165,632; or
 - b. Waranga Rail Trail, \$1,316,700; or
 - c. Echuca East Community Precinct Stage 3, \$1,165,632 and Waranga Rail Trail, \$1,316,700.
4. Agree to refer the projects and associated loan funding for consideration as part of the 2020-21 budget if the application(s) are successful.

COUNCILLORS PANKHURST / WILSON

That Council:

1. **Approve the lodgement of an application for a loan under the 2019 Community Infrastructure Loans Scheme for Echuca East Community Precinct, Stages 1, 2, 3 and 4, \$6,946,567.**
2. **Approve the lodgement of an application for a loan under the 2019 Community Infrastructure Loans Scheme for Gunbower Lions Park, \$811,250.**
3. **Agree to refer the projects and associated loan funding for consideration as part of the 2020-21 budget if the application(s) are successful.**

Cr Neele foreshadowed an alternate motion should the motion be lost

The motion was put to the vote and was CARRIED

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

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.

6. Background

The State Government announced a new \$100 million Community Infrastructure Loans Scheme (CILS) early in the 2019/20 financial year. The loans are to assist Councils in funding community infrastructure with low interest loans. Councils can apply for a loan/s between \$500,000 and \$10 million to deliver significant community infrastructure projects.

The objectives of CILS are to;

- facilitate the upgrade and development of significant community infrastructure;
- incentivise Councils to bring forward community infrastructure delivery by providing opportunities to access affordable finance; and
- support a range of community infrastructure projects which deliver on the Victorian Government's objectives.

The type of projects that are supported by the CILS include but are not limited to:

- Community centres and hubs
- Multi-purpose community facilities
- Arts and cultural facilities
- Public libraries
- Kindergartens and early learning facilities
- Restoration of heritage buildings to enable community use; and
- Parks, play spaces, reserves and trails

Applications close on the 29 November 2019 and successful applications will be notified from February 2020.

Prior to applications being lodged, a representative from the Department of Environment, Land, Water and Planning (DELWP) is required to undertake a site visit of proposed applications. This will provide input to the application process and eligibility prior to application lodgement and provide those assessing the applications with a greater knowledge of the intended outcomes aimed to be achieved through the delivery of the proposed project.

If successful, projects must commence construction within 18 months and must be completed within 36 months of execution of the project delivery agreement.

As part of the CILS, projects that have secured grant funding from other sources are still able to submit an application for a loan, however any matching funding required by Council as a condition of any secured grant cannot be included in the loan amount.

7. Content

Council officers, having considered the criteria and conditions for the Community Infrastructure Loan Scheme, have identified a number of projects that are worthy candidates to consider for applications.

1. Gunbower Lions Park

This project has been scoped and supported by the local community through the Community Plan Implementation Fund program that has now concluded. The project aims to revitalise the Gunbower Lions Park through the development of a footpath network, tractor relocation, barbeque and shelter, natural play space, a sandy beach and wetland planting, street furniture, flag pole and rock monument, landscaping and possible a fishing jetty. Development of the park will improve the amenity and functionality of the space to enhance the attraction of Gunbower as a tourist destination and as a gateway to significant wetlands in the region.

The estimated project cost for delivery of the Gunbower Lions Park is \$811,250.

2. Echuca East Community Precinct

Council has undertaken a masterplan for this site and funded the concept and detailed design phases of this precinct that incorporates;

- Multipurpose Community Building
- Multipurpose Open Activity Space
- Designated Off Leash Dog Park
- Cycling and Walking paths
- Passive Open Space facilities; and
- Accessible Play Space.

Through the detailed design phase, engagement has been undertaken with the current committee of management, current and future users of the multipurpose facility.

Detailed design is anticipated to be finalised by the end of this financial year and would be ready to commence the approvals and construction phase within the CILS requirements of 18 months.

The Echuca East Community Precinct has been separated into 6 stages that could be progressed separately or together. An overview of the stages can be found at attachment 2.

The estimated project cost to deliver all six stages of the project is \$8,200,650. Stage 6 is all civil works and would need to be excluded for the purposes of the CILS loan application. The total cost of stages 1 to 5 is \$7,609,786. Stage 5 relates to a bike skills area and officers are uncertain as to whether this would be funded under the CILS loan scheme.

The cost of delivering stages 1, 2 and 4 of the Echuca East Community Precinct is \$5,780,935. This would deliver a new multi-purpose area, community precinct and junior kick about area natural play spaces.

The cost of delivering stages 3 of the Echuca East Community Precinct is \$1,165,632. This would deliver a new dog off-leash zone.

The cost of delivering stages 1-4 of the Echuca East Community Precinct is \$6,946,567. This would deliver a new multi-purpose area, community precinct, dog off-leash zones, junior kick about area natural play spaces.

3. **Waranga Rail Trail**

Within the Heathcote to Murchison Trail Project is a section that is known as the Waranga Rail Trail commencing at the Bendigo – Murchison Road, Rushworth and ending at Channel Inlet Road. The length of the rail trail is approximately 10 kilometres. Works are required to form the trail, reinstate bridges and culverts, install interpretative signage and sundry works. The Waranga Rail Trail will connect with an already constructed trail between Channel Inlet Road and Murchison, which was constructed by the City of Greater Shepparton in 2015.

The broader Heathcote to Murchison Trail Project has been identified as a priority project for the Loddon Campaspe Regional Partnership and is identified by Regional Development Victoria (RDV) as a pipeline project for funding. Council has been advocating for funding in partnership with a range of other stakeholders in order to leverage contributions for State Government funding and has been unsuccessful at this time.

If Council chose to complete the Waranga Rail Trail in advance of the delivery of the Heathcote to Murchison Trail then it may have an impact on the ability to attract sufficient funding to complete the broader project.

The estimated cost of delivering the Waranga Trail is \$1,316,700.

Impact of Additional Borrowings

Council is currently repaying 4 loans with a total value of \$5.409 million. The remaining loan amounts and finalisation dates are in the following table.

Reason for loan	As at 30/6/2019 Balance	Finalisation date
Loan - Saleyards construction	\$ 1,056,273	December 2026
Loan - Library construction	\$ 1,312,049	April 2022
Loan - ICT upgrade loan 1	\$ 2,662,323	June 2025
Loan - ICT upgrade loan 2	\$ 378,730	June 2026
	\$ 5,409,375	

This level of borrowings gives Council an indebtedness ratio of 11.39%.

This is a measure of Councils ability to pay the principal and interest on borrowings, as and when they fall due from its own source revenue. Grants and contributions are excluded from the calculation. The lower the ratio the less revenue Council is required to use to repay its total debt.

Council has budgeted to borrow \$3.8 million for capital works in the 2019-2020 year, this is for the Echuca Council Offices extensions and the Murray Esplanade retaining wall. If Council proceeds with these loans it will bring total Council borrowings to \$9.209 million.

Proposed borrowings and associated indebtedness ratio. The below ratios have been calculated based on the estimates construction costs of the projects.

Details	Amount	Total borrowings	Indebtedness Ratio
Current borrowings	5,409,000	5,409,000	11.39%
Budgeted borrowings	3,800,000		
Current borrowings + budgeted borrowings	9,209,000	9,209,000	20.15%
With Echuca East Community Precinct (Stages 1-4)	6,946,567	16,155,567	31.26%

With Gunbower Lions Park redevelopment + Echuca East Community East Precinct (Stages 1-4)	7,757,817	16,966,817	32.56%
With Gunbower Lions Park redevelopment + Echuca East Community East Precinct (Stages 1-4) + Waranga Rail Trail	9,074,517	18,283,517	34.67%
With Gunbower Lions Park redevelopment + Echuca East Community East Precinct (Stages 1-5) + Waranga Rail Trail	9,737,736	18,946,736	35.73%

The risk associated with levels of indebtedness are;

Risk	Explanation	Result
High	Concerns over long term ability to repay debt with own source revenue	More than 60%
Medium	Some concern over the ability to repay debt from own source revenue	40% - 60%
Low	No concern over the ability to repay debt from own source revenue	Less than 40%

Operational maintenance cost impacts

There is not anticipated to be an increase in the cost to Council for maintenance at Echuca East Community Precinct. Council pays a maintenance contribution to the committee of management and this would continue. Building maintenance costs would not increase in the short term as old buildings with high maintenance costs are being replaced with a new building with lower maintenance requirements.

Gunbower Lions Park operational costs will be impacted as fully depreciated assets are being renewed, this will increase the depreciation expense, but other maintenance costs are not anticipated to increase as new assets will require less maintenance spend.

Site Visits

Representative from DELWP undertook a site visit on Wednesday 13 November 2019 to review the proposed projects and to provide feedback. DELWP representatives have indicated that all three projects meet the criteria for the CILS. In relation to the Waranga Trail project documented agreements would need to be in place with other land owners to support the application.

In relation to the Echuca East Community Precinct, indications are that stage 5 (\$663,219) of the project, the bike skills area, would be eligible under the CILS as it is a smaller component of a much larger project and the inclusion of this stage would ensure the delivery of the whole plan for the site.

8. Issues and Risk Management

Issues:

Issue 1:

Council is not successful with its application and will be unable to deliver the projects to the community unless other sources of funding are identified and obtained. The submission of applications for loans on these projects will create a level of community interest and if unsuccessful may lead to communities disappointed the projects remain unfunded and may take many more years to deliver.

Issue 2:

If Council was to make multiple applications and all applications were successful, Council would need to prioritise these projects, which may lead to other capital works being delayed due to the capacity to deliver all of the projects, all of which are significant in their own right.

Issue 3:

The Community Infrastructure Loan Scheme is oversubscribed resulting in applications being unsuccessful and the CILS is not continued in future years, removing access to low cost financing.

Risk:

Risk	Likelihood	Consequence	Rating	Mitigation action
Loan application is not successful	Likely	Moderate	High	The projects do not go ahead.
That all submitted loan applications are successful.	Possible	Major	High	Prioritise projects and only proceed with the loans for those projects.

It is expected that the scheme will be oversubscribed and therefore there is a likelihood that one or more proposed applications will be unsuccessful. This would then require Council to identify other funding sources to support the progress of these projects.

9. Options**Option 1: Proceed with Applications for Echuca East Community Precinct and Gunbower**

That Council approve the lodgement of an application for a loan to allow low cost funding to be used to fund the nominated community infrastructure projects. This will provide an avenue to deliver the projects utilising borrowings at a reduced rate when compared to commercial borrowings. This option does not preclude Council still pursuing other grant funding opportunities, however this would impact on the amount that could be borrowed through the CILS.

This option will enable the delivery of two significant projects that have significant support from the communities that will benefit. The two projects meet the CILS criteria for funding and if both were successful the financial impact on borrowings would still enable Council to access borrowings in future years and remain within the low risk band of the indebtedness ratio.

Option 2: Proceed with Applications for Echuca East Community Precinct, Gunbower and Waranga Rail Trail

That Council approve the lodgement of an application for a loan to allow low cost funding to be used to fund the nominated community infrastructure projects. This will provide an avenue to deliver the projects utilising borrowings at a reduced rate when compared to commercial borrowings.

This recommendation will still enable the delivery of three significant projects, all that have support from the communities that will benefit. All three projects meet the CILS criteria, however written agreements for land access would need to be sourced, if not already available in time for the loan application process. If all three projects were submitted then the determination of which projects were prioritised would be left to DEWLP.

Option 3: Proceed with one Application

That Council approve the lodgement of an application for a loan to allow low cost funding to be used to fund one of the identified community infrastructure projects. This will provide an avenue to deliver the project utilising borrowings at a reduced rate when compared to commercial borrowings. This option does not preclude Council still pursuing other grant funding opportunities for the remaining projects in future years.

This recommendation will enable the delivery of one significant project, however will require Council to prioritise and select the project to proceed to an application. All three projects meet the CILS criteria, however written agreements for land access would need to be sourced, if not already available in time for the loan application process.

By making only one application if it was successful Council would have the capacity to deliver the project along with other projects in the capital works program. Each project in their own right would ensure the level of borrowings would place Council below the low risk band of the indebtedness ratio and provide capacity to borrow in future years and access future rounds of the CILS if the State Government determined to run a subsequent round of funding.

Option 4: Not Proceed with any Applications

Council choose not to proceed with the lodgement of an application for a loan to allow low cost funding to be used to fund the nominated community infrastructure projects. This would mean that Council would need to identify alternative funding sources and prioritise these projects for funding through future Capital Works programs. Funding sources could include grants, Council cash or borrowings which would need to be undertaken on the open market with higher interest rates. This may delay the opportunity to deliver the proposed projects.

10. Strategic Planning Environments

Strong and Engaged Communities	The delivery of the nominated projects will improve the ability of residents to actively engage in community activities due to improved facilities
Resilient Economy	No impact
Healthy Environment	No impact
Balanced Services and Infrastructure	The assets delivered by the nominated projects has the potential to allow old infrastructure to be retired and improve the facilities available to community groups.
Responsible Management	No impact

11. Consultation

Internal consultation:

- Executive Management Group
- Service Managers

External consultation:

- Department of Environment, Land, Water and Planning – Andrew Clegg
- Treasury Corporation of Victoria

Councillors:

- Councillors at the 12 November 2019 Council Briefing Session were briefed on the Community Infrastructure Loan Scheme.

Cr Mackrell declared a conflict of interest in item 7.11 and left the Chamber at 6:11pm

7.11. Council Policy Review – 076 Township Street Decorations

Author:

Sharolyn Taylor, Council Support Officer

Responsible Manager:

Governance Manager

Attachments:

7.11.1 Council Policy 076 – Township Street Decorations

7.11.2 Council Policy 122 – Flag Pole Program

1. Purpose

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

2. COUNCILLORS PENTREATH / WILSON

That Council:

- 1. Adopt the reviewed Council Policy 076 – Township Street Decorations**
- 2. Revoke Council Policy 122 – Flag Pole Program**

CARRIED

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.

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.

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
DIVISION – ECONOMIC AND COMMUNITY DEVELOPMENT			
076	Township Street Decorations	To provide an equitable method by which to allocate funds to towns throughout the Shire, to support communities in celebrating events and festivities through the purchase, installation and removal of temporary street decorations.	Changes to the policy statement including the incorporation of policy 122 Flagpole program. It is proposed to revoke Council Policy 122 Flagpole Program. Change of review date to four years in accordance with policy review matrix assessment.

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. 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 policy assist with establishing guidelines, effective decision making and being accountable to the community.

10. Consultation

Internal Consultation

- Responsible policy officers
- Executive Management Group
- Councillors at the 3 September and 12 November 2019 Briefing sessions.

Cr Mackrell re-entered the Chamber at 6:15pm

8. Council Information

8.1. Assembly of Councillors Records

Author:

Sharolyn Taylor, Council Support Officer

Responsible Manager:

Governance Manager

1. Purpose

To present to Council the open records for the Assemblies of Councillors held in the month of October 2019.

2. COUNCILLORS ZOBEC / MACKRELL

That Council note the Assemblies of Councillors records.

CARRIED

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.

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.

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 October 2019:

Meeting Information			
Meeting Name/Type	Campaspe Briefing Session		
Meeting Date	1 October 2019		
Start time:	9:37am	Finish time:	4:42pm
Matters Discussed	<div>1. Welcome, present & apologies</div> <div>2. Declaration of Interests</div> <div>3. Business Arising</div> <div>3.1 PS Pevensey Update</div> <div>3.2 Echuca & District Livestock Exchange</div> <div>3.3 Local Government Rating Systems Review Hearing</div> <div>3.4 Animal Activists Port of Echuca</div> <div>3.5 Kow Swamp</div> <div>4. Aged Care Update No. 6</div> <div>5. Port Precinct Working Group Update No. 1</div> <div>6. Murray Esplanade Port Design Plan Discussion No. 2</div> <div>7. Access and Inclusion Plan Discussion No. 2</div> <div>8. Echuca Moama and District Tourism Association Discussion</div> <div>9. Waste, Recycling and Food and Garden Organics Guidelines</div> <div>10. Aquatic Services - Royal Life Saving Victoria Guidelines Discussion No 2</div> <div>11. Delegation - Sam Marwood Cultivate Communities</div> <div>12. Financial Reporting Discussion</div> <div>13. Echuca Cenotaph Update</div> <div>14. Briefing Review</div>		
Attendees			
Councillors	Cr Adrian Weston (Mayor), Cr Daniel Mackrell, Cr Neil Pankhurst, Cr Leanne Pentreath, Cr Annie Vickers, Cr Leigh Wilson (9:37am – 4:42pm), Cr John Zobec		
Staff	Ray Burton, Fleur Cousins, Keith Oberin (9:37am – 4:42pm), Paul McKenzie (9:37am – 11:10am) (1:20pm – 4:42pm), Richard Conway (9:37am - 4:38pm), Sharolyn Taylor		
Apologies			
Councillors	Cr Vicki Neele (approved leave of absence), Cr Kristen Munro		
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	8 October 2019		
Start time:	10:41am	Finish time:	5:10pm
Matters Discussed	<div>1. Welcome, present & apologies</div> <div>2. Declaration of Interests</div> <div>3. Business Arising<div>3.1 Port Precinct Working Group</div><div>3.2 Local Government Rating System Reform</div><div>3.3 Active Transport Echuca East Group</div><div>3.4 Traffic Management</div></div> <div>4. Planning Omnibus Amendment Update</div> <div>5. Council Plan Initiatives and 2020/21 Budget Session No.1</div> <div>6. Murray Darling Basin Plan Position Paper</div> <div>7. Port Precinct Working Group Discussion No. 2</div> <div>8. Briefing Review</div>		
Attendees			
Councillors	Cr Adrian Weston (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, Ray Burton (10:41am - 10:54am) (3:00pm - 5:10pm), Fleur Cousins (10:41am - 5:07pm), Keith Oberin, Paul McKenzie (2:44pm – 3:00pm), Jason Deller, Sharolyn Taylor		
Apologies			
Councillors	Cr Vicki Neele (approved leave of absence)		
Staff	Paul McKenzie (10:41am – 2:44pm)		
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	15 October 2019		
Start time:	11.59am	Finish time:	3:20pm
Matters Discussed	<div>1. Welcome, present & apologies</div> <div>2. Declaration of Interests</div> <div>3. Business Arising<div>3.1 Kow Swamp Meeting</div><div>3.2 Breen Avenue Walking Track Kyabram</div><div>3.3 Positive Community Feedback</div><div>3.4 Allan Street Bollard Painting</div><div>3.5 Discovery Centre</div></div> <div>4. Council Meeting Agenda – Open Q & A</div> <div>5. Council Meeting Agenda – Confidential Q & A</div> <div>6. Monthly Performance Reporting – Operational Reports</div> <div>7. Monthly Performance Reporting – Financial Report</div> <div>8. Monthly Performance Reporting – Procurement Report</div> <div>9. Monthly Performance Reporting – Council Resolutions for Action</div> <div>10. Briefing Minutes Review</div> <div>11. Meeting Schedule</div> <div>12. Communication Reports</div> <div>13. Councillor Portfolio Model for 2019/20</div> <div>14. Councillor Portfolio and Committee Updates, Reports from Conferences and Training attended</div> <div>15. Briefing Review</div>		
Attendees			
Councillors	Cr Adrian Weston (Mayor), Cr Vicki Neele (Deputy Mayor) Cr Daniel Mackrell, Cr Kristen Munro (12:06pm – 3:20pm), Cr Neil Pankhurst, Cr Leanne Pentreath, Cr Annie Vickers, Cr Leigh Wilson, Cr John Zobec		
Staff	Declan Moore, Ray Burton, Fleur Cousins, Keith Oberin (12:13pm – 3:20pm), Richard Conway, Paul McKenzie, Jason Deller, Sharolyn Taylor		
Apologies			
Councillors	Cr Kristen Munro (11:59am - 12:06pm)		
Conflict of Interest disclosures			
Matter No.	Councillor/officer making disclosure		Left meeting: Yes/No
18.1	Cr Pentreath		Yes

Meeting Information			
Meeting Name/Type	Campaspe Briefing Session		
Meeting Date	22 October 2019		
Start time:	1:32pm	Finish time:	2:53pm
Matters Discussed	<div>1. Welcome, present & apologies</div> <div>2. Declaration of Interests</div> <div>3. Business Arising<div>3.1 Bolton Street Echuca One Way Traffic Trial Survey</div><div>3.2 PS Pevensey Update</div><div>3.3 Riverboat Dock Redevelopment</div><div>3.4 EMT AGM</div><div>3.5 MV Mary Ann Access</div><div>3.6 Desilting Machine Update</div><div>3.7 Agricultural Equipment Width Road Limits</div></div> <div>4. Impacts of Changes to Guidelines for Safe Pool Operation</div> <div>5. Briefing Review</div>		
Attendees			
Councillors	Cr Adrian Weston (Mayor) (2:10pm – 2:53pm), Cr Vicki Neele Cr Daniel Mackrell (2:22pm – 2:53pm), Cr Kristen Munro, Cr Neil Pankhurst, Cr Leanne Pentreath, Cr Annie Vickers, Cr Leigh Wilson, Cr John Zobec		
Staff	Declan Moore, Fleur Cousins, Keith Oberin, Paul McKenzie, Jason Deller, Sharolyn Taylor		
Apologies			
Councillors	Cr Adrian Weston (1:32pm – 2:10pm), Cr Daniel Mackrell (1:32pm – 2:22pm)		
Conflict of Interest disclosures			
Matter No.	Councillor/officer making disclosure		Left meeting: Yes/No
Nil			

Meeting Information			
Meeting Name/Type	Audit and Risk Committee Meeting		
Meeting Date	23 October 2019		
Start time:	12:10pm	Finish time:	2:00pm
Matters Discussed	<div>1. Adoption of Previous Minutes</div> <div>2. Quarterly Financial Report</div> <div>3. Summary of Actions From Audit and Risk Committee</div> <div>4. CSC Strategic Risk Register</div> <div>5. Internal Audit Program Status Update</div> <div>6. Minor Plant & Equipment Stock Counts</div> <div>7. Investment portfolio Update</div> <div>8. External Audit Work Plan</div> <div>9. Outstanding Internal Audit Actions</div> <div>10. Member Recruitment</div> <div>11. Administration</div>		
Attendees			
Councillors	Cr Leanne Pentreath, Cr John Zobec		
Staff	Declan Moore, Fleur Cousins, Jason Deller, Ailsa Box, Donna Standfast Members: Mike Bennett (Chair), Wayne Jenkin, Linda MacRae Affiliate Member: Ray Warren		
Apologies			
Councillors	Nil		
Conflict of Interest disclosures			
Matter No.	Councillor/officer making disclosure		Left meeting: Yes/No
7	Wayne Jenkin		No

8. Issues and Risk Management

Nil.

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

10. Consultation

Nil.

8.2. Letters of Appreciation

The following have been received:

- Basketball Victoria Country – a special thank you to Cr Adrian Weston (Mayor), Belinda Owen (Event Support Officer) and Sharon Briscoe (Stadiums Team Leader) for their support – the International workshop was well received and the Basketball Jamboree was a great success.
- Sheila Harrap, Rushworth – thank you for the effort to maintain the easement at the rear of 91 Moora Road. In recent years there has been some work done on it and it is now maintained and looks the best it ever has.
- Echuca Neighbourhood House Inc. – thank you for the Responsive Grant received for the “Kicking it at the G” day trip to Melbourne to see the Richmond v Brisbane Lions game. The funds were used to cover the cost of bus hire to transport 40 residents to Melbourne, some who had never been to the MCG before. The day was a huge success and enjoyed by all that attended.
- Kyvalley Tennis Club – sincere thank you to Councillors who attended the official opening of the Synthetic Court Upgrade which was funded through Pick My Project. The club is also excited to announce that they were awarded the Most Outstanding Club or Centre at the 2018/2019 Victorian Tennis Awards.
- Helen & Gary Sivesind, Gunbower – thank you and well done to all involved with the beautiful new Fox Island Bridge at Gunbower. Although it has been a long haul, we are happy with the result as we have watched over these past months as the bridge has taken shape.
- Austin-Healey Owners Club NSW Inc. – thank you to Eleanor and the team for the warm welcome and expertise found at our recent visit to the Port of Echuca. Members wish to express how much the experience of the Port and environs were enjoyed.
- Echuca Community for the Aged – thank you to Sheri Doyle, Environmental Projects Officer – Organics, for organising the outing for the Illara residents. The residents found it very interesting and all had a wonderful time.
- School Crossings Victoria Inc. – in appreciation of valued membership to School Crossings Victoria Inc.
- Ian Walshe – thank you for the attention to the removal of the trees outside Aldi. After a fall, from slipping on the berries from the trees some time ago, the dangers and associated problems with the trees have now been solved with their removal.
- Sarah Langley, Kyabram – big thank you to Bobbi Aitken, Economic & Community Development Executive Assistant for all the work done to organise the community delegation to visit Shiroi. The experience was very positive and rewarding and would recommend the trip high to anyone interested.
- Brian & Debbie Wilkinson, Echuca – thank you to the Campaspe Shire Council and City of Shiroi for the opportunity to participate in the Shiroi Cultural Exchange Program. The program offered valuable life experience providing an insight into Japanese life, especially home life. The program is one highly recommended to other Campaspe Shire ratepayers.
- Sheila Atley, Kyabram Town Hall volunteer (on behalf of an elderly couple from Kotupna) - congratulations on the well-maintained public facilities at the rear of the Town Hall building in the Bradley Street carpark. The toilets are always clean and functional and they particularly like the old style toilet blocks for their fresh air and privacy (ie separate male/female) and believe that they attract less vandalism.
- Greg Fathers, Bendigo – a note to say how much the family and grandchildren enjoyed the steam display in the Port of Echuca. Russell, who was on duty, explained to the children how the machines worked and was very personable.

COUNCILLORS VICKERS / NEELE

That Council note letters of thanks and appreciation as listed.

CARRIED

8.3. Responsive Grants Program

Author:

Bobbi Aitken, Civic Events & Grants Officer

Responsible Manager:

General Manager Economic & Community Development

1. Purpose

To note the outcomes of the Responsive Grants Program applications considered in accordance with the grant guidelines and criteria.

2. COUNCILLORS WILSON / PENTREATH

That Council note the following grants have been approved in accordance with Responsive Grants Program guidelines and criteria and applicants advised in writing:

- Echuca Urban Fire Brigade Inc. – \$300 towards the cost of food and drinks for the Echuca Fire Station Open Day held on 20 October.
- Wendy Moyle (Grace Moyle) - \$300 towards costs associated with Grace representing Victoria at the U21 State Girls Cricket at the National Championships in Adelaide from 17-24 November.
- Rushworth Shire Hall Committee of Management - \$642.50 to cover the cost of a Smoking Ceremony and Welcome to Country at the Field and Forest Expo held on 26 October.

CARRIED

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.

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.

6. Background

The Responsive Grants Program provides funding for community initiatives and has guidelines for applications submitted to council.

This month, the following applications have been received:

Organisation	Amount	Amount Recommended	Purpose	Comment
Echuca Urban Fire Brigade Inc.	\$300	\$300	Towards the cost of food and drinks for the Echuca Fire Station Open Day held on 20 October	Approved by CEO – meets assessment criteria
Wendy Moyle (Grace Moyle)	\$300	\$300	To assist with costs associated with Grace representing Victoria at the U12 State Girls Cricket National Championships to be held in Adelaide from 17-24 November	Approved by CEO – meets assessment criteria
Rushworth Shire Hall Committee of Management	\$642.50	\$642.50	To cover the cost of a Smoking Ceremony and Welcome to Country at the Field & Forest Expo held on 26 October	Approved by CEO – meets assessment criteria

Fund Balance Prior to application approval:	\$21,879
Funding approved:	\$1,242.50
2019/2020 Fund Balance: (19 November 2019)	\$20,636.50

7. 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.

8. Strategic Planning Environments

Strong and Engaged Communities:	This funding source provides support to Responsive Grants Program requests for community initiatives.
Resilient Economy:	No impact
Healthy Environment:	No impact
Balanced Services and Infrastructure:	No impact
Responsible Management:	This annual budget allocates funding for Responsive Grants Program requests for community initiatives.

9. Consultation

Nil

8.4. Council Plan Initiatives Quarter 1 Update

Author:

Andrew Cowin, Corporate Strategy Manager

Attachments:

8.4 Council Plan Initiatives Quarter 1 Update

1. Purpose

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

2. COUNCILLORS PANKHURST / NEELE

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

CARRIED

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

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.

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 first report of initiatives funded under the 2019/20 budget.

7. Content

The list incorporates a total of 26 initiatives. Across these initiatives:

- 4 have not started,
- 0 need attention,
- 18 are in progress,
- 4 are completed.

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

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.

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

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.

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

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.

8.5. Statutory Requirements Update

Author:

Frank Crawley, Governance Manager

1. Purpose

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

2. COUNCILLORS NEELE / PANKHURST

That Council note the report.

CARRIED

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.

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.

6. Background

Councils are governed by the requirements of the Victorian Local Government Act 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.

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 regards to its statutory obligations.

For the period 1 July 2019 – 30 September 2019 the following has been achieved:

- Received ordinary returns from Councillors, Special Committee Members and Nominated Officers in accordance with S81(5) of the *Local Government Act 1989*.
 - Submitted Council's annual report including the audited annual financial statements to the LG Minister in accordance with S133(1)(a) of the *Local Government Act 1989*.
-

- Adopted the Draft Road Management Plan (and associated appendices), in accordance with Division 5 of the *Road Management Act 2004*.
- Appointed Mr Declan Moore as the Chief Executive Officer of Campaspe Shire Council in accordance with S94(1A) of the *Local Government Act 1989*.
- Adopted a revised Election Period policy in accordance with S93B(2)(b) of the *Local Government Act 1989*.
- Adopted a policy on CEO, Councillors and Staff interaction in accordance with S94A(3A) of the *Local Government Act 1989*.
- Updated and published Protected Disclosure Procedure in accordance with S58 of the *Protected Disclosure Act 2012* and the Guidelines of the Independent Broad-based Anti-corruption Commission (IBAC) published under s57 of the Act.
- Endorsed Draft Local Law Meeting Procedures 2019 for the purpose of public inspection and submissions in accordance with S91(1) and S223 of the *Local Government Act 1989*.
- Endorsed the submission to the Victorian Electoral Commission on its Preliminary Report on Campaspe Shire Council's Electoral Representation Review undertaken in accordance with S219F(6) of the *Local Government Act 1989*.

For the period 1 October 2019 – 31 December 2019 the following is required to be achieved:

- Annual meeting to elect Mayor and Deputy Mayor in accordance with S71(1) of the *Local Government Act 1989*.
- Adopt the quarterly financial statements in accordance with S138(1) 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:	No impact
Resilient Economy:	No impact
Healthy Environment:	No impact
Balanced Services and Infrastructure:	No impact
Responsible Management:	This report supports the implementation of the following strategic objectives:

- Support clear and open communication
 - Deliver sound governance and fiscal responsibility
-

11. Consultation

Nil

8.6. Councillor Expenses

Author:

Sharolyn Taylor, Council Support Officer

Responsible Manager:

Governance Manager

Attachments:

8.6 Councillor expenses summary as at 30 September 2019

1. Purpose

To note the Councillor expenses summary from 1 July 2019 to 30 September 2019.

2. COUNCILLORS ZOBEC / VICKERS

That Council note the Councillor expenses summary from 1 July 2019 to 30 September 2019.

CARRIED

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.

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.

6. Background

The *Local Government Act 1989* provides that Mayor and Councillors are entitled to an annual allowance as set out in Section 74 of the *Local Government Act 1989*. 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* provides guidance on the reimbursement of expenses, and provision of facilities available to the Mayor and Councillors as required by the *Local Government Act 1989*, Section 75.

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.

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 often involves 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 8.6 details the expenses incurred by each Councillor in the following categories:

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 business. The Mayor is also provided with full private use of a motor vehicle.

Mobile phone and iPads: includes the capital costs, monthly fees and usage costs associated with Councillor mobile phone, and IT equipment.

Training and Professional Development: includes any registration fees, accommodation costs, and travel associated with attendance or participation in training and professional development programs within Victoria.

Conferences and Forums: includes any registration fees, accommodation costs, and travel associated with attendance or participation in conferences, meetings or forums within Victoria.

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

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.

10. Consultation

Governance Manager

8.7. Audit and Risk Committee Meeting Minutes

Author:

Michael Bennett, Audit and Risk Committee Chairperson

Attachments:

8.7. Draft Minutes of the Audit and Risk Committee meeting held on 23 October 2019.

1. Purpose

To note the Audit and Risk Committee Meeting Draft Minutes of the meeting held on 23 October 2019.

2. COUNCILLORS PENTREATH / ZOBEC

That Council note the Draft Minutes of the Audit and Risk Committee meeting held on 23 October 2019 subject to confirmation by the Audit and Risk Committee.

CARRIED

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.

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.

6. Background

The Audit and Risk Committee's role is to monitor, review and advise Council on matters of accountability and internal control.

The Audit and Risk Committee provides Council with Draft Minutes after each meeting. The Draft Minutes are then formally adopted at the following meeting. To enable officers the ability to present the Minutes to Council in a timely manner the process has been changed. It is appropriate that Council is presented with the outcomes from the Audit and Risk Committee meetings as soon as practical after meetings. This will necessitate the noting of the Draft Minutes and adoption of the final Minutes once formally adopted by the Audit and Risk Committee at the following meeting.

7. Content

Meeting: 23 October 2019

The 23 October 2019 Audit and Risk Committee meeting was attended by:

Members: Michael Bennett, Wayne Jenkin, Linda MacRae, Cr Leanne Pentreath, Cr John Zobec

Officers: Declan Moore (Chief Executive Officer), Fleur Cousins (General Manager Corporate Services), Ailsa Box (Finance Manager), Jason Deller (General Manager Infrastructure Services), Donna Standfast (Corporate Support Executive Assistant)

Affiliate Member: Ray Warren

Internal Auditor: Brad Ead (AFS and Associates)

External Auditor: Nil

Apologies: Nil

Items discussed at the meeting were:

- Adoption of Previous Minutes
- Quarterly Financial Report
- Summary of Actions from Audit and Risk Committee
- CSC Strategic Risk Register
- Internal Audit Program Status Update
- Minor Plant and Equipment Stock Counts
- Investment Portfolio Update
- External Audit Work Plan
- Outstanding Internal Audit Actions
- Member Recruitment

Refer to Attachment 8.7 for copy of the Draft Minutes of 23 October 2019.

8. Issues and Risk Management

As this report is for noting, there are no applicable issues or risks outside of those noted in the Minutes.

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: Audit reviews and findings are a critical aspect in the implementation of appropriate governance within the organisation. Control risks are reviewed, identified and actions implemented ensuring organisational risk and exposure are minimised

10. Consultation

The Audit and Risk Committee includes four external people to provide a broad range of specialist skills and facilitates wider consultation and participation in Council's financial management, Governance and internal controls.

8.8. Quarterly Financial Statements

Author:

Ailsa Box, Finance Manager

Attachments:

8.8 Quarterly September Financial Statements

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 September 2019.

2. COUNCILLORS NEELE / VICKERS

That Council note the September 2019 Quarterly Financial Statements.

CARRIED

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.

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.

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.

7. Content

A pack of the financial statements is included as attachment 8.8 and contains:

Income Statement	Comparison of 2019/20 budget, 2019/20 actuals and 2018/19 actuals for the three months ended 30 September 2019.
Balance Sheet	Comparison of 2019/20 budget, 2019/20 actuals and 2018/19 actuals for the three months ended 30 September 2019.

Cash Flow Statement	Comparison of 2019/20 budget, 2019/20 actuals and 2018/19 actuals for the three months ended 30 September 2019.
Statement of Capital Works	Comparison of 2019/20 budget, 2019/20 actuals and 2018/19 actuals for the three months ended 30 September 2019.

Income Statement

The major variations to budget for the nine months ended 30 September 2019 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.
- Increased user fees have been generated in the first quarter mainly as a result of quarry rock sales, the sale of rock is dependent on the weather and is not expected to continue at the current rate through the remainder of the year.
- Materials and services costs are favourable due to timing of work programs and their associated spend, however service delivery is on track.

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 master plan is developed for the area.
- Annual programs of works for drainage and footpaths are ahead of schedule due to better planning being undertaken in the latter months of the prior year to enable works to commence earlier than has been the case in past years.
- Additional investigation work is being done prior to the renewal of irrigation systems across the Shire's parks and gardens around the use of mains or bore water for irrigation.

8. Issues and Risk Management

Issues:

Nil

Risk:

This is a quarterly report that monitors Councils performance against the budget, any major variances have been explained in the report. There is no perceived risk that would prevent Council achieving budget targets in the 2019/20 financial year.

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 30 September 2019

10. Consultation

Internal Consultation:

General Manager Corporate Services

External Consultation

The Audit and Risk Committee reviewed the financial statements at their meeting held 23 October 2019.

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 later in the year. These variances will not have an impact on Council's service delivery.

8.9. Capital Works Program Update – 2019/20 Quarter 1

Author:

Sarah Butterworth, Capital Works Coordinator

Responsible Manager:

Assets Manager

Attachments:

8.9. CWP Q1 19/20 Quarterly Dashboard for Council

1. Purpose

To provide Council with a quarterly update on the progress of the annual Capital Works Program as at 30 September 2019.

2. COUNCILLORS ZOBEC / VICKERS

That Council note the contents of this report.

CARRIED

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

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.

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 project delivery for the first quarter of 2019/20. Refer also to the attached dashboard.

7. Content

2018/19 Carry Over Projects

This quarter 2018/19 carry over projects were progressed with Fox Island Road Bridge project completing and Annesley and Anstruther Street rehabilitation works well underway and on schedule to complete as planned

by 1st November. The Lockington Diggora Road Blackspot project which had been delayed due to weather recommenced with final works planned for completion in October.

Rochester Netball Club lights construction has started and is running to schedule with a planned completion of late October.

Projects to install Transfer Station and Environment Centre hardstands at Echuca and Mount Scobie were completed this quarter.

The civil works as part of the Riverfront Development in Echuca commenced, following practical completion of the Kiosk extension.

2019/20 Projects

New projects were scoped and design have commenced.

Gravel Roads Re-sheeting and Kerb and Channel works delivered by the internal road and drainage crews commenced and are running to schedule and budget.

Lockington and Colbinabbin pools were re-painted and the Torrumbarry Weir Road barrier replacement completed.

Activities for Quarter 2

The second quarter of the financial year will see the Healthy Hearts funded upgrades to the Crossenvale Park in Echuca commence. The project involves improving footpaths, updating play equipment and installing other small infrastructure such as seating and footpath nets.

Internal crews will commence the Sealed Road Unsealed Shoulder Resheeting program in November.

The Shire Sealed Road Resurfacing Program will commence and be completed in November

In Echuca the Jamieson Road Rehabilitation will commence on 22nd November. Works are scheduled to take 4 weeks.

A number of projects are out to tender or due to be awarded, Shire Footpath Renewal, Echuca Aerodrome Masterplan, Kyabram McEwen Road East and West Retardation Basins Upgrades, EWMAC Ceiling Sisalation Replacement and Insulation Upgrade and Starting Blocks and the Kyabram Plaza Theatre Roof Renewal.

Advance Designs for the 2020/21 program will also commence in the second quarter.

Additional projects or existing projects with increased scope

Nothing to report this quarter.

Cancelled projects

Nothing to report this quarter.

Financially Completed projects

The following projects were financially completed this quarter. This means all invoices have been received and paid with the project closed financially.

Project No/ Name	Budget	Savings	Savings Returned to	Comments
PR-100341 Torrumbarry Weir Road Safety Barrier	\$104,500	\$104,500	Asset Renewal Unallocated Funds (19/20)	Council cash allocated in 1920 budget however all costs were covered by insurance (\$21,853)
PR-100332 Echuca Telley's House Air Conditioning & Paving Upgrade	\$20,000	\$20,000	Asset Renewal Unallocated Funds (2019/20)	Works were completed using Operational Budget in 2018/19 financial year
PR-100065 Kerb and Channel Program 2018/19	\$2,319,192	\$200,531	Asset Renewal Unallocated Funds (2018/19)	Dobinson Street project carried over to 2019/20 financial year
PR-100203 Kyabram Fauna Park Outlet Valve	\$89,000	\$16	Drainage Policy Funding	
PR-100029 Library Book Purchases 2018/19	\$150,005	\$3,368	Asset Renewal Unallocated Funds (2018/19)	
PR-100138 Minor Works Renewal 2018/19	\$55,000	\$1,897	Asset Renewal Unallocated Funds (2018/19)	
PR-100180 Shire DDA Works 2017/18	\$100,000	\$66,407	DDA Strategy Implementation	
PR-100096 Stanhope McEwen Road Pavement Renewal	\$270,000	\$130,473	Asset Renewal Unallocated Funds (2018/19)	
PR-100150 Miscellaneous Plant Replacement Program 2018/19	\$42,615	\$12,078	Plant Reserve	
PR-100151 Tongala Depot Storage Upgrade	\$39,000	\$1,475	Asset Renewal Unallocated Cash (2018/19)	
PR-100199 Girgarre Recreation Reserve Courts	\$246,150	\$3,237	Asset Renewal Unallocated Cash (2018/19)	

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	No impact
Responsible Management	No impact

10. Consultation

Internal consultation:

- General Manager Infrastructure Services
- Relevant Project Sponsors.

9. Councillor Reports

Cr Adrian Weston	
16 October	Rural Councils Victoria Forum and AGM
16 October	2019 Markstone Networking for Mayors
17-18 October	MAV Annual Conference and State Council Meeting
20 October	CMCA 24th National Rally Reception and Official Opening
22 October	Regional Mental Health Forum Northern Region
23 October	Senior Combined Partners Meeting
25 October	Agricultural Redevelopment Coordinator Pilot Project Meeting
25 October	Rochester Silo Park Project Official Turning on of the Lights
26 October	Rushworth Spring Gardens Expo
26 October	Miller Homes Plaque Unveiling
29 October	MAV North Central Regional Meeting
29 October	Loddon Campaspe Councils Meeting
29 October	Federal Minister for Regional Services, Decentralisation and Local Government The Hon. Mark Coulton MP Meeting
30 October	Echuca Regional Health Foundation Breakfast Launch
30 October	Vivid AGM
31 October	Staff Years of Service Reception
1 November	Victorian Aboriginal Local Government Action Plan Review and Future Strategy Forum
4 November	Fanny Lumsden's Country Halls Tour Side Show
5 November	Corop Cup
7 November	CEO Employment & Contract Committee Meeting
7 November	Community Listening Post Session - Murray Esplanade Concept Plan
8 November	Victorian Clay Target Association State Carnival Opening
8 November	Echuca Moama Show Committee Meeting
9 November	Kyabram RV Country Music Festival
11 November	Remembrance Day Service - Rushworth
12 November	WickED Sustainability Awards Ceremony
13 November	ACCC Murray Darling Basin Water Markets Inquiry Public Forum
14 November	Headspace Echuca Information Session
14 November	Stanhope Place Based Plan Final Community Steering Group Meeting
15 November	Victorian Grants Commission Meeting
15 November	Port Precinct Working Group Meeting
Cr Daniel Mackrell	
18 – 22 October	Shiroi Delegation

Cr Kristen Munro	
18 October	Foundry Arts Space Opening Night Raymond Hill
21 October	Echuca Moama Tourism AGM
24 October	St Joseph's College VCE Arts & Technology Exhibition Opening
25 October	Rochester Silo Park Project Official Turning on of the Lights
27 October	Rochester Sports Museum Official Opening
2 November	Foundry Arts Space Exhibition Opening - Kaye Poulton and Esther Costa Waterline 2
11 November	Remembrance Day Service - Echuca

Cr Vicki Neele	
19 October	Arts Connect Rochester
19 October	Capturing the Decades 1880-2000 Exhibition Opening
21 October	Echuca Moama Tourism AGM & Dinner
22 October	Kyabram Flood Study Meeting
25 October	Rochester Silo Park Project Official Turning on of the Lights
31 October	Staff Years of Service Reception
7 November	CEO Employment & Contract Committee Meeting
7 November	Community Listening Post Session - Murray Esplanade Concept Plan
9 November	Kyabram RV Country Music Festival
11 November	Remembrance Day Service - Kyabram
12 November	WickED Sustainability Awards Ceremony

Cr Neil Pankhurst	
16 October	Rural Councils Victoria Forum and AGM
18 October	Echuca Neighbourhood House AGM
21 October	Echuca Moama Tourism AGM
25 October	Rochester Silo Park Project Official Turning on of the Lights
27 October	Rochester Sports Museum Official Opening
31 October	Staff Years of Service Reception
1 November	Pick My Project Grand Opening
4 November	EMFM Radio
7 November	CEO Employment & Contract Committee Meeting
7 November	Community Listening Post Session - Murray Esplanade Concept Plan
9 November	Echuca & District Kennel Club Championship Show Official Opening
11 November	Remembrance Day Service - Tongala
12 November	WickED Sustainability Awards Ceremony
15 November	Victorian Grants Commission Meeting

Cr Leanne Pentreath	
23 October	Audit and Risk Committee Meeting
25 October	Rochester Silo Park Project Official Turning on of the Lights
27 October	Rochester Sports Museum Official Opening
29 October	Lockington Community Care AGM
31 October	Staff Years of Service Reception
7 November	Community Listening Post Session - Murray Esplanade Concept Plan
8 November	Rochester Netball Lighting & Court Compliance Official Opening
11 November	Remembrance Day Service – Rochester and Lockington
12 November	WickED Sustainability Awards Ceremony
13 November	Lockington Bowls Club Ladies 4's Tournament
15 November	Victorian Grants Commission Meeting
15 November	Port Precinct Working Group Meeting

Cr Annie Vickers	
16 October	Steps AGM
16 October	C4EM AGM
18 October	Foundry Arts Space Opening Night Raymond Hill
21 October	Echuca Moama Tourism AGM & Dinner
22 October	Moama Bowling Club AGM
24 October	Murray Regional Tourism AGM
24 October	St Joseph's College VCE Arts & Technology Exhibition Opening
25 October	Rochester Silo Park Project Official Turning on of the Lights
27 October	Girgarre Open Gardens
27 October	Rochester Sports Museum Official Opening
30 October	Vivid AGM
31 October	MAV Social Media Workshop
7 November	IMEMPC Meeting - Bendigo
13 November	ACCC Murray Darling Basin Water Markets Inquiry Public Forum
13 November	Echuca Moama Beacon Foundation AGM
14 November	VLGA AGM
15 November	Victorian Grants Commission Meeting

Cr Leigh Wilson	
18 October	GVWRRG Board meeting
25 October	Rochester Silo Park Project Official Turning on of the Lights
27 October	Rochester Sports Museum Official Opening
28 October	Buy Recycled Conference and Expo 2019
31 October	MAV Social Media Workshop
4 November	VFF Meeting
7 November	Community Listening Post Session - Murray Esplanade Concept Plan

Cr Leigh Wilson continued	
8 November	Rochester Netball Lighting & Court Compliance Official Opening
11 November	Remembrance Day Service – Rochester and Lockington
12 November	WickED Sustainability Awards Ceremony
14 November	Rochester and Elmore District Health Service AGM

Cr John Zobec	
21 October	Echuca Moama Tourism AGM
23 October	Audit and Risk Committee Meeting
25 October	Rochester Silo Park Project Official Turning on of the Lights
31 October	Staff Years of Service Reception
7 November	Community Listening Post Session - Murray Esplanade Concept Plan
9 November	Kyabram RV Country Music Festival
11 November	Remembrance Day Service – Girgarre
12 November	WickED Sustainability Awards Ceremony
13 November	ACCC Murray Darling Basin Water Markets Inquiry Public Forum
15 November	Victorian Grants Commission Meeting
15 November	Port Precinct Working Group Meeting

COUNCILLORS ZOBEC / WILSON

That the Councillor reports be noted.

CARRIED

10. Chief Executive Officer's Report

Activities and meetings attended since the previous Council meeting:

- Media Briefing
- C4EM Annual General Meeting
- Meeting with Cr Neele
- EMAI exhibition opening at The Foundry Art Space
- Campaspe and Murray River Councils Executive Meeting
- Echuca Moama & District Tourism Annual General Meeting
- Court Services Victoria Court Upgrade Steering Committee meeting
- Audit & Risk Committee Meeting
- Meeting with Project Director, Regional Tourism Review
- Meeting with Environment Protection Authority Executives
- Rochester Silo Park Project – official turning on of the lights
- Loddon Campaspe Councils Mayor & CEO meeting
- Meeting with Federal Minister for Regional Services, Decentralisation and Local Government, The Hon. Mark Coulton, MP
- Staff Years of Service Reception
- One FM community radio interview
- Meeting with Rural Roads Victoria
- Meeting with Regional Development Victoria Executives
- Murray River Group of Councils CEOs meeting
- Loddon Mallee Regional Partners Deep Dive workshop
- Meeting with Echuca Moama Bridge contractors
- Meeting with Echuca Moama Show Society Committee members
- Kyabram RV Country Music Festival
- Remembrance Service
- Echuca Regional Health Annual General Meeting
- WickED Sustainability Awards Ceremony
- Meeting with CEO, County Court Services
- Meeting with Australian Services Union
- Echuca Moama Beacon Foundation Annual General Meeting

- Echuca Moama Bridge Project Key Stakeholder Liaison Group
- Meeting with Victorian Grants Commission
- Port Precinct Working Group meeting

COUNCILLORS NEELE / VICKERS

That the Chief Executive Officer's report be noted.

CARRIED

11. Petitions and Letters

Nil

12. Notices of Motion

Nil

13. Urgent Business

COUNCILLORS PANKHURST / NEELE

That Council accept one confidential item of urgent business that will become item 18.3.

CARRIED

14. Question Time

Council heard items of Question Time on the following:

Text of Question	Summation of answer given
What was the result from the auction of the Golden Cow	The auction for the sale of two farm lots and the Golden Cow site was conducted on Friday 15 November 2019 with approximately 45 people in attendance. The vacant farm land lots were sold for \$70,000 including GST and the Golden Cow site was sold for \$260,000 including GST. This was a positive result for Council

COUNCILLORS VICKERS / ZOBEC

The meeting be adjourned for media and community liaison at 6:47pm

CARRIED

COUNCILLORS ZOBEC /MACKRELL

The meeting be reconvened at 6:56pm

CARRIED

15. Closed Session of the Meeting to the Public

COUNCILLORS NEELE / PENTREATH

That pursuant to the provisions of the *Local Government Act 1989*, the meeting will now be closed to members of the public at 6:58pm to enable the meeting to discuss matters in items 16, 17, 18 and 19 which the Council may, pursuant to the provisions of Section 89(2) of the Local Government Act 1989 (the Act) resolve to be considered in Closed Session, being a matter contemplated by Section 89(2) of the Act, as follows:

- a) personnel matters;
- b) the personal hardship of any resident or ratepayer;
- c) industrial matters;
- d) contractual matters;
- e) proposed developments;
- f) legal advice;
- g) matters affecting the security of Council property;
- h) any other matter which the Council or special committee considers would prejudice the Council or any person;
- i) a resolution to close the meeting to members of the public.

CARRIED

16. Confirmation of Confidential Minutes and Attachments

17. Confidential Council Information

18. Confidential Business

19. Confidential Council Meeting Close

20. Items Determined to be no Longer Confidential

COUNCILLORS NEELE / VICKERS

That the resolution of item 18.2 be no longer confidential.

CARRIED

18.2. C19035 – Property Sale Lot 2 on Plan of Subdivision 430703Q, Part of the Echuca Paramount Complex 392-394 High Street, Echuca

COUNCILLORS NEELE / VICKERS

That Council:

1. Refuse all offers received for tender C19035;
2. Close tender C19035;
3. Halt the sale process to enable Council to consider future strategy for the asset; and
4. Receive a further report on future options for the facility.

The MOTION was put to the vote and was CARRIED on the casting vote of the Mayor

21. Open Meeting to the Public

COUNCILLORS VICKERS / NEELE

That Council open the meeting to the public at 7:48pm

CARRIED

22. Close Meeting

There being no further business, the meeting concluded at 7:49pm.



.....
Cr Adrian Weston

Mayor