

MINUTES

FOR THE
GREATER SHEPPARTON CITY COUNCIL

ORDINARY COUNCIL MEETING

HELD ON
TUESDAY 18 DECEMBER 2012
AT 5.30PM

IN THE COUNCIL BOARD ROOM
90 WELSFORD STREET

COUNCILLORS:

Cr Jenny Houlihan (Mayor)
Cr Les Oroszvary (Deputy Mayor)
Cr Milvan Muto
Cr Dennis Patterson
Cr Michael Polan
Cr Kevin Ryan
Cr Fern Summer

VISION

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

M I N U T E S
FOR THE
ORDINARY COUNCIL MEETING
HELD ON
TUESDAY 18 DECEMBER 2012 AT 5.30PM

CHAIR
CR JENNY HOULIHAN

INDEX

1. ACKNOWLEDGEMENT	5
2. APOLOGIES	5
3. DECLARATIONS OF CONFLICTS OF INTEREST	5
4. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS	5
5. DEPUTATIONS AND PETITIONS	5
6. MANAGEMENT REPORTS	6
FROM THE INFRASTRUCTURE DIRECTORATE	6
6.1 Our Sporting Future Funding Program – Round 1 2012/13 Major Funding Category	6
6.2 Contract 1385 – Netball Court Upgrade	10
6.3 Contract 1381 – Watt Road Reconstruction Works, Kialla	13
FROM THE COMMUNITY DIRECTORATE	19
6.4 Review of Merrigum Community Plan	19
6.5 Extension of Contract 1273 – Provision of Food Services	25
6.6 Murchison Community Heritage Centre.....	29
FROM THE BUSINESS DIRECTORATE	35
6.7 Contract 1186 Operation of the Shepparton Saleyards.....	35
6.8 Rating Strategy Reference Group – Appointment of Community Member	38
6.9 Financial Report- November 2012.....	42
FROM THE SUSTAINABILITY DIRECTORATE	45
6.10 Amendment C158 South Shepparton Community Infrastructure Needs Assessment....	45
6.11 Building and Planning Permit Activity Reports.....	54
6.12 Transition Plan – Development Hearing Panel and Planning Delegations	62
6.13 Building Better Regional Cities (BBRC) Funding Program.....	71
FROM THE ORGANISATION DIRECTORATE	83
6.14 Delegation to the Chief Executive Officer	83
6.15 Exercise of Delegations Policy	86
6.16 Audit and Risk Management Committee Charter	88
6.17 Audit and Risk Management Committee Membership	91
6.18 Committees of Management - Appointment of Members	93
6.19 Cussen Park Advisory Committee – Appointment of Members.....	98
7. TABLED MOTIONS	102
8. REPORTS FROM COUNCIL DELEGATES TO OTHER BODIES	102
9. REPORTS FROM SPECIAL COMMITTEES AND ADVISORY COMMITTEES	102
10. NOTICES OF MOTION, AMENDMENT OR RESCISSION.....	102
10.1 Notice of Motion 8/2012 – Cr Michael Polan	102
11. DOCUMENTS FOR SIGNING AND SEALING	102
12. COUNCILLOR ACTIVITIES.....	103
Councillors' Community Interaction and Briefing Program.....	103
13 URGENT AND OTHER BUSINESS NOT INCLUDED ON THE AGENDA.....	106

INDEX

14. PUBLIC QUESTION TIME.....	106
15. CONFIDENTIAL MANAGEMENT REPORTS	107
15.1 Designation of Confidentiality of Information	107
15.2 Contract 1186 Operation of the Shepparton Saleyards.....	107
15.3 Contract No. 1234 - Hot and Cold Bituminous Products	107
15.4 Chief Executive Officer Performance Review.....	107
15.5 Reopening of the Council Meeting to Members of the Public.....	107
15.6 Designation of Confidentiality of Information – Report Attachments	107

RISK LEVEL MATRIX LEGEND

Note: A number of reports in this agenda include a section on “risk management implications”. The following table shows the legend to the codes used in the reports.

Likelihood	Consequences				
	Negligible (5)	Minor (4)	Moderate (3)	Major (2)	Catastrophic (1)
Almost Certain (A) Event expected to occur several times per year (i.e. Weekly)	Low	Moderate	High	Extreme	Extreme
Likely (B) Will probably occur at some stage based on evidence of previous incidents (i.e. Monthly)	Low	Moderate	Moderate	High	Extreme
Possible (C) Not generally expected to occur but may under specific circumstances (i.e. Yearly)	Low	Low	Moderate	High	High
Unlikely (D) Conceivable but not likely to occur under normal operations (i.e. 5-10 year period)	Insignificant	Low	Moderate	Moderate	High
Rare (E) Only ever occurs under exceptional circumstances (i.e. +10 years)	Insignificant	Insignificant	Low	Moderate	High

Extreme CEO’s attention immediately required. Possibly avoid undertaking the activity OR implement new controls

High Director’s attention required. Consider suspending or ending activity OR implement additional controls

Moderate Manager’s attention required. Ensure that controls are in place and operating and management responsibility is agreed

Low Operational, manage through usual procedures and accountabilities

Insignificant Operational, add treatments where appropriate

**PRESENT: Councillors Jenny Houlihan, Les Oroszvary, Dennis Patterson,
Michael Polan, Kevin Ryan and Fern Summer**

**OFFICERS: Gavin Cator – Chief Executive Officer
Stephen O’Kane – Director Organisation
Steve Bowmaker – Director Infrastructure
Justin Finlayson – Director Business
Kaye Thompson – Director Community
Fiona Sawyer – Official Minute Taker
Sharlene Still – Assistant Minute Taker**

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

Nil.

3. DECLARATIONS OF CONFLICTS OF INTEREST

In accordance with Sections 77A, 77B 78 and 79 of the Local Government Act Councillors are required to disclose a “conflict of interest” in a decision if they would receive, or could be reasonably perceived as receiving a direct or indirect financial or non-financial benefit or detriment (other than as a voter, resident or ratepayer) from the decision.

Disclosure must occur immediately before the matter is considered or discussed.

4. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

**Moved by Cr Polan
Seconded by Cr Oroszvary**

That the Minutes of the Ordinary Council Meeting held on 20 November 2012, as circulated, be adopted.

CARRIED

5. DEPUTATIONS AND PETITIONS

Nil.

6. MANAGEMENT REPORTS

FROM THE INFRASTRUCTURE DIRECTORATE

6.1 Our Sporting Future Funding Program – Round 1 2012/13 Major Funding Category

Disclosures of conflicts of interest in relation to advice provided in this report
 Under section 80C of the *Local Government Act 1989* officers and persons engaged under a contract providing advice to Council must disclose any conflicts of interests, including the type and nature of interest.

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.

Council Officers involved in producing this report

Author: Recreation Projects Coordinator

Proof reader(s): Recreation and Strategy Team Leader

Approved by: Manager Recreation and Parks

Purpose

The purpose of this report is to allocate funding under the Council's 2012/2013 Our Sporting Future Funding Program.

**Moved by Cr Patterson
 Seconded by Cr Ryan**

That the following allocations be made for the Council's 2012/2013 Our Sporting Future Funding Program.

Our Sporting Future – Major Facilities Category

Club	Project	Allocation
Mooroopna Cricket Club	EDP Cricket Training Net Complex	\$30,000
	TOTAL	\$30,000

CARRIED

Background

The Our Sporting Future Funding Program has been established to assist community organisations with the implementation of medium sized facility development projects. The program also assists with development programs for new and developing sporting organisations throughout the Greater Shepparton Municipality.

The funding program provides three categories for funding:

- Major facility development
- Minor facility development
- Sports Aid.

The Major applications are assessed in two rounds, with the first round closing on Friday 31 August 2012. The Minor and Sports Aid applications are assessed in three rounds, with the first round closing on Friday 30 November 2012.

6. MANAGEMENT REPORTS

6.1 Our Sporting Future Funding Program – Round 1 2012/13 Major Funding Category (continued)

A cross department assessment team has been developed to improve the assessment of applications. The team consists of the following members:

- Team Leader Festivals and Events Events and Promotions Branch
- Strategic Planner Communities Planning and Development Branch
- Recreation Projects Coordinator Recreation and Parks Branch
- Grants Officer Investment Attraction Branch

Our Sporting Future (Major) accommodates projects on a \$1 to \$1 basis requesting assistance from Council of up to, but not exceeding \$30,000. The program is for the implementation of medium sized facility development projects.

The following applications were received for the **Major** category:

Mooroopna Cricket Club

Funding Category	Major		
Project	EDP Cricket Training Net Complex		
Project Details	Redevelopment of the training nets at the Mooroopna Recreation Reserve John Gray Oval.		
Senior Membership (playing and social)	215	Junior Membership (playing and social)	45
Total Project Cost	\$61,416	Organisation Cash	\$31,416
Requested Council Contribution	\$30,000	Organisation In-kind	\$0
Recommendation from the Interim assessment team	The project is consistent with the funding criteria in providing Facilities Upgrades. The project is recommended for funding with an allocation of \$30,000.		

Council Plan/Key Strategic Activity

The redevelopment of the Mooroopna Cricket Club's net training facility links with the Council Plan in developing and promoting local community sporting facilities.

Risk Management

Risks	Likelihood	Consequence	Rating	Mitigation Action
Mooroopna Cricket Club – do not deliver project to standards	C	4	Low	Ensure that the Mooroopna Cricket community comply with all relevant Building and Planning permit
Mooroopna Cricket Club – Financial contribution	D	5	Insignificant	Club has provided evidence of contribution. Work closely with the club about project budget

6. MANAGEMENT REPORTS

6.1 Our Sporting Future Funding Program – Round 1 2012/13 Major Funding Category (continued)

Policy Considerations

The endorsement of the Our Sporting Future Funding Program supports existing Council policies.

Financial Implications

Total budget amount for the 2012/2013 Our Sporting Future funding program – Major category is \$120,000, with \$30,000 recommended for allocation in this round with a remaining balance of \$90,000.

	2012/2013 Approved Budget for this proposal*\$	This Proposal \$	Variance to Approved Budget \$	Comments
Revenue				
Expense	120,000	30,000	0	
Net Result				

* Amount shown in this column may equal one line item in budget or maybe a component of one budget line item.

Legal/Statutory Implications

All project applicants must comply with planning, building and health legislative and statutory requirements prior to commencement of projects and/or release of the Council's funds.

Environmental/Sustainability Impacts

There are no environmental/sustainability impacts arising from this proposal.

Social Implications

The Mooroopna Cricket Club will develop a facility that could be used by the wider community contributing to improved community health and well being.

Economic Impacts

The proposed development by the Mooroopna Cricket Club will be undertaken by local contractors, therefore supporting local employment and businesses.

Consultation

Recreation and Parks Branch staff have discussed the projects with the applicants and assisted in the application process. All applicants have been reminded that projects will not be funded retrospectively.

Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
Inform	Mooroopna Cricket Club has informed users of the reserve facilities of proposal	Meetings
Consult	Consultation has occurred with the users of the reserve	Meetings
Involve		
Collaborate		
Empower		

6. MANAGEMENT REPORTS

6.1 Our Sporting Future Funding Program – Round 1 2012/13 Major Funding Category (continued)

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

Strategic Links

a) Greater Shepparton 2030 Strategy

This proposal supports the community and infrastructure objectives of the Greater Shepparton 2030 Strategy.

b) Other strategic links

This proposal supports the community and infrastructure objectives of the Municipal Public Health Plan.

Options for Consideration

Option 1 – Do nothing

This would not be preferable as it would not support the purpose of the Our Sporting Future Funding Program, nor would it meet the needs of the Mooroopna Cricket community, posing a potential safety risk at a later date due to the age of the facility.

Option 2 – Endorse the Round 1 Our Sporting Future Funding Program recommendations.

Endorsing the recommendation would allow the Mooroopna Cricket Community to build a training facility that would be accessible to the wider community.

Conclusion

That the recommendation for approval of funding towards the renewal of the Mooroopna Cricket Club's EDP Cricket Training facilities should be endorsed by Council.

Attachments

Nil.

6. MANAGEMENT REPORTS

6.2 Contract 1385 – Netball Court Upgrade

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

Under section 80C of the *Local Government Act 1989* officers and persons engaged under a contract providing advice to Council must disclose any conflicts of interests, including the type and nature of interest..

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.

Council Officers involved in producing this report

Author: Manager Recreation and Parks

Proof reader(s): Systems Service Coordinator

Approved by: Director Infrastructure

Other: Ryan Heil (Chris Smith & Associates)

Purpose

Accept tender for Upgrade of Shepparton Netball Courts.

Moved by Cr Ryan

Seconded by Cr Oroszvary

Accept tender submitted by Mawsons Constructions Shepparton Pty Ltd for the Lump Sum Price of \$457,281.00 (including GST).

CARRIED

Background

The Shepparton Netball Complex is located at McEwen Reserve and provides netball facilities for over 850 junior and senior members each year. The complex is an important component of the region's netball development program. Eight asphalt courts have failed and require replacement. This contract calls for the reconstruction of eight netball courts including footings for future light poles, installation of lighting conduits, line marking of the new courts, installation of goal posts, construction of car park to the south of the courts and associated fencing.

Works are scheduled to be completed by 31 March 2013 before the commencement of the 2013 winter netball season.

Council Plan/Key Strategic Activity

The works are supported by the Council's Sport 2050 Strategic Plan and Council's Asset Management/Renewal Program.

Risk Management

No significant risks. Insignificant to Low risks have been identified and will be addressed at the operational level.

Policy Considerations

There are no policy implications with this tender.

6. MANAGEMENT REPORTS

6.2 Contract 1385 – Netball Court Upgrade (continued)

Financial Implications

	2012/2013 Approved Budget for this proposal*\$	2012/2013 Approved Budget for this proposal (including GST) \$	This Proposal \$	Variance to Approved Budget \$
Revenue	160,000	176,000		
Expense	370,000	407,000	415,710	45,710
Net Result	210,000	231,000		

* Amount shown in this column may equal one line item in budget or maybe a component of one budget line item.

The recommended tender price is \$45,710 over the estimated budget for this project and if the recommended tender is accepted it will require an additional allocation of this amount within the 2012/13 Mid Year Budget Review process.

The Shepparton Netball Association have contributed \$60,000 to the works, and the State Government has provided a grant of \$100,000 via its Community Facilities Funding Program.

Legal/Statutory Implications

This tender process is consistent with the *Local Government Act 1989*.

Environmental/Sustainability Impacts

There are no environmental/sustainability impacts arising from this proposal.

Social Implications

The project will support community participation in sporting activity.

Economic Impacts

There is expected to be a minor regional economic stimulus arising from the construction works and longer term tourism benefits associated with activity and events such as state and regional tournaments and carnivals which attract visitors to Greater Shepparton.

Consultation

Extensive consultation with the users of the netball courts – Shepparton Netball Association has occurred.

Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
Involve	Agreement with Shepparton Netball Association on detailed construction plans and funding contributions.	Meetings

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

6. MANAGEMENT REPORTS

6.2 Contract 1385 – Netball Court Upgrade (continued)

Options for Consideration

1. Not accept the tender
Not recommended as works are required to enable participation in netball to continue at the Complex.
2. Accept the tender and increase budget by \$45,710 in the Council's Mid Year Budget Review.

Recommended

3. Negotiate with preferred tender to reduce scope of works work to match current budget
Not recommended as any omitted works would be required to be completed at a future date and probable higher cost than if included as part of current tender.

Conclusion

Accept tender submitted by Mawsons Constructions Shepparton Pty Ltd and increase mid year budget by \$45,710 in order for the project to commence.

Attachments

Nil.

6. MANAGEMENT REPORTS

6.3 Contract 1381 – Watt Road Reconstruction Works, Kialla

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

Under section 80C of the *Local Government Act 1989* officers and persons engaged under a contract providing advice to Council must disclose any conflicts of interests, including the type and nature of interest.

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.

Council Officers involved in producing this report:

Author: Contracts Engineer
Proof readers: Team Leader Delivery
Manager Projects
Approved by: Director Infrastructure

Purpose

The purpose of this report is to obtain the resolution of Council to accept the recommended tenderer for Contract 1381 - Watt Road Reconstruction Works Kialla, south of the railway line.

Moved by Cr Ryan
Seconded by Cr Oroszvary

That the Council:

1. accept the tender submitted by Global Contracting Pty Ltd of 194-196 High Street Broadford 3658 for Contract 1381 - Watt Road Reconstruction Works, Kialla, for the lump sum price of \$499,759.70 (including GST).
2. authorise the Chief Executive Officer to sign and seal the contract documents.

CARRIED

Contract Details

Watt Road Kialla experienced considerable flood damage during the September 2010 floods in the Goulburn River. The works proposed under this contract relate to reconstruction of the section of Watt Road south of the railway line. The Watt Road pavement will be re-constructed, and raised in level, to increase its resilience to future inundation and flood damage. Further, some of the proposed roadwork will be “enhancement” works that improve the access and safety level of service of the road.

Partial funding for the reconstruction works will be available through VicRoads under the Federal Government’s Natural Disaster Financial Assistance (NDFA) Program. The final grant funding amount is to be determined and will be based on a percentage of actual costs.

Following recent discussions with Vicroads the percentage of expenditure reimbursement to Council from the NDFA will be approximately 75 per cent of actual costs. The NDFA Program will not fund works that are considered to be “enhancement” works. The proposed enhancement works not be funded by the NDFA Program will be funded from Council’s own “Roads for Renewal” Program.

6. MANAGEMENT REPORTS

6.3 Contract 1381 – Watt Road Reconstruction Works, Kialla (continued)

The existing centreline horizontal alignment of Watt Road will be maintained to minimise removal or trimming of vegetation.

The vertical alignment of Watt Road will be raised throughout the length of the works. This is necessary, and desirable, to achieve:

- road pavement strength requirements,
- increased flooding and inundation resilience,
- reduced incidence of road closures during flood events, and
- improvement in the access level of service provided.

The total estimated contract cost is \$500,027 (excl. GST).

This amount consists of:

Tendered amount –	\$454,327	(\$499,759.70 incl GST)
¹ Contract variations (allow 8%) –	\$ 37,000	
² Contract supervision works -	\$ 8,700	(\$9,570.00 incl GST)
Total: \$500,027 (ex GST)		

Notes:

¹ Contract variations are only available following certification by the Superintendent that any claim for a variation is justified, and approval by the Director Infrastructure through Council's Procurement processes.

If the allowance is not used, the allowance will be returned to Council's Roads for Renewal ledger, ledger 60085.

² The contract supervision has been outsourced to external consultants to allow for reimbursement of these costs through the NDFA Program.

The Council's estimate for the contract works is: \$574,425.50 (ex GST)

The preferred tenderer has submitted a works program identifying an eight week construction period. The works are required to be completed by 30-04-2013 to allow adequate time to claim and receive reimbursed funds by 30-06-2013.

Tenders

Tenders were received from:

Tenderers:
Mawson Constructions Shepparton Pty Ltd
Global Contracting Pty Ltd
Citywide Service Solutions Pty Ltd

Tender Evaluation

Tenders were evaluated by:

Title	Branch
Contracts Engineer	Delivery Branch
Procurement Advisor	Business Support Branch

6. MANAGEMENT REPORTS

6.3 Contract 1381 – Watt Road Reconstruction Works, Kialla (continued)

Evaluation Criteria

Tenders were evaluated on the following criteria:

Evaluation Criteria:	Weighting:
Price	80%
Integrated management system (i.e. OHS, Quality, Environmental Management Systems)	5%
Previous relevant experience, corporate capability, Project delivery methodology, Works Program	15%

Council Plan/Key Strategic Activity

Provision of affordable sustainable community infrastructure.

Risk Management

The following risks were identified and mitigation actions proposed for this project:

Risks	Likelihood	Impact	Rating	Mitigation Action
Traffic Hazards	B	3	Mod	Implement Traffic Management Plans
Project works incomplete at 30-04-2012 resulting in issues achieving Government Funding reimbursement deadline of 30-06-2013	C	3	Mod	Construction works programmed for completion before deadline. Works program shows eight weeks construction period.
Public Relations	C	4	Low	Provision of Variable Message boards before commencement of project to inform public of the works. Newspaper Notices Facebook updates Webpage updates

6. MANAGEMENT REPORTS

6.3 Contract 1381 – Watt Road Reconstruction Works, Kialla (continued)

Risks	Likelihood	Impact	Rating	Mitigation Action
Native vegetation disturbances	C	3	Mod	Tender conditions required the contractor to provide and manage the environmental management plan. Contractor will also be asked to submit work execution plan/methodology before starting works at site. Provision of guardrailings at appropriate locations to minimize vegetation removal. DSE have approved the removal of 6 trees.

Policy Considerations

The procurement process followed in obtaining, evaluating and preparing this report was in accordance with Council's Procurement Policy. There are no conflicts with current Council policies.

Financial Implications

	2012/2013 Approved Budget for this proposal* \$	This Proposal \$	Variance to Approved Budget \$	Comments
Revenue:	0	(375,000)	(375,000)	Reimbursement of eligible actual expenditure under NDFA Program (claim through VicRoads)
Expense:	2,566,637	500,027		Council's Roads for Renewal Program (ledger 60085)
Net Result:		125,027		Net expend against ledger 60085

* Amount shown in this column may equal one line item in budget or maybe a component of one budget line item.

The estimated cost for the works (all amounts excl. GST):

Contract Sum:	\$454,327
Contract variations (allow 8%):	\$ 37,000
Project Management:	\$ 8,700
Total:	\$500,027 (ex GST)

6. MANAGEMENT REPORTS

6.3 Contract 1381 – Watt Road Reconstruction Works, Kialla (continued)

Legal/Statutory Implications

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

Environmental/Sustainability Impacts

Six trees are required to be removed and some branch trimming will be undertaken to provide suitable clear zones for traffic. Approval from the Department of Sustainability and Environment (DSE) has been obtained for the removal of the trees. Offset plantings will be undertaken.

The installation of safety barrier rail or guard fencing is being used to improve road user safety and protect a significant number of established trees. The horizontal alignment of the road centreline remains unchanged.

Strategic Links

a) Greater Shepparton 2030 Strategy

This project will facilitate the achievement of the following Greater Shepparton 2030 Strategy.

Options for Consideration

a) Do Nothing

(Withdraw the tender)

Positives

- Budgeted amount will be allocated for other projects.

Negatives

- Continuous maintenance cost due to flood damage.
- Watt Road will be closed during flooding events restricting access.
- No improvements in safety for road users.

b) Proceed with the contract

Positives

- Maintenance cost will be significantly reduced due to reduced flood damage.
- Improved traffic clear zones.
- Improved road user safety through use of barrier railing to protect user from lateral obstructions.
- Improved longitudinal and lateral drainage.
- 75% of proposed construction cost will be funded through Federal Government grant under the NDFA Program.

Negatives

- 25% of the actual construction cost will be funded by the Council

Conclusion

Considering the submitted tenders, evaluation of the tenders against the evaluation criteria and all supporting documents the Evaluation Panel has concluded that accepting the tender submitted by Global Contracting Pty Ltd will provide best value for the Council for the proposed Watt Road Reconstruction Works.

6. MANAGEMENT REPORTS

6.3 Contract 1381 – Watt Road Reconstruction Works, Kialla (continued)

Aerial Photograph of the Extent of the Watt Road Reconstruction Works



Attachments

Nil.

6. MANAGEMENT REPORTS

FROM THE COMMUNITY DIRECTORATE

6.4 Review of Merrigum Community Plan

Disclosures of conflicts of interest in relation to advice provided in this report
Under section 80C of the *Local Government Act 1989* officers and persons engaged under a contract providing advice to Council must disclose any conflicts of interests, including the type and nature of interest..

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.

Council Officers involved in producing this paper

Author: Acting Team Leader Community Strengthening

Proof reader(s): Strategic Planner – Communities, Manager Neighbourhoods

Approved by: Acting Director Community

Purpose

Merrigum Community Plan Group has recently reviewed their Community Plan following extensive consultation with the wider community. The revised document is being presented to Council for endorsement.

Moved by Cr Polan

Seconded by Cr Summer

That Council

1. endorse the Merrigum Community Plan Revision July 2012
2. acknowledge the invaluable contribution that the Merrigum community has made.

CARRIED

Background

The Merrigum Town Masterplan was endorsed by Council in 2006. In 2008 this document was reviewed and formed the basis of the current Merrigum Community Plan 2008. Since 2006 achievements by the group include;

- Refurbishment and painting of their Community Hall
- Stage 2 of the Corner Park redevelopment
- Development of the Heritage Walk flyer.

Currently, Council's Community Plan Policy identifies that Community Plan's should be reviewed by the community every two years. Merrigum instigated a process to review their current Community Plan to determine actions that had been completed, actions which had not been completed and to determine whether any of the actions contained within the plan are no longer a priority as well as identify any new priorities that may have emerged over the past three to four years that need to be incorporated into the plan.

Council appointed Communityvibe to work with the community to conduct their review of the plan. There was extensive community consultation undertaken with over 150 local residents responding to the review through surveys, visual presentations, an art exhibition and written submissions.

6. MANAGEMENT REPORTS

6.4 Review of Merrigum Community Plan (continued)

The Merrigum Community Plan Revision has identified 20 key strategy areas including associated actions to meet these strategies. These include:

High Priorities

1. To encourage more shops/ businesses / industry / industrial land development
2. To upgrade facilities at the Recreation Reserve
3. To develop a small supermarket / general store
4. To develop more housing opportunities
5. To upgrade and maintain walking/ cycling track
6. To improve street lighting (park and hall)
7. To realign train line intersection
8. To develop more infrastructure and organise more activities for young people
9. To establish a community health centre with doctor.

Medium Priorities

10. To install information board near bus stop
11. To attract families to live in Merrigum and more students to the school
12. To transfer management of Recreation Reserve from DSE to Council
13. To improve Merrigum market
14. To organise more activities / events
15. To improve communication of events
16. To encourage more unity between community groups
17. To improve street scaping
18. To improve and develop additional footpaths
19. To improve public transport
20. To replace town entrance signs.

These key strategy areas identify a range of diverse priorities to be undertaken, some requiring limited resources (funding or otherwise), larger funding resources, advocacy roles and community capacity building opportunities.

Council Plan/Key Strategic Activity

The endorsement of the Merrigum Community Plan Revision is intrinsically linked to the Council Plan 2009 – 2013, in particular the following objectives:

- Community Life.

Risk Management

The endorsement of the Merrigum Community Plan Revision will strengthen community planning and result in reduced risk for Council.

Risks	Likelihood	Consequence	Rating	Mitigation Action
Community expectation that all initiatives will be funded by Council	C	4	Low	Ensuring that the community are aware of budget constraints and processes.

6. MANAGEMENT REPORTS

6.4 Review of Merrigum Community Plan (continued)

Risks	Likelihood	Consequence	Rating	Mitigation Action
Community do not drive the implementation of the plan	C	4	Low	The community have been extensively consulted and the Steering Committee will drive its implementation.
Council's Community Planning processes change	B	4	Moderate	Council will consider impact to current community plans in reviewing and changing processes.

Policy Considerations

The endorsement of the Merrigum Community Plan Revision will support existing Council policies.

Financial Implications

The endorsement of the Merrigum Community Plan Revision is set within the Council context of existing financial constraints. Community planning priorities requiring funding will be assessed through the existing Community Planning Implementation Budget, external government departments and/or philanthropic trusts. It is anticipated that the Community Plan Steering Committee will provide in kind support to the implementation of these initiatives.

	2012/2013 Approved Budget for this proposal*\$	This Proposal \$	Variance to Approved Budget \$	Comments
Revenue	N/A	N/A	N/A	There is no revenue associated with the review of a community plan.
Expense	\$40,000 (Total budget allocation for community plan development/review throughout the municipality)	\$4,092 (Development of this review)	0	The cost of review of this community plan aligns with allocated budget.
Net Result	\$40,000	\$4,092	0	Costs of implementing the Merrigum Community Plan Revision will be subject to individual project proposals.

* Amount shown in this column may equal one line item in budget or maybe a component of one budget line item.

6. MANAGEMENT REPORTS

6.4 Review of Merrigum Community Plan (continued)

Legal/Statutory Implications

The Merrigum Community Plan revision is consistent with the *Local Government Act 1989* and the *Victorian Charter of Human Rights and Responsibilities Act (2006)*.

Environmental/Sustainability Impacts

The endorsement of this policy will not have any environmental impacts.

Social Implications

The Merrigum Community Plan Revision 2012 has been developed in consultation with the wider community ensuring that the plan is reflective of the needs and aspirations of the local community. With local people identifying and developing priorities for their town demonstrates asset based community development and ensures an ongoing commitment to the implementation of the plan, driven by the people who live there.

The revised plan itself identifies many social benefits to the local community including community health through the upgrade of the recreation reserve and maintenance of a walking and cycling track as well as actives and infrastructure for young people.

Economic Impacts

The revised community plan includes initiatives such as promoting and developing the local economy through the development of shops, businesses, industry and industrial land development as well as the development of a small supermarket and general store for the township.

Consultation

The Merrigum Community Plan revision was developed from extensive consultation with the Merrigum community. A survey was distributed to every household in Merrigum and also made available at the post office, the school and at each of the community consultation events such as the post office, football and at the art exhibition. A total number of 83 surveys were received.

Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
Inform	Keeping the community informed about the review of the community plan	Surveys Flyers
Consult	Discuss achievements thus far and future priorities for the town	Community consultation events such as coffee consultation in main street/football match and art exhibition/community BBQ
Involve	Feedback is an important input into decision making	Three week feedback period (feedback box at local shops, members of committee presented at various community meetings throughout the town, eg; Lions Club, Football Club etc

6. MANAGEMENT REPORTS

6.4 Review of Merrigum Community Plan (continued)

Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
Collaborate	Feedback will be incorporated into decisions to the maximum level possible We will implement what the community decides	Partnership between Council and Merrigum Community Plan Steering Committee – through meetings. With the assistance of Council/consultant the community has developed this revised document.
Empower	The Merrigum community have ownership of this revision and will actively drive priorities within the plan.	Plan is endorsed and not adopted by Council thus creating community ownership of the revision.

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

Strategic Links

a) Greater Shepparton 2030 Strategy
 Direction 2 – Community Life

b) Council Plan 2009 - 2015

Community Life

Greater Shepparton City Council – Community Development Framework

Greater Shepparton City Council – Community Engagement Strategy

Greater Shepparton City Council – Community Plan Implementation Policy

Options for Consideration

Option 1- Do nothing.

This option would not be preferable as it would not meet expectation of our community and cause significant community angst given the community has and will continue to drive the Merrigum Community Plan.

Option 2 – Council adopt not endorse the Merrigum Community Plan Revision July 2012

By adopting (rather than endorsing) the Merrigum Community Plan Revision July 2012, Council would take full responsibility and implementation of the Plan, therefore not building the community's capacity. The Merrigum Community Plan Revision has been lead by the Merrigum Community in conjunction with an external consultant. This option does not align with Council's current Community Planning processes.

Option 3 – Endorse the Merrigum Community Plan Revision July 2012

Endorsing the Community Plan revision will ensure that the priorities and goals of the Merrigum community are relevant, up to date and reflective of the current opinion of the community.

6. MANAGEMENT REPORTS

6.4 Review of Merrigum Community Plan (continued)

Conclusion

The Merrigum Community Plan Revision July 2012 has been reviewed through widespread consultation with the local community. This process has been driven by the community through the Merrigum Community Plan Steering Committee with support from Communityvibe. The original Merrigum Town Masterplan was endorsed by Council in 2006 and may not have reflected current priorities in Merrigum.

This plan should be endorsed by Council to ensure that the actions, initiatives and priorities are reflective of the current community needs.

Attachment

2012/29186 Merrigum Community Plan Revision July 2012

6. MANAGEMENT REPORTS

6.5 Extension of Contract 1273 – Provision of Food Services

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

Under section 80C of the *Local Government Act 1989* officers and persons engaged under a contract providing advice to Council must disclose any conflicts of interests, including the type and nature of interest.

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.

Council Officers involved in producing this report

Author: Acting Team Leader Positive Ageing

Proof reader(s): Manager Neighbourhoods

Approved by: Director Community

Other: Food Services Officer

Purpose

The current Provision of Food Services contract (Contract 1273) expires on 28 February 2013. Under the terms of this contract Council has an option to extend the contract by a period up to but no more than two years. This report is seeking Council approval to extend the contract for an initial period of six months up until to 31 August 2013 to allow for consideration of the strategic direction of the Food Services program.

Moved by Cr Summer

Seconded by Cr Patterson

That Council extend Contract 1273, Provision of Food Services for a six month period from 28 February 2013 until 31 August 2013.

CARRIED

Background

Greater Shepparton City Council has delivered Meals on Wheels to frail and vulnerable Home and Community Care (HACC) eligible residents of this community for over four decades. The program delivers approximately 30,000 meals per annum, utilising a combination of HACC and Council funding, and the support of 250 local volunteers. The current contract provides an option to extend for up to two years

The current contractor provides a hot meal, delivered daily, 365 days per annum, catering to diverse and complex dietary requirements. Their menu is comprehensive and inclusive and the service flexible and responsive to changes that occur daily.

Council Plan/Key Strategic Activity

The extension of the Provision of Food Services contract is intrinsically linked to the Council Plan 2009-2013, in particular the following objective:

Community Life (p. 15) - To enhance social connectedness, physical and mental health and well being, education and participatory opportunities in order to improve liveability and a greater range of community services.

6. MANAGEMENT REPORTS

6.5 Extension of Contract 1273 – Provision of Food Services (continued)

Risk Management

The extension of the Provision of Food Services contract has low to high risks associated with the project and will be addressed at the operational level.

Risks	Likelihood	Consequence	Rating	Mitigation Action
Frail vulnerable residents not having access to a nutritious delivered meal	A	3	High	Retain current contract as interim measure – they have proved reliable and responsive
Council reputation – negative impact if meals not supplied	B	3	Moderate	Communication strategy – media release managing information
Council budget – rising costs if due diligence and comparatives not considered	C	4	Low	Retain current contract

Policy Considerations

There are no conflicts with any current Council policy documents. This action relates to an existing contract for which all policy considerations have been made.

Financial Implications

There are no anticipated changes to the approved budget under this recommendation.

	2012/2013 Approved Budget for this proposal*\$	This Proposal \$	Variance to Approved Budget \$	Comments
Revenue	425,000	425,000	NIL	
Expense	543,000	543,000	NIL	
Net Result	(118,000)	(118,000)	NIL	

* Amount shown in this column may equal one line item in budget or maybe a component of one budget line item.

During the six month extension to contract, Council would undertake a comprehensive review of costs and explore the financial implications of any change to the current provider.

Legal/Statutory Implications

As specified in Contract 1273, Council has contractual obligations that must be met. As detailed in clause 2.2.2. of the Contract:

The Council may, at its option, extend the operation of this Contract beyond the Initial Contract Term for a period not longer than the period stated in the Annexure from the expiration of the Initial Contract Term, if it gives notice of its intention to extend this Contract at least that period specified in the Annexure prior to the end of the Initial Contract Term.

6. MANAGEMENT REPORTS

6.5 Extension of Contract 1273 – Provision of Food Services (continued)

As specified in the Annexure the maximum period for which the Contract may be extended is (clause 2.2.2.) is: *Two (2) years*.

Environmental/Sustainability Impacts

There have been no negative environmental/sustainability impacts identified for this recommendation.

Social Implications

This recommendation will ensure that the nutritional health and well-being of frail aged and vulnerable residents who are eligible for Home and Community Care (HACC) services such as Meals on Wheels are not negatively impacted by changes to the current contractual arrangement without extensive investigation and due diligence around viable alternatives.

Economic Impacts

There have been no negative economic impacts identified for this recommendation.

Consultation

This recommendation is for a short term extension to the current contract so no additional consultation with community has occurred. Regular feedback from all Meals on Wheels clients remains very positive relating to the quality of the meals provided.

Internal consultation has been undertaken and will continue throughout the six month extension to ensure that if an alternative provider is successful in their bid to supply Meals on Wheels to Greater Shepparton residents it will only follow a robust, open and transparent process and systems investigation.

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

Strategic Links

a) Greater Shepparton 2030 Strategy

Direction 2 – Community Life

b) Council Plan

Community Life - to enhance social connectedness, physical and mental health and well being, education and participatory opportunities in order to improve liveability and a greater range of community services.

Options for Consideration

1. Do nothing – contract will end February 2013 and there will be no provision of Meals on Wheels to our frail and vulnerable eligible residents
2. Tender current contract – not necessary as two year option to extend existing contract is available but could be done if required. Lengthy and expensive process given other options.
3. Extend current contract for two years – provided for in current contract but prevents implementation of alternative providers for two years
4. Extend current contract for six months (less than two years) – also provided for in the current contract and allows for alternative options to be explored.

6. MANAGEMENT REPORTS

6.5 Extension of Contract 1273 – Provision of Food Services (continued)

Conclusion

This report is seeking Council approval to extend the contract for a period of not more than six months, to 31 August 2013.

The current contract provides an option to extend for up to two years, however Council are currently exploring other options and need to retain the existing service for an interim period whilst a detailed and thorough analyse of the suitability and cost effectiveness of the current arrangement against any proposal by an alternative provider to establish set up and implementation without impacting on service delivery.

Attachments

Nil.

6. MANAGEMENT REPORTS

6.6 Murchison Community Heritage Centre

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

Under section 80C of the *Local Government Act 1989* officers and persons engaged under a contract providing advice to Council must disclose any conflicts of interests, including the type and nature of interest..

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.

Council Officers involved in producing this report

Author: Acting Team Leader Community Strengthening

Proof reader(s): Strategic Planner – Communities, Manager Neighbourhoods

Approved by: Director Community

Purpose

The Murchison Community Plan Steering Committee have identified one of their current priorities from their Community Plan is the extension of the Murchison Heritage Centre. They are seeking \$75,000 from the Council's Community Planning Implementation Fund to assist in these works.

Moved by Cr Patterson

Seconded by Cr Ryan

That Council endorse Murchison Community Plan's application for \$75,000 to use as leverage funding for the extension / improvement to the Murchison Heritage Centre.

CARRIED

Background

The Murchison Historical Society first approached Council in early 2011 with a proposal to extend the Council owned Murchison Heritage Centre. This project was presented to Councillors and the group were advised that as Council was currently in the process of developing the Murchison Community Plan that Council would not make any decision about funding allocation for this project until the priorities emerged from the Community Plan.

The Murchison Community Plan was then endorsed by Council in October 2011, with one of the priorities 'support improvements to the Heritage Centre'.

After the inclusion of the Heritage Centre developments into the Murchison Community Plan, the Historical Society presented a proposal to the Murchison Community Plan Steering Committee which was then presented to Council's Executive Team in May 2012. At this time Executive asked the committee to consider further evidence of capacity building in the community, greater financial contribution and indication of community support and usage of the facility, after which time Council could be reapproached for leverage funding in the future.

Since this time the Historical Society has received thirteen letters from local community groups and organisations demonstrating their commitment and support of the Heritage Centre redevelopment project stating that it would be a fantastic community resource.

6. MANAGEMENT REPORTS

6.6 Murchison Community Heritage Centre (continued)

The Murchison Historical Society has also been working with Council's Grant Officer to seek leverage or alternate funding. The Historical Society have recently applied for external funding of \$80,000 which will be used to leverage funding provided by Greater Shepparton City Council.

Murchison Community Plan Steering Committee in partnership with the Murchison Historical Society is now seeking \$75,000 from Council's Community Plan Implementation Fund to complete funding required for the proposed works (\$160,000 project total). The Historical Society will be contributing \$5,000 towards the project.

This project will build an 86 square meter extension to the Council owned Murchison Heritage Centre to expand the operation opportunities for the Historical Society as well as creating extra community facilities for the township of Murchison.

The extension will create a new multipurpose space (60m²) opening onto the gardens adjacent to the building and complete with a fully equipped kitchen. The multipurpose space will be available for community group meetings as well as hiring for private functions. As part of the project, the Heritage Society will convert the existing un-renovated kitchen to a store room as well as creating a new reception and all abilities entry to the museum.

The proposed facility will enable the society to welcome visitors of all ages to celebrate Murchison and Districts heritage and identity while benefiting the wider Murchison Community by providing a new community meeting space.

The Murchison Community Plan also identifies an action to develop a Tourism Strategy for Murchison which will aim to promote visitors and tourism to the district. This project aligns and consolidates with the development of this strategy as the facility can be used to promote tourism to the area. Linkages have been made between the Community Planning Steering Committee and the Arts, Events and Tourism Branch who have identified that Murchison has the potential to be a key tourism asset for the region.



Bathroom



Foyer

6. MANAGEMENT REPORTS

6.6 Murchison Community Heritage Centre (continued)



Murchison Heritage Centre
 Stevenson St
 Murchison VIC 3610

Council Plan/Key Strategic Activity

The Murchison Heritage Centre works is intrinsically linked to the Council Plan 2009 – 2013, in particular the following objectives:

- Community Life.

Risk Management

The Heritage Centre redevelopment project has low to insignificant risks associated with the project and will be addressed at the operational level.

Risks	Likelihood	Consequence	Rating	Mitigation Action
Community do not make full use of the new facility	C	5	Low	Significant consultation has been conducted with the community who have demonstrated widespread support
Community do not make any financial / in kind commitment to the project	C	5	Low	The community have demonstrated in kind labour costs as well as a \$5000 financial commitment to the project

Policy Considerations

Redevelopment works for the Murchison Heritage Centre will support existing Council policies.

6. MANAGEMENT REPORTS

6.6 Murchison Community Heritage Centre (continued)

Financial Implications

The Murchison Community Plan Steering Committee in partnership with the Murchison Historical Society have applied for external funding to a value of \$80,000. The Historical Society will commit a financial contribution to the value of \$,5000 and are seeking \$75,000 from Council to complete the funding required to deliver this project.

	2012/2013 Approved Budget for this proposal*\$	This Proposal \$	Variance to Approved Budget \$	Comments
Revenue	0	0	0	There is no revenue associated with this application
Expense	\$450,000 (total for CPIF)	\$75,000	0	Council's Community Plan Implementation Fund
Net Result		\$160,000	0	Total Project costs

* Amount shown in this column may equal one line item in budget or maybe a component of one budget line item.

Legal/Statutory Implications

The Murchison Heritage Centre project is consistent with the *Local Government Act 1989* and the *Victorian Charter of Human Rights and Responsibilities Act (2006)*.

Environmental/Sustainability Impacts

This project will not have any environment / sustainability impacts.

Social Implications

The Murchison Community Plan Steering Committee has conducted widespread consultation with the community to ensure that this redevelopment project is reflective of the needs and aspirations of the community. The local community has worked hard to progress this project over the past two years demonstrating asset based community development and a commitment to the development of this project.

The meeting space will create opportunities for not only the Heritage Centre but also community members, community groups and organisations to have a functional and purposeful meeting place.

Economic Impacts

There will be no direct economic impacts of this project, but will become an asset for the local community to utilise this space. Indirectly this extension / improvement also aims to encourage extra people to the town through enhanced facilities.

Consultation

Widespread consultation occurred which informed the development of the Murchison Community Plan. During these consultations it was identified that support for redevelopment for the Heritage Centre was highlighted as a priority for the town.

6. MANAGEMENT REPORTS

6.6 Murchison Community Heritage Centre (continued)

Council asked the community to further demonstrate commitment and usage from the wider town and since this time have received letters of support from the following community organisations.

- Murchison Longleat
- Lion's Club of Murchison and District
- Murchison Bowls Club
- GV Community Energy
- Murchison Bakery and Tearooms
- Murchison Community Care
- Murchison Service Station
- Murchison Fire Brigade
- Avonlea Flowers
- Murchison East Caravan Park
- Murchison and District Neighbourhood House
- Returned Service League – Sub Branch
- Murchison Action Group

This Project Plan presented to Executive on 19 November 2012 and Councillor Briefing 27 November 2012.

Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
Inform	Keeping the community informed about the progression of Community Plan and the Heritage Centre project.	Flyers Surveys
Consult	Widespread consultation occurred through the development of the Community Plan	Community consultation events and activities
Involve	Feedback is an important input into decision making	13 letters of support received from the local community
Collaborate	Feedback will be incorporated into decisions to the maximum level possible We will implement what the community decides	Partnership between Council and the Murchison Community Plan Steering Committee – through meetings. The community have really driven the progression of this project.

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

6. MANAGEMENT REPORTS

6.6 Murchison Community Heritage Centre (continued)

Strategic Links

a) Greater Shepparton 2030 Strategy

Direction 2 – Community Life

b) Council Plan 2009 - 2015

Community Life

Greater Shepparton City Council – Community Development Framework

Greater Shepparton City Council – Community Engagement Strategy

Greater Shepparton City Council – Community Plan Implementation Policy

Options for Consideration

Option 1 – Do nothing

This option would not be preferable as it would not meet the expectation of the Murchison Community and cause community angst given the community has been developing this project and seeking a range of funding options for some time.

Option 2 – Council approve \$75,000 for the Murchison Heritage Centre redevelopments

By approving the \$75,000 financial contribution for the Murchison Heritage Centre will allow the Community Plan group to continue with the progression of the redevelopment of the Heritage Centre.

\$5,000	Murchison Historical Society
\$80,000	External funding (applied for)
\$75,000	Council's Community Plan Implementation Fund
\$160,000	TOTAL PROJECT

Conclusion

This proposal has been brought forward by the Murchison Community Plan Steering Committee in partnership with the Murchison Historical Society for approval. The Murchison Heritage Centre redevelopment project has been developing over the past two years and is consistent with Community Planning processes. Council requested that the group conduct further work in some areas and have now demonstrated commitment from the local community and have applied for external funding. The community have provided a detailed proposal which highlights their passion and commitment to see this aspiration become a reality.

Attachments

1. Murchison Heritage Centre – Project Plan
2. Revised budget
3. Support letters
4. Quote - Sessions builders
5. Quote – Tricarico
6. Proposed floor plan

6. MANAGEMENT REPORTS

FROM THE BUSINESS DIRECTORATE

6.7 Contract 1186 Operation of the Shepparton Saleyards

Disclosures of conflicts of interest in relation to advice provided in this report
Under section 80C of the *Local Government Act 1989* officers and persons engaged under a contract providing advice to Council must disclose any conflicts of interests, including the type and nature of interest.

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.

Council Officers involved in producing this report
Author: Manager Property and Procurement
Proof reader(s): Director Business
Approved by: Director Business

Purpose

The report presents for consideration the final one year option to extend contract 1186 *Operation of the Shepparton Saleyards* to 31 December 2013.

Moved by Cr Ryan
Seconded by Cr Polan

That the Council authorises a 12 month extension of Contract 1186 *Operation of the Shepparton Saleyards* with Wilby Downs Pty Ltd until 31 December 2013, with all other existing terms and conditions remaining unchanged.

CARRIED

Contract Details

The Council at its ordinary meeting on 16 December 2008 authorised the Chief Executive Officer to finalise Contract 1186 *Operation of the Shepparton Saleyards* to appoint Wilby Downs Pty Ltd as the manager of the Shepparton Regional Saleyards for a three year term at an annual lump sum cost of \$462,500 per annum. The Contract was executed as for a three year term with two options to extend the contract by a maximum of twelve months at the discretion of the Council.

There was a typographical error within the Contract that stated “the term of the Contract was three years from 1 January 2009 to 31 December 2012”. The period 1 January 2009 to 31 December 2012 is four years rather than three, which made the term of the Contract ambiguous. The Contract term was amended in 2011 to be a four year term; however the Contract term was amended without the authorisation of the Council.

The Contract allows for annual increases of 4% or CPI, whichever was greater. Additional items which are treated as variations are set out in the Contract and provided for in the budget.

It is proposed that the Council execute its option to extend the Contract by twelve months to 31 December 2013. This 12 month extension will result in a contract term of five years as originally intended by the original contract. The contract extension will also enable a review of the preferred service delivery and appropriate tender processes to be completed to secure a contractor for future operations beyond December 2013.

6. MANAGEMENT REPORTS

6.7 Contract 1186 Operation of the Shepparton Saleyards (continued)

Current Contractor Performance

The contract requires the contractor to provide a safe and clean environment for the buying and selling of livestock and maintaining industry standards for the handling of livestock. The incumbent contractor Wilby Downs Pty Ltd is willing to continue the contract for the extension period. The contractor has been noted for having a good reputation and is well respected within the industry. Feedback received at monthly Saleyards Advisory Committee meetings has been noted as complimentary of the contractor's performance. Testimonials from the Saleyards Advisory Committee representatives, including the Stock Agents representative confirm support for the contract being extended with Wilby Downs.

Council officers regularly inspect the site, with weekly visits, to ensure works claimed for are conducted and that the facility and service requirements are maintained. Inspecting officers have advised that the contractor maintains the facility well and is responsive to rectifying any issues as a priority.

Council Plan/Key Strategic Activity

The Council Plan identifies a key strategic objective for economic development is *"to promote economic growth, business development and diversification, with a focus on strengthening the agriculture industry"*. The Shepparton Saleyards is a prime facility, with the contractor providing a significant supporting business to the regional agricultural sector.

Risk Management

Risks	Likelihood	Consequence	Rating	Mitigation Action
The market isn't being tested for a further 12 months. Market testing may identify alternative preferred operator	C	3	Moderate	Benchmarking, monitoring industry trends and monitoring contractor performance
If the recommendation to extend the contract is not approved, there will not be an operator in place by January 2013	D	2	Moderate	Recommendation provided to the Council for approval

Policy Considerations

The Procurement Policy establishes financial thresholds for delegated authority to procure services and to enter into contracts. Seeking Council's approval to extend the contract for the 12 month option will ensure compliance.

6. MANAGEMENT REPORTS

6.7 Contract 1186 Operation of the Shepparton Saleyards (continued)

Financial Implications

	2012/2013 Approved Budget for this proposal* \$	This Proposal \$	Variance to Approved Budget \$	Comments
Operational Revenue	\$1,309,146	\$1,309,146	Nil	This proposal does not vary the 12/13 budget
Expense	\$948,360	\$948,360	Nil	\$532,575 The amount relates to the contract operations expense and does not recognise additional works undertaken as variations
Net Result	\$369,786 surplus	\$369,786 surplus	Nil	

Legal/Statutory Implications

The tender process was carried out according to the requirements of *Section 186* of the *Local Government Act 1989* in 2008, prior to entering into the initial term of the contract. The performance of the contract must comply with the Code of Practice for the Welfare of Animals at Saleyards and the Code of the Operation of the NLIS in Victoria which are monitored by the Department of Primary Industries.

Environmental/Sustainability Impacts

Environmental consideration of the saleyards operation include trade waste management. Goulburn Valley Water has established trade waste requirements, with the EPA also providing guidelines for the management of animal refuse. These matters are largely the responsibility of the Council to ensure implementation; however the contractor cooperates with requirements and operational matters to support this, enabling most of the waste from the site to be recycled for agricultural use.

Strategic Links

Greater Shepparton 2030 Strategy

The Background & Analysis Report No 5: Economic Development Objective 2: To support developing and emerging agribusinesses and their increasing requirement for high technical infrastructure.

Options for Consideration

A range of valid options are available and require consideration, with the recommended extension providing an opportunity for these options to be fully considered in the next six to twelve months.

- Extend the existing contract by the 12 month option as recommended
- The Council could assume direct responsibility for operations of the saleyards
- A new contract could be issued for tender
- The Saleyard could be sold to a private operator.

Conclusion

It is recommended that the final one year option to extend contract 1186 *Operation of the Shepparton Saleyards* with Wilby Downs Pty Ltd is enacted.

Attachments

Nil.

6. MANAGEMENT REPORTS

6.8 Rating Strategy Reference Group – Appointment of Community Member

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

Under section 80C of the *Local Government Act 1989* officers and persons engaged under a contract providing advice to Council must disclose any conflicts of interests, including the type and nature of interest.

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.

Council Officers involved in producing this report

Author: Revenue and Rates Manager

Proof reader: Director Business

Approved by: Director Business

Purpose

The report proposes the appointment of additional community representatives to the Rating Strategy Reference Group and the amendment of the Terms of Reference to allow for the appointment of additional members.

Moved by Cr Summer

Seconded by Cr Ryan

That the Council:

1. adopt the amended Rating Strategy Reference Group Terms of Reference.
2. having considered the additional nominations received for appointment to the Rating Strategy Reference Group; appoint the following community members:
 - Tom PERRY
 - Leanne RADITSAS
 - Robert MCLEAN

CARRIED

Background

At the Ordinary Council meeting held on 17 July 2012, Council approved a process to implement a review of the Council's Rating Strategy through the establishment of an "advisory committee" comprising of representation from 11 community members, representing a cross section of rate-paying stakeholders and two Councillors.

Public Notices were placed in the Shepparton News, along with information being included in Council's "*Our Greater Shepparton Update*" Community Link page. Information was also included on Council's website, in media releases relating to the budget and reference was made to the Rating Strategy Reference Group on ONE FM Community Radio.

Following the release of the draft budget for public consultation, a total of 21 formal budget submissions were received and considered by Council prior to final adoption. The main areas of concern raised by submitters were in relation to the current level of rates being unsustainable, rate relief for commercial and industrial sectors and support for a review of the Rating Strategy. In addition to the formal submissions, community feedback was received specifically in relation to the level of commercial and industrial rates and business sustainability across Greater Shepparton. Council's responses to those who

6. MANAGEMENT REPORTS

6.8 Rating Strategy Reference Group – Appointment of Community Member (continued)

provided formal submissions and feedback included information regarding nominating for the Rating Strategy Reference Group.

Information Kits were also mailed to the following groups inviting them to nominate a representative for the Rating Strategy Reference Group:

- Shepparton Chamber of Commerce and Industry
- Make it Mooroopna (Mooroopna traders)
- Tatura traders
- Goulburn Valley Family Care Inc.
- Primary Care Connect
- The Salvation Army
- St Vincent De Paul Society
- Rumbalara Aboriginal Co-operative Ltd.
- Yorta Yorta Nation Aboriginal Corporation
- Tourism Greater Shepparton
- The Goulburn Valley Environment Group Inc.
- Goulburn Murray Landcare Network
- Victorian Farmers Federation (VFF)
 - Shepparton East Horticultural Branch
 - Fruit Growers Victoria

The closing date for nominations was originally 17 August 2012; however, as only five community nominations had been received up to that date, Council remained open to receiving late nominations for a further five weeks - up to 21 September 2012.

At its meeting held on 20 November 2012, the Council adopted amendments to the Rating Strategy Reference Group Terms of Reference so that between five and seven community members, representing a cross section of ratepayer categories, could be appointed to the Group and remain in office until the completion of the review, or 31 March 2013, whichever is the earlier. The Council also resolved to appoint applicants to fill six of the seven available positions for community representatives and the two Councillor representatives to the Rating Strategy Reference Group.

Subsequently three additional applications were received from community members and considered by councillors. The appointment of all three community members will benefit the Group by providing representation from a wider cross section of ratepayer categories.

Council Plan/Key Strategic Activity

The proposal is consistent with the *Council Plan 2009-2013*. The key strategic objective, Council Organisation and Management, includes an objective to “Review the Council’s financial model for long term sustainability.” There is a direct link to this objective as it incorporates the review of the Council’s Rating Strategy.

6. MANAGEMENT REPORTS

6.8 Rating Strategy Reference Group – Appointment of Community Member (continued)

Risk Management

Risks	Likelihood	Consequence	Rating	Mitigation Action
Unmet expectations.	C	2	Low	Adequate representation throughout the process. Clear communications regarding the objectives of the review.

Policy Considerations

There are no conflicts with Council policy. The Rating Strategy is included in Council's Budget which resources the Council Plan to enable outcomes of the Council Plan to be achieved.

Financial Implications

Nil. The role of the Reference Group is to provide input into the development of a new Rating Strategy for Greater Shepparton. The group will not make recommendations regarding the total amount of rates and charges to be collected, but rather, will provide comment regarding how rates revenue should be shared between categories of ratepayers, and on what basis.

Legal/Statutory Implications

The options outlined in this report are consistent with the *Local Government Act 1989*.

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

Environmental/Sustainability Impacts

There are no environmental/sustainability impacts with this proposal.

Social Implications

Outcomes from the review may have potential to alter the share of rates between different groupings which can have social implications.

Council will have a Rating Strategy which has been reviewed through community involvement and input.

Economic Impacts

Council's Rating Strategy is developed to ensure the equitable imposition of rates and charges and supports Council's key goals.

Consultation

Council has reviewed the additional nominations received, along with the strengths and qualities that each applicant would bring to the group, as well as adding to the representation of members from a cross section of ratepayer categories.

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

6. MANAGEMENT REPORTS

6.8 Rating Strategy Reference Group – Appointment of Community Member (continued)

Strategic Links

a) Greater Shepparton 2030 Strategy

The Rating Strategy is included in Council's Budget which is linked to the *Greater Shepparton 2030 Strategy* via the Council Plan.

b) Council Plan

The Rating Strategy review is linked to the governance principle of Strategic Objective 6 of the *Council Plan 2009-2013* "Council Organisation and Management" and is consistent with the objective to "Review the Council's financial model for long term sustainability".

c) Other strategic links

No other strategic links have been identified.

Options for Consideration

Option 1 – Appoint one applicant to fill the remaining community member's position in accordance with the Terms of Reference adopted by the Council on 20 November 2012 – **not recommended**

Option 2 – Appoint all additional applicants and amend the Terms of Reference to increase the number of community members to nine – **recommended**

Conclusion

The process to date has produced a range of community members representing a cross section of ratepayer categories. It is recommended that the final community representatives be appointed to the working group.

Attachment

Rating Strategy Reference Group Terms of Reference (amended)

6. MANAGEMENT REPORTS

6.9 Financial Report- November 2012

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

Under section 80C of the *Local Government Act 1989* officers and persons engaged under a contract providing advice to Council must disclose any conflicts of interests, including the type and nature of interest..

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.

Council Officers involved in producing this report

Author: Manager Finance and Rates
Proof reader(s): Management Accountant
Approved by: Director Business

Purpose

The report provides details of Council's financial performance for the five months ended 30 November 2012.

Moved by Cr Polan
Seconded by Cr Patterson

That the Council receive and note the financial report as at 30 November 2012.

CARRIED

Background

The Council adopted its 2012/2013 Budget at its Ordinary Meeting on 17 July 2012. The Budget comprised revenue of \$103m, expenditure of, an operating surplus of \$6m and a Capital Works Program of \$32m.

At its Ordinary Meeting on 18 September 2012, as part of the first quarter budget review the Council approved changes to its 2012/2013 Operating and Capital Works Program Budgets totalling \$0.95m. The updated 2012/13 Budget contained revenue of \$102m, expenditure of \$98m, an operating surplus of \$5m and a Capital Works Program of \$32m. Changes from the adopted 2012/13 Budget included:

<u>Operating Budget</u>	\$
1. Sir Murray Bouchier Memorial Funds	10,000
2. Flood Resilience Funding	110,000
3. Community Connections Funding	204,463
4. Lead Funding	251,817
5. Flood Mitigation Studies	119,592
6. Preschool Coordination	25,000
Subtotal	720,872
<u>Capital Works Program</u>	
7. Roads to Recovery – Pavement Rehabilitation	37,773
8. Roads to Recovery – Bridge Works	110,000
9. GV Link – Easement	83,000
Subtotal	230,773
Total	951,645

6. MANAGEMENT REPORTS

6.9 Financial Report- November 2012 (continued)

The half year budget review will be considered by the Council at its Ordinary Meeting to be held 19 February 2013.

The following reports have been prepared and are presented to Council as part of the November 2012 Financial Report to facilitate decision making:

- Overview Commentary
- Income Statement
- Balance Sheet
- Cash Flow Statement
- Councillor Expense Report

Other schedules have been included for the information of Councillors:

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

Council Plan/Key Strategic Activity

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

Risk Management

No risk has been identified in providing this financial report.

Policy Considerations

There are no conflicts with existing Council policies.

Financial Implications

There are no financial implications arising from this proposal.

Legal/Statutory Implications

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. In addition Section 138 requires that at least every 3 months a statement comparing the budgeted revenue and expenditure for the financial year with the actual revenue and expenditure to date is presented to the Council at a Council meeting which is open to the public. This report satisfies that requirement.

Environmental/Sustainability Impacts

No Environmental or Sustainability impacts have been identified.

Social Implications

No Social implications have been identified.

Economic Impacts

No Economic impacts have been identified.

Consultation

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

6. MANAGEMENT REPORTS

6.9 Financial Report- November 2012 (continued)

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

Options for Consideration

This report is for information purposes only and does not present any options for consideration.

Conclusion

The report provides details of Council's financial performance as at 30 November 2012.

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

November 2012 Financial Report

6. MANAGEMENT REPORTS

FROM THE SUSTAINABILITY DIRECTORATE

6.10 Amendment C158 South Shepparton Community Infrastructure Needs Assessment

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

Under section 80C of the *Local Government Act 1989* officers and persons engaged under a contract providing advice to Council must disclose any conflicts of interests, including the type and nature of interest..

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.

Council Officers involved in producing this report

Author: Principal Strategic Planner

Proof reader(s): Team Leader Strategic Planning, Planning Manager

Approved by: Director Sustainable Development

Other: Graduate Strategic Planner (Amendments)

Purpose

Amendment C158 proposes to strengthen the control for improved planning outcomes for clustering of community facilities in South Shepparton in identified nodes. The community will benefit from improved planning outcomes with community facility clusters in accessible locations, close to public transport which will enhance accessibility and everyday life for individuals and create more sustainable residential precincts.

The amendment proposes to implement the findings of the South Shepparton Community Infrastructure Needs Assessment and incorporate them into the Municipal Strategic Statement (MSS) in the Greater Shepparton Planning Scheme.

The amendment proposes to strengthen provisions already outlined in the Planning Scheme as well as listing the South Shepparton Community Infrastructure Needs Assessment as a reference document in Clause 21.09 (Reference Documents). This will allow for the study to guide future development in South Shepparton and at the same time provide flexibility in relation to detailed planning in the identified nodes.

In Clause 21.04 (Community Life) the amendment outlines that Council will seek monetary contributions from relevant new uses or subdivisions in South Shepparton to assist in the development of these activity nodes, hence long term strategic planning for community infrastructure enables financial benefits for the Council via the reduction of development costs for new community facilities in the future.

The amendment has been through an exhibition process in accordance with the requirements of the *Planning and Environment Act 1987*. Submissions have been reviewed and no objections were received by the Council.

6. MANAGEMENT REPORTS

6.10 Amendment C158 South Shepparton Community Infrastructure Needs Assessment (continued)

**Moved by Cr Patterson
Seconded by Cr Polan**

That, having considered the submissions for Amendment C158 to the Greater Shepparton Planning Scheme, in accordance with section 27 of the *Planning and Environment Act 1987*, the Council:

1. in accordance with section 29 of the Act, adopt Amendment C158
2. in accordance with section 31 of the Act, submit Amendment C158 to the Minister for Planning for approval.

CARRIED

Proposal in Detail

The amendment is consistent with and supports objectives in Clause 21.04-5 of the Greater Shepparton Planning Scheme;

- To provide an equitable and efficient distribution of community facilities and services.
- Locate facilities and service centres where they can be accessed by public transport and/or walking/cycle paths.
- Promote clustering of facilities to enable multi-use and sharing of community facilities

The amendment will incorporate the South Shepparton Community Infrastructure Needs Assessment (CINA) in the Municipal Strategic Statement (MSS) via;

1. Amending Clause 21.04-5 Community Life:

Community Hubs have been established in Mooroopna and North Shepparton and these facilities are attracting a range of new support services for residents. A new multipurpose community centre has been developed in Dookie and a community facility has been integrated with a shopping precinct in South Shepparton.

Multipurpose community infrastructure potentially allows for community, recreational and business services in one location, making it more accessible to users and allowing providers to work together. This also provides the ability to change the mix of services to respond to changing needs. In relation to south Shepparton, the South Shepparton Community Infrastructure Needs Assessment (CINA) nominated activity nodes at a number of key locations to help meet the needs of the local community. The CINA will guide the development of the public land associated with these activity nodes, as well as providing strategic support for the development of new public or privately run community uses in close proximity of these nodes. These uses include schools, child care centres, residential aged care facilities, recreation areas and community centres. Connectivity between these nodes will also be supported through the provision of integrated public transport and shared pathways. Council will seek monetary contributions from relevant new uses or subdivisions in south Shepparton to assist in the development of these activity nodes.

6. MANAGEMENT REPORTS

6.10 Amendment C158 South Shepparton Community Infrastructure Needs Assessment (continued)

2. Incorporate the South Shepparton Community Infrastructure Needs Assessment (CINA), as a reference document in Clause 21.09.

As part of this amendment, the reference list at Clause 21.09 is also being revised to list all reference documents in alphabetical order.

Summary of Key Issues

Amendment C158 was on exhibition from 21 June 2012 to 24 September 2012. No objections were received by the Council.

The Council may adopt an amendment in accordance with Section 29 of the *Planning and Environment Act 1987*.

Background

In 2004 the Greater Shepparton City Council prepared a Master Plan for Vibert Reserve in partnership with local schools and sporting groups. The Master Plan focused on building synergies and opportunities for co-location and shared use of facilities.

After the Vibert Reserve Master Plan was finalised, the southern part of Shepparton underwent some significant changes and further development in terms of community infrastructure. In order to capture these changes and allow for an investigation of existing community infrastructure in south Shepparton the South Shepparton Community Infrastructure Needs Assessment (CINA) was completed in February 2009.

The objectives of the 2009 CINA were to:

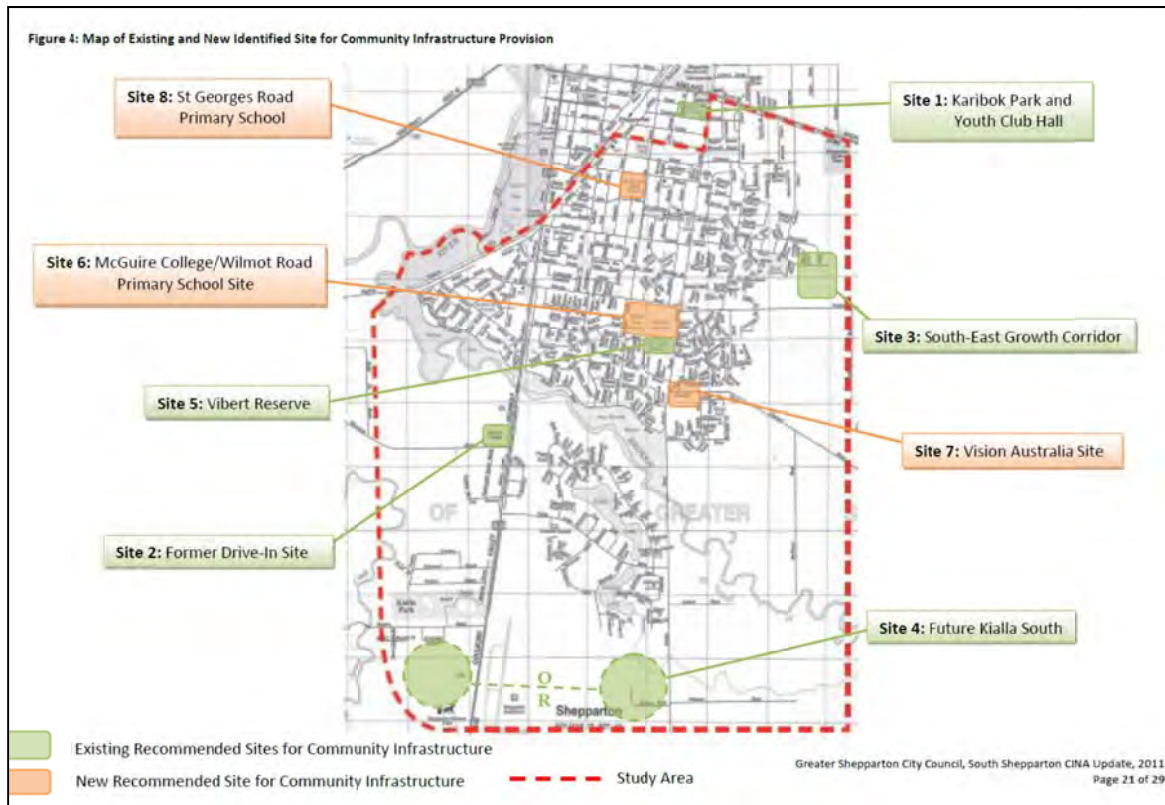
- Assess the likely nature and extent of community infrastructure required to meet current and future population needs in south Shepparton.
- Identify the appropriate nature and scale of community infrastructure for five sites identified by the Greater Shepparton City Council, including:
 - Karibok Park and Youth Club Hall
 - Former Shepparton Drive-In site (Riverside Plaza)
 - South-East Shepparton Growth Corridor
 - Future Kialla South
 - Vibert Reserve

Since the 2009 CINA a number of community infrastructure and strategic planning initiatives were undertaken in South Shepparton and in February 2010 Greater Shepparton City Council commissioned Capire Consulting to undertake a review on the recommendations made in the 2009 CINA.

6. MANAGEMENT REPORTS

6.10 Amendment C158 South Shepparton Community Infrastructure Needs Assessment (continued)

Figure 1: South Shepparton community infrastructure – recommended location and scale of community infrastructure clusters



The review was finalised in March 2011 and, together with the original report from 2009, both documents were adopted by the Council in June 2011.

Following Council adoption, Amendment C158 has been prepared in order to incorporate the recommendations of the 2009 and 2011 CINA into the Greater Shepparton Planning Scheme. The amendment received authorisation of the Minister on 9 May 2012 and was put on public exhibition during 21 June to 24 September 2012.

Submissions

During the exhibition period, three submissions from referral authorities were received by the Council, these were:

- Goulburn-Broken Catchment Management Authority
- Goulburn Valley Water
- Department of Primary Industries

There were no objections received.

6. MANAGEMENT REPORTS

6.10 Amendment C158 South Shepparton Community Infrastructure Needs Assessment (continued)

Assessment under the Planning and Environment Act

Under Section 12(1)(a) and (b) of the *Planning and Environment Act 1987*, the Council, as the planning authority, must implement the objectives of planning in Victoria and provide sound, strategic and coordinated planning of the use and development of land in its area.

All Amendment C158 procedures comply with legislative requirements for amendment preparation, exhibition, submission consideration, panel stage and adoption under the *Planning and Environment Act 1987*.

Under Section 27 of the Act, the planning authority must consider the Independent Planning Panel's Report before deciding whether or not to adopt the amendment.

A planning authority adopts an amendment under Section 29 of the Act, with or without changes.

Council Plan/Key Strategic Activity

Objective 2: Encourage sustainable municipal growth and development.

As one of Australia's fastest growing regional cities, it is important to manage growth in a structured and sustainable manner. In consultation with the Victorian Government and community stakeholders, we will continue to develop a planning framework that ensures that our growth and development does not compromise our enviable lifestyle.

Objective 9: Develop and pursue strategies to improve community health and wellbeing.

- *Pursue the highest standard of accessibility and inclusion for all services and activities.*
- *Promote riding and walking as viable alternatives to driving.*

Objective 11: Ensure social issues are actively considered when making planning decisions.

We understand that social issues are important to our community and we will continue to develop an integrated approach to planning.

Objective 28: Provide affordable and sustainable community infrastructure.

Our community enjoys a high standard of infrastructure, but this comes at a price.

Risk Management

The proposal implements the objectives of planning in Victoria, as well as objectives and strategies outlined in State and Local Policy. The amendment proposes to facilitate orderly planning and development of land for community infrastructure purposes.

Failure to adopt and approve this amendment contradicts State and Local Policy, including the Municipal Strategic Statement and would result in poor planning outcomes for the municipality.

Policy Considerations

There are no conflicts with existing Council policy.

6. MANAGEMENT REPORTS

6.10 Amendment C158 South Shepparton Community Infrastructure Needs Assessment (continued)

Financial Implications

The *Planning and Environment (Fees) Interim Regulations 2012* sets the statutory fees for the preparation, exhibition and adoption of planning scheme amendments. The Greater Shepparton City Council is the proponent of this amendment and is responsible for all costs associated with the amendment process.

As a result of the amendment, it is expected that there will be a reduction in planning permit applications for use and development of the subject land. This will be a favourable outcome, resulting in less resource costs for the Council.

The CINA will guide the development of the public land in south Shepparton associated with the above mentioned activity nodes, as well as providing strategic support for the development of new public or privately run community uses in close proximity of these nodes. These uses include schools, child care centres, residential aged care facilities, recreation areas and community centres. Council will seek monetary contributions from relevant new uses or subdivisions in south Shepparton to assist in the development of these activity nodes, hence long term strategic planning for community infrastructure enables financial benefits for the Council via reduction of development costs for new community facilities in the future.

It is expected that the long term social and financial benefits of this amendment will outweigh the short term financial implications of the planning scheme amendment process.

Legal/Statutory Implications

Procedures associated with Amendment C158 comply with legislative requirements for amendment preparation, exhibition, submission consideration, panel stage and adoption under the *Planning and Environment Act 1987*. The amendment is:

- Consistent with the Ministerial Direction on the Form and Content of Planning Schemes under Section 7(5) of the Act;
- Complies with Minister's Direction No 11, *Strategic Assessment of Amendments* and accompanying practice note, *Strategic Assessment Guidelines – revised August 2004*.

This Planning Scheme Amendment has been assessed in accordance with the requirements of the *Planning and Environment Act 1987* and the Greater Shepparton Planning Scheme. The assessment is considered to accord with the *Victorian Charter of Human Rights and Responsibilities Act 2006*. No human rights were negatively impacted upon through the amendment process, including during the exhibition, consideration of submissions and panel hearing stages. The rights of all individuals and groups with regard to Freedom of Expression, Right to be Heard, Entitlement to Participate in Public Life and Property Rights were upheld.

The Charter recognises that reasonable restrictions may be placed on the use and development of land, and that there may on occasion be reasonable and acceptable off-site impacts on others. There is an emphasis on performance based policies, objectives and guidelines that deal with a range of potential amenity impacts on a person's privacy and home. Provided these issues are properly considered, it would be a rare and

6. MANAGEMENT REPORTS

6.10 Amendment C158 South Shepparton Community Infrastructure Needs Assessment (continued)

exceptional case where the exercise of a planning discretion in accordance with the regulatory framework is not Charter compatible.

The proposal has been considered in accordance with the relevant parts of the *Planning and Environment Act 1987*, and it is not expected that adoption and approval of this amendment will contravene the Charter in any way.

Environmental/Sustainability Impacts

The amendment supports locating facilities and service centres where they can be accessed by public transport and/or walking/cycle paths. It promotes clustering of facilities to enable multi use and sharing of community facilities. This approach provides strategic direction for sustainable sharing of public buildings and reduction in future car use.

Social Implications

The South Shepparton Community Infrastructure Needs Assessment promotes improved social connectedness in south Shepparton, by directing where community infrastructure best can be clustered in the future. It provides for an equitable and efficient distribution of community facilities and services which will allow for improved social outcomes for the community in south Shepparton.

Economic Impacts

It is not expected that this amendment will have any negative economic impacts.

As a result of the amendment, it is expected that there will be a reduction in planning permit applications for use and development of the subject land. This will be a favourable outcome, resulting in less resource costs for the Council.

Planning for clustering of facilities and promoting multi use and sharing of community facilities will enable financial benefits for service providers, local government and community members in the long term by reduction of operation and maintenance costs of public buildings.

Consultation

Consultation in relation to the development of the Shepparton Community Infrastructure Needs Assessment (CINA) 2009 and 2011

An audit of existing community infrastructure in south Shepparton was conducted with local stakeholders in June and July 2008 in order to gain an understanding of the nature and extent of existing provision across South Shepparton.

Two audits were completed; one for recreation services and one for community services. An extended list of all stakeholders that were interviewed for the study is available within the report.

6. MANAGEMENT REPORTS

6.10 Amendment C158 South Shepparton Community Infrastructure Needs Assessment (continued)

In relation to the review, a series of one-on-one interviews were conducted with both Council staff and external stakeholders in 2010 and 2011. The interviews provided detailed information in relation to:

- The capacity and sustainability of current facilities
- The key issues affecting infrastructure provision and service delivery
- The capacity and interest amongst service providers to co-locate operations with other services
- Future service planning initiatives and directions

The outcome of the consultation has been summarised in to three categories:

- Perceived gaps in community infrastructure provision
- Opportunities for community infrastructure
- Limitations of existing community infrastructure

An extended list of all stakeholders that were interviewed for the review study is provided on page 29 of the CINA report.

In relation to the amendment

In accordance with the *Planning and Environment Act 1987*, the amendment was placed on exhibition from 21 June to 24 September 2012. Notices appeared in the Government Gazette and the Shepparton News.

Formal notice of the amendment was given to the prescribed Ministers, referral authorities and any affected landowners.

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

Strategic Links

a) Greater Shepparton 2030 Strategy

Two key directions which link with the provision of community infrastructure are 'community life and 'infrastructure'.

Community Life: To enhance social connectedness, physical and mental health and wellbeing, education and participatory opportunities in order to improve liveability and a greater range of community services.

Infrastructure: The provision of urban and rural infrastructure to enhance the performance of the municipality and facilitate growth.

6. MANAGEMENT REPORTS

6.10 Amendment C158 South Shepparton Community Infrastructure Needs Assessment (continued)

b) Greater Shepparton Public Health Plan 2009-2013 Community Life

To enhance social connectedness, physical and mental health and well being, education and participatory opportunities in order to improve liveability and a greater range of community services.

Infrastructure

The provision of urban and rural infrastructure to enhance the performance of the municipality and facilitate growth.

d) Greater Shepparton Housing Strategy

Achieve effective integrated neighbourhood planning and infrastructure delivery:

- Action S3: Achieve effective integrated neighbourhood planning and infrastructure delivery.
- Action A7: Identify opportunities to integrate the identification of community needs into the strategic planning process.

e) Greater Shepparton Positive Ageing Strategy 2009-2014

1. Settlement, Housing and Infrastructure: The outside environment, design of public and private buildings including housing and transportation all have major impact on the mobility and independence of older people and their ability to 'age in place'.

Objectives relating to community infrastructure:

- Increased access to support services that allow older people to remain living in the community and/or connected to community if living in a residential care facility.
 - Increase local walk-ability in all urban areas.
2. Participation in Community Life: The level of positive involvement of people in the community is related to their individual health and wellbeing.

Options for Consideration

In accordance with section 27 of the *Planning and Environment Act 1987*:

- The Council may abandon the amendment under section 28 of the Act.
- The Council may adopt the amendment under section 29 of the Act.

The Council submits the amendment to the Minister for approval under section 31 of the Act.

Conclusion

It is recommended that the amendment be adopted and submitted to the Minister for approval.

Attachments

Nil.

6. MANAGEMENT REPORTS

6.11 Building and Planning Permit Activity Reports

Disclosures of conflicts of interest in relation to advice provided in this report
 Under section 80C of the *Local Government Act 1989* officers and persons engaged under a contract providing advice to Council must disclose any conflicts of interests, including the type and nature of interest.

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.

Council Officers involved in producing this report
Author: Team Leader Statutory Planning
Proof reader(s): Manager Planning and Manager Building
Approved by: Director Sustainable Development
Other: N/A

Purpose
 The purpose of this report is to inform the Council of building and planning permit activity

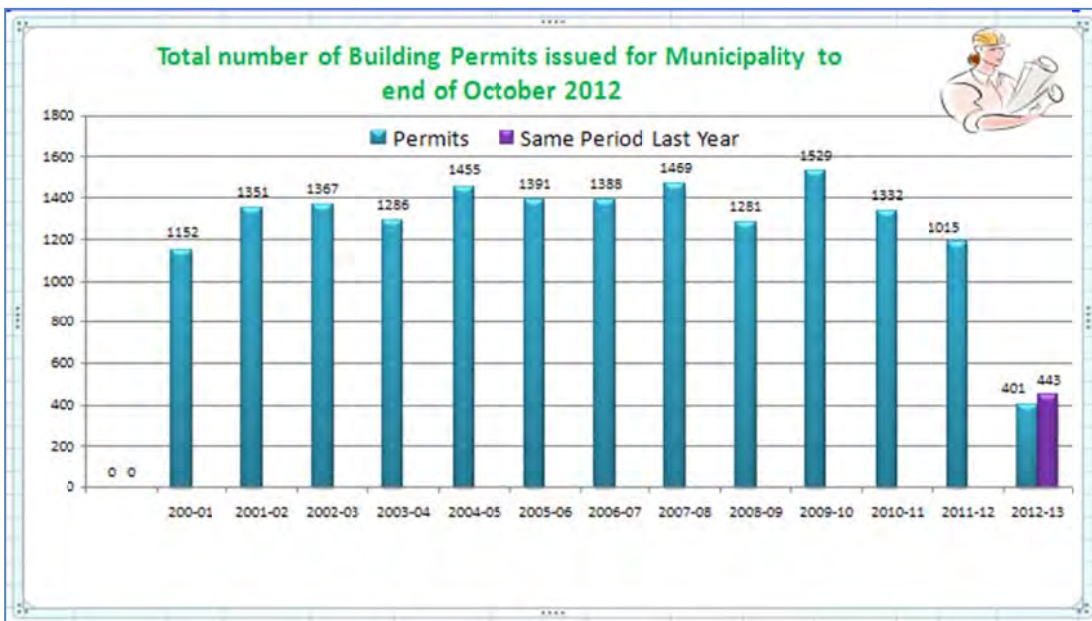
Moved by Cr Polan
Seconded by Cr Oroszvary

That the Council receive and note the combined Building and Planning Permit Activity reports.

CARRIED

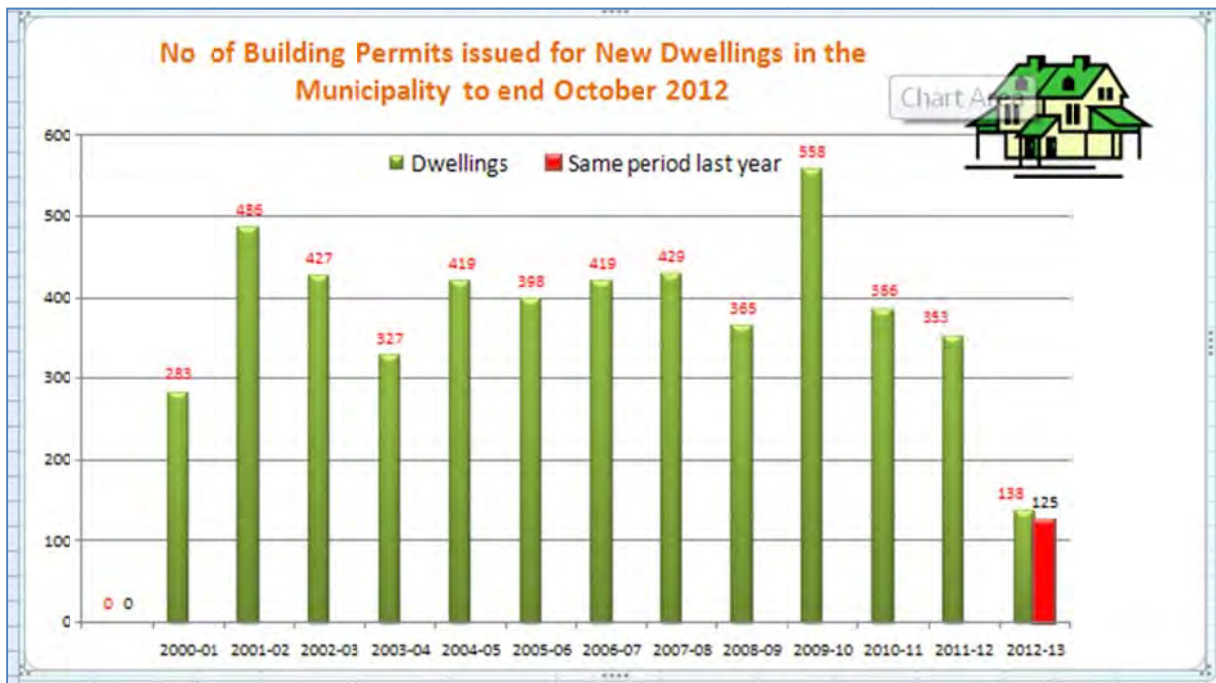
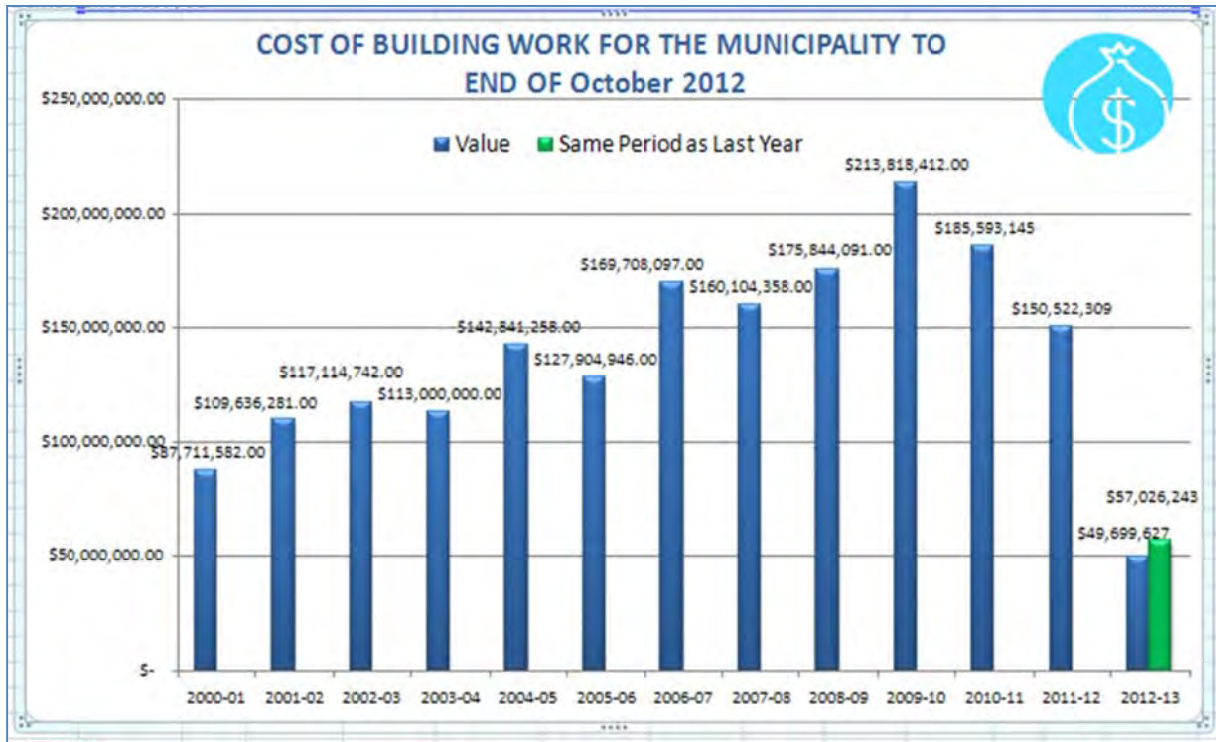
Building Permit Activity
 In October 2012 59 Building Permits were issued.

The tables listed below provide a summary of the monthly reporting undertaken by Building Services



6. MANAGEMENT REPORTS

6.11 Building and Planning Permit Activity Reports (continued)

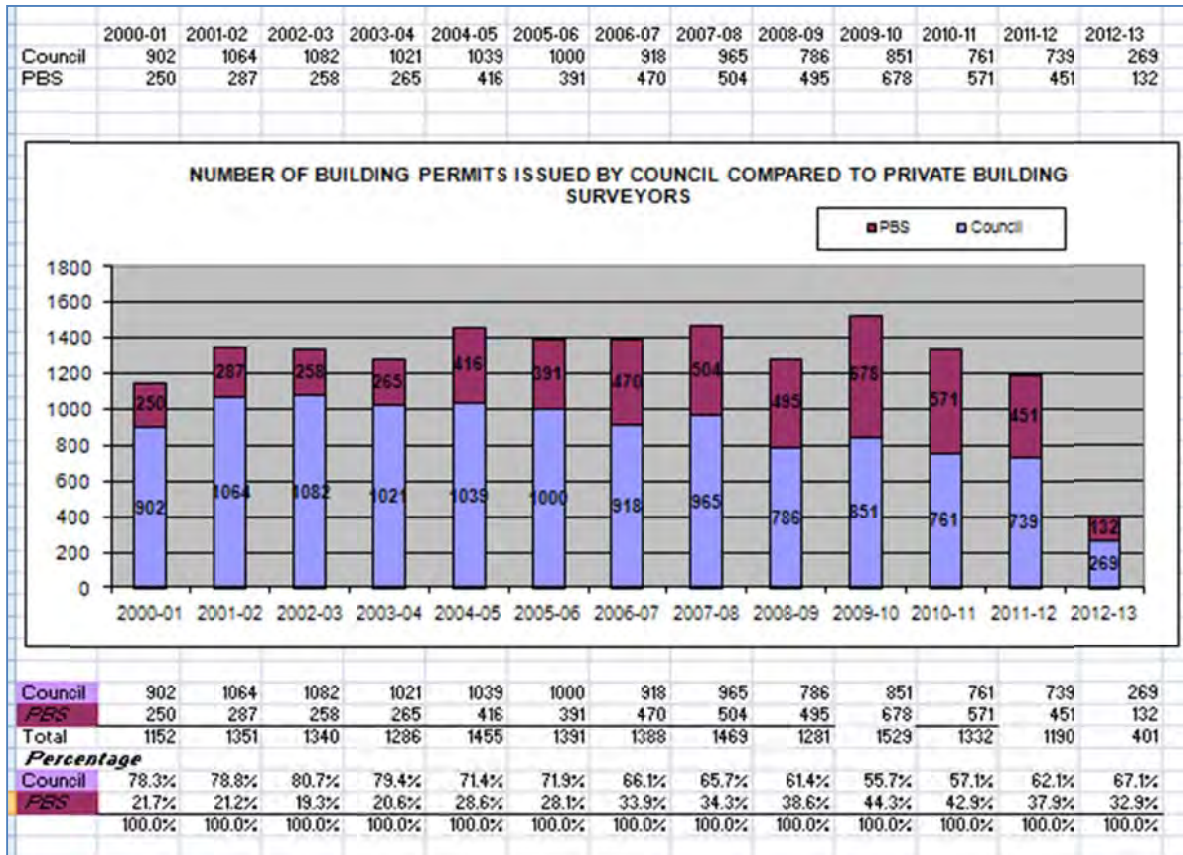


***2009-10**

Government increased the value for first home owner's grants: and The National Building Education Revolution (BER) introduced forming part of the economic stimulus plan.

6. MANAGEMENT REPORTS

6.11 Building and Planning Permit Activity Reports (continued)



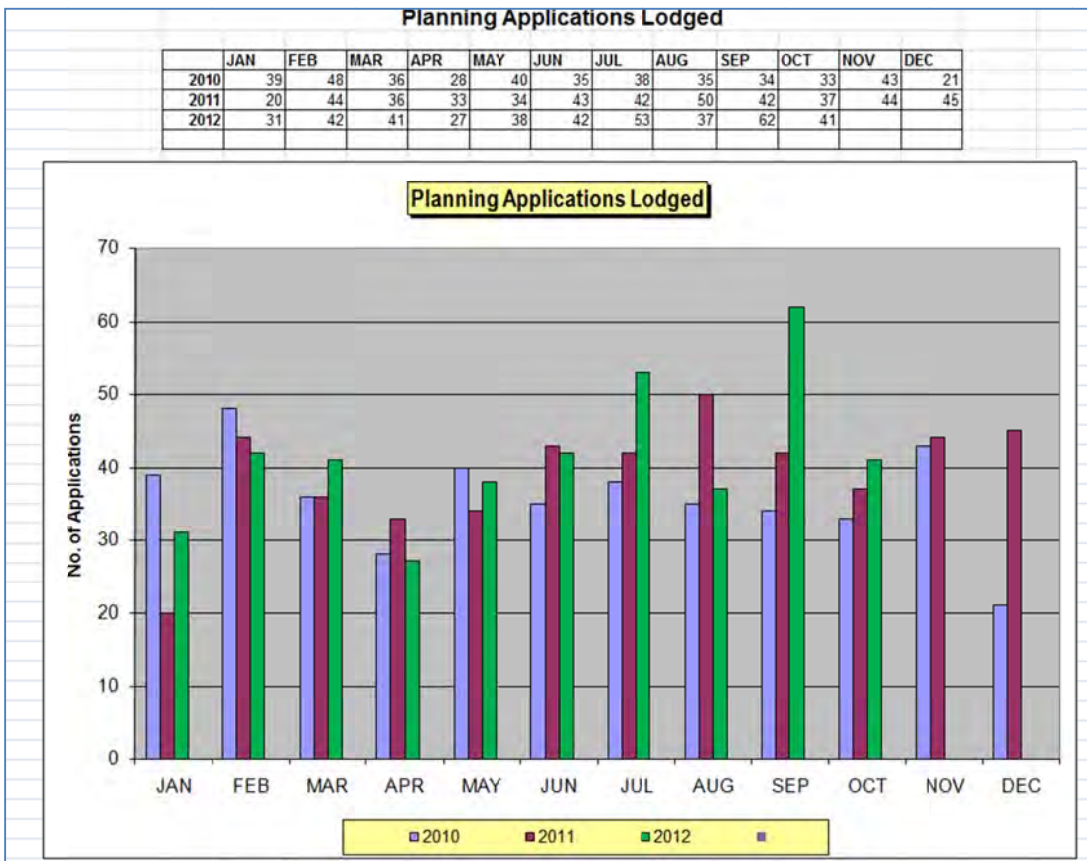
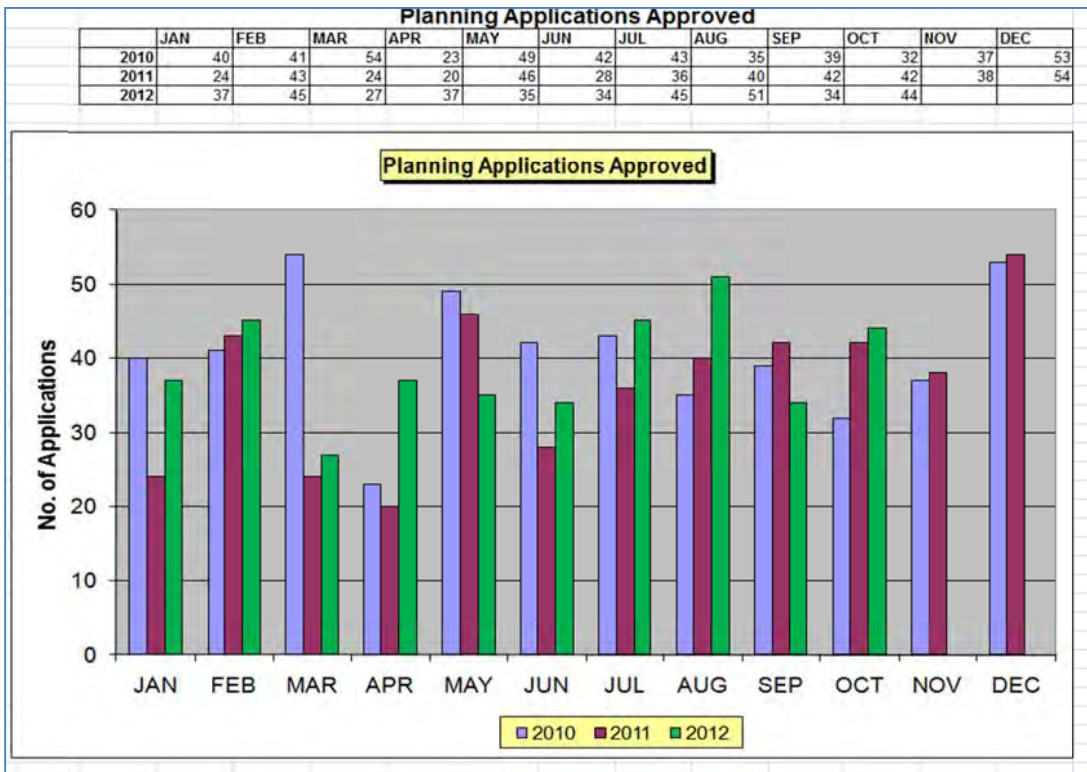
Planning Permit Activity

In October 2012 forty-four (44) planning permits were issued. Planning permit applications received for the month totalled forty-one (41).

The tables listed below provide a summary of the monthly reporting undertaken by the Statutory Planning Team.

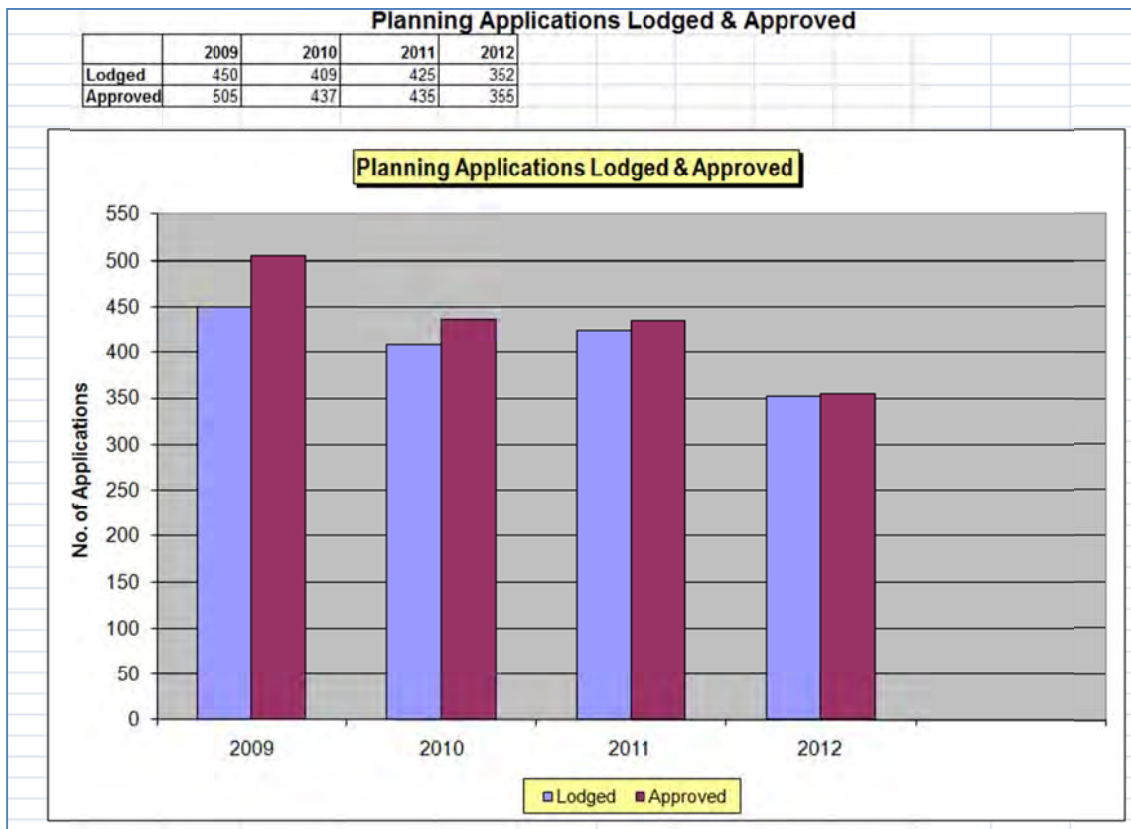
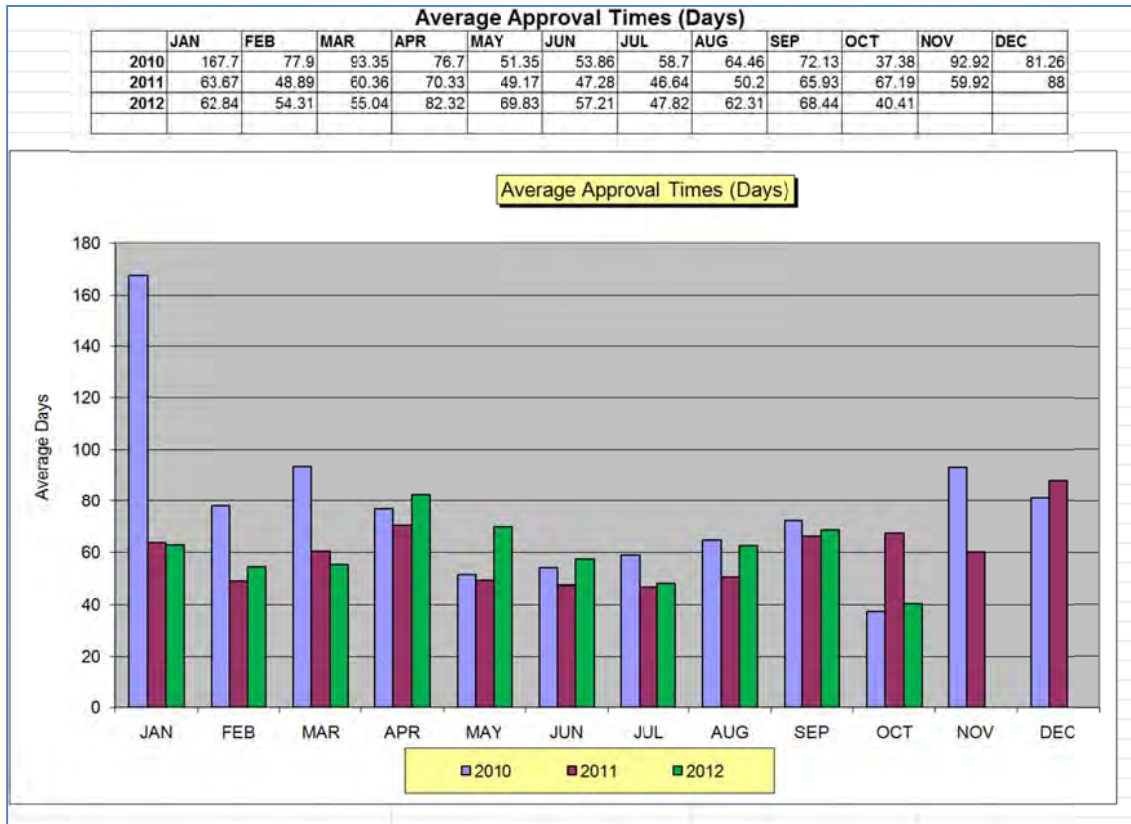
6. MANAGEMENT REPORTS

6.11 Building and Planning Permit Activity Reports (continued)



6. MANAGEMENT REPORTS

6.11 Building and Planning Permit Activity Reports (continued)



6. MANAGEMENT REPORTS

6.11 Building and Planning Permit Activity Reports (continued)

Please Note: Applications lodged and approved for 2012 are based on figures taken at the end of October 2012. For 2009 to 2011 the figures were taken as of 31 December.

The 2011-12 Planning Permit Activity Annual Report has just been released. This report details planning permit activity and performance for each municipality as well as comparisons between the different regions. Monthly reports are also provided to the Planning Department.

The information listed in the table above is taken from the Planning Permit Activity Annual Report 2011-12 (PPARS).

Planning Application Performance figures for Greater Shepparton

	2010/2011	2011/2012	% Change	Rural Average	RC Group Average
Applications with:					
Public notice	202 (49%)	237 (50%)	+17.3%	141 (39%)	290 (44%)
Further information	132 (32%)	80 (17%)	-39.4%	131 (36%)	250 (38%)
Referrals	117 (28%)	180 (38%)	+53.8%	179 (49%)	338 (51%)
Objections	35 (8%)	47 (10%)	+34.3%	32 (9%)	76 (11%)
Financial					
Total value of fees	\$228,799	\$421,518	+84.2%	\$102,532	\$228,461
Average fee per application	\$565	\$903	+59.8%	\$380	
Total estimated cost of works*	\$67,758,846	\$66,187,536	-2.3%	\$64,044,900	\$160,619,008
Average cost of works per application*	\$191,409	\$152,155	-20.5%	\$196,445	\$267,876
Processing times**					
Average gross days to decision	105	80	-23.6%	114	
Median processing days	72	50	-30.6%	62	64
Completed within sixty days	64%	70%	+6.0%	68%	67%

*The calculation of these values has changed from previous reporting, being now only calculated on permits issued

**Average and median processing times are calculated on gross days and include applications with outcomes of Withdrawn, Lapsed and Permit Not Required

Background

Both the Council's Building and Planning Departments undertake regular reporting on building and planning permit activity. These reports have not been made formally available to the Council on a regular basis.

Quarterly reports will now be provided to the Council for information and discussion purposes.

Council Plan/Key Strategic Activity

The Council Plan's organisation and management strategies identify the need to promote continuous improvement throughout the organisation. By tracking planning permit performance via means such as PPARS, the Statutory Planning team can identify areas for improvement and processes and procedures to be implemented to ensure improvement in these areas.

Risk Management

There is no risk management issues associated with this report

Policy Considerations

There are no relevant policy considerations associated with this report

6. MANAGEMENT REPORTS

6.11 Building and Planning Permit Activity Reports (continued)

Financial Implications

There are no financial implications associated with providing this report

Legal/Statutory Implications

There is no legal or statutory requirement to provide building and planning permit activity reporting. The Council's Planning Department is required to supply information to the Department of Planning and Community Development for PPARS reporting purposes.

Environmental/Sustainability Impacts

There are no relevant environmental or sustainability considerations

Social Implications

There are no relevant social considerations

Economic Impacts

There are no relevant economic considerations

Consultation

Report has been provided to help inform the Council of building and planning permit activity and performance.

Strategic Links

a) Greater Shepparton 2030 Strategy

The report provides performance in context of achieving best practice and reduced time delays.

b) Council Plan

The report highlights performance against the key performance indicators within the Council Plan

c) Other strategic links

Nil

Options for Consideration

The only option for consideration is whether or not to receive and note the contents of this report

Conclusion

As of the end of October 2012, building activity is steady with new Dwellings up by 10%. The Council's Building Department has issued 67% of the Building Permits in the Municipality so far in 2012, while also issuing 59 Building Permits outside the Municipality.

Council received over \$80,000 in building permit fees for permits issued outside the Municipality in the last financial year.

Despite predicted economic downturn, the number of planning permit applications lodged has remained steady for the last three years. September 2012 saw the most planning permit applications lodged in a single month (62) since May 2008 (72). Reporting, such as the information listed above, provides one way of tracking service delivery and performance. While the statutory planning team continues to work towards improving its overall approval times, it also places a focus on achieving acceptable planning outcomes, understanding the expectations of planning permit applicants and facilitating development.

6. MANAGEMENT REPORTS

6.11 Building and Planning Permit Activity Reports (continued)

As noted above, the intent of this report is to provide information to the Executive, Council and the public for discussion purposes. In 2013, the aim is to provide a quarterly report to the Council. This report will take a directorate wide approach incorporating planning permit and VCAT activity, building activity and economic development information.

Attachments

Nil

6. MANAGEMENT REPORTS

6.12 Transition Plan – Development Hearing Panel and Planning Delegations

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

Under section 80C of the *Local Government Act 1989* officers and persons engaged under a contract providing advice to Council must disclose any conflicts of interests, including the type and nature of interest.

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.

Council Officers involved in producing this report

Author: Team Leader Statutory Planning

Proof reader: Manager Planning

Approved by: Acting Director Sustainable Development

Other: Principal Statutory Planner

Purpose

This report has been prepared as the result of an action arising from the Council Transition Plan (TP58).

As part of the Organisational Scan process it was identified that consideration should be given to Councillor participation in the Development Hearing Panel Process (DHP).

This report explores:

- to possibility of providing for Councillor representation on the DHP
- the possibility of widening the number of panel members on the DHP
- the possibility of increased delegation to the DHP

RECOMMENDATION

That the Council:

1. appoint a Councillor, and an alternate to the position of panel member on the Development Hearing Panel
2. make provision for additional panel members (staff members in these positions) to the Development Hearing Panel being the:
 - Principal Strategic Planner – Major Projects
 - Manager Building
 - Team Leader Building
 - Manager Projects
 - Team Leader Design Services
 - Team Leader Major Projects
 - Manager Neighbourhoods
3. Adopt the Instrument of Delegation to Planning Committees dated 18 December 2012.
4. Revoke the Instrument of Delegation to Planning Committees dated 20 October 2009.

6. MANAGEMENT REPORTS

6.12 Transition Plan – Development Hearing Panel and Planning Delegations (continued)

5. Adopt the Guidelines Applying to the Delegation of Authority to the Development Hearings Panel dated 18 December 2012
6. Revoke the Committee Terms of Reference for the Development Hearings Panel dated 20 October 2009
7. Revoke the S6 Instrument of Delegation – Members of Staff (Planning) dated 20 March 2012.
8. Adopt the S6 Instrument of Delegation – Members of Staff (Planning) dated 18 December 2012.

Moved by Cr Summer Seconded by Cr Patterson

That the Council:

1. appoint a Councillor (Cr Oroszvary), and an alternate (Cr Polan) to the position of panel member on the Development Hearing Panel
2. make provision for additional panel members (staff members in these positions) to the Development Hearing Panel being the:
 - Principal Strategic Planner – Major Projects
 - Manager Building
 - Team Leader Building
 - Manager Projects
 - Team Leader Design Services
 - Team Leader Major Projects
 - Manager Neighbourhoods
3. Adopt the Instrument of Delegation to Planning Committees dated 18 December 2012.
4. Revoke the Instrument of Delegation to Planning Committees dated 20 October 2009.
5. Adopt the Guidelines Applying to the Delegation of Authority to the Development Hearings Panel dated 18 December 2012
6. Revoke the Committee Terms of Reference for the Development Hearings Panel dated 20 October 2009
7. Revoke the S6 Instrument of Delegation – Members of Staff (Planning) dated 20 March 2012.
8. Adopt the S6 Instrument of Delegation – Members of Staff (Planning) dated 18 December 2012.

CARRIED

6. MANAGEMENT REPORTS

6.12 Transition Plan – Development Hearing Panel and Planning Delegations (continued)

Background

The DHP process was adopted by the Council via a resolution at the Ordinary Council Meeting on 20 October 2009.

Currently the DHP is delegated to decide on:

- planning permit applications where more four or less objections are received
- or where refusal of an application is recommended by the planning officer

As mentioned above the DHP still has the power to refer any of the above applications to the Council in accordance with the delegations policy.

Since the DHP was first held on 8 December 2009, 64 planning permit applications have been considered by the DHP. During this same time 1376 planning permit applications have been decided on in total (either by the planning department, DHP or the Council).

While only a small number of the applications decided have been considered by the DHP an even smaller number of applications (17) have ultimately been decided on by VCAT during this time.

This points to the DHP meeting its intent of providing a public forum for decision making on planning permit applications where there is a planning dispute. Having senior officers providing guidance on planning debate, mediation and ultimately making a decision in a public forum, after taking into account the views of the planning officer, the applicant, referral authorities and any objectors, promotes transparent decision making. This gives all parties clarity that all relevant factors have been considered, when deciding on a planning permit application.

The addition of a Councillor to the DHP, if managed correctly, will add a further level of transparency to the process.

Proposal in Detail

In general the DHP process has been working well in terms of:

- Ensuring timely decisions for planning applications that have objections
- Providing opportunities for formal mediation within the planning permit application process
- Providing an open and transparent decision making process for planning permit applications where there is a dispute between one or more parties.
- Giving all parties involved in the process the chance to present their case to a higher decision making body.
- Reducing the number of planning permit applications being decided at VCAT

Despite the above, there has been a lack of Councillor involvement in the DHP process to date. Councillors are able to attend the DHP as an observer and were initially invited to attend. However after a lack of attendance these invitations ceased. Now that the Councillors have once again indicated a closer interest in the DHP, through the Transition Plan, consideration needs to be given as to how the Councillors can be more actively involved in this process. One clear way is to provide for a Councillor presence on the panel.

6. MANAGEMENT REPORTS

6.12 Transition Plan – Development Hearing Panel and Planning Delegations (continued)

This report investigates the ability for Councillor participation in day to day decision making via the DHP in order to provide for increased Councillor knowledge and satisfaction with the Planning System.

A key element of this consideration is to determine how a Councillor would become part of the panel.

The Geelong City Council also runs a DHP process. Their process allows for Councillor participation. Provision has been made for one Councillor to sit on each DHP, however this is not a compulsory requirement and only occurs should a Councillor wish to form part of a specific DHP Panel.

Councillor participation in the DHP has the potential to lead to increased delegation to the DHP to decide on planning applications. Despite this, it is important to remember that under the current delegation, planning officers will still exercise their right to refer planning permit applications that are controversial, political in nature or of great public interest to the Council for a decision. The DHP would also retain the power to refer an application to the Council for a decision if required in accordance with this policy.

The delegation level for referral to the Geelong DHP is any planning permit application recommended for refusal or that has six or more objections lodged. Council Planning staff have delegation for applications that have attracted one (1) to five (5) objections. Consideration of the delegation level of the Greater Shepparton DHP is considered below.

The Geelong DHP also allows for a wider range of Council staff to sit on the panel. Once again this is considered below.

Long term this could even be extended to external professionals (architects etc) to add outside skills and more transparency, however this is not a consideration of this report.

Discussion of Key Issues

Councillor Participation

Having Councillor participation on the DHP would assist in making the process more open and transparent. Additionally it may also play a part in:

1. improving Councillor knowledge and satisfaction with the planning system.
2. building on trust and relationships between the Council and the Statutory Planning Team.

A key element of the project would be to determine how a Councillor could become part of the panel. The Greater Geelong City Council allows for Councillors to determine:

1. if a Councillor will sit on the panel of a specific DHP,
2. which Councillor will sit on the panel of a specific DHP.

This system has the potential to become problematic. To encourage clarity and regular Councillor participation it would seem simpler to appoint one Councillor to the DHP for a period of 12 months. An alternate or deputy should also be appointed to allow for a scenario where the appointed Councillor is not able to attend a hearing. This process could be repeated on a yearly basis.

6. MANAGEMENT REPORTS

6.12 Transition Plan – Development Hearing Panel and Planning Delegations (continued)

There is a risk of political interference and a decline in Councillor and staff relations as a result of having a Councillor on the DHP. However this risk is low if managed correctly by the CEO and DHP panel members and the Councillor is provided with adequate training and guidance on the role of the DHP as the Responsible Authority.

Increased Delegations

A review of the current DHP indicates that the process is working well and that any planning permit application with an objection should be referred to the DHP for a decision due to the transparent nature of the process. A review of planning permit applications since the implementation of the DHP indicates that six or more objections would be a satisfactory trigger point for the Council to decide on a planning permit application (rather than the current five or more).

For example, four planning permit applications, that have required public notice, have been referred to the Council for a decision so far in 2012. Of these applications, three attracted six or more formal objections. The other was referred to the Council due to the political nature of the application.

All of the above applications were of significant public interest, and under current delegations, would have been referred to Council for a decision regardless of the number of objections.

Councillor participation in the DHP would still allow for the Councils involvement in any planning permit which has attracted a formal objection. In addition, with the increased delegation of five objections, the DHP will be able to ensure more applications are decided on in a timely matter, without having to wait for the next available Council meeting. The potential for less planning permit applications being decided by the Council also means the potential for more time to be spent on strategic planning decisions by the Councillors.

Initially, as shown in the attached transition plan, it was thought that the DHP could be able to ultimately consider planning permit applications with up to ten objections. Following a DHP process review it was deemed that up to five objections would be more suitable as outlined above.

Increased Number of Panel Members

The DHP currently has five Panel members being:

- Director Sustainable Development
- Manager Planning Department
- Team Leader Strategic Planning
- Team Leader Statutory Planning
- Team Leader Development Engineering

Panel members are not required to sit on every DHP.

At times it has been difficult to get the required quorum of three panel members. At other times it has been difficult to ensure that at least one panel member has planning expertise.

6. MANAGEMENT REPORTS

6.12 Transition Plan – Development Hearing Panel and Planning Delegations (continued)

To address both these issues it is recommended that provision be made for the following additional panel members to sit when required and or available, with a maximum of five panel members sitting at any one time:

- Principal Strategic Planner – Major Projects
- Manager Building
- Team Leader Building
- Manager Projects
- Team Leader Design Services
- Team Leader Major Projects
- Manager of Neighbourhoods

The additional panel members will also provide for greater organisational participation in the planning process.

It should be noted that Greater Geelong City Council currently provides for a similar number of panel members to what is proposed. The panel members also act in the equivalent positions to that of the Greater Shepparton City Council.

The DHP could also be extended to include external professionals on the panel to add outside skills and increased transparency. It is recommended that this be given further consideration following the completion of the first 12 month period of Council participation in the DHP. One example of an external professional could be an agriculture specialist, as identified in the Rural and Regional Land Use Strategy (RRLUS) – C121 Panel report, who could assist the DHP when deciding on rural dwelling and subdivision applications.

Council Plan/Key Strategic Activity

Strategic Objective 6 – Council Organisation and Management

33. Pursue Organisational Development and Improvement:

- Promote an organisational culture of effective decision making and inclusiveness
- Promote continuous improvement throughout the organisation

35. Provide best practice management and administrative systems and structures to support the delivery of Council services and programs:

- Develop and implement systems and procedures to ensure that Council decision making remains transparent and accountable to the community

Risk Management

This risk associated with the recommendations of this report have been considered in detail.

The risk of the integrity of the process being damaged, by new panel members without planning expertise, is outweighed by the benefits of having a more inclusive Panel. Any risk can be appropriately managed by the CEO and current DHP panel members will have a role to play in education any new panel members. Long term there will be bigger benefits for the community and the organisation by allowing for greater organisational participation in the planning process.

6. MANAGEMENT REPORTS

6.12 Transition Plan – Development Hearing Panel and Planning Delegations (continued)

Risks	Likelihood	Consequence	Rating	Mitigation Action
Loss of integrity of DHP process through political involvement	D	2	Moderate	Education and leadership role required by CEO and current panel members
Decline in relationships between Councillors and Staff	D	2	Moderate	Education and leadership role required by CEO and current panel members
Decision being made by senior staff members without planning expertise	D	2	Moderate	Additional Panel members with planning expertise will ensure at least two members of each quorum have planning expertise. It will be the role of Team Leader Statutory Planning to ensure this occurs.

Policy Considerations

The Council's Exercise of Delegations Policy is also required to be updated should the recommendations of this report are adopted by the Council. A general update of this policy will be undertaken in the near future as part of the induction of the new Council. At which time the required amendments will be included (if required by a resolution of Council).

Financial Implications

There are no additional financial implications than those associated with the current DHP process other than additional staff and Councillor time.

Legal/Statutory Implications

There would be no additional legal or statutory implications.

A revised instrument of delegation and Guidelines Applying to the Delegation of Authority to the Development Hearings Panel may need to be prepared before any additional panel members or a Councillor could sit on the Panel of the DHP.

Social Implications

There are no relevant social implications associated with the recommendations included in this report.

Economic Impacts

There are no significant economic impacts associated with the recommendations listed in this report. Additional staff time will be required for any additional panel members.

6. MANAGEMENT REPORTS

6.12 Transition Plan – Development Hearing Panel and Planning Delegations (continued)

Consultation

There has been no external consultation at this stage. If a decision was made to consider external DHP panel members this consultation would occur at this time.

Internal consultation has occurred with the Planning Department and the officers who have been recommended as additional DHP panel members.

Strategic Links

There are no other relevant strategic links.

Options for Consideration

The other options the Council could consider are:

- No Councillor representation on the DHP
- The opportunity for any Councillor to participate on the DHP, should they wish to. In this instance it would be up to the Councillors to decide which Councillor would sit on a particular DHP if more than one Councillor was interested in sitting on the DHP.
- The opportunity for a rotational arrangement of Councillors on the DHP.
- No additional panel members.
- No increase in delegation
- An immediate increase in delegations.
- An immediate investigation into the provision of external panel members on the DHP.

Conclusion

Based on the information provided in this report it is recommended that Councillor Participation on the DHP be supported. It is further recommended that this be in the form of one Councillor being appointed onto the DHP for a twelve (12) month period and the appointment of an alternate as outlined above.

In addition to Councillor Participation, that provision be made for additional panel members on the DHP being the:

- Principal Strategic Planner – Major Projects
- Manager Building
- Team Leader Building
- Manager Projects
- Team Leader Design Services
- Team Leader Major Projects
- Manager of Neighbourhoods

That each DHP panel have a maximum of five panel members, including a minimum of two members with planning expertise, to ensure transparency in decision making.

That any external participation in the DHP be explored following a 12 month period of Councillor Participation on the DHP. Given that the DHP is currently functioning effectively and too many changes may impact on service delivery.

6. MANAGEMENT REPORTS

6.12 Transition Plan – Development Hearing Panel and Planning Delegations (continued)

That the relevant Council delegations and guidelines, as outlined in the recommendation of this report be amended in accordance with the attached documents.

Attachments

1. Amended Instrument of Delegation for the DHP
2. Guidelines Applying to the Delegation of Authority to the Development. Hearings Panel dated 18 December 2012
3. Updated S6 Instrument of Delegation

6. MANAGEMENT REPORTS

6.13 Building Better Regional Cities (BBRC) Funding Program

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

Under section 80C of the *Local Government Act 1989* officers and persons engaged under a contract providing advice to Council must disclose any conflicts of interests, including the type and nature of interest.

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.

Council Officers involved in producing this report:

Author: Senior Strategic Planner
Proof reader(s): Team Leader Strategic Planning
Acting Manager Planning
Approved by: Director Sustainability
Other: Senior Statutory Planner

Purpose

To alleviate the declining housing affordability issues and social housing shortages within the Municipality, the Planning Department coordinated an application under the Commonwealth Government's Building Better Regional Cities (BBRC) program in November 2011. This application originally sought funding for flood mitigation infrastructure within the Mooroopna West Growth Corridor. It will also aid in the realisation of the aims and objectives of the *Mooroopna West Growth Corridor Structure Plan* (Structure Plan) and accompanying *Mooroopna West Growth Corridor Development Contribution Plan* (DCP).

The Australian Government's \$100million Building Better Regional Cities (BBRC) program seeks to invest in local infrastructure projects that support an increase in the number of affordable homes for sale and rent. It must benefit:

working families on ordinary incomes (low to moderate income earners) living in regional centres who are suffering from cost of living pressures; and

- new residents who want to move into the area for jobs, who need homes.

The Council resolved to authorise the CEO to sign the Building Better Regional Cities Funding Agreement with the Commonwealth Government at a Special Council Meeting on 28 June 2012.

Since June, a number of concerns relating to the mechanism through which low to moderate income earners would benefit from the funding program, as well as the achievability of the milestones within the Funding Agreement itself, have arisen. A revised affordability mechanism has been prepared but this requires variations to the Funding Agreement.

The Council is now requested to authorise the CEO to vary the Funding Agreement as required, and to sign and seal the necessary agreements or contracts with the relevant stakeholders involved in this process to realise the objectives of this project.

6. MANAGEMENT REPORTS

6.13 Building Better Regional Cities (BBRC) Funding Program (continued)

**Moved by Cr Polan
Seconded by Cr Patterson**

That the Council authorise the Chief Executive Officer:

1. to vary the Funding Agreement as required to realise the objectives of this project.
2. to sign and seal documentation indicating that the Council has successfully entered into agreements or contracts with the relevant stakeholders to complete the Council's obligations under the Funding Agreement.
3. to apply for an exemption from the requirements of Section 186 of the *Local Government Act 1989* or an exemption under any other act as deemed required by the Chief Executive Officer to realise the objectives of this project.

CARRIED

Background

This report outlines the Council's application for infrastructure funding aimed at realising a considerable number of affordable houses through the BBRC Funding Program.

Building Better Regional Cities (BBRC) Program

The objectives of the BBRC Program are to invest in local infrastructure projects that support an increase in the number of homes for sale and rent that are affordable for working families on ordinary incomes, in communities that are experiencing positive jobs and population growth that need more homes to be built. This investment in regional centres is also expected to relieve the pressure on major capital cities.

The Commonwealth Department of Families, Housing, Community Services and Indigenous Affairs is responsible for the management of the BBRC Program. The total amount of funding available is capped at \$100million and is spread across the 2011-12 to 2013-14 financial years. The funding program requires a clear financial benefit for low to moderate income earners to be realised within the three years of its operation. The benefit of the BBRC investment is expected to apply to two main groups:

working families on ordinary incomes (low to moderate income earners) living in regional centres who are suffering from cost of living pressures; and
new residents who want to move into the area for jobs, who need homes.

Forty-seven regional cities were eligible to apply for funding. Up to \$15million will be provided for infrastructure in each successful regional city. The eligible cities within Victoria were Ballarat, Bendigo, Geelong, Mildura, Shepparton, Traralgon, Warrnambool and Wodonga.

Mooroopna West Growth Corridor

The periodic flooding of the surrounding built area in Mooroopna, as well as the need for additional dwellings in the area, has necessitated the need for the Mooroopna West Growth Corridor to incorporate significant flood mitigation infrastructure to increase the efficiency of the existing floodway and to create additional stormwater capacity within the surrounding area. These works are required before any significant residential development can occur within the corridor.

6. MANAGEMENT REPORTS

6.13 Building Better Regional Cities (BBRC) Funding Program (continued)

The cost associated with these initial flood mitigation infrastructure items form a significant part of the *Mooroopna West Growth Corridor Development Contribution Plan July 2009* (DCP). However, as a significant portion of the infrastructure items included within the DCP are needed to be constructed before any major residential development occurs within the corridor, this has significant financial implications for both small to medium sized developers and the Council alike.

This may necessitate substantial Council funds to cover these initial costs, in order to initiate development within the corridor. These costs will only be fully regained once the last development contribution payment is made. The Mooroopna West Growth Corridor is predicted to take 27 years to develop.

BBRC Funding Application

For these reasons, and to aid in the realisation of the aims and objectives of the corridor's Structure Plan and DCP, the Planning Department prepared an application under the BBRC Program from September to November 2011.

The aim of this initial application was to reduce the development contributions within the DCP to a similar level to those within Shepparton's North and South Growth Corridors. This would have the net effect of reducing the development contributions across the entire corridor. It was calculated that \$6,400,000 would have been required to reduce the development contributions to a similar level to those within the North and South Growth Corridors.

In addition, upon closer scrutiny of the infrastructure costing within the DCP, the Development Engineering Team requested that an additional \$1,032,396 be included in the funding application to cover unforeseen additional works not included within the DCP. The Council determined a total project cost of \$7,432,396. It comprised of two funding requests - \$5,432,396 from the BBRC Funding Program and the balance sourced from the Council's \$2,000,000 Victorian State Government sourced Local Government Infrastructure Program (LGIP) allocation.

Following the assessment of this initial application, the Commonwealth Government did not approve of the affordability mechanism outlined within the original application, as it did not guarantee that the cost savings could be passed on to low to moderate income earners. The Commonwealth Government requested an additional mechanism in February 2012 that guaranteed that low to moderate income earners would clearly benefit from the Funding Program.

The revised affordability mechanism requires the Council to undertake the initial flood mitigation works that would allow development to occur immediately within the corridor. In return, the Council would accept development contributions in the form of finished lots to the value of the development contributions prescribed in the DCP. The Council would subsequently provide the land, once key criteria and conditions are satisfied, to Registered Housing Authorities (RHAs) who will construct dwellings reserved solely for low to moderate income earners.

As part of this request for additional information, the Council was only permitted to revise Criterion 3 – Value for Money and Affordability of the original BBRC application. Owing to the fact that the figure in the application that outlined the value of affordable housing lots

6. MANAGEMENT REPORTS

6.13 Building Better Regional Cities (BBRC) Funding Program (continued)

realised, being \$6,400,000, was included as a separate criterion, it was not possible to update this figure to reflect the revised affordability mechanism.

Following the Commonwealth's indication that the Council's application was successful in May 2012, extensive negotiations took place to rectify this anomaly. Officers proposed two options to the Commonwealth Government:

1. The first was to reduce the final market value of the affordable lots realised by the Funding Program from \$6,400,000 to \$5,432,396. This would equate to the Commonwealth's contribution to the project.
2. The second was that the Council retains the \$6,400,000 requirement and provide the affordable housing lots to RHAs at a nominal amount per lot to recover the additional cost of approximately \$1,000,000.

The Commonwealth tentatively agreed to both approaches but highlighted that their preference would be for an option that was supported by the RHAs that informed the Council's BBRC application. Discussions outlining these options took place in June 2012 with one of the RHAs. The RHA was supportive of the revision in the value of the affordable lots from \$6,400,000 to \$5,432,396. This was due to the fact that it would increase the viability of developing these lots while whilst reducing their development risk.

Based upon an average lot price of \$100,000, this equated to approximately 54 affordable housing lots within the corridor. Following these negotiations, the original figure for affordable housing lots realised by the project was revised from \$6,400,000 to \$5,432,396.

BBRC Funding Agreement – June 2012

At a Special Council Meeting on 28 June 2012, the Council resolved to authorise the CEO to sign the Building Better Regional Cities Funding Agreement with the Commonwealth Government. The Council's resolution stated:

That, having considered the terms of the BBRC Program, the Council authorise the CEO to sign the Funding Agreement with the Commonwealth Government and note that:

- *Upon signing of the Agreement, the Council receives \$2million, against which expenditure can only be incurred following the successful completion of Milestone Two as described in the Agreement;*
- *Milestone Two of the Agreement requires the Council to have successfully entered into agreements or contracts with the relevant developers and Registered Housing Agencies to complete this Project; and*
- *If contracts cannot be secured, that the \$2million must be returned to the Commonwealth consistent with the terms of the Agreement.*

The first payment of \$2,000,000 was forwarded to the Council by the Commonwealth Government in June 2012. The BBRC Funding Program is scheduled to cease on or before 30 June 2014.

6. MANAGEMENT REPORTS

6.13 Building Better Regional Cities (BBRC) Funding Program (continued)

The Council's officers determined that the preparation of agreements with developers operating within the Mooroopna West Growth Corridor and the length of time required to conduct an expression of interest process with RHAs, in accordance with the *Local Government Act 1989*, could not be completed by the 30 September 2012 deadline stipulated in Milestone Two of the BBRC Funding Agreement. The Planning Department subsequently submitted two extensions of time requests for Milestone Two to the Commonwealth Government in July and September 2012. The Commonwealth Government approved these time extensions to 31 December 2012.

BBRC Funding Agreement – December 2012

A number of additional concerns relating to the affordability mechanism through which low to moderate income earners would benefit from the funding program have necessitated the need for the Council to review the contents of the Funding Agreement itself.

The following changes to the Funding Agreement are now required:

1. The modification of the affordability mechanism within the Funding Agreement to include a rebate or granted-based element.
2. The reduction in the scope of the flood mitigation infrastructure works and the inclusion of additional infrastructure works already included within the DCP.
3. A reduction in the value of infrastructure works to be realised by the project from \$7,432,396 to \$5,432,396.
4. The revision of the Funding Agreement's milestones.
5. The reduction of the twenty year requirement for the benefit of the Funding Program from twenty years to five years.
6. A revised project plan and project budget.

The new affordability mechanism requires the Council to enter into contracts or agreements with other stakeholders involved to guarantee the delivery of the project's main milestones. This will include developers, builders, Ethan Housing and the final lot purchasers, be they homeowners or RHAs.

Funding Agreement Changes in Detail

Modification of the Affordability Mechanism

The original funding agreement required finished lots to be provided by a developer to an RHA/RHAs. This required two separate agreements; one with a developer/developers to provide finished lots to an RHA/RHAs and a separate agreement with the RHA/RHAs to construct homes.

Upon further consideration and discussions with other municipalities involved with the BBRC program and developers within the corridor, it was determined that a mechanism that allowed for a rebate or grant-based scheme provided directly to prospective purchasers, as well as the provision of finished lots to an RHA/RHAs, would be desirable. The mechanism divides the \$5,432,396 BBRC fund equally: \$2,716,198 will be allocated to a rebate or granted-based scheme and \$2,716,198 will be allocated to the realisation of RHA/RHAs lots. This will result in the realisation of approximately 100 lots: 68 grant-based scheme lots and 32 RHA lots.

6. MANAGEMENT REPORTS

6.13 Building Better Regional Cities (BBRC) Funding Program (continued)

There are a number of significant benefits with the revised affordability mechanism. The first is that an additional third developer, who previously advised Council officers that they would not be included within the program as originally envisaged, would now participate in the revised affordability mechanism. This significantly increases the number of subdivisions that may be created and aids in the realisation of dwellings by the June 2016 stipulation.

Furthermore, such a mechanism allows for developers to enter into agreements with an RHA/RHAs to provide RHA housing. This negates the need for Council to enter into agreements with the RHA/RHAs and undertake a protracted procurement process to comply with the provisions of the *Local Government Act 1989*. These agreements are no longer required as the RHA/RHAs will enter agreements with the respective developers and builders, rather than the Council, to guarantee a benefit for low to moderate income earners.

Revision to the Infrastructure Works and the Value to be Realised

The original BBRC Funding Application in 2011 proposed to reduce the development contributions by \$6,400,000 in order to make the Mooroopna West Growth Corridor competitive with the North and South Growth Corridors in Shepparton. The main reason why the flood mitigation infrastructure works were selected for construction was due to the fact that both infrastructure items cost approximately \$6,400,000.

However, upon detailed investigation over the course of 2012, the construction of the flood mitigation infrastructure items carried inherent risks that were not deemed to be acceptable to the Council. These included:

- the Council would receive the cost of these infrastructure items as development contributions over the course of 27 years as each precinct is developed in turn;
- there is no guarantee that this expenditure would ever be collected in full if development does not proceed in each precinct within this timeframe;
- the trigger for the construction of all of the flood mitigation infrastructure items has not been met by the proposed developments in Precincts A, B, C and PE; and
- the timeframes for construction of the completion of these infrastructure items in their entirety were very short and it was unclear whether both could be completed by March 2014.

In addition, three developers have recently lodged planning permit applications for developments within Precincts A, B, C and PE of the corridor. One of these applications is pending at the time of this report's preparation. These applications have triggered the need for the provision of additional infrastructure items, required under the DCP. The Council will need to allocate funding to allow for the construction of these infrastructure items.

Having considered the risks associated with the construction of the flood mitigation infrastructure items in their entirety, it was decided that the following additional infrastructure items should now be included in the revised BBRC Funding Agreement:

- Midland Highway Intersection with the North-South Link Road;
- Precinct 'A' Floodway;

6. MANAGEMENT REPORTS

6.13 Building Better Regional Cities (BBRC) Funding Program (continued)

- Part of Regional Drain at Westwood Run and Archers' Field Estates including landscaping;
- Link Road and Roundabout between Maclsaac Road and Archers' Field Estate;
- Regional Park in Archers' Field Estate; and
- Maclsaac Road and Echuca Road signalisation.

It has also been decided to reduce the value of the infrastructure items to be realised by this project to match the amount funded by the Commonwealth Government from \$7,432,396 to \$5,432,396.

Revised Funding Agreement Milestones

The BBRC Funding Agreement has specified milestones for the completion of various tasks. The current milestones are:

- Milestone 1 – Sign BBRC Funding Agreement – June 2012;
- Milestone 2 – Enter into developer/RHA agreements, complete design and approvals, commence construction/acquisition of Precinct 'A' Floodway/submit project plan and project budget – 31 December 2012;
- Milestone 3 – 50% expenditure of works – March 2013;
- Milestone 4 – Completion of infrastructure works – March 2014; and
- Milestone 5 – Completion of residential works – June 2016;

The milestones are proposed to be amended to;

- Milestone 1 – Sign BBRC Funding Agreement – June 2012;
- Milestone 2 – Enter into all contracts and agreements required to realise project deliverables and submit project plan and project budget – March 2013;
- Milestone 3 – Complete infrastructure works by developers – date currently being negotiated;
- Milestone 4 – Completion of infrastructure works – March 2014; and
- Milestone 5 – Completion of residential works – June 2016.

Revision of the low to Moderate Income Earner Benefit

The Funding Application's twenty year stipulation was determined to be unacceptable by the Council, as the benefit of this program would need to be enjoyed by low to moderate income earners for twenty years. The level of resources required to enforce such a benefit was onerous. This stipulation has been revised to five years.

Revised Project Plan and Project Budget

The submitted project plan and project budget was based on the previous infrastructure items and works. A revised project plan and project budget will be required to be submitted to the Commonwealth Government for approval.

6. MANAGEMENT REPORTS

6.13 Building Better Regional Cities (BBRC) Funding Program (continued)

Conclusion

To satisfy the provisions of the revised affordability mechanism the Council is requested to authorise the CEO:

1. to vary the Funding Agreement as required to realise the objectives of this project.
2. to sign and seal documentation indicating that the Council has successfully entered into agreements or contracts with the relevant stakeholders to complete the Council's obligations under the Funding Agreement.
3. to apply for an exemption from the requirements of Section 186 of the *Local Government Act, 1989* or an exemption under any other act as deemed required by the CEO to realise the objectives of this project.

Council Plan/Key Strategic Activity

Strategic Objective 1 – Settlement and Housing

Strategy 1 – Encourage innovative, appropriate, sustainable and affordable housing solutions.

Our population growth is the envy of most other regional and rural councils. Increases in population also lead to increases in demand for housing however and this can drive up prices and reduce the available options for those looking to rent or purchase a home.

In partnership with developers, housing organisations and providers we will develop policies and strategies to promote universal housing and provide a mix of medium density, low density and rural living options across the municipality.

In the next four years:

Adopt a Housing Strategy and implement the recommendations.

Strategy 2 – Encourage sustainable municipal growth and development.

As one of Australia's fastest growing inland regional cities, it is important to manage growth in a structured and sustainable manner.

In consultation with the Victorian Government and community stakeholders, we will continue to develop a planning framework that ensures that our growth and development does not compromise our enviable lifestyle.

In the next four years:

Engage stakeholders to ensure that growth management plans incorporate user views on priorities, infrastructure needs and future demand.

Complete structure plans for growth areas, including developer contribution plans.

Review Municipal Strategic Statement.

Risk Management

By signing the revised Funding Agreement and accepting \$5,432,396 under the BBRC Funding Program, the Council is required to undertake infrastructure works valued at \$5,432,396 by March 2014 in order to allow for the construction of housing lots by

6. MANAGEMENT REPORTS

6.13 Building Better Regional Cities (BBRC) Funding Program (continued)

developers and dwellings by builders on or before June 2016. Given the very tight timeframes involved, there are a number of significant risks.

The major risks with this Funding Program revolve around the ability of developers to undertake the various infrastructure works on behalf of the Council, to supply finished lots, and the capacity of builders and RHAs to construct the required dwellings before the June 2016 deadline.

To mitigate these risks, the Planning Department sought a complete review of the Funding Agreement in November and December 2012. These revisions will allow for the considerations outlined above and also apportion the risks involved in this project to other stakeholders; specifically developers, builders, Ethan Housing and the final lots purchaser, be they homeowners or RHAs. Milestone Two of the revised Funding Agreement continues to require the completion of binding legal arrangements with developers on or before the 31 March 2013.

These legally binding agreements and contracts, with explicit timeframes for the delivery of infrastructure works and dwellings, will guarantee the satisfaction of the two main date deliverables of March 2014 and June 2016. If these agreements and contracts are not finalised and signed by the 31 March 2013, as required by the recently revised Milestone Two, the Funding Agreement will still allow for the Council to terminate the agreement and return any monies received to the Commonwealth Government. As such, no expenditure will be incurred on the project until Milestone Two is fully satisfied.

This will negate any risk involved and, in conjunction with the contract with developers, builders and Ethan Housing will guarantee that all of the project's key milestones are met by all parties involved in the Funding Program.

If the Council is unsuccessful in generating all of the \$5,432,396 worth of rebates or finished lots to RHAs, the Council may need to return part of the monies received.

Policy Considerations

There are no conflicts with existing Council policy.

Financial Implications

There are significant financial implications for the Council. By agreeing to the receipt of the \$5,432,396, as applied for under the BBRC Program, to undertake infrastructure works within the corridor, the Council is agreeing to the dedication of \$5,432,396 worth of rebates / finished lots. These rebates / finished lots must be allocated to realise a number of completed affordable dwellings by June 2016.

Given the tight timeframes involved, the Council must complete all of the required initial land acquisition to allow developers to undertake all of the infrastructure site works before March 2014. This in turn will allow developers, builders / RHAs to apply for building permits to construct dwellings before June 2016. If the costs of realising these infrastructure items increase, the Council will be obliged to allocate funding to meet this shortfall. This would have additional demands on the Council's 2012/13, 2013/14 and 2014/15 financial year budgets.

If the Council abandons the BBRC funding program, it will need to continue to allocate funding to the corridor as the initial stages of development will not cover all of the costs

6. MANAGEMENT REPORTS

6.13 Building Better Regional Cities (BBRC) Funding Program (continued)

associated with the DCP's infrastructure. The Council will eventually receive all of the development contributions accruing to these infrastructure items when all of the unzoned lands within the corridor, which also contribute to these infrastructure items, are developed in turn.

The Council has estimated that the in-kind contribution it will make to administering the project, over the three years the housing affordability mechanism will operate, will be approximately one half day per week of officers' time or 500 hours in total. It has determined a per hour cost of \$100 to cover salary, administrative support, and infrastructure overheads to arrive at an in-kind contribution of \$50,000.

Although, there may be significant financial implications for the Council, the completion of a substantial amount of the initial infrastructure works that are required within the corridor will allow for considerable residential development to occur. This will have substantial socio-economic benefits for the immediate area and the wider Municipality.

Legal/Statutory Implications

There are significant legal implications inherent in the BBRC Funding Program. By signing the Funding Agreement and accepting \$5,432,396 under the BBRC Program, the Council is required to realise infrastructure items valued at \$5,432,396 by March 2014 in order to realise \$5,432,396 worth of affordable housing with dwellings constructed on or before June 2016. Given the very tight timeframes involved, there are a number of significant risks.

To mitigate these risks, the revised Funding Agreement provides for the completion of legally binding agreement and contracts with all stakeholders, with explicit timeframes for the delivery of the infrastructure, finished lots and dwellings, in order to guarantee the delivery of affordable dwellings by June 2016 to satisfy the requirements of the Agreement.

If these agreements and contracts are not finalised and signed by the 31 March 2013 as required by the recently revised Milestone Two, the Funding Agreement will still allow for the Council to terminate the agreement and return any monies received to the Commonwealth Government. This will negate any risk involved and, in conjunction with the contracts with stakeholders, will guarantee that all of the project's key milestones are met by all parties involved in the funding program.

Environmental/Sustainability Impacts

There are no environmental or sustainability implications associated with the BBRC Funding Program.

Social Implications

There are significant and positive social implications inherent in the BBRC Funding Program. The provision of funding, to allow the Council and developers to undertake a number of the infrastructure items required within the corridor, is predicted to be of significant benefit to low to moderate income earners.

By proposing a rebate grant scheme and RHA housing, the most suitable low to moderate income earners who wish to buy or rent a house will also have an opportunity to do so. This is also predicted to create downward pressure on land prices in residential estates elsewhere in Mooroopna and the wider city. It is also predicted that the number

6. MANAGEMENT REPORTS

6.13 Building Better Regional Cities (BBRC) Funding Program (continued)

of dwellings for rent to low income earners will be increased providing a number of dwelling types for a variety of different households placing downward pressure on rental prices within the area and the wider city.

The BBRC funding program will also facilitate the construction of dwellings by RHAs despite the recent withdrawal of State and Commonwealth funding for such purposes. RHAs have indicated their strong support for the Council's partnership initiative. The reduced cost of realising affordable housing as a result of this partnership could enable RHAs to leverage a lower percentage of their assets to borrow against, increasing the viability of developing these properties while reducing their development risks. This will solidify the worthy social works undertaken by RHAs.

Finally, by funding the works within the corridor, the current disincentive in developing residential land and releasing it onto the market will be removed. A rapid release of land in Mooroopna, where lower market prices for housing already exist, will clearly benefit low to moderate income earners who aspire to rent or purchase their own home.

Economic Impacts

There are significant economic impacts inherent in the BBRC Funding Program. The BBRC Funding Program promises to stimulate the development and release of 100 dwellings within the corridor. This will result in an increase in the overall supply of land throughout the Mooroopna-Shepparton urban area, as will the number of development fronts. This would create downward pressure on land prices in residential estates elsewhere in the municipality. This will help make housing more affordable. This has clear social and economic outcomes for the entire municipality.

The BBRC funding program will also facilitate the construction of a significant number of dwellings before June 2016, which will have a significant impact upon employment rates within the area and the wider Municipality.

Consultation

There is no requirement for consultation to occur at any point in the preparation or implementation of the BBRC Funding Program.

Discussions with developers and RHAs have taken place to assess their capacity to aid in the realisation of the objectives under the Funding Program. RHAs have also indicated their strong support for the Council's partnership initiative as it allows them to limit their financial liability and replaces the recent reduction in Commonwealth and State funding. Developers have also enthusiastically embraced the initiative as it has the potential to provide a guaranteed number of lot sales and aid in their cash flow capacity, as well as the realisation of a number of infrastructure items within the corridor allowing them to continue constructing dwellings as demand arises in the future.

Strategic Links

a) Greater Shepparton 2030 Strategy
Strategic Directions

Direction 1: Settlement

Commitment to growth within a consolidated and sustainable development framework.

6. MANAGEMENT REPORTS

6.13 Building Better Regional Cities (BBRC) Funding Program (continued)

b) Other strategic links

- Greater Shepparton Housing Strategy 2011:
- Housing Affordability objectives include encouraging:
- Competition between developments;
- Housing diversity to contribute to choice and affordability;
- Partnerships with Registered Housing Authorities to deliver affordable housing, strengthened links with affordable housing stakeholders; and
- Investigating possibilities of adopting local affordable housing policies and how Council can assist in funding housing affordability initiatives.

Mooroopna West Growth Corridor Structure Plan 2009:

The Plan outlines a range of lot sizes (650-350sqm) to increase densities and lower lot sizes in order to make a significant portion of these dwellings more affordable.

Options for Consideration

Option One: To continue supporting the BBRC Funding Agreement to aid in the realisation of a significant number of infrastructure items required within the Mooroopna West Growth Corridor and a significant number of affordable dwellings by June 2016.

Option Two: Abandon the BBRC Funding Agreement, which would have significant, social, economic and financial implications for the Council and impact upon the delivery of social and affordable housing objectives outlined within the Council's Planning Scheme.

Conclusion

That the Council authorise the CEO:

1. to vary the Funding Agreement as required to realise the objectives of this project.
2. to sign and seal documentation indicating that the Council has successfully entered into agreements or contracts with the relevant stakeholders to complete the Council's obligations under the Funding Agreement.
3. to apply for an exemption from the requirements of Section 186 of the *Local Government Act, 1989* or an exemption under any other act as deemed required by the CEO to realise the objectives of this project.

Attachments

Nil.

6. MANAGEMENT REPORTS

FROM THE ORGANISATION DIRECTORATE

6.14 Delegation to the Chief Executive Officer

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

Under section 80C of the *Local Government Act 1989* officers and persons engaged under a contract providing advice to Council must disclose any conflicts of interests, including the type and nature of interest..

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.

Council Officers involved in producing this report

Author: Team Leader Governance

Proof reader(s): Manager Corporate Performance

Approved by: Director Organisation

Purpose

Delegations are a critical governance tool of the Council. Most Council decisions are not made at Council meetings and the effective functioning of the Council would not be possible if they were. Instead, most decision-making power is allocated by formal delegations. The most important delegation issued by the Council is to the Chief Executive Officer. This delegation allows the Chief Executive Officer to then sub-delegate powers, duties and functions to Council officers, to allow them to make the day to day decisions necessary to provide responsive and high quality services to the community.

Moved by Cr Patterson

Seconded by Cr Ryan

That in the exercise of the powers conferred by section 98(1) of the *Local Government Act 1989* (the Act) and the other legislation referred to in the attached instrument of delegation, Greater Shepparton City Council (Council) resolves that:

1. there be delegated to the person holding the position, acting in or performing the duties of Chief Executive Officer the powers, duties and functions set out in the attached *Instrument of Delegation to the Chief Executive Officer*, subject to the conditions and limitations specified in that instrument.
2. the instrument comes into force immediately the common seal of Council is affixed to the instrument.
3. on the coming into force of the instrument all previous delegations to the Chief Executive Officer are revoked.
4. the duties and functions set out in the instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.
5. it is noted that the instrument includes a power of delegation to members of Council staff, in accordance with section 98(3) of the Act.

CARRIED

6. MANAGEMENT REPORTS

6.14 Delegation to the Chief Executive Officer (continued)

Background

The previous Instrument of Delegation from the Council to the Chief Executive Officer was authorised by resolution at a Council Meeting on 17 July 2012. Section 98(6) of the Local Government Act 1989 requires the Council to review all delegations with 12 months after the general election. This is the first of the delegations to be reviewed.

There has been two alterations to the Instrument of Delegation from the one that was approved by resolution of Council on 17 July 2012. These are:

To the Instrument of Delegation an additional point (2.4) has been added which states *'remains in force until Council resolves to vary or revoke it.'*

To the Schedule – Conditions and Limitations 4.1 *'awarding a contract exceeding the values of \$150,000 for goods and services, and \$200,000 for works'*, has been replaced with *'awarding a contract exceeding the value of \$750,000'*.

This change is to bring it more in line with the current practices across the sector. This will allow appropriate management of Council operations without having to refer these matters to the Council. This will allow ongoing annual purchasing to be approved and signed by the CEO.

Benchmarking of other Councils has been undertaken on the figures set for the CEO awarding contract limits. Greater Geelong City Council is set at \$2,000,000, Greater Bendigo City Council is set at \$1,500,000 and City of Ballarat is set at \$250,000.

Council Plan/Key Strategic Activity

The review and adoption of a revised delegation to the Chief Executive Officer directly supports the Council Organisation and Management objective of the Council Plan, which is to implement best practice systems of governance, administration and finance that support the delivery of Council programs and services to the community of Greater Shepparton.

Risk Management

The review and adoption of the Chief Executive Officer's delegation ensures that it remains current and that there is no temptation to operate outside a delegation which has become dated and unworkable over time.

Policy Considerations

The Council also has the Exercise of Delegations policy to consider as part of this agenda. This policy is to provide guidance to delegates on how they should exercise their delegations.

This delegation is in line with the Exercise of Delegations policy that has also been reviewed.

There is no policy conflicts associated with the matters outlined in this report.

Financial Implications

If the proposed delegation to the Chief Executive Officer is not adopted, the Council will not be able to adopt the "best practice" public notice levels now specified under section 186 of the Act.

6. MANAGEMENT REPORTS

6.14 Delegation to the Chief Executive Officer (continued)

Legal/Statutory Implications

It is a statutory requirement to review the delegation to the Chief Executive Officer within 12 months of an Election. This is the first of the delegations to be reviewed.

Environmental/Sustainability Impacts

There are no Environmental/Sustainability Impacts associated with this report.

Social Implications

There are no Social Implications associated with this report.

Economic Impacts

There are no Economic Impacts associated with this report.

Consultation

Councillors were consulted on the matter through a Councillor Briefing prior to the report being included on the Agenda.

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 Greater Shepparton 2030 Strategy

b) Other strategic links

No other strategic links have been identified

Options for Consideration

1. A lesser amount could be considered for awarding contracts.
2. A higher amount could be considered for awarding contracts.
3. Not amend the Instrument of Delegations and leave the original minimum amounts of \$150,000 for goods and services and \$200,000 for works.

Conclusion

It is recommended that the Instrument of Delegation to the CEO be approved as amended. This will allow better management of Council operations without the time delay of having to obtain approval from the Council.

The amendments are in line with practices across the sector, with other Council's having a figure considerably higher than what is being proposed.

Attachment

Instrument of Delegation to the Chief Executive Officer

6. MANAGEMENT REPORTS

6.15 Exercise of Delegations Policy

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

Under section 80C of the *Local Government Act 1989* officers and persons engaged under a contract providing advice to Council must disclose any conflicts of interests, including the type and nature of interest..

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.

Council Officers involved in producing this report

Author: Team Leader Governance

Proof reader(s): Manager Corporate Performance

Approved by: Director Organisation

Purpose

The *Exercise of Delegations* Policy was adopted in August 2007 as delegations are a critical Governance tool of the Council. The policy is being amended to reflect correct position titles and details within the delegations and to amend the “Limitation on Financial Delegations” for the Chief Executive Officer and Directors to more reflect the operational responsibility associated with their positions and that generally within the sector.

Moved by Cr Polan

Seconded by Cr Patterson

That the Council adopt the amendments to the *Exercise of Delegations* policy.

CARRIED

Background

The *Exercise of Delegations* policy was introduced as most decisions are not made at Council meetings. Instead, most of the decision making power is allocated by formal delegation. It is important that the Council have in place appropriate policies and guidelines under which delegation should be exercised. This will ensure individuals and committees are making decisions within their power delegated to them.

The policy has been amended to reflect the amendment of figures within the Delegation to the Chief Executive Officer and Directors. These figures have been amended to be more in line with the sector. The amendments will allow operational matters to progress without having to obtain approval through a Council meeting process.

The policy also now reflects that six or more objects that have been received in relation to a Planning application are to be referred to Council for a decision.

Council Plan/Key Strategic Activity

This policy and the Delegations allow the continual achievement of all of the objectives within the Council Plan.

Risk Management

The review and adoption of this amended policy ensures that it reflects the delegations to the CEO and Council staff. If the policy is not adopted and it contradicts the Delegations, this could cause confusion amongst staff and provides room for error.

6. MANAGEMENT REPORTS

6.15 Exercise of Delegations Policy (continued)

Policy Considerations

There are no conflicts with other Council policies

Financial Implications

There will be no financial implications by amending this policy, as it is in line with the delegations. The policy was created to prevent any financial implications as any expenditure covered by exercising the delegation has previously been approved as part of the adopted budget.

Legal/Statutory Implications

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

Environmental/Sustainability Impacts

There are no Environmental/Sustainability impacts associated with amending and adopting the policy.

Social Implications

There are no Social implications associated with this policy.

Economic Impacts

There are no Economic impacts associated with amending this policy.

Consultation

Consultation in relation to this matter has been undertaken with the Chief Executive Officer, Director Organisation, Manager Corporate Performance and Team Leader Governance. In addition, other Councils were consulted to provide benchmarking delegation levels.

Strategic Links

a) Greater Shepparton 2030 Strategy

No strategic links to the Greater Shepparton 2030 Strategy have been identified.

b) Other strategic links

This policy and the Delegations allow the continual achievement of all of the objectives within the Council Plan.

Options for Consideration

1. A lesser amount could be considered for approval of contracts and payments.
2. A higher amount could be considered for approval of contracts and payment.

Conclusion

It is recommended that the policy be approved as amended. This will allow better management of Council operations without the time delay of having to obtain approval from the Council.

The amendments are in line with practices across the sector and the adopted Instrument of Delegations.

Attachments

Exercise of Delegations Policy

6. MANAGEMENT REPORTS

6.16 Audit and Risk Management Committee Charter

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

Under section 80C of the *Local Government Act 1989* officers and persons engaged under a contract providing advice to Council must disclose any conflicts of interests, including the type and nature of interest.

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.

Council Officers involved in producing this report

Author: Team Leader Risk Management

Proof reader(s): Manager Corporate Performance

Approved by: Director Organisation

Other:

Purpose

In compliance with section 139 of the *Local Government Act 1989*, Council must establish an audit committee as an independent advisory committee and follow the guidelines developed by the Minister.

A component of the guidelines is to establish Terms of Reference in the form of a Charter; the Charter is required to be reviewed on an annual basis.

The purpose of this report is to present the amended Audit and Risk Management Committee Charter, based on best practice guidelines, for Councils consideration and endorsement.

Moved by Cr Oroszvary
Seconded by Cr Ryan

That Council endorse the Audit and Risk Management Committee Charter.

CARRIED

Background

A number of minor amendments to the Charter have occurred to coincide with best practice guidelines.

Council Plan/Key Strategic Activity

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

Risk Management

The Audit and Risk Management Committee are to provide guidance to Council in internal and external audit, annual financial reporting, insurance and risk exposures, compliance and assessment and review, all of which are high risk components of Councils roles.

6. MANAGEMENT REPORTS

6.16 Audit and Risk Management Committee Charter (continued)

Risks	Likelihood	Consequence	Rating	Mitigation Action
Charter not endorsed resulting in a breach of the <i>Local Government Act 1989</i> .	E	2	Moderate	Consultation with relevant stakeholders
Relevant stakeholders do not agree with the Charter contents.	D	3	Moderate	Consultation with relevant stakeholders

Policy Considerations

There are no conflicts with existing Council policy.

Financial Implications

Financial implications for the ongoing fees associated with the Audit and Risk Management Committee is included in approved budgets.

Legal/Statutory Implications

In compliance with section 139 of the *Local Government Act 1989*, Council must establish an audit committee as an independent advisory committee.

Environmental/Sustainability Impacts

There are no known environmental / sustainability impacts associated with the details within this report.

Social Implications

Social implications associated with the Audit and Risk Management Committee have been addressed within the Charter.

Economic Impacts

There are no known economic impacts associated with the details within this report.

Consultation

Internal consultation has occurred with necessary staff in the development of the amended Charter.

The amended Charter is presented to Councils Executive Team, Council and the Audit and Risk Management Committee for final endorsement.

The revised Charter will be made available on Councils website for public information once endorsed.

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) Other strategic links

No other strategic links have been identified.

6. MANAGEMENT REPORTS

6.16 Audit and Risk Management Committee Charter (continued)

Options for Consideration

To consider and approve the recommendation contained with this report.

Conclusion

The endorsement of the Audit and Risk Management Committee Charter will provide direction to the committee in meeting the primary objectives of their formation.

Attachments

1. Audit and Risk Management Committee Charter
2. Conflict of Interest – A Guide for Council Committees

6. MANAGEMENT REPORTS

6.17 Audit and Risk Management Committee Membership

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

Under section 80C of the *Local Government Act 1989* officers and persons engaged under a contract providing advice to Council must disclose any conflicts of interests, including the type and nature of interest..

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.

Council Officers involved in producing this report

Author: Team Leader Risk Management

Proof reader(s): Manager Corporate Performance

Approved by: Director Organisation

Purpose

In compliance with section 139 of the *Local Government Act 1989*, Council must establish an audit committee as an independent advisory committee and follow the guidelines developed by the Minister.

A component of the guidelines is to establish Terms of Reference in the form of a Charter; the Charter is required to be reviewed on an annual basis.

As detailed in the Charter *“Appointments of external persons shall be made by Council by way of a public advertisement and be for a maximum term of three (3) years with retiring members eligible for re-appointment for a further term(s).”*

The purpose of this report is to reappoint an external member due to a lapsed membership for a further term, in accordance with the Charter.

Moved by Cr Summer
Seconded by Cr Ryan

That Council resolve to confirm the reappoint of Mr Laurie Gleeson (external member) for a further term back dated from December 2011 to December 2014.

CARRIED

Background

Council resolved on the meeting of 16 December 2008 to reappoint Mr Laurie Gleeson, external committee member for a further three (3) year term. The term was effective as of 3 December 2008 to December 2011.

Due to an oversight, Mr Laurie Gleeson's term was not renewed in 2011.

Council Plan/Key Strategic Activity

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

Risk Management

The Audit and Risk Management Committee are to provide guidance to Council in internal and external audit, annual financial reporting, insurance and risk exposures, compliance and assessment and review, all of which are high risk components of Councils roles.

6. MANAGEMENT REPORTS

6.17 Audit and Risk Management Committee Membership (continued)

Risks	Likelihood	Consequence	Rating	Mitigation Action
Recommendation within report not approved.	C	3	Moderate	Advertise for replacement member.
No action taken on findings of this report.	E	2	Moderate	Consultation with relevant stakeholders.

Policy Considerations

The Audit and Risk Management Committee Charter was referenced in creating this report.

Financial Implications

Financial implications for the ongoing fees associated with the Audit and Risk Management Committee is included in approved budgets

Legal/Statutory Implications

In compliance with section 139 of the *Local Government Act 1989*, Council must establish an audit committee as an independent advisory committee.

Environmental/Sustainability Impacts

There are no known environmental / sustainability impacts associated with the details within this report.

Social Implications

Social implications associated with the Audit and Risk Management Committee have been addressed within the Charter.

Economic Impacts

There are no known economic impacts associated with the details within this report.

Consultation

Internal consultation has occurred with necessary staff and Mr Laurie Gleeson in developing this report.

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) Other strategic links

No other strategic links have been identified.

Options for Consideration

To consider and approve the recommendation contained with this report.

Conclusion

Without the reappointment of Mr Laurie Gleeson the Audit and Risk Management Committee will only have one external member which will not comply with the Charter's quorum requirements.

Attachment

Audit and Risk Management Committee Charter

6. MANAGEMENT REPORTS

6.18 Committees of Management - Appointment of Members

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

Under section 80C of the *Local Government Act 1989* officers and persons engaged under a contract providing advice to Council must disclose any conflicts of interests, including the type and nature of interest..

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.

Council Officers involved in producing this report

Author: Acting Committees Officer

Proof reader(s): Manager Corporate Performance

Approved by: Director Organisation

Purpose

The purpose of this report is to appointment community representatives to the Tallygaroopna Recreation Reserve and Community Centre, Harston Hall and Tallygraoopna Memorial Hall committees of management

Moved by Cr Patterson

Seconded by Cr Ryan

That the Council:

1. having considered the nominations received for appointment to the Tallygaroopna Recreation Reserve and Community Centre Committee of Management appoint the following five members for a two year term commencing on 21 December 2012:

Chris HAZELMAN
Darren HILL
Neville HOSIE
Brett McFARLANE
Yvonne SPRUNT

2. having considered the nominations received for appointment to the Harston Hall Committee of Management appoint the following 11 members for a two year term commencing 21 December 2012:

Bruce BRADBURY
Margaret GRAY
Patricia IBBOTT
Peter IBBOTT
Iola IBRHAIM
Jim NICHOLL
Margaret NICHOLL
William SHERMAN
Heather STUART
Wesley TYSON
Wendy WILSON

6. MANAGEMENT REPORTS

6.18 Committees of Management - Appointment of Members (continued)

3. having considered the nominations received for appointment to the Tallygaroopna Memorial Hall Committee of Management appoint the following five members for a two year term commencing immediately:

Tony FARRELL
Patricia MOSS
Alan STRANG
Carmel STRANG
Heath THOMPSON

4. resolve that all members (who are not Councillors or nominated Officers) of the Tallygaroopna Recreation Reserve and Community Centre Committee of Management, the Harston Hall Committee of Management and the Tallygaroopna Memorial Hall Committee of Management be exempt from the requirement to complete Interest Returns in exercise of power granted to Council under Section 81 (2A) of the *Local Government Act 1989*.

CARRIED

Background

1. Tallygaroopna Recreation Reserve and Community Centre Committee of Management

At the Ordinary Council Meeting held on 21 December 2010 eleven members were appointed to the Tallygaroopna Recreation Reserve and Community Centre Committee of Management. This term of office is due to expire on 20 December 2012 and a new committee needs to be appointed to manage this facility. An advertisement calling for applications to fill between 5 and 11 members of the committee was advertised in the Shepparton News on Friday 2 November and 9 November 2012. Letters were also sent to the 11 outgoing members of the committee encouraging them to apply for another term on the committee. At the close of applications five applications had been received and it is recommended that all five applicants be appointed to the committee.

2. Harston Hall Committee of Management

At the Ordinary Council Meeting held on 21 December 2010 twelve members were appointed to the Harston Hall Committee of Management for a two year term. This term of office is due to expire on 20 December 2012 and a new committee needs to be appointed to manage this facility. An advertisement calling for applications to fill between 5 and 12 members of the committee was advertised in the Shepparton News on Friday 2 November and 9 November 2012. Letters were also sent to the 12 outgoing members of the committee encouraging them to apply for another term on the committee. To date 11 applications have been received and it is recommended that all 11 applicants be appointed to the committee.

6. MANAGEMENT REPORTS

6.18 Committees of Management - Appointment of Members (continued)

3. Tallygaroopna Memorial Hall Committee of Management

At the Ordinary Council Meeting held on 19 October 2010 six members were appointed to the Tallygaroopna Memorial Hall Committee of Management for a two year term. This term of office has now expired and a new committee needs to be appointed to manage this facility. An advertisement calling for applications to fill between 5 and 11 members of the committee was advertised in the Shepparton News on Friday 14 September 2012 and 21 December 2012. Letters were also sent to the six outgoing members of the committee encouraging them to apply for another term on the committee. Committee members have also enquired with other members of the community to seek additional applicants. To date five applications had been received and it is recommended that all five applicants be appointed to the committee.

Council Plan/Key Strategic Activity

This proposal supports the key strategic activity no. 6 of the Council Plan 2009-2013: "Council Organisation and Management" it that it helps council to "*deliver best practice management, governance administrative and financial systems that support the delivery of Council programs to the community of Greater Shepparton*".

Risk Management

Risks	Likelihood	Consequence	Rating	Mitigation Action
Governance risk associated with the delegation of council powers to a committee	Possible	Major	High	The appointment of members by formal resolution of the Council reduces governance risks by ensuring that all members appointed to a committee are covered by the Council's public liability insurance.

Policy Considerations

There are no conflicts with existing Council policies.

Financial Implications

There are no financial implications arising from this proposal.

Legal/Statutory Implications

All three committees have been established under section 86 of the *Local Government Act 1989* and have been issued with an Instrument of Delegation and Guidelines outlining their responsibilities.

The appointment of members of special committees by formal resolution of the Council ensures that the powers, functions and duties delegated to these committees are able to be exercised legally.

6. MANAGEMENT REPORTS

6.18 Committees of Management - Appointment of Members (continued)

Environmental/Sustainability Impacts

There are no environmental or sustainability impacts arising from this proposal.

Social Implications

The appointment of community members to committees helps to build a sense of community by increasing stakeholder participation and giving community members a greater sense of pride and involvement in their local community.

Economic Impacts

There are no economic impacts arising from this proposal.

Consultation

Letters were sent to outgoing members of all three committees inviting them to apply for another term on the committee.

Advertisements calling for applications from community members interested in joining either of the Tallygaroopna Recreation Reserve and community Centre or Harston Hall committees of management were placed in the Shepparton News on Friday 2 November and 9 November 2012. Advertisements calling for applications from community members interested in joining the Tallygaroopna Memorial Hall Committee of Management were placed in the Shepparton News on Friday 14 September and 21 September 2012.

Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
Inform	Keep informed	<ul style="list-style-type: none"> • Newspaper advertisements • Website announcement • Letters to outgoing committee members
Consult	Informed, listen, acknowledge	Council will consult with its committees prior to making decisions that relate to the relevant facilities.
Involve	Work together. Feedback is an input into decision-making	Committees provide an important source of feedback for Council to manage their facilities.
Collaborate	Feedback will be incorporated into decisions to the maximum level possible	Council collaborates with its committees when making decisions about facility upgrades and maintenance.
Empower	We will implement what the public decide.	Committees of Management have delegated powers to make decisions in relation to the day to day management of the facilities that they are responsible for.

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

6. MANAGEMENT REPORTS

6.18 Committees of Management - Appointment of Members (continued)

Strategic Links

a) Greater Shepparton 2030 Strategy

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

b) Other strategic links

There are no other strategic links applicable to this proposal.

Options for Consideration

Councillors could choose not to appoint all or some of the applicants to each committee. However, in the case of the Tallygaroopna Memorial Hall Committee of Management, as a minimum of five members is required Councillors would need to appoint either none or all of the applicants to the committee.

Conclusion

It is recommended that Council appoint all of the listed applicants to the three committees as it helps to increase the involvement of the local community in the ongoing management of important community facilities and reduces the need for Council to directly manage these facilities.

Attachments

Nil.

6. MANAGEMENT REPORTS

6.19 Cussen Park Advisory Committee – Appointment of Members

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

Under section 80C of the *Local Government Act 1989* officers and persons engaged under a contract providing advice to Council must disclose any conflicts of interests, including the type and nature of interest..

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.

Council Officers involved in producing this report

Author: Acting Committees Officer

Proof reader(s): Manager Corporate Performance

Approved by: Director Organisation

Purpose

The purpose of this report is to appoint community representatives to the Cussen Park Advisory Committee.

Moved by Cr Polan Seconded by Cr Ryan

That the Council, having considered the nominations received for appointment to the Cussen Park Advisory Committee, appoint the following seven members for a two year term:

Terry COURT
Simon COWAN
Lydia DRAKE
Alfred HEUPERMAN
Graham PARTON
Greg SMITH
Yvette WILLIAMS

CARRIED

Background

Cussen Park, Tatura and its associated wetlands were established to cater for a wide range of passive recreation needs, educational values and to provide partial biological treatment for Tatura's stormwater. The purpose of the committee is to provide community input into the development and management of Cussen Park.

At the Ordinary Council Meeting held on 18 September 2012 the Council resolved to establish the Cussen Park Advisory Committee and to call for applications from interested members of the community to join the committee. Public Notices were subsequently placed in the Shepparton News on Friday 9 November and 16 November 2012 as well as the Tatura Guardian on 13 November and 20 November 2012. Letters were also sent to those volunteers who had been helping to manage Cussen Park under the auspice of the previous Cussen Park Management Committee. These volunteers were encouraged to apply for a term on the new advisory committee.

To date, seven applications have been received at it is recommended that Council appoint these seven members to serve on the advisory committee for a two year term.

6. MANAGEMENT REPORTS

6.19 Cussen Park Advisory Committee – Appointment of Members (continued)

Council Plan/Key Strategic Activity

Although Cussen Park is not specifically mentioned in the *Council Plan 2009-2013* the establishment of a committee to advise on the ongoing management of the reserve could be seen to support objective 18 of the plan: “*Identify and respect our significant cultural and environmental assets*”.

Risk Management

Risks	Likelihood	Consequence	Rating	Mitigation Action
Lack of communication between the committee and Council.	Possible	Minor	Low	Council's Manager Sustainability and Environment will be appointed to the Committee.
Advisory committee members not covered under Council's Insurance Policy.	Possible	Minor	Low	All committee members will be required to complete volunteer registration forms prior to commencement in the role.

Policy Considerations

There are no conflicts with existing Council policies.

Financial Implications

There are no financial implications arising from this proposal.

Legal/Statutory Implications

This proposal is consistent with the *Local Government Act 1989*.

Environmental/Sustainability Impacts

Cussen Park and its associated wetlands were established to cater for a wide range of passive recreation needs, educational values and to provide partial biological treatment for Tatura's stormwater. The Cussen Park Advisory Committee is being established to provide community input into the development and management of Cussen Park in accordance with the Cussen Park Environmental Management Plan.

Social Implications

Appointing community members to the committee will help to build a sense of community as it increases stakeholder participation and pride in their local environment.

Economic Impacts

There are no economic impacts arising from this proposal.

6. MANAGEMENT REPORTS

6.19 Cussen Park Advisory Committee – Appointment of Members (continued)

Consultation

Public Notices were subsequently placed in the Shepparton News on Friday 9 November and 16 November 2012 as well as the Tatura Guardian on 13 November and 20 November 2012. Letters were also sent to those volunteers who had been helping to manage Cussen Park under the auspice of the previous Cussen Park Management Committee. These volunteers were encouraged to apply for a term on the new advisory committee.

Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
Inform	Keep informed	<ul style="list-style-type: none"> • Newspaper advertisements • Consultation with committee members
Consult	Informed, listen, acknowledge	<ul style="list-style-type: none"> • Review of guidelines with new committee 12 months after appointment • Council to consult with the committee in relation to the facility including prior to the commencement of any new works.
Involve	Work together. Feedback is an input into decision-making	<ul style="list-style-type: none"> • Council to consult with the committee in relation to management of the facility.
Collaborate	Feedback and advice received from the Committee will be incorporated into decisions to the maximum level possible.	<ul style="list-style-type: none"> • Advisory Committee consisting of community members to be appointed. • Manager Sustainability and Environment to be an appointed member of the committee to facilitate collaboration.
Empower	Council will give due consideration to implementation of the committee's recommendations	<ul style="list-style-type: none"> • Completion of volunteer registration forms by committee members will enable them to be actively involved in minor maintenance and management of the facility. However any actions undertaken by the Committee members such as minor maintenance regulating water flows will not be done without first obtaining Council approval. • Council will agree to funding where possible to enable the committee to undertake desired projects.

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

Strategic Links

a) Greater Shepparton 2030 Strategy

The formalisation of the Cussen Park Advisory Committee helps to support the environment objectives of the *Greater Shepparton 2030 Strategy* through the committee's involvement in supporting the management of Cussen Park.

6. MANAGEMENT REPORTS

6.19 Cussen Park Advisory Committee – Appointment of Members (continued)

b) Other strategic links

The Cussen Park Environmental Management Plan sets out the roles and responsibilities of the Cussen Park Committee of Management in its previous capacity as a formal Committee of Management. Although the committee has now been established as an Advisory Committee of Council, the committee will continue to play a key role in helping to support the management plan.

Options for Consideration

Council could choose to not to appoint any or all of the applicants to the committee. However, this is not recommended as the applicants bring a wide range of experience that they can contribute towards assisting Council with the ongoing management of Cussen Park.

Conclusion

It is recommended that all seven applicants be appointed to the Cussen Park Advisory Committee.

Attachments

Nil.

7. TABLED MOTIONS

Nil.

8. REPORTS FROM COUNCIL DELEGATES TO OTHER BODIES

Nil.

9. REPORTS FROM SPECIAL COMMITTEES AND ADVISORY COMMITTEES

Nil.

10. NOTICES OF MOTION, AMENDMENT OR RESCISSION

10.1 Notice of Motion 8/2012 – Cr Michael Polan

Moved by Cr Polan
Seconded by Cr Summer

That the Council allow the early release of \$65,000 of funds to the Shepparton Show Me (SSM) Committee. Of these funds, \$25,000 will enable the committee to develop a five year marketing strategy for Shepparton Show Me. This will assist the SSM Committee to comply with Council's directive to adopt a Marketing Strategy prior to the release of the remaining 50 per cent of funds allocated for SSM. The remaining \$40,000 will be utilised for the 2013 Summer City Market, coordinated by Council's Investment Attraction Department, providing much needed economic stimulus to our retail sector.

The total amount of \$65,000 is to be released from the remaining six month Shepparton Show Me budget allocation of \$307,608.50.

CARRIED

11. DOCUMENTS FOR SIGNING AND SEALING

Nil.

12. COUNCILLOR ACTIVITIES

Councillors' Community Interaction and Briefing Program

From 5 November 2012 to 7 December 2012, some or all of the Councillors have been involved in the following activities:

- SunSense UV Photobus
- Councillor Induction Program 2012/2013 | Media Session
- Councillor Induction Program | Special Council Meeting
- Councillor Induction | Executive & Councillor Dinner
- Campbell's 50 Year Celebratory Dinner
- 'Thank You Night' | Relay for Life
- Victoria Bowls Open 2012 | Luncheon & Presentation
- Summer Stroll Series | Undera
- Shepparton Triathlon Club | Campbell's Shepparton Ironman 70.3
- SSM Reference Group Meeting
- Georgy Awards
- Race Day VIP Marquee | Campbell's Ironman 70.3 Shepparton
- German War Cemetery | Memorial Service
- Greater Shepparton Women's Charter Alliance Advisory Committee - Christmas Breakup & General Meeting
- RCV November Meeting
- White Ribbon Day 2012
- The Challenge of Change | Professor Ian Harper
- Launch of the Shepparton FoodShare
- Physical Disability Council of Victoria
- Spring Car Nationals | 20th Year Event
- Neighbouring Councils Meeting
- Heritage Advisory Committee meeting
- Farewell for Dean Rochfort | Councillor's & Executive
- Induction_New Staff_30 Min Councillor Presentation
- Senior Combined Partners Meeting
- Emergency Flood Management Plan Meeting
- Kialla Land Fill Meeting
- Breakfast in the Park | Mooroopna Probus Club
- Small Town Community Plan Celebration Dinner
- Opening of SAM Exhibition
- SSM Reference Group Meeting
- Basketball Event | Shepparton Stadium
- Visiting and speaking to Year 9 Students | Notre Dame College
- Celebrate International Day of People with Disability
- Melb Uni Rural Clinical School Advisory Board & Department for Rural Health Advisory Committee
- Kialla Land Fill Committee Meeting
- Hume Regional Growth Plan Workshop
- Shadow Minister for Justice visit | Michael Keenan MP
- Reward and Recognition Ceremony
- RCV | Meeting with Minister Naphine
- Fairley Leadership | Graduation Dinner
- Minister for Environment & Climate Change | The Hon Ryan Smith MP | Celebration of the Revegetation Project
- Minister Powell Announcement | GV Water & Tatura Abattoirs Project

12. COUNCILLOR ACTIVITIES

Councillors' Community Interaction and Briefing Program (continued)

- Council Plan Thankyou Celebration
- Summer Stroll Series | Congupna
- GV Water | Appreciation Refreshments

Councillors were also briefed on the following matters:

- Chief Executive Officer Review - Des Bethke
- Merrigum Community Plan Review
- Finance Three | Councillor Induction
- Rating Strategy Reference Group - Appointment of Members
- Contract 1379
- Contract 1380
- Universal Access to Early Childhood Education - 15 hours of Kindergarten
- LEAD Update & Project Findings
- Amendment C158
- Prentice Road
- Safer City Camera Project Update
- Statutory Planning Workshop – John Keaney
- Orrvale Action Group – 25 Prentice Road, Orrvale
- Small Town Festive Grant Morning Tea with Councillors
- Council Plan Information Session
- Contract No. 1385 – Netball Courts Upgrade
- Our Sporting Future Funding Program | Round 1 Major Funding Category 2012/2013
- Murchison Community Heritage Centre
- Building and Planning Activity Report | December 2012
- Development Hearings Panel [DHP] | Councillor Participation
- Cultural Heritage Awards | December 2012
- Mooroopna West Growth Corridor – Strategic Planning Context
- Monthly Financial Update
- Jim Gifford Consulting | Local Government Act
- Draft Hume Regional Growth Plan | Sub Regional Councillor Briefings [DPCD]
- Food Services Contract No 1273 | Extension to Contract
- GSCC Reconciliation Survey Finding Report
- Renewal of Stuart Reserve, Shepparton
- Deakin Reserve Scoreboard Replacement
- Waranga Drive, Kialla | Traffic Calming Residents Complaints
- Shepparton Saleyards Contract No 1186 | Extension to Contract

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

Moved by Cr Ryan
Seconded by Cr Patterson

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

CARRIED

12. COUNCILLOR ACTIVITIES

Councillors' Community Interaction and Briefing Program (continued)

Attachments

Assemblies of Councillors Records:

- Councillor Induction Session – 30 October 2012
- Councillor Induction Session– 31 October 2012
- Councillor Induction Session – 7 November 2012
- Councillor Induction Session – 9 November 2012
- Councillor Briefing Session – 13 November 2012
- Councillor Briefing Session – 20 November 2012
- Shepparton Art Museum - Advisory Committee Meeting – 26 November 2012
- Councillor Briefing Session – 27 November 2012

13 URGENT AND OTHER BUSINESS NOT INCLUDED ON THE AGENDA

Nil.

14. PUBLIC QUESTION TIME

Question 1 (John Gray)

Whilst Greater Shepparton's shared path networks, particularly Shepparton's, receive many accolades and are the envy of many other municipalities, they are only moderately-served in respect to shaded seating. Does council regularly review needs in this regard both of the shared path networks as well as respective CBDs and most-used pedestrian routes? Further, with an ageing population does Council have a dedicated budget allocation for public seating?

Response:

Council does not currently have a strategy for shade or positioning of public seating on shared pathways and other public areas although all new pathways and developments have seating and shade incorporated into their master planning. Council does retain a budget for the renewal of street and pathway furniture which includes public seating.

Question 2 (John Gray)

All day week-day parking in the short part of Welsford St, south of Sobraon St, and in front of the Lawn Tennis Courts, together with centre-of-the-road parking in Nixon St, north of the Eastbank building, seems increasingly highly inappropriate – the former preventing shorter-term parking for lake visitors, Aquamoves patrons and tennis players whilst Eastbank patrons, seeking shorter-term access during daylight hours often face the prospect of a lengthy walk to frequent that well-used civic facility. Can those matters be reviewed to consider three-hour limits as a maximum for more effective turn-over of public parking in those areas?

Response:

A review of a number of parking areas and the duration of parking times available within them will occur in the first half of 2013. This review will include the areas, amongst others, of Welsford Street and Nixon Street outlined in the query. This review will consider all possible time limit options for parking in these areas and, without predetermining any outcome from the review, there may be a mix of time limits recommended.

15. CONFIDENTIAL MANAGEMENT REPORTS

15.1 Designation of Confidentiality of Information

Moved by Cr Polan
Seconded by Cr Oroszvery

That pursuant to section 89(2)(d) of the *Local Government Act 1989* the Council meeting be closed to members of the public for consideration of two confidential items.

CARRIED

15.2 Contract 1186 Operation of the Shepparton Saleyards

15.3 Contract No. 1234 - Hot and Cold Bituminous Products

15.4 Chief Executive Officer Performance Review

15.5 Reopening of the Council Meeting to Members of the Public

Moved by Cr Polan
Seconded by Cr Oroszvary

That the Council meeting be re-opened to members of the public.

CARRIED

15.6 Designation of Confidentiality of Information – Report Attachments

Moved by Cr Polan
Seconded by Cr Ryan

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 following agenda items and designated by the Chief Executive Officer or his delegate in writing as confidential under section 77(2)(c) of the Act.:

1. Contract No. 1385 – Netball Courts Upgrade
These documents relate to contractual matters, which is a relevant ground applying under section 89(2)(d) of the Act
2. Contract No. 1381 – Watt Road Reconstruction Works, Kialla
These documents relate to contractual matters, which is a relevant ground applying under section 89(2)(d) of the Act
3. Contract No. 1186 – Operation of the Shepparton Saleyards
These documents relate to contractual matters and legal advice, which are relevant grounds applying under section 89(2)(d) and (f) of the Act

CARRIED

**MEETING CLOSED 6.29PM
CONFIRMED**

CHAIR

Merrigum Community Plan Revision July 2012



Proudly supported by

Greater Shepparton City Council



Disclaimer

The information contained in this report is intended for the specific use of the within named party to which it is addressed ("the *communityvibe* client") only. All recommendations by communityvibe are based on information provided by or on behalf of the communityvibe client and communityvibe has relied on such information being correct at the time this report is prepared. communityvibe shall take no responsibility for any loss or damage caused to the communityvibe client or to any third party whether direct or consequential as a result of or in any way arising from any unauthorised use of this report or any recommendations contained within.

Report Date: July 2012

Prepared By



communityvibe

Wendy Holland

5 Allison St, BENDIGO VIC 3550.

Ph: 0438 433 555.

E: wendy@communityvibe.com.au.

W: www.communityvibe.com.au

CONTENTS

1.0 Executive Summary	1
2.0 Introduction	2
3.0 Methodology.....	2
4.0 Literature Review	3
4.1 Merrigum Town Master Plan.....	3
4.2 Merrigum Community Plan Review 2008.....	5
4.3 Progress Against Previous Community Planning Documents.....	6
5.0 Demographic Analysis	8
6.0 Community Consultation	10
6.1 Community Survey.....	10
6.1.1 What We Like About Merrigum.....	10
6.1.2 Our Vision For the Future	11
6.1.3 Suggested Improvements	12
6.2 Verbal Comments	13
6.3 Young Person’s Art Exhibition and Community Priorities.....	14
6.3.1 Children’s Ideas.....	15
6.3.2 Community Priorities	16
6.3.3 Community Involvement in Future Initiatives	17
6.4 Collation Of Priorities.....	19
7.0 Action Plan.....	23



1.0 EXECUTIVE SUMMARY

Merrigum is an attractive small town situated 30km west of Shepparton and 197km north of Melbourne. Located in the heart of the Goulburn Valley region, its primary industries are fruit growing and dairy farming. Many local residents not employed on the land travel to nearby towns such as Shepparton, Tatura and Kyabram to work. Students can attend preschool and primary school in Merrigum, but need to travel to Kyabram or Shepparton for secondary and tertiary level education. At the time of the 2011 Census, Merrigum (State Suburb) had a population of 672 people.

During the first part of 2012, local residents were invited to participate in a review of the Merrigum Community Plan. Eighty three (83) local residents filled in a survey to identify their key needs and issues, with a further thirty-eight (38) young people identifying their ideas in a visual format. Twenty-nine (29) local residents turned up to a free community art exhibition to help develop the priorities for the plan, and another seven (7) people contributed their ideas via written submissions. In total approximately 157 people contributed to the review of the plan. This represents approximately 23% of the local population.

The friendliness and kindness of local people is recognised as a very positive aspect of life in Merrigum, along with a strong community spirit where residents are willing to help each other and out and get involved in local events, organisations and issues. The tranquility and peaceful nature of the town is also widely recognised as one of the most important aspects of the community. In order to retain these positive lifestyle aspects, local residents are supportive of moderate population growth, supported by additional shops, businesses and employment opportunities. In addition, they are keen to see the provision of a range of different housing blocks to suit the needs of existing and future residents – ranging from lifestyle blocks through to more medium density homes for older people.

Based on these scenarios, the vision identified for the town by local residents is:

Merrigum is a thriving, attractive rural town that values all members of the community and provides a range of quality programs, services and facilities to enable people to live, work and recreate locally.

In order to achieve this vision, the local community has identified a number of key priorities to work towards. The nine highest priorities are:

1. The development of more shops, businesses, industries and industrial land development in the town.
2. An upgrade to the facilities at the Recreation Reserve
3. The development of a small supermarket / general store
4. The development of more housing opportunities
5. An upgrade to, and better maintenance of the walking / cycling track
6. Improvement to street lighting
7. Realignment of the train line intersection
8. More activities and infrastructure for young people
9. Establishment of a community health centre with a doctor.

2.0 INTRODUCTION

Merrigum Community Group Inc. was formed in 2004 to provide “a mechanism for community members to contribute to, and actively promote the revitalization and development of the township of Merrigum in a positive way”¹. It has been supported by Greater Shepparton City Council and the Victorian State Government. Merrigum Community Group undertook a community forum in 2004 and then another in 2008 in order to identify key priorities of the community.

The purpose of this report, produced in partnership with Greater Shepparton City Council and communityvibe, is to review progress from each of the previous community planning exercises to determine which actions have been completed; which actions have not been completed; and to determine whether or not any of the actions contained within the plan are no longer a priority. Further, the aim of this report is to identify any new priorities that may have emerged over the past three to four years that need to be incorporated into the Revised Merrigum Community Plan.

3.0 METHODOLOGY

The methodology undertaken to prepare the review of the Merrigum Community Plan and Plan Revision comprised of the following actions:

- Review of Merrigum Town Master Plan (2006) and Merrigum Community Plan Review (2008)
- Preparation of a basic demographic analysis
- Meetings with the Merrigum Community Plan Review Committee of Management
- Preparation and analysis of a community survey distributed to households and used for other consultation sessions (83 responses)
- Facilitation of informal community discussions outside the post office and at a local football game (surveys plus 7 verbal comments)
- Facilitation of a community art show and free BBQ (29 attendees) to provide an opportunity for young people (38 items of art work displayed) to have their say and for residents to view key issues and vote on their priorities
- Report preparation.

A total of one hundred and fifty-seven responses were received from the community. Some of these responses were surveys filled out on behalf of entire households, whilst others represented the views of an entire club.

¹ Greater Shepparton City Council (2006) *Merrigum Town Master Plan*

4.0 LITERATURE REVIEW

4.1 MERRIGUM TOWN MASTER PLAN

A Master Plan for Merrigum township was developed in November 2006. Three priority areas were identified through a forum conducted as part of this plan:

1. Improved physical environment – town entrances; formal parks and gardens; streetscape; bushland reserve management; and community identity
2. Residential and business growth
3. Youth activities.

Specific actions included:

No.	Action
1	Install generic signage at all four entrance points, including mud brick feature walls.
2	Remove the existing service club sign, and relocating the club logos within the centre of the town, in the location of the existing “fern” advertisement outside the hotel on Byrneside-Kyabram Road.
3	Prune and shape the ash trees along the township entrances, and slash road verges on a regular basis.
4	Engage a traffic engineer to determine how the central intersection can be improved.
5	Remove redundant signage, posts, and other objects from the central intersection area.
6	Investigate the possibility of installing designated pedestrian crossing points.
7	Construct a new concrete footpath along Andrews Road, between the township centre and the recreation reserve.
8	Regularly remove vegetation from the edges of footpaths with an edging tool.
9	Secure an adequate volume of water from GMW to regularly water the triangular rail reserve, pool grounds, the Memorial Hall grounds, the Lions Park, Cecil Judd Memorial Park and the proposed new visitor park.
10	Continue the existing lavender plantings in front of the vacant supermarket site, the hotel and around the central intersection.
11	Maintain the lawns and plantings on a regular basis.
12	Provide private space and shade for pool patrons, by planting corners and utilising landscaped screening.
13	Screen the existing section of chain-wire fence backing onto Andrews Road and the proposed new footpath, where pool chemicals and other equipment are stored.
14	Paint the 1829 portion of the Hall in an approved heritage colour, including the “1829” text above the front entrance, to distinguish it from the more recent addition.
15	Prune the large elm tree near the War Memorial, outside the front entrance to the Hall.
16	Remove and regrade the dirt mounds associated with the existing culvert, and piping the existing open drain. The culvert is located along the Western boundary of the Memorial Hall grounds, abutting the rail reserve.
17	Investigate the possibility of replanting the Cecil Judd Memorial Park, including fencing, with input from the Senior Citizens and wider community.
18	Develop a new visitor park, including: <ul style="list-style-type: none">• sealed car park (Stage 1);• a new public toilet facility and seating (Stage 1);

No.	Action
	<ul style="list-style-type: none"> • a Bushland reserve trail-head pavilion, including visitor information(Stage 2); and • rehabilitation of the adjacent open space area (Stage 2).
19	Undertake rehabilitation works within the Bushland reserve, including the removal of exotic plants, and replanting with locally indigenous species.
20	Construct a shared path to a Class 1 Australian Standard (AS 2156. 1-2001) through the Bushland reserve
21	Design and construct the “street skate” facility, including the installation of signage and safety barriers.
22	Undertake an audit of existing vacant land, of both private and public tenure.
23	Work with the private owner of the supermarket site to encourage redevelopment of the site.
24	Initiate an annual or twice yearly ‘committee of committees’ meeting.
25	Continue to support and develop the recently formed Youth Group, particularly in relation to providing a space for activities and meetings.
26	Investigate the possibility of developing a community Online Access Centre within the township.

Of particular note:

- National and international fruit pickers increase the population of Merrigum each summer by 15-20%
- There is a local historical museum located in Merrigum and a Heritage Day Festival
- The closure of the Carnation Milk Factory had a negative impact on Merrigum in terms of job losses, people leaving the district and social capital.



4.2 MERRIGUM COMMUNITY PLAN REVIEW 2008

Priority	Project	Action	Status (in 2008)
Major 1	Stage 2 Corner Park	Completion of Stage 2 Corner Park Development	✓ Completed
Major 2	Skate Park	Purchase of final equipment	✓ Completed
Major 3	Bushland site / walking track	Further / ongoing revegetation works in the bushland site and along walking track	✓ Completed
Major 4	Senior Citizens / Judd Memorial Site	Redevelop parking and entrance area to Senior Citizens.	x Not completed. NB: Senior Citizens have disbanded. Facility could be used by men's shed or youth
Major 5	Pool	Upgrade pool grounds and entry	x No action
Major 6	Football Ground	Upgrade football ground entry	x No action
Minor 1	Town flyer	Develop flyer to promote town	~ Some action. Flyer needs updating. Heritage Walking flyer developed.
Minor 2	Bus shelter	Improve lighting and provide information for visitors at shelter.	x No action
Minor 3	Streetscape plantings	Improve streetscape plantings in main street and shop areas	x No action
Minor 4	Picnic setting	Provide picnic setting in bushland site	x No action
Minor 5	Town entrance sign	Improve town entrance sign visibility	x No action
Minor 6	Pedestrian crossing	Upgrade pedestrian crossing at railway line and repair footpaths	x No action
Minor 7	Street lighting	Improve street lighting (Morrissey Street)	x No action
Minor 8	Cross road intersection	Improve Cross Road intersection (main streets and railway line)	x No action
Minor 9	Rubbish	Provide more bins and signage about rubbish around town	~ Some action More recycle and doggie bins in Corner Park and Skate Park
Minor 10	Hall	Repair and paint hall and provide seating under elm tree at Hall	~ Some action. Hall completed, but no seat around elm tree.
Gen. Impr. 1	Mooving art cows	Bring Mooving art cows to Merrigum	✓ Completed
Gen. Impr. 2	Pool	Extend pool opening hours	x No action
Gen. Impr. 3	Labour	Seek opportunity to utilise labour workforce (e.g. Dhurringile Prison)	x No action
Gen. Impr. 4	Community Participation	Encourage more community participation (town welcome packs / flyers)	~ Some action. Flyer was developed – needs updating.
Gen. Impr. 5	Seating	Seating required in playground	✓ Completed

The previous Merrigum Community Plan, produced in September 2008 following a community gathering, identified six major projects; ten minor projects; and five general improvements; 21 projects in total. The three highest priorities amongst the major projects have all been completed, along with two of the general improvements. Some action has been undertaken on three of the minor projects and one of the general improvements. The following table indicates the status of each project, with completed projects identified in blue; partially completed projects in green; and projects that have not yet been actioned in pink at the time the review was undertaken (note that in 2012 more of these works have been carried out).

Some discussion took place after the community gathering by the Merrigum Community Group. Two key issues were identified at this meeting. The first of these issues relates to the dwindling involvement of local residents in the MCG; and the second involves lack of clarification over the progression of implementation and community ideas / projects by City of Greater Shepparton and Merrigum Community Group.

4.3 PROGRESS AGAINST PREVIOUS COMMUNITY PLANNING DOCUMENTS

The following table identifies community projects that have been identified through community planning exercises over recent years and their current status (as of 30 June 2012):

✓ = Completed; ± = Partially Completed; x = Not Completed; Φ = No Longer Required

Status	Project	Action
✓	Footpath	Construct new footpath to the northern side of Andrews Rd.
✓	Reserve Lighting	Install night lighting to Recreation Reserve Ground and sports courts.
✓	Skate Park	Construct skate 'break-out' space along linked trail on northern side of Andrews Rd.
✓		Purchase of final equipment.
✓	Council Depot	Install screen fencing to enclose existing Council depot site, or relocate.
✓	Car Park	Formalise and extend existing car park.
✓	Public Toilets	Construct new unisex public toilets with visitor information board.
✓	Corner Park	Upgrade as town visitor park. Replace existing unkempt trees with new tree planting, irrigated grass and new park furniture.
✓		Completion of Stage 2 Corner Park Development.
✓		Provide picnic setting in bushland site. (Picnic settings relocated to corner park).
✓		Seating required in playground.
✓	Hall	Repaint hall to express the different eras of the building and improve historic appreciation.
✓	Bushland site / walking track	Further / ongoing revegetation works in the bushland site and along walking track.
✓	Town entrance sign	Improve town entrance sign visibility.
✓	Rubbish	Provide more bins and signage about rubbish around town.
✓	Mooving art cows	Bring Mooving art cows to Merrigum.
±	Streetscapes	General streetscape upgrade; existing trees pruned to tidier form and slashing of long grass along road verges (within town limits). Long term proposal to consolidate street plantings with one

		signature tree species.
±	Pool	Upgrade pool entry. Existing pool fence pulled back to open up entry. Construct new entry canopy and paved seating area.
±	Trail	Construct interpretive trail to wetlands and entry pavilion with interpretive display
±	Pedestrian crossing points	Upgrade pedestrian crossing points
±	Town flyer	Develop flyer to promote town (Historic walk flyer developed by Museum)
±	Bus shelter	Improve lighting and provide information for visitors at shelter (new shelter built)
±	Hall	Repair and paint hall and provide seating under elm tree at Hall (hall painted)
±	Labour	Seek opportunity to utilise labour workforce (e.g. Dhurringile Prison) - still relevant for particular projects
x	Pool	Install low hand and foot climbing holds for new traverse wall along front of pool building
x	Fence	Construct fence (red gum slab) to define edge of newly grassed area, Senior Citizens Club and Judd Memorial Park
x	Roadways	Consolidate intersection, remove superfluous signage / poles, improve pedestrian crossing points and upgrade kerb, channeling and driveway aprons
x	Elm Tree	Reshape existing Elm tree to balance canopy. Install new gravel paving and seat beneath the Elm
x	War Memorial	Formal landscape treatment to War Memorial and flag pole. Install compacted gravel path and two benches.
x	Hall	Install compacted gravel paving to Hall surrounds.
x	Senior Citizens / Judd Memorial Site	Redevelop parking and entrance area to Senior Citizens. NB: Senior Citizens have disbanded. Facility could be used by men's shed or youth
x	Football Ground	Upgrade football ground entry
x	Streetscape plantings	Improve streetscape plantings in main street and shop areas
x	Pedestrian crossing	Upgrade pedestrian crossing at railway line and repair footpaths
x	Street lighting	Improve street lighting (Morrissey Street)
x	Cross road intersection	Improve Cross Road intersection (main streets and railway line)
x	Pool	Extend pool opening hours
x	Community Participation	Encourage more community participation (town welcome packs / flyers)
Φ	Pool	New planting within pool grounds to create more private, sheltered spaces
Φ	Historic Buildings	Investigate options for integrating the former church building with the Merrigum Historical Society
Φ	Town Entrances	Install signature planting of lavender to all four entries to intersection
Φ	Vacant Block	Install low temporary screen fence to vacant block to improve visual amenity of town centre

5.0 DEMOGRAPHIC ANALYSIS

Based on the 2011 Australian Bureau of Statistics Census², Merrigum (State Suburb) has a population of around **672**; 50.4% of whom are males and 49.6% of whom are females. The largest age groupings are 35-39 year olds and 45-54 year olds, with the median age of residents being 38 years of age.

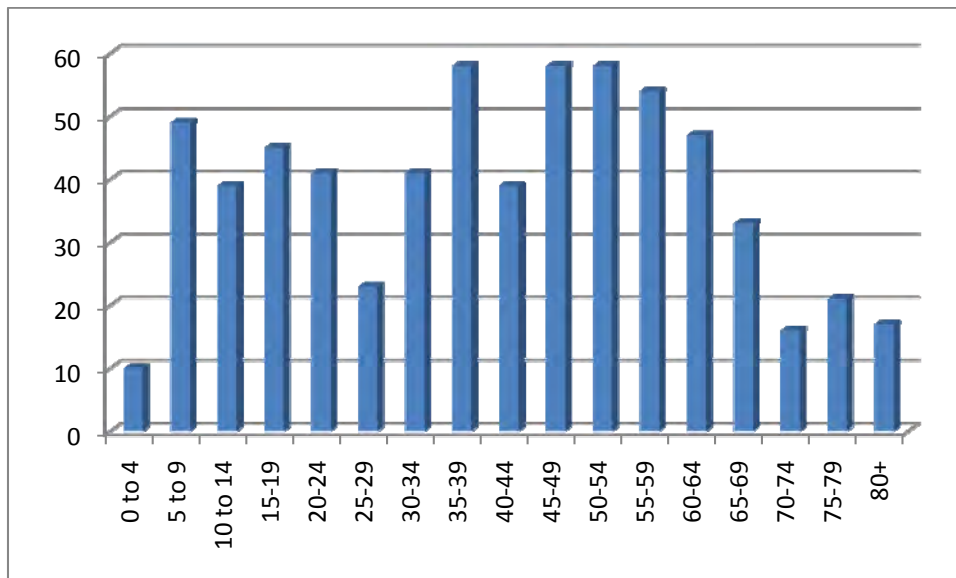


Figure 1: Age distribution of Merrigum Residents (Source: 2011 Census)

Approximately 82.5% of our residents were born in Australia and 3.0% of us are of Aboriginal descent. Countries of birth for those not born in Australia include United Kingdom, India, Italy, New Zealand and Philippines. English is the only language spoken at home by 87.8% of us. Italian, Albanian, Arabic, Dutch and Thai are the other languages spoken at home by our residents.

In 2011, we had a total of 20 children attending pre-school, 52 attending primary school (not necessarily in Merrigum) and 46 attending secondary school. The average number of children per household is 1.8.

129 people over 15 years of age (19.2%) in our community claimed that they undertook some form of voluntary works for an organisation or group in 2010/11.

The median household income on a weekly basis is around \$917 per week and the median family income is \$1,159. Individuals earn a median income of \$414 per week. Of the 279 private dwellings in Merrigum, 39.2% are fully owned; 40.4% are in the process of being purchased; and 17.2% are being rented. The median monthly housing loan repayment amount is approximately \$997 and the median weekly rental amount is

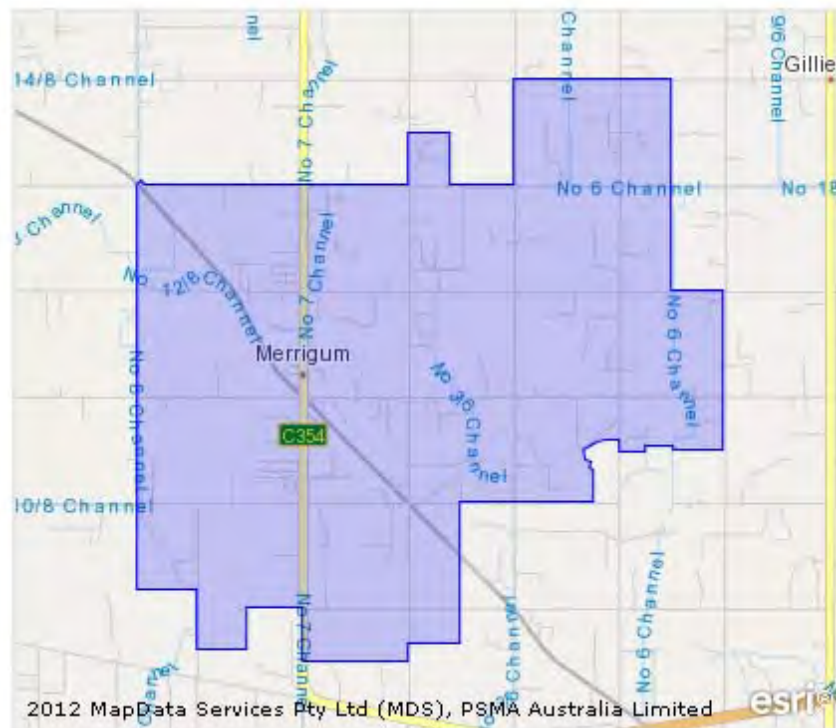
² Australian Bureau of Statistics Website:
http://www.censusdata.abs.gov.au/census_services/getproduct/census/2011/communityprofile/SSC20882?opendocument&navpos=230 and
http://www.censusdata.abs.gov.au/census_services/getproduct/census/2011/quickstat/SSC20882?opendocument&navpos=220

approximately \$180. The majority of homes have two motor vehicles (or an average of 2.1 motor vehicles per home) and 68.2% of households are connected to the internet either via broadband or dial-up.

In 2006*, 60.0% of our residents, 15 years of age or over, were in the labour force, working either full time, part time or presently away from work. Our unemployment rate was 4.3%. Of our residents who are over 15 years of age and in the workforce, primary industries of employment included: dairy cattle farming (22.9%); fruit and nut growing (9.4%); fruit and vegetable processing (4.3%) supermarket and grocery stores (3.3%); sheep, beef cattle and grain farming (3.3%). Within these industries, the most common occupations included managers (36.0%); labourers (18.4%); technicians and trades workers (10.9%); professionals (7.7%); community and personal service workers (7.2%); machinery operators and drivers (7.2%); clerical and administrative workers (6.5%); and sales workers (5.5%).

In terms of migration in and out of the community, 81.3% of us lived in the same home that we did a year ago (prior to the 2006 Census*), but only 57.0% of us still lived at the same address as we did five years ago.

Greater Shepparton is expected to grow at a rate of 1.17% over the next 19 years (between 2012 and 2031), however the Rural North West region, in which Merrigum is situated, is expected to decline slightly during this period by 0.09%. This represents a net loss of 70 people in the Rural North West region. The biggest losses are expected in the 15-19 year age bracket and the 10-14 year age bracket; hence couple families with dependants will decline. Most growth will occur in the 65-69 age grouping and the 70-74 year age group, with a significant increase in lone person households.



The 2011 Australian Bureau of Statistics (ABS) Census lists the population of Merrigum as 672. With the influx of seasonal labour for fruit picking over the summer months, the township population generally increases by approximately 300 people. Hence Merrigum may in fact have a population of approximately 972 people at certain times of the year.

*Some Census information regarding employment and inward / outward migration will not be released until October 2012.

6.0 COMMUNITY CONSULTATION

6.1 COMMUNITY SURVEY

A survey was distributed to every household in Merrigum and also made available at the post office, at the school and at each of the community consultation events, i.e. outside the post office, at the football and at the art exhibition. A total of **83** completed surveys were received. It must be noted, that a large number of the surveys were completed at the football match, hence there may have been some bias towards developments at the Recreation Reserve. Key issues arising from the survey are included as follows.

6.1.1 WHAT WE LIKE ABOUT MERRIGUM

Survey respondents were asked to identify what they like most about Merrigum. The answers received demonstrate that it essentially the human capital, or the people of Merrigum, that make the town a pleasant place to live, work and recreate. A strong community spirit is also recognised by many people as a positive attribute of the town, as well as its quiet, peaceful feeling. The top ten responses to this question include:

1. People – friendly, kind, neighbourly (23)
2. Quiet, peaceful, tranquil nature of the town (19)
3. Strong community spirit / involvement by local residents (18)
4. Small, compact town and community (15)
5. Strong clubs and organisations, e.g. football netball club (11)
6. Clean, tidy and well maintained environment (9)
7. The park and playground (8)
8. Good facilities, including sports facilities (5)
9. Proximity to other towns for work, schooling, shopping, etc (5)
10. Family environment of the town (4)

It will be important to ensure that strategies and actions do not conflict with the aspects that local residents like about Merrigum.



6.1.2 OUR VISION FOR THE FUTURE

Local residents were asked to articulate both a short and a long term vision for Merrigum. These responses have been combined due to the overlap of many suggestions. Primarily the vision is for moderate population growth, supported by additional shops, businesses and employment opportunities as well as the provision of a range of different housing blocks to suit the needs of existing and future residents – ranging from lifestyle blocks for families wanting a bit of space through to more medium density homes for older people wishing to downsize but still remain in Merrigum without having to undertake extensive maintenance of yards. The top 10 responses include:

1. Moderate population growth (14)
2. Development of subdivisions and new housing blocks (13)
3. More industry and employment opportunities (11)
4. Development of a supermarket (9)
5. Active and successful football netball club (8)
6. More activities for young people (7)
7. More community involvement (7)
8. More shops (7)
9. Improvements to the Recreation Reserve (7)
10. Further enhancement of the streetscape (5).

The vision for Merrigum is:

Merrigum is a thriving, attractive rural town that values all members of the community and provides a range of quality programs, services and facilities to enable people to live, work and recreate locally.



6.1.3 SUGGESTED IMPROVEMENTS

Survey respondents were asked to identify up to three improvements that they would like to see occur in Merrigum. Numerous different responses were received, mostly revolving around infrastructure improvements and encouraging more housing, employment, industry and residents. The top 35 responses are:

Suggested Improvement	No. of Responses
1. Upgrade facilities at the Recreation Reserve - clubrooms, scoreboard, oval, netball change facilities, tree planting, new netball courts, walking track, disabled access, shelters for 3 sports, new toilets	28
2. Develop a small supermarket / general store	15
3. Seal and regularly maintain walking track	8
4. Attract more shops	7
5. Fix up train line intersection	7
6. Improve street lighting (park and hall)	7
7. Improve street scaping	6
8. Encourage more businesses / industry / industrial land development	6
9. Transfer management of Rec Res from DSE to Council	5
10. Organise more activities / events (e.g. movie nights, galas, dances, arts events, gymnastics in hall, exercise classes, computers for beginners, family history research, dance classes)	5
11. Develop more housing opportunities	4
12. Install information board near bus stop	4
13. Improve and develop additional footpaths	4
14. Repair poorly maintained roads	4
15. Improve Merrigum Market	3
16. Develop more parking space in main street	3
17. Organise more activities for young people	3
18. Restore Cecil Judd Memorial Gardens	3
19. Encourage more community support for sport and encourage clubs to work together	3
20. Improve public transport (e.g. transport to Shepparton on weekends)	4
21. Attract a doctor to town - one morning per week	2
22. Improve the Pub	2
23. Replace town entrance signs	2
24. Improve maintenance of town	2
25. Promote Merrigum as a great place to visit	2
26. Attract more students to the school	2
27. Attract families to live in Merrigum	2
28. Spray bindiis on nature strip near PO	2
29. Encourage more support of local businesses	2

Suggested Improvement	No. of Responses
30. Zone and develop industrial land	2
31. Utilise vacant land on Corner of Waverly and Andrews Rd	2
32. Improve maintenance of residential front yards	2
33. More players for football / netball club and bowls club	2
34. Encourage more community involvement	2
35. Install banking or ATM facilities	2

6.2 VERBAL COMMENTS

Verbal comments were sought from community members, who chose not to complete a survey at three specific locations, i.e. outside the post office, at the football and at the art exhibition. Comments were received from **seven** individuals. These comments included:

- Need to install information boards to let people know where certain facilities are and when activities / events are being held (3)
- Need to ensure that dogs are not allowed off their lead or wandering the streets (2)
- Need a place to sit down, meet people and have a coffee
- Need to transfer management of the Recreation Reserve from DSE to Council
- Need a chemist service whereby scripts are deposited once per week and filled the following week
- Need a community car to take people to medical appointments
- Need lights near bus stop with an information sign
- Need to improve town lighting.



6.3 YOUNG PERSON'S ART EXHIBITION AND COMMUNITY PRIORITIES

A community art exhibition and free BBQ was held at the Merrigum Hall on Friday 30 April from 5.30pm to 8.30pm. The intent of this exhibition was to showcase art work produced by local primary school and pre-school students about their vision for Merrigum in the future. Twenty-seven works were produced by primary school students and eleven by pre-school students; a total of **38** works. The other main focus of the exhibition was to attract local residents to view the artwork, view a summary of the data obtained from community surveys and then to prioritise their three most important issues for the town (using red dots to vote). **29** local residents turned up to this event.



6.3.1 CHILDREN'S IDEAS

Key issues arising from children's art work primarily revolved around physical infrastructure, particularly the need to increase the population and provide more shopping opportunities locally. There was also an element of wanting essential services such as medical and police facilities; open space so that they can interact with animals; and improvements to the playground. Several children, particularly those in the latter years of primary school, also expressed a desire for a local high school. The top ten comments included:

1. Need more shops, e.g. supermarket, hairdressers, pet shops, café, bakery, lolly shop, clothes shop, department stores (12)
2. Need new housing developments to attract more people to come and live in the town and to attend school (5)
3. Need a hospital and doctor in Merrigum (3)
4. Need a high school (3)
5. Need additional equipment in the playground, e.g. a colourful fairy tree and a fireman's pole (2)
6. Need a zoo (2)
7. Need more land and open space for horses and cows (2)
8. Need a police station (2)
9. Need a power station (2)
10. Need an airport (2)



6.3.2 COMMUNITY PRIORITIES

In relation to the prioritization of issues, local residents identified the following issues in order of importance:

Issue	Number of Votes
Develop more housing opportunities (develop a subsidy to encourage building in town)	9
Seal and regularly maintain cycling / walking tracks	7
Improve street lighting (park and hall area)	6
Develop more infrastructure and activities for young people	6
Develop a small supermarket / general store	5
Attract more families to live in Merrigum and more students to attend the school	5
Establish a community health centre	5
Improve communication of events	5
Encourage more unity between community groups	5
Attract more shops, business and industry (zone and develop industrial land, encourage more support of local businesses)	4
Improve Merrigum Market	4
Replace town entrance signs	3
Transfer management of Recreation Reserve from DSE to Council	3
Introduce VicSwim Program	3
Install synthetic turf and lights for bowls	2
Fence the playground	2
Utilise vacant land on the corner of Waverley and Andrews Rd	2
Install information board near bus stop	2
Establish a play group / mum's group	2
Fix up train line intersection	2
Upgrade facilities at the Recreation Reserve	1
Organise more activities / events in town	1

Issue	Number of Votes
Develop a place to ride scooters	1
Seek additional funding for primary school	1
Promote Merrigum as a great place to visit	1
Improve and develop additional footpaths	1
Improve public transport (weekend bus service into Shepparton)	1
Install sign to Merrigum on Farmer's Bend	1
Discourage B double trucks in town	1
Reduce traffic speed in town	1

6.3.3 COMMUNITY INVOLVEMENT IN FUTURE INITIATIVES

Survey participants were asked to identify any existing or potential projects that they would like to be involved in some capacity, and to provide contact details for the Community Planning Group to follow up with. A total of 35 respondents indicated their willingness to undertake projects such as:

- Helping to run the football netball club, e.g. coaching, fundraising, developing larger clubrooms (7)
- Gardening, e.g. tree / flower planting and watering (6)
- Helping out with whatever is required (4)
- Joining the Community Planning Group (2)
- Conducting English and cooking classes at the Community Hall
- Helping to beautify the Recreation Reserve
- Re-building shop fronts
- Helping to install lights at the bowling club
- Delivering meals on wheels if such a service became available
- Encouraging more local families to attend the school
- By using local services regularly
- Helping out at school working bees to clean up the grounds
- Helping older people to source the best prices for gas, power and groceries
- Installing automatic irrigation system on the fairways at the Golf Club
- Re-vegetating the bushland environment
- Helping out with toy library or play group
- Being involved on a committee to establish a health centre in Merrigum
- Helping to promote housing development
- Helping to run a significant annual event
- Helping to construct a water feature at the pool.

The types of skills these local residents have to offer the projects detailed above include:

- Fundraising (11)
- Landscaping / gardening / mowing (8)
- Connecting people / human resources (5)
- Project management (3)
- Building / Carpentry (3)
- Manual labour, e.g. fixing fences (3)
- Coaching of sports teams(2)
- Driving instruction
- Serving on a committee
- Organisation
- Promotion
- Engineering of water based initiatives
- Creativity
- Painting / decorating
- Plumbing
- Financial management



6.4 COLLATION OF PRIORITIES

Key priorities for the future development of Merrigum have been obtained from a variety of sources including:

- Previous Community Plans
- Community surveys
- Verbal feedback
- Children's art work
- Community Prioritisation exercise.

In general, very clear themes have emerged from these different information sources, with the same issues identified in practically every situation. The following table has been developed to pull all of the key issues together and to identify from which source(s) the information was obtained. Issues have only been included in this table if they have been identified from multiple sources and suggested several times (at least twice). Each suggestion has been prioritised. Those with a score of 10+ have been rated as high priorities; those between 5-9 as medium; and those between 2-4 as low priorities. This table feeds into the Action Plan in section 6 of the report.

Issue	Source					Total	Priority
	Previous Plans	Surveys	Verbal Feedback	Art Work	Priority Exercise		
Encourage more shops / businesses / industry / industrial land development		15		12	4	31	H
Upgrade facilities at the Recreation Reserve	✓	28			1	29	H
Develop a small supermarket / general store		15			5	20	H
Develop more housing opportunities		4		5	9	18	H
Upgrade and maintain walking / cycling track	✓	8			7	15	H
Improve street lighting (park and hall)		7	1		6	14	H
Fix up train line intersection	✓	7		1	2	10	H
Develop more infrastructure and organise more activities for young people	✓	4			6	10	H
Establish a		2		3	5	10	H

Issue	Source					Total	Priority
	Previous Plans	Surveys	Verbal Feedback	Art Work	Priority Exercise		
community health centre with doctor							
Install information board near bus stop	✓	4	3		2	9	M
Attract families to live in Merrigum and more students to the school		4			5	9	M
Transfer management of Rec Res from DSE to Council		5	1		3	9	M
Improve Merrigum Market		3			4	7	M
Organise more activities / events		5			1	6	M
Improve communication of events		1			5	6	M
Encourage more unity between community groups	✓	1			5	6	M
Improve street scaping	✓	6				6	M
Improve and develop additional footpaths	✓	4			1	5	M
Improve public transport		4			1	5	M
Replace town entrance signs	✓	2			3	5	M
Repair poorly maintained roads		4				4	L
Utilise vacant land on Corner of Waverly and Andrews Rd		2			2	4	L
Install banking or ATM facilities		2			2	4	L
Develop more parking space in main street		3				3	L
Restore Cecil Judd Memorial Gardens	✓	3				3	L
Encourage more community support for sport and encourage clubs to		3				3	L

Issue	Source					Total	Priority
	Previous Plans	Surveys	Verbal Feedback	Art Work	Priority Exercise		
work together							
Develop a high school				3		3	L
Establish a zoo / fauna park		1		2		3	L
Promote Merrigum as a great place to visit	✓	2			1	3	L
Introduce VicSwim Program					3	3	L
Install synthetic turf and lights for bowls		1			2	3	L
Improve the Pub		2				2	L
Improve maintenance of town		2				2	L
Spray bindiis on nature strip near PO		2				2	L
Encourage more support of local businesses		2				2	L
Improve maintenance of residential front yards		2				2	L
More players for football / netball club and bowls club		2				2	L
Encourage more community involvement	✓	2				2	L
Fence the playground					2	2	L
Establish a play group / mum's group					2	2	L
Develop a place to ride scooters		1			1	2	L
Seek additional funding for primary school		1			1	2	L
Install sign to Merrigum on Farmer's Bend		1			1	2	L
Discourage B double trucks in town		1			1	2	L
Reduce traffic		1			1	2	L

Issue	Source					Total	Priority
	Previous Plans	Surveys	Verbal Feedback	Art Work	Priority Exercise		
speed in town							
Install additional equipment in the playground				2		2	L
Retain land and open space for horses and cows				2		2	L
Construct a police station				2		2	L
Construct a power station				2		2	L
Construct an airport				2		2	L
Ensure that dogs are not allowed off their lead or wandering the streets			2			2	L



7.0 ACTION PLAN

The following Action Plan has been developed for Merrigum Community Planning Group (MCPG) based on information contained within previous community plans and from community consultations. It is assumed that Greater Shepparton City Council's Community Planning unit will provide ongoing support and assistance to the Merrigum Community Planning Group in terms of advice on funding opportunities, connections with Council officers, etc.

The priorities in this Action Plan have been determined, based on degree of significance each issue has with local residents. The table contains high priorities, which ideally should be achieved within the next 0-5 years; and medium priorities, which should ideally be achieved within 6-10 years. However, it is important to note that as external factors change or new opportunities arise, these priorities may change slightly. There is also a list of low priorities in Section 6.3.4. Depending on circumstances, some of these low priorities may become high or medium priorities; hence should not be discounted.

NO.	STRATEGY	ACTIONS	PARTNERS	RESOURCES	PRIORITY
1	To encourage more shops / businesses / industry / industrial land development	<ul style="list-style-type: none"> MCPG to initiate a meeting with Greater Shepparton City Council's Economic Development and Planning and Development units to discuss the process of and opportunities for encouraging more business development and investment in Merrigum. MCPG to produce a flyer that identifies key factors about Merrigum (e.g. demographics, skill sets of residents, connected services, infrastructure, proximity to other towns, etc) to encourage businesses to relocate to or establish themselves in the town. 	<ul style="list-style-type: none"> Greater Shepparton City Council's Economic Development and Planning and Development units Goulburn Valley Business rural and Industry Network (GV BRaIN) Business Victoria 	MCPG to source internal and external funds to produce a flyer	HIGH
2	To upgrade facilities at the Recreation Reserve	<ul style="list-style-type: none"> MCPG to initiate a meeting with Greater Shepparton City Council's Recreation and Parks unit to seek external funding to undertake a master plan of the Recreation Reserve. Once funding has been received and the master plan completed, local clubs to work towards achieving the key recommendations contained within it. 	<ul style="list-style-type: none"> Greater Shepparton City Council's Recreation and Parks unit Department of Sustainability and Environment Merrigum Football Netball Club Merrigum Tennis Club 	<ul style="list-style-type: none"> Some local in-kind and cash contributions from clubs Some funding from Greater Shepparton City Council External grant 	HIGH

NO.	STRATEGY	ACTIONS	PARTNERS	RESOURCES	PRIORITY
			<ul style="list-style-type: none"> Merrigum Cricket Club Merrigum Bowls Club Department of Planning and Community Development 	(e.g. Community Facilities Grant – administered by Department of Planning and Community Development)	
3	To develop a small supermarket / general store	<ul style="list-style-type: none"> MCPG to hold a meeting with the owner of the former supermarket site to ascertain its potential to be developed as a supermarket / general store. MCPG to initiate discussions with Greater Shepparton City Council’s Economic Development unit to ensure that they are aware of the need in Merrigum to develop a small supermarket / general store. MCPG to increase awareness in the district of the community’s desire for a supermarket / general store through newsletters and other promotional outlets. MCPG to explore potential models for the community to operate a small supermarket / general store or for groceries to be delivered to Merrigum on a regular basis. 	<ul style="list-style-type: none"> Owner of the former supermarket site Greater Shepparton City Council’s Economic Development unit 	Cost at expense of developer, if feasible.	HIGH
4	To develop more housing opportunities	<ul style="list-style-type: none"> MCPG to initiate a meeting with Greater Shepparton’s Planning and Development unit to explore opportunities to open up more blocks of land, of various sizes, on which to develop housing. 	<ul style="list-style-type: none"> Greater Shepparton’s Planning and Development unit 	Committee time.	HIGH

NO.	STRATEGY	ACTIONS	PARTNERS	RESOURCES	PRIORITY
5	To upgrade and maintain walking / cycling track	<ul style="list-style-type: none"> MCPG to identify areas in need of an upgrade and any potential future extensions. MCPG to initiate discussions with Greater Shepparton's Engineering Projects, Operations and Recreation and Parks units to seek support and resources to upgrade and maintain the walking / cycling track in Merrigum. MCPG to consider development of a Friends of Merrigum Trails Group to help with basic maintenance and promotion of the trail. 	<ul style="list-style-type: none"> Greater Shepparton's Engineering Projects, Operations and Recreation and Parks units 	Committee time.	HIGH
6	To improve street lighting (park and hall)	<ul style="list-style-type: none"> MCPG to undertake an audit of street lighting to determine areas in most need of improvements. MCPG to initiate a meeting with Greater Shepparton City Council's operations unit to seek funding to assist with improving street lighting. 	<ul style="list-style-type: none"> Greater Shepparton City Council's Operations unit 	Committee time.	HIGH
7	To realign train line intersection	<ul style="list-style-type: none"> MCPG to initiate discussions with Greater Shepparton City Council's Engineering Projects and Operations units to determine options for a realignment of the train line intersection. 	<ul style="list-style-type: none"> Greater Shepparton City Council's Engineering Projects and Operations units 	Committee time.	HIGH
8	To develop more infrastructure and organise more activities for young people	<ul style="list-style-type: none"> MCPG to initiate discussions with Greater Shepparton City Council's Community Strengthening unit and other relevant organisations to establish a youth program / activities in Merrigum. 	<ul style="list-style-type: none"> Greater Shepparton City Council's Community Strengthening unit Churches Scouts and Guides Police 	Committee time.	HIGH

NO.	STRATEGY	ACTIONS	PARTNERS	RESOURCES	PRIORITY
9	To establish a community health centre with doctor	<ul style="list-style-type: none"> MCPG to continue discussions with organisations such as Goulburn Valley Community Health Service, Division of General Practice, Primary Care Connect, Medical centres in other locations and Greater Shepparton City Council's Aged and Children's Services unit to investigate options to provide visiting health services to Merrigum in a community setting (e.g. the Merrigum Hall). 	<ul style="list-style-type: none"> Goulburn Valley Community Health Service Division of General Practice Primary Care Connect Medical centres in Kyabram, Tatura, Mooroopna or Shepparton Greater Shepparton City Council's Aged and Children's Services unit 	<p>Committee time.</p> <p>Some funds to fit out the hall if required.</p>	HIGH
10	To install information board near bus stop	<ul style="list-style-type: none"> MCPG to develop a promotional sign at the bus stop incorporating a map of Merrigum and detailing programs, services and facilities available in town, in partnership with City of Greater Shepparton's People, Culture and Development unit. 	<ul style="list-style-type: none"> Greater Shepparton City Council's People, Culture and Development unit 	<p>MCPG to source internal and external funds for the sign.</p>	MEDIUM
11	To attract families to live in Merrigum and more students to the school	<ul style="list-style-type: none"> MCPG to develop a kit to promote the benefits of living in Merrigum including its proximity to other towns for work and its range of programs, services and facilities (including the kindergarten and primary school). 	<ul style="list-style-type: none"> Greater Shepparton City Council's Economic Development and Aged and Children's Services units. Real estate agencies based in Shepparton 	<p>MCPG to source internal and external funds to develop the kit.</p>	MEDIUM
12	To transfer management of Recreation Reserve from DSE to Council	<ul style="list-style-type: none"> MCPG to facilitate a meeting between the Recreation Reserve Committee of Management, Greater Shepparton City Council's Recreation and Parks, Assets, Operations and Business Support and Property units and Department of Sustainability and Environment to discuss the possibility of transferring management of the Recreation Reserve to Council. Pending the outcome of the meeting, 	<ul style="list-style-type: none"> Greater Shepparton City Council's Recreation and Parks, Assets, Operations and Business Support and Property units Department of Sustainability and Environment 	<p>Committee time.</p>	MEDIUM

NO.	STRATEGY	ACTIONS	PARTNERS	RESOURCES	PRIORITY
		formalise the transfer of management and establish agreement on roles and responsibilities.			
13	To improve Merrigum Market	<ul style="list-style-type: none"> MCPG to facilitate a meeting with the Merrigum Market committee and Greater Shepparton City Council's Tourism and Major Events and Promotions units to discuss ways in which to improve the Merrigum market. MCPG to assist Merrigum Market committee to survey stall holders (existing and past) and visitors to the market to determine possible improvements. 	<ul style="list-style-type: none"> Merrigum Market committee Greater Shepparton City Council's Tourism and Major Events and Promotions units Market stall holders (existing and past) Market visitors 	Committee time. Perhaps some funding for promotion / advertisements.	MEDIUM
14	To organise more activities / events	<ul style="list-style-type: none"> MCPG to instigate a meeting with Greater Shepparton City Council's Tourism, Major Events and Promotions and Recreation and Parks units to discuss the possibility of holding events or receiving support for events in the Merrigum district. MCPG to form a sub-committee to plan and promote various events in town, in partnership with other community based groups. 	<ul style="list-style-type: none"> Greater Shepparton City Council's Tourism, Major Events and Promotions and Recreation and Parks units Community based groups. 	MCPG to source internal and external funds to assist with running of events.	MEDIUM
15	To improve communication of events	<ul style="list-style-type: none"> MCPG to produce a quarterly newsletter to inform local residents of events and activities of relevance to Merrigum. 	<ul style="list-style-type: none"> Local businesses for distribution Merrigum Primary School for distribution 	\$2,000 per annum for the newsletter	MEDIUM
16	To encourage more unity between community groups	<ul style="list-style-type: none"> MCPG to convene an annual 'Merrigum Meeting' whereby all community groups are invited to contribute to a review of the community plan and to discuss potential challenges and synergies. 	<ul style="list-style-type: none"> Local community groups 	Advertisement in Merrigum newsletter.	MEDIUM

NO.	STRATEGY	ACTIONS	PARTNERS	RESOURCES	PRIORITY
17	To improve street scaping	<ul style="list-style-type: none"> MCPG to undertake an audit of all street plantings and furnishings to identify areas requiring improvements. MCPG to initiate a meeting with Greater Shepparton City Council's Recreation and Parks and Operations units to develop a shared vision for the streetscapes of Merrigum in terms of development and maintenance, including roles and responsibilities. 	<ul style="list-style-type: none"> Greater Shepparton City Council's Recreation and Parks and Operations units 	Committee time.	MEDIUM
18	To improve and develop additional footpaths	<ul style="list-style-type: none"> MCPG to undertake an audit of existing footpaths in need of repair and areas in need of new footpaths. MCPG to meet with Greater Shepparton City Council's Operations unit to identify a process for improving and developing footpaths in accordance with Council's policy, resource availability and community need. 	<ul style="list-style-type: none"> Greater Shepparton City Council's Operations unit 	Committee time.	MEDIUM
19	To improve public transport	<ul style="list-style-type: none"> MCPG to initiate discussions with Greater Shepparton's Community Strengthening and Planning and Development units to jointly undertake research into the transport needs of local residents (particularly young people, older adults, people with disabilities and fruit pickers). MCPG to work in partnership with Community Strengthening and Planning and Development units to promote new services if additional transport is deemed to be required. 	<ul style="list-style-type: none"> Greater Shepparton City Council's Community Strengthening and Planning and Development units Local transport operators Local residents 	Committee time.	MEDIUM

NO.	STRATEGY	ACTIONS	PARTNERS	RESOURCES	PRIORITY
20	To replace town entrance signs	<ul style="list-style-type: none"> • MCPG to initiate a meeting with Greater Shepparton City Council's Planning and Development, Tourism, Operations and People, Culture and Development Units with a view to replacing the existing town signage • MCPG, in partnership with Greater Shepparton City Council, to replace town entrance signs. 	<ul style="list-style-type: none"> • Greater Shepparton City Council's Planning and Development, Tourism, Operations and People, Culture and Development Units. 	\$20,000 to replace signs.	MEDIUM





Community Plan Project Proposal

Updated:

Guidelines
<p>The Community Plan Project Proposal is a document that demonstrates:</p> <ul style="list-style-type: none">• The objectives of the proposed project• Realistic budget• That the project is part of the Community Plan
<p>The Community Plan Project Proposal form is a tool that will enable Community Plan Steering Committees or associated project teams (eg. Recreation Reserves) to formulate a plan for a specific purpose /need</p> <p>This process will clearly demonstrate commitment from the community for the proposed project. If developed by a project team, it has to be presented to the Community Plan Steering Committee, which in turn will be presented to the Council to request funding.</p>
<p>Proposed projects with an estimated cost of up to \$50,000 will be presented to the Council's Executive Leadership Team (ELT) for approval</p> <p>For projects over \$50,000 a verbal presentation to the councillors will be required</p>
<p>Procurement guidelines for quotations: \$500 to less than \$5,000, 1 written quote \$5000 to \$25,000, 2 written quotes will be required \$25,000 to \$50,000, 3 written quotes will be required For projects over \$50,000 contact Community Planning at Greater Shepparton City Council for advice and further information</p> <p><i>NB. A completed budget sample has been attached as a guide</i></p>
<p>This form is <u>only</u> to be submitted by the Chairperson or nominated representative of the Community Plan Steering Committee.</p>
<p>Further supporting documentation may be attached to the proposal, eg. Letters of support, quotes for works, etc.</p> <p>Please note that submission of this form does not guarantee funding</p>



Community Plan Project Proposal

GREATER
SHEPPARTON

Part A: To be completed by the project proposal team

Community Plan Town: Murchison

Name of representative / proposer from team: Warwick Finlay

Contact Details: P.O. Box 66 Murchison Victoria 3610 Phone No. 58262422

Mobile 0409 334294.

Project Proposal Title: Murchison Community Facility – Heritage Centre

Project Description and Objective:

(Please describe how and what the project will achieve)

This project will build an ~86 square metre extension to the Council-owned Murchison Heritage Centre to create extra community facilities for the township of Murchison, while also expanding the operational opportunities for the Heritage Society. In particular, the extension will create a new multipurpose space (approx 60m²), opening onto the gardens adjacent to the building and complete with a fully equipped kitchen. The multipurpose space will be available for community group meetings as well as hiring for private functions. As part of the project, the Heritage Society will convert the existing unrenovated kitchen to a store room, as well as create a new reception and all abilities entry to the museum.

This project will be of benefit to the Murchison and District Historical Society in pursuing its stated aims and objectives. The proposed community facility will enable the Society to attract and welcome visitors of all ages to celebrate Murchison and District's heritage and identity while also benefiting the entire community of Murchison by providing a new community meeting space.

The new building will provide an iconic and identifiable focal point in the picturesque river bank gardens at the top end of town.

The Society envisages the facility will:

1. Provide a self-contained open space room suitable for:
 - a. A reception room for welcoming and addressing visiting groups on local history.
 - b. An area suitable for education sessions for visiting school groups.
 - c. Providing more wall and floor space for display of temporary art exhibitions eg.



Community Plan Project Proposal

GREATER
SHEPPARTON

Aboriginal Art, early landscapes and art works.

- d. Hosting Family Reunions and celebrating local history
 - e. A venue for display of Tourist Information for travelers covering the Goulburn River Valley.
 - f. A space for holding small functions incorporating easy outdoor flow through side double doors into the attractive and adjacent Riverside Gardens increasing use of the park.
 - g. Offering improved facilities to support local community outdoor festivities/functions held in the Riverside Gardens.
 - h. A meeting room for Historical Society purposes
 - i. A separately keyed meeting room for Community organisations such that meetings can take place outside of normal Heritage Society operating hours without compromising the security of the collection.
2. Construction and furnishing of a suitably equipped kitchen to allow improved capacity for catering for multiple purposes.
 3. Greater availability of storage for chairs, supplies and equipment which will address current crowding and O. H. & S. issues for Volunteers.
 4. Providing improved access for those with disabilities by elimination of step at the entrance to the Gallery and installation of a toilet for the disabled.
 5. A new feature will be the provision of an attractive shop front style window that will allow viewing of the interior complementing promotion of local events & display of Tourist Information incorporating after-hours touch screen capacity similar to Shepparton Information Centre. This will be located prominently at street front of the building where a constant stream of pedestrians pass on their way to the adjacent public toilets and car park area.
 6. Improved access into the building and larger reception area for visitors.

Part A: continued

Estimated Commencement Date of Project: 1st July 2012



Community Plan Project Proposal

G R E A T E R
S H E P P A R T O N

Estimated Completion Date of Project: 31st December 2012

If applicable what are your plans for sustainability of your project?
(How it will be developed, maintained, etc.)

The Murchison Heritage Society, as custodians of the facility, has been steadily growing in membership and operating/volunteer hours over the last several years:

	Members	Meetings	Events/Special Projects;
2009	27	9	8
2010	28	8	5
2011	32	8	8

	Total visitors	Groups	volunteer hours
2009	130	3	1421
2010	409	7	1284
2011	654	12	895+

While the Heritage Centre is an integral part of the local Community, the improvements proposed in this project will enable the Society to hire out the new multipurpose room to Community organisations for regular meetings and private functions, thus increasing the Society's revenue base to fund maintenance in the whole building as it is required in the future.

The project will enhance the partnerships we have established over the last eighteen months with the Shepparton Information Centre where we have offered groups "a day in Murchison" incorporating morning tea at the Bakery; a visit to the Heritage Centre, lunch at the Caledonian Hotel or Longleat Winery, a guided tour of the town by our Society Historian including a visit to the Ossario and the grave of Aboriginal King Charles Tattambo.

Our district has a surprising and diverse amount of history and the Historical Society members are pleased to have the opportunity to promote and share our story.

The Society has an ongoing Maintenance agreement with the City of Greater Shepparton for the Council owned building that houses the Heritage Centre. The Society provides documentation annually, giving detailed accountability for the expenditure of the Minor Improvement and Maintenance Grant forwarded, and this has meant the building is kept in very good order and small improvements can be attended. Indeed, the building has been enhanced and is an increasing public asset. We would envisage this maintenance arrangement continuing as it has been most satisfactory for both parties.

The success of this project will allow the Society to offer much improved facilities to both visitors and our local community, to provide a safer and up to date environment.

We expect this extension to the Heritage Centre to enable the Society to function even



Community Plan Project Proposal

better and to be able to be even more successful in our aim ... *to promote, preserve and present authentic records relating to the history of the area...* as well as offer a communal facility and greater opportunity for promotion of Tourist Information and materials.

Person/s responsible for delivery of Project

Name/s: Warwick Finlay

Contact details: Phone No. 58262422 Mobile 0409 334294.

If the funding request is for a community infrastructure project who will be responsible for maintaining it? Murchison District Historical Society and Greater Shepparton City Council, as per the existing arrangements.



Community Plan Project Proposal

Part B: To be completed by the Community Plan Steering Committee.

Where does the project fit within your community plans goals?

(Please supply page number of Community Plan and goal)

The Murchison Community Facility – Heritage Centre is listed as an important project for the town and one that was already well advanced before the establishment of the Murchison Community Plan

Is the project proposal within the current year's priority list? If not what is the priority justification for the proposed project?

The Murchison Community Facility – Heritage Centre is listed as a priority action on page 21 of the Murchison Community Plan

Comment/additional information from Chairperson:

The Murchison Community Plan endorses the extension to the existing Heritage Centre.

The Committee supports the proposal to extend the existing facility by 86 squares which will benefit the town in so many ways.

We look forward to a speedy delivery.

Name of Chairperson: Tim Linton

Signature of Chairperson:

Date: 13/02/2012



Community Plan Project Proposal

Sample Budget

Cash income	Amount
Greater Shepparton City Council Grant	2200
Funds from applicant (if applicable)	500
Total Income	\$2700

The amount you are requesting from Council

Your group's cash contribution to the project

Expenditure	Amount
<i>Hire of hall for three days</i>	1200
<i>Band for opening night entertainment</i>	300
<i>Food for opening night</i>	200
<i>Hire of display equipment for artworks</i>	1000
Total Expenditure	\$2700

This is where you include all details on how you propose to spend your money

Cash income and expenditure must be equal

In-kind contributions are those you would normally pay for, but will be received by the project at no charge

In-kind contribution	Amount
<i>Volunteer labour to set up and remove displays (10 hours)</i>	200
<i>Loan of tables and chairs from recreation reserve</i>	100
<i>Sausages donated by Joe's Butcher for opening night BBQ</i>	50
<i>Photocopying of flyers donated by Mary's newsagents</i>	100
Total in-kind contributions	\$450

If you have volunteers working on the project, you can add their time to this section at \$20 per hour

<i>(Volunteer Labour is calculated at \$20/hour)</i>	
Total project Cost	Amount
Total Expenditure	2700
Total in-kind	450
Total Project Cost	\$3150

The Total Project Cost is the total of all expenditure plus in-kind contributions.



Community Plan Project Proposal

Actual Budget

Income	Amount
Greater Shepparton City Council Grant requested	128,400
Funds from applicant (if applicable)	5,000
Total Income	133,400

Expenditure	Amount
Construction and fit-out per attached quote (two more quotes will be sourced for the project, and subjected to assessment under Council's procurement policy to arrive at a final funding request, as such, this amount is indicative at present).	133,400
Total Expenditure	133,400

In-kind contribution	Amount
Initial planning, meeting with Architect, Council, associated transport costs. Regular design and implementation meetings. Initial presentations to council and formalising of application etc. Estimated 75 Hours at \$20 per hour	1,500
Ongoing administration time approximately 120 Hours X20	2,400
Storing and relocating and securing existing historical material Includes moving of heavy Society contents and furniture	3,000
Total in-kind contributions	6,900

(Volunteer Labour is calculated at \$20/hour)

	Amount
Total Expenditure	133,400
Total in-kind	6,900
Total Project cost	140,300

MALTRICARICO B U I L D E R

Aliki Pty. Ltd.

A.B.N. 48 059 900 739

PO Box 7378
Shepparton Vic 3632
Office - 9 Lisburn Street
Shepparton Vic 3630
Tel/Fax (03) 5821 5207
Mobile 0418 577 204

Email aliki@shepparton.net.au
www.tricaricobuilder.com.au

2

(CONTINUED):

Murchison & District Historical Society Inc.

Heritage Centre:

4 Stevenson Street

MURCHISON VIC 3610

Quotations are valid for acceptance up to 60 days from date of issue
Please note the following quotation for your consideration

PROJECT: PROPOSED EXTENSION TO EXISTING DWELING
JOB LOCATION: 4 STEVENSON STREET MURCHISON VIC 3610

ALLOWANCES WITHIN CONTRACT

PRIME COST ALLOWANCES

FLOOR COVERINGS - VINYL NON SLIP TO MEETING ROOM, ENTRY, KITCHEN,
RAMP \$7,000 (SUPP/INST)

STOVE ELECTRIC - \$900 (SUPP/ONLY) ELECTRIC

RANGEHOOD - \$400 (SUPP ONLY)

MINOR FIXTURES - \$200 (SUPP ONLY)

PROVISIONAL SUMS ALLOWANCES

SPLIT SYSTEMS \$3,000 (SUPP/INST)

PLEASE NOTE: *ITEMS NOT INCLUDED IN QUOTATION PRICE*
DRIVE-WAY AND EXTERNAL PATHS

PLEASE NOTE: *ITEMS SUPPLIED BY OWNER*

PLANS

SOIL CLASSIFICATION AND ENGINEERS FOOTINGS AND SLAB DESIGN

BUILDING FEES

Please sign here if you accept this quotation: _____

Name of identity: _____

Date: _____



Registered Commercial - Domestic
Specialising in:

• New Homes • Unit Development • Commercial • Renovations / Extensions



MURCHISON TRICARICO BUILDER

Aliki Pty. Ltd.

A.B.N. 48 059 900 739



PO Box 7378
Shepparton Vic 3632
Office - 9 Lisburn Street
Shepparton Vic 3630
Tel/Fax (03) 5821 5207
Mobile 0418 577 204
Email aliki@shepparton.net.au
www.tricaricobuilder.com.au

QUOTATION
7576

20 February 2012

Murchison & District Historical Society Inc.
Heritage Centre:
4 Stevenson Street
MURCHISON VIC 3610

Quotations are valid for acceptance up to 60 days from date of issue
Please note the following quotation for your consideration

PROJECT: PROPOSED EXTENSION TO EXISTING DWELLING
JOB LOCATION: 4 STEVENSON STREET MURCHISON VIC 3610

As per plans and specifications
ESTIMATION
QUOTATION INCLUDES:

PRELIMINARY WORKS
DEMOLITION WORK
SITE FENCE
CONCRETE FOOTINGS AND SLAB, PORCH AND RAMP
FRAMES AND TRUSSES
BRICKS, AND BRICKS LABOUR, SAND CEMENT AND LIMIL
PLUMBING PC'S
PLUMBING LABOUR
ROOFING
ELECTRICAL
GLAZING - WINDOWS
PLASTER AND LABOUR
INSULATION CEILING AND WALLS AS PER PLANS
BENCH TOP TILING
PAINTING
BUILDERS LABOUR
SUPPLY MATERIALS AND LABOUR

TOTAL NOT INCLUDING GST

\$162,250.00



Registered Commercial - Domestic
Specialising in:

• New Homes • Unit Development • Commercial • Renovations / Extensions





MEMBER
DB-U8346



21 WYNDHAM ST
PO Box 1151
SHEPPARTON 3632
PH: 03 58315226
FAX: 03 58315646

ACN 105505184 AEN 94966701761

12 January 2012 quote

To Murchison Historical Society,

Further to your enquiry it is with pleasure that we submit the following quote based on the plan you have supplied for an extension in Murchison.

INCLUSIONS-

- CONCRETE FLOOR
- HOME OWNERS WARRANTY INSURANCE
- BUILDING PERMITS
- GABLE VENT TO FRONT GABLE
- BRICKS TO MATCH EXISTING AS CLOSE AS POSSIBLE
- RENDER TO PORCH BRICK WORK
- ALL PAINTING INSIDE & OUT AND TO OTHER AFFECTED AREAS
- IRON ROOF TO MATCH EXISTING AS CLOSE AS POSSIBLE
- FASCIA GUTTER AND DOWN PIPES
- ARCHITRAVES & SKIRTINGS TO MATCH AS CLOSE AS POSSIBLE
- KORDON TERMITE TREATMENT TO PENATRATION POINTS
- T2 PINE FRAMES AND TRUSSES
- ALL ELECTRICAL INCLUDING DOWNLIGHTS & FLUROS AS PER PLAN
- ALL PLUMBING
- R 3.5 BATT'S TO CEILING
- R 1.5 BATT'S TO WALLS
- ALUMINIUM WINDOWS AS PER PLAN
- LAMINEX KITCHEN AS PER PLAN
- DAMANI OVEN, HOT PLATES & RANGHOOD
- 1 SPLIT SYSTEM FOR HEATING & COOLING TO MEETING ROOM
- CARPET TO THE VALUE OF \$3100
- FLOOR AND WALL TILES TO THE VALUE OF \$33 PER m2 TO KITCHEN ONLY
- BRISTOL TAPWARE
- NEW WALL MOUNTED VANITY BASIN
- TOILET ROLL HOLDER & TOWEL RAIL
- 1 MIRROR ABOVE VANITY
- 1 NEW TOILET
- DISABLE HAND RAIL TO TOILET
- ALUMINIUM AUTOMATIC DOORS
- SHOP FRONT ALUMINIUM DOORS AS PER PLAN
- BALISTRAD TO RECEPTION TO THE VALUE OF \$1400
- 60 LITRE ELECTRIC HOT WATER UNIT

- PLAIN CONCRETE TO PORCH
- TEMP FENCING
- CONCRETE PUMP
- SITE CLEAN AND LEVELED

TOTAL INVESTMENT \$146,700.00 INCLUDING GST

This Quote is valid for 30 days and is subject to building commencement within 6 months.

We thank you for the opportunity to Quote your Extension & Restorations. Should you wish to discuss his proposal further please do not hesitate to contact me at your convenience.

Yours sincerely
Tim Sessions
(417) 552-1733
(358) 315-2226

T Sessions

10th February, 2012

Murchison and District Historical Society Inc.
P.O. Box 98,
Murchison Vic. 3160

Attn: Mr. J. Ball

Re: Proposed extension to building 4 Stevenson Street, Murchison

We advise our tender to construct the proposed works generally as detailed on drawings A1 to A9 dated December 2011 is \$149,321.00 excluding GST.

The following notes apply:

Assume

- Proprietor to arrange building permit.
- No asbestos to be removed or worked with.
- Colour selections from manufacturer's standard range.

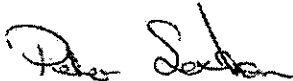
Allowed

- Repaint store, W.C, reception, passage and extension.
- Overhead cupboards to hotplate section of kitchen.

We thank you for the opportunity to submit this Tender and now await your advice.

Yours faithfully,

CROW CONSTRUCTIONS PTY LTD

A handwritten signature in black ink, appearing to read "Peter Sexton", is written over the printed name.

Peter Sexton
General Manager

Dear Mr. [Name],

I have received your letter of the 15th and am glad to hear from you. I am sorry that I cannot give you a more definite answer at this time, but I am sure that you will understand my position.

I am sure that you will understand my position. I am sorry that I cannot give you a more definite answer at this time, but I am sure that you will understand my position.

I am sure that you will understand my position. I am sorry that I cannot give you a more definite answer at this time, but I am sure that you will understand my position.

I am sure that you will understand my position. I am sorry that I cannot give you a more definite answer at this time, but I am sure that you will understand my position.



Community Plan Project Proposal

REVISED BUDGET

G R E A T E R
S H E P P A R T O N

Income	Amount
Greater Shepparton City Council Grant requested	75,000
Funds from applicant (if applicable)	5,000
External funding source	80,000
Total Income	\$160,000

Expenditure	Amount
Building Extension / Improvements – Sessions Builders as per quote	140,500
Fit out & equipment, furniture, etc	10,000
Contingency	9,500
Total Expenditure	\$160,000

- A Volunteer Labour is calculated at general hrs \$20/hour, professional hrs \$50/ph
- B In-kind materials, supplies, equipment, etc.
- C Cash (donations or fundraising)

In-kind contribution	Amount
Initial planning meeting with Architect, Council, associated transport costs. Regular design and implementation meetings, Initial presentations to council and formalising of application etc	1,500
Ongoing administration time approximately 120 hours x 20	2,400
Storing and relocating and securing existing historical material includes moving of heavy society contents and furniture	3,000
Total in-kind contributions	\$6,900

Quotes for works will be required for funding requests of over \$500 , and must be submitted as attachments

	Amount
Total Expenditure	\$160,000
Total in-kind	\$ 6,900
Total Project cost	\$166,900



Longleat Wines
105 Old Weir Rd
Murchison 3610

May 2nd 2012

To whom it may concern

**PROPOSED EXTENSION TO HISTORICAL SOCIETY BUILDING
HERITAGE CENTRE**

We write in support of the application of the Murchison and District Historical Society to extend the Heritage Centre with the addition of a multi purpose room.

The Historical Society and Heritage Centre at present provide a fantastic learning facility for locals and visitors to the region. Murchison is a proud town steeped in history and we are fortunate to have such a professional, committed and knowledgeable society to educate the next generation of Murchison residents and share knowledge with interested visitors.

We recognise the Murchison Historical Society and Heritage Centre as a vital tourist attraction and local resource centre to Murchison and the whole Goulburn River Valley region. History and Heritage has been identified as regional product strength. (see GRVT Strategic Planning document 2011-2016) Developing history and heritage experiences for visitors has been identified as one of the key strategies to be actioned 2011 -2016. The upgrade to the Heritage Centre aligns with these strategies.

The Goulburn River Valley area attracts 7 million visitors per annum (International Visitor Survey), with a yearly spend of \$404,934,000 and this number is increasing. The positive financial impact to local businesses of visitors stopping and spending in small regional communities is critical. The proposed upgrades to the Heritage Centre will create a greater tourism offer for Murchison and ensure more people visit our town and region time and time again.

The proposed extension to the already successful centre will have minimal environmental impact as it is an addition to an existing building. It will provide the space and opportunity for development and growth for the Centre that at present has simply outgrown its premises.

We believe that the Murchison and District Historical Society are worthy applicants and the upgrade will be of great benefit to the whole community and continue to build the success of our town and region.

Yours Sincerely

Sandra and Guido Vazzoler
Longleat Wines
Murchison

LIONS CLUB OF MURCHISON & DIST. INC.

P.O. Box 9,
Murchison,
Victoria. 3610



ABN: 19 241 672 379

PRESIDENT: Graeme JENNINGS

SECRETARY: Alan ROSSER

3rd May, 2012

Attn: Secretary
Murchison & District Historical Society
P.O. Box 98
Murchison
Vic. 3610

Re: Proposed Building Extension.

Dear Secretary,

As discussed at our last Lions Club meeting, I would like to comment on the proposed extension to your existing building.

The Club members viewed the proposed plan and we fully support the proposal for the following reasons:

- The new facility could accommodate the various community groups within the town providing a meeting place for such groups, including our own Lions Club.
- It would enhance the current building.
- This new extension would also be a good commercial asset for the town and the community.
- The view looking out onto the park area is very appealing and pleasant to the eye.

We fully endorse this proposal submitted by the Murchison & District Historical Society.

If you have any queries, please feel free to contact me at any time on one of the above numbers.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Alan Rosser JP', written over a horizontal line.

Alan ROSSER JP
(Secretary)

"WE SERVE"



MURCHISON BOWLS CLUB INC.

Registered No A0008241M

ABN 73546 494 986

Post Office Box: 94 Murchison 3610

Phone/Fax (03) 58262341

PRESIDENT: Mr G. THOMPSON

SECRETARY: Mr J. BLAND

4A Murrays Lane Murchison 3610

3A Rushworth Rd. Murchison 3610

(03) 58262020. MOB 0408570368

(03) 58262164

EMAIL: gothommo1@bigpond.com

EMAIL: murchisonbowls@gmail.com

Friday, 20 April 2012

Dear Mr Finlay,

The Murchison Bowls Club fully endorses your application to Council for funding of this project.

In a small community such as ours the volunteer work by your organisation is critical to our Community spirit.

We see this expansion of mutual benefit to our area for visitors and new residents of our surrounding district.

The fact that your premises is manned by local people and is of importance to travellers/visitors for information regarding the local township and its Historical significance to the area is paramount.

If this improvement can help you continue your work, the Murchison Bowling Club gives our wholehearted support in this regard.

Yours Sincerely, Gordon Thompson President: Murchison Bowls Club Inc.



52 Stevenson Street (PO Box 237)
Murchison Vic 3610
Tel: (03) 5826 2513
Website: www.gvce.com.au
Email: info@gvce.com.au

11 April 2012

Mr Warwick Finlay,
President,
Murchison & District Historical Society,
P.O Box 98 Murchison Vic 3610

Dear Warwick,

Re: Support for Proposed Extension to Historical Society Building -Heritage Centre

GV Community Energy wishes to support the application by the Murchison & District Historical Society for financial assistance to alter their premises from the Greater Shepparton City Council.

The proposed redevelopment will enhance the existing facility, and will result in an even more attractive facility for tourists, local businesses and regional residents and will be yet another "jewel in the crown" of great public assets within our municipality.

Regards,

A handwritten signature in black ink, appearing to read "Geoff Lodge".

Geoff Lodge
CEO
GV Community Energy

Anne Warwick Finlay

From: "Samara" <sam2611@bigpond.net.au>
To: <wafinlay@westnet.com.au>; <balljk4@bigpond.com>
Sent: Wednesday, 4 April 2012 10:42 PM
Subject: historical society

Dear Warwick/Kay

We (The Murchison Bakery) are in support of the proposed extensions to the heritage centre in Murchison. We appreciate their contributions to the town.

Regards

Janene Burt

Owner Murchison Bakery & Tearooms

Ph: 03 5826 2336

Murchison Community Care Inc.

A0034341Y

*Consisting of: D. P. Jones Nursing Home & Neighbourhood House
Registered under the National Health Act*

38 IMPEY STREET, MURCHISON, VIC., 3610

TELEPHONE Nursing Home: (03) 5826 2551 • (03) 5826 2552 Neighbourhood House: (03) 5826 2373

FAX (03) 5826 2466

EMAIL dpjones@mcmmedia.com.au mcomcare@mcmmedia.com.au

12/4/2012

**Mr. Warwick Finlay
President
Murchison & District Historical Society
P.O Box 98
Murchison Vic 3610.**

Dear Warwick;

On behalf of Murchison Community Care Inc I would like to congratulate you, the Historical Society members and the Community Planning Committee for undertaking the planned extensions to the Heritage Centre.

We wholeheartedly support your project with the belief that Murchison as a whole will benefit from increased visitors that will be attracted. The exposure that Murchison will gain will undoubtedly benefit all businesses that operate in and around our town.

Yours sincerely:



Dominic Mellino
CEO

Murchison Service Station

25 Stevenson Street,

Murchison Vic 3610

Ph: 0358 26 2443 Fax: 0358 26 2056



5/4/2012

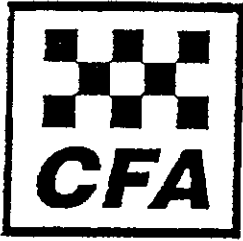
Mr Warwick Finlay
President,
Murchison and District Historical Society,
PO Box 98,
Murchison Vic 3610

Dear Mr Finlay,

I am in full support of the Murchison Historical Society Committee proposal for extensions to the Historical Centre. This will be a great asset to the local community and our businesses, keep up the good work.

Thanking you for your great efforts,

Ralph WG McPherson



MURCHISON FIRE BRIGADE ESTABLISHED 1883

ENQUIRIES: (03) 5826-2216 FAX: (03) 5826-2457



Captain

EMERGENCY ☎ 000

Secretary

J Crowley
19 Watson Street
Murchison 3610

Ian M Macaulay
20 Robinson Street
Murchison 3610
58262340

April 17, 2012

Atn. Mr. Warwick Finlay
President
Murchison & District Historical Society
PO Box 98
Murchison
Victoria 3610

Re; Murchison & District Historical Society- Proposed Extension

To Whom It May Concern;

The Murchison Fire Brigade and its members would like to formally advise you that our organisation fully support the proposed extension submitted by the Murchison Historical Society.

We consider the extension would be a commercial asset to the local community, as you have held some of our Historical Photos and Memorabilia, that show what the town and its population have achieved and lost over the years, by displaying the photos and documents to a wide range of visitors..

Yours sincerely

Ian M Macaulay
(Brigade Secretary)



MISHMAR PTY LTD
A.B.N 26 752 102 988

Ph: +61 (0)3 58262406
Fax: +61 (0)3 58262681
avonlea@avonleaflowers.com.au

420 RIVER RD
MURCHISON
VICTORIA 3610

27/4/12

President,
Mr W. Finlay,
Murchison Historical Society.
PO Box 98,
Murchison Vic 3610

Dear Warwick,

Thanks for your letter on the proposed extension to the Historical Society Building.

We support you and your committee with this proposal and feel that our businesses and the town will benefit from these improvements.

All the best,

David and Julie Weidenbach.

MURCHISON EAST CARAVAN PARK

ABN 68 150 735 714

4925 Goulburn Valley Highway,
Murchison East

P.O. Box 121,
Murchison,
Vic. 3610

Phone: (03) 5826-2229

Fax: (03) 5826 2033

Mobile: 0404 369111

E-Mail: alan.rosser@bigpond.com

18th April, 2012

Attn: Secretary
Murchison & District Historical Society
P.O. Box 98
Murchison
Vic. 3610

Re: Proposed Building Extension.

Dear Secretary,

As owner/operator of the Murchison East Caravan Park, I would like to comment on the proposed extension to your existing building.

I have viewed the proposed plan, and I fully support this proposal for the following reasons:

- I believe that it would be of benefit to tourism in the district, not just for individual visitors, but for visitors entering the town on coaches or mini buses as this would provide a place to meet, rest or even enjoy a snack or a cuppa.
- The new facility could also accommodate the various community groups within the town providing a meeting place for such groups.
- It would enhance the current building.
- This new extension would also be a good commercial asset for the town and the community.

I fully endorse this proposal submitted by the Murchison & District Historical Society.

If you have any queries, please feel free to contact me at any time.

Yours sincerely



Alan Rosser JP



MURCHISON & DISTRICT NEIGHBOURHOOD HOUSE

23 Impey Street, Murchison 3610

Ph/Fax 5826 2373

Email: murch-nh@hotmail.com

President: Marty Morris
Secretary: Neil Lowe
Coordinator: Jenny Lister

Mr. W. Finlay,
President,
Murchison and District Historical Society Inc.,
PO Box 98,
Murchison VIC 3610

April 4, 2012

Dear Mr Finlay,

I am writing to you to express the support of the Murchison and District Neighbourhood House for your planned extensions.

Building activity that enhances opportunities socially and for business are needed in a small community to maintain vigour and build the future capacity of the community.

Murchison and District Neighbourhood House looks forward to working with the Murchison and District Historical Society on this and other projects to develop our community capacity to its fullest.

Yours sincerely,

Jenny Lister
Co-ordinator
Murchison and District Neighbourhood House

**Returned Services League- Sub Branch
Murchison
Vic 3610**

P.O Box 152
Murchison Victoria 3610

April 10, 2012

Atn. Mr. Warwick Finlay
President
Murchison & District Historical Society.
P.O. Box 98
Murchison Vic 3610

Re; Murchison & District Historical Society – Proposed Extension.

To Whom It May Concern:

The Murchison RSL,

We wish to formally advise you of our Leagues full support for the proposed extension submitted by the Murchison Historical Society, particularly for the following reasons.

As this Society is the custodian of our local Armed Services History, we consider this proposed extension would be of great benefit to our association in particular for the gathering for family reunions of descendants of the armed forces.

We consider this extension would be a commercial asset to our local community, in particular from our point of view, with the increased enquiries and interest in the history of our country's soldiers from this area.

We fully endorse the Society's submission.

Sincerely,



Mr. Douglas Messer
President
RSL Sub Branch - Murchison

50 River Rd
Murchison
23/5/12

To whom it may concern

Murchison Action Group would like to support Murchison Historical Society on their application to council for funding to be used for an extension to their building.

The Museum holds the records of Murchison, the first town settled in the Lower Goulburn Valley, and the transfer of the Aboriginal protectorate from Mitchellstown to Murchison in 1840.

Many of the first settlers to the district are listed and one of the latest and greatest scientific events, is the world renowned Murchison Meteorite which fell in 1969 is displayed.

History continues with the POW camps, the Goulburn Weir, irrigation channels and paddle steamers.

Steeped in such important events for this region, the extension to the building will give better access for forums to be held for school groups and clubs and the general public.

Murchison Historical Society members are to be congratulated for their achievements providing such an informative and important museum.

Murchison's history not only belongs to Murchison but to all of the Greater Shepparton Municipality and Victoria.

Regards

Jan Dunlop
President
Murchison Action Group

	<p>MEMBER DB-U8346</p> 	<p>21 WYNDHAM ST PO Box 1151 SHEPPARTON 3632 PH: 03 58315226 FAX: 03 58315646 ACN 105505164 ABN 94996701781</p>
---	--	--

7 December 2012 quote

To Murchison Historical Society,

Further to your enquiry it is with pleasure that we submit the following quote based on the plan you have supplied for an extension in Murchison.

INCLUSIONS-

- CONCRETE FLOOR
- HOME OWNERS WARRANTY INSURANCE
- BUILDING PERMITS
- GABLE VENT TO FRONT GABLE
- BRICKS TO MATCH EXISTING AS CLOSE AS POSSIBLE
- RENDER TO PORCH BRICK WORK
- ALL PAINTING INSIDE & OUT AND TO OTHER AFFECTED AREAS
- IRON ROOF TO MATCH EXISTING AS CLOSE AS POSSIBLE
- FASCIA GUTTER AND DOWN PIPES
- ARCHITRAVES & SKIRTINGS TO MATCH AS CLOSE AS POSSIBLE
- KORDON TERMITE TREATMENT TO PENATRATION POINTS
- T2 PINE FRAMES AND TRUSSES
- ALL ELECTRICAL INCLUDING DOWNLIGHTS & FLUROS AS PER PLAN
- ALL PLUMBING
- R 3.5 BATTS TO CEILING
- R 1.5 BATTS TO WALLS
- ALUMINIUM WINDOWS AS PER PLAN
- LAMINEX KITCHEN AS PER PLAN
- DAMANI OVEN, HOT PLATES & RANGHOOD
- 1 SPLIT SYSTEM FOR HEATING & COOLING TO MEETING ROOM
- CARPET TO THE VALUE OF \$3100
- FLOOR AND WALL TILES TO THE VALUE OF \$33 PER m2 TO KITCHEN ONLY
- BRISTOL TAPWARE
- NEW WALL MOUNTED VANITY BASIN
- TOILET ROLL HOLDER & TOWEL RAIL
- 1 MIRROR ABOVE VANITY
- 1 NEW TOILET
- DISABLE HAND RAIL TO TOILET
- ALUMINIUM AUTOMATIC DOORS
- SHOP FRONT ALUMINIUM DOORS AS PER PLAN
- BALISTRAD TO RECEPTION TO THE VALUE OF \$1400
- 60 LITRE ELECTRIC HOT WATER UNIT

● Page 2

December 7, 2012

- PLAIN CONCRETE TO PORCH
- TEMP FENCING
- CONCRETE PUMP
- SITE CLEAN AND LEVELED

TOTAL INVESTMENT APPROX \$154,500.00 INCLUDING GST

This Quote is valid for 30 days and is subject to building commencement within 6 months.

We thank you for the opportunity to Quote your Extension & Restorations. Should you wish to discuss this proposal further please do not hesitate to contact me at your convenience.

Yours sincerely

Tim Sessions
0417552173
0358315226

MLTRICARICO BUILDER

Aliki Pty. Ltd.

A.B.N. 48 059 900 739

03 July 2012



PO Box 7378
Shepparton Vic 3632
Office - 9 Lisburn Street
Shepparton Vic 3630
Tel/Fax (03) 5821 5207
Mobile 0418 577 204
Email aliki@shepparton.net.au
www.tricaricobuilder.com.au

**QUOTATION
7601**

**Murchison & District Historical Society Inc.
Heritage Centre:
4 Stevenson Street
MURCHISON VIC 3610**

Quotations are valid for acceptance up to 60 days from date of issue
Please note the following quotation for your consideration

PROJECT: PROPOSED EXTENSION TO EXISTING DWELIING
JOB LOCATION: 4 STEVENSON STREET MURCHISON VIC 3610
Amended quotation number 7576 dated 20 February 2012

**As per plans and specifications
ESTIMATION
QUOTATION INCLUDES:**

**PRELIMINARY WORKS
DEMOLITION WORK
SITE FENCE
CONCRETE FOOTINGS AND SLAB, PORCH AND RAMP
FRAMES AND TRUSSES
BRICKS, AND BRICKS LABOUR, SAND CEMENT AND LIMIL
PLUMBING PC'S
PLUMBING LABOUR
ROOFING
ELECTRICAL
GLAZING - WINDOWS
PLASTER AND LABOUR
INSULATION CEILING AND WALLS AS PER PLANS
BENCH TOP TILING
PAINTING
BUILDERS LABOUR
SUPPLY MATERIALS AND LABOUR**

TOTAL NOT INCLUDING GST

\$191,455.00



Registered Commercial - Domestic
Specialising in:

• New Homes • Unit Development • Commercial • Renovations / Extensions



**REGISTERED
Building Practitioner**

MLTRICARICO BUILDER

Aliki Pty. Ltd.

A.B.N. 48 059 900 739

PO Box 7378
Shepparton Vic 3632
Office - 9 Lisburn Street
Shepparton Vic 3630
Tel/Fax (03) 5821 5207
Mobile 0418 577 204
Email aliki@shepparton.net.au
www.tricaricobuilder.com.au

(CONTINUED):

Murchison & District Historical Society Inc.

Heritage Centre:

4 Stevenson Street

MURCHISON VIC 3610

Quotations are valid for acceptance up to 60 days from date of issue

Please note the following quotation for your consideration

PROJECT: PROPOSED EXTENSION TO EXISTING DWELIING

JOB LOCATION: 4 STEVENSON STREET MURCHISON VIC 3610

ALLOWANCES WITHIN CONTRACT

PRIME COST ALLOWANCES

FLOOR COVERINGS - VINYL NON SLIP TO MEETING ROOM, ENTRY, KITCHEN,
RAMP \$7,000 (SUPP/INST)

STOVE ELECTRIC - \$900 (SUPP/ONLY) ELECTRIC

RANGEHOOD - \$400 (SUPP ONLY)

MINOR FIXTURES - \$200 (SUPP ONLY)

PROVISIONAL SUMS ALLOWANCES

SPLIT SYSTEMS \$3,000 (SUPP/INST)

PLEASE NOTE: ITEMS NOT INCLUDED IN QUOTATION PRICE

DRIVE-WAY AND EXTERNAL PATHS

PLEASE NOTE: ITEMS SUPPLIED BY OWNER

PLANS

SOIL CLASSIFICATION AND ENGINEERS FOOTINGS AND SLAB DESIGN

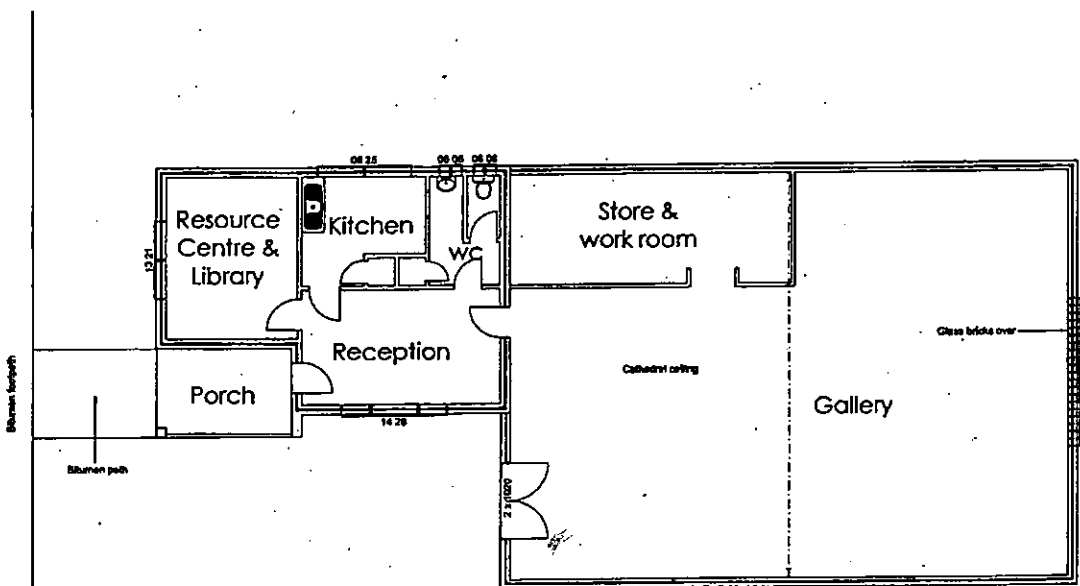
BUILDING FEES

Please sign here if you accept this quotation: _____

Name of identity: _____

Date: _____





EXISTING FLOOR PLAN

Existing Building Area - 250.87m² or 25.08 SqA
 Existing Porch Area - 8.71m² or 0.88 SqA
TOTAL EXISTING FLOOR AREA - 259.58m² or 25.97 SqA

PRELIMINARY ONLY - NOT FOR CONSTRUCTION

Contract No.
 Date
 Preparer
 Contractor

GENERAL
 All dimensions, site and soil conditions to be verified on site, by builder, prior to starting or placing any concrete.
 All work shall conform to the Building Code of Australia, the local Council's By-Laws and the drawing's Copyright.

CLIENT
 MURCHISON HISTORICAL SOCIETY

PROJECT
 PROPOSED EXTENSION
 No. 4 STEVENSON STREET
 MURCHISON, VIC

DATE
 MAY 2010

DRAWN
 M. SULLIVAN

REVIEW
 CLIENT

DESIGNED
 B. MACTIER

SCALE
 1:100 @ A3 SHEET

REGISTRATION NUMBER
 VIC DRAM01412

OLD REG. DESIGN
 1023404

TAB.
 1023401 (Superior)
 CC2410P

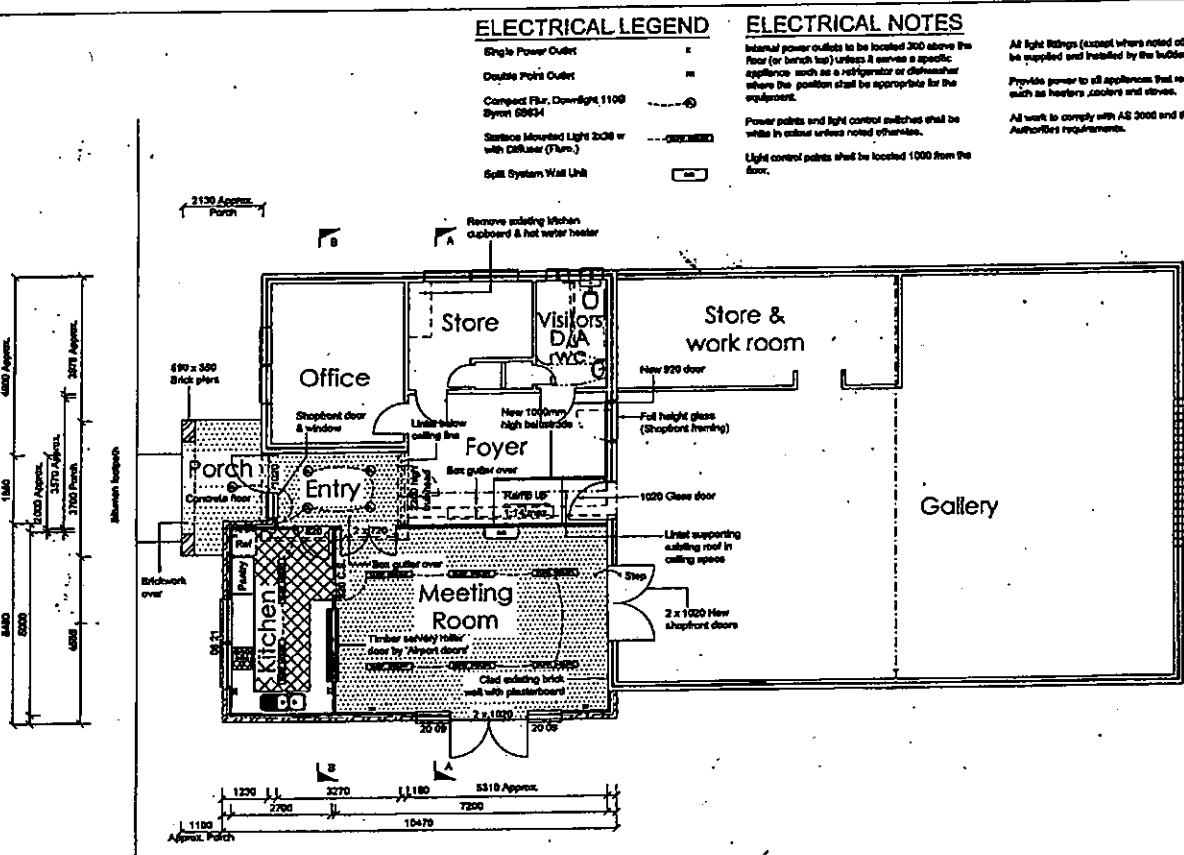
PROPOSED FLOOR PLAN
 SHEET NUMBER
 A1 of 2

JOB NUMBER
 11584

BRUCE MACTIER
 BUILDING DESIGNERS

HE 55118 ON 1044 ROAD
 1526 WYNDHAM STREET,
 SHIPPARTON, VICTORIA 3620

Telephone 03 5822 1256
 Fax 03 5821 2153
 Email bmac@bruce.mactier.com.au
 Web www.bruce.mactier.com.au



ELECTRICAL LEGEND

- Single Power Outlet
- Double Power Outlet
- Compact Fluor. Downlight 1100 System 08834
- Surface Mounted Light 2x36 w/ with Diffuser (Fluo.)
- Split System Wall Unit

ELECTRICAL NOTES

Internal power outlets to be located 300 above the floor (or bench top) unless a specific appliance needs air ventilation or elsewhere where the position shall be appropriate for the equipment.

Power points and light control switches shall be visible in colour unless noted otherwise.

Light control points shall be located 1000 from the floor.

All light fittings (except where noted otherwise) shall be supplied and installed by the builder.

Provide power to all appliances that require power such as heaters, cookers and ovens.

All work to comply with AS 2000 and the Supply Authority's requirements.

These plans form part of:
 Contract No.
 Date
 Preparer
 Contractor

GENERAL
 All dimensions, site and soil conditions to be verified on site, by builder, prior to starting or placing any concrete.
 Always check conditions to the Building Code of Australia, by the scale over this drawing's Copyright.

WALL THICKNESS
 External Brick Veneer walls - 200mm internal
 External Brick walls - 150mm (unless otherwise stated)

WEATHER STRIPS
 Provide strips to all external tapered doors.

CLIENT
 MURCHISON HISTORICAL SOCIETY

PROJECT
 PROPOSED EXTENSION
 No. 4 STEVENSON STREET
 MURCHISON, VIC

DATE
 MAY 2010

DRAWN
 M. SULLIVAN

REVIEW
 CLIENT

DESIGNED
 B. MACTIER

SCALE
 1:100 @ A3 SHEET

REGISTRATION NUMBER
 VIC DRAM01412

OLD REG. DESIGN
 1023404

TAB.
 1023401 (Superior)
 CC2410P

PROPOSED FLOOR PLAN
 SHEET NUMBER
 A1 of 2

JOB NUMBER
 11584

BRUCE MACTIER
 BUILDING DESIGNERS

HE 55118 ON 1044 ROAD
 1526 WYNDHAM STREET,
 SHIPPARTON, VICTORIA 3620

Telephone 03 5822 1256
 Fax 03 5821 2153
 Email bmac@bruce.mactier.com.au
 Web www.bruce.mactier.com.au

PROPOSED FLOOR PLAN

Existing Building Area - 250.87m² or 25.08 SqA
 New Porch Area - 7.78m² or 0.81 SqA
 Extension Area - 82.71m² or 8.71 SqA
TOTAL FLOOR AREA - 341.36m² or 34.57 SqA

PRELIMINARY ONLY - NOT FOR CONSTRUCTION

RATING STRATEGY REFERENCE GROUP

TERMS OF REFERENCE

SCHEDULE

1. Definitions

In this Schedule, unless contrary intention appears:

Rating Strategy Reference Group (Reference Group) will advise the Council with regards to reviewing the Council's current Rating Strategy and offer suggestions for improvement.

Reference Group means the persons who are appointed to the Special Reference Group in the manner hereafter provided.

2. Objectives of the Reference Group

The objectives of the **Rating Strategy Reference Group** shall be to act as an advisory group for the development of a new Rating Strategy, and in particular to:

- 2.1 Identify and recommend to the Council the principles that the Council should consider when striking general rates, particularly with regard to the creation and maintenance of any differential rates.
- 2.2 Make recommendations to the Council regarding the equitable sharing of the rates burden between various categories of ratepayers – e.g. Residential, Rural, Commercial and Industrial.
- 2.3 Recommend to the Council any changes to the structure of current charges and their relationship to general rates, e.g. Waste service charges and Municipal Charges.
- 2.4 Identify any other special rates, charges or levies it believes the Council should consider.

3. Items outside the scope of this review

Issues the Rating Strategy Reference Group **will not** be asked to consider or comment upon:

- 3.1 The amount of total rates and charges revenue to be collected;
- 3.2 Strategies and policies of the Council in general, except to the extent they relate directly to rating strategies;
- 3.3 Cost effectiveness and efficiency of providing Council services;
- 3.4 The merit or otherwise of the range of services and facilities provided by the Council;
and
- 3.5 The Council's Capital Works Program.

4. Council's responsibility to the Reference Group

4.1 The Council will provide the Reference Group with the necessary expert advice to enable it to reach its recommendations. This may include;

- MAV/LGV publications: -
 - *"Developing a Rating Strategy – A Guide for Councils"*
 - *"A Rating Strategy – An example"*
- Reference to relevant legislation – mainly the *Local Government Act 1989*
- Rating models and information from other Regional Councils (and other municipalities as requested)
- Financial modelling generated by Council staff

The Council will support participation of officers as required to inform the meeting, support meeting processes and other meeting requirements.

4.2 The Council may use the information provided from the Reference Group and consult further with the wider Greater Shepparton community.

4.3 The Council will use information that has been obtained from the Reference Group and the wider Greater Shepparton community as part of its decision making process.

4.4 The Council may amend the recommendations of the Reference Group based on information obtained during any subsequent consultations.

4.5 The Chief Executive Officer of Greater Shepparton City Council shall be an ex-officio, non-voting member of the Reference Group. The Chief Executive Officer may delegate this membership to other officers.

5. Composition and proceedings of the Reference Group

5.1 The Reference Group shall comprise of between seven and nine members appointed by resolution of the Council as follows:

- Two Councillors
- Nine community members representing a cross section of ratepayer categories including: Residential, Farm/rural, Commercial and Industrial, along with groups such as the Shepparton Chamber of Commerce and Industry, not-for-profit organisations, tourism association and environmental groups.

- Council staff will also attend to provide technical input and administrative support. The Chief Executive Officer will determine the staff required to support the group which may vary from time to time.

5.2 All persons nominated to serve on the Reference Group shall be subject to the initial and continued approval of the Council for the term set out in clause 5.3.

5.3 Subject to clause 5.4, all Reference Group members remain in office until the completion of the review, or 31 March 2013, whichever is the earlier.

5.4 On the resignation of, or in the case of a representative being incapable of acting as a representative body, the Council may, on the advice of the Reference Group, advertise for a replacement Reference Group person. The term of office of persons appointed to fill such a vacancy shall expire on the date at which the previous member would have gone out of office. Council may also consider leaving such position vacant if it deems the remaining tenure of the Reference Group insufficient to warrant a replacement being appointed.

5.5 The Council is empowered to declare a Reference Group member's office vacant if he/she fails to attend two consecutive meetings without leave of the Reference Group by resolution duly passed or on the recommendation of the Reference Group.

5.6 A Councillor shall be appointed as Chairperson.

5.7 If a member of the Reference Group has a conflict of interest in any matter in which the Reference Group is concerned, the member must disclose the nature of that interest at the meeting at which the matter is discussed.

Members with a conflict of interest must abstain from the proceedings, including removing themselves from the meeting while the item is under discussion.

5.8 For the purpose of clause 5.7, it is accepted that all members of the Reference Group are likely to be ratepayers and may potentially benefit from any changes recommended by the group. It is also accepted that such potential benefit, or disbenefit, may vary disproportionately in its financial effect between members of the Reference Group. This is in itself would not be deemed to be a conflict of interest.

6. Meetings of the Reference Group

6.1 Meetings of the Reference Group shall be held as determined by the Reference Group.

- 6.2 Meetings of the Reference Group must be held at a time and place determined by the Reference Group.
- 6.3 A motion before a meeting of the Reference Group is to be determined by consensus on the following basis:
- a) Each member of the Reference Group who is entitled to vote is entitled to one vote;
 - b) Unless the procedures of the Reference Group otherwise provide, voting must be by a show of hands;
 - c) If there is an equality of votes, the motion is lost.
- 6.4 The Reference Group shall keep a record of each of its meetings and the Chairperson shall ensure that the minutes of the meeting are submitted to the next meeting for confirmation.
- 6.5 When the minutes are confirmed the Chairperson at the meeting must sign the minutes and certify that they have been confirmed.
- 6.6 The quorum at any meeting of the Reference Group shall be a majority of members appointed to the Reference Group. Motions cannot be adopted if a quorum does not exist.
- 6.7 The Reference Group may form Sub-Reference Groups from amongst its members for the purpose of recommending on matters pertaining to the provisions of this instrument, provided that no decision may be acted upon until adopted by the full Reference Group.
- 6.8 The Chairperson shall be an ex-officio member of all Sub-Reference Groups.
- 6.9 Such Sub-Reference Groups shall only be established by resolution of the Reference Group and shall only carry out those functions stated in such resolution, as determined by the Reference Group.

7. Indemnity

- 7.1 The Council will indemnify members of the Reference Group against any action liability claim or demand on account of any matter or thing done by them on behalf of the Reference Group when they are acting in accordance with this Terms of Reference by that member of the Reference Group in the honest and reasonable belief or under a mistake of law that the member was properly exercising any function or power of the Reference Group.

7.2 All materials, information and references provided in the course of Reference Group meetings will be deemed confidential unless approved by the Council as not being confidential.

8. Term of Appointment

8.1 This Reference Group shall cease on 31 March 2013, unless otherwise extended in writing by the Council.

9. Revocation

9.1 These terms of reference may be revoked at any time by the Council, if in the view of the Council, the Reference Group is not functioning in the best interest of the community and the Council. The Council shall not exercise this power of revocation unless all reasonable attempts at negotiation have been exhausted between the Council and the Reference Group.

10. Reference Group Representation

10.1 It will be the responsibility of the Reference Group to notify the Council of the resignation and/or appointment of members from the Reference Group.

FINANCIAL STATEMENTS

2012-2013 FINANCIAL YEAR TO DATE AS AT
30 NOVEMBER 2012

TABLE OF CONTENTS

Financial Report	4
Income Statement	5
Financial Narrative	6
Balance Sheet	7
Financial Narrative	8
Cash Flow Statement	9
Operating Budget vs Actual	11
Budget vs Actual Notes	12
Capital Budget vs Actual	13
Budget vs Actual Notes	14
Investments Summary	15
Comparative Sundry Debtors	17
Comparative Rates Debtors	18
Councillor Expense Report	19

GREATER SHEPPARTON CITY COUNCIL

November 2012 Financial Report

Operating Result

The November 2012 Financial Report provides a summary of the budget compared to actual financial performance for the first five months of the 2012/2013 financial year. From an operating perspective Council is tracking within an acceptable margin of the budget for the fifth month of the financial year.

Actual revenue is currently more than budget by \$1.77m. The main drivers of this variance are:

- \$0.52m relates to supplementary valuations conducted in July and October however does not yet reflect results of the valuation objections.
- Operating grants and contributions are reporting to be ahead of budget by \$0.73m. Variances include \$0.66m of the additional income received relates to unbudgeted grants received for the flood events in early 2012.

Expenditure is also less than budget by \$0.91m, \$0.20 of this variance relates to a year to date underspend in Fleet Maintenance.

Overall Greater Shepparton City Council is reporting a higher than expected year-to-date operating surplus of \$2.68m.

The forecast operating surplus for end of year reflects an increase in income of \$0.30m and an increase in expenditure of \$1.26m resulting in an overall unfavourable forecast which is \$0.96m less than budget.

Capital

Capital revenue is tracking behind budget by \$0.06m, and a forecasted decrease in expected income by \$0.70m when compared to the September Quarter budget. Capital expenditure is tracking \$0.19m under budget, with works to the value of \$6.36m out of a total budget of \$31.60m having been completed in the first five months of 2012/2013.

Investments

Investments are tracking as expected, with a total of \$25.69m invested. The average interest rate is 4.45%, which is above the 90 day bank bill cash rate of 3.22%. Council has a diverse investment portfolio, which includes local banking institutions. Council actively manages investments to maximise returns within Council's Investment Policy guidelines. Council expects the continued reductions in the official cash rate and will continue to produce a reduction in the interest earned by council investments. This combined with early payments of the defined benefits superannuation liability will require budgeted investment income to be reduced at midyear review.

Sundry Debtors

Sundry Debtors are reporting lower when compared for the same period in 2011/2012 due to a large number of current invoices being paid on time. Sundry Debtors are within acceptable limits and are being actively managed. The two most significant debtor invoices are for \$292k which is payable by Arts Victoria as part of the Regional Partnerships Agreement and \$246k which is payable by ISS First Response for tipping fees incurred in November.

Further details and explanations are contained in the financial report.

Greater Shepparton City Council
Income Statement
for period ending November 2012

	Sept Qtr 2012/2013	2012/2013 Forecast	2012/2013 YTD Budget	2012/2013 YTD Actual	2012/2013 YTD Variance (Fav)/Unfav	2012/2013 YTD Variance (Fav)/Unfav	Note
	\$	\$	\$	\$	\$	%	
Revenue							
Rates and Charges	56,410,956	56,438,113	56,410,956	56,957,850	(546,894)	(1.0%)	
Operating Grants and Contributions	15,908,695	16,780,102	6,933,249	7,661,212	(727,963)	(10.5%)	1
Capital Grants and Contributions	8,473,700	7,744,814	1,063,130	921,321	141,809	13.3%	2
Interest	1,648,059	1,348,059	555,290	592,902	(37,612)	(6.8%)	
User Charges	14,297,803	14,330,500	6,047,848	6,309,815	(261,967)	(4.3%)	
Statutory Fees	2,444,736	2,415,283	714,072	804,700	(90,628)	(12.7%)	
Proceeds from Sale of Assets	346,000	374,222	45,000	126,284	(81,284)	(180.6%)	3
Other	533,207	816,630	248,764	458,067	(209,303)	(84.1%)	4
Parking Fees and Fines	1,983,695	1,983,695	826,315	708,069	118,246	14.3%	5
Rent	591,451	704,063	332,054	407,496	(75,442)	(22.7%)	6
Total Revenue	102,638,302	102,935,481	73,176,678	74,947,717	(1,771,039)	(2.4%)	
Expenses							
Employee Benefits	38,179,587	38,117,232	16,466,668	16,431,098	(35,571)	(0.2%)	
Materials and Consumables	27,329,187	28,314,153	12,229,006	11,359,267	(869,739)	(7.1%)	7
External Contracts	10,060,458	10,308,517	4,255,697	4,324,698	69,001	1.6%	
Utilities	2,706,526	2,799,812	1,027,384	1,159,350	131,966	12.8%	8
Borrowing Costs	1,330,247	1,330,247	104,856	30,971	(73,885)	(70.5%)	
Depreciation and Amortisation	17,649,000	17,646,000	7,366,210	7,353,735	(12,475)	(0.2%)	
Written Down Value of Assets Sold	294,000	294,000	122,450	0	(122,450)	(100.0%)	9
Total Expenses	97,549,005	98,809,961	41,572,271	40,659,118	(913,153)	(2.2%)	
Surplus/(Deficit) for the period	5,089,297	4,125,521	31,604,407	34,288,599	(2,684,192)	(8.5%)	

Greater Shepparton City Council
Financial Narrative
30 November 2012

Summary

As at 30 November 2012, Greater Shepparton City Council reports an operating surplus of \$34.29m, which is \$2.68m greater than expected for this time of the year. This surplus comprises of \$74.95m in income and expenditure of \$40.66m. The forecasts for end-of-year estimate the operating surplus will be \$4.12m, \$0.96m less than the September quarterly review budgeted final surplus.

Capital expenditure totalling \$6.36m has been recorded to November 2012. This equates to a total of 20% of the total capital expenditure budget with 42% of the year passed. The end-of-year forecast for capital expenditure indicates that \$29.15m is required for works, which is \$2.45m less than the September quarterly review budget of \$31.60m. As part of the mid year review process the Council will be reviewing the 2012/2013 program against works completed to date to ensure scheduled works are on track for completion or any variations made.

Income Statement

Operating revenue of \$74.95m is \$1.77m ahead of budget, while operating expenses of \$40.66m are \$0.91m behind budget. The end-of-year forecast estimates a increase of \$0.30m in revenue expected to be received, while expenditure is forecast to be over budget by \$1.26m.

- 1 Operating grants and contributions are reporting to be ahead of budget by \$0.73m. Larger variances include:
 - \$0.66m of the additional income received relates to unbudgeted grants received for the flood events in early 2012, including \$0.5m to offset unbudgeted costs incurred during 2011/2012 for the February flood event.
 - \$0.12m has reported as additional income received from Communities for Children for the Best Start program.
- 2 Capital grants and contributions are reporting to be behind budget by \$0.14m. These variances relate to developer contributions which are difficult to predict in timing as they rely on developers works. Other variances are primarily timing variances and are expected to fall in line throughout the year.
- 3 Proceeds from sale of assets is showing to be \$0.08k ahead of budget. This is currently being investigated to determine if this is the correct revenue source.
- 4 Other revenue is tracking \$0.21m ahead of budget. This variance comprises of several smaller variances, including the following:
 - \$0.08m of the variance is as a result of internal adjustments required as part of correcting prior financial year accruals.
 - \$0.06m relates to income received from United Approach to Tourism for services rendered, and are offset by correlating expenditure.
- 5 Parking fees and fines are tracking behind budget by \$0.12m. This variance relates to a number of staffing vacancies and will be adjusted at mid year.
- 6 Rental income is tracking ahead of budget by \$0.07m, this primarily relates to timing variances and are expected to fall back into line throughout the year.
- 7 Materials and consumables are currently reporting a \$0.87m favourable variance. Fleet maintenance is reporting a \$0.20m underspend. There are also a number of other variances which are not material.
- 8 Utilities are currently over budget by \$0.13m. This has been investigated and determined additional budget allocation will be required at mid year.
- 9 Written down value of assets sold is reporting to be \$0.12m behind budget. This variance is a timing differences with sales still expected to occur later in the year.

Greater Shepparton City Council
Balance Sheet
for period ending November 2012

	Sept Qtr 2012/2013 \$	June 2012 \$	November 2012 \$	Note
Current Assets				
Cash	1,000,000	2,685,120	3,497,120	
Receivables	6,000,000	4,803,422	40,746,296	1
Investments	21,674,239	34,163,064	25,693,485	2
Other	500,000	78,968	121,688	
Non Current Assets Held for Resale	0	0	0	
Total Current Assets	29,174,239	41,730,573	70,058,588	
Non Current Assets				
Receivables	0	0	0	
Infrastructure	667,893,245	649,795,745	649,017,311	
Other	1,371,049	1,157,661	1,157,661	
Total Non Current Assets	669,264,294	650,953,406	650,174,972	
Total Assets	698,438,533	692,683,980	720,233,560	
Current Liabilities				
Payables	8,236,305	5,312,639	4,274,547	
Interest Bearing Liabilities	100,000	389,095	389,095	
Trust Funds	2,000,000	2,123,054	2,194,859	
Employee Benefits	7,900,000	13,771,581	8,303,120	3
Other	220,000	242,851	2,786	
Total Current Liabilities	18,456,305	21,839,220	15,164,407	
Non Current Liabilities				
Payables	200,000	166,602	166,602	
Employee Benefits	800,000	907,758	907,758	
Interest Bearing Liabilities	15,238,000	15,224,794	15,160,589	
Total Non Current Liabilities	16,238,000	16,299,154	16,234,949	
Total Liabilities	34,694,305	38,138,374	31,399,357	
Net Assets	663,744,228	654,545,605	688,834,204	
Represented By				
Accumulated Surplus	303,623,322	294,569,818	328,858,417	
Reserves	360,120,906	359,975,787	359,975,787	
Total Equity	663,744,228	654,545,605	688,834,204	

Greater Shepparton City Council

Financial Narrative

30 November 2012

Balance Sheet

- 1 Majority of the Receivables variance relates to Rates revenue which has been raised, but not yet received. Value will decline as instalment periods progress and lump sum payments come due in February.
- 2 Investments have decreased due to the payment of Greater Shepparton City Council's unfunded defined benefits superannuation call of \$5.34m early to take advantage of the discount offered as well as use of payments in advance from Victorian Grants omission for operations.
- 3 As part of the 2011/2012 Annual accounts Council recognised the liability of \$5.6m relating to unfunded defined benefits superannuation. The Council released the payment of \$5.34m relating to the Greater Shepparton City Council unfunded defined benefits superannuation in September 2012 to take advantage of the discount. Council will, as part of the Mid Year budget process in December, give consideration to determining the appropriate funding approach to replenish reserves.

Investments

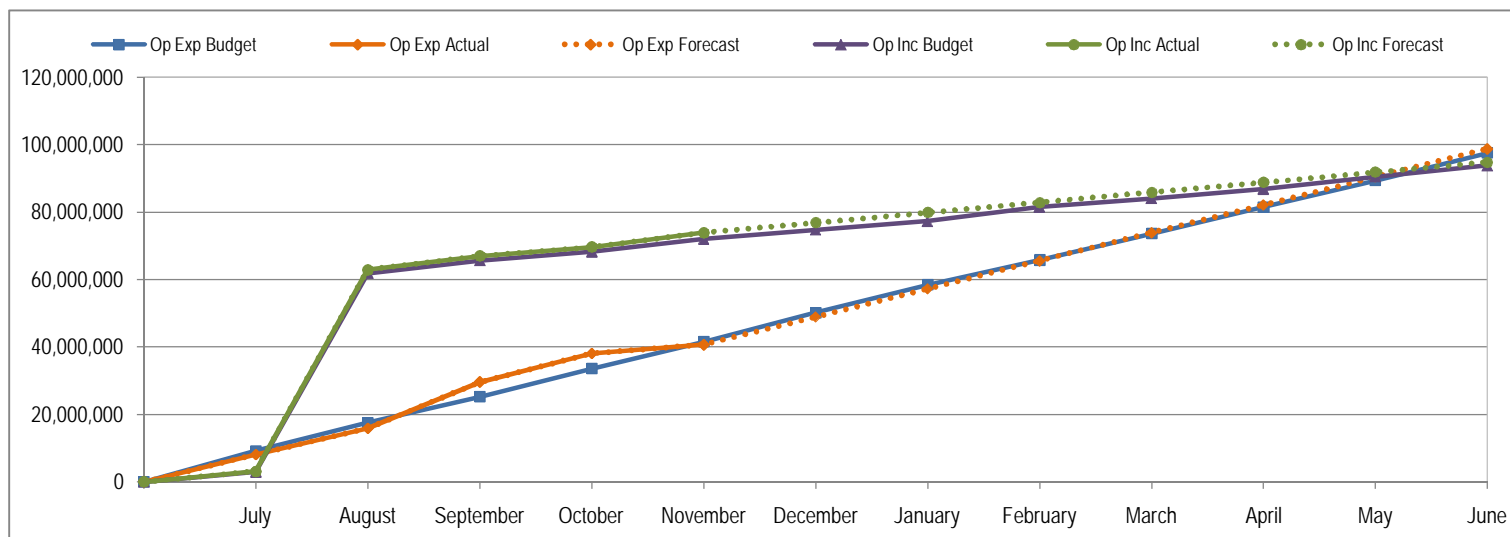
Investments have decreased by \$8.47m since 30 June 2012, from \$34.16m to \$25.69m. This is primarily due to the payment of Greater Shepparton City Council's unfunded defined benefits superannuation call. The average interest rate on investments is 4.45% and decreasing. While the average rate is still showing a reasonable level, recent investments are not attracting this level of return and as such Council will see a lower investment return this year.

Cash Flow Statement

for period ending November 2012

	Sept Qtr 2012/2013 \$	2012/13 Actual November 2012 \$
<i>Cash flows from operating activities</i>		
Receipts from customers	71,070,602	29,447,934
Payments to suppliers	(78,212,205)	(40,175,223)
Net cash inflow(outflow) from customers(suppliers)	(7,141,603)	(10,727,289)
Interest received	1,598,755	592,902
Government receipts	26,625,000	8,582,533
Other	(1,330,000)	407,496
Net cash inflow(outflow) from operating activities	19,752,152	(1,144,357)
<i>Cash flows from investing activities</i>		
Property, plant & equipment, infrastructure - receipts	345,000	126,284
Property, plant & equipment, infrastructure - payments	(31,372,472)	(6,575,301)
Other	0	0
Net cash inflow(outflow) from investing activities	(31,027,472)	(6,449,017)
<i>Cash flows from financing activities</i>		
Proceeds from interest bearing loans and borrowings	0	0
Repayment of interest-bearing loans and borrowings	(362,000)	(64,205)
Other	0	0
Net cash inflow(outflow) from financing activities	(362,000)	(64,205)
Net increase(decrease) in cash and equivalents	(11,868,093)	(7,657,579)
Cash and equivalents at the beginning of the year	34,542,448	36,848,184
Cash and equivalents at the end of the year	22,674,355	29,190,605

Greater Shepparton City Council
Operating Budget vs Actual
 2012/2013 Financial Year to period ending November 2012



Expenditure

Strategic Objective	2012/2013 E.O.Y. Forecast	Sept Qtr 2012/2013	2012/2013 YTD Budget	2012/2013 YTD Actuals	2012/2013 YTD Variance (Fav.)/Unfav.		
					Variance \$	Variance %	Note
Community Life	36,227,401	35,850,698	15,028,699	14,519,356	(509,343)	(3.4%)	1
Council Organisation and Management	15,874,229	15,116,662	7,147,303	7,686,448	539,145	7.5%	2
Economic Development	6,673,407	6,524,430	2,660,842	2,375,165	(285,677)	(10.7%)	3
Environment	11,883,792	12,180,775	5,106,610	4,586,241	(520,370)	(10.2%)	4
Infrastructure	22,009,608	22,336,974	9,308,023	9,061,076	(246,947)	(2.7%)	5
Settlement and Housing	6,141,524	5,947,399	2,320,794	2,430,832	110,038	4.7%	6
Grand Total	98,809,961	97,956,938	41,572,271	40,659,118	(913,153)	(2.2%)	

Income

Strategic Objective	2012/2013 E.O.Y. Forecast	Sept Qtr 2012/2013	2012/2013 YTD Budget	2012/2013 YTD Actuals	2012/2013 YTD Variance (Fav.)/Unfav.		
					Variance \$	Variance %	Note
Community Life	18,286,560	17,335,750	6,943,435	7,985,053	(1,041,618)	(15.0%)	7
Council Organisation and Management	56,800,056	57,222,456	53,151,295	53,759,601	(608,306)	(1.1%)	8
Economic Development	2,928,569	2,806,323	1,317,346	1,310,836	6,510	0.5%	
Environment	12,466,733	12,333,676	9,209,723	9,298,988	(89,265)	(1.0%)	
Infrastructure	2,540,691	2,407,637	877,414	839,322	38,092	4.3%	
Settlement and Housing	1,793,836	1,712,760	569,335	706,311	(136,976)	(24.1%)	9
Grand Total	94,816,445	93,818,602	72,068,548	73,900,111	(1,831,563)	(2.5%)	

Greater Shepparton City Council

Budget vs Actual Notes

30 November 2012

OPERATING

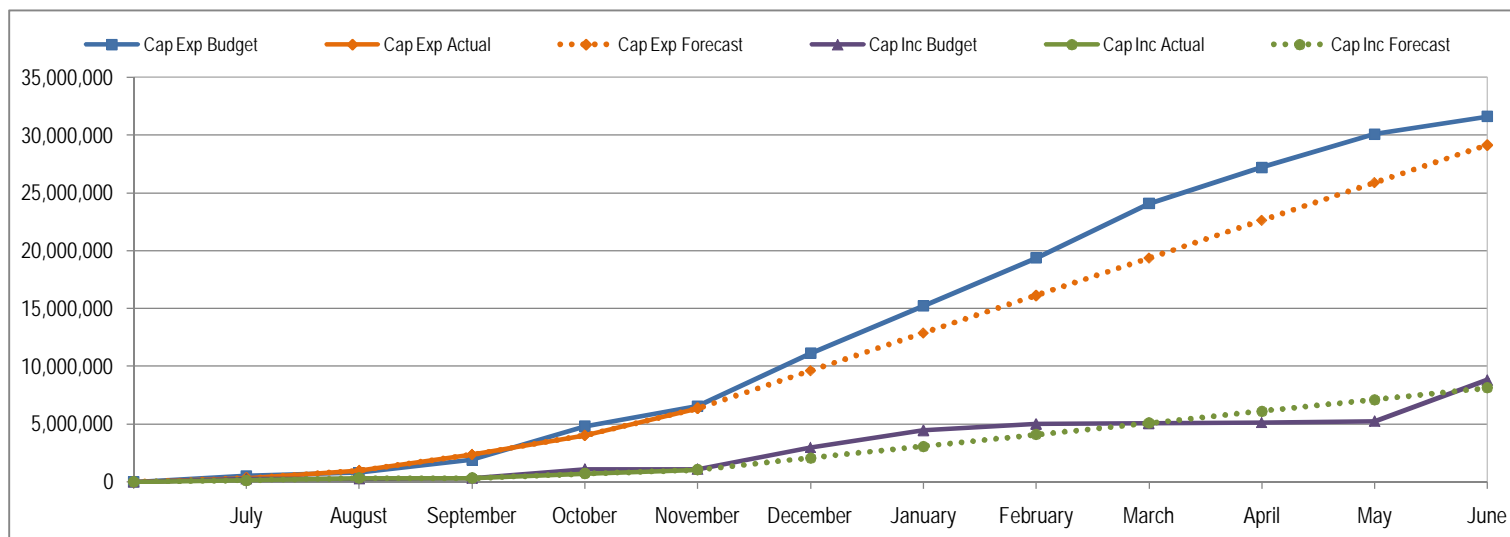
Expenditure

- 1 Community Life reports an operating underspend of \$0.51m. This current underspend is made up of a number of smaller variances include:
 - Various salary accounts including Parks Maintenance and Recreation and Parks are showing underspends due to current staff vacancies \$0.28m.
 - The LEAD program is also currently tracking behind budget by \$0.12m, however this is expected to fall in line by year end.
- 2 Council Organisation and Management is reporting a \$0.54m overspend. \$0.38m related to work undertaken by contractors at part of the Organisational Restructure however reduction of salaries is expected to largely offset these costs.. In addition an unbudgeted overhead is reporting an overspend of \$0.28m These items will be adjusted at the mid year review.
- 3 Economic Development is reporting a \$0.28m underspend. As well as a number of smaller variances, larger variances include:
 - Due to staff vacancies there is a \$0.08m underspend in the Economic Development area.
 - A \$0.04m reduction in Shepparton Show Me advertising.
- 4 Environment reports a underspend of \$0.52m. Variances include:
 - \$0.16m underspend is currently showing against Weed Control, which is expected to go ahead during the warmer months.
 - General expenditure at Cosgrove shows an underspend of \$0.12m due to an EPA levy which was expected earlier in the year but has not yet been received.
 - A \$0.09m underspend in Flood Mitigation Studies as the project has started but in its early stages.
 - A number of other variances which do not materially effect the overall financial position of the Council.
- 5 Infrastructure reports an underspend of \$0.24m at 30 November 2012, attributable to fleet maintenance which is reporting a \$0.20m underspend. This is offset as some accounts are reporting minor overspends.
- 6 Settlement and Housing is currently reporting an overspend of \$0.11m. This is due to unbudgeted legal fees required for VCAT cases.

Income

- 7 Community Life reports a \$1.04m favourable variance. Major variances include:
 - \$0.66m of the additional income relates to unbudgeted grants received for the flood events in early 2012, including \$0.5m to offset unbudgeted costs incurred during 2011/2012 for the February flood event.
 - An additional grant of \$0.92m has been received from Communities for Children's Mother Goose program.
 - \$0.09m has reported as additional income received from Communities for Children for the Best Start program.
 - \$0.07m relates to Community Connection funding which has been received earlier in the year than expected.
- 8 Council Organisation and Management report an favourable variance of \$0.61m. \$0.52m of this amount relates to supplementary valuations conducted in July and October however does not yet reflect results of the valuation objections.
- 9 Settlement and Housing are currently reporting a \$0.14m favourable variance. Variances include:
 - \$0.04m of Building and Planning fees, for permits issued outside of the municipality which had not been budgeted for.
 - \$0.04m relates to an unbudgeted grant received from the Department of Transport for a land study to be completed.
 - \$0.02m of contributions where received which had not been budgeted for.

Greater Shepparton City Council
Capital Budget vs Actual
 2012/2013 Financial Year to period ending November 2012



Expenditure

Strategic Objective	2012/2013 E.O.Y. Forecast	Sept Qtr 2012/2013	2012/2013 YTD Budget	2012/2013 YTD Actuals	2012/2013 YTD Variance (Fav./Unfav.)		
					Variance \$	Variance %	Note
Community Life	5,083,842	4,743,990	1,625,485	1,160,559	(464,926)	(28.6%)	1
Council Organisation and Management	801,937	792,850	133,000	137,671	4,671	3.5%	
Economic Development	2,543,400	2,628,960	706,230	238,608	(467,622)	(66.2%)	2
Environment	3,779,022	3,839,000	413,525	357,786	(55,739)	(13.5%)	3
Infrastructure	16,518,785	17,469,779	3,646,710	4,233,901	587,191	16.1%	4
Settlement and Housing	421,027	2,128,666	28,000	231,989	203,989	728.5%	5
Grand Total	29,148,013	31,603,245	6,552,950	6,360,514	(192,436)	(2.9%)	

Income

Strategic Objective	2012/2013 E.O.Y. Forecast	Sept Qtr 2012/2013	2012/2013 YTD Budget	2012/2013 YTD Actuals	2012/2013 YTD Variance (Fav./Unfav.)		
					Variance \$	Variance %	Note
Community Life	60,000	171,600	63,000	26,500	36,500	57.9%	6
Council Organisation and Management	0	0	0	0	0	0.0%	
Economic Development	393,236	224,100	8,330	259,523	(251,193)	(3015.5%)	7
Environment	0	52,000	52,000	44,629	7,371	14.2%	
Infrastructure	2,620,800	3,261,800	939,800	502,166	437,634	46.6%	8
Settlement and Housing	5,045,000	5,110,200	45,000	214,787	(169,787)	(377.3%)	9
Grand Total	8,119,036	8,819,700	1,108,130	1,047,605	60,525	5.5%	

Greater Shepparton City Council

Budget vs Actual Notes

30 November 2012

Capital

Capital revenue of \$1.05m is behind budget by \$0.06m, while capital expenditure of \$6.36m is \$0.19m behind budget. There are a number of individual items which explain these variances with further details provided on page 8 of this report.

CAPITAL

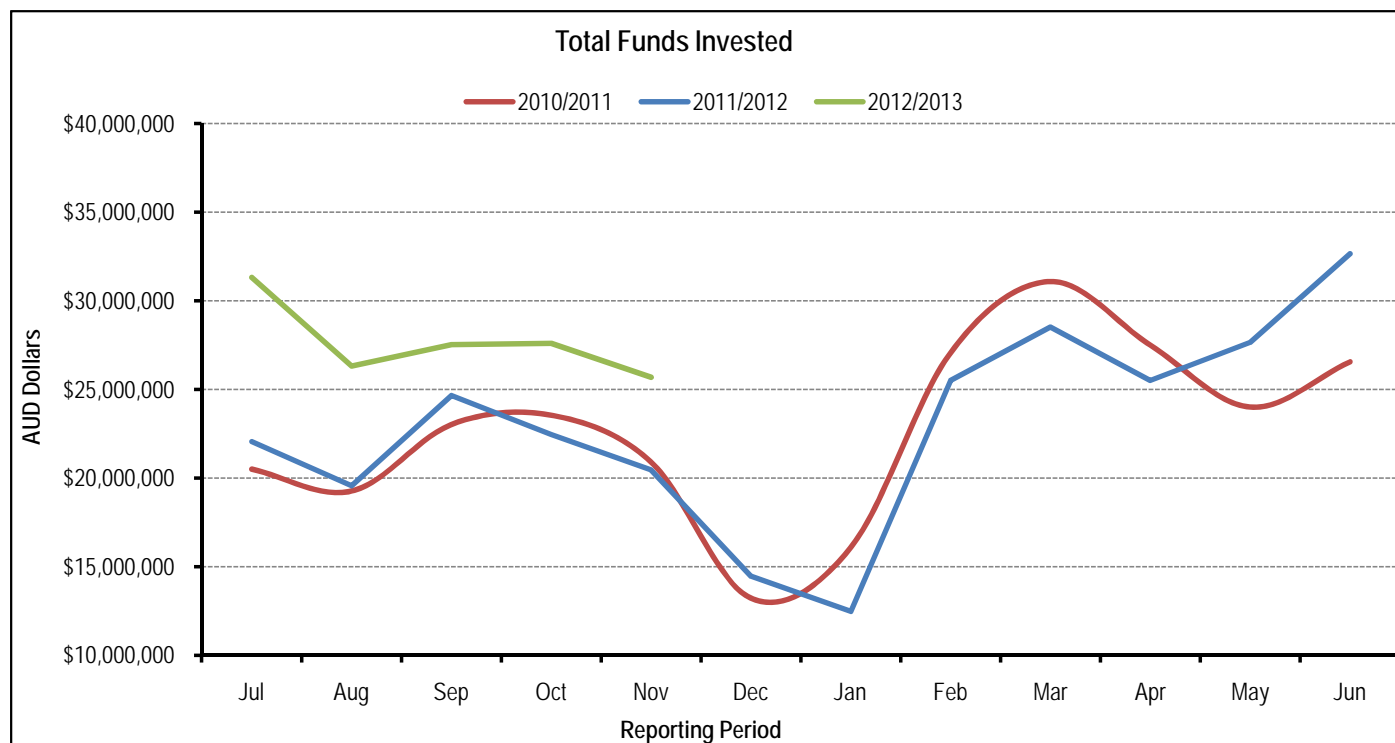
Expenditure

- 1 Community Life is reporting a favourable variance for November of \$0.46m. The majority of this variance relates to programs which have not yet started including the Sporting Futures Program, the Senior Citizens upgrade and the Preschool environmental works which together total \$0.41m. The projects are expected to be on track by end of year.
- 2 Economic Development is currently reporting an underspend of \$0.47m. The major variance of \$0.31m relates to a land purchase which has not yet been finalised. Other smaller variances exist for projects which have not begun.
- 3 Environment is reporting a \$0.05m underspend in capital expenditure which is a direct result of the Urban Drainage replacement project which has not yet begun, however will be completed by year end.
- 4 Infrastructure reports an overspend of \$0.59m. These works are simply ahead of where they planned to be for this time of the year, however are expected to fall within budget by year end. Majority of the works relate to the Roads program for 2021/2013.
- 5 Settlement and Housing is reporting an underspend of \$0.23m. This variance relates to the Mooroopna West Midland Highway lights project, which is dependent on developers reaching certain milestones.

Income

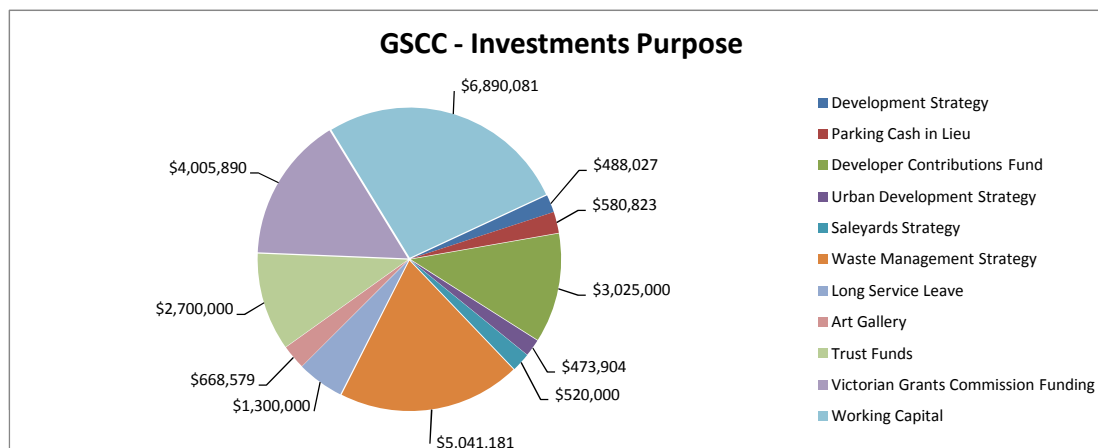
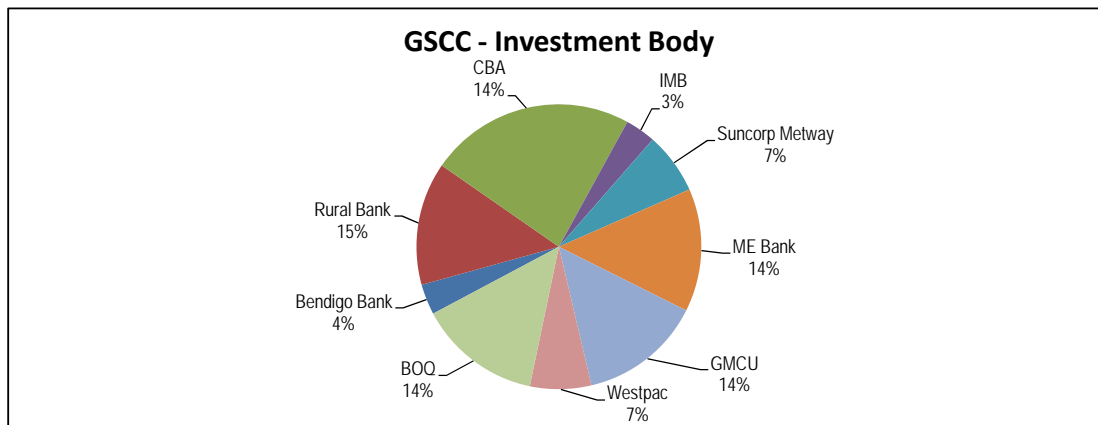
- 6 Community Life currently report an unfavourable variance of \$0.04m. Variances relate to \$0.03m of revenue not yet received due to Art Work sales occurring later than expected.
- 7 Economic Development is currently showing favourable income of \$0.25m. This variance relates to unbudgeted revenue received from road developments. Expenditure will be incurred to match this revenue.

Greater Shepparton City Council
Investments Summary
 2012/2013 Financial Year to Date at 31 October 2012



GREATER SHEPPARTON CITY COUNCIL INVESTMENT REGISTER AT 30 NOVEMBER 2012			
Investment Body	Rate	Maturity Date	Investment Amount
Bendigo Bank	4.6000%	7/01/2013	1,000,000
Rural Bank	4.6000%	25/02/2013	2,000,000
Rural Bank	4.7800%	29/04/2013	2,000,000
CBA	3.1500%	AT CALL	2,000,000
CBA	4.3500%	11/12/2012	526,599
CBA	4.3500%	11/12/2012	34,480
CBA	4.1000%	22/01/2013	32,406
CBA	3.1500%	AT CALL	500,000
CBA	4.3500%	17/12/2012	600,000
GMCU	4.6500%	15/02/2013	2,000,000
GMCU	5.2500%	5/12/2012	2,000,000
IMB	4.4500%	3/12/2012	1,000,000
ME Bank	4.8600%	2/01/2013	1,000,000
ME Bank	4.9100%	31/01/2013	3,000,000
BOQ	4.7000%	14/01/2013	2,000,000
BOQ	4.7100%	7/02/2013	2,000,000
Westpac	4.4100%	28/02/2013	2,000,000
Suncorp Metway	4.7000%	28/02/2013	2,000,000
TOTAL			25,693,485

Greater Shepparton City Council
Investments Summary
 2012/2013 Financial Year to Date at 30 November 2012



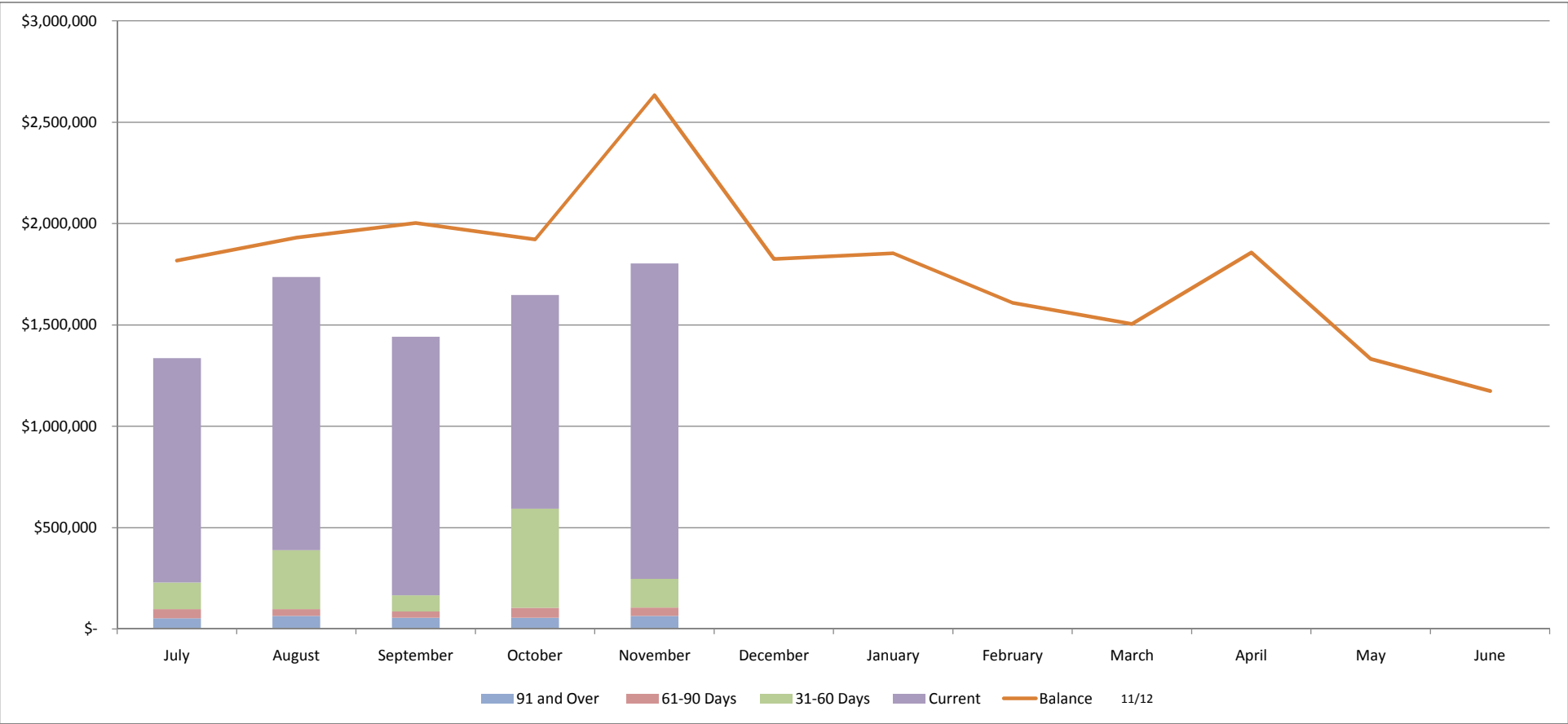
GSCC - INVESTMENT PURPOSE LISTING		
	Purpose	Amount
1	Development Strategy	\$ 488,027
2	Parking Cash in Lieu	\$ 580,823
3	Developer Contributions Fund	\$ 3,025,000
4	Urban Development Strategy	\$ 473,904
5	Saleyards Strategy	\$ 520,000
6	Waste Management Strategy	\$ 5,041,181
7	Long Service Leave	\$ 1,300,000
8	Art Gallery	\$ 668,579
9	Trust Funds	\$ 2,700,000
10	Victorian Grants Commission Funding	\$ 4,005,890
11	Working Capital	\$ 6,890,081
		\$ 25,693,485

Funds Held Notes:

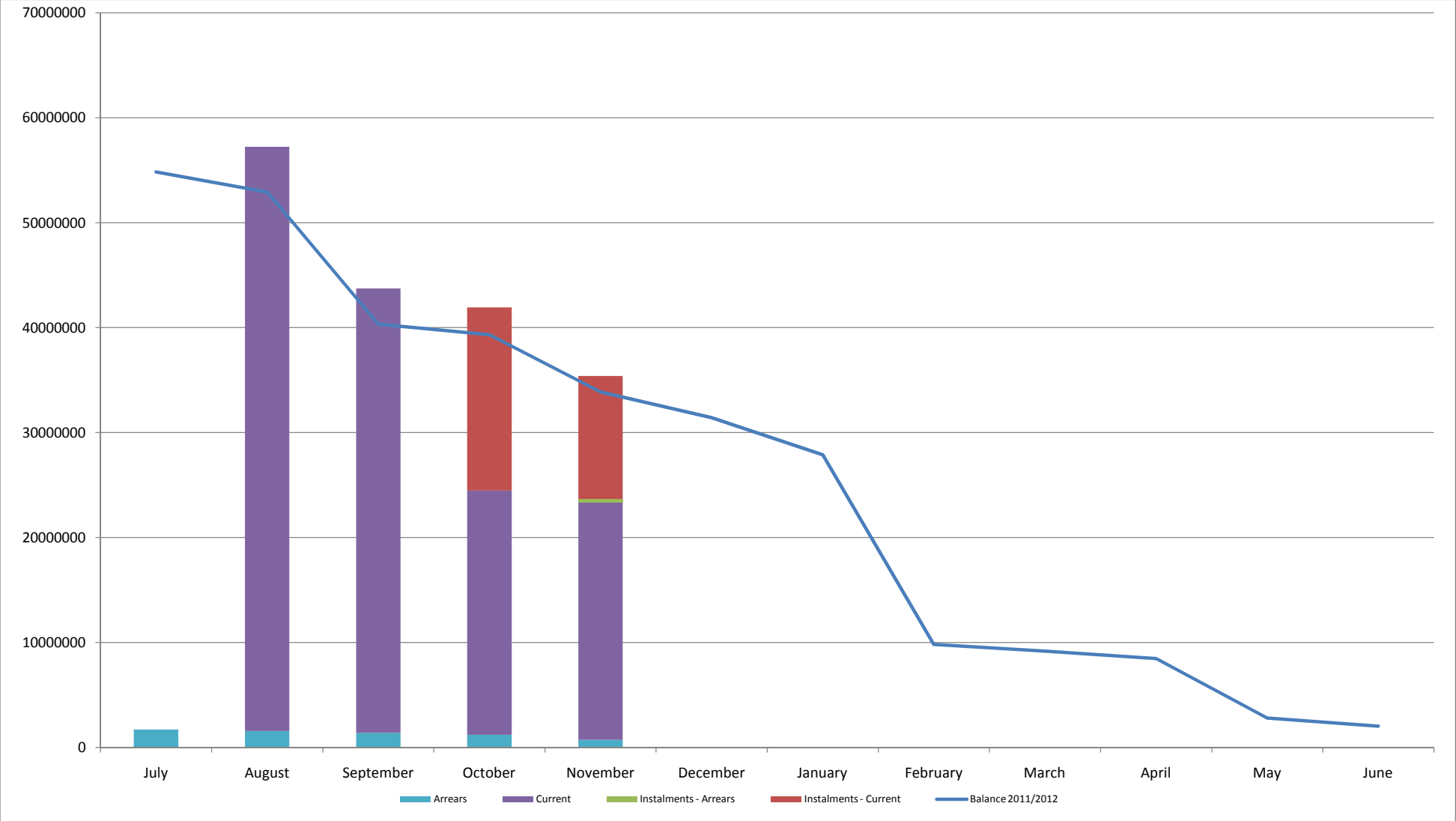
- ** Investments 1 and 2 relate to contributions received under planning permit conditions and are subject to use on specific developments which comply with relevant regulations.
- ** Investment 3 is funds held for future developments across the municipality. Initial funds comprised of \$8m at 30 June, however \$5m of funds have been temporarily used in September to pay for the defined benefits payment and will be replenished after consideration of the mid year review and the 13/14 budget. (Funds prior to superannuation payment comprised of \$6.3m Mooroopna West and \$1.7m Vaughan Street)
- ** Investments 4,5 and 6 relate to surplus operational funds maintained in accordance with council process to redirect to capital investments specific to these
- ** Investment 7 is in accordance with regulations requiring Council to hold funds relating to employee entitlements.
- ** Investment 8 relates to Art Work sale proceeds and are held for future collection acquisitions.
- ** Investment 9 is funds identified and held by council in trust and therefore unavailable for use by Council.
- ** Investment 10 is funds from the Victorian Grants Commission paid in 2011/2012 to be used to fund operations in 2012/2013.
- ** Investment 11 is funds held to cover operating and capital expenditure for the remainder of the financial year, and includes minor reserve amounts held at 30

Council's Investment and Cash Management Policy has been complied with and there are no breaches to report.

City Of Greater Shepparton
Comparative Sundry Debtors
 2012/2013 Financial Year to Date at 30 November 2012



City Of Greater Shepparton
Comparative Rates Debtors
 2012/2013 Financial Year to Date at 30 November 2012



COUNCILLORS' EXPENSE REPORT FOR NOVEMBER 2012

	October	November	Total
<u>Geoff Dobson</u>			
Telephone Rent	\$40.86	\$40.86	\$286.02
Internet Connection			\$0.00
SMS	\$11.61	\$8.33	\$61.57
Calls	\$104.85	\$90.63	\$604.26
Travel	\$32.31		\$438.22
Other	136.36	\$135.00	\$2,502.69
Allowance	\$1,757.56		\$7,746.78
Vehicle			\$0.00
	\$2,083.55	\$274.82	\$11,639.54
<u>Kevin Ryan</u>			
Telephone Rent	\$40.86	\$40.86	\$286.02
Internet Connection	\$31.36	\$62.72	\$156.80
SMS			\$0.00
Calls	\$89.32	\$119.63	\$445.29
Travel			\$30.00
Other		\$132.88	\$132.88
Allowance	\$1,757.56	\$4,348.77	\$12,095.05
	\$1,919.10	\$4,704.86	\$13,146.04
<u>Jenny Houlihan</u>			
Telephone Rent	\$9.09	\$9.09	\$63.63
Internet Connection	\$45.45	\$90.90	\$227.25
SMS	\$3.07	\$4.73	\$34.94
Calls	\$54.15	\$52.21	\$355.44
Travel			\$0.00
Other	\$103.18	\$248.79	\$351.97
Allowance	\$1,757.56	\$13,456.54	\$21,202.82
Vehicle		\$1,733.00	
	\$1,972.50	\$15,595.26	\$22,236.05
<u>Milvan Muto</u>			
Telephone Rent			\$195.21
Internet Connection			\$160.00
SMS			\$84.94
Calls			\$422.21
Travel			\$0.00
Other		\$132.88	\$157.88
Allowance	\$1,757.56	\$4,348.77	\$12,095.05
	\$1,757.56	\$4,481.65	\$13,115.29
<u>Michael Polan</u>			
Telephone Rent	\$40.86	\$40.86	\$286.02
Internet Connection			\$0.00
SMS	\$10.02	\$8.50	\$113.78
Calls	\$96.75	\$83.65	\$813.46
Travel	\$860.67		\$860.67
Other	\$136.36	\$267.88	\$404.24
Allowance	\$5,438.37	\$4,348.77	\$28,317.88
Vehicle	\$1,733.00		\$6,932.00
	\$8,316.03	\$4,749.66	\$37,728.05
<u>Cherie Crawford</u>			
Telephone Rent	\$40.86	\$40.86	\$286.02
Internet Connection	\$45.45	\$90.90	\$227.25
SMS		\$0.12	\$0.97
Calls	\$34.47	\$48.66	\$234.56
Travel			\$2,262.56
Other	\$68.18		\$68.18
Allowance	\$1,757.56		\$7,746.28
	\$1,946.52	\$180.54	\$10,825.82

Chris Hazelman

Telephone Rent	\$37.37	\$38.13	\$257.05
Internet Connection	\$45.45	\$90.90	\$227.25
SMS	\$5.91	\$6.27	\$65.41
Calls	\$63.25	\$130.81	\$450.37
Travel			\$0.00
Other			\$654.57
Allowance	\$1,757.56		\$6,055.16
	\$1,909.54	\$266.11	\$7,709.81

Les Oroszvary

Telephone Rent			\$0.00
Internet Connection			\$0.00
SMS			\$0.00
Calls			\$0.00
Travel			\$0.00
Other		\$159.47	\$159.47
Allowance		\$4,348.77	\$4,348.77
	\$0.00	\$4,508.24	\$4,508.24

Denis Patterson

Telephone Rent			\$0.00
Internet Connection			\$0.00
SMS			\$0.00
Calls			\$0.00
Travel			\$0.00
Other		\$159.47	\$159.47
Allowance		\$4,348.77	\$4,348.77
	\$0.00	\$4,508.24	\$4,508.24

Fern Summer

Telephone Rent			\$0.00
Internet Connection			\$0.00
SMS			\$0.00
Calls			\$0.00
Travel			\$0.00
Other		\$159.47	\$159.47
Allowance		\$4,348.77	\$4,348.77
	\$0.00	\$4,508.24	\$4,508.24

Catering	\$355.96	\$2,199.35	\$4,454.31
Previous Councilor Expenses Incurred prior to 28/10/12		\$721.47	\$721.47
Total	\$20,260.76	\$45,976.97	\$120,854.91

1. Account reconciled fully and adjustments from throughout the year highlighted separately.
2. Councillors travel from different locations in the municipality to attend to Council business. This means different travel costs are
3. Councillors also attend conferences and there may be travel costs associated with these conferences.
4. Catering includes catering for all Council meetings and briefings, together with civic functions and receptions.
5. Concillor Report shows transactions for outgoing Councillors Dobson, Hazelman and Crawford in November that relate to the period ending 26/10/2012.

Greater Shepparton City Council Instrument of Delegation to Planning Committees

Development Hearings Panel

In exercise of the power conferred by Section 188 of the *Planning and Environment Act 1987* and sections 86 and 87 of the *Local Government Act 1989*, Greater Shepparton City Council ("Council"):

1. delegates to the committees established by resolution of Council passed on **18 December 2012** and known as the "Development Hearings Panel" (Terms of Reference –) and referred to in this instrument as the "Committees", all the powers, duties and functions of the Council as set out in the Schedule;
2. declares that this instrument of delegation is authorised by a resolution passed on **18 December 2012**;
3. declares that the delegation:
 - 3.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - 3.2 remains in force until Council resolves to vary or revoke it; and
 - 3.3 is to be exercised in accordance with the exceptions, conditions and limitations set out in the Schedule and with the guidelines or policies which Council from time to time adopts; and
- 4 declares that all members of each of the Committees have voting rights.

The COMMON SEAL of the GREATER)
SHEPPARTON CITY COUNCIL was affixed)
on theday of**2012**)
in the presence of the Chief Executive Officer)
being a delegated officer pursuant to Local)
Law No. 2 of the Council)

.....

CHIEF EXECUTIVE OFFICER

Gavin Cator

SCHEDULE

The Delegated Powers, Duties and Functions

All Council's powers, duties and functions under the *Planning and Environment Act 1987*, the *Subdivisions Act 1988* and any other Act or Regulation under which Council may exercise the powers, duties or functions of a Responsible Authority, in accordance with relevant policies and guidelines of the Council and to do all things necessary or convenient to be done for or in connection with the performance those powers, duties and functions.

Exceptions, conditions and limitations

1. The Development Hearings Panel is not authorised by this Instrument to decide any planning permit application which has been referred to the Council before the Development Hearings Panel has made a decision on the permit application.

2. The Committee are not authorised by this Instrument to exercise the powers which, under section 86 of the *Local Government Act 1989* or section 188 of the *Planning and Environment Act 1987*, cannot be delegated to the Committee.

GUIDELINES – COMMITTEE DELEGATIONS

Development Hearings Panel

Review Date: 18 December 2012

Responsible Officer: Manager Planning

Approval Date: TBC

1. SUMMARY

The Development Hearings Panel has been formed to consider and determine upon Town Planning/Development Approvals Applications which:

- are referred by officers, or
- are recommended for refusal, or
- have **five** or less objections lodged.

The Development Hearings Panel has delegated authority as expressed by Council in the Instrument of Delegation passed by a resolution of the Council on 18 December 2012.

The Development Hearings Panel will operate within the context of *Planning and Environment Act 1987*, the *Subdivisions Act 1988*, the *Liquor Control Reform Act 1998* together with any other Act or Regulation under Council may exercise the powers of a Responsible Authority.

2. OBJECTIVES

To establish a process for consideration of development proposals which have five or less objections lodged against them, are referred by officers or are recommended for refusal.

3. DEFINITIONS

“Responsible Authority” has the same meaning as Responsible Authority under the *Planning and Environment Act 1987*.

“Development Hearings Panel” means the Panel comprised of Officers appointed by Council with delegated power to determine upon development applications.

“Officers” means members of Council Staff listed in Column 3 of the Instrument of Delegation of Planning Matters to members of Council staff sealed on 20 October 2009.

4. TERMS OF REFERENCE

4.1 Expected / Definite life of the Committee

- The Panel is established by the Council and shall continue until revoked by the Council.

4.2 Constituency of the Committee

- Director Sustainable Development, Manager Planning, Statutory Planning Team Leader; Strategic Planning Team Leader, Development Team Leader, **Principal Strategic Planner – Major Projects, Manager Building, Team Leader Building, Manager Projects, Team Leader Design Services, Team Leader Major Projects, Manager of Neighbourhoods**
- Chairperson: Director Sustainable Development.

- Quorum: A minimum of three members is required to form a quorum.
- That each DHP has a maximum of five panel members sitting, with a minimum of two members with planning expertise.
- Meetings are open to the public and other than in circumstances where the Panel resolves to close the meeting in accordance with section 89 of the *Local Government Act 1989*, decisions shall be made in the public forum.

4.3 Authority of the Committee

- The Panel operates under delegated authority as expressed by Council in the Instrument of Delegation sealed on 18 December 2012.
- The Development Hearings Panel will operate within the context of *Planning and Environment Act 1987*, the *Subdivisions Act 1988*, the *Liquor Control Reform Act 1998* together with any other Act or Regulation under Council may exercise the powers of a Responsible Authority.

4.4 Meeting Procedure

- The Panel operates under Local Law No 2, with such modifications and adaptations as the Panel deems necessary for the orderly conduct of meetings.
- The Chairperson of the Development Hearings Panel shall have a casting vote.
- Where the Chairperson is absent, a resolution will need to be passed to appoint an acting Chairperson for the meeting.
- The process for submitters to be heard by the Panel shall be:
 - the officer to present the report
 - referral authority to present a submission as relevant
 - the objectors to present a submission
 - the applicant to present submissions
- Applicants and objectors are to be limited to three minutes per person at the discretion of the Chairperson.

4.5 Secretariat

- The Manager Planning is responsible for the convening of meetings, recording of minutes and implementation of decisions of the Panel.

4.6 Information to Councillors

- On a fortnightly basis the Manager Planning will furnish all Councillors with a list of Planning Applications considered by the Panel.
- Where objections are lodged, the Council officers will routinely hold mediation meetings between applicants and objectors in an attempt to resolve differences or reach compromise.
- Councillors to be invited in an appropriate timeframe to attend (rotating roster) the Development Hearing Panel to enable attendance.

4.7 Process for calling in items to the Council

- The Development Hearings Panel can refer a matter to the Council for consideration in accordance with Council's Delegation Policy. Applicants and objectors will be notified.

Delegations and Authorisations

S6. Instrument of Delegation – Members of Staff (Planning)

Greater Shepparton City Council

Instrument of Delegation

to

Members of Council Staff

Instrument of Delegation

In exercise of the power conferred by section 98(1) of the *Local Government Act 1989* and the other legislation referred to in the attached Schedule, the Council:

1. delegates each duty and/or function and/or power described in column 1 of the Schedule (and summarised in column 2 of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position described opposite each such duty and/or function and/or power in column 3 of the Schedule;
2. records that a reference in the Schedule to:

“DSD” means Director Sustainable Development

“MP” means Manager **Planning**

“SP” means Team Leader Statutory Planning

“STP” means Team Leader **Strategic Planning**

“DV” means Team Leader Development

“PSP” means Principal Strategic Planner – Major Projects

“PSTP” means Principal Statutory Planner

“SSP” means Senior Statutory Planner

“SSTP” means Senior Strategic Planner – Major Projects

“TP” means Statutory Planners and Planning Assistant

“STRP” means Strategic Planners

“DVE” means Development Engineers

“DHP” means Development Hearings Panel which consists of Director Sustainable Development, **Manager Planning**, Team Leader Statutory Planning, Team Leader **Strategic Planning**, Team Leader Development, **Principal Strategic Planner – Major Projects**, **Manager Building**, **Team Leader Building**, **Manager Projects**, **Team Leader Design Services**, **Team Leader Major Projects**, **Manager of Neighbourhoods**

3. declares that:
 - 3.1 this Instrument of Delegation is authorised by a **resolution** of Council passed on **18 December 2012**; and
 - 3.2 the delegation:
 - 3.2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - 3.2.2 remains in force until varied or revoked;
 - 3.2.3 is subject to any conditions and limitations set out in sub-paragraph 3.3, and the Schedule; and

- 3.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
- 3.3 the delegate must not determine the issue, take the action or do the act or thing:
 - 3.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council; or
 - 3.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
 - (a) policy; or
 - (b) strategy
 - (c) adopted by Council; or
 - 3.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of section 98(1)(a)-(f) (inclusive) of the Act or otherwise; or
 - 3.3.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.

The COMMON SEAL of the GREATER)
 SHEPPARTON CITY COUNCIL was affixed)
 on theday of2012)
 in the presence of the Chief Executive Officer)
 being a delegated officer pursuant to Local)
 Law No. 2 of the Council.)

.....
CHIEF EXECUTIVE OFFICER
Gavin Robert Cator



Maddocks

SCHEDULE

INDEX

PLANNING AND ENVIRONMENT ACT 1987	6
PLANNING AND ENVIRONMENT REGULATIONS 2005.....	32
PLANNING AND ENVIRONMENT (FEES) INTERIM REGULATIONS 2011	33

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.4B	power to prepare an amendment to the Victoria Planning Provisions	DSD, MP, STP, SSTP, PSP	if authorised by the Minister
s.4G	function of receiving prescribed documents and a copy of the Victoria Planning Provisions from the Minister	DSD, MP, STP, SSTP, PSP, STRP	
s.4H	duty to make amendment to Victoria Planning Provisions available	DSD, MP,STP, SSTP, PSP, STRP	
s.4I	duty to keep Victoria Planning Provisions and other documents available	DSD, MP,STP, SSTP, PSP, STRP	
s. 8A(3)	power to apply to Minister to prepare an amendment to the planning scheme	DSD, MP, STP, PSP	
s.11(3)(b)	duty to submit amendment to planning scheme to Minister for approval if the Minister withdraws authorisation	DSD, MP, STP, PSP	
s.12(3)	power to carry out studies and do things to ensure proper use of land and consult with other persons to ensure co-ordination of planning scheme with these persons	DSD, MP,STP, SSTP, PSP, STRP	
s 12A (1)	duty to prepare a municipal strategic statement (including	DSD, MP,STP,	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
	power to prepare a municipal strategic statement under section 19 of the <i>Planning and Environment (Planning Schemes) Act 1996</i>)	SSTP, PSP, STRP	
s.12B(1)	duty to review planning scheme	DSD, MP,STP, SSTP, PSP, STRP	
s.12B(2)	duty to review planning scheme at direction of Minister	DSD, MP,STP, SSTP, PSP, STRP	
s.12B(5)	duty to report findings of review of planning scheme to Minister without delay	DSD, MP,STP, PSP,	
s.14	duties of a Responsible Authority as set out in subsections (a) to (d)	DSD, MP,STP, SSTP, PSP, STRP	
s.17(1)	duty of giving copy amendment to the planning scheme	DSD, MP,STP, SSTP, PSP, STRP	
s.17(2)	duty of giving copy s.173 agreement	DSD, MP,STP, SSTP, PSP, STRP	
s.18	duty to make amendment etc. available	DSD, MP,STP, SSTP, PSP, STRP	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.19	power to give notice, to decide not to give notice, to publish notice of amendment to a planning scheme and to exercise any other power under section 19 to a planning scheme	DSD, MP,STP, SSTP, PSP, STRP	
s.20(1)	power to apply to Minister for exemption from the requirements of section 19	DSD, MP,STP, PSP	
s.21(2)	duty to make submissions available	DSD, MP,STP, SSTP, PSP, STRP	
s.21A(4)	duty to publish notice in accordance with section	DSD, MP,STP, SSTP, PSP, STRP	
s.22	duty to consider all submissions	DSD, MP,STP, SSTP, PSP, STRP	
s.23(2)	power to refer submissions to a panel	DSD, MP,STP, PSP	
s.24	function to represent council and present a submission at a panel hearing (including a hearing referred to in section 96D)	DSD, MP,STP, SSTP, PSP, STRP	
s.26(1)	power to make report available for inspection	DSD, MP,STP, SSTP, PSP, STRP	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.26(2)	duty to keep report of panel available for inspection	DSD, MP,STP, SSTP, PSP, STRP	
s.27(2)	power to apply for exemption if panel's report not received	DSD, MP,STP, PSP	
s.28	duty to notify the Minister if abandoning an amendment		Note: the power to make a decision to abandon an amendment cannot be delegated
s.30(4)(a)	duty to say if amendment has lapsed	DSD, MP,STP, PSP	
s.30(4)(b)	duty to provide information in writing upon request	DSD, MP,STP, PSP	
s.31	duty to submit adopted amendment to Minister and, if applicable, details under section 19(1B)	DSD, MP,STP, PSP	
s.32(2)	duty to give more notice if required	DSD, MP,STP, SSTP, PSP, STRP	
s.33(1)	duty to give more notice of changes to an amendment	DSD, MP,STP, SSTP, PSP, STRP	
s.35A(2)	duty to not approve an amendment under section 35B unless the amendment has been certified by the Secretary	DSD, MP,STP, PSP,	
s.35B(1)	power to approve amendment in form certified under section	DSD, MP,STP,	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
	35A	PSP	
s.35B(2)	duty to give to Minister notice of approval, copy of approved amendment and other documents	DSD, MP,STP, SSTP, PSP, STRP	
s.36(2)	duty to give notice of approval of amendment	DSD, MP,STP, SSTP, PSP, STRP	
s.38(5)	duty to give notice of revocation of an amendment	DSD, MP,STP, SSTP, PSP, STRP	
s.39	function of being a party to a proceeding commenced under section 39 and duty to comply with determination by VCAT	DSD, MP,STP, SSTP, PSP, STRP	
s.40(1)	function of lodging copy of approved amendment	DSD, MP,STP, SSTP, PSP, STRP	
s.40(1A)	duty to lodge prescribed documents and copy of approved amendment with the relevant authorities	DSD, MP,STP, SSTP, PSP, STRP	
s.41	duty to make approved amendment available	DSD, MP,STP, SSTP, PSP, STRP	
s.42	duty to make copy of planning scheme available	DSD, MP,STP,	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
		SSTP, PSP, STRP	
s.46N(1)	duty to include condition in permit regarding payment of development infrastructure levy	DSD, MP, SP, PSTP, SSP, TP	
s.46N(2)(c)	function of determining time and manner for receipt of development contributions levy	DSD, MP, SP, PSTP, SSP, TP, DV, DVE	
s.46N(2)(d)	power to enter into an agreement with the applicant regarding payment of development infrastructure levy	DSD, MP, SP, PSTP, SSP, STP, DV	
s.46O(1)(a) & (2)(a)	power to ensure that community infrastructure levy is paid, or agreement is in place, prior to issuing building permit	DSD, MP, SP, PSTP, SSP, STP, DV	
s.46O(1)(d) & (2)(d)	power to enter into agreement with the applicant regarding payment of community infrastructure levy	DSD, MP, SP, PSTP, SSP, STP, DV	
s.46P(1)	power to require payment of amount of levy under section 46N or section 46O to be satisfactorily secured	DSD, MP, SP, PSTP, SSP, STP, DV, TP	
s.46P(2)	power to accept provision of land, works, services or facilities in part or full payment of levy payable	DSD, MP, SP, PSTP, SSP, STP, DV	
s.46Q(1)	duty to keep proper accounts of levies paid	DSD, MP, SP,	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
		PSTP, SSP, STP, DV	
s.46Q(1A)	duty to forward to development agency part of levy imposed for carrying out works, services, or facilities on behalf of development agency	DSD, MP, SP, DV, PSTP	
s.46Q(2)	duty to apply levy only for a purpose relating to the provision of the works, services and facilities in respect of which the levy was paid etc.	DSD, MP, SP, PSTP, SSP, STP, DV, TP	
s.46Q(3)	power to refund any amount of levy paid if it is satisfied the development is not to proceed	DSD, MP, SP, DV, PSTP	only applies when levy is paid to Council as a 'development agency'
s.46Q(4)(c)	duty to pay amount to current owners of land in the area	DSD, MP, SP, DV, PSTP	must be done within six months of the end of the period required by the development contributions plan and with the consent of, and in the manner approved by, the Minister
s.46Q(4)(d)	duty to submit to the Minister an amendment to the approved development contributions plan	DSD, MP, STP, PSP, SSTP, STRP	must be done in accordance with Part 3
s.46Q(4)(e)	duty to expend that amount on other works etc.	DSD, MP, STP, SP, DV	with the consent of, and in the manner approved by, the Minister
s.46QC	power to recover any amount of levy payable under Part 3B	DSD, MP, STP, SP, DV, PSTP	
s.46V(3)	duty to make a copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan) and any	DSD, MP, STP, PSP, SSTP,	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
	documents lodged with it available	STRP	
s.46Y	duty to carry out works in conformity with the approved strategy plan	DSD, MP, STP, PSP, SSTP, STRP	
s.47	power to decide that an application for a planning permit does not comply with that Act	DSD, MP, SP, PSTP, SSP, TP	
s.49(1)	duty to keep a register of all applications for permits and determinations relating to permits	DSD, MP, SP, PSTP, SSP, TP	
s.49(2)	duty to make register available for inspection	DSD, MP, SP, PSTP, SSP, TP	
s.50(4)	duty to amend application	DSD, MP, SP, PSTP, SSP, TP	
s.50(5)	power to refuse to amend application	Development Hearing Panel Section 86 Committees	Refer to Development Hearings Panel
s.50(6)	duty to make note of amendment to application in register	DSD, MP, SP, PSTP, SSP, TP	
s.50A(1)	power to make amendment to application	DSD, MP, SP, PSTP, SSP, TP	
s.50A(3)	power to require applicant to notify owner and make a declaration that notice has been given	DSD, MP, SP, PSTP, SSP, TP	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.50A(4)	duty to note amendment to application in register	DSD, MP, SP, PSTP, SSP, TP	
s.51	duty to make copy of application available for inspection	DSD, MP, SP, PSTP, SSP, TP	
s.52(1)(a)	duty to give notice of the application to owners/occupiers of adjoining allotments unless satisfied that the grant of permit would not cause material detriment to any person	DSD, MP, SP, PSTP, SSP, TP	
s.52(1)(b)	duty to give notice of the application to other municipal councils where appropriate	DSD, MP, SP, PSTP, SSP, TP	
s.52(1)(c)	duty to give notice of the application to all persons required by the planning scheme	DSD, MP, SP, PSTP, SSP, TP	
s.52(1)(ca)	duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if may result in breach of covenant	DSD, MP, SP, PSTP, SSP, TP	
s.52(1)(cb)	duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if application is to remove or vary the covenant	DSD, MP, SP, PSTP, SSP, TP	
s.52(1)(d)	duty to give notice of the application to other persons who may be detrimentally effected	DSD, MP, SP, PSTP, SSP, TP	
s.52(1AA)	duty to give notice of an application to remove or vary a registered restrictive covenant	DSD, MP, SP, PSTP, SSP, TP	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.52(1A)	power to refuse an application	Development Hearing Panel Section 86 Committees	Refer to Development Hearing Panel
s.52(3)	power to give any further notice of an application where appropriate	DSD, MP, SP, PSTP, SSP, TP	
s.53(1)	power to require the applicant to give notice under section 52(1) to persons specified by it	DSD, MP, SP, PSTP, SSP, TP	
s.53(1A)	power to require the applicant to give the notice under section 52(1AA)	DSD, MP, SP, PSTP, SSP, TP	
s.54(1)	power to require the applicant to provide more information	DSD, MP, SP, PSTP, SSP, TP	
s.54(1A)	duty to give notice in writing of information required under section 54(1)	DSD, MP, SP, PSTP, SSP, TP	
s.54(1B)	duty to specify the lapse date for an application	DSD, MP, SP, PSTP, SSP, TP	
s.54A(3)	power to decide to extend time or refuse to extend time to give required information	DSD, MP, SP, PSTP, SSP, TP	
s.54A(4)	duty to give written notice of decision to extend or refuse to extend time und section 54A(3)	DSD, MP, SP, PSTP, SSP, TP	
s.55(1)	duty to give copy application to every referral authority	DSD, MP, SP,	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
	specified in the planning scheme	PSTP, SSP, TP	
s.57(2A)	power to reject objections considered made primarily for commercial advantage for the objector	DSD, MP, SP, PSTP	
s.57(3)	function of receiving name and address of persons to whom notice of decision is to go	DSD, MP, SP, PSTP, SSP, TP	
s.57(5)	duty to make available for inspection copy of all objections	DSD, MP, SP, PSTP, SSP, TP	
s.57A(4)	duty to amend application in accordance with applicant's request, subject to section 57A(5)	DSD, MP, SP, PSTP, SSP, TP	
s.57A(5)	power to refuse to amend application	Development Hearing Panel Section 86 Committees	Refer to Development Hearing Panel
s.57A(6)	duty to note amendments to application in register	DSD, MP, SP, PSTP, SSP, TP	
s.57B(1)	duty to determine whether and to whom notice should be given	DSD, MP, SP, PSTP, SSP, TP	
s.57B(2)	duty to consider certain matters in determining whether notice should be given	DSD, MP, SP, PSTP, SSP, TP	
s.57C(1)	duty to give copy of amended application to referral authority	DSD, MP, SP, PSTP, SSP, TP	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.58	duty to consider every application for a permit except for a development assessment committee application	DSD, MP, SP, PSTP, SSP, TP	
s.60	duty to consider certain matters	DSD, MP, SP, PSTP, SSP, TP	
s60(1A)	power to consider certain matters before deciding on application	DSD, MP, SP, PSTP, SSP, TP	
s.61(1)(a)	power to decide to grant a permit	DSD, MP, SP, PSTP	the permit must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i>
s.61(1)(b)	power to decide to grant a permit with conditions	DSD, MP, SP, PSTP	the permit must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i>
s.61(1)(c)	power to refuse the permit	Development Hearing Panel Section 86 Committees	Refer to Development Hearing Panel
s.61(2)	duty to decide to refuse to grant a permit if referral authority objects to grant of permit	Development Hearing Panel Section 86 Committees	Refer to Development Hearing Panel
s.61(3)(a)	duty not to decide to grant a permit to use coastal Crown land without Minister's consent	DSD, MP, SP, PSTP	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.61(3)(b)	duty to refuse to grant the permit without the Minister's consent	Development Hearing Panel Section 86 Committees	Refer to Development Hearing Panel
s.61(4)	duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	Development Hearing Panel Section 86 Committees	Refer to Development Hearing Panel
s.62(1)	duty to include certain conditions in deciding to grant a permit	DSD, MP, SP, PSTP, SSP, TP	
s.62(2)	power to include other conditions	DSD, MP, SPPSTP, SSP, TP	
s.62(4)	duty to ensure conditions are consistent with paragraphs (a),(b) and (c)	DSD, MP, SP, PSTP, SSP, TP	
s.62(5)(a)	power to include a permit condition to implement an approved development contributions plan	DSD, MP, SP, PSTP, SSP, TP	
s.62(5)(b)	power to include a permit condition that specified works be provided on or to the land or paid for in accordance with section 173 agreement	DSD, MP, SP, PSTP, SSP, TP, DV	
s.62(5)(c)	power to include a permit condition that specified works be provided or paid for by the applicant	DSD, MP, SP, PSTP, SSP, TP, DV	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.62(6)(a)	duty not to include a permit condition requiring a person to pay an amount for or provide works except in accordance with section 62(5) or section 46N	DSD, MP, SP, PSTP, SSP, TP, DV	
s.62(6)(b)	duty not to include a permit condition requiring a person to pay an amount for or provide works except a condition that a planning scheme requires to be included as referred to in section 62(1)(a)	DSD, MP, SP, PSTP, SSP, TP, DV	
s.63	duty to issue the permit where made a decision in favour of the application (if no one has objected)	DSD, MP, SP, PSTP	
s.64(1)	duty to give notice of decision to grant a permit to applicant and objectors	DSD, MP, SP, PSTP, SSP, TP	
s.64(3)	duty not to issue a permit until after the specified period	DSD, MP, SP, PSTP, SSP, TP	
s.64(5)	duty to give each objector a copy of an exempt decision	DSD, MP, SP, PSTP, SSP, TP	
s.65(1)	duty to give notice of refusal to grant permit to applicant and objector	DSD, MP, SP, PSTP, SSP, TP	
s.66	duty to give notice under section 64 or section 65 and copy permit to referral authorities	DSD, MP, SP, PSTP, SSP, TP	
s.69(1)	function of receiving application for extension of time of permit	DSD, MP, SP, PSTP, SSP, TP	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.69(2)	power to extend time	DSD, MP, SP, PSTP, SSP, TP	
s.70	duty to make copy permit available for inspection	DSD, MP, SP, PSTP, SSP, TP	
s.71(1)	power to correct certain mistakes	DSD, MP, SP, PSTP	
s.71(2)	duty to note corrections in register	DSD, MP, SP, PSTP, SSP, TP	
s.73	power to decide to grant amendment subject to conditions	DSD, MP, SP, PSTP	
s.74	duty to issue amended permit to applicant if no objectors	DSD, MP, SP, PSTP	
s.76	duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	DSD, MP, SP, PSTP, SSP, TP	
s.76A	duty to give referral authorities copy of amended permit and copy of notice	DSD, MP, SP, PSTP, SSP, TP	
s.76D	duty to comply with direction of Minister to issue amended permit	DSD, MP, SP, PSTP, SSP, TP	
s.83	function of being respondent to an appeal	DSD, MP, SP, PSTP, SSP, TP	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.83B	duty to give or publish notice of application for review	DSD, MP, SP, PSTP, SSP, TP	
s.84(1)	power to decide on an application at any time after an appeal is lodged against failure to grant a permit	DSD, MP, SP, PSTP	
s.84(2)	duty not to issue a permit or notice of decision or refusal after an application is made for review of a failure to grant a permit	DSD, MP, SP, PSTP, SSP, TP	
s.84(3)	duty to tell principal registrar if decide to grant a permit after an application is made for review of its failure to grant a permit	DSD, MP, SP, PSTP, SSP, TP	
s.84(6)	duty to issue permit on receipt of advice within 3 working days	DSD, MP, SP, PSTP	
s.86	duty to issue a permit at order of Tribunal within 3 working days	DSD, MP, SP, PSTP	
s.87(3)	power to apply to VCAT for the cancellation or amendment of a permit	DSD, MP, SP, PSTP	
s.90(1)	function of being heard at hearing of request for cancellation or amendment of a permit	DSD, MP, SP, PSTP, SSP, TP	
s.91(2)	duty to comply with the directions of VCAT	DSD, MP, SP, PSTP, SSP, TP	
s.91(2A)	Duty to issue amended permit to owner if Tribunal so directs	DSD, MP, SP, PSTP	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.92	duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under section 90	DSD, MP, SP, PSTP, SSP, TP	
s.93(2)	duty to give notice of VCAT order to stop development	DSD, MP, SP, PSTP, SSP, TP	
s.95(3)	function of referring certain applications to the Minister	DSD, MP, SP, PSTP	
s.95(4)	duty to comply with an order or direction	DSD, MP, SP, PSTP	
s.96(1)	duty to obtain a permit from the Minister to use and develop its land	DSD, MP, SP, PSTP	
s.96(2)	function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land	DSD, MP, SP, PSTP	
s.96A(2)	power to agree to consider an application for permit concurrently with preparation of proposed amendment	DSD, MP, SP, PSTP, STP	
s.96C	power to give notice, to decide not to give notice, to publish notice and to exercise any other power under section 96C	DSD, MP, SP, STP, PSTP, PSP, SSTP, STRP	
s.96F	duty to consider the panel's report under section 96E	DSD, MP, STP, PSP, SSTP, STRP	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.96G(1)	power to determine to recommend that a permit be granted or to refuse to recommend that a permit be granted and power to notify applicant of the determination (including power to give notice under section 23 of the <i>Planning and Environment (Planning Schemes) Act 1996</i>)	Development Hearing Panel Section 86 Committees	Refer to Development Hearing Panel
s.96H(3)	power to give notice in compliance with Minister's direction	DSD, MP, STP, SP, PSTP, PSP	
s.96J	power to issue permit as directed by the Minister	DSD, MP, STP, SP, PSTP, PSP	
s.96K	duty to comply with direction of the Minister to give notice of refusal	DSD, MP, STP, SP, PSTP, PSP	
s.97C	power to request Minister to decide the application	DSD, MP, STP, SP, PSTP, PSP	
s.97D(1)	duty to comply with directions of Minister to supply any document or assistance relating to application	DSD, MP, STP, SP, PSTP, PSP	
s.97G(3)	function of receiving from Minister copy of notice of refusal to grant permit or copy of any permit granted by the Minister	DSD, MP, STP, SP, PSTP, PSP	
s.97G(6)	duty to make a copy of permits issued under section 97F available for inspection	DSD, MP, STP, SP, PSTP, PSP	
s.97L	duty to include Ministerial decisions in a register kept under section 49	DSD, MP, SP, STP, PSP, PSTP, SSP,	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
		SSTP, TP, STRP	
s.97MCA(2)	function of consulting with advisory committee regarding the areas for which the Development Assessment Committee is to be established	DSD, MP, STP, PSP, SSTP, STRP	
s.97MG	duty to provide documents and information to development assessment committee	DSD, MP, STP, PSP, SSTP, STRP	
s.97MH	duty to provide assistance to the development assessment committee	DSD, MP, STP, PSP, SSTP, STRP	
s.97MJ(2)	duty to ensure that the register of applications specifies whether the development assessment committee has made the decision	DSD, MP, STP, PSP, SSTP, STRP	
s.97MK	function of nominating member of the development assessment committee	DSD, MP, STP, PSP, SSTP, STRP	
s.97ML(4)	power to nominate alternate members of the development assessment committee	DSD, MP, STP, PSP, SSTP, STRP	
s.97O	duty to consider application and issue or refuse to issue certificate of compliance	DSD, MP, SP, DV, PSTP, SSP	
s.97P(3)	duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a	DSD, MP, SP, DV, PSTP, SSP,	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
	certificate	TP	
s.97Q(2)	function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	DSD, MP, SP, DV, PSTP, SSP, TP	
s.97Q(4)	duty to comply with directions of VCAT	DSD, MP, SP, DV, PSTP, SSP, TP	
s.97R	duty to keep register of all applications for certificate of compliance and related decisions	DSD, MP, SP, DV, PSTP, SSP, TP	
s.98(1)&(2)	function of receiving claim for compensation in certain circumstances	DSD, MP, SP, PSTP	
s.98(4)	duty to inform any person of the name of the person from whom compensation can be claimed	DSD, MP, SP, PSTP	
s.101	function of receiving claim for expenses in conjunction with claim	DSD, MP, SP, PSTP	
s.103	power to reject a claim for compensation in certain circumstances	DSD, MP, SP, PSTP	
s.107(1)	function of receiving claim for compensation	DSD, MP, SP, PSTP	
s.107(3)	power to agree to extend time for making claim	DSD, MP, SP, PSTP	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.114(1)	power to apply to the VCAT for an enforcement order	DSD, MP, SP, PSTP, SSP	
s.117(1)(a)	function of making a submission to the VCAT where objections are received	DSD, MP, SP, PSTP, SSP, TP	
s.120(1)	power to apply for an interim enforcement order where section 114 application has been made	DSD, MP, SP, PSTP, SSP	
s.123(1)	power to carry out work required by enforcement order and recover costs	DSD, MP, SP, PSTP, SSP	
s.123(2)	power to sell buildings, materials, etc salvaged in carrying out work under section 123(1)	DSD, MP	except Crown Land
s.125	power to apply for an injunction restraining a person from contravening an enforcement order or interim enforcement order	DSD, MP, SP, PSTP	
s.129	function of recovering penalties	DSD, MP, SP, PSTP	
s.130(5)	power to allow person served with an infringement notice further time	DSD, MP, SP, PSTP	
s.149A(1)	power to refer a matter to the VCAT for determination	DSD, MP, SP, PSTP	
s.156	duty to pay fees and allowances (including a payment to the Crown under subsection (2A)), and payment or reimbursement for reasonable costs and expenses incurred by the panel in carrying out its functions unless the Minister	DSD, MP, STP, PSP	where council is the relevant planning authority

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
	directs otherwise under subsection (2B)power to ask for contribution under subsection (3) and power to abandon amendment or part of it under subsection (4)		
s.171(2)(f)	power to carry out studies and commission reports	DSD, MP, STP, PSP	
s.171(2)(g)	power to grant and reserve easements	DSD, MP, SP, PSTP	
s.173	power to enter into agreement covering matters set out in section 174	DSD, MP, SP, PSTP, DV	
---	power to decide whether something is to the satisfaction of Council, where an agreement made under section 173 of the <i>Planning and Environment Act</i> 1987 requires something to be to the satisfaction of Council or Responsible Authority	DSD, MP, SP, PSTP, DV, STP, PSP, SSP, SSTP	
---	power to give consent on behalf of Council, where an agreement made under section 173 of the <i>Planning and Environment Act</i> 1987 requires that something may not be done without the consent of Council or Responsible Authority	DSD, MP, SP, PSTP, DV, STP, PSP, SSP, SSTP	
s.177(2)	power to end a section 173 agreement with approval of the Minister or the consent of all those bound by any covenant in the agreement	DSD, MP, SP, PSTP, DV, STP, PSP, SSP, SSTP	
s.178	power to amend a s.173 agreement	DSD, MP, SP, PSTP, DV, STP, PSP, SSP, SSTP	
s.179(1)	duty to lodge agreement with Minister	DSD, MP, SP, PSTP, DV, STP, PSP, SSP, SSTP	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.179(2)	duty to make available for inspection copy agreement	DSD, MP, SP, PSTP, DV, STP, PSP, SSP, SSTP, TP	
s.181	power to apply to the Registrar of Titles for registration of the agreement and to deliver a memorial to Registrar-General	DSD, MP, SP, PSTP, DV, STP, PSP, SSP, SSTP, TP	
s.182	power to enforce an agreement	DSD, MP, SP, PSTP, DV, STP, PSP, SSP, SSTP, TP	
s.183	duty to tell Registrar of Titles of ending/amendment of agreement	DSD, MP, SP, PSTP, DV, STP, PSP, SSP, SSTP, TP	
s.198(1)	function to receive application for planning certificate	DSD, MP, SP, PSTP, DV, STP, PSP, SSP, SSTP, TP	
s.199(1)	duty to give planning certificate to applicant	DSD, MP, SP, PSTP, DV, STP, PSP, SSP, SSTP, TP	
s.201(1)	function of receiving application for declaration of underlying zoning	DSD, MP, SP, PSTP, DV, STP, PSP, SSP, SSTP, TP	
s.201(3)	duty to make declaration	DSD, MP, SP, PSTP	
-	power to decide, in relation to any planning scheme or permit,	DSD, MP, SP, STP, PSP,	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
	that a specified thing has or has not been done to the satisfaction of Council	PSTP, SSP, SSTP, TP, STRP, DV	
	power, in relation to any planning scheme or permit, to consent or refuse to consent to any matter which requires the consent or approval of Council	DSD, MP, SP, STP, DV, PSTP, PSP	
	power to approve any plan or any amendment to a plan or other document in accordance with a provision of a planning scheme or condition in a permit	DSD, MP, SP, STP, DV, PSTP, PSP	
-	power to give written authorisation in accordance with a provision of a planning scheme	DSD, MP, SP, STP, DV, PSTP, PSP	
s.201UAB(1)	function of providing the Growth Areas Authority with information relating to any land within municipal district	DSD, MP, SP, STP, DV, PSTP, PSP	
s.201UAB(2)	duty to provide the Growth Areas Authority with information requested under subsection (1) as soon as possible	DSD, MP, SP, STP, DV, PSTP, PSP	

PLANNING AND ENVIRONMENT ACT 1987 (<i>Greater Shepparton Planning Scheme, Planning Permits & Agreements: not in Maddocks Template</i>)			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 13 Planning scheme provision	power to determine that a specified document required under the Planning Scheme (eg. a development plan required under the Development Plan Overlay) is to the satisfaction of the Council in its capacity as the responsible authority	DSD, MP, SP, PSTP, DHP	Must be in accordance with the <i>Planning and Environment Act 1987</i> , the Greater Shepparton Planning Scheme and any relevant adopted Council policy.
s 13 Planning scheme provision	power to determine that a planning permit application is generally in accordance with a specified document prepared and approved pursuant to the Planning Scheme (eg. a planning permit application made following the approval of a development plan prepared pursuant to the Development Plan Overlay)	DSD, MP, SP, PSTP, DHP	Must be in accordance with the <i>Planning and Environment Act 1987</i> , the Greater Shepparton Planning Scheme and any relevant adopted Council policy.
s 13 Planning scheme provision	any other discretion vested in the Council under the Planning Scheme, including whether a document or plan is to the satisfaction of the Council in its capacity as the responsible authority (including engineering plans)	DSD, MP, SP, PSTP, DHP, DV, DVE, SSP	Must be in accordance with the <i>Planning and Environment Act 1987</i> , the Greater Shepparton Planning Scheme and any relevant adopted Council policy.
s 13 Condition in planning permit	power vested in Council under a planning permit to provide secondary consent under a planning permit condition to approve a document or plan or allow modifications to an endorsed document or plan	DSD, MP, SP, PSTP, DHP, DV, DVE, SSP	Must be in accordance with the <i>Planning and Environment Act 1987</i> , the Greater Shepparton Planning Scheme and any relevant adopted Council policy.

PLANNING AND ENVIRONMENT ACT 1987 (<i>Greater Shepparton Planning Scheme, Planning Permits & Agreements: not in Maddocks Template</i>)			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 13 Clause in agreement made under s 173 of the <i>Act</i> or s52A of <i>Town and Country Planning Act 1961</i>	power vested in Council under agreement made under s173 of the <i>Planning and Environment Act 1987</i> or s52A of <i>Town and Country Planning Act 1961</i> to provide secondary consent for the approval of a document or plan or to approve the amendment of a document or plan	DSD, MP, SP, PSTP, DHP, DV, DVE, SSP	Must be in accordance with the <i>Planning and Environment Act 1987</i> , the Greater Shepparton Planning Scheme and any relevant adopted Council policy.

PLANNING AND ENVIRONMENT REGULATIONS 2005			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
r.6	duty of responsible authority to provide copy of matter considered under section 60(1A)(g) for inspection free of charge	DSD, MP, SP, STP, DV, SSP, PSTP, PSP, SSTP, TP, STRP	
r.7	duty of responsible authority to provide copy information or report requested by Minister	DSD, MP, SP, STP, DV, SSP, PSTP, PSP, SSTP, TP, STRP	
r.22	power of responsible authority to require verification of information (by statutory declaration or other written confirmation satisfactory to the responsible authority) in application for permit or to amend a permit or any information provided under section 54 of the Act	DSD, MP, SP, STP, DV, SSP, PSTP, PSP, SSTP, TP, STRP	
r.55	duty of responsible authority to tell Registrar of Titles under r 183 of the Act of the cancellation or amendment of an agreement	DSD, MP, SP, STP, DV, SSP, PSTP, PSP, SSTP, TP, STRP	

S5. Instrument of Delegation to Chief Executive Officer

Greater Shepparton City Council

Instrument of Delegation

to

The Chief Executive Officer

Instrument of Delegation

In exercise of the power conferred by section 98(1) of the *Local Government Act 1989 (the Act)* and all other powers enabling it, the Greater Shepparton City Council (**Council**) delegates to the member of Council staff holding, acting in or performing the position of Chief Executive Officer, the powers, duties and functions set out in the Schedule to this Instrument of Delegation,

AND declares that

1. this Instrument of Delegation is authorised by a Resolution of Council passed on 18 December 2012
2. the delegation
 - 2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - 2.2 is subject to any conditions and limitations set out in the Schedule;
 - 2.3 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
 - 2.4 remains in force until Council resolves to vary or revoke it.
3. The member of Council staff occupying the position or title of or acting in the position of Chief Executive Officer may delegate to a member of Council staff any of the powers (other than the power of delegation conferred by section 98(3) of the Act or any other powers not capable of sub-delegation) which this Instrument of Delegation delegates to him or her.

The COMMON SEAL of the GREATER)
SHEPPARTON CITY COUNCIL was affixed)
on theday of2012)
in the presence of the Chief Executive Officer)
being a delegated officer pursuant to Local)
Law No. 2 of the Council.)

.....
CHIEF EXECUTIVE OFFICER
Gavin Robert Cator

SCHEDULE

The power to

1. determine any issue;
2. take any action; or
3. do any act or thing

arising out of or connected with any duty imposed, or function or power conferred on Council by or under any Act.

Conditions and Limitations

The delegate must not determine the issue, take the action or do the act or thing

4. if the issue, action, act or thing is an issue, action, act or thing which involves
 - 4.1 awarding a contract exceeding the value of \$750,000
 - 4.2 making a local law under Part 5 of the Act;
 - 4.3 approval of the Council Plan under s.125 of the Act;
 - 4.4 adoption of the Strategic Resource Plan under s.126 of the Act;
 - 4.5 preparation or adoption of the Budget or a Revised Budget under Part 6 of the Act;
 - 4.6 adoption of the Auditor's report, Annual Financial Statements, Standard Statements and Performance Statement under Part 6 of the Act;
 - 4.7 noting Declarations of Impartiality by Valuers pursuant to section 13DH(2) of the Valuation of Land Act 1960;
 - 4.8 determining pursuant to s.37 of the Act that an extraordinary vacancy on Council not be filled;
 - 4.9 exempting a member of a special committee who is not a Councillor from submitting a return under s.81 of the Act;
 - 4.10 appointment of councillor or community delegates or representatives to external organisations; or
 - 4.11 the return of the general valuation and any supplementary valuations;
5. if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;
6. if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
 - 6.1 policy; or
 - 6.2 strategyadopted by Council; or

7. if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of section 98(1)(a)-(f) (inclusive) of the Act or otherwise; or
8. the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.

GREATER SHEPPARTON CITY COUNCIL

Policy Number 37.POL2

Exercise of Delegations

Version 1.4

Adopted 7 August 2007

Last Reviewed 19 April 2011

Business Unit:	Corporate Performance
Responsible Officer:	Manager Corporate Performance
Approved By:	Chief Executive Officer
Next Review:	December 2016

PURPOSE

Delegations are a critical Governance tool of the Council. Most Council decisions are not made at Council meetings and the effective functioning of the Council would not be possible if they were. Instead, most decision-making power is allocated by formal delegations.

The Council is committed to ensuring that decisions made under delegation are legal, appropriate, open and transparent. The primary responsibility of delegates is to ensure that all decisions made under delegation are within their power to make and taken in full compliance with the Council's legal obligations. Once this responsibility has been met, delegates must consider the guidance provided in this Policy when making decisions under delegation.

OBJECTIVE

There are two forms of delegations which occur in Victorian local government:

- delegations to members of staff, and
- delegations to special committees.

Although a special committee is not a separate legal entity (being only a "committee" of persons), as a body it can act as a "delegate" of the Council. This applies to special committees comprising councillors as well as to special committees which include officers and/or other persons;

The nature of a delegation is important to understand. The decision of a delegate of Council is "deemed" to be a decision by Council. It binds the Council in the same manner and to the same extent as a decision made at a Council meeting. Delegations are different in nature from authorisations. The decision by a person appointed by Council to a statutory position - for example, an authorised officer - is not a decision of the Council, but a decision of the authorised individual. That person's powers and responsibilities are quite distinct from Council's and derive from the statutory position to which they are appointed.

The delegation of powers is essential to enable day-to-day decisions to be made. Because it is a common feature of legislation, not all details about delegations are set out in the empowering Act - some general features of delegation are set out in the *Interpretation of Legislation Act 1984*. In particular:

- the decision, once made, is for all legal purposes a decision of the Council itself (section 42A of the *Interpretation of Legislation Act*);
- the "delegate" is in much the same position as the Council itself in terms of making the decision - for example, where the decision requires that opinion be formed, the delegate's opinion can be the basis for the decision (section 42 of the *Interpretation of Legislation Act*); and
- the fact that a delegation has been made does not affect the Council's powers in relation to the issue concerned (section 42A of the *Interpretation of Legislation Act*). This is subject, of course, to the rule that the delegate's decision (once made) is taken to be the decision of the Council itself. The Council can therefore find itself bound by a decision which it would not itself have made, and if this occurs the existence of this "residual" power may provide little solace.

It is therefore important that the Council have in place appropriate policies and guidelines under which delegation should be exercised. Delegates, whether individuals or Committees, need to be familiar with the delegation issued to them and ensure that decisions taken are within their power to make.

SCOPE

The scope of this Policy is to ensure that decisions made under delegation achieve the best possible outcome for the community. This will be achieved by delegates seeking appropriate input from the Councillors, the wider Council administration and the community. The Council affirms its responsibility to set and own, through consultation with the community:

- the vision for Greater Shepparton,
- its strategic direction,
- the policies necessary to pursue this vision and direction, and
- the funding of them.

Council also accepts its responsibility to be accountable to the community for the outcomes of its policies. Council acknowledges the responsibility of delegates to:

- implement the vision, strategies, direction and policies determined by Council;
- comply with all relevant legislation, strategies, plans, policies, procedures and guidelines;
- provide to the Council all information relevant to issues affecting it;
- advise honestly, loyally and professionally upon those issues;
- provide effective administration and staffing for these purposes, within the framework of Council's budget; and be accountable to Council for the outcomes achieved.

DEFINITIONS

Reference term	Definition
Special Committee	Means a committee appointed under section 86 of the Local Government Act 1989 that can act as a delegate of the Council

POLICY

The Council adopts the following processes in relation to the exercise of delegated authority:

1. Informing the Public

When a delegate informs members of the public of a decision made under delegation, this fact is to be clearly conveyed. Members of the public must always have decisions made under delegation relating to them confirmed in writing. Written confirmation must clearly state that the decision was made under delegation and contain:

- the Council contact in relation to the decision, and
- the avenue/s of appeal available, where applicable.

2. Referral to Council

A delegate shall refer to the Council with an appropriate recommendation any proposal, whether for a project or program, for work, for a contract, or for a planning decision, without prior decision by the delegate wherever and whenever:

- the proposal requires the letting of a contract exceeding the values specified by Order in Council under s186 of the Local Government Act 1989 as requiring public notice;
- the proposal raises an issue of significant public interest, concern or controversy, or is likely to do so;
- the proposal raises an issue of policy or process not covered by existing policy or practice;
- the proposal has five or less public objections or appears likely to do so;
- the delegate recommends approval of the proposal, but such approval would be, or could reasonably appear to be, inconsistent with a previous decision or decisions by or on behalf of the Council;
- implementation of the proposal would require expenditure of Council funds, and such funds have not been specifically provided for in the budget;
- the delegate is not satisfied that the proposal has been the subject of appropriate consultation with those likely to be interested in or affected by it;
- the delegate is not satisfied that the proposal is one that is appropriate for the decision of the administration rather than the Council; or
- the delegate believes that it is more appropriate that the proposal or any issue arising in connection with it should be determined by the Council rather than the administration.

3. Limitation on Financial Delegations

Where the approval of a proposal would involve the expenditure of Council funds for which provision has been made in Council's budget, the authority of the delegate is nevertheless limited to the following amounts (which include Goods and Services Tax):

Chief Executive Officer	<ul style="list-style-type: none"> Approval of contracts up to the value of \$750,000 Individual payments against Council approved contracts: \$2,000,000
Director	<ul style="list-style-type: none"> Approval of contracts: up to the values specified by Order in Council under s.186 of the Local Government Act 1989 as requiring public notice Payments against Council approved contracts - \$750,000
Manager Work Manager Projects	<ul style="list-style-type: none"> Approval of contracts and payments: \$100,000
Managers Operations Supervisor	<ul style="list-style-type: none"> Approval of contracts and payments: \$50,000
Senior Supervisors	<ul style="list-style-type: none"> Approval of contracts and payments: \$25,000
General Supervisors	<ul style="list-style-type: none"> Approval of contracts and payments: \$5,000
Executive Support Officers	<ul style="list-style-type: none"> Approval of contracts and payments: \$2,500
Support Officers	<ul style="list-style-type: none"> Approval of contracts and payments: \$500

The definitive financial delegations to Council officers are included in the Chief Executive Officer's sub-delegation to Council staff. The positions described above are also defined in that document. Where any conflict occurs between the amounts or positions specified in the sub-delegation and those contained in this Policy, the sub-delegation has precedence.

4. Ratification of Officer Decisions

Several Acts which confer powers of delegation provide that particular decisions by delegates are of no effect unless ratified by the Council:

Decision which requires ratification	Relevant Legislation
Refusal by an officer to grant, renew or transfer registration of food premises under the <i>Food Act 1984</i>	Section 58A(2) <i>Food Act 1984</i>
Refusal by an officer to issue a permit for a septic tank system	Section 53M <i>Environment Protection Act 1970</i>
Refusal by an officer to grant, renew or transfer registration of premises under Part 19 of the <i>Health Act 1958</i>	Section 374A of the <i>Health Act 1958</i>

A Council agenda report must be raised and submitted for all decisions which require ratification by the Council. The report must detail the decision made and the reasons for it and recommend to the Council that they ratify the decision made under delegation.

5. Declaration of Conflicts of Interest

The *Local Government Act 1989* prohibits a delegate from exercising any delegated power, or discharging any function or duty where they have a conflict of interest. Further, a delegate who has a conflict of interest in relation to a delegated power, function or duty must inform the Chief Executive Officer of that conflict in writing as soon as they become aware of it. Delegates must ensure that they are fully aware of what constitutes a conflict of interest as defined in the *Local Government Act 1989* and their obligations in relation to such conflicts.

6. Compliance with this Policy

When exercising delegated authority the delegate shall use his or her best judgement to ensure compliance with each and all of the requirements of this Policy.

7. Documentation and Transparency

It is important that decisions and actions taken under delegations be properly documented and transparent in nature. If delegations were not in place, the exercise of functions, powers and duties of the Council would be recorded in the Minutes of Council meetings.

It is possible that decisions taken under delegation will be reviewed in other spheres (eg: internal or management review, Council review, Ombudsman, Victorian Civil and Administrative Tribunal, Magistrates (or higher) Court. Therefore a proper record of delegated action must be kept to ensure that the decision or action can be substantiated at a later date.

The detail and method of recording will depend on the nature of the power, duty or function. However, the need for proper documentation should be uppermost in the minds of all delegates. Guidelines on record keeping and reporting back in relation to the exercise of staff delegations are at Annex A.

Regular reports will be provided to the Council in relation to the exercising of the delegations.

RELATED POLICIES AND DIRECTIVES

There are no related Policies or Directives

RELATED LEGISLATION

This Policy should be read in conjunction with the Greater Shepparton City Council's most recent issued delegations, along with all legislation, strategies, plans, policies, directives and guidelines which relate to the delegate's position or committee.

REVIEW

The Manager Corporate Performance is to review the Exercise of Delegations Policy every four years in conjunction with the Executive Team.

Gavin Cator

Date

Chief Executive Officer

ATTACHMENTS

Appendix A: Guidelines - Delegations to Members of Council Staff

Record Keeping

Delegates are to keep appropriate records of all actions taken under delegation. The level of detail in record keeping will be in keeping with the nature of the delegation and any associated risks to the Council. For example, the routine issue of a permit would be recorded in a permits register, detailing relevant issues. In the event of more complex matters, delegates need to record the sort of information that would otherwise be available to the Council if the delegation did not exist.

Reporting Back

This guideline has been developed to support the concept of delegation as a means of ensuring that the functions of Council are conducted in an efficient and timely manner. Reporting back of delegations exercised is essential to ensure that adequate information regarding those actions is available to other staff, managers and the Council.

Such reporting back will be by:

- the presentation of reports to Council within the time specified in the table; or
- the preparation of a memorandum or written report to the Chief Executive Officer, or relevant Director or Manager within the prescribed time; or
- the production of a register that will be circulated or available for inspection at any time.

The following table specifies the minimum reporting back requirements that will apply. This means that, for example, a requirement to report back to Council also denotes the requirement to provide that information to the Chief Executive Officer and to appropriate Director(s) and Manager(s).

The Table is to be read in conjunction with the Schedule relating to contract payments, at Attachment 1.

TABLE

FUNCTION, DUTY OR POWER	MEANS OF REPORTING BACK	TIMING
Report Back to Council		
Delegations by CEO to members of staff	Register	Available
Details of any gifts devised to the Council and conditions attached [s 188 <i>Local Government Act 1989</i> ("LGA")]	Report	Next Meeting
Decision to prohibit use of a road by vehicles of a certain size or weight [cl 12(2), Schedule 11, LGA]	Report	Next Meeting
Details relating to amendments to the planning scheme	Report	Within 30 days
Details of applications for planning permits	Register	Available
Details of approval or refusal of planning permits under the <i>Planning and Environment Act 1987</i> ("P&E Act")	Register	Available
Action where Council is respondent to appeals to VCAT	Register	Available
Claims received for compensation (s98, P&E Act)	Register	Available
Applications for use or development as a brothel (s73-76 <i>Prostitution Control Act 1994</i>)	Register	Available
Applications received, granted and refused under <i>Subdivision Act 1988</i>	Register	Available
Action to authorise or vary contract payments in accordance with the schedule at Attachment 1	Report	Next Meeting

FUNCTION, DUTY OR POWER	MEANS OF REPORTING BACK	TIMING
Report to Chief Executive Officer		
Action to authorise or vary contract payments in accordance with the schedule at Appendix 1	Report	Next day
Details of payments or interest waived under s142 of LGA	Memo	Within 7 days
Report to Appropriate Director(s)		
Details of prosecutions instituted and outcome of prosecutions concluded	Memorandum	Monthly report
Details of action taken to suspend any permit or registration	Memorandum	Within 3 days
Details of all action taken toward compulsory acquisition of land under the <i>Land Acquisition and Compensation Act 1986</i>	Memorandum	Within 3 days
Details of rates waived under s171 or s171A of LGA	Memo	Within 7 days
Details of leases entered where s223 procedures not required	Memorandum	Within 7 days
Details of Agreements entered into under s173 of the P&E Act	Memorandum	Within 7 days
Details of authorisation of progression of staff member(s) to a higher level within their band	Memorandum	Within 7 days
Action to authorise or vary contract payments in accordance with the schedule at Appendix 1	Memorandum	Next day
Approval of claim under Workcover excess	Memo	Next day

FUNCTION, DUTY OR POWER	MEANS OF REPORTING BACK	TIMING
Report to Appropriate Manager(s)		
Details of applications and decisions to grant, renew or refuse permits, registrations, etc	Register	Available
Details of removal of abandoned unregistered vehicles under cl 3, Schedule 11, LGA	Register	Available
Details of vehicles towed where deemed to have caused unlawful obstruction	Register	Available
Details of roads closed for a particular period (cl 7 Schedule 11, LGA)	Register	Available
Details of roads blocked etc by placement of a temporary barrier or obstruction (cl 10(1)(a) and (b), Schedule 11, LGA)	Register	Available
Details of exercise of power to prohibit or restrict traffic on a road if unsafe	Register	Available

Attachment 1: SCHEDULE

Each level of delegation is required to report back to their superior when they are approving a contact over a certain figure. The table below outlines these figures and the method required to report back to the responsible delegate.

Advertising and Approval of Contracts – Report Back Requirements

Level of Delegation for advertising and approving Contracts		Trigger figure for Report Back, required Report Back method & Authority			
		Manager	Director	CEO	Council
Support Officer \$0 - \$500	Report back figure	All Payments			
	Report Back means	Email			
Executive Support Officer \$0 - \$2,500	Report back figure	>\$1,000			
	Report Back means	Memo			
General Supervisor and EO United Tourism \$0 - \$5,000	Report back figure	>\$2,000			
	Report Back means	Memo			
Senior Supervisor \$0 - \$25,000	Report back figure	>\$10,000			
	Report Back means	Memo			
Operations Supervisor \$0 - \$50,000	Report back figure		>\$20,000		
	Report Back means		Memo		
Manager \$0 - \$50,000	Report back figure		>\$20,000		
	Report Back means		Memo		
Manager Works and Manager Projects \$0 - \$100,000	Report back figure		>\$60,000		
	Report Back means		Memo		
Director \$0 - \$500,000	Report back figure			>\$200,000	
	Report Back means			Memo	
CEO \$0 - \$750,000	Report back figure				>\$500,000
	Report Back means				Council Report

All figures expressed are inclusive of GST

The table below outlines the figure amount and which level of Authority is to authorise contract variations.

Contract Variation					
Value of Contract	Variation	Level of Authority			
		Manager	Director	CEO	Councillors
\$0 - \$50,000	Single Variation	\$0 - \$5,000	\$5,000 - \$10,000	\$10,000+	N/A
	Total of all Variations	\$0 - \$5,000	\$5,000 - \$10,000	\$10,000+	N/A
\$50,001 - \$250,000	Single Variation	\$Nil	\$0 - \$10,000	\$10,000 - \$15,000	\$15,000+
	Total of all Variations	\$Nil	\$0 - \$20,000	\$20,000 - \$30,000	\$30,000+
\$250,001+	Single Variation	\$Nil	0% - 5%	5% - 10%	10%+
	Total of all Variations	\$Nil	0% - 10%	10% - 20% (up to \$750,000)	20%+ (and over \$750,000)

Notes: Should any variation result in the total value of the contract exceeding the upper financial limit of the delegate, then the authorisation must be referred to the subsequent level of authority for approval. Under Report Back Requirements, all authorised variations must be reported to the subsequent level of authority in memo form.



GREATER SHEPPARTON CITY COUNCIL

AUDIT AND RISK MANAGEMENT COMMITTEE CHARTER

Purpose

The Audit and Risk Management Committee (“committee”) is an independent advisory Committee to Council formed pursuant to S139 of the Local Government Act 1989 (the Act).

The primary objective of the “committee” is to assist Council in the effective conduct of its responsibilities for financial reporting, management of risk, maintaining a reliable system of internal controls, ensuring value for money, and facilitating the organisation’s ethical development. The committee is also responsible for oversight of probity and integrity issues as described in Greater Shepparton City Council values.

The “committee” is established to assist the co-ordination of relevant activities of management, the internal audit function and the external auditor to facilitate achieving overall organisational objectives in an efficient and effective manner.

As part of Council’s governance obligations to its community, Council has constituted the “committee” to facilitate:

- the enhancement of the credibility and objectivity of internal and external financial reporting
- effective management of financial and other business risks and the protection of Council assets
- compliance with laws and regulations as well as use of best practice guidelines
- the effectiveness of the internal audit function and maintenance of an independent audit function
- the provision of an effective means of communication between the external auditor, internal audit, management and the Council

Role

The “committee” is a formally appointed committee of the Council and is responsible to that body. The “committee” does not have executive powers or authority to implement actions in areas over which management has responsibility and does not have any delegated financial responsibility. The “committee” does not have any management functions and is therefore independent of management.

The role of the “committee” 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.

Membership

The “committee” will comprise a minimum of six members – **two** (2) Councillors and **four** (4) external independent persons. All members shall have full voting rights with the Chairperson having a casting vote. The Chief Executive Officer, Director Organisation and Manager Corporate Performance or delegates shall attend Committee meetings to participate but have no voting rights.

External independent persons will have senior business management or financial management /reporting and risk management knowledge and experience, and be conversant with the financial and other reporting requirements.

The evaluation of all candidates will be undertaken by the Chief Executive Officer, Director Organisation and one Councillor Committee member taking account of the experience of candidates and their likely ability to apply appropriate analytical and strategic management skills. A recommendation for appointment of a candidate will be put to Council for determination.

Appointments of external persons shall be made by Council by way of a public advertisement and be for a maximum term of three (3) years with retiring members eligible for re-appointment for a further term(s).

The Chief Executive Officer will provide external members appointed to the Committee with a comprehensive overview of Council's operating environment.

Each member of the “committee” must complete a “Register of Interest” return (twice yearly) and sign a confidentiality agreement (appendix “A”) on appointment.

In the event of an external independent member standing for election to any Council or Council Committee they must automatically resign from the “committee”.

If the Council proposes to remove a member of the “committee”, it must give written notice to the member of its intention to do so and provide that member with the opportunity to be heard at a Council meeting which is open to the public, if that member so requests.

In addition, the council may remove a member of the committee if he/she fails to attend three (3) consecutive meetings without leave of the committee by resolution duly passed, or on the recommendation of the committee.

Remuneration will be paid to each external independent member of the Committee as a set fee per meeting.

The Chairperson shall be appointed by the “committee” from the independent external members. In the absence of the appointed Chairperson from a meeting, the meeting will appoint an acting Chairperson from the external independent members present.

A quorum shall consist of **four** members of the “committee”.

The Chief Executive Officer, Director Organisation and Manager Corporate Performance or delegates shall attend all meetings. Other members of the Council or Council staff may be invited to attend at the discretion of the “committee” to advise and provide information when required.

The committee may also invite the Director Business and his/her delegate to present the regular financial reports of the organisation and to answer questions.

Representatives of the external auditor should be invited to attend at the discretion of the “committee” but **must** attend meetings considering the annual audit strategy, draft annual financial report and results of the external audit.

The Internal auditor is to provide a status report of the Internal Audit Plan at all meetings either in person or by way of appropriate technology (i.e., video conferencing). The Internal Auditor must report back to the “committee” on the results of all audits and follow-up in a timely manner.

Members of the “committee” will be covered by Council’s insurance policies while engaged in the business of the “committee”.

Meetings

The Committee shall meet at least quarterly. The meetings will be held in camera. The Manager Corporate Performance shall act as committee secretary.

Attendance fees will be reviewed annually and linked to the timing and adjustments to Mayoral and Councillor Allowances.

The meetings will be formally structured with an agenda and the discussion papers circulated before the meeting. Minutes will be taken of all proceedings.

A schedule of meetings will be developed and agreed to by the members. As an indicative guide, meetings would be arranged to coincide with relevant Council reporting deadlines.

Additional meetings shall be convened at the discretion of the Chairperson or at the written request of any member of the “committee”.

Members of the “committee” will not directly or indirectly release or make available to any person information related to the work or discussions of the “committee” except in accordance with any direction of the Council.

Reporting

Minutes of each “committee” meeting shall be presented to Councillors at a briefing to be given by one of the member Councillors and the Council may invite the Chairperson to attend the briefing. The minutes of each “committee” meeting shall subsequently be presented to the next ordinary meeting of Council.

The Chairperson may request to meet with the Mayor and/or Council to report on “committee” issues.

The “committee” Chairperson shall report annually to the Council summarising the activities of the “committee” during the previous financial year.

Duties and Responsibilities

The following are the duties and responsibilities of the “committee” in pursuing its Charter:

Internal Audit

To review the scope of the internal audit plan and program for effectiveness of the function. This review should consider whether, over a period of years the internal audit plan systematically addresses:

- internal controls over significant areas of risk, including non-financial management control systems
- internal controls over revenue, expenditure, assets and liability processes
- the efficiency, effectiveness and economy of significant Council programs
- compliance with regulations, policies, best practice guidelines, instruction, contractual arrangements, tendering and purchasing.

Review reports of internal audit and the extent to which Council and management respond to matters raised by internal audit, by monitoring the implementation of recommendations made by internal audit and management responses.

Facilitate liaison between the internal and external auditor to promote compatibility, to the extent appropriate, between their audit programs.

Monitor the risk exposure of Council by determining if management has appropriate risk management processes and adequate management information systems.

Monitor ethical standards and related party transactions by determining whether the systems of control and disclosure are adequate.

Annual Financial Reporting

Review Council’s draft annual financial report, focusing on:

- accounting policies and practices
- changes to accounting policies and practices
- the process used in making significant accounting estimates
- significant adjustments to the financial report (if any) arising from the audit process.
- whether there are any significant audit adjustments not made to the accounts.
- compliance with accounting standards and other reporting requirements
- significant variances from prior years.

Review the annual Financial Report, Standard Statements and Performance Statement, and report to Council on whether anything has come to the attention of the ARMC that needs to be considered by the Council prior to Council adopting the respective financial statements. Review any significant changes that may arise subsequent to any such recommendation but **before** the financial report is signed.

External Audits

Discuss with the external auditor the scope of the audit and the planning of the audit.

Discuss with the external auditor issues arising from the audit, including any management letter issued by the auditor and the resolution of such matters.

Identify and refer specific projects or investigations deemed necessary through the Chief Executive Officer, the internal auditor and the Council, if appropriate. Oversee any subsequent investigation, including overseeing of the investigation of any suspected cases of fraud within the organisation.

Insurance and Risk Exposure

Review and advise on the type and level of insurance cover.

Consider the procedure used to capture and monitor risk exposure and determine whether management has appropriate risk management process and adequate information systems. This is also to include Business Continuity.

Review special reports commissioned by the “committee”, the Chief Executive Officer or the Risk Department in respect to areas of risk exposure for the Council.

Monitor the progress of any major lawsuits facing the Council.

Compliance

Address issues brought to the attention of the “committee”, including responding to requests from Council for advice that is within the parameters of the “committee” Charter.

Review the quality of financial reporting within the Council.

Receive regular reports from Responsible Managers on risk management and other areas of interest to the “committee”.

Report to Council after each meeting, in the form of minutes or otherwise, and as necessary and provide an annual report to Council summarising the activities undertaken during the year.

The “committee”, through the Chief Executive Officer and following authorisation from the Council, and within the scope of its responsibilities, may seek information or obtain expert advice as need to properly undertake its review and reporting functions.

Assessment and Review

The Chair of the “committee”, in consultation with the Mayor will initiate a review of the performance of the committee at least once every two years. The review will be conducted on a self-assessment basis (unless otherwise determined by council) with appropriate input sought from council, the Chief Executive Officer, the internal and external auditors, management and any other relevant stakeholders, as determined by council.

At least once a year the committee will review this charter.

Any substantive changes to the charter will be recommended by the committee and formally submitted to council for consideration.

Appendix:

Appendix “A” - Audit and Risk Management Committee – Confidentiality Agreement

Appendix "A"

**GREATER SHEPPARTON CITY COUNCIL
AUDIT AND RISK MANAGEMENT COMMITTEE
Confidentiality Agreement**

THIS AGREEMENT is made the _____ day of _____ 20__

BETWEEN

AND

I hereby agree that I must not, whether during or after my membership of the Greater Shepparton City Council Audit and Risk Management Committee, unless expressly authorized by the Chief Executive Officer or in accordance with law make any disclosure or use of:

Any information or trade secrets of the council:

The position of the council or of any councilor or council officer on any confidential matter: or

Any other information whatsoever, the disclosure of which may be detrimental to the interest of the council or of any other person who has provided it to the council on a confidential basis, unless I am required to disclose the information by law. I must use my best endeavours to prevent the improper publication or disclosure or use of any such information by anyone else.

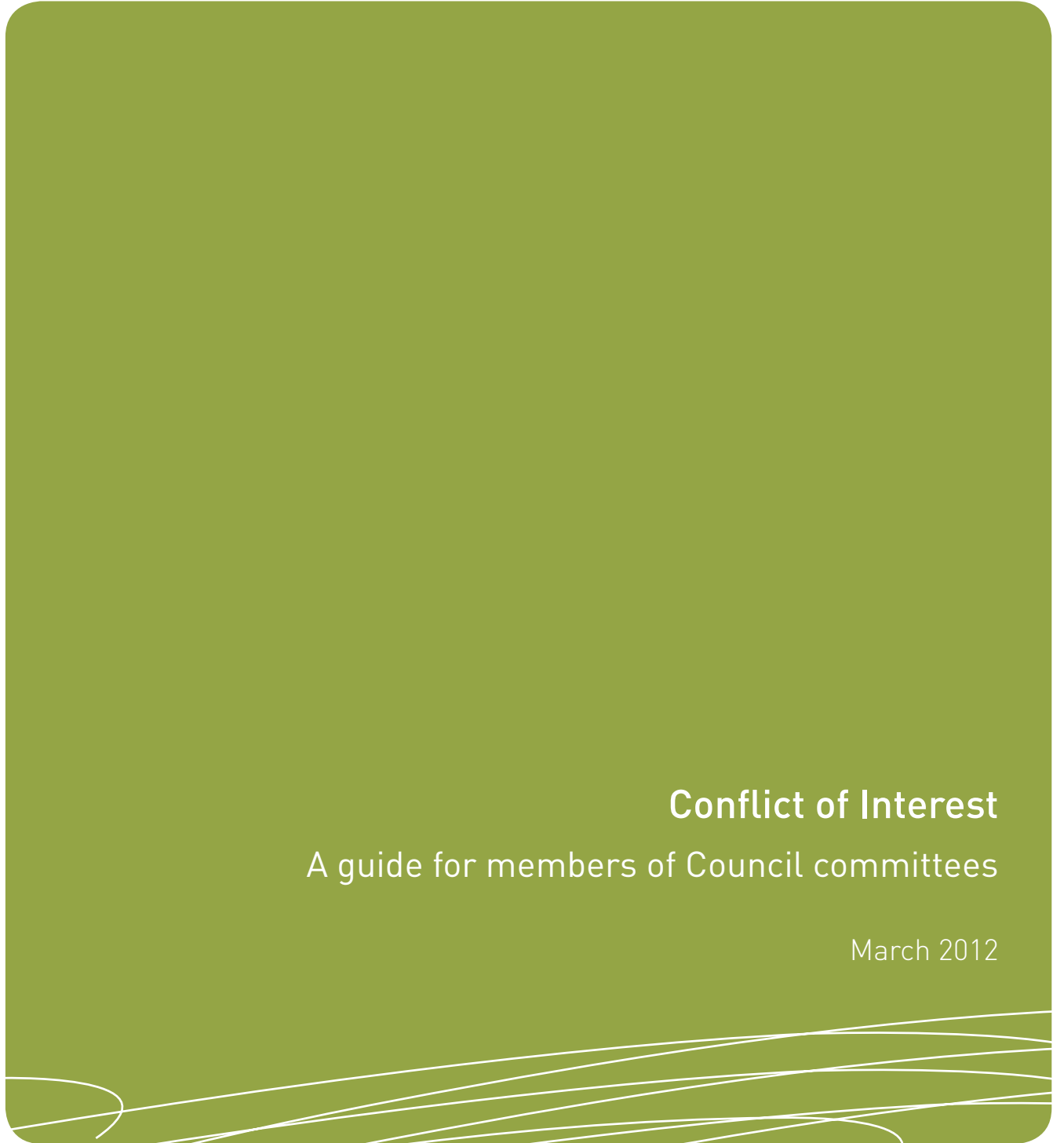
The termination or expiry of my membership of the committee, for whatever reason, does not affect or derogate from my obligations of confidentiality set out above.

Signed by:

.....
Xxxxxx
COMMITTEE MEMBER

Signed for and on behalf of Greater Shepparton City Council:

.....
Gavin Cator
CHIEF EXECUTIVE OFFICER



Conflict of Interest

A guide for members of Council committees

March 2012

Contents

Introduction	3
Why worry about conflicts of interest?	3
This Guide	3
Getting help	3
<hr/>	
1. Making Disclosures	4
Committee types	4
Special committees	4
Audit committees and section 223 committees	5
Advisory committees	5
<hr/>	
2. Direct and Indirect Interests	6
Classes of interests	6
Direct interest	6
Indirect interest – Close association	7
Indirect financial interest	8
Indirect interest – Conflicting duty	9
Indirect interest – Applicable gift	10
Indirect interest – Party to the matter	11
Indirect interest – Residential amenity	11
General exemptions	11
<hr/>	
3. Register of Interests	12
Primary returns	12
Ordinary returns	12
Guidelines and forms	12
<hr/>	



Introduction

This Guide is for people who are members of Council committees but who are not Councillors or members of Council staff.

Why worry about conflicts of interest?

Being a member of a Council committee is a position of trust that involves obligations to the community and to the Council. It must be clear to everyone that you are not using your position to serve your own interests or the interests of someone close to you.

For this reason, the *Local Government Act 1989* (the Act) requires members of many Council committees to disclose conflicts of interest and not participate in a decision when they have a conflict of interest.

Failure to disclose a conflict of interest may be an offence that can be prosecuted in a court. It is your responsibility to identify and disclose your conflicts of interest when required to do so.

This Guide

Part 1 - describes committee types and how to disclose conflicts of interest.

Part 2 - describes the types of interests that are conflicts of interest.

Part 3 - summarises the requirement to lodge regular interest returns.

Getting help

In addition to this Guide, assistance with conflict of interest matters may be sought from:

- a lawyer
- the Council's Chief Executive Officer (CEO) or an experienced officer authorised by the CEO to give such assistance
- Local Government Victoria.

It is important to note that, while another person may help you decide whether you have a conflict of interest, he or she cannot make the decision for you. No matter what assistance you receive from someone else, legally you remain responsible for your own actions.

While this Guide summarises your obligations, the definitive statement of your legal obligations is the law itself – particularly sections 76AA to 81 of the Act. (The Act is published on the web at www.legislation.vic.gov.au).

1. Making Disclosures

Committee types

There are several types of Council committees, including:

- Special committees
- Audit committees
- Section 223 committees
- Advisory committees

Unless your committee is only an advisory committee you must disclose conflicts of interest in committee meetings. If you don't know what type of committee you are on, you should check with the Council.

Special committees

Conflicts of interest must be disclosed in special committees.

A special committee is any committee that has been delegated a power or duty by the Council. Every special committee should have an "instrument of delegation" that defines its powers and functions.

Special committees may be established to manage facilities such as:

- community halls
- recreation reserves
- saleyards
- aerodromes
- sporting facilities
- arts venues.

Special committees may also be established for special purposes such as:

- organising festivals or events
- allocating community grants
- marketing shopping areas.

Some special committees are established to make particular types of Council decisions, such as planning decisions. These are usually made up of Councillors or members of Council staff, but they can sometimes include other people.



There are three steps to take when disclosing a conflict of interest:

1. Tell the committee that you have a conflict of interest. This must be done immediately before the matter is considered.
2. Tell the Chair that you are leaving the meeting.
3. Leave the room and any area where you can see or hear the meeting until the matter has been concluded.

When telling the committee about your conflict of interest you must state the class of interest (see part 2) and describe the nature of the interest. For example, a person disclosing a conflict of interest might say, *“I have a conflict of interest in the decision to employ a caretaker because of a close association. This is because my brother is an applicant for the position.”*

If you are concerned about having to disclose confidential or private information when disclosing a conflict of interest, you should seek advice from the Council administration before the meeting. The Act provides an alternative procedure that may assist you in such cases.

Conflict of interest disclosures are recorded in the minutes of the meeting. When the minutes are considered for adoption at the next meeting, you should check that your disclosure has been correctly recorded.

(See also part 3: “Register of Interests”)

Audit committees and section 223 committees

If you are a member of the Council’s audit committee or of a committee established by the Council to hear public submissions under section 223 of the Act you must disclose conflicts of interests in the same way as in a special committee.

Advisory committees

Councils sometimes establish other committees to advise the Council about particular matters. While advisory committees are not subject to the same conflict of interest rules as special committees, the Council may still require you to disclose conflicts of interest.

Even if you are not required by the Act or by the Council to disclose conflicts of interest, it is still recommended that you disclose any private interests you have in matters being considered by the committee.

2. Direct and Indirect Interests

This part of the guide describes the different classes of interests that give rise to conflicts of interest.

Classes of interests

The Local Government Act describes seven classes of interests. This includes **direct interests** and the following six **indirect interests**.

- close association
- indirect financial interest
- conflicting duty
- applicable gift
- party to the matter
- residential amenity.

These are described in detail on the following pages.

(Also see “General exemptions” on page 11.)

Direct interest

A person has a “direct interest” if he or she is likely to be directly affected by a decision or action of the committee. This is not just financial interests.

Examples of direct interest include proposals that will:

- give you money or property or take it from you
- appoint you to a paid position
- approve a contract with you
- grant you a permit
- market your business
- approve your use of a facility.

You have a **conflict of interest** in a matter if you have a direct interest in a matter considered in a committee meeting.

You also have a conflict of interest if your family member, relative or housemate has a direct interest in a matter before the committee (*see the following section on “close association”*).



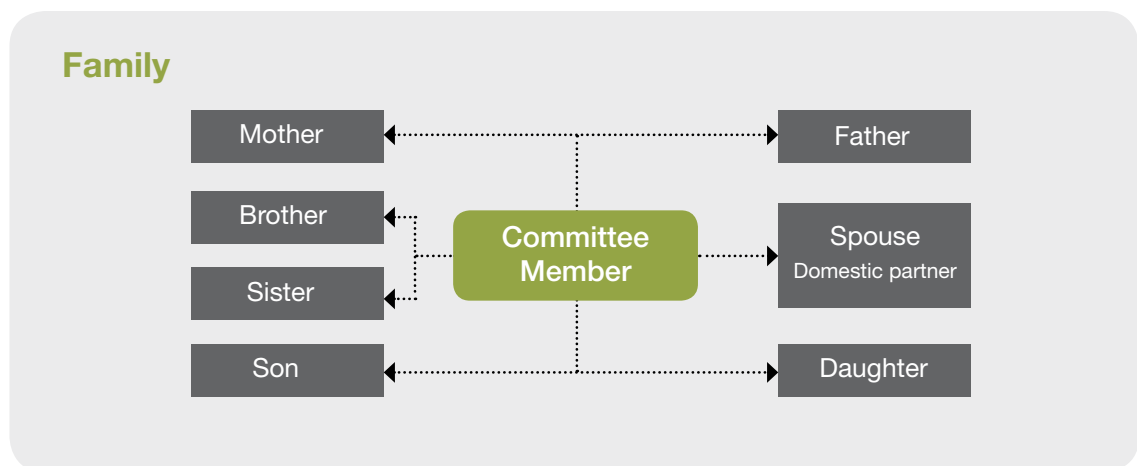
Indirect interest – Close association

When your interest in a matter exists because of the interests of a family member, relative or a member of your household, it is referred to as an indirect interest due to a “close association”.

Family members include

- your spouse or domestic partner
- your son or daughter who lives with you
- your brother or sister who lives with you
- your father or mother who lives with you.

If a member of your family has **any direct or indirect interest** in a matter then you have a conflict of interest in that matter.

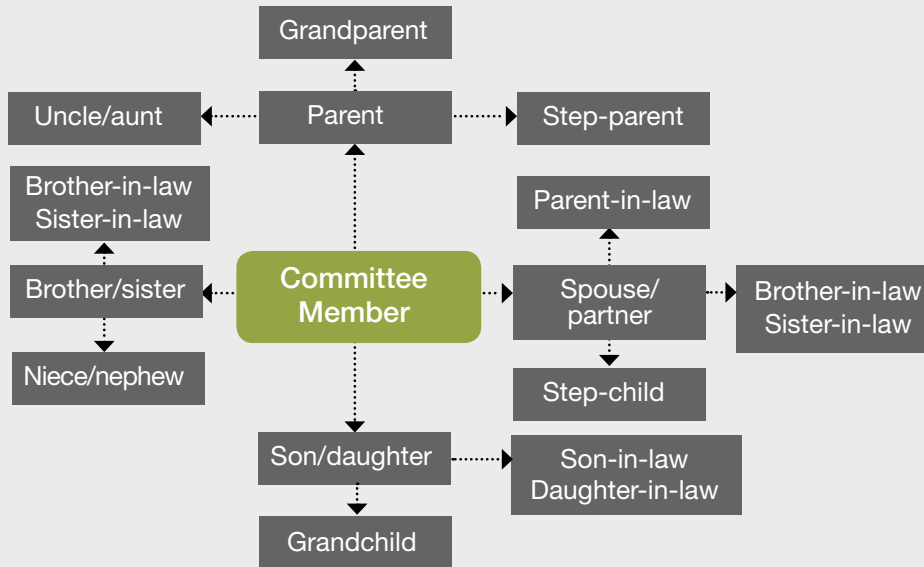


Relatives include all people who are related to you who are once or twice removed, whether they live with you or not. This includes:

- your spouse or domestic partner
- your son or daughter, brother or sister, father or mother
- your grandparent, grandchild, uncle, aunt, niece or nephew
- your step father, step mother or step child
- your in-laws (son, daughter, brother, sister, mother or father in-law).

If your relative has a **direct interest** in a matter, then you have a conflict of interest in that matter. You may not have a conflict of interest if your relative only has an indirect interest.

Relatives



Household member includes any person who lives with you or shares all or part of your residence. If a member of your household has a direct interest in a matter then you have a conflict of interest in that matter.

Indirect financial interest

A person has an indirect financial interest if they are likely to gain or lose in a way that can be measured in money, resulting from a benefit or loss to another person, company or body.

For example, you have an indirect financial interest if:

- the committee is considering awarding a contract to a company in which you hold substantial shares
- the committee is considering employing someone who owes you money
- the committee is considering a marketing strategy that will publicise the company that employs you
- the committee is setting or changing fees that you are likely to have to pay.



You have an indirect financial interest if you or a member of your family holds **shares** in a company that has a direct interest. The only exception is when **both** of the following conditions apply:

- the total value of shares held in the company by you and members of your family does not exceed \$10,000, and
- the company has issued shares with a total value of more than \$10 million.

There is no exemption for shares held in a small company that has a total share value of less than \$10 million, no matter how few shares you have.

When working out if your shares give you a conflict of interest you should take account of the value the shares on the date of your last ordinary return, if applicable (*See Part 4*), or on 30 June or 31 December – whichever is latest.

You automatically have an indirect financial interest if you are owed money by a person, company or body that has a direct interest in the matter, unless the money is only owed to you by a bank or credit union.

You have a **conflict of interest** in a matter if you or a member of your family has an indirect financial interest.

Indirect interest – Conflicting duty

You have a **conflict of interest** in a matter if you, or a member of your family, has a conflicting duty. A “conflicting duty” is where a person has a duty to a person or organisation that may conflict with your committee duty.

A conflicting duty is defined to exist if a person is:

- a manager or a member of the board/committee of an organisation that has a direct interest
- a partner, consultant, contractor, agent or employee of a person or organisation that has a direct interest
- a trustee for a person who has a direct interest.

For example, you have a conflicting duty if:

- the committee is considering a contract or agreement with a company you work for
- the committee is considering a permit request from a person and you are the person’s agent or consultant
- your husband is on the committee of a club that is applying for funding from the committee.

Special arrangements apply if the Council has appointed you to the special committee to represent a not-for-profit organisation. In this situation, you do not have a conflicting duty just because a decision will affect the organisation you represent.

For example: if the council specifically appointed you to the hall committee to represent the CWA, you do not have a conflict of interest in a decision to allow the CWA to book the hall for a function.

Indirect interest – Applicable gift

Sometimes you can have a conflict of interest because of a gift or gifts you have received.

An “applicable gift” includes any gift with a value of at least \$500 received in the past five years from a person who has a direct interest, including:

- gifts in the form of money
- gifts in the form of good or services
- multiple gifts from a single source with a total value of \$500 or more.

For example, you have an indirect interest because of an applicable gift if:

- a friend, who has allowed you to use her holiday house on a regular basis, has applied for a permit from the committee and the value of the free accommodation would be over \$500
- a sporting club, that has subsidised personal training for your daughter to a value of \$500, has applied to the committee for a grant.
- a local paper, that has given your business free advertising worth more than \$500, is applying for a contract

When estimating the cost of a gift that is not in money you should consider how much any other person would have to pay to purchase the gifted item.

You have a **conflict of interest** if you or a member of your family has received an applicable gift or gifts from someone with a direct interest in the matter.



Indirect interest – Party to the matter

If you or a member of your family is, or has been, a party to civil proceedings relating to a matter, you will have a **conflict of interest** in that particular matter. This includes having been an applicant or respondent in a related matter before either a court or a tribunal (such as VCAT).

Indirect interest – Residential amenity

If your residential amenity, or that of your family, is reasonably likely to be altered by a decision or action of the committee then you have an indirect interest in the decision.

For example, you are likely to have a conflict of interest if you are on a committee that is organising a festival, and the committee is considering conducting late night events in the street where you live.

General exemptions

The Act provides three types of general exemptions to a conflict of interest.

Remoteness

If your interests in a matter are so remote or insignificant that a reasonable person would not consider the interests capable of influencing your decision then you are not considered to have a conflict of interest.

In common

If your interests are generally held in common with other residents, ratepayers, voters or with any other large class of persons and your interests do not exceed the interest generally held by those other people then you are not considered to have a conflict of interest.

No knowledge

If you do not know the circumstances that create the conflict of interest, and a reasonable person would not expect you to know those circumstances, you are not considered to have a conflict of interest.

Always seek advice about exemptions

It is recommended that you seek advice from someone who is familiar with the conflict of interest rules before relying on any of these exemptions (See “Getting help” on page 3).



3. Register of Interests

The Act requires members of Council special committees to lodge primary and ordinary returns.

However, the Council can determine that the members of a special committee do not need to lodge returns. This is usually only done after considering what powers have been delegated to that committee.

The Council may also exercise its discretion to require members of other committees to lodge interest returns. For example, it is not uncommon for members of audit committees to be required to lodge interest returns.

If you are in any doubt about whether or not you should lodge interest returns, you should seek advice from the Council administration.

Primary returns

Unless exempted by Council, a member of a special committee must lodge a primary return within 30 days after becoming a member of the committee.

Information that needs to be included in a primary return includes information about offices you hold in companies or organisations, shares and land you own and trusts you are involved in.

Ordinary returns

If you are required to lodge interest returns, you must lodge an ordinary return twice each year.

- Within 40 days after 30 June, and
- Within 40 days after 31 December.

An ordinary return includes similar information to a primary return, plus information about gifts valued at \$500 or more.

Guidelines and forms

Standard forms and detailed guidance material is available for people who have to lodge interest returns. These can be obtained from your Council administration.

Published by Local Government Victoria
Department of Planning and Community Development
8 Nicholson Street, Melbourne Victoria 3000
Telephone (03) 9937 0527
www.localgovernment.vic.gov.au

March 2012

© Copyright State Government of Victoria 2012
This publication is copyright. No part may be reproduced by any process except in accordance with the provisions of the Copyright Act 1968.

Authorised by the Victorian Government, Melbourne

Disclaimer

The materials presented in this report are for information purposes only. The information is provided solely on the basis that readers will be responsible for making their own assessments of the matters discussed and are advised to verify all relevant representations, statements and information and obtain independent advice before acting on any information contained in or in connection with this report.

While every effort has been made to ensure that the information is accurate, the Department of Planning and Community Development will not accept any liability for any loss or damage which may be incurred by any person acting in reliance upon the information.

Accessibility

If you would like to receive this publication in an accessible format, such as large print or audio, please telephone Local Government Victoria on (03) 9937 0527.

This publication is also published in PDF and Word formats on www.dpcd.vic.gov.au

Record of Assembly of Councillors

Record in accordance with section 80A(1) of the *Local Government Act 1989*

*Briefings or meetings involving one or more Council officers and four or more councillors and meetings of advisory committees of which at least one councillor is a member are assemblies of councillors, as defined in the Local Government Act 1989 and must be properly recorded. An electronic copy of that record saved in the TRIM folder "Assemblies of Councillors" (folder **37/208/0011**) and recorded on the Register **M09/3170**.*

Name of meeting: **Councillor Induction Session**

Date of meeting: **30 October 2012**

Attendees

Councillors: Cr Polan, Cr Houlihan, Cr Oroszvary, Cr Ryan, Cr Summer, Cr Patterson

Staff: Gavin Cator, Sharlene Still, Peter Mangan, Simon Rose, Stephen O'Kane, Steve Bowmaker, Dean Rochfort, (not all officers were present for all items)

Matters discussed

1. Councillor Manual
2. Induction Program
3. Overview of Business Directorate
4. Overview of Community Directorate
5. Overview of Infrastructure Directorate
6. Overview of Organisation Directorate
7. Overview of Sustainable Development Directorate

Conflict of Interest Disclosures

Matter No	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the meeting?
	Nil	

[Note: Details of matters discussed at the meeting that have been designated confidential under section 77 of the Local Government Act 1989 are described in a separate "confidential addendum" that will be reported to the next closed Council meeting]

Record of Assembly of Councillors

Record in accordance with section 80A(1) of the *Local Government Act 1989*

*Briefings or meetings involving one or more Council officers and four or more councillors and meetings of advisory committees of which at least one councillor is a member are assemblies of councillors, as defined in the Local Government Act 1989 and must be properly recorded. An electronic copy of that record saved in the TRIM folder "Assemblies of Councillors" (folder **37/208/0011**) and recorded on the Register **M09/3170**.*

Name of meeting: **Councillor Induction Session**

Date of meeting: **31 October 2012**

Attendees

Councillors: Cr Polan, Cr Houlihan, Cr Oroszvary, Cr Summer, Cr Patterson

Staff: Gavin Cator, Sharlene Still, Peter Mangan, Simon Rose, Stephen O'Kane, Steve Bowmaker, Dean Rochfort, Marianne Conti, Virginia Boyd, Tammi Rose, Wendy Clark, Brendan Gosstray, Fiona Le Gassick, Doug Smith, Colin Kalms, Shane Eddy, Grant Barry, Jackie Brereton, Matt Urbanavicius, Trevor Burner, Nesan Sivanesan, Bill Hayward, Michael Freeman, Carrie Donaldson, Amanda Tingay, Sally Rose, Tony Tranter, Greg McKenzie, Rob Frame, George Bitcon,(not all officers were present for a items)

Matters discussed

1. Organisation Structure
2. Secretarial Assistance
3. Council Administration
4. Mayoral and Councillor Allowance
5. Mayoral Position Description
6. Delegations
7. Register of Interest Forms
8. Briefing Process
9. Council Meeting process
10. Overview on supplied equipment
11. Background on Business Directorate
12. Background on Infrastructure Directorate
13. Background on the Community Directorate
14. Background on the Sustainable Development Directorate
15. Background on the Organisation Directorate

Conflict of Interest Disclosures

Matter No	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the meeting?
	Nil	

[Note: Details of matters discussed at the meeting that have been designated confidential under section 77 of the Local Government Act 1989 are described in a separate "confidential addendum" that will be reported to the next closed Council meeting]

Record of Assembly of Councillors

Record in accordance with section 80A(1) of the *Local Government Act 1989*

*Briefings or meetings involving one or more Council officers and four or more councillors and meetings of advisory committees of which at least one councillor is a member are assemblies of councillors, as defined in the Local Government Act 1989 and must be properly recorded. An electronic copy of that record saved in the TRIM folder "Assemblies of Councillors" (folder **37/208/0011**) and recorded on the Register **M09/3170**.*

Name of meeting: **Councillor Induction Session**

Date of meeting: **7 November 2012**

Attendees

Councillors: Cr Polan, Cr Houlihan, Cr Summer, Cr Patterson

Staff: Gavin Cator, Sharlene Still, Peter Mangan, Stephen O'Kane, Hannah Rowlands, Wendy Clark, Tammi Rose, Bill Hayward (not all officers were present for all items)

Matters discussed

1. Blackmail and Gross Misconduct matters
2. Finance overview
3. Rates and Charges
4. Decisions of the Council
5. Role of a Councillor
6. Role of the Organisation
7. Corporate Governance
8. Primary and Ordinary Returns
9. Conflict of Interest
10. Personal Liability
11. Local Law No. 2
12. Meeting procedure
13. Mayor Allowance
14. Mayoral Position Description
15. Election of the Mayor
16. Deputy Mayor
17. Meeting times and locations

Conflict of Interest Disclosures

Matter No	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the meeting?
	Nil	

[Note: Details of matters discussed at the meeting that have been designated confidential under section 77 of the Local Government Act 1989 are described in a separate "confidential addendum" that will be reported to the next closed Council meeting]

Record of Assembly of Councillors

Record in accordance with section 80A(1) of the *Local Government Act 1989*

Councillors: Cr Polan, Cr Houlihan, Cr Oroszvary, Cr Summer, Cr Patterson, Cr Ryan (not all Councillors were present for all items)

Staff: Stephen O'Kane, Sharlene Still, Gavin Cator, Fiona La Gassick (not all officers were present for all items)

Briefings or meetings involving one or more Council officers and four or more councillors and meetings of advisory committees of which at least one councillor is a member are assemblies of councillors, as defined in the Local Government Act 1989 and must be properly recorded. An electronic copy of that record saved in the TRIM folder "Assemblies of Councillors" (folder 37/208/0011) and recorded on the Register M09/3170.

Name of meeting: **Councillor Induction Session**

Date of meeting: **9 November 2012**

Matters discussed

1. Working together workshop
2. Calendar of Events
3. Briefing times
4. Media protocol
5. Councils identity
6. Logos
7. Media briefings
8. Social media
9. Oath of Office - Cr Ryan

Conflict of Interest Disclosures

Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the meeting?
------------	--	---------------------------------------

	Nil	
--	-----	--

[Note: Details of matters discussed at the meeting that have been designated confidential under section 77 of the Local Government Act 1989 are described in a separate "confidential addendum" that will be reported to the next closed Council meeting]

Record of Assembly of Councillors

Record in accordance with section 80A(1) of the *Local Government Act 1989*

Councillors: Cr Polan, Cr Houlihan, Cr Patterson, Cr Ryan, Cr Summer, Cr Oroszvary

Staff: Gavin Cator, Sharlene Still, Peter Mangan, Simon Rose, Stephen O'Kane, Justin Finlayson, Steve Bowmaker, Amanda Tingay, Michelle Patterson, Dean Rochfort, Tammi Rose, Wendy Clark, Michael Freeman, Sally Rose, Rachel Rath, Jane Still, Claire Tarelli, Andrew Dainton, Ronan Murphy, Belinda Collins (not all officers were present for all items)

Briefings or meetings involving one or more Council officers and four or more councillors and meetings of advisory committees of which at least one councillor is a member are assemblies of councillors, as defined in the Local Government Act 1989 and must be properly recorded. An electronic copy of that record saved in the TRIM folder "Assemblies of Councillors" (folder 37/208/0011) and recorded on the Register M09/3170.

Name of meeting: **Councillor Briefing Session**

Date of meeting: **13 November 2012**

Matters discussed

Merrigum Community Plan

Budget discussion - Financial Statement

Rating Strategy Reference Group

Contract 1379 - Supply and Delivery of Pre-mix Concrete

Contract 1380 - Supply and Delivery of Hill Gravel, Rock and Sealing Aggregate

Universal Access to Early Childhood Education - 15 hours of Kindergarten

Localities Embracing and Accepting Diversity (LEAD)

Amendment C158 - South Shepparton Community Infrastructure Needs Assessment

Prentice Road

Safer City Camera Project

Defined Benefits Scheme

Section 86 Committees

Council representation on committees

Itinerate Traders Policy

Australia Day Committee Tatura

Moira Park Scout Hall

Procurement Policy

Outdoor Smoking Policy

Conflict of Interest Disclosures

Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the meeting?
------------	--	---------------------------------------

	Nil	
--	-----	--

[Note: Details of matters discussed at the meeting that have been designated confidential under section 77 of the Local Government Act 1989 are described in a separate "confidential addendum" that will be reported to the next closed Council meeting]

Record of Assembly of Councillors

Record in accordance with section 80A(1) of the *Local Government Act 1989*

Briefings or meetings involving one or more Council officers and four or more councillors and meetings of advisory committees of which at least one councillor is a member are assemblies of councillors, as defined in the Local Government Act 1989 and must be properly recorded. An electronic copy of that record saved in the TRIM folder "Assemblies of Councillors" (folder 37/208/0011) and recorded on the Register M09/3170.

Name of meeting: **Councillor Briefing Session**

Date of meeting: **20 November 2012**

Attendees

Councillors: Cr Polan, Cr Houlihan, Cr Patterson, Cr Ryan, Cr Summer, Cr Oroszvary

Staff: Gavin Cator, Sharlene Still, Simon Rose, Stephen O'Kane, Justin Finlayson, Steve Bowmaker, Dean Rochfort, Colin Kalms, Andrew Dainton, Ronan Murphy, (not all officers were present for all items)

Matters discussed

1. Statutory Planning Workshop
2. Orrvale Action Group/Prentice Road planning application
3. Itinerant traders policy
4. Broiler Farm application
5. Rating Strategy reference group

Conflict of Interest Disclosures

Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the meeting?
	Nil	

[Note: Details of matters discussed at the meeting that have been designated confidential under section 77 of the Local Government Act 1989 are described in a separate "confidential addendum" that will be reported to the next closed Council meeting]

Assemblies of Councillors

Briefings or meetings involving one or more Council officers and four or more councillors and meetings of advisory committees of which at least one councillor is a member are assemblies of councillors, as defined in the Local Government Act 1989 and must be properly recorded. An electronic copy of that record saved in the TRIM folder "Assemblies of Councillors" (folder 37/208/0011) and recorded on the Register M09/3170.

Name of Meeting Art Gallery Advisory Committee

Date of Briefing: 21 November 2012

Attendees (including those who may have only attended for part of the briefing):

Councillors:

Officers:

Kirsten Paisley –Director
Carrie Donaldson – Manager Arts, Tourism & Events
Sheron Stevens – Administration Officer

Disclosures of Conflicts of interest: NIL

Councillors:

Officers/Contractors:

Matters Considered:

Update from Carrie Donaldson
Directors Report – Staff,
SAM Program 2013 & 2014
Advisory Committee Terms of Reference
Friends of the Shepparton Art Museum report

Additional Matters Raised (if any):

Outcomes:

Record of Assembly of Councillors

Record in accordance with section 80A(1) of the *Local Government Act 1989*

Briefings or meetings involving one or more Council officers and four or more councillors and meetings of advisory committees of which at least one councillor is a member are assemblies of councillors, as defined in the Local Government Act 1989 and must be properly recorded. An electronic copy of that record saved in the TRIM folder "Assemblies of Councillors" (folder 37/208/0011) and recorded on the Register M09/3170.

Name of meeting: **Councillor Briefing Session**

Date of meeting: **27 November 2012**

Attendees

Councillors: Cr Polan, Cr Houlihan, Cr Ryan, Cr Summer, Cr Oroszvary, Cr Patterson

Staff: Gavin Cator, Sharlene Still, Stephen O'Kane, Justin Finlayson, Steve Bowmaker, Dean Rochfort, Kaye Thomson, Amanda Tingay, Louise Dwyer, Bill Hayward, Brendan Gosstray, Kelli Halden, Michelle Patterson, Andrew Holloway, Braydon Aitken, Patricia Garraway, Rob Frame, Michael MacDonagh, Doug Smith, Graeme Pollard (not all officers were present for all items)

Matters discussed

1. Council Plan
2. Contract No. 1385 - Netball Courts Upgrade
3. Our Sporting Future Program - Round 1 Major Funding Category 2012/2013
4. Murchison Community Heritage Centre
5. Building and Planning Activity Report December 2012
6. Development Hearings Panel Councillor Participation
7. Cultural Heritage Awards December 2012
8. Mooroopna West Growth Corridor
9. Vaughan Street redevelopment
10. Shepparton Hotel site
11. Regional Cities Victoria
12. Methadone Clinic program
13. Regional Collaboration Alliance
14. SAM Exhibition
15. Itinerant Traders permit
16. Local Law regulations

17. Heritage Overlays

18. Victoria Park Lake playground

19. Monash Park Fountain

Conflict of Interest Disclosures

Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the meeting?
	Nil	

[Note: Details of matters discussed at the meeting that have been designated confidential under section 77 of the Local Government Act 1989 are described in a separate "confidential addendum" that will be reported to the next closed Council meeting]