

AGENDA

FOR THE
GREATER SHEPPARTON CITY COUNCIL

ORDINARY COUNCIL MEETING

TO BE HELD ON
TUESDAY 19 FEBRUARY 2013
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

A G E N D A
FOR THE
ORDINARY COUNCIL MEETING
TO BE HELD ON
TUESDAY 19 FEBRUARY 2013 AT 5.30PM

CHAIR
CR JENNY HOULIHAN

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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:

1. ACKNOWLEDGEMENT

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

2. APOLOGIES

3. DECLARATIONS OF CONFLICTS OF INTEREST

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

RECOMMENDATION

That the Minutes of the Ordinary Council Meeting held on 18 December 2012, as circulated, be adopted.

5. DEPUTATIONS AND PETITIONS

On Wednesday 12 December 2012 a deputation consisting of Gavin Cator and Cr Jenny Houlihan presented to the following ministers at Parliament House, Melbourne:

- Minister Hall, Minister for Education and Higher Skills - Brief on Greater Shepparton Greater Future
- Minister Mulder, Minister for Public Transport - Brief on Greater Shepparton Greater Future
- Minister Lovell - Brief on Greater Shepparton Greater Future

RECOMMENDATION

That the deputation be noted.

6. MANAGEMENT REPORTS

FROM THE COMMUNITY DIRECTORATE

6.1 Katandra West 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 report

Author: Strategic Planner - Communities

Proof reader(s): Acting Team Leader – Community Strengthening, Manager

Neighbourhoods Approved by: Director Community

Purpose

Over recent months, the Katandra West Community Plan Steering Committee, with support from a consultant, conducted extensive community engagement regarding key priorities for Katandra West. Informed by these consultations a draft plan was developed, highlighting the needs, wants and aspirations of the community. A final round of consultation has now occurred on the draft document. The Katandra West Community Plan 2012 is now being presented to Council for endorsement.

RECOMMENDATION

That the Council:

1. endorse the Katandra West Community Plan 2012.
2. acknowledge the contribution that the Katandra West Community has made during the creation of the plan.

Background

Currently Council's Community Plan Policy identifies that Community Plan's will be developed for the ten small towns within the municipality. Throughout 2012 Katandra West have been working towards the development of their first Community Plan.

The Katandra West Community Plan Steering Committee was established in February 2012 to oversee and actively assist with the development of the Katandra West Community Plan. A consultant, Communityvibe was appointed to help facilitate the community consultation component of the project and to prepare the final plan. The aim of the committee was to engage with as many community members as possible to ascertain their vision and priorities for the future.

6. MANAGEMENT REPORTS

6.1 Katandra West Community Plan (continued)

The process they followed was:

- A review of previous literature such as Council strategies and policies and other relevant external strategic documents.
- A demographic analysis
- Key stakeholder interviews including coffee van at the local store and football game, children's art exhibition, free community BBQ and key stakeholder meetings
- Community surveys (106 completed)

The information gained from these processes were then analysed to ascertain the demographics and key priorities of the Katandra West community.

Over July and August 2012 there was extensive community consultation that occurred which resulted in 284 individuals contributing their ideas and thoughts, representing 38% of the population. However it is acknowledged that there is a possibility of doubling up if participants chose to go to more than one of the consultative activities. Prior to feedback period (3 weeks) the Draft Community Plan was presented by the consultant to various branches within Council, including but not limited to Planning, Neighbourhoods, Health, Recreation and Parks, Projects, Works and Assets for their feedback.

The Katandra West Community Plan has identified 17 priorities including associated actions to meet these strategies. These include:

- Construction of a skate park
- Construct a Community Centre at the Recreation Reserve
- Events in Katandra West for people of all ages
- Encourage the establishment of more businesses
- Extend the walking / cycling track
- Attract more people to live in Katandra West
- Advocate for improved mobile phone reception
- Improve storm water drainage to reduce potential of flooding
- Further development of the Recreation Reserve
- Advocate for improvements to all roads
- Advocate for improvements to footpaths
- Improve street lighting.

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 Katandra West Community Plan is linked to Council Plan 2009 – 2013, in particular the following objectives:

- Council Organisation and Management

Risk Management

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

6. MANAGEMENT REPORTS

6.1 Katandra West Community Plan (continued)

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.
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.

Policy Considerations

The endorsement of the Katandra West Community Plan creation will support existing Council policies.

Financial Implications

The endorsement of the Katandra West Community Plan is set within the Council context of existing financial constraints. Community planning priorities requiring funding will be assessed through the Community Plan Implementation Budget, state and federal funding and /or philanthropic trusts. It is anticipated that the Community will provide in kind support (materials, labour, financial) to the implementation of these priorities.

	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 creation of a community plan
Expense	\$40,000 (Total budget allocation for community plan development /review throughout the municipality)	21,159.77	0	The cost of the creation of this community plan aligns with allocated budget
Net Result	\$40,000	21,159.77	0	Costs of implementing the Katandra West Community Plan 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

6.1 Katandra West Community Plan (continued)

Legal/Statutory Implications

The Katandra West Community Plan 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 the Katandra West Community Plan will not have any environmental impacts.

Social Implications

The Katandra West Community Plan 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 community members identifying and developing priorities for their town it demonstrates asset based community development and ensures an ongoing commitment to the implementation of the plan, driven by the people who live there. The plan identifies many social benefits to the local community including connectivity through activities, community information distribution and facilities such as skatepark, recreational equipment such as playground, walking cycling track and community centre.

Economic Impacts

The Katandra West Community Plan 2012 includes initiatives such as promoting and developing the local economy through encouraging the establishment of new businesses.

Consultation

The Katandra West Community Plan has been developed from extensive consultation with the Katandra West community. A survey was distributed to every household in Katandra West and the surveys were also used as part of one on one interviews conducted in front of the general store and at a football match. A total of 106 surveys were completed. An art exhibition occurred where children at the local kindergarten and school developed a piece of art depicting their vision for Katandra West in the future. A total of 107 artworks were obtained and 145 community member attending the art exhibition. Further stakeholder meetings occurred with 23 community based clubs and organisations.

Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
Inform	Keeping the community informed about the development of the community plan	Surveys Flyers
Consult	Discuss ideas for future priorities for the town	Community consultation events such as coffee consultation at the local store and art exhibition / community BBQ.
Involve	Feedback is an important input into decision making	Three week feedback period for community members to make comment on the draft community plan document.

6. MANAGEMENT REPORTS

6.1 Katandra West 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 Katandra West Community Plan Steering Committee. Collaborate through meetings. Workshops with the community. With the assistance of Council/ consultant the community have develop this plan.
Empower	The Katandra West community have ownership of this plan and will actively drive the priorities within it.	Plan is endorsed and not adopted by Council thus creating community ownership.

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

Key Strategic Objective 6 – Council Organisation & Management

Number 31: Engage our community when making decisions.

Continue to develop small town and other community plans across the municipality and foster a shared vision for the future.

b) Other strategic links

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 expectations of the Katandra West community and cause significant community angst given the community has and will continue to drive the plan.

Option 2: Council adopt not endorse the Katandra West Community Plan

By adopting (rather than endorsing) the Katandra West Community Plan, Council would take full responsibility and implementation of the plan, therefore not building the community's capacity. The Katandra West Community Plan has been lead by the Katandra West community in partnership with an external consultant and Council staff. This option does not align with Council's current community planning processes.

Option 3: Endorse the Katandra West Community Plan

Endorsing the Community Plan will ensure that the priorities and goals of the Katandra West community are captured within this strategic document and used to drive the implementation of initiatives.

6. MANAGEMENT REPORTS

6.1 Katandra West Community Plan (continued)

Conclusion

The Katandra West Community Plan has been developed through widespread consultation with the local community. This process has been driven by the community through the Katandra West Community Plan Steering Committee with support from Communityvibe and Council staff. The draft document has also been presented to key internal stakeholders such as Planning, Neighbourhoods, Health, Recreation and Parks, Projects, Works and Assets for their feedback.

This plan should be endorsed by Council to ensure that the actions, initiative and priorities that have been identified are highlighted within this strategic document, providing a platform to progress.

Attachments

1. Katandra West Community Plan
2. Katandra West Community Plan Appendix

6. MANAGEMENT REPORTS

6.2 Community Matching Grants 2012/2013

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: Community Development Officer

Proof reader(s): Acting Team Leader Community Strengthening, Manager Neighbourhoods

Approved by: Director Community

Purpose

The Community Matching Grants Scheme (CMG) has a total budget of \$50,000 for the 2012 /2013 financial year. Over November and December 2012, Round Two for 2012/2013 was advertised with a total of 27 applications received. The applications were assessed by an internal review panel and the Executive, who have recommended 13 projects be funded. Council is asked to review and approve these recommendations for funding.

RECOMMENDATION

That Council:

1. approve the funding of 13 projects, as detailed below to the value of \$24,171.40, representing Round Two of the 2012/2013 Community Matching Grants Scheme:

Organisation	Project	Allocation
Australian Breast Feeding Association	Outdoor Play area/equipment	\$1655.40
Dookie Men's Shed	Formation of a Men's Shed	\$500
Dookie United Football/Netball Club	Mum's Returning to Netball	\$2238
Faith & Light	Community Lunch	(part-funded) \$1100
GV Hospice Care	Palliative Care Week Event	\$2500
Mooroopna Men's Shed	Raised Garden Bed	\$350
Murchison Tennis Club	Accessible Drinking Fountain	\$2100
Shepparton South Girl Guides	Camping Program	\$2000
Tatura Community House	Monster Garage Sale	\$2500
Tatura Men's Shed	Men in the Kitchen	\$2500

6. MANAGEMENT REPORTS

6.2 Community Matching Grants 2012/2013 (continued)

Tatura Rotary Community Art Show	Nursing Homes Day	\$1728
Toolamba Recreation Reserve	Beautification Project	\$2500
Undera Primary School	Linking the Generations	\$2500
	TOTAL	\$24,171.40

- write to the unsuccessful applicants notifying them of the decision and encouraging further contact with a Council staff member for future applications.

Background

Greater Shepparton City Council launched the Community Matching Grants program in September 2011. Community Matching Grants are designed to support projects originating from the Greater Shepparton community which:

- Build new social connections and partnerships within communities, or reinforce those that already exist.
- Allow participation in a community activity, at all stages of the project from planning to completion.
- Enable community members to acquire or develop a new skill.
- Create, renew or revitalise places and spaces within the community.
- Where possible, make the event or project accessible for all people within the community.
- Where appropriate, provide information showing that the project or event is sustainable for the future.

Grants are available to a maximum of \$2,500 with each project required to provide a 'matching' component of the total project cost, either through a cash or in-kind (material or labour) contribution. The scheme wishes to be as flexible as possible regarding matching funding so there are no concrete rules about the size of the matching contribution. As a guide, however it is anticipated that the group applying will contribute around half of the total project cost, with no more than half of the applicant's contribution being in-kind. The ability to provide financial and in-kind support to a project by the applicants is taken into account during the review process to ensure a fair distribution of grant funds.

The current round opened on 13 November 2012, closing on 21 December 2012. The 27 applications received were considered at a meeting of the Grant Review Panel on 9 January 2013. The panel included representation from a range of internal Council Departments, Teri Bennet-Meyer (Neighbourhoods), Claire Tarelli (Planning), Geraldine Christou (Investment Attraction), Travis Turner (Sustainability and Environment), Colin Gleeson (Recreation & Parks), Sally Rose (Children & Youth Services) and Carrie Donaldson (Art, Tourism & Events).

Anna Janson (Acting Grants Officer/Investment Attraction) and Heather East (Community Development Officer/Neighbourhoods) were in attendance to support the process.

The Panel recommended that 14 applications should receive funding under this round of Community Matching Grants:

6. MANAGEMENT REPORTS

6.2 Community Matching Grants 2012/2013 (continued)

The recommendations of the panel were reviewed at the January 21 meeting of the Council Executive team. The recommendation from the panel was overruled for one project, as an annual allocation of funding was already provided by Council. The following 13 applications are recommended for funding. All recommended applications meet the eligibility requirements.

- Australian Breast Feeding Association – Outdoor Play area/equipment - \$1655.40
- Dookie Men's Shed – Formation of a Men's Shed - \$500
- Dookie United Football/Netball Club – Mum's Returning to Netball - \$2238
- Faith & Light – Faith & Light Community Lunch - \$1100 (part-funded)
- GV Hospice Care – Palliative Care Week Event - \$2500
- Mooroopna Men's Shed – Raised Garden Bed - \$350
- Murchison Tennis Club – Accessible Drinking Fountain – \$2100
- Shepparton South Girl Guides – Camping Program - \$2000
- Tatura Community House – Monster Garage Sale - \$2500
- Tatura Men's Shed – Men in the Kitchen - \$2500
- Tatura Rotary Community Art Show – Nursing Homes Day - \$1728
- Toolamba Recreation Reserve – Beautification Project - \$2500
- Undera Primary School – Linking the Generations - \$2500

The following 14 applications were unsuccessful. The unsuccessful applicants will be notified in writing and encouraged to arrange a convenient time to discuss their application in more detail with a Council staff member.

- Christmas for those Alone Association – Christmas Day Lunch - \$2500
- Friends of Botanical Gardens – Container upgrade/ communication equip - \$1000
- GV Afghan Association - The Centre for Dari Persian Studies - \$2500
- GV Afghan Association - Nehal Newsletter - \$2500
- GV Health Foundation – Biennial Open Day & Fun Fair - \$2500
- GV Show Jumping Club – Tatura Indoor Show Jumping Classic - \$2500
- GV University of the Third Age Inc – Defibrillator and Training - \$1100
- Kialla West Recreation Reserve – Playground Seating – \$1553.20
- Kialla West Tennis Club – Tennis Court Seating - \$1765.20
- Little Steps Playgroup – Playgroup Room Renovation - \$2500
- Mooroopna Education & Activity Centre – Celebrating 30 years - \$1960
- Mooroopna Harness Racing Club – Community Gala Day - \$2500
- Murchison Primary School – Master Plan for the School Building and Grounds - \$2500
- Vision Australia – Participation Pathways – \$2090

Council Plan/Key Strategic Activity

The endorsement of the Community Matching Grants is intrinsically linked to the Council Plan 2009 - 2013, in particular the following objectives:

- Community Life

Risk Management

Potential exists for adverse consequences while projects are being carried out by community groups. All grantees will be required to consult fully with Council

6. MANAGEMENT REPORTS

6.2 Community Matching Grants 2012/2013 (continued)

representatives prior to, and during their projects to identify any potential adverse consequences, and to devise a strategy to minimise any risks. Applicants have been asked to confirm that they have necessary public liability insurances for projects where activities are being undertaken by the Grantees themselves. This will be confirmed prior to the release of any funds.

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
Community do not complete their project	D	4	Low	The community have been consulted and Community Development Officers are available to assist/advise applicants during the grant writing, implementation and acquittal process.
Perception that Council is responsible for project liability	C	4	Low	Grant recipients will provide their own Public Liability Insurance which will reduce risk for Council

Policy Considerations

The endorsement of the Community Matching Grants will support existing Council policies.

Financial Implications

Council has committed a total of \$50,000 for the 2012/2013 financial year for the Community Matching Grants scheme. It is recommended that \$24,171.40 is approved for 13 projects in Round Two. Each of the 13 grants incorporates a matching component of up to 50 per cent where the community group share the costs with Council. This matched contribution may be financial or in kind (labour or materials).

6. MANAGEMENT REPORTS

6.2 Community Matching Grants 2012/2013 (continued)

	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 Community Matching Grants
Expense	\$50,000	\$24,171.40	\$ 8,926.40	Allocated budget is \$50,000.
Net Result	\$50,000	R1 - \$34,755.00 R2 - <u>\$24,171.40</u> <u>\$58,926.40</u>	Nil	This is the final round for the 2012/2013 financial year. All funds are expended.

* 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 Community Matching Grants Scheme is consistent with the *Local Government Act 1989* and the *Victorian Charter of Human Rights and Responsibilities Act (2006)*.

Environmental/Sustainability Impacts

The approval of recommendations for the Community Matching Grants will not have any environmental impacts.

Social Implications

The diversity of projects recommended for approval provides many opportunities for the community to engage in activities that will improve community connections and enhance the social capacity of individuals and families in the community. The applications target a broad range of age groups from early year's playgroups, projects targeting seniors and those with disabilities, to projects that have whole of community outcomes. All projects recommended are community driven initiatives that will be implemented by groups in the community bringing a sense of ownership and pride. Community infrastructure and facilities will also see additional equipment and renovations improving places for the community to meet and enjoy recreation activities.

Economic Impacts

Some of the recommended grants include projects which will promote local business and support the economy of small communities e.g. Tatura Monster Garage Sale day.

Consultation

On release of the current grant round on 13 November 2012, the grant was advertised to the wider community through Council's webpage, social media as well as the information being distributed to local community groups. In addition, four information sessions were held across the municipality to allow groups the opportunity to hear more about the grant

6. MANAGEMENT REPORTS

6.2 Community Matching Grants 2012/2013 (continued)

process and to talk with Council Officers about their ideas. These sessions were held in November 2012 in Tatura, Dookie and two sessions in Shepparton.

There has been discussion with a broad range of Council departments through participation in the Grants Review Panel.

The recommendation was presented to Executive on 21 January 2013 and to Councillors on 29 January 2013.

Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
Inform	Ensuring that the information about the application process was widespread.	Media Release Website Social Media
Consult	Grant information sessions in three different towns to assist with the application process.	Information sessions x 4
Involve	Community Development Officers provided assistance to community groups with the application process	Consultation on individual basis
Collaborate	Successful community groups / members will be responsible for the implementation of their projects which will provide the opportunity for community capacity building	Successful applicants will drive their own community initiative.
Empower	Whilst decision making regarding successful grant application is made by Council, community groups will be responsible for the delivery of projects.	Community groups will drive the delivery of their projects

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 - 2013

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 – Council only approve some of the applications recommended by the Grant Review Panel

The Grant Review Panel has extensively reviewed the grant applications and made informed recommendations. To only fund some of the applications would limit Council's potential to take advantage of the communities commitment to the projects listed and the opportunities created for community capacity building.

6. MANAGEMENT REPORTS

6.2 Community Matching Grants 2012/2013 (continued)

Option 2 – Approve the Recommendations made by the Grant Review Panel

That Council approve the recommendations made by the Grant Review Panel regarding the funding of 13 projects for Round Two of the 2012/2013 Community Matching Grants Scheme. All of the recommended projects meet the intent of the funding as well as all of the other eligibility requirements.

Conclusion

Funding applications for the Community Matching Grants Round Two have been extensively reviewed by an internal Grant Review Panel and have recommended 13 projects to be funded. All of these projects meet eligibility requirements and all aim to build or strengthen the Greater Shepparton community. All recommendations should be approved to ensure that Council takes advantage of the communities commitment to the projects listed. The Community Matching Grant Scheme will be reviewed prior to the next round being offered in the 2013/2014 financial year.

Attachments

Nil.

6. MANAGEMENT REPORTS

FROM THE BUSINESS DIRECTORATE

6.3 January Monthly Financial Report

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 actual financial performance compared to budget for the seven months ended 31 January 2013.

RECOMMENDATION

That the Council receive and note the January Monthly Financial Report.

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

6.3 January Monthly Financial Report (continued)

The following reports have been prepared and are presented to Council as part of the January 2013 Financial Report:

- Overview Commentary
- Income Statement
- Balance Sheet
- Cash Flow Statement
- Strategic Objective Reports (both Operating and Capital)
- Investment Reports
- Sundry Debtor Report
- Rates Report
- Councillor Expense 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.

6. MANAGEMENT REPORTS

6.3 January Monthly Financial Report (continued)

Consultation

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

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

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 31 January 2013.

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.

Attachment

January 2013 Financial Report

6. MANAGEMENT REPORTS

6.4 Draft 2012-2013 Mid Year Budget Review

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

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

Council Officers involved in producing this report

Author: Manager Finance and Rates

Proof reader(s): Team Leader Corporate Accounting

Approved by: Director Business

Purpose

The report presents updated forecast financial performance for the 2012-2013 financial year compared to budget as identified in the Mid Year Budget Review.

RECOMMENDATION

That:

1. the Council approve the changes to the Operating and Capital budgets as identified in the 2012-2013 Mid Year Budget Report.
2. having considered the Defined Benefits Liability as part of this Review, the Council as part of the development of the 2013-2014 Strategic Resource Plan and the 2013-2014 Budget, consider identified savings in conjunction with Council's projected financial position, when considering how to fund its defined benefits superannuation call.

Background

In July 2012 the Council adopted the 2012-2013 Budget. It is now over six months since Council set the original budget and in that time a number of factors which influence the budget have changed. It is prudent that Council reviews and updates its forecast financial performance for the 2012-2013 financial year based on what is now known.

The Mid Year Budget Review process involves the Senior Leadership Group reviewing each of their departmental areas actual incomes and spends against forecasted budgets. Any instances of variation require the Manager to update forecasts to reflect the year end result.

The Executive, in conjunction with the Finance Department and the Senior Leadership Group, then undertake a number of reviews to understand and confirm forecast variations.

Report

The Mid Year Budget Review covers the six months to the end of December 2012.

The Review forecasts an increase in operating income of \$2.06 million, to \$104.7 million which includes an increase in operating grants of \$1.55 million. Operating expenditure is forecast to increase by \$739,000.

6. MANAGEMENT REPORTS

6.4 Draft 2012-2013 Mid Year Budget Review (continued)

Overall changes result in an increase operating surplus of \$1.32 million, taking the forecast operating surplus to \$6.41 million. It is forecast that there will be an underlying cash surplus of \$751,715 at the end of the financial year.

Forecast capital expenditure will decrease by \$5.36 million, bringing the forecast capital works program to \$26.45 million. The majority of this decrease relates to projects that are still proceeding however will not be as far progressed as originally expected by 30 June 2013 or will be delayed until the 2013-2014 financial year.

The allocated funding for these projects will still be required in order for the projects to be completed in the 2013-2014 financial year.

Cash Surplus

The term surplus is often perceived to be cash. Table 1 below provides a high level summary as to how the forecast cash surplus is established from the starting point of the accounting surplus on the Income Statement.

The surplus reported in the Income Statement is an accounting surplus, which is accrual based and required for compliance with accounting standards. It should be noted that it contains both cash and non-cash items. It is important that from an operating level the Council delivers a cash surplus which is used to fund the capital works program which is not shown as expenditure on the Income Statement but as an increase in assets in the Balance Sheet.

Table 1: High Level Summary - Income Statement Surplus Converted to Cash

Surplus from the Income Statement		\$6,410,850
<i><u>Less cash items not included in Income Statement</u></i>		
Capital Works Expenditure	\$26,247,637	
Loan Repayments - Principal	\$362,000	
Transfers from Reserves *	(\$14,090,708)	
Transfers to Reserves #	\$8,093,784	
Sub total		\$20,612,713
<i><u>Add non cash items included in the Income Statement</u></i>		
Depreciation	\$17,646,000	
Assets Sold	\$357,800	
Internal Charges	(\$50,222)	
Contributed Assets	(\$3,000,000)	
		\$14,953,578
UNDERLYING CASH SURPLUS FORECAST AT 30 JUNE 2013		\$751,715

6. MANAGEMENT REPORTS

6.4 Draft 2012-2013 Mid Year Budget Review (continued)

Note:

Transfers from Reserves include both operating and capital funds received in past financial years or project allocations carried forward.

* Transfers from reserves include the following items: Grants Commission \$5.3 million, Community Connections \$163k, Flood Resilience \$73k, LEAD \$200k, Council of Australian Governments' Healthy Communities \$153k. It also includes Saleyards, Parking and Waste Management capital projects \$2.3 million, Soccer Complex \$500k, Mooroopna West DCP \$328k, 2011/12 and project carry forwards \$4.8 million, with the balance being minor movements.

#Transfers to reserves include the following items: operational surpluses from Saleyards, Parking and Waste Management services \$3.2 million, flood recovery funding relating to 2011/12 \$500k, Defined Benefits Superannuation Liability funding \$700k, recreational land fund contributions \$200k. Capital transfers to reserve include Building Better Regional Cities Mooroopna West \$2 million and a number of smaller projects that are not expected to be completed in the current financial year \$1.2 million.

Table 2 reconciles the movements between the September Quarter Budget Review and this proposed Mid Year Budget Review.

Table 2: Movements between the September Review and the Mid Year Budget Review

Income Statement - increase in surplus		(\$1,321,553)
Increases in internal charges (non-cash)	\$93,672	
Reserve Transfer Movements - Operating	\$1,224,634	
Decrease in Capital Works Program	\$5,355,608	
Reserve Transfer Movements - Capital	(\$4,642,646)	
		\$2,031,268
		\$709,715
Cash surplus from September Quarter Budget Review		\$42,000
Forecast Underlying cash surplus at Mid Year Budget Review		\$751,715

Items to note:

As part of the First Quarter Budget Review, Council became aware of a number of items which were deferred to the Mid Year Budget Review for further consideration, primarily due to the caretaker period where it is not appropriate for Council to consider significant changes. It is important to note that these matters have been considered and are discussed below.

1. Defined Benefit Superannuation Scheme

The Defined Benefits Superannuation Liability is a scheme introduced to Local Government in 1982. In December 2011 an actuarial review of the fund was carried out, which revealed a large shortfall in the Defined Benefit Scheme fund of \$406 million. This shortfall is required to be paid on 1 July 2013 and is predicted forward to that date to be a

6. MANAGEMENT REPORTS

6.4 Draft 2012-2013 Mid Year Budget Review (continued)

shortfall of \$453 million. The difference from the December 2011 figure being the required growth of the fund, which is 7.5% plus contributions tax.

Greater Shepparton City Council's (GSCC's) share of this shortfall is \$5,631,820, which is made up of \$4,787,047 shortfall contribution plus \$844,773 contributions tax.

In addition, it is believed likely that the Goulburn Valley Regional Library Corporation (GVRLC) will be unable to meet their liability of \$388,042 (inc contributions tax) and that the member Councils will have to fund the shortfall. This would almost certainly be allocated to councils on a per capita basis, the same as the annual operating grant. The result is that GSCC would also have to fund \$239,655 of GVRLC's liability.

The total amount due for GSCC including the portion for GVRLC, is \$5,871,475.

At its meeting on 18 September 2011 the Council approved early payment of the Defined Benefits Superannuation Liability in September 2012 from existing cash reserves taking advantage of a \$297,600 discount.

The payment was made using funds held in a specific Developer Contributions Plan reserve due to delays being experienced in that area, namely Mooroopna West and Vaughan Street developments. The Council also resolved at that meeting that this matter be referred to the Mid Year Budget Review for consideration and determination of the approach to be taken to fund the liability and to replenish the cash reserves used for early payment.

It is proposed that further consideration of the defined benefits liability be carried out during the development of the Strategic Resource Plan 2013-2017 and the 2013/2014 Budget, which will provide the opportunity to consider Council's projected financial position as well as any other options that may be considered.

2. Organisational restructure

Following the arrival of a new Chief Executive Officer in January 2012 a review of the organisation was undertaken to gain a better understanding of the functional alignments across the organisation, the current state and culture of the organisation and to identify any improvement opportunities.

This organisational scan has seen a number of changes made to the organisational structure, which are at various stages of implementation. In addition a final report and a transitional management report were developed and adopted by Council at its July 2012 Ordinary Meeting, with updates provided each quarter.

As a result of the changes to the organisation structure and the implementation of the transitional management plan adjustments have been required to the budget to ensure the budget aligns to the new functional based organisational structure. Generally it has resulted in a shift between account classifications, for example where staffing vacancies have existed there have been instances where Council has used external labour to provide support, and this would reflect a movement as a decrease in salaries and an increase in external labour or consultant consumables.

The 2012 restructure changes are now reflected within the proposed Mid Year Budget Review with some refinements still to occur.

6. MANAGEMENT REPORTS

6.4 Draft 2012-2013 Mid Year Budget Review (continued)

Council Plan/Key Strategic Activity

This proposal is consistent with the strategic objective Council Organisation and Management.

Risk Management

Monitoring of the 2013/2013 Adopted Budget provides for prudent financial management and ensures that Council is made aware of any known or potential financial risks.

Risks	Likelihood	Consequence	Rating	Mitigation Action
Inability to achieve current budget due to: 1. operational costs or capital projects exceeding budget; or 2. Operational or capital income not reaching budgeted levels Exposing the Council to cash deficit budgets.	Likely	Moderate	Moderate	1. Continually review internal controls are in place; and 2. Review detailed monthly financial reports and take corrective action where forecast varies against budget.
Breaching the <i>Local Government Act 1989</i> by expending funds against line items without endorsed budget.	Possible	Moderate	Moderate	Undertake quarterly budget reviews to formally consider and adjust for any known variances.
Unfunded Defined Benefits Superannuation Call impacts short term financial sustainability.	Likely	Moderate	High	Strategy to replenish cash reserves included in 2013-2017 Strategic Resource Plan.

Policy Considerations

There are no identified conflicts with existing Council Policies.

Financial Implications

Detailed throughout the attached report.

Legal/Statutory Implications

Section 138 of the *Local Government Act 1989* requires that at least every three months the Chief Executive Officer must ensure a statement comparing the budgeted revenue and expenditure for the financial year with the actual revenue and expenditure to date are presented to the Council. A detailed financial report is presented to the Council each month.

Environmental/Sustainability Impacts

There are no environmental or sustainable impacts that will arise from this proposal.

6. MANAGEMENT REPORTS

6.4 Draft 2012-2013 Mid Year Budget Review (continued)

Social Implications

There are no social impacts that will arise from this proposal. The community however will benefit from prudent financial management combined with open and transparent governance.

Economic Impacts

There are no identified economic impacts.

Consultation

External consultation has not occurred regarding the contents of this report. Specific consultation, however, has and will take place on some specific items within the budget as and when appropriate.

Appropriate consultation has occurred with Council officers and the matter is now ready for Council consideration.

Strategic Links

a) Greater Shepparton 2030 Strategy

No strategic links have been identified.

b) Other strategic links

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

Options for Consideration

1. That the Council not adopt the revised forecasts identified by the 2012-2013 Mid Year Budget Review.

This option is not recommended.

2. The Council adopt the revised forecasts identified by the 2012-2013 Mid Year Budget Review (with or without further amendment).

This option is recommended as it provides for the known budgetary variances to be reflected in the end of financial year forecasts.

Conclusion

This report has been prepared and presented to identify and reflect known variances in the end of year financial forecasts for the Operating and Capital Budgets.

It is recommended that as part of the development of the Strategic Resource Plan 2013-2017 and the 2013-2014 Budget that Council consider the proposed savings identified in this review, in conjunction with Council's projected financial position, when considering how to fund the defined benefits superannuation call.

Attachment

Draft 2012-2013 Mid Year Budget Review Report.

6. MANAGEMENT REPORTS

6.5 Proposed Closure of Part of Elizabeth Street, Tatura

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): Senior Business and Property Officer

Approved by: Director Business

Other: Planning Officer

Purpose

The report proposes the discontinuance of part of the unmade road reserve known as Elizabeth Street, Tatura for the purpose of consolidating the land with Cussen Park.

RECOMMENDATION

That:

1. in accordance with Clause 3 of Schedule 10 and Sections 206 and 223 of the *Local Government Act 1989* ("the Act"), public notice be given in the *Shepparton News* and the *Tatura Guardian* of the Council's intention to discontinue part of the unmade road reserve, being an approximate area of 5,625m², known as Elizabeth Street, Tatura located between Ross and Park Streets, Tatura for the purpose of consolidating the land with the abutting Cussen Park property, being certificate of title volume 9363 folio 250.
2. the public notice stipulate that persons may make a submission on the proposed road discontinuance, in accordance with Section 223 of the Act and that written submissions must be received by the specified date that is at least 28 days after the publication of the notice.
3. the Chief Executive Officer be authorised to undertake the administrative procedures necessary to enable the Council to carry out its functions under section 223 of the Act in relation to this matter.
4. that if submissions are received under section 223 of the Act:
 - a) a special meeting of the Council be convened to hear from any person or persons who request to be heard in support of a section 223 written submission and, if required, the special council meeting be held "at a time and date to be determined" in the Council Offices at 90 Welsford Street, Shepparton, and
 - b) report on any section 223 submissions received by the council, along with a summary of any hearings held, be provided to the ordinary council meeting; and
5. if no submissions are received within the prescribed period, the Council resolves to formally discontinue the road reserve without further resolution of the Council.

6. MANAGEMENT REPORTS

6.5 Proposed Closure of Part of Elizabeth Street, Tatura (continued)

Background

Elizabeth Street, Tatura is an unmade road reserve abutting Cussen Park. The road reserve is well vegetated and appears to be part of the parkland. Cussen Park is freehold land owned and maintained by the Council and supported by the Cussen Park Advisory Committee. Council's consideration of this road discontinuance was initiated by a request from Cussen Park Advisory Committee members seeking to protect the existing and well established vegetation and maintain the amenity of the parkland. Discontinuing the road would enable the land to be consolidated with Cussen Park.

While sections of the road reserve may be required to be constructed as public road in the future, the section between Ross and Park Street, being an approximate area of 5,625m² is suitable to be considered for formal closure. This section of the road reserve has never formally been used as a road. The two privately owned parcels of land adjoining it are Industrial zoned and have existing road access. The Council's Planning and Development Department has advised that it would not support an application to have this section of road constructed in the future.

Council Plan/Key Strategic Activity

This proposal is consistent with this document. The strategic objective, Environment, identifies "Work with others to achieve positive environmental outcomes for our communities".

Risk Management

Risks identified and responses are as follows:

Risks	Likelihood	Consequence	Rating	Mitigation Action
The road may be required for future use as a result of adjoining property development	Possible	Moderate	Moderate	The Planning and Development Department has advised that any adjoining developer would be required to use Williams Street as its access point
The public may not support the formal closure of the road reserve	Unlikely	Moderate	Moderate	Public notice and submission process will enable support or opposition to be gauged

Policy Implications

The proposed closure of the unused road does not conflict with Council's policies.

6. MANAGEMENT REPORTS

6.5 Proposed Closure of Part of Elizabeth Street, Tatura (continued)

Financial Implications

The land contained in the road reserve is currently maintained as parkland by the Council. Discontinuance of the road reserve will not require additional maintenance by the Council.

	2011/2012 Approved Budget for this proposal*\$	This Proposal \$	Variance to Approved Budget \$	Comments
Revenue				
Expense	Less than \$2,000	\$2,000		Costs for public notice and creation of a plan of subdivision of road reserve
Net Result	Less than \$2,000	\$2,000		

Legal/Statutory Implications

Section 206 and Clause 3 of schedule 10 of the *Local Government Act 1989* provides the Council with the power to discontinue a road reserve or part of a road, by a notice published in the Government Gazette.

Environmental/Sustainability Impacts

The outcome will provide an additional area for revegetation and plantings and protect existing plantings, resulting in positive environmental impacts.

Social Implications

This area has always appeared to be part of Cussen Park and has been incorporated into community use of the parkland. Council's support of the Advisory Committees request to discontinue the road reserve demonstrates that the Council values the social benefits of community driven projects.

Economic Impacts

There would be no additional financial impacts on the Council as this portion of Elizabeth has always been considered to be part of the parkland and has been maintained accordingly.

Adjoining Industrial land owners may consider that the road reserve may be needed in the future to service their lots, and consider the road discontinuance to have an economic impact on them. The properties have alternative road access options which will provide for additional future development.

Consultation Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
Inform	Keep informed	Public notice to be given to advise of the proposal. Adjoining land holders will be contacted directly
Consult	Informed, listen, acknowledge	Public notice to be given and submissions invited

6. MANAGEMENT REPORTS

6.5 Proposed Closure of Part of Elizabeth Street, Tatura (continued)

A number of relevant Council officers have been consulted, including Planning and Development, Operations and Asset staff. Relevant authorities, being Telstra, APA Group (gas), DSE and Vic Road have been approached with no objections to the proposal subject to Telstra assets not being affected. As no additional works are planned as part of this proposal, if Telstra assets are present they would not be affected.

Community members participating in the Cussen Park Advisory Committee are supportive of the proposed road closure.

Public notice in accordance with the *Local Government Act 1989* section 223 will provide any person who may be affected by the proposed closure to lodge a submission and to be heard by Council in respect to their submission.

Officers believe appropriate consultation has occurred and the matter is now ready for Council consideration as to whether to give public notice of the proposal.

Strategic Links

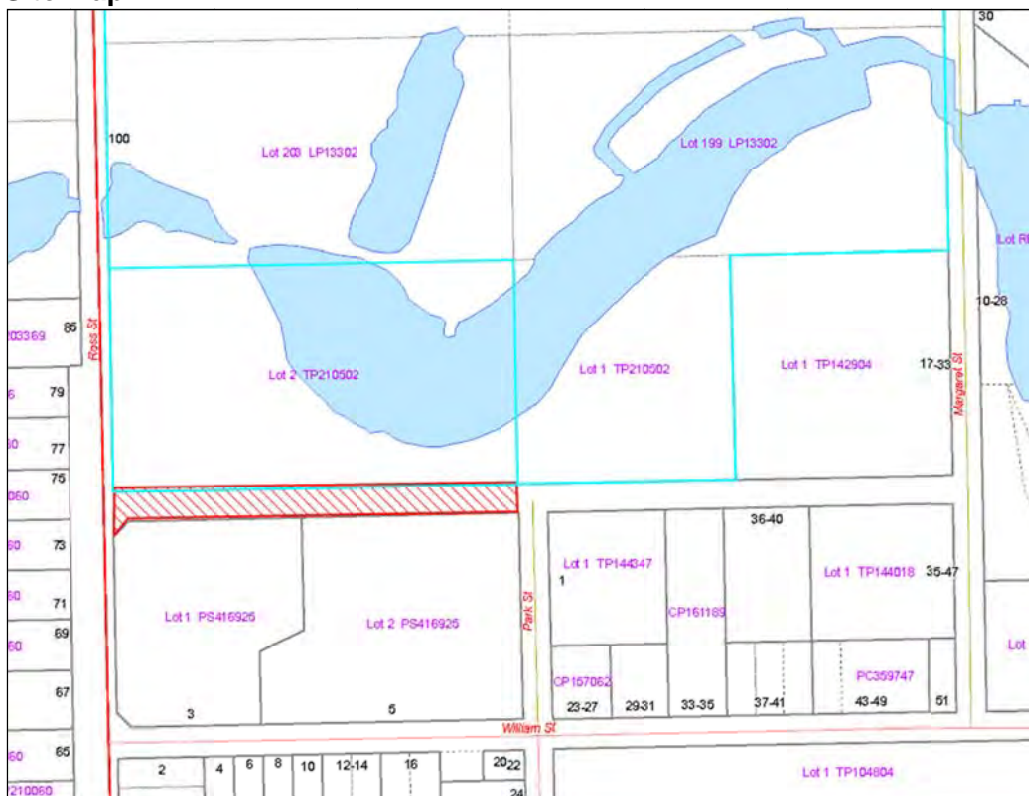
a) Greater Shepparton 2030 Strategy

This proposal is consistent with the GS 2030 Strategy as one of the supporting principles identified within the Environment section is “Conservation and enhancement of significant natural environments.”

Attachments

Nil.

Site Map



6. MANAGEMENT REPORTS

6.5 Proposed Closure of Part of Elizabeth Street, Tatura (continued)

Aerial Photo



6. MANAGEMENT REPORTS

6.6 Procurement 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: Manager Property and Procurement

Proof reader(s): Procurement Advisor

Approved by: Director Business

Purpose

The report presents proposed changes to the Council's existing Procurement Policy in response to the "Greater Shepparton City Council Organisations Scan – Good to Great" and the release of the *Victorian Local Government Draft Best Practice Procurement Guidelines August 2012* .

It is proposed that the effective commencement date of the revised Policy will be 1 July 2013, to enable:

- suppliers to be informed of the tender administration requirements of the Local Economic Impact Statement
- supporting guidelines and templates to be amended to reflect the revised Policy
- training to be undertaken to ensure compliance with the Policy when it comes into effect.

RECOMMENDATION

That the Council:

1. adopt the revised Procurement Policy, which will come into effect on 1 July 2013.
2. inform its suppliers of changes to the Procurement Policy, including the requirement for all tenders greater than \$250,000 including GST to include a Local Economic Impact Statement.

Background

The Council adopted a Procurement Policy in 2009, in compliance with Section 186A of the *Local Government Act 1989* (the Act). The Council last considered its Procurement Policy in August 2012 without amendment.

Each year Victorian Council's collectively spend in excess of \$3 billion procuring goods and services in a wide variety of areas. Greater Shepparton City Council spends on average \$74 million each year on procuring goods, services and works. Across the local government sector there has been a growing awareness and focus on improving procurement practices, as councils strive towards achieving best practice outcomes for their community. A wide variety of initiatives have been introduced including the

6. MANAGEMENT REPORTS

6.6 Procurement Policy (continued)

Victorian Local Government Draft Best Practice Procurement Guidelines August 2012 released by the Department of Planning and Community Development.

The Chief Executive Officer on commencing with the Greater Shepparton City Council on the 16 January 2012 started a review of the processes, systems and human and physical resources of the organisation. It became apparent that considerable effort was required to focus the organisation and make the organisation accountable for its actions and undertakings. An organisational scan was undertaken with the purpose of identifying where the organisation can improve its performance and long term sustainability through:

- increased ownership and alignment to the Council Plan
- increased operating efficiency in service delivery
- informing the proposed service planning that will be undertaken
- enabling deployment and ownership of the human and physical assets of the organisation

The resulting "Greater Shepparton City Council Organisations Scan – "Good to Great" included a transitional management plan. With respect to procurement the transitional plan identified the following:

- Council has no policy for local content in its purchasing
- A review of procurement delegations and the development of policy and directives was required
- A major review of procurement processes and contract performance management was required
- A review and establishment of preferred provider panels would provide efficiency in purchasing

A major review of existing procurement and contracting practises has been undertaken. The Procurement Review Report found that:

- A procurement reference group has been established
- There is no procurement strategy guiding and aligning the strategic approach to Council's procurement
- The current Procurement Policy is very brief and inadequate
- There is no contract management system in place
- The existing prequalification system requires review for relevance
- There is no monitoring of procurement spend to determine vendor compliance
- There are numerous examples where the aggregated spend of multiple purchases from a single supplier is significantly over the public tender threshold for single contracts
- There are no procurement management reports being produced
- There are standard contract documents that are based on VicRoads standards
- There are four lengthy contract and procurement manuals owned by separate areas of Council resulting in lengthy and confusing guidance
- A sample review of contract documents reveals staff making decisions outside their delegation when the contract should have gone to Council for a decision, contract documents not complete with dates missing, signatures missing and Council reports incomplete when it comes to clearly assessing the tenders against the evaluation criteria
- The financial delegations limits the CEO delegation to \$750,000
- Risk management is not integrated into procurement practices

6. MANAGEMENT REPORTS

6.6 Procurement Policy (continued)

- Project management practices are being developed with some good examples of process
- Occupational health and safety awareness and focus needs to be increased and integrated strongly into procurement practices

To assist the Council implementing a procurement framework the Procurement Review Report recommended:

- Set the context and establish a procurement vision for Council including clearly articulating the key drivers for change
- Key documentation needs to be developed commencing with a Procurement Strategy flowing from the Procurement Policy that is aligned to the Council direction and sets clear outcomes for the organisation to improve
- Briefing information sessions to be prepared for key stakeholder groups to engage them in the process and to take them on the same improvement journey
- Undertake immediate training via an external specialist around the legislative framework associated with procurement in the local government sector and delegations
- A project control group needs to be established and charged with the responsibility to implement the recommendations
- Utilise the Business Excellence approach and apply it to the project of implementing a strategic procurement framework
- Establish a centre led service delivery model made up of a small team of procurement professionals combined with nominated business unit representatives for procurement
- Introduce a category management framework to ensure leverage and visibility of day to day strategic expenditure
- Collaborate with other councils and where appropriate use Procurement Australia and MAV contracts
- Undertake a review of systems options as a whole focusing on purchasing a contract management system
- Implement contract management processes to provide a structured assessment of supplier performance on major contracts
- Integrate risk management into procurement practices
- Integrate project management practices as a priority requiring every project to have a project plan
- Regular management reporting needs to be developed and should include contractor performance against contract key performance indicators, vendor compliance against contract spend and supplier spend against the public tender thresholds
- Prepare a communications strategy/plan to clearly articulate the context for change
- Develop a tailored training program for all relevant staff

The Procurement Review Report was considered by the Audit and Risk Management Committee at its meeting in December 2012. Progress reports on the implementation of recommendations of the Procurement Review Report will be presented to inform the Committee of any risks and non-compliance identified and the steps officers are taking to minimise risk and move toward compliance.

6. MANAGEMENT REPORTS

6.6 Procurement Policy (continued)

In addition the following progress has been made implementing transitional plan recommendations:

- The revised Procurement Policy specifies how local content in procurement will be considered, incorporates the Council's existing Sustainable Purchasing Policy and reflects the financial delegations as adopted by Council in December 2012.
- A cross functional team has been established to improve Council's procurement practices including the review of procurement processes and contract management.
- The establishment of additional supplier panels has commenced in February 2013 which aims to leverage aggregate spend, rather than treating each discrete arrangement as a separate procurement exercise. Additionally contracts available through Procurement Australia, MAV and State Government will be accessed where it is considered to provide best value.

The intent of Council's Procurement Policy is to achieve best value outcomes and ensure high standards of probity and accountability in Council's procurement of goods, services and works. The purpose of this Policy is to ensure that Council's procurement principles, policies, processes and procedures, achieve the following objectives:

1. Value for money, innovation and continuous improvement in the provision of services for the community
2. A strategic approach to procurement planning, implementation and evaluation.
3. Enabling sustainable outcomes including economic, environmental and social sustainability.
4. Efficient and effective use of Council resources;
5. Utilising collaboration and partnership opportunities;
6. High standards of probity, transparency, accountability and risk management; and
7. Compliance with legislation, Council objectives, Council policies and industry standards.

The revised Procurement Policy provides an improved procurement framework for service delivery at the Greater Shepparton City Council.

It is proposed that the effective commencement date of the revised Policy will be 1 July 2013, to enable:

- suppliers to be informed of the tender administration requirements of the Local Economic Impact Statement
- supporting guidelines and templates to be amended to reflect the revised Policy
- training to be undertaken to ensure compliance with the Policy when it comes into effect.

Council Plan/Key Strategic Activity

This proposal is consistent with the strategic objective "Provide best practice management and administrative systems and structures to support the delivery of Council services and programs". The Procurement Policy provides guiding principles for the procurement of goods, services and works.

6. MANAGEMENT REPORTS

6.6 Procurement Policy (continued)

Risk Management

The revised Procurement Policy better reflects the Council's procurement principles, processes and procedures which are to be applied to all purchases of goods, services and works.

Risks	Likelihood	Consequence	Rating	Mitigation Action
That the policy does not continue to meet the organisations needs or legislative requirements	Possible	Major	High	Cross organisational working group will continue to review and improve procurement practices Reports will be presented to the Audit and Risk Management Committee to monitor

Policy Considerations

The revised Procurement Policy takes into consideration the draft Local Government Best Practice Guidelines for Procurement. The suite of policies and procedures relevant to the procurement functions of the Council will be reviewed in their entirety to reflect the revised Procurement Policy.

Financial Implications

Council paid \$74 million on procuring goods, services and works during the 2011/12 financial year. The Procurement Policy specifies that procurement activities will be carried out on the basis of obtaining value for money.

The Policy will provide an improved framework for procurement activities, which may initially incur additional costs in establishing contracts and a contract management system that will be offset by improved efficiencies and value for money by leveraging aggregated spends.

Legal/Statutory Implications

Section 186(1) of the Act requires that before Council enters into a contract for the purchase of goods or services to the value of \$150,000 or more, or for the carrying out of works to the value of \$200,000 or more, it must give public notice of the purpose of the contract and invite tenders or expressions of interest from any person wishing to undertake the contract.

Section 186 does not require Council to accept the lowest tender or to accept any tender.

6. MANAGEMENT REPORTS

6.6 Procurement Policy (continued)

Section 186 does not apply if the:

- a) Council resolves that the contract must be entered into because of an emergency; or
- b) contract is entered into with a Council acting as the agent for a group of Councils and the Council has otherwise complied with this Act; or
- c) contract is entered into in accordance with arrangements approved by the Minister

Section 186(6) requires that whenever practicable, a Council must give effective and substantial preference to contracts for the purchase of goods, machinery or material manufactured or produced in Australia or New Zealand.

Section 186A of the Act requires Council to prepare, approve and comply with a Procurement Policy encompassing the principles, processes and procedures applied to all purchases of goods, services and works by the Council. The Council must review the Procurement Policy at least once in each financial year and make it available for public inspection at Council office and website.

Environmental/Sustainability Impacts

Sustainable procurement was governed by Council's adopted Sustainable Purchasing Policy, which provided that a 10 per cent weighting will be applied to recognise recycled and environmentally preferable products, to encourage the purchase of such products of comparable standard to non-environmentally preferred products. This provision has been incorporated into the revised policy.

Social Implications

To encourage a focus on local industry, including creating local employment and improving local businesses the revised Procurement Policy proposes requirements that:

- Council officers must seek at least one quotation from a local supplier, if available.
- In addition, for all tenders greater than \$250,000 including GST, a Local Economic Impact Statement will be submitted by tenderer's that will detail the level of local content including labour, materials, plant and supervision.
- Where tenders are within 5% of the weighted tender evaluation of the highest ranked tender, the tender evaluation will take into consideration the merit of Local Economic Impact Statements when assessing the preferred tender.

It is proposed that Council inform its suppliers regarding the tender administrative requirements of the Local Economic Impact Statement prior to the revised Procurement Policy coming into effect on 1 July 2013.

Economic Impacts

Council's procurement activities will be carried out on the basis of obtaining value for money. This means minimising the total cost of ownership over the lifetime of the requirement, consistent with acceptable quality, reliability and delivery considerations. Lowest price is not the sole determinate of value for money.

A public tender process must be undertaken when purchases of goods or services may exceed \$150,000 including GST, or purchases for the carrying out of works may exceed \$200,000 including GST.

6. MANAGEMENT REPORTS

6.6 Procurement Policy (continued)

Where significant sums are spent which aggregate to greater than \$150,000 for goods and services or \$200,000 for works with one supplier or on one service, it is necessary to structure procurement proposals as requests for tenders or quotations to achieve greatest value and supplier performance by leveraging this aggregate spend, rather than treating each discrete arrangement as a separate procurement exercise.

There is no specific time limit applying to the length of a contract which is subject to the tender threshold. Rather the optimum period of a contract should be first determined on the basis of value for money and the efficiency and effectiveness of the procurement.

Additional supplier panels will be established to leverage aggregate spend and increase efficiency in purchasing.

Consultation

Both the Organisational Scan and Procurement Review involved interviews with many Council staff, with feedback contributing to the findings and recommendations of the Procurement Review Report which has been taken into consideration when proposing changes to the Policy.

A cross functional team established to improve Council's procurement practices has contributed to the review of the Procurement Policy. It is proposed that Council inform its suppliers of the changes to the Procurement Policy, including the requirement for all tenders greater than \$250,000 including GST to include a Local Economic Impact Statement, prior to the revised Procurement Policy coming into effect on 1 July 2013.

Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
Inform	Information on Policy changes to be made available to the public and suppliers	Website e-newsletter workshops e-tendering tender documents
Consult	Workshops to be conducted to build local businesses capacity in tendering for Council and government contracts	industry networks workshops
Involve		
Collaborate	Access collaborative contracts where suitable	State Govt, Procurement Australia and MAV contracts
Empower		

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

6. MANAGEMENT REPORTS

6.6 Procurement Policy (continued)

Strategic Links

a) Greater Shepparton 2030 Strategy

Nil

b) Other strategic links

The Procurement Policy takes into account and should be read in conjunction with the following:

- Code of Conduct Policy
- Conflict of Interest in Local Government Feb 2009
- Exercise of Delegations
- Gifts and Benefits Policy
- Risk Management Policy
- Sustainable Purchasing Policy

Options for Consideration

3. That the Council not adopt the proposed changes to its existing Procurement Policy.

This option is not recommended as it has been identified in the recent review of Council's procedures and processes that improvements need to be undertaken. The current Policy is also not adequate for the purposes of complying with the Act.

4. The Council adopt the revised Procurement Policy immediately without informing its suppliers of the amendments.

This option is not recommended as suppliers will not be aware of our requirements before they tender for Council works and services. Immediate implementation will also not provide sufficient time for the required guidelines for staff to be developed to ensure all staff are both aware and trained on the new policy requirements.

5. The Council adopt the revised Procurement Policy, with an effective commencement date of 1 July 2013 and inform local suppliers of amendments prior to this implementation date.

This option is recommended as it will provide adequate lead time for local suppliers to prepare for the amended requirements to tender on Council works and services and the organisation sufficient time to prepare guidelines as well as inform and train staff on the new Policy.

Conclusion

The revised Procurement Policy will enhance the Council's ability to demonstrate best value outcomes and ensure high standards of probity and accountability in the procurement of goods, services and works.

Attachments

1. Revised Procurement Policy
2. Procurement Policy Number 13.POL1

6. MANAGEMENT REPORTS

FROM THE SUSTAINABILITY DIRECTORATE

6.7 Amendment C-145 – Adoption of Amendment

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 Principal Strategic Planner

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

Approved by: Acting Director Sustainable Development

Other: Graduate Strategic Planner (Amendments)

Purpose

The proposed amendment seeks to correct existing errors and anomalies in the Greater Shepparton Planning Scheme. As a result of these anomalies, the mechanisms of the planning process have created situations that are unjust, clearly in error and/or conflict with the obvious intent of the provisions in the scheme.

The Design and Development Overlays (Schedules 3 to 7) affecting land within the Shepparton urban area are unnecessarily restrictive – applying mandatory controls regarding setbacks which cannot be altered with a permit. The amendment seeks to allow some variation to these controls, subject to a planning permit, if the proposal achieves the design objectives of the relevant overlay.

Environment Audit Overlays and Development Plan Overlays still remain over some land in the Municipality where the development plan has been approved or the environmental audit has already been undertaken to the satisfaction of the Council. The amendment seeks to remove these land parcels from within the EAO and DPO as required.

Some land parcels (including 7882 Goulburn Valley Highway, Kialla, 345 Verney Road, Grahamvale and 315 Verney Road, Grahamvale) previously owned by or managed by public authorities, are now in private ownership, therefore the PUZ is deemed inappropriate and a more suitable land use zone is sought through the proposed amendment.

Land at 130 Rutherford Road, Toolamba was included in the Heritage Overlay as part of Amendment C50 to the Greater Shepparton Planning Scheme. The mapping associated with this overlay for the land at 130 Rutherford Road, Toolamba was anomalously not included as part of the amendment, despite the property being listed in Clause 43.01. This amendment now proposes to apply the Heritage Overlay mapping to the subject land, as appropriate.

Land at 155 Rutherford Road, Toolamba, and 1 McCubbin Drive and 66 Paterson Road, Shepparton are within land use zones that do not reflect the existing use of the land, which has been occurring on both subject lands for over a decade. This amendment proposes rezoning to better reflect the current use of the land.

6. MANAGEMENT REPORTS

6.7 Amendment C-145 – Adoption of Amendment (continued)

The correction of these errors and anomalies will assist in providing for the fair, orderly, economic and sustainable use and development of land in the Municipality.

RECOMMENDATION

That the Council,:

1. in accordance with section 29 of the *Planning and Environment Act 1987 (the Act)* adopt Amendment C145 to the Greater Shepparton Planning Scheme; and
2. in accordance with Section 31 of the Act, submit Amendment C145 to the Minister for Planning for approval.

Property Details

Amendment C145 applies to various parcels of land within Greater Shepparton, including:

- Land within the Design and Development Overlay (DDO) Schedules 3, 4, 5, 6 and 7;
- Land within the Environmental Audit Overlay (EAO);
- Land within the Development Plan Overlay (DPO);
- Land within the Public Use Zone (PUZ), including:
 - Part of 7882 Goulburn Valley Highway, Kialla (Lot 3 on PS649025);
 - Part of 345 Verney Road, Grahamvale (Lot 2 on PS347731);
 - Part of 315 Verney Road, Grahamvale (Lot 2 on LP219260);
- Part of 155 Rutherford Road, Toolamba (Lot 1 on TP243977);
- 1 McCubbin Drive and 66 Paterson Road, Shepparton (Lot 175 on LP203945);
- 130 Rutherford Road, Toolamba (Lot 1 on TP423755);
- Part of 7882 Goulburn Valley Highway, Kialla (Lot 4 on PS649025).

Proposal in Detail

The amendment proposes to correct a number of errors and anomalies in the Greater Shepparton Planning Scheme, including:

- Remove restrictive mandatory controls regarding building heights and setbacks within the DDO3, DDO4, DDO5, DDO6 and DDO7 (DDO3 – DDO7);
- Remove the EAO from land where the environmental audit has been undertaken to the Council's approval;
- Remove the DPO from land where the development plan has been completed to the Council's approval;
- Rezone part of the land at 7882 Goulburn Valley Highway, Kialla (Lot 3 on PS649025) from the Public Use Zone (PUZ) to the Industrial 3 Zone (IN3Z).
- Rezone part of 345 Verney Road, Grahamvale (Lot 2 on PS347731) and 315 Verney Road, Grahamvale (Lot 2 on LP219260) from the Public Use Zone (PUZ) to the Farming Zone (FZ);
- Rezone part of the land at 155 Rutherford Road, Toolamba (Lot 1 on TP243977) from the Farming Zone (FZ) to the Township Zone (TZ);
- Rezone the land at 1 McCubbin Drive and 66 Paterson Road, Shepparton (Lot 175 on LP203945) from the Business 1 Zone (B1Z) to the Residential 1 Zone (R1Z);

6. MANAGEMENT REPORTS

6.7 Amendment C-145 – Adoption of Amendment (continued)

- Apply Heritage Overlay mapping to land at 130 Rutherford Road, Toolamba (Lot 1 on TP423755);
- Rezone part of 7882 Goulburn Valley Highway, Kialla (Lot 4 on PS649025) from the Rural Living Zone (RLZ) to the Industrial 3 Zone (IN3Z);

Summary of Key Issues

In accordance with the Department of Planning and Community Development's (DPCD) authorisation, a limited amendment notification period was undertaken with the referral authorities and prescribed Ministers, none of whom objected or requested changes to the proposed amendment.

The Council may adopt the amendment under Section 29 of the *Planning and Environment Act 1987* before submitting it to the Minister for approval under Section 31 of the Act.

Background

This amendment proposes to correct a number of errors and anomalies in the Greater Shepparton Planning Scheme through the removal of redundant overlays, correction of mapping errors and the rezoning of incorrectly zoned land parcels.

The DDOs (Schedules 3 to 7) affecting land within the Shepparton urban area are unnecessarily restrictive – applying mandatory controls regarding setbacks which cannot be altered with a permit. This does not allow for variation in cases where the mandatory controls cannot be adhered to, such as development on corner lots. The proposed amendment seeks to allow some variation to these controls, subject to a planning permit, if the proposal achieves the design objectives of the relevant overlay.

EAOs and DPOs have been applied to land in Greater Shepparton as necessary, however these overlays still remain over some land in the Municipality where the development plan has been approved or the environmental audit has already been undertaken to the satisfaction of the Council. In these cases, the EAO/DPO is now redundant. The proposed amendment seeks to remove these land parcels from within the EAO and DPO as required.

Many decommissioned channels, previously owned by Goulburn-Murray Water (G-MW), and other land parcels previously owned by or managed by public authorities, are now in private ownership, therefore the PUZ is deemed inappropriate and a more suitable land use zone is sought through the proposed amendment. Land at 7882 Goulburn Valley Highway, Kialla, 345 Verney Road, Grahamvale and 315 Verney Road, Grahamvale is erroneously zoned as a result of the decommissioning of a G-MW channel.

Land at 130 Rutherford Road, Toolamba was included in the Heritage Overlay as part of Amendment C50 to the Greater Shepparton Planning Scheme. As part of Amendment C50, the property owners were notified and the property was added to the Schedule to the Heritage Overlay at Clause 43.01, listed as HO123. The mapping associated with this overlay for the land at 130 Rutherford Road, Toolamba was anomalously not included as part of the amendment, despite the property being listed in Clause 43.01. This amendment now proposes to apply the Heritage Overlay mapping to the subject land, as appropriate.

6. MANAGEMENT REPORTS

6.7 Amendment C-145 – Adoption of Amendment (continued)

Land at 155 Rutherford Road, Toolamba, and 1 McCubbin Drive and 66 Paterson Road, Shepparton are within land use zones that do not reflect the existing use of the land, which has been occurring on both subject lands for over a decade. This amendment proposes rezoning to TZ and R1z respectively to better reflect the current use of the lands.

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 C145 procedures comply with legislative requirements for amendment preparation, exhibition and adoption under the *Planning and Environment Act 1987*.

Under Section 20(2) of the Act, the Minister for Planning may exempt a planning authority from the notice requirements outlined in the Act. This allows the Council to effectively fast track procedural amendments such as this for the correction of errors and anomalies in the Planning Scheme. Exemption from notice under Section 20(2) of the Act was authorised by the Minister for the following reasons:

- the number of affected land owners makes it impractical to give individual notice;
- the amendment relaxes existing controls and does not impose any new restrictions on land;
- anomalous provisions apply and a simple correction is required to ensure that the intent of the Planning Scheme is not compromised; and
- it is not expected that any persons or parties will experience material detriment as a result of this amendment.

In accordance with the authorisation for Amendment C145, notice was not issued to affected landowners and notice was not advertised in either the Victorian Government Gazette or the local newspapers; however formal notice was issued to relevant referral authorities and prescribed ministers.

A planning authority adopts an amendment under Section 29 of the Act and refers it to the Minister for Planning under Section 31 of the Act.

Council Plan/Key Strategic Activity

“Strategic Objective 1 – Settlement and Housing

Point 02: 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.

6. MANAGEMENT REPORTS

6.7 Amendment C-145 – Adoption of Amendment (continued)

In the next four years:

1. Engage stakeholders to ensure that growth management plans incorporate user views on priorities, infrastructure needs and future demand
2. Complete structure plans for growth areas, including developer contribution plans
3. Review Municipal Strategic Statement”

The proposed amendment will correct a number of errors and anomalies in the Greater Shepparton Planning Scheme. This will assist in providing for the fair, orderly, economic and sustainable use and development of land in the Municipality.

Risk Management

There are no risks associated with adopting this amendment as it corrects identified anomalies in the Planning Scheme and will implement the objectives of planning in Victoria by providing sound, strategic and coordinated planning of the use and development of land in the municipality as required by Section 12(1)(a) and (b) of the *Planning and Environment Act 1987*.

There are continued risks however if this amendment is not adopted by the Council and approved by the Minister as there are numerous errors and anomalies that have created situations that are unjust, clearly in error and/or conflict with the obvious intent of the provisions in the scheme

Policy Considerations

There are no conflicts with existing Council policy.

Financial Implications

The *Planning and Environment (Fees) Regulations 2000* sets the statutory fees for the preparation, exhibition and adoption of planning scheme amendments. The Council is the proponent of this amendment and is responsible for all costs associated with the amendment process.

Legal/Statutory Implications

Procedures associated with Amendment C145 comply with legislative requirements for amendment preparation, exhibition 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

6. MANAGEMENT REPORTS

6.7 Amendment C-145 – Adoption of Amendment (continued)

upon through the amendment process, including during the exhibition and consideration of submissions 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 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.

Cultural Heritage

Land at 130 Rutherford Road, Toolamba was deemed to have cultural heritage significance and the City of Greater Shepparton Heritage Study Stage II (HSII) recommended that the property be included within the Heritage Overlay.

Amendment C50 to the Greater Shepparton Planning Scheme proposed the inclusion of this property in the Heritage Overlay. As part of this amendment process, the property owners were notified and the property was added to the Schedule to the Heritage Overlay at Clause 43.01, listed as HO123. However, the mapping associated with this overlay for the land at 130 Rutherford Road, Toolamba was anomalously not included as part of the amendment, despite the property being listed in Clause 43.01. This amendment now proposes to apply the Heritage Overlay mapping to the subject land, as appropriate. The inclusion of this property within the Heritage Overlay will allow for the continued preservation of the cultural heritage significance of this place.

Environmental/Sustainability Impacts

It is not expected that there will be any environmental implications as a result of this amendment.

Social Implications

It is not expected that there will be any social implications as a result of this amendment.

Economic Impacts

The amendment should have positive economic effects as it will reduce the need for landowners to apply for planning permits for buildings or works on land that is incorrectly included in an overlay or land use zone, and will facilitate development of land that is included in an overlay with existing restrictive mandatory controls.

Referrals/Public Notice

Authorisation A02403 provided the Council with an exemption from the requirements of sections 19(2) and 19(3) of the *Planning and Environment Act 1987*. As a result, the Council was not required to give notice of the amendment in local newspapers or the Victorian Government Gazette.

6. MANAGEMENT REPORTS

6.7 Amendment C-145 – Adoption of Amendment (continued)

In respect of the need to give notice to prescribed affected property owners and occupiers in accordance with Section 19(1) of the Act and the *Planning and Environment Regulations 2005*, the authorisation A02403 stated that the extent of the notice given was at the Council's discretion. Owing to the fact that this amendment corrected errors and anomalies in the planning scheme, Council officers determined that formal notification to the affected landowners was unwarranted.

As required by the *Planning and Environment Act 1987*, formal notice of Amendment C145 was given to the prescribed Ministers and each of the relevant referral authorities. The amendment was placed on exhibition with these authorities from Tuesday, 08 January 2013 to Wednesday, 23 January 2013.

No objections were received from the relevant authorities or the prescribed ministers. Council officers believe that appropriate consultation has occurred and the matter is now ready for Council consideration.

Strategic Links

Greater Shepparton 2030 – Strategy Plan:

Owing to the fact that this amendment mainly proposes to correct a number of zoning and overlay errors and anomalies within the Planning Scheme, there are no specific strategic directions that specifically support this amendment. However, as the amendment proposes to remove a number of redundant overlays, correction of mapping errors and the rezoning of incorrectly zoned land parcels, it will assist in providing for the fair, orderly, economic and sustainable use and development of land in the municipality. This approach is strongly supported by the *Greater Shepparton 2030 – Strategy Plan*.

Any other strategic links:

No other strategic links have been identified.

Options for Consideration

The Council has two main options in relation to Amendment C145:

- The Council may abandon the amendment under Section 28 of the *Planning and Environment Act 1987*.
- The Council may adopt the amendment under Section 29 of the Act.

If the Council chooses to adopt the amendment, it must then submit the amendment to the Minister for Planning for approval under Section 31 of the Act.

Conclusion

It is recommended that the Council adopt the Amendment C145 to the Greater Shepparton Planning Scheme and submit it to the Minister for approval.

Attachments

1. Locations of subject sites
2. Aerial photographs of subject sites
3. Zoning and overlay maps for subject sites

6. MANAGEMENT REPORTS

6.8 Contract No. 1387 – Supply of Plant and Operation for Crushing Recycled Concrete

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: Environmental Officer – Waste Services

Proof reader(s): Manager – Waste Services, Team Leader – Waste Services

Approved by: Acting Director – Sustainable Development

Other: Contracts Engineer – Engineering Projects (contract evaluation panel member)

Purpose

The purpose of this report is to recommend a panel of suppliers contract for the crushing of concrete and brick at Shepparton Transfer Station and provide information to Councilors so they can make an informed decision to:

- a) support the recommendation, or
- b) reject the recommendation, or
- c) defer a decision pending provision of further information

RECOMMENDATION

That the Council:

1. awards the tender for Contract 1387: "Supply of plant and operations for crushing recycled concrete and brick", to Lima South Quarry Pty Ltd, CZL Group Pty Ltd, Local Mix Quarries Pty Ltd, Ecocrete Pty Ltd, and Mansfield Constructions Pty Ltd for a contract amount as approved in the annual Council budget.
2. note that these tenderers will form a panel of suppliers under a Standing Offer Agreement based on schedule of rates for the onsite crushing of concrete and brick at the Shepparton Transfer Station.
3. note that the initial contract period will be for two years from the date Council receives a signed formal instrument of agreement and that the contract allows for two one year extensions at the Council's option.
4. authorise the Chief Executive Officer to sign and seal the contract documents.

6. MANAGEMENT REPORTS

6.8 Contract No. 1387 – Supply of Plant and Operation for Crushing Recycled Concrete (continued)

Contract Details

This is a panel of suppliers schedule of rates Contract that involves the following services:

Concrete Crushing

Crushing of recycled concrete at the Shepparton Transfer Station to a size nominated by council to be sold to residents and used by council for works around the municipality including landscaping, footpaths and as a road base.

Brick Crushing

Crushing of recycled bricks at the Shepparton Transfer Station to a size nominated by council to be sold to the public and internally within council for works around the municipality including footpaths and landscaping.

Tenders

Tenders were received from:

Tenderers
Lima South Quarry Pty Ltd
CZL Group Pty Ltd
Local Mix Quarries Pty Ltd
Ecocrete Pty Ltd
Mansfield Constructions Pty Ltd

Tender Evaluation

Tenders were evaluated by:

Title	Branch
Team Leader	Waste Services
Environmental Officer	Waste Services
Contracts Engineer	Engineering Projects

Evaluation Criteria

Tenders were evaluated on the following criteria:

Evaluation Criteria	Weighting
Initial contract period price	45%
Price for extension periods	15%
Capability and relevant experience	10%
Quality	10%
Occupational health and safety and risk management	10%
Past Performance	10%

6. MANAGEMENT REPORTS

6.8 Contract No. 1387 – Supply of Plant and Operation for Crushing Recycled Concrete (continued)

Council Plan/Key Strategic Activity

Council Plan

Objective 17: Promote and demonstrate environmental sustainability

The proposal links with this strategic objective as it produces a reusable product from a waste material that was formally disposed of at landfill.

Risk Management

Risks	Likelihood	Consequence	Rating	Mitigation Action
Injury or death from public access	D	2	Moderate	Safe Work Method Statements to be completed. Traffic management to be implemented for the crushing period so that public vehicles are restricted from the crushing area
Excessive amounts of dust created from crushing process	C	4	Low	Contractors will have dust suppression practices in place
Excessive amounts of noise	C	5	Low	Keep a complaints register and monitor noise levels. Works are restricted to business hours.

Policy Considerations

The contract is in line with Councils Waste Management Strategy, the Council Plan, State Government, Council Procurement Policy and Council policies to reduce waste to landfill and greenhouse gas emissions.

Financial Implications

There are no new financial implications with this proposal. Concrete and brick crushing has been budgeted for in the Shepparton Transfer Stations regular operating costs to the amount of \$220,000 annually. During the current market creation stage the objective is to be cost neutral with this operation. That is the revenue derived from concrete disposal and sales offsets the crushing and handling costs.

6. MANAGEMENT REPORTS

6.8 Contract No. 1387 – Supply of Plant and Operation for Crushing Recycled Concrete (continued)

	2012/2013 Approved Budget for this proposal* \$	This Proposal \$	Variance to Approved Budget \$	Comments
Revenue	\$220,000	\$	\$0	Income from raw concrete disposal and crushed concrete and brick sales
Expense	\$220,000	\$	\$0	Crushing and handling costs
Net Result	\$0	\$0	\$0	The intention is to maintain a cost neutral service. That is the cost to crush the material will be offset by the disposal charge and sales income.

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

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

Positive Impacts

Recycling concrete and brick currently diverts approximately 12,000 tonnes of material from landfill annually and creates a useful end product. Diverting this material significantly extends the operating life of the landfill as this represents a quarter of incoming waste.

The waste concrete is recycled into a product that can be used as a substitute for quarried rock in many cases.

Crushed concrete and brick is used by council in various projects including footpaths, road sub bases and landscaping.

Negative Impacts

Staff time will be used to manage the contract and the process.

Strategic Links

a) Greater Shepparton 2030 Strategy

Directly relates to the Greater Shepparton 2030 Strategy

- **Topic:** Environment: Conservation and enhancement of significant natural environments and cultural heritage.
- **Objective:** 4.To reduce greenhouse gas emissions by local action, in the interests of current and future generations
- **Action:** 4.3 – Encourages recycling by providing a worthwhile service and setting an example

6. MANAGEMENT REPORTS

6.8 Contract No. 1387 – Supply of Plant and Operation for Crushing Recycled Concrete (continued)

b) Other strategic links

- Victorian Government – Towards Zero Waste
- Greater Shepparton City Council – Waste Management Strategy

Options for Consideration

a) Do Nothing

Positives

- Council Officers would not have to spend time contributing to managing the contract

Negatives

- Each year approximately 12,000 tonnes of concrete and brick would need to be buried in landfill
- Council would take a backwards step in its goals of reducing waste to landfill and also setting a poor example to residents.

b) Proceed with the contract

Positives

- Council will continue to divert 12,000 tonnes of material from landfill
- The community and council will continue to benefit from a low cost, environmentally friendly alternative to quarried rock

Negatives

Staff will have to spend time contributing to managing the contract

Conclusion

Local Mix Quarries has the highest score in the tender evaluation which is reflective of their prices for the full potential contract period. CZL, Lima South Quarries, Ecocrete and Mansfield Constructions scored extremely closely. Some of the more noteworthy points of the evaluation are as follows:

- All contractors scored highly for past performance (referee comments)
- Ecocrete's tender scored significantly lower than the rest of the tenderers for Occupational Health and Safety and Risk Management due to a lack of documents provided in comparison to the other tenders.
- Ecocrete is the cheapest for the initial contract period; Local Mix Quarries is the cheapest over the full period while Mansfield Constructions is the most expensive.

The evaluation showed similar outcomes for all tenders with only four points separating the highest scoring tender from the lowest scoring. The nature of the works means that reasonably short notice is often required and availability of the contractors can vary. With these factors and the outcomes of the evaluation in mind, the recommendation is that all five contractors be accepted onto the panel of suppliers for crushing concrete and brick at Shepparton Transfer Station.

Attachments

Nil

6. MANAGEMENT REPORTS

6.9 Naming of Bridge – Locky's Bridge

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: Administration Officer Statutory Planning

Proof reader(s): Manager Planning

Approved by: Acting Director Sustainability

Purpose

The Council received a request from the Hon Jeanette Powell MP to formally name the bridge that crosses the billabongs on Riverview Drive, Kialla as Locky's Bridge.

RECOMMENDATION

That Council approve the name Lockys Bridge in accordance with Guidelines for Geographic Names Victoria and the *Geographic Place Names Act 1998* and submit the name for approval to the registrar of Geographic Names.

Background

Lachlan Jai Collins was an 8 year old boy who lost his life whilst swimming in the billabong near the bridge on 17 January 2011.

Lachlan is the fourth generation who resided with his grandfather and his family in Kialla.

Council has received correspondence from Jeanette Powell MP indicating she has received correspondence from the Collins Family asking that the bridge near the family home be named in honour of Locky. Council has undertaken public consultation and considered the requirements of the guidelines for geographic names in Victoria.

Council Plan/Key Strategic Activity

This is a procedural matter, therefore the Council Plan doesn't provide guidance.

Risk Management

Name has been through the community consultation process via public notice, no submissions or objections were received.

Risks	Likelihood	Consequence	Rating	Mitigation Action
<ul style="list-style-type: none"> Minimal risk related to naming this bridge 	E	5	Insignificant	
<ul style="list-style-type: none"> Not naming the bridge could cause negative reaction by the family and/or community 	B	4	Moderate	Assessed against guidelines and advertised proposal by public notice

6. MANAGEMENT REPORTS

6.9 Naming of Bridge – Locky’s Bridge (continued)

Risks	Likelihood	Consequence	Rating	Mitigation Action
Risk that someone hasn’t seen the notice and objects when the sign is erected.	D	4	Low	Public Notice was undertaken in accordance with naming guidelines

Policy Considerations

Council Officer assesses names in accordance with Guidelines for Geographic Names in Victoria and *Geographic Place Names Act 1998*.

Financial Implications

There are no fees associated with the formal approval and/or lodgement of park names. There may be some costs associated with the erection of signage.

	2012/2013 Approved Budget for this proposal*\$	This Proposal \$	Variance to Approved Budget \$	Comments
Revenue	Nil			
Expense	Nil	\$1000.00	-	Parks & Rec
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

Assessment of names has been undertaken in accordance with the *Geographic Place Names Act 1998*

Environmental/Sustainability Impacts

There are no environmental impacts associated. The erection of the signage is the only requirement.

Social Implications

There are no social implication associated with the naming of the bridge.

Economic Impacts

There are no economic impacts associated with the naming of the bridge.

Consultation

Lockys Bridge was placed on Public Notice in the Shepparton News on 9 November 2012. There were no submissions received. The statutory planning administration officer has also had direct contact with Mr Collins (Lachlan’s father).

Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
Inform	Public Notice	Shepparton News
Consult	Family have been consulted	Discussions
Involve	Family have had input	Telephone conversations
Collaborate		
Empower		

6. MANAGEMENT REPORTS

6.9 Naming of Bridge – Locky’s Bridge (continued)

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 links as this is procedural.

b) Other strategic links

There are links as this is procedural.

Options for Consideration

- Bridge be named
- Bridge remain unnamed

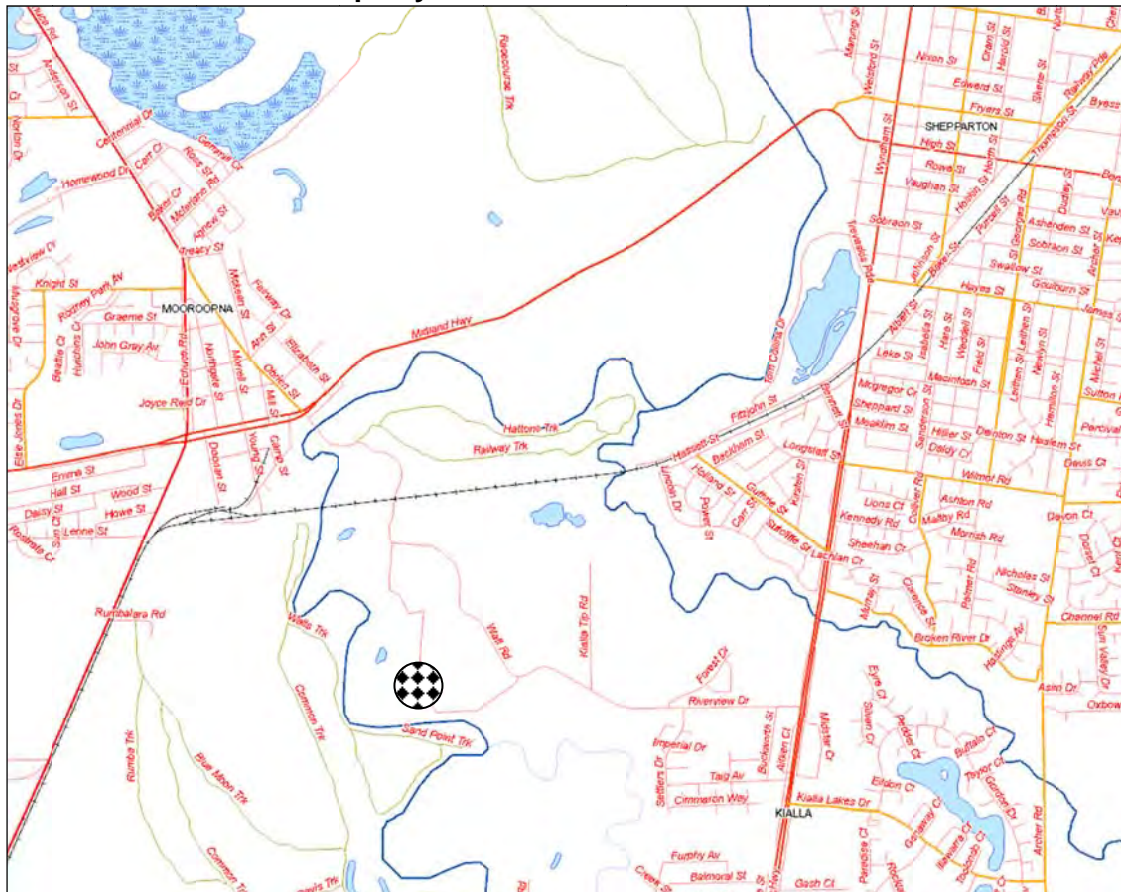
Conclusion

That this request be approved in honour of Lachlan.

In the absence of a policy the naming request meets all the criteria under the current guidelines, however there is a need for further guidelines or a council policy around naming where fatalities have occurred.

Site Plans and Aerial Photo

Location within the Municipality



6. MANAGEMENT REPORTS

6.10 Park Naming – Colaura Gardens

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: Administration Officer Statutory Planning

Proof reader(s): Manager Planning

Approved by: Acting Director Sustainability

Purpose

The Council received a request from the Toolamba Community Plan Steering Committee to formally name the reserve on the corner of Wren Street and Daunt Street, Toolamba as Colaura Gardens.

RECOMMENDATION

That Council approve Colaura Gardens in accordance with Guidelines for Geographic Names Victoria and the *Geographic Place Names Act 1998* and submit the name for approval to the registrar of Geographic Names.

Background

The gardens in Toolamba were created by the efforts of many people and organisations as a memorial to the lives of Colleen and Laura Irwin, who were murdered in January 2006. The letter from the community group asks for Collaura with two l's, however the parents have confirmed the spelling to only have one l.

Council Plan/Key Strategic Activity

There are no links to the Council Plan as this is a procedural matter.

Risk Management

Name has been through the community consultation process via public notice, no submissions or objections were received – strong community support.

Risks	Likelihood	Consequence	Rating	Mitigation Action
Little risk related to naming of garden	E	5	Insignificant	
Not naming the gardens could cause a negative reaction by the family and the community	B	4	Moderate	Assessed against guidelines and advertised proposal by public notice

6. MANAGEMENT REPORTS

6.10 Park Naming – Colaura Gardens (continued)

Risks	Likelihood	Consequence	Rating	Mitigation Action
The gardens will not be listed on Emergency Services mapping databases	C	4	Low	
Risk that someone hasn't been the notice and objects when the sign is erected	D	4	Low	Public Notice was undertaken in accordance with Naming Guidelines

From this there is deemed no risk to naming this garden.

Policy Considerations

Council Officer assesses names in accordance with Guidelines for Geographic Names in Victoria and *Geographic Place Names Act 1998*.

Financial Implications

There are no fees associated with the formal approval and/or lodgement of park names. There may be some costs associated with the erection of signage.

	2012/2013 Approved Budget for this proposal*\$	This Proposal \$	Variance to Approved Budget \$	Comments
Revenue	Nil			
Expense	-	\$2000.00	-	Parks & Rec
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

Assessment of names has been undertaken in accordance with the *Geographic Place Names Act 1998*

The naming of these gardens does not limit any human right provided for under the Victorian *Charter of Human Rights and Responsibilities Act 2006*.

Environmental/Sustainability Impacts

There are no implications as this is procedural.

Social Implications

There are no implications as this is procedural.

Economic Impacts

There are no implications as this is procedural.

6. MANAGEMENT REPORTS

6.10 Park Naming – Colaura Gardens (continued)

Consultation

Colaura Gardens was placed on Public Notice in the Shepparton News in June 2012. There were no submissions received. Council staff have had direct dealings with the parents of Laura and Colleen and they are in full support of this proposal.

Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
Inform	Public Notice	Shepparton News
Consult	Contact with community group	Telephone conversations
Involve	Family have had input	Various means

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 links as this is procedural

b) Other strategic links

There are no links as this is procedural

Options for Consideration

- Gardens remain unnamed
- Gardens be named

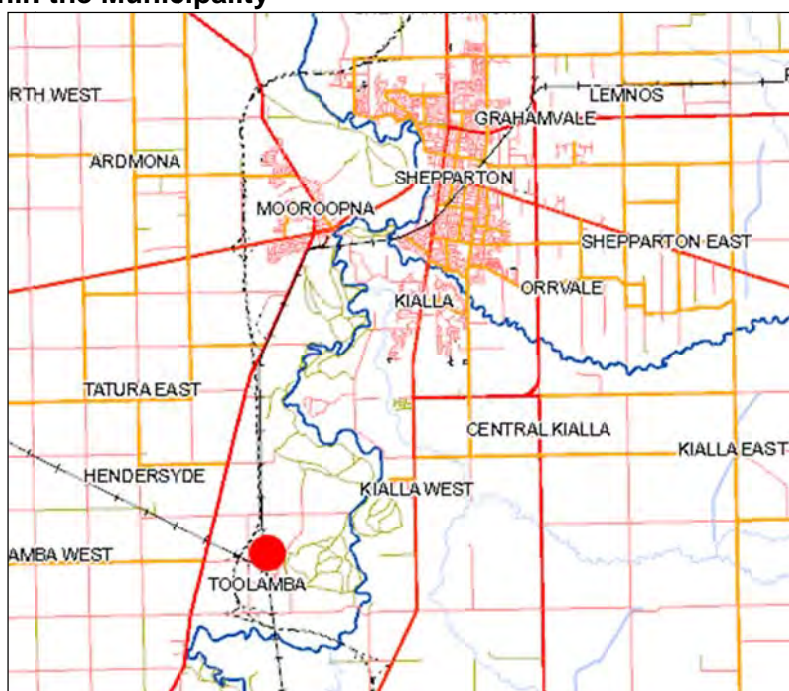
Conclusion

That this request be approved in honour of two girls from the local community.

Attachments

Nil.

Location within the Municipality



6. MANAGEMENT REPORTS

6.10 Park Naming – Colaura Gardens (continued)

Letter from the Toolamba Community Steering Committee

18th April 2012

Janine Saxon
Administration Officer
Statutory Planning
Greater Shepparton City Council
Locked Bag 1000
SHEPPARTON VIC 3630

Greater Shepparton	
From	
To	
20 MAY 2012	
Forwarded To	
Copies To	

Dear Janine

NAMING OF TOOLAMBA MEMORIAL GARDENS

As Chair of the Toolamba Community Plan Steering Committee I am writing to you to request the current gardens in Wren St be named "Collaura Gardens".

I have attached a map of the exact site for your reference.

The gardens in Toolamba were created by the efforts of many people and organisations as a memorial to the lives of Colleen and Laura Irwin, who were murdered on the 28th January 2006. Close friends of the family, Mark Little and Des Good along with others, formed a committee with the aim establish a memorial garden.

The group worked closely with The Greater Shepparton City Council and its Urban Design department to purchase land from VicTrack, then designed a garden which incorporated touches that the sisters had created during their short lives. Tiles created by Angie Rossi reflect a photograph taken by Colleen and a poem written in part by Laura.

Donations of money, labour, materials and support came from many areas, and the gardens were officially opened on the 14th January 2007.

The gardens are used in a variety of ways by the Toolamba community; small family groups can be seen having a BBQ, the Toolamba Lions Club has had a free BBQ and coffee morning featuring some historic cars as a way to get the community to stop and spend time talking and catching up with one another. The Toolamba Community Planning group has held a youth event featuring live music. People passing through Toolamba also utilise the gardens as a place to stop, eat and drink. In 2011, the Gardens became an interest point with a large gum tree being illuminated and other festive lights adorning the fence line.

When Shirley Irwin was asked about the gardens have an official name, without hesitation she asked for them to be named the 'Collaura Gardens'. Shirley said that this dates back to when the girls were much younger and she would call for them but get the names mixed up resulting in 'Collaura'.

I hope you will consider this request favourably as it would mean a great deal to the community of Toolamba.

Yours sincerely

Kate Montgomery
Chairperson
Toolamba Community Steering Committee

6. MANAGEMENT REPORTS

FROM THE ORGANISATION DIRECTORATE

6.11 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: Acting Committees Officer

Proof reader(s): Team Leader Governance and Manager Corporate Performance

Approved by: Director Organisation

Purpose

The purpose of this report is to extend the current term of office for members of the Katandra West Community Facilities Committee of Management, the Deakin Reserve Advisory Committee and the Tatura Park Advisory Board.

RECOMMENDATION

That the Council:

1. extend the current term of office for the members of the Katandra West Community Facilities Committee to 15 April 2013
2. extend the current term of office for the members of the Tatura Park Advisory Board to 15 April 2013
3. appoint Cr Ryan to the Tatura Park Advisory Board as the second Councillor Representative
4. extend the current term of office for the following members of the Deakin Reserve Advisory Committee to 31 December 2013:
Greg BEER
Marianne CONTI
John HYDE
Mark LAMBOURN
Christopher SMITH
5. extend the current term of office for the following members of the Deakin Reserve Advisory Committee to 31 December 2014:
Ian FITZSIMMONS
Ian HOWARD
Don KILGOUR
Paul McGRATH
Barry SENIOR.

6. MANAGEMENT REPORTS

6.11 Committee Membership (continued)

Background

1. Katandra West Community Facilities Committee of Management

The current members of the Katandra West Community Facilities Committee of Management were appointed at the Ordinary Council Meeting held on 15 February 2011. Their term of office expired on 14 February 2013. The February appointment/expiry dates for this committee has meant that in previous years recruitment has been undertaken during the Christmas Period which reduces the possible recruitment opportunities for members of the community who may be on holidays when the recruitment is undertaken. Extending the current term of office to 15 April 2013 allows for the recruitment process to be moved away from the holiday period. It is proposed to commence recruitment in early February with the new committee being appointed at the April Ordinary Council Meeting.

2. Tatura Park Advisory Board

The current community members of the Tatura Park Advisory Board were also appointed at the Ordinary Council Meeting Held on 15 February 2011 with their term of office expiring on 14 February 2013. As with the Katandra West Community Facilities Committee of Management it is proposed to extend the current term to 14 April 2013 to allow for the recruitment process to be undertaken at a time when community members are more likely to find out about the opportunity to nominate for the committee. It is proposed to commence recruitment in early February 2013 with the new committee to be appointed at the April Ordinary Council Meeting.

Since the Tatura Park Advisory Board was established in February 2011 Cr Ryan has served as one of the two Councillor representatives to the committee. When Council reviewed their representation on Council's various committees at the Ordinary Council Meeting held on 20 November 2012 Cr Ryan was omitted in error. It is proposed to rectify this and appoint Cr Ryan to the committee. There is no requirement to amend the current Terms of Reference applying to the committee as it currently allows for two Councillor representatives.

3. Deakin Reserve Advisory Committee

The members of the Deakin Reserve Advisory Committee are currently recruited on a rotational basis with 5 of the 10 community representative positions being appointed each year. Currently the term of office for Greg Beer, Marianne Conti, John Hyde, Mark Lambourn and Christopher Smith finishes on 14 November 2013 while the term of office for Ian Fitzsimmons, Ian Howard, Don Kilgour, Paul McGrath and Barry Senior expires on 15 October 2014. The Committee has requested that their current terms be extended so that they end on 31 December. It is proposed that future appointments will be made at the December Ordinary Council Meeting each year with those members being appointed for the following calendar year. This will enable the committee to undertake their election of office bearers at the first meeting of each calendar year with the office bearers serving for the next twelve months.

Council Plan/Key Strategic Activity

This proposal supports objective 31 of the *Council Plan 2009-2013* – provide best practice management and administrative systems and structures to support the delivery of Council services and programs.

6. MANAGEMENT REPORTS

6.11 Committee Membership (continued)

Risk Management

Extending the current terms of office for the members of the Katandra West Community Facilities Committee of Management and the Tatura Park Advisory Board reduces the risk of Council being unable to obtain sufficient applicants to establish these committees.

Ensuring that the members of all of Council's Committees of Management are appointed by Council helps to reduce the governance risks associated with the delegation of Council powers to those committees.

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 conforms with the requirements of the *Local Government Act 1989*.

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

All of the existing community members have been consulted and have agreed to the extension of their current terms.

Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
Inform	Keep informed	<ul style="list-style-type: none"> Consultation with committee members
Involve	Work together. Feedback is an input into decision making.	<ul style="list-style-type: none"> Council consulted with the committees in relation to the changes to their terms of office.
Collaborate	Feedback and advice received from the committee will be incorporated into decisions to the maximum level possible.	<ul style="list-style-type: none"> The Deakin Reserve Advisory Committee requested that their appointment dates be moved to better align with their processes.

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

6. MANAGEMENT REPORTS

6.11 Committee Membership (continued)

Strategic Links

a) Greater Shepparton 2030 Strategy

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

b) Other strategic links

No other strategic links have been identified.

Options for Consideration

Councillors could choose to not extend the current terms of office for all or some of these committees or appoint Cr Ryan to the Tatura Park Advisory Board but this would:

1. leave the Katandra West community facilities without a functioning Committee of Management until such time as a new committee can be recruited
2. leave the community with no input into the functioning of Tatura Park until such time as a new committee can be recruited.

Conclusion

It is recommended that the terms of appointment for members of the three committees be amended in accordance with the recommendations in this report and for Cr Ryan to be appointed as the second Councillor representative on the Tatura Park Advisory Board.

Attachments

Nil.

6. MANAGEMENT REPORTS

6.12 Audit and Risk Management Committee – Appointment of External 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: 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 (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 “*The committee will comprise a minimum of six members – two (2) Councillors and four (4) external independent persons.*”

The purpose of this report is to seek approval in the appointment of the detailed applicants from the recently advertised positions.

RECOMMENDATION

That Council resolve to appoint Mr Graeme Jolly and Mr Geoff Cobbledick (external members) to Council’s Audit and Risk Management Committee for a term of three years expiring in February 2016.

Background

At the Ordinary Council Meeting held on 18 December 2012 Council resolved to adopt the reviewed Charter of which included an amendment to membership from three external members to four.

Due to the resignation of the committee’s chair and the change to membership, the committee advertised for two external positions closing 1 February 2013.

The following applications were received:

- Mr Graeme Jolly
- Mr Geoff Cobbledick

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”

6. MANAGEMENT REPORTS

6.12 Audit and Risk Management Committee – Appointment of External Members (continued)

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.

Risks	Likelihood	Consequence	Rating	Mitigation Action
Quorum requirements not filled due to inadequate numbers of external members.	D	3	Moderate	Advertised for two external members to fill all roles.
Committee not meeting charter membership requirements breaching section 139 of the <i>Local Government Act 1989</i> .	E	3	Moderate	Advertised for two external members to fill all roles. Two applicants applied.

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

Applications received have been reviewed by the current external members of the committee in addition to Council's Executive Team who support the recommended appointments.

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

6. MANAGEMENT REPORTS

6.12 Audit and Risk Management Committee – Appointment of External Members (continued)

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

The appointment of Mr Graeme Jolly and Mr Geoff Cobbledick (external members) to Councils Audit and Risk Management Committee meets the charter requirements and provides further skill and knowledge for the committee to meet the primary objectives of their formation.

Attachments

Nil

7. TABLED MOTIONS

Nil received

8. REPORTS FROM COUNCIL DELEGATES TO OTHER BODIES

Nil received

9. REPORTS FROM SPECIAL COMMITTEES AND ADVISORY COMMITTEES

Nil received

10. NOTICES OF MOTION, AMENDMENT OR RESCISSION

11. DOCUMENTS FOR SIGNING AND SEALING

Documents for Signing and Sealing

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.

Deed of renewal of lease – The Greater Shepparton City Council entered into a lease with the Shell Company of Australia Limited (“the lessee”) on 28 September 1987 for part of Victoria Park Reserve, for a period of 10 years with four further terms of 5 years each. The lessee has exercised its option to renew the lease for the final term of 5 years commencing on 1 June 2012 and expiring on 31 May 2017. The Deed of Renewal of Lease document will formalise the lessee’s tenancy for the final 5 year term.

RECOMMENDATION

That the Council authorise the signing and sealing of the Deed of Renewal of Lease with the Shell Company of Australia Limited..

12. COUNCILLOR ACTIVITIES

Councillors' Community Interaction and Briefing Program

From 8 December 2012 to 10 February 2013, some or all of the Councillors have been involved in the following activities:

- Kialla Landfill - Australian Botanical Gardens - Working Bee
- Cultural Heritage Awards
- Visit by Shangqiu City (China) delegation - regarding proposed sister city agreement
- Street Rider Night Bus - Xmas Function
- 2012 GOTAFE Trades Awards and Graduation [Shepparton & Seymour Campuses]
- CEO & Mayor visit Minister Lovell, Minister Mulder & Minister Hall – Parliament House
- Carols by Candlelight - Media Opportunity
- Monash Park Mural Launch
- Best Start Partnership Meeting
- L2P - Thank You Xmas Party
- Shepparton Aerodrome Advisory Committee meeting
- HRLGN Meeting & Christmas Lunch
- Turn on the lights at Dookie
- SSM Reference Group Meeting
- Mactier Park & Lake Bartlett Master Plan Consultation
- Carols by Candlelight - Mooroopna
- Heritage Advisory Committee meeting - last meeting for 2012
- Rating Strategy Group Meeting
- Shepparton High School - Presentation Evening
- Media Photo Opportunity - Undera Community [Council replaced Christmas Bow]
- AFL - Youth Girls National Championships - Media Launch
- Councillor, Executive & Partners Xmas Dinner
- Audit and Risk Management Committee Meeting
- DAC Christmas Meeting and Break-up
- Sir Murray Burchier Meeting
- RiverConnect Implementation Advisory Committee Meeting
- Xmas Civic Reception & Thank You from Council to Community Representatives
- GV Regional Library - Xmas Break Up
- Council Staff Christmas Break Up at the Doyles Road Complex
- Shepparton Carols by Candlelight
- Rotary Mooroopna Club - Car Raffle draw
- Rating Strategy Reference Group - Meeting 2
- Meeting with Professor Hal Swerissen, La Trobe University, Shepparton
- SSM January Meeting
- Kialla Landfill workshop with Rob Cooper
- Smoke Free Dining Community session
- Minister Visit - The Hon Denis Napthine & The Hon Wendy Lovell – Greater Shepparton Council offices
- Summer Stroll Series - Tatura
- GV African Community - Welcoming of the New Year
- Multi Cultural Islamic Food Festival
- Shepparton Harness Gold Cup
- Australian Open Office of the Premier Invitation
- Rating Strategy Reference Group - Meeting 3

12. COUNCILLOR ACTIVITIES

Councillors' Community Interaction and Briefing Program (continued)

- Kialla Landfill Meeting
- Dairy Week - Walk Around
- Kialla Landfill Site Tour – Cr Houlihan & Cr Summer
- International Dairy Week - Presentations
- Australia Day Committee and Guests - Pre Dinner Drinks meeting
- Australia Day Celebrations - Dookie
- Australia Day Celebrations - Murchison
- Australia Day Celebrations - Arcadia
- Australia Day Celebrations - Tatura
- Australia Day Celebrations - Mooroopna
- Australia Day Celebrations - Toolamba
- Australia Day Celebrations - Shepparton
- Tour - Shepparton Transfer Station and Animal Shelter
- Media Announcement - Australian Grand Prix [visit on 9 March]
- Rating Strategy Reference Group Meeting
- Hume Alliance Executive Group meeting – Wangaratta
- Summer Stroll Series - Katandra West
- Meeting with Trent McCrae - Principal of Shepparton East Primary School
- Greater Shepparton Environmental Sustainability Strategy - Stakeholder Reference Committee Meeting
- Rural Health Academic Centre - Orientation Week - Speak to Medical Students
- Launch of Fairley Leadership Program 2013
- Media Interview & Filming - Get Moooving Greater Shepparton [Victoria Park Lake]
- Rating Strategy Reference Group - Meeting 4
- Ministerial Funding Announcement - Shepparton Showgrounds
- Executive & Councillors -Development of Council Plan Workshop weekend - 8 & 9 February 2013

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

RECOMMENDATION

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

Attachments

Assemblies of Councillors Records:

- Heritage Advisory Committee - 6 August 2012
- Heritage Advisory Committee - 3 September 2012
- Heritage Advisory Committee - 1 October 2012
- Older Persons Advisory Committee - 13 October 2012
- Disability Advisory Committee - 26 October 2012
- Heritage Advisory Committee - 26 November 2012
- Councillor Briefing Session - 11 December 2012
- Rating Strategy Reference Group – 17 December 2012
- Councillor Briefing Session - 18 December 2012
- Shepparton Art Museum Advisory Committee Meeting - 19 December 2012

12. COUNCILLOR ACTIVITIES

Councillors' Community Interaction and Briefing Program (continued)

- Rating Strategy Reference Group – 10 January 2013
- Rating Strategy Reference Group – 17 January 2013
- Councillor Briefing Session – 22 January 2013
- Councillor Briefing Session – 29 January 2013
- Rating Strategy Reference Group – 30 January 2013
- Councillor Briefing Session – 5 February 2013
- Rating Strategy Reference Group – 7 February 2013

13 URGENT AND OTHER BUSINESS NOT INCLUDED ON THE AGENDA

Nil received.

14. PUBLIC QUESTION TIME

15. CONFIDENTIAL MANAGEMENT REPORTS

15.1 Designation of Confidentiality of Information

RECOMMENDATION

That pursuant to section 89(2)(a)(d)(f) and (h) of the *Local Government Act 1989* the Council meeting be closed to members of the public for consideration of a confidential item.

15.2 Shepparton Show Me Reference Group – Recommendations

15.3 Reopening of the Council Meeting to Members of the Public

RECOMMENDATION

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

15.4 Designation of Confidentiality of Information – Report Attachments

RECOMMENDATION

In accordance with section 77(2)(b) of the *Local Government Act 1989* (the Act) the Council designates as confidential all documents used to prepare agenda report 6.6 'Contract No. 1387 – Supply of Plant and Operation for Crushing Recycled Concrete' and designated by the Chief Executive Officer or his delegate in writing as confidential under section 77(2)(c) of the Act. These documents relate to contractual matters, which is a relevant ground applying under section 89(2)(d) of the Act:

Acknowledgements

The following people are gratefully acknowledged for the time, energy, enthusiasm and knowledge that they have contributed to the development of the Katandra West Community Plan:

- Jillian Beecroft
- Belinda Collins
- Aaron Howells
- Leanne Ireland
- Trudie Smith
- Paul Verbeek
- David Whelan

Also, invaluable support was received from Michelle Patterson, Anna Janson, other Council staff and Councillors of the Greater Shepparton City Council. Thank you too, to all the individuals who contributed in some way to the consultation process through key stakeholder interviews, surveys or one-on-one interviews.



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: October 2012

Prepared By:

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Director

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Please also refer to the accompanying Appendix for further details of the literature review, community consultation outcomes and the process used to priorities actions.



Executive Summary

As residents of Katandra West, we are proud of our town and all of its attributes. We particularly like:

- the strong community spirit and the friendliness of the people;
- the fact that everyone knows everyone and that people are willing to help each other out in times of need;
- the variety of clubs and organisations available in our town;
- the quiet small town atmosphere and ease of getting around the town;
- the range and quality of sporting opportunities and facilities available in our town
- our school, kindergarten and general store;
- our proximity to other towns.

Although we have many assets, without doubt, our greatest assets are our people. In order to retain all of the positive features of Katandra West and to improve on these features; there are several key priorities that we would like to work towards, in partnership with Greater Shepparton City Council and other relevant stakeholders. These priorities are as follows:



1. Construct a beginner / intermediate level Skate Park / BMX Park in Katandra West.
2. Construct a Community Centre at the Recreation Reserve to cater for birthday parties, weddings, funerals, conferences and training days.
3. Develop a new playground at the Recreation Reserve.
4. Develop additional events in Katandra West for people of all ages.
5. Encourage more businesses to establish themselves in town.
6. Extend the walking / cycling track around the Recreation Reserve to link to the township, including paths north of the CFA shed.
7. Conduct a promotional campaign to attract more people to live in Katandra West and to attend both the kindergarten and primary school.
8. Advocate for improved mobile phone reception in Katandra West.
9. Organise more activities for young people in Katandra West.
10. Improve storm water drainage in Katandra West to reduce potential for flooding of homes, the school and businesses.
11. Install a street light at the entrance of the Recreation Reserve and paint a white line down the middle of the road near the entrance to increase safety around the Reserve.
12. Locate a home for the Katandra West Historical Group's artefacts and photo display.
13. Produce an annual community directory to promote clubs / organisations.
14. Advocate for improvements to the condition and maintenance of all roads, including minor roads in the Katandra West District.
15. Advocate for improvements to the condition of footpaths.
16. Improve street lighting throughout Katandra West.



What is Our Community Plan?

Our community plan is a written document that identifies our vision for the future and the priorities we have identified to achieve this vision. It will guide us in the delivery of a range of projects and facilities over the next decade. Where we may require additional assistance for specific projects, we will use our plan to seek support and funding from a range of relevant organisations including Greater Shepparton City Council.

It must be noted, however, that the issues identified in our plan represent a 'Snapshot in Time'. It is imperative that our plan is reviewed annually so that new issues, that are not apparent at this point in time, can be identified and addressed through the plan. Our plan needs to be a living, flexible document that can adapt to the changing needs of the community.

Further, achievement of strategies in our plan is dependent upon strong community support; the community being able to sell our ideas effectively to funding bodies; and providing genuine evidence of need.

A Planning Group comprising of interested local residents was established to oversee and actively assist with the development of the Katandra West Community Plan in February 2012. This group was provided with support from officers from Greater Shepparton City Council. A consultant was appointed to help facilitate the community consultation component of the project and to prepare the final Plan.

The Katandra West Community Planning Group met twice in February. However, serious flooding in Katandra West and other areas of Greater Shepparton at the end of February meant that a hold had to be placed on

the project so that local residents could have time to deal with the impact of flooding on their lives and businesses. The project resumed again in late May and community consultation events were held in July and August.

In order to develop a community plan such as ours, it is essential to engage with the whole community in the development process and to make sure that all groups, including those who are not usually involved in planning (such as young people), have an opportunity to be involved in the identification of issues and potential solutions. To hear the needs of our community, we undertook:

- A review of previous literature
- A demographic analysis
- Key stakeholder interviews
- Community surveys
- Community workshops

We then analysed all of this information to ascertain the key priorities of our community.

For the purpose of our community plan, Katandra West refers to the township as well as the district surrounding it, i.e. the area bounded by:

- Katamatite – Shepparton Rd (western boundary – down to Lemnos North Rd)
- Cosgrove Rd / Katandra Rd (eastern boundary)
- Tungamah Boundary Rd / Congupna East Rd (southern boundary)
- Murungi Rd (northern boundary).





Community Views

Extensive community consultation was undertaken as part of the development of our plan to ensure that all residents had an opportunity to have their say in the future of our town. **284** individuals contributed their ideas and thoughts to our Community Plan, which represents 38% of the population (although there may have been some doubling up of figures if people chose to take part in more than one consultative activity). The community consultation processes used included:

Literature Review

A total of eight **(8)** relevant documents and plans, primarily from Greater Shepparton City Council were reviewed to develop a better understanding of existing strategies and policies that need to be considered as part of the community planning process and may impact on future developments. These six documents included:

- Greater Shepparton Council Plan and Strategic Resource Plan (2009-2013)
- Katandra West Urban Design Framework (2003)
- Greater Shepparton Housing Strategy (2011)
- Early Years Service and Future Demand Analysis: Draft Report (2011)
- Katandra West Recreation Reserve Master Plan (2006)
- Draft Proposed Katandra West Twelve Month Action Plan (2005)
- Shepparton 2030
- A Future With Less Water Report (2012)

Community Surveys

Community surveys were mailed out to each household. Surveys were also used as part of one on one interviews conducted in front of the general store and at a football match. The total number of completed surveys from household surveys and interviews was **106**.

Children’s Art Exhibition and Free Community BBQ

Children at Katandra West Kindergarten and Katandra West Primary School were asked to develop a piece of art depicting what their vision of Katandra West in the future is. A total of 107 works of art were obtained – **71** from the primary school (contributed by approximately 60 children) and 36 from the kindergarten (contributed by approximately 16 children). Each work of art from the primary school was analysed to draw out the key issues. Local residents were also invited to attend the Art Exhibition to view the art work, examine key issues identified through community surveys and to vote on their priorities. **145** people attended the art exhibition.

Key Stakeholder Meetings

Key stakeholder meetings were held with **33** individuals representing 23 community-based clubs and organisations.



Who Are We?



Where We Are

Katandra West is situated 26km north east of Shepparton and 216 km north east of Melbourne, surrounded by farmland.

Our People

Based on the 2011 Australian Bureau of Statistics Census, Katandra West (State Suburb) has a population of **747**; 50.3% of whom are males and 49.7% of whom are females. The largest age groupings are 10-14 year olds and 45-49 year olds, with the median age of residents being 40 years of age.

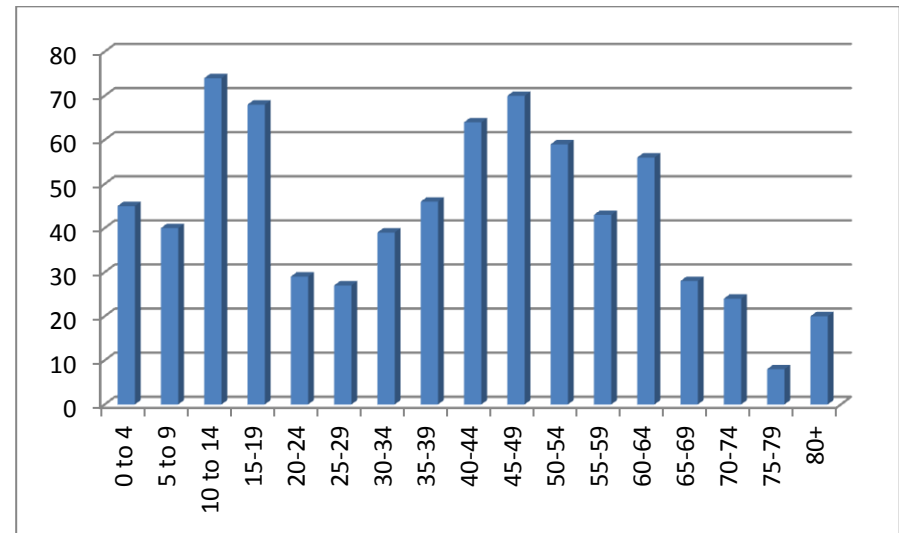


Figure 1: Age distribution of Katandra West Residents (Source: 2011 Census)

In 2011, we had approximately 16 children from Katandra West (state suburb) attending pre-school and 164 attending primary or secondary school (not necessarily in Katandra West).

Our Households

The most common form of household composition in Katandra West is a family household (79% compared with 72% for Australia), and of family households, the most common form is a couple living together with children at home (52% compared with Australia at 45%). The average number of children per household is 1.8 and the average household size is 2.7 people per house.

Our Language and Culture

Approximately 92.1% of our residents were born in Australia, compared with the national figure of 69.8%; and 2.0% of us are of indigenous descent, compared with 2.5% for Australia. Countries of birth for those not born in Australia include New Zealand, Netherlands, United Kingdom, Germany, Greece and Malaysia. English is the only language spoken at home by 96.4% of us. Italian and Dutch are the only other languages spoken at home by our residents, according to the 2011 Census.

Our Voluntary Work in the Community

167 people over 15 years of age (28.4%) in our community claimed that they undertook some form of voluntary works for an organisation or group in 2010/11, compared with 17.8% of Australian residents. The age groups which most thoroughly embraced volunteer work included 45-54 year olds, followed by 35-44 year olds.



Our Income

The median household income on a weekly basis is around \$1,064 per week and the median family income is \$1,219. Individuals earn a median income of \$488 per week. Of the 300 private dwellings in Katandra West, 33.2% are fully owned; 48.8% are in the process of being purchased; and 12.9% are being rented. The median mortgage repayment is around \$1,300 per month, and the median weekly rent is approximately \$200. 97.0% of households are connected to the internet either via broadband or dial-up, compared with only 59% for Australia.

Our Transport

The majority of homes have two motor vehicles (or an average of 2.3 motor vehicles per home). There is no public transport in Katandra West. Students attending secondary school in Shepparton utilise school buses. A high proportion of our workforce commutes into Shepparton for work, although exact figures are not known.

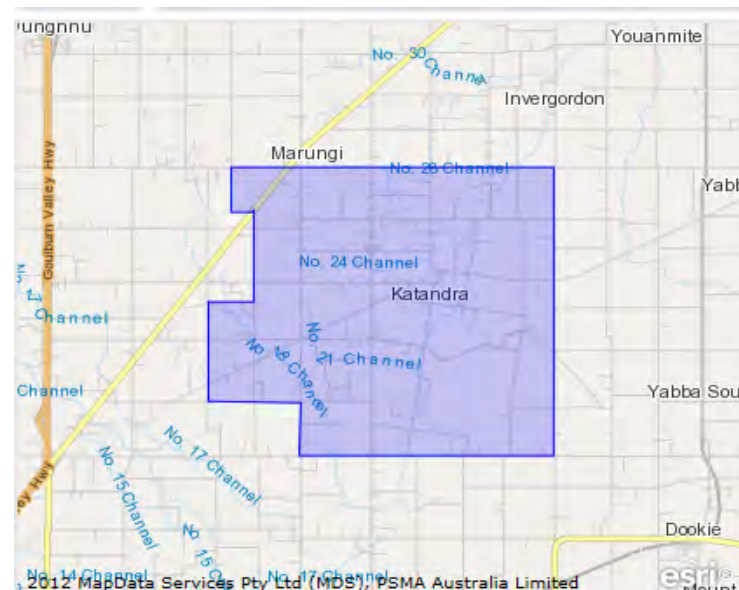
Our Employment

In 2011, 381 of our residents 15 years of age or over (72.1%) were in the labour force, working either full time, part time or presently away from work. Our unemployment rate was 3.5%, compared with 5.6% for Australia. Of our residents who are over 15 years of age and in the workforce, primary industries of employment included: dairy cattle farming (12.4%); hospitals (6.8%); and sheep, beef cattle and grain farming (6.1%). Within these industries, the most common occupations included managers (23.7%); professionals (15.3%); and technicians and trades workers (15.0%). Compared to Australia as a whole there are more

people in Katandra West working as managers and professionals and less people working as technicians/ trade workers and labourers.

Future Growth

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 East region, in which Katandra West is situated, is expected to grow at a very moderate rate of 0.05% per annum between 2012 and 2021. This represents a net gain of 20 people in the Rural North East region. The biggest losses are expected in the under 15 years of age bracket (-7.3%) and the biggest growth is expected in the number of people over 65 years of age (55.1%).



Environment, Sustainability and Township Appearance

Our Assets

Katandra West is surrounded by farming land. Although much of this land has been cleared over the years for farming practices, there are still areas, particularly along rural roads where expanses of native vegetation exist. A number of farmers have also planted trees on their farms to provide a windbreak and also to act as a shelter to stock and as a habitat to birds and wildlife.

Within the town itself, there is a small rose garden containing the war memorial adjacent to the hall and general store, used for passive recreational activities such as picnics and another triangular section of land in the roadway between the tennis courts and the general store which has been planted with trees and lawn.

The Katandra West Landcare Group, although only a very small volunteer based organisation, has been active in terms of advocating for the protection of remnant vegetation in areas such as Inverness Road and also in the creation of a native indigenous garden at the Katandra West Primary School.

Our Challenges

Township Entrances – residents feel that in order to create a sense of arrival, it is important to provide welcoming and highly visible signage at the



entrance ways to Katandra West, as well as attractive vegetation at the entrances and throughout the town.

Township Appearance – residents have expressed concern about the poor impression that poorly maintained housing and front yards in the main street creates for visitors.

Drainage – the need to continue to improve storm water drainage in Katandra West is important to ensure the risk of flooding to businesses, the school and private properties is minimised in the future. However, much of the damage from the February 2012 flooding occurred not from urban water, but rather from rural water that entered the urban system.

Lighting – poor lighting or lack of lighting in parts of Katandra West has been identified as a safety issue by a number of residents. One area in urgent need of lighting is the entrance to the Recreation Reserve.

Biodiversity – a number of local residents wish to maintain and preserve native indigenous vegetation in the Katandra West district to ensure that such species remain part of our landscape, do not become extinct and so that habitats are preserved for native birds and wildlife.

Our Future Directions

- *Continue to improve storm water drainage in the town*. (H)*
- *Install a street light at the main entrance to the Recreation Reserve. (H)*
- *Improve street lighting throughout the town (H-M)*
- *Plant more trees & establish more garden beds in town. (M)*
- *Install new town entrance signage. (M)*
- *Develop consistent tree planting plan for each street. (M)*
- *Improve the appearance of housing in the main street. (L)*



**Please refer to Katandra Flood Emergency Plan for further details.*



Health and Wellbeing

Our Assets

Residents of Katandra West are required to travel into Shepparton for all health and wellbeing services, other than the Maternal and Child Health Service and other visiting services that they may be able to access through Greater Shepparton City Council Home and Community Care (HACC) such as home help. For more specialist medical services, residents travel to Melbourne.

Our Challenges

Access to Health Services - one of the key factors that would encourage older adults to remain living in Katandra West would be the ability to easily access health services, without having to travel into Shepparton.

Our Future Directions

- Advocate for the establishment of mobile health services (including a doctor) which will regularly visit Katandra West. (L)

Community Services and Organisations

Our Assets

Despite its small size, Katandra West has an array of community organisations and associations which provide opportunities for resident to become involved in the community and to develop local networks. These community organisations include:

- Katandra West Scouts / Guides
- Katandra West CWA
- Katandra West Red Cross
- Katandra West United Dairy Farmers of Victoria
- Katandra West Fire Brigade
- Katandra West Catholic Church
- Katandra West Anglican Church
- Katandra West Uniting Church
- Katandra West Historical Society
- Katandra West Landcare Group
- Inver-Katandra Community Church
- Katandra Community Centre Community Reference Group and Planning Group
- Katandra West Progress Team
- The Katandra Informer (newsletter)





Our Challenges

Hall Maintenance – the existing hall, which has been constructed in three separate parts, is in need of maintenance to ensure that it is able to continue to function effectively in the future. However, limited funds are available for this purpose, particularly given that a new community centre has been proposed. A decision may need to be made in the near future by the community about the future of the hall and what level of maintenance it will receive in the future.

Desire for a Multi Purpose Community Hub – a committee has been formed to plan and fundraise for a new multi-purpose community centre to be located at the Recreation Reserve. Such a facility is likely to cost in excess of \$1m, and a considerable amount of local fundraising is expected to supplement any external grants that may be received. Ongoing support from the community and from Greater Shepparton City Council is critical in order for this project to progress.

Low Attendance at Church Services – attendances at the three churches in Katandra West have been declining in recent years. Services are becoming less frequent also. There may come a time in the near future where church management decrees that services at one or more of the three churches in Katandra West are no longer viable

Attracting Volunteers – many of the people who volunteer at community based organisations are ageing and are planning on retiring from their volunteer roles over the next few years. There does not appear to be a ready team of younger volunteers waiting in the wings to take over these important roles. Without such involvement, many organisations simply may not continue to operate.

Sustaining Clubs and Organisations – a number of clubs and organisations in Katandra West are struggling for numbers and fear that their particular organisation may cease to exist unless new members join in the very near future.

Our Future Directions

- *Develop a Community Centre at the Recreation Reserve. (H)*
- *Produce an annual community directory to promote clubs / organisations available as a hard copy and as an online version. (H)*
- Develop a website for Katandra West and identify volunteers to regularly update this site (M)
- Organise a volunteer recruitment program clearly articulating the opportunities available in the community and the benefits of being involved and link this with the Greater Shepparton City Council's Volunteer Program. (M)
- Upgrade the existing Katandra West Hall, subject to discussions about its future use (M)
- Encourage churches to meet to discuss possible formation of a united church should congregation levels continue to decline (L)
- Encourage more involvement by residents in local activities through active promotion of activities via The Informer, notice boards, a website, school newsletters and word of mouth. (L)
- Develop a public space in town where people can access computers, potentially linked to the proposed community centre, the hall, the primary school or the general store. (L)
- Establish a mail delivery service for people living in the town or install post office boxes. (L)





Heritage, Arts, Culture and Tourism

Our Assets

It is believed that the Katandra West area was inhabited by the Yorta Yorta Nation people before being settled by squatters in the 1840's. Further population growth occurred following the Soldiers' Settlement which commenced in 1919 and the Closer Settlement which commenced in 1926. A mural on the side of the Katandra West Hall depicts the creation of irrigation channels in 1926, an action that significantly changed the landscape and the type of farming able to be conducted in the region.

Katandra West features a number of buildings and residences from the early part of the 20th century, namely the Katandra West Hall and the old school hall. The Katandra West Historical Group continues to work hard to preserve the history of the community through its website and publishing of a local history book.

In relation to the arts, there is mural painted on the side of the Katandra West Hall and two painted cow sculptures on temporary loan from Greater Shepparton City Council near the general store. A Christmas Carols event is held each year in Katandra West. There are no significant tourist attractions in the immediate area at present.



Our Challenges

Lack of Events and Attractions in Katandra West – there are very few events held in Katandra West at present. Through the community planning consultation processes, residents articulated the need for more events which will not only benefit local people but may also attract others from further afield, including: farmer’s market; craft market; movie nights in the hall or at the Recreation Reserve; discos for young people; trivia nights; country and western nights; circuses; etc.

Lack of Permanent Venue for Historical Association – the Katandra West Historical Group is currently storing the community’s valuable artifacts and photographs in a farmhouse near the town. In order to best preserve this material and to allow the group to display its photographs and memorabilia, a new home, centrally located in Katandra West is important.

Our Future Directions

- *Increase the number of attractions / events in town by forming a sub-committee of interested residents to work on these concepts and by liaising with Greater Shepparton City Council’s Major Events and Promotions Unit. (H)*
- *Locate a home for the Katandra West Historical Group artifacts and photo display. (H)*





Transport and Movement

Our Assets

Katandra West has a network of mostly sealed urban roads within the town, with the exception of several streets, and a network of rural roads surrounding the town. Within the town there is a 40km per hour zone at all times near the school. There are footpaths in some streets and an off-road walking / cycling path around the Recreation Reserve.

There are no public transport options available for residents. Greater Shepparton City Council's Home and Community Care Program can provide a car and driver to assist with some functions for its clients and there are other transport options available such as the Red Cross Car.

School buses are available to transport secondary school students to Shepparton by bus.

Our Challenges

Providing a Linked Walking / Cycling Network – although there is already an off road walking / cycling path around the perimeter of the Recreation Reserve, this path could be vastly improved by linking it to key locations within the town such as the general store, the school, the guide hall, the kindergarten and to areas north of the CFA shed.

Improving Safety of Roads for Vehicles and Pedestrians – concern has been raised by residents regarding the poor condition of some roads within and leading to town. Specific mention has been made of the entrance to the Recreation Reserve as a potential accident spot due to the bend of the road, no line marking down the centre of the road and lack of street lighting. The Katandra West Urban Design Framework (2003) identified the need to develop a t-junction at Queen St and Hickey St to improve pedestrian crossings as well as designating car parking areas in the town centre (these have both been achieved). Greater Shepparton City Council is responsible for inspecting and maintaining the local road network, as per the schedule outlined in its Road Management Plan. VicRoads is responsible for maintaining arterial roads such as Shepparton-Katamatite Road as per its management plan.

Improving Safety of Footpaths – some streets in Katandra West only have footpaths on one side of the road, whereas some streets have no footpaths at all. A lack of footpaths can discourage physical activity and all the benefits associated with being active; can encourage greater car use and increased carbon emissions; and can result in people walking on the road, thereby creating a risk to themselves and other road users. Concern has been raised about the condition of some of the existing footpaths. Greater Shepparton City Council is responsible for inspecting and maintaining the footpath network, as per the schedule outlined in its Road Management Plan.

Improving Transport Options to Shepparton – there is some support for improved transport options to Shepparton, although this issue needs to be explored in further detail to determine specific needs and viability. There is however a clear need to develop some form of shelter for students waiting to board school buses in the morning.





Our Future Directions

- *Extend the walking/cycling around the Recreation Reserve to link to the township, incorporating the general store, the school, the guide hall, the kindergarten and to areas north of the CFA shed. (H)*
- *Paint a white line down the middle of the road near the Recreation Reserve to improve safety for all vehicles, particularly during periods of fog. (H)*
- *Improve the condition and maintenance of all roads, including minor roads. (H-M)*
- *Improve condition of footpaths and construct new footpaths where required. (H-M)*
- *Improve transport options to Shepparton by working in partnership with Greater Shepparton City Council's Transport Connections Program. (M)*
- *Construct a bus shelter in the town centre to provide protection for secondary school students from the weather. (M)*

Business, Retail, Farming and Development

Our Assets

Due its small size, there are currently only three major businesses located in Katandra West township—a general store, a rural supplies business and a school bus service. In the outlying areas, there are numerous farms, predominantly dairy, sheep, beef cattle and grain, and on-farm businesses to support the rural community.

Our Challenges

Attracting New Businesses and Residents – the majority of residents recognise that some moderate growth is important for the long term sustainability of Katandra West. Continued growth (of businesses and population) is dependent upon a range of factors including access to appropriate type of land; access to services; a mix of housing styles and costs; appropriate community infrastructure such as schools; and a balance that ensures the impact of businesses on residential areas is limited. In order for a business to be viable, it must have an adequate market to sell its products or services to. If prospective business owners do not identify a sufficient market in Katandra West, it may be difficult to attract new businesses.

The lack of sewerage in Katandra West impacts on the size of house blocks available for development (i.e. blocks must be 4,000 square metres or an acre in size). As Katandra West is an ageing community, such house blocks, and the maintenance requirements that come with them, are not





always considered ideal. There is much greater demand for smaller blocks and low maintenance units to encourage older adults to remain in the area. Similarly, the planning regulations around rural property sizes in the farming zone, i.e. blocks need to be at least 40 hectares (almost 100 acres), do not allow subdivisions to occur. This reduces the opportunity to retain some retiring farmers in the community who still wish to live on a small block of land near Katandra West, but without the responsibilities of maintaining an entire farm.

Telecommunications - Poor mobile phone reception and internet access may have an impact on whether or not people stay or choose to move to Katandra West to live or to start a business. The National Broadband Network is expected to be rolled out in Katandra West by June 2013.

Our Future Directions

- *Conduct a promotional campaign to attract more people to live in Katandra West (and to attend both the kindergarten and primary school). (H)*
- *Encourage more businesses to establish themselves in Katandra West. (H)*
- *Improve mobile phone coverage / reception. (H)*
- *Investigate potential to install sewerage in Katandra West to allow for smaller house blocks. (M)*
- *Open up more land for housing development. (M)*
- *Keep water in the area for irrigation and to encourage more farming. (M)*
- *Meet with water authorities to discuss potential to increase water pressure in town. (M)*
- *Construct a new toilet and ashes wall at the cemetery. (L)*

Sport, Recreation and Entertainment

Our Assets

Katandra West is endowed with a wide range of quality sport and recreation infrastructure located at the Recreation Reserve. This infrastructure includes:

- 1 sports oval with sports pavilion, Wally Down Pavilion, training lights, grandstand, scoreboard and time keeper's box
- 2 netball courts with a synthetic surface, lighting and a small pavilion
- 4 synthetic tennis courts with competition standard lighting and a small pavilion
- 1 synthetic bowling green with competition standard lights and a small pavilion
- Playground

A master plan was prepared in 2006 to guide future developments and works at the Katandra West Recreation Reserve. Key works proposed through this plan included:

- Development of a shared, multi-purpose community social facility with change rooms, meeting room and catering facilities.
- Need to replace netball and tennis courts in 5 years time.
- Relocation of cricket practice nets (completed).





- Installation of a drainage system and retardation basin to manage flood water.
- Removal of the CFA shed, Wally Down Pavilion, grandstand, scoreboard, tennis pavilion and netball pavilion.
- Relocation of the war memorial, BBQ and public toilets.
- Potential need to relocate carriage club due to traffic management issues at the Reserve.
- Potential to remove some, or all, of the existing hall

In terms of non-organised and passive recreation and entertainment opportunities, there is a playground at the Recreation Reserve as well as a walking / cycling trail around its perimeter. There are no formalised non-sporting activities available in town at present.

Our Challenges

Providing a Range of Recreational Opportunities for Young People – residents believe that organised team sports are relatively well catered for in Katandra West. However, they believe that there is a gap in the provision of unstructured or alternative recreational activities such as skate boarding, BMX riding, dancing, motocross and a place where young people can meet others and take part in a range of different activities.

Maintaining and Improving Existing Infrastructure – much of the sporting infrastructure at the Katandra West Recreation Reserve was constructed many years ago, mostly by a band of dedicated local volunteers. Over time, many of these assets have degraded and are now in need of replacement. Alternatively, these assets may no longer meet standards or guidelines of their particular sport and therefore need to be modified.

Our Future Directions

- *Construct a skate park / BMX park in a central location in Katandra West. (H)*
- *Upgrade / develop a new playground at the Recreation Reserve, including construction of a barrier to prevent children from running onto internal roadways. (H)*
- *Construct new netball / tennis courts and develop club / change rooms as per the master plan. (H)*
- *Develop activities and a place for young people to hang out. (H)*
- Reinvigorate meetings at the Recreation Reserve with all user groups involved. (M)
- Develop a motocross / motorbike track. (M)
- Construct a grandstand / undercover seating next to the netball courts as per the master plan. (M)
- Provide dance classes for young people in town, e.g. hip hop and jazz. (M)
- Construct a basketball court – potentially a half court for informal play. (M)
- Upgrade grandstand at Recreation Reserve. (L)





Education, Childcare and Training

Our Assets

Katandra West Early Childhood Centre provides a three and four year old kindergarten program, occasional care and a maternal and child health service. The Katandra West Primary School provides education for young people from prep to grade six and also operates a playgroup at the school each Friday morning. Once a young person is eligible to attend secondary school, he or she is required to attend school in Shepparton (unless being home-schooled). There are no other training opportunities available in Katandra West at present.

Our Challenges

Retaining Viability of the Kindergarten and Primary School – a number of local families choose to use childcare, kindergartens and schools in Shepparton as opposed to Katandra West as it more conveniently fits around their work in Shepparton or is more accessible / available. This action, although effective for a number of families from a time and convenience aspect, impacts on local enrolments and the long term viability of early children's services and may also limit the creation of social networks within the town.

Providing Viable Child Care Options – due to limited numbers, the after school program which previously existed in Katandra West, was deemed

unviable. Similarly, the processes that need to be addressed prior to becoming a family day care worker, is too onerous for some people, despite the fact that there is a demand in Katandra West at present for after kindergarten and after school care. Occasional Care is also limited in terms of how frequently local people can access the service. At present there is a cap on the number of young people who can access the service (15) and restrictions on age groups. Families can only access this service on a fortnightly basis.

Our Future Directions

- *Attract more children to the kindergarten and the school through a township settlement promotional campaign. (H)*
- Establish a garden program and animal farm yard at the school as a tool to create a greater appreciation of healthy living and how to care for animals, but also as an attraction to increase enrolments. (M)
- Explore opportunities to reinstate before and after school / kinder care. (M)
- Explore potential to increase child care opportunities in Katandra West through programs such as Family Day Care by holding information sessions in town. (M)
- Explore opportunities to purchase land next to Kindergarten to expand the outdoor play area. (M)
- Explore opportunities to run more activities in the school with older adults as a means to create better linkages between older and younger residents. (L)



Action Plan

The following Action Plan has been developed for Katandra West Community Planning Group (KWCPG) based on information contained within other relevant plans and from community consultations and key stakeholder interviews. It is assumed that Greater Shepparton City Council’s Community Planning unit will provide ongoing support and assistance to the Katandra West 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 high-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 medium and low priorities identified throughout the document under specific subject headings. Depending on circumstances, some of these priorities may become high or high-medium priorities; hence should not be discounted.

It must be noted that the actions contained within this plan are a shared responsibility between the community and other key stakeholders such as Greater Shepparton City Council. Many of these actions will require some research and fundraising by the local community.

NO	STRATEGY	ACTIONS	PARTNERS	RESOURCES	PRIORITY
1	Construct a beginner / intermediate level Skate Park / BMX Park in Katandra West	<ul style="list-style-type: none"> • KWCPG to provide ongoing support to young people in their endeavour to develop and fundraise for a skate park in Katandra West. • KWCPG to assist young people to identify a suitable parcel of land (e.g. in the Recreation Reserve) for the facility. • KWCPG to facilitate a meeting with Greater Shepparton City Council’s Recreation and Parks unit and local young people to discuss 	<ul style="list-style-type: none"> • Greater Shepparton City Council’s Recreation and Parks unit • Katandra West Primary School • Local businesses 	<ul style="list-style-type: none"> • Estimated to cost around \$80K. • Some local in-kind and cash contributions from the community • Some funding 	HIGH

NO	STRATEGY	ACTIONS	PARTNERS	RESOURCES	PRIORITY
.		the development of a skate park / BMX park in Katandra West township and the actions required to bring this project to fruition.		from Greater Shepparton City Council <ul style="list-style-type: none"> External State Government grants 	
2	Construct a Community Centre at the Recreation Reserve to cater for birthday parties, weddings, funerals, conferences and training days.	<ul style="list-style-type: none"> KWCPG to continue to support the Community Centre Planning Committee in its endeavour to raise and attract sufficient funds to develop a new community centre at the Recreation Reserve. KWCPG in partnership with the Community Centre Planning Committee to initiate regular meetings / updates with Greater Shepparton City Council's Recreation and Parks unit and any other key stakeholders to further advance the development of the Community Centre. KWCPG to meet with Greater Shepparton's Environmental Health unit to identify septic requirements of this facility prior to commencing any works. 	<ul style="list-style-type: none"> Katandra West Community Centre Planning Group Greater Shepparton City Council's Recreation and Parks unit Greater Shepparton City Council's Environmental Health unit Department of Planning and Community Development Regional Development Victoria 	<ul style="list-style-type: none"> Some local in-kind and cash contributions from the community Some funding from Greater Shepparton City Council External State Government grants 	HIGH
3	Develop a new playground at the	<ul style="list-style-type: none"> KWCPG to initiate discussions with Greater Shepparton City Parks and Recreation units 	<ul style="list-style-type: none"> Katandra West Recreation Reserve 	\$40K to be sought through external	HIGH

NO	STRATEGY	ACTIONS	PARTNERS	RESOURCES	PRIORITY
.	Recreation Reserve.	<p>to ensure that they are aware of the demand in Katandra West to develop a new playground at the Recreation Reserve and to identify a suitable location that is consistent with the Recreation Reserve Master Plan.</p> <ul style="list-style-type: none"> • KWCPG to consult with children and parents at the primary school and the kindergarten to develop plans for a new playground. • KWCPG to seek funding to develop the playground. 	<p>Committee of Management</p> <ul style="list-style-type: none"> • Katandra West Primary School • Katandra West Kindergarten • Greater Shepparton City Council's Parks and Recreation unit 	<p>grants plus some in-kind / financial contributions from Recreation Reserve user groups.</p>	
4	Develop additional events in Katandra West for people of all ages	<ul style="list-style-type: none"> • KWCPG to initiate a meeting with Greater Shepparton's Major Events and Promotions unit to seek assistance to operate or attract additional events to Katandra West. • KWCPG to develop a sub-committee to plan events such as a movie night or a farmer's market in the township. 	<ul style="list-style-type: none"> • Greater Shepparton City Council's Major Events and Promotions unit • Greater Shepparton's Summer in the Parks Program 	<p>Committee time.</p> <p>Some funds to promote events.</p>	HIGH
5	Encourage the establishment of more businesses in town.	<ul style="list-style-type: none"> • KWCPG to work in partnership with Greater Shepparton City Council's Investment Attraction unit to develop a kit to promote the positive aspects of operating a business in Katandra West and to identify any potential businesses willing to relocate or start up in Katandra West. 	<ul style="list-style-type: none"> • Greater Shepparton City Council's Investment Attraction unit Potential new businesses 	<p>Committee time.</p> <p>KWCPG to source internal and external funds to develop the promotional kit.</p>	HIGH
6	Extend the walking / cycling track around	<ul style="list-style-type: none"> • KWCPG to identify a route for a walking / cycling trail from the Recreation Reserve to 	<ul style="list-style-type: none"> • Greater Shepparton City 	<p>Committee time.</p>	HIGH

NO	STRATEGY	ACTIONS	PARTNERS	RESOURCES	PRIORITY
.	the Recreation Reserve to link to the township.	<p>key locations in the community including the general store, the primary school, the kindergarten, the guide hall and areas north of the CFA shed.</p> <ul style="list-style-type: none"> • KWCPG to initiate discussions with Greater Shepparton's Projects, Works and Recreation and Parks units to seek support and resources to develop the new section of walking / cycling trail. • Consider working in partnership with the Katandra West Historical Group and the Katandra West Landcare Group to provide interpretive signage along the trail relating to early settler history and flora. • KWCPG to consider development of a Friends of Katandra West Trails Group to help with basic maintenance of the trail. 	<p>Council's Projects, Works and Recreation and Parks units</p> <ul style="list-style-type: none"> • Katandra West Historical Group • Katandra West Landcare Group 	<p>KWCPG to source internal and external funds to develop the trail and the interpretive signage.</p>	
7	Conduct a promotional campaign to attract more people to live in Katandra West and to attend both the kindergarten and primary school.	<ul style="list-style-type: none"> • KWCPG to develop a kit in partnership with Greater Shepparton City Council's Investment Attraction and Children and Youth units to promote the benefits of living in Katandra West including its proximity to other towns for work and its range of programs, services and facilities (including the kindergarten and primary school). • KWCPG to investigate the latest technology in relation to more compact septic systems that may be suitable for smaller blocks and may be approved by Greater Shepparton City Council in the future. 	<ul style="list-style-type: none"> • Greater Shepparton City Council's Investment Attraction and Children and Youth units. • Real estate agencies based in Shepparton. • Developers. 	<p>KWCPG to source internal and external funds to develop the kit.</p>	HIGH

NO	STRATEGY	ACTIONS	PARTNERS	RESOURCES	PRIORITY
.		<ul style="list-style-type: none"> • KWCPG to identify potential for a developer to construct a cluster of small units on one centrally located block of land suitable for older adults, with a shared septic system. 			
8	Advocate for improved mobile phone reception in Katandra West.	<ul style="list-style-type: none"> • KWCPG to liaise with Greater Shepparton City Council's Investment Attraction unit to advocate with relevant telecommunications companies to improve mobile phone reception in Katandra West and district. 	<ul style="list-style-type: none"> • Greater Shepparton City Council's Investment Attraction unit. • Relevant telecommunication s companies. 	Committee time.	HIGH
9	Organise more activities for young people in Katandra West.	<ul style="list-style-type: none"> • KWCPG to initiate discussions with Greater Shepparton City Council's Neighbourhoods and Children and Youth units and other relevant organisations to establish a youth program / regular youth activities in Katandra West such as mobile blue light discos. 	<ul style="list-style-type: none"> • Greater Shepparton City Council's Neighbourhoods and Children and Youth units • Katandra West CFA • Katandra West Guides • Churches • Police 	Committee time.	HIGH
10	Continue to improve storm water drainage in Katandra West to reduce	<ul style="list-style-type: none"> • KWCPG to undertake an initial audit to identify areas that are flood prone and where storm water drainage needs to be improved, using information from the 	<ul style="list-style-type: none"> • Greater Shepparton City Council's Projects and Works units 	Committee time.	HIGH

NO	STRATEGY	ACTIONS	PARTNERS	RESOURCES	PRIORITY
.	potential for flooding of homes, the school and businesses.	<p>February 2012 flooding and other local knowledge / resources.</p> <ul style="list-style-type: none"> • KWCPG to liaise with Greater Shepparton City Council's Projects and Works units to ensure that storm water drains in areas prone to flooding are continued to be improved and that information is provided on farming areas that may need to be rectified to prevent rural water entering the urban system. 			
11	Install a street light at the entrance of the Recreation Reserve and paint a white line down the middle of the road near the entrance to increase safety around the Reserve.	<ul style="list-style-type: none"> • KWCPG to liaise with Greater Shepparton City Council's Works unit to install a light at the entrance to the Recreation Reserve to improve safety for vehicles entering or exiting the site, and for vehicles driving past the site. • KWCPG to liaise with Greater Shepparton City Council's Works unit to paint a white line down the middle of the road adjacent to the entry of the Recreation Reserve to ensure that drivers are aware of the correct side of the road on which to travel, particularly in foggy weather. 	<ul style="list-style-type: none"> • Greater Shepparton City Council's Works unit 	<p>KWCPG to source internal and external funds for light and road painting.</p>	HIGH
12	Locate a home for the Katandra West Historical Group's artifacts and photo display.	<ul style="list-style-type: none"> • KWCPG to work in partnership with Katandra West Historical Group to identify a secure and centrally located home within the town for storage and display of the Historical Group's artifacts and photographs. 	<ul style="list-style-type: none"> • Katandra West Historical Group • Other partners yet to be determined. 	<p>Committee time.</p> <p>Possibly some funds for refurbishment.</p>	HIGH

NO	STRATEGY	ACTIONS	PARTNERS	RESOURCES	PRIORITY
13	Produce an annual community directory to promote clubs / organisations.	<ul style="list-style-type: none"> • KWCPG to liaise with Greater Shepparton City Council's Leisure Services unit to develop an online and hardcopy version of a community directory • KWCPG to seek a computer literate volunteer to regularly update the online and hard copy directory. • KWCPG to launch the directory each year at a free community event where local groups are encouraged to provide 'come and try' activities or 'invite a friend' promotions. 	<ul style="list-style-type: none"> • Greater Shepparton City Council's Leisure Services units • All clubs and organisations based in Katandra West • Local businesses 	<p>Committee time.</p> <p>Advertising fees from local businesses / groups to cover the cost of the annual internet hosting fees.</p>	HIGH
14	Construct new netball / tennis courts and develop club / change rooms as per the Katandra West Recreation Reserve Master Plan	<ul style="list-style-type: none"> • KWCPG to liaise with Greater Shepparton City Council's Recreation and Parks unit to identify exact location, alignment, surface type, run-offs, lighting, player shelters, etc required for shared netball and tennis facilities, in line with the recommendations contained within the Master Plan. 	<ul style="list-style-type: none"> • Greater Shepparton City Council's Recreation and Parks unit • Netball Club • Tennis Club 	<p>KSCPG to seek funding from Greater Shepparton City Council, netball club and tennis club.</p>	HIGH
15	Advocate for improvements to the condition and maintenance of all roads, including minor roads in the Katandra West District.	<ul style="list-style-type: none"> • KWCPG to undertake an audit of local roads in need of repair. • KWCPG to facilitate a meeting with Greater Shepparton City Council's Works unit (and VicRoads if required) to identify a process for improving and developing roads in accordance with Council's / VicRoad's policies, resource availability and community need. 	<ul style="list-style-type: none"> • Greater Shepparton City Council's Works unit • VicRoads 	<p>Committee time.</p>	HIGH-MEDIUM

NO	STRATEGY	ACTIONS	PARTNERS	RESOURCES	PRIORITY
16	Advocate for improvements to the condition of footpaths.	<ul style="list-style-type: none"> • KWCPG to undertake an audit of existing footpaths in need of repair and areas in need of new footpaths. • KWCPG to meet with Greater Shepparton City Council's Works unit to identify a process for improving and developing footpaths in accordance with Council's policy, resource availability and community need. • KWCPG to advocate to Greater Shepparton City Council's Planning Unit for the development of suitable footpaths as part of any subdivision, in accordance with the Developer Contribution Scheme. 	<ul style="list-style-type: none"> • Greater Shepparton City Council's Works unit • Greater Shepparton's Planning unit 	Committee time.	HIGH-MEDIUM
17	Improve street lighting throughout Katandra West	<ul style="list-style-type: none"> • KWCPG to undertake an audit of street lighting to identify areas needing improvements. • KWCPG to initiate a meeting with Greater Shepparton City Council's Works unit MCPG to report back areas in most need of improvements and to seek funding to assist with improving street lighting. 	<ul style="list-style-type: none"> • Greater Shepparton City Council's Works unit 	Committee time.	HIGH-MEDIUM

Implementation Plan

In order that the key priorities identified in the Katandra West Community Plan are able to be achieved, it is critical that a strong, local Steering Committee is established to meet regularly to discuss and review the plan. It would be expected that membership of such a committee is made up of a broad cross-representation of community members with an overall interest in advancing Katandra West. Such a Committee should meet quarterly to discuss priorities and the actions required to achieve the priorities. When required, it would be expected that sub-committees or working groups are established by co-opting other members of the community with a specific interest in a topic. These groups may meet more regularly and will report back to the Steering Committee. It would also be expected that the Steering Committee meets with Council on an annual basis to discuss the progress of the Community Plan and to identify additional barriers and opportunities.

Such a committee will require ongoing support from Council officers. Ideally Council officers will attend each of the quarterly steering committee meetings in an advisory capacity (i.e. non-voting role). Council staff will preferably follow up on specific issues for the steering committee and provide information on existing Council policies or strategic directions that may impact on the achievement of community priorities. This will ensure that two-way communication occurs between the Planning Group and Council and will help to develop mutually beneficial relationships and partnerships.



Katandra West Community Plan - Appendix



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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.

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1.0 LITERATURE REVIEW

A range of relevant reports and literature were reviewed to determine policy directions and strategic directions that may impact on Katandra West now or in the future. Key points arising from these documents include:

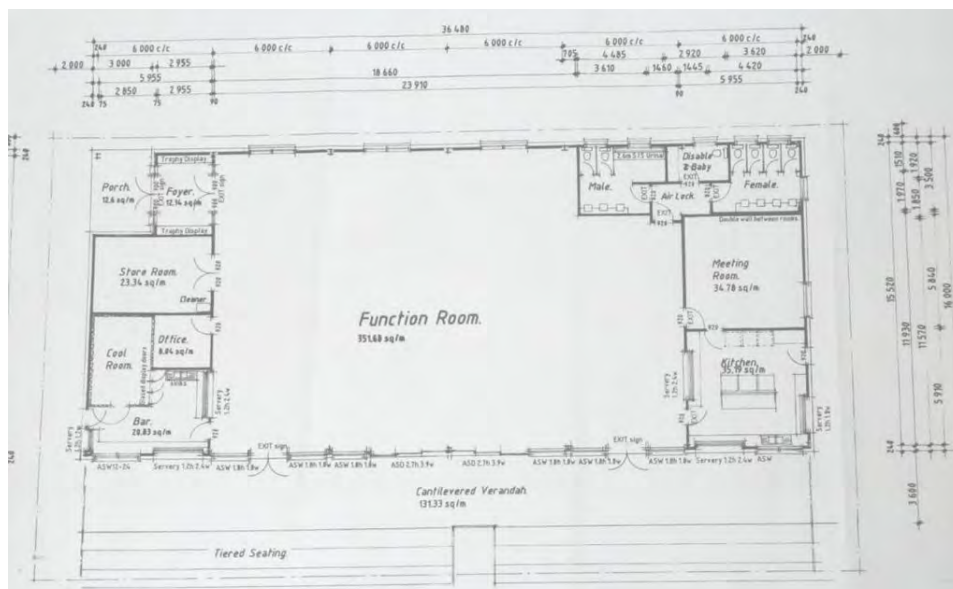
1.1 GREATER SHEPPARTON COUNCIL PLAN AND STRATEGIC RESOURCE PLAN (2009-2013)

Council's vision is: "Greater Shepparton. As the food bowl of Australia, a sustainable, innovative and diverse community. Greater Future".

Its six strategic objectives are:

- Settlement and Housing – A commitment to growth within a consolidated and sustainable development framework.
- Community Life – To enhance social connectedness, physical and mental health and well being, education and participatory opportunities in order to improve livability and a greater range of community services.
- Environment – The conservation and enhancement of significant natural environments and cultural heritage.
- Economic Development – To promote economic growth, business development and diversification with a focus on strengthening the agricultural industry.
- Infrastructure – The provision of urban and rural infrastructure to enhance the performance of the municipality and facilitate growth.
- Council Organisation and Management – To deliver best practice management, governance, administrative and financial systems that support the delivery of Council programs to the community of Greater Shepparton.

Of particular relevance to Katandra West is the following strategy: "Develop a joint funding model for a Katandra Community Centre and pursue funding" (pg 24).



1.2 KATANDRA WEST URBAN DESIGN FRAMEWORK (2003)

Katandra West community supports a model of 'gradual development and evolution'

Highest priorities by residents include: improvements to the town entrances and recreation reserve; and town centre enhancement.

Some major constraints identified include:

- Septic systems leak into grey water and are smelly – need sewer treatment for town.
- Flooding in town – new developments need to be able to discharge storm water from sites and develop retention basins to store runoff prior to discharge into overland drainage system.
- Supply of water and water pressure – need to expand the capacity of the water treatment plant (Goulburn Valley Water).

Some major opportunities identified include:

- Potential to develop land north east of town (within the township zone), providing servicing can be achieved.
- Potential for commercial development within the southern block of Queen St.
- Potential for medium density housing (particularly for older adults) between Queen and Black Streets either side of Bankin St and also to north east of Recreation Reserve north of Donohue St and south of Lincoln St.
- Potential for new residential areas within and outside current township zone – encouraging new homes with sewer and grey water treatment, shared paths and consistent street trees.
- Shared cycling / walking paths – to be developed on Queen St, Bankin St, Lincoln St, Coleman St, Hickey Ave, Black St, King St and around the Recreation Reserve.

Proposed works:

- Town entrances – new town signs, new tree planting, incorporate roundabouts and pedestrian intersections.
- Recreation Reserve – new entry off proposed roundabout in Hickey Ave, develop shared hard courts, develop compact car park on existing netball courts, construct a new community centre, modify existing football / cricket pavilion for netball and tennis change facilities, relocate cricket practice nets, relocate and enhance play facilities, develop shared paths, plant trees, construct new gate house at road entry, retain and improve halls.
- Town Centre Development – develop a t-junction at Queen St and Hickey Ave to improve pedestrian crossings, develop median strip in Queen St, develop designated parking areas, install new lighting, landscape open space areas, pave footpaths, develop picnic shelter and construct bus stop shelters.
- Residential Areas – develop consistent planting plan for each street, improve crossings, improve storm water drainage, develop new shared paths, review lighting, provide paved areas and footpaths.

1.3 GREATER SHEPPARTON HOUSING STRATEGY (2011)

The Katandra West Housing Change Area Plan identified minimal change for the built up areas of Katandra, with potential for low density housing in the area to the east of King St and to the north of Hickey Ave; and a potential rural living zone further east along Hickey Ave; and also west of the end of Coleman St and north of Hickey Ave.

The Katandra West Growth Management Plan identifies:

- the next area of growth, i.e. in 0-5 years time west of the end of Coleman St and north of Hickey Ave (the same area zoned for rural living in the west);
- the following area of growth in 5-10 years time east of King St and to the north of Hickey Ave (the same area zoned for potential low density housing);
- the third area for growth in 10-15 years time further east along Hickey Ave; and
- the last area for growth in 15+ years north east of Katandra West Primary School.



1.4 EARLY YEARS SERVICE REVIEW AND FUTURE DEMAND ANALYSIS: DRAFT REPORT (2011)

- Katandra West has been identified in Planning Region 3 (North East), which also comprises of Congupna, Tallygaroopna and Dookie.
- The general population is expected to grow by 6% between 2011 and 2016, and then by 9% between 2016-2021 in this Planning Region.
- Between 2016 and 2021 the number of young people in Planning Region 3 between 0-8 years of age is expected to grow by 8-11%.

- Approximately 385 new dwellings will be constructed in the North East Growth Corridor by 2031.
- 1.0% of people living in the North East Region are of Aboriginal or Torres Strait Islander descent; 8.7% are from non-English speaking backgrounds; and 14.3% are not fluent in English.
- The Katandra West Early Childhood Centre is located on land owned by City of Greater Shepparton.
- The Maternal and Child Health Program, which operates from the Katandra West Early Childhood Centre on an outreach basis for one session per week, has an annual birth allocation of five.
- The Katandra West Children’s Centre is licensed to cater for 29 places, but only has 19 children enrolled at present. It currently operates one four year old kinder group per week for a total of 15 hours and one three year old kinder group, comprising of 14 children, for three hours per week. It is considered that the three year old group is not at risk of closure, based on new regulations for four year old groups in relation to increased hours.
- Of the 19 kindergartens in the municipality, Katandra West (along with seven other venues) is listed as a low priority for future investments by Council.
- Additional Maternal and Child Health services are required in the North East region to cater for projected growth.



1.5 KATANDRA WEST RECREATION RESERVE MASTER PLAN (2006)

This report noted the following priorities for development at the Recreation Reserve, as part of a three stage approach, costing approximately \$1,223,040 (2006 prices – excluding allowances):

- Development of a shared, multi-purpose community social facility with change rooms, meeting room and catering facilities.
- Need to replace netball and tennis courts in 5 years time.
- Relocation of cricket practice nets.
- Installation of a drainage system and retardation basin to manage flood water.
- Removal of the CFA shed, Wally Down Pavilion, grandstand, scoreboard, tennis pavilion and netball pavilion.
- Relocation of the war memorial, BBQ and public toilets.
- Potential need to relocate carriage club due to traffic management issues at the Reserve.
- Potential to remove some, or all, of the existing hall.



1.6 DRAFT PROPOSED KATANDRA WEST TWELVE MONTH ACTION PLAN (2005)

Priorities developed by the Katandra West Progress Association for 2005/06 include:

Town and District Growth:

- Obtain broadband internet services.
- Use the internet to promote Katandra West.
- Develop local planning policy.
- Develop best practice in water management to service growth.

- Participate in relevant processes and advocacy opportunities.

Master Plan for Community Facilities:

- Develop an agreed master plan and footprint for the Recreation Reserve.
- Relocate cricket practice nets.
- Consider development of safer pedestrian routes around southern town entrance bend, potentially through Recreation Reserve.
- Build new multi-purpose community centre.
- Develop shared trails.
- Improve relationships and collaborations between all community groups.

Improved Infrastructure:

- Control weeds in township – road sides and Recreation Reserve.
- Develop improved and more attractive town entrance.
- Improve safety of roadways and footpaths in town.

Improve aesthetics of township.



1.6 SHEPPARTON 2030 PLAN (2006)

This document provides a blueprint for building sustainable economic activity and maximising the quality of life in Greater Shepparton City Council over the next 30 years. In relation to Katandra West, the following structure plan has been prepared.



Key aspects of this document are settlement and housing; community life; environment; economic development; and infrastructure.

1.7 A FUTURE WITH LESS WATER REPORT (2012) - DRAFT

This report features a case study of Katandra West, noting that whilst Katandra West has excellent soils, the small size of farming blocks limits the potential for mixed farming and even for dairy farming. It states that in order to be viable, dairy farmers need to milk between 300 to 400 cows and generally need to be located on blocks in the vicinity of 200 to 250 hectares. Mixed farming requires areas of around 1,000 hectares. In order to achieve blocks of these sizes, a number of farms would need to be sold and amalgamated. This however, is likely to be cost prohibitive in many instances. Another serious economic challenge to local farmers is the cost of maintaining the pipelined irrigation supply. Water tariff reform is seen as an important action.

As a result of the recent drought, a number of dairy farmers sold up their herds and sought employment off the farm. Many of these farmers have not re-entered the market. Even attracting relief workers is proving difficult. The area has a high proportion of non-agricultural use (19% in 2009) and a very high proportion of inactive irrigation (40% in 2009).

There is potential for Katandra West to move away from dairying and mixed farming to intensive horticulture. Such a farming practice is more suitable to the existing block size in the region. The good soils and access to irrigation will also be seen as a positive for the establishment of this type of farming.

The report states that a number of Katandra West residents cannot relocate because their house must be sold with their farm. However, they are unable to sell their farm at a price which would enable them to move into town. This then results in occasional problems of appropriate land management. In addition to this particular issue, the report also notes that a number of people who have relocated from Shepparton for the cheaper housing available in Katandra West may not necessarily have their social support needs met.



2.0 DEMOGRAPHIC ANALYSIS

Based on the 2011 Australian Bureau of Statistics Census, Katandra West (State Suburb) has a population of **747**; 50.3% of whom are males and 49.7% of whom are females. The largest age groupings are 10-14 year olds and 45-49 year olds, with the median age of residents being 40 years of age.

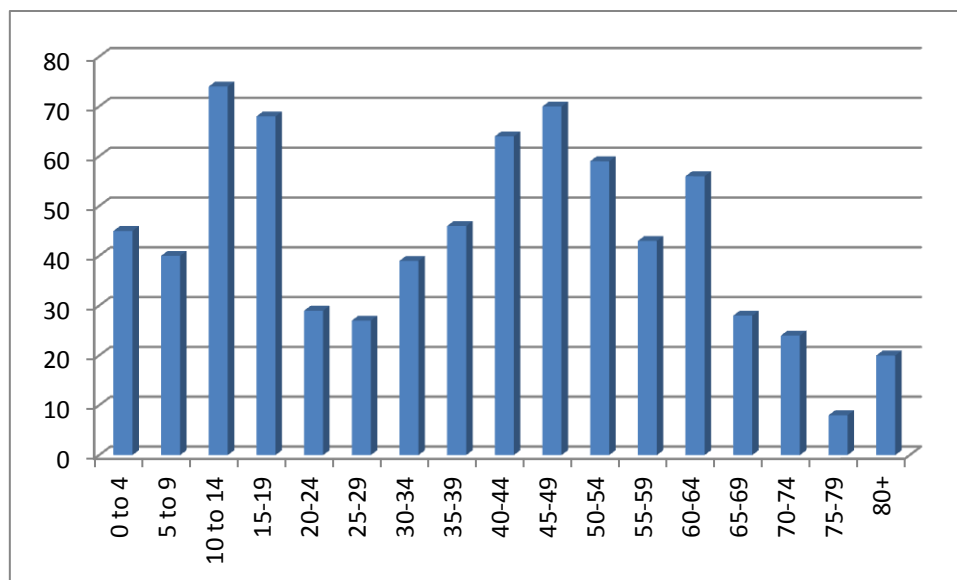


Figure 1: Age distribution of Katandra West Residents (Source: 2011 Census)

Approximately 92.1% of our residents were born in Australia, compared with the national figure of 69.8%; and 2.0% of us are of indigenous descent, compared with 2.5% for Australia. Countries of birth for those not born in Australia include New Zealand, Netherlands, United Kingdom, Germany, Greece and Malaysia. English is the only language spoken at home by 96.4% of us. Italian and Dutch are the only other languages spoken at home by our residents, according to the 2011 Census.

In 2011, we had approximately 16 children from Katandra West (state suburb) attending pre-school and 164 attending primary or secondary school (not necessarily in Katandra West). The average number of children per household is 1.8 and the average household size is 2.7 people per house.

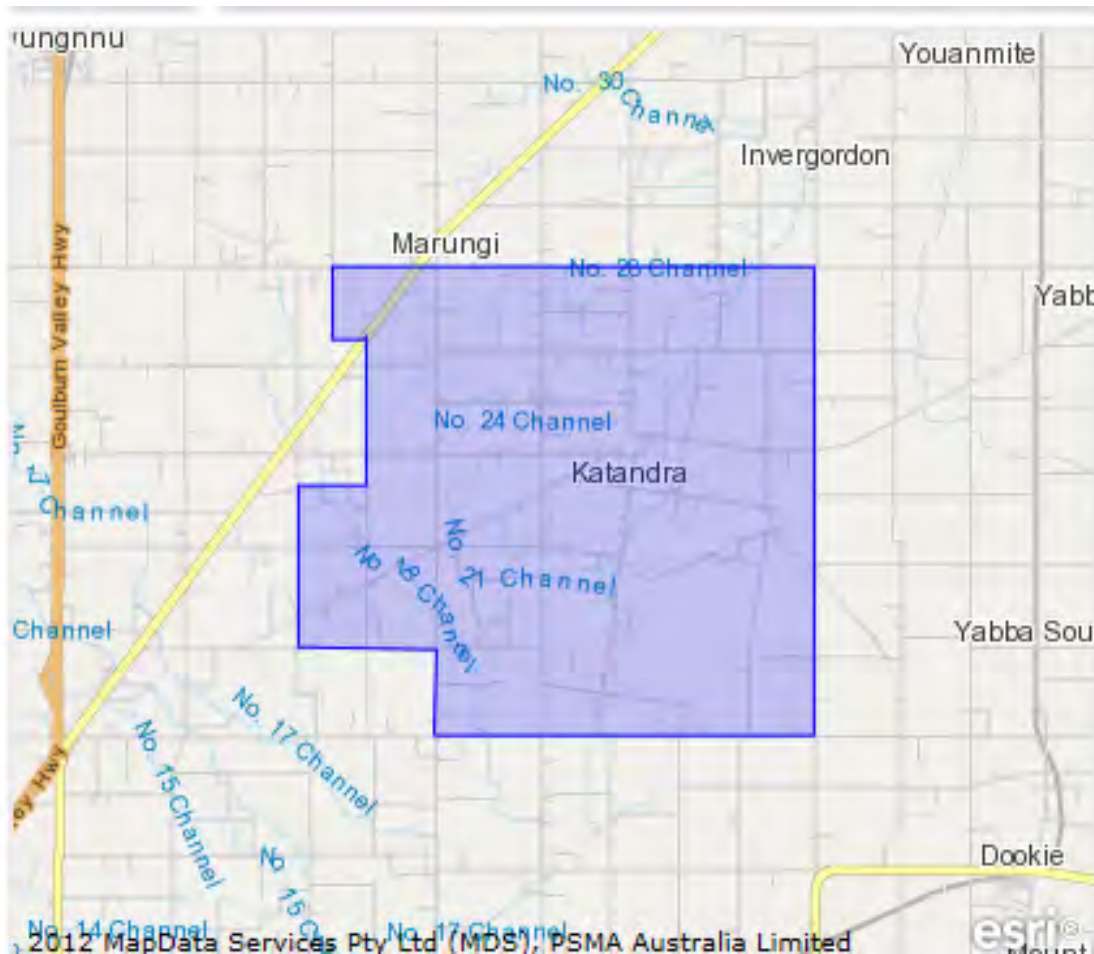
167 people over 15 years of age (28.4%) in our community claimed that they undertook some form of voluntary works for an organisation or group in 2010/11, compared with 17.8% of Australian residents. The age groups which most thoroughly embraced volunteer work included 45-54 year olds, followed by 35-44 year olds.

The median household income on a weekly basis is around \$1,064 per week and the median family income is \$1,219. Individuals earn a median income of \$488 per week. Of the 300 private dwellings in Katandra West, 33.2% are fully owned; 48.8% are in the process of being purchased; and 12.9% are being rented. The median mortgage repayment is around \$1,300 per month, and the median weekly rent is approximately \$200. The majority of homes have two motor vehicles (or an average of 2.3 motor vehicles per home) and 97.0% of households are connected to the internet either via broadband or dial-up, compared with only 59% for Australia.

In 2006*, 352 of our residents 15 years of age or over (72.1%), were in the labour force, working either full time, part time or presently away from work. Our unemployment rate was 4.5%, compared with 5.2% for Australia. Of our residents who are over 15 years of age and in the workforce, primary industries of employment included: dairy cattle farming (18.5%); sheep, beef cattle and grain farming (7.1%) and hospitals

(6.5%). Within these industries, the most common occupations included managers (29.8%); technicians and trades workers (12.5%); labourers (12.2%); and clerical and administrative workers (12.2%). Compared to Australia as a whole there are more people in Katandra West working as managers and labourers and less people working as technicians/ trade workers.

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 East region, in which Katandra West is situated, is expected to grow at a very moderate rate of 0.05% per annum between 2012 and 2021. This represents a net gain of 20 people in the Rural North East region. The biggest losses are expected in the under 15 years of age bracket (-7.3%) and the biggest growth is expected in the number of people over 65 years of age (55.1%).



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

Sources:

1. ABS 2006 Census QuickStats: Katandra West (State Suburb):
<http://www.censusdata.abs.gov.au/ABSNavigation/prenav/ProductSearch?&areacode=SSC25853&producttype=QuickStats&action=401>
2. ABS 2011 Census Basic Community Profile: Katandra West (State Suburb):
http://www.censusdata.abs.gov.au/census_services/getproduct/census/2011/communityprofile/SSC20689?opendocument&navpos=230
3. ABS 2011 Census QuickStats: Katandra West (State Suburb):
<http://www.abs.gov.au/websitedbs/censushome.nsf/home/quickstats?opendocument&navpos=220>
4. forecast id: <http://forecast2.id.com.au/Default.aspx?id=272&pg=5110>

3.0 COMMUNITY CONSULTATION

3.1 KEY STAKEHOLDER INTERVIEWS

Thirty-three (33) key stakeholders representing twenty-three (23) organisations were interviewed during the course of the Community Plan to identify issues, gaps and opportunities in relation to the further development of Katandra West. These stakeholders included:

Name	Organisation(s)
Garry Wallden	Katandra and District Historical Society; Katandra West Landcare Group; Katandra West Cemetery Trust
Paul Harry	Katandra Cricket Club
Wilma Black	Red Cross; Uniting Church
Leanne Ireland	Katandra West Community Planning Group; Katandra West General Store
Brian Ireland	Katandra West General Store
Laura Ireland	Young person
Jillian Beecroft	Katandra West Lawn Tennis Club; Katandra West Girl Guides
Edna Lievre	CWA
Colin Opray	CFA
Peter Tomlinson	Marungi War Memorial
Col Senior	Katandra West Football and Netball Club
Greg Barr; Alan Bassett	Katandra West Bowls Club
Gabrielle Crowe	Katandra West Catholic Church
Haydon Beaton; Amelia, Jessie; Lachlan; Jake, Rex	Katandra West Primary School
Jenny Heaps; Michelle McClusky; Jayne Loveridge; Joanne Harry	Katandra West Kindergarten
Meredith Stephens	Katandra West Landcare Group
Marge Earl; Les Earl	Katandra West Anglican Church
Kevin Teague, Kaye Teague	Katandra West Cemetery Trust
David Whelan	Katandra West Community Centre Planning Committee
Nick Andrews	Katandra West United Dairy Farmers of Victoria
Robert Godden	Godden's Garage (School Buses)
Linda Wilkie	Hunter's Rural Supplies



A summary of key stakeholder interviews follows:

Topic	Discussion
Business, Retail, Farming and Development	<ul style="list-style-type: none"> • Need to identify ways in which to make small dairy farms profitable. • Consider turning a local dairy farm into a golf course with housing around the perimeter. • There is a need for small, low maintenance units / retirement village in Katandra West to enable local residents to move in to town / stay in town as they age and are no longer able to maintain a larger house and yard. • Need to try to attract market gardeners and equestrian businesses to the area to use the small dairy farms in the district and to utilise the water infrastructure that has been established. • Need a pub in town where people can go out for a counter meal. • Don't need a pub in town. • Need to install sewerage in Katandra West to help attract more residents and to enable smaller house blocks suitable for retirees (currently need a half acre block to allow sufficient space for a septic system). • Need to improve mobile phone reception. • Need to retain general store and Hunter's Rural Supplies. • Need to identify where housing should be developed in the town. • Need to identify locations where drainage needs to be improved, e.g. near Ned's place. • Need to hold a think tank to identify ways in which to advance the town. • Need to develop a marketing tool to attract more residents to move out to Katandra West from Shepparton. • Consider developing a reality TV show which shows city people the benefits of living in the country. • Council should encourage residents to live in townships. • An older couple recently purchased a house in town and will use it as a base to store their belongings while travelling around Australia in their caravan – this is one potential way to increase the population and sell homes. • There is a desire to retain young people in the community, but recognition that there needs to be employment options and community activities of interest to them.
Community Services and Organisations	<ul style="list-style-type: none"> • There is concern that volunteers are ageing and not being replaced with younger members of the community. • Need to produce an annual community directory. • A town website is useless unless it is regularly updated. • Membership of the Catholic, Anglican and Uniting churches is declining and there is concern about the long term viability of these institutions. • Churches may need to work together and form a united church. • Girl Guides are struggling with numbers. • CWA only has a small membership and is in danger of folding. • Important to hold mums / parents groups or playgroups in Katandra West so that young families develop networks within the town rather than in Shepparton. • There is concern by some in the community that money raised through some local charities does not necessarily benefit local people; instead the money goes to Melbourne head office for distribution across the

Topic	Discussion
	<p>state.</p> <ul style="list-style-type: none"> • Would be good to develop a library in town with computers.
Education, Childcare and Training	<ul style="list-style-type: none"> • Opportunity to develop a community garden at the school. • Opportunity to work with school to develop programs such as woodwork and knitting involving local older adults. • Would like to expand outdoor Kindergarten program by purchasing or leasing land next to the Kindergarten. • Restrictions with Occasional Care (capped at 15 children and available only once per fortnight to families) makes it difficult for working parents to access childcare with any certainty. • There are no people offering family day care in Katandra West at present, possibly due to the amount of training and regulations required of carers. • Need to re-establish before and after school / kindergarten programs as many parents work in Shepparton.
Environment, Sustainability and Township Appearance	<ul style="list-style-type: none"> • Need to have a hard rubbish collection once per year. • Need to improve street lights. • Need to improve directional signage in town and fix up entrance signs. • Need to improve town entrances through planting of native indigenous species. • Need to encourage hobby farmers to plant up their blocks with more trees. • Need to protect the remnant patch of native vegetation on Inverness Rd and to link this site with other areas. • Water pressure in Katandra West is poor and needs to be upgraded.
Health and Wellbeing	<ul style="list-style-type: none"> • Mobile doctor and health services would encourage older people to move into town from farms.
Heritage, Arts, Culture and Tourism	<ul style="list-style-type: none"> • There is a need to identify a secure building in Katandra where historical artifacts and photographs can be stored and displayed by the Historical Society. The old school building and / or the community hall have been suggested. • Need to develop a tourism initiative in Katandra West to attract visitors to the area. • Need to construct a new unisex / disabled self-composting toilet block and an ashes wall at the Katandra West Cemetery.
Sport, Recreation and Entertainment	<ul style="list-style-type: none"> • There is a need to develop a new community centre able to cater for functions (birthday parties, weddings, funerals, conferences, training days) and to be designed so that a variety of activities can take place in the facility such as discos and table tennis. • Limited activities for young people (such as unstructured youth group, skate park / BMX, dance classes, discos, music groups, book clubs, computer clubs, movies, trampoline, motocross, etc), who are not interested in sport such as football, netball, cricket or tennis. • Could purchase a projector and hold movie nights in Katandra West and could also have trivia nights, talent shows, patchwork group, cake decorating group, Men's Shed, etc. • If young people do not continue to come back to Katandra West on weekends to play football in the future; the football club may no longer be viable. • Very hard to retain 20-25 year olds in the cricket club and players from Shepparton don't want to travel out to Katandra West. • Concern that 20-20 mid week cricket competition will spell the demise

Topic	Discussion
	<p>of weekend cricket.</p> <ul style="list-style-type: none"> • Difficult for parents to get to Friday night junior cricket matches due to work commitments of many in Shepparton. • Would like to have a swimming pool in Katandra West. • Left tennis nets up on a court up to allow people to play social tennis. However, the net was damaged, so this option is no longer available. • Difficult to attract and retain tennis players – only have juniors at present. • There is insufficient communication between all users of the Reserve, and clubs are focusing on surviving rather than strategic planning. • Struggling to attract sufficient ladies to play bowls during the day on Tuesdays. • Consider running swap meets and a country and western festival in Katandra West to raise funds for the new community centre. • Consider organising or attracting events to town, e.g. farmer’s market, craft market, circus or a town show. • Need to upgrade playground at Recreation Reserve.
<p>Transport and Movement</p>	<ul style="list-style-type: none"> • Need to upgrade roads leading in and out of town. • Need to paint a white line down the middle of the road (particularly near the Recreation Reserve) as it gets very foggy in winter and it is difficult to see the correct side of the road. • Desire to change the 40km zone to just during school drop off and pick up times as there is a divided road and a service lane in this area. • Need to develop walking / cycling paths in town. • May be a need to instigate community transport in the future. • Not realistic to expect to have public transport to Katandra West. • Transport Connections program was very restrictive. • Lack of public transport keeps undesirable people from moving to town or coming out to town during the day. • Need to promote and utilise Red Cross Car program more effectively.



3.2 COMMUNITY SURVEY

A survey was distributed to every household in Katandra West and also made available at the store, at the school, at the Recreation Reserve, at Hunter's Rural Supplies and at each of the community consultation events, i.e. outside the store, at the football and at the art exhibition. A total of **106** completed surveys were received. Of those who filled out the survey, 52.0% were male, and 48% were female. The majority of survey respondents lived in four person households (37.3%), with households of one, two, three, five and six or more fairly evenly distributed (i.e. between 10-14% each). There was a disproportionately high number of young people who filled in or contributed to the survey (possibly lured by the free hot chocolate on offer in front of the general store and at the football), as the following table shows:

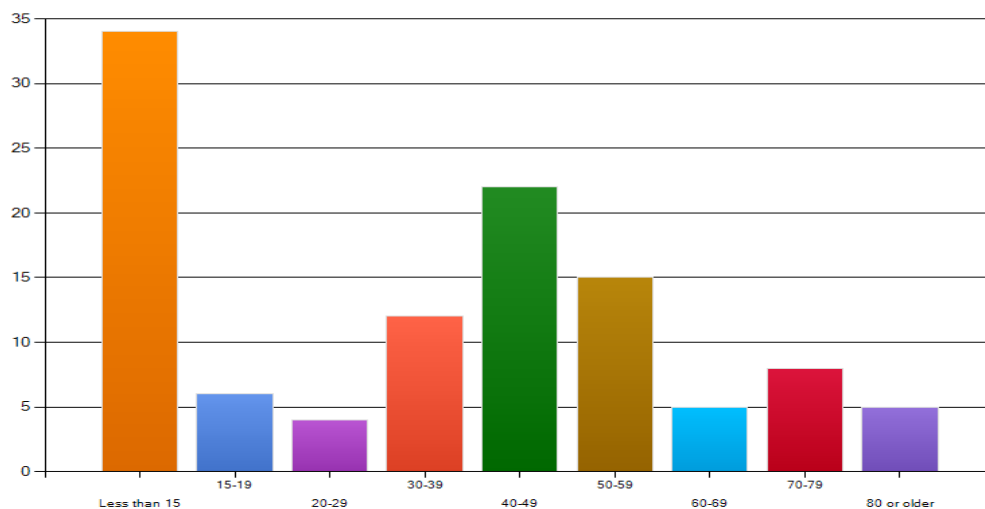


Figure 2: Age of Survey Respondents / Contributors

Hence survey results need to be viewed in the context of the age data.

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 in the following section.



3.2.1 WHAT WE LIKE ABOUT KATANDRA WEST

Survey respondents were asked to identify what they like most about Katandra West. The answers received demonstrate that it is essentially the human capital, or the people of Katandra West, 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 the variety of clubs and organisations available and its quiet, peaceful feeling. The top 17 responses to this question include:

1. Friendly, kind people (37)
2. Strong community spirit / people help each other out (36)
3. Variety of clubs and organisations (19)
4. Small compact town (16)
5. Quiet, peaceful, tranquil town (12)
6. Safe town (8)
7. Good sporting facilities (7)
8. Country atmosphere / rural living (7)
9. Good school (7)
10. Proximity to other towns (6)
11. Everyone knows everyone (6)
12. Shop (6)
13. It's home / where friends live (6)
14. Family environment (5)
15. Good kindergarten (3)
16. Cow sculptures (2)
17. Football / Cricket Club community teas and functions (2)

Responses with only one answer have not been included in the list above.

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



3.2.2 OUR VISION FOR THE FUTURE

Local residents were asked to articulate both a short and a long term vision for Katandra West. These responses have been combined due to the overlap of many suggestions. Primarily the vision is for the development of a community centre to accommodate a variety of functions, activities and events. There was also strong support for a skate park / BMX track, a pub and more shops. However, at the same time, there was a desire for Katandra West to remain much as it is right now, albeit with moderate population growth.



The top 23 responses include:

1. We have a new community centre (26)
2. Katandra West has remained much the same (15)
3. We have a pub in town (13)
4. We have a skate park / BMX track (13)
5. Our town has experienced moderate population growth (12)
6. We have more shops (11)
7. We have a range of events and activities for all ages including young people (10)
8. There have been subdivisions created to allow for more growth (9)
9. Our football / netball club is still active and strong (9)
10. Water has been retained in the region and more farming enterprises have started (8)
11. We have a new playground and our existing playgrounds have been improved (7)
12. More industries and businesses have opened up (6)
13. Our streetscapes are very attractive (6)
14. Our mobile phone coverage is good (6)
15. We have developed more or upgraded our sporting facilities (5)
16. We have regular and dependable public transport (4)
17. Our school has remained open (4)
18. We have good signage to and within town (3)
19. Our drainage system is able to cater for floods (2)
20. We have sewerage in our town (2)
21. We have good quality footpaths in our town (2)
22. We have good roads leading to and within our town (2)
23. We have a pony club (2)

Responses with only one answer have not been included in the list above.

Additional comments were also received from key stakeholders. These included:

1. Ours is a family and community oriented town
2. Our people respect the efforts of those who went before us in building our town
3. Our population has gradually increased
4. Our town is known for its innovation
5. We have good quality and welcoming sporting clubs
6. Our town is a safe place to raise families
7. We have good quality infrastructure
8. We have access to the services that we need
9. We have a range of activities available for all ages
10. We have a diversity of farming operations within our surrounding area
11. We have a number of new homes in our town
12. Our town has remained much the same as it was in the past
13. We have a vibrant school
14. We are situated within a food producing farming community
15. We are connected to Shepparton via transport
16. We have retained our small town feel

The vision for Katandra West is:

Katandra West is a proud and welcoming community that strives to provide a range of sustainable activities and services for our local residents both within the township and on surrounding farms.



3.2.3 SUGGESTED IMPROVEMENTS

Survey respondents were asked to identify up to three improvements that they would like to see occur in Katandra West. Numerous different responses were received, mostly revolving around the development of a community centre and the construction of a skate park/ BMX park, as well as additional shops in town. The top 33 responses are:

Suggested Improvement	No. of Responses
1. Develop a Community Centre	34
2. Construct a skate park / BMX park	14
3. Encourage more shops/petrol station/food shops	12
4. Develop a new playground	9
5. Open up more land for housing development	8
6. Construct walking/cycling tracks within and to the town	8
7. Improve condition and maintenance of all roads, including minor roads	7
8. Attract more people to the town and to the school through a promotional campaign	6
9. Improve mobile phone coverage	5
10. Develop activities and a place for young people to hang out	5
11. Improve condition of footpaths	5
12. Construct new netball courts and develop club / change rooms	5
13. Upgrade the existing Katandra West Hall	4
14. Plant more trees and establish more garden beds	4
15. Locate a home for historical group artefacts and photo display	4
16. Encourage the development of a pub in town	4
17. Improve the range of products in the general store	3
18. Construct a swimming pool in Katandra West	3
19. Install a street light at the main entrance to the Recreation Reserve	3
20. Improve drainage in the town	3
21. Improve hard courts at the Recreation Reserve and the school	3
22. Encourage more businesses to establish themselves in Katandra West	3
23. Improve transport options to Shepparton	2
24. Encourage more involvement by residents in local activities	2
25. Construct a basketball court	2
26. Improve the appearance of housing in the main street	2
27. Establish a pony club	2
28. Establish a farmer's market	2
29. Establish a garden program and animal farm yard at the school	2
30. Develop a motocross / motorbike track	2
31. Establish a mail delivery service for people living in the town	2
32. Increase the number of attractions / events in town	2
33. Provide more information on what the town has to offer	2

Responses with only one answer have not been included in the list above.

3.2.4 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 **41** respondents indicated their willingness to undertake projects such as:

- Anything needing assistance (10)
- Community centre (9)
- Helping to build a Skate Park / BMX track (4)
- Helping the bowling club to improve its facilities, e.g. constructing a permanent shade structure over bowls green (2)
- Township Protection Plan (1)
- Community Plan (1)
- Repairing wooden signs at entry to town (1)
- Agriculture (1)
- Football Club assistance (1)
- Painting the hall (1)
- Developing a home for the Historical Society (1)
- Cleaning up rubbish on the side of the road (1)
- Driving a community bus (1)
- Dairy discussion group (1)
- Building a pub (1)
- Improving entrances to Katandra West, e.g. planting trees (1)
- Helping with a farmer's market (1)
- Helping to upgrade local houses (1)
- Improving sports grounds and facilities (1)
- Improve facilities at school and kinder (1)



3.3 YOUNG PERSON'S ART EXHIBITION AND DEVELOPMENT OF COMMUNITY PRIORITIES

A community art exhibition and free BBQ was held at the Katandra West Hall on Friday 24 August from 2.30pm to 7.30pm. The intent of this exhibition was to showcase art work produced by local primary school and pre-school students about their vision for Katandra West in the future. 71 works were produced by primary school students and 36 by pre-school students; a total of **107** works. These works included paintings, drawings, written comments and a large number of 3-D designs. 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). **145** local residents turned up to this event; 66 students and teachers during the afternoon (none of whom voted) and an additional 79 community members in the late afternoon / evening of all ages (note that some students attended twice). It was observed that few older adults turned up to the Art Exhibition, possibly due to the extremely cold weather on that day.

3.3.1 WHAT YOUNG PEOPLE LIKE ABOUT KATANDRA WEST

As part of the art exhibition, young people had the option of identifying what they like about Katandra West or what their vision for the future is through their artwork. Of those who chose to highlight what they like, the following answers were received:

- Good friends to play with (9)
- Good school (6)
- Quiet town (2)
- Safe to ride scooters around (2)
- Availability of grounds on which to play soccer at school (2)
- Safe to ride bikes around town (1)
- Playground at the Recreation Reserve (1).



3.3.2 ART WORK PRIORITIES

Key issues arising from Katandra West Primary School students' art work revolved around physical infrastructure, particularly the need to develop a skate park / BMX track, swimming pool / water park, vet clinic, cinema, etc. There was also an element of wanting activities and attractions that will encourage young people from other areas to visit Katandra West. Comments indicated that children want to show their town and its attractions off to other children, but also to meet other children and enjoy activities together. It was not possible to ascertain any themes from the art work produced by kindergarten students. The top ten comments from primary school students included:

1. Swimming pool / water park (9)
2. Skate park / BMX track (8)
3. Vet clinic (5)
4. Activities and attractions that will encourage young people from other areas to visit Katandra West, e.g. Murray Cod fish farm, rock climbing wall, games room, jumping castle, farmer's market (5)
5. Cinema / Drive In (4)
6. Pet store (3)
7. Motocross / motorbike Track (3)
8. Music concerts (2)
9. Equestrian facilities, e.g. pony club and horse track (2)
10. Athletics track (2)

Responses with only one answer have not been included in the list above.



3.3.3 COMMUNITY PRIORITIES

In relation to the prioritisation of issues, local residents who attended the art exhibition identified the following issues in order of importance (after reviewing the results of the community survey):

Issue	Number of Votes
Construct a skate park / BMX park in Katandra West	34
Develop a new community centre	15
Open a pub in town	14
Provide more events / activities, e.g. farmer's market	13
Attract more children to the kindergarten	13
Upgrade / develop a new playground at the Recreation Reserve	13
Construct a grandstand / undercover seating next to the netball courts	8
Provide walking / cycling tracks in town	7
Upgrade netball courts and club rooms	7
Keep water in the area for irrigation and to encourage more farming	7
Upgrade the existing Katandra West Hall	7
Improve mobile phone coverage / reception	6
Plant more trees and establish more garden beds	6
Develop a motocross / motorbike track	5
Install street lighting at Recreation Reserve entrance	4
Attract more people to live in Katandra West	4
Encourage more shops to open	4
Provide regular and dependable public transport, particularly for older adults and young people	4
Provide activities and a space for young people to hang out	4
Improve condition and maintenance of roads, including minor roads	3
Improve drainage in the town	3
Provide dance classes - hip hop and jazz	2
Improve condition of footpaths	2
Attract more students to the primary school	2
Improve street lighting	2
Upgrade sports facilities, e.g. tennis courts	2
Upgrade grandstand at Recreation Reserve	2
Construct an outdoor basketball court	2
Install a fence around the playground	2
Develop an athletics track	2
Open up more land for housing development	1
Encourage more businesses to open in Katandra West	1
Allow subdivision of land to enable retirees to live in or near township on smaller blocks	1
Locate a home for the Historical Society with space for artifacts and photo display	1

3.4 COLLATION OF PRIORITIES

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

- Previous Plans
- Community surveys
- Key stakeholder interviews
- 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. Generally those with a score of 12+ have been rated as high priorities; those between 3-7 as high-medium to medium; and less than 2 as low priorities, unless safety concerns have elevated the position of the action or unless the action is an important component of a higher priority. Some actions have been discounted for various reasons. These reasons have been identified in the ‘Priority / Comments’ column. This table feeds into the Action Plan in Section 7 of the report.

Issue	Source					Total	Priority / Comments
	Previous Plans N=6	Surveys N=106	Key Stakeholder Interviews N=33	Art Work N=71	Priority Exercise N=79		
Construct a skate park / BMX park	0	14	✓	8	34	57	High
Develop a Community Centre	✓✓✓✓	34	✓	0	15	51	High
Upgrade / develop a new playground at the Recreation Reserve	✓	9	✓	0	13	24	High
Increase the number of attractions / events in town e.g. a farmer's market	0	2	✓	5	13	21	High
Encourage more businesses to establish themselves in Katandra West	0	15	✓	0	4	20	High (although uptake will be dependent upon viability)
Encourage the	0	4	✓	0	14	19	Nil (community

Issue	Source					Total	Priority / Comments
	Previous Plans N=6	Surveys N=106	Key Stakeholder Interviews N=33	Art Work N=71	Priority Exercise N=79		
development of a pub in town							centre will have license and store sells alcohol)
Construct walking/cycling tracks within and to the town	✓✓	8	✓	0	7	16	High
Attract more children to the kindergarten	0	0	✓	0	13	14	High
Attract more people to the town and to the school through a promotional campaign	0	6	✓	0	6	13	High
Construct new netball / tennis courts and develop club / change rooms	✓✓	5	0	0	7	13	High (part of Recreation Reserve Master Plan – funding dependent)
Construct a swimming pool in Katandra West	0	3	✓	9	0	13	Nil (insufficient population to be viable)
Improve mobile phone coverage / reception	0	5	✓	0	6	12	High (needed to attract business and population)
Develop activities and a place for young people to hang out	0	5	✓	2	4	12	High
Improve condition and maintenance of all roads, including minor roads	✓	7	✓	0	3	12	High-Medium (unsafe roads need to be addressed as a priority and others as per Council maintenance schedule)
Upgrade the existing Katandra West Hall	✓	4	0	0	7	12	Medium (the degree of this upgrade may be dependent on the timing of the new

Issue	Source					Total	Priority / Comments
	Previous Plans N=6	Surveys N=106	Key Stakeholder Interviews N=33	Art Work N=71	Priority Exercise N=79		
							community centre and on safety or heritage aspects. It is important not to duplicate facilities)
Develop a motocross / motorbike track	0	2	✓	3	5	11	Medium
Plant more trees and establish more garden beds in town centre	✓✓	4	0	0	6	11	Medium
Open up more land for housing development	0	8	✓	0	0	9	Medium
Keep water in the area for irrigation and to encourage more farming	✓	0	✓	0	7	9	Ongoing
Improve storm water drainage in the town	✓	3	✓	0	3	8	High (due to potential damage from flooding)
Improve condition of footpaths	✓✓	5	0	0	2	8	High-Medium (unsafe paths need to be addressed as a priority and others as per Council maintenance schedule)
Construct a grandstand / undercover seating next to the netball courts	0	0	0	0	8	8	Medium
Install a street light at the main entrance to the Recreation Reserve	0	3	0	0	4	7	High (this is a safety issue)
Improve	0	2	✓	0	4	7	Medium

Issue	Source					Total	Priority / Comments
	Previous Plans N=6	Surveys N=106	Key Stakeholder Interviews N=33	Art Work N=71	Priority Exercise N=79		
transport options to Shepparton							
Improve hard courts at the Recreation Reserve and the school	✓	3	0	0	2	6	Medium (part of Recreation Reserve Master Plan)
Develop a vet clinic in town	0	0	0	5	0	5	Nil (private sector responsibility)
Locate a home for historical group artifacts and photo display	0	4	✓	0	0	5	High (to ensure irreplaceable town history is preserved)
Improve street lighting	✓	0	✓	0	2	4	High-Medium (safety issue)
Establish a pony club / horse track	0	2	0	2	0	4	Nil (pony club exists at Invergordon)
Develop an athletics track	0	0	0	2	2	4	Nil (school responsibility)
Develop a cinema / drive-in	0	0	0	4	0	4	Nil (private sector responsibility – although possible to show movies in town)
Construct an outdoor basketball court	0	2	0	0	2	4	Medium
Provide dance classes, e.g. hip hop and jazz	0	0	✓	0	2	3	Medium (will provide an alternative to sport)
Provide more information on what the town has to offer	0	2	✓	0	0	3	Medium (will form part of promotional campaign)
Encourage a pet shop to open	0	0	0	3	0	3	Nil (private sector responsibility)
Improve the range of products in the general store	0	3	0	0	0	3	Nil (private sector responsibility)
Establish a	0	2	✓	0	0	3	Low

Issue	Source					Total	Priority / Comments
	Previous Plans N=6	Surveys N=106	Key Stakeholder Interviews N=33	Art Work N=71	Priority Exercise N=79		
garden program and animal farm yard at the school							(responsibility of the school)
Encourage more involvement by residents in local activities	0	2	0	0	0	2	Low
Improve the appearance of housing in the main street	0	2	0	0	0	2	Low
Establish a mail delivery service for people living in the town	0	2	0	0	0	2	Low
Install a fence around the Playground at the Recreation Reserve	0	0	0	0	2	2	Low
Upgrade grandstand at Recreation Reserve	0	0	0	0	2	2	Low
Install new town entrance signage	✓✓	0	✓	0	0	2	Medium
Develop a t-junction at Queen St and Hickey St to improve pedestrian crossings	✓✓	0	0	0	0	1	Low
Develop median strip in Queen St	✓	0	0	0	0	1	Nil (already developed)
Develop designated car parking areas in the town centre	✓	0	0	0	0	1	Low
Construct a bus shelter in the town centre	✓	0	0	0	0	1	Medium (will provide protection to students waiting for buses)
Develop	✓	0	0	0	0	1	Medium (will help improve

Issue	Source					Total	Priority / Comments
	Previous Plans N=6	Surveys N=106	Key Stakeholder Interviews N=33	Art Work N=71	Priority Exercise N=79		
consistent tree planting plan for each street							appearance of town)
Promote Katandra West via a webpage	✓	0	0	0	0	1	Medium (part of promotional campaign to attract people)
Develop a library in town with computers	0	0	✓	0	0	1	Low (consider sharing of school library)
Produce an annual community directory to promote clubs / organisations	0	0	✓	0	0	1	High (may help clubs to be sustainable)
Encourage churches to meet to discuss possible formation of a united church	0	0	✓	0	0	1	Low
Meet with water authorities to discuss potential to increase water pressure in town	0	0	✓	0	0	1	Medium
Explore opportunities for mobile visiting health services	0	0	✓	0	0	1	Low
Explore opportunities to reinstate before and after school / kinder care	0	0	✓	0	0	1	Medium
Explore potential to increase child care opportunities in Katandra West	0	0	✓	0	0	1	Medium
Construct a new toilet and ashes wall at the	0	0	✓	0	0	1	Low

Issue	Source					Total	Priority / Comments
	Previous Plans N=6	Surveys N=106	Key Stakeholder Interviews N=33	Art Work N=71	Priority Exercise N=79		
cemetery							
Investigate potential to install sewerage in Katandra West to allow for smaller house blocks	0	0	✓	0	0	1	Medium (this will help to encourage development)
Explore opportunities to purchase land next to Kindergarten to expand outdoor area	0	0	✓	0	0	1	Medium
Organise a volunteer recruitment program	0	0	✓	0	0	1	Medium
Explore opportunities to run more activities in the school with older adults	0	0	✓	0	0	1	Low
Reinvigorate meetings at the Recreation Reserve with all user groups involved	0	0	✓	0	0	1	Medium
Paint a white line down the middle of the road near the Recreation Reserve	0	0	✓	0	0	1	High (this is a safety issue)



FINANCIAL STATEMENTS

2012-2013 FINANCIAL YEAR TO DATE AS AT

31 JANUARY 2013

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GREATER SHEPPARTON CITY COUNCIL

January 2013 Financial Report

Operating Result

The January 2013 Financial Report provides a summary of the actual budget compared to the financial performance for the first seven months of the 2012/2013 financial year. The actual year to date operating surplus of \$24.23m is \$890,000 more than budget.

Actual revenue is currently less than budget by \$1.42m. The main driver of this variance is:

- Capital grants and contributions. These contributions are difficult to predict in timing as they rely on developer works. Variances include \$750,000 in the Roads for Recovery program and \$520,000 for Mooroopna West.

Expenditure is currently less than budget by \$2.32m. Which is mainly due to:

- Materials and consumables are \$2.0m less than budget. Significant underspends to date include:
Cosgrove Waste Management \$350,000
Community Plan Implementation \$220,000 and
Council Elections \$200,000.

The forecast operating surplus for end of year reflects an increase in income of \$2.06m and an increase in expenditure of \$0.74m resulting in an increased surplus of \$6.41m which is \$1.32m more when compared with the September Quarter Budget Review.

Capital

Year to date capital revenue is tracking behind budget by \$3.45m, and is forecasted to decrease by \$730,000 to \$8.09m. Year to date capital expenditure is tracking \$4.40m under budget, with works to the value of \$10.81m out of a total budget of \$31.60m having been completed in the first seven months of the 2012/2013 financial year. The forecast capital expenditure has been revised down by \$5.60m to \$26.01m as part of the Mid Year Budget Review.

Investments

Investments are tracking as expected, with a total of \$19.09m invested. The average interest rate is 4.28%. Council has a diverse investment portfolio, which includes local banking institutions and actively manages investments to maximise returns within Council's Investment Policy guidelines. Council expects the continued reductions in the official cash and will produce a reduction in the interest earned by Council investments.

Sundry Debtors

Sundry Debtors are 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 most significant debtor invoice is for \$246k which is payable by ISS First Response for tipping fees.

Further details and explanations are contained in the financial report.

Greater Shepparton City Council
Income Statement
for period ending January 2013

	2012/2013 Sept Qtr Budget Review \$	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	56,875,000	56,410,956	56,940,739	(529,783)	(0.9%)	
Operating Grants and Contributions	15,908,695	17,457,291	8,731,354	9,659,329	(927,975)	(10.6%)	1
Capital Grants and Contributions	8,473,700	7,816,290	4,344,362	794,238	3,550,124	81.7%	2
Interest	1,648,059	1,701,930	718,966	809,726	(90,760)	(12.6%)	3
User Charges	14,297,803	14,309,064	8,364,239	8,538,704	(174,465)	(2.1%)	4
Statutory Fees	2,444,736	2,490,174	1,193,812	1,187,218	6,594	0.6%	
Proceeds from Sale of Assets	346,000	274,222	120,000	214,929	(94,929)	(79.1%)	5
Other	533,207	1,085,590	321,676	675,819	(354,143)	(110.1%)	6
Parking Fees and Fines	1,983,695	1,983,695	1,156,841	1,019,067	137,774	11.9%	7
Rent	591,451	705,663	401,978	499,775	(97,797)	(24.3%)	8
Total Revenue	102,638,302	104,698,919	81,764,184	80,339,545	1,424,639	1.7%	
Expenses							
Employee Benefits	38,179,587	37,915,394	22,784,680	22,567,195	(217,485)	(1.0%)	9
Materials and Consumables	27,329,187	27,742,749	16,911,937	14,914,226	(1,997,711)	(11.8%)	10
External Contracts	10,060,458	10,506,318	6,119,190	5,959,766	(159,424)	(2.6%)	11
Utilities	2,706,526	2,853,361	1,450,414	1,556,379	105,965	7.3%	12
Borrowing Costs	1,330,247	1,330,247	672,390	628,160	(44,230)	(6.6%)	
Depreciation and Amortisation	17,649,000	17,646,000	10,312,694	10,295,229	(17,465)	(0.2%)	
Written Down Value of Assets Sold	294,000	294,000	171,430	183,590	12,160	7.1%	
Total Expenses	97,549,005	98,288,069	58,422,735	56,104,544	(2,318,191)	(4.0%)	
Surplus/(Deficit) for the period	5,089,297	6,410,850	23,341,449	24,235,002	(893,552)	(3.8%)	

Financial Narrative

31 January 2013

Summary

As at 31 January 2013, Greater Shepparton City Council reports an operating surplus of \$24.23m, which is \$0.89m greater than expected for this time of the year. This surplus comprises of \$80.34m in income and expenditure of \$56.10m. The forecasts for end-of-year estimate the operating surplus will be \$6.41m, \$1.32m greater than the September Quarterly Budget Review end of year surplus.

Capital expenditure totalling \$10.81m has been recorded to January 2013. This equates to a total of 34% of the total capital expenditure budget. The end-of-year forecast for capital expenditure indicates that \$26.01m will be required for works, which is \$5.59m less than the September quarterly review budget of \$31.60m.

Income Statement

Operating revenue of \$80.34m is \$1.42m behind budget, while operating expenses of \$56.10m are \$2.32m behind budget. The end-of-year forecast estimates an increase of \$2.06m in revenue expected to be received, while expenditure is forecast to be over budget by \$0.74m.

- 1 Operating grants and contributions are reporting to be ahead of budget by \$0.93m. Larger variances include:
 - \$0.61m 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.
 - \$0.16m has reported as additional income received from partner agencies for Child Care Benefits
 - \$0.15m has been received Goulburn Broken Catchment Authority Management for the provision of Sustainability Training.
- 2 Capital grants and contributions are reporting to be behind budget by \$3.55m in particular \$0.75m in the Roads for Recovery program and \$0.52m for Mooroopna West Development. 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 Interest is reporting to be ahead of budget by \$0.09k. This variance relates to additional interest income received (\$103k) as a result of taking advantage of longer term investments. This increase is partially offset by a variance in the municipal rates interest received (\$18k).
- 4 User Charges are tracking ahead of budget by \$0.17m. These variances at an individual level are primarily related to timing variances and are expected to fall back into line throughout the year.
- 5 Proceeds from sale of assets is showing to be \$0.95m ahead of budget. This is currently being investigated to determine if this is the correct revenue source.
- 6 Other revenue is tracking \$0.35m ahead of budget. This variance comprises of several smaller variances, including the following:
 - \$0.12m which was invoiced to Kaiela Institute to recover a previous years budget overspend
 - \$0.08m of the variance is as a result of internal adjustments required as part of correcting prior financial year accruals.
 - \$0.07m relates to income received from United Approach to Tourism for services rendered, and are offset by correlating expenditure.
- 7 Parking fees and fines are tracking behind budget by \$0.14m. This variance relates to the timing differences between the issuing of parking infringements and the income being received.
- 8 Rental income is tracking ahead of budget by \$0.09m, this primarily relates to timing variances and are expected to fall back into line throughout the year.
- 9 Employee Benefits reporting a favourable variance of \$0.22m. Through out the year there has been a number of vacancies which have now been filled, with forecasts being updated as part of the Mid Year Budget Review.
- 10 Materials and consumables are currently reporting a \$2.0m favourable variance. Variances include Cosgrove Waste Management \$0.35m, Community Plan Implementation \$0.22m and ,Council Elections \$0.20. There are also a number of other variances which are not material.
- 11 External contracts are reporting an underspend of \$0.16m. Areas that are tracking behind year to date include Aged Households \$0.20m, Riverlinks program \$0.05m and Aged Respite \$0.04m.
- 12 Utilities are currently over budget by \$0.10m. This has been identified as a permanent variance.

Greater Shepparton City Council
Balance Sheet
for period ending January 2013

	Actual June 2012 \$	2012/2013 Sept Qtr Budget Review \$	2012/2013 YTD Actual \$	Variance \$	Note
Current Assets					
Cash	2,685,120	1,000,000	4,337,795	3,337,795	
Receivables	4,803,422	6,000,000	34,650,317	28,650,317	1
Investments	34,163,064	21,674,239	19,095,956	(2,578,283)	2
Other	78,968	500,000	151,948	(348,052)	
Non Current Assets Held for Resale	0	0	0	0	
Total Current Assets	41,730,573	29,174,239	58,236,016	29,061,777	
Non Current Assets					
Receivables	0	0	0	0	
Infrastructure	649,795,745	667,893,245	650,342,928	(17,550,317)	
Other	1,157,661	1,371,049	1,157,661	(213,388)	
Total Non Current Assets	650,953,406	669,264,294	651,500,589	(17,763,705)	
Total Assets	692,683,980	698,438,533	709,736,605	11,298,072	
Current Liabilities					
Payables	5,312,639	8,236,305	4,103,705	(4,132,600)	
Interest Bearing Liabilities	389,095	100,000	389,095	289,095	
Trust Funds	2,123,054	2,000,000	2,083,417	83,417	
Employee Benefits	13,771,581	7,900,000	8,334,919	434,919	3
Other	242,851	220,000	3,095	(216,905)	
Total Current Liabilities	21,839,220	18,456,305	14,914,231	(3,542,074)	
Non Current Liabilities					
Payables	166,602	200,000	166,602	(33,398)	
Employee Benefits	907,758	800,000	907,758	107,758	
Interest Bearing Liabilities	15,224,794	15,238,000	14,967,407	(270,593)	
Total Non Current Liabilities	16,299,154	16,238,000	16,041,768	(196,232)	
Total Liabilities	38,138,374	34,694,305	30,955,998	(3,738,307)	
Net Assets	654,545,605	663,744,228	678,780,607	15,036,379	
Represented By					
Accumulated Surplus	294,569,818	303,623,322	318,804,821	15,181,499	
Reserves	359,975,787	360,120,906	359,975,787	(145,119)	
Total Equity	654,545,605	663,744,228	678,780,607	15,036,379	

Greater Shepparton City Council

Financial Narrative

31 January 2013

Balance Sheet

- 1 The majority of Receivables variance relates to Rates revenue which has been raised, but not yet received. The value will decline as instalments and lump sum payments are received.
- 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 Commission for operations. It is expected to see investments increase following the lump sum payment of council rates in February.
- 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 as part of the Mid Year Budget Review and development of its 2013/2014 Budget will, give consideration to determining the appropriate funding approach to replenish reserves.

Investments

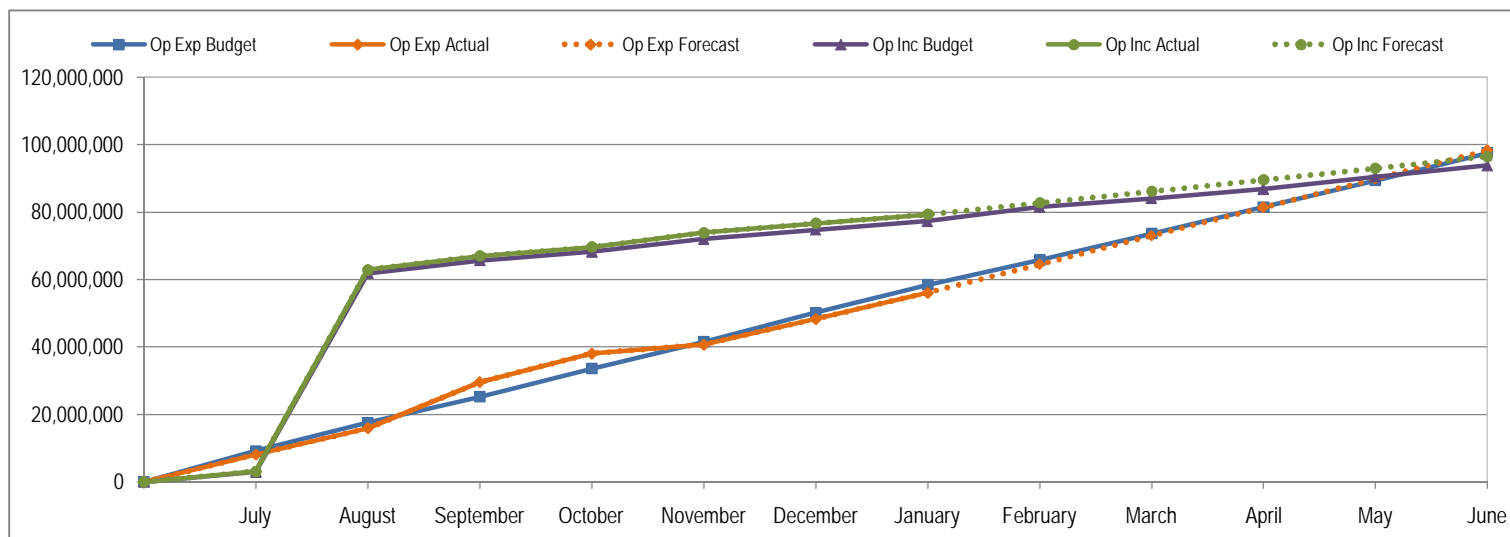
Investments have decreased by \$15.07m since 30 June 2012, from \$34.16m to \$19.09m. This is partly due to the payment of Greater Shepparton City Council's unfunded defined benefits superannuation call as well as the cost of operations. Rates lump sum payments are due in February which will see investments increase. The average interest rate on investments is 4.28% 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 January 2013

	2012/13 Sept Qtr Budget Review \$	2012/13 Actual January 2013 \$
<i>Cash flows from operating activities</i>		
Receipts from customers	71,070,602	38,584,345
Payments to suppliers	(78,212,205)	(52,693,386)
Net cash inflow(outflow) from customers(suppliers)	(7,141,603)	(14,109,041)
Interest received	1,598,755	809,726
Government receipts	26,625,000	10,453,568
Other	(1,330,000)	499,775
Net cash inflow(outflow) from operating activities	19,752,152	(2,345,973)
<i>Cash flows from investing activities</i>		
Property, plant & equipment, infrastructure - receipts	345,000	214,929
Property, plant & equipment, infrastructure - payments	(31,372,472)	(11,026,002)
Other	0	0
Net cash inflow(outflow) from investing activities	(31,027,472)	(10,811,073)
<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)	(257,387)
Other	0	0
Net cash inflow(outflow) from financing activities	(362,000)	(257,387)
Net increase(decrease) in cash and equivalents	(11,868,093)	(13,414,432)
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	23,433,751

Greater Shepparton City Council
Operating Budget vs Actual
 2012/2013 Financial Year to period ending January 2013



Expenditure

Strategic Objective	2012/2013 Sept Qtr Budget Review	2012/2013 Forecast	2012/2013 YTD Budget	2012/2013 YTD Actuals	2012/2013 YTD Variance (Fav./Unfav.)		
					Variance \$	Variance %	Note
Community Life	35,850,698	36,513,699	21,359,895	20,707,365	(652,530)	(3.1%)	1
Council Organisation and Management	15,209,256	15,993,374	9,735,022	9,876,771	141,749	1.5%	2
Economic Development	6,524,430	6,555,680	3,780,505	3,463,978	(316,527)	(8.4%)	3
Environment	12,180,775	12,186,366	7,033,432	6,334,278	(699,154)	(9.9%)	4
Infrastructure	21,836,447	21,118,625	12,992,637	12,385,827	(606,810)	(4.7%)	5
Settlement and Housing	5,947,399	5,920,326	3,521,244	3,336,324	(184,920)	(5.3%)	6
Grand Total	97,549,005	98,288,070	58,422,735	56,104,544	(2,318,191)	(4.0%)	

Income

Strategic Objective	2012/2013 Sept Qtr Budget Review	2012/2013 Forecast	2012/2013 YTD Budget	2012/2013 YTD Actuals	2012/2013 YTD Variance (Fav./Unfav.)		
					Variance \$	Variance %	Note
Community Life	17,335,750	18,456,755	9,762,756	10,940,920	(1,178,164)	(12.1%)	7
Council Organisation and Management	57,222,456	57,614,372	53,393,679	54,033,303	(639,624)	(1.2%)	8
Economic Development	2,806,323	3,139,370	1,739,050	1,900,399	(161,349)	(9.3%)	9
Environment	12,333,676	12,622,541	10,127,475	10,247,843	(120,368)	(1.2%)	10
Infrastructure	2,407,637	2,997,736	1,249,254	1,136,607	112,647	9.0%	11
Settlement and Housing	1,712,760	1,776,386	1,027,608	1,071,306	(43,698)	(4.3%)	
Grand Total	93,818,602	96,607,160	77,299,822	79,330,378	(2,030,556)	(2.6%)	

Greater Shepparton City Council Budget vs Actual Notes 31 January 2013

OPERATING

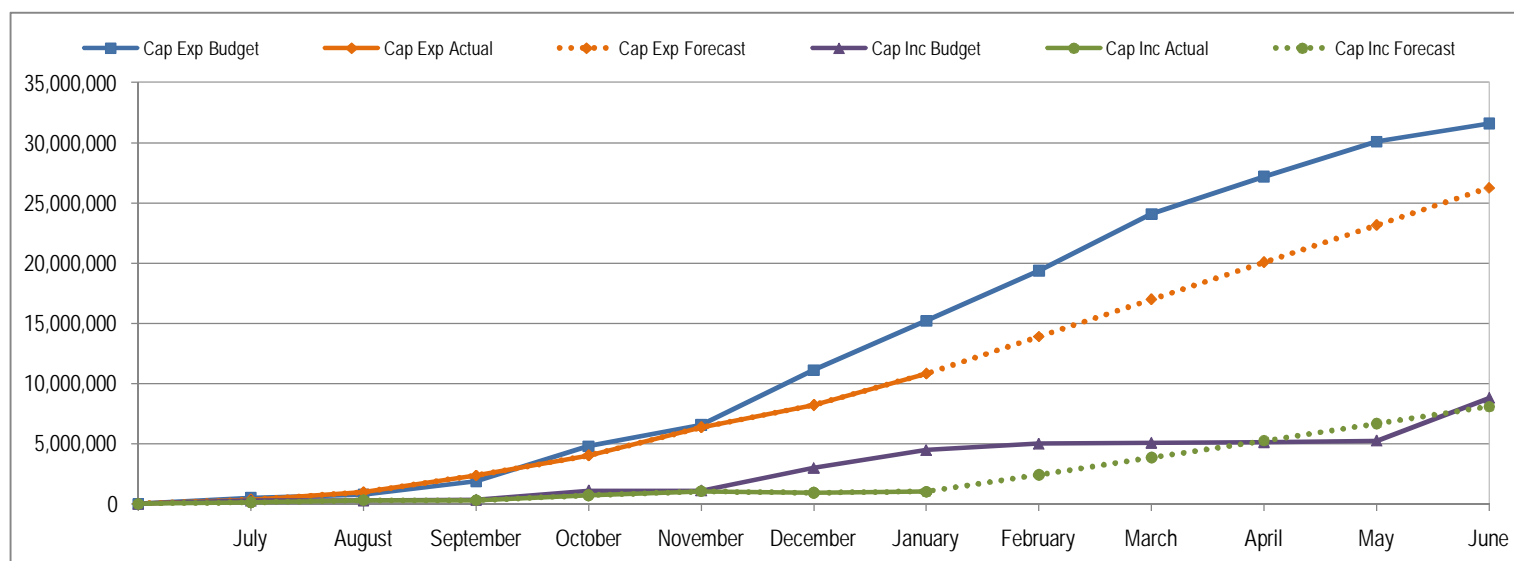
Expenditure

- 1 Community Life reports an operating underspend of \$0.65m. This current underspend is made up of a number of smaller variances include:
 - Aged household contract payments reports an underspend of \$0.20m which is primarily a timing variance
 - Various salary accounts including Parks Maintenance and Recreation and Parks are showing underspends due to current staff vacancies \$0.16m.
 - The LEAD program is also currently tracking behind budget by \$0.17m, however this is expected to fall in line by year end.
- 2 Council Organisation and Management is \$0.14m overspent at the end of January. This overspend is attributable to the organisational restructure.
- 3 Economic Development is reporting an underspend of \$0.32m. This variance is made up of several small items.
- 4 Environment reports a underspend of \$0.70m. Variances include:
 - \$0.17m underspend is currently showing against Weed Control, which is expected to go ahead during the warmer months.
 - A \$0.13m underspend in Flood Mitigation Studies as the project has started but in its early stages.
- 5 Infrastructure reports an underspend of \$0.61m at 31 January 2013, attributable to fleet maintenance area which is reporting a \$0.43m underspend. This is offset as some accounts are reporting minor overspends.
- 6 Settlement and Housing is also reporting an underspend of \$0.18m. This variance is due primarily to timing around the Community Plan, but is expected to fall in line as the financial year progresses.

Income

- 7 Community Life reports a \$1.12m favourable variance. Major variances include:
 - \$0.60m of the additional income relates to unbudgeted grants received for the flood events in early 2012, including \$0.50m to offset unbudgeted costs incurred during 2011/2012 for the February flood event.
 - \$0.16m has reported as additional income received from Communities for Children for the Best Start program.
 - An additional grant of \$0.12m has been received for the Murchison Operations.
 - \$0.09m has been received from Communities for Children for the Mother Goose Program.
- 8 Council Organisation and Management is \$0.64m ahead of budget at the end of January. This is attributable to higher than budgeted number of processed supplementary valuations.
- 9 Economic Development is reporting to be ahead of budget by \$0.16m. \$0.6m relates to additional income received from members of the Infrastructure Design Manual group. Additional smaller variances do not impact on the financial statements.
- 10 Environment is reporting a favourable income position at 31 January 2013 of \$0.12m. This better than expected year to date position is attributable to additional income received in the waste area.
- 11 Infrastructure reports to be \$0.11m ahead of budget. This variance is made up of several smaller variances which do not materially effect the year to date position.

Greater Shepparton City Council
Capital Budget vs Actual
 2012/2013 Financial Year to period ending January 2013



Expenditure

Strategic Objective	2012/2013 Sept Qtr Budget Review	2012/2013 Forecast	2012/2013 YTD Budget	2012/2013 YTD Actuals	2012/2013 YTD Variance (Fav./Unfav.)		
					Variance \$	Variance %	Note
Community Life	4,743,990	3,934,932	2,537,484	1,482,702	(1,054,782)	(41.6%)	1
Council Organisation and Management	792,850	934,937	735,000	663,043	(71,957)	(9.8%)	
Economic Development	2,628,960	2,287,819	1,960,800	584,658	(1,376,142)	(70.2%)	2
Environment	3,839,000	2,315,222	933,335	541,432	(391,903)	(42.0%)	3
Infrastructure	17,469,779	16,418,727	8,717,023	7,255,338	(1,461,685)	(16.8%)	4
Settlement and Housing	2,128,666	120,000	328,000	284,041	(43,959)	(13.4%)	
Grand Total	31,603,245	26,011,637	15,211,642	10,811,214	(4,400,428)	(28.9%)	

Income

Strategic Objective	2012/2013 Sept Qtr Budget Review	2012/2013 Forecast	2012/2013 YTD Budget	2012/2013 YTD Actuals	2012/2013 YTD Variance (Fav./Unfav.)		
					Variance \$	Variance %	Note
Community Life	171,600	43,875	171,600	8,875	162,725	94.8%	5
Council Organisation and Management	0	0	0	0	0	0.0%	
Economic Development	224,100	383,236	215,762	259,523	(43,761)	(20.3%)	
Environment	52,000	32,129	52,000	44,629	7,371	14.2%	
Infrastructure	3,261,800	2,586,272	2,414,800	481,353	1,933,447	80.1%	6
Settlement and Housing	5,110,200	5,045,000	1,610,200	214,787	1,395,413	86.7%	7
Grand Total	8,819,700	8,090,512	4,464,362	1,009,167	3,455,195	77.4%	

Greater Shepparton City Council

Budget vs Actual Notes

31 January 2013

Capital

Capital revenue of \$1.01m is behind budget by \$3.45m, while capital expenditure of \$10.81m is \$4.40m behind budget. There are a number of individual items which explain these variances with further details provided on page 8 of this report.

CAPITAL

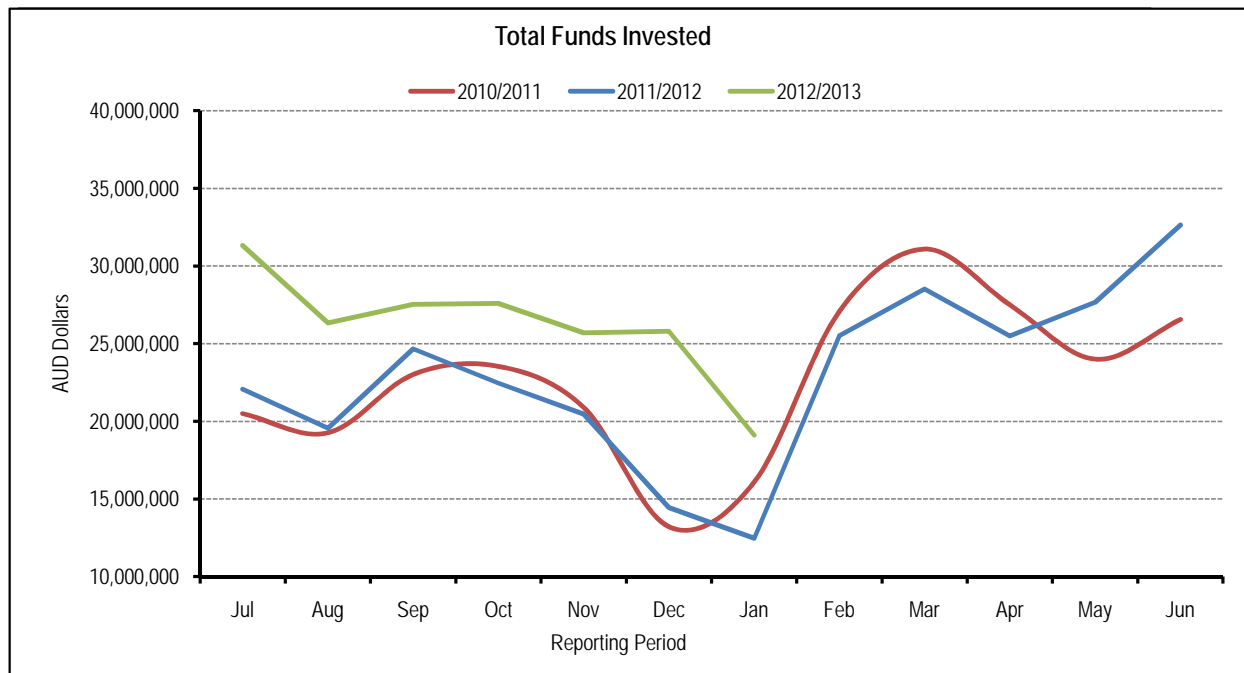
Expenditure

- 1 Community Life is reporting a favourable variance for January of \$1.05m. The majority of this variance relates to programs which have not yet started including the Victoria Park Upgrades, Community Soccer Complex, Sporting Futures Program and the Preschool environmental works which together total \$0.79m. These projects have been considered as part of the Mid Year Budget Review.
- 2 Economic Development is currently reporting an underspend of \$1.38m. There are a number of variances in this area all of which are expected to be back on track by 30 June 2013. These include:
 - \$0.33m for Stage 1 of the GV Freight Hub, due to be finalised in April
 - \$0.28m which relates to a land purchase which has not yet been finalised
 - Shepparton Showgrounds improvements are tracking \$0.27m behind budget. This project will now run over two years with Council successful in gaining funding for part of the scheduled works.
- 3 Environment is reporting a \$0.39m underspend in capital expenditure which is a direct result of the Urban and Rural Drainage replacement projects which have not yet began, however will be completed by year end.
- 4 Infrastructure reports an underspend of \$1.46m. These works are behind where originally planned, however are expected to fall within budget by year end. Majority of the works relate to the Roads for renewal program for 2012/2013, which is well underway.

Income

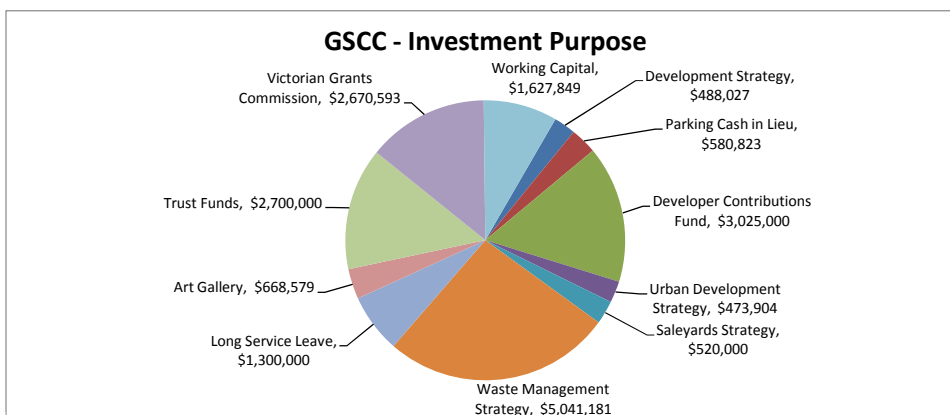
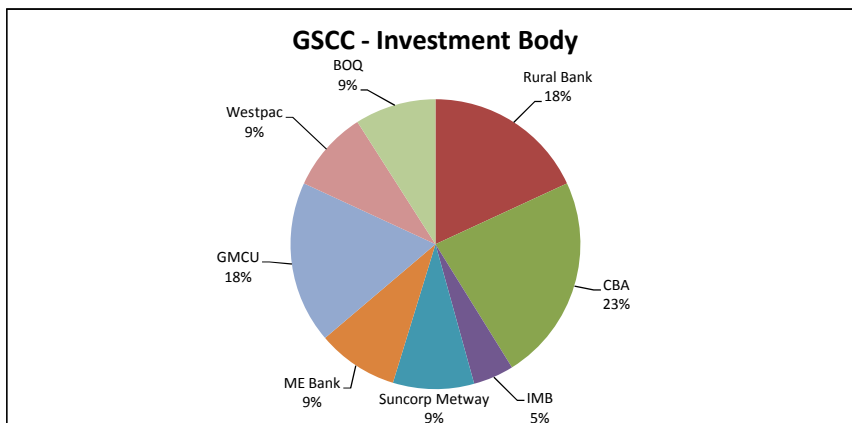
- 5 Community Life is reporting an unfavourable variance of \$0.16m. This variance relates to developer contributions which are no longer expected to be completed this year budgeted at \$0.11m.
- 6 At the end of January Infrastructure is showing an unfavourable variance of \$1.93m. This due to:
 - Developer contributions which are now unlikely to be received due to construction plan delays \$0.62m.
 - Road Renewal works scheduled for March-May \$1.00m which will be funded by Federal Government not yet received
 - \$0.25m for the CCTV project which has not yet been received.
- 7 Settlement and Housing is reporting to be behind budget by \$1.39m. This variance in its entirety relates to Developer Contributions which will be received later than expected.

Greater Shepparton City Council
Investments Summary
 2012/2013 Financial Year to Date at 31 January 2013



GREATER SHEPPARTON CITY COUNCIL INVESTMENT REGISTER AT 31 JANUARY 2013			
Investment Body	Rate	Maturity Date	Investment Amount \$
Rural Bank	4.6000%	25/02/2013	2,000,000
Rural Bank	4.7800%	29/04/2013	2,000,000
CBA	4.2000%	11/02/2013	528,607
CBA	4.2000%	11/02/2013	34,611
CBA	4.1500%	22/02/2013	32,738
CBA	2.9000%	AT CALL	800,000
CBA	4.2500%	18/02/2013	700,000
GMCU	4.6500%	15/02/2013	2,000,000
GMCU	4.5500%	5/03/2013	2,000,000
IMB	4.5000%	4/03/2013	1,000,000
ME Bank	4.7000%	6/03/2013	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			19,095,956

Greater Shepparton City Council
Investments Summary
 2012/2013 Financial Year to Date at 31 January 2013



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	\$ 2,670,593
11	Working Capital	\$ 1,627,849
		19,095,956

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 business areas.

** 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.

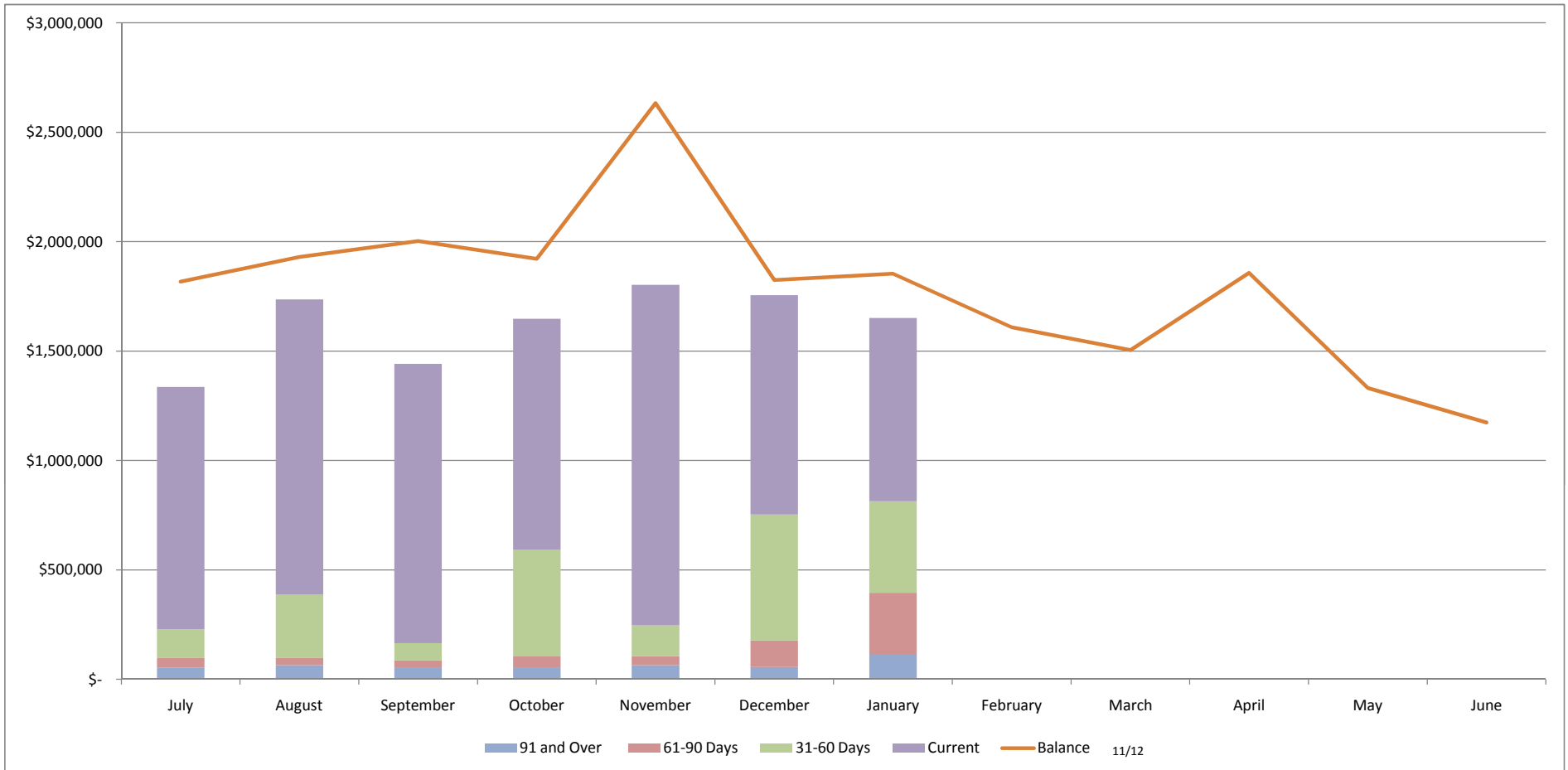
** Investment 9 is funds identified and held by council in trust and therefore unavailable for use by Council.

** Investment 10 is funds from the Victorian Grants Commission paid in 2011/2012 to be used to fund operations in 2012/2013.

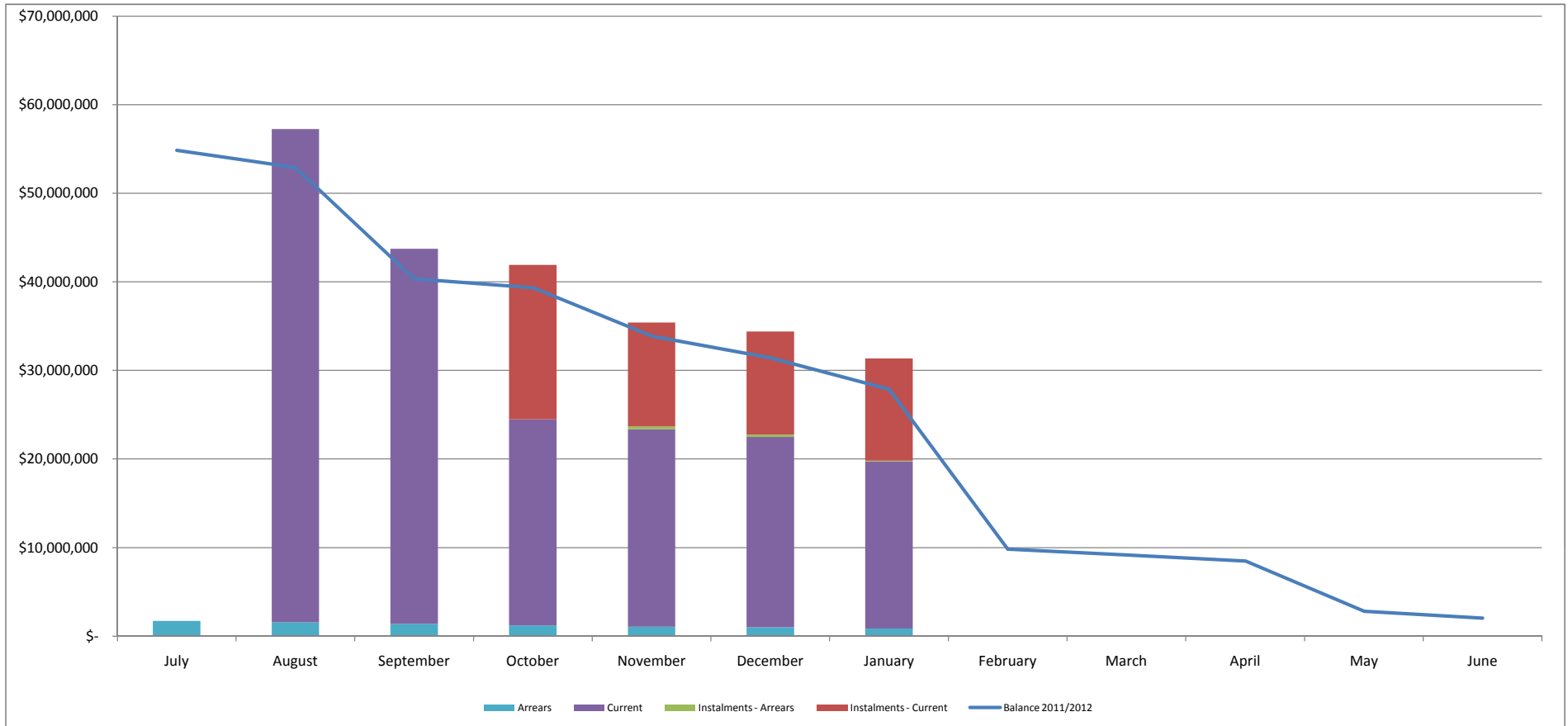
** Investment 11 is funds held to cover operating and capital expenditure for the remainder of the financial year, and includes minor reserve amounts held at 30 June 2012.

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 31 January 2013



City Of Greater Shepparton
Comparative Rates Debtors
 2012/2013 Financial Year to Date at 31 January 2013



	December	January	Total
Kevin Ryan			
Telephone Rent	\$40.86	\$40.86	\$367.74
Internet Connection		\$31.36	\$188.16
SMS			\$0.00
Calls	\$61.50	\$140.65	\$647.44
Travel			\$30.00
Training/Other	\$903.18	\$789.00	\$1,825.06
Allowance	\$2,074.03	\$1,873.32	\$16,042.40
	\$3,079.57	\$2,875.19	\$19,100.80
Jenny Houlihan			
Telephone Rent	\$9.09	\$9.09	\$81.81
Internet Connection		\$45.45	\$272.70
SMS	\$14.47	\$5.42	\$54.83
Calls	\$69.54	\$47.95	\$472.93
Travel			\$0.00
Training/Other	\$903.18	\$876.91	\$2,132.06
Allowance	\$6,417.73	\$5,796.66	\$33,417.21
Vehicle	\$1,733.00	\$1,733.00	
	\$9,147.01	\$8,514.48	\$36,431.54
Milvan Muto			
Telephone Rent	\$40.86	\$40.86	\$317.79
Internet Connection			\$160.00
SMS			\$84.94
Calls			\$422.21
Travel			\$0.00
Training/Other			\$157.88
Allowance	\$2,074.03	\$1,873.32	\$16,042.40
	\$2,114.89	\$1,914.18	\$17,185.22
Michael Polan			
Telephone Rent	\$40.86	\$40.86	\$367.74
Internet Connection			\$0.00
SMS	\$10.97	\$9.22	\$133.97
Calls	\$93.77	\$48.20	\$955.43
Travel			\$860.67
Training/Other	\$903.18	\$789.00	\$2,096.42
Allowance	\$2,074.03	\$1,873.32	\$32,265.23
Vehicle			\$6,932.00
	\$3,122.81	\$2,760.60	\$43,611.46
Les Oroszvary			
Telephone Rent	\$24.62	\$13.63	\$38.25
Internet Connection			\$0.00
SMS	\$1.30	\$6.37	\$7.67
Calls	\$25.49	\$18.25	\$43.74
Travel			\$0.00
Training/Other	\$903.18	\$789.00	\$1,851.65
Allowance	\$2,074.03	\$1,873.32	\$8,296.12
	\$3,028.62	\$2,700.57	\$10,237.43
Denis Patterson			
Telephone Rent	\$24.62	\$13.63	\$38.25
Internet Connection			\$0.00
SMS	\$0.90	\$0.36	\$1.26
Calls	\$4.25	\$19.05	\$23.30
Travel			\$0.00
Training/Other	\$903.18	\$789.00	\$1,851.65
Allowance	\$2,074.03	\$1,873.32	\$8,296.12
	\$3,006.98	\$2,695.36	\$10,210.58
Fern Summer			
Telephone Rent	\$24.62	\$13.63	\$38.25
Internet Connection			\$0.00
SMS	\$3.63	\$9.06	\$12.69
Calls	\$48.44	\$33.89	\$82.33
Travel			\$0.00
Training/Other	\$903.18	\$789.00	\$1,851.65
Allowance	\$2,074.03	\$1,873.32	\$8,296.12
	\$3,053.90	\$2,718.90	\$10,281.04
SHARED COUNCILLOR EXPENSES			
Catering	\$1,735.54	\$44.09	\$6,233.94
Other	\$0.00	\$551.12	\$551.12
Previous Councillor Expenses Incurred prior to 28/10/12	\$0.00	\$45.45	\$721.47
Total	\$28,289.32	\$24,819.94	\$152,738.13

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 reimbursed.
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.



GREATER
SHEPPARTON

Greater Shepparton City Council

2012-2013

Mid Year Budget Review

Executive Summary

In July 2012 the Council adopted the 2012-2013 Budget. It is now over six months since Council set the original budget and in that time a number of factors which influence the budget have changed. It is prudent that Council reviews and updates its forecast financial performance for the 2012-2013 financial year based on what is now known.

The Mid Year Budget Review covers the six to the end of December 2012.

The Review forecasts an increase in operating income of \$2.06 million, to \$104.7 million which includes an increase in operating grants of \$1.55 million. Operating expenditure is forecast to increase by \$739,000. Overall changes result in an increase operating surplus of \$1.32 million, taking the forecast operating surplus to \$6.41 million. It is forecast that there will be an underlying cash surplus of \$751,715 at the end of the financial year.

Capital expenditure in forecast will decrease by \$5.36 million, bringing the forecast capital works program to \$26.45 million. The majority of this decrease relates to projects that are still proceeding however will not be as far progressed as originally expected by 30 June 2013 or will be delayed until the 2013-2014 financial year. The allocated funding for these projects will still be required in order for the projects to be completed in the 2013-2014 financial year.

Details as to variances are contained within this report.

Income Statement

for year ending 30 June 2013

	2012-2013 Sept Qtr Budget Review \$	2012-2013 Mid Year Budget Review \$	Variance (Fav)/ Unfav \$	Variance (Fav)/ Unfav %
Revenue				
Rates and Charges	56,410,956	56,875,000	(464,044)	(0.8%)
Operating Grants and Contributions	15,908,695	17,457,291	(1,548,596)	(9.7%)
Capital Grants and Contributions	8,473,700	7,816,290	657,410	7.8%
Interest	1,648,059	1,701,930	(53,871)	(3.3%)
User Charges	14,297,803	14,309,064	(11,261)	(0.1%)
Statutory Fees	2,444,736	2,490,174	(45,438)	(1.9%)
Proceeds from Sale of Assets	346,000	274,222	71,778	20.7%
Other	533,207	1,085,590	(552,383)	(103.6%)
Parking Fees and Fines	1,983,695	1,983,695	0	0.0%
Rent	591,451	705,663	(114,212)	(19.3%)
Total Revenue	102,638,302	104,698,919	(2,060,617)	(2.0%)
Expenses				
Employee Benefits	38,179,587	37,915,394	(264,193)	(0.7%)
Materials and Consumables	27,329,187	27,742,749	413,562	1.5%
External Contracts	10,060,458	10,506,318	445,860	4.4%
Utilities	2,706,526	2,853,361	146,835	5.4%
Borrowing Costs	1,330,247	1,330,247	0	0.0%
Depreciation and Amortisation	17,649,000	17,646,000	(3,000)	(0.0%)
Written Down Value of Assets Sold	294,000	294,000	0	0.0%
Total Expenses	97,549,005	98,288,069	739,064	0.8%
Surplus/(Deficit) for the period	5,089,297	6,410,850	(1,321,553)	(26.0%)

Notes to Income Statement

The total variance between revenue reflected in the September Quarter Review and the Mid Year Budget Review is \$2,060,617. The table below provides explanations of key variances which have been incorporated into the income statement revenue forecasts.

Revenue Category	Variance Amount	Inc/Dec	Variance details	Total Explained
Rates & Charges	464,044	Increase	\$408k Increase relates to supplementary rates including April 2012 Supplementary return. \$56k other minor variances	\$464k
Operating Grants & Contributions	1,548,596	Increase	INCREASES (OFFSET BY EXPENSE) \$950k February/March 2012 Floods \$90k Best Start Program \$38k Insurance Claims \$1,078k INCREASES (OFFSET IN USER CHARGES) \$317k Childcare CCB (govt childcare benefit) - offset by increase in user charges - less eligibility to govt subsidy \$317k \$100k other minor variances	\$1,549k
Capital Grants & Contributions	657,410	Decrease	DECREASES (\$267k) Mooroopna West DPC Flood Mitigation (\$109k) Mooroopna West Culvert and Link Rd (\$90k) Golf Drive Drainage (\$95k) Street Lighting Retrofit (\$78k) Mooroopna West DCP Community Facilities (\$66k) Golf Drive Upgrade (\$64k) Waverly Ave Pedestrian Maze \$769k INCREASES \$147k Vaughan St Contributions \$147k (\$35k) Other minor variances	(\$657k)
Other	552,383	Increase	GENERAL INCREASES \$80k Accounting Adjustments \$18k Jobs & Skills Drive \$15k Kaiela Institute \$10k Financial Services \$7k SPC Ardmona KidsTown Kids Fest \$7k Art Museum Import taxes \$6k Health Plan Project - Parks Victoria grant \$143k INCREASES OFFSET BY EXPENDITURE \$152k Hume Region Workforce Plan Project \$142k United Approach Tourism-Final COGS a/c's \$294k \$115k Other minor variances	\$552k
Rent	114,212	Increase	Increase primarily relates to the reclassification of the Business Centre User Charges to Rental Income (\$110K). \$4k Other minor variances	\$114k
			Other revenue classification variances	\$38k
			Total revenue variance	<u>\$2,060k</u>

Significant variances explained:

The total variance between expenses reflected in the September Quarter Review and the Mid Year Budget Review is \$739,064. The table below provides explanations of key variances which have been incorporated into the income statement expense forecasts.

Expense Category	Amount	Inc/Dec	Variance details	Total Explained
Materials & Consumables	413,562	Increase	<p>GENERAL INCREASES \$480k Human Resources – organisational review, specific work area reviews, management recruitment and transitional management. \$160k Town Planning Legal fees \$640k</p> <p>INCREASES (OFFSET BY INCOME) \$270k February/March 2012 Floods \$156k Hume Regions Workforce Plan (\$4k council contribution) \$426k</p> <p>GENERAL REDUCTIONS (\$263k) LEAD Program (\$200k) STS Operations (to Concrete Crushing) (\$40k) Executive Management - legal expenses (\$36k) BEST Start program (\$539k) (\$114k) Other minor variances</p>	\$413k
7. External Contracts	445,860	Increase	<p>INCREASES \$200k Concrete Crushing (from STS Operations) \$200k</p> <p>INCREASES (OFFSET BY INCOME) \$160K Community Care Packages (CPP) \$69k Family Day Care Provision \$129k \$120 Other minor variances</p>	\$446k
8. Utilities	146,835	Increase	Increase reflective of current usage patterns. Utilities were originally increased in the 2012-2013 budget by 15% however this was insufficient.	\$147k
			Other expense classification variances	<u>(\$267)</u>
			Total increase in expense	<u>\$739k</u>

Capital Works Statement

for year ending 30 June 2013

Capital Works Area	2012-2013 Sept Qtr Budget Review	2012-2013 Mid Year Budget Review	\$ variance	% variance
Buildings	2,675,600	2,003,828	(671,772)	(33.5%)
Drainage	4,158,666	1,937,602	(2,221,064)	(114.6%)
Open Space	4,283,690	3,907,019	(376,671)	(9.6%)
Other	1,809,260	1,777,979	(31,281)	(1.8%)
Plant Equipment & Other	3,091,850	3,233,937	142,087	4.4%
Roads	12,926,179	11,788,050	(1,138,129)	(9.7%)
Waste Management	2,658,000	1,599,222	(1,058,778)	(66.2%)
Total Capital Works	31,603,245	26,247,637	(5,355,608)	(20.4%)
Represented by:				
Renewal	17,705,520	16,271,639	(1,433,881)	(8.8%)
Upgrade	6,053,350	4,248,645	(1,804,705)	(42.5%)
New	7,844,375	5,727,353	(2,117,022)	(37.0%)
Total Capital Works	31,603,245	26,247,637	(5,355,608)	(20.4%)

Significant variances explained:

Expense Area	\$		General Explanation
Minor Development Shepp Transfer Station	1,737,000	Decrease	Expenditure will be required to be carried over to the next financial year
Building Better Regional Cities (BBRC)	1,710,666	Decrease	Ongoing discussions occurring, works unlikely to be undertaken in the 2012-2013 financial year due to the complexity of the legal agreements and negotiations.
Community Soccer Complex	500,000	Decrease	\$600,000 to be expended in 2012-2013 with completion in 2013-2014.
Rafetry Road Reconstruction	344,000	Decrease	\$100,000 to be expended in 2012-2013 with this amount to be carried over to 2013-2014.
Connolly Estate - DCP	300,000	Decrease	Not expected this financial year due to the project experiencing delays.
Mooroopna West DCP Midland HWY Traffic Lights	298,000	Decrease	Project linked with BBRC project above, project works to be undertaken in 2013-2014.
Utility Management Upgrade	280,000	Decrease	Project scheduled to be a two year project, with these funds to be used in 2013-2014.
Building Renewals	166,000	Decrease	Budget not expected to be fully expended this financial year.
Street Lighting Retrofit	190,000	Decrease	Grant money expected 2013-2014, expenditure to match year.
DCP Funding of Subdivisions	167,000	Decrease	Projects not expected to go ahead during 2012/2013
Cosgrave Landfill 2 Cell 3 Cap	(485,000)	Increase	Tenders received in December 2012, EPA requirements greater than previously expected.
Other minor variances	147,942	Increase	

5,355,608

Balance Sheet

for period ending June 2013

	June 2012 Actual \$	Sept Qtr Budget Review \$	Mid Year Budget Review \$	Variance \$	Variance %
Current Assets					
Cash	2,685,120	1,000,000	1,000,000	0	0.0%
Receivables	4,803,422	6,000,000	6,000,000	0	0.0%
Investments	34,163,064	21,674,239	28,348,400	6,674,161	23.5%
Other	78,968	500,000	500,000	0	0.0%
Total Current Assets	41,730,573	29,174,239	35,848,400	6,674,161	18.6%
Non Current Assets					
Infrastructure	649,795,745	667,893,245	662,540,637	(5,352,608)	(0.8%)
Other	1,157,661	1,371,049	1,371,049	0	0.0%
Total Non Current Assets	650,953,406	669,264,294	663,911,686	(5,352,608)	(0.8%)
Total Assets	692,683,980	698,438,533	699,760,086	1,321,553	0.2%
Current Liabilities					
Payables	5,312,639	8,236,305	8,236,305	0	0.0%
Interest Bearing Liabilities	389,095	100,000	100,000	0	0.0%
Trust Funds	2,123,054	2,000,000	2,000,000	0	0.0%
Employee Benefits	13,771,581	7,900,000	7,900,000	0	0.0%
Other	242,851	220,000	220,000	0	0.0%
Total Current Liabilities	21,839,220	18,456,305	18,456,305	0	0.0%
Non Current Liabilities					
Payables	166,602	200,000	200,000	0	0.0%
Employee Benefits	907,758	800,000	800,000	0	0.0%
Interest Bearing Liabilities	15,224,794	15,238,000	15,238,000	0	0.0%
Total Non Current Liabilities	16,299,154	16,238,000	16,238,000	0	0.0%
Total Liabilities	38,138,374	34,694,305	34,694,305	0	0.0%
Net Assets	654,545,605	663,744,228	665,065,781	1,321,553	0.2%
Represented By					
Accumulated Surplus	294,569,818	303,623,322	304,944,875	1,321,553	0.4%
Reserves	359,975,787	360,120,906	360,120,906	0	0.0%
Total Equity	654,545,605	663,744,228	665,065,781	1,321,553	0.2%

Cash Flow Statement

for period ending June 2013

	2012/2013 Sept Qtr Budget Review \$	2012/2013 Mid Year Budget Review \$
<i>Cash flows from operating activities</i>		
Receipts from customers	71,070,602	72,257,940
Payments to suppliers	78,212,205)	(78,954,385)
Net cash inflow(outflow) from customers(suppliers)	(7,141,603)	(6,696,445)
Interest received	1,598,755	1,652,626
Government receipts	26,625,000	7,516,186
Other	(1,330,000)	(1,330,000)
Net cash inflow(outflow) from operating activities	19,752,152	21,142,367
<i>Cash flows from investing activities</i>		
Property, plant & equipment, infrastructure - receipts	346,000	273,222
Property, plant & equipment, infrastructure - payments	(31,372,472)	(26,247,637)
Net cash inflow(outflow) from investing activities	(31,027,472)	(25,974,415)
<i>Cash flows from financing activities</i>		
Repayment of interest-bearing loans and borrowings	(362,000)	(362,000)
Net cash inflow(outflow) from financing activities	(362,000)	(362,000)
Net increase(decrease) in cash and equivalents	(11,868,093)	(5,194,048)
Cash and equivalents at the beginning of the year	34,542,448	34,542,448
Cash and equivalents at the end of the year	22,674,355	29,348,400

GREATER SHEPPARTON CITY COUNCIL

Council Policy Number X.X

Revised Procurement Policy Version 2.0

Adopted dd Month Year

Amendment List

Amendment Number	Amendment Date	Nature of Amendment	Amended by
	October 2012	Complete rewrite of policy document	Sharon Pearsons
1.	November 2012	Review of draft policy by Project Improvement Project Team	Leeanne Higgins

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Procurement Policy

1. Policy intent

The intent of the Procurement Policy is to achieve best value outcomes and ensure high standards of probity and accountability in Council's procurement of goods, services and works.

2. Purpose/Objectives

The purpose of this Policy is to ensure that Council's procurement principles, policies, processes and procedures, achieve the following objectives:

1. Value for money, innovation and continuous improvement in the provision of services for the community
2. A strategic approach to procurement planning, implementation and evaluation.
3. Enabling sustainable outcomes including economic, environmental and social sustainability.
4. Efficient and effective use of Council resources;
5. Utilising collaboration and partnership opportunities;
6. High standards of probity, transparency, accountability and risk management; and
7. Compliance with legislation, Council Plan objectives, Council policies and industry standards.

3. Scope

The *Local Government Act 1989* (the Act) section 186A requires Council to prepare, approve and comply with a Procurement Policy encompassing the principles, processes and procedures applied to all purchases of goods, services and works by the Council. This Policy must be considered in all aspects of Council's procurement of goods, services and works. Council must also review the Procurement Policy annually and make it available for public inspection at Council offices and on the website.

The scope of this Policy commences from when Council has identified a need for procurement requirements. It continues through to the delivery of goods or completion of works and services. This Policy will apply to Councillors, Council staff and all persons undertaking procurement on Council's behalf and they are accountable for complying with all relevant procurement legislative and policy requirements.

4. Policy Principles and Application

Council will apply the following fundamental best practice principles to every procurement, irrespective of the value and complexity of that procurement:

- Value for money;
- Open and fair competition;
- Accountability;
- Risk management; and
- Probity and transparency.

The application of this policy needs to be considered in the overall context of achieving the best value for money outcomes for Council and the Greater Shepparton community. A key message is that the purchasing of goods, services and works at Greater Shepparton needs to be sensitive to customer needs and expectations, market demand, market supply and prevailing market forces to achieve the best possible purchasing outcomes.

5. Roles & Responsibilities

It is Council's policy to operate a centre led procurement service delivery model wherein all strategy, policy, technology, and best practice procurement matters will be led by Council's centre led procurement department. The procurement department are responsible for providing specialist procurement advice and expertise, developing strategy and policy, assisting service departments in applying a consistent organisational wide approach and providing relevant training. The service departments are the experts in their particular area and are responsible for the management of contract performance however these are to be coordinated through a centralised approach.

The Manager Property and Procurement is responsible for leading the operation of the procurement department. The responsibility for implementing, monitoring, evaluating and reviewing this policy sits within the Business Directorate.

6. Monitoring, Evaluation & Review

Section 186A (7) of the Act requires that at least once in each financial year, Council must review the current procurement policy and may amend the procurement policy. Council's Audit and Risk Management Committee also provides additional monitoring by receiving quarterly reports.

7. Effective Legislation, Policy Compliance and Control

7.1. Ethics and Probity

Councillors and members of staff (and all persons engaged in procurement activities on the Council's behalf) must exercise the highest standards of integrity in a manner able to withstand the closest possible scrutiny.

In accordance with the Act all members of staff have an overriding responsibility to act impartially and with integrity, avoiding conflicts of interest (Section 95).

In procurement matters:

- members of staff must disclose a direct or indirect interest (and the type of interest) before providing advice or reports (or any other matter) (Section 80C);
- Council officers delegated Council powers or duties are prohibited from exercising those powers, duties or functions if they have conflicts of interest (Section 80B).
- a Councillor must comply with the Primary Principle of Councillor Conduct and avoid conflicts between their public duties as a Councillor and their personal interests and obligations. (Section 76BA). Councillors (and members of audit committees) must disclose a conflict of interest (Section 79).
- Councillors must also comply with the Councillor Code of Conduct.
- Councillors must not improperly direct or improperly influence a member of Council staff in the exercise of any power on in the performance of any duty or function (Section 76E).

- members of staff must also comply with the Code of Conduct for Council Staff (Section 95AA).
- Council must comply with the Best Value Principles (Section 208A-G)
- all staff that are engaged in the evaluation of a quotation or tender must adhere to this Policy and complete and lodge a Conflict of Interest Disclosure Form and a Deed of Confidentiality.
- all Councillors and staff must adhere to Council's Gifts and Benefits Policy in matters of procurement.

Councillors and staff are to make their interests known in any situation where it could be perceived that an interest might unduly influence them.

Late tender: It is Council policy not to accept late tenders under any circumstances.

Probity Plan and Probity Audits: When projects are identified as of sufficient complexity, risk or scale (ie greater than \$10 million) a probity plan is to be prepared and a probity advisor may be engaged. Where necessary a probity advisor or probity auditor shall review and certify the suitability of the tender, evaluation and award activities to ensure that all tenderers are treated equally and fairly, that all material is kept confidential and that an audit trail of communications and decision-making is retained for proof of process.

7.2. Conduct of Councillors and Council Staff

Councillors and Council staff shall at all times conduct themselves in ways that are, and are seen to be, ethical, of the highest integrity and will:

- treat potential and existing suppliers with equality and fairness;
- not seek or receive personal gain;
- maintain confidentiality of Commercial-in-Confidence matters and information such as contract prices and other sensitive information;
- present the highest standards of professionalism and probity;
- deal with suppliers in an honest and impartial manner that does not allow conflicts of interest;
- be able to account for all decisions and provide feedback on them.

Council staff that are responsible for managing or supervising contracts are prohibited from either being engaged by a Council contractor or performing any works under the contract they are supervising.

7.4 Fair and Honest Dealing

All prospective contractors and suppliers must be afforded an equal opportunity to tender or quote. Impartiality must be maintained throughout the procurement process so that it can withstand public and audit scrutiny.

The commercial interests of existing and potential suppliers must be protected. Confidentiality of information provided by existing and prospective suppliers must be maintained at all times, particularly commercially sensitive material such as, but not limited to prices, discounts, rebates, profit, manufacturing and product information.

7.5 Accountability and Transparency

Accountability in procurement means being able to explain and evidence what decisions have been made and what has happened. The test of accountability is that an independent third party must be able to see clearly that a process has been followed and that the process is fair and reasonable.

7.6 Gifts and Benefits

Councillors or Council staff may be offered a gift or benefit in the course of their work. This gift or benefit could be offered in good faith, or it could be an attempt to influence, bribe or compromise the Councillor's or Council staff member's ability to act in the public interest.

In accordance with Council's Gifts and Benefits Policy, no Councillor or member of Council staff shall, either directly or indirectly solicit or accept gifts or presents from any member of the public who is involved, either directly or indirectly, with any matter that is connected with the duties of the officer, or in which the Council is interested

Councillors and Council staff must exercise the utmost discretion in accepting hospitality from contractors or their representatives, or from organisations, firms or individuals with whom they have official dealings.

Offers of bribes, commissions or other irregular approaches from organisations or individuals (no matter how insubstantial the evidence available), must be promptly brought to the attention of the Chief Executive Officer.

7.7 Endorsement

Council staff must not endorse any products or services. Individual requests received for endorsement must be referred to a Director or the Chief Executive Officer.

7.8 Disclosure of Information

Information received by the Council that is Commercial in Confidence must not be disclosed and is to be stored in a secure location. Councillors and Council staff are to protect, by refusing to release or discuss, information to the extent that it is Commercial-in-Confidence.

This may include:

- information disclosed by organisations in tenders, quotation or during tender negotiations;
- pre-contract information including but not limited to information provided in quotes and tenders or subsequently provided in pre-contract negotiations.

Councillors and Council staff are to avoid references to current or proposed contracts in discussion with acquaintances or outside interests. Discussion with potential suppliers during tender evaluations should not go beyond the extent necessary to resolve doubt on what is being offered by that supplier.

At no stage should any discussion be entered into with any tendering party or its representative or agent which could have potential contractual implications prior to the contract approval process being finalised, other than pre-contract negotiations.

7.9 Governance Structure

The Council shall:

- establish a procurement management responsibility structure and delegations ensuring accountability, traceability and auditability of all procurement decisions made over the lifecycle of all goods, services and works purchased by the Council;
- ensure that the Council's procurement structure:
 - is flexible enough to purchase in a timely manner the diverse range of material, goods, works and services required by Council;
 - ensures that prospective contractors and suppliers are afforded an equal opportunity to tender;
 - encourages competition; and
- ensure that policies that impinge on the purchasing policies and practices are communicated and implemented.

7.10 Responsible Financial Management

The principle of responsible financial management must be applied to all procurement activities. This includes ensuring that existing funds within an approved budget, or source of funds, is established prior to the commencement of any procurement action for the supply of goods, services or works.

Council staff must only authorise the expenditure of funds in accordance with their financial delegations as approved by Council's Exercise of Delegations Policy. Council funds must be used efficiently and effectively to procure goods, services and works and every attempt must be made to contain the costs of the procurement process without compromising any of the procurement principles set out in this policy.

Delegations define the limitations within which Council staff can make financial commitments. Delegation of procurement authority allows specified Council staff to approve certain purchases, quotation, tender and contractual processes without prior referral to the Council.

This enables the Council to conduct procurement activities in an efficient and timely manner whilst maintaining transparency and integrity. The financial delegations for Council staff are detailed in Council's Instrument of Sub Delegation.

7.11 Internal Controls

The Council will install and maintain a framework of internal controls over procurement processes that will ensure:

- there is clear accountability and responsibility for all transactions;
- transparency in the procurement process;
- a clearly documented audit trail exists for procurement activities;
- appropriate authorisations are obtained and documented; and
- systems are in place for appropriate monitoring and performance measurement.

7.12 Risk Management

Risk Management is to be appropriately applied at all stages of procurement activities ensuring sufficient planning is carried out in a manner that will protect and enhance the Council's capability to prevent, withstand and recover from interruption to the supply of goods, services and works.

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The provision of goods, services and works by contract potentially exposes the Council to risk. The Council will minimise its risk exposure by measures such as:

- standardising contracts to include current, relevant clauses;
- requiring security deposits or bank guarantees where appropriate;
- referring specifications to relevant experts;
- requiring written contractual formation before allowing the commencement of work
- use of or reference to relevant Australian Standards (or equivalent); and
- effectively managing the contract including monitoring and enforcing performance.

All procurements are to be conducted in accordance with Councils risk framework as detailed in the Risk Management Strategy, Risk Management Policy this Policy and any associated guidelines.

7.13 Occupational Health and Safety

Council is committed to procurement activities that provide a safe working environment for employees, volunteers and contractors.

Council requires all its contractors and suppliers share this commitment to providing a safe and healthy environment, so far as is reasonably practicable, within the Municipality for the Greater Shepparton community and all workers.

All persons working with Council under a contract, agreement or other documented work arrangement, must:

- Comply with obligations under Occupational Health and Safety Act 2004, Regulations, Codes of Practice, Safety Standards and contract specific requirements.
- Demonstrate effective safety management capabilities
- Identify and manage risk appropriate with the identified level of risk
- Consult with Council in relation to work health and safety duties and obligations to determine how OHS responsibilities will be managed
- Comply with requirements for qualifications, licenses and registration
- Comply with the Council Safety Procedures implemented to protect workers' health and safety
- Report all incidents that have or could have, affected a person's health and safety
- Provide sufficient information to allow performance to be monitored

These are mandatory requirements and non compliance may disqualify prospective contractors and suppliers.

Council employees responsible for any procurement or contractor activities must:

- Undertake due diligence to ensure contractors and service providers within their control comply with all appropriate OH&S legislative requirements.
- Ensure OHS considerations of purchases are given to ensure that the goods do not pose a risk to health and safety of workers.

8. Sustainable Procurement

In accordance with the Council Plan, the organisation's procurement decisions and initiatives will be based on clear and transparent evidence, informed economic, environmental and social considerations. Therefore to achieve sustainable procurement, Council will adopt a triple-bottom-line approach by considering economic, environmental and social sustainability.

8.1. Economic Sustainability

Council's procurement activities will be carried out on the basis of obtaining value for money. This means minimising the total cost of ownership over the lifetime of the requirement, including disposal and end of life costs, consistent with acceptable quality, reliability and delivery considerations. Lowest purchase price is not the sole determinate of value for money. To help ensure value for money the following factors will be considered:

- Developing, implementing and managing procurement strategies that support the coordination and streamlining of activities throughout;
- Effective use of competition;
- Using panel contracts under a Standing Offers Agreement where appropriate;
- Identifying and rectifying inefficiencies in procurement processes;
- Developing cost efficient tender processes including appropriate use of e-solutions; and
- Council staff responsible for providing procurement services or assistance within the Council providing competent advice in terms of available products and agreements.

8.2. Environmental Sustainability

Council is committed to enhancing the environment by supporting the principles of environmentally sustainable procurement within the context of purchasing on a value for money basis

The Council aims to achieve this by:

- Taking into account the need to minimise emissions and reducing the negative impacts of transportation when procuring goods, services and works
- Taking steps to minimise carbon dioxide and other greenhouse gas emissions through the detailed consideration of products, services and works procured
- Considering the environmental performance of all suppliers and contractors, and encouraging them to conduct their operations in an environmentally sensitive manner
- Considering the basic life cycle analysis of products to minimise the adverse effects on the environment resulting directly or indirectly from products
- Selecting products, services and works that have minimal effect on the depletion of natural resources and biodiversity,
- Giving a preference to Fairtrade, or equivalent, and ethically sourced and produced goods and services
- Ensuring all relevant procurement contracts and tenders contain sustainability specifications as appropriate to the product or service being procured.
- Complying with all Australian regulations and legislation and ensuring Council's suppliers do the same
- Training all Council staff on sustainability considerations within the procurement process
- Applying a 10 percent price advantage to encourage the purchase of environmentally sustainable products.

- Establishing specific programs, as a member of ECO-Buy, for:
 - Developing, adopting and implementing the Environmental Sustainability Procurement Policy.
 - Developing and implementing an ECO-Buy action plan.
 - Establishing a tracking system to monitor purchasing of environmentally preferred products.
 - Incorporating green purchasing into all purchasing systems.

8.3. Social Procurement

Council is committed to improving the quality of life in Greater Shepparton through the involvement of the community in a range of factors including the provision of goods, services and works. Council is also committed to ensuring that all views are considered through inclusive deliberation and active involvement of the community.

Council will consider social procurement as a key evaluation criteria in the procurement of goods, services and works as appropriate. The criteria may include the following:

- Consulting and engaging with the community;
- Building community involvement in the ways services are delivered or works undertaken;
- Enhancing partnerships with community stakeholders and other service providers;
- Providing a range of other social benefits including community amenity and public health and well-being.

To encourage a focus on local industry, including creating local employment and improving local businesses:

- Council officers must seek at least one quotation from a local supplier, if available.
- In addition, for all tenders greater than \$250,000 including GST, a Local Economic Impact Statement will be submitted by tenderer's that will detail the level of local content including labour, materials, plant and supervision.
- Where tenders are within 5% of the weighted tender evaluation of the highest ranked tender, the tender evaluation will take into consideration the merit of Local Economic Impact Statements when assessing the preferred tender.

Local is defined as within the Greater Shepparton City local government area.

Local content extends to include

- labour and job creation,
- supporting local businesses by sourcing local products and services,
- skills and technology transfer

Council, in conjunction with industry partners, will coordinate and promote information sessions which will provide guidance to business and industry regarding all aspects of procurement and tendering.

The Best Value Principles included in sections 208B and 208C of the Local Government Act 1989 provide that Council may take into account opportunities for local employment growth or retention and environmental advantages for the municipal district.

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Council will work with existing and potential suppliers to create relationships that are professional and productive, and are appropriate to the value and importance of the goods, services and works being considered.

9. Planning & Methodology

To ensure that goods, services or works meet the Council's needs, project plans will be prepared for all purchases greater than \$150,000 including GST

9.1 Role of Specifications

Specifications used in quotations, tenders and contracts are to support and contribute to the Council's objectives through being written in a manner that:

- ensures impartiality and objectivity;
- encourages the use of reliable and proven products;
- encourages sustainability;
- reduces bureaucracy and encourages innovation; and
- wherever possible, specifies requirements in terms of service outcomes and key performance standards.

Whilst it may be appropriate in certain circumstances to specify inputs, care must be taken to ensure that innovative solutions will still be encouraged.

9.2 Purchasing Methods

Council's standard methods for purchasing goods, services and works shall be by:

- Petty cash or corporate credit card or purchase order for low value simple purchases;
- Purchase order following a quotation process;
- Contract following a tender process;
- Purchasing schemes or approved suppliers including collaborative purchasing arrangements with other Councils, and State Government approved schemes such as Procurement Australia and the Municipal Association of Victoria;
- The Council or the CEO may approve other methods of procurement or exemptions to this Procurement Policy due to abnormal circumstances such as emergencies, in accordance with their level of authority.
- Ministerial exemptions from tendering requirements in exceptional circumstances such as national disaster recovery.

9.3 Procurement Thresholds and Competition

Council's Contract Administration Manual details the minimum spend competition thresholds and the associated procurement methods. These thresholds are determined by this Policy as set out in 9.4 and 9.5;

9.4 Public Tenders

A public tender process must be undertaken when purchases of goods or services may exceed \$150,000 including GST, or purchases for the carrying out of works may exceed \$200,000 including GST.

Section 186(1) of the Act requires that before Council enters into a contract for the purchase of goods or services to the value of \$150,000 or more, or for the carrying out of works to the value of \$200,000 or more, it must:

- a) give public notice of the purpose of the contract and invite tenders from any person wishing to undertake the contract; or
- b) give public notice of the purpose of the contract or the project to which the contract relates and invite expressions of interest from any person interested in undertaking the contract or all, or any part of, the project.

Section 186 does not require Council to accept the lowest tender or to accept any tender.

Section 186 does not apply if the:

- a) Council resolves that the contract must be entered into because of an emergency; or
- b) contract is entered into with a Council acting as the agent for a group of Councils and the Council has otherwise complied with this Act; or
- c) contract is entered into in accordance with arrangements approved by the Minister

Section 186(6) requires that whenever practicable, a Council must give effective and substantial preference to contracts for the purchase of goods, machinery or material manufactured or produced in Australia or New Zealand.

The Council may, at its discretion and based on the complexity and cost of the project, conduct one stage or multi-stage tenders. Typically a multi-stage tender process will commence with a registration of interest stage followed by a tender process involving the organisations selected as a consequence of the registration of interest stage. Registrations of interest may be appropriate where:

- the requirement is complex, difficult to define, unknown or unclear
- the requirement is capable of several technical solutions
- where the organisation lacks knowledge about the particular good or service being purchased and wants to be able to take advantage of information submitted in an expression of interest process
- the Council wishes to consider ahead of formal tender processes such issues as whether those tendering possess the necessary technical, managerial and financial resources to successfully complete the project
- tendering costs are likely to be high and Council seeks to ensure that companies incapable of supplying the requirement don't incur unnecessary expense
- it is necessary to pre-qualify suppliers and goods to meet defined standards
- the requirement is generally known but there is still considerable analysis, evaluation and clarification required (both of the objective and the solution)

Where significant sums are spent which aggregate to greater than \$150,000 for goods and services or \$200,000 for works with one supplier or on one service, it is necessary to structure procurement proposals as requests for tenders or quotations to achieve greatest value and supplier performance by leveraging this aggregate spend, rather than treating each discrete arrangement as a separate procurement exercise.

There is no specific time limit applying to the length of a contract which is subject to the tender threshold. Rather the optimum period of a contract should be first determined on the basis of value for money and the efficiency and effectiveness of the procurement.

Measures which intentionally seek to avoid the requirement to give public notice, for example contract splitting, placing multiple orders, seeking multiple quotations with a single supplier or engaging in effect a single supplier under different guises, are considered to breach the requirement to call public tenders where threshold values would otherwise be reached.

9.5 Quotations

Purchase of goods, services and works having a total valuation of \$150,000 inclusive of GST or less, in a single contract (over the total life of the contract) or supply arrangement must be undertaken using a quotation method as described below:

- *Item of a value less than \$500. Minimum one verbal quotation.*
- *Item of a value \$501 to \$5,000 - Minimum one verbal quotation. Quotation details must be recorded in the Council's records system before placing an order. Similar details must be recorded where more than one supplier has quoted.*
- *Item of value \$5,001 to \$25,000 – Minimum two verbal quotations. Quotation details must be recorded in the Council's records system before placing an order. Similar details must be recorded where more than one supplier has quoted.*
- *Items with a value \$25,001 to \$150,000 for goods and services, or \$200,000 for works - Request for three written quotations. A minimum of three quotations is to be obtained by issuing a written Request for Quotation. Details of the suppliers contacted and their quotations must be recorded in Council's Record Management System.*

Quotations returned by the nominated closing date must be evaluated and a recommendation made to consider the supplier offering the best value for money outcome.

Public Advertising. Quotations may be advertised when judged to be sufficiently advantageous to Council. This may occur when a field of potential tenderers has not been established, an innovative approach is required, the project has broad appeal that may attract competitive prices, etc. The relevant Responsible Manager must consider the potential benefits of public tendering for any purchases over \$100,000 inclusive of GST. A considered and conscious decision must be made by the Manager that three quotes will still achieve the best net value outcome. The minimum placement requirement includes use of any newspaper approved by Council for such purpose.

Insufficient quotations. The situation may arise where insufficient quotations are obtained to satisfy the above requirements. This may occasionally occur where there are few suppliers for the goods, services or works being sought. In this case, Director's approval is required. The details of the contacted suppliers must be recorded and an appropriate comment recorded.

In the following circumstances only one quotation may be required:

- In the event of emergency works for safety reasons; or
- When there is only one known and reputable supplier.

9.6 Delegation of Authority

Delegations define the limitations within which Council staff are permitted to work. Commitments and processes which exceed the Chief Executive Officer's delegation and which must be approved by the Council are:

- awarding contracts where the total contract value exceeds \$750,000 inclusive of GST for goods and services and works; and
- delegating to the Chief Executive Officer responsibility for awarding contracts with a total value in excess of the Chief Executive Officer's delegations.

The Financial Delegations allow specified Council staff to approve certain purchases, quotation, tender and contractual processes without prior referral to the Council. These delegations identify the Council staff authorised to make such procurement commitments in respect of goods, services and works on behalf of the Council.

The Council has delegated to the Chief Executive Officer authority to expenditure against approved contracts up to \$2 million. The Chief Executive Officer has in turn delegated authority to Council staff. This Instrument of Sub-delegation is titled 'Financial Delegations' and is made by the Chief Executive Officer under the authority of an Instrument of Delegation authorised by resolution of Council.

10 Evaluation & Engagement

10.1 Quotation & Tender Evaluation

All quotations and tenders must be evaluated in a consistent manner against pre-determined and weighted evaluation criteria listed in order of importance. A weighted matrix analysis must be used for analysing and comparing tenders, and quotations in excess of \$50,000 inclusive of GST, in a detailed and consistent manner.

An evaluation plan is to be prepared and a formal evaluation is to be carried out for purchases that exceed \$50,000 inclusive of GST. The purpose of the Evaluation Plan is to define roles and responsibilities and ensure probity of the tender process.

The evaluation plan sets out the method of purchase and establishes who will be preparing the tender, the evaluation criteria, weightings and the evaluation panel.

The evaluation criteria must be determined prior to inviting proposals. The evaluation criteria and weightings must be included in the tender documents. The evaluation may consider the following and other criteria;

- Whole of life costs, including cost of disposal;
- Delivery times offered;
- Quality offered;
- Previous performance of tenderer;
- Experience of tenderer and personnel proposed;
- Capability of tenderer, including technical, management, human resources, organisational and financial capability and capacity;
- Tenderer's occupational health and safety management practices and performance;
- Tenderer's workplace and industrial relations management practices and performance;
- Tenderer's environmental management practices and performance;
- Tenderer's community relations practices and performance;
- Value adding components such as economic, social and environmental development initiatives, if appropriate and relevant to the procurement; and
- Conformity of tender with requirements.

A due diligence analysis of the preferred or short-listed suppliers for all high value and/or highly complex projects must be undertaken to ensure that the suppliers have the capacity and stability to comply with the requirements of the contract.

10.2 Post Tender Negotiations

The objective of post tender negotiations is to obtain the optimal solution and commercial arrangements. All substantive issues must be agreed and the contract documentation amended to reflect the agreement. Negotiations must be mindful not to alter the scope or intent of a tender or proposal.

The conduct of negotiations after the close of a tender or quotation as part of the process for recommending the preferred supplier may be conducted prior to entering into a contract or making a purchase. Matters for post tender negotiations may include:

- clarifying the robustness of the lump sum price and/or schedule of rates;
- additional value adding options;
- specific contract management arrangements;
- identifying key personnel for various stages of the contract;
- intellectual property transfer opportunities; and
- service supply arrangements.

11 Contract Management & Administration

11.1 Corporate Records

The Responsible Officer authorised to make procurement commitments in respect of the relevant goods, services and works, will ensure timely and accurate corporate records are kept. Records shall include but not be limited to the following;

- Acceptance of tenders;
- Acceptance of quotes;
- Contract term extensions (within authorised budget);
- Contract amendments and variations (financial and non-financial);
- Appointment to register of pre-qualified suppliers;
- Corporate Credit Card purchases; and
- Procedural exceptions.

11.2 Contract Terms

All contractual relationships must be documented in writing based on standard terms and conditions. The contract must be signed by the supplier before works or services commence.

To protect the best interests of the Council, terms and conditions must be agreed in advance of any commitment being made with a supplier. Any exceptions to doing this exposes the Council to risk.

11.3 Dispute Resolution

All Council contracts should incorporate dispute management and alternative dispute resolution provisions to minimise the chance of disputes escalating to legal action.

11.4 Contract Management

The purpose of contract management is to ensure that the Council, and where applicable its clients, receive the goods, services or works provided to the required standards of quality and quantity as intended by the contract by:

- establishing a system reinforcing the performance of both parties' responsibilities and obligations under the contract; and
- providing a means for the early recognition of issues and performance problems and the identification of solutions. All Council contracts are to include contract management requirements and quality and cost standards. Furthermore, contracts are to be proactively managed by the member of Council staff responsible for the delivery of the contracted goods, services or works to ensure the Council receives value for money and that quality and cost standards and measurable key performance indicators are met.

11.5 Performance Reporting

A list of performance indicators will be used to measure procurement performance. These criteria will be used as the basis for regular performance reports to Council.

They will include criteria such as:

- quality and cost standards (as required by the Best Value requirements in the Act);
- the proportion of expenditure against corporate contracts;
- user and supplier satisfaction levels;
- level of compliance and understanding of Council procurement policies; and
- measuring the success of procurement initiatives e.g. Procurement panels.

Appropriate performance measures are to be established and reporting systems will be used to monitor performance and compliance with procurement policies, procedures and controls.

11.6 Continuous Improvement

Council is committed to continuous improvement as part of its Business Excellence Program and will review the procurement policy on an annual basis, to ensure that it continues to meet the corporate objectives.

Procurement procedures, practices and costs will be benchmarked externally. Internal service standards will be agreed within the Council and performance against these targets will be measured and reviewed regularly to support continuous improvement. The performance measurements developed will be used to:

- highlight trend and exceptions where necessary to enhance performance;
- improve the internal efficiency of the procurement process and where relevant the performance of suppliers; and
- facilitate relevant programs to drive improvement in procurement to eliminate waste and inefficiencies across key expenditure categories.

11.7 Procurement Strategy

The Council seeks to improve its performance by capturing and analysing procurement management information in a variety of areas, including:

- volume of spend;
- number of transactions per supplier;
- supplier performance;
- user satisfaction;
- category management;
- local spend; and
- green spend.

The Council will also use external sources of management information to assist with the procurement decision making process including:

- benchmarking data;
- information from professional bodies such as the Chartered Institute of Purchasing and Supply Australia; and
- industry reports.

Council will establish a procurement strategy to support Council Plan objectives and to ensure a strategic approach to purchasing and tendering. This strategic approach will include:

- detailed analysis of Council's spending patterns;
- improving the nature and use of approved supplier lists and panels;
- balancing acceptable levels of risk versus expected returns;
- optimising the procurement process to reflect market conditions;
- strategic assessment of the, appropriate 'channel to market';
- structuring continuous improvement into contractual relationships with suppliers;
- aligning Council's requirements with supplier capacity;
- supply market development; and
- exploring alternative and innovative methods of procurement.

11.8 Policy Owner and Contact Details

The Director Business, Greater Shepparton City Council is the designated owner of this policy. For further information on the Policy please contact via email – council@shepparton.vic.gov.au or phone [03] 5832 9700.

Please note: This policy is current as at the date of approval. Refer to Council's website (www.greatershepparton.com.au) or staff intranet to ensure this is the latest version.

12. Related documents

Policies

- Code of Conduct Policy
- Conflict of Interest in Local Government Feb 2009
- Exercise of Delegations
- Gifts and Benefits Policy
- Risk Management Policy
- Sustainable Purchasing Policy
- Fraud Control Policy

Strategies

- Council Plan

Procedures

- Procurement Procedures Contract Administration Manual
- Contract Administration Manual

Legislation

- Section 186 of the Act (Power to enter into Contracts)
- Section 186A of the Act (Procurement Policy)
- Section 3C of the Act (Objectives of a Council)
- Sections 208C of the Act (Best Value Principles)
- Sections 77A, 77B, 78, 78A to 78E, 79 79B to D, 80, 80A to C and 95 of the Act (Conflict of Interest)
- Section 98 of the Act (Delegations)
- Section 140 of the Act (Accounts and Records)
- The relevant provisions of the Competition and Consumer Act 2010

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13. Definitions & Abbreviations

Term	Definition
Act	Local Government Act 1989.
Best Value	Best value in Procurement is about selecting the supply of goods, services and works taking into account both cost and non-cost factors including: <ul style="list-style-type: none">• contribution to the advancement of the Council's priorities;• non-cost factors such as fitness for purpose, quality, service and support; and• cost-related factors including whole-of-life costs and transaction costs associated with acquiring, using, holding, maintaining and disposing of the goods, services or works.
Category Management	A 'Category' is an area of spend determined by known market boundaries separating different products, services or industries. Category management recognises that suppliers within a certain market are likely to have similarities which enable a tailored approach to procurement.
Commercial in Confidence	Information that, if released, may prejudice the business dealings of a party e.g., prices, discounts, rebates, profits, methodologies and process information.
Contract management	The process that ensures both parties to a contract that fully meet their respective obligations as efficiently and effectively as possible, in order to deliver the business and operational objectives required from the contract and in particular, to provide value for money.
Corporate Social Responsibility (CSR)	Corporate Social Responsibility (CSR) is about taking positive action to demonstrate the Council's commitment to the local community and environment on which it impacts.
Council staff	Includes full-time and part-time Council Staff, and temporary employees, contractors and consultants while engaged by the Council.
Expression of Interest (EOI)	An invitation for persons to submit an EOI for the provision of the Goods and/or Services generally set out in the overview of requirements contained in the document. This Invitation is not an offer or a contract
Panel Contract	A Panel Contract is a Standing Offer Agreement where multiple contractors are appointed to a Panel (of Suppliers), rather than one an agreement with just one contractor.

Probity	Within Local Government, the word "probity" is often used in a general sense to mean "good process." A Procurement process that conforms to the expected standards of probity is one in which clear procedures that are consistent with the Council's policies and legislation are established, understood and followed from the outset. These procedures need to consider the legitimate interests of suppliers and ensure that all potential suppliers are treated equitably.
Procurement	Procurement is the whole process of acquisition of external goods, services and works. This process spans the whole life cycle from initial concept through to the end of the useful life of an asset (including disposal) or the end of a service contract.
e-Procurement	e-Procurement is integral to the overall development of procurement processes and involves the use of an electronic system/s to acquire and pay for supplies, services` and works.
Request for Proposal (RFP)	A request for proposal is generally sent to the supplier market, designed to capture commercial information and pricing. Allows Council to assess suitability and evaluate responses against a set of pre defined requirements.
Social Procurement	Social Procurement uses Procurement processes and purchasing power to generate positive social outcomes in addition to the delivery of efficient goods, services and works.
Standing Offers Agreement	The contractor agrees to provide Council with specific goods or services as nominated in the contract and the contract is for a fixed period. There is no obligation on Council to purchase any goods or services, however if purchases are made under the contract, they are made under the terms and conditions which form part of the contract.
Sustainability	Activities that meet the needs of the present without compromising the ability of future generations to meet their needs.
Tender Process	The process of inviting parties to submit a quotation by tender using public advertisement, followed by evaluation of submissions and selection of a successful bidder or tenderer.

GREATER SHEPPARTON CITY COUNCIL

Policy Number 13.POL1

Procurement Policy

Version 1.0

Adopted 20 October 2009

This document should be read in conjunction with:

- Code of Conduct Policy
- Conflict of Interest in Local Government Feb 2009
- Contract Administration Manual
- Exercise of Delegations
- Financial Strategic Plan
- Gifts and Benefits Policy
- Procurement Procedures
- Risk Management Policy
- Section 186 of the *Local Government Act 1989*
- Sustainable Purchasing Policy

1.0 PREAMBLE

The purpose of this policy is to provide clear guiding principles for Council in its procurement of goods and services. The policy sets out the legislative framework within which Council operates and outlines the expected behaviour of Council Officers, suppliers and contractors. This policy will be applied to all internal Council procurements, but Council reserves the right to provide services and undertake works with internal resources at its discretion.

2.0 POLICY STATEMENT

The Greater Shepparton City Council is committed to applying the principles of accountability, fairness, probity, sustainability and transparency in the procurement of works, materials, equipment and services. This commitment will be demonstrated through:

- accountability to rate payers
- applying elements of best practice in purchasing
- assisting Council to achieve "value for money" procurement outcomes based on "whole of life" costs
- promoting and ensuring a sustainable approach to decisions based on the social, environmental and financial aspects of procurement
- supporting local business within the context of achieving value for money and sustainability where appropriate
- promoting cooperation and understanding from suppliers, contractors and consultants by fostering open engagement, and demonstrating consistent and regulated procurement practices.

3.0 POLICY OBJECTIVES

The objectives of this policy are to:

- provide policy and guidance to Council and suppliers
- ensure consistency and control over procurement activities
- provide guidance on ethical behaviour in public sector purchasing
- ensure that suppliers, contractors and consultants to Council understand their ethical responsibilities.

4.0 LEGISLATIVE AND OTHER REQUIREMENTS

All Council procurements shall be in accordance with the legislative framework that is defined in section 186 of the *Local Government Act 1989* (The Act).

Where Council is expending funding from a source such as federal or state government, there may be particular policy conditions that need to be followed. Council also has obligations under the *Occupational Health and Safety Act 2004* which may require consideration during the procurement process to ensure the health, safety and welfare of people at work are secured.

5.0 GOVERNANCE STANDARDS

The Council's procurement activities shall be carried out to the professional standards required by best practice and in compliance with:

- the Act
- Council's policies
- other relevant legislation such as but not limited to the *Trade Practices Act 1974* and the *Environment Protection Act 1970*.

6.0 METHODS OF PROCUREMENT

The Council's standard methods for purchasing goods, services and works shall be by some or all of the following methods:

- petty cash
- purchasing card
- purchase order following a quotation process from suppliers for goods or services that represent best value for money under directed quotation thresholds
- under formal agreement following a Council or agent tender process. This may include demand aggregators and shared procurements with other organisations.

Tender evaluation criteria and weightings will vary according to the particular purchase under consideration. These will be provided in the tender documents.

These methods are supported by delegations to Council officers and detailed procedures which are set out in the Council's Procurement Procedures and Contract Administration Manuals. Procedures are reviewed and updated on a regular basis.

7.0 QUOTATION RULES

The table below sets out the structure Officers will use to determine the minimum number of quotations that are required in relation to the value of goods and services being purchased. It also determines the method according to The Act:

Less than \$500	best value purchase (no quote required)
\$500 to less than \$5,000	1 verbal quote
\$5,000 to less than \$25,000	2 verbal quotes
\$25,000 to less than \$150,000	3 written quotes (goods and services)
\$25,000 to less than \$200,000	3 written quotes (works)
More than \$150,000	formal advertised contract (goods and services, needs Council approval)
More than \$200,000	formal advertised contract (construction works, needs Council approval)

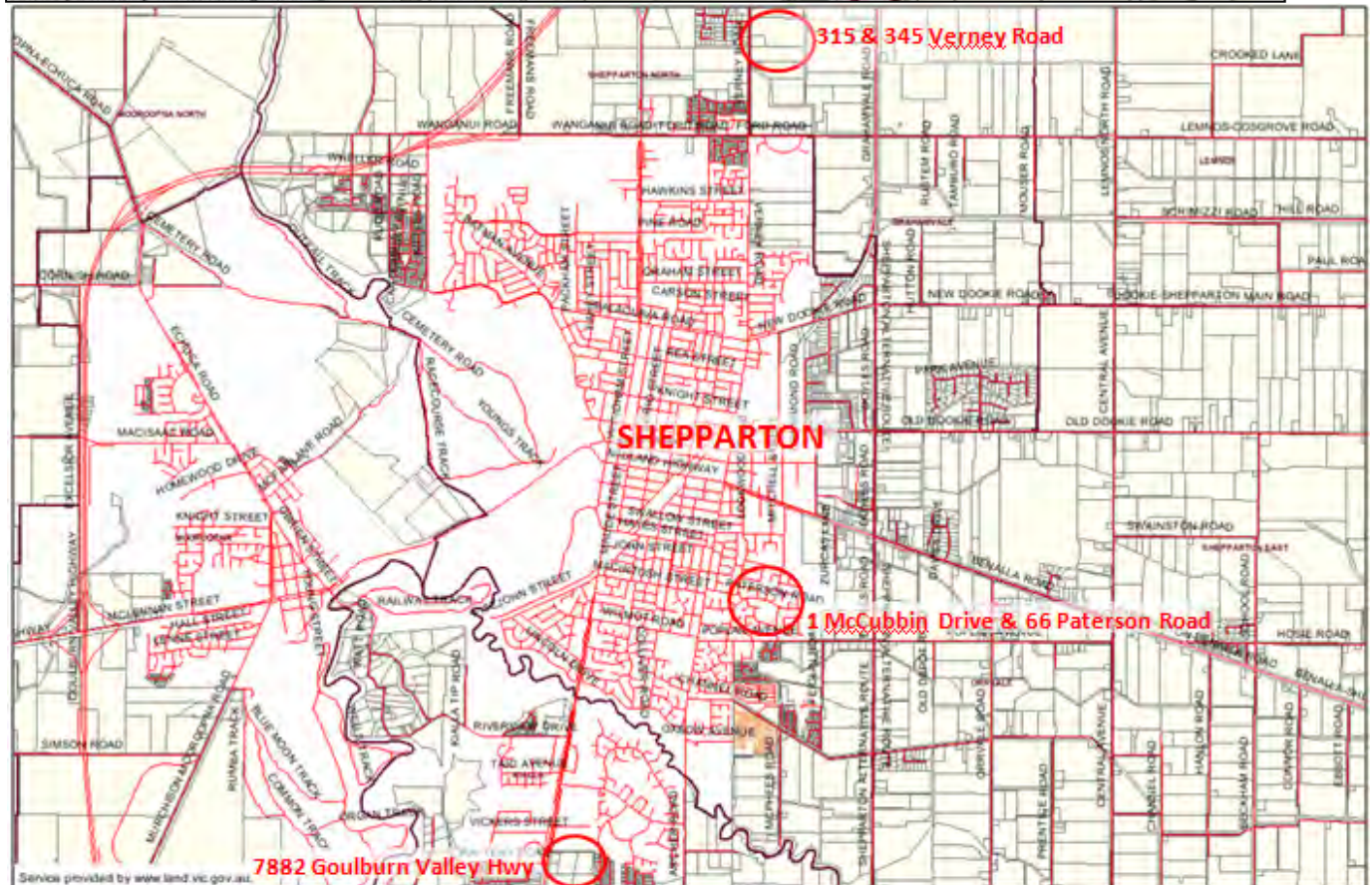
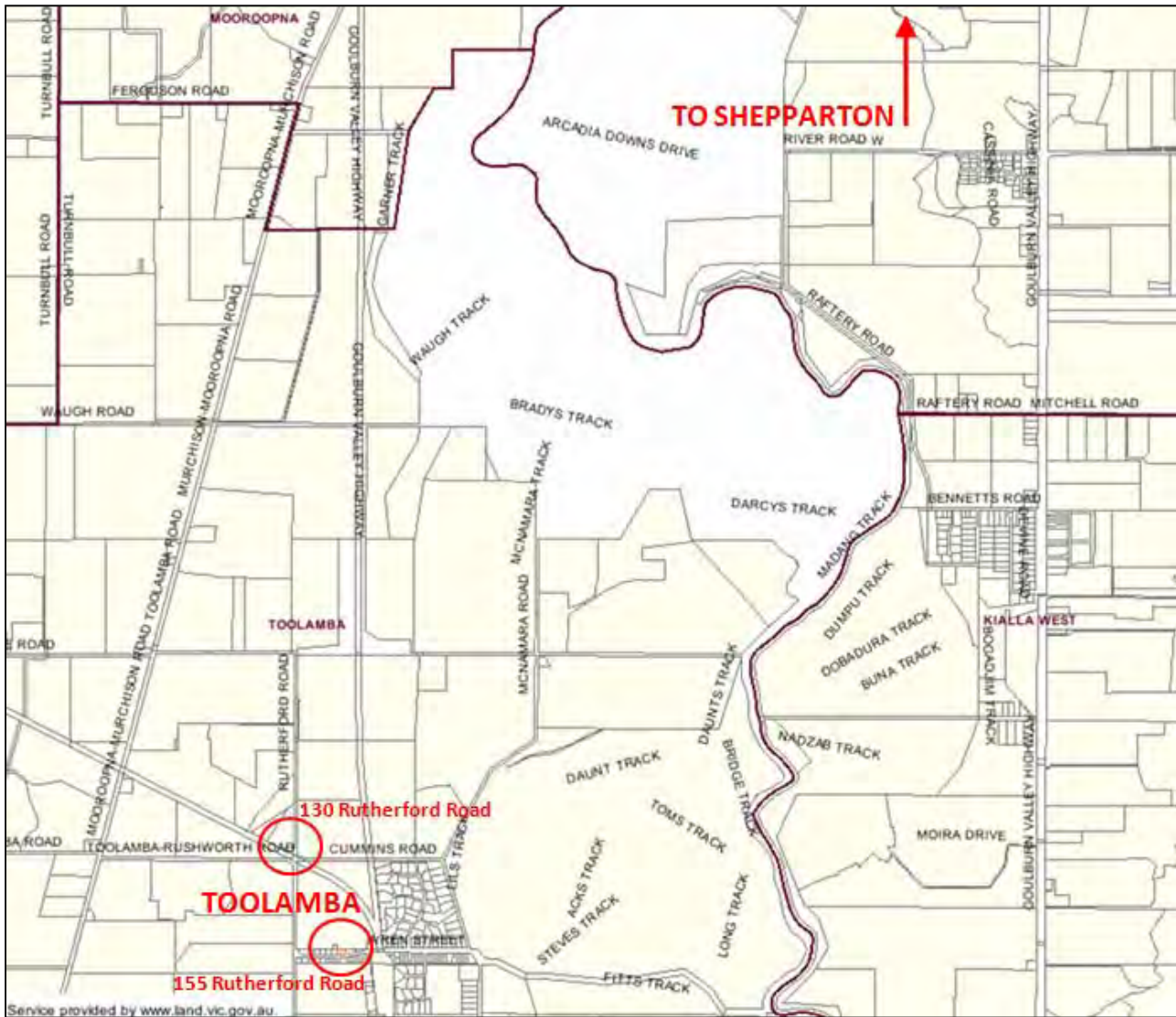
Policy Review

The Procurement Adviser is to annually make recommendations to Council with respect to Council's review of the policy under *section 186A(7) of the Local Government Act 1989*.

Gavin Cator
Chief Executive Officer

Date

Attachment 1 – Locations of subject sites



Attachment 2 – Aerial photographs of subject sites

155 Rutherford Road, Toolamba

Rezone subject land from the Farming Zone to the Township Zone to reflect the existing use on the site



130 Rutherford Road, Toolamba

Apply the Heritage Overlay mapping to the subject site to reflect the Schedule to the Heritage Overlay.



7882 Goulburn Valley Highway, Kialla

Rezone the northern portion of the subject land to the Industrial 3 Zone and the eastern portion to the Rural Living Zone to allow consolidation with adjoining land parcels.



315 and 345 Verney Road, Shepparton

Rezone the decommissioned channel to the east of the subject land from the Public Use Zone to the Farming Zone.

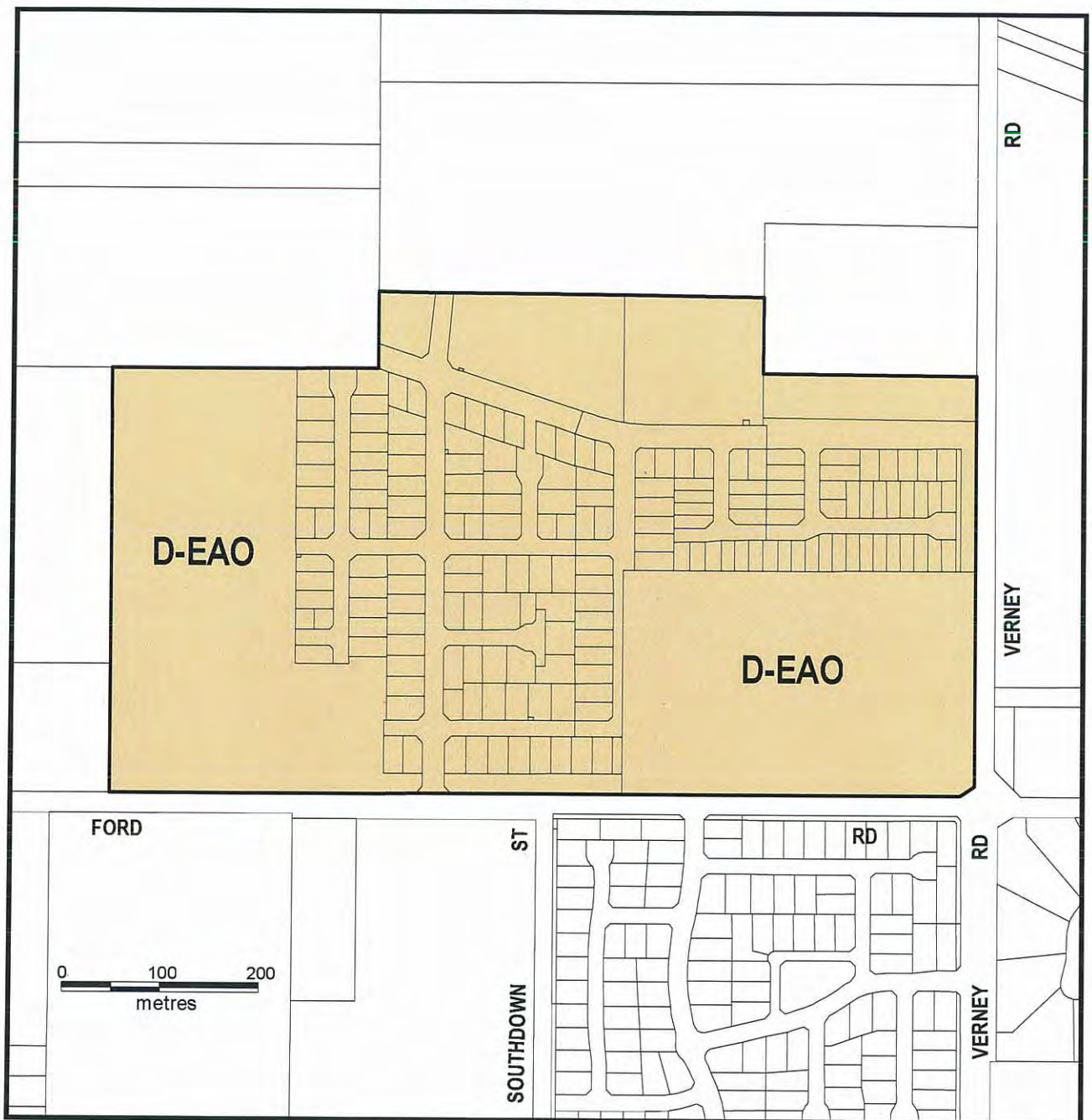


1 McCubbin Drive and 66 Paterson Road, Shepparton

Rezone the subject land from the Business 1 Zone to the Residential 1 Zone to reflect the existing use on the site.



GREATER SHEPPARTON PLANNING SCHEME LOCAL PROVISION



Part of Planning Scheme Map 14EAO

LEGEND

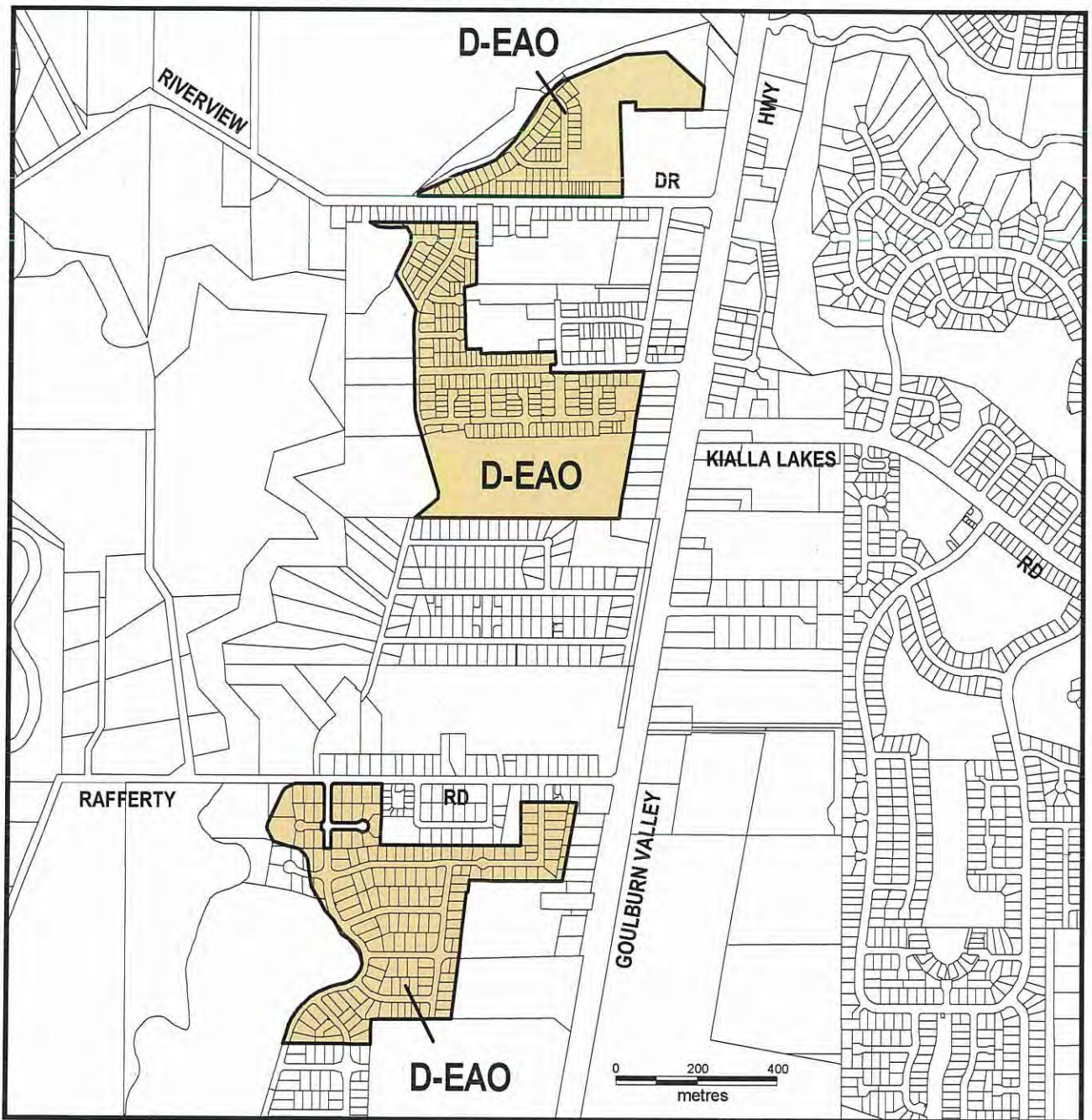
D-EAO	AREA TO BE DELETED FROM AN ENVIRONMENTAL AUDIT OVERLAY
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AMENDMENT C145

PREPARED BY: INFORMATION SERVICES
Statutory Systems
Planning, Heritage and Urban Design
Department of Planning and Community Development

GREATER SHEPPARTON PLANNING SCHEME

LOCAL PROVISION



Part of Planning Scheme Map 26EAO

LEGEND

	D-EAO AREA TO BE DELETED FROM AN ENVIRONMENTAL AUDIT OVERLAY
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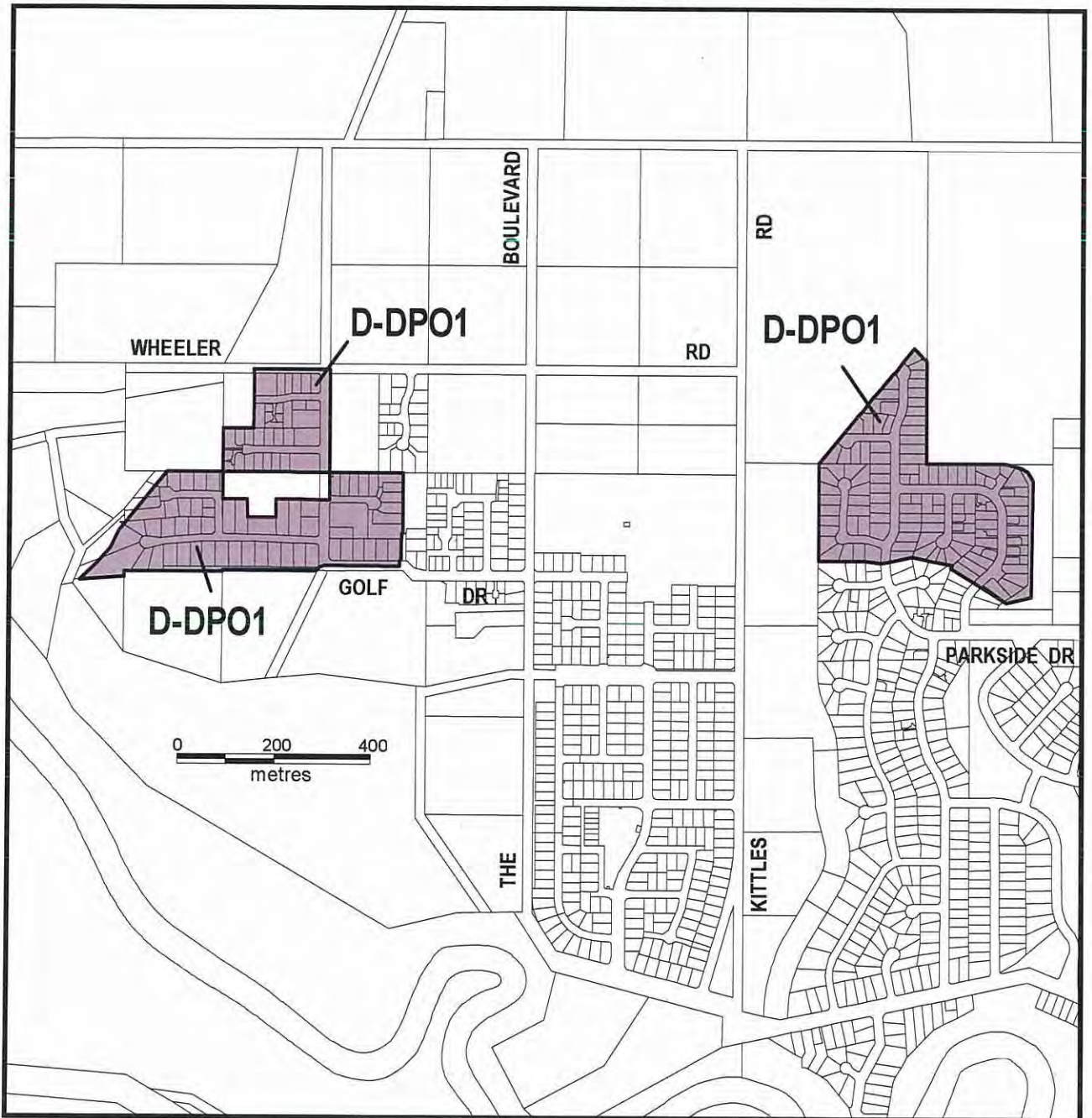
AMENDMENT C145

PREPARED BY: INFORMATION SERVICES
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 Planning, Heritage and Urban Design
 Department of Planning and Community Development



GREATER SHEPPARTON PLANNING SCHEME

LOCAL PROVISION



Part of Planning Scheme Maps 12DPO & 13DPO

LEGEND

D-DPO1	AREA TO BE DELETED FROM A DEVELOPMENT PLAN OVERLAY
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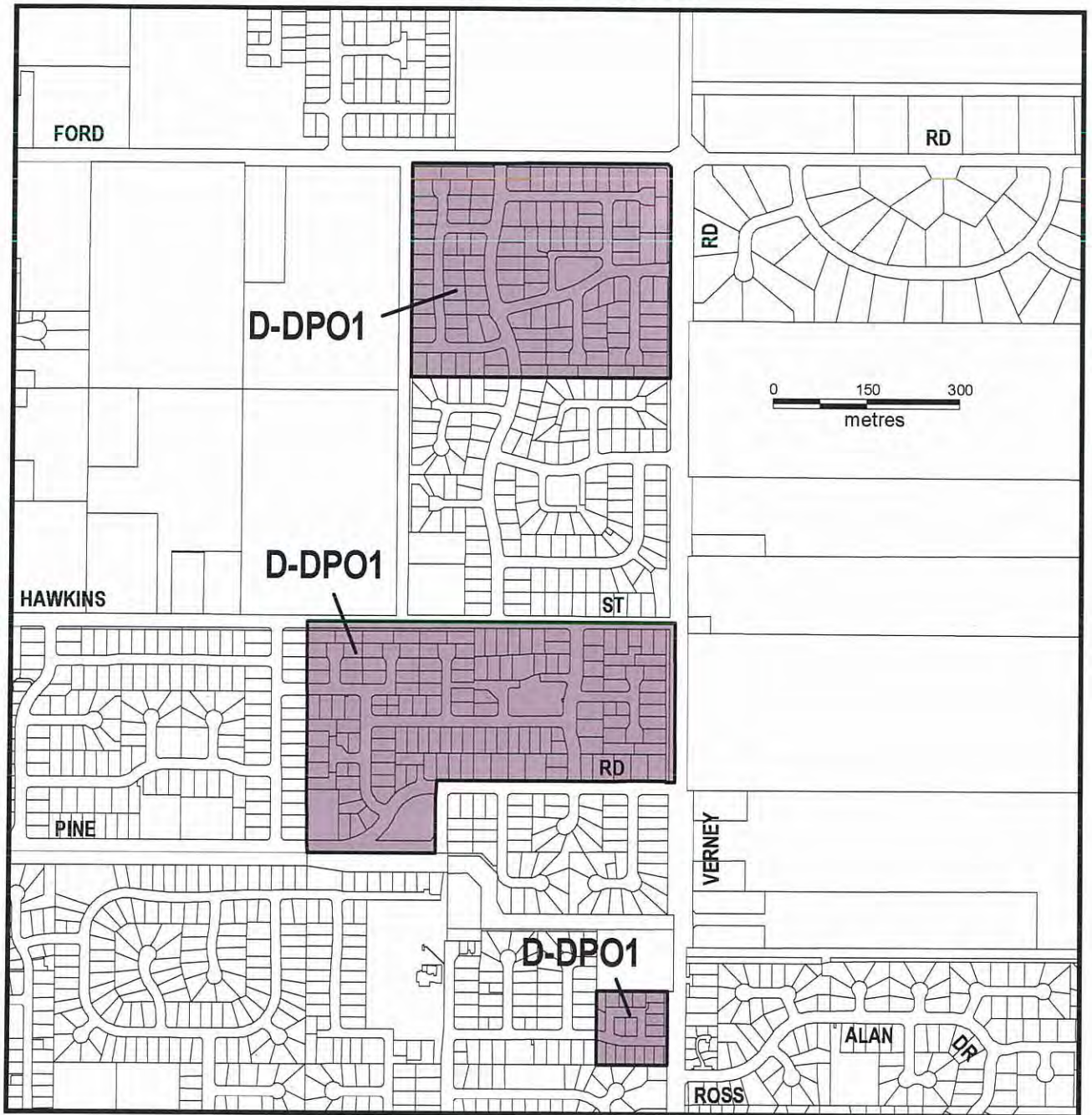
AMENDMENT C145

PREPARED BY: INFORMATION SERVICES
 Statutory Systems
 Planning, Heritage and Urban Design
 Department of Planning and Community Development



GREATER SHEPPARTON PLANNING SCHEME

LOCAL PROVISION



Part of Planning Scheme Map 14DPO

LEGEND

D-DPO1	AREA TO BE DELETED FROM A DEVELOPMENT PLAN OVERLAY
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AMENDMENT C145

PREPARED BY: INFORMATION SERVICES
 Statutory Systems
 Planning, Heritage and Urban Design
 Department of Planning and Community Development



GREATER SHEPPARTON PLANNING SCHEME LOCAL PROVISION



Part of Planning Scheme Map 23DPO

LEGEND

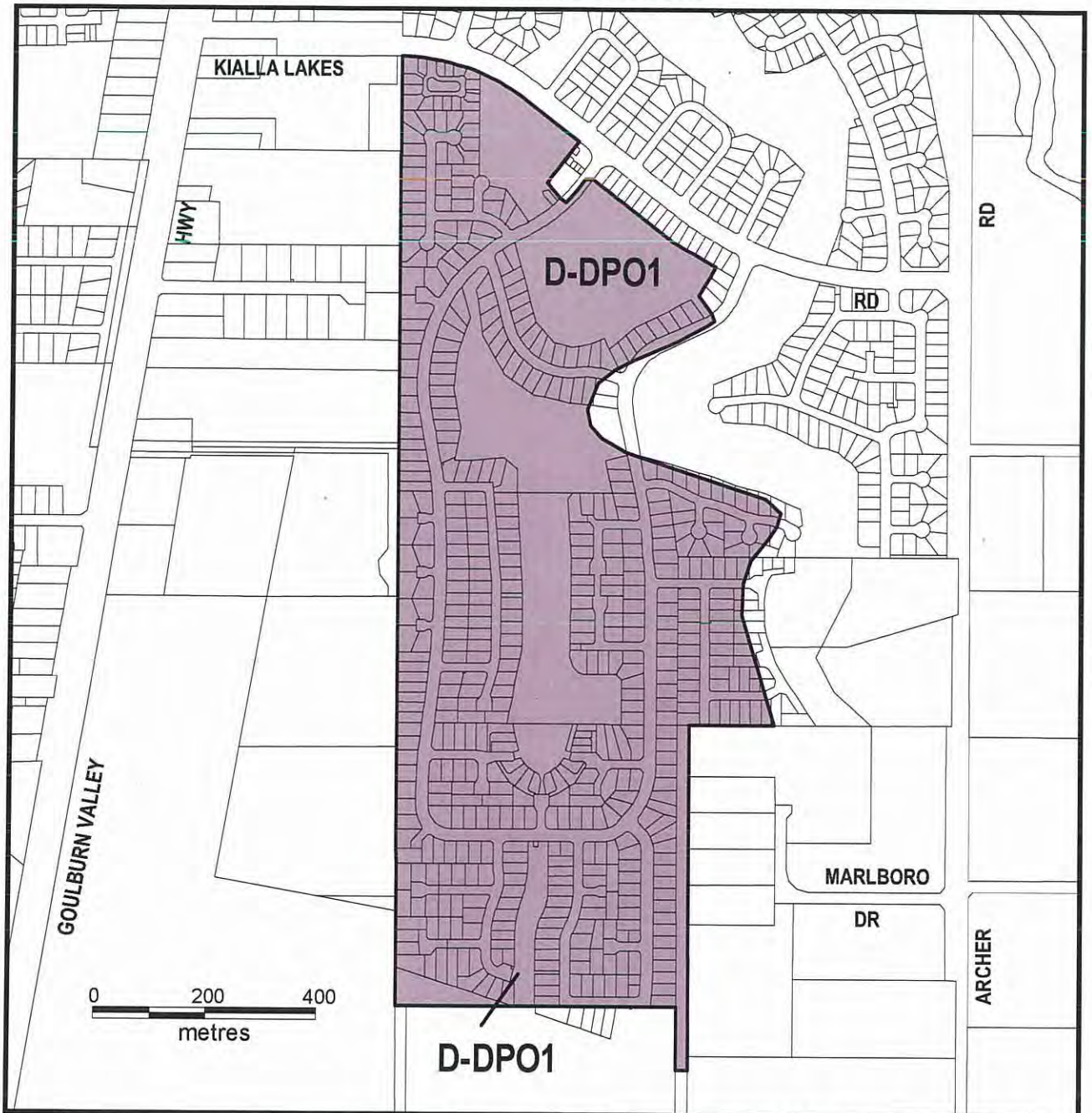
D-DPO1	AREA TO BE DELETED FROM A DEVELOPMENT PLAN OVERLAY
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AMENDMENT C145

PREPARED BY: INFORMATION SERVICES
Statutory Systems
Planning, Heritage and Urban Design
Department of Planning and Community Development

GREATER SHEPPARTON PLANNING SCHEME

LOCAL PROVISION



Part of Planning Scheme Maps 11DPO, 26DPO & 27DPO

LEGEND

D-DPO1	AREA TO BE DELETED FROM A DEVELOPMENT PLAN OVERLAY
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AMENDMENT C145

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 Planning, Heritage and Urban Design
 Department of Planning and Community Development

GREATER SHEPPARTON PLANNING SCHEME LOCAL PROVISION



LEGEND

 TZ TOWNSHIP ZONE

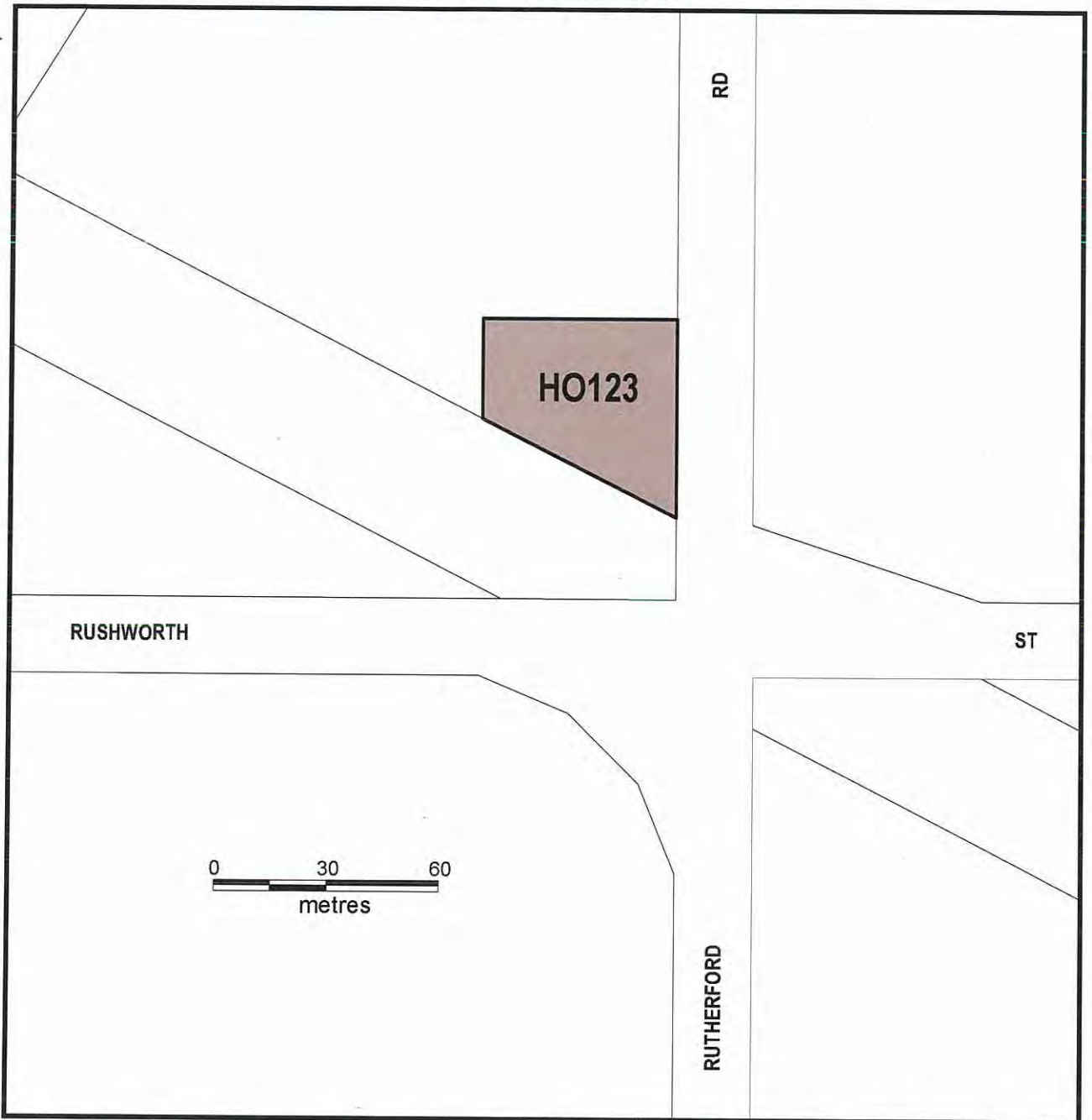
Part of Planning Scheme Map 33

AMENDMENT C145

PREPARED BY: INFORMATION SERVICES
Statutory Systems
Planning, Heritage and Urban Design
Department of Planning and Community Development

 State Government
Victoria Department of Planning
and Community Development

GREATER SHEPPARTON PLANNING SCHEME LOCAL PROVISION



Part of Planning Scheme Map 33HO

LEGEND

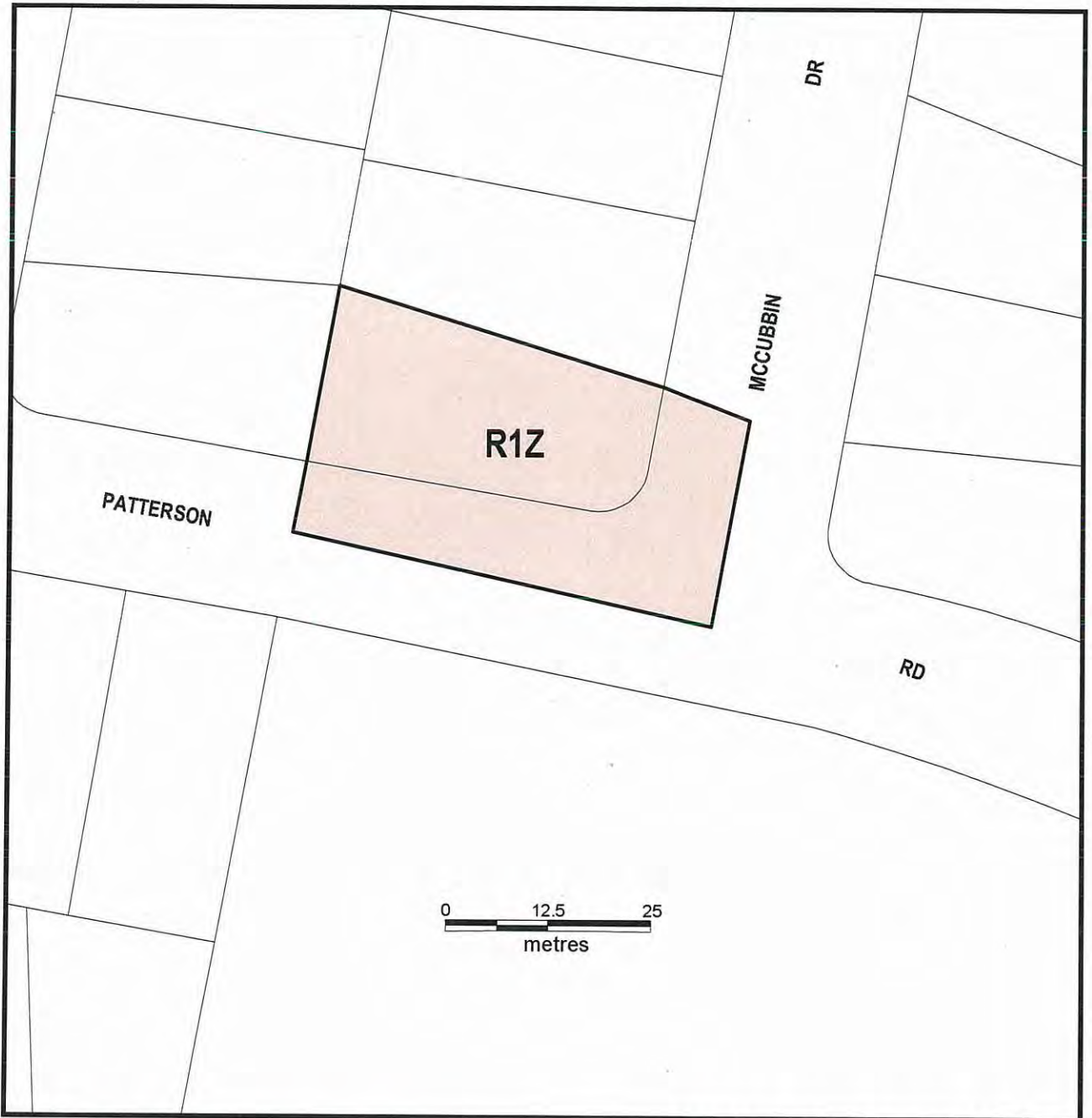
 HERITAGE OVERLAY (HO123)

AMENDMENT C145

PREPARED BY: INFORMATION SERVICES
Statutory Systems
Planning, Heritage and Urban Design
Department of Planning and Community Development

 Department of Planning
and Community Development

GREATER SHEPPARTON PLANNING SCHEME LOCAL PROVISION



LEGEND

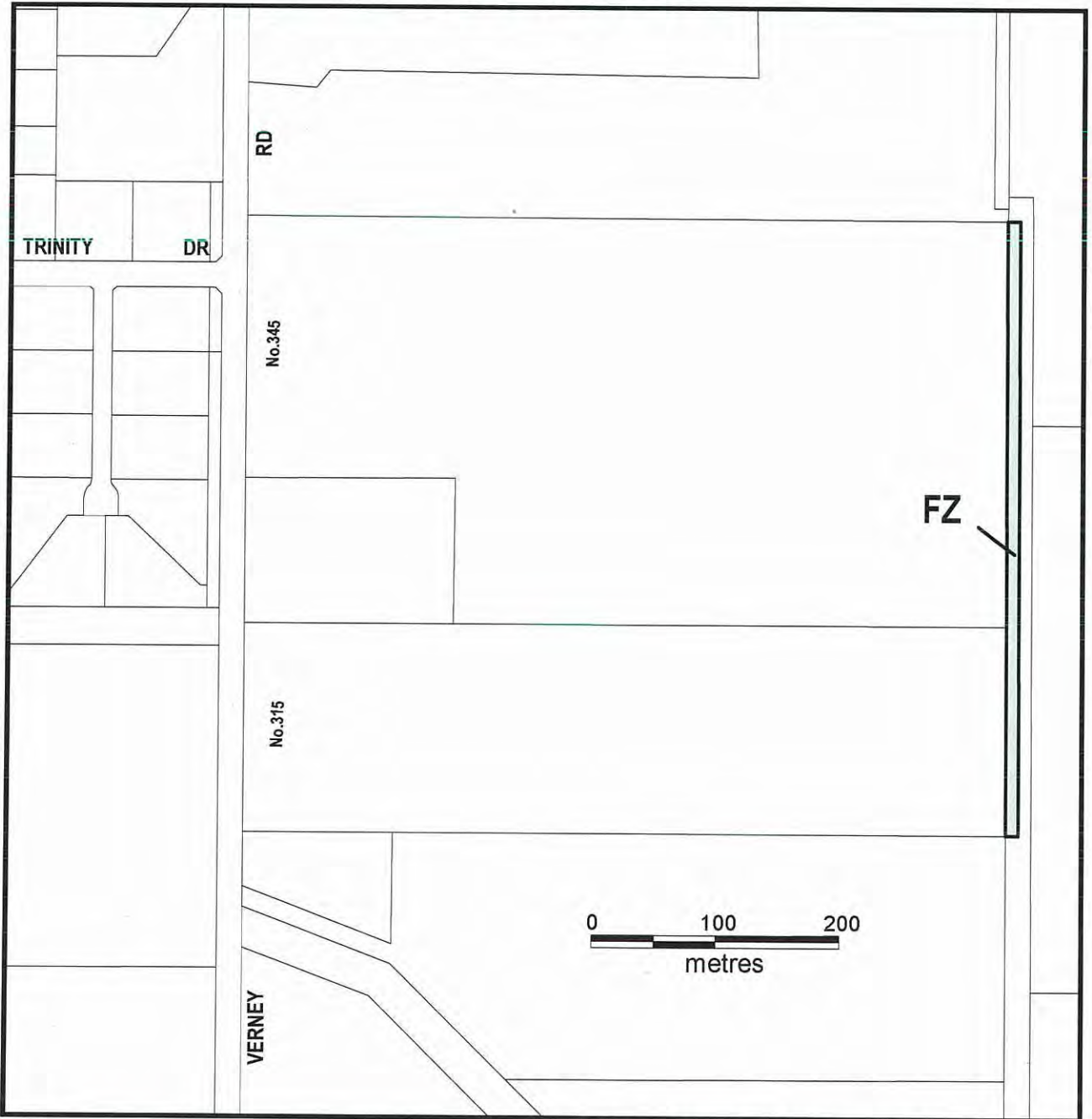
 RESIDENTIAL 1 ZONE

Part of Planning Scheme Map 23

AMENDMENT C145

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Planning, Heritage and Urban Design
Department of Planning and Community Development

GREATER SHEPPARTON PLANNING SCHEME LOCAL PROVISION



Part of Planning Scheme Maps 11 & 14

LEGEND

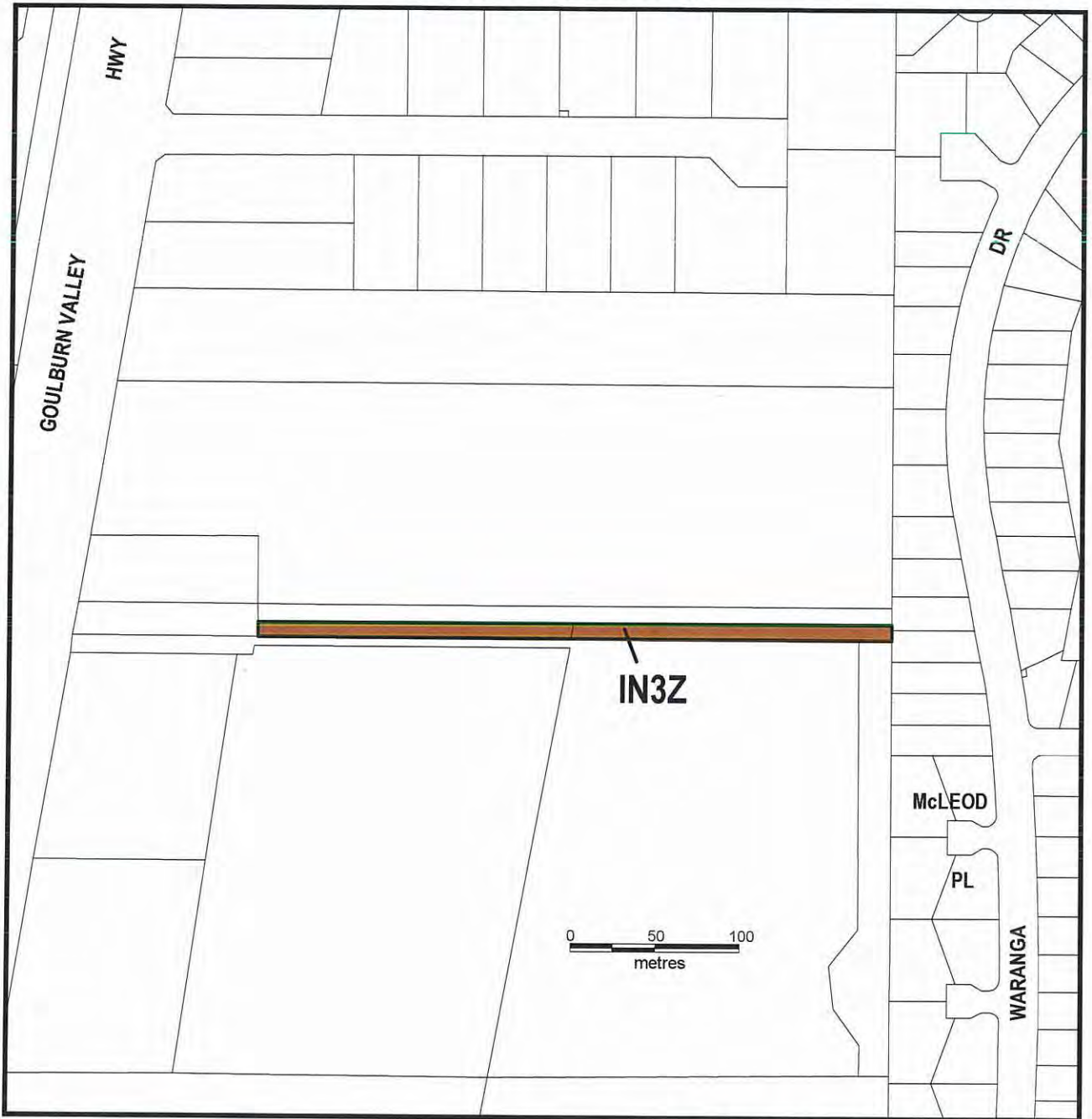
FZ FARMING ZONE

AMENDMENT C145

PREPARED BY: INFORMATION SERVICES
Statutory Systems
Planning, Heritage and Urban Design
Department of Planning and Community Development

State Government
Victoria Department of Planning
and Community Development

GREATER SHEPPARTON PLANNING SCHEME LOCAL PROVISION



Part of Planning Scheme Map 26

LEGEND

IN3Z INDUSTRIAL 3 ZONE

AMENDMENT C145

PREPARED BY: INFORMATION SERVICES
Statutory Systems
Planning, Heritage and Urban Design
Department of Planning and Community Development

State Government
Victoria Department of Planning
and Community Development

MINUTES

GREATER SHEPPARTON HERITAGE ADVISORY COMMITTEE

MONDAY 06 AUGUST 2012
10.30 AM – 12.30 PM

COUNCIL BOARD ROOM
90 WELSFORD STREET SHEPPARTON

Chair
Bruce Wilson OAM JP

Attendees:

Bangerang Cultural Centre	Marlene Atkinson (Dep. Chair)
Community Representatives (3)	Evan Lloyd, Neil Penney
Dookie Historical Society	Gaye Sutherland
Greater Shepparton Councillors (2)	Cr Geoff Dobson, Cr Jenny Houlihan
Historical Society of Mooroopna	Barry Campbell
Merrigum & District Historical Society	Anne Tyson (Secretary)
Shepparton Heritage Centre	Bruce Wilson
Tatura & District Historical Society	Brian Williams
Toolamba Community Plan Steering Committee	Geoff Maynard
Strategic Planning (GSCC) (2)	Michael MacDonagh, Claire Tarelli
Heritage Advisor (GSCC)	Deborah Kemp

1. Apologies

Marjorie Earl, Val Hill and Warwick Finlay.

2. Declarations of Conflicts of Interest

Nil.

3. Minutes of Meeting, Monday 09 July 2012

The minutes of the July meeting were received on the motion of Anne Tyson and seconded by Gaye Sutherland.

Carried

4. Cultural Heritage Awards

Committee members were in receipt of the Cultural Heritage Award Guidelines and an indicative timeline.

Anne Tyson suggested that Paragraph 4 of the Assessment Criteria be deleted as it would place undue limitations to the nomination of volunteers and groups.

Neil Penney advised that there were eleven categories and not eight as stated in the Guidelines. Anne also suggested a preference for the call for nominations to begin on Monday, 10th December rather than Monday, 17th December 2012.

Anne Tyson moved and Geoff Maynard seconded. *That the Cultural Heritage Awards Guidelines with the two revisions as discussed be adopted.*

Carried

Bruce Wilson and Cr Geoff Dobson suggested the call for nominations be launched as part of a public event. Geoff stated that the Cultural Awards will be a new and important step forward for the Municipality and that a suitably planned public launch ceremony was appropriate.

Cr Jenny Houlihan suggested a function in the Maude Street Mall with photo boards showing heritage photographs of the surrounding buildings. Gaye Sutherland suggested the Aussie Hotel as an excellent heritage location in the heart of one of the proposed new heritage precincts.

It was suggested the list of invitees include members of individual groups & societies, across greater Shepparton as well as councillors, Hon. Jeanette Powell, Minister for Local Government, Minister for Aboriginal Affairs, other local MP's, together with representatives from Heritage Victoria and the National Trust of Australia.

Bruce asked members should e-mail Michael with any additional queries or suggestions.

5. Information Purposes – Amendment C110 (the *Greater Shepparton Heritage Study Stage IIB*)

Michael advised that Council had considered each of the submissions at the Council Meeting held on 17 July 2012 and had resolved to: Refer all submissions to an Independent Planning Panel in accordance with Section 23 of the Act and to request the Minister to appoint an Independent Planning Panel under Section 153 of the Act.

6. Active Planning Permit Applications within the Heritage Overlay:

Michael outlined the active planning permit applications within the Heritage Overlay:

- i. Mooroopna Hospital, Mooroopna – Demolition (HO40) – the Council is awaiting amended plans before a recommendation is prepared for Council. Once lodged, the Council's Heritage Advisor will consider and advise Statutory Planning. If the plans are materially different from those originally lodged, they may be exhibited and submissions would then be accepted. Still awaiting plans from the applicant clearly showing what is to be demolished.
- ii. Corner of Elizabeth and McLennan Streets, Mooroopna – Subdivision and Redevelopment (HO149) – Still awaiting approval for the fast food restaurant – traffic issues. The subdivision permit has been granted. Application is being decided at Thursday's Development Hearings Panel (DHP).

7. Mooroopna Hospital Gates

Michael confirmed that the entrance gates addressing Elizabeth Street had been removed and had been erected at a residential property in Maude Street Shepparton. Michael advised that the Council's Enforcement Officer had investigated and that as the gates had not been located within the Hospital's Heritage Overlay (HO40), and as the lot size of the Maude Street property did not conflict with the requirements of Clause 32.01-3 of the Planning Scheme, then the gate relocation did not trigger the need for a planning permit.

Cr Houlihan asked if the height of the gates required a building permit. Michael to follow up.

ACTION – Michael to investigate

8. Heritage Funding Programs

Deborah Kemp provided a brief overview of her recent discussions with Heritage Victoria. Heritage Victoria remains unclear as to whether any funding would be made available in the 2012-'13 financial year.

Deborah advised that historically the level of funding had been significantly reduced possibly owing to the fact that the funding had been seen as providing little direct benefit and also because the huge add on benefits had not been given the level of significance that they deserve.

Geoff Dobson and Jenny Houlihan highlighted the need for the CEO, Councillors and management to lobby the State Government for funding using all available networks and lobby groups.

Bruce suggested an official letter from the Committee be circulated to all lobby groups and that the Committee should seek the advice of the Council in an effort to take the issue forward. Jenny and Geoff Dobson will raise the issue at the next available Short Discussion Session (SDS) Councillor Briefing.

ACTIONS – Deborah to circulate a memo to the Councillors, Michael to inform the Director of Sustainability and the CEO, and Crs Houlihan and Dobson to raise the matter at a Short Discussion Session (SDS) Councillor Briefing.

Geoff Maynard moved and Evan Lloyd seconded: *That the HAC seek the advice of the Council in regard to the state of heritage funding in Victoria.*

Carried

Michael outlined the need for a prioritised list of projects worthy of the Committee's support in future heritage funding programs. Bruce suggested that all Committee members highlight this issue with their respective groups and commence a listing of worthy projects.

ACTION: Committee members compile a number of worthy conservation projects and forward to Michael for prioritisation and listing for future funding programs

Geoff Dobson suggested the Tatura Mechanics' Institute as one such worthy project. Geoff was of the view that a strong case could be made in support of the Tatura project as it allowed a significant degree of community benefit and that the Institute's facade was important to the streetscape of Tatura.

Anne suggested that further work was needed to identify the remaining log cabins in the Municipality. Evan Lloyd suggested that the Committee should work with the owners of such structures.

Jenny Houlihan requested Deborah to highlight any known worthy examples.

Claire Tarelli outlined the rigours and requirements that any future application process would be assessed against. Deborah highlighted the fact that council support would be required for important programs such as DPCD funding and that only one project could be nominated. This restriction may limit the number of conservation projects being funded through such programs and highlighted the importance of the funding program overseen by Heritage Victoria.

Crs Houlihan and Dobson advised that a number of project reports relating to the Mechanics' Institute and Victory Hall already existed and that if the Committee was comfortable, it could put these projects forward. Deborah outlined the need to liaise through the local DPCD office.

ACTION: Michael to contact DPCD and get provisional advice

Cr Houlihan stated that the Tatura project was a worthy project to progress to the application stage and that it had a greater need than other projects.

Bruce Wilson moved and Anne Tyson seconded: *That the Committee agree to a motion of support for the conservation and adaptation of the Tatura Victory Hall and Mechanics' Institute.*

Carried

Anne Tyson moved and Geoff Maynard seconded: *That the Committee is of the view that the Tatura Victory Hall and Mechanics Institute is in urgent need of conservation and adaptation works, and urges the Council to apply for appropriate funding.*

Carried

9. Interpretive Signage

Gaye Sutherland suggested that interpretive signage funding requests were also required. Claire outlined her discussion with Carrie Donaldson, Tourism Manager on the need for a signage strategy, and that such a strategy would be a project for the future. Bruce queried whether a standard interpretive signage policy was usual. Deborah advised that signage policy was open to interpretation and was not limited to physical signage.

Bruce was of the view that a specific standard was required while Deborah and Gaye felt that signage should tell a story. Anne felt that basic facts were sufficient for some places.

Deborah felt a range was required and that the signage needs to relate to the fundamental reason as to the designation and cultural heritage significance of the specific place. For some a story was significant, and in other cases, dates, other associations, etc needed consideration. Marlene felt that modern technology, such as iPhone apps that included relevant information were also of critical importance. Neil felt that generally there were enough good and bad examples to give the Committee guidance.

Geoff Dobson suggested the Council undertake the development of such a strategy while Anne and Bruce thought that the Committee should do the majority of the developmental work.

ACTION: Gaye to take examples to the Committee's next meeting

Deborah suggested the need for interpretation policy and that she was aware of some documents that had already adopted. Deborah mentioned that she has a friend at Deakin University who specialises in this niche area. Jenny suggested we consider an invitation to present to the Committee.

Deborah advised that there were a number of good examples of the presentation of Indigenous cultural heritage.

10. Darveniza's Winery, Mooroopna

Michael provided an overhead display of indicative drawings showing carriageway locations and advised that the CEO should be informed of the Committee's concerns.

Geoff Dobson suggested a future visit to the site with the Darveniza family to help assess what could be saved and restored and that it was important to achieve a compromise - in other words, there was no appetite for significant re-routing. Bruce raised concerns about publicity and the possibility of jeopardising funding. Bruce felt that the Committee should wait for the announcement of funding and highlight the heritage issue at the detailed drawing stage.

Anne had raised the issue and Neil felt that it was very worthy. Neil also suggested that archaeological sites should be included as a separate overlay to the Planning Scheme so as to ensure identification and consideration. Neil supported Geoff's suggestion of a site visit and that a date for a future visit investigated.

ACTION: Michael to advise his Director and await direction.

Bruce thanked Anne for highlighting the issue to the Committee.

Anne Tyson moved and Gaye Sutherland seconded: *That her report on the importance of the Darveniza's Winery be received.*

Carried

11. 224 Hogan Street, Tatura

Michael advised that Cr Houlihan had requested the 224 Hogan Street agenda item. Michael advised that the Hogan Street property was identified as a 'contributory' place within the proposed Tatura Township Precinct as part of Amendment C110 and that it was the subject of a current building permit for demolition.

Deborah's outlined her memo to Planning Management and advised that interim controls were unlikely to be supported by the Department owing to the Council's previous track record in this regard.

Bruce requested that in future, photographs of places outlined in the agenda be made available to committee members.

12. Whittlesea Cultural Heritage Program

Postponed to the next Committee meeting.

13. A review of the workings of one of the cultural heritage groups:

Murchison & District Historical Society – Warwick Finlay. Postponed to the next Committee meeting.

14. HAC meeting dates for 2013

The Committee resolved to maintain Monday as their meeting day and to deal with any date difficulties as they arise.

15. General or other Business:

i. Furphy Centenary

Bruce advised of the Furphy centenary in September and that celebratory events in PDF format would be circulated to members.

ii. Shepparton Heritage Centre's AGM

Bruce advised of the Shepparton Heritage Centre's AGM was scheduled for later in the week.

iii. Bendigo Heritage Advisory Committee

Michael advised of his discussion with Danielle Orr from Bendigo HAC. Danielle has replaced Katie Nolan. Bendigo's HAC meets on Thursdays from 1715 – 1900 and their next meeting was scheduled for 16th August. Michael was arranging a gathering and suggesting a visit by the Greater Shepparton HAC to Bendigo or a visit to Shepparton by a Bendigo representative.

iv. ISAC

Michael advised that the ISAC had received Council funding and that they would include the Council's logo on their documentary.

12:15 Meeting closed.

Next Meeting. Monday, 03rd September 2012 Community Meeting Room

12:15 The third Masterclass – A Brief Review of the Strategic Planning Process by Michael MacDonagh, Senior Strategic Planner.

MINUTES

GREATER SHEPPARTON HERITAGE ADVISORY COMMITTEE

MONDAY 03 SEPTEMBER 2012
10.30 AM – 12.30 PM

COMMUNITY ROOM
90 WELSFORD STREET SHEPPARTON

Chair
Bruce Wilson OAM JP

Attendees:

Community Representatives (3)	Evan Lloyd
Dookie Historical Society	Gaye Sutherland
Greater Shepparton Councillors (2)	Cr Geoff Dobson, Cr Jenny Houlihan
Historical Society of Mooroopna	Val Hill, Barry Campbell
Katandra & District History Group	Marjorie Earl
Merrigum & District Historical Society	Anne Tyson (Secretary)
Murchison & District Historical Society	Warwick Finlay
Shepparton Heritage Centre	Bruce Wilson
Tatura & District Historical Society	Brian Williams
Toolamba Community Plan Steering Committee	Geoff Maynard
Strategic Planning (GSCC) (2)	Michael MacDonagh, Claire Tarelli
Heritage Advisor (GSCC)	Deborah Kemp

1. Apologies

Neil Penney, Marlene Atkinson, Brian Pethybridge and Evan Lloyd.

2. Declarations of Conflicts of Interest

Nil.

3. Minutes of Meeting, Monday 06 August 2012

The minutes of the August meeting were received on the motion of Geoff Dobson and seconded by Anne Tyson.

Carried

4. Guest Speaker – Andrew Holloway, Grants Officer

Andrew outlined to the Committee that there have been fewer sources of funding available from the State and Commonwealth Governments in recent months.

Andrew informed the Committee that the most critical funding program for conservation projects within the Municipality is Heritage Victoria's 'Heritage Places' conservation grant scheme. However this funding program currently remains outstanding and it is unclear as to whether this funding program would materialise in this financial year.

Andrew stated that this grant scheme offers up to 100% of a funding project's cost rather than other funding programs, such as Regional Development Victoria (RDV), that require a matching grant element from the Council or other organisation of up to 50% of the total project cost. Andrew highlighted that under normal funding programs, any conservation projects would be required to compete with other projects from across Victoria and that they would be required to demonstrate significant community need and benefit. Unless projects show this there would be no or little support for them.

In addition, the Council would prioritise projects and only nominate one or two of them for funding under schemes such as RDV. It is also unlikely that conservation projects would rate well under such a scenario as there are other projects that can show significant community need and benefit.

Andrew also outlined issues with retrofitting conservation projects to accommodate a staged awarding of funding. By their very nature, conservation projects, such as reroofing or re-rendering, can accommodate only one stage to minimise the length of time that they are without a use.

Andrew highlighted additional concerns for such projects during any assessment of any funding application issued to programs outside of organisation like Heritage Victoria. The assessors may consider it cheaper to commit to new build projects as they may be cheaper and allow their funding to have a greater community benefit.

- New Community Grant Model

Claire stated that there was a new community grant model in operation within the Council that required a clear matching grant from the local community that the infrastructure item was being proposed within. This had not previously been the case and projects in smaller communities did not previously face this issue.

Val mentioned that the Mooroopna Historical Society appealed to the community of Mooroopna and received \$162,000 from the community in total with the majority emanating from local groups and businesses.

- Discussion regarding Victory Hall, Tatura

Jenny Houlihan said that Victory Hall is not owned by the Council but managed by a Board of Trustees. It would need a ground swell from Tatura – a new approach needed as the existing Trustees have tried and largely failed to realise any progress in relation to the conservation of the building or complex.

Brian Williams outlined that Tom Perry had tried hard to gain funding for the complex but that it was a difficult issue as it is a large building and needs a strong committee to ensure its upkeep. Brian commented that he had tried to uncover who was on this committee but had not been successful yet.

Jenny stated that the issue of ownership needs to be re-examined and Geoff stated that the Council should consider ownership.

Jenny highlighted that Geraldine Christou had investigated but that the Council decided against taking ownership due to the costs needed to upgrade the structure.

Andrew outlined that this project does not satisfy the requirements of the Regional Growth Fund and it would be a lot more attractive if the Council owned it, as an obvious community benefit could be argued from any conservation funding awarded to the project. He outlined again the critical role of Heritage Victoria's funding program and the need to lobby organisations to have them reinstated.

Claire stated that Michelle Patterson would be aware of this issue in Community Planning.

ACTION: Claire to discuss with Michelle.

- Prioritised Conservation Funding Project List

Andrew highlighted the importance of having a prioritised list of conservation projects that warrant inclusion in any future funding program. Jenny stated that this could be a workshop for the future. Claire presented a form for consideration by the Committee to act as a template and would circulate it as a pdf. Andrew recommended reviewing the list quarterly and that it should be a "living document" that is constantly updated.

ACTION: Michael to circulate.

- Whittlesea-style Event in GSCC

Anne queried the possibility of securing funding for a similar scheme as Whittlesea's Heritage Events. Andrew outlined that it would be preferable if this application was independent of Council. Andrew discussed the possibility of applying to the Public Records Office, Victoria – Local History Grants Program for such a project. Awards of \$2,000 - \$5,000 are the average.

These grants support the organisation and its administration, insurance and utilities costs. However, it would need to be an incorporated body outside of Council to act as an umbrella group of heritage groups to support a person in an office. Deborah outlined that an award of \$20,000 would be likely in such an instance. Andrew highlighted that projects are likely to receive funding if they are well planned and strategically reviewed.

- MAV State Motion

Deborah outlined her memo previously circulated to the councillors and CEO requesting the Council to use all of its networks to lobby for the reinstatement of Heritage Victoria funding.

This memo will inform a submission to the MAV at the State Council Meeting and would request a formal motion of support from MAV to request the reinstatement of Heritage Victoria funding.

Anne moved a motion to accept Deborah's memo and present to Council to support/present to MAV. Geoff seconded

Carried

ACTION: Geoff to review agenda for MAV for existing heritage motions/resolutions

5. Position of Deputy Chairperson

Michael outlined that Marlene had recently resigned as Deputy Chairperson. Bruce thanked Marlene for her work to date and requested whether there were any interested persons in nominating themselves for this position.

Geoff moved to nominate Gaye Sutherland and Jenny seconded.

Carried

6. Cultural Heritage Award Guidelines:

Michael outlined that during the presentation of the Cultural Heritage Awards to the Executive Team that they suggested that perhaps a maximum of four awards should be stipulated in the Guidelines. This was suggested to prevent dilution of the significance of the awards and to maintain a number of awards for future award ceremonies.

Michael stated that if the Committee agreed to the changes that it should readopt the Guidelines and issue them to the Ordinary Council Meeting as an Officer's Report, if not, they would need to be issued as a Delegate's Report by one of the Councillors.

Following discussion, Marjory moved a motion to adopt the Guidelines with a stipulation that a maximum of six awards be awarded per ceremony and Gaye seconded. A vote on the motion was carried.

Carried

Michael stated that they would be included at September's Ordinary Council Meeting Agenda and that there would be a need to consider establishing a sub-committee to inform the final awards ceremony.

7. Amendment C110

Michael outlined the current status of Amendment C110 to implement the findings and recommendations of the *Greater Shepparton Heritage Study Stage IIB*.

8. Active Planning Permit Applications within the Heritage Overlay:

Geoff Dobson outlined the live planning permit applications within the Heritage Overlay.

9. Interpretive Signage – Gaye Sutherland

Gaye requested that her presentation be postponed to next month as there was no projector in the room.

10. Bendigo Heritage Advisory Committee

Michael outlined that a tentative meeting between the Committee and Bendigo's HAC has been arranged for 29 October 2012 in Bendigo. A leaving time of 9.30 was agreed to.

11. Whittlesea Cultural Heritage Program

Anne requested that this item be moved to next month.

12. A review of the workings of one of the cultural heritage groups

Warwick Finlay gave a brief review of the working of the Murchison & District Historical Society. The report was report received by the Committee.

ACTION: Michael to circulate to the Committee

13. General or other Business

- (i.) Darveniza Winery – Geoff raised this at an SDS Briefing with the other Councillors and the Council's Executive Team.
- (ii.) Bruce outlined the need to extend the Committee's meeting dates for the first six months of 2013. The Committee requested that no meeting be held in January 2013.
- (iii.) Michael circulated a brochure on Veterans' Heritage Workshop Shepparton.

14. Meeting Close

Next meeting 01st October 2012 in the Council Boardroom.

MINUTES

GREATER SHEPPARTON HERITAGE ADVISORY COMMITTEE

MONDAY 01 OCTOBER 2012
10.30 AM – 12.30 PM

BOARDROOM
90 WELSFORD STREET SHEPPARTON

Chair
Bruce Wilson OAM JP

Attendees:

Community Representatives (3)	Evan Lloyd, Neil Penney, Brian Pethybridge
Greater Shepparton Councillors (2)	Cr Jenny Houlihan
Historical Society of Mooroopna	Val Hill, Barry Campbell
Katandra & District History Group	Marjorie Earl
Merrigum & District Historical Society	Anne Tyson (Secretary)
Shepparton Heritage Centre	Bruce Wilson
Tatura & District Historical Society	Brian Williams
Toolamba Community Plan Steering Committee	Geoff Maynard
Strategic Planning (GSCC) (2)	Michael MacDonagh

1. Apologies

Marlene Atkinson, Kay Ball, Geoff Dobson, Warwick Finlay, Deborah Kemp, Gaye Sutherland and Claire Tarelli.

2. Declarations of Conflicts of Interest

Nil.

3. Minutes of Meeting, Monday 03 September 2012

The minutes of the September meeting were received on the motion of Anne Tyson and seconded by Jenny Houlihan.

Carried

4. Victory Hall and Mechanics' Institute, Tatura

Brian Williams described the history of and the current condition of both buildings to the Committee. He had undertaken a site visit recently and found Victory Hall to be in good order. The Mechanics' Institute is in a very poor state and there are numerous instances of rising damp throughout the building.

Jenny highlighted that there were a number of reports prepared by the Council in relation to the ownership of the buildings and that these would be useful in any future grant application.

ACTION: Michael to retrieve these reports

5. MAV State Motion

The Committee queried the progress of the MAV State Motion requesting the reinstatement of Heritage Victoria funding.

ACTION: Michael to review

6. List of Prioritised Funding Projects:

Bruce outlined the need for a sub-committee of three people to be appointed to create a prioritised list of worthy conservation projects. This sub-committee would report to the Heritage Advisory Committee by February 2013.

Bruce, Michael and Geoff Maynard volunteered.

ACTION: Michael to arrange a future meeting date

7. Cultural Heritage Awards 2013

Bruce outlined the need for a sub-committee of four people to be appointed to prepare for the Cultural Heritage Awards 2013.

Bruce, Michael, Marjorie Earl and Neil Penney volunteered. Anne Tyson also volunteered to help the Committee organise the venue for the actual awards in April 2013.

ACTION: Michael to arrange a future meeting date

8. Amendment C110 – To implement the findings and recommendations of the *Greater Shepparton Heritage Study Stage IIB*

Michael gave an update of the current progress within the amendment.

9. Active Planning Permit Applications within the Heritage Overlay:

Michael gave an update of the current planning permit applications in the Heritage Overlay.

- i. 60-62 Corio Street (2012-250) replacement of a fire damaged dwelling. This application is currently at public notice stage.
- ii. 70 Orr Street (2012-266), extension to an existing dwelling. This application is currently at public notice stage.
- iii. 61 Rea Street (2012-269) for an extension to the rear of the dwelling and a new front fence. This application is currently at public notice stage.

- iv. Mooroopna Hospital, Mooroopna – Demolition (HO40) – the Council are still awaiting amended plans from the applicant clearly showing what is to be demolished before a recommendation is prepared for the new Council. If the plans are materially different, they may be exhibited and submissions would then be accepted. Still awaiting plans.

10. Interpretive Signage – Gaye Sutherland

Gaye was an apology for this meeting and her signage presentation as deferred to November's Committee meeting.

11. Bendigo Heritage Advisory Committee:

Michael outlined the itinerary for the Committee's visit to Greater Bendigo's Heritage Advisory Committee on 29 October 2012.

12. Whittlesea Cultural Heritage Program

Anne queried the possibility of running a similar scheme as Whittlesea's Cultural Heritage Program. Anne presented her findings regarding this possibility. The Committee resolved to receive Anne's report and examine this possibility further.

ACTION: Michael to consult with the Events and Tourism Team

13. General or other Business

- i. Michael highlighted that the Italian Services Advisory Committee would hold their memorial ceremony at the Ossario in Murchison in November.
- ii. Jenny informed the Committee about the success of the Joseph Furphy talk.
- iii. Neil informed the Committee of the interpretive signage he had recently seen in Port Douglas, Queensland.
- iv. Anne informed the Committee that the Merrigum & District Historical Society would be holding a wedding exhibition shortly from 28th October 2012.
- v. Michael highlighted that Natalie Sheffield from Urban Initiatives was conducting a study on war memorials and that she would present her findings at November's Committee Meeting.
- vi. Next suggested Masterclass – A review of the preparation of a heritage study – Deborah Kemp – perhaps at November's HAC Meeting.
- vii. Jenny highlighted that this was the last Committee meeting during her current term as a councillor and thanked the Committee for all of their hard work. The Committee in turn thanked Jenny for promoting cultural heritage within and outside of the Council.

14. Meeting Close

Next meeting Monday, 26th November 2012 in the Council Board Room.

MINUTES

Greater Shepparton Older Persons' Advisory Committee

Friday 12 October 2012

Boardroom

12 noon until 2pm (light lunch provided)

Invitees: Cr. Cherie Crawford, Lyn Bailey, Mr. Eric Farrow, Mr. Hugh Hutchison, Mr. Albert Kellock, Angie Seca, Terri Wyatt, Lisa McIlpatrick (Wintringham), Teri Bennet-Meyer (Senior Council Officer), Louise Dwyer (Access and Inclusion Officer),

Chairperson this meeting: Cr Cherie Crawford

Apologies: Lisa McIlpatrick, Hugh Hutchinson

Item	Description	Outcomes
1.	<p>a) Welcome / Apologies Declaration: Any conflict of Interest in any matters on this agenda to be declared here.</p>	<p>a) NIL conflict of interest declared by Cr Crawford</p>
2	<p>Previous Minutes September 2012</p>	<p>Previous Minutes of September read and confirmed Moved: Angie Seca Seconded Albert Kellock Carried.</p>
3.	<p>Guest Speakers: Carl Byrne – Council Engineer</p>	<p>Carl Byrne presented on the Vaughan Street Redevelopment Project</p> <ul style="list-style-type: none"> • Carl presented the OPAC a very informative power point on the proposed development along Vaughan Street in Shepparton • Brief explanation about the previous developers went into receivership and the current developers are continuing with redevelopment • Emphasis on pedestrian safety • Providing for approximately 330 car parks • Discussion and feedback requested by Carl from the OPAC. • Feedback included provision for sufficient and accessible seating along streetscape as well as accessible toilet which will assist in the promotion of active ageing and independence to the area
4.	<p>Outstanding Items a) Terms of Reference (TOR) update</p>	<ul style="list-style-type: none"> • Louise confirmed the Draft OPAC TOR has been placed on the agenda for the October Council meeting • Will include name proposed name change to Positive Ageing Advisory Committee and recommendation to increase membership

Item	Description	Outcomes
5.	<p>Correspondence</p> <p>OUT</p> <p>a) Letter of support</p> <p>IN</p> <p>a) Gavin Cator – Post Box</p> <p>b) COTA Victoria Newsletter</p> <p>c) Positive Ageing Resource (MAV)</p>	<p>OUT</p> <p>a) Letter of support for Council in relation to a funding agreement for a pontoon facility on Victoria Park Lake</p> <p>IN</p> <p>a) Letter from Council's C.E.O. requesting advice from the PAAC in relation to a Post Box which was removed from Nixon Street. Discussions about the negative implications and positive benefits about having this facility reinstalled. PAAC decided there was a need for this facility however Louise to further investigate details such as safety, locations, height etc.</p> <p>i. Motion 1 – PAAC agree to support the need for a Post Office Box easily accessible from a car in Shepparton. Moved Eric Secoded Albert. Carried</p> <p>ii. Motion 2 – Recommend Council take into account provisions for a Post Office Box around high usage areas such as near car parks in Shopping Centres and new developments. Moved Terry Wyatt Secoded Lyn Bailey. Carried</p> <p>b) Deferred due to Caretaker period and newsletter has not been certified by Council.</p> <p>c) Positive Ageing Resource – handed out to PAAC as a resource for contacts and relevant information</p>
6.	<p>Industry Updates</p> <p>Age Friendly Cities Status – Boroondara Council</p>	<ul style="list-style-type: none"> • Teri informed PAAC of a recent visit to Boroondara Council with Louise • Teri explained that Boroondara Council are also applying for AFC Status. • Teri explained the importance for Council to be 'smart' with their application and strengthen this with other departments who are applying for similar status such as Child Friendly, Age Friendly, Accessible etc • Council currently working closely with Strategic and Social Planners in order to bring policies together to strengthen application • Council also working closely with other departments such as Youth and Children's Dept, and Aged and Disability Services.
7.	<p>Education Opportunities</p>	<p>a) Nil at present</p>
8.	<p>Funding Opportunities</p> <p>a) Department of Transport</p> <p>b) Andrew Holloway</p>	<p>a) Letter from PAAC to Louise to support application for Pontoon facility.</p> <p>b) Andrew Holloway (Council's Funding Officer) has been invited to talk at the November PAAC meeting</p>

Item	Description	Outcomes
9.	Feedback (from each committee member)	<p>Lyn – Discussed importance for public amenities and seating to be included with Council projects. Also discussed the need for improved train services. Explained the inconvenience of driving to Seymour to catch a regular train to Melbourne and there is often limited parking close to the train station. Suggestion of a letter to advocate body in order to support the improvement of train service in this area.</p> <p>ACTION: Louise to write to railway advocate on behalf of the OPAC to make them aware and utilise the PAAC as a resource for information and advice in relation to positive ageing and the needs of the ageing in our community.</p> <p>Albert – Discussed the traps and schemes which target older people in our community. Albert suggested perhaps Council look at options into educating the community and possible restriction of ‘hawkers’ in the municipality. Perhaps Council introduce ‘vetting’ program which may eliminate excessive hawkers in the community. Suggestion that Council partner with local organisation such as UCCE and promote and education community about door-to-door salesman.</p> <p>ACTION: Motion to for PAAC to host an awareness/education day to promote this topic, combined with a morning or afternoon tea. Moved Albert Seconded Angie. Carried</p> <p>Angie – supportive of what Albert mentioned</p> <p>Terry – Terry reported she had received feedback that the public needs to be more aware of the function of Council and its services. Explanation was given that currently Council inform community via many different medias such as facebook, newspapers, television, radio, quarterly newsletters, website and community consultations.</p> <p>Eric – Explained to the PAAC that Moira Shire Council have decided not to proceed with the Recharge Scheme. Eric also mentioned that currently there is a service available which offers householders the opportunity to dispose of dangerous goods such as paints, batteries etc.</p> <p>Louise – Requested feedback from PAAC to move this agenda item up on the agenda. This will ensure feedback is received from members as PAAC is the voice of the community will ensure important issues are brought to meetings. It was decided this item will be heard after correspondence.</p>
10.	Marketing, promotion and media	a) PAAC members all in support of purchasing some entrance flags to Shepparton and Tatura. Design of

Item	Description	Outcomes
	<p>a) Entrance Flags</p> <p>b) Pull up banner</p>	<p>the flags will commence once TOR have been approved as name change will affect branding</p> <p>b) PAAC members all in support of purchasing a pull-up banner. As above, design to commence once TOR has been approved by Council.</p>
11.	Community Engagement Opportunities	<ul style="list-style-type: none"> • Nil
12.	<p>Local Developments and Projects</p> <p>a) Sailability Victoria Launch Friday 26 Oct</p> <p>b) Fryers St Safer Taxi Rank</p>	<p>a) PAAC members invited to the Shepparton Sailability launch at the Connection Friday 26 October. PAAC members encouraged to attend and must inform Louise if interested in attending. Confirmed PAAC attending are Lyn Bailey and Albert Kellock.</p> <p>b) Louise explained a current Council project to make the taxi rank outside the VIC Hotel safer and more accessible. This has been the result of a successful application to funding which includes lighting, cameras, taxi shelter and accessible taxi rank.</p>
13.	<p>Older Person's Advisory Committee Projects</p> <ul style="list-style-type: none"> • Community Services Directory 	<ul style="list-style-type: none"> • PAAC agreed directory was too large. Items in 'blue' were the most relevant. Louise to create a new directory to present to the PAAC at the next meeting. There are too many service clubs, must be condensed to include only essential services.
14.	<p>Other Advisory Group Updates</p> <p>Community Safety Group</p>	<ul style="list-style-type: none"> • Eric encouraged PAAC to raise any concerns or ideas to him via this PAAC forum and he will have them addressed at the Community Safety Group meetings. • Representative from DHS recently spoke at the Community Safety Group – very informative session and explanation of what services were available. ACTION: Louise to organise representative from DHS to be a guest speaker at a PAAC meeting or similar forum. Suggestion that an invitation to local organisations to participate in this discussion. Also a good opportunity for recruitment
15.	Positive Ageing Strategy Actions update	<ul style="list-style-type: none"> • COTA – identify topics of interest to raise with Dr Kathleen Brasher when she visits the PAAC next month. • Louise and Teri will meet with Dr Brasher in the morning prior to her visit with the PAAC to discuss Council opportunities with COTA.
16.	<p>General Business</p> <p>a) Victoria Legal Aid – Do not knock DVD</p>	<p>a) Louise distributed DVD's to OPAC members. Discussion about using this resource to educate the community at a proposed future community engagement session</p>

Item	Description	Outcomes
	<p>b) Farewell to Cr Cherie Crawford</p> <p>c) Recruitment Campaign</p> <p>d) Chair for next meeting</p>	<p>b) PAACmembers presented Cr Cherie Crawford with a card and a bouquet of flowers and expressed their thanks and appreciation for the time, effort and commitment she has contributed to the PAAC as her time as Chair. The PAAC wished her success for her future and also congratulated Cherie on becoming a grandmother.</p> <p>c) Recruitment campaign discussed and the importance of the new members represent our broad community including outlining towns, cultures and representation from services currently available.</p> <p>d) Eric volunteered to Chair the next PAAC meeting as there will not be a Councillor appointed at this time.</p> <p>Meeting closed 2.00 pm.</p>
17.	<p>Next Meeting: Friday 9 November 2012 12pm – to 2pm Goulburn Room</p>	

DRAFT

Greater Shepparton Disability Advisory Committee Minutes

1.00pm Friday 26 October 2012

Chairperson: Tony Bell **Note Taker:** Louise Dwyer

In attendance: Bryan Oehm, Tony Bell, Barry Kruse, Cr Jenny Houlihan, Tiny Harrison, Noela Hill, David Harcoan, Pam Marshall (Rural Access Officer) Louise Dwyer (Access & Inclusion Officer)

Apologies: Leah Ross, Sharon Sellick, Camuran Albanoi, Amanda Tingay

Item No.	Description	Action
1.	<p>Welcome, introduction apologies Tony welcomed guest Geoff Skidmore to DAC meeting.</p> <ul style="list-style-type: none"> • Geoff introduced himself as the Chairperson for the Shepparton District Tenant Group Inc. • Office is run by volunteers and funded by the Office of Housing • Office is located in the Wyndham Mall • Service includes information in relation to housing and the promotion of 'do-not-knock/call' • Organisation also promotes services in the community via hosting BBQs and information events • Newsletter is distributed bi-annually which reaches approximately 1100 residents. 	
2.	<p>Adoption of previous minutes – 28 September 2012 Moved Barry Kruse, Seconded Bryan Oehm. Carried</p> <p>Business Arising</p> <ul style="list-style-type: none"> • Louise spoke with Deborah Adams from Peter Copolus Group and discussed adult change facility within complex. • Louise spoke to Local Laws who have contacted local business in Mooroopna to reinforce the footpath trading policy • Louise requested timeline from Kelli Halden re the Vic Park Western proposed plans 	<p>Louise to enter on Assemblies of Council Register</p> <p>Louise will feedback to DAC and Deborah about other solutions after visit to Changing Ways Forum in November</p>
3.	<p>Assemblies of Councillors</p> <ul style="list-style-type: none"> • Disclosures of conflict of interest <p>Reminder: Local Government rules state if there is a Councillor present at a meeting, the Councillor must disclose a conflict of interest with any items on the Agenda</p>	<p>Nil conflict of interest from Cr Houlihan</p>
4. 4.1	<p>Guest Speakers 1.30pm – Belinda Collins (Community Safety Officer)</p> <ul style="list-style-type: none"> • Belinda spoke of a plan for Council to work towards becoming Nationally Accredited as a 'Safe 	

4.1 cont...	<p>Community.'</p> <ul style="list-style-type: none"> • This is a step to reaching the long term goal to have international accreditation which may take four to six years. • If successful, Greater Shepparton City Council will be one of the first Councils to have this accreditation • Council were successful in receiving a Federal grant of \$250,000 towards this project and Council will contribute funds also. • Council currently working with Police and other agencies in relation infrastructure and design details which are yet to be confirmed • Belinda spoke of the proposed 'footprint' where cameras will be positioned. • Council have met with staff from Geelong and Melbourne to discuss project • At this stage, plans are just for Shepparton CBD • Tony thanked Belinda for her time and for the information 	
<p>5</p> <p>5.1</p> <p>5.2</p> <p>5.3</p>	<p>Correspondence:</p> <p>Outgoing :</p> <ul style="list-style-type: none"> • Letter of response to C.E.O. re Post Office Box • Letter of thanks to CEO re support of Kidstown staff improving access <p>Incoming:</p> <p>Reports:</p> <p>Parking sub-committee (PSC) verbal report given by David Harcoan</p> <ul style="list-style-type: none"> • David reported on the Designated Accessible Parking Bay (DAPB) program <p>Safer Communities Committee – see Belinda's report</p>	
<p>6</p> <p>6.1</p> <p>6.2</p> <p>6.3</p> <p>6.4</p>	<p>Deferred Items</p> <p>DAC Terms Of Reference update Adopted during the September Council meeting</p> <p>Sailability Program Launch tonight 26 October. Council has purchased a boat</p> <p>Physical Disability Forum Scheduled for 23 November. Will promote once Caretaker period is over.</p> <p>International Day of Person With a Disability (IDPWD)</p> <ul style="list-style-type: none"> • Consensus was that we organised an event similar to last year's event in the Queens Gardens • Sub-committee formed consisting of Noela Hill, 	<p>Louise to co-ordinate a time for sub-committee to meet.</p>

<p>6.4 cont...</p> <p>6.5</p>	<p>Barry Kruse, Pam Marshall and Louise</p> <ul style="list-style-type: none"> • Sub-committee will meet to organise details of the event • Suggestion to contact Jim from Word and Mouth to organise some musicians • Barry Kruse will organise with Mooroopna Lions Club for the BBQ for the day. • Geoff Skidmore volunteered his tea and coffee trailer which also has a BBQ if needed • Louise needs to book the hydration trailer <p>Entrance Flags</p> <ul style="list-style-type: none"> • Louise to look into different options of designs which are generic • Louise to look into different styles of Flags which may be easier to read and doesn't 'flap' for passing traffic 	<p>Louise – book musicians with Jim from word and Mouth</p> <p>Barry to book Lions Club BBQ</p> <p>Louise to book hydration trailer</p> <p>Louise to source information and feedback to DAC at next meeting</p>
<p>7.</p>	<p>General Business</p> <ul style="list-style-type: none"> • NIL 	
<p>8.</p>	<p>Feedback from around the table</p> <ul style="list-style-type: none"> • Geoff - found this committee very educational and he is pleased to see such a positive committee working within Council to achieve better access for people with disabilities. • David – suggested Louise send Geoff a list of DAC's achievements over past few years. • Tiny – Nil • Bryan – Nil • Louise – Nil • Cr Houlihan – Spoke to a resident, Jodie Saxon who suggested to Jenny that Council needs to do more for people who are Deaf or hearing impaired. Jenny took this opportunity to thank the DAC as this is her last meeting in this term as Councillor. Jenny thanked the DAC members for their passion and mentioned that she has personally learnt a great deal from this committee and its members. Jenny commented how wonderful the group have been and appreciates their knowledge and enthusiasm. • Noela – Pushing for more awareness about Mental Health amongst community. Make a wish foundation was hosting a duck race on Saturday 27th October. Encouraged all to attend • Pam – suggested the Deaf Access Officer attend a DAC meeting in response to Jenny's report above. Pam also spoke of increase of bullying behaviour towards people with disabilities, particularly in Men's Sheds. • Tony – On behalf of the DAC, would like to extend 	<p>Louise to distribute list to Geoff</p>

	<p>gratitude to Cr Houlihan for her contribution to the DAC. Tony mentioned it has been a pleasure working with Jenny. Tony acknowledged her positive attitude and understanding as a human being towards improving access for people with a disability in our community.</p> <ul style="list-style-type: none">• Pam seconded Tony's comments and reiterated that Jenny has been a terrific resource and an asset to Council	
9.	Next Meeting – Friday 23 November 2012 Chair – David Harcoan	

DRAFT

MINUTES

GREATER SHEPPARTON HERITAGE ADVISORY COMMITTEE

MONDAY 26 NOVEMBER 2012
10.30 AM – 12.30 PM

BOARDROOM
90 WELSFORD STREET SHEPPARTON

Chair
Bruce Wilson OAM JP

Attendees:

Bangerang Cultural Centre	Marlene Atkinson
Community Representatives (3)	Brian Pethybridge, Evan Lloyd, Neil Penney
Dookie Historical Society	Gaye Sutherland (Dep. Chair)
Historical Society of Mooroopna	Val Hill
Katandra & District History Group	Marjorie Earl
Merrigum & District Historical Society	Anne Tyson (Secretary)
Murchison & District Historical Society	Warwick Finlay
Shepparton Heritage Centre	Bruce Wilson
Tatura & District Historical Society	Brian Williams
Toolamba Community Plan Steering Committee	Geoff Maynard
Strategic Planning (GSCC) (2)	Michael MacDonagh, Claire Tarelli

1. Apologies

Deborah Kemp, Barry Campbell and Cr Ryan

2. Declarations of Conflicts of Interest

Brian Pethybridge declared that there may be a conflict of interest regarding Scot's Church, Shepparton. Bruce outlined that this agenda item only related to the current status of the application and that this information was in the public domain. There is no conflict of interest.

3. Minutes of Meeting, Monday 01 October 2012

The minutes of the October meeting were received on the motion of Gaye Sutherland and seconded by Brian Pethybridge.

CARRIED

4. Presentation from the Statutory Planning Team

The Statutory Planning Team outlined the current status of the planning permit application for the former Mooroopna Hospital, Mooroopna, the recent VCAT approval of a planning permit seeking the doubling of the electronic display board on the Shepparton Hotel and the planning permit application for an extension to Scot's Church, Shepparton.

5. Bendigo Heritage Advisory Committee Debrief

The Committee discussed the recent Heritage Advisory Committee visit to meet Bendigo's Heritage Advisory Committee.

Anne moved that the Committee produces an annual report on its activities and submits it to Council for consideration. Marjorie seconded.

CARRIED

Anne moved that the Committee review its Terms of Reference to investigate the possibility of inserting a stipulation that certain categories of planning permit applications may be referred to the Committee for comment and how the Committee may make their recommendations known to the Statutory Planning Team. Neil seconded.

CARRIED

ACTION: Michael to recirculate the adopted Terms of Reference.

6. Cultural Heritage Awards 2013

Michael outlined the current status of the preparations for the launch of the calls for public nominations phase of the Cultural Heritage Awards 2013.

Claire outlined the importance of branding the Heritage Advisory Committee in consultation with the Communications Team.

7. Presentation on Interpretive Signage

Gaye Sutherland gave a presentation to the Committee on Interpretive Signage. Bruce requested that this should be an agenda item for the Committee's next meeting.

8. Masterclass – A Review of the Preparation of a Heritage Study – Deborah Kemp

Michael outlined that Deborah would give her presentation on the preparation of a heritage study at the Committee's January or February meeting.

9. Meeting Close

10. Presentation from Natalie Sheffield of Urban Initiatives re the Greater Shepparton War Memorials Study

ACTION: Michael to circulate to the Committee's historical societies for their comment and review.

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: **11 December 2012**

Attendees

Councillors: Cr Polan, Cr Houlihan, Cr Ryan, Cr Summer, Cr Oroszvary, Cr Patterson

Staff: Gavin Cator, Stephen O'Kane, Justin Finlayson, Steve Bowmaker, Simon Rose, Kaye Thomson, Sharlene Still, Patricia Garraway, Michael MacDonagh, Colin Kalms, Andrew Holloway, Braydon Aitken, Andrew Dainton, Tim Watson, Bill Hayward, Doug Smith, Graeme Pollard, Wendy Clark, (not all officers were present for all items)

Matters discussed

1. Building Better Regional Cities / BBRC Funding Agreement
2. Broiler Farm Application
3. Telecommunications Facility
4. Notre Dame College / Grace Road Campus
5. Exercise of Delegations Policy
6. Delegation to Chief Executive Officer
7. Extension to Contract 1234 / Hot and Cold bituminous products
8. Contract 1381 / Watt Road Reconstruction Works
9. Rating Strategy Reference Group / Additional Nominations Received
10. Councillor Code of Conduct
11. Shepparton Show Me Marketing Strategy
12. Methadone Program

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]

TRIM No. M12/

Record of Assembly of Councillors

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Name of meeting: **Rating Strategy Reference Group**

Date of meeting: **17 December 2012**

Attendees

Councillors: Cr Houlihan and Cr Oroszvary

Staff: Justin Finlayson and Wendy Clark

Matters discussed

1. Terms of Reference
2. Information folder provided to Reference Group Members
3. Future Meeting Schedule

Conflict of Interest Disclosures

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Name of meeting: **Councillor Briefing Session**

Date of meeting: **18 December 2012**

Attendees

Councillors: Cr Polan, Cr Houlihan, Cr Ryan, Cr Summer, Cr Oroszvary, Cr Patterson

Staff: Gavin Cator, Stephen O'Kane, Justin Finlayson, Steve Bowmaker, Simon Rose, Kaye Thomson, Sharlene Still, Wendy Clark, Tammi Rose, Michael Dwyer, Amy Jones, Rosemary Pellegrino, Claire Tarelli, Colin Kalms (not all officers were present for all items)

Matters discussed

- 1.LG Valuation Services - Council Rating Valuations
- 2.Health Status Report - Public Health & Wellbeing Planning Guide & Status Report
- 3.Structure Planning Overview
- 4.Connect GV - Rates
- 5.The Golden Age of Colour Prints Ticketing Matrix
- 6.Ministerial Update
- 7.Extension to Contract 1234 / Hot and Cold bituminous products
- 8.Councillor Code of Conduct
- 9.Monthly Financial Plan
10. Summer Market
11. Parking Budget
12. NBN tower - Katandra
13. Chief Executive Officer Delegation

Conflict of Interest Disclosures

Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the meeting?
	Nil	

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MINUTES

Shepparton Art Museum - Advisory Committee Meeting

Wednesday 19 December 2012 at 12.00pm
Venue: Welsford Room 2 Room

Committee Members: Michael Polan (Chairperson)
 Kirsten Paisley (Director)
 Barb Gray (President of the Friends of the Shepparton Art Museum Inc.)
 Dawn Hill (Friends Representative)
 Kris Medson (Community Representative)
 Heather van Heerwaarden. (Community Representative)
 Drew Pettifer (Community Representative)

Additional Invitees: Carrie Donaldson (Manager – Arts, Events & Tourism)

Note taker: Sheron Stevens

Item	Description	Action
	Meeting Opened : 12.05pm	
1.	Apologies: Kris Medson, Carrie Donaldson & Michael Polan	Chair

2.	Conflict of Interest on agenda items: Nil	Chair
3.	Minutes from previous meeting: Minutes - accepted by all members present Moved: Barb Gray Seconded: Heather van Heerwaarden	Chair
4.	Friends of the Shepparton Art Gallery Report: 4.1 Friends/Xmas Exhibition & VCE Opening - 29 November 2012 - 130 people in attendance 4.2 Wednesday Coffee Morning – 14 November 2012 – 30 people attended the talk by Artists of Friends of SAM and Kirsten Paisley 4.3 Friends of SAM have set aside the January meeting for a planning session - a facilitator will be invited to facilitate this meeting 4.4 Friends of SAM Membership is at around 403 mark .	President – Friends of SAM Inc.
5.	Acquisitions: 5.1 A Copy of the Acquisition Budget year to date – December along with Acquisition Expenditure were handed to each committee member in attendance. 5.2 Pat Brassington (artist) <i>#8 2011 The Pressings</i> Pigment Print 85 x 115cm \$7200.00 inc GST	Art Museum Director

	<p>Motion: To accept the above acquisition into the collection Moved: Heather van Heerwaarden Seconded: Barb Gray</p> <p>5.3 Brent Harris (artist) <i>The Prophet</i> Oil on Canvas 240x 160cm \$34,200 including 10% discount <i>Robert Salzer Foundation grant secured for the amount \$7375.00 towards this acquisition</i></p> <p>Motion: To accept the above acquisition into the collection Moved: Heather van Heerwaarden Seconded: Barb Gray</p> <p>5.4 Vladimír Tichý (artist) and Dr Marcella Romas (artists daughter) Collection of Ceramic artwork and objects Refer attached</p> <p>Motion: The above proposed acquisition has been postponed until a later date</p>	
6.	<p>Directors Report: 6.1 Staff 6.1.1- Amina Barolli position description has now been completed. This position is now reporting to Manager of Communications</p>	Art Museum Director

	6.1.2 Lillian Young - Collections Curator/Registrar commences on 7 January 2013	
7.	De-Accessioning: Nil	Art Museum Director
8.	Other Matters 8.1 Kirsten had a brief discussion with the members present on the status of the “ Foundation”	All
9.	Meeting Closed : 1.35pm	
10.	Next Scheduled Meeting : 20 February 2013	

Record of Assembly of Councillors

Record in accordance with section 80A(1) of the *Local Government Act 1989*

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Name of meeting: **Rating Strategy Reference Group**

Date of meeting: **10 January 2013**

Attendees

Councillors: Cr Houlihan and Cr Oroszvary

Staff: Justin Finlayson, Tammi Rose and Wendy Clark

Matters discussed

1. Actions from Last Meeting
2. Rating Presentation
3. Draft Rating Strategy – Framework and Principles
4. Development of suggested rating proposals

Conflict of Interest Disclosures

Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the meeting?

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Name of meeting: **Rating Strategy Reference Group**

Date of meeting: **21 January 2013**

Attendees

Councillors: Cr Houlihan and Cr Oroszvary

Staff: Justin Finlayson, Tammi Rose and Wendy Clark

Matters discussed

1. Actions from Last Meeting
2. Updated Draft Rating Strategy
3. Rates Benchmarking – Regional and Neighbouring Councils
4. User Benefit Analysis

Conflict of Interest Disclosures

Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the meeting?

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Record of Assembly of Councillors

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Name of meeting: **Councillor Briefing Session**

Date of meeting: **22 January 2013**

Attendees

Councillors: Cr Polan, Cr Houlihan, Cr Ryan, Cr Summer, Cr Oroszvary, Cr Patterson

Staff: Gavin Cator, Stephen O'Kane, Justin Finlayson, Steve Bowmaker, Simon Rose, Kaye Thomson, Sharlene Still, Michelle Patterson, Amanda Tingay, Colin Kalms, Graeme Long, Matthew Glavina, Geraldine Christou, Tara James, Janine Saxon (not all officers were present for all items)

Matters discussed

Katandra West Community Plan

Amendment C145 - Adoption of Anomalies Amendment

Contract 999 - Kerbside Domestic Waste and Organics Collection Service

Contract 1387 - Supply of plant and operations for crushing recycled concrete and bricks

Shangqui Friendship City Agreement

Naming of Bridge - Kialla

Naming of Gardens - Toolamba

Constitutional recognition of Local Government

Shepparton Show Me Reference Group Recommendation

Councillor Code of Conduct

Broiler Farm Planning Application

Off Leash Dog Park

Itinerant traders - Possible 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*

Attendees

Councillors: Cr Polan, Cr Houlihan, Cr Ryan, Cr Summer, Cr Oroszvary, Cr Patterson

Staff: Gavin Cator, Stephen O’Kane, Justin Finlayson, Steve Bowmaker, Simon Rose, Kaye Thomson, Sharlene Still, Amanda Tingay, Bill Hayward, Geraldine Christou, Tara James, Karli Sutherland (not all officers were present for all items)

Name of meeting: **Councillor Briefing Session**

Date of meeting: **29 January 2013**

Matters discussed

1. Community Matching Grants
2. Councillor Code of Conduct
3. Shepparton Show Me
4. Aquamoves

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: **Rating Strategy Reference Group**

Date of meeting: **30 January 2013**

Attendees

Councillors: Cr Houlihan

Staff: Justin Finlayson, Tammi Rose and Wendy Clark

Matters discussed

1. Actions from Last Meeting
2. Updated Draft Rating Strategy
3. Circulation of Rating Models

Conflict of Interest Disclosures

Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the meeting?

[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*

Attendees

Councillors: Cr Polan, Cr Houlihan, Cr Ryan, Cr Summer, Cr Oroszvary, Cr Patterson

Staff: Gavin Cator, Stephen O’Kane, Justin Finlayson, Steve Bowmaker, Simon Rose, Kaye Thomson, Sharlene Still, Anna Janson, Wendy Clark, Michael Caraffa, Colin Kalms, Geraldine Christou, Fiona Le Gassick, Tammi Rose, Matthew Jarvis (not all officers were present for all items)

Name of meeting: **Councillor Briefing Session**

Date of meeting: **5 February 2013**

Matters discussed

Greater Shepparton Census Data

Mid Year budget Discussions

Proposed Discontinuation to Elizabeth Street Tatura

Shepparton Show Me Reference Group Discussion

Conflict of Interest Disclosures

Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the meeting?
	Nil	

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: **Rating Strategy Reference Group**

Date of meeting: **7 February 2013**

Attendees

Councillors: Cr Houlihan and Cr Oroszvary

Staff: Justin Finlayson, Tammi Rose and Wendy Clark

Matters discussed

1. Actions from Last Meeting
2. Consideration of further Rating Models
3. Updated User Benefit Analysis
4. Updated Draft Rating Strategy

Conflict of Interest Disclosures

Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the meeting?

[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]

