

# MINUTES

FOR THE  
GREATER SHEPPARTON CITY COUNCIL

## ORDINARY COUNCIL MEETING

HELD ON  
TUESDAY 17 SEPTEMBER, 2013  
AT 5.30

IN THE COUNCIL BOARD ROOM

**COUNCILLORS:**

Cr Jenny Houlihan (Mayor)  
Cr Les Oroszvary (Deputy Mayor)  
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***



**MINUTES  
FOR THE  
ORDINARY COUNCIL MEETING  
HELD ON  
TUESDAY 17 SEPTEMBER, 2013 AT 5.30**

**CHAIR  
CR JENNY HOULIHAN**

**INDEX**

<b>1. ACKNOWLEDGEMENT .....</b>	<b>1</b>
<b>2. APOLOGIES .....</b>	<b>1</b>
<b>3. DECLARATIONS OF CONFLICT OF INTEREST .....</b>	<b>1</b>
<b>4. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS .....</b>	<b>1</b>
4.1 Confirmation of Minutes of Previous Meetings .....	1
<b>5. MANAGEMENT REPORTS FROM THE OFFICE OF THE CHIEF EXECUTIVE OFFICER .....</b>	<b>2</b>
5.1 Sir Murray Bouchier Memorial Advisory Committee - Resignation of Community Representative .....	2
5.2 Special Committees - Review of Instruments of Delegation and Returns Exemption.....	4
5.3 Chief Executive Officer - Leave Arrangements .....	9
5.4 Dhurringile Recreation Reserve and Community Centre Committee of Management - Appointment of an Additional Member .....	11
5.5 2013/2014 Christmas Arrangements.....	14
5.6 Shepparton Show Me Committee - Instrument of Delegation and Guidelines.....	18
5.7 New appointments to Shepparton Show Me Committee .....	22
<b>6. MANAGEMENT REPORTS FROM THE INFRASTRUCTURE DIRECTORATE.....</b>	<b>27</b>
6.1 AGL Electricity Contract .....	27
<b>7. MANAGEMENT REPORTS FROM THE COMMUNITY DIRECTORATE .....</b>	<b>31</b>
7.1 Universal Access and Inclusion Plan 2013-2017 .....	31
7.2 Endorsement of the Hume Region Preventing Violence Against Women & Children Regional Strategy 2013-2017 .....	36
7.3 Community Matching Grants Scheme - Round One 2013/2014 .....	42
<b>8. MANAGEMENT REPORTS FROM THE BUSINESS DIRECTORATE .....</b>	<b>50</b>
8.1 August 2013 Monthly Financial Report.....	50
8.3 Domestic Animal Management Plan 2013-2017 .....	55
<b>9. MANAGEMENT REPORTS FROM THE SUSTAINABLE DEVELOPMENT DIRECTORATE .....</b>	<b>66</b>
9.1 Small Town Festive Grant Program .....	66
9.2 Delegation to Korce, Albania .....	71
<b>10. TABLED MOTIONS .....</b>	<b>75</b>
<b>11. REPORTS FROM COUNCIL DELEGATES TO OTHER BODIES .....</b>	<b>75</b>
<b>12. REPORTS FROM SPECIAL COMMITTEES AND ADVISORY COMMITTEES.....</b>	<b>75</b>
<b>13. NOTICE OF MOTION, AMENDMENT OR RESCISSION.....</b>	<b>75</b>

<b>14. DOCUMENTS FOR SIGNING AND SEALING.....</b>	<b>75</b>
14.1 270 Verney Road Shepparton North - Transfer of Land for Open Space and Drainage Reserve .....	75
<b>15. COUNCILLOR ACTIVITIES.....</b>	<b>76</b>
15.1 Councillors Community Interaction and Briefing Program.....	76
<b>16. URGENT AND OTHER BUSINESS NOT INCLUDED ON THE AGENDA .....</b>	<b>79</b>
<b>17. PUBLIC QUESTION TIME.....</b>	<b>79</b>
<b>18. CONFIDENTIAL MANAGEMENT REPORTS .....</b>	<b>79</b>
18.1 Designation of Confidentiality of Information – Report Attachments .....	79

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

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

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

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

**Low** Operational, manage through usual procedures and accountabilities

**Insignificant** Operational, add treatments where appropriate



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

**OFFICERS: Gavin Cator – Chief Executive Officer  
Steve Bowmaker – Director Infrastructure  
Johann Rajaratnam – Director Sustainable Development  
Justin Finlayson – Director Business  
Rebecca Bertone – Official Minute Taker  
Lyn Martin – Deputy Minute Taker**

### **1. ACKNOWLEDGEMENT**

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

### **2. APOLOGIES**

Nil

### **3. DECLARATIONS OF CONFLICT OF INTEREST**

In accordance with sections 77A, 77B, 78 and 79 of the *Local Government Act 1989* Councillors are required to disclose a “conflict of interest” in a decision if they would receive, or could reasonably be 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.**

**Cr Ryan declared an indirect interest by close association in relation to report number 8.2 as his family members are submitting tenders for one of the contracts listed.**

### **4. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

**Moved by Cr Oroszvary  
Seconded by Cr Patterson**

That the Minutes of the Ordinary Council Meeting held on 20 August 2013, as circulated, be confirmed.

**CARRIED.**

## 5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

### 5.1 Sir Murray Bouchier Memorial Advisory Committee - Resignation of Community Representative

#### **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: Committees Liaison Officer**

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

**Approved by: Chief Executive Officer**

#### **Executive Summary**

The Sir Murray Bouchier Memorial Advisory Committee was formerly established as an advisory committee of Council at the Ordinary Council meeting held on 18 June 2013 and three community representatives were appointed. Russell Parker has subsequently advised that he is leaving the region and is resigning his position on the committee. This report has been prepared for Council to formally rescind his appointment to the committee.

#### **Moved by Cr Ryan**

#### **Seconded by Cr Polan**

That the Council rescind Russell Parker's appointment to the Sir Murray Bouchier Memorial Advisory Committee.

**CARRIED.**

#### **Background**

Once a person has been appointed to one of Council's advisory committees, their appointment can only be formally rescinded by resolution of Council. Since the establishment of the Sir Murray Bouchier Memorial Advisory Committee and appointment of members at the Ordinary Council meeting held on 18 June 2013 Russell Parker has advised that he would like to resign from the committee.

#### **Council Plan/Key Strategic Activity**

This proposal supports Council Plan Goal 5: High Performing Organisation (Leadership and Governance).

#### **Risk Management**

By ensuring that committees are established, members appointed and appointments rescinded in accordance with the *Local Government Act 1989*, Council considerably reduces the governance risks associated with the operation of committees.

#### **Policy Considerations**

There are no conflicts with Council policy.

#### **Financial Implications**

There are no financial implications arising from this proposal.

#### **Legal/Statutory Implications**

This proposal is consistent with the *Local Government Act 1989* and it is necessary to ensure compliance with this Act.



## 5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

### 5.1 Sir Murray Bouchier Memorial Advisory Committee - Resignation of Community Representative (continued)

#### **Environmental/Sustainability Impacts**

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

#### **Social Implications**

Rescinding Russell Parker's appointment to the committee will reduce the level of stakeholder participation in the committee. However a replacement member can be appointed if another member of the community expresses an interest in filling the vacant position on the committee. The remaining two community representatives appointed to the committee at the June Ordinary Council Meeting will continue to represent the community in the process of planning the memorial.

#### **Economic Impacts**

There are no economic impacts arising from this proposal.

#### **Consultation**

Russell Parker has informed Council that he wishes to resign his position on the committee due to the fact that he is leaving the region.

Officers believe that appropriate consultation has occurred 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

No other strategic links have been identified.

#### **Options for Consideration**

Council could decide not to rescind Russell Parker's appointment but this is not recommended given that he is leaving the region and will be unable to contribute to the memorial project. Until such time as his appointment is formally rescinded by Council he still remains an official member of the committee and this has implications for determining numbers for quorum at meetings of the committee.

#### **Conclusion**

It is recommended that Council rescind Russell Parker's appointment to the Sir Murray Bouchier Memorial Committee.

#### **Attachments**

Nil

## 5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

### 5.2 Special Committees - Review of Instruments of Delegation and Returns Exemption

#### **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: Committees Liaison Officer**

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

**Approved by: Chief Executive Officer**

#### **Executive Summary**

The *Local Government Act 1989* (the Act) provides councils with the power to establish special committees to carry out delegated functions, duties and powers on their behalf. Council currently has 22 Special Committees established by resolution of Council. Under the Act Council is required to conduct a review of any delegations to special committees as well as any exemptions given to members of special committees from the requirement to submit primary and ordinary returns. This review process has now been conducted and is presented to Councillors for formal endorsement.

#### **Moved by Cr Polan**

#### **Seconded by Cr Summer**

That the Council:

1. note that in accordance with section 86 of the *Local Government Act 1989*, Greater Shepparton City Council has undertaken a review of delegations to all special committees in force under section 86 of the Act.
2. revoke the Instruments of Delegation and Authorisation previously issued to all special committees other than the Shepparton Show Me Committee and the Development Hearings Panel.
3. adopt the revised Instrument of Delegations to the following special committees:
  - Arcadia Community Centre Committee of Management
  - Australian Botanic Gardens Shepparton Special Committee
  - Ballantyne Centre Committee of Management
  - Bunbartha Recreation Reserve Committee of Management
  - Caniambo Hall Committee of Management
  - Central Park Recreation Reserve Committee of Management
  - Congupna Recreation Reserve and Community Centre Committee of Management
  - Dhurringile Recreation Reserve and Community Centre Committee of Management
  - Dookie Memorial Hall Committee of Management
  - Dookie Recreation Reserve and Community Centre Committee of Management
  - Harston Hall Committee of Management

## 5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

### 5.2 Special Committees - Review of Instruments of Delegation and Returns Exemption (continued)

- Karramomus Recreation Reserve and Community Centre Committee of Management
  - Katandra West Community Facilities Committee of Management
  - Kialla District Hall Committee of Management
  - Kialla West Recreation Reserve Committee of Management
  - Lemnos Recreation Reserve Committee of Management
  - Murchison Community Centre Committee of Management
  - Tallygaroopna Memorial Hall Committee of Management
  - Tallygaroopna Recreation Reserve and Community Centre Committee of Management
  - Toolamba Recreation Reserve and Community Centre Committee of Management.
4. adopt the *Guidelines – Committee Delegations* for all special committees other than the Shepparton Show Me Committee and the Development Hearings Panel.
  5. in accordance with section 81(2A) of the Act, exempt the members of all special committees other than the Shepparton Show Me Committee and the Development Hearings Panel from the requirement to submit primary and ordinary returns to the Chief Executive Officer.

**CARRIED.**

#### **Background**

Council currently has 22 Special Committees established by resolution of Council. The majority of these committees manage Council facilities including recreation reserves, village halls and the Australian Botanic Gardens Shepparton. The Shepparton Show Me Committee and the Development Hearings Panel are also Section 86 Committees.

Section 86(6) of the Act requires Councils to conduct a review of any delegations to special committees in force within 12 months of a general election. The Instrument of Delegation to the Development Hearings Panel was reviewed and amended at the Ordinary Council Meeting held on 18 December 2012 and the Instrument of Delegation to the Shepparton Show Me Committee was last reviewed and amended at the Ordinary Council Meeting held on 19 February 2013. The instruments of delegations to the remaining 20 committees have now been reviewed and it is recommended that the existing instruments be revoked and a new instrument of delegation issued to each of these committees.

In undertaking this review, Council officers referred to the latest templates issued by Maddocks Delegations and Authorisations service and have ensured that the revised documents are in accordance with these templates. As a result of the review, the guidelines for these 20 committees have been combined into one single set of guidelines. The guidelines have been generalised to allow for some flexibility, particularly in terms of committee membership.

Under the current guidelines applying to the instruments of delegations to these committees there is some variation in terms of the number of committee members. The guidelines for the majority of the committees allow for between 5 and 11 members representative of the local community. However a couple of the committees have been

## 5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

### **5.2 Special Committees - Review of Instruments of Delegation and Returns Exemption (continued)**

amended over time to allow for more members to be appointed. It is proposed to standardise wording of the guidelines for these committees to set only the minimum numbers required to form a committee. Although the proposed guidelines only state that “*the Committee shall comprise, at a minimum, 5 members representative of the local community...*” this does not prevent the Council for deciding to appoint other people to a committee. For example, Council could choose to appoint a Councillor or Council Officer to a committee should they wish to do so. The Australian Botanic Gardens Shepparton Special Committee currently has a Councillor appointed to the committee and this appointment would continue unless Council resolves otherwise.

Section 81(2A) of the Act permits Council to exempt members of special committees from the requirement to submit primary and ordinary returns if it determines this is appropriate. The Act also requires the Council to review any exemptions in force within 12 months following a general election. Council has currently exempted all of its special committees from this requirement with the exception of the Shepparton Show Me Committee and the Development Hearings Panel and is therefore required to review this exemption. This report also outlines the outcome of this review and recommends that the current exemption remain in place for those committees. It is recommended that the Shepparton Show Me Committee and the Development Hearings Panel continue to be required to submit primary and ordinary returns.

#### **Council Plan/Key Strategic Activity**

This proposal supports the following key goals from the *Council Plan 2013-2017*:

- Goal 1: Active and Engaged Communities (Social)  
The establishment of special committees to manage community facilities supports our community to be active and engaged with decision making process relating to their local community facilities.
- Goal 5: High Performing Organisation (Leadership and Governance)  
Reviewing the Instrument of Delegations and Guidelines issued to special committees helps to ensure strong internal systems and processes that ensure best practice delivery of services for the community.

#### **Risk Management**

The exemption of all special committees except the Shepparton Show Me Committee and the Development Hearings Panel from submitting primary and ordinary returns to the Chief Executive Officer does involve risk, however restricted powers outlined in the instrument of delegation and guidelines to these committees ensures that this risk is minimal. Committees are also required to include a section at the start of their meetings where members can declare any conflicts of interest.

#### **Policy Considerations**

There are no conflicts with existing Council policies.

#### **Financial Implications**

There are no financial implications associated with the review of special committees in force under section 86 of the Act. There are no identified costs associated with the exemption of special committees from submitting primary and ordinary returns.

#### **Legal/Statutory Implications**

This proposal is consistent with the requirements of the *Local Government Act 1989*. Section 86(6) of the Act requires Council to review all special committees in force under

## 5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

### 5.2 Special Committees - Review of Instruments of Delegation and Returns Exemption (continued)

section 86 of the Act within 12 months of a general election. Section 81(2B) of the Act requires Council to review any exemptions in force within the period of 11 months after the general election. This review was conducted within the required time frame for both requirements.

#### **Environmental/Sustainability Impacts**

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

#### **Social Implications**

The appointment of Special Committees with community representatives 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**

As no significant changes are being made to any of the committee's instruments of delegation, committees have not specifically been consulted in relation to this proposal. However, over the past twelve months a survey has been undertaken seeking committee feedback in relation to their roles as committee members. Following the recent launch of the heavily revised Committees of Management Administrative Handbook it is planned to conduct further communication with these committees to help put new systems and processes in place to further support the committees.

Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
Inform	Keep informed	Copies of the revised Instruments of Delegation will be sent to the committees for inclusion in their Committees of Management Administration Handbook.
Consult	Informed, listen, acknowledge	Council will continue consult with its committees prior to making decisions that relate to the relevant facilities and any further changes which may be required to their Instrument of Delegation and Guidelines.
Involve	Work together. Feedback is an input into decision-making	Committees provide an important source of feedback for Council to manage their facilities.
Collaborate	Feedback will be incorporated into decisions to the maximum level possible	Council collaborates with its committees when making decisions about facility upgrades and maintenance.
Empower	We will implement what the public decide.	Committees of Management have delegated powers to make decisions in relation to the day to day management of the facilities that they are responsible for.

## 5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

### **5.2 Special Committees - Review of Instruments of Delegation and Returns Exemption (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 have been no strategic links identified to the Greater Shepparton 2030 Strategy.

##### **b) Other strategic links**

No other strategic links have been identified.

#### **Options for Consideration**

Council could choose not to amend the Instruments of Delegations to all or some of the special committees.

#### **Conclusion**

It is recommended that Council revoke the current Instruments of Delegations and adopt revised Instruments of Delegations and Guidelines to all special committees except the Shepparton Show Me Committee and the Development Hearings Panel. This will bring the delegation documents in line with the current template recommended by Maddocks Lawyers.

#### **Attachments**

1. Instruments of Delegation (Special Committees) Page 81
2. Guidelines - Committee Delegations Page 121

## 5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

### 5.3 Chief Executive Officer - Leave Arrangements

#### **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: Executive Assistant to the Chief Executive Officer**

**Proof reader(s): Team Leader Governance**

**Approved by: Chief Executive Officer**

**Other: Manager Corporate Performance**

#### **Executive Summary**

The Chief Executive Officer wishes to take leave for the period 21 September 2013 to 13 October 2013 (inclusive).

This report is advising Council of the proposed leave for information purposes, and recommends the appointment of an Acting Chief Executive Officer for this period.

**Moved by Cr Patterson**  
**Seconded by Cr Oroszvary**

That the Council:

1. note and endorse the Chief Executive Officer's leave arrangements from 21 September 2013 to 13 October 2013 (inclusive).
2. appoint Mr Steve Bowmaker, Director Infrastructure as Acting Chief Executive Officer and delegate all powers of the Chief Executive Officer for the period 21 September 2013 to 13 October 2013 (inclusive).

**CARRIED.**

#### **Background**

As an employee of Council, the Chief Executive Officer is entitled to annual leave and other approved leave; however the granting of leave is somewhat different to other employees. Generally Directors, Managers or the Chief Executive Officer as the case may be, will consider applications for leave.

The Chief Executive Officer's leave however needs to be approved by Council. The Chief Executive Officer seeks approval for annual leave for the period 21 September 2013 to 13 October 2013 (inclusive). He will be overseas and as such not able to perform any of the duties associated with his position.

As such, Council also needs to appoint an Acting Chief Executive Officer to be responsible for the day-to-day operations, as well as the statutory requirements of the position, during this period.

## 5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

### **5.3 Chief Executive Officer - Leave Arrangements (continued)**

The Chief Executive Officer is of the belief that there is a sufficiently experienced management team from which it is appropriate to make an appointment of an Acting Chief Executive Officer. It is for this reason; it is proposed that Steve Bowmaker, Director Infrastructure be appointed to the role of Acting Chief Executive Officer.

Should these arrangements be acceptable to Council, it is necessary for Steve Bowmaker, Director Infrastructure to be provided with relevant authority to undertake the role of Acting Chief Executive Officer.

#### **Council Plan/Key Strategic Activity**

There are no strategic implications relative to this matter.

#### **Risk Management**

There are very limited to no risks associated with the appointment of an Acting Chief Executive Officer, as all delegated powers are appointed to the Chief Executive Officer or any person acting in that position. All functions can be carried out by the Acting Chief Executive Officer as it would be by the appointed Chief Executive Officer.

#### **Policy Considerations**

There are no known policy implications relevant to this matter.

#### **Financial Implications**

There are only minor financial implications to Council in respect of the Chief Executive Officer's leave as all leave entitlements are provided for within the adopted budget.

#### **Legal/Statutory Implications**

Sections 94A of the *Local Government Act 1989*, relating to the general function provisions, and it is only the Council that can appoint the Chief Executive Officer and by extension an Acting Chief Executive Officer.

Chief Executive Officer's Employment Contract.

#### **Environmental/Sustainability Impacts**

There are no environmental/sustainability impacts relevant to this matter.

#### **Social Implications**

There are no social implications relevant to this matter.

#### **Economic Impacts**

There are no economic impacts relevant to this matter.

#### **Consultation**

Consultation has been conducted with the Mayor and the Executive Management Team

#### **Strategic Links**

There are no strategic links relevant to this matter.

#### **Attachments**

Nil



## 5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

### 5.4 Dhurringile Recreation Reserve and Community Centre Committee of Management - Appointment of an Additional Member

#### **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: Committees Liaison Officer**

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

**Approved by: Chief Executive Officer**

#### **Executive Summary**

The Dhurringile Recreation Reserve and Community Centre Committee of Management currently has 10 community members. Council has now received an additional application from Jodie Brisbane who is interested in joining the committee. It is recommended that the application be accepted and that Jodie Brisbane be appointed for the remaining term of the current committee.

#### **Moved by Cr Summer**

#### **Seconded by Cr Patterson**

That the Council, having considered the application received from Jodie Brisbane for appointment to the Dhurringile Recreation Reserve and Community Centre Committee of Management, appoints Jodie Brisbane to the committee for a term expiring on 19 June 2014.

**CARRIED.**

#### **Background**

At the Ordinary Council meeting held on 19 June 2012 eight members were appointed to the Dhurringile Recreation Reserve and Community Centre Committee of Management. An additional two members were appointed at the Ordinary Council Meeting held on 21 August 2012. Council has now received an additional application from a community member interested in joining the committee and it is recommended that the application be accepted and that Jodie Brisbane be appointed for the remaining term of the current committee expiring on 14 June 2014.

#### **Council Plan/Key Strategic Activity**

This proposal supports the following objectives of the *Council Plan 2013-2017*:

- Objective 1 – Active & Engaged Community (Social)
- Objective 4 – Quality Infrastructure (Built)
- High Performance Organisation (Leadership and Governance)

## 5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

### 5.4 Dhurringile Recreation Reserve and Community Centre Committee of Management - Appointment of an Additional Member (continued)

#### Risk Management

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

#### Policy Considerations

There are no conflicts with existing Council policies.

#### Financial Implications

There are no financial implications arising from this proposal.

#### Legal/Statutory Implications

The Dhurringile Recreation Reserve and Recreation Reserve Advisory Committee has been established under section 86 of the *Local Government Act 1989* and has been issued with an Instrument of Delegation and Guidelines outlining their responsibilities.

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

#### Environmental/Sustainability Impacts

There are no environmental/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

At the time of the initial recruitment of members a public notice calling for applications from community members interested in joining the committee was placed in the Shepparton News. The Committee have also been advised that additional members can always be added at any time and they have requested that Jodie Brisbane be appointed to the committee.

## 5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

### 5.4 Dhurringile Recreation Reserve and Community Centre Committee of Management - Appointment of an Additional Member (continued)

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

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

#### **Strategic Links**

##### a) Greater Shepparton 2030 Strategy

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

##### b) Other strategic links

There are no other strategic links applicable to this proposal.

#### **Options for Consideration**

Councillors could choose not to appoint Jodie Brisbane to the committee but this is not the recommended option.

#### **Conclusion**

It is recommended that Council appoint Jodie Brisbane to the committee as it helps to increase the involvement of the local community in the ongoing management of important facilities and reduces the amount of responsibility on the other committee members and reduces the need for Council to directly manage these facilities.

#### **Attachments**

Nil

## 5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

### 5.5 2013/2014 Christmas Arrangements

#### **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: Governance Officer**

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

**Approved by: Chief Executive Officer**

#### **Executive Summary**

The Council Offices close over the Christmas and New Year period each year, with the length of closure varying, depending on when each public holiday falls.

This year, Christmas Eve falls on a Tuesday and it is proposed the offices close from 3.00pm on this day (Tuesday 24 December 2013) and re-open at 8.15am on Thursday 2 January 2014.

Directors will make appropriate staffing arrangements to ensure that Council services and programs required to operate during this period continue to do so without interruption.

As has been the practice in previous years, it is also proposed that no ordinary Council meeting be held in January 2014, with the meeting cycle to resume on the third Tuesday of February 2014.

**Moved by Cr Oroszvary  
Seconded by Cr Patterson**

That the Council resolves:

1. the Council offices close at 3.00pm on Tuesday 24 December 2013 and re-open at 8.15am on Thursday 2 January 2014
2. no Ordinary Council Meeting be held during January 2014
3. the meeting cycle be resumed on Tuesday 18 February 2014

**CARRIED.**

#### **Background**

##### Council Meetings:

The last Ordinary Council meeting for 2013 will be held on Tuesday 17 December. As in previous years, it is proposed that no ordinary meeting be held in January 2014, with the meeting cycle to resume on the third Tuesday of February 2014.

During the interim period, Special meetings may be called if required to consider any urgent business.

## 5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

### **5.5 2013/2014 Christmas Arrangements (continued)**

It is considered that Councillors will not be required during the public holiday period and will resume Council commitments from Monday 20 January 2014.

#### Office Closure:

The period between Christmas and New Year is a very quiet time for the organisation with most businesses and traders in the area closing prior to Christmas and remaining closed well into January.

It is proposed that this year, the Council Offices close at 3.00pm, Tuesday 24 December 2013 and re-open at 8.15am on Thursday 2 January 2014. This would require the majority of staff to take three days of leave, with staff involved in delivering essential services and programs continuing to operate throughout this period as required.

In the past, the 3.00pm closing on Christmas Eve has been a popular option with staff as it allows them time to run errands and make last minute preparations prior to the public holiday shut down. In considering equality, it has also been queried whether part time employees should also be permitted to finish two hours earlier than their usual finish time.

#### **Council Plan/Key Strategic Activity**

There are no direct links to the Council Plan.

#### **Risk Management**

There is no risk associated with closing the Council Offices over the Christmas and New Year period. Arrangements will be put in place to ensure programs and services continue to operate during this period.

#### **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 *Local Government Act 1989* and all other relevant legislation.

#### **Environmental/Sustainability Impacts**

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

#### **Social Implications**

There are no social impacts by closing the Council Offices over Christmas and New Year.

#### **Economic Impacts**

There are no economic impacts arising from this proposal

## 5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

### 5.5 2013/2014 Christmas Arrangements (continued)

#### Consultation

Inform	Staff and public will be informed that Council is closing the offices at 3.00pm Tuesday 24 December 2013 and re-open at 8.15am on Thursday 2 January 2014.	<u>External Communication:</u> <ul style="list-style-type: none"> <li>• Public Notice</li> <li>• Flyer at Welsford Street main entrance</li> <li>• GSCC Website</li> </ul> <u>Internal Communication:</u> <ul style="list-style-type: none"> <li>• Insite</li> <li>• Email from the CEO</li> <li>• ExecSpeak</li> </ul>
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Council officers believe that appropriate consultation has occurred and the matter is now ready for consideration

#### Strategic Links

##### a) Greater Shepparton 2030 Strategy

There are no strategic links to the *Greater Shepparton 230 Strategy*.

##### b) Other strategic links

There are no objective links to the *Council Plan 2013-2017*.

#### Options for Consideration

##### Council Meetings:

1. Commence the Ordinary Council meeting cycle from Tuesday 18 February 2014, relieving Councillors from their regular duties until Monday 20 January 2014.

This also provides the opportunity for Council staff to take additional leave over the school holiday period.

2. Commence the Ordinary Council meeting cycle from Tuesday 18 February 2014.

##### Office Closure:

1. Council offices close at 3.00pm Tuesday 24 December 2013 and reopen at 8.15am Thursday 2 January 2014.

This option would require staff to take three days of leave.

It also needs to be considered with this option if part time employees are entitled to leave earlier than 3.00pm so they also receive the benefit of leaving earlier than their normal finishing time.

2. Council offices close at 5.00pm Friday 20 December 2013 and reopen at 8.15am Thursday 2 January 2014.

This option would require staff to take five days of leave.

3. Council offices close at 5.00pm Friday 20 December 2013 and re-open at 8.15am Monday 6 January 2014.

This option would require staff to take seven days of leave

## 5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

### 5.5 2013/2014 Christmas Arrangements (continued)

#### **Conclusion**

##### Council Meetings:

It is recommended that there be no Ordinary Council meeting held in January 2014, as outlined in option 1.

If required, a Special meeting may be called to consider any urgent business arising during this interim period.

##### Office Closure:

It is recommended that option 1 provides staff with an adequate break over the festive season with minimal disruption to daily business and services to the public.

Option 1 also has the least number of mandatory leave days required from staff, therefore reducing the impact of any staff member required to take leave without pay during this period, should their leave balances be insufficient

#### **Attachments**

Nil

## 5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

### 5.6 Shepparton Show Me Committee - Instrument of Delegation and Guidelines

#### **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: Committees Liaison Officer**

**Proof reader(s): Team Leader Governance, Manager Marketing and Communications, Manager Corporate Performance**

**Approved by: Chief Executive Officer**

#### **Executive Summary**

In accordance with clause 122.1 of Council's Local Law No. 2 – Processes of Local Government (Meetings and Common Seal), where Council establishes a Special Committee, all provisions of Parts A-C of the Local Law shall apply with any necessary modifications and adaptations. However, clause 123.1 of the local law allows Council to issue written guidelines to such committees which determine that any provisions of Parts A-C are not to apply. Currently the Shepparton Show Me Committee has not been exempted from the requirement to comply with Local Law No. 2. This report proposes that the Shepparton Show Me Committee to be exempted from this requirement and that the relevant meeting procedure guidance from the local law into the Guidelines.

**Moved by Cr Oroszvary**

**Seconded by Cr Polan**

That the Council:

1. revoke the Guidelines Applying to the Instrument of Delegation to the Shepparton Show Me Committee adopted on 19 February 2013
2. pursuant to clause 123.1 of Local Law No. 2 Processes of Local Government (Meetings and Common Seal), resolve that Local Law No. 2 does not apply to the conduct of meetings of the Shepparton Show Me Special Committee
3. adopt the amended Guidelines Applying to the Shepparton Show Me Special Committee and determine that the committee is required to conduct its meetings in accordance with those Guidelines.

**CARRIED.**

#### **Background**

Section 91(3) of the *Local Government Act 1989* (the Act) allows Council to exempt special committees and advisory committees from compliance with *Local Law No. 2 – Processes of Local Government (Meetings and Common Seal)*. Council currently has 22 special committees of which 20 have been exempted in accordance with Act. The Shepparton Show Me Committee, along with the Developments Hearing Panel are currently still required to comply with the local law. This includes formal restrictions on speaking time for each member.



## 5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

### **5.6 Shepparton Show Me Committee - Instrument of Delegation and Guidelines (continued)**

In order to better facilitate full discussion amongst members of the Shepparton Show Me committee during their committee meetings, it is proposed that the committee be exempted from the requirement to comply with Local Law No. 2. To ensure that the committee's meetings are still conducted in an orderly manner it is proposed to include many of the relevant clauses from the local law into the Guidelines to the Instrument of Delegation to the committee.

The proposed guidelines will provide more detailed guidance to the committee on the following aspects of the operation of their committee:

- exemption of the committee from the requirement to comply with the local law
- removal of the reference to the Chairperson being required to undertake appropriate training relating to the local law
- setting of general meeting dates by resolution of the Committee. Previously dates could be set as designated by the Chairperson
- Special (Emergency) Meetings
- requirements relating to the giving notice of meetings to committee members and the public
- amending of an agenda after it has been distributed
- chairing of meetings of the Committee
- motions which must not be accepted by the Chairperson
- modification of the wording or withdrawal of a motion before the Chairperson
- all remarks from members to be directed through the Chairperson
- the procedure for determining a motion including the requirement to ensure that quorum is present
- the content that must be included in minutes of committee meetings
- conflict of interest requirements
- audio or video recording of committee meetings
- responsibilities of the Secretary and Treasurer

As the Guidelines are already being reviewed it is also proposed to make the following changes to the document:

- amend references to the committee developing a comprehensive business plan to developing a comprehensive marketing plan
- insertion of the requirement to develop a 5 year marketing strategy
- removal of the section covering Capital Works as this section is not relevant to the operation of the Committee
- inclusion of a clause allowing members to attend meetings via telephone conferencing.

These proposed changes will help to facilitate the meetings of the Committee and are therefore recommended to Council for adoption.

A minor alteration is also being made to the Committee Delegation Guidelines – Committee Membership. The current Guidelines state that the Committee shall comprise up to eight members representative of the Shepparton business community. It is recommended that this is reworded to say the Committee shall comprise of a minimum of six members representative of the Shepparton business community. This alteration will bring the Shepparton Show Me Guidelines into alignment with other Section 86 Committee Guidelines and enables more Shepparton Show Me stakeholders to nominate for committee membership.

## 5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

### 5.6 Shepparton Show Me Committee - Instrument of Delegation and Guidelines (continued)

#### **Council Plan/Key Strategic Activity**

This proposal supports the following Goal 3: Economic Prosperity (Economic) from the *Council Plan 2013-2017*. Council has committed to continuing to support and revitalise Shepparton Show Me. The exemption of the Committee from the requirement to comply with the requirements of Local Law No. 2 and inclusion of relevant sections of the local law in the Guidelines issued to the Committee will help them to better understand their roles and responsibilities and better facilitate the running of their committee meetings.

#### **Risk Management**

By reviewing the operation of the Shepparton Show Me Committee and providing them with guidelines appropriate for their committee Council will assist the Committee to better comply with the provisions of section 86 of the *Local Government Act 1989*. This, in turn, will considerably reduce the governance risks associated with the delegation of Council powers to the Committee.

Risks	Likelihood	Consequence	Rating	Mitigation Action
Non-compliance with the provisions of the <i>Local Government Act 1989</i> .	B	3	Moderate	Removing the requirement for the Committee to comply with Local Law No. 2 and providing relevant guidance as part of the Guidelines to their Instrument of Delegation to assist them to meet the provisions of the Act.

#### **Policy Considerations**

There are no conflicts with existing Council Policy.

#### **Financial Implications**

There are no direct financial implications associated with the recommendations outlined in this report.

#### **Legal/Statutory Implications**

The options outlined in this report are consistent with sections 86 and 91(3) of the *Local Government Act 1989* and will assist the Committee to improve their compliance with the requirements of the Act.

#### **Environmental/Sustainability Impacts**

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

#### **Social Implications**

There are no social implications arising from the recommendations outlined in this report.

#### **Economic Impacts**

An assessment of the economic benefits of Shepparton Show Me undertaken by Essential Economics in 2008 highlight just how beneficial the Shepparton Show Me promotional scheme can be to Shepparton's Economy. Simplifying the meeting

## 5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

### **5.6 Shepparton Show Me Committee - Instrument of Delegation and Guidelines (continued)**

procedure requirements for the Committee will help to revitalise the committee and better position them to continue supporting Shepparton's economy.

#### **Consultation**

This report has been prepared following extensive consultation with officers from Council's Governance, Marketing and Communications and Investment Attraction departments. Consideration will be given to undertaking training with the members of the Shepparton Show Me Committee to assist them to comply with the requirements.

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 strategic links to the *Greater Shepparton 2030 Strategy*.

##### **b) Other strategic links**

No other strategic links have been identified.

#### **Options for Consideration**

The Council could choose:

- not to adopt the recommendations and to determine that the Committee shall be required to undertake all of their business in accordance with the requirements of the local law.
- to make alternate changes to the Committee's guidelines.

#### **Conclusion**

As the proposed changes will help to facilitate the meetings of the Committee they are therefore recommended to Council for adoption.

#### **Attachments**

Guidelines Applying to the Instrument of Delegation to the Shepparton Show Me Committee Page 130

## 5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

### 5.7 New appointments to Shepparton Show Me Committee

#### **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 Marketing and Communications**

**Proof reader(s): Communications Officer**

**Approved by: Chief Executive Officer**

#### **Executive Summary**

Currently there is still a vacancy on the Shepparton Show Me Committee as the result of a previous application not being accepted due to potential conflict of interest.

In filling this vacancy Shepparton Show Me received two applications from local business owners.

The Shepparton Show Me Committee assessed that both of the business owners would add significant value to the Committee and the Shepparton Show Me initiative.

Applications were received from Mr Malcolm Blake owner of Blake's Florist and Ms Leanne Stride owner of the Lemon Tree Café.

As part of the recent review of the Shepparton Show Me Committee Delegation Guidelines it has been recommended that the Committee comprise of between six and nine members representative of the Shepparton business community. Previously the number has been set at eight.

If the recommendation to alter the Guidelines is supported by Council then this will enable the acceptance of both nominations.

The voting members of the Shepparton Show Me Committee assessed the applications against the selection criteria and are recommending that Malcolm Blake and Leanne Stride be appointed to the Committee pending the outcome of Council revoking the Guidelines Applying to the Instrument of Delegation to the Shepparton Show Me Committee adopted on 19 February 2013 and adopting the amended Guidelines Applying to the Shepparton Show Me Special Committee.

**Moved by Cr Polan**

**Seconded by Cr Oroszvary**

That the Council, following the revoking of the Guidelines Applying to the Instrument of Delegation to the Shepparton Show Me Committee adopted on 19 February 2013 and adopting the amended Guidelines Applying to the Shepparton Show Me Special Committee, appoint to the Shepparton Show Me Committee Malcolm Blake for a two year term and Leanne Stride for a period of 12 months.

**CARRIED.**

## 5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

### **5.7 New appointments to Shepparton Show Me Committee (continued)**

#### **Background**

The guidelines applying to the Shepparton Show Me Committee outlines that members will be appointed to the committee for a period of two years with 50 per cent of the committee positions being eligible for nomination every 12 months.

The terms of four current Shepparton Show Me Committee members expired in early July 2013. This coupled with the resignation of two members earlier this year resulted in six committee positions being available.

Of the six positions, two positions were available for a one year period ending 17 July 2014, with four positions being available for a two year period.

Expressions of Interest for the six available committee positions were placed in the public notices section of the Shepparton News on Friday 31 May 2013 and Friday 7 June 2013 and The Adviser on Wednesday 5 June 2013 and Wednesday 12 June 2013, as well as being advertised on the Shepparton Show Me and Council websites. Shepparton Show Me Committee members also approached members of business community to ascertain interest and email was sent to all Shepparton Show Me stakeholders advising them of the available positions.

Applications for these positions closed at 5.00pm on Monday 17 June 2013.

As a result of this process five of the six positions were filled, with one application not being supported due to potential conflict of interest. A vacancy has therefore continued to exist.

In reviewing the Guidelines applying to the delegation of authority to the Shepparton Show Me Committee of Management, it has been recommended that section 8 outlining committee membership be changed to:

- 8.1 *The Committee shall comprise up to eight of the following:*
- 8.1.1 *between 6 and 9 members representative of the Shepparton business community,*
  - 8.1.2 *two councillors*
  - 8.1.3 *one member of Council's Executive, and*
  - 8.1.4 *four three non-voting members being the Council officers holding the positions of:*
    - (a) *Council officers – one Council officer being a member of the executive (voting member), and the other Council officers to be the officer holding the position of Manager Marketing and Communications,*
    - (b) *Manager Arts, Events and Tourism, and*
    - (c) *Manager Investment Attraction (non-voting members).*
- 8.2 *Members will be appointed for a period of two years (but may be removed by the Council at any time). Nominations will take place each year, with 50 per cent of the Committee positions eligible for nomination every twelve months. A member of the Committee shall be eligible for re-appointment at the expiration of his or her period of office.*
- 8.3 *The Council will call for registrations of interest from the community by way of a notice in the public notices section of a local newspaper before appointing business community representatives to the Committee.*

## 5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

### 5.7 New appointments to Shepparton Show Me Committee (continued)

Supporting the changes to the guidelines will enable the committee to appoint both Malcolm Blake and Leanne Stride.

The applications received from Malcolm Blake and Leanne Stride were received and evaluated according to certain criteria which included:

- Established networks with a range of Shepparton businesses
- An innovative and creative approach to problem solving
- A willingness to work in a team environment
- An understanding of marketing and advertising
- Business planning and financial management skills
- An understanding of business issues across a broad range of industry sectors
- Ability to regularly attend monthly meetings
- Potential conflicts of interest

The assessment was conducted by the following Shepparton Show Me Committee members:

- Clinton Tilley – Deputy Chair
- Gerard Bruinier – Secretary
- Tristen Murray – Treasurer
- Cr Michael Polan
- Barry Smith
- John Montagner
- Peter Dunbabin
- Morry McKellar
- Johann Rajaratnam – Director Sustainable Development

The panel reviewed the applications, assessing them against the selection criteria and endorsing Malcolm Blake and Leanne Stride for appointment.

*Moved by Clinton Tilley*

*Seconded by Barry Smith*

*The Shepparton Show Me Committee moved that the application of Malcolm Blake for the appointment of Committee Member for a term of two years be accepted.*

*CARRIED*

*Moved by Clinton Tilley*

*Seconded by Johann Rajaratnam*

*The Shepparton Show Me Committee moved that the application of Leanne Stride for the appointment of Committee Member for a term of one year be accepted.*

*CARRIED*

## 5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

### **5.7 New appointments to Shepparton Show Me Committee (continued)**

#### **Council Plan/Key Strategic Activity**

This proposal is consistent with the Council Plan 2013-2017:

#### **Goal 3: Economic Prosperity (Economic)**

1. Maximise opportunities to ensure Greater Shepparton leads Victoria, retaining and attracting education and industry.
2. Ensure that retail strategies deliver appropriate outcomes for the community.

#### **Risk Management**

The appointment of replacement members through formal resolution of the Council reduces governance risks by ensuring that all members appointed to a committee are covered by the Council's public liability insurance.

The review panel assessed the applicants based on their responses to the selection criteria and have ensured their recommendations for committee members are representative of the broader business community.

#### **Policy Considerations**

There are no conflicts with Council Policy

#### **Financial Implications**

There are no financial implications associated with this proposal.

#### **Legal/Statutory Implications**

The proposal conforms to legislation set out in section 86(2) of the Local Government Act 1989 – a Council may appoint members to a special committee and may at any time remove a member of a special committee.

#### **Environmental/Sustainability Impacts**

There are no environmental/sustainability impacts associated with this proposal.

#### **Social Implications**

There are no social implications associated with this proposal.

#### **Economic Impacts**

There are no economic impacts associated with this proposal.

#### **Consultation**

The current Shepparton Show Me Committee was advised of the process for recruiting new committee members at the monthly meetings prior to the closing date. Positions were publicly advertised and following the closing date for submissions, committee members personally approached members of the business community to ascertain their interest in becoming a member of the Shepparton Show Me Committee.

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

#### **Strategic Links**

##### **a) Greater Shepparton 2030 Strategy**

The Shepparton Show Me Committee is an important component of the development and delivery of the Council's objectives for the enhancement of the Shepparton business community. The committee supports the retail strategies outlined in the Greater Shepparton 2030 plan.

## 5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

### **5.7 New appointments to Shepparton Show Me Committee (continued)**

#### **b) Other strategic links**

As per the revised Economic Development Action Plan, Shepparton Show Me supports its objective of supporting the role and viability of the Shepparton CBD as the premier centre serving the region. Shepparton Show Me also supports promoting the area as a destination to live, work and invest, which also is a key objective found in the strategy.

#### **Options for Consideration**

The recommendation is the preferred option, alternatively determine not to appoint any of the nominated members.

#### **Conclusion**

That the Council, having considered the nominations received for appointment to the Shepparton Show Me Committee, determine whether to appoint Malcolm Blake to represent Shepparton Show Me for a two year term and Leanne Stride for a 12 month term, commencing immediately.

#### **Attachments**

Nil



## 6. INFRASTRUCTURE DIRECTORATE

### 6.1 AGL Electricity Contract

**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 Works**

**Proof reader(s): Coordinator Buildings**

**Approved by: Director Infrastructure**

#### **Executive Summary**

The purpose of the report is to finalise arrangements for Council to participate in the Procurement Australia contract 1606/0104 Supply of Electricity and Associated Services. The contract will be referred as contract 1453 for Council purposes.

The contract value for Council is \$4,356,000 (including GST) over three years with the option of two (2) twelve month extensions. The value of the contract exceeds the amount which can be approved by Council's Chief Executive Officer under delegated authority.

#### **Moved by Cr Ryan**

#### **Seconded by Cr Summer**

That the Council:

1. accept the tender submitted by AGL for the Procurement Australia Contract No. 1453 Retail Supply of Electricity and Associated Services, which Greater Shepparton City Council is a participating member. The contract value for Greater Shepparton City Council is \$4,356,000 (GST inclusive) over three years.
2. agree to purchase 10% of Council's electricity consumption from renewable energy sources.
3. note that the Procurement Australia contract number is 1606/0104 but will be referred to as contract 1453 for Council purposes.
4. note that the contract with AGL will be for three years with two (2) twelve month extension periods.
5. authorise the CEO to award the contract extension for two additional 12 month periods.
6. authorise the Chief Executive Officer to sign and seal the contract documents.

**CARRIED.**

#### **Contract Details**

Procurement Australia acting as the tendering agents for participating Members, sought public tenders for the Retail supply of electricity to metered sites from licensed Victorian

## 6. INFRASTRUCTURE DIRECTORATE

### 6.1 AGL Electricity Contract (continued)

electricity retailers. Additional services for data provision, online analysis tools and associated services were sought from suitably licensed market participants. GreenPower pricing has been sought from Retail suppliers and specialist financial institutions as a subsection of Retail Supply.

By utilising the Procurement Australia contract, Council has joined many local governments and not for profit organisations to generate aggregated market buying power of \$132,000,000. As such, the discount on electricity offered through this contract represents a 37% saving from the standard available tariff. In addition to this, there will be no Consumer Price Index (CPI) increase in electricity costs for three years.

Council has previously been involved in the Procurement Australia contract for Retail Supply of Electricity and Associated Services, which was also through AGL. The new contract through Procurement Australia with AGL will see Council's average annual electricity costs reduce by 3.4% based on this year's annual usage patterns.

#### **Tenders**

Tenders were received from:

1. AGL
2. Alinta
3. ERM Power
4. Metering Dynamics
5. Momentum Energy
6. Origin Energy
7. Pacific Hydro
8. Select Solutions
9. Simply Energy
10. TRUenergy
11. COZero

#### **Tender Evaluation**

Tenders were evaluated by Procurement Australia. The Evaluation Report is attached.

#### **Evaluation Criteria**

Tenders were evaluated on the following criteria:

Evaluation Criteria	Weighting
Price	50%
Contractor Performance	22.5%
Customer Focus	15%
Compliance	10%
Corporate Responsibility	2.5%

#### **Council Plan/Key Strategic Activity**

Goal 5 - High Performing Organisation

Objective - Develop stronger relationships between council and State and Federal Governments, local government sector and non-government partnerships to enhance the position of Greater Shepparton City Council.

Aim - Council recognises the opportunities available through sector wide collaboration to maximise the improvement opportunities for our community. Equally the opportunities for

## 6. INFRASTRUCTURE DIRECTORATE

### 6.1 AGL Electricity Contract (continued)

partnerships with the non-government sector provide a level of opportunity which will be explored to ensure our community receives the best possible services.

Strategy - Seek opportunities for partnerships with the non-government sector to support Greater Shepparton in the delivery of services to our community.

#### **Risk Management**

Risk Management has been completed by Procurement Australia. There is minimal risk to Council.

#### **Policy Considerations**

By participating in a Procurement Australia tender, Council is still compliant with Council's own Procurement Policy.

#### **Financial Implications**

Council will receive discounted electricity as a result of its membership and participation in the Procurement Australia contract. Procurement Australia and AGL have stated the savings to members is in the order of 37% on standard tariffs. The saving has been achieved through the collective market buying power of members which is approximately \$132,000,000.

The Green Energy component of our contract is 10% of our consumption charges only. It is not 10% of the overall annual spend. Network charges including demand charges are not included when calculating 10% Green Energy. As such, the Green Energy estimate per annum is about \$19,000 (see attachment 7). This figure has been supplied by AGL based on a request by Council to understand what a 10% Green Energy cost would look like.

#### **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**

By adding the AGL GreenChoice product to Council's electricity energy plan, Council will receive 10% of electricity from renewable energy sources, such as solar, wind and hydro, which have been approved through the National Green Power Accreditation Program.

The inclusion of GreenChoice product into Council's electricity energy plan will mean that Council is supporting the establishment and expansion of Green Energy sources.

Council is a participating organisation in the MAV supported ECO-Buy program which is an independent not for profit organisation established to actively encourage Councils to increase expenditure on environmental preferable or 'green' products. The purchase of Green Energy will be acknowledged as part of Councils contribution towards supporting the environment through purchase of sustainable or green products.

#### **Strategic Links**

##### a) Greater Shepparton 2030 Strategy

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

##### b) Other strategic links

No other strategic links have been identified.

## 6. INFRASTRUCTURE DIRECTORATE

### 6.1 AGL Electricity Contract (continued)

#### Options for Consideration

##### Option 1 - Recommended

Participate in the Procurement Australia tender for the supply of electricity and associated products and benefit from the combined buying power of the participating members (\$132,000,000) to achieve discounted electricity prices.

##### Option 2 – Not Recommended

Greater Shepparton City Council may choose to run its own tender for electricity. This option will require Council to undertake a new procurement process and risk that its buying power will be sufficient to gain discounted electricity rates from tenderers equivalent or better than that achieved through the Procurement Australia contract.

#### Conclusion

Participating in the Procurement Australia tender process will guarantee Council a savings of 37% off standard available tariffs, and 3.4% off the existing contract prices, based on our current usage data, effectively seeing our electricity costs reduce at a time when prices are rising in the market.

By going to market with an aggregate contract value of \$132,000,000, participating members have realised their market buying power and as a result will benefit from discounted electricity prices.

Council will also benefit by not having to run and manage its own procurement process for what could be a complex contract. In addition to this we will receive ongoing contract support through PA, as well as improved and prioritised customer service from AGL as a result of being a party to the contract.

By purchasing 10% Green Energy Council is also making a valuable contribution to support the sustainable energy industry and the environment.

#### Attachments

- |  |          |
|--|----------|
| 1. Small Sites Discount Rate - <i>excluded from agenda</i> - <i>CONFIDENTIAL</i> |          |
| 2. Large Sites Discounted Rates  | Page 141 |
| 3. Evaluation WAS Large Sites  | Page 142 |
| 4. Evaluation WAS Small Sites  | Page 143 |
| 5. Evaluation WAS GreenPower   | Page 144 |
| 6. Evaluation Report   | Page 145 |
| 7. Green Power Costings  | Page 171 |

## 7. COMMUNITY DIRECTORATE

### 7.1 Universal Access and Inclusion Plan 2013-2017

**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:** Access and Inclusion Officer

**Proof reader(s):** Team Leader Positive Ageing, Manager Neighbourhoods

**Approved by:** Director Community

#### **Executive Summary**

The overall objective of the Greater Shepparton City Council's *Universal Access and Inclusion Plan 2013-2017* (UAIP) is to contribute to the development of a community which is accessible and inclusive of all. Through the initial consultation the UAIP identified access and inclusion barriers to participation in Council activities and facilities throughout the community. The Plan outlines the Council's objectives to ensure that information, services and facilities are accessible to all people living in or visiting the municipality by the elimination of barriers.

Following extensive consultation the *Universal Access and Inclusion Plan 2013-2017* is being presented to Council for adoption.

**Moved by Cr Summer**  
**Seconded by Cr Oroszvary**

That the Council adopt the *Universal Access and Inclusion Plan 2013-2017*

**CARRIED.**

#### **Background**

Greater Shepparton has a diverse community of more than 60,000 residents. Many sectors of the community experience barriers to their daily life, including people with disabilities, families, the aged and people from non-English speaking backgrounds. It is important therefore that Council is proactive and responsive to the special needs of all people within the community.

The requirement for Victorian public sector bodies to prepare a Disability Action Plan (DAP) was introduced under the Disability Discrimination Act 1992 and the Disability Act 2006. The objectives of the Disability Discrimination Act 1992 include eliminating discrimination against persons on the ground of disability in a number of contexts including employment, access to premises and provision of goods, services and facilities. The *Universal Access and Inclusion Plan 2013-2017* is Council's DAP.

The *Universal Access and Inclusion Plan 2013-2017* includes a range of strategies' and actions targeted at barriers that people encounter when accessing services, information, support and using Council infrastructure. Implementation of the Plan will be staged over the next four years. Importantly, the Plan will be monitored throughout the

## 7. COMMUNITY DIRECTORATE

### 7.1 Universal Access and Inclusion Plan 2013-2017 (continued)

implementation period by relevant community advisory committees to ensure its effectiveness.

#### **Council Plan/Key Strategic Activity**

The strategies developed within this plan will assist the Council in removing barriers and providing equity of access to Council services, facilities and employment for all people. This Plan is intrinsically linked to the following:

- Council Plan 2013-2017
  - Renew and implement the Universal Access and Inclusion Plan
  - Continue to lobby, advocate and prioritise the needs of vulnerable and disadvantaged citizens and advocate on their behalf
  - Ensure Council's activities and events support and enhance cultural harmony and inclusiveness.

#### **Risk Management**

Consideration has been given to risk management issues during the development of *Universal Access and Inclusion Plan 2013-2017*. Any risks identified have been addressed through the action planning process. Adopting this strategy will actively reduce Council's risk of litigation by providing clear guidance and direction on priorities for action.

Risks	Likelihood	Consequence	Rating	Mitigation Action
By not having a Disability Action Plan or Strategy, Council fails to comply with the Disability Discrimination Act (DDA) 1992 which makes it a legal requirement for local Government to provide equal access to employment, public buildings, goods, services and facilities.	A	3	high	Universal Access and Inclusion Plan (UAIP) 2013-2017 is a whole of organisation approach to providing equitable access to all Council goods, services, infrastructure and events for all community members.

#### **Policy Considerations**

This recommendation is consistent with all relevant Council policy and is a continuation of Council's original Disability Policy and Action Plan 2004 – 2009 (Endorsed Council May 2004).

#### **Financial Implications**

The *Universal Access and Inclusion Plan 2013-2017* is set within the Council context of existing financial constraints and staff capacity. Any actions requiring additional funding will be considered through the annual budget process.

#### **Legal/Statutory Implications**

#### **Victorian Charter of Human Rights and Responsibilities Act 2006 Implications**

This proposal is consistent with the Charter of Human Rights principles and it supports the needs of our population which includes some individuals who may be viewed as

## 7. COMMUNITY DIRECTORATE

### 7.1 Universal Access and Inclusion Plan 2013-2017 (continued)

disadvantaged. Adoption of the Plan will ensure Council is either compliant with or actively supporting the following legislative arrangements:

#### **International Legislation**

- *United Nations Convention on the Rights of Persons with Disabilities*

#### **Federal Legislation**

- *Disability Discrimination Act (1992)*
- *National Disability Strategy 2010-2020*
- *National Disability Agreement 2012*

#### **State Legislation**

- *Victorian Disability Act (2006)*
- *The Charter of Human Rights and Responsibilities Act (2006)*
- *The Local Government Act (1989)*

#### **State Policy**

- *A Fairer Victoria 2010*
- *Victorian State Disability Plan 2013-2016*
- *Growing Victoria Together to 2010 and beyond*

#### **Environmental/Sustainability Impacts**

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

#### **Social Implications**

The implementation of the *draft Universal Access and Inclusion Plan 2013-2017* will provide many social benefits for all community members including:

- Improved health and wellbeing of people with disabilities due to greater community access at Council owned and operated facilities, events and festivals, parks and open spaces
- Improved feeling of social connectedness for people with disabilities of all ages
- Improved service delivery by all departments of Council to people with disabilities
- Reduced attitudinal barriers experienced by people with disabilities
- People with disabilities participate in their community as citizens and experience same rights as everyone.

#### **Economic Impacts**

Through the implementation of the *Universal Access and Inclusion Plan 2013-2017*, the City of Greater Shepparton can demonstrate and promote itself as an inclusive and accessible destination which will attract a larger segment of the tourist market, which will also have a positive flow-on effect for local business.

#### **Consultation**

The *Universal Access and Inclusion Plan 2013-2017* has been developed with extensive consultation both internally with Greater Shepparton City Council Staff and externally with relevant Disability Service Providers and other key stakeholders (eg: Homelessness Outreach Service, Aboriginal Service Providers and representation from the Culturally and Linguistically Diverse Communities).

## 7. COMMUNITY DIRECTORATE

### 7.1 Universal Access and Inclusion Plan 2013-2017 (continued)

Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
Inform	Keep informed	<ul style="list-style-type: none"> <li>• Newspaper articles</li> <li>• Media release</li> <li>• Draft UAIP displayed on Council website and distributed to relevant stakeholders</li> </ul>
Consult	Informed, listen, acknowledge	<ul style="list-style-type: none"> <li>• Surveys placed at community service organisations, doctor waiting rooms, senior citizen clubs</li> <li>• Forum - Disability Service Provider (and other relevant Service Providers)</li> <li>• Forum – for people with a disability</li> <li>• During the official public display period a Community Consultation Session was held on 15 July 2013</li> </ul>
Involve	Work together. Feedback is an input into decision- making	<ul style="list-style-type: none"> <li>• World Café at Forum</li> </ul>
Collaborate	Feedback will be incorporated into decisions to the maximum level possible	<ul style="list-style-type: none"> <li>• Ongoing input into the development of the plan through the Disability Advisory Committee and internal staff consultation. The Disability Advisory Committee will monitor the implementation of the plan</li> </ul>

Officers believe that appropriate consultation has occurred and subsequent changes have been made to the plan and the document is now ready for Council consideration.

#### **Strategic Links**

a) Greater Shepparton 2030 Strategy  
 Community Life – Strategic Direction 2

b) Other strategic links

- Municipal Public Health Plan 2009-2013
- Housing Strategy
- Asset Management Policy
- Community Engagement Strategy
- Positive Ageing Strategy 2009-2014
- Customer First Charter
- Communication Style Guide

#### **Options for Consideration**

##### **Option 1: Do nothing**

This option would not be preferable given Greater Shepparton City Council is required by legislation to prepare, adopt and implement a Universal Access and Inclusion Plan (also known as a Disability Action Plan).

##### **Option 2: Support the recommendation**

Adopt the *Universal Access and Inclusion Plan 2013-2017*

#### **Conclusion**

The development of the *Universal Access and Inclusion Plan 2013-2017* aims to enhance access to Council's planning processes, services, communications and employment systems within the broader community. The Plan has a broad scope



## **7. COMMUNITY DIRECTORATE**

### **7.1 Universal Access and Inclusion Plan 2013-2017 (continued)**

designed to identify and address the barriers that all sectors of the community encounter in their day-to-day life and also outlines the key ways in which Council intends to improve access to all citizens. The implementation and related actions of the Plan will be monitored by the Disability Advisory Committee (DAC) and other relevant advisory bodies. The DAC along with these bodies will assist in the annual review of the action plan to ensure its relevance to those who experience barriers in the community.

#### **Attachments**

Final Universal Access and Inclusion Plan 2013-2017 Page 174

## 7. COMMUNITY DIRECTORATE

### 7.2 Endorsement of the Hume Region Preventing Violence Against Women & Children Regional Strategy 2013-2017

#### **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 Safety Officer**

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

**Neighbourhoods**

**Approved by: Director Community**

#### **Executive Summary**

Women's Health Goulburn North East (WHGNE) has been funded to develop and implement primary prevention initiatives within the Hume Region within a partnership model. Through the establishment of a Steering Committee the Hume Region Preventing Violence Against Women & Children Regional Strategy 2013-2017 has been developed and is presented to Greater Shepparton City Council for formal endorsement.

Due to the prevalence of family violence within Greater Shepparton it is considered beneficial that Council formally acknowledge this issue through endorsing this Strategy. This endorsement will identify Council as a key partner and recognise its commitment to implementing those preventative initiatives identified for local government contained within the Strategy.

**Moved by Cr Summer**

**Seconded by Cr Oroszvary**

That the Council endorse the Hume Region Preventing Violence Against Women & Children Regional Strategy 2013-2017.

**CARRIED.**

#### **Background**

WHGNE were successful in receiving \$600k funding over three years from the Department of Justice to develop a regional Strategy focusing on the prevention of violence against women and children.

To oversee the development of the Strategy, WHGNE established a Steering Committee with Greater Shepparton City Council providing its Community Safety Officer as Council's representative. Detailed below is the membership of the Steering Committee:

#### Local Government

- Benalla Rural City Council
- Greater Shepparton City Council
- Mansfield Shire Council
- Mitchell Shire Council
- Murrindindi Shire Council
- Strathbogrie Shire Council
- Wodonga City Council

## 7. COMMUNITY DIRECTORATE

### 7.2 Endorsement of the Hume Region Preventing Violence Against Women & Children Regional Strategy 2013-2017 (continued)

#### Community Health

- Nexus Primary Health
- Owen's and King Community Health

#### Youth Services

- NESAY

#### Family Violence Services

- Centre Against Violence (CAV)
- Goulburn Valley Centre Against Sexual Assault (GVCASA)

#### Indigenous Services

- Mungabareena

#### Other

- Victoria Police
- Department of Justice
- Women's Health Goulburn North East

The Steering Committee first met in March 2013 with members later invited to sign a Memorandum of Understanding (MoU) outlining their commitment to the development and implementation of the strategy. Greater Shepparton City Council signed the Memorandum of Understanding on 12 April 2013.

Since that time the Steering Committee has undertaken a number of workshops and sessions to research and map what preventative strategies are already in place in the violence against women and children space within the Hume Region. Additional work has been undertaken to develop prevention initiatives, with a strong focus on partnerships, for inclusion in the Strategy.

On 4 July 2013 the Steering Committee determined that the Hume Region Preventing Violence Against Women and Children Regional Strategy 2013-2017 was finalised and formal endorsement of each partner organisation/agency would be sought.

A launch of the strategy is anticipated in October this year, being Community Safety Month, following endorsement from organisations and agencies across the region.

#### **Council Plan/Key Strategic Activity**

Endorsement of the Hume Region Preventing Violence Against Women & Children Regional Strategy is consistent with the Greater Shepparton City Council, Council Plan 2013-2017 Goal 1: Active and Engaged Communities (Social) where Objective 3's strategies include "review and continue to implement the Greater Shepparton City Council Safer City Strategy". The Safer City Strategy 2011/2014, Key Direction 2: Safer People, Priority 3 Support Cohesion for Safety contains the initiative "Support programs to strengthen the community and raise awareness of prevention of violence against women".

Delivery of the Hume Region Preventing Violence Against Women & Children Regional Strategy will be overseen by the Steering Committee with three working groups established allowing focus to be undertaken on those areas relevant to each organisation/group. Greater Shepparton City Council would be represented in the `Local

## 7. COMMUNITY DIRECTORATE

### 7.2 Endorsement of the Hume Region Preventing Violence Against Women & Children Regional Strategy 2013-2017 (continued)

Government Working Group' with a collective focus on raising the profile of preventing violence against women and children within Council and the municipality.

The Strategy will be reviewed annually by the Steering Committee with Greater Shepparton City Council being provided with the opportunity to propose any amendments during each review through its representative.

The Strategy contains the following five themes:

- Partnership
- Supportive Environments
- Capacity Building
- Direct Participation in Community Based Interventions
- Research and Evidence

Local Government has been identified as one of the responsible parties within four strategies contained in the "Supportive Environments" and "Capacity Building" themes. These strategies (taken directly from the Strategy) are as follows:

#### Supportive Environments

Strategy	Responsibility	Performance Indicator
2.1.1 Develop and implement a violence free charter driven by Local Government that can be embedded into a variety of community settings	WHGNE – CCP Local Government -Benalla Rural City Council -Murrindindi Shire Council Steering Committee	-Two LG implementing a Violence Free Charter -Two community organisation implementing the Charter
2.1.2 Engage with Local Government to promote PVAWC externally involving the broader community	WHGNE - IHP Local Government	-One LG promoting PVAWC within local community

#### Capacity Building

Strategy	Responsibility	Performance Indicator
3.3.1 Engage with Local Government to promote PVAWC internally, increasing gender equity within the workplace	WHGNE - CCP Local Government	-One LG conducting gender audit -One LG implementing family violence policy -One LG implementing gender equity practices
3.3.2 Partner with local government to build the capacity of all staff to take action against gender inequity and recognize it within the workplace	WHGNE - CCP Local Government	-One LG engaged; participated in training and implemented practices

Council will also be involved in delivering some of the other strategies through its representation on the GV Family Violence Prevention Network who are also noted as a partner organisation within the Strategy.

## 7. COMMUNITY DIRECTORATE

### 7.2 Endorsement of the Hume Region Preventing Violence Against Women & Children Regional Strategy 2013-2017 (continued)

#### **Risk Management**

Insignificant to Low risks have been identified and will be addressed at the operational level.

#### **Policy Considerations**

There are no identified conflicts with existing Council Policies. Endorsement of the Hume Region Preventing Violence Against Women & Children Regional Strategy supports the work already undertaken by Council in adopting the Greater Shepparton City Council Family Violence in the Workplace Policy 46.610.001.01 on 7 October 2008. This Strategy will also compliment the gender equity work being undertaken by the Greater Shepparton Women's Charter Alliance Advisory Committee.

#### **Financial Implications**

Greater Shepparton City Council has no financial obligations through endorsement of the Hume Region Preventing Violence Against Women & Children Regional Strategy apart from in-kind support through representation on the Steering Committee and subsequent working groups and actions.

The development of the regional Strategy and its deliverables was funded by the Department of Justice with WHGNE receiving \$600k funding over three years. As detailed within the "Outline of Commitment, Responsibilities of Members" in the MoU, "Members of the committee hold no financial accountability and will not be responsible for any expenditure or management of funds". It is also noted under the "Responsibilities of WHGNE" that they are responsible for the "Management and holder of funds" and that "All financial accountability sits with WHGNE".

WHGNE have provided the below information in relation to approximate budget allocation for the project over three years:

Salaries and Wages	\$240,000 (30% of the budget)
Evaluation	\$82,000 (12% of the budget)
Training and Development	\$38,500
Advertising, Printing and Promotion	\$43,000
Consultancy Fees	\$17,500
Sub-regional projects	\$85,000 (12% of the budget)
Operating Costs	\$62,000
Motor Vehicle expenses	\$26,500
Meeting Expenses	\$5,500
Total	\$600,000K

#### **Legal/Statutory Implications**

Endorsement of the Hume Region Preventing Violence Against Women & Children Regional Strategy is consistent with the Local Government Act 1989 and the Victorian Charter of Human Rights and Responsibilities Act (2006).

#### **Environmental/Sustainability Impacts**

There are no anticipated environmental or sustainability impacts as a result of the endorsement of the Hume Region Preventing Violence Against Women & Children Regional Strategy.

## 7. COMMUNITY DIRECTORATE

### **7.2 Endorsement of the Hume Region Preventing Violence Against Women & Children Regional Strategy 2013-2017 (continued)**

#### **Social Implications**

A comparison of Victoria Police Corporate Statistics shows an alarming increase of 31% of reported family violence incidents between 2007/2008 and 2011/2012 with an 18% rise in the year 2010/11 and 2011/12 within Greater Shepparton. Although this rise can be partially attributed to the establishment of the Family Violence Unit within the Shepparton Police Station and the community feeling more supported when reporting these incidents, this increase is testament to the fact that more work needs to be done within the family violence and preventing violence against women and children space.

By formally endorsing the Hume Region Preventing Violence Against Women and Children Regional Strategy 2013-2017 Greater Shepparton City Council will be demonstrating its support of the overall Strategy and commitment to implementing some of the actions relevant to local government contained therein. The endorsement will also recognise Greater Shepparton City Council's contribution to the development of the Strategy and acknowledge Council through the inclusion of its logo in the Strategy as a key partner.

#### **Economic Impacts**

By reducing the incidents of violence against women and children, it is anticipated that the resultant cost to the community in relation to these offences will be reduced. Costs are incurred to communities when an incident occurs due to loss of productivity (employment) by those impacted, costs to the health system (pre and post incident), costs to the criminal justice system (including police, courts and correctional system) and other impacting consequences such as pain and suffering, fear and lost quality of life and deaths.

An analysis undertaken in 2005 on the costs of crime in Australia estimated that the cost to the community of each assault averaged \$1,700 (*source: Rollings K. Counting the costs of crime in Australia: a 2005 update. In: Criminology Alo, editor. Canberra 2008*). It is estimated that an increase of 25% should be applied to this figure bring it to a more accurate present day figure.

#### **Consultation**

During the development of the Hume Region Preventing Violence Against Women and Children Regional Strategy 2013-2017 WHGNE has undertaken much consultation and prevention initiative mapping with the Steering Committee members and their associated partners and contacts.

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

#### **Strategic Links**

##### **a) Greater Shepparton 2030 Strategy**

Direction 1 - Settlement and Housing

Direction 2 - Community Life

Direction 4 – Economic Development

##### **b) Other strategic links**

Greater Shepparton City Council – Safer City Strategy 2011 – 2014

Municipal Health and Wellbeing Action Plan

## 7. COMMUNITY DIRECTORATE

### 7.2 Endorsement of the Hume Region Preventing Violence Against Women & Children Regional Strategy 2013-2017 (continued)

#### Options for Consideration

Options for Consideration	Outcome
Status quo	Do nothing - do not endorse the Hume Region Preventing Violence Against Women and Children Regional Strategy 2013-2017. This outcome would be in contravention of the MoU signed by Council on 12 April 2013 which notes a key deliverable as "Endorsement of the Preventing Violence Against Women and Children Strategy 2013-2017".
Do not endorse the Hume Region Preventing Violence Against Women and Children Regional Strategy 2013-2017	The MoU signed by Council on 12 April 2013 notes one of the key deliverables as "Endorsement of the Preventing Violence Against Women and Children Strategy 2013-2017". Choosing to not endorse the Strategy would result in non-compliance with this deliverable.
Endorse the Hume Region Preventing Violence Against Women and Children Regional Strategy 2013-2017	<ul style="list-style-type: none"> <li>Greater Shepparton City Council's logo will be included in the Hume Region Preventing Violence Against Women and Children Regional Strategy 2013-2017 as a key partner.</li> <li>Greater Shepparton City Council will be invited to attend the official launch of the Strategy.</li> <li>Implementation of relevant strategies contained within the Strategy will commence with Greater Shepparton City Council undertaken a role in delivering these initiatives both internally within Council and within the municipality.</li> </ul>

#### Conclusion

With the continuing increase in reporting of family violence incidents within Greater Shepparton, it is important that Council acknowledges that it has a role to play in raising awareness within the community of this important health and safety issue.

Through formally endorsing the Hume Region Preventing Violence Against Women and Children Regional Strategy 2013-2017, Council will be showing its commitment to the development and implementation of preventative strategies within this space in the municipality.

#### Attachments

Hume Region Preventing Violence Against Women & Children Regional Strategy 2013-2017

Page 231

## 7. COMMUNITY DIRECTORATE

### 7.3 Community Matching Grants Scheme - Round One 2013/2014

#### **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): Neighbourhood Planning Coordinator, Team Leader Community Strengthening, Manager Neighbourhoods**

**Approved by: Director Community**

#### **Executive Summary**

Greater Shepparton City Council launched the Community Matching Grants Scheme in September 2011. The Community Matching Grants Scheme 2013-14(CMG) has a total budget of \$75,000 for the financial year.

Round One for 2013/2014 was advertised over July 2013, with a total of 20 applications received by the closing date. All applications were assessed by an internal review panel based on the approved guidelines and application process. The panel have recommended 17 projects be funded. All of these 17 projects meet eligibility requirements and all aim to build or strengthen the Greater Shepparton community. Approval of the 17 projects ensures that Council takes advantage of the communities commitment to the projects listed.

The Community Matching Grant Scheme will be evaluated after each round and any identified improvements implemented to improve the process for the Community and Council.

#### **RECOMMENDATION**

That the Council:

1. support the recommendation of the Grant Review Panel to fund 17 projects as detailed below to the value of \$35,428.68 representing Round One of the 2013/2014 Community Matching Grants Scheme:

<b>Organisation</b>	<b>Project</b>	<b>Allocation</b>
Katandra & District History Group	Katandra West Community Hall Project	\$2500
Goulburn Valley Regional Library Corporation GVRLC (combination of 2 applications)	CALD / Aboriginal projects	\$2500
GV Community Gardens	Mobile Gardening Unit	\$900
Murchison Urban Fire Brigade	Social Area Refurbishment	\$2500
Dhurringile Recreation Reserve	Happy Halloween at Dhurringile	\$2348.56
Christmas for Those Alone	Community Christmas Lunch	\$1000
Shepparton Theatre Arts Group	Bakehouse and Black Box Redevelopment Stage 2	\$2500



## 7. COMMUNITY DIRECTORATE

### 7.3 Community Matching Grants Scheme - Round One 2013/2014 (continued)

Byrneside Public Hall Reserve	Upgrading Water and Toilet facilities	\$1665.25
Gallery Kaiella Inc	"Shepparton Archiballs' - reassigning the football	\$2500
Tallygaroopna Action Plan	Tip Top Terrific Tally Park	\$2489.87
Exchange Church	Mainly Music	\$2500
Tatura Men's Shed	First Aid for Seniors, keeping shedders safe	\$2025
Shepparton Swans Football/Netball Club	Mad Cow Kids Mud Run equipment	\$2500
Tatura Community House (auspice)	Tatura Heritage Mosaics – Explanatory Plaques	\$2500
Filipino-Australian Friends Association	The Filipino Culture – Yesterday, Today and Tomorrow	\$2500
Word of Mouth (auspice)	Alaina's Project X – Youth Activities in the Mall	\$2500

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

#### Moved by Cr Polan Seconded by Cr Summer

That the Council:

- support the recommendation of the Grant Review Panel to fund 17 projects as detailed below to the value of \$35,428.68 representing Round One of the 2013/2014 Community Matching Grants Scheme:

Organisation	Project	Allocation
Katandra & District History Group	Katandra West Community Hall Project	\$2500
Goulburn Valley Regional Library Corporation GVRLC (combination of 2 applications)	CALD / Aboriginal projects	\$2500
GV Community Gardens	Mobile Gardening Unit	\$900
Murchison Urban Fire Brigade	Social Area Refurbishment	\$2500
Dhurringile Recreation Reserve	Happy Halloween at Dhurringile	\$2348.56
Christmas for Those Alone	Community Christmas Lunch	\$1000
Shepparton Theatre Arts Group	Bakehouse and Black Box Redevelopment Stage 2	\$2500
Byrneside Public Hall Reserve	Upgrading Water and Toilet facilities	\$1665.25
Gallery Kaiella Inc	"Shepparton Archiballs' - reassigning the football	\$2500
Tallygaroopna Action Plan	Tip Top Terrific Tally Park	\$2489.87
Exchange Church	Mainly Music	\$2500
Tatura Men's Shed	First Aid for Seniors, keeping shedders safe	\$2025
Shepparton Swans	Mad Cow Kids Mud Run equipment	\$2500

## 7. COMMUNITY DIRECTORATE

### 7.3 Community Matching Grants Scheme - Round One 2013/2014 (continued)

Football/Netball Club		
Tatura Community House (auspice)	Tatura Heritage Mosaics – Explanatory Plaques	\$2500
Filipino-Australian Friends Association	The Filipino Culture – Yesterday, Today and Tomorrow	\$2500
Word of Mouth (auspice)	Alaina's Project X – Youth Activities in the Mall	\$2500

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

3. requires successful organisations to report back to Council on project outcomes.

**CARRIED.**

#### Background

Greater Shepparton City Council launched the Community Matching Grants Scheme 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.

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 Community Matching Grant Scheme has been reviewed since the last round taking into consideration:

- Feedback from the Executive meeting for Community Matching Grant Round Two 2012/2013 – 21 January 2013.
- A review of other LGA Community Grant Programs
- Internal consultation with other GSCC grant programs
- Internal consultation with Risk, Finance and Governance
- Feedback from previous grant recipients – community are invited to provide feedback during the acquittal process.

The main changes that have occurred include:

- Grant Rounds have been set to open in June and December each year
- Small Town Community Plans are now eligible to apply
- Applicants are asked to link projects to the Council Plan objectives, Community Plans or Master Plan/Strategies

## 7. COMMUNITY DIRECTORATE

### 7.3 Community Matching Grants Scheme - Round One 2013/2014 (continued)

- Request for a copy of the organisations current financial Statement
- Forms have been updated in preparation for the implementation of the Smartygrants program
- Assessment process and scoring updated.

The Community Matching Grant Scheme will continue to be evaluated after each round and improvements implemented.

The Community Matching Grant Round One 2013/2014 opened on 1 July 2013 and closed on 25 July 2013. Information sessions were held in Tallygaropna, Murchison, Mooropna, Katandra West and two in Shepparton, one at Riverside Plaza Community Room and the other at the Council Offices. Council's Community Development Officer was in contact with a majority of the grant applicants.

The 20 applications received were considered at a meeting of the Grant Review Panel on Wednesday 7 August 2013. The panel included representation from a range of internal Council Departments, Neighbourhoods, Active Living, Investment Attraction, and Children & Youth Services. A Community Development Officer was in attendance to support the process.

The Panel recommended that 17 applications should receive funding under Round One of the Community Matching Grant Scheme 2013/2014. All recommended applications meet the eligibility requirements.

Organisation	Project	Community contribution Cash and In-kind (See note)	Allocation
Katandra & District History Group	Katandra West Community Hall Project	\$4725	\$2500
Goulburn Valley Regional Library Corporation (combination of 2 applications)	CALD / Aboriginal projects	\$5080	\$2500
GV Community Gardens	Mobile Gardening Unit	\$1950	\$900
Murchison Urban Fire Brigade	Social Area Refurbishment	\$1605	\$2500
Dhurringile Recreation Reserve	Happy Halloween at Dhurringile	\$1955	\$2348.56
Christmas for Those Alone	Community Christmas Lunch	\$11670	\$1000
Shepparton Theatre Arts Group	Bakehouse and Black Box Redevelopment Stage 2	\$3927.50	\$2500
Byrneside Public Hall Reserve	Upgrading Water and Toilet facilities	\$1665.25	\$1665.25
Gallery Kaiella Inc	"Shepparton Archiballs" - reassigning the football	\$44300	\$2500
Tallygaropna Action Plan	Tip Top Terrific Tally Park	\$3890	\$2489.87
Exchange Church	Mainly Music	\$2722	\$2500
Tatura Men's Shed	First Aid for Seniors, keeping shedders safe	\$1155	\$2025

## 7. COMMUNITY DIRECTORATE

### 7.3 Community Matching Grants Scheme - Round One 2013/2014 (continued)

Organisation	Project	Community contribution Cash and In-kind (See note)	Allocation
Shepparton Swans Football/Netball Club	Mad Cow Kids Mud Run equipment	\$12550	\$2500
Tatura Community House (auspice)	Tatura Heritage Mosaics – Explanatory Plaques	\$3750	\$2500
Filipino-Australian Friends Association	The Filipino Culture – Yesterday, Today and Tomorrow	\$3000	\$2500
Word of Mouth (auspice)	Alaina's Project X – Youth Activities in the Mall	\$5725	\$2500
Note: Community Contribution - Grants are made under the Community Matching Grants Scheme if they add to a contribution being made to the project by the applicants. The applicants' contribution can either be financial, or '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.		<b>\$112,749.75</b>	<b>\$35,428.68</b>

The following two applications were unsuccessful due to low panel scores. 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

Jonglei Regional Association – Culture Day/Father & Son Camping  
 Goulburn Valley Reining Horse Association – Judges Lounge Chairs

The UnitingCare Cutting Edge application for the project Youth Racial Conflict Resolution was withdrawn as funding was secured through the LEAD project.

#### Council Plan/Key Strategic Activity

The endorsement of the Community Matching Grants is intrinsically linked to the Council Plan 2013 – 2017. The majority of applicants have identified that their project meets one or more of the objectives of

Goal 1 – Active and Engaged Communities, in particular  
 Continue to enhance community capacity building.

Applicants have also noted projects linked to the following objectives:

Goal 2 - Enhancing the Environment (Natural)  
 Ensure that the environment is a major priority in planning for the future

Goal 3 – Economic Prosperity (Economic)  
 Make Greater Shepparton the regional sporting capital of Victoria and a leading sporting destination

Goal 4 - Quality Infrastructure (Built)  
 Ensure that communities have access to high quality facilities

## 7. COMMUNITY DIRECTORATE

### 7.3 Community Matching Grants Scheme - Round One 2013/2014 (continued)

Two applications have been linked to the small town Community Plans of Katandra West and Tallygaroopna.

#### **Risk Management**

Insignificant to Low risks has been identified and will be addressed at the operational level. All grantees will be required to consult fully with Council 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. The risk of conflict of interest for the Review panel members has been addressed with the inclusion of a Conflict of Interest Declaration on the Grant Assessment Form.

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

#### **Policy Considerations**

The endorsement of the Community Matching Grants supports existing Council policies.

#### **Financial Implications**

Council has committed a total of \$75,000 for the 2013/2014 financial year for the Community Matching Grants Scheme. It is recommended that \$35,428.68 is approved for the 17 projects in Round One. Each of the 17 grants incorporates a matching component of up to 50% where the community group share the costs with Council. This matched contribution may be financial or in kind (labour or materials).

Any GST implications have been considered as part of the recommendation of this report.

	2013/2014 Approved Budget for this proposal*\$	This Proposal \$	Variance to Approved Budget \$	Comments
Revenue	N/A	N/A	NA	There is no revenue associated with Community Matching Grants
Expense	\$75,000	\$35,428.68	\$39,571.32	Variance allocated to Round Two opening December 2013
Net Result	\$75,000	\$35,428.68	\$39,571.32	

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

## 7. COMMUNITY DIRECTORATE

### 7.3 Community Matching Grants Scheme - Round One 2013/2014 (continued)

#### **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 years, youth, projects targeting seniors, those with disabilities, and projects that have whole of community outcomes. Seven projects come from small towns in Greater Shepparton, six will provide improvements to community infrastructure and facilities and five will see resources and equipment that will contribute to the ongoing sustainability of the projects into the future. There are four events that will provide a variety of opportunities for community participation and engagement. The planning and delivery of these events is made possible through a significant voluntary contribution from community members. All projects recommended are community driven initiatives that will be implemented by groups in the community bringing a sense of ownership and pride.

#### **Economic Impacts**

Some of the recommended grants include projects which will promote local business and support the economy of small communities.

#### **Consultation**

Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
Inform	Ensure that the information about the application process was widespread	Media Release Website Social Media
Consult	Six Grant Information sessions were held	Information Session x 6
Involve	Community Development Officers provided assistance to community groups with the application process	Consultation on an 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

Council Executive reviewed the recommendations on Monday 19 August 2013. Officers believe that appropriate consultation has occurred and the matter is now ready for Council consideration.

## 7. COMMUNITY DIRECTORATE

### 7.3 Community Matching Grants Scheme - Round One 2013/2014 (continued)

#### **Strategic Links**

##### a) Greater Shepparton 2030 Strategy

Direction 2 – Community Life

##### b) Other strategic links

Council Plan 2013-2017

Goal 1 - Active and Engaged Communities (Social)

Goal 2 - Enhancing the Environment (Natural)

Goal 3 - Economic Prosperity (Economic)

Goal 4 - Quality Infrastructure (Built)

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.

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 17 projects for Round One of the 2013/2014 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**

The applications for funding through the Community Matching Grants Round One 2013/2014 have been extensively reviewed by an internal Grant Review Panel and they have recommended 17 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 evaluated after each round and improvements implemented.

#### **Attachments**

- |  |          |
|--|----------|
| 1. Community Matching Grant Round One 2013/2014 - GUIDELINES       | Page 253 |
| 2. Community Matching Grant Round One 2013/2014 - APPLICATION FORM | Page 259 |

## 8. BUSINESS DIRECTORATE

### 8.1 August 2013 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: Team Leader Corporate Accounting**

**Proof reader(s): Manager Finance and Rates**

**Approved by: Director Business**

#### **Executive Summary**

The report presents Council's actual financial performance compared to the budget for the two months ending 31 August 2013.

**Moved by Cr Patterson**

**Seconded by Cr Summer**

That the Council receive and note the August 2013 Monthly Financial Report.

**CARRIED.**

#### **Background**

The 2013/2014 Budget was adopted by Council at its meeting on 20 August 2013.

The 2013/2014 Budget provides for an operating surplus of \$8.8 million with revenue of \$108.3 million and expenditure of \$99.5 million. The 2013/2014 Budget also provides for capital works of \$36.2 million.

Council's actual financial performance compared to the budget is presented to Council on a monthly basis.

Council's forecast financial performance is reviewed and updated based on any known changes to the number of factors which influence the budget.

The revised forecast is submitted to Council for approval as part of the quarterly budget review process.

#### **Monthly Financial Report**

The monthly financial report incorporates the following sections which are presented for Council's consideration:

- Financial Report
- Income Statement
- Balance Sheet
- Cash Flow Statement
- Operating Budget vs Actual
- Capital Budget vs Actual
- Investment Summary
- Sundry Debtors Report
- Rates Debtors Report
- Councillor Expense Report



## 8. BUSINESS DIRECTORATE

### **8.1 August 2013 Monthly Financial Report (continued)**

#### **Council Plan/Key Strategic Activity**

The report is consistent with the leadership and governance goal “High Performing Organisation as included in the *Council Plan 2013-2017*.”

#### **Risk Management**

No risks have been identified in providing this financial report.

#### **Policy Considerations**

There are no conflicts with existing Council policies.

#### **Financial Implications**

The full financial implications of this report are outlined within the attachment.

#### **Legal/Statutory Implications**

Section 137 of the *Local Government Act 1989* provides that Council maintain a budgeting and reporting framework that is consistent with the principles of sound financial management. In addition Section 138 requires that at least every 3 months a statement comparing the budgeted revenue and expenditure for the financial year with the actual revenue and expenditure to date is presented to the Council at a Council meeting which is open to the public. This report satisfies that requirement.

#### **Environmental/Sustainability Impacts**

No Environmental or Sustainability impacts have been identified.

#### **Social Implications**

No Social implications have been identified.

#### **Economic Impacts**

No Economic impacts have been identified.

#### **Consultation**

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 compared to the budget for the two months ending 31 August 2013.

#### **Attachments**

August 2013 Monthly Financial Report Page 270

## 8. BUSINESS DIRECTORATE

### 8.2 Contracts Awarded Under Delegation Report - September 2013

Cr Ryan declared an indirect interest by close association in relation to report number 8.2 as his family members are submitting tenders for one of the contracts listed.

Councillor Kevin Ryan left the meeting, the time being 6:03 PM

**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.

**Council Officers involved in producing this report**  
**Author: Procurement Officer**  
**Proof reader(s): Manager Corporate Performance**  
**Approved by: Chief Executive Officer**

#### **Executive Summary**

To inform the Council of publicly advertised contracts awarded by Officers under delegated authority of the Council during the period 19 July to 19 August 2013. The report also provides details of the status of requests for tenders that have not yet been awarded.

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

That the Council note the publicly advertised contracts awarded by the Chief Executive Officer and Directors under delegated authority.

**CARRIED.**

Councillor Kevin Ryan returned to the meeting, the time being 6:04 PM

#### **Tendered Contracts Awarded under Delegated Authority by the CEO**

<b>Contract Number</b>	<b>Contract Name</b>	<b>Contract details, including terms and provisions for extensions</b>	<b>Value inclusive of GST</b>	<b>Awarded to</b>
1396	Cosgrove Landfill Construction of Cell 3 Cap Cosgrove-Lemnos Road, Cosgrove	Cosgrove Landfill Construction of Cell 3 Cap	\$535,648.30	Goulburn Murray Civil Contractors P/L

## 8. BUSINESS DIRECTORATE

### 8.2 Contracts Awarded Under Delegation Report - September 2013 (continued)

#### Tendered Contracts Awarded under Delegated Authority by a Manager

Contract Number	Contract Name	Contract details, including terms and provisions for extensions	Value inclusive of GST	Awarded to
1407	Mason Court Drainage	Excavation, supply, laying and backfilling of approximately 220 metres of 300mm diameter RRJ RCP stormwater pipes and 15 nos. of pipe culverts, trimming and shaping of swale drains. Works also include the re-instatement of existing concrete driveways, guide posts, signs, nature strips and installation of beaching.	\$109,010.00	Graeme Williams Constructions Pty Ltd

#### Requests for Tenders advertised but not yet awarded

Contract No.	Contract Name	Contract detail, including terms and provisions for extensions	Status
1418	Provision of Internal Audit Services 2013	Provision of Internal Audit Services including Internal Audit plan, Internal Audits and reporting to Council Audit & Risk Committee	Tender closes 7 August 2013.
1421	Heavy Plant & Equipment Hire (Wet & Dry)	Provision of Heavy Plant and Equipment Hire (wet & dry) for the purpose of construction and maintenance activities	Tender closed 17 July 2013.
1443	Provision of Home & Community Care Services	Provision of Home Care Services, including General Home Care, Personal Home Care, Respite Care and Home Maintenance	Tender closed 29 June 2013 and is scheduled to be awarded August 2013.
1444	Provision of Food Services 2013	The provision of meals for Councils Meals on Wheels service and bulk meals to Community Centres.	Tender closed 29 June 2013 and is scheduled to be awarded August 2013.
1388	Management and Operation of the Shepparton Regional Saleyards	This contract is for the provision of management and operation of the Shepparton Regional Saleyards for a period of three years from 1 January 2014 with the option of two additional 12 month terms at the sole discretion of the Council.	Tender closes 4 September
1448	Provision of Professional Advocacy Services	Provision of Professional Advocacy Services to assist Council to continue to strongly advocate to secure significant funding support from all levels of government	Tender closes 25 September

## 8. BUSINESS DIRECTORATE

### 8.2 Contracts Awarded Under Delegation Report - September 2013 (continued)

#### **Policy Considerations**

Through the *Instrument of Delegation to the Chief Executive Officer* the Council has delegated authority to the Chief Executive Officer to award a contract up to the value of \$750,000 including GST.

The Council through the *Exercise of Delegations Policy* has delegated authority to the Directors to approve a contract up to the value of \$150,000 for goods and services and \$200,000 for works.

#### **Legal/Statutory Implications**

Section 186 of the *Local Government Act 1989* (the Act) establishes the requirements for tendering and entering into contracts.

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.

#### **Conclusion**

It is important that decisions and actions taken under delegation be properly documented and transparent in nature. The report details the publicly advertised contracts awarded by the Chief Executive Officer and Directors under delegated authority of the Council during the period 19 July to 19 August 2013.

#### **Attachments**

Nil

## 8. BUSINESS DIRECTORATE

### 8.3 Domestic Animal Management Plan 2013-2017

#### **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 Customer Experience**

**Proof reader(s): Acting Team Leader Animal Management**

**Approved by: Director Business**

#### **Executive Summary**

The report presents the Domestic Animal Management Plan 2013-2017 for adoption.

The *Domestic Animals Act 1994* requires councils to prepare domestic animal management plans at 4 year intervals. The plan must set out a method for evaluating whether the animal control services provided by the Council in its municipal district are adequate to give effect to the requirements of the Act including the responsible ownership of dogs and cats.

Twenty-five submissions were received following the release of Council's Draft Domestic Animal Management Plan 2013-2017. The most common submission themes included:

- off leash dog park should be fenced (14)
- work with animal rescue groups (8)
- euthanasia rate is high (5)
- photos of animals on website are unappealing (3)
- extend opening hours to weekends, public holidays and after hours (3)
- Animal Shelter volunteers (3)

Amendments proposed to the Draft Domestic Animal Management Plan 2013-2017 include:

- Review locations of litter collection bags and bins
- Attend the RSPCA Million Paws Walk at Victoria Park Lake
- Increase Animal Shelter school visits
- Establish Animal Shelter volunteer program
- Initial amnesty for animal registration for a pro rata fee rather than an ongoing program of pro rata registration
- First trip home free for registered animals at large if returned or collected on the same day
- Website to be updated daily for lost and found animals
- Quality of animal photos to be improved to generate interest
- Promotion of animals in pet shops
- Include cat containment options on website
- To inform strategies to resolve issues additional statistics to be collected including entire animals impounded, reasons for surrender, reason for euthanasia
- Procedures for assessing suitability of animals for rehousing to be reviewed
- Target to increase dogs returned or rehoused to 80% from 64% by working with animal welfare groups.
- Liaise with the Getting 2 Zero program in the development of initiatives

## 8. BUSINESS DIRECTORATE

### 8.3 Domestic Animal Management Plan 2013-2017 (continued)

**Moved by Cr Summer**  
**Seconded by Cr Oroszvary**

That the Council adopt the Domestic Animal Management Plan 2013-2017.

**CARRIED.**

#### **Background**

The Council's previous Domestic Animal Management Plan was first developed in 2008 with the assistance of a focus group which included:

- Councillor representative and Chair
- Bureau of Animal Welfare representative
- A local veterinarian
- RSPCA representative
- Victoria Police representative
- Community member
- Two Council officers

The Council's previous Domestic Animal Management Plan was adopted by the Council in October 2008, after consideration of four submissions which resulted in minor changes to the Plan. The 2008 Plan provided for a number of initiatives including:

1. Micro-chipping of all domestic animals
2. Free registration for animals under 3 months of age
3. Compulsory registration of domestic animals at 3 months of age
4. Compulsory micro chipping of dogs and cats for registration
5. Compulsory desexing of cats for registration (exemptions are available for cats registered with approved organisations)
6. Introduction of a 24 hour cat curfew
7. Investigate the development of off leash areas for dogs

Subsequently a community survey was conducted in early 2010 that ascertained a high level of interest in the community for a dog park. The Council has been briefed a number of times regarding the community desire and feasibility of a dog park. Unfortunately due to a substantial list of capital projects, the off-leash dog park was not included in Council's 2012/13 Budget.

At its meeting on 16 April 2013 the Council resolved that:

*officers prepare a report on the ability of Council to provide an area within Shepparton that could be used as an off leash dog park, examining the operation, capital costs, issues that have arisen or may arise within such a park and what may be done to mitigate any associated risks.*

Further investigations are being undertaken to identify areas suitable as fenced or unfenced off-leash areas.

## 8. BUSINESS DIRECTORATE

### **8.3 Domestic Animal Management Plan 2013-2017 (continued)**

The Domestic Animal Management Plan 2013-2017 assesses the following matters:

- Training of Authorised Officers
- Minimise potential for animals to create nuisance
- Identification and registration of animals
- Compliance and enforcement
- Audit of domestic animal businesses
- Identification of dangerous, menacing and restricted breed dogs
- Prevention of dog attacks
- Overpopulation and euthanasia of animals
- Adequacy of local laws
- Planning for pets in emergencies
- Community education
- Annual review of plan

New initiatives included in the Domestic Animal Management Plan 2013-2017 include:

- Trialling an unfenced off leash area for dogs
- Investigating the feasibility of animal registration at veterinary clinics to make it easier for owners to register their animal
- Investigating the cost benefit of life time animal registration tags so that registration tags do not have to be replaced every year
- Working with animal welfare organisations to promote the rehoming of impounded animals

The Council at its meeting on 18 June 2013 resolved to:

1. *receive the Draft Domestic Animal Management Plan 2013-2017;*
2. *authorise the Chief Executive Officer to publish a public notice inviting submissions regarding the Draft Domestic Animal Management Plan 2013-2017 which are to be received by 5.00pm Friday 19 July 2013;*
3. *consider all written submission on the Draft Domestic Animal Management Plan 2013-2017;*
4. *consider a recommendation to adopt the Domestic Animal Management Plan 2013-2017 at the Ordinary Council Meeting to be held at 5.30pm on Tuesday 20 August 2013.*

## 8. BUSINESS DIRECTORATE

### 8.3 Domestic Animal Management Plan 2013-2017 (continued)

Since the release of the Draft Domestic Animal Management Plan 2013-2017, 25 submissions were received which covered the following themes:

	Submission theme	No. of times	Management Comment
1	Fence Off leash Dog Park	14	A separate report will be presented to Council regarding the provision of an area that could be used as an off leash dog park
2	Off leash dog park supported	2	As above
3	Vets collecting registrations supported	2	Feasibility of animal registration at veterinary clinics to be investigated
4	Could pet shops issue registrations as well?	1	Initial investigation regarding feasibility will be focussed on animal registration at veterinary clinics
5	Pro rata registration supported	1	Pro rata is no longer considered suitable as it encourages owners not to register their animals. Initial amnesty is proposed instead.
6	Free registration if under 3 months of age	1	Currently free registration less than six months of age.
7	First trip home free for registered animals as incentive	1	First trip home free for registered animals at large if returned or picked up on same day
8	Discount registration for people taking responsibility for unowned cats in commercial/retail locations.	1	Reduced rate if microchipped and desexed.
9	Increase frequency of unannounced registration check house visits	1	We aim to undertake door knocking of 2,500 random properties each year to check for unregistered dogs and cats
10	Against door knocking	1	Necessary for compliance
11	Is door knocking undertaken?	1	Yes door knocking is undertaken
12	Support for issuing fines	2	Verbal warning, notice to comply before infringement issued
13	Euthanasia rate high	5	Goal to increase rehousing by working with animal rescue groups
14	Keep a range of statistics to develop strategies to resolve issues ie entire animals impounded, reasons for surrender, reason for euthanasia	1	Additional data to be recorded, analysed and reported
15	Reduce euthanasia rate to 10% in 5 years	1	We will work towards a 20% rate over the next 4 years.
16	Work with rescue groups	8	Will work with animal welfare organisations to promote the rehousing of impounded animals
17	Learn from other Councils	2	Further contact will be made with other Councils



## 8. BUSINESS DIRECTORATE

### 8.3 Domestic Animal Management Plan 2013-2017 (continued)

	Submission theme	No. of times	Management Comment
18	Documentation to verify that all options exhausted before euthanasia	1	Procedures and documentation to be reviewed.
19	24hr cat curfew not supported	1	The cat curfew is necessary for the welfare of the animals
20	Cat containment options on website	1	Options to be included on website
21	Capture/Neuter/Return feral cat program	2	Not proposed to be implemented
22	Lifetime registration tags supported	2	Feasibility to be investigated
23	Use of animal behaviourists	2	To be investigated
24	Use social media	1	Animals available for rehousing will be promoted on social media
25	Photos of animals are unappealing	3	Quality of images will be improved
26	Descriptive paragraph of animal on website	2	We will endeavour to do this with the assistance of volunteers
27	Website updated daily for lost and found and animals available for adoption	1	Website to be updated daily for lost and found animals
28	Public not to be able to post on Facebook page	1	Postings will be managed to ensure no offensive content.
29	Advertise animals for sale on other animal shelter websites	1	Animals will be promoted on partner animal welfare organisation websites
30	Advertise animals for rehouse in local pet shops	2	This will be undertaken.
31	Articles in Council newsletter, website and local papers demonstrating commitment to reduce euthanasia rates	1	Will be a particular focus during the animal registration renewal period
32	Breed not a determinant of behaviour	1	Restricted breed dogs legislated by State Government.
33	No/low cost dog training	1	This is not a deliverable for this service; we give basic guidance to new owners however this would be outside the scope of what we do.
34	What can be done about barking dogs?	1	Attend property to work with pet owners.
35	Can pet shops be required to issue compulsory desexing of cats?	1	This would be a state level consideration, not a local law
36	Have an independent person involved in the rehouse assessment	1	Procedure for assessing animals for rehousing will be reviewed.
37	Discounted prices for pets over 7 years	1	Current practice is to recover vet costs
38	Pensioner discount	1	50% discount available for registration but no discount when rehousing
39	Trade hard to rehome dogs with another Council	1	Will work with animal welfare groups
40	Have volunteers at Animal Shelter	3	Animal Shelter volunteer program to be established

## 8. BUSINESS DIRECTORATE

### 8.3 Domestic Animal Management Plan 2013-2017 (continued)

	Submission theme	No. of times	Management Comment
41	Foster out animals too young to rehome	2	Will work with animal welfare groups to promote the rehousing of animals
42	Foster out animals who need temporary rehab	2	As above
43	Let people care for animals until owner found	1	Will work with animal welfare groups
44	Buy back deal for people who find and hand in animal but want it back (possibly at a discount)	1	First priority given for rehousing.
45	More community days held/attended	2	Will attend the RSPCA Million Paws Walk at Victoria Park Lake
46	What is being done to police microchipping and selling of animals?	1	Reactive management only.
47	Ensure animals receive basic veterinary care upon arrival	1	Condition is initially assessed on arrival, and vet treatment is given as required.
48	Remind pet owners to update microchip details when registration renewal notice sent	1	Current practice.
49	Council rangers to scan animals for microchip when in field	2	Current practice
50	Euthanasia rate of unclaimed animals be reported	1	Will be reported to Council annually
51	Trapping cats should not be undertaken by random people in the community	1	We cannot prevent this practice. Cat traps can be purchased from multiple retailers.
52	Issue more desexing vouchers	1	We issue desexing vouchers to pension card holders.
53	Offer desexing subsidies to owners in addition to pensioners	1	Significant cost to council and in competition with other providers.
54	Promote benefits of desexing to community	1	Current practice
55	Free microchipping days	1	Investigating the feasibility of Council staff undertaking microchipping
56	Be involved in microchipping days	1	Will increase events attended
57	Discounted adoption days/months	1	This would potentially decrease number of animals rehoused during non discounted periods
58	Report performance monthly to public	1	Performance to be reported quarterly to Director and annually to Council
59	Extend opening hours to weekends, public holidays and after hours	3	This would require additional resource
60	Off site adoption events	1	Promotion of animals in pet shops will be investigated
61	Themed adoption days at animal shelter	1	Will investigate Animal Shelter promotions

## 8. BUSINESS DIRECTORATE

### 8.3 Domestic Animal Management Plan 2013-2017 (continued)

	Submission theme	No. of times	Management Comment
62	Compassionate staff who are willing to save lives	1	Council staff are compassionate
63	Promotion of behavioural classes and training	1	Will include in media communication
64	Litter collection bags well frequented dog walking areas	1	Locations of litter collection bags and bins to be reviewed
65	Visits to schools	1	Will be investigated
66	Owner support program in conjunction with off leash area	1	A separate report will be presented to Council regarding the provision of an area that could be used as an off leash dog park
67	Are all terrain patrol vehicles used?	1	Yes they are
68	Promotion of principles 'desex, identify, train and keep safe'	1	Will liaise with the Getting 2 Zero program in the development of initiatives
69	Implementation of responsible breeding legislation such as a user pays Local Government Breeder Permit system	1	As above
70	Companion Animal Working Group to develop cooperative involvement solutions	1	As above
71	Companion Animal Emergency Management Plan working group	1	Consultation will be undertaken in the preparation of an Emergency Animal Welfare Plan
72	Professional and approachable uniforms, image and manner	1	This is important and we will seek continuous improvement in this area
73	Attend the G2Z National Summit	1	To be incorporated into overall training plans for consideration
74	Certificate III Companion Animal Services	1	As above
75	ACMACR403A Identify and Respond to Animal Behaviour	1	As above
76	ACMACR406A Carry Out Pound Procedures	1	As above
77	Mediation skills development	1	As above
78	Customer service training	1	Current practice
79	Vehicles to have people and pet friendly image	1	Current practice is that logos are not displayed on Council vehicles
80	Promotion of Community Rangers and their role	1	Promotion will be undertaken with a particular focus during the animal registration renewal period
81	Standard operating procedures	1	Procedures will be reviewed and further developed.

Council's Disability Advisory Committee also questioned if there was sufficient promotion to educate dog owners to pick up after their dogs, keep them on leash and the penalties in the local law if they do not do the right thing.

## 8. BUSINESS DIRECTORATE

### **8.3 Domestic Animal Management Plan 2013-2017 (continued)**

#### **Discussion**

With respect to the majority submissions received regarding a fenced rather than an unfenced dog park it should be noted that a report on the ability of Council to provide an area within Shepparton that could be used as an off leash dog park, examining the operation, capital costs, issues that have arisen or may arise within such a park and what may be done to mitigate any associated risks will be presented separately to Council for consideration.

Further investigation has been undertaken regarding the following matters:

- Benchmarking of Council's animal management fees
- Comparison of Council's animal management fees to estimated costs incurred
- Animal shelter opening on weekends including cost implications

No changes are proposed to Council's existing animal management fees.

In response to the submissions received it is proposed that the following amendments be made to the Draft Domestic Animal Management Plan 2013-2017:

- Review locations of litter collection bags and bins
- Attend the RSPCA Million Paws Walk at Victoria Park Lake
- Increase Animal Shelter school visits
- Establish Animal Shelter volunteer program
- Initial amnesty for animal registration for a pro rata fee rather than an ongoing program of pro rata registration
- First trip home free for registered animals at large if returned or collected on the same day
- Website to be updated daily for lost and found animals
- Quality of animal photos to be improved to generate interest
- Promotion of animals in pet shops
- Include cat containment options on website
- To inform strategies to resolve issues additional statistics to be collected including entire animals impounded, reasons for surrender, reason for euthanasia
- Procedures for assessing suitability of animals for rehousing to be reviewed
- Target to increase dogs returned or rehoused to 80% from 64% by working with animal welfare groups.
- Liaise with the Getting 2 Zero program in the development of initiatives

It is proposed that the initial animal registration amnesty for a pro rata fee be promoted in November 2013 rather than as an ongoing program of pro rata registration, as it is considered that an ongoing program of pro rata registration encourages owners not to register their animals by the annual registration date.

#### **Council Plan/Key Strategic Activity**

The Domestic Animal Management Plan 2013-2017 is consistent with four of the Council Plan 2013-2017 goals being Active & Engaged Community, Enhancing the Environment, Quality Infrastructure and High Performing Organisation.

## 8. BUSINESS DIRECTORATE

### 8.3 Domestic Animal Management Plan 2013-2017 (continued)

#### Risk Management

Risk associated with new initiatives will be further assessed before they are implemented

Risks	Likelihood	Consequence	Rating	Mitigation Action
Breach of the Act	Possible	Moderate	Moderate	Evaluating whether Council's animal control services are adequate to give effect to the requirements of the Act
Staff involved in animal management, including administration functions, don't have the knowledge and skills necessary to undertake their work	Possible	Moderate	Moderate	Outline programs for the training of authorised officers to ensure that they can properly administer and enforce the requirements of the Act
Dogs and cats to create a nuisance	Almost Certain	Moderate	High	Promote and encourage the responsible pet ownership
Attacks by dogs on people and animals	Likely	Moderate	Moderate	Investigate complaints received in relation to dog attacks
Over-population and high euthanasia rates for dogs and cats	Likely	Moderate	Moderate	Ensure registration to enable identification of dogs and cats
Dangerous, Menacing and Restricted Breeds	Almost Certain	Moderate	High	Effectively identify all dangerous dogs, menacing dogs and restricted breed dogs and to ensure that those dogs are kept in compliance with the Act
Domestic Animal Businesses not compliant with the Code of Practice	Possible	Moderate	Moderate	Each business inspected as part of the annual renewal of registration

#### Policy Considerations

There are no identified conflicts with Council Policies.

## 8. BUSINESS DIRECTORATE

### 8.3 Domestic Animal Management Plan 2013-2017 (continued)

#### Financial Implications

Many of the actions contained within the plan will be carried out within existing operational budgets, however the opening of the Animal Shelter on Saturday's is estimated to cost an additional \$15,000 per year. Other actions that require additional resources will be considered as part of the normal budget processes including quarterly budget reviews. It has been previously estimated that the cost of constructing a fenced off leash dog park would cost \$50,000.

The adopted operational budget for Animal Control for the 2013/14 financial year is as follows.

	2013/2014 Approved Budget for this proposal*\$	This Proposal \$	Variance to Approved Budget \$
Revenue	(677,000)	(677,000)	0
Expense	924,000	924,000	0
Net Result	247,000	247,000	0

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

Animal registrations collected by the Council include \$3.50 for each dog and \$2 for each cat that is passed on to the State Government which is equivalent to \$43,000.

#### Legal/Statutory Implications

Section 68A of the *Domestic Animals Act 1994*, requires councils to prepare domestic animal management plans at 4 year intervals, which aims to promote animal welfare, responsible ownership of dogs and cats and to protect the environment. In adopting such a plan, the Council has an opportunity to identify opportunities and issues relevant to its community and in response to any compliance matters that may impact on the health, safety and amenity of the community and environment.

Section 74 of the *Domestic Animals Act 1994* enables an authorised officer appointed by a Council to take any reasonable action that is necessary to find out whether the provisions of this Act, the regulations, any local law made under this Act by a Council are being complied with.

#### Environmental/Sustainability Impacts

A benefit of promoting and encouraging responsible pet ownership is minimising the harmful effect of domestic pets on the population of native birds, mammals and reptiles.

#### Social Implications

The objectives of the Plan is to promote and encourage responsible pet ownership, high standards of animal welfare and a municipality that is pet friendly

#### Economic Impacts

Registered domestic animal businesses are supported by a registration scheme which promotes the maintenance of standards.

## 8. BUSINESS DIRECTORATE

### **8.3 Domestic Animal Management Plan 2013-2017 (continued)**

#### **Consultation**

Public notice was given in the Shepparton News on Friday 21 June 2013 that Council had prepared a Draft Domestic Animal Management Plan 2013-2017 and that public submissions were invited to be received by 5.00pm Friday 19 July 2013.

Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
Inform	Keep informed	Media release Public notice Accessible on-line
Consult	Listen, acknowledge, consider	Public submissions invited

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

#### **Strategic Links**

##### a) Greater Shepparton 2030 Strategy

No direct links have been identified with the Greater Shepparton 2030 Strategy,

##### b) Other strategic links

The Plan is consistent with the Council Plan 2013-2017.

#### **Options for Consideration**

1. That the Council adopt the Domestic Animal Management Plan 2013–2017, with or without amendment. Recommended.
2. That the Council not adopt the Domestic Animal Management Plan 2013–2017. Not recommended.

#### **Conclusion**

Now that community input has been considered it is proposed that Council adopt the Domestic Animal Management Plan 2013–2017 as amended.

#### **Attachments**

1. Domestic Animal Management Plan 2013-2017 Page 291
2. Benchmarking of animal management fees Page 325

## 9. SUSTAINABLE DEVELOPMENT DIRECTORATE

### 9.1 Small Town Festive Grant Program

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

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

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

#### **Council Officers involved in producing this report**

**Author: Acting CBD & Township Development Officer**

**Proof reader(s): Team Leader Business Development, Manager Investment Attraction**

**Approved by: Director Sustainable Development**

#### **Executive Summary**

The Small Town Festive Grants program provides communities with a population of less than 10,000 people with the opportunity to apply for grants of up to \$2,000 to create a festive atmosphere within their town by purchasing and installing sustainable festive decorations.

#### **Moved by Cr Patterson**

#### **Seconded by Cr Summer**

That the Council approve the allocation of funding under the Small Town Festive Grants Program to the following successful applicants providing they satisfy council's requirements as specified in the grant application documentation:

Applicant	Township	Application amount	Amount approved
Mooroopna Mens Shed	Mooroopna	\$ 1,999.00	\$ 1,999.00
Transition Tatura	Tatura	\$ 2,000.00	\$ 2,000.00
Congupna/Tallygaroopna Landcare Group	Congupna	\$ 2,000.00	\$ 2,000.00
Congupna/Tallygaroopna Landcare Group	Tallygaroopna	\$ 2,000.00	\$ 2,000.00
Lifestyle Dookie	Dookie	\$ 1,945.00	\$ 1,945.00
Toolamba Fire Brigade	Toolamba	\$ 2,000.00	\$ 2,000.00
Total		\$11,944.00	\$11,944.00

**CARRIED.**

#### **Background**

The Greater Shepparton City Council Small Town Festive Grants program provides a total allocation of \$20,000 funding which is made available to townships with a population of less than 10,000 people. To ensure a consistent allocation of funds a limit of \$2,000 applies to each grant application with a total of 10 grants available.

Guidelines limit funding to the purchase and installation of festive decorations and associated costs. Events and activities cannot be funded by this program and the majority of grant funds are required to be allocated to the purchase of decorations in an effort to increase the township's stock of decorations.



## 9. SUSTAINABLE DEVELOPMENT DIRECTORATE

### 9.1 Small Town Festive Grant Program (continued)

Applications for the Small Town Festive Grants opened on Friday 17 May 2013. Advertisements were placed within the Shepparton News on 17 May 2013, 24 May 2013 and 21 June 2013. An advertisement was also placed in the Tatura Guardian on Tuesday 21 May 2013.

Guidelines and applications were emailed to past recipients of the Small Town Festive Grant and also a database of contacts for community organisations located in small towns within the Greater Shepparton region. This database was accessed through the Neighbourhoods department.

Applications closed on Friday 28 June 2013 and a total of six applications were received. Details are as follows:

Applicant	Township	Application amount	Amount approved
Mooroopna Mens Shed	Mooroopna	\$ 1,999.00	\$ 1,999.00
Transition Tatura	Tatura	\$ 2,000.00	\$ 2,000.00
Congupna/Tallygaroopna Landcare Group	Congupna	\$ 2,000.00	\$ 2,000.00
Congupna/Tallygaroopna Landcare Group	Tallygaroopna	\$ 2,000.00	\$ 2,000.00
Lifestyle Dookie	Dookie	\$ 1,945.00	\$ 1,945.00
Toolamba Fire Brigade	Toolamba	\$ 2,000.00	\$ 2,000.00
Total		\$11,944.00	\$11,944.00

Applications were assessed by a panel of 4 council officers.

	Council Officer	Position
1.	Tina Zappala	Executive Assistant to CEO
2.	Michelle Patterson	Strategic Planner - Communities
3.	Anna Janson	Acting Grants & Economic Research Co-ordinator
4.	Karli Sutherland	Acting CBD & Township Development Officer

Council officers completed a grant assessment form for each application. Consideration was given to applications which detailed the purchase or creation of festive decorations, offers of in-kind donations by applicants and the inclusion of a detailed budget. Storage considerations, information relating to specific locations for installations and reference to future use of the proposed decorations were of particular importance to the viability of each application.

#### **Council Plan/Key Strategic Activity**

1. Active & engaged Community (Social) – Objective 1. Continue to enhance community capacity building.

5. High Performing Organisation (Leadership & Governance) – Objective 1. Develop & implement best practice communication strategies.

## 9. SUSTAINABLE DEVELOPMENT DIRECTORATE

### 9.1 Small Town Festive Grant Program (continued)

#### Risk Management

Risks	Likelihood	Consequence	Rating	Mitigation Action
Climbing risk & fall from heights	C	3	Moderate	Discuss the requirement to limit direct access to the decorations which present this risk. Risk management measures can be discussed with affected towns.
Injury during the creation of decorations	C	4	Minor	Assist the towns with the creation of a Job Safety Analysis. Creation of a JSA will assist applicants to consider the safest way to complete their task and assessment of the associated risks.
Injury during the install or removal of festive decorations	C	3	Moderate	Assist the towns with the creation of a JSA. Creation of a JSA will assist applicants to consider the safest way to complete their task and assessment of the associated risks.
Injury due to falling festive decorations	D	4	Minor	Discuss with applicants the use of qualified tradespersons to assist with install/removal or engage persons with appropriate skills.

#### Policy Considerations

There are no identified conflicts with Council policies.

#### Financial Implications

Any GST implications have been considered as part of the recommendation of this report.

	2013/2014 Approved Budget for this proposal*\$	This Proposal \$	Variance to Approved Budget \$	Comments
Revenue	Nil	Nil	Nil	
Expense	\$20,000	\$11,944	(\$8,056)	10 applications were available for funding however only 6 applications were received and approved
Net Result	\$20,000	\$11,944	(\$8,056)	

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

#### Legal/Statutory Implications

This proposal conforms with all relevant legislation.

## 9. SUSTAINABLE DEVELOPMENT DIRECTORATE

### 9.1 Small Town Festive Grant Program (continued)

#### **Environmental/Sustainability Impacts**

This proposal does not present any negative environmental/sustainable impacts.

The township of Tatura has submitted an application based on the use of recycled materials to construct their festive decorations. Their proposed project involves schools and various community groups to assist with the construction. They are directly addressing the need to recycle and reduce waste which will have a positive impact on our environment through the education of their community.

#### **Social Implications**

Through the establishment of the Small Town Festive Grants program, council seeks to provide the community with an opportunity to play a significant and positive role in ensuring the Greater Shepparton region has an exciting festive atmosphere. A sense of community spirit can be achieved through the participation of community members, especially if they feel they have actively influenced decisions which affect their town.

#### **Economic Impacts**

Several applications received will have a positive effect on the local economy due to the purchase of materials and acquisition of services from local businesses. This includes the process of the creation, installation and removal of the proposed festive decorations.

#### **Consultation**

Council officers liaised with community organisations to provide clarification and guidance to assist them to submit a viable application.

Should Council approve the recommended applications further consultation with the community organisations will be necessary to ensure they deliver their proposed projects as detailed in their applications. Consultation with the Neighbourhoods Department within council provided a valuable resource towards reaching active community organisations within townships which in the past have not submitted Small Town Festive Grants applications.

Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
Inform	Keep informed	Following the decision of Council, applicants will be contacted regarding the status of their application. Once confirmation is received from applicants that their project has been delivered we would seek to publicly promote this initiative and the concerted efforts of the community.
Involve	Work together	Provide communities with the opportunity when completing acquittal documentation to provide feedback on how we can improve the delivery of this program in the future.

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

## 9. SUSTAINABLE DEVELOPMENT DIRECTORATE

### 9.1 Small Town Festive Grant Program (continued)

#### **Strategic Links**

##### a) Greater Shepparton 2030 Strategy

Topic: Community Life

Theme: Health and Social services

Objective 2. To encourage and implement activities that will strengthen community spirit.

##### b) Other strategic links

No other strategic links have been identified.

#### **Options for Consideration**

1. Council determine to not approve the applications for the Small Town Festive Grants. This is not recommended as a delay in approval may reduce the township's ability to deliver their projects due to time constraints.
2. Council determine to only approve a selected number of applications for a Small Town Festive Grants against the recommendations by council officers. This is not recommended as selected townships would not be in a position to deliver their project without funding.
3. Council determine to approve all applications for a Small Town Festive Grant as recommended by council officers. This is the recommended option to ensure all townships are supplied with funding to deliver their project and within an acceptable timeframe.

#### **Conclusion**

It is proposed that Council approve all six applications for funding through the Small Town Festive Grants Program at a total cost of \$11,944.00.

#### **Attachments**

- |  |          |
|--|----------|
| 1. Small Town Festive Grant Program - Funds allocation                   | Page 332 |
| 2. 2013 Small Town Festive Grant Applications                            | Page 333 |
| 3. 2013 Small Town Festive Grant Assessment Forms                        | Page 388 |
| 4. 2013 Small Town Festive Grant Program Guidelines and Application Form | Page 436 |

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## 9. SUSTAINABLE DEVELOPMENT DIRECTORATE

### 9.2 Delegation to Korce, Albania

#### **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 Investment Attraction**

**Proof reader(s): Team Leader Business and Industry Development**

**Approved by: Director Sustainable Development**

#### **Executive Summary**

In August 2012 Council formally entered into a Sister City Agreement with Korce Albania. Consequently a Memorandum of Understanding between the two cities to further develop the Sister City relationship was developed and signed independently by both Mayors with the expectation that the two parties would come together to celebrate this significant milestone.

The Mayor, Cr Jenny Houlihan, has received an invitation from the Mayor of Korce, Albania to attend a Sister City signing ceremony in Korce, and then a dinner in Tirane to present the formalisation of the relationship to the Albanian and Australian national media as part of an Australian Government sponsored 'Australia Day' event. The Australia Day event aims to showcase all aspects of Australia to the Albanian nation whilst highlighting the Australian/Albanian connections that exist.

Costings have been sought for this proposed delegation and are now presented to Council for consideration.

#### **Moved by Cr Oroszvary Seconded by Cr Summer**

That the Council approve a Mayoral delegation to Korce, Albania to attend a Sister City signing ceremony and publicly formalise the Sister City relationship and Memorandum of Understanding at a cost of approximately \$3,377 excluding GST (GST does not apply to international travel and accommodation).

**CARRIED.**

#### **Background**

Council, at the August 2012 Council meeting, resolved to enter into a sister city relationship with the major southern city of Albania known as Korce. Shepparton has a significant Albanian population made up of original migrants who arrived in the 1920s and 1930s, first, second and third generation descendants of these original migrants, and more recent migrants who have been arriving in Shepparton since the mid 1990s. It is estimated that approximately 2,500 people make up this Albanian population. Many of these people maintain constant contact with friends and relatives in Korce.

Following the resolution in August 2012 negotiation commenced between the two cities to develop and sign a Memorandum of Understanding outlining five key areas to promote and enhance understanding, friendship and cooperation between the two cities. This

## 9. SUSTAINABLE DEVELOPMENT DIRECTORATE

### 9.2 Delegation to Korce, Albania (continued)

Memorandum of Understanding signed by the Mayor of Korce on 21 May 2013 and Mayor of Greater Shepparton on 11 June 2013 (is attached to this report).

The Mayor, Cr Jenny Houlihan, has received an invitation from Mr Peleshi (the Mayor of Korce) via Ambassador Ms Jenny Bloomfield from the Australian Embassy in Athens, to attend a Sister City signing ceremony in Korce, and then a dinner in Tirane to present the formalisation of the relationship to the Albanian and Australian national media as part of an Australian Government sponsored 'Australia Day' event. It is proposed that the date of the signing ceremony would be 30 September 2013 to coincide with the Australia Day event, and that the Mayor's itinerary in Korce would extend across approximately three days with activities proposed by the Mayor of Korce to optimise the Mayor's visit. Costings for the Mayor's attendance have been obtained, and are outlined below in the Financial Implications section of this report.

Sister City and Friendship City relationships allow communities to:

- Exchange ideas
- Generate harmony, tolerance and goodwill
- Promote economic growth
- Increase tourism
- Exchange cultural and educational experiences and values
- Build reliable business and other contacts.

#### **Council Plan/Key Strategic Activity**

Key Strategic Objective 6 – Embrace and strengthen cultural harmony and diversity

Key Strategic Objective 16 – Value arts and culture as an integral part of our dynamic community

#### **Risk Management**

There is a minor risk that the community may perceive a Mayoral delegation to Albania as extravagant, however this can be mitigated by communicating to the public the benefits of the relationship and the outcomes achieved through the maintenance and development of this relationship.

#### **Policy Considerations**

There are no identified conflicts with Council policies.

#### **Financial Implications**

Quotations have been sought for flights, accommodation and additional expenditure estimated, and these are outlined below:

Costings for the Mayor's attendance have been obtained, and are outlined below:

Flights (return)	\$2,677	(approximately)
Accommodation – 3 nights in Korce	\$ 200	(approximately)
Gifts, meals, incidentals	\$ 500	(approximately)
<b>Total</b>	<b>\$3,377</b>	<b>(approximately)</b>

## 9. SUSTAINABLE DEVELOPMENT DIRECTORATE

### 9.2 Delegation to Korce, Albania (continued)

	2013/2014 Approved Budget for this proposal*\$	This Proposal \$	Variance to Approved Budget \$	Comments
Revenue				
Expense	\$3,377	\$3,377	NIL	
Net Result	\$3,377	\$3,377	NIL	

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

Whilst \$15,000 has been allocated for the 13/14 financial year budget for international relations, \$4,771 has previously been assigned to the Mayoral delegation to Japan in November this year. Further expenses will be incurred when Council hosts a delegation from China later this year and a staff exchange from Japan early in 2014.

#### Legal/Statutory Implications

This proposal conforms with all relevant legislation.

#### Environmental/Sustainability Impacts

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

#### Social Implications

A Mayoral delegation to Korce Albania to participate in a signing ceremony to publicly formalise the Sister City relationship and Memorandum of Understanding will assist with the further development of the relationship between the two cities of Korce and Greater Shepparton, strengthening the cultural ties and opportunity for shared learnings.

#### Economic Impacts

The Memorandum of Understanding outlines an objective to “*seek opportunities for cooperation in the fields of economy, trade, culture, education, science and technology, health, environmental protection and so on, to benefit economic and social development in and between the two cities*”.

Discussions toward the achievement of this endeavour have already commenced.

#### Consultation

Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
Inform	Keep informed	Discussion regarding delegation with key stakeholders
Consult	Consult	Consult with Ambassador’s office regarding key dates and itinerary
Involve	Work together	Provide opportunity for stakeholders to provide input into the delegation

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

## 9. SUSTAINABLE DEVELOPMENT DIRECTORATE

### 9.2 Delegation to Korce, Albania (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**

1. That the Council determine to not approve a Mayoral delegation to Korce Albania to publicly formalise the Sister City relationship and Memorandum of Understanding.
2. That the Council determine to approve a Mayoral delegation to Korce Albania to publicly formalise the Sister City relationship and Memorandum of Understanding.

#### **Conclusion**

It is proposed that the Councillors approve a Mayoral delegation to Korce, Albania to publicly formalise the Sister City relationship and Memorandum of Understanding at a cost of approximately \$3,377 excluding GST (GST does not apply to international travel and accommodation).

#### **Attachments**

Memorandum of Understanding Page 445



## 10. TABLED MOTIONS

Nil Received

## 11. REPORTS FROM COUNCIL DELEGATES TO OTHER BODIES

Nil Received

## 12. REPORTS FROM SPECIAL COMMITTEES AND ADVISORY COMMITTEES

Nil Received

## 13. NOTICE OF MOTION, AMENDMENT OR RESCISSION

Nil Received

## 14. DOCUMENTS FOR SIGNING AND SEALING

### **14.1 270 Verney Road Shepparton North - Transfer of Land for Open Space and Drainage Reserve**

#### **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.

Approval of Council is sought to allow a Transfer of Land document to be signed and sealed to transfer a parcel of land to Council for use as an open space and drainage reserve.

The land is within Connolly Park Estate Residential Subdivision and is described as Lot B on Plan of Subdivision 636761C and was previously known as 207 Verney Road, Shepparton North.

Lot B has an area of 1.841ha and was purchased by Council by agreement of the owner and in accordance with a valuation obtained by Council's Planning Department. The purchase price of \$30,000 was funded from public open space contributions made by land owners subdividing residential lots within this estate.

Lot B will form part of a large linear public open space and drainage reserve in accordance with the approved Development Plan for the Northern Growth Corridor. The reserve is being developed in stages to progressively accommodate the drainage and open space requirements of the residential estate and will contain integrated retarding basins, wetlands and public open space in a landscape setting.

#### **Moved by Cr Oroszvary**

#### **Seconded by Cr Polan**

That the Council authorise the Chief Executive Officer to sign and seal the Transfer of Land between Fenaughty Pty Ltd and KNDT 1 Pty Ltd and the Greater Shepparton City Council for Land being Volume 11315 Folio 237 for registration at the Land Registry.

**CARRIED.**

## 15. COUNCILLOR ACTIVITIES

### 15.1 Councillors Community Interaction and Briefing Program

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

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

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

#### **Councillors' Community Interaction and Briefing Program**

From 1 August 2013 to 31 August 2013 some or all of the Councillors have been involved in the following activities:

- SAM Special Advisory Committee Meeting
- Disability Advisory Committee Meeting
- Street Rider Get Together
- Push Start Heat [formerly 'Battle of the Bands']
- SheppARTon Festival AGM
- Breakfast with Oshu City Students
- Development Hearings Panel [DHP]
- Toyoake Students visit to the Council
- Homeless Persons Week Event
- SSM Induction Session for new committee members
- Tatura Urban Fire Brigade Dinner
- Seven Creeks Neighbourhood | Community BBQ
- Dairy Leaders Forum | Murray and Goulburn Valley
- Speak to Grade 5 & 6 Students | Wilmot Road Primary School
- Citizenship Ceremony
- Regional Cities Week – Mayor and Chief Executive Officer
- Deakin Reserve Meeting
- Opening of Playground | Balaclava Road Toy Library by the Australian Breastfeeding Association
- Positive Ageing Advisory Committee Meeting
- Indigenous Australians at War
- Goulburn Valley Vietnam Veteran's Association | Commemoration & Celebration
- Speak to Grade 5 & 6 Students | St Luke's Primary School
- Father of the Year Awards | Going through the nominations
- Shepparton Show Me Annual General Meeting
- Shepparton Show Me Ordinary Committee Meeting
- RiverConnect Implementation Advisory Committee Meeting
- Melbourne Symphony Orchestra | Shepparton Regional Tour | Dinner and Performance
- Saleyards Advisory Committee Meeting
- Goulburn Valley Eastern CWA | Conference
- Greater Shepparton Best Start Partnerships meeting
- Communités for Children in Greater Shepparton | Website Launch
- Verney Road | Debutante Ball
- Disability Advisory Committee Meeting
- Meeting with the Hon Dr Sharman Stone Centary of ANZAC
- Goulburn Valley Regional Waste Management Group meeting

## 15. COUNCILLOR ACTIVITIES

### 15.1 Councillors Community Interaction and Briefing Program (continued)

- Shepparton 2013 | Father of the Year Awards
- Shepparton Running Festival
- Lunch with Carrillo Ganter | Friends of SAM
- Cultural Awareness Training | Yorta Yorta Nations
- Garage Sale Trail launch
- Lunch with the Sustainability Victoria Board | Tatura
- National Meals on Wheels Day 2013
- GV BRaIN | Alan Oster
- Australian Botanical Gardens meeting
- Luncheon | The Hon Louise Asher MP
- Shepparton Sports Precinct Netball Court Development | Official Opening by the Hon Jeanette Powell

Councillors were also briefed on the following matters:

- Special Committees Delegation and Exception Review & Survey and Admin Manual
- Neighbourhood House | Annual Presentation
- Shepparton Aerodrome briefing
- Spring Car Nationals briefing
- Shepparton Chamber of Commerce briefing
- Greater Shepparton Marketing Strategy
- Shepparton Show Me Levy briefing
- Goulburn Valley Regional Library briefing
- Trustees meeting for Pine Lodge and Kialla West Cemetery
- Universal and Inclusion Plan 2013-2017
- SSM Instrument of Delegation and Guidelines
- Christmas Arrangements 2013-2014
- Small Town Festive Grant Program
- Delegation to Korce, Albania
- Community Matching Grant Scheme - Round One 2013-2014
- Hume Region Preventing Violence Against Women & Children Regional Strategy 2013-2017
- Safe Community Designation Pros V Cons report
- Riverlinks Overview and Cost Structure
- AGL Electricity Contract
- Domestic Animal Management Plan 2013-2017

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

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

That the Council receive the summary of the Councillors' community interaction and briefing program.

**CARRIED.**

## 15. COUNCILLOR ACTIVITIES

### 15.1 Councillors Community Interaction and Briefing Program (continued)

#### **Attachments**

- |   |          |
|---|----------|
| 1. Councillor Briefing Session - 23 July 2013     | Page 448 |
| 2. Councillor Briefing Session - 30 July 2013     | Page 449 |
| 3. SAM Advisory Committee Meeting - 1 August 2013 | Page 450 |
| 4. Councillor Briefing Session - 6 August 2013    | Page 451 |
| 5. Councillor Briefing Session - 13 August 2013   | Page 452 |
| 6. Councillor Briefing Session - 20 August 2013   | Page 453 |
| 7. RiverConnect Meeting - 21 August 2013          | Page 454 |
| 8. Councillor Briefing Session - 27 August 2013   | Page 455 |

**16. URGENT AND OTHER BUSINESS NOT INCLUDED ON THE AGENDA**

Nil Received

**17. PUBLIC QUESTION TIME**

Nil Received

**18. CONFIDENTIAL MANAGEMENT REPORTS**

**18.1 Designation of Confidentiality of Information – Report Attachments**

**Moved by Cr Summer  
Seconded by Cr Ryan**

In accordance with section 77(2)(b) of the *Local Government Act 1989* (the Act) the Council designates as confidential all documents used to prepare the following agenda items and previously designated by the Chief Executive Officer in writing as confidential under section 77(2)(c) of the Act.

1. Report 6.1: AGL Electricity Contract. This document relates to a contractual matter, which is a relevant ground applying under section 89(2)(d) of the Act.

**CARRIED.**

**MEETING CLOSED AT 6.17 PM**