

AGENDA

FOR THE
GREATER SHEPPARTON CITY COUNCIL

ORDINARY COUNCIL MEETING

TO BE HELD ON
TUESDAY 17 JANUARY 2012
AT 1.00PM

IN THE COUNCIL BOARD ROOM
90 WELSFORD STREET

COUNCILLORS:

Cr Michael Polan (Mayor)
Cr Chris Hazelman (Deputy Mayor)
Cr Geoff Dobson
Cr Cherie Crawford
Cr Jenny Houlihan
Cr Milvan Muto
Cr Kevin Ryan

VISION

GREATER SHEPPARTON
AS THE FOOD BOWL OF AUSTRALIA,
A SUSTAINABLE, INNOVATIVE
AND DIVERSE COMMUNITY
GREATER FUTURE

A G E N D A
FOR THE
ORDINARY COUNCIL MEETING
TO BE HELD ON
TUESDAY 17 JANUARY 2012 AT 1.00PM

CHAIR
CR MICHAEL POLAN

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PRESENT:

1. ACKNOWLEDGEMENT

"We the Greater Shepparton City Council, begin today's meeting by acknowledging the traditional owners of the land which now comprises Greater Shepparton. We pay respect to their tribal elders, we celebrate their continuing culture, and we acknowledge the memory of their ancestors."

2. APOLOGIES

3. DECLARATIONS OF CONFLICTS OF INTEREST

4. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

RECOMMENDATION

That the Minutes of the Ordinary Council Meeting held on 20 December 2011 and the Special Council Meeting held on 20 December 2011, as circulated, be adopted.

5. MANAGEMENT REPORTS

FROM THE ASSET DEVELOPMENT DEPARTMENT

5.1 Contract No: 1356 – Supply & Delivery of one only ERG Class MG7 Motor Grader

Disclosures of conflicts of interest in relation to advice provided in this report

No Council officers or contractors who have provided advice in relation to this report have declared a conflict of interest regarding the matter under consideration.

Summary

This contract is for the supply of a replacement grader for Plant No: 805 - Caterpillar 12G Grader which is 17 years old and has completed over 13,104 operational hours. Industry best practice recommends changeover at approximately 12,000 hours; however, this unit has been deferred from previous years due to budget constraints. This grader is used for the maintenance and construction of roads and other works as directed within the municipality. The contract will allow for the continuation of this work currently being performed by the Operations Staff as the grader has reached the stage where the plant exceeds the age and hours of use for the Council's change over policy.

RECOMMENDATION

That in relation to contract 1356 – Supply & Delivery of one only ERG Class MG7 Motor Grader, that the Council:

1. accept the tender submitted by William Adams Pty Ltd for the total change over price of \$290,400 inclusive of GST and trade in of the existing plant
2. authorise the Chief Executive Officer to sign and seal the contract documents.

Contract Details

This is a lump sum contract which requires the tenderer to supply the required information:

- warranty period for the goods and the items covered under that warranty
- trade in price for a Caterpillar 12G grader
- qualifications to its tender
- detail of any goods which the tenderer proposes to supply
- list any variations from or exceptions to the conditions and specification of the contract.

Tenders

Six tenders were received at the closing time of 4pm on the 19 October 2011 of which only two tenders met the major requirements of the specification. Of the four non-conforming tenders one tender for trade in of the existing machine only. The conforming tenders were generally within the price range of the non-conforming tenders.

Williams Adams Pty Ltd – Conforming
Hitachi – Conforming
Hedgers Heavy Equipment – Non Conforming
GCM Agencies – Non Conforming
Komatsu – Non Conforming
CJD Equipment – Non Conforming

5. MANAGEMENT REPORTS

5.1 Contract No: 1356 – Supply & Delivery of one only ERG Class MG7 Motor Grader (Continued)

Tender Assessment

Tenders were assessed by:

- Plant Coordinator
- 2 x Superintendant Works
- Workshop Supervisor

Tenders were evaluated on the following criteria:

Criteria	Weighting
Price	15 per cent
Capability of the Unit	10 per cent
Compliance to Specifications	32 per cent
Record of Unit in Operation	13 per cent
Conformation to OHS Requirements	10 per cent
Experience of the Dealer and back up support	8 per cent
Compatibility of Laser equipment with Council's base stations	5 per cent
Warranty Period	7 per cent

After applying the evaluation criteria outlined in the tender document, the tender submitted by William Adams Pty Ltd for a projected cost of \$339,000 (excluding GST), less trade in amount \$75,000 (excluding GST) was found to offer the best value to the Council with the best overall score rating.

A separate confidential tender assessment report has been circulated to all councillors.

Risk Management

A risk assessment has been carried.

Policy Implications

There are no policy implications with this tender

Best Value Implications

The tender has been developed in accordance with Best Value principals

Financial Implications

Plant is being funded from Council's Plant replacement fund.

Victorian Charter of Human Rights and Responsibilities Act 2006 Implications

This proposal does not limit any of the human rights provided for under the Victorian *Charter of Human Rights and Responsibilities Act 2006*.

Legal/Statutory Implications

Tender process has been carried out according to the requirements of *Section 186* of the *Local Government Act 1989*.

Strategic Links

a) Greater Shepparton 2030 Strategy

The required works are in accordance with the *Greater Shepparton 2030 Strategy*

5. MANAGEMENT REPORTS

5.1 Contract No: 1356 – Supply & Delivery of one only ERG Class MG7 Motor Grader (Continued)

b) Council Plan

The required works are consistent with the *Council Plan 2009-2013* under “Infrastructure strategies”

c) Other strategic links

The works are consistent with the Council's Asset Management Strategy

Attachments

Nil.

5. MANAGEMENT REPORTS

FROM THE COMMUNITY DEVELOPMENT DEPARTMENT

5.2 Greater Shepparton Safe Communities Advisory Committee

Disclosures of conflicts of interest in relation to advice provided in this report

No Council officers or contractors who have provided advice in relation to this report have declared a conflict of interest regarding the matter under consideration.

Summary

On 21 June 2011 Council adopted the Safer City Strategy 2011-2013 to strategically address community safety issues for the municipality. It has been long identified that regional partnerships and community input play a critical role in the success of all community safety initiatives with community safety committees having been established in the past to support Council's strategic approach.

Proposed membership of the Greater Shepparton Safe Communities Advisory Committee (the Committee) is based on the World Health Organisations Guidelines which will provide a basis for designation as an International Safer Community. With many community safety issues being complex and requiring a multi-agency partnership approach in order to achieve successful outcomes, membership has been specifically designed to get key organisations, businesses and community representatives around the table to develop a sustainable partnership approach.

Proposed Terms of Reference were developed at a meeting of interested stakeholders.

RECOMMENDATION

That the Council:

1. approve the establishment of the Greater Shepparton Safe Communities Advisory Committee (the Committee)
2. adopt the Terms of Reference for the Committee
3. appoint a councillor to chair the Committee and a second councillor as a member of the Committee
4. invite the following community, business and organisations to provide a nominated representative on the Greater Shepparton Safe Communities Committee:

Victoria Police
 Goulburn Valley Health
 Primary Care Connect
 Department of Education and Early Childhood Development
 Older Person Advisory Committee
 Disability Advisory Committee
 Department of Human Services
 Youth Service Network
 Ethnic Council
 Rumbalara Cooperative Pty Ltd
 Greater Shepparton Police Service Area Community Safety Group
 Department of Justice
 Liquor Licensing Accord
 Chamber of Commerce
 Local Taxi Associations
 VicRoads
 Country Fire Authority
 Shepparton Search & Rescue Squad
 Victoria State Emergency Service

5. MANAGEMENT REPORTS

5.2 Greater Shepparton Safe Communities Advisory Committee (Continued)

Background

Greater Shepparton City Council is committed to working with the community recognising that people are the heart of making communities safer places in which to live, work, learn, play and travel. The establishment and development of the Greater Shepparton Safe Communities Advisory Committee (SCAC) provides a forum to for feedback on current community safety priorities and the opportunity to work in partnership towards developing initiatives to address these issues.

Previously Council had established the Greater Shepparton Community Safety Committee which unfortunately failed to continue to meet after December 2009 due to a decline in attendance and changes in staffing. Some of the initiatives which were developed and implemented by this Committee include the successful Street Rider Night Bus service and the Cool Heads driver awareness program both which are delivered in partnership with Shepparton's Victoria Police. Since that time Council has been working on developing and strengthening partnerships within the community and consulting and undertaking research in relation to the development of the Safer City Strategy which was adopted in June 2011.

In consultation with its committee members it has been determined that the SCAC will have the following functions which have been incorporated into its Terms of Reference. The functions of the SCAC are to:

- work in partnerships to provide advice on the strategies of the Safer City Strategy 2011-2014 and other relevant safety strategies
- delegate working groups to consider community safety issues in accordance with relevant safety strategies and needs
- be committed to ongoing evaluation of the Safer City Strategy 2011-2014 and other relevant safety strategies
- bring forward recommendations regarding future community safety strategies and initiatives and on-going developments
- foster community safety planning at a local level
- provide a forum to support improved co-ordination of innovative local safety programs aimed at increasing safety of Greater Shepparton residents, businesses and visitors
- progress toward gaining accreditation under the World Health Organisation's (WHO) Indicators for Safer Communities through application of their principles.

The SCAC will meet on a quarterly basis, unless otherwise determined, with reports or briefings provided to Council on an annual basis or as otherwise required.

Risk Management

Through identification of community safety issues Council and the SCAC will be better able to respond to impending risks to community safety.

Policy Implications

As the SCAC develops and implements community safety initiatives and strategies each initiative which is undertaken will be considered individually with respect to any direct Council policy implications. Appropriate action will be undertaken in consultation with appropriate Council staff where new policy or amendment to existing policy is identified as being required.

5. MANAGEMENT REPORTS

5.2 Greater Shepparton Safe Communities Advisory Committee (Continued)

Best Value Implications

There is no conflict with Best Value Principles.

Financial Implications

There may be some future budgetary impacts; however, this is dependent upon what initiatives the SCAC proposes to address specific community safety issues or priorities. These will be included in normal budgetary processes.

It should also be noted that there are a range of initiatives proposed in the *Safer City Strategy 2011-2014* which carry financial implications. Any initiatives that fall outside of the existing operating and capital budget will be considered in the Council budgetary processes.

Victorian Charter of Human Rights and Responsibilities Act 2006 Implications

Consideration in relation to the Victorian *Charter of Human Rights and Responsibilities Act 2006* will be provided to each individual initiative/strategy which the SCAC recommends. Development of appropriate governance, policies and procedures will be established as necessary to address compliance with this Act in each circumstance.

Legal/Statutory Implications

The proposal conforms with the *Local Government Act 1989* and all other relevant legislation.

Consultation

In developing the SCAC membership consultation was undertaken with the Victorian Safer Communities network, past members of the Greater Shepparton Community Safety Committee and the Victoria Police. Extensive discussions were undertaken in relation to past safety committees investigating why they had been unsuccessful with the new model developed in an attempt to address the identified shortfalls.

Officers believe that appropriate consultation has occurred and the matter is now ready for Council consideration.

Strategic Links

a) Greater Shepparton 2030 Strategy

Vision and Direction – Community Life

b) Council Plan

Strategic Objective 06 Community Life – Embrace and strengthen cultural harmony and diversity

Strategic Objective 07 – Community Life – Provide a safe and family friendly community

Strategic Objective 08 – Community Life – Increase education and learning opportunity for our community

Strategic Objective 09 - Community Life – Develop and pursue strategies to improve community health and wellbeing

Strategic Objective 11 - Community Life – Ensure social issues are actively considered when make planning decisions

Strategic Objective 17 – Environment – Identify and respect our significant cultural and environmental assets

Strategic Objective 31 – Council Organisation and Management – Engage our community when making decisions

5. MANAGEMENT REPORTS

5.2 Greater Shepparton Safe Communities Advisory Committee (Continued)

c) Any other strategic links

Greater Shepparton City Council – Safer City Strategy 2011-2014

Greater Shepparton City Council – Municipal Public Health Plan

Attachments

Greater Shepparton Safe Communities Advisory Committee Terms of Reference

5. MANAGEMENT REPORTS

5.3 RiverConnect Implementation Advisory Committee - Community Representatives

Disclosures of conflicts of interest in relation to advice provided in this report

No Council officers or contractors who have provided advice in relation to this report have a conflict of interest in relation to the matter under consideration.

Summary

The RiverConnect Strategic Plan was endorsed by Council on 17 May 2011. As part of this process, the RiverConnect Implementation Advisory Committee (IAC) Terms of Reference was also endorsed in July 2011. In line with the Terms of Reference, the community representation was reviewed .

An advertisement calling for applications for community representatives on the RiverConnect Implementation Advisory Committee was placed in the Shepparton News on Friday 4 and Friday 11 November 2011. Letters were also sent to the two community committee members encouraging them to reapply. The advertisement and application form was also sent to current committee members to distribute widely through their networks.

Three applications have been received and these are listed below:

Rod MCLENNAN
Bruce CUMMING
Dennis PATTERSON

The RiverConnect Implementation Advisory Committee, excluding current community representatives, received a copy of the three applications and have subsequently endorsed the nominations of the above three applicants.

RECOMMENDATION

That the Council, having considered the nominations received for appointment to the RiverConnect Implementation Advisory Committee, appoint the following three members for a term of two years:

Rod MCLENNAN
Bruce CUMMING
Dennis PATTERSON

Background

The RiverConnect Strategic Plan was endorsed by Council on 17 May 2011. As part of this process, the RiverConnect Implementation Advisory Committee Terms of Reference was also endorsed. As the terms of reference states, a review of partner agency and community representative appointments was required. Therefore RiverConnect sought new or re-appointment of partner organisation representatives and called for applications for three community representative positions.

Risk Management

The appointment of RiverConnect Implementation Advisory Committee members including community representatives are in an advisory capacity. There are minimal other risks to the Council.

5. MANAGEMENT REPORTS

5.3 RiverConnect Implementation Advisory Committee - Community Representatives (Continued)

Policy Implications

There are no conflicts with Council Policy.

Best Value Implications

The Best Value principles have been taken into account and the proposal is consistent with them.

Financial Implications

There are no financial implications associated with this proposal.

Charter of Human Rights and Responsibilities Implications

The proposal does not limit any of the human rights embodied in the Victorian *Charter of Human Rights and Responsibilities Act 2006*.

Legal/Statutory Implications

The proposal conforms to all relevant legislation.

Consultation

Letters were sent to all members of the IAC committee whose membership was due to expire, encouraging them to reapply.

Officers believe that appropriate consultation has taken place and the matter is now ready for Council consideration.

Strategic Links

a) Greater Shepparton 2030 Strategy

Community Life; Health and Social Services, Objective 2: to encourage and implement activities that will strengthen community spirit.

Environment; The Natural environment, Objective 1: To maintain and enhance biodiversity of native flora and fauna communities.

Environment; Floodplain management Objective 1: to recognise the constraints of the floodplain on the use and development of land and minimise the future economic impacts of flooding.

Environment; Cultural heritage – pre settlement, Objective 1: to conserve and protect identified sites of cultural heritage significance.

Objective 2: to involve local indigenous communities in the collection, identification and promotion of places and items of cultural heritage significance.

Economic Development; Tourism, Objective 2: to provide adequate tourist services which suitably meet the needs of visitors to the municipality.

Infrastructure; Traffic and Transport Systems, Objective 5: to develop walking/bicycle and Public Transport networks that provides transport and accessibility option to segments of the community who have not or prefer not to use a motor car.

b) Council Plan 2009-2013

This proposal supports the following strategic objectives;

Objective 6 – Embrace and strengthen cultural harmony and diversity.

Objective 10 – Develop a range of active and passive recreational facilities at the former Kialla Landfill site.

Objective 18 – Identify and respect our significant cultural and environmental assets.

5. MANAGEMENT REPORTS

5.3 RiverConnect Implementation Advisory Committee - Community Representatives (Continued)

Objective 19 – Enhance the community use and appreciation of the Goulburn and Broken rivers.

c) Other strategic links

RiverConnect Strategic Plan 2011-2015

Public Health Plan 2009-2013

Community Development Framework 2010

Attachments

RiverConnect Implementation Advisory Committee Terms of Reference.

5. MANAGEMENT REPORTS

FROM THE CORPORATE SERVICES DEPARTMENT

5.4 Financial Report – December 2011

Disclosures of conflicts of interest in relation to advice provided in this report

No Council officers or contractors who have provided advice in relation to this report have declared a conflict of interest regarding the matter under consideration.

Summary

This report provides interim details of Council's financial position at 31 December 2011.

RECOMMENDATION

That the Council receive and note the financial report and position as at 31 December 2011.

Background

Section 137 of the *Local Government Act 1989* provides that Council maintain a budgeting and reporting framework that is consistent with the principles of sound financial management. Ongoing monthly reports will provide the basis for this.

Council adopted a \$99M Operating Budget and a \$33M Capital Works Program for 2011/2012. Council expects to have another successful year in delivering a multitude of Capital and Community based projects.

The following reports have been prepared and are presented to Council to facilitate decision making:

- Overview Commentary
- Income Statement
- Balance Sheet
- Cash Flow Statement.

Other schedules have been included for the information of Councillors:

- Strategic Objective Reports (both Operating and Capital)
- Investment Reports
- Sundry Debtor Report
- Rates Report.

Risk Management

Risks identified as part of the preparation of this report include works being undertaken with invoices not yet received.

Policy Implications

There are no conflicts with existing Council policies.

Best Value Implications

Close monitoring of budgets is in line with Best Value principles.

Financial Implications

The 2011/2012 Budget provides a basis for measurement of actual performance/position to July 2012.

5. MANAGEMENT REPORTS

5.4 Financial Report – December 2011 (Continued)

Victorian Charter of Human Rights and Responsibilities Act 2006 Implications

The report does not limit any human rights provided for under the Victorian *Charter of Human Rights and Responsibilities Act 2006*.

Legal/Statutory Implications

Section 138 of the *Local Government Act 1989* requires quarterly statements comparing budgeted revenue and expenditure for the financial year with the actual revenue and expenditure to date to be presented to the Council at a Council meeting which is open to the public. This report satisfies that requirement.

Consultation

All officers responsible for works included in the 2011/2012 Budget have been consulted in preparing this report.

Council officers believe that appropriate consultation has occurred and the matter is now ready for Council consideration.

Strategic Links

a) Greater Shepparton 2030 Strategy

There are no direct links to the *Greater Shepparton 2030 Strategy*.

b) Council Plan

The report is consistent with the governance principle of Strategic Objective 6 of the *Council Plan 2009-2013* "Council Organisation and Management".

c) Other strategic links

No other strategic links have been identified.

Attachments

December 2011 Financial Report containing:

1. Overview Commentary
2. Income Statement
3. Balance Sheet
4. Cash Flow Statement
5. Strategic Objective Reports (both Operating and Capital)
6. Investment Reports
7. Sundry Debtor Report
8. Rates Report.

5. MANAGEMENT REPORTS

5.5 Councillor Expense Report – December 2011

Disclosures of conflicts of interest in relation to advice provided in this report

No Council officers or contractors who have provided advice in relation to this report have declared a conflict of interest regarding the matter under consideration.

Summary

The purpose of the report is to provide details of Councillor expense payments.

RECOMMENDATION

That Council notes the contents of the Councillor Expense Report as at 31 December 2011.

Background

The report has been prepared in accordance with the *Council Plan 2009 – 2013* Strategic Objective 6 “Council Organisation and Management”. This provides that:

“Greater Shepparton City Council will deliver best practice management, governance, administrative and financial systems that support the delivery of Council programs to the community of Greater Shepparton”.

This report will be presented to Council on a monthly basis to make councillor expenses more transparent.

Risk Management

There are no identified risks associated with this report.

Policy Implications

There are no conflicts with other Council policies.

Best Value Implications

The public presentation of Councillor expenses is in line with Best Value principles.

Financial Implications

The 2011/2012 Budget provides a basis for measurement of actual performance/position to July 2012.

Victorian Charter of Human Rights and Responsibilities Act 2006 Implications

The report does not limit any human rights provided for under the Victorian *Charter of Human Rights and Responsibilities Act 2006*.

Legal/Statutory Implications

There are no legal/statutory implications.

Consultation

No consultation is required for this matter.

5. MANAGEMENT REPORTS

5.5 Councillor Expense Report – December 2011

Strategic Links

a) Greater Shepparton 2030 Strategy

There are no direct links to the *Greater Shepparton 2030 Strategy*.

b) Council Plan

The report is consistent with the governance principal of Strategic Objective 6 of the *Council Plan 2009 – 2013* “Council Organisation and Management”.

c) Other strategic links

No other strategic links have been identified.

Attachment

December 2011 Councillor Expense Report.

5. MANAGEMENT REPORTS

5.6 Audit and Risk Management Committee's submission regarding the Shepparton Show Me Committee Report

Disclosures of conflicts of interest in relation to advice provided in this report

No Council officers or contractors who have provided advice in relation to this report have declared a conflict of interest regarding the matter under consideration.

Summary

At the Audit and Risk Management Committee (ARMC) Meeting of 14 December 2011, the Committee received the Audit Report on the Shepparton Show Me (SSM) Committee prepared by Auditors, Pitcher Partners. The report highlighted some significant issues, which led to ARMC resolving to submit a report to the Council.

RECOMMENDATION

That the Council:

1. receive the resolution from the Greater Shepparton City Council Audit and Risk Management Committee as follows:
The Committee resolved to:
 - Endorse the Shepparton Show Me Committee Internal Audit Report, dated October 2011
 - Submit the strongest recommendations to the council to receive the Shepparton Show Me Committee Internal Audit Report and express to Council its serious concerns at the breaches and failures identified in that Report
 - Recommend that the Council recognises that the report identifies significant issues, including:
 - Breaches of the Local Government Act 1989 Section 86 Instrument of Delegation
 - Failure to comply with the guidelines to the Delegation of Authority to the committee
 - Non compliance with required procurement procedures
 - Recommend to the Council that due to the serious issues identified in the report and to ensure compliance and remediation by the Shepparton Show Me Committee of the identified breaches and failures, that the Council require the recommendations contained in the Report and listed 1 to 7 in the attached Schedule A be implemented by the Shepparton Show Me Committee by 30th April 2012 and in the event that the recommendations are not implemented by the Shepparton Show Me Committee by the 30th April 2012 that Council take the appropriate steps to revoke the delegation and the power of the Shepparton Show Me Committee to act
 - Recommend that council immediately take steps to address the issues in the Report that are the responsibility of Council set forth in Schedule B
2. direct the Shepparton Show Me Committee by 30 April 2012, to:
 - immediately rectify the areas of its non compliance with the S86 Instrument of Delegation
 - undertake a review of the s86 Committee requirements to ensure such requirements are continually met
 - develop an annual budget process and ensure that a budget, satisfactory to the Council, be presented to Council before 30 April 2012. The budget includes anticipated funds carried forward as at 30 June 2012
 - Develop a comprehensive business plan each year and be presented to Council for approval, before 30 April each year

5. MANAGEMENT REPORTS

5.6 Audit and Risk Management Committee's submission regarding the Shepparton Show Me Committee Report (Continued)

- appoint a Committee member to the position of Treasurer. The Treasurer will have responsibility for recommending to Council, payment of accounts, development of the annual budget and the review of financial reports produced by Council staff. The Treasurer will have no direct access to or control of funds, such responsibility remaining with Council
 - appoint a Committee member to the position of Secretary. The Secretary will have responsibility for reviewing minutes of Committee meetings and assisting Council staff in the vetting of applications for funding
 - document any business/funding agreements between Shepparton Show Me Committee and any other parties, and ensure such documents are transparent, reviewed and maintained
3. Implement the following:
- carry out a review of the SSMC requirements in accordance with s86, *Local Government Act, 1989*, within 12 months of each general election
 - Amend the Shepparton Show Me Committee terms of reference to allow for the appointment of a General Manager, in place of the CEO, to the Shepparton Show Me Committee
 - review the Shepparton Show Me Committee Instrument of Delegation and Guidelines to ensure compliance with s86 and applicability to the Committee as it currently functions
 - distribute the updated Instrument of Delegation and guidelines to all Committee members to ensure all members are fully informed of the Committee's role and their roles and responsibility in accordance with the provisions of the Local Government Act and the requirements of Council
 - establish an operating manual outlining the roles, governance responsibilities, controls and procedures that must be in place for the Shepparton Show Me Committee and provide the operating manual to each member of the Committee, together with an appropriate induction program and training process
 - ensure that a business plan and budget, satisfactory to council's requirements, is prepared each year by the SSMC, and presented to Council by 30 April each year, as per the Guidelines
 - ensure that Council provides regular financial reports to the Committee in a consistent format and in a timely basis
 - establish and maintain a register of all sponsorship submissions, including applications approved and applications declined by the Marketing Coordinator provide the register of sponsorship submissions to each meeting of the Shepparton Show Me Committee.

Background

At the Council meeting of 17 May 2011, Councillor Crawford successfully moved a Notice of Motion that

"The Council's Internal Audit Committee undertake a review of and make recommendations on the most appropriate arrangements for the administration and expenditure of the funds raised by the Shepparton Promotions Scheme".

Pitcher Partners were consequently engaged, with support of the ARMC, to undertake an independent audit report on the:

5. MANAGEMENT REPORTS

5.6 Audit and Risk Management Committee's submission regarding the Shepparton Show Me Committee Report (Continued)

- section 86 committee requirements in relation to the Local Government Act
- administration of the Shepparton Show Me Committee
- delegations undertaken by the Shepparton Show Me Committee

The final report was presented to the ARMC at its meeting of 14 December 2011 and received its endorsement. The significance of the issues identified in the report resulted in the ARMC resolving to submit the report to Council along with strong recommendations to rectify the issues in a timely manner.

Risk Management

The Shepparton Show Me Committee Report identified Council's and the SSM Committee's exposure to risk and provided recommendations to mitigate or manage these. If adopted, the implementation of these recommendations will be monitored by ARMC and Pitcher Partners.

Policy Implications

In accordance with the ARMC's Charter,

"the ARMC's role is to report to Council and provide appropriate advice and recommendations on matters relevant to its Charter in order to facilitate decision making by Council in relation to the discharge of its responsibilities".

The resolution of the ARMC meeting and the provision of the attached reports, being Schedule A, Schedule B and the Shepparton Show Me Committee Report are in line with this requirement.

Best Value Implications

The ARMC has a role in assisting the Council facilitate compliance with laws and regulations as well as use of best practice guidelines, which underpin its resolution to submit the attached reports to the Council.

As the SSM Committee is a Section 86 Committee; it is required to comply with the Best Value Principals as set out in Division 3 of the *Local Government Act 1989*. Responsible management and governance of the SSM Committee is essential to ensure that funds are spent and promotions are undertaken in a manner that meets these requirements.

Financial Implications

The implementation of the recommendations by the ARMC will not have financial implications to the Council. The outcome will be that the SSM Committee financial accountability is strengthened.

Victorian Charter of Human Rights and Responsibilities Act 2006 Implications

This proposal does not limit any of the human rights provided for under the Victorian *Charter of Human Rights and Responsibilities Act (2006)*.

Legal/Statutory Implications

The ARMC is convened in accordance with the *Local Government Act 1989*, section 139.

The *Local Government Act 1989*, section 86 sets out the statutory requirements for the establishment of the Shepparton Show Me Committee. As the committee operates with

5. MANAGEMENT REPORTS

5.6 Audit and Risk Management Committee's submission regarding the Shepparton Show Me Committee Report (Continued)

the delegated authority of the Council, it is obliged to comply with many aspects of the Council's statutory obligations, including procurement policies and procedures.

Consultation

The development of the Shepparton Show Me Committee Report incorporated consultation with a range of stakeholders, including members of the SSM Committee and numerous Council officers. The draft report provided opportunity for the Committee and Council's responsible manager to provide responses to the recommendations and these form part of the final report.

The report was then presented to the ARMC, which has endorsed the report.

Officers believe appropriate consultation has occurred and the matter is now ready for Council consideration.

Strategic Links

a) Greater Shepparton 2030 Strategy

There are no direct links to the *Greater Shepparton 2030 Strategy*.

b) Council Plan

The Council Plan 2009-2013 identifies in the Key Strategic Objective of Council Organisation and Management that

"Greater Shepparton City Council will deliver best practice management, governance, administration and financial systems that support the delivery of Council programs to the community of Greater Shepparton".

c) Other strategic links

There are no other strategic links.

Attachments

- Schedule A
- Schedule B
- Shepparton Show Me Committee Report

5. MANAGEMENT REPORTS

FROM THE SUSTAINABLE DEVELOPMENT DEPARTMENT

5.7 Sustainability Policy

Disclosures of conflicts of interest in relation to advice provided in this report

No Council officers or contractors who have provided advice in relation to this report have declared a conflict of interest regarding the matter under consideration.

Summary

Councillors and all staff of Greater Shepparton City Council are committed to the achievement of a sustainable way of life for current and future generations through a shared understanding of sustainability.

RECOMMENDATION

That the Council adopt the Sustainability Policy.

Background

The Sustainable Development Working Group is a cross-functional working group that was formed in 2009 to:

- Encourage regional participation in providing increased opportunity for sustainable economic growth, business development, investment attraction and diversification
- Lower Council's environmental footprint and demonstrate strong advocacy and civic leadership in environmental sustainability in the community
- Demonstrate Council's commitment to regional growth within a consolidated and sustainable development framework
- Encourage the conservation and enhancement of built and natural environments and cultural heritage
- Promote the consideration of social, economic and environmental aspects of all major projects, strategies and policies.

The Working Group recognises that Council has a community leadership role and a responsibility to incorporate sustainability principles into the organisation through its interactions within the organisation and the broader community. The Sustainability Policy has been developed through this group for Council consideration, aimed at promoting and developing sustainable practice as a strategic and operational function of the Council.

The objective of the policy is to assist the Council to:

- Be responsive to the challenge of changing climate
- Maintain and restore the natural environment
- Use our resources more efficiently
- Reduce our environmental impact
- Display ethical leadership to the community.

Risk Management

There are no identifiable risks associated with the adoption of the Sustainability Policy.

5. MANAGEMENT REPORTS

5.7 Sustainability Policy

Policy Implications

The adoption of the Sustainability Policy has no known implications for any other Council Policy.

Best Value Implications

The adoption of the Sustainability Policy is consistent with Best Value principles.

Financial Implications

There are no current financial implications to adopting this policy.

Victorian Charter of Human Rights and Responsibilities Act 2006 Implications

The adoption of the Sustainability Policy does not limit any human rights provided for under the Victorian *Charter of Human Rights and Responsibilities Act 2006*.

Legal/Statutory Implications

There are no legal/statutory implications associated with adopting this policy.

Consultation

The Sustainability Development Working Group have had input into the development of the Sustainability Policy, and membership of this group includes the Manager Sustainability and Environment and Sustainability and Environment Officer. Sustainability policies were also obtained from Port Stephens Council, Cairns Regional Council and guidance was obtained from ICLEI Local Governments for Sustainability which assisted in the preparation of the Greater Shepparton City Council Sustainability Policy.

A briefing was held for Councillor awareness and the Policy was listed for discussion at the 12 October Executive Leadership Meeting where it received ELT support.

Strategic Links

a) Greater Shepparton 2030 Strategy

The proposed policy is consistent with the *Greater Shepparton 2030 Strategy* which seeks to ensure that facilities, services and policies are appropriate to the needs of the community.

b) Council Plan

The Sustainability Policy supports Strategic Objective 17: “*Promote and demonstrate environmental sustainability*”

c) Other strategic links

There are no other strategic links.

Attachments

Greater Shepparton City Council Sustainability Policy.

5. MANAGEMENT REPORTS

5.8 Goulburn Broken Greenhouse Alliance Regional Street Lighting Project

No Council officers or contractors who have provided advice in relation to this report have declared a conflict of interest regarding the matter under consideration.

Summary

Greater Shepparton City Council spends approximately \$540,000 annually on maintaining (47 per cent) and operating (53 per cent) street lights across the municipality, many of which use inefficient mercury vapour globe technology. This figure is expected to increase annually.

The Government's announcement of the Clean Energy Future policy will have an impact on energy costs. Street lighting contributes to 28 per cent of Council's current greenhouse emissions. A price on carbon will further contribute to an increase in electricity and, in turn, operating costs.

The Goulburn Broken Greenhouse Alliance (GBGA) is proposing to work with its member councils (including Greater Shepparton City Council, Moira Shire Council, Benalla Rural City Council, Strathbogie Shire Council, Mansfield Shire Council, Mitchell Shire Council, Murrindindi Shire Council and partnering with Campaspe Shire Council) to tackle the retrofit of obsolete street lighting with new efficient technology on a regional basis. This will result in sharing of resources and costs, as well as greater opportunities in sourcing funding.

RECOMMENDATION

That Council:

1. support the Goulburn Broken Greenhouse Alliance regional approach for the street lighting retrofit project.
2. support the Goulburn Broken Greenhouse Alliance applying for relevant funding to support the regional street lighting retrofit project.
3. approve a financial contribution of \$15000 to the Goulburn Broker Greenhouse Alliance for the design analysis and the development of a business case for inclusion in any regional funding application for the street lighting retrofit project.

Background

Greater Shepparton City Council currently maintains 5652 street lights across the municipality. This network of lights is in accordance with Council's Infrastructure Design Manual to provide street lights in built up areas.

This manual requires street lighting to the following standard:

- At every intersection; and
- At a maximum separation distance of 150m

Until recently, the 80 watt Mercury Vapour (80MV) lamp was the only approved 'pedestrian level' light and as a result over 72 per cent of Council's street lights comprise this globe technology.

MANAGEMENT REPORTS

5.8 Goulburn Broken Greenhouse Alliance Regional Street Lighting Project (Continued)

Greater Shepparton City Council spends approximately \$540,000 annually on maintaining and operating street lighting across the municipality. Approximately 53 per cent of this is attributable to the cost of electricity.

Table one (attachment 3) displays the significance of street lighting to our overall carbon emission level. As shown, Council buildings make up to 58 per cent of the emissions released in 2003; the second highest contributor is streetlights 28 per cent.

The replacement of all 80 MV street lights with lower wattage fluorescent lights will reduce Council's total corporate greenhouse gas emissions significantly. A reduction in energy consumption will also be achievable with a replacement of 80 MV street lights. Council has the potential to save approximately 30 per cent or \$80,000 on energy costs per year.

The Victorian coalition government has committed \$20 million towards a plan to replace old, expensive and inefficient street lights. The Gillard Government committed to \$330 million for the *Low Carbon Communities* program, which proposed grants of up to \$500,000 to assist councils with energy efficient street lighting upgrades.

At this time details of each remain unclear, however preparation is essential to ensure we have the information available to apply for any funding. We are expecting funding opportunities to open early in 2012.

The GBGA is now taking steps to work with member councils to develop a regional application for retrofitting old inefficient street lighting with new efficient technology, therefore reducing carbon emissions and importantly, reducing the cost of operating street lighting across the municipality. This will ensure sharing of resources and costs, plus greater opportunities in accessing funding.

The GBGA will undertake the tender process on behalf of member councils. The process will include the GBGA to ask for Expressions of interest from qualified consultant. Ironbark Sustainability appear to be one of the few consultants that have the appropriate skills in this area.

The engaged consultant will undertake the following:

- A lighting design analysis that indicates the most appropriate energy efficient replacement technology on a light by light basis.
- A business case that will provide council with an indication of the costs, savings and payback periods of various bulk change scenarios.

Whilst the short term will see delivery on key actions from Milestone 5 of the Cities for Climate Protection Program, the long term legacy will be a reduction in operating costs on what would otherwise be an increasing liability, namely the provision of expensive and inefficient street lighting across our municipality.

Risk Management

The undertaking of business case and design analysis has minimal risks associated.

Policy Implications

At this time there are no legislative or policy imperatives which require Council to change from out dated street lighting to new energy efficient technologies, nor are there acts or standards that limit or inhibit street lighting upgrades.

5. MANAGEMENT REPORTS

5.8 Goulburn Broken Greenhouse Alliance Regional Street Lighting Project (Continued)

There is however, a voluntary standard that establishes guidelines for the lighting of roads and public spaces. The “Standards for lighting roads and public spaces” (AS/NZS 1158) is a voluntary standard that is commonly complied with nationally, particularly in new developments. In existing (commonly rural or urban fringe) areas it is common to have areas which do not comply with these standards.

The Infrastructure Design Manual guides both Council and developers in the design and construction of infrastructure including public lighting. It requires that all public lighting must incorporate the use of energy efficient globes (e.g. CF42, T5 see attachments for definition). The Infrastructure Design Manual is the primary source of reference for street lighting design. Finally, in relation to the provision of street lighting, there are government documents that draw attention to the issue of climate change. Implications from these documents may directly affect energy costs for many services, including street lighting in the future. The change in the Victorian government has created an environment of uncertainty and this is relevant when referring to government response to climate change.

Best Value Implications

The Best Value principles have been taken into account and the proposal is consistent with them.

Financial Implications

Each year, street lighting costs Greater Shepparton City Council approximately \$540,000 for maintenance and operation. This cost is expected to rise significantly in the future.

What is not fully understood at this time is the impact that the proposed carbon tax will have on electricity consumption annual cost. However, it is reasonable to assume that the proposed carbon tax will increase the cost of electricity and in turn the cost of operating street lights.

The capital cost of upgrading public lighting infrastructure with low carbon technologies is significant. Funding from State and Federal governments will be critical to assisting with any transition.

The State and Federal Governments commitment to provide funding for retrofitting of street lighting are expected to be open in early 2012. Whilst the details remain unclear, preparation is essential to ensure we have the information available to apply for this funding.

The Alliance is now taking steps to work with member councils to develop a regional application. This will ensure sharing of resources and costs, with greater opportunities in sourcing funding.

The graph on the following page represents the projected return on investment by replacing all MV80 street lights with energy efficient alternatives. It can be seen that an upgrade to CF42 technology (see attachment 4 for definition) would require an initial capital expenditure of \$1,500,000; a cost that would be recovered after 8 years. Beyond this point in time, savings of \$200,000 a year would be generated through reduced electricity and maintenance costs.

Obtaining State or Federal government funding would significantly reduce the upfront capital cost of replacing all of Council's MV80 streetlights and in turn would bring forward the time at which cost recovery on capital would be achieved.

5. MANAGEMENT REPORTS

5.8 Goulburn Broken Greenhouse Alliance Regional Street Lighting Project (Continued)

For example, under a 1:1 funding agreement the upfront capital cost (CF42 technology) would be reduced to \$750,000; a cost that would be recovered after 4 years.

Under a 1:2 funding agreement the upfront capital cost (CF42 technology) would be reduced to \$500,000; a cost that would be recovered after 3 years.

See attachment 2 for further information.

It is important to remember that these figures are based on individual globe and fitting costs provided by Powercor at a particular point in time. Prices may fluctuate depending on demand, third party involvement and availability and supply of lighting technology.

Consequently, the modelling provided in this report is indicative only. In contrast the savings detailed earlier in the report are based on real costs and in turn are realistic.

Ironbark Sustainability will be engaged by the GBGA to undertake the design analysis and business case. The cost to council for this service is \$15,000 this will be allocated from the assets maintenance street lighting budget.

Victorian Charter of Human Rights and Responsibilities Act 2006 Implications

The proposal does not limit any of the human rights embodied in the Victorian *Charter of Human Rights and Responsibilities Act 2006*.

Legal/Statutory Implications

The proposal conforms to all relevant legislation.

Consultation

Street lighting across Greater Shepparton City Council costs approximately \$540,000 annually. This figure is expected to rise significantly over the next ten years.

The Alliance is seeking support to obtain relevant information to develop a regional funding application to retrofit of old inefficient street lighting with new efficient technology. This will result in sharing of costs and resources, plus greater opportunities in sourcing funding.

The benefits to our community, if such an upgrade were to be successful, would be measured both in terms of reduced greenhouse gas emissions and in reduced operating costs across the street light network. Officers believe that appropriate consultation has occurred and the matter is now ready for Council consideration.

Strategic Links

a) Greater Shepparton 2030 Strategy

Environment – the Municipality will be more energy efficient

Environment – the municipality will be more aware of climatic change

b) Council Plan

The proposal supports the following objectives;

Objective 17 - Promote and demonstrate environmental sustainability.

Objective 28 - Provide affordable and sustainable community infrastructure.

c) Other strategic links

Infrastructure design manual

Attachments

1. Goulburn Broken Regional Street Lighting Retrofit Project – Flowchart
2. Estimated Street Lighting Costs
3. Corporate Greenhouse Gas Emissions by sector in 2003
4. Definitions of CF42 and T5 lighting technology

5. MANAGEMENT REPORTS

5.9 Heritage Advisory Committee

Disclosures of conflicts of interest in relation to advice provided in this report

No Council officers or contractors who have provided advice in relation to this report have declared a conflict of interest regarding the matter under consideration.

Summary

During the process of preparing the Heritage Study IIB, a need was identified for a Heritage Advisory Committee to:

- establish a support network for the historical societies and maintain a register of heritage collections in the municipality
- seek funding for restoration and preservation work
- administer awards for examples of heritage excellence
- build on an existing awareness and community pride through ongoing promotion and education of local heritage.

A key component for the development of a committee is to adopt a Terms of Reference. The committee's role is one of providing advice. It is not delegated to act as an internal referral body, to comment or object to applications or to make decisions on behalf of Council. The primary purpose of the committee is to provide the best possible advice to Council on how to conserve and promote the unique cultural heritage of Greater Shepparton and to act as an advocate for all cultural heritage matters within the Municipality.

It is also considered important that two Greater Shepparton Councillors play an active role on the Committee.

RECOMMENDATION

That the Council:

1. authorise the formation of the Heritage Advisory Committee in accordance with the Terms of Reference proposed.
2. advertise for applications for three additional stakeholders unaffiliated with historical groups and societies within the municipality.
3. nominate two Councillors to serve on the Heritage Advisory Committee.

Background

The purpose of the Heritage Study IIB is to document places of post contact cultural heritage significance to the Greater Shepparton City Council and make recommendations for their conservation. During the process of preparing the Heritage Study IIB, a need was identified for a Heritage Advisory Committee to:

- establish a support network for the historical societies and maintain a register of heritage collections in the municipality
- seek funding for restoration and preservation work
- administer awards for examples of heritage excellence
- build on an existing awareness and community pride through ongoing promotion and education of local heritage.

5. MANAGEMENT REPORTS

5.9 Heritage Advisory Committee (Continued)

The primary purpose of the committee is to provide the best possible advice to the Council on how to conserve and promote the unique cultural heritage of Greater Shepparton. The committee's role is to:

- to provide advice/input on policy matters relating to heritage including but not limited to, the Greater Shepparton Planning Scheme to ensure that cultural heritage matters are given due consideration
- to provide advice to the Council on the identification, conservation, preservation and promotion of places of cultural heritage significance in the Municipality
- to promote community participation in and awareness of cultural heritage issues
- to investigate external funding opportunities to further cultural heritage conservation promotion, management and education
- to provide an advocacy role for cultural heritage matters within the Municipality.

The committee will provide the following services:

- funding advice
- policy assessment and advice
- cultural heritage promotion.

The committee does not act as an internal referral body to assess/comment upon applications. However this stipulation does not limit or prevent individual members of the committee from making submissions, objections or appeals to current applications or proposals being assessed by the Council.

The committee will consist of:

- two councillors
- two members of Council's Strategic Planning Team
- the Council's Heritage Advisor
- one voting committee members from each of the member organisations below (more than one member from each organisation is welcome to attend the meeting but only one member has a voting power)
- Bangerang Cultural Centre
- Dookie Historical Society
- Historical Society of Mooroopna
- Katandra and District History Group
- Merrigum and District Historical Society
- Murchison and District Historical Society
- Shepparton Heritage Centre
- Tatura and District Historical Society,
- Toolamba and District Community Plan Steering Committee, and
- Yorta Yorta Nation Aboriginal Corporation
- three members of the public unaffiliated with any of the organisations outlined above

Council will invite the nominated cultural, historical and community groups to nominate representatives to the committee.

In addition, Council will call for written expressions of interest from members of the community to fill the three community representative positions. Expressions of Interest will be assessed against the following selection criteria:

5. MANAGEMENT REPORTS

5.9 Heritage Advisory Committee (Continued)

- Demonstrated experience in area or building conservation, or the development industry in general
- Knowledge of conservation and historical issues affecting the Municipality, and
- The ability to access historical or conservation networks and stakeholder groups

The Heritage Advisory Committee will undertake the assessment of submissions, interview applicants (at its discretion) and make recommendations to Council on Heritage Advisory Committee appointments.

In accordance with the Greater Shepparton Community Engagement Strategy the desired level of community participation will be Involve/Collaborate: “to work collaboratively with community groups, organisations and stakeholders to plan, develop and manage projects and programs”.

Risk Management

Failure to approve the Heritage Advisory Committee would reduce Council's ability to identify and protect the unique cultural heritage of the Municipality.

Policy Implications

There are no conflicts with any Council policies arising from the creation of a Heritage Advisory Committee.

Best Value Implications

The Heritage Advisory Committee will ensure that Council is best equipped to identify and protect the unique cultural heritage of the Municipality.

Financial Implications

It is not foreseen that there will be any financial implications following the creation of the Heritage Advisory Committee.

Victorian Charter of Human Rights and Responsibilities Act 2006 Implications

The proposal does not limit any of the human rights provided for under the Victorian *Charter of Human Rights and Responsibilities Act 2006*

Legal/Statutory Implications

The proposal conforms with the *Local Government Act 1989* and all other relevant legislation.

Consultation

Key stakeholders will be actively engaged following the publication of the advertisement calling for an additional 3 members of the public unaffiliated with historical groups or societies within the Municipality. Officers believe that appropriate consultation has and will occur and the matter is now ready for the Council's consideration.

5. MANAGEMENT REPORTS

5.9 Heritage Advisory Committee (Continued)

Strategic Links

a) Greater Shepparton 2030 Strategy

The proposed Heritage Advisory Committee is consistent with the objectives, strategies and actions outlined in the environment section of the *Greater Shepparton 2030 Strategy*

b) Council Plan

The proposed Heritage Advisory Committee is consistent with the following objectives outlined in the Council Plan:

- Objective 18: Identify and respect our significant cultural and environmental assets
- Objective 31: Engage our community when making decisions

c) Any other strategic links

The proposed Heritage Advisory Committee will also develop and implement the initiatives outlined in the:

- Greater Shepparton Heritage Study Stage II
- Greater Shepparton Heritage Study Stage IIB

Attachments

Heritage Advisory Committee - Terms of Reference.

5. MANAGEMENT REPORTS

5.10 Planning Application 2011-253 Demolition of the Main Building and Laundry of the Former Mooroopna Hospital

Disclosures of conflicts of interest in relation to advice provided in this report

No Council officers or contractors who have provided advice in relation to this report have declared a conflict of interest in relation to the matter under consideration.

Summary

The application proposes to demolish the former Mooroopna Hospital building, which was damaged by a fire in January 2011. The land is within the Heritage Overlay 40 (HO). The HO triggers a planning permit for the demolition of a building.

The application proposes to demolish the fire damaged main entry wing building and laundry. The existing Victorian Ward, chapel and outhouses are proposed to be retained. Following the demolition the applicant proposes to re-construct the main entry wing façade as part of the future development of the land.

The application has been reviewed by the Council's heritage advisor and an independent structural engineer (GMR Engineering Services).

The Council's heritage advisor made the following recommendation:

"It is strongly recommended that the demolition of this building or part thereof be refused. The hospital complex is of local cultural heritage significance. It has historic, social, aesthetic and architectural significance. The removal of this main wing will markedly diminish the cultural heritage significance of the whole complex."

GMR Engineering Services (GMR) have inspected the fire damaged building and made the following conclusions regarding the structural stability of the building:

- About 70 per cent of the structure remains intact and structurally adequate, being equivalent to its pre-fire condition
- A further 10 per cent of the structure requires repair to restore it to its pre-fire condition
- Of the remainder, about 20 per cent of the total structure being the roof frames need to be replaced with new equivalent materials
- Total loss of the roof frame of the main building
- Partial loss of the roof frame on the outbuildings and Victorian Ward

GMR concludes that the principal structural elements of these buildings remain structurally sound and stable. Also that the damage can be readily repaired and enable these structures to be readily incorporated into an "adaptive reuse" type development.

This view conflicts with the applicant's engineer's assessment. Maurice Farrugia & Associates Pty Ltd (Maurice), which stated:

"In view of the damage and difficulty in maintain stability during construction it is probably not feasible to rectify damaged areas. In lieu of this re-building is probably a better option."

In considering the advice and reports received The Planning and Development Branch recommends that the application be refused as the application achieves unacceptable outcomes being:

5. MANAGEMENT REPORTS

5.10 Planning Application 2011-253 Demolition of the Main Building and Laundry of the Former Mooroopna Hospital (Continued)

- GMR have determined that the fire damage is not to the extent which prevents re-development of the building incorporating the heritage elements
- The Council's heritage advisor has determined that despite the fire the heritage significance of the building remains intact
- The Greater Shepparton Planning Scheme promotes the retention and adaptive re-use of heritage buildings and states that demolition should be of last resort

(Detailed grounds of refusal are under 'Assessment under *Planning and Environment Act, 1987*)

RECOMMENDATION

That in relation to Planning Application 2011-253, on the basis of the information before Council and having considered all relevant matters as required by the *Planning and Environment Act 1987*, Council resolves to refuse to grant a permit for the reasons set out in the refusal to grant a permit.

Applicant/Property Details

The application was made by Mooroopna Hospital Developments Pty Ltd and is for the proposed 'demolition of building subject to Heritage Overlay'.

The site is located on the north side of McLennan Street and abuts Elizabeth Street to the west, Park Street to the north and the former William Street to the east.

The Nurses Quarters on the land has been re-developed to provide for accommodation. The remainder of the land is developed with former hospital buildings which are currently unused.

Background

Planning application 2003-127E allowed a staged re-development of the land as follows:

Stage Number	Description
Stage 1 – Nurses Quarters	Works undertaken to be used for independent living units. Land in new ownership and amended permit issued by the Minister of Planning to allow additional works
Stage 2 – Development of Former Mooroopna Hospital	2003-127E allows redevelopment of the Former Mooroopna Hospital for a third level on the existing heritage building for aged care. Works have not commenced.
Stage 3 – Park Street	2003-127E allows the development of a three storey building near Park Street. Works have not commenced.

The former Mooroopna Hospital was damaged by fire in January 2011 and is now subject to an application for demolition.

5. MANAGEMENT REPORTS

5.10 Planning Application 2011-253 Demolition of the Main Building and Laundry of the Former Mooroopna Hospital (Continued)

Below is a timeline of the former Mooroopna Hospital:

Year	Development
1876	construction of hospital commenced
1880	additions were made to the main building and these included a board room, waiting room and additional ward, as well as a wash house and underground tank
1882	a new isolation ward was constructed and alterations and additions were made to the existing building
1883	an additional 2ha (approximate area) of land was purchased
1884	a brick laundry was erected
1885	a new ward was constructed and improvements to the existing wards were completed. In August of the same year a refractory ward and ambulance shed were built
1886	an operating room and dispensary were completed
1887	a contagious ward was constructed
1893	the No. 2 Male Ward was built to the design of notable Melbourne architects, Beswicke & Coote
1901	the Victoria Ward for women was constructed
1906	a new laundry was completed
1912	the west wing of the nurses' home was opened; it was later extended in 1925
1920's	following 'peace appeal' additions to nurses home, construction of underground drainage, sanitary works, maids home, covered walkways, verandahs, steam and hot water reticulation system, telephone system, boilers and general alterations
1924 - 1929	work commenced on children's ward, resident doctors quarters, maternity ward, mortuary and chapel
1934	main hospital building (subject to this application) constructed
1936	main entry wing constructed
1974	hospital closes
2007 – 2009	nurses quarters redeveloped for independent living units
2011	fire damages the main hospital building causing the roof to collapse

Assessment under the *Planning and Environment Act 1987*

Clause 15.03 Heritage – The objective of this clause is to ensure the conservation of places of heritage significance.

Clause 21.05-4 Cultural heritage - The objective of this clause is to ensure that the pre settlement and post settlement cultural heritage of the municipality is preserved for future generations.

Relevant strategies include:

- Assess applications within the Heritage Overlay in accordance with State Government heritage policy guidelines
- Protect heritage buildings and sites so that heritage significance is not diminished or irreversibly damaged through proposed use or development

5. MANAGEMENT REPORTS

5.10 Planning Application 2011-253 Demolition of the Main Building and Laundry of the Former Mooroopna Hospital (Continued)

- Encourage the retention, adaptation and renovation of significant historic buildings and works, gardens and other areas as a viable alternative to demolition
- Ensure that new development and the construction of external alterations to buildings make a positive contribution to the built form and amenity of the area and are respectful of the architectural or historic character and appearance of the streetscape and the area

A planning permit is required to demolish a dwelling in the Heritage Overlay under clause 43.01-1.

The purposes of the Heritage Overlay relevant to this application include:

- conserve and enhance those elements which contribute to the significance of heritage places

Relevant decision guidelines include:

- The significance of the heritage place and whether the proposal will adversely affect the natural or cultural significance of the place
- Whether the demolition, removal or external alteration will adversely affect the significance of the heritage place
- Whether the proposed works will adversely affect the significance, character or appearance of the heritage place

Structural integrity of the building

The building predominantly consists of a brick walls with a reinforced concrete first floor, timber ground floor and originally a timber framed-tiled roof to the first floor.

The January 2011 fire destroyed the first floor roof, and the roof tile rubble now rests on the concrete first floor. Most of the internal timber window and door trims on the first floor have been destroyed by the fire. However as stated in the GMR report:

“Brickwork walls are all straight and unaffected by the fire... Some minor cracking, no apparent deflections or signs of movement.”

There is some fire damage to timbers in the central stairwell as well as significant water and smoke damage to the plaster of the ground floor walls and ceiling. However as stated in the GMR report:

“Hard plaster over the masonry walls remains intact on most surfaces in, indicating that it may have served as a protective coating for the masonry. There are extensive areas with unburnt combustible materials scattered throughout, however the majority of linings are intact and unaffected, most doors, windows and joinery also unaffected. No apparent structural impacts.”

It should be also noted that on the ground floor, substantial areas of the floor are missing. It is understood that this was removed prior to the fire in order to investigate the footings to determine the suitability of adding a third storey.

Whilst the first floor reinforced concrete slab is covered in debris four sample areas were cleared and inspected as part of the GMR investigation. The results of this investigation are detailed in the GMR report as follows:

5. MANAGEMENT REPORTS

5.10 Planning Application 2011-253 Demolition of the Main Building and Laundry of the Former Mooroopna Hospital (Continued)

"Whilst this examination is limited to the areas uncovered and represent only a small portion of the entire concrete slab, this assessment is a useful guide. Our examination of the slab surface involved simply removing the debris and undertaking a visual inspection of the exposed surface. That inspection was aided by the tapping of the surface with the spade and also further aided with the washing of the surface with water. The full extents of any other damage may only be definitively determined with the clearance of debris and an examination of all of the slab surfaces. However our assessment did identify some cracking and spalling. The level of cracking was minimal, i.e. cracks estimated to be less than 1mm wide. Likewise, the spalling was shallow, i.e. less than 2mm deep. We did not detect any vertical displacement in the cracking, nor did we detect any apparent deflections or evidence of differential settlement. It should be noted that as at the time of writing we are unable to determine whether the cracking may have pre-existed the fire, ie. they may not be fire related."

It is noted that the GMR view conflicts with the applicant's engineer's assessment. Maurice Farrugia & Associates Pty Ltd (Maurice) stated:

"In view of the damage and difficulty in maintain stability during construction it is probably not feasible to rectify damaged areas. In lieu of this re-building is probably a better option."

Whereas GMR state the following:

"We understand from the planning permit conditions and other documents that the pre-fire the development proposal included the retention of the existing external masonry and required the roof to be removed from the existing 2 x storey main building and the addition of a 3rd level."

"From our inspections of the site we have determined that nothing has materially changed onsite with respect to the structural capacity of the principal elements as a consequence of the fire. We have not been able to identify any structural damage nor have we detected any signs of instability within the structural elements which were to be retained, which would require the demolition of these buildings."

Heritage Considerations

The land is within the HO40 which triggers a planning permit for the proposed demolition of the building. The HO does not include internal alteration controls, therefore the internal walls can be demolished without obtaining a planning permit (a building permit is required to demolish any load bearing walls). Given this, this report is considering whether a permit should be granted to demolish the external walls.

Planning application 2003-127 when submitted was accompanied by a planning report prepared by Fulcrum Town Planners. The report included the following statement:

"The existing buildings on site will be retained and a third floor level will be added to a number of these building."

This refers in part to the former hospital building and specifically states the building will be retained and extended with a third level. The plans endorsed on 20 June 2005 as part

5. MANAGEMENT REPORTS

5.10 Planning Application 2011-253 Demolition of the Main Building and Laundry of the Former Mooroopna Hospital (Continued)

of 2003-127 show the existing façade being retained on the McLennan and Elizabeth Street elevations, the two other elevations are not visible on the plans.

The statement of significance for the Former Mooroopna Hospital described the building as:

“The Mooroopna Hospital is of regional historic and aesthetic significance. First established on the site in 1876, the complex grew rapidly to become one of the largest country hospitals in the state by the 1920’s. It remained the Goulburn Valley’s main hospital until its closure in 1974 and was one of the towns major sources of employment. Aesthetically, the complex is architecturally distinguished by the consistent use of red brick, creating a landmark complex in the main street. In addition the association with notable architects, Beswicke & Coote and also Henderson, Alsop and Martin is significant. The main entry wing by Melbourne architects, Henderson, Alsop and Martin, is an individually notable institutional building in the inter-War Stripped Classical style.”

The statement of significance is graded as B. Greater Shepparton 2030 describes Grade B properties as:

“Grade B places provide evidence of the historical, agricultural and social development of the municipality, often on a regional level (the Goulburn Valley), because of geography and distance, rather than a local level, as defined by current municipal boundaries. Such places may make a considerable scientific (technological) or aesthetic contribution. The loss of these places would adversely impact on the cultural heritage of the region and the municipality. Grade B places are recommended for inclusion on the Register of the National Estate and individual Heritage Overlay controls in the Planning Scheme.”

This application to demolish the external walls was referred to the Council heritage advisor, who prepared a report considering the cultural heritage value of the fire damaged building.

The heritage advisor identified the following issues with the proposal:

“The applicant has applied to demolish this important entry wing and then reconstruct it. The rationale being that it will be a more cost effective method for the proposed development. However, there are a number of issues with this proposal:

Significant historic fabric cannot be reconstructed. Demolition will markedly diminish the historic and social significance of this building and the hospital complex. Moreover it is highly questionable whether a facsimile can replicate or reconstitute aesthetic and/or architectural significance. The replication of significant fabric is not considered (in most instances) to be good conservation practice. This is particularly pertinent when most of the significant fabric survives and its redevelopment is structurally feasible.

It is highly probable that if this main entry wing is demolished there would be a number of planning impediments to any reconstruction. The area is subject to a Flood Overlay and any new building [if approved] would most likely have to be

5. MANAGEMENT REPORTS

5.10 Planning Application 2011-253 Demolition of the Main Building and Laundry of the Former Mooroopna Hospital (Continued)

constructed to the requirements of the Catchment Management Authority. In general terms this means the current ground floor level will possibly need to be much higher. This will completely alter the aesthetics and architectural integrity of the former main entry wing and prevent any accurate restoration to occur if such an action was supported.

Demolition would most likely extinguish existing use rights. This has an impact on any proposed development that might include health and community facilities as under the flood provisions this use is not permitted. Therefore the primary intention of the applicant with the proposed redevelopment of the site could not be undertaken. Any demolition of even part of the existing building will need to be carefully considered as the retention of existing use rights is dependent on the amount of original fabric that is retained."

In response to the heritage advisors comments relating to existing use rights, this is not a relevant consideration given the proposed accommodation uses are permit required uses in the Residential 1 Zone.

The heritage advisor recommends the following:

"It is strongly recommended that the demolition of this building or part thereof be refused. The hospital complex is of local cultural heritage significance. It has historic, social, aesthetic and architectural significance. The removal of this main wing will markedly diminish the cultural heritage significance of the whole complex.

The main entry wing is individually notable as well as contributing to the cultural heritage significance of the complex. Its removal would be regrettable as it is recognised as one of the individually important structures within the Shepparton region.

Its continued social significance is demonstrated by the high degree of community interest and community support for its retention.

The condition of the building is such that adaptive re-use can be considered and there is a capacity for redevelopment. Demolition of this building or partial demolition will compromise the future use of this building and could completely jeopardise its future."

Based on the view of GMR that the building is structurally stable and capable of supporting a three storey building and that is the view of the heritage advisor the building continues to be of cultural heritage significance, the application should be refused and external walls retained and re-used as part of a redevelopment of the land for the following reasons:

- The Council's structural assessment (GMR Engineering) has determined that the fire damaged building is structurally capable of supporting a redevelopment of the building in keeping with the redevelopment approved under planning permit 2003-127.

5. MANAGEMENT REPORTS

5.10 Planning Application 2011-253 Demolition of the Main Building and Laundry of the Former Mooroopna Hospital (Continued)

The Council's heritage advisor has recommended refusal of the application to demolish the building for the following reasons:

- The main entry wing is an austere, classically inspired institutional building and the portico is a fine example of the stripped classical style. There is no comparable public building in the Shepparton region.
- The notable façade and portico even with the fire damage has retained a high degree of integrity and its architectural and aesthetic significance has only been moderately diminished.
- The proposed demolition and subsequent re-construction of the façade is not good conservation practice and the re-construction at the required flood level would alter the aesthetics and architectural integrity of the building.

The proposal is not consistent with the State Planning Policy Framework (SPPF), particularly:

- 15.03-1 (heritage conservation) which requires that 'the conservation and enhancement of those places which are of, aesthetic, archaeological, architectural, cultural, scientific, or social significance, or otherwise of special cultural value and encourage appropriate development that respects places with identified heritage values and creates a worthy legacy for future generations'.

The proposal is not consistent with the objective for cultural heritage in the Municipal Strategic Statement (MSS) at clause 21.05-4 which seeks:

- To identify, conserve and protect sites of cultural heritage significance
- The proposal is not consistent with the strategies for cultural heritage at clause 21.05-4 of the MSS which include the need to encourage the retention, adaptation and renovation of significant historic buildings and works, gardens and other areas as a viable alternative to demolition and protect heritage buildings and sites so that heritage significance is not diminished or irreversibly damaged through proposed use or development.

The application to demolish the building is contrary to the Heritage Council's guidelines on demolition as:

- To conserve the cultural significance of an individual heritage overlay, the majority of the significant parts of the heritage place should be retained
- Damaged buildings in most cases are possible to repair subject to professional advice
- Individual heritage overlays should retain the parts of the heritage place which contribute to its significance.

The proposal is not consistent with the objectives in the Heritage Overlay at clause 43.01 which seeks to:

- Conserve and enhance heritage places of natural or cultural significance
- Conserve and enhance those elements which contribute to the significant heritage places
- Ensure that development does not adversely affect the significance of heritage places.

5. MANAGEMENT REPORTS

5.10 Planning Application 2011-253 Demolition of the Main Building and Laundry of the Former Mooroopna Hospital (Continued)

The proposal fails to adequately respond to the following decision guidelines at clause 43.01-4 as:

- The proposal demolition will adversely affect the significance of the heritage place. The statement of significance lists the building being the main entry wing as being an individually notable institutional building in the inter-war Stripped Classical style, which contributes greatly to the understanding and interpretation of this cultural heritage site.

Risk Management

Should the Council's decision be reviewed by VCAT there is a minor risk if the Council's position was not upheld costs could be awarded against the Council.

Policy Implications

There are no conflicts with existing Council policy.

Financial Implications

In the event of an application for review by Victorian Civil and Administrative Tribunal (VCAT), each respective party will be required to bear its own costs.

Victorian Charter of Human Rights and Responsibilities Act 2006 Implications

This proposal does not limit any of the human rights provided for under the Victorian *Charter of Human Rights and Responsibilities Act 2006*.

Legal/Statutory Implications

The responsible authority's decision may be subject to an application for review by VCAT.

Consultation

The application was advertised by letters to neighbours, sign on site and notice in the Shepparton News. Following the period of public notice 11 objections to the application were received. Each of the objectors received written acknowledgement of their objection being lodged.

Attachments

GMR report
GMR Plan of proposed demolition
Maurice report
Heritage advisors report

5. MANAGEMENT REPORTS

5.10 Planning Application 2011-253 Demolition of the Main Building and Laundry of the Former Mooroopna Hospital (Continued)

Ground of objection	Officers response
Old Mooroopna Hospital is of social significance to the community	The heritage advisors report identifies that the building is significant social significance to the community
The Council should obtain assessments from a structural engineer and heritage advisor to consider the application	It considering this application the Planning and Development Branch has received independent reports from a heritage advisor and structural engineer
No redevelopment plans are approved by the Council to replace the old Mooroopna Hospital	Planning permit 2003-127 includes endorsed plans for the redevelopment of the Former Mooroopna Hospital for an aged care facility
Retain the building and develop as a tourist attraction such as Port Arthur penal settlement or botanical gardens	This may or may not be a viable recommendation, however it is not a relevant planning consideration
To many historic buildings have been lost in the past in the municipality	It is acknowledged that over time heritage buildings have been demolished in the municipality, however this application is considered on its own planning merits against the relevant parts of the Greater Shepparton Planning Scheme
The façade should be retained as the Butter Factory re-development in Shepparton has done	It is the view of the Council's heritage advisor that the retaining of one external wall is facadism and this should be avoided as buildings should be viewed in three dimensional form
That any future re-development of the land should not incorporate a third level	Planning permit 2003-127 allows the building to be redeveloped with a third level on the existing two storey building
That the Council purchase the land for a heritage precinct	This may or may not be a viable recommendation, however it is not a relevant planning consideration

The Planning and Development Branch did not undertake mediation sessions for this application, as it is recommended that the application be refused. The planning officers did however inform both the objectors and applicant of the recommendations within the heritage advisors and structural engineers report.

Strategic Links

a) Greater Shepparton 2030 Strategy

8 Cultural Heritage – Post Settlement

Greater Shepparton City Council has commissioned a Heritage Study and recommended sites have been included in a Heritage Overlay to afford planning scheme protection.

Although Greater Shepparton does not contain large numbers of sites or buildings or heritage significance, Greater Shepparton City Council can promote the re-use and restoration of the identified items.

5. MANAGEMENT REPORTS

5.10 Planning Application 2011-253 Demolition of the Main Building and Laundry of the Former Mooroopna Hospital (Continued)

b) Council Plan

Key strategic objective 2 – community life

(11) Ensure social issues are actively considered when making planning decisions.

c) Other strategic links

Nil

Attachments

GMR Report

GMR Plan of proposed demolition

Maurice report

Heritage advisors report

6. TABLED MOTIONS**7. REPORTS FROM COUNCIL DELEGATES TO OTHER BODIES****8. REPORTS FROM SPECIAL COMMITTEES AND ADVISORY COMMITTEES****9. NOTICES OF MOTION, AMENDMENT OR RESCISSION****10. DOCUMENTS FOR SIGNING AND SEALING****11. COUNCILLOR ACTIVITIES****11.1 Councillors' Community Interaction and Briefing Program**

From 22 November 2011 to 7 December 2011, some or all of the Councillors have been involved in the following activities:

- Release of the Murray Darling Basin Draft Plan
- 'Greater Shepparton, Greater Future' booklet launch
- International Day of People with Disability Celebration
- Murchison Summer Stroll.

Councillors were also briefed on the following matters:

- Shepparton Show Me Parking Promotion
- Potential Interface Issues, Doyles Road
- Tatura RSL Proposal for Mactier Park
- Proposed Site for Min-Jarra Development
- 2012/13 budget and Consultation
- DCP's and Borrowings
- Goulburn River Valley Tourism
- Shepparton Show Me Promotion.

In accordance with section 80A of the *Local Government Act 1989* records of the Assemblies of Councillors are attached.

RECOMMENDATION

That the summary of the Councillors' community interaction and briefing program be received.

Attachments

Assemblies of Councillors Records

Short Discussion Session – 22 November 2011

12 URGENT AND OTHER BUSINESS NOT INCLUDED ON THE AGENDA**13. PUBLIC QUESTION TIME****14. CONFIDENTIAL MANAGEMENT REPORTS****14.1 Designation of Confidentiality of Information – Report Attachments****RECOMMENDATION**

In accordance with section 77(2)(b) of the *Local Government Act* 1989 (the Act) the Council designates as confidential all documents used to prepare the agenda item 5.1 'Contract No: 1356 – Supply & Delivery of one only ERG Class MG7 Motor Grader' and designated by the Chief Executive Officer or her delegate in writing as confidential under section 77(2)(c) of the Act. These documents relate to contractual matters, which is a relevant ground applying under section 89(2)(d) of the Act.



Engineering Services

Engineering the Goulburn Murray & Riverina

25th November 2011

Greater Shepparton City Council
Locked Bag 1000,
SHEPPARTON, Vic. 3632

Attention: Andrew Dainton

Re; Independent Engineers Opinion of Recent Fire Damage at Former Hospital Building, McLennan Street Mooroopna – PRELIMINARY REPORT

Dear Andrew,

Further to our earlier discussions on this subject we write to forward the preliminary report for your review.

1.0 Background

We note the following background to this matter from our recent meeting;

1. The former hospital is in the process of being redeveloped for residential use.
2. A section of the former hospital was ¹damaged 10th January 2011.
3. The former hospital building is on the Victorian Heritage Database (file no.B6773).
4. The site is also covered by a Heritage Overlay (map HO21) in the ²Planning Scheme (see schedule ref. HO40 page 5 of 14).
5. The developer has recently advised Council that it intends to demolish this structure because it has been advised the damage from the fire has rendered the structure irreparable.
6. The developer has provided Council with an engineer's report and a fire damage assessment supporting the proposition that the building should be demolished.

2.0 Your Requirements

We understand from our discussions that you wish to achieve the following;

- a) Council requires an experienced Engineer, being a current Registered Building Practitioner to provide independent advice to Council in this matter.
 - i. To facilitate the preparation of that advice you propose we undertake the following;
 - a site inspection (in the company of a Council engineer).
 - a review of the developer's advice.
 - prepare a written report to present the observations, any analysis, a concise summary and conclusion.
 - ii. To provide a review to determine if the building is structurally stable and capable of supporting / being converted into a three storey building.
 - iii. To be available to, if required, give a presentation to Council.
 - iv. To also, if required prepare an expert witness statement ³suitable for submission at any VCAT hearing that may arise and if necessary to appear at that hearing.

3.0 Further Information Provided by Council

To assist us with the preparation of this report Council provided the following reference materials.

- a) Planning permit application form.
- b) Report from Maurice Farrugia & Associates P/L.

¹ From an ABC radio news archive reports that the fire started at 5.15 am 10/1/11.

² We note that section 4.01-1 of the Planning Scheme requires a permit to be issued for the demolition of any buildings covered by the Heritage Schedule.

³ A witness statement presented at VCAT must comply with practice note PNVCAT 2 – Expert Evidence.

"GMR Engineering Services" is a registered trading name owned by GM & FE Ryan Pty Ltd being the trustee for GMR Engineering Services (Unit Trust).

Address: PO Box 538, 164 Maude Street, SHEPPARTON Vic. 3632. ABN 83 408 901 287
Phone: 03 5822 0333 • Facsimile: 03 5822 0033 • Email: info@gmreng.com.au • Website www.gmreng.com.au

- c) Draft report from Tim Cousins & Associates (the applicant has indicated that this report is confidential and should not be referenced in your report).
- d) Letter from Nejat Mackali dated 13 September 2011.
- e) Statement of heritage significance of H040.
- f) Report from the Council's heritage advisor regarding the proposed demolition.
- g) Planning permit 2003-127E.

Unfortunately Council has not been able to provide any drawings of the building or any site maps. Nor have there been any pre-fire photography made available. We contacted Mr Pat Ryan, Engineering Manager of G.V. Health on Monday 21 November 2011 who advised that they no longer any records for the site. All the original drawings and photos had been sent to Nejat Mackali, the new owner of the Mooroopna Hospital.

4.0 Site Layout

As part of our preparation for this report we reviewed some recent aerial photography through the Nearmap website (ie. Refer to www.nearmap.com) please see attached selected extracts. We note that the following aerial images are currently available via that website (in date order) 10/1/10, 7/9/10 and 31/10/11; The latter image being only 21 days after the fire.

To allow us to describe the various parts of the building we have prepared a marked up the latter version of the aerial images (below) as a reference key to our description of the various observations.

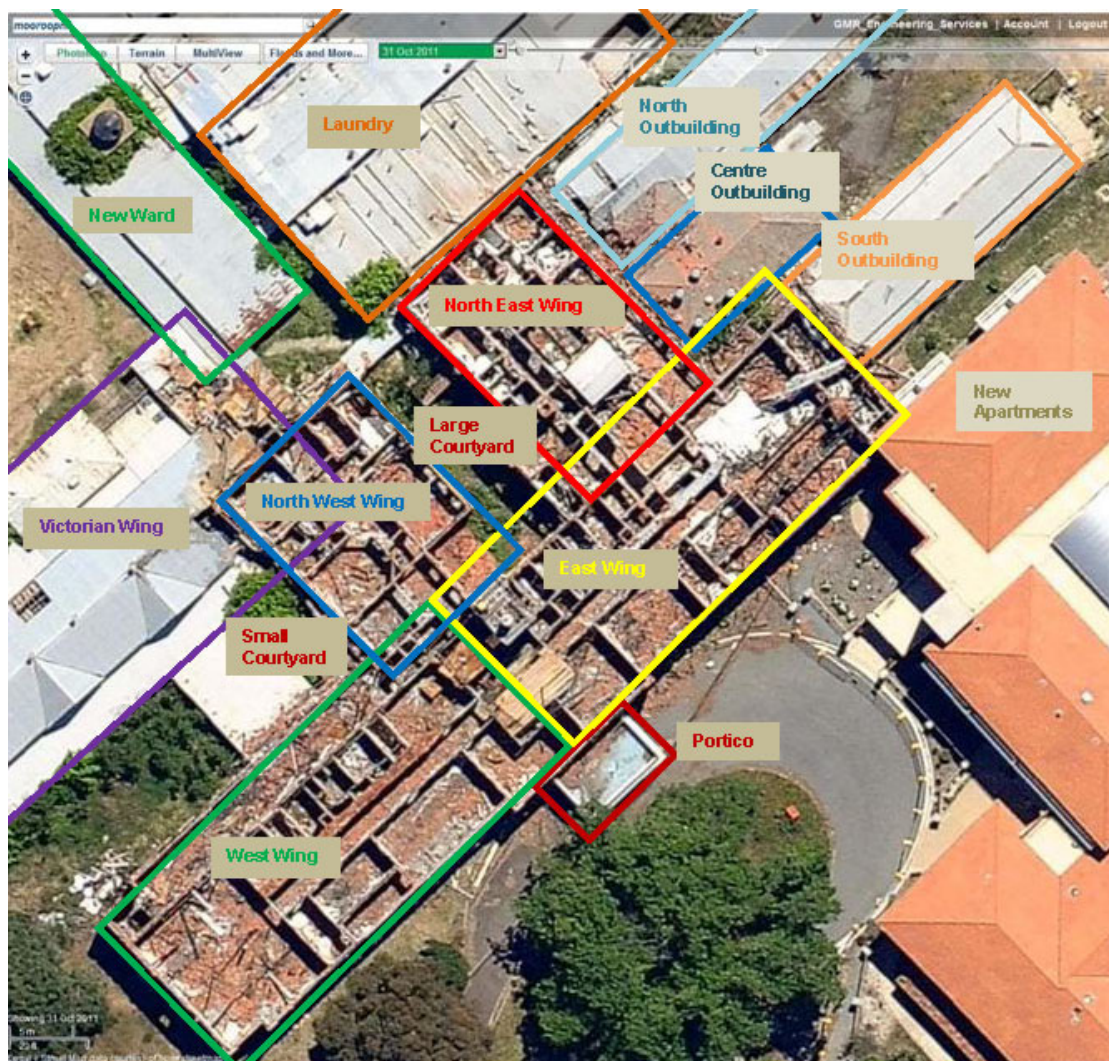


Image courtesy of www.nearmap.com



5.0 Limitations

This report is entirely based upon observations made during our site inspections and the information available at the time of writing. We reserve the right to amend or update this report at any time should further or better information become available.

6.0 Site Inspection

I attended the above site by prior arrangement with you arriving at about 10.00am on Thursday 17th November 2011. You and John Dunn met me onsite on arrival and accompanied me during the initial part of the inspection, providing me with a key and also some advice as regards the most appropriate means of access. We noted that the site was not secured, there was no padlock on the gate at the west end, the key was not required. You and John left the site at about 10.30am. As requested, I returned the key at about 3.00pm later that same day.

The following notes summarise our observations and assumptions. Please also see attached our site photo log in 3 x parts which records our observations which we summarise as follows;

1. BUILDING ORIENTATION

The site is situated on the north side of McLennan Street Mooroopna at the east end of the town.

McLennan Street is the main street of Mooroopna and also the Midland Highway.

The old hospital is set back about 50m north of the McLennan Street road reserve.

The site extends north from McLennan Street through to the next street, Park Street.

The part of the west side of the site is taken up by a car park which has frontage with Elizabeth Street.

The east side of the site abuts bushland.

The hospital was closed in 1974 and the site has been sold for redevelopment.

The main hospital building is parallel to the road reserve and has an orientation along its length axis approximating south west to north east.

The front of the building faces south east.

Note: For the purposes of this report and to enable simplified descriptions we describe the building as having an east west orientation and the front wall faces south.

2. SITE LAYOUT;

There is a large open car park west of the old hospital, with direct access/egress of O'Brien Street.

The Old Hospital has an asphalt driveway linked to the car park and terminating with a large turning area, having the shape and function of an elongated roundabout, facilitating the drop off and pick up of patients.

New apartments have been recently constructed south east of the building between the old hospital and the McLennan Street. The apartment site was previously the nurse's residence.

The main building of the old hospital is a 2 level, red brick, masonry structure with a terracotta tile roof, having a hip shape roof and a large centrally placed Portico at the front entrance, situated centrally to the front of the main building.

The long front masonry façade extends each side of the Portico, with a long straight wall extending to the east (ie. the East Wing) of the Portico and an equivalent wall, almost a mirror image, extending to the west (ie. the West Wing).

The centre of the main building has a 3rd level structure, situated over the lift well, which we understand also performed the function of a water tower.

A large open deck referred to as a ⁴viewing platform was situated at roof level near the water tower, over the foyer between the two Main Wings.

There are two further wings, perpendicular to the main building and slightly shorter than the others.

They are both 2 x level, red brick, masonry structures with terracotta tile roofs, extending to the north of the main building and separated by a large courtyard.

In this report, the wing to the west is referred to as the North West Wing and the wing to the east is referred to as the North East Wing.

The north end of the North West and North East Wings is linked via a covered walkway we refer to in this report as the breezeway.

To the east of the main hospital are two long outbuildings, both single level red brick, masonry structures with ⁵cgi roofs and an east west orientation.

A smaller outbuilding, also redbrick and having a terracotta tile roof, being about half the length of the other outbuildings is situated between the north and south outbuildings and also abuts the main building.

To the north east of the main building is the former laundry building and the chapel.

The chapel is separate from the main hospital and not attached.

⁴ See pre-fire aerial photos for details.

⁵ "cgi" is an acronym, abbreviation for "corrugated galvanised iron" usually used as roof cladding.



The laundry is a single level red brick building with a flat steel deck roof.

Directly north of the large courtyard and aligned with the North West Wing is a single level, flat roof, contemporary style building, we refer to as the "new ward".

To the west of the north end of the North West Wing is the Victoria Ward, a single level painted brick structure with cgi clad hip roof.

The Victoria Ward consists of an original building, with at least three smaller detached buildings, the areas between each having subsequently been enclosed with enclosed verandahs etc.

The Victoria Ward is linked to the West Wing via a contemporary, flat roof structure we describe as the link building, which forms a small courtyard between the North West Wing, Victoria Ward and the West Wing.

An open ended courtyard separates the Victoria Ward from the West Wing and opens onto the car park at the west of the Main Building.

3. FIRE AFFECTED BUILDINGS EXTENTS;

The Main Building was extensively impacted by the recent fire, throughout the first floor and parts of the ground floor.

The buildings adjoining the Main Building were also affected by the fire in varying degrees.

4. EXISTING STRUCTURE - DIMENSIONS;

The existing structure has the following general dimensions;

5. EXISTING SITUATION;

The building has been secured behind a temporary chain mesh barrier, however, the fence is not secure, there are no locks in place.

The site perimeter is readily accessible with minimal effort.

The building is also readily accessible.

The surrounds of the site are difficult to safely walk around, strewn with pre-fire heaps of debris and building waste covered by long grass and overgrown vegetation, open pits and trenches.

It is apparent that the building has been accessed by vandals who have caused extensive damage throughout all of the buildings, graffiti impacted surfaces in most buildings, most windows in both fire and non-fire impacted buildings have been broken and possibly predate the fire.

There are large quantities of furniture, equipment and other materials which are dispersed throughout the site.

Most of the fire affected roof frame timbers, roofing and other overhead materials in danger of falling have been removed, however there numerous other overhead hazards remaining insitu, see later for details.

The ground floor of the main building is particularly dangerous where sections of the floor have been removed and old doors and sheets of loose board have been placed as temporary walkways over the openings.

The site remains strewn with debris including broken glass, wire, and other debris including sharp and jagged sheets of steel and debris.

6. MAIN BUILDING – ACCESS & INSPECTION ROUTE;

We initially inspected the front wall and Portico on the south side of the building.

Unable to get around the perimeter to complete our external inspection we then accessed the building via the debris strewn stairs at the north west end of the West Wing of the building.

The stairs enabled direct access to the first floor of the West Wing.

Once on the first floor we readily accessed all other parts of the building and the other nearby buildings.

We walked along the main corridor to the first floor lift foyer where we accessed the stair which went down to the main entrance foyer at ground level.

We returned to the first floor and then walked along the east Wing corridor to the North East Wing and exited via the steel stairs down to ground level in the large courtyard.

Once at ground level we then walked around the back of the site to view the north side of the Victoria Ward.

We then walked through the Victoria Wing inspecting the internal ground level areas, then inspecting the north side of the West Wing.

We then walked back into the Link building through the breezeway past the small courtyard, via the North West Wing into the breezeway at the rear of the large courtyard.

After inspecting the large courtyard we walked around the back of the North East Wing, to inspect the North Centre and South Outbuildings completing our external inspection.

We re-entered the Main Building at the kitchen to commence our internal inspection with the ground floor of the North West Wing, and walked through the ground floor of the East Wing, then the North West Wing ground floor and then the West Wing completing our ground level internal inspections.

We then returned to the main entrance foyer and climbed the stairs back to the first floor where we inspected the first floor starting with the East Wing, then the North East Wing, the Portico, the North west Wing and then completing our inspection of the first floor of the West Wing before exiting via the stairs at the north west corner of the West Wing.



7. MAIN BUILDING – EAST WING GROUND LEVEL; (see photo logs part 1 pages 38-48)

The ground level of the East Wing was dangerous to access with sections of floor missing.
The missing sections of floor appear to have been removed prior to the fire.
The main entrance foyer is a particularly difficult area to inspect with limited natural light, there is no floor in this area and it is strewn with debris.
The rooms closest to and west of the main entrance foyer area are the most damaged.
However, there are part burnt or unburnt wheelie bins in the room east of and adjacent to the main entrance foyer indicating there was limited heat in this area.
The original plaster ceilings remain insitu over the suspended ceiling in the ground floor area.
There are numerous areas of apparent non-fire related damages, their origin is unclear, they may be due to pre-fire works or post fire inspections.
The masonry construction has contained the most intense areas of the fire to the main entrance foyer area and the rooms immediately west of the foyer.
The masonry stair treads and steel balustrade to the first floor remain intact.
Hard plaster over the masonry walls remains intact on most surfaces in the main entrance area, indicating that it may have served as a protective coating for the masonry.
There are extensive areas with unburnt combustible materials (including curtains, furniture and joinery) scattered throughout.
Only about 5% of the ground floor has been structurally impacted, being the floor in the vicinity of the main entrance foyer, however it is unclear how much of this may have been removed prior to the fire.
No apparent structural impacts on any walls.
The majority of linings are intact and unaffected, most doors, windows and joinery also unaffected.
8. MAIN BUILDING – EAST WING FIRST FLOOR; (see photo log part 2, pages 18-24)

Brickwork walls are all straight and unaffected by the fire.
The floor is covered in fire debris making inspection of the floor slab difficult and limiting access to some areas.
Fallen debris includes balustrade and decking from viewing platform.
Electrical conduits embedded in hard plaster internal wall linings have contributed to surface cracking.
Some limited cracking in brickwork, minor only, no apparent deflections, misalignment or signs of movement.
Some openings in brickwork do not appear to have lintels? Possibly relied upon timber for support.
Total loss of roof frame and cladding, ceiling framing and plaster linings.
Total loss of timber doors, windows and general joinery.
9. MAIN BUILDING – WEST WING GROUND FLOOR; (see photo log part 2, pages 3-11)

Similar circumstances to the East Wing, most intense at or near the main entrance foyer.
There are extensive areas with unburnt combustible materials scattered throughout, however the majority of linings are intact and unaffected, most doors, windows and joinery also unaffected.
No apparent structural impacts.
An LP Gas cylinder is laying on the floor of one of the rooms north of the main corridor, see photo no.
10. MAIN BUILDING – WEST WING FIRST FLOOR; (see photo log part 3, pages 1-7)

As for East Wing first floor, brickwork walls are all straight and unaffected by the fire.
Some minor cracking, no apparent deflections or signs of movement.
Total loss of roof frame and cladding, ceiling framing and plaster linings.
Total loss of doors, windows and general joinery.
11. PORTICO; (see photo log part 1 pages 3-5 & part 2 pages 15-17)

At ground level there is some damage to the ceiling, mainly heat and smoke damage, however structurally it is relatively unaffected.
Some efflorescence in the brickwork, where the cavity is possibly retaining water from the fire suppression activities or recent rain.
No apparent drainage vents or perps for cavity?
The ornate brickwork and hard plaster cornice and pier caps are in good order.
No cracks in the lintels or the surface of the slab.
The deck has been tanked and seems OK, need to clear debris to verify the condition of the entire surface.
12. NORTH WEST WING GROUND LEVEL; (see photo log part 2 pages 1&2)

Similar circumstances to the East Wing, most intense at or near the main entrance foyer.
There are extensive areas with unburnt combustible materials scattered throughout, however the majority of linings are intact and unaffected, most doors, windows and joinery also unaffected.
No apparent structural impacts.
13. NORTH WEST WING FIRST FLOOR; (see photo log part 3 pages 1-8)

Again similar circumstances to the East Wing, the brickwork walls are all straight and unaffected by the fire.
Extensive areas of debris scattered over floors.



Some minor cracking, no apparent deflections or signs of movement.
Total loss of roof frame and cladding, ceiling framing and plaster linings.
Total loss of doors, windows and general joinery.

14. NORTH EAST WING GROUND LEVEL; (see photo log part 1 pages 34-37)
Again similar circumstances to the East Wing, most intense at or near the main entrance foyer.
There is a burnt out timber staircase on the east side of the corridor linking the first floor.
Extensive areas with unburnt combustible materials scattered throughout, majority of linings are intact and unaffected, most doors, windows and joinery also unaffected.
No apparent structural impacts.
15. NORTH EAST WING FIRST FLOOR; (see photo log part 2 pages 25-32)
Brickwork walls are all straight and unaffected by the fire.
There is some minor wall cracking, mainly radial, no apparent deflections or signs of movement.
A burnt out timber staircase on the east side of the corridor linking the ground floor is dangerous, needs to be barricaded off.
There is also a steel fire escape which leads down into the large courtyard on the west side, still serviceable and not affected by the fire.
Some concrete lintels are apparent and unaffected by the fire.
A raised/elevated platform remains intact, we are unsure of its purpose or function.
A riveted steel water tank sits precariously on a wall and may fall on someone, needs to be secured.
A number of walls have holes in them, (they appear to predate the fire), the masonry debris is under the fallen fire debris possibly done with a sledge hammer.
Total loss of roof frame and cladding, ceiling framing and plaster linings.
Total loss of doors, windows and general joinery.
16. VICTORIA WARD; (see photo log part 1 pages 15 & 16)
An extensive part of the roof is directly impacted by fire and also fallen debris at the east end of the building where it abuts the North West Wing.
Most of the roof frame is fire affected in this area and needs to be replaced.
The connecting breezeway is also affected with damaged roof and fallen debris.
17. LINK BUILDING;
The structural elements and internals appear to be unaffected by fire, however there is either a lot of fallen fire debris or rusting on the roof.
18. NORTH OUTBUILDING; (see photo log part 1 page 30)
The roof abutting the North East Wing is fire impacted, with loss of timber framing and cladding.
Also has significant debris in the roof space.
19. CENTRE OUTBUILDING;
The roof abutting the North East Wing is fire impacted, with loss of timber framing and cladding.
Also has significant debris in the roof space.
20. SOUTH OUTBUILDING; see photo log part 1 pages 31-33)
The roof abutting the North East Wing is fire impacted, with loss of timber framing and cladding.
Also has significant debris in the roof space.
21. NEW WARD;
We did not enter the new ward building, there was no external evidence of fire impact.
We closely examined the building externally at the interface with the fire damage buildings.
There is no apparent damage on the new ward building. Refer to the attached site photo log for details.
22. LAUNDRY & CHAPEL;
We did not enter the laundry or the chapel.
However we did examine these buildings externally at the interface with the fire damage buildings.
Whilst the laundry has some fire debris on the roof there is no apparent damage upon either the laundry building or the chapel.
From our external inspection it was readily apparent that both buildings are readily accessible and have been heavily vandalised. Refer to the attached site photo log for details.
23. NEW APARTMENTS;
We did not access the new apartments to assess any fire impacts upon that structure.
However we did observe that there is some external fire/heat damage at the south east corner of the East Wing, see site photos for details.
This building has also suffered vandalism and is readily accessible.



24. EXAMINATION OF RC SLAB;

During our initial inspection we were not appropriately equipped or prepared to clear away the debris from the surface of the slab.

We returned to the site on Friday 18/11/11 at about 11.00am with tools to clear away the debris from the upper surface of the first floor suspended concrete slab and examine the slab for signs of any fire damage.

We selected 4 sites for closer examination as follows;

- Main Building - West Wing at West End, South West Corner. (see photo log part 3, photos 46-49)
- Main Building - East Wing above Main Entrance (East side). (see photo log part 3, photos 50-60)
- North West Wing at North End of Corridor. (see photo log part 3, photos 61-66)
- North East Wing in North West Corner. (see photo log part 3, photos 67-85))

Whilst this examination is limited to the areas uncovered and represent only a small portion of the entire concrete slab, this assessment is a useful guide.

Our examination of the slab surface involved simply removing the debris and undertaking a visual inspection of the exposed surface.

That inspection was aided by the tapping of the surface with the spade and also further aided with the washing of the surface with water.

The full extents of any other damage may only be definitively determined with the clearance of debris and an examination of all of the slab surfaces.

However our assessment did identify some cracking and spalling.

The level of cracking was minimal, ie. cracks estimated to be less than 1mm wide.

Likewise, the spalling was shallow, ie. less than 2mm deep.

We did not detect any vertical displacement in the cracking, nor did we detect any apparent deflections or evidence of differential settlement.

It should be noted that as at the time of writing we are unable to determine whether the cracking may have pre-existed the fire, ie. it is possible that some cracking may not be fire related.

Refer to site photo log part 3 (as above) for further details.

7.0 Discussion

The purpose of this report is to examine and consider the impact of the fire upon the structural capacity of the old hospital building(s). The preservation of these significant heritage buildings is largely dependent upon integrity of the remaining structural elements.

7.1 Roof Frames & Cladding

The entire extents of the timber roof frames and associated timbers have been lost from the Main Building and the two North West and North East Wings. All of the terra cotta tile roof cladding have also been destroyed. Parts of the timber roof framing in the adjoining buildings have also been lost.

From the aerial photos we note that the original roof frames were conventional pitched roofs, with hips, ridges, valleys and extensive box/valley gutters. The box gutters ran almost the full length of the Main Building.

7.2 Masonry Walls

It is apparent that the original buildings underwent numerous extensions and modifications throughout the development history of the site. Building standards have changed dramatically over the years. Many of the masonry features of the building are contrary to or do not comply with current standards, in particular we note the almost complete lack of articulation joints, apparent lack of lintels in some situations, no weep holes or perp vents, also the unusually long lengths of apparently unsupported single brick walls, ie. with no piers or supports. However the quality of the masonry work is outstanding and notwithstanding the occasional crack it remains in good condition, straight, square and plumb.

There are also signs that some of the cavities have retained water, possibly from the fire suppression activities, with wet bricks, some mortar loss from wash and also some limited efflorescence. All of which can be readily rectified, remedied or repaired insitu. It is unclear what tie-down mechanisms were in place in the original structure to prevent the roof frame from being detached during a high wind event. Accordingly, it is also unclear if these mechanisms survived the fire and are readily re-used for the restoration of the roof. There are a number of options available however to deploy or retrofit new hold-down systems.

The internal linings are mostly hard plaster surfaces which have acted as an excellent protective barrier against the effects of fire and heat. The plaster has also prevented us from inspecting the entire surface of the brickwork. The presence of the steel conduits embedded in the hard plaster wall linings has contributed to the failure of the plaster lining, however the brick work appears to be generally unaffected.

There are several significant masonry elements and architectural features worthy of particular mention, all of which are unaffected by the fire. They include the following;



- The Portico, with its fluted brick pillars, ornate cornice trim, hard plaster pier caps and corbels.
- Arched porch in the large courtyard, off the west side of the North East Wing.
- Bevelled edge brick piers each side of the Portico and at the ends of the front wall.
- General tradesmanship and masonry features, including bevelled hob basework, rebated insets, hard plaster lintels, sills and trims.

In summary, the walls remain sound, generally all plumb, square, straight and in good order. There are no signs of foundation movement, heave, subsidence or instability. All observed fire damage is readily repairable.

7.3 Suspended Floor Slab

As above, the condition of the slab is yet to be definitively determined. That can only occur once the slab is completely cleared of debris and a complete assessment is possible to check for deflections and cracking. The cracking and spalling we observed is restricted to the surface and considered to be of minimal structural consequence, if any. Once exposed the surface of the slab can be readily repaired.

Only fires of the highest intensity and long duration generally have any impact upon concrete. Only a small portion of the first floor slab had any fire beneath it. The likely cause of the observed fire impact on the slab relates to the materials which have fallen onto the slab and continued to burn. Under these circumstances the majority of the heat rises up and away from the slab.

7.4 Heat Intensity & Duration Mapping

For the purposes of a more thorough assessment of the impact of the fire on a structure it is possible to map the distribution of the fire intensity and the duration of the exposure of the various structural elements. That heat intensity distribution can be determined based upon our observations and the application of various technical references (including the Guidelines for Assessment of Fire Resistance of Structural Steel Members AISI 1987 and others).

Other technical references include the various Australian Standards, in particular the design codes, ie. AS 3600 Concrete, AS 3700 Masonry and AS 4100 Steel. We note the following relevant extracts from these standards:

- **AS 3600 Concrete**
Clause 5.4 in AS 3600 Concrete Structures states that the fire resistance period for a beam in a roof or floor system is given by –
 - (a) *Table 5.4.1(A) or Figure 5.4.1(A) for simply supported beams; or*
 - (b) *Table 5.4.1(A) or Figure 5.4.1(A) for continuous Beams;**Clause 5.5 in AS 3600 also states the fire resistant period requirements for slabs.*
- **AS 3700 Masonry**
The fire resistance level that a member can provide in terms of structural adequacy, integrity and insulation, shall be determined in one of the following ways:
 - (a) *By design from tabulated values or designed based calculations based in test results in accordance with the following Clauses:*
 1. *For structural adequacy Clause 6.3*
 2. *For integrity Clause 6.4*
 3. *For Insulation Clause 6.5*
 - (b) *By Testing of a prototype with AS 1530.4*
 - (c) *By a recognized method of calculation, based in the properties of the material at elevated temperatures and using accepted engineering principals to predict the behavior of the member.*
- **AS 4100 Steel**
Clause 12.1 in AS 4100 Steel Structures states that the period of structural adequacy (PSA) shall be determined in accordance with Clause 12.3, using the variations of the mechanical properties of steel with the temperature specified in Clause 12.4.

We note the following indicators which are commonly used as signs of apparent heat intensity at a fire site;

- *peeling sheets of paint draping from surfaces are an indicator of the heat intensity being below ignition.*
- *melting PVC power points, light fittings etc indicate that temperatures in those areas exceeded 66°C (150°F).*
- *total loss of paint from the structural steel indicates temperatures in those areas exceeded 120°C (250°F).*
- *for clean unpainted steel, a yellowish brown colour indicates a temperature of 240 - 250°C (460 - 480°F) while a blue colour indicates a temperature of 310 – 340°C (600 - 640°F).*



The deformation of structural members and associated materials (coatings, pipes, etc.) can also provide valuable information to develop a "heat intensity map for" the site. The structural capacity of masonry and steel elements impacted by fire/heat varies with exposure, temperature and duration. Whilst a thorough forensic analyses of the site taking into account all of these effects is possible, it is beyond the scope of this report.

7.5 Other Matters

We noted the following unexplained matters which may require further consideration if not investigation;

- i. There are numerous holes in the internal masonry walls of the first floor, particularly the North West Wing. The holes are substantial and pre-existed the fire.
The holes have the effect of weakening the walls and the structure generally.
- ii. Numerous sections of flooring removed from the ground floor in the Main Building, ie. in the East Wing.
- iii. The apparent uniform and universal distribution of the fire throughout the entire roof of the 2 x level sections of an irregularly shaped building is difficult to understand.
Most fires spread in an irregular fashion, influenced by prevailing winds, availability of fuel etc.
- iv. The general condition of the site and the buildings, ie. the lack of maintenance and the evidence of apparent long term vandalism indicate that this site has been neglected for an extended period of time.

8.0 Summary of Fire Impact

8.1 Extents of Fire Damage

The majority of the serious fire impacts occurred at the first floor level. From our observations on site we note the following as a summary of our observed distribution of the fire/heat/smoke impacts in terms of affected floor area;

Table - 8.1 Fire Damage Extents by Floor Area:

Section	Level	Fire	Heat	Smoke
Main Building East Wing	Ground	5%	25%	75%
	First	100%		
Main Building West Wing	Ground	5%	25%	75%
	First	100%		
Portico	Ground			
	First			
North West Wing	Ground	5%	25%	75%
	First	100%		
North East Wing	Ground	5%	25%	75%
	First	100%		
Victoria Ward	Ground	25%	25%	30%
Link Building	Ground	5%		
North Outbuilding	Ground	10%	20%	25%
Centre Outbuilding	Ground	10%	20%	25%
South Outbuilding	Ground	10%	20%	25%

8.2 Fire Damage Structural Impacts

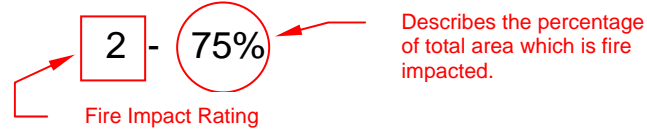
To describe the structural impacts of the observed fire damage we have compiled a table, see below. For the purposes of this tabulation the smoke has a negligible impact. Only fire and heat damage has any direct effect upon structural capacity. We summarise the resultant structural impact in the tabulation below using the following numerically based fire impact rating system;

- No Fire Impact 0 No structural effect.
- Minor Fire Impact 1 No loss of structural capacity, aesthetic impact only.
- Impacted by Fire 2 Some loss of capacity, can be repaired or strengthened.
- Seriously Impacted by Fire 3 Resulted in reduced structural capacity, requires repairs and strengthening.
- Destroyed by Fire 4 Total loss, no structural capacity remaining, requires replacement. (shown in red)



Where a percentage is nominated assume the balance is unaffected, ie. has a "0" or negligible fire impact.

Example;



Meaning; 75% of this area is destroyed and the balance, 25% has not been impacted.

Table 8.2 - Fire Damage Structural Impacts

	Level	Found'ns	Fire Impact	Floor	Fire Impact	Walls	Fire Impact	Roof	Fire Impact
Main Building East Wing	Ground	Strip Footings & Stumps	0	Timber	4 - 5%	Masonry	0		
	First			Suspended RC Slab	0			Tiles over Timber	4
Main Building West Wing	Ground	Strip Footings & Stumps	0	Timber	4 - 5%	Masonry	0		
	First			Suspended RC Slab	2	Masonry	2 - 75%	Tiles over Timber	4
Portico	Ground	Slab on Ground & Pads	0	RC Slab on Ground	0				
	First			Suspended RC Slab	2				
North West Wing	Ground	Strip Footings & Stumps	0	Timber	0	Masonry	0		
	First			Suspended RC Slab	2	Masonry	2 - 75%	Tiles over Timber	4
North East Wing	Ground	Strip Footings & stumps	0	Timber	0	Masonry	0		
	First			Suspended RC Slab	2	Masonry	2 - 75%	Tiles over Timber	4
Victoria Ward	Ground	Strip Footings & Slab on Ground	0	RC Slab on Ground	0	Masonry	0	cgi over Timber	4 - 15%
Link Building	Ground	Strip Footings & Slab on Ground	0	RC Slab on Ground	0	Masonry	0	Steel Tray Deck	2 - 10%
North Outbuilding	Ground	Strip Footings & Stumps	0	Timber	0	Masonry	0	cgi over Timber	4 - 15%
Centre Outbuilding	Ground	Strip Footings & Stumps	0	Timber	0	Masonry	0	Tiles over Timber	4 - 20%
South Outbuilding	Ground	Strip Footings & Stumps	0	Timber	0	Masonry	0	cgi over Timber	4 - 15%



8.3 Development Proposal

We understand from the planning permit conditions and other documents that the pre-fire the development proposal included the retention of the existing external masonry and required the roof to be removed from the existing 2 x storey main building and the addition of a 3rd level.

From our inspections of the site we have determined that nothing has materially changed onsite with respect to the structural capacity of the principal elements as a consequence of the fire. We have not been able to identify any structural damage nor have we detected any signs of instability within the structural elements which were to be retained, which would require the demolition of these buildings.

9.0 Conclusion

From the above observations, discussion etc. we conclude the following;

- A. We conclude that the principal structural elements of these buildings remain structurally sound and stable. Also that the damage can be readily repaired and enable these structures to be readily incorporated into an "adaptive reuse" type development.
- B. We estimate that about 70% of the structure remains intact and structurally adequate, being equivalent to its pre-fire condition.
- C. Also that a further 10% of the structure requires repair to restore it to its pre-fire condition.
- D. Of the remainder, about 20% of the total structure being the roof frames need to be replaced with new equivalent materials.
 - total loss of the roof frame on the Main Building.
 - partial loss of the roof frame on the Outbuildings and Victoria Ward.

10.0 Recommendations

In consideration of the above we make the following recommendations;

- That the building perimeter be immediately made secure to prevent any further unauthorised access.
- That the building be cleared of debris and made safe for access.
 - cover or barricade all floor openings.
 - close off or barricade burnt out stairs.
 - take down the water tank from the walls in the North East Wing.
- That further investigations be made to resolve unresolved issues listed as "7.5 Other Matters".
- That the roof be reinstated, windows and doors repaired/replaced and the building made weatherproof to prevent any further deterioration of the structure.
- That this assessment be reviewed once all of the debris has been cleared and removed and the site made universally accessible.

Please see attached the following items for your attention/consideration/review;

- Site Photo Log's
 - Part 1 being 201 annotated colour images dated 17/11/11, on 48 x A3 size sheets.
 - Part 2 being 178 annotated colour images dated 17/11/11, on 40 x A3 size sheets.
 - Part 3 being 85 annotated colour images dated 17/11/11 & 18/11/11, on 18 x A3 size sheets.
- Site Map – aerial image courtesy of www.nearmap.com,
 - enlarged (A3) and rotated post fire image dated 31/10/11
 - post fire image dated 31/10/11.
 - pre-fire image dated

Should you require any further information on this subject please contact the undersigned.

Yours Faithfully,

Glen M. Ryan
for **GMR Engineering Services**



Former Hospital Building, McLennan Street Mooroopna
– AERIAL IMAGE POST-FIRE 31/10/11 (ENLARGED & ROTATED)



Image courtesy of www.nearmap.com



**Former Hospital Building, McLennan Street Mooroopna
– AERIAL IMAGE PRE-FIRE (7/9/10)**

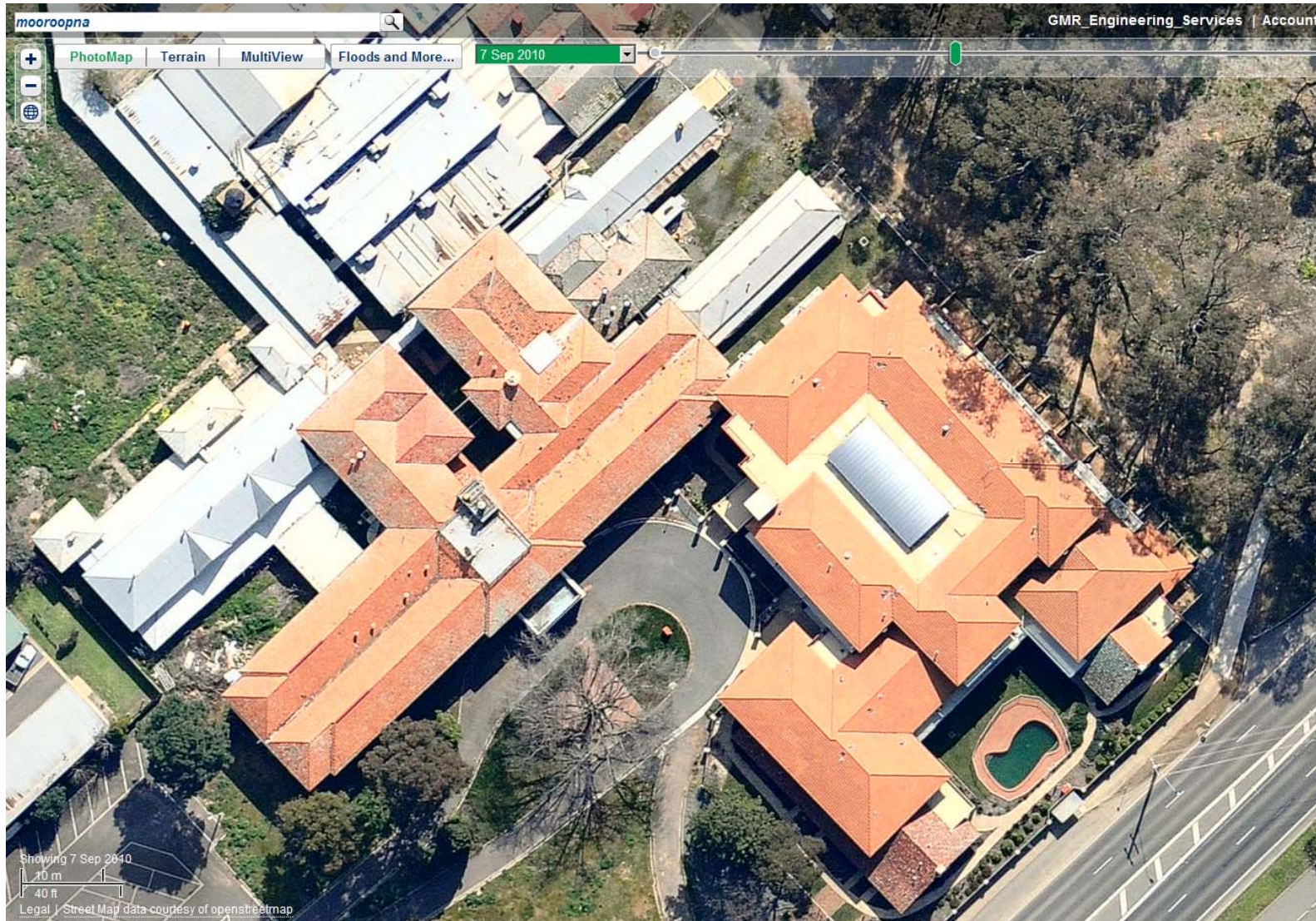


Image courtesy of www.nearmap.com



**Former Hospital Building, McLennan Street Mooroopna
– AERIAL IMAGE POST-FIRE (31/10/11)**

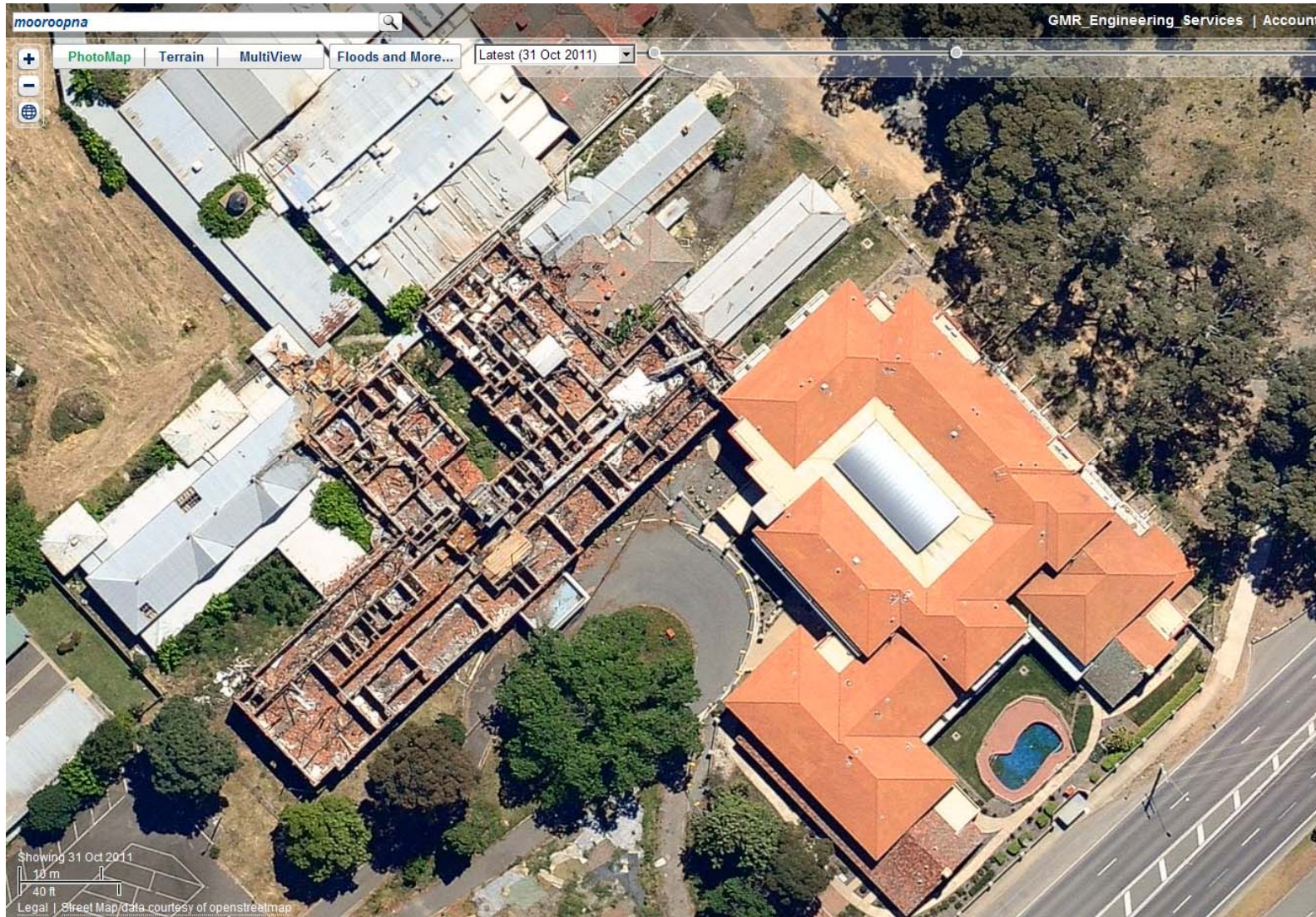
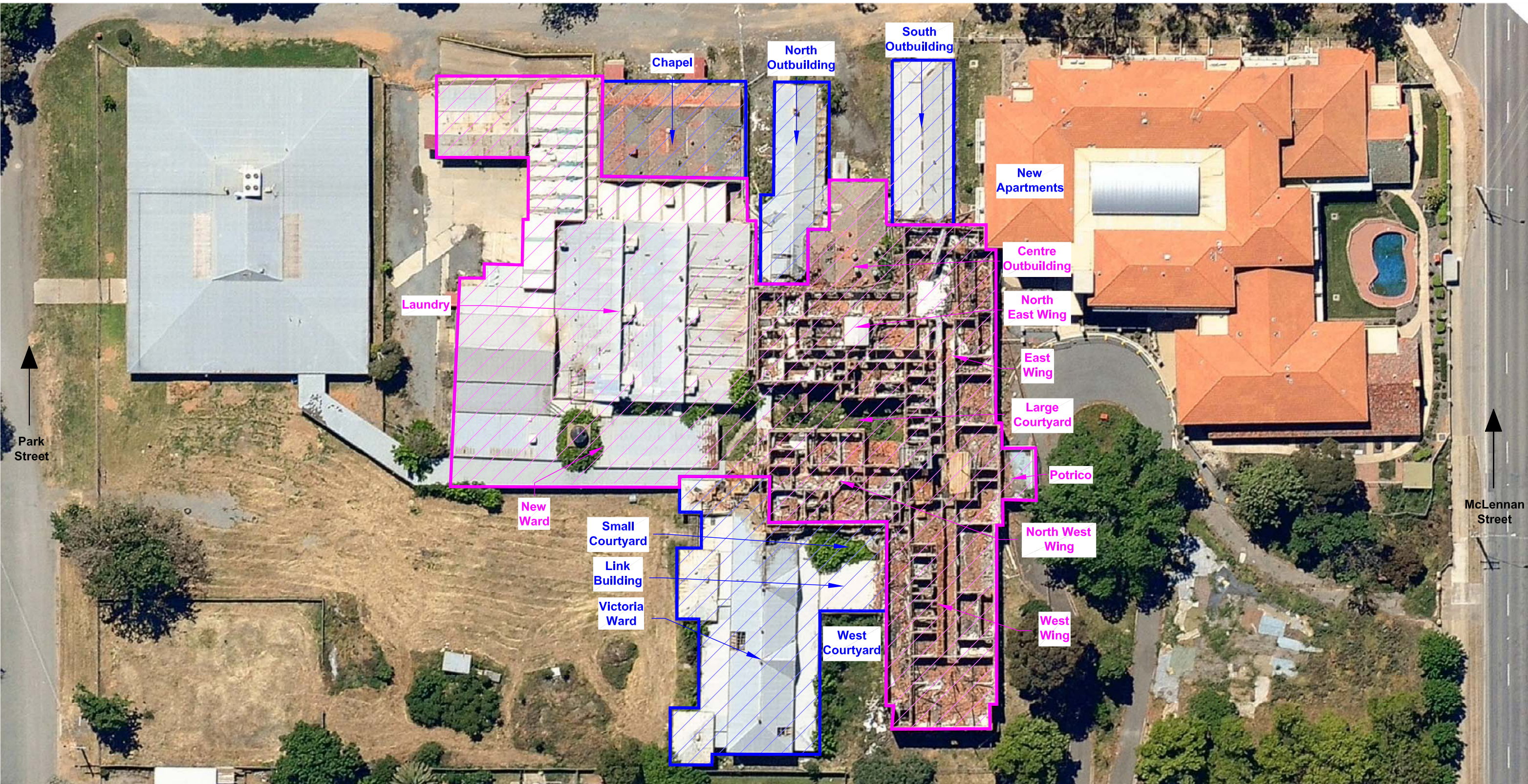
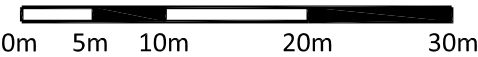




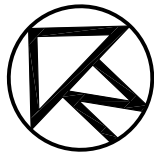
Image courtesy of www.nearmap.com



This image is courtesy of www.nearmap.com



-  Buildings to be demolished
-  Buildings to remain



Job Number: GMR11019 - Mooroopna Hospital Structural Review
Location: P:\Work\2011\GMR11019 Mpna Hospital Structural Review\Engin\DWGS\DWGS current
Prepared by: MB



Maurice Farrugia & Associates Pty Ltd
Consulting Structural and Civil Engineering
ACN: 057284 223
ABN: 13 057284 223
112 Bank Street, South Melbourne 3205
Tel: 9696 9073 Fax: 9690 4131

SITE INSPECTION REPORT

PROJECT: Condition report on fire damage to building
Mooroopna Hospital
Mooroopna

JOB NO: 11-133

DATE: 6 May 2011

BY: Maurice Farrugia

An inspection was undertaken of the original Mooroopna Hospital building at the above address.

The building is some 120 years old, of two storey construction with a timber framed tiled roof, solid brick wall construction, a concrete first floor slab and the ground floor is part concrete and part timber framed.

A fire at the hospital building in January 2011 has caused extensive damage.

The roof and framing has been comprehensively destroyed by the fire. Masonry walls and the first floor concrete slab also exhibit some fire damage.

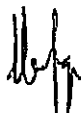
The timber ground floor sections have generally also been damaged extensively by the fire and needs total replacement.

The building should not be left in its current state for a great length of time without remedial works.

The first floor walls are currently stabilized by inherent restraint from the wall layout. It is recommended that first floor masonry walls be braced to ensure stability is maintained or demolished to first floor level.

In view of the damage and difficulty in maintain stability during construction it is probably not feasible to rectify damaged areas. In lieu of this re-building is probably a better option.

Yours faithfully,
MAURICE FARRUGIA & ASSOCIATES PTY LTD

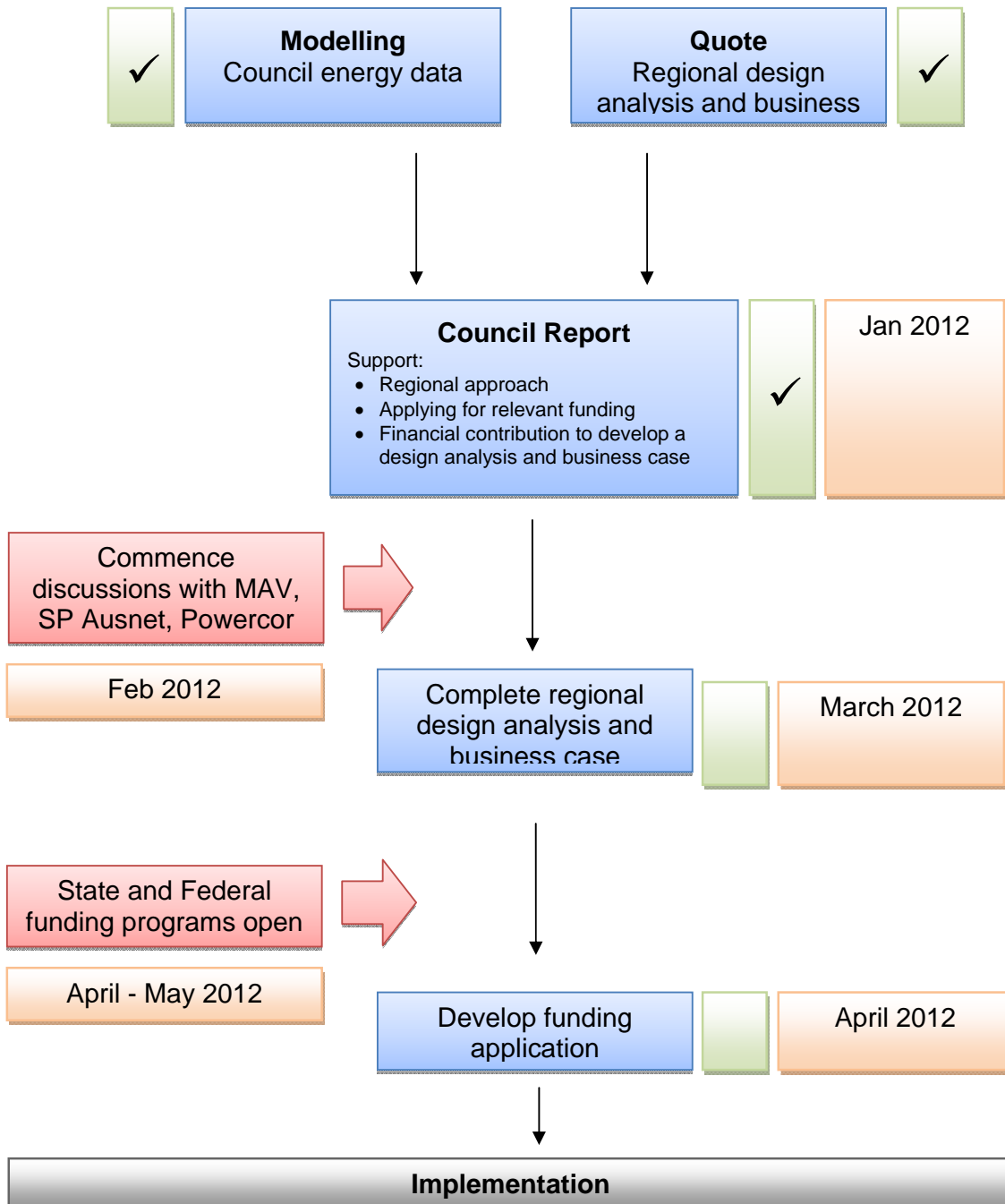

Maurice Farrugia
BE (Civil) MIE (Aust) CP (Eng)

Street Lighting Project - Council Report - Attachments

Attachment 1.

Goulburn Broken Regional Street Lighting Retrofit Project

Flowchart



Attachment 2. Funding Options

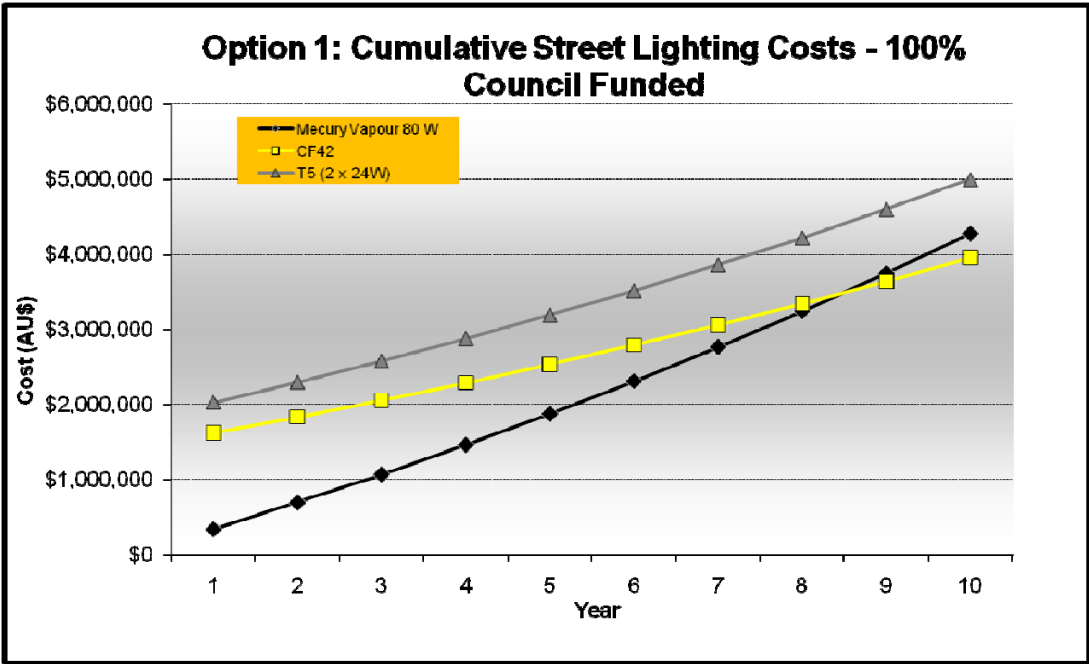


Figure 1. 100% council funded (estimated)

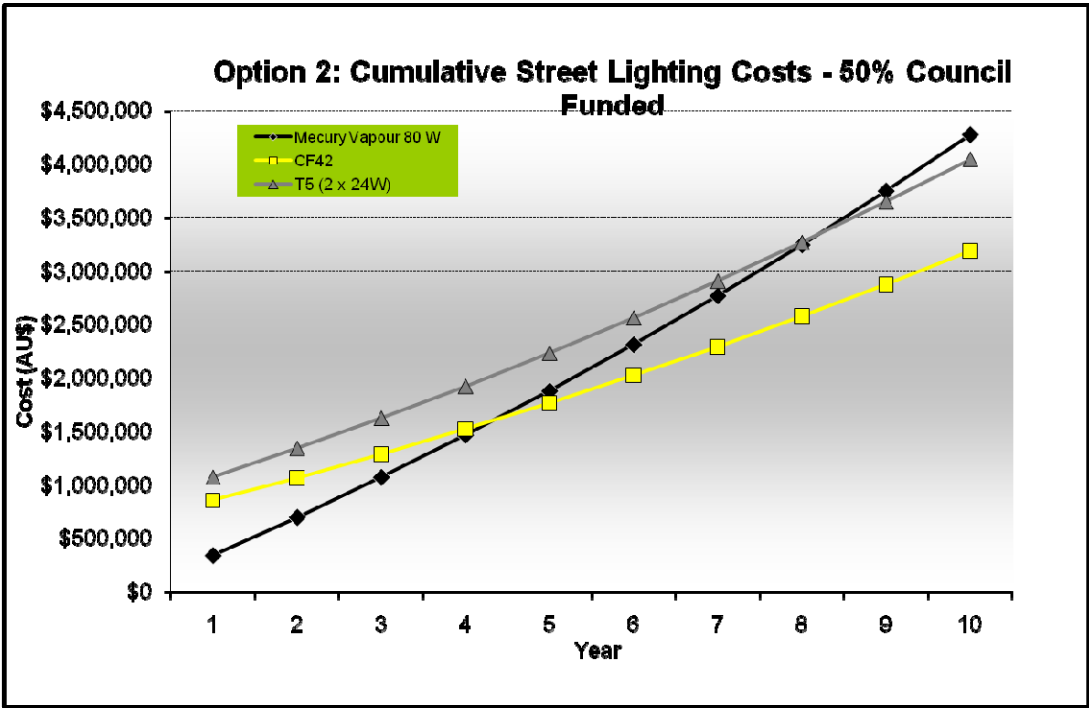


Figure 2. 50% council funded (estimated)

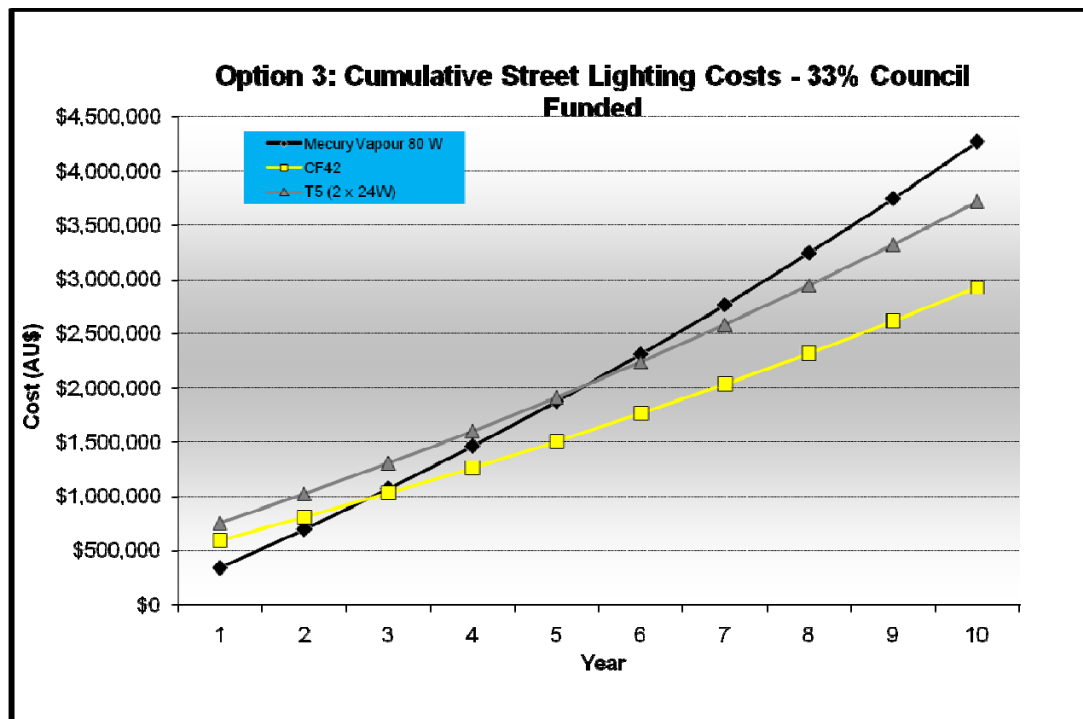


Figure 3. 33% council funded (estimated)

Attachment 3.

Table 1: Corporate Greenhouse Gas Emissions by sector in 2003

Sectors	CO ₂ eqv (tonnes)	CO ₂ eqv (%)	Energy (GJ)	Cost (\$)
Buildings	6,727	58	33,550	464,688
Vehicle Fleet	1,274	11	18,921	496,678
Streetlights	3,248	28	8,108	119,406
Water/Sewage	297	2.6	742	25,2170
Waste	60	0.5		0
Total	11,605	100	61,322	1,078,969

Attachment 4.

T5 Fluorescent Lighting Technology

Tubular fluorescent technology is a mature lighting technology that continues to get better. T5s use 69% less energy than the conventional 80 watt mercury vapour globes.

Lamp life is also good, at 20,000 hours. Technology in this area is continuing to improve which will may possibly in the future for further energy and greenhouse savings

Snapshot of T5 Technology

Typical lamp wattage for minor roads (watts)	2 x 14, also available in 2 x 24 W
Other public lighting applications	Reserves and parks
Efficacy (lumens per watt, for lamps less than 80 watts)	85 to 105
Typical lumen depreciation before replacement	10%
Colour rendering index and light colour	80-85, white
Lamp life (for lamps less than 80 watts)	20,000 to 24,000 hours (48,000 for Aura long life)
Reliability and toughness	Good
Use in public lighting in Australia	Some use
Special features	Dimmable

42 Watt Compact Fluorescent Lighting Technology

Compact fluorescent technology has been used in public lighting, especially in solar public lighting applications. It is reasonably priced and offers good efficiency, but its short life means greater replacements. Compact Fluorescent 42 watt globes use 50% less energy than the conventional 80 watt mercury vapour globes.

Snapshot of CFL Technology

Typical lamp wattage for minor roads	42 watts, also available in 35 watts
Other public lighting applications	Reserves and parks, decorative lighting
Efficacy (lumens per watt, for lamps less than 80 watts)	70- 80
Typical lumen depreciation before replacement	10-20%
Colour rendering index and light colour	80-85, white
Lamp life (for lamps less than 80 watts)	10,000- 12,000 hours
Reliability and toughness	Fair
Use in public lighting in Australia	Some use

COUNCILLORS' EXPENSE REPORT FOR DECEMBER 2011

	November	December	Total
<u>Geoff Dobson</u>			
Telephone Rent	\$40.86	\$40.86	\$113.91
Internet Connection			\$0.00
SMS	\$4.00	\$2.96	\$24.27
Calls	\$64.44	\$96.44	\$444.99
Travel			\$22.00
Other	\$25.00		\$1,316.10
Allowance		\$5,923.63	\$40,656.05
Vehicle	1,507.00		\$7,535.00
	\$1,641.30	\$6,063.89	\$50,112.32
<u>Kevin Ryan</u>			
Telephone Rent	\$40.86	\$40.86	\$112.80
Internet Connection	\$34.50	\$34.50	\$207.00
SMS			\$26.63
Calls	\$115.13	\$50.60	\$294.21
Travel			\$0.00
Other			\$24.33
Allowance		\$5,923.63	\$17,642.35
	\$190.49	\$6,049.59	\$18,307.32
<u>Jenny Houlihan</u>			
Telephone Rent	\$9.09	\$9.09	\$49.26
Internet Connection	\$50.00	\$50.00	\$300.00
SMS	\$1.98	\$1.65	\$16.94
Calls	\$51.61	\$54.63	\$305.78
Travel			\$0.00
Other	\$320.00		\$654.55
Allowance		\$5,923.63	\$17,642.35
	\$432.68	\$6,039.00	\$18,968.88
<u>Milvan Muto</u>			
Telephone Rent	\$40.86	\$40.86	\$113.91
Internet Connection			\$312.73
SMS	\$13.36	\$12.29	\$84.60
Calls	\$99.69	\$123.10	\$555.32
Travel			\$0.00
Other			\$12.72
Allowance		\$5,923.63	\$17,642.35
	\$153.91	\$6,099.88	\$18,721.63
<u>Michael Polan</u>			
Telephone Rent	\$40.86	\$40.86	\$113.91
Internet Connection			\$0.00
SMS	-\$43.06	\$12.29	\$12.29
Calls	-\$1,552.76	\$74.64	\$81.85
Travel			\$0.00
Other	\$0.00	\$100.00	\$100.00
Allowance		\$19,796.30	\$31,515.02
Vehicle		\$1,507.00	\$1,507.00
	-\$1,554.96	\$21,531.09	\$33,330.07
<u>Cherie Crawford</u>			
Telephone Rent	\$40.86	\$40.86	\$113.91
Internet Connection	\$50.00	\$50.00	\$300.00
SMS			\$0.00
Calls	\$23.87	\$29.34	\$134.81
Travel	\$1,290.86		\$1,290.86
Other			\$0.00
Allowance		\$5,923.63	\$17,642.35
	\$1,405.59	\$6,043.83	\$19,481.93
<u>Chris Hazelman</u>			
Telephone Rent	\$36.35	\$36.31	\$103.74
Internet Connection	\$49.99	\$49.99	\$299.94
SMS	\$2.12	\$3.54	\$15.19
Calls	\$73.52	\$61.16	\$570.79
Travel			\$0.00
Other		\$875.36	\$2,167.50
Allowance		\$5,923.63	\$17,642.35
	\$161.98	\$6,949.99	\$20,799.51
Catering	\$950.00	\$1,130.27	\$10,991.27
Total	\$3,380.99	\$59,907.54	\$190,712.93

Councillors travel from different locations in the municipality to attend to Council business. This means different travel costs are reimbursed.

Catering includes catering for all Council meetings and briefings, together with civic functions and receptions.

Councillors also attend conferences and there may be travel costs associated with these conferences.

Greater Shepparton Safe Communities Advisory Committee Terms of Reference

Introduction

Greater Shepparton City Council is committed to working with the community recognising that people are the heart of making communities safer places in which to live, work, learn, play and travel. Every member of the Greater Shepparton community has a responsibility to promote and maintain their safety and the safety of others and Council is committed to supporting the community in this responsibility. The establishment and development of the Greater Shepparton Safe Communities Advisory Committee (SCAC) provides a forum to advise on current community safety priorities and work towards developing initiatives to address these issues. The structure of this Committee has been guided by the World Health Organisation International Network of Safe Communities Guidelines.

Community safety is an identified priority for Greater Shepparton's local community and is addressed in the "Greater Shepparton Council Plan 2009 - 2013", "Greater Shepparton 2030", and the "Municipal Public Health Plan 2009 – 2013".

Functions of the Greater Shepparton Safe Communities Advisory Committee

The functions of the SCAC are to:

- work in partnerships to provide advice on the strategies in the of the Safer City Strategy 2011-2014 and other relevant safety strategies;
- delegate working groups to consider community safety issues in accordance with relevant safety strategies and needs;
- be committed to ongoing evaluation of the Safer City Strategy 2011-2014 and other relevant safety strategies;
- bring forward recommendations regarding future community safety strategies and initiatives and on-going developments;
- foster community safety planning at a local level;
- provide a forum to support improved co-ordination of innovative local safety programs aimed at increasing safety of Greater Shepparton residents, businesses and visitors;
- progress toward gaining accreditation under the World Health Organisation's (WHO) Indicators for Safer Communities through application of their principles;

Reporting

- The SCAC will receive regular quarterly reports as required from its working groups.
- The Greater Shepparton City Council Community Safety Officer will provide reports or briefings to Council on an annual basis or as required.

Membership

Membership of the SCAC will be appointed as follows:

Chairperson: Councillor of the Greater Shepparton City Council

Greater Shepparton City Council Representatives Comprising:
Councillor
Manager Culture and Community Strengthening
Community Safety Officer

Victoria Police Shepparton Representatives Comprising:
Inspector
Crime Prevention Officer

Community and Private Sector Representatives:
Goulburn Valley Health representative
Primary Care Connect representative
Department of Education and Early Childhood Development representative
Older Person Advisory Committee representative
Disability Advisory Committee representative
Department of Human Services representative
Youth Service Network representative
Ethnic Council representative
Rumbalara Cooperative Pty Ltd representative
Yorta Yorta Nation representative
Greater Shepparton Police Service Area Community Safety Group representative
Department of Justice representative
Liquor Licensing Accord representative
Chamber of Commerce representative
Local Taxi Associations representative
VicRoads representative
Country Fire Authority representative
Shepparton Search & Rescue Squad representative
Victoria State Emergency Service representative

Changes to the membership can be made from time to time by the SCAC, however, any changes must be made with consideration to the WHO Safer Community guidelines.

SCAC members may invite others (with the prior approval of the Chairperson) to attend Committee meetings to provide specific advice or support on relevant issues.

Quorum

The quorum for the SCAC will be fixed at five members being in attendance.

Frequency

The SCAC will meet on the second Thursday of the month at 2:00 pm on a quarterly basis unless otherwise determined. Additional meetings to be scheduled as required.

Meeting Coordination/Recording of Proceedings

The Community Safety Officer will coordinate the meetings, draft and distribute Agenda documentation one week prior to the meeting, and take and distribute the Minutes for the Committee meetings within two weeks of the meeting.

Terms of Reference Review

These Terms of Reference will be reviewed every 3 years or as required.

References

Guidelines for applicants to the International Network of Safe Communities and Guidelines for maintaining membership in the International Network of Safe Communities 13 November 2008.
Terms of Reference - Safe City Advisory Committee, Logan City Council

Greater Shepparton City Council

Risk Services

Shepparton Show Me Committee

October 2011

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Shepparton Show Me Committee

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Shepparton Show Me Committee

Background

The Shepparton Show Me (SSM) Committee was established in 1998 under section 86 of the *Local Government Act 1989*. The SSM Committee evolved as a means to promote Shepparton's retail and commercial business sector. The committee undertakes this task by funding advertising, promotions and events held within the Greater Shepparton area.

The Local Government Act 1989 stipulates the requirements of the committee, under section 86 - Special Committees of Council. An instrument of delegation and guidelines have been created for the SSM Committee, which outlines the structure and responsibilities of the committee.

The SSM Committee comprises of two Councillors, a representative of the senior executive team from Greater Shepparton City Council (GSCC) and eight representatives of the Shepparton business community. A marketing contractor has been appointed by the SSM Committee to pitch ideas to the committee, book media and ensure all advertising contains SSM branding. Alchemy was appointed to this role in 2011.

Businesses within the zoned Greater Shepparton urban area are charged a "Differential Promotional Rate" which is included as a component of the annual general rates. The total of this rate for each retail, commercial and industrial business makes up the annual revenue for the SSM Committee. In the past two years the annual SSM Committee revenue has been approximately \$630,000.

The committee meet once a month for two hours to discuss the funding to be provided to planned promotional activities, sponsorship applications and general business concerning the Shepparton business community.

Review Objectives

1. Review of the s.86 committee requirements in relation to the Local Government Act (LGA);
2. Review of the administration of the Show Me Committee; and
3. Review of the delegations undertaken by the Show Me Committee.

Shepparton Show Me Committee

Scope of Work

Our work addressed the following main aspects:

- ***s.86 committee requirements in relation to the Local Government Act:***
 - Governance arrangements and practices in place;
 - SSM Committee compliance with the LGA and s.86 requirements; and
 - Practices undertaken by the SSM Committee and consistency with Council policy.
- ***Administration of the Shepparton Show Me Committee:***
 - Delegation of responsibilities given to the SSM Committee;
 - Duties and requirements undertaken to the SSM Committee and any policy documents outlining these requirements; and
 - Process for decisions surrounding the appointment and removal of members to the SSM Committee.
- ***Delegations undertaken by the Shepparton Show Me Committee:***
 - Delegation of responsibilities given to the SSM Committee;
 - Processes in place for decisions made in relation to expending funds;
 - Processes in place to ensure funds are delegated transparently and appropriately; and,
 - Process in relation to the approval of budget.

Our procedures included a review of relevant documentation, including LGA s.86 requirements, policy and procedural documentation, meeting minutes and delegation documents. Discussions with relevant Council staff, committee members and committee stakeholders were also held.

Shepparton Show Me Committee

Persons Interviewed

- Barry Smith (Committee member)
- John Montagner (Committee member)
- Milvan Muto (Councillor)
- Wendy Clarke (Customer Service and Rates)
- Rachael Sherlock (Marketing Officer)
- Geraldine Christou (Manager Economic Development)
- Bill Dowling (Committee member)
- Tristen Murray (Committee member)
- Shelley Sutton (Committee member)
- Dean Rochfort (GM Sustainable Development)
- Russell Parker (Executive Manager Organisational Performance)
- Sharlene Still (Team Leader Governance)
- Fiona Sayer (Governance Officer)
- Gerard Michel (Committee member)
- Gerard Bruinier (Committee member)
- Cherie Crawford (Councillor)
- Howard Forster (Chamber of Commerce)
- Peter Reale (ex committee member)
- Parker Boundy (Team Leader Risk Management)

Shepparton Show Me Committee

Summary of Key Findings

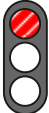




Provided below is a summary of our key findings:

- There is a lack of focus and impetus around the management of SSM Committee budgeting process including the management of carried forward funds. There is no documentation stating what SSM Committee's intentions are in relation to the build-up of surplus funds.
- There is a general lack of administration around the SSM Committee including:
 - The Committee is not adhering to all requirements of s86, the Instrument of Delegation or the "Guidelines Applying to the Delegation of Authority to the Shepparton Show Me Special Committee of Management" (the Guidelines);
 - The Instrument of Delegation and the Guidelines have not been reviewed or updated in the required timeframe; and
 - No procedural document has been developed to outline the governance and administrative tasks to be performed for the SSM Committee, including roles and responsibilities of both GSCC and committee members.

Shepparton Show Me Committee

Risk Rating Key

A risk rating key has been utilised to evaluate the potential impact rating of each finding.

Rating	Risk Rating Key
	High level consequence or potential impact
	Moderate level consequence or potential impact
	Low level consequence or potential impact
	This represents a compliance with relative legislation or relative requirements
	This represents areas that are not compliant with relative legislation or relative requirements

Shepparton Show Me Committee

Review of s.86 committee requirements in relation to the Local Government Act

Findings		Focus Rating
Compliance with LGA		
The SSM Committee is a section 86 committee that is governed by requirements under the Local Government Act are as follows:		
s 86(1)	<ul style="list-style-type: none"> SSM Committee is a special committee made up of Councillors, Council staff and other persons; 	✓
s 86(2)	<ul style="list-style-type: none"> Members of the committee are appointed by Council; 	✓
s 86(3)	<ul style="list-style-type: none"> Council has created an instrument of delegation to delegate specific powers to the committee; 	✓
s 86(4)	<ul style="list-style-type: none"> The delegation of authority delegates appropriate Council powers to the committee; 	✓
s 86(5)	<ul style="list-style-type: none"> The committee is to report to Council annually (by means of an annual report); and 	✓
s 86 (6)	<ul style="list-style-type: none"> Council has not reviewed the delegations in place for the operation of this s86 committee within 12 months of the last general election. 	✗



Shepparton Show Me Committee

Review of s.86 committee requirements in relation to the Local Government Act (Cont...)

Recommendations	Committee Comments	Management Comments
Immediately rectify the noncompliance with s86(6).	I think this is something that we will address in the next few weeks/months. Happy with two recommendations.	Agree with two recommendations.
Review of the s.86 committee requirements should be undertaken to help ensure such requirements are continually met. This should occur within 12 months of each general election.	I think this is something that we will address in the next few weeks/months. Happy with two recommendations.	Agree with two recommendations.



Shepparton Show Me Committee

Administration of the Shepparton Show Me Committee

Findings	Focus Rating
<p>Instrument of Delegation</p> <p>The Committee has not undertaken all of the powers and functions listed in the Instrument of Delegation, as follows:</p> <ul style="list-style-type: none"> Development of a business plan that ensures all retail and non-retail businesses received equitable treatment; and, Monitored or assessed against a business plan. 	
<p>The Guidelines Applying to the Delegation of Authority to the Shepparton Show Me Special Committee of Management (the Guidelines)</p> <p>The Committee has not undertaken all of the requirements listed in the Guidelines, they are as follows:</p> <ul style="list-style-type: none"> <i>Make procedures and rules.</i> Procedures or rules have not been documented for the SSM Committee and therefore responsibilities are not clear between committee members and GSCC staff; <i>Ensure effective financial control of the program, including the submission of an annual budget to Council for consideration and approval by 30 April each year.</i> No annual budget is prepared; <i>Appoint a Secretary and Treasurer role for the Committee.</i> There is no-one appointed to these roles within the SSM Committee <i>(for further discussion on the administration see page 9)</i>; <i>The committee shall comprise of up to eight members representative of the Shepparton business community, two councillors and the Chief Executive Officer of GSCC, appointed by resolution of the Council.</i> The CEO has delegated responsibility to another senior member of GSCC. The terms of reference do not allow for such a delegation of authority; and, <i>The delegation of authority and instrument of delegation will be reviewed 12 months after the appointment of the Committee.</i> The document has not been reviewed or updated since its 1998 inception. 	



Shepparton Show Me Committee

Administration of the Shepparton Show Me Committee (Cont...)

Findings	Focus Rating
<p>Information Kit</p> <p>While a Committee Information Kit has been created, outlining general information on the committee, such as how the committee was created and why, and what a section 86 committee means, the information kit does not provide further detail required by committee members. Information which was not available in the information kit includes:</p> <ul style="list-style-type: none"> ▪ explanation of how the promotional rate is applied, calculated and collected; ▪ Structure of the committee; ▪ how the voting process works within committees; and ▪ how to declare conflicts of interest and definition and examples of what constitutes a conflict. 	
<p>Procurement Policy and Tender Arrangements</p> <p>The Committee has tendered out the largest expected expense, the marketing contract. This is prudent to ensure that expenditure is completely evaluated, transparent and appropriate.</p> <p>A panel was selected to evaluate each proposal, however the panel was selected in an SSM Committee meeting that was not attended by enough members to make up a quorum. This panel completed tender evaluations, however the lack of quorum was identified after selection of the panel and the tender evaluations were deemed invalid. The tender evaluations were then completed a second time at the next SSM Committee meeting.</p>	

Shepparton Show Me Committee

Administration of the Shepparton Show Me Committee (Cont...)

Findings	Focus Rating
<p>General Administrative Tasks as required by the Guidelines</p> <p>The Marketing Coordinator for GSCC undertakes the secretarial duties for the committee. Such duties include receiving, sorting and answering correspondence, taking minutes, record keeping and management of files.</p> <p>The treasury function is managed by GSCC which manages the collection of funds from businesses under the promotional rate scheme, payment of invoices for expenses incurred and issue of funds for approved initiatives. The management accounts are compiled by the Marketing Coordinator for presentation to the committee.</p> <p>Issues were identified as follows:</p> <ul style="list-style-type: none"> Management accounts have not been presented to the committee in a consistent format on a timely basis; and, No register is maintained documenting all funding submissions received. 	
<p>Appointment and Removal of Committee Members</p> <p>Committee Members are selected by GSCC and SSC. Registrations of interest are advertised in the local paper and applications are reviewed and appointed. This process was adhered to in the appointment of two new members of the committee in August 2011.</p> <p>Committee members are removed from the committee if they are removed by GCSS.</p>	

Shepparton Show Me Committee

Administration of the Shepparton Show Me Committee (Cont...)

Recommendation	SSM Committee Comments	Management Comments
The SSM Committee Instrument of Delegation and Guidelines should be reviewed and updated in order ensure compliance with s86 and applicability to the committee as it currently functions. The updated guidelines should be consequently distributed and communicated to committee members to ensure awareness of the committee's requirements.	This has been looked at in the past few weeks, but maybe a training session could help if we are still not doing it correctly. Is section 86 the most appropriate format for SSM to be governed by? Is there any flexibility with this governance?	Further governance training should be offered to the Committee, particularly in reference to adherence to the Instrument of Delegation and Guidelines, and conducting meeting procedure in accordance with Local Law No. 2
Develop an annual budget process and ensure budgets are presented to Council before 30 April each year per the Guidelines.	An annual budget would be good, but the nature of SSM is that it needs to be flexible, to be able to cater to any ideas that come up during the year. The next 12 months with the step up campaign has been well budgeted, with some unbudgeted money remaining to be able to cater for anything that comes up. In the past, we have allocated funds towards different areas, e.g. promotion, events, admin etc, this could be seen as a budget, but it would be impossible to allocate all money on an annual budget. This sounds fine especially the way we are heading with Alchemy. We would probably need to maintain flexibility by setting aside a cash reserve within the budget to be used at shorter notice when the board opportunities are recognised. I thought that this was being done already but this should link in with the next recommendation.	Agree with recommendation.

Shepparton Show Me Committee

Recommendation	SSM Committee Comments	Management Comments
<p>The committee should appoint a member to the position of Treasurer. This position would not take on the management of collection and payment of funds, the Treasurer would develop a budget and review management accounts produced.</p> <p>The committee should appoint a member to the position of Secretary. While many of the usual secretarial functions are managed by the Marketing Co-ordinator at GSCC, the Secretary role for the committee would be responsible for reviewing minutes and assisting with the vetting of applications.</p> <p>The creation of the Treasurer and Secretary roles would be designed to assist the committee in working more closely with Council employees.</p>	<p>Easily fixed. Both roles shouldn't be hands on with the day to day running, but more of an overview type role.</p> <p>I think this is a good idea.</p> <p>Agreed that we need a treasurer to assist with budgeting and accounts, and agree that the appointment of a secretary would be of assistance to the committee in ensuring that minutes and applications are handled correctly.</p> <p>Our treasurer should be given a debit card with a small amount allocated to it say \$5000 so that through the chair any spontaneous situation that arises can be handled immediately.</p>	<p>Both roles shouldn't be hands on with the day to day running, but more of an overview type role, shouldn't duplicate Council role.</p> <p>Disagree with debit card being issued to treasurer.</p>



Shepparton Show Me Committee

Administration of the Shepparton Show Me Committee (Cont...)

Recommendation	SSM Committee Comments	Management Comments
An operating manual (rules and procedures) should be developed for the SSM Committee. The operating manual should include an outline of the roles, responsibilities, controls and procedures in place for the SSM Committee. The operating manual should be handed out with the Information Kit to new committee members, and outlined during an induction training process so all committee members are aware of their responsibilities and duties.	Ongoing development of the initial information kit. Similar to an induction manual for any new job. Operating manual good idea. Information kit handed out to new members could form the basis for this manual. It could be altered to suit new responsibilities and duties that may occur from time to time.	Agree with recommendation.
Specific industry sectors should be represented on the committee. The committee should be comprised to ensure each business sector that contributes to the Promotional Rate is represented. As part of the business plan development, the committee should identify each sector and identify specific funding initiatives proportionate to the contribution and requirements of each sector.	Great idea in theory, but with the lack of interest for the remaining committee member position, I don't think we are in the position of turning people away because they aren't part of an industry sector that we want to target. I think it is important to have a full committee of willing participants as the first priority; second priority would be to target specific industry sectors. This sounds logical and a good idea to get all stakeholders different sectors represented. Very difficult to achieve as we have seen in past years – we still have one unfilled position on our current committee.	Great idea in theory, but with the lack of interest for the remaining committee member position, I don't think we are in the position of turning people away because they aren't part of an industry sector that we want to target. I think it is important to have a full committee of willing participants as the first priority; second priority would be to target specific industry sectors.

Shepparton Show Me Committee

Delegation undertaken by the Shepparton Show Me Committee

Findings	Focus Rating
<p>Budget</p> <p>The revenue budget is calculated by the Finance Department each year to estimate the likely collection from the Promotional Rate. There was no expenditure budget for the 2009/2010 or 2010/2011 financial years. The committee has used a promotional calendar to identify events that could be sponsored; this has not been translated into a budget to be approved by Council.</p> <p>The committee has had a carryover of a surplus over the past two years, with a total surplus of approximately \$348,000 being carried forward to the 2011/12 financial year. <i>See appendix 1 on page 15 for details of the expenditure and carry over from the 2010/2011 financial year.</i></p> <p>There was no budget prepared for the 2009/2010 and 2010/2011 financial years and as a result there was no consideration given to the carried forward funds.</p>	
<p>Expenditure and Allocation of funds</p> <p>Funds are allocated to applicants by a resolution of the committee. Applicants submit requests to the committee via the Marketing Co-ordinator, who vets the applications to ensure they meet the criteria as defined in the SSM Sponsorship Application Form. The application form lists the requirements of each submission and guides the applicant to answer specific questions in relation to the sponsorship request.</p> <p>Once applications are vetted to ensure all questions are answered and appropriate documentation attached, they are sent to the committee for review and approval. The committee votes on each application separately.</p> <p>If applications do not meet the requirements per the application form they are not sent to the committee for review.</p> <p>Some events require yearly funding from SSM Committee (such as the bush and winter markets run by the Chamber of Commerce). However no documentation of this arrangement was available. As such, neither party has a record of this agreement which may lead to the rejection of funding to these events in the future.</p>	

Shepparton Show Me Committee

Delegation undertaken by the Shepparton Show Me Committee (Cont...)

Recommendation	SSM Committee Comments	Management Comments
A business plan should be created each year and presented to Council before 30 April, per the Guidelines.	Business plan is a good idea. I think we are on our way here with the big pictures meetings we have had at Alchemy Need to do this so that we, as a committee, know where we are and what we need to achieve each year. Business Plan could be a one page document, this would be appropriate.	Business Plan should be a concise and succinct document.
A register of all sponsorship submissions, including applications to be approved and applications declined by the Marketing Coordinator, should be created and maintained to monitor the status and outcome of funding applications. This register should be provided to the SSM Committee.	Easily fixed and implemented. Register is a good idea. Team Leader does not have authority to approve or decline applications. They should all come to the committee for discussion. I agree that there should be a register that we are able to refer to at times. Committee will be reviewing application process at the December meeting.	Agree with recommendation. Committee will be reviewing application process at the December meeting.
Any agreements between SSM Committee and Chamber of Commerce or any other parties should be documented to ensure such agreements are maintained, reviewed and transparent.	I don't see that any yearly funding is set in stone, and the event managers may expect funding on an annual basis, but it is still up to the committee to judge each application on merit. Agree. Don't need formal agreements due to Shepparton Show Me's new direction/change in focus – Not a relevant point anymore.	Agree with recommendation, however no formal commitments or agreements have been entered into, and would be reluctant for this to occur.

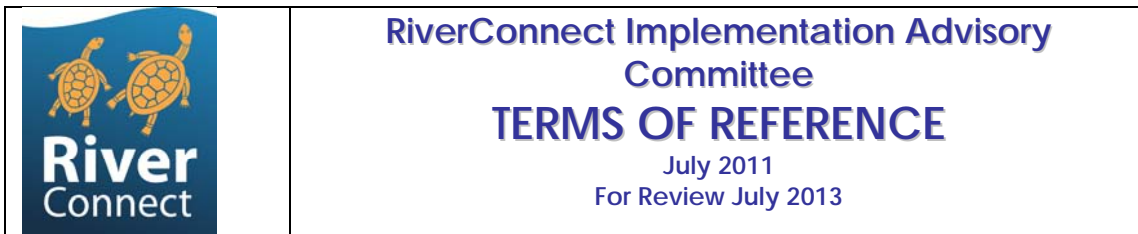
Shepparton Show Me Committee

Recommendation	SSM Committee Comments	Management Comments
<p>The GSCC and SSM Committee need to consider the following options in relation to surplus funds:</p> <ol style="list-style-type: none"> 1. Return surplus funds to the businesses that contributed to the promotional rate and collect the 2011/12 promotional rate as calculated by the Finance Department. 2. Use surplus funds for worthwhile promotional and marketing activities in the 2011/12 year. 3. Reduce the promotional rate for the 2011/12 year to incorporate the use of the surplus funds. 	<p>Any idea of giving surplus funds back is ridiculous. If we were not allowed to carry money forward, it could encourage wasteful spending towards the end of each year just so we don't have to give it back, or have our funding reduced. We need to be able to carry funds forward (within reason) so that any major projects (such as "Step up" campaign) can be funded without detriment to other ideas, events or projects. When we have the opportunity of using carried forward funds, it gives the SSM committee a great opportunity to think big, and not be held back by a tight budget. Carried forward funds needs to be monitored.</p> <p>I believe surplus funds should be used to help fund the step up promotion and subsequent follow up campaigns to maintain the momentum gained.</p> <p>This is being rectified in the current financial year with our new advertising agency and new strategy.</p>	<p>Unspent funds should be carried forward. If we were not allowed to carry money forward, it could encourage wasteful spending towards the end of each year just so we don't have to give it back, or have our funding reduced.</p> <p>Don't agree with reducing levy.</p>

Shepparton Show Me Committee

Appendix 1 – Shepparton Show Me Committee Income Statement 2010/2011

INCOME	\$629,590
EXPENDITURE	
Overheads	\$112,980
Event Sponsorship	\$163,408
Marketing and Collaborative Projects	\$152,236
Shepparton Show Me Promotions	\$50,050
Christmas	\$85,270
Total Expenditure	\$563,946
Surplus	\$65,644
Plus Carry Forward as at 30 June 2010	\$282,480
Total Carry Forward as at 30 June 2011	\$348,124



1.0 Purpose

The RiverConnect Implementation Advisory Committee is established to advise on the implementation of the RiverConnect Strategic Plan and associated initiatives of the RiverConnect project, incorporating high level community involvement and participation. This includes overseeing the activities and function of each of the four RiverConnect Working Groups. The RiverConnect Implementation Advisory Committee is representative of all key stakeholders with an interest in the management and development of the Goulburn – Broken floodplain between Shepparton and Mooroopna and the broader community.

2.0 Background

In the past, Shepparton - Mooroopna has largely turned its back on the rivers at its door step. The built environment has not taken full advantage of the aesthetic values of the river system and their environmental, economic and cultural significance have been significantly undervalued.

In response to the groundswell of interest in the rivers and forests, preliminary discussions between the Greater Shepparton City Council, the Goulburn Broken Catchment Management Authority, other natural resource management groups, Aboriginal and educational organisations highlighted the merits of a multi-agency and whole of community approach to future management of the Goulburn and Broken Rivers and the surrounding red gum forests and floodplains between Shepparton and Mooroopna. This led to the establishment of the RiverConnect project.

The mission of RiverConnect is to create a vibrant, more cohesive Greater Shepparton community through developing a strong sense of belonging and connection to our rivers. This will be achieved by understanding and enhancing the environmental, cultural, recreational and economic value of the rivers.

Shepparton and Mooroopna will be widely recognised as river towns where features of living here include:

- A thriving natural environment
- A connection with that environment
- A culture that is enriched by the traditional owners' connection with the area.

People value and respect our rivers and floodplains, whilst using them as part of their daily lives for recreation, relaxation and education. The community, government and land managers, together with the traditional owners, work in partnership to protect and enhance the value of our rivers.

3.0 Role of the RiverConnect Implementation Advisory Committee

The RiverConnect Implementation Advisory Committee is appointed in an advisory capacity to the Greater Shepparton City Council. It has no executive authority, but it does:

- Provide advice on the implementation of the RiverConnect Strategic Plan
- Engage and foster participation of the community in the RiverConnect program

- Promote and advocate on behalf of the broader community, including promotion of the endorsed strategic plan.
- Facilitate two-way communication between the community and RiverConnect partner agencies.
- Monitor the implementation and effectiveness of the endorsed strategic plan and RiverConnect initiatives.
- Identify and recommend appropriate sources of funding for RiverConnect initiatives

4.0 Role of Greater Shepparton City Council

The Council and the RiverConnect Implementation Advisory Committee have different but supportive roles. The Council will:

- Endorse the agreed RiverConnect Strategic Plan
- Seek timely, informed advice from the RiverConnect Implementation Advisory Committee on related issues and developments.
- Ensure that the RiverConnect Implementation Advisory Committee is kept informed and briefed adequately on major strategic issues and developments which may impact on the implementation of the RiverConnect Strategic Plan.

5.0 Meeting Processes

5.1 Meeting Coordination

RiverConnect Implementation Advisory Committee meetings will be coordinated by the RiverConnect Project Officer.

- A schedule of meeting will be established at the beginning of each year and circulated to all committee members.
- The Implementation Advisory Committee anticipates meeting every 6 weeks or as required.
- Agenda items and associated papers will be circulated during the week prior to the next scheduled meeting.
- Minutes will be recorded and meeting papers circulated within two weeks of the last meeting.

5.2 Convenor/Chair

Meeting Chair:

The Chair is an appointed Greater Shepparton City Council Councillor. The Deputy Chair is an appointed Goulburn Broken Catchment Management Authority Board member.

Acting Chair:

In the case of the Chair's or Deputy Chair's absence or inability to attend or perform their duties an approved proxy may be used. The Acting Chair is nominated by the Chair. The Acting Chair will be responsible for informing the Chair as to the salient points/decisions raised or agreed to at any meeting where the Chair was not in attendance.

5.3 Quorum Requirements

A minimum of half the membership (7 members) of the RiverConnect Implementation Advisory Committee members is required for the meeting to be recognised as an authorised meeting for the recommendations or resolutions to be valid.

In addition, representation must include a member from both of the funding bodies, Greater Shepparton City Council and the Goulburn Broken Catchment Management Authority.

6.0 Membership of the RiverConnect Implementation Advisory Committee

6.1 Representative Organisations and Membership

Organisation	Membership
Greater Shepparton City Council	1 Councillor 1 Senior Staff Member
Goulburn Broken Catchment Management Authority	1 Board Member or 1 delegate
Parks Victoria	1 Representative
Department of Primary Industries	1 Representative
Word & Mouth Limited	1 Representative
Goulburn Murray Landcare Network	1 Representative
Department of Education and Early Childhood Development Central Sub region	1 Representative
Community - Yorta Yorta Joint Body	1 Representative
Community –Yorta Yorta Nations	1 Representative
Rumbalara Aboriginal Co-Operative Ltd	1 Representative
Community – Other	3 Representatives

If a member does not attend a scheduled meeting for more than 3 consecutive meetings, membership may be reviewed by the committee and may prompt a vacancy on the committee.

6.2 Proxies at Meetings

Members of the RiverConnect Implementation Advisory Committee may nominate a proxy from the appropriate member organisation to attend a meeting if the member is unable to attend.

Proxies must be forwarded to the RiverConnect Project Officer within 2 days of the meeting. Members will be informed of the substitution by the chair at the beginning of the meeting.

A member of the RiverConnect Implementation Advisory Committee may not nominate a proxy to attend more than 3 meeting within a 12 month time frame.

7.0 Appointment of RiverConnect Implementation Advisory Committee

Organisation Representatives

The representatives of organisational bodies are appointed by that representative organisation, after a letter seeking membership from that organisation has been received from the RiverConnect Implementation Advisory Committee. Appointments on the RiverConnect Implementation Advisory Committee for organisational representatives are a two year terms.

Community Representatives

The community representatives will be sourced by advertised Expression of Interest, of which the RiverConnect Implementation Advisory Committee will review and elect.

The community representatives will have a memorandum of understanding that they remain for two years beginning the month of November. Initially, one member will be appointed for only one year and the other two for two years and thereafter all will be appointed for two years. This will ensure not all members' terms end at the same time.

In the event that a community member resigns within the two year time frame they must provide a 30 days written notice stating their resignation. This will be sent to the chair and considered at the next meeting.

When a community member begins midway through the year (due to the initial recruitment or a resignation), if they joined on or after July 1 there will be an interim period and the two year period will begin the coming November. If they join on or before June 30, a 1.5 yr term will apply.

Community member who wish to remain on the committee after their term can reapply through the Expression of Interest application process.

The RiverConnect Implementation Advisory Committees Terms of Reference will be reviewed every 2 years.

8.0 Code of Conduct

All project participants will commit to the following code of conduct:

- Common courtesy to be extended to each member.
- Each member will exercise an understanding of confidentiality of information provided or discussed, where requested by any member of the RiverConnect Implementation Advisory Committee or Working Group.



GREATER SHEPPARTON HERITAGE ADVISORY COMMITTEE

TERMS OF REFERENCE

17th January 2012

The Greater Shepparton Heritage Advisory Committee will provide advice to the Council on the future development of cultural heritage matters in Greater Shepparton as outlined through this Terms of Reference covering the following key areas.

1. Committee Charter

The Committee's primary function is to:

- a. Act as an advisory committee to the Council on cultural heritage and conservation issues within the Municipality.
- b. Promote community participation in and awareness of cultural heritage issues within the Municipality.
- c. Provide:
 - i. an advocacy role in cultural heritage matters within the Municipality and to the Council,
 - ii. advice on best practice in the management and conservation of all cultural heritage and its applicability to the Municipality,
 - iii. advice and recommendations on proposals related to cultural heritage places, collections and objects when referred or brought to the Committee / Council,
 - iv. advice and recommendations to Council on policy matters relating to cultural heritage including but not limited to, the Greater Shepparton Planning Scheme.
- d. Make recommendations to the Council about further work required to conserve, identify, document and promote Greater Shepparton's cultural heritage.
- e. Provide advice on recommendations for nominations of local, state, national or international cultural heritage significance.
- f. Assist the Council in the dissemination of information concerning the identification of places and objects or cultural significance.

- g. Provide advice on events, community and school education materials, specialist trade courses, etc to further cultural heritage and conservation awareness within the Municipality.
- h. Assist the Heritage Advisor(s) appointed by the Council to undertake research, identify structures for inclusion in a Heritage Overlay or Precinct, and any other strategic level work required by the Heritage Advisor or the Council.
- i. Provide advice on marketing, branding and promotion of heritage and heritage related tourism within the Municipality.
- j. Assist the Council in sourcing external funding opportunities to further cultural heritage conservation, promotion, management and education.

The Committee does not act as an internal referral body to assess/comment upon applications. This stipulation does not limit or prevent individual members of the Committee from making submissions, objections or appeals to current applications or proposals being assessed by the Council.

2. Committee Membership

- a. The membership of the Committee shall consist of:
 - i. two councillors;
 - ii. two (2) members of the Council's Strategic Planning Team;
 - iii. the Council's Heritage Advisor;
 - iv. one (1) voting Committee member from each of the following ten (10) member organisations (more than one member from each organisation is welcome to attend the Committee meetings but only one member has a vote);
 - Bangerang Cultural Centre,
 - Dookie Historical Society,
 - Historical Society of Mooroopna,
 - Katandra and District History Group,
 - Merrigum and District Historical Society,
 - Murchison and District Historical Society,
 - Shepparton Heritage Centre,
 - Tatura and District Historical Society,
 - Toolamba and District Community Plan Steering Committee, and
 - Yorta Yorta Nation Aboriginal Corporation.

- v. three (3) members of the public unaffiliated with any of the organisations outlined above.
- b. The Council will provide appropriate officers to support the Committee as the need arises.

3. Committee Meeting Procedure

- a. The position of Chairperson and Deputy Chairperson will be elected by the Committee. The Chairperson of any Sub-Committee will also be appointed by the Committee.
- b. If the Chairperson is not present at a Committee meeting, the Deputy Chairperson must preside. Where the Chairperson and Deputy Chairperson are both absent the members must appoint a Chairperson for that meeting.
- c. The Committee's position on any issue under consideration will be made upon a majority vote by members present or when determined by the Committee by proxy. In the event of a tie, the Chairperson shall have an additional casting vote.
- d. The Committee shall have a quorum which is equal to one-half or, where one-half is not a whole number, one-half plus one of the total number of Committee members.
- e. When the Committee's business involves matters in which one or more members have a conflict of interest, or when their presence may inhibit full discussion, those members should withdraw from this portion of the meeting.
- f. The Committee shall meet at least every month or as otherwise determined by the Committee. The frequency of any Sub-Committee meetings will be determined by the Chairperson of each Sub-Committee.

Meeting structure, agenda and minute formats should meet the needs of the Committee, while ensuring consistency, completeness and accountability. It is recommended that any meeting minutes briefly outline the content of each of the items listed on the agenda, including actions taken and recommendations.

4. Committee Conduct Principles

Committee members are expected to:

- a. actively participate in Committee discussions and offer their opinions and views,
- b. treat all persons with respect and have due regard to the opinions, rights and responsibilities of others,
- c. act with integrity,
- d. attend each meeting where practical, and
- e. avoid conflicts of interest and the releasing of confidential information.