

# AGENDA

FOR THE  
GREATER SHEPPARTON CITY COUNCIL

## ORDINARY COUNCIL MEETING

TO BE HELD ON  
TUESDAY 20 AUGUST, 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***

**A G E N D A  
FOR THE  
ORDINARY COUNCIL MEETING  
TO BE HELD ON  
TUESDAY 20 AUGUST, 2013 AT 5.30**

**CHAIR  
CR JENNY HOULIHAN**

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## RISK LEVEL MATRIX LEGEND

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

Likelihood	Consequences				
	Negligible (5)	Minor (4)	Moderate (3)	Major (2)	Catastrophic (1)
<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:**

**1. ACKNOWLEDGEMENT**

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

**2. APOLOGIES**

**3. DECLARATIONS OF 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.**

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

**RECOMMENDATION**

That the Minutes of the Ordinary Council Meeting held on 16 July 2013, as circulated, be confirmed.

## **5. OFFICE OF THE CHIEF EXECUTIVE OFFICER**

### **5.1 Greater Shepparton City Council - Council Plan 2009 - 2013** **Final Progress Report June 2013**

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

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

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

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

**Author: Manager Corporate Performance**

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

**Approved by: Chief Executive Officer**

#### **Executive Summary**

In accordance with the *Local Government Act 1989* requirements, a progress report on the status of achievement of Key Strategic Objectives contained within the Council Plan and Key Strategic Activities contained within the Budget is provided for Council.

The report provides details in relation to achieving the Key Strategic Objectives identified in the 2009/10 to 2012/13 Council Plan and forms part of councils accountability framework which will see continued quarterly reporting on progress in relation to the achievement of the Plan.

The report also includes progress made in achieving the twenty four Key Strategic Activities contained within the 2012/13 Budget which will become Councils Performance Statement.

Whilst it is acknowledged that the Council Plan is a four year plan, reviewed annually, and that this report and future reports will concentrate on the achievement of annual targets and the quarterly progress towards those targets it is important to reflect that the overall aims of the Council Plan are those of the full four year term.

The Council Plan becomes the organisational focus for the development of Directorate and Business unit plans and ultimately the individual responsibilities of officers which are subsequently reflected in those officers annual appraisals.

Of the identified general actions for progress reporting in relation to measuring achievement there are 92 of 141 complete and 12 of 24 Key Strategic Activities from the budget complete.

The number of incomplete actions is of concern however it is considered that the organisational change that has been put in place across the last twelve months including the significant change in personnel has contributed greatly to the non-achievement level. In reviewing these incomplete actions there are many which have either been commenced or are shown to be ongoing.

## 5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

### **5.1 Greater Shepparton City Council - Council Plan 2009 - 2013 Final Progress Report June 2013 (continued)**

#### **RECOMMENDATION**

That the Council note the attached report which provides details in relation to achieving the:

1. key Strategic Objectives identified in the 2009/10 to 2012/13 Council Plan, and
2. key Strategic Activities contained within the 2012/13 Budget which will become Councils Performance Statement.

#### **Background**

The 2009/10 to 2012-13 Council Plan identified Goals, Key Strategic Objectives and Strategies for implementation across the life of the plan.

Council also identified twenty four Key Strategic Activities in adopting the 2012/13 Annual Budget as activities specific to the 2012/13 financial year.

The Council planning process is supported by directorate and departmental business plans, which are regularly reviewed by senior management.

The status comments contained within the report may change with each quarterly status report and all reports should be kept for future reference.

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

High Performance Organisation (Leadership and Governance) - Ensure strong internal systems and processes to ensure best practice delivery of services for the community.

#### **Risk Management**

The management of risk will be undertaken through the regular reporting to Council and the community.

Risks	Likelihood	Consequence	Rating	Mitigation Action
Failure to report to Council and the community	Unlikely	Moderate	Moderate	Continue quarterly reports to Council

#### **Policy Considerations**

There are no policy considerations associated with this report.

#### **Financial Implications**

This report contains no financial implications.

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

This report complies with legislative requirements relating to progress reporting on objectives contained within the council plan.

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

The report contains no environmental/sustainability impacts.

## **5. OFFICE OF THE CHIEF EXECUTIVE OFFICER**

### **5.1 Greater Shepparton City Council - Council Plan 2009 - 2013 Final Progress Report June 2013 (continued)**

#### **Social Implications**

The report contains no social implications.

#### **Economic Impacts**

The report contains no economic impacts.

#### **Consultation**

Internal consultation occurs with the responsible officers regularly updating individual actions and the overall review of all plans by the Executive Leadership Team. Community consultation is achieved by publishing this report, including it in Councils website and as part of Councils meeting agenda.

Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
Inform	Keep Informed	Council Meeting Minutes Council Website

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

#### **Strategic Links**

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

The Council Plan 2009/10 to 2012/13 plays a pivotal role in the delivery of the short term plans and aspirations of council and the community whilst following the long term strategies of Greater Shepparton 2030.

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

The Council Plan supports the short term direction of the organisation (4 years) and provides a linkage to the strategies developed and or implemented over the duration of the plan.

The plan contains Key Strategic Objectives for delivery across the period of the plan. The Budget details the financial obligations of the organisation for the period and contains Key Strategic Activities for delivery across each year.

#### **Options for Consideration**

Noting the report will provide acknowledgement to the community that a review has been undertaken and that council has met with the requirements of the Local Government Act in relation to regular reporting to Council.

Not noting the report would fail to ensure ongoing compliance with the requirements of the Local Government Act in relation to regular reporting to Council.

#### **Conclusion**

This report updates progress against achieving the Key Strategic Objectives contained within the 2009/10 to 2012/13 Council Plan and the Key Strategic Activities contained within the 2012/13 Budget.

#### **Attachments**

Council Plan - Final Report



## 5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

### 5.2 Special Rates and Charges

#### **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 Corporate Performance

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

**Approved by:** Chief Executive Officer

#### **Executive Summary**

A revised Special Rates and Charges policy has been developed to replace the policy adopted on 4 July 2006. The policy provides the framework for provision of works or services in accordance with the *Local Government Act 1989*. This policy will be supported by Quality guidelines and templates to assist officers and the community understand the process relating to Special Rates and Charges.

#### **RECOMMENDATION**

That the Council:

1. adopt the new special rates and charges policy
2. revoke the previous special rates and charges policy which was adopted on 4 July 2006.

#### **Background**

Section 163 of the *Local Government Act 1989* provides for the Council to deliver works and services by way of “special charge” or “special rate” contributory schemes. These schemes enable the provision of works and services to land already developed which cannot be included in development contribution plans.

Where it can be demonstrated that properties will receive special benefit from the construction of necessary infrastructure or provision of a service, a scheme apportioning costs to owners can be created.

The Council has delivered a number of schemes across the years predominately for construction of roads and drainage.

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

This policy supports the Council Plan 2013-17 through the Goal 4 – The provision of urban and rural infrastructure to enhance the performance of the municipality and facilitate growth and particularly Objective 4.3 – Provide affordable and sustainable community infrastructure.

#### **Risk Management**

This policy considers risk in relation to the options available for development of a scheme.

## 5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

### 5.2 Special Rates and Charges (continued)

#### **Policy Considerations**

This policy is developed in accordance with the Development of Policy Documents.

#### **Financial Implications**

There are no identified financial implications associated with this report. Any financial implications that may exist in relation to a proposed scheme would receive budget approval.

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

This policy supports the provision of works and services to the community under “special charge” or “special rate” contributory schemes as detailed in section 163 of the *Local Government Act 1989*.

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

There are no environmental impacts associated with this report.

#### **Social Implications**

There are no social implications associated with this report.

#### **Economic Impacts**

There are no direct economic impacts relating to this report however individual scheme may relate to infrastructure improvements that will have positive environmental impacts in the future. e.g. drainage improvements.

#### **Consultation**

As this policy replaces a previously adopted policy of Council it is not considered necessary to undergo public consultation. Internal consultation has been undertaken between the Infrastructure, Business and Corporate areas.

Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
Inform	That policy exists	All media forms

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

#### **Strategic Links**

##### a) Greater Shepparton 2030 Strategy

This policy is consistent with Direction 5 – The infrastructure Objective “To provide sustainable infrastructure to support the growth and development of the community”

##### b) Other strategic links

Asset Management Strategy.

Special Rates and Charges – Ministerial guidelines 2044.

#### **Options for Consideration**

Adoption of this policy will provide an updated policy that will serve the council and community well in relation to “special charge” or “special rate” contributory schemes in accordance with the Local Government Act 1989 and current best practice.

Do not adopt this policy may jeopardise council position in relation to ongoing development of schemes as the previous policy is not seen as providing appropriate clarity to both the organisation and the community.

## **5. OFFICE OF THE CHIEF EXECUTIVE OFFICER**

### **5.2 Special Rates and Charges (continued)**

#### **Conclusion**

The adoption of a revised Special Rates and Charges Policy will enable council to more clearly define and communicate the intent of the policy and to provide clear direction in relation to the development and application of schemes in the future.

#### **Attachments**

Special Rates and Charges Policy

## 5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

### 5.3 Transition Plan update June 2013

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

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

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

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

**Author: Manager Corporate Performance**

**Proof reader(s): Trainer/Projects Coordinator, Team Leader Governance**

**Approved by: Chief Executive Officer**

#### **Executive Summary**

The Chief Executive Officer is responsible for providing regular updates to Council on the implementation of the Organisational Transition Plan. The last report was provided in March 2013.

The purpose of this report is to update Council on the progress to date of implementing recommendations out of the "Greater Shepparton City Council – Organisational Transition Plan.

#### **RECOMMENDATION**

That the Council note the August 2013 update of progress in implementing the Greater Shepparton City Council – Organisational Transition.

#### **Background**

The organisational Transition Plan provides for the issues identified, who is responsible, what attention is required. Of the 117 tasks set out in the plan 56 percent have been completed whilst the balance are in the process of implementation.

A key project from the Transition Plan is to arrange for staff to move within the organisation to locations that will enable staff within departments to be accommodated together, thereby creating more effective and efficient use of work spaces and facilitating better communication within the organisation. This relocation process is nearing completion.

A copy of the progress report against each of the Transition Plan items is shown in the attachment to this report. It provides a status report for information.

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

This report supports the Council Plan Goal number Six – "High Performing Organisation"

#### **Risk Management**

There are no moderate to extreme risks identified in associated with this report.

#### **Policy Considerations**

There are no direct policy considerations associated with this report.

## **5. OFFICE OF THE CHIEF EXECUTIVE OFFICER**

### **5.3 Transition Plan update June 2013 (continued)**

#### **Financial Implications**

All financial implications relating to this report have been accounted for in the current budget.

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

There are no legal/statutory implications associated with this report.

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

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

#### **Social Implications**

There are no social implications associated with this report.

#### **Economic Impacts**

There are no economic impacts associated with this report.

#### **Consultation**

The Transition Plan is an internal document and discussion continues across departments, directorates and the executive in relation to progress to achieve the targeted outcomes.

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**

The report is consistent with the Council Plan Goal number Six – “High Performing Organisation”

#### **Options for Consideration**

Note the report and accept the status relating to progress and refer to Council for noting in accordance with the CEO obligations for reporting to Council.

Not note the report and the recommendation to refer to Council which will then see the CEO fail in his reporting obligations.

#### **Conclusion**

The Chief Executive Officer is responsible for providing regular updates to Council on the implementation of the Organisational Transition Plan. The last report was provided in March 2013.

The purpose of this report is to update Council on the progress to date of implementing recommendations out of the “Greater Shepparton City Council – Organisational Transition Plan.

#### **Attachments**

Transition Plan - Final Report

## 6. COMMUNITY DIRECTORATE

### 6.1 Endorsement of the Tallygaroopna Community Plan

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

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

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

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

**Author: Strategic Planner - Communities**

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

**Approved by: Director Community**

#### **Executive Summary**

Over recent months, the Tallygaroopna Community Plan Steering Committee, with support from Regional Development Company and Greater Shepparton City Council Community Planning Officer conducted extensive community engagement regarding key priorities for the Tallygaroopna Community. Informed by these consultations a draft plan was developed, highlighting the needs, wants and aspirations of the community. A final round of consultation has now occurred on the draft document. The Tallygaroopna Community Plan 2013 is now being presented to Council for endorsement. Officers recommend the endorsement of the Plan.

#### **RECOMMENDATION**

That the Council:

1. endorse the Tallygaroopna Community Plan 2013
2. acknowledge the contribution that the Tallygaroopna Community has made during the creation of the plan.

#### **Background**

Currently Council's Community Plan Policy identifies that Community Plans will be developed for the ten small towns within the municipality.

A Tallygaroopna Community Plan project team was established to develop the plan in February 2012. The project team met twice in February before serious flooding occurred in March 2012 and the planning process was placed on hold, as the community focused their efforts into flood recovery activities. A fire which engulfed the local hotel contributed to the sense of loss in the small town.

The project resumed again with the project team meeting in February 2013. The project team worked to plan the community consultation process to ensure the community could have input into the plan.

Methods of consultation included:

- Events – The Community Flood Anniversary picnic tea in the part was used to launch the consultation process
- Survey – An online and hard copy survey
- Interviews – With key community groups
- Street Door Knock – conducted by community plan steering committee

## 6. COMMUNITY DIRECTORATE

### **6.1 Endorsement of the Tallygaroopna Community Plan (continued)**

- Three Wishes Campaign – residents were invited to identify their three wishes for Tallygaroopna with feedback boxes at the Tallygaroopna Post Office and Tallygaroopna Primary School
- Children's Art activities
- Photo gallery collection
- A Community Forum was held to create a vision and identify priority projects from the survey and three wishes feedback

More than 74 individuals contributed their thoughts and ideas which represent 27% of the township population although there is a possibility that they may have responded by more than one consultation activity.

Relevant documents reviewed by the consultants working on the project:

- Greater Shepparton Council Plan and Strategic Resource Plan (2009 -2013)
- Tallygaroopna Urban Design Framework (2003)
- Greater Shepparton Housing Strategy (2011)
- Early Years' Service and Future Demand Analysis: Draft Report (2011)
- Tallygaroopna and District Times and Tales (1990)

15 priorities rated high or medium were identified.

The high priorities include:

- Community Notice Board
- Walking Cycling Track
- Improvements to town infrastructure (explore options to provide connections to natural gas, sewage and better water pressure)
- Enhancement to the township entrance (signage and landscape upgrade)
- Support services and activities for older people in town
- Maintain support services and activities for early childhood

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

After the completion of the Community Plan creation phase, The Tallygaroopna Community Plan Steering Committee decided to rename their group TAP – Tallygaroopna Action Plan and have already conducted two working bees to enhance the township entrance.

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

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

- Council Organisation and Management – Engage our Community when making decisions – We will continue to develop small town and other community plans across the municipality and foster a share vision of the future.

#### **Risk Management**

The endorsement of the Tallygaroopna Community Plan will strengthen community planning and result in reduced risk for council.

## 6. COMMUNITY DIRECTORATE

### 6.1 Endorsement of the Tallygaroopna Community Plan (continued)

Risks	Likelihood	Consequence	Rating	Mitigation Action
Community expectation that all initiatives will be funded by Council	C	4	Low	Ensuring that the community are aware of budget constraints and processes and are informed of external funding opportunities.
Community do not drive the implementation of the plan	C	4	Low	The community have been extensively consulted and the steering committee will drive its implementation

#### Policy Considerations

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

#### Financial Implications

The endorsement of the Tallygaroopna Community Plan is set within the Council context of existing financial constraints. Community planning priorities requiring funding will be assessed through the Community Plan Implementation budget, State and Federal funding and/or philanthropic trust. It is anticipated that the Community will provide in kind support (materials, labour, financial) to implementation of these priorities.

	2012/2013 Approved Budget for this proposal*\$	This Proposal \$	Variance to Approved Budget \$	Comments
Revenue	N/A	N/A	N/A	There is no revenue associated with the creation of a community plan
Expense	\$40,000 (Total budget allocation for community plan development / review throughout the municipality)	Consultants \$19,353.00 Printed balloons \$220.00 Catering \$200.00	0	The cost of the creation of this community plan aligns with allocated budget
Net Result	\$40,000	\$19,773.00	0	Cost of implementing the Tallygaroopna Community Plan will be subject to individual project proposals

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



## 6. COMMUNITY DIRECTORATE

### 6.1 Endorsement of the Tallygaroopna Community Plan (continued)

#### Legal/Statutory Implications

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

#### Environmental/Sustainability Impacts

The endorsement of the Tallygaroopna Community Plan will not have any environmental impacts.

#### Social Implications

The Tallygaroopna Community Plan 2012 has been developed in consultation with the wider community ensuring that the plan is reflective of the needs and aspirations of the local community. With community members identifying and developing priorities for their town it demonstrates asset based community development and ensures an ongoing commitment to the implementation of the plan, driven by the people who live there. The plan identifies many social benefits to the local community including connectivity through activities, community information distribution and facilities such as a walking cycling track Recreation reserve upgrades and enhancement to the township entrance.

#### Economic Impacts

The Tallygaroopna Community Plan includes initiatives such as encouraging business development in the town.

#### Consultation

The Tallygaroopna Community Plan has been developed from extensive consultation with the Tallygaroopna community.

Methods of consultation included:

- Events – The Community Flood Anniversary picnic tea in the part was used to launch the consultation process
- Survey – An online and hard copy survey
- Interviews – With key community groups
- Street Door Knock – conducted by community plan steering committee
- Three Wishes Campaign – residents were invited to identify their three wishes for Tallygaroopna with feedback boxes at the PO and primary school
- Children's Art activities
- Photo gallery collection
- A Community Forum was held to create a vision and identify priority projects from the survey and three wishes feedback

More than 74 individuals contributed their thoughts and ideas which represent 27% of the township population although there is a possibility that they may have responded by more than one consultation activity.

Internal consultation was also undertaken with relevant Departments.

Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
Inform	Keeping the community informed about the development of the community plan	Surveys Flyers
Consult	Discuss ideas for future priorities for the town	Community consultation events such as Community Flood Anniversary picnic tea (launch of

## 6. COMMUNITY DIRECTORATE

### 6.1 Endorsement of the Tallygaroopna Community Plan (continued)

Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
		planning process), door knocking, interviews with established community groups and a community forum.
Involve	Feedback is an important input into decision making	Three week feedback period for community members to make comment on the draft community plan document
Collaborate	Feedback will be incorporated into decision to the maximum level possible	Partnerships between council and Tallygaroopna Community Plan Steering committee. Collaboration through meetings. Community forum with the community With the assistance of Council / Consultants the community have developed this plan
Empower	The Tallygaroopna community have ownership of this plan and will actively drive the identified priorities within it	Plan is endorsed and not adopted by Council thus creating community ownership

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

#### Strategic Links

##### a) Greater Shepparton 2030 Strategy

Direction 2 – Community Life

##### b) Council Plan 2009 – 2013

Key Strategic objective 6 – Council Organisation & Management

Number 31: Engage our community when making decisions.

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

##### c) Other strategic links

Greater Shepparton City Council – Community Development Framework

Greater Shepparton City Council - Community Engagement Strategy

Greater Shepparton City Council – Community Plans

Greater Shepparton City Council – Community Plan Implementation Policy

#### Options for Consideration

##### Option 1: Do nothing

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

##### Option 2: Council adopt not endorse the Tallygaroopna Community Plan

By adopting (rather than endorsing) the Tallygaroopna Community Plan, Council would take full responsibility and implementation of the plan, therefore not building the community's capacity. The Tallygaroopna Community Plan has been led by the

## **6. COMMUNITY DIRECTORATE**

### **6.1 Endorsement of the Tallygaroopna Community Plan (continued)**

Tallygaroopna community in partnership with external consultants and council staff. This option does not align with Council's current community planning processes.

#### **Option 3: Endorse the Tallygaroopna Community Plan**

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

#### **Conclusion**

The Tallygaroopna Community Plan has been developed through widespread consultation with the local community. This process has been driven by the community through the Tallygaroopna Community Plan Steering Committee with support from Regional Development Company and Council staff. Consultants conducted internal meetings to ensure Council branches were involved in the planning / creation process. Officers recommend the endorsement of the Plan.

#### **Attachments**

Tallygaroopna Community Plan

## 6. COMMUNITY DIRECTORATE

### 6.2 Safer City Camera Network Policy 10.POL.2

#### **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**

The Draft Safer City Camera Network Policy has been developed following consultation with internal and external stakeholders, review of other similar policies with other organisations and in line with legislative requirements. The draft policy is designed to provide Council and the community with confidence that their rights and privacy are protected and to ensure that the Camera Network is efficiently and safely managed. It is anticipated that the Policy will be adopted at the August 2013 Council meeting.

#### **RECOMMENDATION**

That the Council approve and adopt the Safer City Camera Network Policy 10.POL2.

#### **Background**

Following the allocation of funding in the amount of \$250,000 from the Department of Justice in April 2012 towards the development of the Shepparton Central Business Districts (CBD) Safer City Camera Project, Council officers have been leading the work required to bring this project to fruition. Extensive work has been undertaken behind the scenes to develop a rigorous management and operating structure for the Safer City Camera Project to ensure legislative compliance and protecting the privacy of the public.

To safeguard compliance and privacy, the Safer City Camera Network Policy has been developed in consultation with Councils Risk Management and Governance Branches as well as Victoria Police to provide a sound governing document to support the networks operations.

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

This document supports the Greater Shepparton City Council Plan 2013-2017 objectives: Goal 1 – Active and Engaged Communities (Social), Objective 3  
Ensure liveability options are always considered in our decision making activities.

#### **Risk Management**

This Policy has been developed through benchmarking other Councils policies and in consultation with Governance and Risk Management Branches of Council whilst utilising the past experience of developing the Fryers Street Taxi Rank CCTV Policy.

## 6. COMMUNITY DIRECTORATE

### 6.2 Safer City Camera Network Policy 10.POL.2 (continued)

Risks	Likelihood	Consequence	Rating	Mitigation Action
Unauthorised posting of footage on social media	Possible	Major	High	The footage captured by the Safer City Camera Network is transmitted to and stored on Police premises - pursuant to the Commissioner for Law Enforcement Data Security (CLEDS) Guidelines. Management of this footage becomes the responsibility of Victoria Police pursuant to the Victoria Police Manual and CLEDS. Victoria Police manage the release of footage to members of the public only via Freedom of Information request or Court Order. Victoria Police have been managing the release of footage in this way for a number of years with this method providing stringent control over footage provision to members of the community.
Provision of footage for personal gain	Unlikely	Major	Moderate	Victoria Police require compliance with the Victoria Police Manual ensuring that strict footage management and release protocols are adhered to.
Unauthorised destruction of footage	Unlikely	Major	Moderate	The Safer City Camera Network will be programed to automatically overwrite footage every 31 days in accordance with AS4806.1-2006 unless downloaded prior. Management and destruction of downloaded footage will be undertaken by Victoria Police in accordance with the Public Records Act, Victoria Police Manual and CLEDS.

#### Policy Considerations

There are no identified conflicts with existing Council Policies.

#### Financial Implications

There are no financial implications in relation to the endorsement of this Policy.  
Annual auditing requirements for the Safer City Camera Network will require a budget allocation of approximately \$30,000 per annum which will be incorporated into the annual auditing budget figures.

Initial maintenance requirements for the Safer City Camera Network will be encompassed in the tender contract and warranty provisions. Once this initial period has lapsed Council will engage a maintenance contractor to undertake this role in accordance with its normal procurement processes.

## 6. COMMUNITY DIRECTORATE

### **6.2 Safer City Camera Network Policy 10.POL.2 (continued)**

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

This Policy has been developed giving consideration to and ensuring compliance with the Freedom of Information Act, Charter of Human Rights, Information Privacy Act, Public Records Act, Evidence Act, CLEDS and the Victoria Police Manual. Consideration has also been given to the Surveillance Devices Act, Charter of Human Rights and Australian Standards in relation to CCTV.

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

There are no identified environment or sustainability impacts as a result of the implementation of this Policy.

#### **Social Implications**

Development of this Policy will provide the community with confidence that their privacy and rights will be protected to the best of Council and Victoria Police's ability in relation to the management and operation of the Safer City Camera Network.

#### **Economic Impacts**

There are no identified economic impacts as a result of the endorsement of this Policy.

#### **Consultation**

Development of this Policy has been undertaken by the Community Safety Officer with consultation with Council's Governance and Risk Branches.

Council has also undertaken consultation with a number of other Councils including the City of Melbourne, City of Ballarat and the Greater City of Geelong in relation to developing this Policy.

As Council is the owner of the Safer City Camera Network and the data that it records, Council has a legal obligation to ensure that both the infrastructure and footage are maintained and managed in accordance with relevant legislation and standards. This obligation extends to ensuring that community confidence that their rights will be protected is also maintained.

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

#### **Strategic Links**

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

2.3.5 Infrastructure – Communities will continue to urge for improvements in the safety of the City

2.4.5 Other Major issues – Ensuring that redeveloped areas adequately address community safety

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

*Safer City Strategy 2011-2014 – CCTV being a major initiative within this Strategy*

#### **Options for Consideration**

To support the governance of the Safer City Camera Network it is essential that appropriate guidance and processes are put in place. The Safer City Camera Policy details consideration of all relevant legislation with appropriate checks and balances developed to ensure the integrity of the system and the rights of the community are maintained.

## 6. COMMUNITY DIRECTORATE

### 6.2 Safer City Camera Network Policy 10.POL.2 (continued)

Options for Consideration	Action
Status quo	Do not adopt the Safer City Camera Network Policy. Risk action for non-compliance with relevant legislation and Australian Standards. No compliant processes in place to deal with management of the network, maintenance, responsibilities of stakeholders, enquiries and management of footage.
Suggest changes to the Policy	Suggest changes to the Policy prior to formal adoption.
Approve Policy for adoption	Proceed to adopt Policy at Council meeting.
Deny approval of the Policy	Not endorse the Safer City Camera Policy - see Status Quo above

#### Conclusion

It is essential that Council has a well-researched and clearly defined process in place to manage the CCTV infrastructure and footage captured by the Safer City Camera Network. The Safer City Camera Network Policy clearly outlines stakeholder responsibilities and requirements in relation to ownership, maintenance, footage management, monitoring, evaluation and auditing. This Policy considers all relevant legislation and has been developed in conjunction with the Victoria Police and with feedback from Councils Risk and Governance Branches.

Formal adoption of this Policy demonstrates Council's commitment to maintaining the integrity of the network whilst ensuring transparency in its operation and legislative compliance.

#### Attachments

Safer City Camera Network Policy 10.POL2

## 6. COMMUNITY DIRECTORATE

### **6.3 Provision of Home and Community Care Services**

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

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

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

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

**Author:** Team Leader Client Services

**Proof reader(s):** Manager Neighbourhoods

**Approved by:** Director Community

#### **Executive Summary**

Council's Home Care Services provide approximately 50,000 hours of in-home supports per year, including providing home care, personal care and respite care to people who may be frail, aged or have a disability. The service delivery hours are subject to fluctuation annually, dependent upon consumer demand and yearly targets set by the Department of Health. These services are designed to enable people to remain living safely and independently in their own homes. The Home and Community Care (HACC) program of which these services form a part is jointly funded by the Commonwealth, State, Local Government and service user fees. The current triennial funding agreement between the Commonwealth and State Governments is current until 2015. A recent announcement from the State advises that from July 1 2015 the transfer of responsibility to the Commonwealth for the funding, regulation and the management of the HACC program will begin.

These services have been provided under contract since Council amalgamations. The assessment for services and overall management of clients continue to be delivered by Council, with the contract focusing upon the employment of Home Care Support Workers and the direct delivery of in-home services.

### **RECOMMENDATION**

That the Council:

1. accept the tender for contract 1443 received from Calvary Silver Circle for the provision of Home and Community Care Services for three (3) years with the option of a three (3) year extension. The contract is valued at \$1,690,437.70 (exclusive of GST) per annum and is subject to fluctuation in line with CPI annually
2. accept the request made by Calvary Silver Circle for an initial lump sum payment of \$14,865 (exclusive of GST) to support the transition of business to their organisation
3. authorise the Chief Executive Officer to sign and seal the contract documents for Contract 1443, Provision of Home Care Services commencing 1 October 2013
4. authorise the Chief Executive Officer to enter into any negotiations regarding the option of a three year extension and offer an extension of the contract if appropriate.



## 6. COMMUNITY DIRECTORATE

### 6.3 Provision of Home and Community Care Services (continued)

#### Contract Details

This contract has an initial term of three years with a single three year option to extend. The contract includes the delivery of all in-home HACC services, including Home Care, Personal Care and Respite Care. An additional component is for the successful tenderer to deliver meals to Council's identified high needs clients and the provision of minor Home Maintenance services. Based on targets set by the Department of Health for 2013/14, a total of 51,079 hours of Home Care, Personal Care and Respite Care services is expected to be provided and it is anticipated that these levels of service will increase over the term of the contract.

#### Tenders

Tenders were received from:

Tenderers
Royal District Nursing Service
Mecwacare
Calvary Silver Circle
Just Better Care
Australian Unity Retirement Living
Australian Homecare Services
Anglican Aged Care Trading as Benetas
Independence Australia Health Solutions
Southern Cross Care (Vic)

#### Tender Evaluation

Tenders were evaluated by:

Title	Department
Director	Community
Manager Neighbourhoods	Neighbourhoods
Team Leader Client Services	Neighbourhoods
Team Leader Accounting	Finance and rates
Team Leader Risk Management	Corporate Performance
Independent	Procurement

#### Evaluation Criteria

Tenders were evaluated on the following criteria:

Evaluation Criteria	Weighting
Price	30%
Capability and Performance	30%
Quality Management	5%
Occupational Health and Safety Risk Management	5%
Financial Capacity	5%
Human Resource Management	5%
Customer Service	5%
Continuous Improvement and Programme Development	5%
Environmentally Sustainable Purchases	10%

## 6. COMMUNITY DIRECTORATE

### 6.3 Provision of Home and Community Care Services (continued)

The evaluation criteria was weighted to reflect the need to deliver a quality cost effective support service to the most vulnerable members of our community. If the final estimated prices are within 5% of the lowest bid then further consideration will be given to the economic benefit within the City of Greater Shepparton.

Economic Contribution within the City of Greater Shepparton	5%
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#### Council Plan/Key Strategic Activity

This recommendation is consistent with the direction and intent of the Council Plan, *monitor and appropriately support the provision of quality services within the municipality* and supports the health and wellbeing of our community.

#### Risk Management

Calvary Silver Circle provided clear detail on effective OH&S processes and procedures accredited to AS4801:2001. This tender demonstrated that, whilst working in an inherently high risk program area, Calvary Silver Circle are well equipped to minimise and mitigate any risk exposure.

This contract takes into account the potential for either the reduction or withdrawal of funding from either the Commonwealth or State Governments and subsequent impact on service provision (clause 4.1.2 Funding reduction or variation to funding and policy). The contract absolves Council from paying the contractor any compensation.

Risks	Likelihood	Consequence	Rating	Mitigation Action
Calvary Silver Circle become financially unsustainable	C	4	Low	Regular reporting through Contract meetings
Frail vulnerable residents not having access to quality service delivery	C	4	Low	Demonstrated previous ability and monitoring through regular contract meetings

#### Policy Considerations

There are no conflicts with any current Council Policy documents.

#### Financial Implications

	2013/2014 Draft Budget for this proposal*	This Proposal	Variance to Approved Budget	Comments
	\$	\$	\$	
Revenue	\$1,893,064.20	\$1,893,064.20		Funding from State Government
		\$237,538.40		Fees are provisional
Expense		\$1,705,302.70		Includes a lump sum payment for the transition period of \$14,865 Exclusive of GST
Net Result		\$187,761.15		

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

## 6. COMMUNITY DIRECTORATE

### **6.3 Provision of Home and Community Care Services (continued)**

The costing assessment provided by Calvary Silver Circle details a total cost of the contract as \$1,690,437.70 (ex. GST) for the 2013/2014 financial year. Calvary Silver Circle has requested an additional lump sum payment of \$14,865 (ex. GST) to support with the transition of business to their organisation. As per the tender specifications, this contract is subject to Consumer Price Index each financial year. The revenue will fluctuate annually dependent upon client contributions and funding received by the Department of Health. The net result as shown will allow the flexibility of Council to increase our service delivery hours as required as well as continue to provide resources for Case Management Officers and equipment.

The tender evaluation panel believe that the lump sum payment of \$14,865 to assist in the transition of business from the current provider was reasonable and demonstrated an understanding of the requirements to effect a smooth transition.

The two highest ranked tenders were within 5% of each other following the weighted tender evaluation process. In accordance with Councils procurement guidelines both tenderers Local Economic Impact Statements were taken into consideration. Both tenderers scored the same for their Local Economic Impact Statements and as such the tender evaluation panel recommended their original decision.

#### **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**

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

#### **Strategic Links**

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

Report No 3: Community Life

##### **2.2 The Direction – Community Life**

This recommendation supports the Greater Shepparton 2030 Strategy directive to enhance social connectedness, physical and mental health and wellbeing, education and participatory opportunities in order to improve liveability and provide a greater range of community services.

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

This recommendation will support the ongoing delivery of outcomes from the Greater Shepparton Positive Ageing Strategy.

#### **Options for Consideration**

1. Do nothing – this option is not preferable as the current contract expires on the 30 September 2013 and a decision was made at an Executive Meeting not to extend the current contract.
2. Enter into a contract with Calvary Silver Circle - for the delivery of Home and Community Care services as per the tender specifications. This option would mean a transition of services from the current provider and may cause a short term disruption to clients' service delivery. Calvary Silver Circle has an established local office and workforce with a demonstrated ability to manage large contracts evidenced by their current contracts with large Government Agencies. The tender document proposed a fee of \$1,690,437.70 with an initial additional payment of \$14,865 to transition the contract.

## **6. COMMUNITY DIRECTORATE**

### **6.3 Provision of Home and Community Care Services (continued)**

3. Not accept any of the tender applications – this option is not preferable as a majority of submissions meet the tender specifications and come in under budget.

#### **Conclusion**

This report is seeking Council approval to award Contract 1443, Provision of Home and Community Care Services, to Calvary Silver Circle for a three year period with an option for a three year extension. This contract will commence on 1 October 2013.

Calvary Silver Circle scored very well in the non-price evaluation criteria, particularly in capability and performance and customer service.

#### **Attachments**

Nil

## 6. COMMUNITY DIRECTORATE

### 6.4 Provision of Food Services

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

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

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

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

**Author:** Team Leader Positive Ageing

**Proof reader(s):** Manager Neighbourhoods

**Approved by:** Director Community

**Other:** Food Services Officer

#### **Executive Summary**

Greater Shepparton City Council delivers approximately 30,000 meals per annum through the meals on wheels program and utilises 250 local volunteers to provide the service, with a smaller number being provided in group based community meals settings. The program consists of 120 meals being delivered daily on week days, dropping to 40 meals delivered daily on weekends. Frozen meals are also provided to residents who live in the smaller towns of our shire consisting of 60 frozen meals per week delivered to 6 individual clients on a weekly basis. People who access this program are generally those who are frail aged or nutritionally at risk if they were not to receive this service.

Clients have an extensive menu to choose from, and each new menu is mailed out quarterly for completion by the clients or their caregiver. Menus are comprehensive and inclusive using all seasonal produce and cover seven days a week. A daily delivered meal (unit) usually consists of a soup, a hot main and a dessert. This contract provides flexibility to suit the changing needs of the Home and Community Care target group through now having the option of a soup, sandwich and dessert rather than the soup, main meal and dessert. Clients are also able to add juice to their order for an additional fee if the wish.

Contract No.1444- Provision of Food Services (Meals on Wheels) closed on the 26<sup>th</sup> of June 2013 with Council receiving only one tender.

#### **RECOMMENDATION**

That the Council:

1. accept the tender for Contract No.1444 received from MI Kitchen Pty Ltd for the Provision of Food Services for three (3) years, with the option of a three (3) year extension. The contract is valued \$489,149.43 per annum (including GST) and is subject to fluctuation due to clients numbers and chosen meal option along with CPI increases annually
2. authorise the Chief Executive Officer to sign and seal the contract documents for Contract No.1444, Provision of Food Services commencing 1 September 2013
3. authorise the Chief Executive Officer to enter into any negotiations regarding the option of a three year extension and offer an extension of the contract if appropriate.

## 6. COMMUNITY DIRECTORATE

### 6.4 Provision of Food Services (continued)

#### Contract Details

Contract No.1444 is for the provision of Food Services for the Municipality which is commonly known as the Meals on Wheels program. Delivered meals are one of a range of coordinated Home and Community Care (HACC) Based Support Programs specifically designed to assist nutritionally at risk, frail aged, people with disabilities and their carers to continue living in the community.

The delivered meals are frequently provided in conjunction with home care as well as other support services and are regarded as an important component within the HACC.

#### Tenders

There was one tender received from MI Kitchen Pty Ltd.

#### Tender Evaluation

The tender was evaluated by:

Position	Title	Branch
Panel Leader	Director Community	Community
Secretary/Member	Team Leader Positive Ageing & Wellbeing	Neighbourhoods
Member	Manager Neighbourhoods	Neighbourhoods
Member	Food Services Coordinator	Neighbourhoods
Member	Corporate Accountant	Finance and Rates
Member	Consultant	Procurement

#### Evaluation Criteria

Tenders were evaluated on the following criteria:

Evaluation Criteria	Weighting
Price	30%
Capability & Performance	30%
Quality Management	5%
Occupational Health and Safety Risk Management	5%
Financial Capacity	5%
Human Resource Management	5%
Customer Service	5%
Continuous Improvement and Programme development	5%
Environmentally Sustainable Purchases	10%
Total	100%

#### Council Plan/Key Strategic Activity

The provision of Food Services (Meals on Wheels) is linked to the current Council Plan through the Active and Engaged Community (Social):

*We will improve liveability through social and recreational opportunities, a range of inclusive community services and activities, and valuing our diversity.*

Goal 1: Objective 4. - Provide sustainable community services to our community.

## 6. COMMUNITY DIRECTORATE

### 6.4 Provision of Food Services (continued)

#### Risk Management

Risks	Likelihood	Consequence	Rating	Mitigation Action
MI Kitchen Pty Ltd becomes financially unsustainable	C	4	Low	Quarterly contract meetings are held to monitor the businesses performance
Complaints handling	C	4	Low	Complaint handling is managed with MI Kitchen Pty Ltd by way of quarterly contract meetings between the Contractor and Council Officers to discuss any concerns or queries.

#### Policy Considerations

There are no conflicts with any current Council policy documents.

#### Financial Implications

A very limited subsidy for this service is provided through the HACC program (State and Commonwealth), at the current rate of \$1.58 per meal. Approximately half of the remaining cost is covered by client fees with the balance being met via Council.

The estimated value of the first year of this contract is approximately \$444,680 based on the current client numbers and is in line with the current year's draft budget. Contract prices are indexed annually based on CPI and it is anticipated that cost increases will be in line with standard budget growth. The fee breakdown below is only for the contract component of the program. Council employs a part time Officer to oversee the MOW program, and receives income from Department of Health towards the costs associated with the coordination and delivery.

	2013/2014 Approved draft Budget for this proposal \$	This Proposal \$	Variance to Approved Budget \$	Comments
Revenue		\$306,646*	\$32,794	Provisional amount draft 13/14 budget includes \$1.58 contribution for State and client fee.
Expense		\$444,681**		Provisional expense subject to client choice and number of clients
Net Result		(\$138,085)		Council's contribution.

\*Amount may change due to client numbers and meal selection.

\*\*Projected total amount of revenue dependent on client numbers and meal selection.

## 6. COMMUNITY DIRECTORATE

### **6.4 Provision of Food Services (continued)**

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

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

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

There have been no negative environmental or sustainability impacts identified

#### **Strategic Links**

a) Greater Shepparton 2030 Strategy

Direction 2: Community Life

b) Council Plan- This recommendation is consistent with the direction by:

Pg 27- Goal 1: Objective 4. - Provide sustainable community services to our community.

c) Other Strategic Links

Positive Ageing Strategy- Health of Older people

#### **Options for Consideration**

**Option 1-** Do nothing. This option is not preferable as the current contract expires on the 31 August 2013.

**Option 2-** Award the contract to our current provider MI Kitchen Pty Ltd who have delivered the service to community for Council over the last 8 ½ years. MI Kitchen Pty Ltd operates seven days a week, 365 days per year. They provide a flexible service and are responsive to the changes surrounding our service delivery.

#### **Conclusion**

MI Kitchen Pty Ltd was the only tender received and scored very well in all of the evaluation criteria and has provided a reasonable price which is in line with Councils 2013-2014 budget.

MI Kitchen Pty Ltd also has previous local knowledge and experience in delivering Councils meals on wheels program to the community for the last eight and a half years.

#### **Attachments**

Nil



## 7. BUSINESS DIRECTORATE

### 7.1 Contracts Awarded Under Delegation Report - August 2013

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

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

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

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

**Author:** 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 June to 18 July 2013. The report also provides details of the status of requests for tenders that have not yet been awarded.

#### **RECOMMENDATION**

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

#### **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>
1415	Construction of Concrete Footpath & drainage in Ferguson Road, between Dhurringile Road & Doller Court, Tatura	Lump sum contract for supply and installation of stormwater pipes, concrete paths and associated works in Tatura.	\$254,785.30	Morrissey Civil Works Pty Ltd
1432	Vaughan Street - Relocation of GV Water main	Lump sum contract for the relocation of the GVW Waterline in Vaughan Street	\$211,596.00	Girdwood Contracting Pty Ltd

## 7. BUSINESS DIRECTORATE

### 7.1 Contracts Awarded Under Delegation Report - August 2013 (continued)

#### **Tendered Contracts Awarded under Delegated Authority by a Director**

<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>
1417	Shepparton Showgrounds Outdoor Multi-Use Event Area - Electrical Works - Stage 1	Lump sum contract for the manufacture, supply, installation, testing and commissioning of electrical works for the multi-use event area at the Shepparton Showgrounds.	\$82,347.10	Watters Electrical
1433	Relocation of Powerlines - Vaughan Street Shepparton	Lump sum contract for relocation of powerlines in Vaughan Street	\$140,031.65	Watters Electrical

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

<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>
1441	Poplar Ave Off-Street Car Park	Lump sum contract for the construction of streetscape works in Poplar Avenue	\$92,205.00	Graeme Williams Constructions Pty Ltd

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

<b>Contract No.</b>	<b>Contract Name</b>	<b>Contract detail, including terms and provisions for extensions</b>	<b>Status</b>
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.

## **7. BUSINESS DIRECTORATE**

### **7.1 Contracts Awarded Under Delegation Report - August 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 June to 18 July 2013.

#### **Attachments**

Nil

## **7. BUSINESS DIRECTORATE**

### **7.2 Rating 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:** Revenue and Rates Manager

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

**Approved by:** Director Business

#### **Executive Summary**

Council endorsed the Draft Rating Strategy 2013-2017 at the Special Council meeting held on 2 July 2013 and resolved to invite the public to make comment on any proposal contained within the document. The submission period closed at 5.00pm on 2 August 2013 and 2 submissions were received. One of the written submitters elected to be heard in support of their submission by a committee of the whole at a meeting held on 6 August 2013.

The Rating Strategy 2013-2017 has been developed with community input via the Rating Strategy Reference Group, public information sessions and public submissions. Changes to the rating structure will enable a more equitable distribution of the rate burden between property categories.

It is proposed that changes to the rating structure be implemented over a two year period.

#### **RECOMMENDATION**

That the Council adopt the Rating Strategy 2013-2017.

#### **Background**

Following the release of the Draft 2012-2013 Budget for public consultation, a total of 21 formal budget submissions were received and considered by Council prior to final adoption. The main areas of concern raised by submitters were in relation to the current level of rates being unsustainable, rate relief for commercial and industrial sectors and support for a review of the Rating Strategy.

In addition to the formal submissions, community feedback was received specifically in relation to the level of commercial and industrial rates and business sustainability across Greater Shepparton. Council's responses to those who provided formal submissions and feedback included an opportunity to become a member of the Council's Rating Strategy Reference Group.

At the Council Meeting held on 17 July 2012, Council approved a process to implement a review of the Council's Rating Strategy through the establishment of an advisory committee representing a cross section of rate-paying stakeholders and two Councillors.

## **7. BUSINESS DIRECTORATE**

### **7.2 Rating Strategy 2013-2017 (continued)**

As specified in the Terms of Reference, the objectives of the Rating Strategy Reference Group were to act as an advisory group for the development of a new Rating Strategy, and in particular to:

- Identify and recommend to the Council the principles that the Council should consider when striking general rates, particularly with regard to the creation and maintenance of any differential rates.
- Make recommendations to the Council regarding the equitable sharing of the rates burden between various categories of ratepayers – e.g. Residential, Rural, Commercial and Industrial.
- Recommend to the Council any changes to the structure of current charges and their relationship to general rates, e.g. Waste service charges and Municipal Charges.
- Identify any other special rates, charges or levies it believes the Council should consider.

Issues the Rating Strategy Reference Group were not to consider or comment upon included:

- The amount of total rates and charges revenue to be collected;
- Strategies and policies of the Council in general, except to the extent they relate directly to rating strategies;
- Cost effectiveness and efficiency of providing Council services;
- The merit or otherwise of the range of services and facilities provided by the Council; and
- The Council's Capital Works Program.

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

Subsequently at its meeting held on 18 December 2012, the Council appointed three additional community representatives to the Rating Strategy Reference Group and amended the Terms of Reference to allow for the appointment of additional members.

At a Special Council meeting held on 2 July 2013, Council resolved to:

1. endorse the Draft Rating Strategy 2013-2017 as presented;
2. authorise the Chief Executive Officer to give public notice of the preparation of the Draft Rating Strategy 2013-2017 and invite public submissions which are to be received no later than 5.00pm Friday 2 August 2013;
3. form a committee of the whole to hold a meeting at 5.30pm on Tuesday 6 August 2013 to hear any person wishing to be heard in support of their submission regarding the Draft Rating Strategy 2013-2017
4. consider all written submissions on the Draft Rating Strategy 2013-2017;
5. consider a recommendation to adopt the Rating Strategy 2013-2017, with or without amendment at the Ordinary Council meeting to be held at 5.30pm on Tuesday 20 August 2013.

## 7. BUSINESS DIRECTORATE

### 7.2 Rating Strategy 2013-2017 (continued)

At the close of the submission period 2 submissions had been received. The following table summarises the themes included within submissions and management comment.

	Submission themes	No. of times raised	Management Comment
1	Concern raised that the Rating Strategy and modelling is incomplete as it didn't allow for consideration of quantum of funds to be raised, the level of Government funding nor the impact of borrowings on rates.	1	<ul style="list-style-type: none"> <li>Focus of the Rating Strategy was the equitable distribution of the rates burden.</li> <li>Revenue levels, Government funding and borrowings considered as part of the Strategic Resource Plan and annual Budget.</li> </ul>
2	Commercial, farm and industrial properties who benefit most from the budget are the sectors who have tax concessions available, whilst residential and recreational properties have no tax options available.	1	<ul style="list-style-type: none"> <li>The Rating Strategy Reference Group agreed that capacity to pay should be taken into consideration when setting differential rates but did not support a proposal that the tax deductibility of rates also be taken into account.</li> <li>Deductions can only be made against profits.</li> </ul>
3	Other councils utilise borrowings to subsidise the rating effort which results in lower rates across all sectors compared to Shepparton.	1	<ul style="list-style-type: none"> <li>Strategic Resource Plan strategic directions include; examine the use of loan funding to fund new or significantly upgraded major assets that provide broad community benefit and intergenerational equity.</li> </ul>
4	Concerns that it appears that the Cultural and Recreation Land rate was either ignored by the Rating Strategy Reference Group or paid little attention. Appears that Shepparton is out of kilter with the State norm. How does Council justify an 11 per cent increase to one industry sector and yet reduce commercial.	1	<ul style="list-style-type: none"> <li>The Rating Strategy Reference Group did not consider the Cultural and Recreational Land rate in any detail during the review.</li> <li>Further investigation and benchmarking will be undertaken for Council to consider for the 2014/15 financial year.</li> </ul>
5	Council to adopt Recommendation 14, but with the deletion of the words, ' <i>where the organisation is not making a profit from those property uses</i> ', and for the policy to allow the waiver of rates for Not-For-Profit organisations.	1	<ul style="list-style-type: none"> <li>Council policy can give consideration to all charitable and not-for-profit premises whether the organisation makes a profit or not. Supportive of removing the words suggested to be less restrictive, but still subject to the policy requirements.</li> </ul>

All written submissions received were distributed to Councillors. One of the written submitters elected to be heard by a committee of the whole on Tuesday 6 August 2013 who generally commented on the waiver of rates for Not-For-Profit organisations.

The following table summarises proposed amendments to the Draft Rating Strategy 2013-2017 for Council's consideration.

## 7. BUSINESS DIRECTORATE

### 7.2 Rating Strategy 2013-2017 (continued)

Item	Amendments
6.9 Not For Profit/Charitable Premises	Recommendation 14 to exclude the words, ' <i>where the organisation is not making a profit from those property uses</i> '.
9.2 Payment Dates for Rates	Remove reference to years 2013 and 2014 so that due dates fixed by the Minister are reflective of the entire period covered by the Rating Strategy, viz. 2013-2017
9.3 Payment Methods	The additional direct debit payment option by 10 equal monthly instalments ends in June each financial year.
9.6 Interest on Late Payments	Remove reference to years and current interest amount so that the information is reflective of the entire period covered by the Rating Strategy, viz. 2013-2017
9.7 Pensioner Rates Concessions	Remove reference to years and amounts so that the information is reflective of the entire period covered by the Rating Strategy, viz. 2013-2017

#### Discussion Points

The purpose of a Rating Strategy is to explain Council's approach towards rating under Part 8 of the *Local Government Act 1989*. A Rating Strategy sets out the factors considered by Council when selecting the rating system for determining how money will be raised from properties within the municipality.

Council's Rating Strategy benchmarks the differential rates and charges applied by Council compared with those charged by other regional and neighbouring councils.

The Rating Strategy Reference Group recommended that Council's practices and decisions regarding rating should be underpinned by the following principles:

- Equity principle, includes consideration of:
  - Property wealth tax
  - User benefit
  - Capacity to pay
- Incentive principle
- Comparative rates principle
- Simplicity principle
- Efficiency principle
- Legislative compliance principle

The Rating Strategy Reference Group did not consider in detail or make recommendations to the Council regarding waste service charges or special rates, due to the attention given to differential rates and the municipal charge within the time available. Waste service charges and special rates will be the subject of future strategy reviews.

The Rating Strategy Reference Group made 19 recommendations which were incorporated into a *Rating Strategy 2013-2017 Discussion Paper* regarding the equitable sharing of the rates burden between various categories of ratepayers. The Discussion Paper was presented to the Council at its meeting on 19 March 2013 and the public were invited to make written submissions regarding the discussion paper.

Other information incorporated into Council's Rating Strategy includes details regarding the property valuation process, how rates are calculated, payment due dates and

## 7. BUSINESS DIRECTORATE

### 7.2 Rating Strategy 2013-2017 (continued)

payment options, interest on arrears, the State Government funded pensioner rate concessions, deferred payments and financial hardship provisions.

#### Council Plan/Key Strategic Activity

The Rating Strategy is in line with the following High Performing Organisation (Leadership & Governance) strategic goal of the Council Plan:

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

#### Risk Management

Risks	Likelihood	Consequence	Rating	Mitigation Action
Unmet expectations.	Possible	Moderate	Moderate	Clear communications regarding the objectives of the review
Adverse public reaction particularly from those negatively affected by recommendations.	Likely	Moderate	Moderate	Robust communication and consultation process
Strategy inadequately deals with anomalies, confusion created.	Possible	Moderate	Moderate	Further community input sought regarding Draft Rating Strategy

#### Policy Considerations

There are no conflicts with Council policy.

#### Financial Implications

In framing its four year Council Plan and annual budget, Council determines the necessary funds required to achieve its strategic objectives, deliver the range of services and undertake the priority infrastructure improvements. This process identifies the level of rates that need to be raised. The key role of a rating strategy is to define the way in which total rates will be levied and distributed across all its ratepayers. The Rating Strategy describes the principles, objectives, rationale and methodology for applying rates to different classes of properties in the community. While there are no financial implications for Council in this strategy, the strategy does recommend a number of changes to Council's existing approach that have benefits to the community.

Proposals contained within the Rating Strategy 2013-2017 will be implemented over two years. Assuming a two-year staging, the proposed differential ratios would be as follows:

Differential Rate Type	2012-2013 Ratio to Residential Rate	Rating Strategy Differential Rate Type	2013-2014 Ratio to Residential Rate	Change	2014-2015 Ratio to Residential Rate	Change
Residential Unimproved and Improved Land	100%	Residential Unimproved Land	100%	0%	100%	0%



## 7. BUSINESS DIRECTORATE

### 7.2 Rating Strategy 2013-2017 (continued)

Differential Rate Type	2012-2013 Ratio to Residential Rate	Rating Strategy Differential Rate Type	2013-2014 Ratio to Residential Rate	Change	2014-2015 Ratio to Residential Rate	Change
Residential Unimproved and Improved Land	100%	Residential Improved Land	100%	0%	100%	0%
Farm Land	100%	Farm Land	95%	(5%)	90%	(5%)
Farm Land	100%	Rural Residential Land	100%	0%	100%	0%
Commercial Unimproved Land	140%	Commercial Unimproved Land	172%	32%	200%	28%
Commercial Improved 1 Land	301% [*includes contribution to Shepparton Show Me]	Commercial Improved 1 Land	257% [*includes contribution to Shepparton Show Me]	(44%)	217% [*includes contribution to Shepparton Show Me]	(40%)
Commercial Improved 2 Rate	304%	Commercial Improved 2 Land	249%	(55%)	200%	(49%)
Commercial Improved 3 Land	237%	Commercial Improved 2 Land	217%	(20%)	200%	(17%)
Industrial Unimproved Land	169%	Industrial Unimproved Land	185%	16%	200%	15%
Industrial Improved 1 Land	267% [*includes contribution to Shepparton Show Me]	Industrial Improved 1 Land	234% [*includes contribution to Shepparton Show Me]	(33%)	204% [*includes contribution to Shepparton Show Me]	(30%)
Industrial Improved 2 Rate	332%	Industrial Improved 2 Land	262%	(70%)	200%	(62%)
Industrial Improved 3 Land	223%	Industrial Improved 2 Land	211%	(12%)	200%	(11%)
Cultural and Recreational Land	73%	Cultural and Recreational Land	73%	0%	73%	0%

#### Legal/Statutory Implications

The Rating Strategy complies with the following legislation:

- Part 8 of the *Local Government Act 1989* (Rates and Charges on Rateable Land)
- Section 161 of the *Local Government Act 1989* (Differential Rates)
- Section 172 of the *Local Government Act 1989* (Interest on Unpaid Rates and Charges)
- *Cultural and Recreational Lands Act 1963*

## 7. BUSINESS DIRECTORATE

### 7.2 Rating Strategy 2013-2017 (continued)

- *Valuation of Land Act 1960*
- *Section 2 of the Penalty Interest Rates Act 1983*

#### Environmental/Sustainability Impacts

A proposal to amend the rating system to encourage greater centralisation of the population through increased accommodation density to the centre of urban areas was considered, however this proposal requires further investigation, development, understanding and assessment.

#### Social Implications

Any changes to the way rates are shared will have a redistribution effect between classes of ratepayers.

The Rating Strategy considers the principle of equity, including user benefits and capacity to pay regarding the share of the rates burden between different categories of ratepayers.

It is important to note that the impact of changes as detailed within the Rating Strategy 2013-2017 will be dependent upon property type and valuation and level of the municipal charge.

Public input assisted the Council in understanding possible social implications of the Rating Strategy recommendations.

#### Economic Impacts

The Rating Strategy 2013-2017 includes proposal for a reduction in the relative industrial and commercial differential rates.

#### Consultation

The Draft Rating Strategy 2013-2017, along with Council's Draft 2013/2014 Budget, was available to the public for 28 days to view at Council Office, Welsford Street Shepparton and the Doyles Road Complex, Doyles Road, Shepparton during business hours. Copies could also be downloaded via the Council's website [www.greatershepparton.com.au](http://www.greatershepparton.com.au).

The Council also held four community information sessions at various locations around the municipality where the CEO, senior staff and Councillors were available to answer questions on both the Draft Rating Strategy 2013-2017 and Draft 2013/2014 Budget. Individual appointments were also offered and held on 18 July 2013.

The community was also able to have their views considered by joining Council's Facebook page, sending an email directly to Council or providing their feedback online through Council's website.

Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
Inform	Ensuring the community is aware of the Rating Strategy 2013-2017 and the opportunity to make a submission to the Council	<ul style="list-style-type: none"> <li>• Media releases</li> <li>• Website</li> <li>• Social Media</li> <li>• Newspaper advertisement</li> </ul>
Consult	Inform, listen, acknowledge	<ul style="list-style-type: none"> <li>• Rating Strategy Reference Group established to assist Council in the development of the Rating Strategy</li> <li>• Public submissions sought.</li> <li>• Public information sessions</li> </ul>

## 7. BUSINESS DIRECTORATE

### 7.2 Rating Strategy 2013-2017 (continued)

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

#### **Strategic Links**

##### a) Greater Shepparton 2030 Strategy

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

##### b) Council Plan

The Rating Strategy is in line with the following strategic goal of the Council Plan:

High Performing Organisation (Leadership & Governance)

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

##### c) Other strategic links

No other strategic links have been identified.

#### **Options for Consideration**

1. That the Council adopt the Rating Strategy 2013-2017, with or without amendment, now that further public comment has been obtained. Recommended.

Adoption of the Rating Strategy 2013-2017 will enable improvements to the distribution of the rate burden to be implemented as part of the *2013/2014 Budget*.

2. That the Council defer the adoption of the Rating Strategy 2013-2017.  
Not recommended.

The Rating Strategy Reference Group and previous public submissions have raised concerns regarding the equity of the current distribution of the rate burden. Delaying the adoption of the Rating Strategy 2013-2017 will not enable improvements to the existing rating structure in the 2013/2014 financial year.

#### **Conclusion**

The Rating Strategy 2013-2017 has been developed with community input via the Rating Strategy Reference Group, public information sessions and public submissions. Changes to the rating structure will enable a more equitable distribution of the rate burden between property categories.

#### **Attachments**

Rating Strategy 2013-2017

## 7. BUSINESS DIRECTORATE

### 7.3 2013/2014 Budget

#### **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 the 2013/2014 Budget for adoption.

The Draft 2013/2014 Budget was endorsed by Council on 2 July 2013. Public notice was given on 5 July 2013 and submissions invited. Community information sessions were held to explain key elements of the Draft 2013/2014 Budget and to outline the submission process. The submission period ended on 2 August 2013 and nine submissions were received. None of the written submitters elected to be heard by a committee of the whole on Tuesday 6 August 2013.

As provided for within the Strategic Resource Plan, the 2013/2014 Budget proposes a 4.95 per cent increase in rates and charges, excluding supplementary valuations. The proposed rating structure for the 2013/2014 year has been informed by the Rating Strategy 2013-2017 which has taken into account the recommendations of the Rating Strategy Reference Group and subsequent public comment received regarding what is an equitable distribution of the rates burden between categories of ratepayers. Due to proposed changes to the rating structure the rates paid by some property types will increase while the rates paid by other properties will decrease.

#### **RECOMMENDATION**

That the Council:

- a) having publicly advertised the preparation of the 2013/2014 Budget and considered the submissions:
  1. adopt the 2013/2014 Budget
  2. authorise the Chief Executive Officer to give notice of the adoption of the Budget in accordance with section 130 of the *Local Government Act 1989*.
- b) in accordance with section 158 and section 223 of the *Local Government Act 1989* declares the following rates and charges for the 2013/2014 financial year:
  1. **Amount intended to be raised**  
An amount of \$59,939,135, excluding GST, (or such other amount as is lawfully raised as a consequence of this resolution) be declared as the amount which the Council intends to raise by general rates, the municipal charge, annual service charges and the cultural and recreational rate later described in this resolution, which amount is calculated as follows:

## 7. BUSINESS DIRECTORATE

### 7.3 2013/2014 Budget (continued)

General Rates	\$45,910,994
Municipal Charge	\$6,530,336
Annual Service Charges	\$7,459,974
Cultural and Recreational Rate	\$37,831

#### 2. General rates

- 2.1 A general rate be declared in respect of the 2013/2014 rating year, being the period 1 July 2013 to 30 June 2014.
- 2.2 In accordance with section 161 of the *Local Government Act 1989*, declare that the general rate be raised by the application of differential rates.
- 2.3 A differential rate be respectively declared for rateable land having the respective characteristics specified in the Appendix C of the budget document.
- 2.4 It be confirmed that no amount is fixed as the minimum amount payable by way of general rate in respect of each rateable land within the municipal district.
- 2.5 Each differential rate will be determined by multiplying the Capital Improved Value of each rateable land (categorised by the characteristics described in Appendix C of the budget document) by the relevant rate in the dollar indicated as follows:

<b><u>Category</u></b>	<b><u>Rate in the \$</u></b>
Residential Unimproved Land	0.00425578
Residential Improved Land	0.00425578
Farm Land	0.00404299
Rural Residential Land	0.00425578
Commercial Unimproved Land	0.00731994
Commercial Improved 1 Land	0.01093735
Commercial Improved 2 Land	0.01059689
Commercial Improved 3 Land	0.00923504
Industrial Unimproved Land	0.00787319
Industrial Improved 1 Land	0.00995852
Industrial Improved 2 Land	0.01115014
Industrial Improved 3 Land	0.00897969

#### 3. Cultural and recreational rates

- 3.1 In accordance with section 4(4) of the *Cultural and Recreational Lands Act 1963*, the amount in lieu of rates payable in respect of each rateable land to which that Act applies be determined by multiplying the Capital Improved Value of that rateable land by 0.00310670 where the rateable land has the following characteristics:

Rateable outdoor recreational lands developed primarily for regional use as evidenced by paid administrative support and/or commercial business dealings in the operation or management of same.

## 7. BUSINESS DIRECTORATE

### 7.3 2013/2014 Budget (continued)

Such rateable land as described below:

#### **Property Location**

55 Rudd Road SHEPPARTON  
7582 Goulburn Valley Highway KIALLA  
160-200 Ross Street TATURA  
71 Gowrie Street TATURA  
2 Fairway Drive MOOROOPNA  
7580 Goulburn Valley Highway KIALLA  
15 Golf Drive SHEPPARTON

#### **4. Municipal charge**

4.1 In accordance with section 159 of the *Local Government Act 1989*, declare a municipal charge for 2013/2014 for the purposes of covering some of the administrative costs of Council.

4.1.1 The municipal charge be \$227.00 for each rateable land (or part) within the municipal district in respect of which a municipal charge may be levied.

#### **5. Annual service charges**

5.1 In accordance with section 162 of the *Local Government Act 1989*, declare an annual service charge for 2013/2014 for the dual service of kerbside collection and disposal of refuse along with kerbside collection of recyclables.

5.1.1 The service charge be the sum of, and based on the criteria specified as follows:

5.1.1.1 - Collection and disposal of contents of 80 litre refuse bin and either a 120 litre or 240 litre recyclable bin - \$160.00\*\* per service.

5.1.1.2 - Collection and disposal of contents of 120 litre refuse bin and either a 120 litre or 240 litre recyclable bin - \$214.00\*\* per service.

5.1.1.3 - Collection and disposal of contents of 240 litre refuse bin and either a 120 litre or 240 litre recyclable bin - \$354.00\*\* per service.

for each land (or part), other than land on which no building is erected, in respect of which an annual service charge may be levied.

5.2 In accordance with section 162 of the *Local Government Act 1989*, declare an annual service charge for 2013/2014 for the kerbside collection of recyclables only.

5.2.1 The service charge be the sum of, and based on the criteria specified as follows:

5.2.1.1 - Collection and disposal of contents of either a 120 litre or 240 litre recyclable only bin - \$74.00\*\* per service.

for each land (or part), other than land on which no building is erected, in respect of which an annual recyclable only service is requested and provided.

## 7. BUSINESS DIRECTORATE

### 7.3 2013/2014 Budget (continued)

5.3 In accordance with section 162 of the *Local Government Act 1989*, declare an annual service charge for 2013/2014 for the kerbside collection of green organic waste.

5.3.1 The service charge be the sum of, and based on the criteria specified as follows:

5.3.1.1 - Collection and disposal of contents of either a 120 litre or 240 litre green organic waste bin - \$74.00\*\* per service.

for each land (or part), other than land on which no building is erected, in respect of which an annual green organic waste service is requested and provided.

[\*\*Note: - these charges do not include GST which applies to all service charges that are levied against non-residential and non-rural properties.]

#### **6. Setting of interest rate on unpaid rates and charges**

That in accordance with section 172 of the *Local Government Act 1989*, the Council charge interest for rates and charges which have not been paid by the lump sum payment date or instalment dates, as specified under section 167 of the *Local Government Act 1989*.

#### **7. Payment of rates and charges**

That in accordance with section 167 of the *Local Government Act 1989*, the Council declare that a person can pay a rate or charge (other than a special rate or charge) by:

7.1 Four (4) instalments which are due and payable on the dates fixed by the Minister by notice published in the Government Gazette; or

7.2 A lump sum payment due and payable on the date fixed by the Minister by notice published in the Government Gazette.

#### **8. Consequential**

8.1 The Chief Executive Officer be authorised to give public notice of the declaration of differential rates.

8.2 Notwithstanding anything said in any earlier resolution of the Council, the Shepparton News be chosen as the newspaper in which the public notice will appear.

8.3 The Revenue and Rates Manager be authorised to levy and recover the general rates, municipal charge and service charges in accordance with the *Local Government Act 1989*.

### **Background**

The 2013/2014 Budget has been prepared in accordance with the requirements of the *Local Government Act 1989*.

Council has prepared a Strategic Resource Plan for the ten years from 2013 to 2023 as part of its corporate planning framework to assist in preparing a budget within a longer term framework. The 2013/2014 Budget reflects year one of the Strategic Resource Plan and takes into account the activities and initiatives which contribute to achieving the

## 7. BUSINESS DIRECTORATE

### 7.3 2013/2014 Budget (continued)

strategic objectives specified in the Council Plan. The Strategic Resource Plan highlights the significance of rates and charges as a source of revenue and guides Council on the amount required to be raised to maintain services, renew existing assets and invest in new and upgraded assets.

As provided for within the Strategic Resource Plan, the 2013/2014 Budget proposes a 4.95 per cent increase in rates and charges, excluding supplementary valuations, which will generate \$60 million. The proposed rating structure for the 2013/2014 year has been informed by the Rating Strategy 2013-2017 which has taken into account the recommendations of the Rating Strategy Reference Group and subsequent public comment received regarding what is an equitable distribution of the rates burden between categories of ratepayers.

Due to proposed changes to the rating structure the rates paid by some property types will increase while the rates paid by other properties will decrease as detailed in the table below which shows the impacts of changes on median valued properties:

<b>RATES AND CHARGES</b>	<b>Median CIV</b>	<b>Total Declared 2013/2014</b>	<b>Change</b>	<b>Change</b>	<b>Per week</b>
Residential Unimproved Land	\$116,000	\$721	\$61	9%	\$1.17
Residential Improved Land	\$234,000	\$1,457	\$120	9%	\$2.32
Farm Land	\$365,000	\$1,703	\$87	5%	\$1.68
Rural Residential Land	\$335,000	\$1,887	\$163	9%	\$3.14
Commercial Unimproved Land	\$382,000	\$3,023	\$750	33%	\$14.42
Commercial Improved 1 Land	\$337,000	\$3,913	(\$198)	(5%)	(\$3.81)
Commercial Improved 2 Land	\$835,000	\$9,075	(\$899)	(9%)	(\$17.30)
Commercial Improved 3 Land	\$147,000	\$1,585	\$33	2%	\$0.64
Industrial Unimproved Land	\$221,000	\$1,967	\$317	19%	\$6.11
Industrial Improved 1 Land	\$332,500	\$3,538	(\$87)	(2%)	(\$1.66)
Industrial Improved 2 Land	\$1,330,000	\$15,057	(\$2,103)	(12%)	(\$40.45)
Industrial Improved 3 Land	\$205,500	\$2,072	\$94	5%	\$1.81
Recreational Land	\$1,380,000	\$4,514	\$436	11%	\$8.39

The Council will introduce an additional direct debit payment method which will allow ratepayers to pay their rates in 10 equal monthly payments, commencing in September and ending in June each financial year. It is proposed that the previous 1.5% lump sum payment discount no longer be offered due to administrative issues associated with the introduction of the State Government Fire Services Property Levy.

The 2013/2014 Budget provides for an Operating Surplus of \$8.81 million.

The 2013/2014 Schedule of Fees and Charges was adopted by Council at its Ordinary Meeting on 20 May 2013. It is budgeted that the adopted fees and charges will raise \$19.73 million during the 2013/2014 financial year.



## 7. BUSINESS DIRECTORATE

### 7.3 2013/2014 Budget (continued)

To improve the understanding of the range and cost of the functions performed by Council, the 2013/2014 Budget incorporates a Program Budget which details purpose, influences, challenges, Council Plan links and service reduction/growth areas for each Council function.

The Draft 2013/2014 Budget was endorsed by Council on 2 July 2013. Public notice was given on 5 July 2013 and submissions invited. Community information sessions were held to explain key elements of the Draft 2013/2014 Budget and to outline the submission process. The submission period ended on 2 August 2013 and nine submissions were received.

The submissions ranged in content however generally contained the following themes:

	Submissions themes	No. of times raised	Management Comment
1	Concern raised that the Rating Strategy and modelling is incomplete as it didn't allow for consideration of quantum of funds to be raised, the level of Government funding nor the impact of borrowings on rates.	1	<ul style="list-style-type: none"> <li>Focus of the Rating Strategy was the equitable distribution of the rates burden.</li> <li>Revenue levels, Government funding and borrowings considered as part of the Strategic Resource Plan and annual Budget.</li> </ul>
2	Commercial, farm and industrial properties who benefit most from the budget are the sectors who have tax concessions available, whilst residential and recreational properties have no tax options available.	1	<ul style="list-style-type: none"> <li>The Rating Strategy Reference Group agreed that capacity to pay should be taken into consideration when setting differential rates but did not support a proposal that the tax deductibility of rates also be taken into account.</li> <li>Deductions can only be made against profits.</li> </ul>
3	Other councils utilise borrowings to subsidise the rating effort which results in lower rates across all sectors compared to Shepparton.	1	<ul style="list-style-type: none"> <li>Strategic Resource Plan strategic directions include; examine the use of loan funding to fund new or significantly upgraded major assets that provide broad community benefit and intergenerational equity.</li> </ul>

## 7. BUSINESS DIRECTORATE

### 7.3 2013/2014 Budget (continued)

	Submissions themes	No. of times raised	Management Comment
4	Concerns that it appears that the Cultural and Recreation Land rate was either ignored by the Rating Strategy Reference Group or paid little attention. Appears that Shepparton is out of kilter with the State norm. How does Council justify an 11 per cent increase to one industry sector and yet reduce commercial.	1	<ul style="list-style-type: none"> <li>The Rating Strategy Reference Group did not consider the Cultural and Recreational Land rate in any detail during the review.</li> <li>Further investigation and benchmarking will be undertaken for Council to consider for the 2014/2015 financial year.</li> </ul>
5	Request for funding to establish an off leash dog park	3	<ul style="list-style-type: none"> <li>Council has requested Officers to 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.</li> <li>A key activity included in Council's Draft Domestic Animal Management Plan 2013-2017 is the Trial an off leash park for the exercise of dogs</li> </ul>
6	Suggestion to extend hours of operation for the Tower in the Maude Street Mall	1	Council officers are responsible for opening at 8am and closing at 3pm weekdays. Further investigation required regarding approval required to change hours and to understand potential costs and benefits.
7	Concern raised that continual rate increase above CPI are not sustainable in the short or long term	2	<ul style="list-style-type: none"> <li>Council services are primarily affected by the growth in construction, material and wage costs, not CPI.</li> <li>Rate increases are also required to address a combination of other cost pressures including declining funding from other levels of Government, growth in demand for services, infrastructure renewal, expanding responsibilities, regulations and growing State levies which must be collected by councils.</li> </ul>

## 7. BUSINESS DIRECTORATE

### 7.3 2013/2014 Budget (continued)

	Submissions themes	No. of times raised	Management Comment
8	Belief that insufficient budget allocation has been provided for drainage and environment management	1	The Draft 2013/14 Budget includes amounts for Rural Drainage \$381k and Urban Drainage \$730k capital works. Council has a chapter in its Strategic Resource Plan that recognises the need to invest budget allocation each year to manage the drainage infrastructure across the municipality.
9	Support for no new borrowings and repayment of existing loans	1	No new borrowings are proposed for the 2013/14 financial year.
10	Support to retain the incentive for early payment	1	<ul style="list-style-type: none"> <li>Legislation relating to the Fire Services Property Levy being collected on behalf of the Victorian Government by Council does not allow for an early payment incentive to apply on that charge.</li> <li>To provide a discount on Council rates and not the Government's levy would be administratively cumbersome and potentially costly.</li> </ul>
11	Further planning and effort required to maintain and improve current infrastructure	1	Strategic Resource Plan estimates infrastructure renewal gap projected to increase to \$80 million in ten years
12	Concern raised over level of spend in the areas of advertising/promotion	1	Advertising include \$492k Shepparton Show Me, \$518k Arts, Events and Tourism Department, \$297k Marketing and Communications Department
13	Support for strategies to be implemented to reduce costs of utilities		Cost of utilities will be reduced by the Aquamoves Utility Management Upgrade Project and also the Energy Efficient Street Lighting Project.
14	Concerns raised over the Council's plan to undertake a feasibility study into a new location for SAM, not supportive of SAM moving	1	Council Plan 2013-2017 strategies include; continue the feasibility investigations for a new location for the Shepparton Art Museum (SAM)
15	Support for the introduction of service reviews	1	Council Plan 2013-2017 strategies include; develop, adopt and implement a service planning model for the services that council provides for the community.
16	Supportive for the newly introduced program budgets and would like to see them expanded to incorporate more program details and further breakdown of expenses	1	Program budget to be further developed for inclusion in 2014/15 Budget

## 7. BUSINESS DIRECTORATE

### 7.3 2013/2014 Budget (continued)

	Submissions themes	No. of times raised	Management Comment
17	Support for Council to introduce a differential rate for retirement villages	1	<ul style="list-style-type: none"> <li>The Rating Strategy Reference Group did not consider a separate differential rate for Retirement Villages in any detail during the review.</li> <li>Further investigation will be undertaken during the 2013/2014 financial year.</li> </ul>
18	Concern raised that the budget provides for two rate increase figures 4.95% and 6%	1	1) The 4.95% and 6% referred to are two different measures. Throughout the year Council receives additional revenue from supplementary valuations being properties newly subdivided or improved upon during the year. The Strategic Resource Plan provides for increases in rates and charges revenue of 4.95% plus 1% growth. Council's rates and charges revenue is projected to increase by 6% however the impact on existing properties is equal to 4.95%.
19	Suggested further details provided for reserves used in delivering the capital works program	1	A statement included is included in the draft budget document outlining the breakdown from operating surplus back to cash to show how capital program is funded. Further commentary around use of reserves will be considered for incorporation into the Strategic Resource Plan and future budgets.
20	Concern raised around capital works program not being completed	1	The continued implementation of a best practice project management methodology will improve capital works planning and delivery. Grant funded Mooroopna West Growth Corridor works and Vaughan Street construction works are required to be completed by 30 June 2014.
21	Clarification sought on funding and total cost of the building works associated with the Goulburn Valley Regional Library	1	The Goulburn Valley Regional Library – Shepparton Upgrade will be completed over two financial years.

All written submissions received were distributed to Councillors. None of the written submitters elected to be heard by a committee of the whole on Tuesday 6 August 2013.

The following table summarises proposed amendments to the Draft 2013/14 Budget for Council's consideration, which can also be found in Appendix I of the 2013/2014 Budget.

## 7. BUSINESS DIRECTORATE

### 7.3 2013/2014 Budget (continued)

Item	Amendments
Other Amendments	<ul style="list-style-type: none"> <li>Schedule of Fees and Charges - Road Opening Permit - \$67.00 (2012/2013 \$64.00)</li> <li>The additional direct debit payment option by 10 equal monthly instalments end in June each financial year.</li> <li>Commercial Improved 2 Land includes all rateable land with a Capital Improved Value of \$500,000 or more and having the relevant characteristics as described.</li> <li>Commercial Improved 3 Land includes all rateable land with a Capital Improved Value of less than \$500,000 and having the relevant characteristics as described.</li> <li>Minor amendments have been made to reflect the Adopted Council Plan 2013-2017.</li> </ul>

#### **2013/2014 Budget at a glance**

- Rates and Charges increase of 4.95 per cent
- Implementation of Rating Strategy 2013-2017
- Introduction of an additional direct debit payment method allowing for rates to be paid by ten equal monthly payments
- Total Operating Revenues \$98 million (excluding Capital)
- Total Operating Expenses \$99 million (excluding Capital)
- 2 per cent increase in operational costs
- Program Budget prepared
- Capital Works Program \$36 million
- Continued commitment to asset renewal
- Total Capital Revenue \$10 million
- No new borrowings proposed
- Introduction of State Government Fire Services Property Levy
- Removal of the 1.5 per cent early payment rate discount

The 2013/2014 Budget provides for a \$36.20 million capital works program. Funding sources include \$18.44 million from Council operations and \$13.15 million from external grants including funding received in advance.

The proposed capital works program includes:

#### *Roads and Drains*

- Mooroopna West Growth Corridor \$5.13 million
- Local roads reconstructions \$4.47 million
- Road asset preservation works \$3.43 million
- Vaughan Street upgrade \$2.52 million
- Roads to Recovery Program \$1.39 million
- Urban and Rural Drainage renewal program \$1.11 million
- Flood Mitigation Works – Congupna and Tallygaroopna \$0.22 million

## 7. BUSINESS DIRECTORATE

### **7.3 2013/2014 Budget (continued)**

#### *Open space & Recreation*

- Shepparton Sporting Precinct redevelopment \$2.30 million
- Shepparton Showgrounds works \$0.75 million
- Festive decorations \$0.07 million
- Australian Botanic Gardens Shepparton \$0.05 million

#### *Buildings*

- Building renewal works \$1.40 million
- Aquamoves utility management works \$0.65 million
- Goulburn Valley Regional Library redevelopment Shepparton \$0.43 million
- Shepparton Visitor Information Centre \$0.25 million

#### *Other*

- Cosgrove Landfill land purchase \$1.85 million
- Safety Strategy – CCTV project \$0.49 million
- Bitumen Kettle renewal \$0.21 million
- Saleyards Loading Ramp \$0.10 million

No new borrowings are proposed to deliver this capital works program.

Incorporated in the above capital works program is \$16.8 million for renewal works. As part of the further development of its asset management system, Council is moving from allocating renewal funding based on accounting depreciation expense to the prioritisation of renewal works based on assessed condition.

### **External Influences**

In preparing the 2013/2014 Budget, a number of external influences have been taken into consideration, as they impact significantly on the services delivered by the Council in the budget period. These include:

- Consumer Price Index (CPI) of 2.5 per cent per annum (as at March 2013)
- MAV Local Government cost index of 3.9 per cent per annum for 2012/2013
- Average growth within Greater Shepparton of one per cent per annum which impacts the demand on Council services, infrastructure and Council costs associated with residential developments.
- State and Federal grants decreasing in real terms as the current trend of grants being indexed to CPI or less continues. This means that each year government grants are not keeping pace with the cost to Council of delivering services.
- Increase of 10 per cent (or \$4.84 per tonne) in the levy payable to the State Government upon disposal of waste into landfill, resulting in additional waste tipping costs of \$133,560. The municipal levy has increased from \$7 per tonne in 2008/2009 to \$26.60 per tonne in 2013/2014 (380 per cent increase in 5 years). The industrial levy has increased from \$13 per tonne in 2008/2009 to \$46.60 per tonne in 2013/2014 (358 per cent increase in 5 years).
- Fuel and associated products pricing expected to remain high based on worldwide demand
- Prevailing economic conditions faced across the community
  - Impact of flood and storm events in 2010, 2011 and 2012
  - Impacts felt by Greater Shepparton from the prolonged period of the high Australian Dollar
- Increases in utility costs. The 2013/2014 Budget allows for a 12 per cent increase in utility costs from the 2012/2013 adopted budget. The 2012/2013 Budget provided for an increase of 15 per cent.

## 7. BUSINESS DIRECTORATE

### 7.3 2013/2014 Budget (continued)

- Potential additional employer contributions to the defined benefit superannuation scheme. An amount of \$350,000 will be set aside each year for the purpose of offsetting future calls should they occur.
- Full year of costs associated with Federal and State Government changes to provision of Childcare services. While changes were implemented during the 2012/2013 financial year, the full year impacts have been recognised in the 2013/2014 Budget.
- From 1 July 2013 the Superannuation Guarantee will increase from 9 per cent to 9.25 per cent progressively rising to 12 per cent by July 2019.
- Amendments to the *Local Government Act 1989* specifying that penalty interest for rates may only be calculated from the day when each quarterly installment was due, irrespective of whether or not a lump sum option is available. It is estimated that this will result in the loss of annual penalty interest revenue of \$250,000.
- Fees collected by Council on behalf of the State Government include:
  - Fire Services Property Levy \$3.90 million
  - Environment Protection Authority landfill levy \$1.44 million
  - Dog and Cat registrations \$0.04 million

Council also collects other fees on behalf of the State Government including Building Permit Levy's and some Aged Services.

#### **State Government Fire Services Property Levy**

From 1 July 2013, the Victorian Government will replace the existing insurance-based Fire Services levy with a property-based levy. This is an additional charge that will be collected by Council and immediately passed on to the Victorian Government. The charge will not increase Council's revenue in any way. It is expected that the Council will collect approximately \$3.90 million on behalf of the Victorian Government.

The levy will be payable by all rateable and non-rateable property owners and will comprise of a fixed charge of \$100 for residential properties and \$200 for non-residential properties as well as a variable cost. The variable cost is calculated, depending on the type of property, as a percentage of the capital improved value of the property and set based on contribution to the CFA or the MFB. Variable rates for CFA districts are as follows:

(cents per \$1,000 of Capital Improved Value)

Property Sector	CFA district
Residential (including vacant residential land)	11.5
Commercial	109.2
Industrial	170.9
Primary Production	31.2
Public benefit	11.5
Vacant (excluding vacant residential land)	11.5

The Victorian Government has committed to Council \$37,000 in 2012/2013 and \$82,000 in 2013/2014 for the implementation costs associated with the Fire Services Property Levy.

## 7. BUSINESS DIRECTORATE

### 7.3 2013/2014 Budget (continued)

#### Internal Influences

As well as external influences, there are a number of internal influences which have a significant impact on the preparation of the 2013/2014 Budget. These matters have arisen from events occurring in the 2012/2013 year resulting in variances between the forecast actual and budgeted results for that year and matters expected to arise in the 2013/2014 year. These matters and their financial impact are set out below:

- The Council's Strategic Resource Plan provides strategic direction on financial sustainability and guides the development of the 2013/2014 Budget. This will assist Council to maintain a low risk financial sustainability rating as assessed by the Victorian Auditor General.
- 4.95 per cent rates and charges increase on the existing capital improved value of properties to fund services and infrastructure.
- As included in the Council's Strategic Resource Plan, discretionary user fees and charges collected are projected to increase by 3.5 per cent annually, which includes inflation of 2.5 per cent and growth of 1 per cent.
- Increases in employee benefits (in line with Council's Enterprise Bargaining increase of 4 per cent from 1 July 2013, banding level increments and additional staff resources to meet growth and demand)
- A project management methodology being implemented as part of the governance, planning, management and delivery of capital projects.
- The estimated average annual infrastructure renewal required is over \$23 million per year, which is \$6 million greater than the budgeted 2013/2014 renewal funding of \$16.8 million.

#### Council Plan/Key Strategic Activity

The 2013/2014 Budget is consistent with the five strategic goals of the Council Plan which include:

1. Active & Engaged Community (Social)
2. Enhancing the Environment (Natural)
3. Economic Prosperity (Economic)
4. Quality Infrastructure (Built)
5. High Performing Organisation (Leadership & Governance)

The 2013/2014 Budget also includes Key Strategic Activities as required by the *Local Government Act 1989*.

#### Risk Management

A well planned budget will reduce the risk that Council will not be able to provide the services expected and required by the community.

Risks	Likelihood	Consequence	Rating	Mitigation Action
Failure to comply with the Local Government Act 1989	Possible	Major	High	Council to submit the adopted 2013/2014 Budget to the Minister by 31 August 2013
Operating surplus not achieved	Possible	Moderate	Moderate	Monthly and Quarterly Budget Reviews reported to Council
Capital works budget not delivered within the financial year	Possible	Moderate	Medium	Project bids and cost estimates have been reviewed



## 7. BUSINESS DIRECTORATE

### 7.3 2013/2014 Budget (continued)

#### Policy Considerations

There are no conflicts with Council policy. The annual budget resources the Council Plan to enable the outcomes in the Council Plan to be achieved, including Council policies.

#### Financial Implications

The full financial implications are outlined in the background section of this report and within the attachments.

	2012/2013 Approved Budget for this proposal* \$	This Proposal \$	Variance to Approved Budget \$	Comments
Revenue	109,900,000	108,300,000	1,600,000	1.5 per cent decrease
Expense	97,300,000	99,500,000	2,200,000	2 per cent increase
Net Result	12,600,000	8,800,000	3,800,000	30 per cent decrease

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

#### Legal/Statutory Implications

The 2013/2014 Budget has been prepared in accordance with the requirements of the *Local Government Act 1989 (Act)*.

In accordance with section 127 of the Act, Council must prepare a Budget for each financial year.

Section 130 of the Act requires that:

- (1) A Council may adopt a budget if it has complied with all of the relevant requirements of this Act relating to budgets.
- (2) The Council must give public notice of its decision under subsection.
- (3) The Council must adopt the budget by 31 August each year.
- (4) The Council must submit a copy of the budget to the Minister by 31 August each year.
- (5) The Minister may extend the period within which a Council must comply with subsection (4).
- (6) If a Council fails to submit a copy of the budget to the Minister within the time allowed, the Secretary must ensure that details of the failure are published in the annual report of the Department.
- (7) A Council must give the Minister any details concerning its budget that the Minister requests.
- (9) A copy of the budget must be available for inspection by the public at the Council office and any district offices.

In accordance with Section 158 of the Act Council must have regard to any Ministerial guidelines before declaring a differential rate for any land.

## 7. BUSINESS DIRECTORATE

### **7.3 2013/2014 Budget (continued)**

The Minister may, by notice published in the Government Gazette, make guidelines for or with respect to-

- (a) the objectives of differential rating;
- (b) suitable uses of differential rating powers;
- (c) the types or classes of land that are appropriate for differential rating.

On the recommendation of the Minister, the Governor in Council may by Order in Council prohibit any Council from making a declaration of a differential rate in respect of a type or class of land, if the Minister considers that the declaration would be inconsistent with any guidelines.

The highest differential rate in a municipal district must be no more than 4 times the lowest differential rate in the municipal district.

Section 129 of the *Local Government Act 1989* requires the Council to give public notice of the preparation of the budget and a person has a right to make a submission on any proposal contained in the budget.

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

Environmental and sustainability impacts have been considered when developing the 2013/2014 Budget, including the proposed funding of the street lighting retrofit project and the Aquamoves utility management upgrade.

#### **Social Implications**

The 2013/2014 Budget provides resources for the implementation of various strategies, plans, works and the delivery of services required to achieve the objectives of the Council plan including an active and engaged community.

#### **Economic Impacts**

The boost from the Mooroopna West Growth Corridor Project is important with \$5 million of infrastructure works proposed for the 2013/2014 financial year and grants to encourage economic activity.

#### **Consultation**

The 2013/2014 Budget has taken into account the goals and strategies of the Council Plan 2013-2017 and the strategic directions of the Strategic Resource Plan.

Public notice was given in the Shepparton News on Friday 5 July 2013 that Council's Draft 2013/2014 Budget had been prepared and available for inspection on Council's website, or at Council's offices in Welsford Street and Doyles Road and that written submission were invited in accordance with Section 223 of the *Local Government Act 1989*.

Submissions were to be received by 5.00pm Friday 2 August 2013.

In addition budget community forums were held at Shepparton, Mooroopna, Tatura and Dookie. It should also be noted that the 2013/2014 Budget provides funding for nominated projects and where appropriate further community consultation will occur throughout the year specific to each project.

## 7. BUSINESS DIRECTORATE

### 7.3 2013/2014 Budget (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>• Media Releases</li> <li>• Social Media</li> <li>• Radio</li> <li>• Council Website</li> </ul>
Consult	Inform, Listen, Acknowledge	<ul style="list-style-type: none"> <li>• Information forums</li> <li>• Public submissions</li> <li>• Hearing of submissions</li> </ul>

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

#### Strategic Links

##### a) Greater Shepparton 2030 Strategy

The Budget is linked to the Greater Shepparton 2030 Strategy via the Council Plan.

##### b) Council Plan

The Budget is linked to the Council Plan 2013-2017 by the funding of the strategic objectives contained in the Council Plan.

##### c) Other strategic links

The budget provides for the implementation of many strategies.

#### Options for Consideration

1. That the Council adopt the 2013/2014 Budget with or without amendment.  
Recommended.

Adoption will enable the 2013/2014 Budget to be submitted to the Minister by 31 August 2013 in accordance with Section 130 of the Act.

2. That the Council defer the adoption of the 2013/2014 Budget.  
Not recommended.

The Minister may extend the period within which a Council must submit a budget to the Minister after 31 August, however, if a Council fails to submit a copy of the budget to the Minister by 31 August it is to be reported in the annual report of the Department.

#### Attachments

2013/2014 Budget

## **7. BUSINESS DIRECTORATE**

### **7.4 July 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 draft budget for the month ending 31 July 2013.

#### **RECOMMENDATION**

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

#### **Background**

The Draft 2013/2014 Budget was prepared by Council on 2 July 2013. Public notice was given on 5 July 2013 and submissions invited until 2 August 2013. Council will consider all written submissions received and the adoption of the 2013/2014 Budget at its meeting on 20 August 2013.

The Draft 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 Draft 2013/2014 Budget also provides for capital works of \$36.20 million.

The July 2013 Monthly Financial Report incorporates the following sections which are presented for Council's consideration:

- Overview
- Income Statement
- Balance Sheet
- Cash Flow Statement
- Strategic Objective Reports
- Investment Summary
- Sundry Debtors Report
- Rates Debtors Report
- Councillor Expense Report

#### **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.

## **7. BUSINESS DIRECTORATE**

### **7.4 July 2013 Monthly Financial Report (continued)**

#### **Policy Considerations**

There are no conflicts with existing Council policies.

#### **Financial Implications**

There are no financial implications arising from this proposal.

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

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

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

No Environmental or Sustainability impacts have been identified.

#### **Social Implications**

No Social implications have been identified.

#### **Economic Impacts**

No Economic impacts have been identified.

#### **Consultation**

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 draft budget for the month ending 31 July 2013.

#### **Attachments**

July 2013 Monthly Financial Report

## 8. SUSTAINABLE DEVELOPMENT DIRECTORATE

### **8.1 Instrument of Appointment and Authorisation (Planning and Environment Act 1987 only) - Updated to Include New and Revoked Officers**

**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: Planning Administration Officer**

**Proof reader(s): Manager Planning**

**Approved by: Director Sustainable Development**

#### **Executive Summary**

The Council authorised the appointment of Jeremy Scott, George Addison, Steven James Cobden, Dean Aaron Rochfort and Claire Louise Tarelli to be an Authorised Officer, as set out in the Instrument of Appointment and Authorisation under the *Planning and Environment Act 1987* (PE Act), which was passed by a Council resolution on 18 December 2012. It is now recommended that this appointment be revoked under this Act in accordance with the attached Instruments of Appointment and Authorisation (*Planning and Environment Act 1987 only*) (S11A).

This revocation becomes necessary as Jeremy Scott George Addison, Steven James Cobden, Dean Aaron Rochfort and Claire Louise Tarelli are no longer employed by the Greater Shepparton City Council.

The Chief Executive Officer (CEO) has delegated provisions to appoint Council Officers as Authorised Officers under various pieces of legislation to ensure appropriate appointments can be made promptly. Under the PE Act, the Council cannot delegate the provision to authorise officers for the purposes of enforcing the PE Act to the CEO. Therefore the CEO can continue to appoint Authorised Officers under other legislation, but not under the PE Act.

As a result of the recent resignation of Council Officers, new replacement staff have been appointed, who are required to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act.

It is now recommended that new individuals be appointed as an Authorised Officer under this Act in accordance with the attached Instrument of Appointment and Authorisation (*Planning and Environment Act 1987 only*) (S11A).

#### **RECOMMENDATION**

In the exercise of the provisions conferred by section 147 of the *Planning and Environment Act 1987* and the other legislation referred to in the attached Instrument of Appointment and Authorisation (*Planning and Environment Act 1987 only*)(S11A), the Council resolves that:

1. the Instrument of Appointment and Authorisation conferred to Jeremy Scott George Addison, Steven James Cobden, Dean Aaron Rochfort and Claire Louise Tarelli be revoked

## 8. SUSTAINABLE DEVELOPMENT DIRECTORATE

### **8.1 Instrument of Appointment and Authorisation (Planning and Environment Act 1987 only) - Updated to Include New and Revoked Officers (continued)**

2. as outlined in the Instrument, Johann Rajaratnam, Ian Boyle and Sarah van Meurs be appointed and authorised as set out in the Instrument
3. the Instrument come into force immediately the Common Seal of Council is affixed to the Instrument and remain in force until Council determines to vary or revoke the Instrument
4. the Common Seal of Council be affixed to the Instrument as attached.

#### **Background**

The Council subscribes to a delegations and authorisations service provided by the legal firm Maddocks, and documentation is generally updated twice a year based on any legislative changes and specific issues raised by councils.

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

This is a procedural matter, but ensures the successful delivery of Council business.

#### **Risk Management**

Only Authorised Officers are able to undertake various functions under the PE Act. This process ensures that officers have the correct authorisation in place. There is a minor risk of this occurring.

Risks	Likelihood	Consequence	Rating	Mitigation Action
Unauthorised Officers	Unlikely	Minor	Low	Ensures officers have correct authorisation

#### **Policy Considerations**

There are no conflicts with existing Council policy.

#### **Financial Implications**

There are no financial implications as a result of this report.

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

The proposal is consistent with the PE Act, in that officers must be authorised to perform duties under the PE Act.

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

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

#### **Social Implications**

No Social implications have been identified.

#### **Economic Impacts**

No Economic impacts have been identified.

#### **Consultation**

No consultation is needed, as this is an administrative process.

## **8. SUSTAINABLE DEVELOPMENT DIRECTORATE**

### **8.1 Instrument of Appointment and Authorisation (Planning and Environment Act 1987 only) - Updated to Include New and Revoked Officers (continued)**

#### **Strategic Links**

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

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

##### **b) Council Plan**

This proposal supports Council Plan Priorities and Actions of the Council Plan 2013-2017:

Goal 5: High Performance Organisation (Leadership & Governance).

Objective 3: To ensure strong internal systems and processes to ensure best practice delivery of services for the community.

##### **c) Other strategic links**

No other strategic links have been identified.

#### **Options for Consideration**

1. Authorise
2. Do not authorise. The implication of this is that staff will be unable to perform certain duties under the PE Act.

#### **Conclusion**

To maintain Council's legal and statutory requirements, and avoid breaches to the *Planning and Environment Act*, it is recommended that the revoking of former employees and the appointment of the new officers be authorised.

#### **Attachments**

1. Johann Rajaratnam - Authorisation
2. Ian Boyle - Authorisation
3. Sarah van Meurs - Authorisation



## **8. SUSTAINABLE DEVELOPMENT DIRECTORATE**

### **8.2 Delegation to Toyoake City, Japan**

#### **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): Director Sustainable Development**

**Approved by: Director Sustainable Development**

#### **Executive Summary**

The Mayor, Cr Jenny Houlihan, has received an invitation from the Mayor of Toyoake City to attend celebrations to commemorate the 10<sup>th</sup> Anniversary of the Toyoake-Greater Shepparton Friendship City relationship, and the 20<sup>th</sup> Anniversary of the Toyoake International Relations Association to be held in Toyoake City on Sunday 10 November 2013.

This is a significant milestone in the relationship between our two cities and there is an expectation from Toyoake City that the Mayor will attend and participate. Active participation in Sister City and Friendship City relationships can significantly benefit communities both economically and socially.

Council has another formal (Sister City) relationship with Oshu City, in northern Japan. Should the Council approve a Mayoral delegation to Toyoake City, it would be prudent for the Mayor to also participate in a formal delegation to Oshu City at that time.

Costings have been sought for a delegation to both Toyoake City and Oshu City and are now presented to Council for consideration.

#### **RECOMMENDATION**

That Council approve a Mayoral delegation to Toyoake City, Japan to attend the 10<sup>th</sup> Anniversary of the Toyoake-Greater Shepparton Friendship City Relationship, including a visit to Council's Sister City located in northern Japan, Oshu City at a cost of approximately \$2,776 excluding GST (GST does not apply to international travel and accommodation).

#### **Background**

The Friendship City Agreement between Greater Shepparton and the City of Toyoake was signed on 22 October 2003. This relationship includes an educational exchange between Toyoake City and Bouchier Street Primary School and Wanganui Park Secondary College. This relationship was strengthened in 2006 to include a staff exchange program where Council agreed to enter into a program where this Council accepts a staff member from Toyoake every second year, and Toyoake accept a staff member from Shepparton every alternative second year.

Greater Shepparton also has a formal Sister City relationship with Oshu City (formerly Esashi City) signed in March 1979. A Sakura Educational Foundation fund that was

## 8. SUSTAINABLE DEVELOPMENT DIRECTORATE

### 8.2 Delegation to Toyoake City, Japan (continued)

established by Mr Akira Kikuchi to promote Japanese language education for Greater Shepparton residents, still exists and continues to provide relevant funding to eligible Greater Shepparton residents.

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**

Goal 1 – Active and Engaged Communities (Social) – Objective 5 – Embrace and strengthen cultural harmony and diversity

#### **Risk Management**

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

Risks	Likelihood	Consequence	Rating	Mitigation Action
Public perception	Possible	Minor	Low	Communicating to the public the benefits of the Friendship City and Sister City relationships and the outcomes achieved through the maintenance and development of the relationships.

#### **Policy Considerations**

There are no identified conflicts with Council policies.

#### **Financial Implications**

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

Return flight Melbourne to Nagoya	\$1,395 per person
7 day rail pass	\$ 380 per person
Accommodation in Nagoya	Nil (will be covered by Toyoake City)
Return flight to Oshu City from Nagoya	\$1,568 per person
Accommodation in Oshu City	\$ 328 per person based on 3 nights
Additional expenses – gifts, meals	\$ 500 (estimation)
<b>Total estimated</b>	<b>\$2,776 (estimation)</b>

## 8. SUSTAINABLE DEVELOPMENT DIRECTORATE

### 8.2 Delegation to Toyoake City, Japan (continued)

	2012/2013 Approved Budget for this proposal*\$	This Proposal \$	Variance to Approved Budget \$	Comments
Revenue				
Expense	\$5,000	\$2,776		2013/14 budget has \$5,000 allocated for this delegation.
Net Result	\$5,000	\$2,776		

\* 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.

#### Environmental/Sustainability Impacts

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

#### Social Implications

A Mayoral delegation to Japan to attend the commemoration of the 10<sup>th</sup> Anniversary of the relationship between Toyoake City and Greater Shepparton, and a visit to Oshu City will assist with the further development of the relationships that currently exist between our two cities, strengthening the cultural ties and opportunity for shared learnings between our two cities.

#### Economic Impacts

The strengthening of cultural relationships with other countries provide the impetus for increased tourism opportunities.

With the recent announcement of Shepparton hosting a station on the High Speed Rail route, opportunities exist to learn more about Japan's experience with High Speed Rail and how they have developed their world class rail system.

#### Consultation

Council officers have liaised with Toyoake City regarding the proposed delegation. Should Council determine that the delegation should proceed then consultation will occur with Bouchier Street Primary School and Wanaganui Park Secondary College prior to departure, given their relationships with Toyoake City.

Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
Inform	Inform	Keep informed
Involve	Involve	Work together

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

Nil

## **8. SUSTAINABLE DEVELOPMENT DIRECTORATE**

### **8.2 Delegation to Toyoake City, Japan (continued)**

#### **Options for Consideration**

1. That the Council determine to not approve a Mayoral delegation to Toyoake City to commemorate the 10<sup>th</sup> Anniversary of the relationship between the two cities (Not Recommended).
2. That the Council determine to approve a Mayoral delegation to Toyoake City to commemorate the 10<sup>th</sup> Anniversary of the relationship between the two cities, and not include a delegation to Oshu City at the same time (Not Recommended).
3. That the Council determine to approve a Mayoral delegation to Toyoake City to commemorate the 10<sup>th</sup> Anniversary of the relationship between the two cities, and include a delegation to Oshu City at the same time (Recommended).

#### **Conclusion**

It is proposed that the Councillors approve a Mayoral delegation to Toyoake City, Japan to attend the 10<sup>th</sup> Anniversary of the Toyoake-Greater Shepparton Friendship City Relationship, including a visit to Council's Sister City located in northern Japan, Oshu City at a cost of approximately \$2,776 excluding GST (GST does not apply to international travel and accommodation).

#### **Attachments**

Nil

## 8. SUSTAINABLE DEVELOPMENT DIRECTORATE

### **8.3 Request for combined Planning Scheme Amendment and Planning Permit for an expansion of Riverside Plaza**

#### **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:** Graduate Strategic Planner (Amendments)

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

**Approved by:** Director Sustainable Development

#### **Executive Summary**

The Council are requested to consider a proposal for the expansion of the existing neighbourhood activity centre in Kialla – Riverside Plaza. This requires a combined planning permit and amendment to the Greater Shepparton Planning Scheme (in accordance with Section 96A of the *Planning and Environment Act 1987*) to rezone land at 72A Riverview Drive, Kialla.

The proposal seeks the following:

- Rezoning of the land from the Residential 1 Zone to the Business 1 Zone;
- Removal of the Environmental Audit Overlay from the land;
- Amendment of the *Shepparton South Growth Corridor Outline Development Plan* (May 2013) to extend the business/commercial area to the north to accommodate the subject site; and
- Issue of a planning permit for the following:
  - Use and development of the land for Restricted Retail and an Indoor Recreation Facility (Go Kart Track)/Place of Assembly (Amusement Parlour);
  - Business Identification Signage;
  - A reduction in the car parking requirements; and
  - Removal of Easement E1 on Lot B on PS522431L.

As part of Amendment VC100, all land within the Business 1 Zone is now referred to as the Commercial 1 Zone. For the purposes of this proposal, the intent of the zone has not changed. Throughout this report, the zone applying to the land and the proposed land use zone is still referred to as the Business 1 Zone.

Specifically, this amendment will provide for an extension to Riverside Plaza to be used for restricted retail. This will expand the floor area of the existing Riverside Plaza Neighbourhood Centre by approximately 16,648m<sup>2</sup> to provide for Harvey Norman, Harvey Norman Big Buys and Fun City.

It is recommended that the Council support the preparation and exhibition of the amendment in accordance with the *Planning and Environment Act 1987*.

## 8. SUSTAINABLE DEVELOPMENT DIRECTORATE

### 8.3 Request for combined Planning Scheme Amendment and Planning Permit for an expansion of Riverside Plaza (continued)

#### RECOMMENDATION

That, in accordance with Division 5 of the *Planning and Environment Act 1987* (the Act) for an amendment to the Greater Shepparton Planning Scheme and combined planning permit application applying to 72A Riverview Drive, Kialla, the Council:

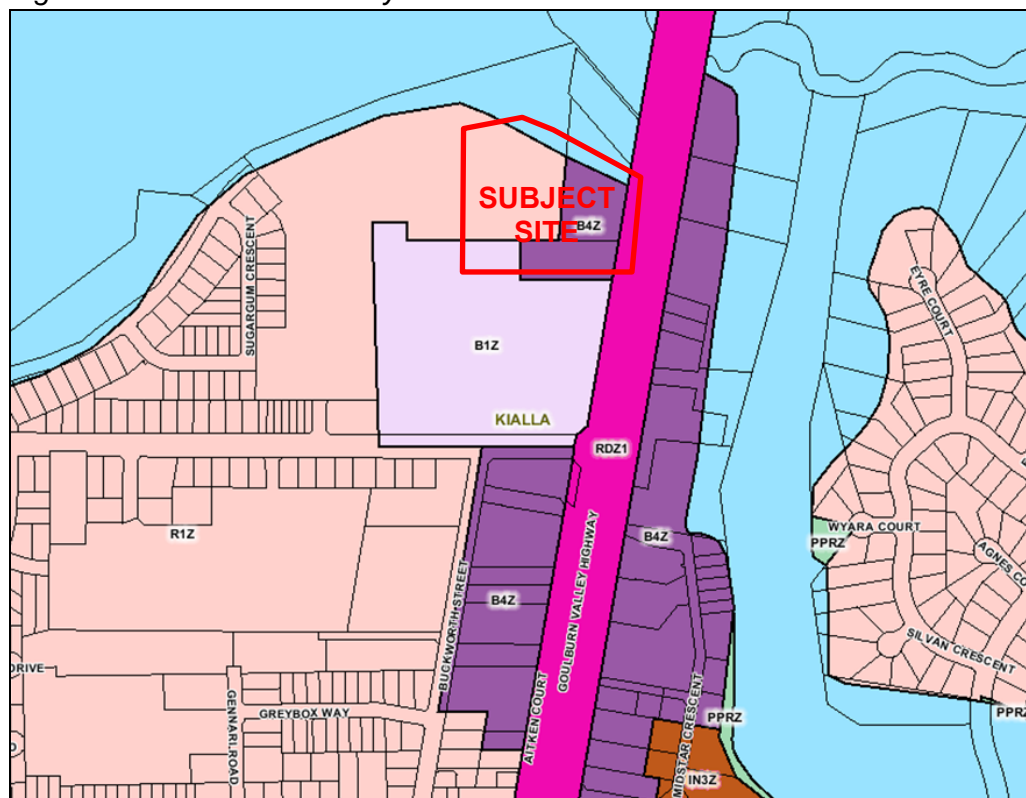
1. seek authorisation from the Minister for Planning to prepare the combined planning scheme amendment and planning permit; and
2. exhibit the combined amendment and permit in accordance with Section 96C of the Planning and Environment Act 1987.

#### Background

A request for a combined planning permit and planning scheme amendment to the Greater Shepparton Planning Scheme was received by the Council on 14 May 2013. The request proposes an expansion to the existing Neighbourhood Activity Centre in Kialla – Riverside Plaza.

The application applies to land at 72A Riverview Drive, Kialla. The subject site is approximately 17ha of land located 7.5km south of the Shepparton Central Business Area. The land is within the Urban Floodway Zone (UFZ) and the Rural Living Zone (RLZ). The land is also affected by the Land Subject to Inundation Overlay (LSIO) and Schedule 1 to the Development Plan Overlay (DPO1).

Figure 1 – Zones and Overlays



## 8. SUSTAINABLE DEVELOPMENT DIRECTORATE

### **8.3 Request for combined Planning Scheme Amendment and Planning Permit for an expansion of Riverside Plaza (continued)**

An amendment to the Greater Shepparton Planning Scheme is required to rezone the land to allow the proposed commercial development on the site.

Specifically, the planning scheme amendment proposes the following:

- Rezone land from the Residential 1 Zone (R1Z) to the Business 1 Zone (B1Z);
- Remove the Environmental Audit Overlay (EAO) applying to the land; and
- Amend the *Shepparton South Growth Corridor Outline Development Plan* (May 2013) to extend the business/commercial area to the north over the subject site.

It is proposed to remove the EAO as the proposed uses for the site are not 'sensitive uses' (i.e. residential use, child care centre, pre-school centre or primary school) – as a result, the EAO is deemed unnecessary. As part of the exhibition process, the Environment Protection Agency (EPA) will be formally consulted and provided with an opportunity to comment on the proposal.

A combined planning permit request has been lodged in accordance with Section 96A of the *Planning and Environment Act 1987*, to be progressed in conjunction with this planning scheme amendment, for the use and development of the site for a Restricted Retail and Indoor Recreation Facility/Place of Assembly. Specifically, the planning permit allows:

- Use and development of the land for Restricted Retail and an Indoor Recreation Facility (Go Kart Track)/Place of Assembly (Amusement Parlour);
- Business Identification Signage;
- A reduction in the car parking requirements; and
- Removal of Easement E1 on Lot B on PS522431L.

Easement E1 is for water and drainage on the site, which will be accommodated by the proposed development. The removal of this easement is required as it traverses the area in which the extension is proposed to be constructed. Goulburn Valley Water (GVW) has been consulted and has not objected to the proposal.

The planning scheme amendment and planning permit will expand the floor area of the existing Riverside Plaza Neighbourhood Centre by approximately 16,648m<sup>2</sup> by providing three new businesses as outlined below:

- Harvey Norman 7,125m<sup>2</sup>;
- Harvey Norman (Big Buys) 4,437m<sup>2</sup>;
- Fun City 4,718 m<sup>2</sup>; and
- Associated administration offices 368m<sup>2</sup>.

The existing Harvey Norman store, currently located 700 metres to the south of the subject site, will close and be relocated to Riverside Plaza if the proposed planning scheme amendment proceeds.

Big Buys is a new Harvey Norman store concept that offers a range of products including camping, fitness, baby products, sports, music gear, kitchenware, travel gear and toys. The new Harvey Norman format includes online shopping and has four locations in Australia, at Melbourne, Sydney, Brisbane and Adelaide.

Fun City is an entertainment venue, extensively aimed at children. Facilities include go karting, laser tag and video games.

## 8. SUSTAINABLE DEVELOPMENT DIRECTORATE

### **8.3 Request for combined Planning Scheme Amendment and Planning Permit for an expansion of Riverside Plaza (continued)**

The proposal, in effect, would add a bulky goods and leisure component to the existing retail complex at the Riverside Plaza Neighbourhood Activity Centre.

#### Assessment under the Planning and Environment Act 1987:

- Objective (a) *‘to provide for the fair, orderly, economic and sustainable use and development of land’*
- Objective (c) *‘to secure a pleasant, efficient and safe working, living and recreational environment for all Victorians and visitors to Victoria’*
- Objective (g) *‘to balance the present and future interest of all Victorians’*

The proposal meets objectives (a), (c) and (g) of planning in Victoria by providing for the orderly, economic and sustainable use and development of land in the municipality. The amendment helps to strengthen the existing businesses and the economy of the region through the co-location of the proposed development adjacent to an existing Neighbourhood Activity Centre. This ensures that the development is highly accessible to the local community and is not proposing an out-of-centre development.

The amendment proposes to balance the interests of the community through the provision of a high quality, unique retail experience that will not detract from, nor be detrimental to, the CBD shopping precinct. The amendment will also ensure a pleasant, efficient and safe working, living and recreational environment by generating regional benefits through additional employment and service provision.

#### Assessment under the Greater Shepparton Planning Scheme:

Clause 21.02 (Key Influences and Issues) –

*‘There is a high local dependence and reliance upon the agricultural sector as a source of local employment and wealth. This regional strength can also be the region’s vulnerability, particularly in the face of climate change and local environmental constraint’.*

Clause 21.03 (Vision, Sustainability Principles and Strategic Directions) –

*The economic development principle outlined at this clause is to promote economic growth, business development and diversification, with a focus on strengthening the agricultural industry.*

Clause 21.05-2 (Floodplain and Drainage Management) –

*This clause identifies the potential issues from flooding and floodplain areas. The objective for this clause is to recognise the constraints of the floodplain on the use and development of land.*

Clause 21.06 (Economic Development) –

*The objective of this clause is ‘to have a hierarchy of viable activity centres’. The 2030 Business Framework Plan in this clause designates the subject land for ‘future/expanded neighbourhood centres’.*

Clause 21.06-4 (Commercial Centres) –

*This clause identifies that there will be a demand for 20,660m<sup>2</sup> of additional retail floor space by 2011, with another 40,570m<sup>2</sup> supported by the forecast population growth from 2011 to 2030. Shepparton South is nominated as a*



## 8. SUSTAINABLE DEVELOPMENT DIRECTORATE

### **8.3 Request for combined Planning Scheme Amendment and Planning Permit for an expansion of Riverside Plaza (continued)**

Neighbourhood/Township Centre. It is identified here that *a further neighbourhood shopping centre may be needed to serve the residents in the southern corridor.*

The proposal achieves the objectives of the relevant Local Planning Policy Framework by providing employment diversity, economic growth and reducing the reliance on the agricultural sector, which consequently provides more stability to the local economy. It also supports the existing Neighbourhood Activity Centre and assists in alleviating some of the demand for commercial floor space, whilst not encouraging out-of-centre development.

The proposal will create 88 new jobs (excluding the 65 existing jobs at Harvey Norman which will be transferred to the new Harvey Norman), 109 indirect jobs and result in a \$16M development (according to the Economic Impact Assessment Report).

#### Amending the Development Plan

The subject land is affected by the Development Plan Overlay. The approved Development Plan applying to this land is the *Shepparton South Growth Corridor Outline Development Plan* (ODP). The amendment that brought this ODP into effect was Amendment C11. It was gazetted on 27 November 2003. This ODP guides the future use and development of land within the Shepparton South Growth Corridor. In this ODP, the land is designated for 'conventional residential' development. The current proposal is for an expansion of the business/commercial land immediately to the south onto the subject land. This expansion is not considered to be generally in accordance with the ODP.

A permit cannot be granted for the use or development of land that is not "generally in accordance" with an approved ODP. An amendment to an ODP can be approved by the Council, if required. There is no process for exhibiting the plan or for the public to make submissions. This ODP was last amended in May 2013 and another amendment to the ODP is proposed to facilitate the proposed development. This amendment will designate the subject land for 'business/commercial' so that the proposed development is 'generally in accordance' with the approved ODP. The proposed amendment to the ODP is considered to be an appropriate planning outcome as it is a strategic expansion of an existing Neighbourhood Activity Centre.

#### Traffic

The subject site has three main vehicle entrances; one from Riverview Drive and two from the service road off the Goulburn Valley Highway. An additional entrance for trucks is located off Riverview Drive. The proposed expansion of the Plaza will utilise these existing entrances and the internal road network. An increase in the number of car parking spaces and the additional u-turn provisions for delivery vehicles and semi-trailers will be included as part of this expansion. The operation of delivery vehicles will not conflict with the internal road network, the treatment of cross intersections and pedestrian movement safety.

A Traffic Impact Assessment Report (TIAR) has been prepared by Paffrath Consulting. This TIAR found that the traffic generation from the proposed extension will have no adverse impacts on the current level of traffic on Riverview Drive or Goulburn Valley Highway and can be accommodated by the surrounding road network.

## 8. SUSTAINABLE DEVELOPMENT DIRECTORATE

### **8.3 Request for combined Planning Scheme Amendment and Planning Permit for an expansion of Riverside Plaza (continued)**

The Council's Planning Department and Development Engineering Department have undertaken an initial review of the TIAR and have engaged TrafficWorks to undertake a Peer Review. The Peer Review states:

*"The TIAR prepared by Paffrath Consulting has overlooked the assessment of impacts resulting from traffic generated by a proposed expansion of the retail complex at Riverside Plaza, Kialla in several areas, including:*

- The operation of the signalised intersection of Goulburn Valley Highway with Riverview Drive;*
- The right turn into Access C from Riverview Drive to prevent queues from interfering with the flow of westbound traffic departing from the highway intersection;*
- Delivery access to new tenancies 1, 2 and 3, including conflict with the internal roadway and relocated truck turning area;*
- Treatment of the cross intersection within the car park extension;*
- Safe pedestrian movements across the car park extension;*
- Use of the 6m lane around the east side of tenancy 3; and*
- Queuing at the departures from Access A and B."*

The TIAR did not consider the impacts of increased truck movements and parking space usage as a result of the development. The Planning Department has requested that the applicants update their TIAR to fully consider these issues.

Engineers from Paffrath Consulting are undertaking further work regarding the existing traffic conditions and any potential traffic impacts of the proposal. To date, this work has found that in peak periods, the queue lengths at the Goulburn Valley Highway/Riverview Drive and the Service Road intersections are at a tolerable level and the current traffic levels do not adversely affect the adjoining lane or the wider road network. The phasing of the signals is being further reviewed and may be modified as a result of this work if required. Any further work on the TIAR will be further reviewed by TrafficWorks to confirm the findings of the report by Paffrath Consulting.

It is foreseen that any impact that the proposed development may have on the existing road network will be minimal and can be accommodated through the extension of existing right-hand turning lanes or by altering the phasing associated with existing traffic lights at the Riverview Drive/Goulburn Valley Highway intersection. These requirements can be the subject of a condition on the exhibited planning permit to ensure that there are no negative impacts. The developer will be responsible for any costs associated with upgrading the existing road network and any related traffic infrastructure.

#### Car Parking

Car Parking has been considered within the TIAR. The existing development provides 611 on site car parking spaces. The proposed development seeks to increase the onsite car parking by 158 spaces to 769 onsite spaces.

An Empirical Assessment of Car Parking Demand has been undertaken by TrafficWorks as part of the assessment of the impacts of the proposed development. This fully evaluated the existing car parking conditions and any additional car parking requirements that the proposed development may generate. This assessment found that 30-47% of existing car parking spaces are utilised at present, including during peak times. The empirical assessment has determined that sufficient has been proposed by the applicant.

## 8. SUSTAINABLE DEVELOPMENT DIRECTORATE

### **8.3 Request for combined Planning Scheme Amendment and Planning Permit for an expansion of Riverside Plaza (continued)**

#### Flooding

Although the site is affected by the Land Subject to Inundation Overlay, the proposal deals appropriately with drainage and retention matters to ensure that the floodplain is not adversely impacted by the development.

At the request of the Goulburn Broken Catchment Management Authority (GBCMA), the Council engaged Cardno to undertake a model of flood behaviour to establish potential flood impacts on adjoining properties. This flood model showed that the proposal would not have a detrimental impact on flood paths in the area.

The flood model by Cardno has been reviewed by the GBCMA. In a letter from the GBCMA received by the Council on 18 July 2013, the GBCMA states that the flood model *“establishes minimal impacts in the general area, with minor impact (up to 0.031m) within the proposed car park for the development”*. In this letter, the GBMCA do not object to the proposal and require a permit condition to be included, which states minimum floor levels of the proposed building to mitigate potential flood impacts.

#### Drainage

The applicant has submitted drainage plans and associated calculations. The applicant is proposing to drain the site to the regional basin within the Riverview Drive estate to the west of the land.

The Council's Development Engineering Team and the applicant have agreed that the drainage plan cannot be completed until the overall site layout is finalised – this is dependent on numerous factors including a potentially revised car parking layout. The Council's Development Engineers are confident that any drainage concerns can be resolved and the development will not be delayed.

#### Cultural Heritage

Advice was sought by the Council from Gaye Sutherland of GBCMA with regard to any requirements for a Cultural Heritage Management Plan (CHMP) under the *Aboriginal Heritage Act 2006* (referred to in the following quotation as ‘the Act’). Ms Sutherland stated that a voluntary CHMP should be undertaken (though is not mandatory) given the location and size of the development, and proximity to the Broken River. Ms Sutherland stated that *‘a CHMP would be the way forward as best practice in protecting cultural heritage, and would also protect the proponent from a potential breach of the Act if cultural heritage was harmed during works’*.

This advice was further supported by Richard Whiting from the Department of Transport, Planning and Local Infrastructure (DTPLI) who stated that *‘The Office of Aboriginal Affairs would strongly urge the developer to consider the requirements of the Act and to undertake a voluntary CHMP if a mandatory CHMP is not triggered. A Voluntary Plan has all the legal advantages of a mandatory plan as a statutory defence from the harm provisions in the Aboriginal Heritage Act 2006 and contingencies that avoid costly delays if undocumented Aboriginal Cultural Heritage is discovered during construction’*.

The applicant is undertaking a Due Diligence Report in place of a CHMP. This report will confirm that a full CHMP is not required due to the fact that the land has been subject to significant ground disturbance in the past. The Yorta Yorta Nation Aboriginal Corporation has been consulted and has agreed to this approach.

## 8. SUSTAINABLE DEVELOPMENT DIRECTORATE

### **8.3 Request for combined Planning Scheme Amendment and Planning Permit for an expansion of Riverside Plaza (continued)**

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

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

Objective #2 – ‘Ensure that retail strategies deliver appropriate outcomes for the community’.

Aim – ‘Council is committed to provide assistance to the retail sector with an ultimate goal of identifying how the businesses intend to offer their products or services to consumers and how to attract optimal consumer interest’.

#### **Goal #4 – Quality Infrastructure (Built)**

Objective #3 – ‘Encourage sustainable municipal growth and development’.

Aim – ‘Greater Shepparton City Council, as one of Australia’s fastest growing inland regional cities, recognises that it is important to manage growth in a structured and sustainable manner.

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

#### **Risk Management**

A risk assessment has been undertaken for this amendment. All risks associated with the amendment are considered to be negligible.

RISK	LIKELIHOOD	IMPACT	RATING	ACTION
Amendment not approved by Minister	Unlikely	Major	Medium	The proposal is consistent with the Greater Shepparton Planning Scheme and all environmental, social and economic impacts have been minimised.
Submissions from public	Likely	Minor	Low	Impacts on other landowners have been minimised. If required, all submissions will be referred to an Independent Planning Panel for consideration.
Amendment not finalised within timelines	Unlikely	Minor	Low	Exemptions from the Ministerial timelines for planning scheme amendments can be sought – impacts are minor. Planning Officers are taking all necessary action to ensure the timely progression of this amendment.

## 8. SUSTAINABLE DEVELOPMENT DIRECTORATE

### **8.3 Request for combined Planning Scheme Amendment and Planning Permit for an expansion of Riverside Plaza (continued)**

RISK	LIKELIHOOD	IMPACT	RATING	ACTION
Adverse traffic impacts	Unlikely	Moderate	Low	A Traffic Impact Assessment Report has been prepared and Peer Reviewed. Traffic impacts resulting from this amendment have been assessed and minimised, as necessary.
Adverse economic impacts	Unlikely	Moderate	Low	An Economic Impact Assessment has been prepared and Peer Reviewed. Economic impacts resulting from this amendment have been assessed and minimised, as necessary.
Flood risks and impacts	Unlikely	Moderate	Low	The GBCMA has been consulted as part of the preliminary assessment of this amendment. Flood modelling has been prepared. The likely risk and impacts of flooding has been assessed and minimised, as necessary.

All stages in the amendment process will be undertaken in accordance with the *Planning and Environment Act 1987*.

#### **Policy Considerations**

This amendment is consistent with existing Council policy. The amendment supports Council policy on Economic Development.

#### **Financial Implications**

This amendment will not impose any unreasonable costs on the Council's resources or finances. The cumulative cost of the various peer reviews required to assess the impacts of the proposed development is approximately \$18,000. This includes the review of economic, traffic and car parking assessments.

The proponent of this amendment will be required to meet all costs associated with the planning permit and planning scheme amendment process. The costs associated with an Independent Planning Panel, if required, may be approximately \$40,000 and would also be met by the proponent of this amendment, not the Council.

The developer of the land will be required to meet all costs associated with the development, including any infrastructure costs. This includes infrastructure for traffic management, drainage and essential services. The ongoing maintenance costs associated with this public infrastructure will be met by the Council.

## 8. SUSTAINABLE DEVELOPMENT DIRECTORATE

### **8.3 Request for combined Planning Scheme Amendment and Planning Permit for an expansion of Riverside Plaza (continued)**

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

All procedures associated with this amendment comply with the legislative requirements under the *Planning and Environment Act 1987*. The amendment has been assessed in accordance with the Act and the Greater Shepparton Planning Scheme. The assessment is considered to accord with the *Victorian Charter of Human Rights and Responsibilities Act 2006* (the Charter) – no human rights have been negatively impacted upon throughout the process.

The Charter recognises that reasonable restrictions may be placed on the use and development of land, and that there may on occasion be reasonable and acceptable off-site impacts on others. Provided these issues are properly considered, it would be a rare and exceptional case where the exercise of a planning decision in accordance with the regulatory framework is not Charter compatible.

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

The subject land is within the Land Subject to Inundation Overlay and abuts the Urban Floodway Zone associated with the Broken River to the north. At the request of the Goulburn Broken Catchment Management Authority (GBCMA), a study of flood behaviour was undertaken by Cardno to assess the flood impact of the proposed development. This flood model showed that the proposal would not have a detrimental impact on flood paths in the area.

The site will drain to the regional basin within the Riverview Drive estate to the west of the land. The overall drainage plan is being finalised by the applicant and the Council's Development Engineering Team.

There is no significant vegetation on the subject site and no significant vegetation is expected to be removed as part of this development.

As part of this amendment, it is proposed to remove the Environment Audit Overlay (EAO) currently applying to the site. It is agreed that the EAO requires deletion as the proposed uses for the site are not 'sensitive uses' (i.e. residential use, child care centre, pre-school centre or primary school) – as a result, the EAO is deemed unnecessary.

As part of the exhibition process, the Environment Protection Agency (EPA) will be formally consulted and provided with an opportunity to comment on the proposal.

There are no significant adverse environmental/sustainability impacts associated with this amendment.

#### **Social Implications**

The amendment will achieve a positive social outcome. It will facilitate new and unique entertainment and leisure opportunities within the municipality. It will result in the development of a larger neighbourhood activity centre with improved access to a diverse range of services for the wider community. The proposal will promote further utilisation of an established community space that is already serviced by public transportation.

The land is in proximity to the CBD, as well as the main Kialla shopping strip along the Goulburn Valley Highway. The proposal adds to the existing variety of retail and entertainment options.

## 8. SUSTAINABLE DEVELOPMENT DIRECTORATE

### **8.3 Request for combined Planning Scheme Amendment and Planning Permit for an expansion of Riverside Plaza (continued)**

It is not expected that there will be any negative social impacts on adjoining land as a result of this amendment. The proposal is not for a new commercial centre, but for the expansion of an existing centre. Any negative traffic, drainage and other potential impacts have been mitigated through extensive assessment and peer review, which has informed the final development proposal.

The amendment will result in a net community benefit by providing a pleasant and safe working and recreational environment in the southern corridor of the city.

There are no significant adverse social implications associated with this amendment.

#### **Economic Impacts**

An *Economic Impact Assessment Report* (May 2013) (EIA) was prepared by MacroPlan Dimasi. This report provides an assessment of the economic impacts that may result from the proposal on the existing retail base in Shepparton.

This report states that the extension to Riverside Plaza, as proposed, will have a number of important economic benefits, including:

- *“Creating a substantial activity centre in southern Shepparton that will include both traditional and bulky goods retail facilities;*
- *Increased ability and flexibility to provide for the growing future homemaker/bulky goods floor space needs of Shepparton and the surrounding region;*
- *Greater convenience and amenity for residents through the consolidation of the second homemaker/bulky goods node in Shepparton, to complement the larger node at Shepparton East, which is located a substantial distance from Kialla;*
- *Further enhancement of Shepparton’s role as the regional retail destination for comparison shopping purposes. In addition, the location of Fun City at Riverside Plaza will provide new recreation/entertainment facilities, which would be attractive to families and teenagers, increasing visitation to Shepparton; and*
- *The creation of significant numbers of additional jobs.”*

The report acknowledges that there will be some trading impacts on the existing retail facilities in Shepparton; however, the report found that these are likely to be minor in nature.

This EIA was Peer Reviewed by Essential Economics on 3 June 2013. The key findings of the Peer Review include:

- *“The MacroPlan Dimasi report provides a high level market assessment of the proposed expansion of the Riverside Plaza, and identifies some of the economic benefits that would be derived from the proposal. The data sources and analysis provided in the report appear sound and reasonable.*
- *However, the proposal is seeking to rezone land away from a R1Z to a B1Z to enable a homemaker/bulky goods development. This proposal is made in the context of significant vacant homemaker/bulky goods floorspace in Shepparton, and the recent closure of a number of homemaker retailers.*
- *The report should consider in more detail why additional land is required for additional homemaker/bulky goods retailing. This argument should include an analysis of future demand for homemaker/bulky goods development that takes into consideration the existing homemaker retail vacancies and the appropriateness of other appropriately zoned sites.*

## 8. SUSTAINABLE DEVELOPMENT DIRECTORATE

### **8.3 Request for combined Planning Scheme Amendment and Planning Permit for an expansion of Riverside Plaza (continued)**

- *If the report is to state that a net economic benefit will result from the proposed development, the analysis should take into consideration the impact that the loss of residential land may have on Shepparton.*
- *More detailed analysis of trading impacts may also be required.*
- *This information should be provided to enable Council to make an informed decision as to whether or not to support the proposal. This will be important if there are objectors and the proposal goes to a panel hearing."*

Further work regarding economic impacts of the proposal has been undertaken by MacroPlan Dimasi in response to the review by Essential Economics. This further work concludes:

- *"The development proposed at the subject site could not be accommodated at a vacancy at an existing centre or at an appropriately zoned vacant site in Shepparton;*
- *The proposed development would have only a limited impact on other retailers in the region and would not threaten the viability of existing retailers; and*
- *The proposed reduction in Residential 1 zone would not have a noticeable impact on the supply of residential land in Kialla or total Shepparton."*

Following this, Essential Economics have reviewed the further work by MacroPlan Dimasi. Essential Economics believe that the work responds adequately to the key points raised in the peer review and that *"Council is in a position to make an informed assessment of the economic merits of the proposed Riverside Plaza development"*.

In accordance with the above, it is not expected that there will be any significant adverse economic implications associated with this amendment.

The development is expected to create 88 new jobs (excluding the 65 existing jobs at Harvey Norman which will be transferred to the new Harvey Norman), 109 indirect jobs and result in a \$16M development (according to the Economic Impact Assessment Report).

#### **Consultation**

This amendment has not been subject to any statutory exhibition or notice requirements as it is still at a preliminary assessment stage.

This amendment will be exhibited as necessary in accordance with the *Planning and Environment Act 1987*. This includes providing notice of the permit and amendment to all relevant referral authorities, prescribed Ministers and affected land owners. Notice of the permit and amendment will be advertised in the Victorian Government Gazette, the Shepparton News, on the Council's website and on the Department of Transport, Planning and Local Infrastructure's website. The permit and amendment will be exhibited for a minimum statutory period of one month. All submissions will be considered by the Council and an Independent Planning Panel will be engaged to hear submissions, if required.

Council officers believe that appropriate consultation will occur as part of this statutory process and the matter is now ready for Council consideration.



## 8. SUSTAINABLE DEVELOPMENT DIRECTORATE

### **8.3 Request for combined Planning Scheme Amendment and Planning Permit for an expansion of Riverside Plaza (continued)**

#### Timelines

Although it is recommended to 'prepare and exhibit' this amendment as part of this report, the development will not be occurring on the site immediately. In accordance with the statutory timelines set out in the *Planning and Environment Act 1987*, the planning scheme amendment process takes approximately twelve months before final approval is received by the Minister for Planning. Following this, the developer will need to seek all of the relevant planning and other relevant permits prior to the commencement of works on the site.

#### **Strategic Links**

##### a) Greater Shepparton 2030 Strategy

Topic: Economic Development

Theme: Retail/Commercial Centres

Objective 1: *'To provide increased opportunities for local job creation'*

Objective 4: *'To have a hierarchy of viable commercial/retail centres by retaining local and visitor spending within the municipality'*

Objective 5: *'To agglomerate peripheral sales and highway services nodes in accessible and appropriately serviced locations'*

##### b) Other strategic links

No other strategic links have been identified.

#### **Options for Consideration**

1. Agree to the preparation and exhibition of the planning scheme amendment (preferred).
2. Do not agree to the preparation and exhibition of the planning scheme amendment. This option could result in various undesirable consequences, including:
  - Loss of economic opportunity, including increased employment;
  - Loss of anchor tenant in existing Neighbourhood Activity Centre; and
  - Loss of developer funded infrastructure improvements.

#### **Conclusion**

It is recommended that Council agree to the preparation and exhibition of the amendment in accordance with the *Planning and Environment Act 1987*.

#### **Attachments**

Nil

## **9. TABLED MOTIONS**

Nil Received

## **10. REPORTS FROM COUNCIL DELEGATES TO OTHER BODIES**

Nil Received

## **11. REPORTS FROM SPECIAL COMMITTEES AND ADVISORY COMMITTEES**

### **11.1 Report from the Shepparton Art Museum Advisory Committee**

Cr Polan will present a verbal report on behalf of the Shepparton Art Museum Advisory Committee.

## **12. NOTICE OF MOTION, AMENDMENT OR RESCISSION**

Nil Received

## **13. DOCUMENTS FOR SIGNING AND SEALING**

Nil Received

## 14. COUNCILLOR ACTIVITIES

### 14.1 Councillors Community Interaction and Briefing Sessions

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

Under section 80C of the *Local Government Act 1989*, Council officers and others who are contracted to provide advice or services to the Council must disclose any conflicts of interests they have before any advice they provide is considered. Disclosures must be in writing, to the Chief Executive Officer and must specify the type and nature of the conflict.

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

- Industrial Hemp and Associated Regional Industries meeting
- 'Committee for Shepparton' meeting
- Lunch with Professor Richard Speed & Liz Lavender - La Trobe University
- Draft Hume Regional Growth Plan | Release for Public Consultation
- Rubicon | Funding Announcement
- The Hon Dr Sharman Stone | visit Councillor's and Executive
- Deputy Premier Peter Ryan & Minister Jeanette Powell visit and meeting
- Opening | Olympic Sports Arena
- Shepparton Rotary Club | Changeover Dinner
- Naidoc Week | Flag Raising Ceremony & Breakfast
- Naidoc Week | Elders Luncheon
- North East Small Business Launch | The Hon Peter Ryan Deputy Premier
- Deakin Reserve User Group
- Horticulture in Transition Workshops
- Funding Announcement | Grant for Feasibility Study – Harness & Dog Complex
- Launch of the 'Commencement of Vaughan Street Streetcape' | Minister Jeanette Powell
- Photo Shoot at SPCA for 'Buy Aussie Produce'
- Opening of the Midland Highway Duplication, Shepparton (Florence Street to Doyles Road)
- Sa'daat Foundation | Ramadan Community Iftaar
- Media opportunity – Melbourne Heart Soccer match
- Community Consultation Session Meeting for UAIP
- Citizenship Ceremony
- Sir Andrew Fairley & Lady Fairley Foundation | Heinz Music Program Concert
- La Trobe University & The Fairley Foundation | Fairley La Trobe Lecture 2013 and dinner
- PACC Meeting
- Budget Info Session | Shepparton, Dookie, Mooroopna and Tatura
- Working Lunch with Leader of the Opposition Daniel Andrews and Shadow Ministers
- SPC Ardmona Meeting with Leader of the Opposition Daniel Andrews and Shadow Ministers
- Media Event - V/Line Issues Doorstop
- Goulburn Valley U3A | 25th Anniversary Celebration
- LEAD Art Launch
- Greater Shepparton Health and Wellbeing Advisory Meeting

## 14. COUNCILLOR ACTIVITIES

### 14.1 Councillors Community Interaction and Briefing Sessions (continued)

- Environmental Sustainability Strategy SRC meeting
- Melbourne Heart Soccer | A League Preseason Game [Shepparton Sports Precinct Funding 'Celebration']
- 50th Jubilee of Ordination | Monsignor Peter Jeffrey & Father John Ryan
- Premier of Victoria | The Hon Dennis Napthine & The Hon Wendy Lovell visit to Shepparton
- Productivity Hearing - Processed Fruit Safeguards | Canberra
- Announcement at Goulburn Ovens TAFE

Councillors were also briefed on the following matters:

- Road Management Plan Review
- Waste Management Strategy
- Special Council Meeting - Draft 2013-2014 Budget & Rating Strategy 2013-2017
- High Speed Rail
- Shepparton Regional Saleyards
- Vaughan Street Redevelopment
- Shepparton Show Me Committee Members | Appointment
- 10th Anniversary of the Toyoake and Greater Shepparton
- Greater Shepparton Regional Sports Precinct | Update
- Special Council Meeting - Funding Agreement for Greater Shepparton Regional Sporting Precinct Upgrade and Funding Agreement for Greater Shepparton Street Lighting Project
- Tatura 200 | Bike and Walk Presentation
- 'Activities in the Park' brief
- 'Get Mooving Greater Shepparton' brief
- Greater Shepparton Overview by Chief Executive Officer
- Monthly Financial Report for June
- Verney North Growth Corridor
- Safer City Camera Network Policy
- Safer City Camera Project - Governance Structure & Monitoring
- Provision of HACC
- Domestic Animal Management Plan 2013-2017
- Planning Scheme Amendment & Permit for Riverside Plaza
- Provision of Food Services - Contract 1444
- HACC Program brief
- Events Department Overview

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

### RECOMMENDATION

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

## **14. COUNCILLOR ACTIVITIES**

### **14.1 Councillors Community Interaction and Briefing Sessions (continued)**

#### **Attachments**

1. Positive Ageing Advisory Committee Meeting - 17 May 2013
2. Disability Advisory Committee Minutes - 24 May 2013
3. RiverConnect Special Meeting - 24 July 2013
4. Environmental Sustainability Strategy Stakeholder Reference Committee - 25 July 2013
5. Councillor Briefing Session - 18 June 2013
6. Councillor Briefing Session - 25 June 2013
7. Councillor Briefing Session - 2 July 2013
8. Councillor Briefing Session - 9 July 2013
9. Councillor Briefing Session - 16 July 2013

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

**16. PUBLIC QUESTION TIME**

**17. CONFIDENTIAL MANAGEMENT REPORTS**

**17.1 Designation of Confidentiality of Information**

**RECOMMENDATION**

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

**17.2 Audit and Risk Management Committee Minutes - 6 June 2013 Meeting**

**17.3 Reopening of the Council Meeting to Members of the Public**